



# Yellow Medicine River Watershed District

122 North Jefferson Street, P.O. Box 267, Minneota MN 56264

Phone 507-872-6720, Fax 507-872-6958

## Regular Meeting Minutes

January 11, 2016

The regular meeting of the Yellow Medicine River Watershed District Board of Managers was called to order at 9:00 a.m. by Vice President Jeff Hoffman. Other managers present for the duration of the meeting were Tim Dritz, John Boulton, and James Kraus. Tim Buysse joined the meeting at 10 a.m. Interim Administrator Emily Javens was in full attendance and partial attendance guests included Attorney John Engels, Bill Sterzinger, and Loren Lozinski.

### **Oath of Office**

Kraus read and signed an Oath of Office and Hoffman signed as witness.

*"I, James Kraus, affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and the policies of the Yellow Medicine River Watershed District, and that I will faithfully accept the duties of my appointed position as a board manager of the Yellow Medicine River Watershed District, to the best of my judgment and ability."*

### **Election of Officers**

Motion by Dritz, second by Kraus to appoint Buysse as President. Motion carried 4-0.

Motion by Dritz, second by Kraus to appoint Hoffman as Vice President. Motion carried 4-0.

Motion by Boulton, second by Hoffman to appoint Dritz as Treasurer. Motion carried 4-0.

Motion by Dritz, second by Hoffman to appoint Boulton as Secretary. Motion carried 4-0.

Motion by Hoffman, second by Boulton to appoint Kraus as Public Relations Officer. Motion carried 4-0.

### **Annual Designation of Official Depository, Newspaper and Legal Counsel**

Motion by Dritz, second by Boulton, to name Bank of the West as the official depository, the Minneota Mascot as the official newspaper, and John Engels as legal counsel. Motion carried 4-0.

### **Approval of Agenda**

Motion by Dritz, second by Boulton, to approve the agenda as amended. Motion carried 4-0.

### **Approval of Previous Minutes**

Motion by Dritz, second by Boulton, to approve the minutes of December 2015 as amended.

Motion carried 3-0 with Kraus abstaining since he was not present at the December meeting.

### **Approval of Treasurer's Report and Submitted Warrants**

Treasurer Dritz presented the current balance sheet, profit and loss report, bills to be paid, and the ditch balance report. Motion by Boulton, second by Kraus, to approve the treasurer's report and pay the warrants. Motion carried 4-0.



# Yellow Medicine River Watershed District

122 North Jefferson Street, P.O. Box 267, Minneota MN 56264

Phone 507-872-6720, Fax 507-872-6958

The approved warrants include:

Aracely Leos	Office cleaning – December and January	\$60.00
CenturyTel	Phone / internet / fax	\$116.38
Harold DeSmet	Beaver bounty (1 beaver)	\$30.00
Jim Wambeke	Rent	\$500.00
Lyon County GIS	Ditch mapping on website	\$360.00
Netpoint	Website	\$8.95
Roger Sik	Beaver bounties (17 beavers)	\$510.00
Andrzejek Cherp Excavating	Beaver dam removal	\$250.00

## OLD BUSINESS

There was no old business discussed at the meeting.

## NEW BUSINESS

### Approval of Submitted Tiling Applications

Three permit applications were presented to the Board. One application, submitted by Yellow Medicine County for a clean-out of a 300' waterway, was deemed incomplete due to lack of a map. Motion by Boulton, second by Kraus, to approve the following permit applications. Motion carried 4-0.

Year-Month-#	Applicant	County	Township	Section	¼	Description
2016-01-01	Bruce VanKeulen	Lyon	Westerheim	7	NW	Replace existing line, clean existing waterway
2016-01-02	Sandy Doyscher	Lyon	Nordland	16	SE	Replace 600' of existing 6" seepage line

### Approval to Extend the One Watershed One Plan Agreement

Javens presented an Addendum to the One Watershed One Plan Agreement to extend the end date to December 31, 2016. Motion by Dritz, second by Boulton to approve the addendum. Motion carried 4-0.

### Data Practices Policy

Javens reported a request for information came into the office on January 8, 2016 and she did not find a data practices policy on file that outlined how to respond to such requests. She presented example data practices policy that could be adopted from the Information Policy Analysis Division (IPAD). After discussion, the Board wanted to review the policies in more detail, get feedback from legal counsel, and discuss again at a later meeting.



# Yellow Medicine River Watershed District

122 North Jefferson Street, P.O. Box 267, Minneota MN 56264

Phone 507-872-6720, Fax 507-872-6958

## Request for Information: Ditch 23

Corey Hoffman requested all information regarding the handling of the Ditch 23 cleanout project. The Board stated they did not handle this project and most of the information would be on file with Yellow Medicine County. There may be some meeting minutes that discuss the project, but that would be the only information on file. Javens will review the past meeting minutes and send those to him.

## Request for Payment: Sterzinger Construction

Boulton reported that Sterzinger Construction rented a long stick backhoe to B&R Tiling during the Ditch 4 cleanout and he has not been paid. The Board discussed the issue and determined they could not pay Sterzinger the amount due unless B&R Tiling provided a written statement allowing the action in the spring when he finishes the project and has money due.

## Request for Re-determination on Ditch 39

Dritz reported that Alan Neuse contacted him and was in favor of starting a redetermination of benefits. If he was added to the petition, the petition would meet the 50% minimum requirement to order the redetermination. Since it was not a notarized addendum to the original petition, it cannot be counted as part of the 50%, however the Board can order the redetermination without the 50% criteria being met. Motion by Dritz, second by Boulton to order the Redetermination of Benefits on Ditch 39. Motion carried 4-0.

## **Manager Reports**

Boulton gave an update on some projects that were in process with Area II River Basins, Inc.

Buyse joined the meeting at 10:00 a.m. and began presiding over the meeting.

## **Administrator Report**

Javens reported on some training opportunities. Dritz and Boulton will attend the wetland and drainage conference on February 11 in St. Cloud.

Javens reported that Scott Tedrick is representing the Yellow Medicine River watershed on the Minnesota River Congress Board. She also shared some emails that were received from interested citizens.



# Yellow Medicine River Watershed District

122 North Jefferson Street, P.O. Box 267, Minneota MN 56264

Phone 507-872-6720, Fax 507-872-6958

John Engels joined the meeting at 10:15 a.m.

## **Closed Session**

The meeting went into closed session at 10:30 a.m. to review the performance of the interim administrator and discuss a potential offer of full-time employment.

## **Return to Regular Meeting**

The closed session ended at 10:45 and the regular meeting resumed. Buysse reported that the performance of Javens met their expectations and the Board wanted to offer her the position permanently and requested Attorney Engels to compose an offer letter.

At 10:45 a.m., Sterzinger and Lozinski joined the meeting.

## **Public Comment**

The Board discussed the request for payment from Sterzinger Construction with Sterzinger as previously documented in the minutes.

The Board discussed issues on Ditch 4 brought forth by Lozinski.

## **Meeting Adjournment**

Motion by Hoffman, second by Dritz to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 11:15 a.m.

Respectfully Submitted,

***John Boulton***

***2/15/16***

Secretary of the Yellow Medicine River Watershed District

*Minutes prepared by Javens*

**The next regular meeting of the Watershed District Board of Managers is scheduled for February 8, 2016 at 9:00 a.m. at the office of the Yellow Medicine River Watershed District.**