

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #632

October 4, 2022

Call to Order

The meeting was held in the Lac qui Parle County Annex, 422 5th Avenue, Madison, MN, with a virtual ZOOM login option. The meeting was officially called to order by Chairman Darrel Ellefson at 4:30 p.m. **Managers Present:** Chairman Darrel Ellefson, Vice Chairman John Cornell, Secretary David Craigmile, Treasurer Andrew Weber and Publicity Michael Frank. **Managers absent:** none. **Staff present:** Administrator Trudy Hastad, Environmental/Feedlot Specialist Abby Van Kempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Specialist Cindy Brehmer, Ditch Inspector Jared Roiland, and Coordinator Mitch Enderson. **Staff Absent:** Park Manager Ron Fjerkenstad. **Others present:** None.

Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. Hastad asked to add a bill for postage in the amount of \$48.57. Manager David Craigmile motioned to approve the amended agenda, seconded by Manager Andrew Weber. Upon roll call vote, motion passed 5-0.

Staff Reports:

PARK: Administrator Hastad reported that Park Manager Ron Fjerkenstad was not able to attend the meeting, but shared the following:

- Park crew are busy shutting things down for the season.
- Water was being shut off today in the campgrounds for the season.

Environmental/Feedlot Specialist: Abby VanKempen gave her monthly report.

- Attended MCIT training along with Manager Craigmile and felt I learned a lot.
- Finished 13 feedlot inspections and reminded them to maintain their manure records.
- Had a booth at the LQP County fair and held a drawing to give away a compost bin. Approximately 193 people entered.
- The last electronic collection will be held at the demo landfill on Saturday, October 8, 2022 for the season.
- Will be attending the Planning & Zoning annual meeting with Marg next week, Oct 12-14th.
- Working with a landowner on a CUP for conversion of a barn to hold small dance events.
- Passports have been busy the last couple days, so has kept us busy at the counter.

Ditch Specialist: Cindy Brehmer

- Working on the "group 2" redetermination ditch uploads into the LQP County system and have them almost completed.
- Entered the special assessments into the system and working on multi-year assessments for CD #54 and JD #21 with letters going out this week.
- Working with EMCIS (County system) to fix a couple things.
- Did the passport training and passed the exam.
- Attended my first drainage meeting and found it interesting.

Environmental/HHW Specialist: Jennifer Schuelke

- Started on September 1st and helped with the fair booth which was interesting. Handed out pamphlets.
- Held the HHW collection in Dawson on September 14th. We had 48 vehicles with 56 households that brought to the collection.
- Marg and I attended the SWA conference the 21-23 in Baxter, MN. They had good speakers, got to see a landfill, and habitat for humanity restore store.
- Went with Abby on two feedlot inspections.
- Completed passport training and passed the exam so have been observing and doing some passports.
- Will attend the last electronic waste collection on October 8, 2022 to learn more about the program.

Ditch Inspector: Jared Roiland

- We held a landowner meeting for CD #42 on September 21st, 2022 where Attorney Kolb updated the landowners on the status of the improvement project.
- Attended the drainage committee meeting on September 28th, 2022.
- Met on site with contractor Nate Heinrich on the CD #24 cleanout/culvert repair. Hopefully this project will get completed this fall as it is currently dry.
- Finished spraying the County Ditches scheduled for 2022.
- The contractor has completed the CD #4 crossings project.
- I recorded a radio ad with KLQPFM-92 to remind farmers to leave their buffer strips when doing fall tillage, and reminded they are routinely inspected to make sure they are compliant.
- Did not have a lot to update regarding spraying for weeds on Lazarus and R-6. Left a message with YM County weed inspector Mike Mammale to find out final costs and time-frame.

