



*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, July 17, 2014

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 –**June 23, 2014, Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report**)
- 6:20 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. Website/GIS Update
    - b. AIS Research and Treatments Update
    - c. Rice Lake Update
- 6:55 PM**
5. New Business
    - a. **Red River Basin – Grant Progress Update**
    - b. **Local Tours – PRWD Projects; Pelican Lake ZM Impacts**
    - c. **Personnel**
- 7:45 PM**
6. Public Forum (5 minutes)
- 7:50 PM**
7. **Treasurer's Report**
    - a. **Approve July Bills**
    - b. Review Jan –June 2014 Revenue & Expenses– to be filed and subject to audit.
  8. Attorney's Report
  9. Engineer's Report
  10. Pulled Consent Agenda Items
- 8:15 PM**
11. Announcements
- 8:20 PM**
12. Meeting Adjournment

(action items in bold face)



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

Monday, June 23, 2014

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

**Managers Absent:** Michaelson

**Staff:** Administrator Guetter, Asst Administrator Staldine

**Consultants:** Attorney Karen Skoyles

**Advisory Committee:** None **Others:** Terry Anderson

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

**CONSENT AGENDA.** The consent agenda (June 2014 Administrator Report; Secretary Report–May 15, 2014 Regular Meeting Minutes (correction - *Treasurer Report, C. Fiscal Policy/Investments correction as follows, "Motion to authorize Treasurer Imholte to open a high interest..."*); June 2014 Rules/Permitting Report (*except Fevig, South Shore Drive, Detroit Lake*); and June 2014 Ditch Inspector's Report (Brainard, Okeson), carried unanimously.

**PROGRESS REPORTS**

- a. **Personnel Committee.** Nothing further to report.
- b. **Aquatic Plant Committee** –Nothing further to report.
- c. **Citizen Advisory** –Imholte reported on the Lake Detroit Annual Meeting.

**OLD BUSINESS**

- a. **Website – GIS upgrade Update** – Guetter reported staff received training from GeoGurus on uploading data on the mini iPads. The GIS layers are finished, however the website development is behind schedule due to a personnel change.

**NEW BUSINESS**

- a. **Rice Lake Project Update** – Ed Musielewicz, District Conservationist - Natural Resource Conservation Service (NRCS) reported on NRCS's moratorium for off-easement work on Wetland Restoration Program (WRP), which means NRCS will not fund "off-easement work", namely the construction of the water control structure located on City of DL and State of MN land and Anchor Road. The District acted in reliance on NRCS project direction and instruction since 2003 with the understanding NRCS would technically and financially assist with project engineering and construction. Guetter informed the Board of a conversation with Mr. Don Baloun, NRCS State Conservationist regarding this recent development as the District is not the only project with this issue located within the state. Mr. Baloun is working on an agreement with the Board of Soil and Water Resource (BWSR) where they would provide funds for off easement work. BWSR is tentatively assuming 100% of off easement costs for RIM/WRP off-easement work, however, the Rice Lake project is straight WRP and BWSR has not provided RIM easement funds for the project. Mr. Musielewicz recommended the Managers send a letter to the NRCS State Conservationist to keep the Rice Lake Wetland Restoration project in the fore-front for any continued technical or financial assistance. **Motion for Administrator Guetter to draft a letter to Don Baloun, State Conservationist, to request Natural Resource Conservation Service's continued support for the Rice Lake Wetland project as the District acted in reliance on NRCS's direction and instruction since 2003, and that NRCS continue to provide financial and technical assistance, including final approved project engineering plans and assistance to complete the restoration structures (Imholte, Nansen), carried unanimously.**
- b. **MAWD Summer Tour Update** – The watershed district summer tour, held in Stillwater, MN highlighted various "collaborative" relationships and projects to reduce nutrients throughout the St. Croix River Basin. A program highlight was the river tour of the new bridge under construction.
- a. **2014 Flowering Rush Research and Treatments** –Guetter reported Mississippi State completed their treatment site sampling and Professional Lake Management is scheduled to treat Flowering rush the week of June 24, 2014, pending favorable weather conditions.

