

Lac qui Parle-Yellow Bank Watershed District

Regular Meeting Minutes

December 6, 2016

Meeting #562

Call to Order

The meeting was called to order by Chairman Darrel Ellefson at 4:35 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: **Managers absent:** Treasurer David Ludvigson, & Publicity Officer Joe Ferguson. **Staff present:** Administrator Trudy Hastad, Coordinator Mary Homan, Coordinator Mitch Enderson, & 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 by: David Craigmile

Second by: John Cornell

Passed: 3-0

Staff Reports:

PARK: Park manager Ron Fjerkenstad reported on park activities.

- Discussed nuisance beaver problem at the park.
- Not enough ice for fishing, so been quiet at the park.
- Discussed quote for AIS dock.
- R-6 looks to be running well.

COORDINATOR: Coordinator's Mary Homan & Mitch Enderson reported on monthly activities.

- Mary thanked the Board for the opportunities offered to her during the last 15 years with the Watershed District. Her last day will be on December 30.
- Enderson reported on the septic loan program.
- Enderson, Homan, & Overholser (SWCD) completed some field ground truthing for potential WASCOBs based on the terrain analysis data broken down on a sub-watershed basis.
- 75 calendars were printed using photos from the photo contest.
- Working on the tile inventory for the Upper Minnesota Watershed WRAPS.
- November 9th MPCA was out for the Stressor ID. They visited the monitoring sites and also served as a good opportunity for Enderson to view the watershed and become familiar with monitoring site locations.
- A TEAM meeting was held on November 15. MPCA discussed completed HSPF models and completion of monitoring data. Enderson & Homan shared results of SWAG monitoring data.
- The Marsh Lake project ground breaking was postponed until spring 2017 due to weather.
- Reviewed tillage transect results with MPCA and how to use results.
- Coordinator computer was installed along with download of ArcGIS.
- Enderson & Homan attended the training for the SAMs modeling tool in Marshall on Nov 30.
- Enderson reported on the Annual MAWD meeting.
- Homan & Hastad have been working on the updated Emergency Action Plan for the Canby Creek Dam structures.
- Enderson & Homan attended a webinar for the 2017 CWP loan and 319 grant funding processes.
- Manager Craigmile toured the Watershed District area with Enderson.
- Enderson asked Board permission to start a Watershed District Facebook page. The Board gave approval to Enderson to start and maintain a Watershed Facebook page.

WCA: Coordinators Mary Homan & Mitch Enderson

- Wetland delineation in Big Stone Refuge for trail to be raised (requires about 10 feet extra gravel slope) so trail can be paved. Following delineation, the Big Stone highway department decided against raising the trail and will pave the trail as is with a small corner of riprap.

Public Comment: None

Treasurers Report:

M/S/P to approve the Treasurers report.

Motion by: David Craigmile

Second by: John Cornell

Passed: 3-0

The following warrants were presented for approval:

Number	Vendor	Details	11/2/16 to 12/06/16
<i>General Klein Account:</i>			
6436	Brad/Terry Wittnebel & Tubbs of Soft Water	SSTS Loan	\$10,728.72
6437	Brad/Terry Wittnebel & Schuelke Electric	SSTS Loan	\$200.22
6438	Kirby Kohler & Jays Digging Service LLC	SSTS Loan	\$13,000.00
6439	Maria Gavarrette & Monnens Excavating	SSTS Loan	\$3,500.00
6440	Yellow Medicine County	WRAPS – 11/15/16 TEAM Meeting & mlg	\$155.64
6441	Yellow Medicine SWCD	WRAPS – 11/15/16 TEAM meeting & mlg	\$155.64
6442	Lincoln County SWCD	WRAPS – 11/15/16 TEAM meeting & mlg	\$164.28
6443	LQP SWCD	WRAPS – 11/15/16 TEAM meeting	\$40.00
6444	LQP County Environmental	WRAPS - 11/15/16 TEAM meeting	\$40.00
6445	Francis Ourada & Monnens Excavating	SSTS loan	\$15,500.00
TOTAL			\$43,484.50
<i>Park Account:</i>			
5721-5724	Monthly payroll	November park payroll	\$2,871.01
5725	D & K RV Sales	cord end – 30 amp replacement end	\$21.72
5726	Countryside Public Health	2017 park permit	\$383.00
5727	Doug's Service & Marine	3 toro atomic flades, 3 blades, 1 v-belt, muffler kit	\$611.48
5728	Farmers Coop Association	335 gallons ethonal, unleaded	\$811.03
5729	VOID	VOID	\$0.00
5730	AT&T Mobility	park cell phone	\$46.56
5731	Sturdevants Auto Supply	park supplies	\$13.49
5732	Lyon-Lincoln Electric Coop	park electricity	\$525.82
5733	Olson Sanitation LLC	November trash	\$33.93
5734	Kockelman Construction	park phone, fax, internet	\$184.78
5738	Lincoln Pipestone Rural Water	water meter	\$29.94
5739	Canby True Value	November park supplies	\$49.44
TOTAL			\$5,582.20
<i>United Prairie Bank General Account:</i>			
2848	MAWD	2016 Annual meeting registrations	\$1,780.00
2849	MAWD	2016 MAWD pre-conference registrations	\$680.00
2850	PERA	semi-annual deductions	\$797.83
2851-2853	semi-monthly payroll	November 1-15 payroll	\$4,968.53
2854	PERA	semi-monthly deductions	\$920.99
2855	ESRI	Arc GIS license software	\$4,532.00
2856-2857;2859	semi-monthly payroll	November 16-30 payroll	\$4,812.14
2858	Rinke Noonan	monthly retainer	\$200.00
2860	quill Corporation	printer cartridges, 1099 forms, W-2's	\$551.05
2861	LQP Broadcasting	10-26-16 radio show	\$17.50
2862	Rural Solutions, Inc.	Coordinator computer, Microsoft office, adapter set-up	\$1,734.97
2863	LQP County Auditor/Treasurer	November postage	\$66.43
2864	Mary Homan	MAWD lodging, mileage reimbursement	\$502.22
2865	Mitchell Enderson	MAWD mileage reimbursement	\$103.68
2866	Nelson Oyen Torvik	legal services	\$437.00
2867	Trudy Hastad	MAWD mileage reimbursement	\$104.76
2868	Frontier communications	320-598-3117 office phone	\$38.52

