



**MINUTES OF THE YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT**

Ag Service Building, Clarkfield, December 23, 2021

The regular meeting was called to order by Chair Tom Remmele at 9:03 AM.

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. The agenda was unanimously approved after Director review of edits and packet additions.
- IV. Motion by Jerry Nelson, seconded by Delon Clarksean, to approve minutes of last meeting dated November 23, 2021. Affirmative: 4. Opposed: 0. Motion carried.
- V. Treasurers report with expenses for December to date was presented to Board for review.
- VI. Contracts, amendments, and payments:
  - a. There were no new contracts.
  - b. Motion by Delon Clarksean, seconded by Jerry Nelson, to approve amendment of Loran Haas 2018-03 Water & Sediment Control Basin Florida 16. Affirmative: 4. Opposed: 0. Motion carried.
  - c. Motion by Jerry Nelson, seconded by Elmo Volstad, to approve payment of contract Loran Haas 2018-03 Water & Sediment Control Basin Florida 16 \$7,500. Affirmative: 4. Opposed: 0. Motion carried.
  - d. The Board was informed of the following project being technically and or administratively guided by the Yellow Medicine SWCD with funding supported by other sources:  
Yellow Medicine One Watershed One Plan:  
Lauris Cole 2020-029 Intake Removal Sandnes 35,36 \$1,071.68.

VII. REPORTS:

a. STAFF REPORTS:

CONSERVATION TECHNICIAN, BRAYDEN ANDERSON talked about highlights of the MASWCD State Convention and provided some information on the CREP and RIM programs.

OFFICE ADMINISTRATOR, ANITA BORG discussed the approved 2020 Financial Audit, presented preliminary 2022 budget and the AIS web page.

TECHNICAL ADVISOR, KURT JOHNSON gave updates on cost share, buffer, and RIM site inspections.

DIRECTOR, TYLER KNUTSON reminded the Board that ESE funds are available.



He also provided the following annual project summary:

Project Deliverables	Available
Site Assessments	43
DWM Plans	15
Saturated Buffer Site Investigation	12
Bioreactor Site Investigation	4
Saturated Buffer Design	6
Bioreactor Design	3

**SUPERVISOR REPORTS:**

SUPERVISOR DELON CLARKSEAN provided details from the Lac qui Parle 1W1P policy meeting.

SUPERVISOR TOM REMMELE brought up Summit Carbon Solutions for discussion.

Supervisor Darwyn Bach joined the meeting at 9:39 AM.

**VIII. Old Business:**

2022 PERSONNEL POLICY. Motion by Jerry Nelson, second by Elmo Volstad, to approve 2022 personnel policy as edited and presented. Affirmative: 5. Opposed: 0. Motion carried.

- i. Motion by Delon Clarksean, seconded by Jerry Nelson, to write language to offer healthcare stipend to cover supplemental coverage, not to exceed the cost of that supplemental coverage, to an employee who has reached the age to qualify for and selected option to take Medicare coverage. Said language will be presented for legal review. Affirmative: 5. Opposed: 0. Motion carried.
- ii. Motion by Delon Clarksean, seconded by Darwyn Bach, to table the discussion regarding Technical Advisor's requested 36 hour work week. Affirmative: 5. Opposed: 0. Motion carried.

**IX. New Business:**

- a. 2021 TECHNICAL ADVISOR SEVERANCE ASSIGNMENT: Motion by Delon Clarksean, seconded by Elmo Volstad, to approve \$32,000 designation to the assigned fund balance for anticipated severance payable in 2022. Affirmative: 5. Opposed: 0. Motion carried.
- b. 2021 VEHICLE REPLACEMENT ASSIGNMENT: Motion by Delon Clarksean, seconded by Elmo Volstad, to approve \$100,000 designation to the assigned fund balance for future replacement of vehicles. Affirmative: 5. Opposed: 0. Motion carried.
- c. Motion by Delon Clarksean, seconded by Jerry Nelson, to approve the updated inventory list of the SWCD. Affirmative: 5. Opposed: 0. Motion carried.
- d. Motion by Darwyn Bach, seconded by Delon Clarksean, to close the office at 12 PM on December 23. Affirmative: 5. Opposed: 0. Motion carried.

X. Next meeting of the SWCD Board is scheduled for January 27 at 9 AM.

XI. Motion by Darwyn Bach, seconded by Delon Clarksean, to adjourn at 11:27 PM. Affirmative: 5. Opposed: 0. Motion carried.

APPROVED:

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DATE:

1-27-22

**Yellow Medicine County SWCD Monthly Treasurers Report**

2021	November 24		December 31	
Use of Cash	Beginning Balance	Receipts	Disbursements	Ending Balance
District Checking	\$ 449,560.40	\$ 33,598.92	\$ 61,826.90	\$ 421,332.42
Savings Accounts	\$ 307,516.35	\$ 77.51		\$ 307,593.86
Certificates of Deposit	\$ 229,210.62	\$ 104.59		\$ 229,315.21
<b>TOTALS</b>	<b>\$ 986,287.37</b>	<b>\$ 33,781.02</b>	<b>\$ 61,826.90</b>	<b>\$ 958,241.49</b>

**RECEIPTS:**

Received from:	For:	Amount:
F&M Bank	interest	\$ 48.92
ST of MN - BWSR	CREP reimb.	\$ 24,772.00
Yellow Medicine CO	grant WCA funds	\$ 8,778.00

**DISBURSEMENTS/ACCOUNTS PAYABLE:**

CK#	Payable to:	For:	Amount:
DD, EFTPS		payroll & liabilities 12/3/2021	\$ 10,819.40
12646	Tom Remmele	Cost share contract	\$ 7,316.32
12647	MN DEPT of AG	trees nursery license	\$ 350.00
12648	AT&T	telephone/internet hotspots	\$ 76.46
DD, EFTPS, CK#12649		payroll & liabilities 12/17/2021	11433.84
12650	Yellow Medicine County	health, dental, life	\$ 2,819.02
12651	Citizens Alliance Bank VISA	education & outreach ST MASWCD CONV registration \$255.00 employee expense room, ST Convention \$302.36	557.36
EFTPS	MN DEPT of Revenue	sales tax payable	\$ 22.00
2652	Xcel Energy	electricity for shed	\$ 19.87
12653	SWMACD	dues, fees, subscriptions annual	\$ 400.00
12654	Amazon Capital Services	office supplies	\$ 47.71
12655	Yellow Medicine County	telephone/internet Office 365 fees	\$ 143.32
12656	Kibble Equipment	vehicle maintenance Gator service	\$ 305.00
12657	US Postal Service	postage postage to meter	\$ 500.00
12658	Pioneer TV	education & outreach YR 2 of 2, AIS sponsorship	\$ 2,500.00
12659	Consumers Coop	fuel & maintenance	\$ 242.01
12660	SWPTSA	technical assistance	\$ 2,719.29
12661	Tyler Knutson	employee expense	\$ 953.15
12662	Brayden Anderson	employee expense	\$ 209.38
12663	Kurt Johnson	employee expense	\$ 100.00
12664	Cost Share contract payment	Cost share contract 2018-03 Loran Haas	\$ 7,500.00
12665-12669		supervisor compensation	\$ 1,468.19
12670-12674		supervisor expense reimb.	\$ 189.56
DD, EFTPS		payroll & liabilities	\$ 11,135.02

  
Treasurer

1-27-22  
Date