COORDINATOR REPORT: Mitch Enderson gave his monthly report:

- Steering team met on September 7th, 2022 to address the final comments for the 1W1P. The final draft was brought to the policy committee on the 21st to request permission to put the plan out for the 60-day final review period. The policy committee also motioned to move forward with the Joint Powers Collaboration governance structure. Trudy & I took the JPC agreement to the LQP County Commissioner for approval at their board meeting this morning and they approved. This agreement will be taken to the three Counties, SWCD's, Area II, & Watershed for approval.
- Asked for Board approval for the Joint Powers Collaboration agreement (attached Exhibit A) for 1W1P.

Manager Michael Frank motioned to enter into the Lac qui Parle-Yellow Bank River Watershed Joint Powers Collaboration Agreement (as attached), seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

- The steering team for 1W1P will meet in the morning to begin discussing necessary steps to stay on track for a 2023 implementation funding grant. These steps will include developing By-Laws, cost share policy, grant workplan, public hearing for the draft plan, and the hearing with the BWSR board.
- The contractor has completed the Kamrath dam repair. Once bills are finalized and reporting done, we will be able to close out the grant.
- We have a general obligation bond resolution and note (Exhibit B) for the board to approve for our new septic loan. We worked with Dorsey & Whitney LLP to develop the necessary documents for an estimate of \$2000. The new loan is for \$750,000 with 1.5% interest payable in seven years instead of ten.

Manager David Craigmile motioned to approve the General Obligation Note with MPCA for the Lac qui Parle-Yellow Bank SSTS Loan Phase III, (attached Exhibit B) seconded by Manager Andrew Weber. Upon vote, motion passed 5-0.

- Helped Jared with the LQP County ditch spraying and we completed that last week.
- Advertising for the photo contest. We have had 4 people submit photos to this point.
- The State Lidar acquisition team is working on getting funding for our region to update the Lidar. Discussed with Administrator Sieg and we didn't feel necessary at this time.

WCA REPORT: Mitch Enderson gave the WCA monthly report:

- Sent letter to landowner and instructions for options going forward with a Joint application for WCA after his permit was denied last month. I have not heard back from the landowner.
- We will be going out to re-survey a branch on CD #5 on Thursday morning.
- LQP SWCD and I will be meeting with Ron Kreise on site to make sure he followed his permit requirements for ditch excavation.
- The Moen bank site final delineation was corrected by the consultant, and after another TEP site visit, the final delineation and credit release were approved. We should be done with our obligations for the site at this point.
- Had some discrepancies with NRCS setbacks vs. state setbacks. After talking with Susan Hult with NRCS, I will need to make sure when I attach setbacks to a permit that I send them directly to contractors as landowners often don't show them their permits and NRCS shapefiles only show the wetland boundaries and not the setback boundaries.

OTHERS: None.

TREASURER'S REPORT: The Treasurer's report was read by Manager Andrew Weber.

Manager David Craigmile motioned to approve a transfer of \$100,000 from the First Security Bank park deposit account to the United Prairie Bank general account and also to approve the secretary report as read, seconded by Manager John Cornell. Upon vote, motion passed 5-0.

The following warrants were presented for approval:

