



MINUTES OF THE YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT

Ag Service Building, Clarkfield, Minnesota

January 27, 2022

The regular meeting was called to order by Chair Tom Remmele, at 9:00 a.m.

Those present:

Chair – Tom Remmele
Vice-Chair – Jerry Nelson
Secretary – Darwyn Bach
Treasurer – Elmo Volstad
PR& INFO – Delon Clarksean

Director - Tyler Knutson
Office Administrator – Anita Borg
Technical Advisor – Kurt Johnson
Conservation Technician-Brayden Anderson

- II. Meeting started with pledge of allegiance and reading of the Yellow Medicine SWCD mission statement.
- III. Motion by Elmo Volstad, seconded by Darwyn Bach, to approve agenda. Affirmative: 5. Opposed: 0. Motion carried.
- IV. Motion by Delon Clarksean, seconded by Jerry Nelson, to approve minutes of last meeting dated December 23, 2021. Affirmative: 5. Opposed: 0. Motion carried.
- V. Motion by Jerry Nelson, seconded by Delon Clarksean, to approve treasurers report and payments for month of December,2021. Affirmative: 5. Opposed: 0. Motion carried.
- VI. Motion by Darwyn Bach, seconded by Elmo Volstad, to approve treasurers report and payments for month of January,2022. Affirmative: 5. Opposed: 0. Motion carried.
- VI. There were no contracts, amendments, and payments to approve.
- VII. Reports:
 - a. STAFF REPORTS:

CONSERVATION TECHNICIAN, BRAYDEN ANDERSON gave updates on CREP easements in Yellow Medicine County and a new CRP sign up.

OFFICE ADMINISTRATOR, ANITA BORG informed the Board that January deadlines had been met for numerous reports and end of year financials are in progress.

TECHNICAL ADVISOR, KURT JOHNSON reported on WIA outreach, WCA transition to Conservation Technician, and AIS Prevention efforts.

DIRECTOR, TYLER KNUTSON presented a summary of monthly activities and highlighted updates on the ESE projects; outreach stats for 2021 and Legislative updates.

- b. SUPERVISOR REPORTS:

SUPERVISOR JERRY NELSON presented information from the recent TSA meeting.



Motion by Delon Clarksean, seconded by Jerry Nelson to close the meeting at 9:36a.m. to review the performance of the Director, Officer Administrator, Conservation Technician, Technical Advisor per MN Statutes 13D.05. Affirmative: 5. Opposed: 0. Motion carried.

Motion by Jerry Nelson, seconded by Darwyn Bach, to reopen meeting at 10:02a.m. Affirmative: 5. Opposed: 0. Motion carried.

Upon reopening, SUPERVISOR DARWYN BACH gave a summary of the closed meeting including wages for 2022, and personnel committee meetings with all staff.

VIII. Old Business:

- a. NOVEMBER MINUTES: Motion by Delon Clarksean, seconded by Darwyn Bach to amend the minutes of November 2021 to reflect unanimous approval of payment of Contract #2019-02. Affirmative: 5. Opposed: 0. Motion carried.
- b. TECHNICAL ADVISOR WORK WEEK: Motion by Delon Clarksean, seconded by Darwyn Bach to remove technical advisor 36-hour work week request from the table. Technical Advisor Kurt Johnson then advised the board that he is no longer requesting to have his position reclassified to 0.9 FTE. Affirmative: 5. Opposed: 0. Motion carried.

IX. New Business:

- a. RES. 2022-01-2.2 PERSONNEL POLICY: Motion by Delon Clarksean, seconded by Elmo Volstad, to approve Resolution 2022-01-2.2 2022 Personnel Policy. Affirmative: 5. Opposed: 0. Motion carried.
- b. RES. 2022-02-7.1 ORGANIZATIONAL RESOLUTION: Motion by Delon Clarksean, seconded by Elmo Volstad to approve Resolution 2022-02-7.1 Organizational Resolution. Affirmative: 5. Opposed: 0. Motion carried.

X. Next meeting of the SWCD Board is scheduled for February 24 at 9 a.m.

XI. Motion by Darwyn Bach, seconded by Elmo Volstad to adjourned meeting at 10:14 a.m. Affirmative: 5. Opposed: 0. Motion carried.

APPROVED:



DATE:

2 - 24 - 22

Yellow Medicine County SWCD Monthly Treasurers Report

| 2022 | January 1 | | January 27 | |
|-------------------------|----------------------|---------------------|---------------------|----------------------|
| Use of Cash | Beginning Balance | Receipts | Disbursements | Ending Balance |
| District Checking | \$ 421,332.42 | \$ 32,650.00 | \$ 33,359.34 | \$ 420,623.08 |
| Savings Accounts | \$ 307,593.86 | | | \$ 307,593.86 |
| Certificates of Deposit | \$ 229,315.21 | | | \$ 229,315.21 |
| TOTALS | \$ 958,241.49 | \$ 32,650.00 | \$ 33,359.34 | \$ 957,532.15 |

RECEIPTS:

| Received from: | For: | Amount: |
|--------------------|---------------------|--------------|
| Yellow Medicine CO | Quarterly allotment | \$ 32,650.00 |

DISBURSEMENTS/ACCOUNTS PAYABLE:

| CK# | Payable to: | For: | Amount: |
|-----------|------------------------------|---|--------------|
| 12675 | AT&T | telephone/internet hotspots | \$ 76.46 |
| DD, EFTPS | | payroll & liabilities 1/14/2022 | \$ 11,087.89 |
| 12676 | Xcel Energy | electricity for shed | \$ 47.31 |
| 12677 | E MED Pheasants 4ever | dues, fees, subscriptions | \$ 260.00 |
| 12678 | Holmstrom & Kvam | professional fees | \$ 325.00 |
| 12679 | MCIT | insurance | \$ 7,085.00 |
| 12680 | SWPTSA | professional fees annual local share | \$ 3,365.00 |
| 12681 | Mississippi Headwaters Board | education & outreach AIS promotion | \$ 2,500.00 |
| 12682 | Yellow Medicine County | telephone/internet Office 365 | \$ 71.66 |
| 12683 | Archive Social | telephone/internet | \$ 499.00 |
| 12684 | MASWCD | annual dues | \$ 4,260.43 |
| 12685 | Office Peeps | office supplies | \$ 4.90 |
| 12686 | Consumers Coop | vehicle maintenance gas, battery, tires | \$ 965.32 |
| 12687 | SCS | removal of cooling unit, old tree shed | \$ 350.00 |
| 12688 | SWPTSA | professional fees TA for Watershed projects | \$ 2,152.07 |
| 12689 | Deputy Registrar | vehicle maintenance licensing | \$ 57.75 |
| 12690 | Tyler Knutson | employee expense | \$ 81.40 |
| 12691 | Kurt Johnson | employee expense | \$ 125.15 |
| 12692 | Brayden Anderson | employee expense | \$ 45.00 |


Treasurer

1-27-22
Date

