

Lac qui Parle-Yellow Bank Watershed District

Regular Meeting Minutes #580

June 5, 2018

Call to Order

The meeting was called to order by Chairman Darrel Ellefson at 4:30 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room, Courthouse, 600 6th Street, Madison, MN. **Managers present:** Chairman Darrel Ellefson, Vice-Chairman John Cornell, Secretary David Craigmile, & Publicity Officer Joe Ferguson. **Managers absent:** Treasurer, David Ludvigson **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Drainage Manager Jared Roiland and Park Manager Ron Fjerkenstad. **Others present:** None

Approval of the Agenda

Ellefson asked for a motion to approve the agenda. **M/S/P** to approve the agenda:

Motion: David Craigmile, **Seconded:** John Cornell **Passed:** 4-0

Staff Reports:

PARK: Park Manager, Ron Fjerkenstad reported on monthly activities.

- DNR was contacted and will help repair the big dock when they get a chance.
- The power blew on Memorial Day weekend. The electrical company came out and got them back up, but they did a load survey and the park is at it's peak capacity.
- Discussed possibly getting a new cell phone. Just a basic phone, doesn't want a fancy phone.
- The boat landing dock is in terrible shape. Ron will check with YM to see if they have any AIS money as talked about last year.

COORDINATOR: Coordinator Mitch Enderson reported on monthly activities.

- Twenty-one systems have been edited in the GIS layer for the Drainage Records Modernization grant.
- We will submit the first quarter of expenses to the County at the end of June.
- Received a poor response for the upcoming Women's Event. Discussed that if they didn't get 10 people to sign up by Friday the event would be cancelled.
- The Canoe trip is set for June 18th. The route will be from the gauge station on County Highway 31 to the outlet of the Lac qui Parle River into the lake.
- Spoke at the Lake Hendricks Improvement Association's annual meeting along with Katherine (MPCA). We spoke on the impairments for Lake Hendricks, TMDLs, WRAPS, & 1W1P.
- The 319 grant funding program has changed and instead of annual project grants based on water plans, TMDLs, etc, it is now going to focus on identified watersheds and look to implement watershed based plans to implement projects in those areas based on the developed focus plan.
- Houston Engineering provided some initial results of their PTMApp modeling and held a Skype meeting with us to receive feedback and ask for areas we wanted to have more focused results.
- I will be attending training on June 13 in the St. Cloud area on the Desktop application for the App that will allow me to input data and run the modeling. This will allow us to focus on specific watersheds or field scale areas rather than larger watersheds being ran by Houston.
- Assisted Trudy with some audit questions regarding the SSTS program and helped with finding past SSTS information for the audit.
- Discussed some possible new guidelines for the SSTS (Septic Loan program). Attached is a draft guideline for the Board to consider adopting.

M/S/P to adopt the draft guidelines (attached) for the SSTS (Septic Loan Program) effective immediately.

Motion: David Craigmile

Seconded: Joe Ferguson

Passed: 4-0

WCA – Coordinator Mitch Enderson

- Busy month with permits and had to do some additional research working with the landowner to make sure no impact to wetlands would occur.
- Attended regional WCA training on May 30th. The training was good and I felt it was more helpful than short sessions at BWSR academy.

DRAINAGE MANAGER/INSPECTOR: Jared Roiland reported on monthly activities.

- A petition for outlet hearing was held before the LQP Board of Commissioners on CD #69 and was approved. A petition for outlet on CD #13 was brought to the Board and they accepted the petition and appointed viewers.
- A public hearing for petition for outlet for CD #85 was held before the LQP Board of Commissioners and approved.
- Participated in a teleconference regarding CD #24.
- May 4, 9, 10, 16, 22, 24 went out in the field with Darrel to view work orders that came in on the LQP County Ditches.
- I have been assisting landowners in filling out their watershed permit applications as they come into the office along with County work orders for maintenance on the LQP County ditches.
- Scanning the ditch records for the grant. We are halfway done with the first file cabinet.
- Learned how to do the paperwork to pay contractors when they complete a County ditch maintenance project so they can get paid by the County.
- Worked on a Redetermination of Benefits spreadsheet.

Treasurers Report: Administrator Hastad gave the Treasurer’s report.

M/S/P to approve the Treasurers report.

