

Lac qui Parle-Yellow Bank Watershed District
Regular Meeting Minutes #604
June 2, 2020

Board President Darrel Ellefson and Administrator Trudy Hastad have determined that an in-person meeting is not practical or prudent because of the COVID-19 health pandemic.

Pursuant to Minnesota Statute 13D.021, this meeting was held by telephone and electronic means, and;

- All members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;
- Members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration
- At least one member of the body, chief legal counsel, or chief administrative office is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and
- All votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Pursuant to Minnesota Statute 13D.021 Pursuant to 13D.021 Subd. 3, any person may monitor the meeting electronically from a remote location, at their own cost.

ZOOM MEETING

Dial-In Info: 1-312-626-6799
Meeting ID: 546-535-8923

Call to Order

The meeting was officially called to order by Chairman, Darrel Ellefson at 4:30 p.m. via a "ZOOM" electronic meeting. Roll call was taken. **Managers present:** Chairman Darrel Ellefson, Vice-Chairman John Cornell, Secretary David Craigmile, Treasurer David Ludvigson, & Publicity Manager Michael Frank. **Managers absent:** none **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Drainage Manager Jared Roiland, and Park Manager Ron Fjerkenstad. **Others present:** None.

Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. There were none. **M/S/P** to approve the agenda:

Motion: David Craigmile **Seconded:** David Ludvigson **Roll call was taken and motion Passed:** 5-0

Staff Reports:

PARK: Park manager, Ron Fjerkenstad gave his monthly report.

- Park opening has been moving along in a good direction.
- Would like to open the park to weekend and tent campers following CDC guidelines. He would also like to open the beach area (has social distancing signage up) and the main bathhouse. Discussion followed. The managers agreed this would be allowable under the Governor's guidance.
- Ron suggested naming the gravel driveway "Beecher Drive" in honor of Willis Beecher who passed away and was instrumental in the Canby Creek Projects. The Board agreed this would be fitting.
- Ron reviewed the Countryside Public Health inspection report recently completed at the park. There were a couple things noted that have been fixed.
- Manager Frank thanked Ron for his extra effort in getting and keeping the park open with the COVID-19 restrictions and requirements.

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

- Edited all the ditch maps to allow them to be easily uploaded in the Drainage DB program for quicker access in the field.
- Mitch, Trudy, & I had a phone conference with Houston Engineering to discuss the Drainage Modernization Grant that was just completed. We discussed how we are currently using the program, any problem encountered with the grant, and how to best utilize the program moving forward and how to keep the program up to date.

- Trudy & I had a conference phone call with a Cottonwood County Commissioner regarding the Drainage DB grant, how we worked the grant, problems, and how we utilize the program to date.
- Mitch & I will be working on the centerline layer for the WS Ditch 11 & 55 systems along with Houston Engineering.
- Put together landowner packets and mailed for the CD #42 final engineer hearing to be held via TEAMS on June 9, 2020.
- We received the preliminary report for the realignment and relocation of Branch B2 of Watershed Ditch #11 from Moore Engineering.

COORDINATOR: Coordinator Mitch Enderson reported on monthly activities.

- The drainage records modernization grant and final report is now submitted.
- The County Board approved adding the ditch centerline layer to the public version of GeoMoose.
- June is the final month of the WRAPS grant. If you have any remaining comments for the reports, please get them into me.
- The draft sign designs have been shared with the sign company and they are being worked on. I am currently redoing some maps and finalizing some parts of the designs that he found slightly blurry. This is the final project in the WRAPS grant.
- Four SSTS applications have been approved and two payments have been made.
- I have still not heard back from the CORPs on the Del Clark/Canby Creek project. They said we should hear something by the end of May.
- The planning grant for IWIP was submitted. Resolutions from partners in the MN River Headwaters have been received and submitted.

WCA – Coordinator Mitch Enderson:

- WCA trainings switched to more regional sessions last year. The two options for this year were set for Marshall in May (cancelled), and Alexandria July 14-15. Since Marshall was cancelled, I have signed-up for the training in Alexandria. I'm not sure about taking the test in September or waiting to advance from In-training delineator to professional. The managers supported taking the test when he felt ready to move to that next level.
- The TEP conducted site visits on May 7, 2020 for the Highway bridge replacements and the delineation boundaries were concurred by the TEP.

M/S/P to approve the notice of decision for wetland delineation concurrence for the highway bridge replacements #9168 and #9402.

Motion: David Craigmile **Secinded:** David Ludvigson Roll call was taken and motion **Passed:** 5-0

M/S/P to approve the notice of decision for wetland delineation concurrence for the highway bridge replacement #4986 pending no additional comments are received by June 8, 2020.

