



*Mission: To protect and enhance the quality of water in the lakes within its jurisdiction....ensure wise decisions are made concerning the management and related land resources which impact these lakes.*

PELICAN RIVER WATERSHED DISTRICT  
**MEETING ANNOUNCEMENT**  
Regular **MONTHLY MANAGERS' MEETING**  
**Thursday, March 19, 2015**  
**6:15 PM**  
WATERSHED DISTRICT OFFICE  
Wells Fargo Bank, 2<sup>nd</sup> Floor Conference Room  
211 Holmes Street West, Detroit Lakes, MN  
(218) 846-0436 [www.prwd.org](http://www.prwd.org)

## AGENDA

- 6:15 PM**                    1. **Call To Order**
2. **Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –February 19, 2015 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)**
- 6:25 PM**                    3. Progress Reports - Committee Chairs ( 5 minute reports)
- a. Personnel
- b. Aquatic Plant (Projects 1B & 1C)
- c. Advisory Committee
- 6:35 PM**                    4. Old Business
- a. **Rules of Enforcement**
- 7:00 PM**                    5. New Business
- a. **2015 Monitoring Plan**
- b. **Consultants**
- 8:00 PM**                    6. Public Forum (5 minutes)
- 8:05 PM**                    7. **Treasurer's Report**
- a. **Approve March Bills**
- b. Review January - February 2015 Revenue and Expenses – to be filed and subject to audit.
8. Attorney's Report
9. Engineer's Report
10. Pulled Consent Agenda Items
- 8:25 PM**                    11. Announcements – MAWD Summer Tour – June 24<sup>th</sup>-26<sup>th</sup>, Duluth, MN
- 8:30 PM**                    12. **Meeting Adjournment**

(action items in bold face)



THE PELICAN RIVER WATERSHED  
DISTRICT OF  
BECKER AND OTTERTAIL  
COUNTIES  
MINUTES OF REGULAR MEETING

February 19, 2015

**Managers Present:** Kral, Brainard, Imholte, Haggart, Nansen

**Managers Absent:** Okeson, Michaelson

**Staff:** Administrator Guetter, Asst. Administrator Alcott, Office Assistant Moses

**Consultants:** Attorney Karen Skoyles, Engineer Marlon Mackowick, Wenck Associates

**Advisory Committee:** John Okeson, Becker County Commissioner

**Others:** Jillian Walechka, GreenCorps Member

The Regular Managers' meeting was called to order by President Kral at 6:17 PM.

Manager Michelson left a message at the office stating he was called out to heating/plumbing emergencies and would not be able to attend the meeting.

**CONSENT AGENDA.** The consent agenda, including the February Administrator Report; Secretary's Report – February 19, 2015 Regular Managers' Meeting Minutes; February Rules/Permitting Report; and February Ditch Inspector's Report (Brainard, Haggart), carried unanimously.

**PROGRESS REPORTS**

- a. **Personnel Committee** – Manager Haggart reported the committee met immediately following the February Board meeting. Committee recommendations covered under new business.
- b. **Aquatic Plant Committee** – Nothing further to report. At the end of the meeting, Guetter handed out "Ecology and phenology of flowering rush in the Detroit Lakes chain of lakes, MN" paper published in the Journal of Aquatic Plant Management, Volume 53, 2015
- c. **Citizen Advisory** – Nothing further to report.

**OLD BUSINESS** - No old business.

**NEW BUSINESS**

- a. **2015 Administrator Salary**– Based upon a favorable job performance review, the committee recommended a 2% salary increase for 2015. **Motion to approve a 2% salary increase for Administrator Guetter effective January 1, 2015 (Haggart, Kral), carried unanimously.**
- b. **Supplemental Benefit.** **Motion to approve a supplemental benefit as outlined in the District's Personnel Policy, in the amount of \$750 per month for benefit earning employees (Haggart, Kral), carried unanimously.**
- c. **Personnel Policy Updates** – The Managers reviewed the proposed policy updates as well as changes required by new MN statutes. It was noted in a few places "benefit earning" employees should replace "part time" employees. **Motion to approve the "Proposed Personnel Policy Updates" dated February 13, 2015 (Haggart, Kral), carried unanimously (attached hereto).**
- d. Pelican River Watershed District "Authorization to set up a Minnesota State Post-Employment Health Care Savings Plan (HCSP). All benefit earning employees must participate in the program. **Motion to approve setting up a Minnesota State Post-Employment Health Care Savings Plan (Haggart, Kral), carried unanimously (attached hereto).**
- e. **Becker County Soil and Water Conservation District Outreach Request.** The Becker SWCD requested outreach assistance for the high school level Envirothon competition. **Motion to approve \$75 for the regional Envirothon program (Nansen, Brainard), carried unanimously.**
- f. **City of Detroit Lakes Water Festival Outreach Request** – The water festival will be held at the county fairgrounds arena with various natural resource agencies making presentations to classroom groups. **Motion to approve \$200 for the City of Detroit Lakes Water Festival (Nansen, Imholte) carried unanimously.**
- g. **Detroit Lake Overlook Area – Restore-The-Shore Project Erosion Repairs/Plant Replacement.** Guetter reported on the condition of the overlook area and the need for repairs and maintenance. City of Detroit Lakes and District staff have been working with Marsha Watland, Becker SWCD on a site remediation plan. The City of Detroit Lakes is seeking financial assistance to repair the area. Manager Imholte thought Lake Detroiters Association may have funds to contribute towards the project and offered to take the financial request to the Lake Detroit Board. **Motion to approve up to \$7,000 for cost share for the Detroit Overlook Project and to seek additional financial assistance from the Lake Detroit Association to help offset District cost share amount (Nansen, Haggart), carried unanimously.**