Motion by: Joe Ferguson Second by: John Cornell Passed: 4-0

The following warrants were presented for approval:

Number	Vendor	Details	5/02/18 to 06//18
<u>General Klein Account:</u>			
6495	Jared Roiland	WRAPS mileage	\$26.16
6496	Mitchell Enderson	WRAPS mileage	\$70.31
6497	Lac qui Parle Broadcasting	WRAPS April 18 radio show	\$ 2.50
		TOTAL	\$ 98.97

Park Account:

5983-5987	monthly park payroll	April 26-May 25 payroll	\$5,759.38
5988	PERA	semi-monthly deductions	\$379.51
5989	Lac qui Parle County Auditor/Treas	2017 Ford pickup 2018 tabs	\$356.00
5990	Vlaminick Electric Inc.	replace 2 outlets on camper sites	\$79.62
5991	Farmers Coop Association	2 bags lawn fertilizer	\$39.84
5992	Canby Builders Supply	lumber	\$134.66
5993	Frontier Communications	park phone, fax, internet	\$198.88
5994	Lac qui Parle Environmental	park cell phone reimb	\$42.27
5995	Canby News, Inc.	around the park rummage ad	\$35.00
5996	Running’s Supply, Inc.	park supplies	\$129.22
5997	Kockelman Construction	class 5 gravel	\$145.80
5998	Olson Sanitation	May trash expense	\$342.80
5999	Lund Implement Company	coupler, loader tractor, filter	\$119.28
6000	Sturdevant’s Auto Parts	part	\$3.83
6001	Canby True Value	April & May park supplies	\$483.56
6002	Lincoln Pipestone Rural Water	water meter @ park	\$180.44
6003	Doug’s Service & Marine	spring, lawn mower blades, etc	\$392.11
6004	Farmers Coop Assn	92.7 gallons unleaded, 175 gallons gas	\$996.28
6005	NB Golf LLC	parts	\$48.60
6006	C.A.S. Plumbing & Heating	vacuum breaker for urinal	\$70.75

6007	Lawn Care Plus	top/trim/shape tree's at two sites	\$320.62
6008	Lyon-Lincoln Electric Coop	park electricity	<u>\$2,184.93</u>
		TOTAL	\$12,443.38

UPB GENERAL ACCT:

3351-3353	semi-monthly payroll	May 1-15 payroll	\$4,704.38
3354	PERA	semi-monthly deductions	\$880.76
3355	VOID	VOID	\$0
3356-3358	semi-monthly payroll	May 16-31 payroll	\$4,704.42
3359	Rinke Noonan Attorney's @ Law	monthly retainer, CD #54 Impr	\$687.50
3360	ESRI	ArcGIS Desktop all extension	\$400.00
3361	MPCA	SSTS loan repayments	\$49,410.88
3362	Lake Hendricks Improvement Assn.	2018 dues	\$25.00
3363	CliftonAllenLarson, LLC	2017 partial audit payment	\$4,500.00
3364	Jared Roiland	May mileage reimbursement	\$68.68
3365	Mitchell Enderson	WCA regional training mileage	\$74.12
3366	LQP County Auditor/Treasurer	May postage	\$43.25
3367	LQP-YB Liability Acct	Federal Withholding	\$4,568.10
3368	LQP County Auditor/Treasurer	July Health Insurance	\$4,668.00
3369	PERA	semi-monthly deductions	\$880.76
3370	Darrel Ellefson	per diem, mileage	\$674.92
3371	Darrel Ellefson	County Ditch work, mileage	\$2,926.19
3372	David Craigmile	per diem, mileage	\$208.55
3373	Joe Ferguson	per diem, mileage	\$133.45
3374	John Cornell	per diem, mileage	\$377.10
3375	Minnesota Revenue	May sales & use tax	\$3,730.00
3376	MAWD	Summer Tour registrations	<u>\$1,400.00</u>
		TOTAL	\$85,066.06

DITCH ACCT:

1356	Wollschlager Excavating	level spoils – WS #1	<u>\$362.50</u>
		TOTAL	\$362.50

M/S/P to approve the warrants.

Motion: John Cornell Secinded: Joe Ferguson Passed: 4-0

Secretary's Report:

Hastad presented meeting minutes #579 for approval.

