

**Lac qui Parle-Yellow Bank Watershed District**  
**Regular Meeting Minutes #611**  
**January 5, 2021**

**Call to Order**

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

**Approval of the Agenda**

Chairman Ellefson asked for additions to the agenda. There were no additions to the agenda M/S/P to approve the agenda:

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

**Staff Reports:**

**PARK:** Park manager, Ron Fjerkenstad reported on monthly activities.

- The City of Canby Fishing Contest is scheduled to be held January 22-23, 2021 on Del Clark Lake. There will be some changes due to COVID restrictions. People have to register on the Fish Donkey App and the City covers liability. Last year there were 125 houses on the lake, but they cleaned everything up and there were no problems. They will have \$10,000 in prizes.
- The side-by-side cart is in Hendricks getting repaired. They are having problems assessing the drive-line and problems getting parts due to COVID. Should have it back by spring.
- Ordered the 2021 park stickers and registrations sheets.

**COORDINATOR:** Mitch Enderson reported on monthly activities:

- Reviewed the Memorandum of Agreement for 1W1P and asked for approval. Discussion followed.

**M/S/P** to approve the 1W1P memorandum of agreement (attached).

**Motioned:** David Craigmile      **Seconded:** Michael Frank      Roll call vote was taken & motion **Passed:** 5-0

- The 1W1P memorandum of agreement will be presented to the LQP County Board of Commissioners' meeting on the January 19<sup>th</sup> and the other agencies in January.
- I reviewed the Lyon County invoices for LQP County GIS and submitted for payment.
- Forwarded Arena township control points collected by Desi Jibben to Lyon County for GIS.
- Had a conference call with Eagleview rep for training on the Admin side of updated Changefinder software used by the Assessor's office.
- Twenty-three applications were approved for SSTS in 2020.
- Assessments and payoffs from 2020 have been submitted to the auditor's office.
- Annual reporting is nearly completed in Elink and the semi-annual report submitted for review to MPCA.
- Advertisements for bids have been published to the newspapers and posted on our website for the Del Clark/Canby Creek grant. Bidding will be opened on January 27<sup>th</sup> and Area II will make a recommendation at next month's Board meeting.
- The application amendments for outlet cleanouts for Count Ditch #79 & #83 have been submitted to DNR and we are waiting for replies.
- I wrote a summary of ongoing projects and programs for a TMDL review request from EPA to Katherine.

**WCA:** Mitch Enderson

- Reviewed permits for WCA.
- The notice of decision for the Paul Strong joint application approved at last month's meeting was distributed.
- Responded to and provided information to someone requesting information on how to replace impacts by purchasing Ag Bank credits.
- Responded to questions from a landowner about a potential cleanout through a public watercourse surrounded by wetlands.
- A request for a credit application was signed and returned to the Moen wetland bank.
- A request for a credit application for the Olson wetland bank is being delayed until the spring as BWSR requires at least one TEP member visits the site in the year of the request and no TEP members have been out to the site since the fall of 2019.
- WCA annual reporting will be finished by the end of January.
- The Jeff Thompson proposed dikes in Section 1, Range 116N, Township 43 W Maxwell Township joint applications were noticed in late November and are now ready for a decision from the LGU. The TEP comments agreed that imagery from the 80s meets the exemption applied for under WCA. The Watershed Board of Managers needs to make a decision to avoid requiring an extension. It's up to the Board as the LGU if you want to approve or deny the watershed permits, and the landowners will need to apply for zoning permits as well. Discussion followed with Manager Craigmile giving some history of the wetlands and surrounding area.

**M/S/P** to approve the WCA exemption 8420-0420 subpart 2 for the joint application for the Jeff Thompson proposed dikes in section 1, Twp 116N, Rg 43 Maxwell Township, Lac qui Parle County.

**Motioned:** David Craigmile      **Seconded:** David Ludvigson      Roll call vote was taken & motion **Passed:** 5-0

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

- December 1-3rd we attended the virtual MAWD Annual Conference from the office.
- December 9<sup>th</sup> we had a pre-construction meeting for the CD #42 Improvement Project.
- December 17<sup>th</sup> Darrel and I met with the contractor and landowners of CD 42 on site to discuss the project and get landowner input. Once the contractor starts, he feels they will be able to lay around 500' of pipe per day and finish the project in 18-24 days. He believes his crew will be able to work most days if there isn't an excess amount of snow and the temperature is warm enough for his equipment.
- We ordered a Surface to be used both remotely and out in the field and it has been very handy to have since being home in quarantine. I also had it in the field to view the engineer's report for the CD #42 site visit.
- I received my non-commercial applicator's license renewal form in the mail. I filled it out and submitted it so I will be re-certified for 2021.
- We started filling out the year end buffer reporting for the Watershed Ditches. No actions were taken that required establishing a buffer strip and no violations were reported so the reporting will be easy this year.
- Currently there are 7 non-compliant public ditch buffer parcels according to the SWCD. They have been conducting compliance checks with the lack of snow, so I expect to receive updated compliance notes from them.

