



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 April 9, 2018

Call to Order

The meeting was called to order by President Tim Buysse at 9:02 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 Elmo Volstad

Others present: Michelle Overholser, YMRWD Administrator
 Brooke Buysse, Yellow Medicine SWCD/Watershed
 Gary Laleman, Lyon SWCD Board
 Gary Crowley, Lyon County Commissioner

Set Agenda

Agenda was reviewed without any changes

Kraus moved to approve the agenda. Dritz seconded. Motion passed 4-0.

Approval of Past Meeting Minutes (March 12, 2018)

Change wording in previous minutes from should do buffer inspections to will do ditch inspections. Also change the name from Tom Regnier to Don Regnier.

Dritz moved to approve the minutes with the changes listed. Volstad seconded. Motion passed 4-0.

Treasurer's Report

Overholser presented the following reports:

- | | |
|--------------------------|---|
| • Balance Sheet | Total Liabilities and Equity = \$237,951.71 |
| • Profit and Loss Report | Net Income = -\$12,701.93 |
| • Warrants to be Paid | Total Warrants = \$6,138.08 |
| • Ditch Balance Report | Total net Income = \$-1,492.50 |

Outstanding warrants to be paid include:

- | | |
|---------------------------------|-------------------------------|
| • Jim Wambeke | Rent =\$500.00 |
| • Century Tel | Phone/Internet=\$117.22 |
| • League of MN Cities Insurance | Work Comp Insurance= \$392.00 |
| • Boulton & Menk, Inc. | Invoice #0215593 = \$1,492.50 |
| • TD Ameritrade, Inc | March Retirement= \$300.00 |
| • Select Account | March HRA= \$500.00 |
| • Kurt Gillund | 5 Beaver Bounty= \$150.00 |



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Boulton moved to pay the warrants and approve the treasurer's report. Kraus seconded. Motion passed 4-0.

Old Business – Annual Report

Sent out to the board members to be reviewed before submittal

Old Business – QuickBooks Update

Provided update on progress made and confusion with the company and including payroll in the package that was ordered, matter was resolved and they fixed the mistake.

New Business – Permits

There were four permits approved and we are waiting for more information on ten permits before they can be approved. Dritz made a request to have the board members provided maps of the tiling permits approved to be included in board minutes.

New Business – ArcGIS

Michelle priced options for updated ArcGIS. A whole package cost over 10,000 but she applied for a grant and got the updated version of ArcGIS and additional extensions for \$200. The grant is allowed to be applied for each year in the future.

Dritz moved to authorize payment for the ArcGIS and extensions. Boulton seconded. Motion passed 4-0.

New Business – Website

Dawn updated the website with the One Watershed One Plan information. It is now on the website under the tab projects. All of the One Watershed One Plan partner organizations have links to their websites listed.

New Business – Permission to Dispose of Items

With the changes in the office and the remodeling that we are having done there are a lot of items that the office does not use anymore. Michelle is requesting permission to dispose of old/broken equipment, out dated resource material, and other items that do not have a value and are not require to be retained by the watershed district or do not need prior approval from the historical society.

Dritz moved to approve office staff permission to dispose of unused office supplies. Boulton seconded. Motion passed 4-0.

New Business – Managing Human Resource Seminar

MCIT is hosting a seminar about hiring process and the procedures to hiring employees.

Boulton moved to attend the seminar. Volstad seconded 4-0.

New Business – MAWD Request for Input: 3 Priorities for 2018 and Beyond.

MAWD increased the dues this year and are requesting three priorities the watershed districts would like to see. The board discussed different ideas and came to the conclusion of these three.



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Human Resources Aid- One example was to develop templates for policies that have been approved by an attorney so that each watershed does not need to incur those costs.

Training – They recognize that this is already something that is being implemented but feel it is so important that it still needs to be listed.

Directory of Resources – They talked about having a directory of individuals who are “experts” in something specific. A go to person that may give some assistance. An example was maybe there is someone who is really knowledgeable in Drainage Easements that could, or wouldn’t mind answering a few questions before we go straight to calling an attorney.

Other Business – Future Events

May 14	9:00am	Regular Meeting-YMRWD in Minneota
June 20-22	2 Day	Summer Tour

Public Comment, Reports, and Adjournment

Crowley provided a report
Laleman provided a report
Administration and Managers provided reports

At 10:20 a.m. Boulton moved to adjourn the meeting. Kraus seconded. Motion carried 4-0 and the meeting was adjourned.

Respectfully Submitted,

Secretary John Boulton

Date

Minutes prepared by Brooke Buysse

The next regularly scheduled meeting of the Yellow Medicine River Watershed District will be held at 9:00 a.m. on May 14, 2018 at the District Office.