THE PELICAN RIVER WATERSHED  
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**MINUTES OF REGULAR MEETING**

- h. **2015 Work Plan.** Managers reviewed the annual work plan. Manager Imholte recommended under Education section to add training and classes for Boards/ Planning Commissions /Board of Adjustments. No other changes or additions recommended. **Motion to approve the 2015 Work Plan (Imholte, Brainard), carried unanimously.**
- i. **Becker Aquatic Invasive Species (AIS) Coordinator.** Becker County Commissioner John Okeson requested the Board of Managers to consider providing oversight assistance to the AIS Coordinator position. Okeson stated the District would be financially compensated for staff time. The County is currently working with Becker Soil and Water Conservation District to take over the AIS program and will create a new position (half-time AIS Coordinator duties/half-time water quality specialist). **Motion to approve staff to provide assistance/oversight to the Becker County/Becker Soil and Water Conservation District AIS Coordinator position on an "as needed" basis (Kral, Nansen), carried unanimously**
- j. **Governor Dayton's Buffer Initiative** – Guetter sent an email to managers requesting input on the proposed statewide "Buffer Initiative". Managers' Kral, Imholte, and Nansen provided comments, and they were forwarded on to Ray Bohn, MN Association of Watershed Districts. No action taken.

**PUBLIC FORUM – NONE**

**TREASURER'S REPORT.**

- a. **Approval of February 2015 Claims. #14009-14021 and EFT 340-354 (\$59,941.58).** Managers reviewed monthly bills. **Motion to pay February 2015 bills (Imholte, Brainard) carried unanimously.**
- a. **Financial Report.** The January 2015 Revenues and Expenses Report was reviewed. **Motion to approve the draft January 2015 Revenue and Expenses (Imholte, Brainard), carried unanimously.** The report will be filed for audit.

**ATTORNEY REPORT**– Nothing further to report.

**ENGINEER REPORT** – Nothing further to report.

**PULLED CONSENT AGENDA ITEMS** –None.

**ANNOUNCEMENTS** –MN Association of Watershed Districts "Day at the Capitol", St. Paul, MN March 11-12<sup>th</sup>. President Kral and Guetter are attending.

