



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 December 12, 2016

Call to Order

The meeting was called to order by President Tim Buysse at 8:00 a.m. at the Yellow Medicine River Watershed District (YMRWD) Office at 122 North Jefferson Street in Minneota, MN.

Managers present: President Tim Buysse
Secretary John Boulton
Treasurer Tim Dritz
Public Relations and Information Officer James Kraus

Managers absent: Vice President Jeff Hoffman

Others present: Administrator Emily Javens
Jason Beckler, MN Board of Water and Soil Resources*
Lucas Youngsma, MN Department of Natural Resources*
Robert Olsen, Lincoln County*
*Indicates partial meeting attendance

Approval of the Agenda

M/S/P to approve the agenda with no changes.

Motion by: John Boulton
Second by: James Kraus
Passed: 4-0

Approval of Past Meeting Minutes

M/S/P to approve the November 14, 2016 regular meeting minutes.

Motion by: John Boulton
Second by: James Kraus
Passed: 4-0

Treasurer's Report

Javens presented the following reports:

- | | |
|--|---|
| • December 12, 2016 Balance Sheet | Total liabilities and equity = \$302,692.64 |
| • Profit and Loss Report (Oct 11 – Nov 14) | Net Income = \$112,948.15 |
| • Expenses by Vendor Summary (Oct 11 – Nov 14) | Total warrants = \$13,305.06 |
| • Ditch Balance Report (Jan 1 – Nov 14) | Total net income = \$68,222.41 |

M/S/P to approve the treasurer's report and pay the warrants.

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



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Warrants to be paid include:

Aracely Leos	Office Cleaning	30.00
Centurytel	Phone and Internet	116.53
Farm and Home Publishers	Plat books – Lincoln/Lyon County	89.40
Gayle Rasmussen	Ditch Viewing – Lincoln CD38	1,068.70
James Weidemann	Ditch Viewing – Lincoln CD38	3,612.43
Jim Wambeke	Office Rent	500.00
Minneota Mascot	Public Notices – Lincoln CD38	216.00
RESPEC	PRAP Grant Services	280.00
Rite-Way Drainage	Ditch 5 Outlet Replacement	5,696.00
Thompson Excavating	Dam Maintenance	1,450.00
Tom Barber	Beaver Bounties	180.00
US Postal Service	Post Office Box Rent – 12 months	66.00
	TOTAL	<u>13,305.06</u>

Old Business – Organizational Effectiveness Report

Javens presented the final report prepared by RESPEC entitled “Yellow Medicine River Watershed District Organizational Effectiveness Report and Recommendations.” This is the final required deliverable for the District’s grant through the Performance Review and Assessment Program (PRAP). **M/S/P to table acceptance of the report until the managers have more time to review the report.**

Motion by: Tim Dritz

Second by: John Boulton

Passed: 4-0

New Business – Permit Hearing for Brian Doom

At the November 2016 regular meeting of the YMRWD, the Board of Managers denied permit application 2016-11-19 since the project drained land in one watershed and proposed an outlet in another. The applicant, Brian Doom, appealed that decision and requested a hearing. He was present and discussed the situation with the Board. Javens mentioned that since the last meeting, she visited with the Department of Natural Resources (DNR) and it was determined that the project likely needed a DNR permit. Area DNR Hydrologist Lucas Youngsma was present and discussed the permit process with the board and the applicant. **M/S/P to table the hearing until the DNR permit process has been completed.**

Motion by: Tim Dritz

Second by: John Boulton

Passed: 4-0

New Business – Requests for Drainage Permits

Javens presented four applications for drainage permits for review and consideration.

- **Permit Application 2016-11-04 Eidsvold 7 Drainfield:** Applicant Bryan VanOverbeke was seeking permission to install a rock drainfield in the location where his tile system was disconnected



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from a tile line owned by Eidsvold Township. The Township disconnected his outlet because he had not requested permission to make the connection and they felt their system could not handle the additional drainage. The Township Board is strongly opposed to the request to install the drainfield because the water will sit in the ditch until it can seep into the township tile. This is believed to put the stability of the road at risk. **M/S/P to deny permit application 2016-11-04.**

Motion by: Tim Dritz

Second by: James Kraus

Passed: 4-0

- **Permit Application 2016-11-47 Swede Prairie 3 Tiling:** Applicant Scott Wintz was seeking a permit to install pattern tile on parcel 18-003-010 and outlet it into an existing shared tile system. During the engineering review process, staff determined the existing outlet could not handle all of the drainage that was originally specified in the 1949 agreement between the tile system owners. Staff also determined a portion of the land to be tiled was not in the same watershed as the outlet and therefore needs DNR review. **M/S/P to table the request for a permit until the DNR permit process is complete and input from the private system owners can be obtained.**

Motion by: John Boulton

Second by: James Kraus

Passed: 4-0

- **Permit Application 2016-11-01 Lincoln County Ditch 37 Wetland Restoration:** The Lincoln County Ditch Authority was seeking permission to restore two wetland complexes, referred to as the Snyder-Gorecki Wetlands, within the Ditch 37 drainage area. The project is located in Hendricks Township Section 36 and Royal Township Section 1. It would eliminate approximately 7,000 feet of ditch tile and provide nearly 140 acre-feet of storage during a 100-year storm event. Javens mentioned she had reviewed the plans and other engineering submittal materials and found the project to be in accordance with the YMRWD Rules. **M/S/P to approve Permit Application 2016-11-01 to construct the Snyder-Gorecki Wetland Restoration Project.**