	Number	Vendor	Details	9/06/2022 to 10/04/2022
<u>General Klein Account:</u>				
6212		Amy Lindmeier/Wollschlager	SSTS Loan	\$3,593.90
6213		Nick & Marcia Golden/Hillman Brothers	SSTS Loan	\$15,921.20
6214		Houston Engineering, Inc.	1W1P consulting work	\$9,660.50
6215		Randy Kamrath/Ground Works	cost-share Kamrath Dam Repair	\$45,949.56
6216		Area II	engineering/public waters permit	\$2,680.00
6217		Amy Lindmeier/Greg Thole Electric	SSTS loan	\$311.33
			TOTAL	\$78,116.46
<u>Park Expense Account:</u>				
Transfer		to General UPB Account	September park payroll	\$5,421.59
1546		Kockelman Construction LLC	class 2 base	\$566.80
1547		LQP County Environmental Office	park cell phone	\$41.27
1548		Running's Supply, Inc.	lawn food, bar oil, bleach, 12" chain	\$108.20
1549		NB Golf, LLC	cart repair	\$546.84
1550		Ag Plus Cooperative	E-85	\$42.91
1551		Frontier Communications	park phone, fax, internet	\$305.77
1552		C.A.S. Plumbing & Heating	quarterly softner rent	\$43.28
1553		Lincoln Pipestone Rural Water	September water	\$1,324.41
1554		Canby True Value	7 Dust, Mr. clean, bleach, garbage bags	\$146.83
1555		Olson Sanitation Inc.	September trash	\$602.55
1556		Lyon-Lincoln Electric Cooperative	September park electricity	\$2,131.21
1557		Linde Gas & Equipment, Inc.	Pkg Cyl maintenance – 5 year	\$100.00
			TOTAL	\$11,381.66
<u>UPB GENERAL ACCT:</u>				
22136-22141		semi-monthly payroll	September 1-15, 22 payroll	\$9,452.53
22142		Darrel Ellefson	per diem, mileage	\$895.82
22143		David Craigmile	per diem, mileage, expenses	\$1,148.18

22144	Andrew Weber	per diem, mileage	\$258.37
22145	Michael Frank	per diem, mileage	\$280.87
22146	John Cornell	per diem, mileage	\$158.57
4354	LQP-YB Liability acct	semi-monthly PERA 9/20/22	\$1,861.18
4355	LQP-YB Liability acct	semi-monthly Federal withholding	\$3,145.56
DC	Dell	four wireless keyboards/w mouse	\$170.96
DC	Quill	pen holders, pens, staplers,tape	\$107.30
22147-22152	semi-monthly payroll	September 16-30, 22 payroll	\$9,452.56
22153-22157	park payroll	September park payroll	\$5,421.59
4356	Jared Roiland	MADI conference meal reimb	\$10.73
4357	Rinke Noonan Attorney @ Law	monthly retainer, legal work	\$2,930.00
4358	Western Guard	2 week budget hearing ad	\$49.50
4359	Houston Engineering, Inc.	engineering work	\$12,177.48
4360	BWSR	BWSR academy registration – Mitch	\$165.00
4361	Clifton Larson Allen	2021 final audit billing	\$892.50
4362	City of Madison	shop electricity, sewer, garbage	\$146.50
4363	LQP-YB Liability	Federal withholding	\$4,327.22
4364	LQP-YB Liability	State withholding	\$1,036.00
4365	LQP County Auditor/Treasurer	Health insurance	\$8,776.19
4366	LQP County	September postage	\$48.57
4367	LQP-YB Liability	10-5-22 PERA	\$2,483.39
4368	Minnesota Revenue	September sales & use tax	\$473.00
4369	Fieldcrest Fertilizer	Grazon P & D	\$154.06
		TOTAL	\$66,023.63

DITCHACCT

TOTALS-0-

Manager David Craigmile motioned to approve the warrants as presented, seconded by Andrew Weber. Upon roll call vote, motion passed 5-0.

Secretary's Report: Trudy Hastad reviewed Secretary report #631 and special minutes #631.1 as mailed.

Manager Andrew Weber motioned to approve meeting minutes #630 and special meeting minutes #631.1 as mailed, seconded by Manager David Craigmile. Upon roll call vote, motion passed 5-0.

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

- The office remodel is complete except some minor wiring and we found out the desks are backordered until December 1, 2022. We plan to move back into the office on tables October 17-18, 2022 so all staff can be together.
- Stoks final payment was received so we can have Attorney Haugen finalize his confession of judgement.
- We received the second -year shop payment from Dean Broin. He has been a good renter and helped with snow removal in 2021 year.
- Reported on the status of the combination of Environmental service office with the Watershed office.
- Discussed the Br 3 CD #4 and CD #42 improvement projects and financials of these projects.
- Discussed the Corey Hoffman pasture lease and read an email received from Mr. Hoffman. The managers instructed Hastad to forward to Attorney Kubeschek and have him respond. Discussion followed.
- Safety training for staff will be held on October 10, 2022 along with LQP County.