**ADJOURNMENT.** **Motion to adjourn the meeting at 8:22 PM (Brainard, Haggart), carried unanimously.**

Meeting Approved : \_\_\_\_\_

Respectfully Submitted,  
David Brainard, Secretary

*No tape was made of this meeting.*

Pelican River Watershed District

Claims Paid - corrected copy

February 2015

<u>Date</u>	<u>Num</u>		<u>Amount</u>
<b>Expenses Paid WF Account</b>			
02/20/2015	14009	AEM Technology/Robert Meyer	130.00
02/20/2015	14010	Arvig	50.88
02/20/2015	14011	Bank of America	858.63
02/20/2015	14012	Becker SWCD	75.00
02/20/2015	14013	Bell State Bank & Trust	21,000.00
02/20/2015	14014	Brown & Saenger	1,360.00
02/20/2015	14015	City of Detroit Lakes	200.00
02/20/2015	14016	Geo Gurus	7,450.00
02/20/2015	14017	Hannaher's	2,673.30
02/20/2015	14018	Minnesota Assoc. of Watershed Districts	2,447.00
02/20/2015	14019	Noah & Associates, Inc.	281.25
02/20/2015	14020	Office of Enterprise Technology	110.37
02/20/2015	14021	Verizon	48.86
			<u>\$ 36,685.29</u>
<b>Electronic Payments - Bell Account</b>			
02/23/2015	EFT-346	*Alcott, Brent	30.00
02/23/2015	EFT-347	*Guetter, Tera	193.30
02/23/2015	EFT-348	*Moses, Brenda	157.55
			<u>\$ 380.85</u>
02/20/2015	EFT-349	Wells Fargo-Office Lease	1,299.58
02/20/2015	EFT-350	Wenck Associates, Inc	448.00
02/20/2015	EFT-351	Xerox Corporation	250.04
			<u>\$ 1,997.62</u>
<b>February Payroll - Direct Deposit - Bell Account</b>			
2/12/2015	343-345	Employee Payroll	3,984.77
2/23/2015	352-354	Employee Payroll	4,355.25
2/28/2015		Federal Withholding tax	3,314.20
2/28/2015		MN Withholding tax	505.00
2/28/2015		PERA	2,061.74
2/28/2015		NACO - 457 Employee Deduction	2,736.92
			<u>\$ 16,957.88</u>
		<b>TOTAL FEBRUARY EXPENSES</b>	<u><u>\$ 56,021.64</u></u>

February 13, 2015

**Proposed Personnel Policy Updates – Updates to reflect changes previously approved (direct deposit, etc., state law new requirements, and benefit/leave updates and proposed changes.**

## **Update 1**

### **DEFINITIONS (reflects current operation)**

#### **Benefit Earning Employees**

Employees who are eligible for at least a pro-rated portion of District provided benefits. Such employees must be year-round employees who work at least 40-32 hours per week on a regular basis.

## **UPDATE 2 reflects current operation and**

### **Payroll Deductions**

There are two kinds of salary deductions; those required by law and those authorized by you. Each pay stub lists deductions for that pay period:

Required:

- Federal income tax
- State income tax
- Social security tax
- Medicare tax
- Public Employees Retirement Association (PERA)
- Court ordered garnishments, if applicable

Voluntary (pretax)

- 457 Deferred Compensation Plan (as selected)
- Section 129 Dependent Care Account
- MN State Retirement Health Care Savings Plan
- MN State Retirement Health Care Savings Plan (HCSP)

## **UPDATE 3**

### **COMPENSATION**

#### **Direct Deposit**

As provided for in Minnesota law, all District employees are required to participate in direct deposit. Employees are responsible for notifying the District Administrator of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

#### **Paychecks**

~~Paychecks are issued every two weeks. Distribution of paychecks to District employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.~~

~~Paychecks will be distributed directly to the employee. If the employee is absent when the checks are distributed, the checks will be held until the employee returns or mailed, at their preference.~~

**UPDATE 4(reflects current operation and addition of MN State retirement; District quit HRA in 2013)**

**BENEFITS**

**~~Stipend~~Supplemental Benefit**

The District will contribute a monthly amount to either a ~~Health Reimbursement Account (HRA)~~ the District's Deferred Compensation Plan (457 Plan), MN State Retirement System Health Care Savings Plan, or Dependent Care Assistance Program (129 Plan) for each eligible ~~full-time~~ benefit earning- employee. Employees may elect to not enroll in the pre-tax benefit plan options and receive a taxable benefit payout. The amount to be contributed will be determined annually by the District Board.

**UPDATE 5 (reflects current operation)**

**HOLIDAYS**

The District observes the following official holidays for all regular benefit earning employees:

New Year's Day (January 1)	Labor Day (first Monday in September)
Martin Luther King, Jr. Day (third Monday in January)	Veteran's Day (November 11)
President's Day (third Monday in February)	Thanksgiving Day (fourth Thursday in Nov.)
Memorial Day (last Monday in May)	Friday after Thanksgiving
Independence Day (July 4)	Christmas Day (December 25)

In addition, benefit earning employees are entitled to one additional floating holiday as mutually arranged between employee and the District Administrator. Floating holidays will be scheduled to allow at least one person to be in the office on any day the office is scheduled to be open.

Benefit earning employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the District is not eligible for holiday pay.

**UPDATE 6 (current operation and state law requirement)**

**LEAVES**

**Sick Leave**

Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence. Full-time employees may accumulate up to 720 hours (90 days) of sick leave.

- Full-time employees will accrue sick leave at a rate of one (1) day per month, or 3.692 hours per bi-weekly pay period
- Benefit earning employees regularly scheduled to work at least 32 hours per week will accrue sick leave on a pro-rated basis of the full time employee schedule.
- Part-time employees regularly scheduled to work fewer than 32 hours per week will not earn or accrue sick leave.
- ~~Part-time~~, Temporary and seasonal employees will not earn or accrue sick leave.

Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, chiropractic or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- ~~To care for an ill spouse, partner, father, mother, sister or brother.~~ To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Safety leave [**New July 1, 2014**]. Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month calendar year.
- Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in a 12 month calendar year for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren).

~~Earned sick leave has no cash value upon termination or retirement.~~

**Update 7(reflects current operation)**

**VACATION LEAVE**

**Eligibility**

Only benefit earning employees will earn vacation leave in accordance with the above schedule.

Part-time, temporary and seasonal employees will not earn or accrue vacation leave.

**Update 8**

**Military Leave (reflects current operation; proposed addition MN State Retirement)**

Eligibility for monthly contribution to ~~HRA or~~ Deferred Comp (457 Plan), MN State Retirement Healthcare Savings Plan, or Dependent Care (129 Plan) for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

**Update 9 (State Law Requirement)**

**Reasonable Unpaid Work Time for Nursing Mothers [Applies governments with one or more employees] [MN law change effective July 1, 2014]**

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

**Update 10 (State Law Requirement)**

**Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy**

The District will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth.

- more frequent restroom, food, and water breaks;
- seating;
- limits on lifting over 20 pounds and/or temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the District. The District will engage in an interactive process with respect to an employee’s request for a reasonable accommodation.

**Update 11 (Recommendation from PC)**

**Severance**

Employees who leave the employ of the District in good standing by retirement, resignation, or reduction in workforce will receive pay for 100% of unused accrued vacation or have the option of directing those dollars into a 457 Deferred Compensation Plan. Employees shall contribute 100% of their sick leave payout as outlined in the schedule below to the Minnesota State Retirement Health Care Savings Plan upon termination of employment.

<b>Sick Leave Payout Schedule</b>	
<b>Years of Service</b>	<b>Payment Percent</b>
0-5 Years	No payment
6-15 Years	40%
16-25 Years	50%
26+	60%



**Pelican River Watershed District  
Authorization to set up a Minnesota State  
Post-Employment Health Care Saving Plan (HCSP)**

The Pelican River Watershed District Board of Managers hereby approve establishing a Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents and authorizes all benefit earning employees to participate in the HCSP.

All funds collected by the District on the behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

**Employee Contributions: Lump Sum**

Employees have agreed to contribute to the Post Employment Health Care Savings Plan as follows:

Employees with 0 to 5 years of service shall contribute \$ 25 per pay period.  
Employees with 6 to 10 years of service shall contribute \$ 50 per pay period.  
Employees with 11 or more years of service shall contribute \$ 100 per pay period.

**Severance**

Benefit earning employees shall contribute 100% of their sick leave payout as outlined in the Pelican River Watershed District Personnel Policy upon termination of employment.

**Pelican River Watershed District**

Motion Hayart Second Kml.  
Aye 5, Nay 0 ABSENT 2

Date: February 19, 2015 Board of Managers Meeting

David Brainard  
David Brainard, Secretary

Tera Guetter  
Tera Guetter, Administrator

**Pelican River Watershed District  
Administrator Monthly Report  
March 13, 2015  
[www.prwd.org](http://www.prwd.org)**

## **MAIN DISTRICT WATER QUALITY INITIATIVES**

**Rice Lake Project-** Manager Kral and Administrator Guetter met with Natural Resource Conservation Service, St Paul staff on March 12, 2015 to review the past history and current status of the Rice Lake Project. The NRCS staff gave assurances the NRCS project designs could be used by the District. Manager Kral also stated the District is fully committed to implement the project. The state engineer was not aware the project is a PL566 and that a watershed plan had been developed for the project.

**University of MN Extension/MN Pollution Control Agency Civic Engagement for the Ottertail Watershed Project –** MPCA will be contracting with U of MN Extension to provide civic engagement training to key stakeholders within the Ottertail Watershed Project area in conjunction with the upcoming 2016 Ottertail Basin WRAPS (Watershed Restoration and Protection Strategy) study. A meeting was held at MPCA Detroit Lakes office on March 6<sup>th</sup>.

## **WATER MANAGEMENT RULES**

**Permits** - see enclosed report. Alcott has been updating the District's fact sheets on Ice heaves and related permit requirements.

**Detroit Lake Public Access** –Alcott attended at the February 17<sup>th</sup> Technical Evaluation Panel with SWCD and BWSR. Wetland concerns were forwarded to MN DNR.

## **MONITORING**

**Summer Interns** – Alcott has sent job postings to seven colleges and an ad will run in area papers the end of March.

## **MN GreenCorps Member**

**Permit Database** – Walechka is scanning PRWD permits. 2011-15, 1999-2000 have been completed and it is expected to have the remainder of the permits scanned and uploaded on the District's website by mid-April.

