

# Lac qui Parle-Yellow Bank Watershed District

## Meeting Minutes #644

### October 3, 2023

#### Call to Order

The meeting was held in the Commissioners' room, Courthouse, Madison, MN with a virtual ZOOM login option. The meeting was officially called to order by Chairman Andrew Weber at 4:30 p.m. **Managers Present:** Vice-Chairman John Cornell, Secretary David Craigmile, Treasurer Jon Olson (arrived late) and Michael Knutson. **Managers absent:** None. **Staff present:** Administrator Hastad, Park Manager Ethan Kack, Environmental/Feedlot Specialist Abby VanKempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Inspector Jared Roiland, Ditch Specialist Cindy Brehmer & Coordinator Eric Stall. **Staff Absent:** None. **Others present:** Quintin Peterson & Rhyan Schicker from SWCD.

#### Approval of the Agenda

Chairman Weber asked for additions to the agenda. Manager Craigmile asked to add Canby Creek to the agenda, and Administrator Hastad asked to add tax exempt status to the agenda. Manager David Craigmile motioned to approve the amended agenda, seconded by Manager John Cornell. Upon roll call vote, motion passed 4-0.

Rhyan Schicker & Quintin Peterson from the LQP SWCD met with the Board to present two contracts and one amendment for approval for the 1W1P implementation funds.

- The amendment was for contract #2023 to David Meyer/Stephen Full operator, for additional cost upon install due to unforeseen rocks when putting in tile. This added an additional 24 hours to the project and 190' of 8" tile for an additional cost of \$4,060.00 with cost-share amount of 90% equals \$3,654.00. September 8<sup>th</sup> the grassed waterway and three WAScobs were installed. Discussion followed.

Manager David Craigmile motioned to amend the David Meyer/Stephen Full contract by \$3,654.00, seconded by Manager Mike Knutson. Upon vote, motion passed 4-0

Manager Jon Olson arrived.

Rhyan presented the two cost-share contracts for approval.

- The contract is with Corey Ransom for \$25,000 for 89.29 acres in section 22, Augusta Township for strip till and cover crop. He is just getting into soil health practices. The practices will be on the same acres for a three-year contract. Discussion followed.

Manager David Craigmile motioned to approve a contract with Corey Ransom in Section 22 August Township for strip till and cover crops on same acres, seconded by Manager Jon Olson. Upon vote, motion passed unanimously.

- The second contract is with Brian Clark for \$10,080 for cover crops in section 22, Arena Township, LQP County for a three- year contract. He will flipflop acres in the same quarter. Discussion followed.

Manager Jon Olson motioned to approve the Brian Clark contract for \$10,080 in section 22, Augusta Township for cover crops, seconded by manager David Craigmile. Upon vote, motion passed 5-0.

Quintin Peterson & Rhyan Schicker presented two contracts for approval in the Yellow Medicine portion of the Watershed.

- The contract is with Dorn Severtson for strip till with no cover crop in section 32, OshKosh Township for \$14,400.00
- The 2<sup>nd</sup> contract is with Kevin Doom for Strip till in sections 16 & 20, Norman Township for \$15,030.00. Discussion followed.

Manager Mike Knutson motioned to approve the strip till contracts with Dorn Severtson & Kevin Doom, seconded by Manager John Cornell. Upon vote, motion passed 5-0.

## **Staff Reports:**

### **Park Report:** Ethan Kack

- Camping season has slowed way down and the season went well.
- Working on purging the water system for winter and found a couple leaks underground which they have repaired.
- Still hoping to get the septic system repair completed this fall.
- I gave notice to the campers regarding the 2024 price increase and having to pay upfront for seasonal spots, I also mentioned we are working to get on-line registrations and debit card payments for the 2024 season.
- Went with Manager Craigmile to the Canby Creek sites and greased the slide gates. Not a lot of movement and was a full day.
- The house remodel/update is pretty much complete. Waiting on a plumber for a couple things then will be set.
- Working on setting up the Resnex program for the 2024 camping season and have it almost complete.
- Some inquiries on camping spots for the fall hunting season are starting to come in.

Manager Craigmile discussed the Canby Creek dams and reported on the status of the slide gates and the repair of R-6.