Motion: David Craigmile **Secinded:** David Ludvigson Roll call was taken and motion **Passed:** 5-0

- Visited Ken Lee's site with Lynda. It was agreed to clean willows and other vegetation initially and see if that helps revert flow back to where they would like it. A letter was sent to Ken and we will work with him if he wants to do further work.
- The Yellow Bank Township culverts are being installed on June 3rd and will be on site to monitor elevations.
- Received a call back from a landowner in Manfred 35 whose permit was denied in December for a joint application. We received the joint application April 28th with letter and additional information. A letter was sent on May 12 that the joint application was incomplete as nothing was applied for. Received a call that he no longer wishes to pursue the joint application but wants his letter to be shared with the Board.

Treasurers Report: Manager Ludvigson read the Treasurer's report.

M/S/P to approve the Treasurers report.

Motion by: David Craigmile **Secinded by:** David Ludvigson Roll call was taken and motion **Passed:** 5-0

The following warrants were presented for approval:

Number Vendor Details 05/06/2020 to 06/02/2020

General Klein Account:

6136	Gene Halldorson/Monnens Excavating	SSTS Loan	\$13,800.00
6137	Mitchell Enderson	WRAPS mileage reimb	<u>\$68.25</u>
		TOTAL	\$13,868.25

UPB Park Expense Account:

1216	Running's Supply	weed-n-feed, hand sanitizer, litter, ½" plug	\$156.94
1217	Frontier Communications	park phone, fax, internet	\$282.11
1218	LQP County Auditor/Treasurer	2017 Ford pickup tabs	\$282.25
1219	Canby Print Shop	laminated signs	\$29.87
1220	Canby News, Inc	Del Clark opening COVID signs	\$136.50
1221	Ronald Fjerkenstad	COVID face masks	\$48.08
1222	Dawson Sentinel	park opening ad	\$67.20
1223	Canby Builders Supply	lumber	\$27.45
1224	Canby Print Shop	"beach closed signs" 50 COVID signs	\$66.42
1225	Ronald Fjerkenstad	hand sanitizer	\$39.99
1226	Canby News, Inc.	Stonehill Campground notice	\$78.75
1227	Buffalo Ridge Newspaper	Stonehill Campground notice	\$36.00
Transfer	LQP-YB General UPB	6-5-20 park payroll	\$4,171.56
1228	Lyon-Lincoln Electric Coop	park electricity	\$1,064.86
1229	Lincoln Pipestone Rural Water	water usage @ park	<u>\$65.93</u>
		TOTAL	\$6,553.91

UPB GENERAL ACCT:

20060-20062	semi-monthly payroll	May 1-15 payroll	\$4,921.07
20063	Darrel Ellefson	per diem & mileage	\$770.30
20064	David Ludvigson	per diem	\$115.44
20065	David Craigmile	per diem & mileage	\$393.89
20066	John Cornell	per diem & mileage	\$244.59
20067	Michael Frank	per diem	\$115.44
3822	LQP-YB liability Acct	semi-monthly PERA	\$952.19
3823	Rinke-Noonan Attorney	monthly retainer, CD #42 & CD #54 imp	\$1,250.00
3824	Mike Johnson	10 nuisance beaver	\$200.00
3825	Trudy Hastad	postage reimbursement	\$173.15
3826	I&S Group, Inc	extension on contract	\$432.00
3827	Jared Roiland	mileage reimbursement	\$21.85
3828	Mitchell Enderson	WCA – mileage reimbursement	\$56.21
3829	LQP County Auditor/Treasurer	May postage	\$40.70
3830	LQP County Liability Acct	Federal withholding	\$4,034.32
3831	LQP County Auditor/Treasurer	Health Insurance	\$4,335.00
20068-20070	semi-monthly payroll	May 16-31 payroll	\$4,921.06
20071-20075	park payroll	May park payroll	\$4,171.56
3832	Minnesota Revenue	May sales & use tax	\$2,745.00
3833	LQP-YB Liability Acct	monthly & semi-monthly PERA	<u>\$1,456.69</u>
		TOTALS:	\$31,350.46

Debit Card

TOTAL: \$-0-

DITCH ACCT:

None TOTAL \$0.00

M/S/P to approve the warrants.

Motion: John Cornell Seconded: Michael Frank Roll call was taken and motion Passed: 5-0

Secretary's Report:

Meeting #603 minutes were inadvertently left out of the meeting packet. Will approve at the July meeting.