**OTHERS PRESENT:** None

**TREASURERS' REPORT:** Manager Ludvigson read and reviewed the Treasurer report. Manager Ludvigson reported the CD at Dawson Coop Credit Union was up for renewal and recommended we renew with them.

**M/S/P** to approve the Treasurers report and leave CD at Dawson Coop Credit Union for renewal:

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

The following warrants were presented for approval:

Number	Vendor	Details	12/02/2020 to 01/05/2021
<b>General Klein Account:</b>			
6166	Ken & Bobbie Franzky/Kirwin Excavating		\$13,285.00
6167	Ken & Bobbie Franzky/Lane's Electric		\$504.80
6168	Ethel Shelstad/Schuelke Electric		\$534.97
		<b>TOTAL</b>	<b>\$ 14,324.77</b>
<b>UPB Park Expense Account:</b>			
1302	Frontier Communications	park phone, fax, internet	\$288.45
1303	Ag Plus Cooperative	gas	\$25.62
1304	C.A.S. Plumbing & Heating	Lennox carbon clean filter	\$171.00
1305	Lincoln Pipestone Rural Water	December park water	\$36.87
1306	Canby Print Shop	permits, envelopes, desk calendar, '21 passes	\$1,040.93
1307	Canby True Value	chain oil, bass, heet, sea foam	\$32.41
1308	Olson Sanitation	December park trash	\$15.21
		<b>TOTAL</b>	<b>\$1,610.49</b>
<b>UPB GENERAL ACCT:</b>			
20174-20176	semi-monthly payroll	December 1-15 payroll	\$4,868.79
20177	Darrel Ellefson	per diem, mileage	\$195.03
20178	Darrel Ellefson	County ditch work, mileage	\$993.00
20179	David Ludvigson	per diem	\$115.44
20180	David Craigmile	per diem, mlg, expense	\$413.17
20181	Michael Frank	per diem	\$230.88
20182	John Cornell	per diem, mileage	\$298.14
3946	PERA	semi-monthly payroll	\$952.19
21001-21003	semi-monthly payroll	December 16-31 payroll	\$4,873.80
21004-20116	monthly payroll	December park payroll	\$2,441.95
3947	Mike Johnson	7 nuisance beaver	\$140.00
3948	Chris Olson	1 nuisance beaver	\$20.00
3949	MCIT	Workers Comp audit	\$139.00
3950	Western Guard	3-week bid ad CD #42 Impr	\$303.75
3951	MN Dept of Ag	2021 noncommercial pesticide license renew	\$10.00
3952	Rinke-Noonan Attorney's at Law	monthly retainer	\$200.00
3953	Houston Engineering	bid opening, prepare bid recommendations CD #42	\$1,552.00
3954	Jared Roiland	December mileage	\$28.88
3955	Richard Mortenson	25 nuisance beaver	\$500.00
3956	I & S Group	CD #54 damages, drone video, site visit	\$1,687.15
3957	LQP County Auditor/Treasurer	February Health	\$4,679.00
3958	LQP-YB Liability	Federal withholding	\$3,839.88
3959	LQP-YB Liability	Quarterly State withholding	\$1,523.00
3960	LQP County Auditor Treasurer	December postage	\$41.05
3961	Trudy Hastad	1099 & W-2 forms & envelopes	\$120.36
3962	LQP-YB Liability	PERA monthly & semi-monthly	\$1,372.69
3963	LQP-YB Liability	State withholding penalty & interest	\$78.45
3964	LQP-YB Liability	Add'l one day penalty & interest State With	\$5.18
		<b>TOTAL</b>	<b>\$31,622.78</b>
<b>Debit Card</b>			
	Best Buy	Microsoft Surface Pro 7 & Case	\$1,137.12
		<b>TOTAL</b>	<b>\$1,137.12</b>

**DITCH ACCT:**

1376 Cori Bothun WS #2 sinkholes NW1/4 & SW1/4 Section 6 Baxter \$1,290.22  
**TOTAL \$1,290.22**

M/S/P to approve the warrants.

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

Secretary's Report:

Meeting #610 minutes were mailed.

M/S/P to approve meeting minutes #610 as mailed.