### **Ditch Specialist:** Cindy Brehmer

- I was asked to listen in on the Audit exit meeting with Trudy on September 6, 2023.
- Went with Trudy to the County department head meeting on the 12<sup>th</sup> of September. A long discussion on health insurance increases and how to handle the increase with employees was had.
- Worked on payroll and deposits with Trudy for both payrolls in September.
- I am balancing the bank statements now, which helps with separation of duties for audit compliance.
- This month I have been focusing on the special assessments for the County ditches and getting the letters ready for the landowners. I ran into trouble with the ditch program because our assessments were so large that it would not let me print a report to do my final proofing. MCIS (ditch program company) is working on a "batch" to fix this until the rewrite is done.
- We had a zoom meeting with MCIS and six other counties to go over things they have been working on for the ditch rewrite. They have been working on an excel extract report to make up our own letters through a mail merge.
- Jared & I worked on updating the splits that have happened on properties since H2Overviewers extracted the parcel data. This step is very important to ensure that the correct land owners are assessed for the use of the ditch. After month end items are done, I will fix the parcels that have been split to reflect what Jared entered on the updated spreadsheet.
- I have entered the special assessments into the ditch system so once the "batch" is complete and the splits are updated, I will run letters to be mailed later this month.
- I have been helping Tiffany in the Auditor's office with month end balancing and quarter reports.
- I helped work at the HHW collection on the 20<sup>th</sup>.

### **Environmental Feedlot/Planning & Zoning/SSTS Specialist:** Abby VanKempen

- Working on an interim permit for a dairy to operate under until they get their manure storage and management figured out. They will need to keep better records.

- Working on a construction short form permit for a cattle operation that wants to expand over 500 AUs (currently have 298 AUs, need permit when you go above 300 AUs).
- Haven't finished yearly feedlot inspections yet. Have four left that will get done after harvest.
- Have a feedlot regional meeting in Marshall tomorrow.
- I have been finishing up paperwork (minutes, results to neighbors, recording permits) for last month's CUPs and variances.
- Will be scheduling two CUPs for excavation of gravel and crushing onsite once harvest is complete.
- Will attend MACPZA conference next week at Grand View Lodge in Nisswa.
- We are seeing an uptick in septic permits in the last month as people are trying to get them installed before winter.
- Received the FY2024 low-income septic grant money – only received \$16,838 and we usually receive between \$30,000-\$38,000. This will only be enough for one system.
- I will be doing new installation inspections next year. Currently, installers have to find their own inspector and someone to verify soils. We will probably charge more for these permits next year.

### **Environmental/HHW Specialist: Jennifer Schuelke**

- We had 20 participants at our special item collection on September 9<sup>th</sup>. We had a lot of tires & bulbs this time, 49 tires and 235 bulbs, which made up most of the items in the collection.
- We had a booth at the LQP County fair and focused on the “Reduce” part of the 3 R's. I gave away 5 sets of Papaya reusable cloths and 6 packs of Earth Breeze laundry detergent sheets as prizes for our daily drawings. I also gave away the 2-sort recycling magnets.
- I attended the SWAA Annual conference in Alexandria September 20<sup>th</sup> – 22<sup>nd</sup>. There were a lot of good speakers and I met some new people as well.
- We held the HHW collection from 3-6pm on the 20<sup>th</sup> at the county garage south of Dawson. We had 53 participants, 22 of which were there for the 1<sup>st</sup> time. We collected 445 gallons latex paint, 149 gallons oil- based paint, 36 gallons flammable liquids, 432 aerosol cans, 797lbs. lab pack materials, & 66 fire extinguishers.

### **Eric Stahl: Coordinator**

- Started on September 11, 2023.
- Went with Abby on a feedlot inspection which was interesting.
- On the 13<sup>th</sup> I went with Jared to spray tree's in a County ditch and sprained my ankle, but learned a lot about ditches & buffers.
- On the 20<sup>th</sup> had a TEAMS meeting with DNR hydrologist, Ryan Bjerke, & John Hansel, BWSR WCA specialist on a possible WCA violation.
- On the 26<sup>th</sup> John Hansel, BWSR WCA specialist met with me to review WCA rules, regulations, & reporting.

