



# Yellow Medicine River Watershed District

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



## Regular Meeting Minutes February 12, 2018

### Call to Order

The meeting was called to order by Vice President James Kraus 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 (present at 9:12am)  
Vice President James Kraus  
Treasurer Tim Dritz  
Secretary John Boulton

Others present: Michelle Overholser, YMRWD Administrator  
Brooke Buysse, Yellow Medicine SWCD/Watershed  
Gary Laleman, Lyon SWCD Board  
Lucas Youngsma, MN DNR Hydrologist (present at 9:10am)  
Kerry Netzke, Area 2 Executive Director  
Gary Crowley, Lyon County Commissioner  
Bill Helget, Bolton & Menk  
Bill Jerzak, Landowner Ditch #38  
Jerome Jerzak, Landowner Ditch #38  
Jeff Jerzak, Landowner Ditch #38

### Set Agenda

Dritz suggested moving "Old Business" after "New Business" when Buysse is here.

**Boulton moved to approve the agenda with the changes. Dritz seconded. Motion passed 2-0.**

### Approval of Past Meeting Minutes (January 8, 2018)

Dritz moved to approve the minutes. Boulton seconded. Motion passed 2-0.

### Treasurer's Report

Overholser presented the following reports:

- |                          |   |
|--------------------------|---|
| • Balance Sheet          | Total Liabilities and Equity = \$320,052.36 |
| • Profit and Loss Report | Net Income = -\$10,883.18                   |
| • Warrants to be Paid    | Total Warrants = \$7,275.61                 |
| • Ditch Balance Report   | Total net Income = \$-4,690.76              |

Outstanding warrants to be paid include:

- |                       |   |
|-----------------------|---|
| • Bankcard Center     | Credit Card = \$0                           |
| • Jim Wambeke         | Rent =\$500.00                              |
| • Bolton & Menk, Inc. | Engineering for Ditch#38=\$4,146.00         |
| • Century Tel         | Phone/Internet=\$117.22                     |
| • Duane Bendixen      | Viewing=\$159.43                            |
| • James Weidemann     | Viewing=\$258.85                            |
| • Lincoln SWCD        | Reimbursement for work 9/1-11/30=\$1,586.46 |



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- Lyon County GIS
- Minneota Mascot
- One Office Solution

'18 Annual GeoMoose Hosting Fee=\$360.00  
Public Hearing Notices=\$126.48  
Invoice 1737112-0=\$21.17

**Boulton moved to pay the warrants and file the treasurer's report. Dritz seconded. Motion passed 2-0.**

## New Business – Request for Permits

Steffen (Norman 27) - proposing to add 4-5" seepage lines along with small sections of 6" & 8". Downstream landowners have already signed.

Anderson (Friendship 33)-Permit renewal, East tile line was proposed and installed already but they ran out of time to replace all the outlets so planning on doing that this spring.

**Dritz moved to approve the permits. Boulton seconded. Motion passed 2-0.**

## New Business –Complaint against Infrastructure and Energy Alternatives

Couple stopped into the office two weeks ago complaining about an access road built by the wind tower company. The road was built perpendicular to their grass waterway and they are worried about during a rainfall event having the road washout into their intake. They would like the intake moved or add an additional intake on the other side of the access road. This road appears to have changed the flow of water with is against watershed policy without a permit. The Watershed District paid to install this grass waterway and in the wind tower's company policy it states that they will maintain all drainage patterns.

**Dritz moved to send a letter to the wind company saying they will not restrict the flow of water in this location. Boulton seconded. Motion passed 3-0.**

## New Business – Legislative Day March 7-March 8

Event takes place on a Wednesday/Thursday. Michelle has talked with Lac Qui Parle watershed and we are going to share appointments with them. The managers interested in attending are Dritz and Boulton. No motion was needed.

## New Business – Viewers Association Meeting March 19

It will be on a Monday in Willmar, there has not been an agenda or information sent out for this yet.

## New Business – Insurance Renewal (Workman's Comp and Liability)

The board discussed that this was good to have and to keep the elected officials included on this. For the liability portion, Michelle is going to look into coverage on using personal vehicles during work hours. In the future we will look at using different liability instead of one used for city as we currently do.