Motion: David Craigmile Secoded: David Ludvigson Roll call vote was taken & Passed: 5-0

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

- COVID-19 Pandemic update: Employee's have been rotating working from home with only one employee in the office. Starting January 4, 2021 the employee's are going to try to work in the office to complete year-end work and will work from home if running fever or feeling any sickness.
- The contractors for CD #42 improvement project started the project this week – January 4, 2021. We continue to hope for good weather to get the project complete. Landowners seemed pleased they were starting.
- Discussed the 2021 proposed salaries.

M/S/P to approve a 2.5% increase with an additional \$1500.00 for the park manager.

Motioned: Michael Frank Secoded: David Craigmile Roll call vote taken and Passed: 5-0

M/S/P to approve a 2.5% increase for Administrator, Coordinator, and Ditch Inspector with an additional \$5,000 to ditch inspector for taking on the responsibility of spraying ditches.

Motioned: David Ludvigson Secoded: David Craigmile Roll call vote taken and Passed: 5-0

- Hastad reviewed the following proposed 2021 fee & committee schedule:

**2021 LQP-YB Watershed Fee & Committee Schedule**

- Follow the Federal mileage rate for 2021 set at \$.56 per mile
- Manager Compensation: \$125 per meetings/day with \$20/hour for business other than meetings not to exceed \$125/day.
- Meals: not to exceed \$42/day
- Copies: follow LQP County fee schedule as we use the County copier
- Nuisance Beaver Bounty: \$20/beaver with 75% cost-share on dam removal not to exceed \$250 per dam up to \$5000 maximum for the year.
- Official Papers: Western Guard, Dawson Sentinel, Canby News, Hendrick Pioneer
- Committee appointments: David Craigmile – 1W1P with Darrel Ellefson alternate

M/S/P to approve the 2021 Watershed Fee & Committee Schedule (listed above):

Motioned: David Ludvigson Secoded: Michael Frank Roll call vote taken and Passed: 5-0

- Discussed the Rinke-Noonan contracts that were e-mailed to the managers for review. Discussed if the Watershed wanted to continue to use Rinke-Noonan for drainage and if so to contract with monthly retainer and a bit cheaper rates or no monthly retainer and normal hourly rates. Discussion followed.

M/S/P to continue our monthly retainer contract with Rinke-Noonan for drainage matters for the Watershed District.

Motioned: David Craigmile Secoded: David Ludvigson Roll call vote taken and Passed: 5-0

- Received a letter asking the Watershed to continue the joint cooperative agreement with USACE, EDWDD, USGS & the Watershed for cost-share on the Yellow Bank stream gauge near Odessa. The Watershed share for the two years would be \$6,520. Discussion followed

M/S/P to approve entering into the two-year joint cooperative agreement with USACE, EDWDD, USGS, & the Watershed with our share being \$6,520.

Motioned: David Craigmile      Seconded: Michael Frank      Roll call vote taken and Passed: 5-0

- I have been working with CliftonAllenLarson for year-end 2020 audit stuff. They plan on doing the 2020 Watershed audit in June along with Lac qui Parle County.
- The Watershed received another payment on the past due pasture rent and the check was good. Discussed how to proceed with this and the Board agreed to continue with working with landowner for rest of past due payment.
- We received the preliminary camera footage for the CD #54 Improvement project.

PERMITS- The following permit applications were applied for:

13319	Joseph Karels	Walter, 8	clean ditch	01/05/21 DE
13320	Brian Lee	Baxter, 29-34	seepage lines	01/05/21 DE
13321	Adam Lund	Providence, 24	seepage lines	01/05/21 DC
13322	Gary Nelson	Providence, 13	seepage, main tile	01/05/21 DC
13323	Gary Robertson	Providence, 14	seepage , main tile	01/05/21 DC
13324	Gary Robertson	Providence, 25	seepage lines	01/05/21 DC
13325	Gary Robertson	Providence, 34	seepage lines	01/05/21 DC
13326	Gary Robertson	Providence, 34	seepage lines	01/05/21 DC
13327	Gary Robertson	Providence, 17	seepage lines	01/05/21 DC
13328	Jerry Mathews	Marble, 8	repair tile line	01/05/21 JC
13329	Mike Knutson	Norman, 23	seepage lines	01/05/21 MF
13330 renew #12946	Tim Winters	Hammer, 1	seepage lines	01/05/21 MF
13331 renew #12858	Frazeur Farms Inc.	Hammer, 2	seepage, main tile	01/05/21 MF
13332 renew #12857	Stuart Frazeur	Hammer, 2	seepage,main tile	01/05/21 MF

Permits Denied: Michael Beninga for DNR permit.


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

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

Meeting adjourned at 6:20 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 2, 2021 at 4:30 p.m.