2869	Frontier Communications	320-598-3319 coordinator phone	\$38.52
2870	Minnesota Pollution Control	SRF 0200 & SRF014 SSTS loan repayment	\$24,571.06
2871	LQP-YB Liability Acct	Federal withholding	\$4,441.06
2872	VOID	VOID	\$0.00
2873	LQP County Auditor/Treasurer	January health insurance	\$434.00
2874	LQP County Auditor/Treasurer	January health insurance	\$2278.00
2875	LQP County Auditor/Treasurer	January health insurance - VEBA	\$400.00
2876	PERA	semi-monthly deductions	\$920.99
2877	Darrel Ellefson	November per diem, mileage, exp	\$824.63
2878	Darrel Ellefson	November County Ditch work & mileage	\$2,044.76
2879	John Cornell	November per diem, mileage, expense	\$452.01
2880	David Craigmile	November per diem, mileage, expense	\$778.14
2881	Minnesota Revenue	sales & use tax	<u>\$11.00</u>
TOTAL			\$59,441.79

Ditch Account:

1350	Heinrich Excavating & Hauling	WS#92 Hantho, 32	<u>\$1,030.41</u>
TOTAL			\$1,030.41

M/S/P to approve the warrants.

Motion: John Cornell
Seconded: David Craigmile
Passed: 3-0

Secretary's Report:

Hastad presented meeting minutes #561 with name correction for approval.

M/S/P to approve corrected minutes #561.

Motion: John Cornell
Seconded: David Craigmile
Passed: 3-0

Administrator Report:

- Hastad updated the Board on the past month's activities.
- Hastad discussed the monthly ditch activities and progress of the Emergency Action Plan.
- Audit preparations are beginning for the 2016 audit.
- Hastad discussed the current hayland lease and concern with cattle still on the property. Hayland leases will be up for renewal in 2017. The Board will review the old contracts and make some changes in the new contracts regarding grazing and dates cattle and haybales need to be off property. Hastad will request maps of the properties from Yellow Medicine FSA and will put on agenda for January meeting.
- Hayland bid date was set for Tuesday, February 7, 2017 at 5:30 p.m.
- Hastad will set up date and time for the Board to take Homan out for supper in appreciation of her past 15 years of service & dedication to the LQP-YB Watershed District.

Old Business:

No old business.

New Business – Approve Personnel Policy

Hastad presented the draft personnel policy for approval.

WHEREAS, it is the intent of the LQP-YB Watershed District Board to adopt employment policies to apply to District employees in order to assure maximum service and at the same time provide uniform employment rules and regulations which are fair and equitable for all District employees.

BE IT RESOLVED, that the following employment terms, conditions, and definitions constitute the employment policies of the Board and apply to all District employees.

BE IT FURTHER RESOLVED, that each new employee on the first day of his/her employment, shall receive a copy of this policy handbook, and shall have each Article explained to his/her satisfaction. His/her acknowledgement of the existences of these policies will be attested to by the employee's signature on the attached statement, and

BE IT FURTHER RESOLVED, that the effective date of these employment policies is December 6, 2016.

BE IT FURTHER RESOLVED, that the policies found in this manual will be subject to revision as needed.

BE IT FURTHER RESOLVED, that the attached document be known and called the "Lac qui Parle-Yellow Bank Watershed District Employee Manual" and that the original document shall be on file in the office of the LQP-YB Watershed District.