### **WCA: Trudy**

- On September 6, the TEP met to review wetland boundaries for a couple road projects & bridge replacement for LQP County that Widseth, Smith, Nolting delineated. The TEP recommends approval for the following:
- Bridge #5682 replacement

Manager David Craigmile motioned to approve the TEP recommendation for approval of the wetland boundary as delineated for Bridge #5682 replacement, seconded by Manager Michael Knutson. Upon vote, motioned passed 5-0.

- Hastad presented the TEP recommendation for approval of the wetland boundary as delineated for Bridge 90202 replacement.

Manager Jon Olson motioned to approve the TEP recommendation for approval of the delineated wetland boundary for the replacement of Bridge #5682, seconded by Manager Michael Frank. Upon vote, motion passed 5-0.

- Hastad presented the TEP recommendation for approval of the wetland boundary as delineated for the CSAH County Road 18 resurfacing.

Manager Jon Olson motioned to approve the TEP recommendation for approval of the wetland boundary as delineated for the CSAH County Road 18 resurfacing project, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

**Drainage Inspector Report:** Jared Roiland

- Trudy & I met with Disaster Relief representatives from FEMA on Sept. 5<sup>th</sup>. We have 13 sites across LQP County of which one is a crossing repair on WS Ditch #92 in section 6, Cerro Gordo Township. The estimate we received on it was \$5,100 which would repair the crossing as well as armor the upstream bank.
- Trudy & I met with John Hansel (BWSR WCA rep) and an engineer from Widseth Smith Nolting, on September 6 to review sites to confirm wetland boundaries for a couple County Highway projects planned for next year.
- September 21<sup>st</sup>, Abby and I sprayed WS ditch #11 for trees. We also were able to spray the pier on Del Clark Lake for willows.
- Ten of the thirteen FEMA sites have been repaired and invoiced and I have been working on getting on the paperwork turned into the FEMA rep.
- I'm working on the expenses for the County ditches that were sprayed this year to get the bill turned into the County.
- Manager Knutson and I have been in contact with Brodie from Wilde Air Service about spraying R-6 and Lazarus. It sounds like if they haven't been sprayed already it will be done shortly. We decided to use LV-6 to try to avoid any damage to neighboring fields.
- Eric and I registered for BWSR academy at the end of the month.
- As soon as we receive the final invoice from Ag Tech Drainage for the CD #42 Improvement Project and Houston puts together their final invoice, we are to send those to Attorney Kolb so he can submit to the bonding company to maximize the amount of the bond we receive.
- Trudy conducted our yearly reviews on the 26<sup>th</sup>.

**OTHERS:** None

**TREASURER'S REPORT:** Manager Jon Olson read the Treasurers' report.

Manager Mike Knutson motioned to transfer \$20,000 from the park deposit account to the park expense account, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

Manager David Craigmile motioned to approve the Treasurer report, seconded by manager Mike Knutson. Upon vote, motion passed 5-0.

- The following warrants were presented for approval:

		<u>Number Vendor Details 9/06/2023 to 10/03/2023</u>	
<b><u>General Klein Account:</u></b>			
6237	Steve & Lia Hall/Wollschlager	SSTS Loan	\$16,866.48
6238	Steve & Lia Hall/Thole Electric	SSTS loan – electric	\$1,364.65
6239	Houston Engineering	1W1P Planning grant	\$7,153.00
6240	Stephen Full	1W1P Implementation grant payment	<u>\$42,812.10</u>
			<b>TOTAL</b>
			<b>\$68,196.23</b>
<b><u>Park Expense Account:</u></b>			
1702	Lac qui Parle SWCD	pasture/hay seeding of R-1	\$1,750.00
1703	Canby Builders Supply	white shelving, crown molding, caulk, ceiling tile	\$1,044.96
1704	Midcontinent Communications	park internet	\$59.00