M/S/P to approve meeting minutes #579

Motion: John Cornell Secinded: Joe Ferguson Passed: 4-0

Administrator Report/Old & New Business:

- Discussed the pump maintenance agreement with Minnesota Pump Works. Our three year contract has expired. They do a nice job and Ron is very satisfied with their work. The managers agreed to continue with this company for scheduled pump maintenance for the park.
- Reviewed the Countryside Public Health Inspection Report with the Board. The Campground is very well maintained.
- Attended AREA II in Marshall on May 3rd.
- Participated in a Skype meeting with Houston Engineering on May 4 regarding PTMapp
- The County Ditch #70 repair was completed with no additional cost to landowners.
- Audit prepped May 8-18, with auditor's here May 22-23.
- Discussed direct deposit for payroll with auditor's and on-line bill pays along with their thoughts on a WS Credit/Debit card.
- Sent out contracts to for signatures for the Br 3 CD #12 repair.
- Auditor's felt that one of the part-time park employee's qualified for PERA. Working with PERA for confirmation.
- Participated in a teleconference regarding CD #24.

Manager Craigmile updated the Board on the Jim Robertson water concern. Stu Frazeur Tiling was contacted for a second opinion and waiting for his opinion. No further action was taken

PERMITS - The following permit applications were applied for

12179	Ray Anderson	Camp Release, 16	replace main tile	06/05/18 DC
12180	Jacob Boehnke	Perry, 29	clean ditch	06/05/18 DE
12181	Greg Bothun	Providence, 27	seepage lines	06/05/18 DE
12182 Renew #11815	Joe Bothun	Riverside, 32	seepage lines	06/05/18 DE
12183 Renew #11812	Joe Bothun	Riveside, 12	seepage lines, intake	06/05/18 DE
12184	Joe Bothun	Hamlin, 12	seepage lines, repair	06/05/18 DE
12185 Renew #11816	Joe Bothun	Hantho, 34	adding inlet	06/05/18 DE
12186	Joe Bothun	Baxter, 17	seepage lines	06/05/18 DC
12187	Greg Brown	Baxter, 10	seepage lines	06/05/18 DC
12188 Renew #11196	Greg Brown	Baxter, 22	seepage lines	06/05/18 DC
12189 Renew #11821	Bill Croatt	Arena, 14	seepage, main lines	06/05/18 DE
12190	Bill Croatt	Arena, 14	seepage, main lines, close ditch	06/05/18 DE
12191 Renew #11563	Mark Citterman	Hendricks, 16	seepage, main tile	06/05/18 JC
12192	David Dahl	Lac qui Parle, 5/8	clean ditch	06/05/18 DE
12193	Donald Denekamp	Manfred, 28	seepage lines	06/05/18 DE
12194	Donald Denekamp	Manfred, 20	cleanout waterway	06/05/18 DE
12195	Hoffman Brothers	Perry, 11	seepage lines	06/05/18 DE
12196 Renew #11679	Hoffman Brothers	Perry, 3	seepage lines	06/05/18 DE
12197 Renew #11727	Mark Hastad	Madison, 4	seepage lines	06/05/18 DE
12198 Renew #11621	Morgan Haas	Manfred, 36	seepage lines	06/05/18 DE
12199	Morgan Haas	Manfred, 36	seepage lines	06/05/18 DE
12200	Robert Hiepler	Perry, 8	seepage & main tile	06/05/18 DE
12201	Robert Hiepler	Perry, 8	seepage & main tile	06/05/18 DE
12202 Renew #11472	Nathan Heinrich	Arena, 17	seepage lines	06/05/18 DE
12203 Renew #11830	Jeff Hanson	Garfield, 23	seepage & main tile	06/05/18 DL
12204	Justin Jerzak	Norman, 21	clean/restore waterway	06/05/18 JF
12205	Lee Johnson	Baxter, 14/15	seepage & main tile	06/05/18 DC
12206 Renew #11887	Craig Kanstrup	Arena, 30	main tile & pump	06/05/18 DE
12207 Renew #11887	Craig Kanstrup	Arena, 30	seepage & main tile	06/05/18 DE
12208	Shane Maas	Agassiz, 17	clean ditch	06/05/18 DE
12209 Renew #11793	Madison Township	Madison, 27	main tile	06/05/18 DE
12210	Diane Morken	Lake Shore N, 28	Main tile	06/05/18 DE
12211	Moen Family Farm LLC	Cerro Gordo, 4	repair tile line	06/05/18 DE
12212	Redgy Matthies	Perry, 29	seepage, main tile	06/05/18 DE
12213	Corey Nelson	Maxwell, 30	seepage, main tile	06/05/18 DC
12214	Corey Nelson	Maxwell, 17	seepage, main tile	06/05/18 DC
12215	Corey Nelson	Maxwell, 17	seepage, main tile	06/05/18 DC
12216	Corey Nelson	Maxwell, 18	seepage, main tile	06/05/18 DC
12217	Chuck Negaard	Hendricks, 12	main tile	06/05/18 JC
12218	Luke Oie	Madison, 27	seepage, main tile	06/05/18 DE
12219	Perry Township	Perry, 19	replace culvert	06/05/18 DE
12220 Renew #11799	Paul Radermacher	Walter, 1 & 2	seepage lines	06/05/18 DE
12221	Gary Robertson	Providence, 34	seepage lines	06/05/18 DC
12222	Gary Robertson	Providence, 25	clean ditch	06/05/18 DC
12223	James Robertson	Providence, 9	main tile	06/05/18 DC
12224 Renew #11964	Delton Sorenson	Perry, 24	seepage, main tile	06/05/18 DE
12225 Renew #11714	Delton Sorenson	Perry, 24	install culvert	06/05/18 DE
12226	Ryan Smith	Hamlin, 7	seepage, main tile	06/05/18 DE
12227	Dean Solem	Lac qui Parle, 33	seepage lines	06/05/18 DE
12228	Alan Saltee	Hammer, 17	seepage lines	06/05/18 JF
12229	Marlowe Shelstad	Lake Shore S, 33	seepage lines	06/05/18 DE
12230	Jeffrey Thielges	Norman, 31	main tile	06/05/18 JF
12231	Jeffrey Thielges	Norman, 22	seepage & main tile	06/05/18 JF
12232	Mark Weber	Perry, 17	seepage lines	06/05/18 DE
12233	Randy Wittnebel	Perry, 29	seepage lines & main tile	06/05/18 DE
12234	Randy Wittnebel	Perry, 29	clean ditch	06/05/18 DE