**PUBLIC FORUM – NONE**

**TREASURER'S REPORT.**

- a. **Approval of June Claims. #13924-13936 and EFT- 167-175 (\$55,680.33).** Managers reviewed monthly bills. **Motion to pay June bills (Imholte, Brainard), carried unanimously.**
- b. **Financial Report.** Imholte reviewed the January – May 2014 Revenues and Expenses Reports. **Motion to approve the draft January-May 2014 R & E Report (Imholte, Brainard), carried unanimously.** The report will be filed for audit.



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- c. **Investments** – Treasurer Imholte reported she opened a high interest savings account at American National Bank.

**ENGINEER REPORT** – No report.

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

**PULLED CONSENT AGENDA ITEMS- *Rules of Enforcement*** - Imholte inquired about the status of the Fevig property located on South Shore Drive as she had received numerous phone calls about the property. Staldine stated the landowner obtained a PRWD permit for restoration work conducted in the Shore Impact Zone (SIZ). Recent tree removal on the property is not located in the SIZ and does not require a permit. Staldine also updated the managers on the Wendel Violation located on the west end of Curfman Lake. The landowner did not obtain a permit for the work completed which included the construction of a boat ramp. A “Stop Work Order” was issued which outlined a remediation plan which includes grade stabilization, removal of construction rock rubble in the lake, and removal of the bituminous boat ramp.

**ANNOUNCEMENTS** – None

**ADJOURNMENT. Motion to adjourn the meeting at 8:11 PM (Brainard, Haggart), carried unanimously.**

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

\_\_\_\_\_  
Respectfully Submitted,  
David Brainard, Secretary

\_\_\_\_\_  
Tera Guetter, Administrator

*No tape was made of this meeting.*

**Pelican River Watershed District  
Administrator Monthly Report  
July 11, 2014  
[www.prwd.org](http://www.prwd.org)**

## **MAIN DISTRICT WATER QUALITY INITIATIVES**

**Lake St. Clair TMDL-** Bi-weekly water quality sampling continues. The interns found Curly-leafed pondweed on the south end of the lake. The finding was reported to DNR AIS specialist Mark Rainweiler.

**Rice Lake Project** – Guetter drafted a letter to State Conservationist, Don Baloun, urging Natural Resource Conservation Service continued financial and technical assistance support.

**MN GreenCorps Host Site Application.** The District has been chosen as a host site, but we have not been notified that anyone has applied for the position within our District. Applications closed on July 7.

**Drainage System Grant** (Ditch 11/12, 13, 14)– Equipment purchases including two iPads and ArcGIS site licensing were made this month.

**Becker County Shoreland Ordinance Committee** – On June 24<sup>th</sup>, Becker County Commissioners rejected the proposal by the committee to repeal the setback averaging plus 20’ provision on non-conforming lots and keep the current ordinance language. Staldine and Imholte provided testimony at the meeting to reject the proposal and keep the current language. There was also strong support from lake associations and members of the Zoning and Ordinance Advisory Committee to keep the current ordinance language.

## **WATER MANAGEMENT RULES**

**Permits** - see enclosed report.

## **EDUCATION**

**Becker County Fair (July 30- Aug 2)** – The interns are currently working on a water quality display to add to the AIS display already completed to exhibit at the fair. We will be bringing our boat out on Friday, Aug 1st and show people how to look for AIS. Moses is working on a stenciling project on Saturday for the kids that encourages kindness to our lakes.

**Water Carnival** – We will have an entry in the parade this year. Plans are being developed by Staldine.

## **GENERAL ADMINISTRATION**

**Revised Management Plan** - Guetter, Staldine, and Moses have met on several occasions to address the Revised Management plan, including content updates, revised mapping, and general presentation of material. Progress has been made in this regard.

