

# Lac qui Parle-Yellow Bank Watershed District

## February 1, 2022 Meeting Minutes #624

### Call to Order

The meeting was held in the Lac qui Parle Annex, 422 5<sup>th</sup> Avenue, Madison, MN 56256, 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, Secretary David Craigmile, Publicity Manager Michael Frank, Vice-Chairman John Cornell, and Treasurer Andrew Weber joined via zoom. **Managers absent:** none. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Park Manager Ron Fjerkenstad, and Ditch Inspector Jared Roiland. **Staff absent:** Abby VanKempen. **Others present:** Houston Engineer, Chris Otterness via Zoom, and Jan Oellien.

### Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. There being none, Manager David Craigmile motioned to approve the agenda, seconded by Manager John Cornell. Upon roll call vote, motion passed 5-0.

Houston Engineer, Chris Otterness reviewed the bids received for the Br 3 CD #4 Improvement project. The bids were advertised for three weeks with bids opened on January 26, 2022. There were five prospective bidders with three bids received. The engineers estimated cost was \$801,000 with 20% contingency for a total of \$961,000. The three bids received were:

Ag Tech Drainage	\$462,081.19
Diversified	\$744,226.70
Ludvigson Tiling	\$877,734.12

The engineer reviewed the bid of Ag Tech Drainage, checked on references and reported they were a qualified bidder and recommended awarding the bid with \$46,000 budgeted as contingency, and appointing a staff member to sign any change orders up to that contingency.

Manager Craigmile was concerned with low bid amount compared to engineer estimate. The Engineer said he reached out to the contractor and they are intending to uphold their bid. Discussion followed.

Manager Michael Frank motioned to award the bid to Ag Tech Drainage for \$462,081.19, Manager Craigmile amended the motion to award the bid to Ag Tech Drainage for \$462,081.19 and authorize Trudy Hastad to execute change orders up to 10%, seconded by Manager Andrew Weber. Upon roll call vote, the motion passed unanimously.

### Staff Reports:

**PARK:** Ron Fjerkenstad gave his monthly report.

- The fishing tournament was very well attended with a reported 328 ice houses on Del Clark Lake and 320 people fishing the 2-hour tournament and 760 people fishing the 24-hour tournament. It was a well-run tournament put on by the Canby Firemen & Sportsman Clubs.
- Pat Stanley watched over the park while Ron was on vacation.
- Discussed purchasing Kayak's for the park. Would probably need a liability waiver, life jackets, a person to rent and keep track of them. No action was taken.

Manager Michael Frank shared a sales flier from PlayWorld out of the Twin Cities area for playground equipment for the park. They were having a 40% off sale and free shipping and shared three different playground sets the committee was discussing, ranging from \$25,000 - \$26,000. This would allow some funds for installation. The Board discussed location of the playground with no final decision made. Manager Michael Frank asked for Board approval to have the committee pick out a playground set and place the order. Discussion followed.

Manager Andrew Weber motioned to have the Committee move forward with the purchase of the new playground equipment for the park, seconded by Manager David Craigmile. Upon roll call vote, the motion passed 5-0.

**DRAINAGE REPORT:** Jared Roiland reported on monthly Ditch activities.

- We had a follow up meeting with the LQP Commissioners and Administrator regarding the DNR meeting held in January. Commissioner Patzer will be having a follow up meeting the Commissioner of DNR to make sure progress is being made towards a better working relationship between County and DNR.
- Trudy, Darrel, Engineer Chris Otterness, and myself met with Jim Sehl, Ryan Bjerke, and Curt Vacek from DNR on the CD #24 repair site. After the site visit, we met back at our office to discuss the project and ways to better communicate with each other. DNR is going to put together a guidance document that outlines who to communicate with for different topics and better guidance on how to submit documents and we will try and get them involved earlier in the process.
- Trudy, Darrel, and I attended the virtual pre-bid meeting for the contractors for the Br 3 CD #4 Improvement Project. There were no contractors that joined, but the Engineer said there had been local interest in the project.
- Trudy, Darrel, and I met with Ryan Bjerke on site in Riverside, 20 where a large cottonwood tree was blocking the West Branch of the Lac qui Parle river just south of Dawson. He took some pictures and agreed that it could create a serious problem in the river channel if not addressed. He also noted that DNR does not have funds available to assist with debris removal unless its on a state water trail, which unfortunately it is not.

