

Lac qui Parle-Yellow Bank Watershed District

Regular Meeting Minutes #599

January 7, 2020

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 Manager Michael Frank. **Managers absent:** Treasurer David Ludvigson. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, and Drainage Manager Jared Roiland. Park Manager Ron Fjerkenstad was absent. **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:** John Cornell **Passed:** 4-0

Staff Reports:

PARK: Park manager, Ron Fjerkenstad is on vacation.

- Fishing tournament to be held on Del Clark Lake January 24 & 25, 2020.
- Pat Stanley is overseeing park activities during Ron's vacation.

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

- Attended the MAWD Annual Conference & Trade Show December 5-6th, 2020.
- Met with the LQP County Attorney to determine how to proceed with the LQP County buffer fine collection process.
- Culvert measurements were taken on a crossing on Br 1 of CD #4 and sent to the Engineer.
- Provided FEMA rep with documentation proving that the damaged sites we reported have been regularly maintained.
- December 23rd was the start of fines to be collected from the non-compliant public waters buffer landowners. We are down to three landowners with four parcels.
- All the scanning for our Drainage Modernization Grant has been completed (documents and maps/profiles).
- Researched the Watershed Ditch #11 file to find maps and profiles to send to Moore Engineering.
- Sent letters with incomplete work orders to contractors.
- Reviewed CD #4 Conditions report prepared by Houston Engineering.
- Working on the paperwork for two hearings for petition for outlet into Lateral B CD #34.
- Working on an Order Initiating Redetermination of Benefits for CD #4.

COORDINATOR: Coordinator Mitch Enderson reported on monthly activities.

- I will be submitting a reimbursement request for October-December and complete the year-end reporting for the Drainage Records Modernization Grant.
- Houston Engineering is preparing the ditch watershed delineations and will run the tool once they have the complete ditch layer from us as part of the DRM Grant.
- Still waiting on our draft reports for WRAPS. Once we receive the reports MPCA will have an internal review and the Watershed will have an opportunity for external review. The reports will then be reviewed by an MPCA manager before being sent to EPA for the TMDL. After revisions are made the reports will go up the ranks in MPCA for approval to be put on public notice. We are estimating that public notice will be around May.
- I will be submitting a reimbursement request for October-December and complete the year-end reporting on WRAPS.
- Gave an update on WRAPS and plans for 1W1P on the 12th to the Lincoln County Water Management Task Force.
- We are holding a WRAPS meeting with local partners on Thursday, to decide how we want to move forward with 1W1P.
- I have completed the annual reporting except for entering the pollution reduction estimates into eLink for SSTS.
- We disbursed funds for 15 systems in 2019. Assessments have been completed and turned over to the Auditor's office to be placed on taxes.

- The Del Clark/Canby Creek Grant joint application for activities affecting water resources was submitted to the Yellow Medicine WCA LGU and the CORPS.
- We met with DNR staff along with Watershed & SWCD on December 17th regarding realigning Florida Creek to its original channel. Landowners were invited to discuss the project in the afternoon and turnout was good. This was the first feasibility meeting to overview the project and see if it is worth continuing on so it will likely be years to see the project through.
- Attended the MAWD Annual meeting in Alexandria December 5th-6th, 2020.

WCA – Coordinator Mitch Enderson:

- I am working with our regional manager to determine how to proceed with a Joint Application for impacts resulting from culvert installations between Yellow Bank 28/29. We went out to survey elevation points on December 13th and will use those points to transpose historical conditions and determine what impact the culverts may have so the application can be submitted for BWSR to replace the impacts under their Road Replacement Program.
- Received the 2019 monitoring reports for our two bank sites. One site is requesting a credit release but we may have to wait until spring for release, due to having us onsite very late in the year when the vegetation was beyond the point of being able to easily identify. The other bank site is not requesting a credit release as they did not have enough dominant species in the shallow marsh zone to meet the interim vegetation requirement.
- I have completed the annual report and the eLink SSTS report is nearly done.