## **MONITORING, DATA COLLECTION AND MANAGEMENT**

Summer interns Emily Nelson (Bemidji State) and Alex Courneya (MSU - Moorhead) have collected data on District lakes and streams since late May, and entering data into EQUiS-ready databases to facilitate smooth submission to MPCA for 2014. Interns have been trained to conduct stream flow ratings and gage elevation surveying. District gages are being tied into NAD 83 datum benchmark elevations obtained through cooperation with Claire Olson (Becker SWCD) utilizing survey grade GNSS equipment.

Baseline monitoring throughout the district has been generally favorable in 2014, with spikes in phosphorus, orthophosphate, and total suspended solids corresponding to substantial (>0.5”) rain events. Storm sampling was intensified from inch events to half inch events to increase available data on stream responses through the agricultural portion of Campbell Creek, building toward project effectiveness analysis.



## **AQUATIC PLANT MANAGEMENT**

1. **2014 MN DNR AIS APM Permits** –Flowering rush treatments were completed by PLM on June 23. We are also mapping shoreline growth areas which are mainly isolated areas. After mapping, we will determine the best method of treatment (PRWD or PLM). . Harvesting of curlyleaf pondweed is complete and approximately 8 loads were removed from the permitted 8 acres near the Holiday Inn in late June. The harvester will be removed from the lake next week.
2. **Roadside Pickup program** – Anderson reported the weed piles have been small this year and not much to pick up.
3. **Becker County AIS Panel**– The Panel met on July 7<sup>th</sup> to review the 2014 work plan and budget recommendations. One of the items discussed was holding tours of Pelican Lake for local government leaders, lake association groups, and legislators. Fair Hills Resort has a boat which can hold up to 45 people. Becker Coalition of Lake Associations held a meeting on July 10<sup>th</sup> at M-State to discuss the AIS plan and provide input to the County Commission regarding how the state funding (2014 - \$143,000; 2015 - \$319,000) could be allocated for local AIS prevention efforts. Over 75 people representing lake associations were in attendance as well as State Sen. Kent Eken, Rep. Paul Marquart; Becker Commissioners Okeson and Grimsley; and City of DL Aldermen Sukke and Zeman. There was overwhelming testimony for a decontamination program and increases for level one inspectors as the highest priorities.

### **Ditch Inspector's Report**

July 2014.

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

**Ditch 13-** Tree removal on the Pelican River near HWY 34.

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

## PRWD Rules of Enforcement Report - July 11, 2014

### *Permits Issued:*

14-15	Renee Klunenberg	11326 Co. Rd. 147	Rip Rap and erosion protection	Melissa
14-16	Todd & Char Underdahl	854 Longview Dr.	Rip Rap shoreline and around boathouse	Long Lake
14-17	Fred & Karen Blum	404 South Shore Drive	Rip Rap	Big Detroit
14-18	Wendi Lauer	11044 Dakota Beach Rd.	Beach Sand Blanket	Melissa
14-19	Craig & Brenda Mazour	26541 Paradise Pt. Rd.	Rip Rap	Big Floyd
14-20	Right Choice Lodging (Holiday Inn)	1155 US Hwy 10 E	Rip Rap and pavers	Big Detroit
14-21	Larry & Julie Leitner	24542 S. Melissa Dr.	Rip Rap/Sand Blanket Shoreline stabilization	Melissa

### *Projects Currently in Review:*

*Shawn Nygaard – 23877 N. Long Lake Rd. – Beach Sand Blanket*  
*Terry Nelson – 13956 20<sup>th</sup> St. S. E. – Rip Rap*  
*Ralph Thomas – 919 North Shore Dr. – Replace retaining wall*  
*Bruce Quick – 23225 Roosevelt Lane – Landscape*  
*Breezy Shores – 1275 W Lake Dr. – Impervious surface*  
*Tom Vagle – 14140 E. Fox Lake Rd. – Sand Blanket & Rip Rap*



**Pelican River Watershed District**

211 Holmes St. W. Suite 201  
Detroit Lakes, MN 56501  
(218) 846-0436

July 16, 2014

Tera Guetter, Administrator  
Pelican River Watershed District  
211 Holmes St. W  
Detroit Lakes, MN 56501

**RE: Resignation notice**

Dear Tera:

Please accept this letter as my formal notice of resignation as the Assistant Administrator with the Pelican River Watershed District, effective August 8<sup>th</sup>, 2014. I feel grateful to have been given this opportunity, but in the interest of my family I have decided to pursue another path.

