



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
PUBLIC HEARING on
2016 Budgets and
Levies/Assessments and Fees
Thursday, September 8, 2015

6:15 PM

followed by the

Regular MONTHLY MANAGERS' MEETING
WATERSHED DISTRICT OFFICE
Wells Fargo Bldg, 2nd Floor Conference Room
211 Holmes Street West, Detroit Lakes, MN
(218) 846-0436 www.prwd.org

AGENDA

- 6:15 PM** ***PUBLIC HEARING – 2016 Preliminary Budgets and Levies/Assessments and Fees***
- 6:30 PM** ***REGULAR MONTHLY MANAGER MEETING (to start after the Public Hearing/public comments received)***
1. Call To Order
 2. **Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –August 20, 2015 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report).**
- 6:35 PM** 3. Progress Reports - Committee Chairs (5 minute reports)
- a. Personnel
 - b. Aquatic Plant (Projects 1B & 1C)
 - c. Advisory Committee Report
- 6:50 PM** 4. Old Business
- 6:50 PM** 5. New Business
- a. **Approval of 2015 Preliminary Budget and Levies/Assessments/Fees**
- 7:15 PM** 6. Treasurer's Report
- a. **September Bills**
 - b. **Jan-August 2015 Revenue and Expenses – to be filed and subject to audit.**
7. Attorney's Report
 8. Engineer's Report
 9. Pulled Consent Agenda Items
- 7:30 PM** 10. Announcements
- 7:35 PM** **11. Meeting Adjournment**
- (Items in bold face are proposed for board approval/action consideration.)**



THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL
COUNTIES
MINUTES OF REGULAR MEETING
August 20, 2015

Managers Present: Kral, Brainard, Imholte, Haggart, Michaelson, Noyes

Managers Absent: Okeson

Staff: Administrator Guetter, Brenda Moses, Brent Alcott, Terry Anderson-seasonal

Consultants: Karen Skoyles, Attorney

Advisory Committee: None

Others: NONE

The Regular Managers' meeting was called to order by President Kral at 6:15 PM

CONSENT AGENDA. The consent agenda, including the August 2015 Administrator Report; Secretary's Report – July 16, 2015 Regular Managers' Meeting Minutes; August 2015 Rules/Permitting Report; and August 2015 Ditch Inspector's Report (Brainard, Haggart), carried unanimously.

PROGRESS REPORTS

- a. **Personnel Committee** – The committee did not meet.
- b. **Aquatic Plant Committee** – The committee did not meet.
- c. **Citizen Advisory** – The committee did not meet.

OLD BUSINESS

- A. Flowering Rush Treatment Update.** The second treatment was conducted on August 10th on Detroit, Curfman, Sallie, and Melissa. Guetter reported the treatment had to be rescheduled from an earlier treatment date due to adverse weather conditions. The August 10th treatment had better weather conditions, but not optimal.

TREASURER'S REPORT

- a. **Approval of August 2015 Claims #14078- 14093, EFT 497-503 (\$47230.46).** The Managers reviewed the bills and transfers. **Motion to pay the August 2015 bills (Imholte, Brainard), carried unanimously. Motion to transfer \$42,000 from Wells Fargo Savings to Checking account (Imholte, Brainard) carried unanimously.**
- b. **Financial Report.** The January - July 2015 Revenues and Expenses Report was reviewed by Treasurer Imholte. **Motion to approve the draft January-July 2015 R & E Report (Imholte, Brainard), carried unanimously.** The report will be filed for audit.

NEW BUSINESS

- a. **Selection of Auditor for 2015 Fiscal Year Audit.** The District sent out Request for Proposals (RFP) for auditing the District's finances. Moses reviewed three bids for audit services with the Managers. **Motion to engage the services of Harold J. Rotunda, Fargo ND for a one-year contract to perform the District's financial audit for fiscal year 2015 in the amount of \$3,100 as outlined in the May 18, 2015 proposal letter (Brainard, Noyes), carried unanimously.** The contract may be renewed at the same price for two additional years pending satisfactory services.
- b. **Review Preliminary 2016 Budget, Levies, and Assessments.** The managers and staff reviewed the proposed 2016 budgets, levies, and assessments recommendations.

PUBLIC FORUM – NONE.

ATTORNEY REPORT– Nothing to report.

ENGINEER REPORT –Nothing to report.



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

PULLED CONSENT AGENDA ITEMS – NONE

ANNOUNCEMENTS – Public Hearing followed by regular September Managers' meeting - Tuesday, September 8th at 6:15 PM at the District Office.

ADJOURNMENT. Motion to adjourn the meeting at 7:35 PM (Brainard, Haggart), carried unanimously.