OTHERS: None

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

M/S/P to approve the Treasurers report.

Motion by: David Craigmile Seconded by: Michael Frank Passed: 4-0

M/S/P to leave CD at Dawson Coop for renewal at 2.5%.

Motion: Michael Frank Seconded: John Cornell Passed: 4-0

The following warrants were presented for approval:

Number Vendor Details 11/07/19 to 12/03/19

General Klein Account:

| | | | |
|------|--|---------------|--------------------|
| 6126 | Tom Reep/Tubbs of Soft Water | SSTS Loan | \$12,410.27 |
| 6127 | Nick & Sara Cain/Jay’s Digging Service | SSTS Loan | \$18,750.00 |
| 6128 | Nick & Sara Cain/Schuelke Electric | SSTS Loan | \$985.95 |
| 6129 | Mitchell Enderson | WRAPS mileage | <u>\$47.56</u> |
| | | TOTAL | \$32,193.78 |

UPB Park Expense Account:

| | | | |
|----------|------------------------------------|--------------------------------------|-------------------|
| Transfer | To General Acct | 01-05-2020 park payroll | \$2,220.00 |
| 1158 | C.A.S. Plumbing & Heating | quarterly softner rent | \$43.28 |
| 1159 | Kockelman Construction | December snow plowing | \$172.50 |
| 1160 | Canby Print Shop | weekly report, park roster etc | \$107.11 |
| 1161 | Running’s Supply | 4-pack mousetraps | \$4.26 |
| 1162 | Lyon-Lincoln Electric Coop | December electricity | \$801.50 |
| 1163 | Olson Sanitation | December trash | \$53.59 |
| 1164 | Canby True Value | snow brush, black paint, paint brush | \$52.72 |
| 1165 | Lincoln Pipestone Rural water | December water meter | \$33.42 |
| 1166 | Ag Plus Cooperative | gas | \$64.14 |
| 1167 | AT&T Mobility | final park cell phone bill | \$34.13 |
| 1168 | Lac qui Parle County Auditor/Treas | 1963 GMC license tabs | \$19.25 |
| 1169 | Frontier Communications | Park phone, fax, internet | <u>\$286.70</u> |
| | | TOTAL | \$3,892.60 |

UPB GENERAL ACCT:

| | | | |
|----------|-----------------|----------------------------|------------|
| #188-190 | payroll | Dec 1-15 payroll | \$4,688.23 |
| 191 | John Cornell | per diem, & mileage | \$230.68 |
| 192 | David Craigmile | per diem, mileage, expense | \$411.86 |
| 193 | Michael Frank | per diem, mileage, expense | \$184.93 |

| | | | |
|-------------|-------------------------------|---------------------------------------|--------------------|
| 194 | Darrel Ellefson | per diem, mileage, expense | \$503.29 |
| 195 | Darrel Ellefson | per diem, mileage, expense (Ditch) | \$857.66 |
| 20001-20003 | payroll | Dec 16-31 payroll | \$4,694.22 |
| 20004-20005 | park payroll | December park payroll | \$2220.00 |
| 3742 | LQP-YB Liability | monthly & semi-monthly payroll | \$1,309.13 |
| 3743 | LQP County Auditor/Treasurer | December postage expense | \$68.15 |
| 3744 | Quill Corporation | file pocket folders, black toner, ink | \$449.14 |
| 3745 | Rinke Noonan Attorney's @ Law | monthly retainer | \$200.00 |
| 3746 | MCIT | workers comp 2019 audit | \$452.00 |
| 3747 | I & S Group, Inc. | 2019 CD #54 Imp Construction Adm | \$5,777.46 |
| 3748 | Mitchell Kells | 9 nuisance beaver | \$180.00 |
| 3749 | Scott Croatt | 9 nuisance beaver | \$180.00 |
| 3750 | Trudy Hastad | mileage reimb, 2 cans spray paint | \$127.19 |
| 3751 | Jared Roiland | mileage & meal reimbursement | \$124.46 |
| 3752 | Mitchell Enderson | mileage reimbursement – WCA | \$134.56 |
| 3753 | LQP-YB Liability | Federal withholding | \$1,678.00 |
| 3755 | LQP County Auditor/Treasurer | Health Insurance – February | <u>\$5,178.00</u> |
| | | TOTALS: | \$29,648.96 |

