

MINUTES OF THE YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
Clarkfield, Minnesota March 23, 2017

I. The regular meeting was called to order by Chairperson Jerry Nelson at 9:30 a.m.

Those present:

Chairperson – Jerry Nelson	District Conservationist – Danielle Waldschmidt
Vice-Chairperson – Darwyn Bach	Conservation Technician – Tyler Knutson
Secretary – Hollis Weber	Farm Bill Technician – Ian Olson
District Manager – Kurt Johnson	Administrative Assistant – Anita Borg
County Commissioner – Greg Renneke	Board Conservationist – Jason Beckler

II. Regular order of Business:

Motion by Darwyn Bach, seconded by Hollis Weber, to approve the regular meeting minutes dated February 23, 2017. Affirmative: 3. Opposed: 0. Motion carried.

The treasurer's report was received as read and filed for audit. Motion by Hollis Weber, seconded Darwyn Bach, to authorize payment for all bills and payroll for the month of March, 2017. Affirmative: 3. Opposed: 0. Motion carried.

Motion by Darwyn Bach, seconded by Hollis Weber, to adopt the agenda with the following additions: designate Kurt Johnson or Anita Borg as authorized signer for CDs; discuss upcoming TSA meeting. Affirmative: 3. Opposed: 0. Motion carried.

III. Old Business:

LOCAL CAPACITY WORKPLAN: Tyler Knutson presented the updated Local Capacity Grant workplan as approved by BWSR.

SIGNATURE CARDS: Motion made by Hollis Weber, seconded by Darwyn Bach, to sign signature cards for checking and savings accounts as presented. Affirmative: 3. Opposed: 0. Motion carried.

IV. New Business:

APPROVE COST SHARE CONTRACT: Motion made by Hollis Weber, seconded by Darwyn Bach, to approve Cost Share Contract #2016-02, Alan Velde, for the installation of blind intakes. Affirmative: 3. Opposed: 0. Motion carried.

NRCS REPORT: NRCS report was presented by Danielle Waldschmidt, DC. Updates were given on CSP, EQIP, CRP, and Wetland restorations. The Civil Rights Responsibilities were presented for review.

STAFF JOB DESCRIPTIONS: Motion made by Hollis Weber, seconded by Darwyn Bach, to approve District employee job descriptions with corrections. Affirmative: 3. Opposed: 0. Motion carried.

WAGES RELATED TO JOB DESCRIPTIONS: Staff left at this time while proposed employee wages as related to new job descriptions were discussed. Motion made by Hollis Weber, seconded by Darwyn Bach, to accept the proposed wages. Affirmative: 3. Opposed: 0. Motion carried.

DESIGNATED SIGNERS ON CDs: Motion made by Darwyn Bach, seconded by Hollis Weber, to designate Kurt Johnson or Anita Borg as authorized signers for CDs. Affirmative: 3. Opposed: 0. Motion carried.

Motion by Hollis Weber, seconded by Darwyn Bach, to nullify policy established September 22, 1988 regarding District staff purchasing authority. Affirmative: 3. Opposed: 0. Motion carried.

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PURCHASING AUTHORIZATION: Motion by Hollis Weber, seconded by Darwyn Bach, to establish policy that authorizes District Manager to make purchases of up to \$500 without prior approval of the board; not to exceed \$1,500 in total purchases per month. Emergency purchases that exceed these limits must be approved by a board member. Affirmative: 3. Opposed: 0. Motion carried.

STAFF REPORTS:

Staff member, Ian Olson presented information regarding his recent training session in Alexandria for Aquatic Invasive Species. He also informed the board that CRP signups are continuing. CREP training has been postponed for now. Ian also informed the board the order for the new seeder has been placed.

Motion made by Hollis Weber, seconded by Darwyn Bach, to approve attendance at an upcoming grant policy procedure training for Tyler Knutson and Anita Borg. Affirmative: 3. Opposed: 0. Motion carried.

Staff member, Tyler Knutson, spoke of the Legislative Briefing attended by himself, District Manager, Kurt Johnson, and Board Chair Jerry Nelson at the capital on March 20 and 21. He also presented information regarding buffer program updates and recent discussion of possible county-wide redetermination of benefits on ditches. The board was informed that the CPR-first aid course had been completed by staff.

Staff member, Kurt Johnson, presented the monthly Wetland Conservation Act (WCA) report for review.