Meeting Approved : _____

Respectfully Submitted,
David Brainard, Secretary
No tape was made of this meeting.

Tera Guetter, Administrator

Pelican River Watershed District
Claims Paid
August 2015

<u>Date</u>	<u>Num</u>		<u>Amount</u>
Expenses paid WF checking			
08/21/2015	14078	Arvig	50.88
08/21/2015	14079	Bank of America	886.19
08/21/2015	14080	Bell State Bank & Trust	20,000.00
08/21/2015	14081	Brushmarks Signs	65.00
08/21/2015	14082	BWSR	246.00
08/21/2015	14083	Community Coop of Lake Park	510.03
08/21/2015	14084	County 6 Amoco & Bait	453.69
08/21/2015	14085	Farnam's Genuine Parts, Inc.	46.13
08/21/2015	14086	Frontier Precision, Inc.	19.06
08/21/2015	14087	L & M Supply	73.89
08/21/2015	14088	North Central Laboratories	53.83
08/21/2015	14089	Office of Enterprise Technology	93.62
08/21/2015	14090	Precision Printing	157.00
08/21/2015	14091	Professional Lake Management	19,928.34
08/21/2015	14092	Swanson's Repair	76.79
08/21/2015	14093	Verizon	60.45
			<u>\$ 42,720.90</u>
Electronic payments Bell checking			
08/24/2015	EFT-497	*Alcott, Brent	115.27
08/24/2015	EFT-498	*Guetter, Tera	297.38
08/24/2015	EFT-499	*Moses, Brenda	49.53
			<u>\$ 462.18</u>
08/24/2015	EFT-500	RMB Environmental Laboratories, Inc.	2,350.00
08/24/2015	EFT-501	Wells Fargo-Office Lease	1,299.58
08/24/2015	EFT-502	Wenck Associates, Inc	155.00
08/24/2015	EFT-503	Xerox Corporation	242.80
			<u>\$ 4,047.38</u>
August Payroll - Bell checking			
8/13/2015	EFT487-493	Employee Payroll	6,167.49
8/19/2015	EFT494	Supplemental Benefit	638.62
8/27/2015	EFT504-510	Employee Payroll	6,276.61
8/31/2015		Federal Withholding Tax	4,575.72
8/31/2015		MN HCSP	300.00
8/31/2015		MN State Tax	709.00
8/31/2015		NACO	2,383.13
8/31/2015		PERA	1,770.80
			<u>\$ 22,821.37</u>
		Total August Expenses	<u><u>\$ 70,051.83</u></u>

**Pelican River Watershed District
Administrator Monthly Report
September 3, 2015
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Rice Lake Project. We are waiting to hear from NRCS regarding our grant application.

DL Overlook Restore the Shore Improvements –The City Parks and Street Department took over planter box watering in September. Later this month, PRWD and City staff will overhaul the planter boxes.

Drainage Inventory (BWSR GRANT) – Alcott met with Becker SWCD to set up our equipment and review data collection protocols. Data collection will begin on Ditches 11-12, 13, and 14 in late September.

WATER MANAGEMENT RULES

Permits - see Rules Report. Alcott has been busy with end of season permits, follow ups, and violations.

Detroit Lakes Planning Commission Alcott attended the City of DL Planning Commission hearing on August 27th. The District made comments on two matters relating to lake building setbacks and impervious surface coverage. Guetter will attend the City of DL Community Development Committee meeting on September 3rd.

Becker County Planning Commission & Board of Adjustments –No planning commission items this month within the District boundary. Board of Adjustments September 10th agenda items includes a proposed subdivision creating 12 non-conforming lots of record (Roosevelt Beach) and two building setback (side yard & road) variances - all on Lake Melissa.

Buck's Mill Site– Rodger Hemphill, MnDNR and Guetter reviewed the site on August 14th in response to Lakeview Township's request to investigate the concrete remnant of the original Buck's Mill structure located immediately downstream of the current Mn DNR dam. It was noted part of the concrete wing of the old dam is cracking and leaning. Hemphill reviewed MnDNR records and noted in his follow up email that in 1979 the ownership of the remnant dam was investigated and it was determined the State of MN has "no rights of any nature" to the remnant structure and therefore has no responsibility for repairs or removal of the old structure. Hemphill also noted he had reviewed the 2010 inspection photos of the MN DNR dam (stop log design, constructed in 1936 by WPA) and in the photos it shows the old remnant concrete wing wall looks to be leaning to the same degree. This information was passed on to Lakeview Township.

