

MINUTES OF THE YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
Ag Service Building, Clarkfield, Minnesota
December 29, 2022

- I. The regular meeting was called to order by Chair Jerry Nelson, at 9:03 a.m.
Those present:
Chair – Jerry Nelson
Vice-Chair – Darwyn Bach
Treasurer – Delon Clarksean
PR & Information - Tom Remmele
Office Administrator – Anita Borg
Conservation Technician – Brayden Anderson
Technical Advisor – Kurt Johnson
- II. Meeting started with pledge of allegiance and reading of the Yellow Medicine SWCD mission statement.
- III. Motion by Delon Clarksean, seconded by Tom Remmele, to approve agenda. Affirmative: 4. Opposed: 0. Motion carried.
- IV. Motion by Darwyn Bach, seconded by Delon Clarksean, to approve minutes of last meeting dated November 22, 2022. Affirmative: 4. Opposed: 0. Motion carried.
- V. Motion by Delon Clarksean, seconded by Tom Remmele, to approve November’s Treasurers report. Affirmative: 4. Opposed: 0. Motion carried. December’s Treasurers report and payments to date were presented for review.
- VI. The Board was informed of a completed cost share project and payment using Yellow Medicine Watershed Based Implementation Funding to Gary VanHyfte in Norman 34 and Mud Creek Priority Area for WASCObS in the amount of \$35,410.58.
- VII. Reports:
a. STAFF REPORTS:

CONSERVATION TECHNICIAN, BRAYDEN ANDERSON reported on CREP updates, WCA, state cost share and tree sales. He also shared info on the recently attended MASWCD State Convention.

OFFICE ADMINISTRATOR, ANITA BORG gave updates on the AgBMP program; and presented the Audit Engagement Letter from Kinner & CO.
- VII. Motion by Darwyn Bach, seconded by Delon Clarksean, to request agreement from Kinner & CO for auditing services at the rate proposed of \$4250 with a 3 year contract. Affirmative: 4. Opposed: 0. Motion carried.

TECHNICAL ADVISOR, KURT JOHNSON informed the Board that buffer compliance review was complete.
- b. SUPERVISOR REPORTS:

SUPERVISOR Delon Clarksean presented updates on the progress of the Lac qui Parle One Watershed One Plan.

VIII. Old Business:

- a. Discussion was held on the soil health grant workplan. Proposed general guidelines were shared with the staff. Staff will prepare a draft based on discussion at the meeting.
- b. Wetland Conservation Act Resolution 2022-5-5. Motion by Darwyn Bach, seconded by Tom Remmele, to approve Wetland Conservation Act Resolution 2022-5-5. Affirmative: 4. Opposed: 0. Motion carried.
- c. Conservation Technician, Brayden Anderson, updated the Board on applications for the Conservation Technician position.
- d. Motion by Delon Clarksean, seconded by Darwyn Bach to accept the retirement notice of Technical Director, Kurt Johnson, effective February 1, 2023.

IX. New Business:

Motion by Delon Clarksean, seconded by Tom Remmele, to close the meeting subject to Minnesota Statute 13D for discussion of the performance of the SWCD Director 2023 at 10:37 AM

Motion by Darwyn Bach, seconded by Tom Remmele, to re-open meeting.

- a. Motion by Delon Clarksean, seconded by Tom Remmele, to approve the 2023 proposed wage scale as presented and adjust the pay of Director to Grade 16 Step 3, Conservation Technician to Grade 14 Step 1, Office Administrator to Grade 12 Step 5, and the currently open Conservation Technician position to Grade 11 Step 1. Affirmative: 4. Opposed: 0. Motion carried.
- b. Personnel Policy Resolution 2022-6-2.2 was reviewed, and discussion was held. Staff will prepare edits regarding work locations.
- c. 2023 Budget. Motion by Darwyn Bach, seconded by Tom Remmele, to approve the 2023 Budget as presented. Affirmative: 4. Opposed: 0. Motion carried.

Next meeting of the SWCD Board is scheduled for January 26 at 9 a.m.

- X. Meeting adjourned by call of chair at 11:40 a.m.

APPROVED:



DATE:

1-26-23

Yellow Medicine County SWCD Monthly Treasurers Report


2022	November 23		December 31
Use of Cash	Beginning Balance	Receipts	Disbursements
District Checking	\$ 441,672.21	\$ 25,352.21	\$ 49,354.78
Savings Accounts	\$ 307,858.56	\$ 153.93	
Certificates of Deposit	\$ 230,356.64	\$ 105.15	
TOTALS	\$ 979,887.41	\$ 25,611.29	\$ 49,354.78
			\$ 417,669.64
			\$ 308,012.49
			\$ 230,461.79
			\$ 956,143.92

RECEIPTS:

Received from:	For:	Amount:
F&M Bank	interest	\$ 37.41
Area V MASWCD		\$ 500.00
ST of MN - BWSR	CREP reimb.	\$ 24,777.82
F&M Bank	interest	\$ 36.98

DISBURSEMENTS/ACCOUNTS PAYABLE:

CK#	Payable to:	For:	Amount:
12881	YM County	health, dental, life	\$ 2,965.90
DD, EFTPS		payroll & liabilities 12/2/2022	\$ 11,652.21
12882	Xcel Energy	electricity for shed	\$ 15.49
12883	Kibble Equipment	vehicle maintenance Gator service	\$ 311.80
12884	YM County	Office 365	\$ 71.66
12885	AT&T	telephone/internet hotspots	\$ 76.46
DD, EFTPS, CK #12886		payroll & liabilities 12/14/2022	\$ 12,185.79
12887	Yellow Medicine County	health, dental, life	\$ 2,962.10
12888	Citizens Alliance Bank	dues, fees, subscriptions registration, ST convention	\$ 299.99
12889	Cherry Road Media	education & outreach tree ad	\$ 120.00
12890	Canby News	education & outreach tree ad	\$ 105.00
12891	Consumers Coop	fuel & maintenance oil change & fuel	\$ 180.65
12892	City of Clarkfield	water for shed	\$ 33.00
12893	Granite Hardware	field supplies drill bit	\$ 9.99
12894	Tyler Knutson	employee expense	\$ 843.04
12895	Brayden Anderson	employee expense	\$ 277.06
12896	Kurt Johnson	employee expense	\$ 45.00
EFTPS	MN DEPT of AG	tree license	\$ 350.00
12897	YM County	Office 365	\$ 71.66
12898	SWMACD	annual dues	\$ 400.00
12899	Picht's Body Shop	fuel & maintenance vehicle detailing	\$ 125.00
DD, EFTPS		payroll & liabilities 12/30/2022	\$ 11,789.15
12900	Xcel Energy	electricity for shed	\$ 15.77
12901	Amazon Capital Services	office supplies floor mat, pens, notepads, desk organizer	\$ 151.00
12902	K&K	snow removal	\$ 357.00
12903-12907	VOID	printing error	
12908-12912	MN DEPT of Revenue	sales tax payable	\$ 849.00
12908-12912		supervisor expense reimb.	\$ 417.81
12913-12917		supervisor compensation & liabilities	\$ 2,673.25



 Treasurer

1-26-23

 Date