Staff member, Anita Borg, presented the 2016 Financial Report for review. She also presented updates on the upcoming Environmental Fair and informed the board the required reports had been submitted to MCIT, including inventory updates and Risk Assessment Report.

SUPERVISOR REPORTS:

Hollis Weber reported on the Yellow Medicine Watershed board meeting he had attended.

Jerry Nelson informed the board of an upcoming Technical Services Area (TSA) Organization and Management Structure meeting coming up on April 4. Jerry and staff member, Tyler Knutson will be attending. He also added information regarding the recently attended Legislative Briefing.

Darwyn Bach reported on the recent Buffer Implementation Committee meeting attended by himself, board member Delon Clarksean, staff member Tyler Knutson and county representatives.

NEXT MEETING: Next board meeting of the Yellow Medicine SWCD scheduled for April 27, 2017 at 9 AM at the Ag Service Center.

Motion made by Hollis Weber, seconded by Darwyn Bach, to adjourn meeting at 11:30 AM. Affirmative: 3. Opposed: 0. Motion carried.



Board signature

4-27-17

Date

YELLOW MEDICINE SWCD MONTHLY TREASURER'S REPORT
March 24, 2017 through April 27, 2017

Use of Cash	Beginning Balance	Receipts	Disbursements	Ending Balance
Tree Checking	\$19,270.89	\$4,107.76	\$1,404.73	\$21,973.92
District Checking	\$101,422.77	\$29,164.37	\$38,060.51	\$92,526.63
Savings Accounts	\$72,258.75	\$19.98		\$72,278.73
Investments	\$245,244.91	\$9.95		\$245,254.86
TOTALS	\$438,197.32	\$33,302.06	\$39,465.24	\$432,034.14

RECEIPTS

interest \$8.23
YM CO-quarterly allotment \$28,099.50
LQP Watershed (reimb. WRAPS mtg) \$155.64
ST of MN - Title fee reimb. \$901.00

RECEIPTS

Trees 4,107.76

ACCOUNTS PAYABLE

CHECK NUMBER PAYABLE TO

FOR

AMOUNT

Tree Checking

#4331 Xcel Energy	electricity	\$13.40
EFTPS ST of MN	sales tax	\$4.00
#4332 VOID	printing error	
#4333 Xcel Energy	electricity	\$16.29
#4334 DeWitt CO	staples for mats	\$343.26
#4335 Blackburn MFG CO	marking flags	\$249.78
#4336 City of Clarkfield	water at shed	\$9.50
#4337 Wolcyn Tree Farm	trees	\$360.00
#4338 Lincoln Oakes Nurseries	trees	\$408.50

District Checking

#11559 Office Peeps	sit-stand desk stand	\$402.99
#11560 Darwyn Bach	1st quarter expenses	\$119.84
#11561 Delon Clarksean	1st quarter expenses	\$204.37
#11562 Jerry Nelson	1st quarter expenses	\$132.15
#11563 Hollis Weber	1st quarter expenses	\$90.95
#11564-11572, EFTPS	payroll & liabilities	\$21,468.09
#11573-11576, EFTPS	payroll & liabilities	\$6,130.90
#11577 Kestlelout ENT	Kubota spreader/seedder	\$2,743.00
#11578 Kibble EQUIP	JD Gator service	\$243.06
#11579 Kurt Johnson	emp. Expense	\$30.50
#11580 Anita Borg	emp exp. & batteries	\$27.94
#11581 Tyler Knutson	1st aid kit & supplies	\$164.44
#11582 Tyler Knutson	reimb. Emp.&training expense	\$358.97
#11583 SWPTSA	2017 share	\$3,978.00
#11584 1Source1Solution	folders, stapler, calculator, batteries	\$148.56
#11585 Clarkfield Auto Repair	service vehicles	\$127.35
#11586 Consumers Coop	gasoline	\$253.02
#11587 MCIT	Sidestepping Risk training, registration	\$70.00
#11588 Collision Pros & Glass	decals for vehicles	\$447.40
#11589 K&K	snow removal	\$125.00
#11590 Office Peeps	sit-stand desk stand	\$403.99
#11591 Advocate Tribune	Farm Focus ad	\$183.00
#11592 Kinner & CO	GASB68 assistance, annual report	\$200.00
#11593 Ian Olson	reimb. Supplies	\$6.99



Treasurer

4-27-17

Date

