Lac qui Parle-Yellow Bank Watershed District
Regular Meeting Minutes #578
April 4, 2018

Call to Order
The meeting was called to order by Chairman Darrel Ellefson at 3:00 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, Treasurer David Ludvigson & Publicity Officer Joe Ferguson. Managers absent: none. Staff present: Administrator Trudy Hastad, Coordinator Mitch Enderson, and Drainage Manager Jared Rolland. Park Manager Ron Fjerkenstad was absent. Others present: Eugene Strei and Dan Croatt.

Approval of the Agenda
Ellefson asked for a motion to approve the agenda. M/S/P to approve the agenda:

  Motion: David Craigmile  Seconded: Joe Ferguson  Passed: 5-0

Staff Reports:
PARK: Park Manager, Ron Fjerkenstad was absent. His monthly reports and bills were sent in the mail.

COORDINATOR: Coordinator Mitch Enderson reported on monthly activities.
  - The DRM Grant agreement has been executed and the County has received the initial 50% of the funds. Chris Otterness from Houston Engineering will be conducting training for the grant on April 5 in the office.
  - Relocated my office to the vault in the Watershed/Environmental office and my old space is being used for a meeting room.
  - Spoke about WRAPS at the Annual Corn & Soybean Growers meeting on March 22, 2018.
  - Attended and spoke at the annual joint township meeting on March 26, 2018.
  - Homeowner’s guides and amortization schedules were mailed to landowners who acquired SSTS loan dollars in 2017.
  - Requested adoption of the following resolution for another round of SSTS loan dollars.

BE IT RESOLVED by the Lac qui Parle-Yellow Bank Watershed District to submit a proposal with the Minnesota Pollution Control Agency (MPCA) to conduct the following Project: Lac qui Parle-Yellow Bank SSTS Loan Program Phase II.

BE IT FURTHER RESOLVED that Mitchell Enderson be authorized to submit the proposal for the above-mentioned project and shall have the authority to represent this body in all matters that do not specifically require the action of this body.

BE IT FURTHER RESOLVED that submittal of a proposal does not obligate this body to accept a grant and/or a loan if so offered.

M/S/P to approve the above resolution for Lac qui Parle-Yellow Bank SSTS Loan Program Phase II.

  Motion: David Craigmile  Seconded: John Cornell  Passed: 5-0

  - Requested a change order to increase funds for bus rentals in WRAPS. On June 13, 2018 we will be doing a Women’s event along with the SWCD and group out of Iowa titled Women, Food, and Agriculture.
  - Manager Ellefson took new staff Jared Rolland and myself on a tour of the Watershed. It was very informative.
WCA: Coordinator Mitch Enderson
- John Hansel is our new area wetland specialist replacing Kane Radel. He was in town and met with the TEP panel on Monday afternoon.
- Working on some minor updates to previous years WCA reporting in eLink.
- Working with a landowner on a possible cleanout on DNR protected water and WCA concerns.

DRAINAGE MANAGER/INSPECTOR:
- First few days of work were hectic with arranging office, getting computers/desks set up, phones set up, and moving Mitch into the vault.
- Attended the Corn & Soybean growers meeting on March 22, 2018, was introduced and Mitch & Trudy gave an update on our WRAPS program and buffer law.
- On March 26, 2018 attended the annual township meeting were I was introduced.
- Trudy & I met with the SWCD about potential alternative practices for the new buffer law.
- Attended a meeting with the USFWS and Yellow Bank Township over a dispute of a wetland easement in the township.
- Darrel took Mitch and me on a tour of the Watershed and showed us some examples of ditch systems that have either been repaired recently, are in need of repair, or of areas where the recent repair did not solve the problem.
- In office I have been learning how to fill out Watershed permit applications and maintenance requests for the County ditch systems.
- Sent letters to contractors requesting 2018 rates and insurance.
- Started working with the redetermination of benefits spreadsheets and double checking numbers to make sure they are correct and ready for the County to enter into the system.
- Sorting ditch files so they are in date order for scanning for the DRM grant.

OTHERS:
- Eugene Strei met with the Board to review his proposed tiling permit. Discussion followed with the permit approved.
- Dan Croatt met with the Board regarding high water along the road in sections 12/13 in Arena Township. Discussion followed with Croatt to contact Area Hydrologist Ryan Bjerke and USFWS manager Curt Vacek. No further action was taken.