PERMITS- The following permit applications were applied for:

13752 Renew	Matt Bormann	Arena, 26	seepage, main tile	10/04/22 DE
13753 Renew	Matt Bormann	Arena, 24	seepage lines, intakes	10/04/22 DE
13754	Francis Brandenburger	Augusta, 8	seepage, main tile, intakes	10/04/22 DE
13755	Francis Brandenburger	Augusta, 8	main tile	10/04/22 DE
13756	Lyle Breberg	Providence, 1	cleaning ditch	10/04/22 DC
13757	John Cornell	Norman, 33	seepage lines	10/04/22 MF
13758	Kevin Doom	Norman, 4	seepage lines	10/04/22 MF
13759	Kevin Doom	Norman, 4	seepage, main tile	10/04/22 MF
13760	Kevin Doom	Norman, 9	seepage tile	10/04/22 MF
13761	Steven Doom	Fortier, 29	seepage, main tile	10/04/22 MF

13762	Keith Erickson	Camp Release, 7	main tile, intakes	10/04/22 DC
13763	K & R Farms	Fortier, 27/28/33	seepage lines	10/04/22 MF
13764	Joe Karels	Walter, 8	seepage, main tile, intakes	10/04/22 AW
13765	Dale Kemen	Hamlin, 13	seepage lines	10/04/22 DE
13766	Justin Koenig	Hammer, 3	seepage, main tile	10/04/22 MF
13767	Justin Koenig	Freeland, 14	seepage, main tile, pump	10/04/22 DE
13768	Justin Koenig	Freeland, 14	seepage, main tile	10/04/22 DE
13769	Gary Larson	Freeland, 25	seepage, main tile	10/04/22 DE
13770	Jason Lund	Lake Shore, 1	seepage, main tile	10/04/22 DE
13771	Dean Matthies	Perry, 28	cleaning ditches	10/04/22 DE
13772	Dean Matthies	Arena, 9	cleaning ditches	10/04/22 DE
13773	Jennifer Onken	Hendricks, 16	seepage, main tile	10/04/22 JC
13774	Paul Radermacher	Walter, 1	seepage tile, intakes	10/04/22 AW
13775	Dean Sather	Garfield, 26	seepage, main tile	10/04/22 DE
13776	Andy Schmidt	Omro, 6	seepage, main tile	10/04/22 MF
13777	Steve Schmidt	Mehurin, 29	cleaning ditch	10/04/22 DE
13778	Roger Schuelke	Augusta, 5/8	close ditch, main tile, intakes	10/04/22 DE
13779 Renew	Aaron Tasto	Arena, 23	seepage, main tile	10/04/22 DE
13780	Warren Trygestad	Agassiz, 36	seepage lines	10/04/22 AW
13781 Renew	Betty VanDeVeire	Marble, 30	main tile	10/04/22 JC
13782	Gary VanHyfte	Marble, 8	main tile	10/04/22 JC
13783	Tyson Weber	Hamlin, 19	seepage, main tile	10/04/22 DE
13784	Scott Wittnebel	Walter, 33	seepage lines	10/04/22 AW
13785	H & R Farms	Fortier, 8 & 17	seepage lines	10/04/22 DE

Permits Denied: Gordon Ferguson and H & R Farms.

Manager Andrew Weber motioned to approve the permits except those denied, seconded by Manager John Cornell. Upon roll call vote, motion passed 5-0.

Meeting adjourned at 6:17 p.m.

Darrel Ellefson, Chairman

Attest:

David Craigmile, Secretary

Minutes prepared by Hast

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, November 1, 2022 at 4:30 p.m. in the LQP County Annex.