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YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT

MINUTES OF THE YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
Ag Service Building, Clarkfield, Minnesota December 30, 2009

I. The regular meeting was called to order by Chairperson Norris Peterson.

II. Those present:

Chairperson – Norris Peterson
Vice Chairperson – Burton Kuehn
Secretary – Steve Hubbard
Treasurer – Menno Fokken
P. R. & I. – Jerry Nelson
District Manager - Lou Ann Nagel

III. Business:

Motion by Steve Hubbard, seconded by Burton Kuehn to adopt the agenda with the following additions: Annual Written Report and Letter & Report from Jim Muchlinski, Education Coordinator. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

Motion by Menno Fokken, seconded by Burton Kuehn to approve the minutes of the regular meeting dated November 23, 2009. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

The treasurer's report was received as read and filed for audit.

Motion by Burton Kuehn, seconded by Menno Fokken to pay all bills and payroll for the month of December. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

SUPERVISOR COFFEE SESSIONS: District Manager will type up suggestions for topics to be covered at these sessions. Supervisors will get back to the Manager as to what date they want to hold these sessions. The office will send out invites, etc.

WAGES FOR 2010: Motion by Menno Fokken, seconded by Jerry Nelson to set 2010 wages as follows: Administrative Assistant = \$16.47; SWCD Technician = \$19.05; District Manager = \$20.68. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

PAYROLL FREQUENCY: Motion by Burton Kuehn, seconded by Steve Hubbard to change the payroll frequency from being paid once a month, to being paid twice a month; on the 15th and the last day of the month. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

WCA REPORT: Reviewed the Wetland Conservation Act monthly report at this time.

SUPERVISORS' REPORTS: The following supervisors gave the following reports at this time:

Menno Fokken – Lac qui Parle Watershed TMDL Meeting
Menno Fokken, Norris Peterson & Burton Kuehn – Area II Legislative/RCRCA Annual Meeting
Menno Fokken and Burton Kuehn – State Convention report
Norris Peterson – Prairie Country RC&D Report

YELLOW MEDICINE SWCD MINUTES DATED DECEMBER 30, 2009 – PAGE 2

2010 ANNUAL PLAN AND BUDGET: Motion by Steve Hubbard, seconded by Jerry Nelson to approve the 2010 Annual Plan and Budget. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

2009 ANNUAL WRITTEN REPORT: The supervisors were given the written 2009 Annual Report to take home and review. Tabled approval of annual written report until the January 2010 meeting.

PRAIRIE COUNTRY RC&D DIRECTOR: Motion by Burton Kuehn, seconded by Jerry Nelson to appoint Norris Peterson as the SWCD representative to the Prairie Country Resource Conservation & Development (RC&D), with Menno Fokken as the alternate. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

SWCD COMPREHENSIVE PLAN: Motion by Jerry Nelson, seconded by Menno Fokken to adopt the existing Yellow Medicine County Comprehensive Local Water Plan as the Yellow Medicine SWCD's Comprehensive Plan effective from January 1, 2010 to May 31, 2010 when a new plan will be written. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

SIGN NRCS ACKNOWLEDGE OF SECTION 1619 COMPLIANCE: Changes contained in the 2008 Farm Bill legislation significantly limited access to USDA information through the Freedom of Information Act (FOIA). Previously USDA required conservation partner employees to individually sign and acknowledge their FOIA responsibilities when carrying out a USDA program as a cooperating partner employee. The individual employee requirement is now being replaced by a cooperating entity. Motion by Menno Fokken, seconded by Burton Kuehn to sign the NRCS Acknowledge of Section 1619 Compliance form which replaces the need to have each individual sign. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

STATE COST SHARE PROGRAM: Motion by Steve Hubbard, seconded by Jerry Nelson to cancel State Cost Share Contract #08-04 with L. David Velde for the installation of water & sediment control basins due to the fact that the practices were not installed within the guidelines of the contract. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

Motion by Menno Fokken, seconded by Burton Kuehn to approve the State Cost Share FY08 Final Financial Report. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

Discussion followed on the status of Brad Thomas' State Cost Share Contract #09-24.