1705	Lac qui Parle County	August park cell phone	\$41.12
1706	Ag Plus Cooperative	grass flap for mower, gas	\$519.34
1707	VOID	VOID	\$-0-
1708	Running's Supply, Inc.	drum liner, RV antifreeze, drain tile, padlock, shop towels, no hunting signs, etc.	\$270.71
1709	Canby Print Shop	1,000 daily permits & envelopes	\$623.49
1710	Peterson Construction	basement finishing work	\$8,588.00
1711	C.A.S. Plumbing & Heating	quarterly softner rent	\$43.28
1712	Canby True Value	September charges	\$217.56
1713	Olson Sanitation	September trash	\$685.62
1714	Lincoln Pipestone Rural Water	September water @ park	\$175.09
1715	Lyon Lincoln Electric Cooperative	September park electricity	\$2,585.20
1718	C.A.S. Plumbing & Heating	move lineset to utility room, stool seats, reset stool	\$1,193.05
Transfer	to General	September park payroll	<u>\$5,225.12</u>
<b>TOTAL</b>			<b>\$23,021.54</b>

**UPB GENERAL ACCT:**

4607	BWSR	BWSR academy registration Stahl, Roiland	\$450.00
4608	LQP-YB Liability Acct	PERA	\$1,776.65
4609	LQP-YB Liability Acct	Federal withholding	\$2,677.10
23159-23164	Semi-monthly payroll	September 20 payroll	\$8,771.04
23165	Andrew Weber	per diems, mileage	\$259.70
23166	Jon Olson	per diems, mileage	\$249.21
23167	David Craigmile	per diems, mileage, expense	\$428.13
23168	Mike Knutson	per diems, mileage	\$330.57
23169	John Cornell	per diems, mileage	\$204.13
4610	Pehrson Excavating	tree snagging expense	\$1,000.00
4611	Fieldcrest Fertilizer	spray & water	\$329.97
4612	KLQP-FM	coordinator position ad	\$66.00
4613	Rinke Noonan Attorney @ Law	monthly retainer & CD #42	\$586.00
4614	Lac qui Parle County Auditor/Treasurer	August & September postage expense	\$94.32
4615	AG Tech Drainage LLC	Partial pay request #2 CD #42	\$48,858.50
4616	Gary Redepenning	beaver expense	\$1,820.00
4617	Lac qui Parle County Auditor/Treasurer	new desk reimbursement	\$5,000.00
4618	City of Madison	shop expense	\$145.31
4619	Eric C Stahl	mileage reimbursement	\$16.89
4620	Lac qui Parle Coop Oil Company	fuel expense	\$201.15
4621	LQP-YB Liability Acct	monthly & semi-monthly PERA	\$2,559.89
4622	LQP-YB Liability	September sales & use tax	\$389.00
4628	Lac qui Parle County Auditor/Treasurer	Health insurance	\$12,839.45
4629	Lac qui Parle County Auditor/Treasurer	dental, eyemed, life, medical flex ins	\$712.74
4630	LQP-YB Liability Acct	Federal withholding	\$3,829.90
4631	LQP-YB Liability Acct	State withholding	<u>\$903.00</u>
<b>TOTAL</b>			<b>\$94,498.65</b>

**Debit Card**

Arrowwood Resort	Jen – Solid Waste lodging	\$291.38
Enduraplas LLC	sprayer part	<u>\$24.06</u>
<b>TOTAL</b>		<b>\$315.44</b>

**DITCH ACCT**

**TOTALS-0-**

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

**SECRETARY REPORT:** Secretary minutes #643 was presented as mailed.

Manager Jon Olson motioned to approve minutes #643, seconded by Manager John Cornell. Upon vote, motion passed 5-0.

**Administrator Report/Old & New Business:** Trudy Hastad

- Discussed the November meeting. Tuesday, November 7 is election night so need to change the meeting date. The Board had set it for Wednesday, November 8, 2023 at 4:30 p.m. Manager Mike Knutson asked if we always had to meet at 4:30 or if it could be changed. Discussion followed.

Manager Mike Knutson motioned to set the November meeting time to Wednesday, November 8, 2023 at 10:00 a.m. and to set the December 2023 & Jan-March 2024 meetings to the 1<sup>st</sup> Wednesday of the month at 10:00 a.m., seconded by Manager John Cornell. Upon vote, motion passed 5-0.