Administrator Report/Old & New Business: Trudy Hastad gave the Administrator report.

- COVID-19 pandemic updates. Staff is working in the office and things are going well. Public are only allowed access to the building via the east lower level door and are sent up one at a time to each office.
- Reviewed the contractor timeline for the CD #54 Improvement project and asked the Board to sign the extension request. Board was unhappy the contractor hadn't been on site with the good spring weather. Discussion followed:

M/S/P to wait to sign extension request on the CD #54 Improvement Project until the Board can review with Attorney Kolb.

Motion: David Ludvigson **Seconded:** John Cornell Roll call was taken and motion **Passed:** 5-0

- Reminded the Board of the final engineer hearing for the CD #42 Improvement project scheduled for Tuesday, June 9, 2020 at 10:00 a.m. via TEAMS.
- The 2019 audit information was submitted to CliftonAllenLarson audit group. They will be doing a virtual audit starting on June 22, 2020.
- Hastad shared that retired manager Willis Beecher passed away. Discussed purchasing a tree in his memory and have it planted at the park. Manager Mike Frank will check for a maple tree in Canby.
- Hastad reviewed LQP County Hwy Engineer Sam Muntaens concern regarding a cleanout done by Doug Haas that aids in rerouting a natural flow of water. Discussion followed with Manager Ellefson to review.

PERMITS - The following permit applications were applied for

13076	Hugh Bergeland	Providence, 9	seepage, main tile	05/05/20 DC
13077	Widseth Smith Nolting	Mehurin, 16	bridge replacement	06/02/20 DE
13078	Widseth Smith Nolting	Providence, 36	bridge replacement	06/02/20 DE
13079	Widseth Smith Nolting	Providence, 1	bridge replacement	06/02/20 DE
13080	Widseth Smith Nolting	Garfield, 16	bridge replacement	06/02/20 DE
13081	Nate Ludvigson	Freeland, 10	seepage, main tile	06/02/20 DE
13082	Jeff Hanson	Arena, 25	seepage lines	06/02/20 DE
13083	Dan Croatt	Hamlin, 9	clean ditch	06/02/20 DE
13084 Renew #11833	Derek Kuechenmeister	Providence, 26	clean ditch	06/02/20 DE
13085 Renew #12678	Tom Nelson	Agassiz, 20	seepage lines	06/02/20 DE
13086 Renew #12263	Gary Nelson	Providence, 8	seepage lines	06/02/20 DE
13087	Jim Vaala	Cerro Gordo, 9	seepage lines	06/02/20 DE
13088	Jim Vaala	Cerro Gordo, 20	seepage lines	06/02/20 DE
13089	Perry Township	Perry, 17-20	replace culvert	06/02/20 DE
13090	Ryan Streich	Mehurin, 10	clean ditch	06/02/20 DL
13091	Ryan Streich	Mehurin, 10	seepage, main tile	06/02/20 DL
13092 Renew #12256	Tom Ludvigson	Garfield, 14	clean ditch	06/02/20 DL
13093	Derek Kuechenmeister	Hamlin, 15	seepage lines	06/02/20 DL
13094	Derek Kuechenmeister	Augusta, 12	seepage lines	06/02/20 DL
13095 Renew #12578	Mary Whitehead	Augusta, 35	cattle pond	06/02/20 DL
13096	Roger Olson	Garfield, 7	clean ditch	06/02/20 DL
13097	Harvey Swenson	Maxwell, 28	main tile	06/02/20 DC
13098	Cade Robertson	Providence, 8	seepage lines	06/02/20 DC
13099	Adam Lund	Maxwell, 31	seepage lines	06/02/20 DC
13100	Adam Lund	Providence, 24	main tile	06/02/20 DC
13101	Adam Lund	Providence, 17	seepage lines	06/02/20 DC

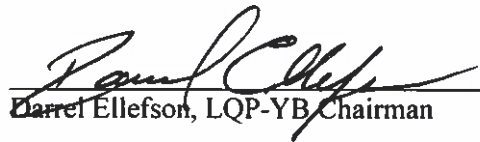
Permits Denied: Tom Ludvigson for Jerry Abramowski signature; Mary Whitehead for TEP evaluation.

M/S/P to approve watershed permits except those denied:

Motion: David Ludvigson **Seconded:** Michael Frank Roll call vote was taken and motion **Passed:** 5-0

M/S/P to adjourn meeting at 6:02 p.m.

Motion: John Cornell **Seconded:** Michael Frank **Passed:** 5-0


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 Tuesday, July 7, 2020 at 4:30 p.m.