NATIVE BUFFER COST SHARE PROGRAM: Motion by Steve Hubbard, seconded by Burton Kuehn to approve payment in the amount of \$602.00 to David Imes for his Native Buffer Cost Share Contract NB08-05 for conducting a prescribed burn on 14.5 acres. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

STAKEHOLDER/LOCAL WORK GROUP MEETING: Motion by Menno Fokken, seconded by Steve Hubbard to hold a stakeholder/local work group meeting on January 12th, 2010 at 1:30 p.m. in the Ag Service Center in Clarkfield. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

LEGISLATIVE BRIEFING: Motion by Burton Kuehn, seconded by Menno Fokken to authorize supervisors and/or staff to attend the MASWCD Legislative Briefing Day at the Capital scheduled for February 17th and 18th 2010 in St. Paul. Affirmative: Steve Hubbard, Burton Kuehn, Jerry Nelson, Menno Fokken and Norris Peterson. Opposed: none. Motion carried.

Items of Info: Supervisors were given a letter and report from Jim Muchlinski, Education Coordinator.

YELLOW MEDICINE SWCD MINUTES DATED DECEMBER 30, 2009 – PAGE 3

Yellow Medicine SWCD Personnel Committee will meet on January 5th at 9:30 a.m. to go over applications for the Farm Bill Position.

Next meeting date is scheduled for January 28, 2010 at 1:00 p.m.

Motion by Steve Hubbard, seconded by Burton Kuehn to adjourn to meeting. Meeting adjourned.

Yellow Medicine SWCD Supervisor Signature

Date

YELLOW MEDICINE SWCD MONTHLY TREASURER'S REPORT

November 24, 2009 through December 31, 2009

Use of Cash	Beginning Balance	Receipts	Disbursements	Ending Balance
Tree Checking	\$8,384.57	\$135.23	\$5,954.10	\$2,565.70
District Checking	\$24,856.98	\$16,214.07	\$38,571.54	\$2,499.51
Savings Accounts	\$54,122.55	\$0.00	\$30,000.00	\$24,122.55
Investments	\$248,365.33	\$30,270.53	\$2,781.86	\$275,854.00
TOTALS	\$335,729.43	\$46,619.83	\$77,307.50	\$305,041.76

RECEIPTS

District Checking	
Interest Earned Nov. & Dec.	\$7.15
Cashed in part of CD#11063	\$2,781.86
Yellow Medicine County-WCA	\$10,000.00
Renville SWCD	\$2,500.00
State of MN - PERA	\$264.50
Redwood SWCD	\$660.56

RECEIPTS

Tree Checking	
Rec. #443673 Staples	\$2.14
Rec. #443674 Reimbursement for flags	\$88.96
Rec. #443675 Trees, tax & fin chg	\$44.13

ACCOUNTS PAYABLE

CHECK NUMBER PAYABLE TO

FOR

AMOUNT

Tree Checking

#3518 Holiday Inn	Motel at State Convention	\$542.75
#3519 MN Dept. of Agriculture	Nursery License	\$300.00
#3520 Brad Flatin	Reimbursement for 2 shovels	\$23.51
#3521 Radisson	Motel at State Convention	\$154.87
#3522 Office Peeps, Inc.	Office desks & ink cartridges	\$2,249.76
#3523 Reserve Account	Postage for meter machine	\$100.00
#3524 Consumers Coop Oil	Gasoline	\$330.52
#3525 Ed Davis Machines	Copy Machine Maintenance	\$694.69
#3526 Minnesota Revenue	2009 Sales Tax	\$1,532.00
#3527 Minnesota Revenue	Amended Sales Tax Amt. for 2009	\$26.00

District Checking

#9702-9711	Wages & Deductions for November	\$12,857.65
#9712 Yellow Medicine County	Family coverage BCBS/Child Life	\$1,317.30
#9713 Kurt Johnson	4th Quarter Expenses	\$10.68
#9714 Lou Ann Nagel	4th Quarter Expenses	\$62.89
#9715 Xcel Energy	Electricity for storage facility	\$9.28
#9716 F & M State Bank	Safety deposit box rental	\$17.00
#9717 Yellow Medicine County	4th Quarter Insurance	\$3,541.40
#9718 David Imes	State Cost Share Payment #NB08-05	\$602.00
#9719 Tom Gorder	Expenses from State Convention	\$325.60
#9720 Menno Fokken	Expenses for 4th Qtr. 2009	\$462.00
#9721 Burton Kuehn	Expenses for 4th Qtr. 2009	\$513.70
#9722 Jerry Nelson	Expenses for 4th Qtr. 2009	\$26.40
#9723 Norris Peterson	Expenses for 4th Qtr. 2009	\$187.55
#9724 -9741	Wages & Deductions for December	\$18,638.09

Treasurer _____

Date _____