Adopted by the Lac qui Parle-Yellow Bank Watershed District Board of Managers on December 6, 2016.

Darrel Ellefson, Chairman
Lac qui Parle-Yellow Bank Watershed District

M/S/P to approve the above resolution to adopt the Lac qui Parle-Yellow Bank Watershed District Employee Manual.

Motion: David Craigmile

Seconded: John Cornell

Passed: 3-0

New Business – Approve Public Data Request Policy

Hastad presented the draft Public Data Request Policy for approval.

WHEREAS, it is the intent of the LQP-YB Watershed District Board to adopt a Public Data Request Policy in order to assure maximum service for all persons or entities that request information from the LQP-YB Watershed District via mail, facsimile, e-mail, over the telephone or in person.

BE IT RESOLVED, the Lac qui Parle-Yellow Bank Watershed will attempt to fill all reasonable requests for information from its files and computerized data basis (subject to the restrictions of the Minnesota Government Data Practices Act, copyright laws, decisions of the Office of the Attorney General, and the availability of staff time).

BE IT FURTHER RESOLVED, when appropriate, fees will be charged to recover the costs incurred in providing such information.

BE IT FURTHER RESOLVED, that the effective date of this Public Data Request Policy is December 6, 2016.

BE IT FURTHER RESOLVED, that the policies found in this manual will be subject to revision as needed.

BE IT FURTHER RESOLVED, that the attached document be known and called the "Lac qui Parle-Yellow Bank Watershed District Public Data Request Policy" and that the original document shall be on file in the office of the LQP-YB Watershed District.

Adopted by the Lac qui Parle-Yellow Bank Watershed District Board of Managers on December 6, 2016.

Darrel Ellefson, Chairman
Lac qui Parle-Yellow Bank Watershed District

M/S/P to approve the above resolution to adopt the Lac qui Parle-Yellow Bank Watershed District Public Data Request Policy.

Motion: David Craigmile
Seconded: John Cornell
Passed: 3-0

PERMITS - The following permit applications were applied for:

11655	Wayne Anderson	Baxter, 7	seepage lines, intake	12/06/16 DE
11656	Donald Blahosky	Perry, 13	tile, replace culvert w/tile	12/06/16 DE
11657	Austen Citrowske	Providence, 30	seepage lines	12/06/16 DE
11658	Ron Enger	Garfield, 24	seepage lines	12/06/16 DE
11659	Jeff Hanson	Freeland, 3	seepage, main tile, clean ditch	12/06/16 DE
11660	Keith Hoffman	Agassiz, 32	pump	12/06/16 DE
11661	Richard Jurgenson	Camp Release, 32	seepage lines	12/06/16 DC
11662	Richard Jurgenson	Ten Mile Lake, 13	seepage lines	12/06/16 DC
11663	Craig Kanstrup	Augusta, 13	seepage lines	12/06/16 DE
11664	Craig Kanstrup	Arena, 29	seepage lines	12/06/16 DE
11665 Renew #11312	Tom Miller	Madison, 20	seepage lines	12/06/16 DE
11666	Glenn Radermacher	Perry, 19	clean ditch	12/06/16 DE
11667	Tanner Radermacher	Perry, 6	seepage lines	12/06/16 DE
11668	Tanner Radermacher	Walter, 11	seepage lines, alternate intake	12/06/16 DE
11669	Steve Redepenning	Walter, 23	clean ditch	12/06/16 DE
11670	Gary Robertson	Providence, 25	seepage lines	12/06/16 DE
11671	Gary Robertson	Maxwell, 15	seepage lines	12/06/16 DC
11672	Joel Schutte	Maxwell, 23	seepage, clean ditch	12/06/16 DC
11673	Harvey Swenson	Maxwell, 28	seepage lines	12/06/16 DC
11674	Harvey Swenson	Maxwell, 31	seepage lines	12/06/16 DC
11675	Aaron Tasto	Madison, 22	seepage lines	12/06/16 DE
11676 Renewal #7814	Rich Wollschlager	Arena, 23	seepage, main tile	12/06/16 DE
11677	Paul Tol	Fortier, 8	main tile	12/06/16 JF
11678	Citrowske Farms	Osh Kosh, 22	seepage lines, clean ditch	12/06/16 JF

Permits Denied: None

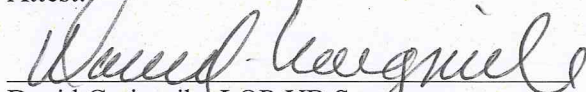
M/S/P to approve watershed permits.


Motion: David Craigmile
Seconded: John Cornell
Passed: 3-0

Adjournment:

The meeting adjourned at 6:05 p.m.

Attest:


David Craigmile, LQP-YB Secretary


Darrel Ellefson, LQP-YB Chairman

Minutes prepared by Hastad

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is January 3, 2016 at 4:30 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room.