Motion by: James Kraus

Second by: John Boulton

Passed: 4-0

- **Permit Application 2016-11-48 Yellow Medicine County Bridge Replacement:** Yellow Medicine County was seeking a permit to replace bridge 4205 located on County Road A9 in Wood Lake Township Section 5. Application materials showed a reduction in upstream flood damage potential and minimal downstream impacts. Javens reviewed the plans and other engineering reports submitted with the application and found the project to be in accordance with the YMRWD Rules. **M/S/P to approve Permit Application 2016-11-48 to replace Yellow Medicine County Bridge 4205.**

Motion by: John Boulton

Second by: Tim Dritz

Passed: 4-0



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Public Hearing – Lincoln County Ditch 38 Final Hearing

Buyse recessed the regular meeting at 9:00 a.m. to conduct the final public hearing of Lincoln County Ditch 38. He resumed the regular meeting at 9:50 a.m.

New Business – 2017 Ditch Fund Assessments

Javens presented recommendations for assessments on the ditch systems. Using last year’s board recommendation to keep a balance of \$1,000 per mile of open ditch in each account, calculations were made for each system and resulted in a recommended assessment of \$6,000 for Ditch 1, \$3,500 for Ditch 4, and \$3,000 for Ditch 16. All other ditches maintained a sufficient balance in them and did not require more funding set aside for them in 2017. **M/S/P to approve Resolution 16-102:**

“Therefore, be it resolved that the following one year assessments are adopted:

Ditch System Repair Fund	Amount
Yellow Medicine River Watershed Ditch 1 (YMR WS2 DIT 1)	\$6,000.00
Yellow Medicine River Watershed Ditch 4 (YMR WS2 DIT 4)	\$3,500.00
Yellow Medicine River Watershed Ditch 16 (YMR WS2 DIT 16)	\$3,000.00

Be it further resolved, that the aforementioned assessments are due and payable in 2017.”

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

New Business – Performance Review of the Administrator

Per the YMRWD personnel manual, the review of the Administrator is to be completed in December. The Board found the performance of Administrator Javens to be satisfactory. The contract agreement, executed at the February 2016 board meeting, allowed for an annual bonus to Javens if engineering services were completed that had resulted in a cost savings to the District. During the past 9 months, Javens had performed a number of tasks that would have otherwise been completed by an outside consultant, such as putting together plans, specifications and contract documents for the ditch improvement project on Ditches 4 and 5. The Board determined the criteria for the maximum bonus as specified in the contract had been met. The Board discussed whether or not the bonus and salary structure should continue or if one merged salary should be considered. The goal of setting up the bonus structure was to quantify the amount of engineering value that existed when they decided to hire an administrator who was also a licensed engineer. The Board felt confident that engineering value existed and would continue. Upon completion of one year of service, the Board thought the bonus structure and base salary could be merged into one salary. The formal review and authorization for the performance bonus would be formally considered in February when the board considers releasing Javens from the one year probationary period. They will also consider revising the employee handbook to have performance reviews completed at the completion of each year of service rather than always during the month of December.



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New Business – 2017 Meeting Schedule

Javens asked the board if they wanted to make any changes to the regular meetings for 2017. There were a couple of conflicts noted but the Board thought they could deal with those on a month-by-month basis.

Public Comment – 2017 Budget and Other Miscellaneous Issues

Byusse noted no one was present to comment on the 2017 budget or any other issues.

Reports and Adjournment

MN Board of Water and Soil Resources (BWSR) Board Conservationist Jason Beckler gave an update.

- **Buffers** - Beckler mentioned there were some policies related to enforcement issues with the new buffer law that would be coming out for a 30-day public comment period. Sample ordinances and information on administrative penalty orders would be included. He recommended the Board review the policies and meet with adjacent county boards to sort out pending jurisdiction issues.
- **Grants** - The Board asked whether or not they needed to accept the final report discussed earlier in the meeting prior to the expiration of the grant. In this case, the grant expires December 31, 2016. He recommended they do so and explained there was little risk in doing so. If the report looks substantially complete, that is all they need to know for approval of the recommendations. The Board can review the findings at any time and implement them as they see fit. They are not agreeing to implement any or all of the recommendations by approving the report. He also recommended the Board make a standing motion to allow the Administrator to enter into grant contracts and sign final reports.

M/S/P to grant authority to the Administrator to enter into grant contracts and sign final reports.

Motion by: John Boulton

Second by: James Kraus

Passed: 4-0

M/S/P to accept the final organizational effectiveness report discussed earlier in the meeting.

Motion by: John Boulton

Second by: James Kraus

Passed: 4-0

With no further business, the meeting was adjourned at 10:50 a.m.

Respectfully Submitted,

John Boulton

Secretary John Boulton

1/09/17

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 January 9, 2017 at the District Office.