## New Business – Authorize Bids for Nordland 6 road retention project (Kerry Netzke)

There were ads for bids handed out since the project was estimated under \$100,000. They send out quotes to six local contractors and only had one reply. Since the one reply was over the \$100,000 limit they will be changing to online bidding for a contractor. Boulton and Menk are setting up the online bidding for them. They are hoping to be able to award a bid at the March 12<sup>th</sup> meeting.

**Boulton moved to authorize Kerry to advertise for bids for the Norland 6 project. Dritz seconded. Motion passed 3-0.**



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## New Business – 1W1P Update (Kerry Netzke)

Kerry updated the board on what was all discussed at the policy committee and the planning work group. She provided background on what decisions were made and the process into making that decision. Crowley asked Kerry about hiring the engineer and the costs associated with that.

**Kraus moved to accept the Yellow Medicine 1W1P performance-based funding for FY18 &19. Dritz seconded. Motion passed 3-0.**

## New Business – Final Acceptance Hearing on Lincoln County Ditch 38

Helget presented to the board the costs of the ditch project. The board raised the question as to why the engineering and legal costs were much higher than what was estimated. The reasoning was that the wind towers were being constructed at that time and the engineer put in extra time to work with them. Landowners were present and also asked about the engineering costs and if the wind tower companies would be liable for those extra fees. The board discussed how to regain those costs from the wind tower companies.

**Boulton moved to accept the order. Dritz seconded. Motion passed 3-0.**

**Dritz moved to recoup the costs of legal, engineering, and admin cost from the wind tower companies. Motion passed 3-0.**

## New Business – Financial Items

QuickBooks Renewal- Michelle looked into the renewal fees versus the updating fees for QuickBooks. She found that it would be cheaper for the district to update QuickBooks to 2018 rather than just renewing it.

QuickBooks Security concerns from Lincoln SWCD- In order to create a clear separation of duties, the admin assistant, who is currently Colleen Wilchem (a contracted employee of the Lincoln SWCD), will set their own password for the QuickBooks account with the ability to move funds, create ledger adjustments and write checks. While the district has an admin assistant, they will be the only individual to perform these tasks. Michelle would have limited access to the QuickBooks desktop program, her access would be read only in order to oversee or review the account, and would have access to pull reports. She would have her own login and would not have authorization to make any ledger or balance adjustments, unless there is a time where there is no admin assistant.

QuickBooks Admin authorization- Michelle Overholser, as the Administrator of the Watershed District will be the primary contact and has the authorization to manage the Intuit account.

**Dritz Moved to authorize Michelle to act on behalf of the District with regards to the QuickBooks account.**

Online Banking- Looked into getting access to online banking for the purpose of being about to access online statements and not having to wait to receive them in the mail.

**Dritz moved to get online banking and have the paper statements sent to the treasurer. Boulton seconded. Motion passed 3-0.**

Authorization for Admin credit card- Michelle needs a card for expenses at the watershed.

**Kraus moved to approve authorization for Michelle to get a credit card for the District. Boulton seconded. Motion passed 3-0.**



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Security Pledge Release- Received in the mail from Wells Fargo Bank. Unsure of exactly what it is so the board treasurer will look into this and get back to the board next month.

## Old Business – Hoffman Letter

Michelle drafted a letter to send to Hoffman, the board reviewed the letter at the meeting. They decided to have it sent to an attorney to make sure all the logistics are taken care of. Once we have heard back the letter will be sent out.

## Other Business – Future Events

March 7-8	Day	Legislative Day
March 12	9:00am	Regular Meeting-YMRWD in Minneota
March 19	Day	Viewers Association Meeting

## Public Comment, Reports, and Adjournment

Crowley- Commented on how 1W1P will create more work for the watershed district.  
Laleman- There is a new ATV park by Russell and it opens around the 1<sup>st</sup> of May.

**At 11:28 a.m. Boulton moved to adjourn the meeting. Kraus seconded. Motion carried 3-0 and the meeting was adjourned.**

Respectfully Submitted,

<u><i>John Boulton</i></u>	<u>2/13/18</u>
Secretary John Boulton	Date

*Minutes prepared by Brooke Buysse and Michelle Overholser*

**The next regularly scheduled meeting of the Yellow Medicine River Watershed District will be held at 9:00 a.m. on March 12, 2018 at the District Office.**