

**LAC QUI PARLE-YELLOW BANK WATERSHED DISTRICT
EMERGENCY MEETING #601.1
MARCH 19, 2020**

The Emergency meeting of the Lac qui Parle-Yellow Bank Watershed District was called to order by Chairman Darrel Ellefson at 10:00 a.m. via telephone conference on Thursday, March 19, 2020 to discuss the COVID-19 pandemic and how that will affect operations of the LQP-YB Watershed District. **Managers attending via teleconference were:** Chairman Darrel Ellefson, Vice-Chairman John Cornell, Treasurer David Ludvigson, Secretary David Craigmile. **Managers absent:** Publicity Manager Michael Frank. **Staff Present:** Administrator Hastad, Coordinator Mitch Enderson, & Drainage Inspector Jared Roiland joined via teleconference.

Chairman Darrel Ellefson noted that a quorum of the Board of managers were present via telephone, and verified that each manager could hear one another. Manager Ellefson noted the emergency meeting was held via telephone.

Administrator Hastad asked the Managers how they wanted to continue operations of the LQP-YB Watershed District during the COVID-19 pandemic. Currently, staff was following Lac qui Parle Counties planning, but needed some direction from the Watershed Board of Managers on how to conduct Watershed Business going forward.

Hastad reported that currently the County Buildings are closed to the public. Only staff are allowed into the building. All staff have been instructed to identify services and critical functions of their offices and if they have any services or activities that would need to be temporarily discontinued. They discussed the feasibility of conducting work remotely or virtually to reduce in-person contacts as needed, and what equipment would be needed to work remotely. The County IT department is working to meet remote access requirements for all departments. The County has put up a mailbox/drop box by the handicap assessable doorway for the public to put documents. The mail and UPS are dropped off at the Sheriff's office and distributed to each office. Hastad reported that the ditch inspector, Jared Roiland, could use the old ditch laptop and with his cell phone could use drainage DB for County tile work; Coordinator, Mitch Enderson, could use the newer laptop and the external hard drive and be able to work from home, and Administrator Hastad would have to take her desktop home but would need some type of printer to pay bills, print permits, etc. Mail could be picked up once or twice a week at the post office. Discussion followed.

M/S/P to follow the LQP County Emergency Continuity of Operations Plan Personnel Pandemic Planning Outline since our Watershed Office is located in the County Courthouse.

Motion: David Ludvigson

Seconded: David Craigmile

Chairman Ellefson called for vote: Craigmile – Yea; Ludvigson – Yea; Cornell – Yea; Ellefson – Yea.

Motion passed: 4-0

Manager Craigmile, Manager Ludvigson, Manager Cornell, & Manager Ellefson voted in favor.

Hastad discussed that the landowner meeting for the Improvement of County Ditch #54 scheduled for Tuesday, March 17, 2020 was cancelled. She notified each landowner and gave a brief update of the status of the project.

Hastad reported visiting with Attorney John Kolb about holding the published meeting for the Final Engineer Hearing for the Improvement of County Ditch #42 scheduled for Friday, March 27, 2020. Attorney Kolb advised cancelling/postponing the meeting until the Board decided how they were going to hold a public hearing, with only 10 people advised in a room as per COVID-19 recommendations. The meeting will need to be re-published. Discussion followed.

M/S/P to cancel/postpone the final engineer hearing for the Improvement of County Ditch #42 scheduled for Friday, March 27, 2020.

Motion: David Craigmile **Seconded:** David Ludvigson

Chairman Ellefson called for vote: Craigmile – yea; Ludvigson – yea; Cornell – yea; Ellefson – yea

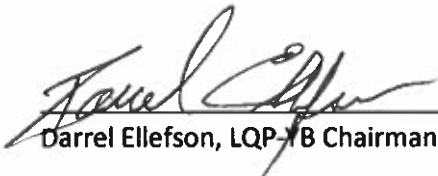
Motion passed: 4-0

Hastad reported the County is holding weekly department head meetings to keep everyone up-to-date.

Coordinator Mitch Enderson had some questions regarding the 60 day notice/decision on a WCA project. The managers will discuss at the April 7, 2020 Board meeting.

Hastad asked how they wanted to hold the April 7th Board meeting. She thought the meeting could be held at the Annex as we would have the 6' separation distance and have Manager Ludvigson via teleconference. The Board gave the ok for Hastad to check if this would be an option.

Chairman Ellefson adjourned the meeting at 10:45 a.m.


Darrel Ellefson, LQP-YB Chairman

ATTEST:


David Craigmile, LQP-YB Secretary

Minutes prepared by Hastad