It has been a valuable experience working with PRWD staff, interns and managers, which undoubtedly will be carried with me well into future endeavors. I understand that change in personnel can be demanding, particularly in a small office such as PRWD; to this end I will make myself available as possible to assist my successor transition into his or her new role.

Thank you for your understanding, and I appreciate the opportunity.

Sincerely,

Jon Staldine  
Assistant Administrator  
Pelican River Watershed District  
jon.staldine@arvig.net

**Notice of Position Opening at Pelican River Watershed District  
Full-time Assistant Administrator**

The Pelican River Watershed District has an opening for the position of Assistant Administrator. This position is located in the Pelican River Watershed District Office, 211 Holmes Street West, Wells-Fargo Bank Bldg, Suite 201, Detroit Lakes, Minnesota.

**Qualifications:** 1) Bachelor's degree in environmental sciences, biology, engineering, geology, geography or related field. 2) Experience with water related area is preferred. Required to have the ability to handle a boat (trailer/launch/drive), install equipment in water, lift/carry heavy equipment (50+ lbs) on a regular basis, work outside in all weather conditions and possibly challenging terrain, have a working knowledge of computers and software (Microsoft Office). Knowledge of GIS software is preferred. A valid Minnesota Driver's License and personal auto available for work-related travel is required.

**Duties:** Under the general supervision of the District Administrator, the Assistant Administrator performs a variety of administrative and technical assistance in water resource protection and planning, with emphasis on assisting with the District's water management permit program, water monitoring program, GIS mapping, general education/outreach and project management to support the activities of the Pelican River Watershed District. Direct supervision of two summer monitoring interns.

**Hours:** 40+ hours per week

**Annual Salary:** \$46,500 –\$ 48,500 DOE

**Closing date:** 4:30 p.m., Friday, August 1, 2014.

The job description and the application form can be obtained at the PRWD office or at the PRWD's website [www.prwd.org](http://www.prwd.org)

**Applicants must submit the following items:** 1. PRWD Application, 2. Resume, and 3. Letter of Introduction

**Mail:** Tera Guetter, Pelican River Watershed District, 211 Holmes Street West, Wells-Fargo Building -Suite 201, Detroit Lakes, MN 56501

**E-mail:** [Tera.Guetter@arvig.net](mailto:Tera.Guetter@arvig.net)

**Fax:** (218) 846-0778 - Pelican River Watershed District

The Pelican River Watershed District is an equal opportunity employer.



## Pelican River Watershed District Job Description

**Position Title:** District Assistant Administrator

**Accountable To:** District Administrator

**Status:** Exempt

**Date:** November 2012

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### **Primary Objective of the Position:**

Responsible for providing administrative and technical assistance in water resource protection and planning, with emphasis on assisting with the District's water management permit program, operation and maintenance of a watershed-wide water monitoring program, GIS, project management and education outreach.

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### **Essential Job Functions:**

1. Review permit applications, site plans, and other materials; perform investigations and research needed to issue permits and to make recommendations to District Administrator on permit approval .
  - Assists permit applicants with interpretation of District rules, policies, and procedures.
  - Prepares all necessary correspondence with applicants or their representatives.
  - Maintains complete records of permit applications.
  - Assures that permits are processed in accordance with all statutory guidelines and District policy.
  - Coordinates review of permits with District Engineer
  - Monitors permitted sites to ensure compliance with District rules.
  - Prepares monthly reports regarding permit issuance for the Board of Managers.
  - Develops and maintains database, website, and filing systems for permits and permitting related issues.
    - Ensures permitting is filed and uploaded on District website on a timely basis.
    - Manages and tracks fees, sureties, and permit reimbursables (e.g. consultant fees).
    - Modifies data base organization and structure as needed to ensure documents are tracked accurately.

