Regular Meeting Minutes
April 10, 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  
Secretary John Boulton  
Public Relations Manager Doug Gregoire

Others present:  
Emily Javens, YMRWD Administrator  
Gary Crowley, Lyon County Commissioner  
Gary Laleman, Lyon Soil and Water Conservation District (SWCD) Supervisor  
Kerry Netzke, Area 2 MN River Basin Projects Executive Director

Approval of the Agenda
Dritz moved to approve the agenda with no changes. Kraus seconded. Motion passed 5-0.

Approval of Past Meeting Minutes
Dritz moved to approve the minutes. Kraus seconded. Motion passed 5-0.

Treasurer’s Report
Javens presented the following reports:

- Balance Sheet (April 11, 2017)  
  Total liabilities and equity = $194,194.54
- Profit and Loss Report (March 16-April 11)  
  Net Income = -$15,507.28
- Warrants to be Paid  
  Total warrants = $3,496.13
  Total net income = $19,602.10

Outstanding warrants to be paid include:

- Bankcard Center  
  Credit Card = $534.83
- Berkley Risk Administrators Company  
  Work Comp Insurance = $770.00
- Bolton and Menk  
  Ditch 38 Engineering = $392.50
- Centurtyel  
  Phone and Internet = $116.39
- Finance and Commerce  
  Ditch 38 Ad for Bids = 180.86
- Jim Wambke  
  Rent = $500.00
- John Engels, Attorney  
  Legal guidance on permits = $200.60
- Minneota Mascot  
  Ditch 38 Ad for Bids = $148.15
- RCRCA  
  Educational Event Donation = $200.00
- VK Services  
  Website update = $452.80
Gregoire moved to pay the warrants and file the treasurer’s report. Dritz seconded. Motion passed 5-0.

**New Business – Lincoln County Ditch 38 Improvement Project Award**
Javens presented the findings of the engineer to award the project to the lowest, responsible bidder. The low bid was 13% below the engineer’s estimate and was submitted by Loo Con, Inc. of Wilmont, MN for $425,468.84.

Boulton moved to accept the findings of the engineer and award the Lincoln County Ditch 38 Improvement Project to Loo Con, Inc. Kraus seconded. Motion carried 5-0.

**New Business – MN Public Drainage Manual Training**
Javens presented a training opportunity to the board for training on the new online MN Public Drainage Manual. There are 3 sessions scheduled for late May. The managers asked to discuss this at the next meeting when it would be closer to the training dates.

**New Business – Request for Omro 18 Wetland Restoration**
Javens presented a request for a permit from Dean Bach to restore a 2-acre wetland in Omro Township Section 18.

Dritz moved to approve the permit. Kraus seconded. Motion passed 5-0.

**New Business – Yellow Medicine SWCD Shared Services**
Javens told the board that there was interest from the Yellow Medicine SWCD to share a technician between the two organizations. (0.25 WD and 0.75 SWCD) Javens held off on last month’s decision to hire an intern when she learned of this information. She recommended not hiring the intern at this time and moving forward with the new shared position.

Boulton moved to approve the shared services position. Gregoire seconded. Motion carried 5-0.

**New Business – Website Demonstration**
Javens demonstrated the new features of the updated website.

**New Business – Office Copier**
Javens presented a quote to purchase a new office copier and a service agreement for monthly maintenance and copies. The service agreement seemed underpriced and the board thought it could have been an error by the vendor.

Dritz moved to approve the purchase of a copier for $5495 and a service agreement of up to twice the price quoted.
Public Comment, Reports, and Adjournment

Javens provided a written and verbal update of the past month’s activities that were not on the agenda. Netzke gave an update on legislative activity for Area 2 MN River Basin Projects. Bolton and Dritz gave updates of the Legislative Days hosted by the MN Association of Watershed Districts. Buysse gave an update on the Lyon County Parks and Lyon SWCD meetings he attended.

At 10:30 a.m., Dritz moved to adjourn the meeting. Kraus seconded. All were in favor and the meeting was adjourned.

Respectfully Submitted,

John Boulton

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 May 8, 2017 at the District Office.