Debit Card

| | | | |
|-------|------|------------------------------|-------------------|
| Debit | MAWD | Annual meeting registrations | <u>\$2,925.00</u> |
| | | TOTAL | \$2,925.00 |

DITCH ACCT:

TOTAL \$0.00

M/S/P to approve the warrants.

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

Secretary's Report:

Hastad reviewed meeting minutes #598 as mailed.

M/S/P to approve meeting minutes #598.

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

Administrator Report/Old & New Business:

- Hastad asked for approval of the below fee schedule for 2020:
 - Federal mileage rate - \$.575
 - Meal reimbursement - \$42/day
 - Copies – same as LQP County fee schedule
 - Nuisance beaver bounty - \$20 nuisance beaver

M/S/P to approve the above listed fee schedule for 2020

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

- Hastad asked for approval to designate the following papers for legal notices for 2020:
 - Western Guard & Dawson Sentinel for LQP County, Canby News for Yellow Medicine County, & Hendricks Pioneer for Lincoln County.

M/S/P to approve the Western Guard, Dawson Sentinel, Canby News, & Hendricks Pioneer as the official papers for legal notices for 2020.

Motioned: David Craigmile Seconded: Michael Frank Passed: 4-0

- Discussed conversation with Attorney Matt Haugen regarding unpaid pasture lease for 2019. The Board approved sending letter to the leasee.
- The Board set the new pasture/hayland lease bid opening for February 4, 2020 at 6:15 p.m. Hastad will get new maps from FSA and will contact managers for a meeting to review.
- Hastad reported they will be helping the Lac qui Parle County Auditor's office with ditch splits until they get new staff hired and trained.
- Hastad updated the Board on the possible office relocation within the Courthouse.
- Reminded the Board to send in the recertification of the MN Campaign Finance Board.

- Hastad reported receiving a certificate from MCIT – Excellence Outstanding Loss Ratio Under 50% Property & Casualty.
- Lake Hendricks 41st Annual Fishing Derby is set for February 1, 2020.
- YM Conditional Use permit hearing is set for January 21, 2020 at 7:30 p.m. for a 185' tall wireless communication tower.

PERMITS - The following permit applications were applied for

| | | | | |
|--------------------|----------------------|-------------------|--------------------|-------------|
| 12951 | Augusta Township | Augusta, 34/35 | replace culvert | 01/07/20 DE |
| 12952 | Jordan Brehmer | Walter, 1 | seepage, main tile | 01/07/20 DE |
| 12953 | Larry Bendix | Ten Mile Lake, 13 | seepage lines | 01/07/20 DC |
| 12954 | Lyle Breberg | Providence, 10 | seepage lines | 01/07/20 DE |
| 12955 Renew #11477 | Derek Kuechenmeister | Madison, 14 | seepage, main tile | 01/07/20 DE |
| 12956 | Thomas Kuhlman | Ten Mile Lake, 4 | seepage lines | 01/07/20 DC |
| 12957 Renew #12408 | Thomas Kuhlman | Riverside, 23 | seepage lines | 01/07/20 DC |
| 12958 | Thomas Kuhlman | Maxwell, 13 | seepage lines | 01/07/20 DC |
| 12959 | Stanley Miller | Maxwell, 28 | seepage lines | 01/07/20 DC |
| 12960 | Dwight Mork | Lake Shore S, 30 | seepage lines | 01/07/20 DE |

Permits Denied: none

M/S/P to approve watershed permits:

Motion: David Craigmile

Seconded: Michael Frank

Motion: 4-0

Meeting adjourned at 6:45 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 Tuesday, February 4, 2020 at 4:30 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room.