Treasurers Report: Manager Ludvigson gave the Treasurer’s report.

M/S/P to approve the Treasurers report.
  Motion by: David Craigmile  Second by: John Cornell  Passed: 5-0

The following warrants were presented for approval:

<table>
<thead>
<tr>
<th>Number</th>
<th>Vendor</th>
<th>Details</th>
<th>3/07/18 to 04/04/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Account:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5957</td>
<td>monthly payroll</td>
<td>March payroll</td>
<td>$2,010.22</td>
</tr>
<tr>
<td>5958</td>
<td>VOID</td>
<td>VOID</td>
<td>$-0-</td>
</tr>
<tr>
<td>5959</td>
<td>PERA</td>
<td>monthly deductions</td>
<td>$379.51</td>
</tr>
<tr>
<td>5960</td>
<td>Minnesota Pump Works</td>
<td>shop repair on pump</td>
<td>$1,230.37</td>
</tr>
<tr>
<td>5961</td>
<td>Kockelman Construction, Inc.</td>
<td>snow removal @ park</td>
<td>$508.50</td>
</tr>
<tr>
<td>5962</td>
<td>Lac qui Parle Environmental</td>
<td>park cell phone</td>
<td>$46.80</td>
</tr>
<tr>
<td>5963</td>
<td>Frontier Communications</td>
<td>park phone, fax, internet</td>
<td>$199.58</td>
</tr>
<tr>
<td>5964</td>
<td>C.A.S. Plumbing &amp; Heating</td>
<td>quarterly softener rent</td>
<td>$43.28</td>
</tr>
<tr>
<td>5965</td>
<td>Lincoln Pipestone Rural Water</td>
<td>water meter @ park</td>
<td>$57.61</td>
</tr>
<tr>
<td>5966</td>
<td>Olson Sanitation</td>
<td>March trash expense</td>
<td>$38.20</td>
</tr>
<tr>
<td>5967</td>
<td>Lyon-Lincoln Electric Coop</td>
<td>park electricity</td>
<td>$832.50</td>
</tr>
</tbody>
</table>

TOTAL $ -0-
UPB GENERAL ACCT:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3303</td>
<td>Office Depot hi-lites, cardstock, envelopes</td>
<td>$55.00</td>
</tr>
<tr>
<td>3304</td>
<td>One Office Solution desk top tape dispenser</td>
<td>$2.06</td>
</tr>
<tr>
<td>3305</td>
<td>Rinke-Noonan Attorney’s @ Law monthly retainer; CD #54</td>
<td>$427.50</td>
</tr>
<tr>
<td>3306</td>
<td>Quill Corporation business card files, tiered file, business card paper</td>
<td>$118.75</td>
</tr>
<tr>
<td>3307</td>
<td>Lac qui Parle County Auditor/Treas March postage</td>
<td>$116.83</td>
</tr>
<tr>
<td>3308</td>
<td>Jared Roiland March ditch mileage</td>
<td>$40.88</td>
</tr>
<tr>
<td>3309</td>
<td>Trudy Hastad mileage, lodging, meal reimb</td>
<td>$527.91</td>
</tr>
<tr>
<td>3310</td>
<td>Mitchel Enderson mileage reimbursement</td>
<td>$81.74</td>
</tr>
<tr>
<td>3311</td>
<td>LQP-YB Liability Acct Federal withholding</td>
<td>$2,714.46</td>
</tr>
<tr>
<td>3312</td>
<td>LQP-YB Liability Acct quarterly Federal withholding</td>
<td>$1,166.00</td>
</tr>
<tr>
<td>3313</td>
<td>MN Assn of Drainage Inspectors registration fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>3314</td>
<td>David Craigmile HDMI cable, monitor, TV, etc.</td>
<td>$904.14</td>
</tr>
<tr>
<td>3315-3317</td>
<td>semi-monthly payroll March 16-31 payroll</td>
<td>$4,712.25</td>
</tr>
<tr>
<td>3318</td>
<td>LQP County Recorder buffer enforcement recording fee</td>
<td>$46.00</td>
</tr>
<tr>
<td>3319</td>
<td>LQP County Auditor/Treas May insurance + (April ins – new hire)</td>
<td>$6,224.00</td>
</tr>
<tr>
<td>3320</td>
<td>Joe Ferguson March per diem, mileage</td>
<td>$96.52</td>
</tr>
<tr>
<td>3321</td>
<td>John Cornell March per diem, mileage</td>
<td>$226.47</td>
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<tr>
<td>3322</td>
<td>David Craigmile March per diem, mileage</td>
<td>$96.51</td>
</tr>
<tr>
<td>3323</td>
<td>David Ludvigson March per diem, mileage</td>
<td>$93.18</td>
</tr>
<tr>
<td>3324</td>
<td>Darrel Ellefson March per diem, mileage</td>
<td>$209.51</td>
</tr>
<tr>
<td>3325</td>
<td>Darrel Ellefson March County ditch work, mileage</td>
<td>$1,494.59</td>
</tr>
<tr>
<td>3326</td>
<td>PERA semi-monthly deductions</td>
<td>$880.76</td>
</tr>
<tr>
<td>3327</td>
<td>Minnesota Revenue sales &amp; use tax</td>
<td>$121.00</td>
</tr>
</tbody>
</table>