The managers requested Jared get a quote from a local contractor for the tree removal and bring back to next board meeting for discussion.

- Discussed the water mains in the shop. A couple of the water main pipes had burst at the joints. The water was shut off this fall. Managers felt it would be good through the winter, but we should look at it in the spring.

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

- The steering team for 1W1P met on the 26<sup>th</sup>. Discussion was held on the Priority Issues section of the plan that Houston has drafted. The grant timeline was discussed, and plans were made for Advisory and Policy committee meetings and decisions they will make. An all-day meeting asking for Advisory review of the Priority Issues and Geographic targeting areas will be held in Canby on February 23<sup>rd</sup>. Discussion was held on how the group wants to set up the governance structure for when the plan is in review and the implementation phase. The policy committee will be asked for some initial feelings in February to give the Steering Committee an idea, with a decision on the structure made in April.
- Annual reporting for 2021 was completed and entered into ELINK.
- The final design for the Kamrath dam repair is ready and being sent to DNR dam safety for approval with funds from the Del Clark/Canby Creek Grant. The 2021 grant reporting was completed in ELINK and submitted.
- The 2021 year-end reporting for the SSTS grant was completed.
- Continue to work with the group on the Florida Creek project. We have had some modeling begin to come together and make progress. The group wanted me to check in again that the Watershed would still be willing to be the project sponsor/fiscal agent.
- The WRAPS and TMDL for MN River Headwaters are currently in the public comment period until February 9<sup>th</sup>. I have gone through the reports and I did not have much in terms of comments.
- Assisted Marg and Abby with getting the Environmental reporting entered into ELINK and submitted.

**WCA:** Mitch Enderson reported on monthly activities.

- Reporting for 2021 has been completed and submitted and entered into ELINK.

- Yellow Bank violation site: Initial court date was set for January 18<sup>th</sup>. I was told the hearing was postponed due to a scheduling conflict, but have not heard when it was rescheduled to.
- Working on getting a Joint Application for CD #24 completed asking for a maintenance exemption.

**OTHERS:**

Jann Oellien met with the Board to discuss her property in section 27, Hamlin Township. She informed the Board she talked to Area Hydrologist Ryan Bjerke for his definition of the water on her property. He informed her that different organizations may call it different things, but he felt it was basically an altered natural waterway. Discussion was held on the elevation set in 1999 and maintained through the Township road. Manager Craigmile shared the maps of her property on the big screen. Jan was going to re-write the maintenance agreement between her and Mike Anderson making sure the elevation markers are listed from DNR and are followed in the future.

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

David Craigmile motioned to approve the Treasurers report, seconded by Michael Frank. Upon roll call vote, the motion passed 5-0.

The following warrants were presented for approval:

Number Vendor Details 01/04/2022 to 02/01/2022

**General Klein Account:**

6199	Houston Engineering, Inc.	1W1P consulting work	\$14,923.50
		<b>TOTAL</b>	<b>\$14,923.50</b>

**Park Expense Account:**

1448	Lac qui Parle County Auditor/Treas	1963 GMC tabs	\$19.25
1449	Lac qui Parle Environmental Office	January park cell phone	\$41.25
1450	Cleveland Chevrolet	oil filter, oil, w/w fluid	\$50.61
1451	C.A.S. Plumbing & Heating	quarterly softner rent	\$43.28
1452	Frontier Communications	park phone, fax, internet	\$289.01
1453	Ag Plus Cooperative	gas	\$110.38
1454	Canby Print Shop	1000 daily permits w/envelopes	\$596.86
Transfer	to General Acct	2/4/22 park payroll	\$2,492.80
1455	Olson Sanitation	January park trash	\$40.95
1456	Lincoln Pipestone Rural Water	January rural water usage	\$34.64
1457	Lyon-Lincoln Electric Cooperative	park electricity	\$701.50
1458	C.A.S. Plumbing & Heating	December '21 softner rent	\$43.93
1459	Running's Supply	bungee cords, bolts, nuts	\$54.02
		<b>TOTAL</b>	<b>\$4,518.48</b>