- We are waiting for the final report on the televising of tile on the CD#42 project. If that looks good, we should be able to set up final hearing date for this improvement project.
- Discussed the joint 1W1P coordinator position with Yellow Medicine and what this would entail. No action has been taken on this.
- Reviewed the 1W1P planning grant reconciliation I did with BWSR. It was a good thing and I learned a lot.
- Reviewed the 2022 audit summary and discussed the cost for the 2023 audit. LQP County did an RFP and included the watershed as part of the RFP. Discussion followed with the Board staying with CliftonAllenLarson for the 2023 audit.
- Discussed the health insurance increase for 2024 and how LQP County was going to split with employees.

Manager Jon Olson motioned to follow the County lead on healthcare costs, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

- Hastad reported the Watershed should qualify for tax exempt status and was sending the form to all the vendors.
- The Area II legislative gathering is scheduled for November 2, 2023 at Key Largo, Slayton, MN at 3:30 p.m. Managers David Craigmile & John Cornell plan to attend.
- Hastad did staff reviews on the 26<sup>th</sup> and reviewed with the Board. Chairman Andrew Weber will conduct the Administrator review on October 4, 2023.
- MAWA Conference is scheduled for Wednesday, November 29 – Friday, December 1, 2023.
- Hastad took a new picture of the Board for the website.

**PERMITS:**

13987	Donn Streich	Augusta, 29	seepage lines	10/3/23 AW
13988	Renew Ryan Ludvigson	Garfield, 11	seepage, main tile	10/3/23 JO
13989	Renew Ryan Ludvigson	Garfield, 11	seepage,main tile, intakes, pump	10/3/23 JO
13990	Ryan Ludvigson	Garfield, 11	seepage lines	10/3/23 JO
13991	Dave Fernholz	Madison, 26	seepage lines	10/3/23 JO
13992	Renew Dean Matthies	Perry, 28	clean ditch	10/3/23 AW
13993	Dean Matthies	Arena, 9	clean ditch	10/3/23 AW
13994	MN DOT	Perry, 16	replace 24” culvert w/36”	10/3/23 AW
13995	MN DOT	Madison 23, Hamlin 20,29; Providence 20; Florida 33	20” culvert linings	10/3/23 MK
13996	Brandon Haas	Freeland, 30	seepage, main tile, pump	10/3/23 MK
13997	Mark Schmidt	Freeland, 6	seepage, main tile	10/3/23 MK
13998	Paul Kemen	Hamlin, 21	seepage tile	10/3/23 JO
13999	Gary Robertson	Providence, 35	seepage, main tile, intakes	10/3/23 DC
14000	Kade Robertson	Providence, 21	seepage tile	10/3/23 DC
14001	Renew Jerome Schuelke	Riverside, 36	install grassed waterway	10/3/23 DC
14002	Renew Jerome Schuelke	Baxter, 31	seepage lines, intakes	10/3/23 DC
14003	Renew Jerome Schuelke	Ten Mile Lake, 20	seepage lines	10/3/23 DC
14004	Shaun Vernlund	Fortier, 28	seepage lines	10/3/23 MK
14005	Shaun Vernlund	Fortier, 28	seepage lines	10/3/23 MK
14006	Kent Goplen	Hammer, 5	seepage, main tile	10/3/23 MK
14007	Myron Deslauriers	Hammer, 2	seepage,main tile, intakes	10/3/23 MK
14008	Clarksean Family LLC	Florida, 8	seepage, main tile, intakes	10/3/23 MK
14009	Kaleb Steele	Fortier, 28	seepage, main tile, install ditch	10/3/23 MK
14010	Gary Kontz	Marble, 5	main tile & replace 18” culvert	10/3/23 JC

Permits Denied: Kyle Mangel for neighbor signature; Jeff Johnson for 1026, Mark Peterson 6/10 maps; Greg Olson for map.

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

Meeting adjourned at 7:25 p.m.

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Andrew Weber, Chairman

Attest:

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David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Wednesday, November 8, 2023 at 10:00 a.m. in the LQP County Commissioner Room, Courthouse, Madison, MN. (Note date & time change due to elections on the 7<sup>th</sup>.)