Becker County Ordinance Committee – September 17th the committee meets to review proposed amendments to the ordinance – non riparian backlot sizes, natural environment lake lot sizes, gravel mining, and "consistency" modifications.

Sallie Bluff (Lakeridge) – A new property owner is proposing to build a structure on the site. Work had begun without a permit from either the District or the County. The District notified the property owner permits were required and also sent pictures and file documents noting the geotechnical issues (slip plane) on the property and recommended a geotechnical site evaluation be performed to determine whether the soils and site characteristics are suitable for the proposed construction and will not adversely impact adjacent/nearby properties.

MONITORING

Lake and Stream Monitoring - Alcott is continuing to collect lake and stream samples. The interns are assisting Alcott on select weekends (August 29, Sept 5, and Sept 19-20) with lake monitoring and Flowering rush core sampling. Guetter will collect lake samples week of September 7th (Alcott on vacation).

EDUCATION/OUTREACH

KDLM Radio – Guetter was the August guest on Hodge Podge and discussed the rise in site violations, the need for agencies to work closer together, and reviewed Flowering rush study work.

Upcoming Training Conferences

Minnesota Erosion Control Conference Best Management Practices and Plant selection, Sept 9, 2015 St. Cloud, MN. Alcott will be attending this training session.

BWSR Academy (Watershed District & Soil and Water Conservation Service staff training), October 27-29, Craguns, Brainard, MN – Guetter and Alcott are registered.

MN Water Resources Conference, October 13 & 14, St. Paul River Center.

Minnesota Association of Watershed District Education Committee Meeting – Kral and Guetter attended the planning meeting. The programming for this year's conference is very good!

AQUATIC PLANT MANAGEMENT

Flowering Rush Research – The third vegetation surveys will be completed by Alcott on Detroit, Curfman, Sallie, Melissa will be conducted Sept 16-18, and Flowering rush core sampling on September 19 & 20th.

New AIS to state. Starry Stonewort infestation was identified in Stearns/Meeker counties. This plant is a filamentous algae, similar to chara, only on steroids as it grows in height up to 7 feet and in 12 feet of water. From my preliminary literature search, it appears very difficult to control due to its height and density. The nearest infestation is on the eastern side of Wisconsin. The county AIS inspection program is needed more than ever. No word on what (if anything) the DNR will do in regards to rapid response.

U of MN AIS Research Center Advisory Committee. A draft strategic plan is under review. We will meet in October.

MN DNR AIS Advisory Committee –The committee met on August 27th in St. Cloud. Ann Pierce, MN DNR handed out 2014 MN DNR AIS annual report. Todd Kaniesi, Enforcement operations manager, reviewed enforcement actions, Nancy Stewart, MN DNR presented draft access signage which will become available for counties and Lake associations to purchase and install at public accesses (color, social behavioral messaging), legislative priorities and program funding requests.

GENERAL ADMINISTRATION

2015 Audit – Moses notified Harold J. Rotunda regarding engagement for services letter.

Budget Prep – Moses reviewed financials (2015 year to date vs proposed 2016).

Ditch Inspector's Report September 2015

Ditch 11/12 - Nothing to report.

Ditch 13 – Nothing to report

Ditch 14 – Nothing to report.

RULES OF ENFORCEMENT



September 2015

PERMITS ISSUED:

15-78	Anthony/Andrea Corcoran	1736 Long Bridge Rd.	Restore shoreline, rip rap, sand blkt
15-79	Robert Richards	15068 E. Munson Dr.	Alteration to land
15-80	James Zick	27546 County Rd 141	Alteration to land
15-81	Brian & Lisa Saunders	24766 So. Melissa Dr.	Alteration to land, rip rap
15-82	Adele Skoda	1808 E. Shore Dr.	Rip Rap, stabilize shoreline
15-83	Jim & Jody Nelson	114 Shorewood Dr.	Alteration to land
15-84	William & Nancy Henke	962 South Shore Dr.	Alteration to land.
15-85	Al & Jane Panzino	14170 260th Ave.	Alteration to land, sand blanket

Permit Applications submitted:

- Dave Snyder—1478 West Lake Dr.—have not received site plan
- McKinley Plaza, received plans 8/28, no payment received
- Melvin Wendel, 1574 West Lake Dr.
- Ace Brandt, 1071 Shorewood Dr.
- Scott Wolf, 916 Longview Dr.
- Keith & Jo Streyle, 1342 South Shore Dr.

VIOLATIONS UNDER REMEDIATION:

David Pettit—21762 Floyd Lake Dr.—Stop Work Issued—Unpermitted rip rap and sand blanket

OTHER PROJECTS UNDER REVIEW:

None