Permits Denied: Hugh Bergland & Gary Robertson for signature

M/S/P to approve watershed permits:

Motion: David Craigmile, **Seconded:** Joe Ferguson **Passed:** 4-0


Adjournment:

The meeting adjourned at 5:50 p.m.



Darrel Ellefson, LQP-YB Chairman

Attest:



David Craigmile, LQP-YB Secretary

Minutes prepared by Hastad

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is July 5, 2018 at 4:30 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room.



Lac qui Parle - Yellow Bank Watershed District

lqpybwatershed.org

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June 5, 2018

Lac qui Parle – Yellow Bank SSTS Loan Program Lac qui Parle County Certified Septic System Installers & Loan Program Project Applicants

Subsequent to auditing requests, the Lac qui Parle – Yellow Bank Watershed District will be adhering to the following updated requirements of the SSTS Loan Program Project. Please review the updates and adjust accordingly. These requirements are effective **immediately**.

- Applications for the Loan Program must include **two** estimates from state certified installers. The application must then be turned into the Watershed office by the applicant with the estimates. Estimates must include a breakdown of expected costs from installers. A simple number on the application is insufficient and may result in denial of the application.
- Expenses to be paid for by loan dollars must be a requirement necessary for the newly installed system to operate. Typical expenses include, but are not necessarily limited to: Parts of the system (includes pipe to get to the house; plumbing work needed inside the house is not included), labor to construct/install the system, and electrical work required for a system's pump to operate. The Lac qui Parle – Yellow Bank Watershed District reserves the right to approve or deny any expenses eligible for payment via loan dollars.
- Invoices following installation of a new system must be turned into the Watershed office by the applicant. Any finance charges or late fees resulting from a delay in submitting the invoice are the responsibility of the **applicant** and cannot be paid by the loan. Payment should be made to the applicant within 30 days. It is then the responsibility of the applicant to make payment to the contractor. Any finance charges resulting from a delay in the applicant forwarding payment to the contractor are the responsibility of the applicant.
- Existing requirements still apply. For the applicant, property taxes must be current and the property must be assessed equal to or greater than \$10,000.00 by the county assessor. The loan must also be used for an existing failing system in need of an upgrade and cannot be used for new systems. The upgraded system must be maintained as instructed throughout the repayment period of the loan. Failure to complete construction within six months of approval requires reapplication for the loan.