TOTAL: $20,386.06

DITCH ACCT:

None

TOTAL: $0.00

M/S/P to approve the warrants.

Motion: John Cornell  Seconded: David Ludvigson  Passed: 5-0

Secretary’s Report:

Hastad presented meeting minutes #577 for approval.

M/S/P to approve meeting minutes #577

Motion: David Ludvigson  Seconded: John Cornell  Passed: 5-0

Administrator Report/Old & New Business:

- April is the month to reorganize the Watershed Board.
- M/S/P to nominate that officers remain in the same positions for 2018 as follows: Chairman – Darrel Ellefson; Vice-Chairman – John Cornell; Secretary – David Craigmile; Treasurer – David Ludvigson; and Publicity Officer – Joe Ferguson. Chairman Ellefson asked for other nominations and/or discussion, there being none, he called for vote:

  Motion: David Craigmile  Seconded: Joe Ferguson  Passed: 5-0

- Hastad sadly reported that Watershed Attorney Steve Torvik passed away. She inquired as to what the Board wanted to do about Attorney services. Discussion followed. Hastad was instructed to contact Attorney Haugen from Nelson Oyen Torvik and invite him to the May Watershed meeting.
- Kerry Netzke reported a dam failure on the Edna Christianson Trust in section 27, Hansonville Township, Lincoln County. Lincoln SWCD will be providing cost-share, and they are also asking the Watershed for cost-share in the amount of $4,839. The bid came in under the Engineer’s estimate. Discussion followed:


M/S/P to approve cost-share amount of $4,839 for the repair on the dam failure in section 27, Hansonville Township, Lincoln County on the Enda Christianson property.

Motion by: David Craigmile  Second by: John Cornell  Passed: 5-0

- Hastad discussed possible insurance needs on the Watershed Canby Creek dams and Lazarus Creek dams. The Red Lake Watershed District insures their dams thru the League of Minnesota Counties. Discussion followed. Hastad was instructed to contact MCIT if they offered insurance for dams.
- Invited the Board to the first hour of the Houston Engineering drainage management grant training to be held Thursday, April 5, 2018. The first hour will be an overview of what we will get/how to use the program when everything is entered.
- Reported that the final engineer report was received for the CD #54 improvement project. Just waiting on the viewer's redetermination information to move forward with the project.
- Br 3 CD #27 repair is being advertised for bids with bid opening scheduled for April 24th, 2018 at 10:00 a.m.
- Attended the annual Corn & Soybean Growers meeting to speak on WRAPS and buffer enforcement.
- Attended the MAWD Legislative Reception, Breakfast and Day at the Capitol. Also attended the MAWA meeting.
- Discussed a $50 raise to the seasonal park employee's. Discussion followed.

M/S/P to approve a $50 raise to the seasonal park employee's for the 2018 season.

Motion: Joe Ferguson  Seconded: David Ludvigson  Passed: 5-0

- Discussed a tiling project of Hugh Bergland. Hastad will send letter to the landowner with the concerns of the Board.