2. Develops, implements and maintains the District water quality monitoring programs and plans.
  - Ensures data is updated in a timely, accurate manner
  - Analyzes and prepares annual water quality report for Board presentation
  - Updates water quality data on web sites and adds new information as needed
  - Enters and coordinates data into District, EPA STORET and Red River Basin databases
  - Collects information on various products and equipment and keeps Administrator informed of maintenance and purchases needed for budgeting process
  - Ensures that monitoring program equipment is well-maintained in good working order
  - Develops program budgets and submits for approval
3. Performs water quality monitoring, coordinates and maintains equipment and processes samples to identify water quality issues that need to be addressed.
  - Installs, operates and maintains water quality sampling and stream gage equipment throughout the year
  - Collects stream gauging/flow measurements and creates flow rating curves for monitoring sites
  - Calculates the rate of flow and creates rating curves to estimate the nutrient loading at each monitoring site on a monthly and annual basis
  - Conducts field work projects to collect various kinds of new data related to assigned programs
  - Prepares findings and develops recommendations in support of District's revised management plans
  - Conducts mathematical computer modeling of lakes and rivers
  - Prepares and submits FLUX, Bathtub and any required monitoring results to funding sources (MPCA, BWSR, DNR) for grant-funded projects to ensure complete, accurate reports required by agencies.
4. Oversees assigned projects to ensure they are conducted in a timely manner and within established budget
  - Regularly reports progress to District Administrator
5. Coordinates the community education outreach program to meet the District's goals and objectives. As requested, conducts educational and outreach programs
6. Prepares various reports as assigned and prepares presentations for the Board and other organizations as needed
7. Provides work direction to interns for completion of monitoring and field survey tasks in an effective manner to gain necessary information for the District and provide a positive learning experience for the interns.

8. Administers the operation and maintenance of the District's Geographical Information System (GIS) and continues development of GIS capabilities to meet District goals
  - Analyzes and determines any additional information regarding monitoring sites, land use data and other data that is required
  - Analyzes water quality and helps prepare educational materials as needed
9. Provides information requested by local agencies, individuals, residents, etc. to provide effective education, community and public relations. Keeps the District Administrator informed of current issues on a timely basis.
10. Prepares grant applications for District water quality initiatives and searches for new grant opportunities and funding resources to help with implementing water quality projects.
11. Keeps the District Administrator informed of all current matters of concern regarding any operational or policy issues that arise
12. Performs other duties and projects as apparent or assigned

**Additional Performance Criteria:**

13. Ability to develop and maintain a working knowledge of the District's operations and policies and state rules and regulations necessary to complete assigned responsibilities in a fully satisfactory manner.
14. Ability to provide superior public service and interaction in a friendly, professional manner
15. Willingly assists other employees as needed to ensure efficient workflow throughout the District. Maintains a flexible attitude toward job responsibilities and procedural changes
16. Participates in educational opportunities to stay abreast of changing laws and technology related to program area. Makes recommendations to enhance current technology in the District.
17. Ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants, city and agency staff, and others of the District in contributing to a productive results-oriented climate

**Minimum Qualifications:**

Bachelor's degree in environmental sciences, biology, geography/GIS or related field. Experience in water-related area is required. Required to have ability to handle a boat (trailer/launch/drive), install equipment in water (stream-wading, lifting/pounding), be able to lift/carry heavy equipment (50+ lbs) on a regular basis, work outside in all weather conditions and possibly on challenging terrain; have a working knowledge of computers and software (WORD, Excel, Power Point) and have a valid Minnesota Driver's License. Knowledge of GIS software preferred.

**Direct Supervision of: Interns**

**The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**