## **EDUCATION**

**Becker County Shoreland Contractor Training and Certification Workshop**– There was a very good turnout for the initial training session hosted by Becker County Soil and Water Conservation District (SWCD). Presenters from Becker SWCD, Becker County Zoning Dept, MN Department of Natural Resources (DNR) and the Pelican River Watershed District reviewed regulations and best management practices/installation guidelines to area landscaping contractors. Alcott presented on the District Rules requirements for work conducted in the Shoreland District.

**KDLM Radio** – Guetter was a guest on Hodge Podge, Friday, February 20 and talked about the District's 2015 work plan, Detroit Overlook area, and county aquatic invasive species program.

## **AQUATIC PLANT MANAGEMENT**

**Becker County Aquatic Invasive Species (AIS) Panel** – In the past few weeks, Becker County entered into an agreement with Becker County Soil and Water Conservation District to administer the AIS program. It is our understanding the Becker SWCD is restructuring the AIS panel. The Becker SWCD has posted a job opening for a combined AIS coordinator and water quality specialist position - "Water Quality Specialist". Please spread the word on this new position and encourage anyone you know who may be a good candidate to apply for the position.

**MN DNR AIS Treatment Grant** –The District received notice from the DNR the District was awarded a \$22,500 grant. The grant agreement is in St. Paul waiting upon final signatures.

**MN DNR Permits** –Curlyleaf pondweed harvesting and Flowering rush treatment permits have been approved by MN DNR.

**Floyd Lake AIS pilot project proposal** –Becker SWCD staff has decided to table this project based on funding needs and lack of project implementation details.

**Flowering Rush Research 2014 Report** –The District has not received the final report.

**U of MN AIS Research Center Advisory Committee**–The group met on February 26, 2015 at the St. Paul Campus to review the center's mission.

**MN DNR AIS Advisory Committee** – The Committee met on February 19 St. Cloud, MN. See MN DNR website for detailed meeting notes at: [www.dnr.state.mn.us/aisadvisory/](http://www.dnr.state.mn.us/aisadvisory/)

## **GENERAL ADMINISTRATION**

**MAWD Legislative “Day at the Capitol”** - Guetter attended the Association of Watershed District Administrator's meeting and the Legislative Update/Reception with Manager Kral. Local Senators Eken and Skoe participated in the event.

**MN DNR property special assessments and utility fees** – Becker County Auditor, Mary Hendrickson reported MN DNR is refusing to pay PRWD special assessments and utility fees on the MN DNR parcels. She indicated MNDNR will be published in the newspaper for delinquent taxes if payment is not received by the due date. MN DNR is refusing payment based upon the District receiving a grant from the state. She notified them in writing, the assessments and utilities were paid for by the DNR in past years.

**Pay Equity Report** – The State is requesting additional information on the Assistant Administrator position (we didn't have position three years ago). Sara Noah is assisting with the response for additional information.

**Workers' Compensation Audit** – The annual audit will be conducted on Monday, March 16<sup>th</sup>.

**Website** – Alcott and Moses continue to review and update the site. They are currently focusing on the AIS segment.

**2014 Financial Audit** – The financial audit is scheduled for March 23, 2015.

**Personnel** – The approved updates were codified into the Personnel Policy and distributed to employees. Guetter conducted job position performance evaluations for Assistant Administrator Alcott and Office Assistant Moses. Alcott completed the six-month probationary period with a favorable review. Moses also had a favorable job performance evaluation.

**Manager Resignation/Appointments** – Gary Nansen notified Becker County and the District he was resigning from the Board of Managers. Ben Grimsley, Becker County Commissioner contacted Guetter and discussed appointment process and Nansen's term dates.

## **Ditch Inspector's Report**

March 2015

**Ditch 11/12** - Nothing further to report.

**Ditch 13** - Nothing further to report.

**Ditch 14** – Nothing further to report.

# RULES OF ENFORCEMENT



March 2015

## ***PERMITS ISSUED:***

None

## ***Permit Applications submitted:***

- Ray Munson—Clark Gable Cluster Addition— incomplete submittal documentation with application. Additional PRWD permit application information requested from applicant including Association letter of approval for project, and stormwater and erosion control plans. The District received the requested information on March 6, 2015.

## ***VIOLATIONS UNDER REMEDIATION:***

14-35 Paul & Dan Friesen—Permit revoked 12/10/14 due to violation within the SIZ

## ***OTHER PROJECTS UNDER REVIEW:***

- \* BTD—Addition
- \* Action Fab—Parking Addition
- \* Team—Addition