PERMITS - The following permit applications were applied for:

12106 Clair Anderson Perry, 23 seepage lines 04/04/18 DE
12107 Roger Borstad Lake Shore S, 25 seepage lines 04/04/18 DE
12108 Lyle Breberg Providence, 15 seepage lines 04/04/18 DE
12109 Lyle Breberg Providence, 13 seepage lines 04/04/18 DE
12110 Todd Brehmer Perry, 17 seepage, main tile 04/04/18 DE
12111 Renew #11819 Ernst Chrtt Fortier, 36 seepage lines 04/04/18 JC
12112 David Estling Baxter, 30 seepage, main tile 04/04/18 DC
12113 Larry Fjoseide Maxwell, 4 seepage lines 04/04/18 DC
12114 Gary Goplen Florida, 25 seepage, main tile, terraces 04/04/18 JF
12115 Gary Goplen Hammer, 6 seepage lines 04/04/18 JF
12116 Myron Halvorson Garfield, 3 seepage lines 04/04/18 DL
12117 Rick Hersom Riverside, 19 seepage lines 04/04/18 DE
12118 Rick Hersom Riverside, 20 seepage lines 04/04/18 DE
12119 Taylor Hoffman Florida, 6 seepage lines 04/04/18 JF
12120 Taylor Hoffman Florida, 15 seepage, main tile 04/04/18 JF
12121 Johnson Farm Baxter Twp Partnership Baxter, 2 seepage, main tile, clean ditch 04/04/18 DE
12122 Johnson Farm Baxter Twp Partnership Lac qui Parle, 35 clean ditch 04/04/18 DE
12123 Tyler Kanten Ten Mile Lake, 11 main tile, close ditch 04/04/18 DE
12124 Renew #10622 John Kallhoff Manfred, 26 seepage, main tile 04/04/18 DL
12125 John Kallhoff Mehnin, 23 seepage, main tile 04/04/18 DE
12126 Wesley Knutson Norman, 5 seepage lines, terraces 04/04/18 JF
12127 Jim Robertson Providence, 16 seepage, clean ditch 04/04/18 DC
12128 Dale Miller Maxwell, 21 seepage lines 04/04/18 DC
12129 Josh Moen Hantho, 34 seepage, main tile 04/04/18 DE
12130 Josh Moen Hantho, 34 seepage, main tile 04/04/18 DE
12131 Gerald Mork Augusta, 34 clean ditch 04/04/18 DE
12132 Gary Nelson Providence, 13 seepage lines 04/04/18 DE
12133 Paul Palmgren Freeland, 12 seepage lines 04/04/18 DL
12134 Paul Palmgren Freeland, 11 seepage lines 04/04/18 DL
12135 Paul Palmgren Freeland, 12 seepage lines 04/04/18 DL
12136 Paul Palmgren Freeland, 2 seepage lines 04/04/18 DL
Permits Denied: none

M/S/P to approve watershed permits:
  Motion: John Cornell, Seconded: David Ludvigson Passed: 5-0

Adjournment:
The meeting adjourned at 5:00 p.m.

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 May 1, 2018 at 4:30 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room.
Resolution of  Lac qui Parle - Yellow Bank Watershed District

Be it resolved by the Lac qui Parle – Yellow Bank Watershed District to submit a proposal with the Minnesota Pollution Pollution Control Agency (MPCA) to conduct the following Project: Lac qui Parle – Yellow Bank SSTS Loan Program Phase II

Be it further resolved that Mitchell Enderson be authorized to submit the proposal for the above-mentioned Project and shall have the authority to represent this body in all matters that do not specifically require the action of this body.

Be it further resolved that submittal of a proposal does not obligate this body to accept a grant and/or a loan if so offered.

Whereupon the above resolution was adopted at a regular meeting of the LqP-YB WD board this fourth day of April 2018.

Print name: Darrel Ellefson
Authorized signature: [Signature]
Title: Chairperson
Date: 4/1/18

State of Minnesota
Lac qui Parle – Yellow Bank Watershed District

I, Trudy Hastad do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Lac qui Parle – Yellow Bank Watershed District Board of said Lac qui Parle – Yellow Bank Watershed District that I have compared the above resolution with the original passed and adopted by the Watershed District at a regular meeting thereof held on the 4th day of April at 3:00 p.m. that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

In witness whereof, I have hereunto placed my hand and signature this 4th day of April 2018 and have hereunto affixed the seal of the Lac qui Parle – Yellow Bank Watershed District.

Print name: Trudy Hastad
Authorized signature: [Signature]
Title: Administrator
Date: 4/1/18

<place seal here>