**UPB GENERAL ACCT:**

22001-22004	semi-monthly payroll	January 1-15, 2022 payroll	\$6,824.42
22005	Darrel Ellefson	per diem, mileage	\$390.64
22006	John Cornell	per diem, mileage	\$309.87
22007	Michael Frank	per diem, mileage	\$138.84
22008	David Craigmile	per diem, mileage	\$242.10
22009	Andrew Weber	per diem	\$115.44
4191	LQP-YB Liability Acct	semi-monthly PERA	\$1,337.23
4192	LQP-YB Liability Acct	Federal withholding 1-5-22	\$2,574.94
4193	LQP-YB Liability Acct	Federal withholding 1-20-22	\$2,225.36
4194	Richard Mortenson	32 nuisance beaver	\$640.00
4195	Brent Mortenson	30 nuisance beaver	\$600.00
4196	Mike Johnson	5 nuisance beaver	\$100.00
4197	MAWD	2022 Dues	\$6,762.00
4198	Rinke Noonan Attorney's @ Law	monthly retainer, CD 42, Br3CD4	\$2,321.00
4199	Lac qui Parle Coop Oil Company	oil change/winterize Roxor & pickup	\$145.77
4200	Western Guard	3 week bid ad Br 3 CD #4	\$232.89
4201	City of Madison	January electricity, water, sewer	\$102.90
4202	Dawson Sentinel	2 week bid ad Br 3 CD #4	\$121.50

4203	LQP-YB Liability Acct	State withholding	\$732.00
4204	LQP County Auditor/Treasurer	Health insurance	\$5,888.46
22010-22013	semi-monthly payroll	1-16-22 to 1-31-22 payroll	\$6,831.43
22014-22015	park monthly payroll	January park payroll	\$2,492.80
4205	LQP County Auditor/Treasurer	January postage	\$43.59
4206	Minnesota Revenue	January sales & use tax	\$184.00
4207	LQP-YB Liability	Federal withholding 2-4-22	\$2,805.50
4208	VOID	VOID	\$-0-
4209	LQP-YB Liability	monthly & semi-monthly PERA	\$1,764.04
4210	Houston Engineering	Br 3 CD #4 bid presentation	\$1,847.75
4211	Minnesota counties Insurance Trust	2022 PC & WC yearly insurance	<u>\$9,286.00</u>
		<b>TOTAL</b>	<b>\$57,060.47</b>

**DITCHACCT**

**TOTAL\$0.00**

John Cornell 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 #623 as mailed.

Manager Andrew Weber motioned to approve meeting minutes #623 as mailed, seconded by Manager Michael Frank. Upon roll call vote, motion passed 5-0.

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

- Updated the Board on the Volkenant/Strei dispute.
- Reviewed manager appointments. Manager Craigmiles' term will be up end of March and reminded him to re-apply.
- Discussed funding for a large cottonwood tree across river in section 20, Riverside. Board asked to get a quote and bring back to next meeting.
- Reviewed the proposed office remodel with the Board. No action was taken.
- Hastad reported the annual reporting was completed.
- Discussed the CD #42 improvement project. No action was taken
- The LQP Valley High School will be holding a career fair on April 7, 2022 and have asked local businesses/governments to participate.

**PERMITS-** The following permit applications were applied for:

13581	Stu Frazeur	Hammer, 2	seepage, main tile, intakes	02/01/22 MF
13582	Sean Hauck	Garfield, 36	seepage, main tile, pump,intakes	02/01/22 DE

Permits Denied: Ryan Streich for DNR permit

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

Meeting adjourned at 6:30 p.m.

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Darrel Ellefson, Chairman

Attest:

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David Craigmile, Secretary

Minutes prepared by Hastad

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