



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

November 15, 2018

Managers Present: Kral, Okeson, Haggart, Imholte, Refsland, Deede (6:19PM)

Managers Absent: Michaelson

Staff: Administrator Guetter, Alcott

Consultants: Attorney Skoyles, Engineer Marlon Mackowick (via Skype)

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 November 2018 Administrator Report; October 18, 2018 Regular Managers' Meeting Minutes; November 2018 Rules/Permitting Report; and November 2018 Ditch Inspector's Report (Okeson, Imholte), carried unanimously.

PROGRESS REPORTS.

Personnel Committee - Nothing further to report, the committee will be meeting with Administrator Guetter late November/early December timeframe.

Rules/Revised Management Plan (RMP)- Using the large screen, Administrator Guetter gave a quick review of the plan.

Citizen Advisory Committee – Nothing further to report.

OLD BUSINESS.

- a. **Board Meetings and Attendance Policy.** The District has purchased electronic equipment to make it possible for managers to attend meetings via Interactive Television technology (Skype; Google Hangout). With this equipment, a manager may be seen and heard via computer screen and is able to see and hear all business. The remote attendance was demonstrated with Engineer Mackowick. Based on recommendations from Attorney Skoyles, the draft policy was revised to include statute and date references. **Motion to approve the "Pelican River Watershed District Policy for Meetings Conducted Via Interactive Television/Technology Purpose (MN Statue 13D.02) or by Telephone or other Electronic Means (MN Statute 13D.021)", (Refsland, Deede) carried unanimously (attached hereto).**
- b. **Use of Electronic Mail by Pelican River Watershed District Board of Managers Policy.** The Managers reviewed the draft policy. **Motion to approve the "Use of Electronic Mail by Pelican River Watershed District Board of Managers Policy" (Haggart, Deede) carried unanimously (attached hereto).**
- c. **Rice Lake Project Update and RMP Update** – Guetter stated she received a recent phone call from Detroit Township Supervisor Eugene Pavelko who was asking if the District would cost share part of the asphalt on Anchor Road if the road was partially abandoned. No other information was provided. The managers directed staff to continue with the current plan design.
- d. **MAWD Annual Meeting Resolutions** – The Annual Meeting Resolutions were reviewed by the Board and there was general support for all proposed resolutions. Kral and Refsland are the District's meeting voting delegates. Haggart is the alternate delegate. The MAWD Annual meeting and conference will be held on November 28-29, at the Arrowwood Resort, Alexandria, MN.

TREASURER'S REPORT.

- a. **Approval of November 2018 Claims.** Administrator Guetter reviewed the claims in Treasurer Michaelson's absence. An additional Xerox charge of \$7.16 from a prior bill, Office of Enterprise Technology (Phone) and Verizon (data) need to be added. **Motion to pay the November 2018 claims (EFT 864-876, and Checks #14540-14549) in the amount of \$27,965.68 (Imholte, Refsland), carried unanimously.**
- b. **November 2018 Fund Transfers.** Administrator Guetter recommended to transfer \$53,000 to cover monthly expenses. **Motion to transfer \$53,000 from Bremer Bank savings account to the checking account (Haggart, Imholte), carried unanimously.**



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- c. **Financial Report.** The January-October 2018 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-October 2018 R & E Report (Kral, Okeson), carried unanimously.** The report will be filed for audit.

NEW BUSINESS.

- a. **2019 Board Meeting times and dates** – The Board of Managers meets on the third Thursday of the month, except for conflicts in June (MAWD Summer Tour), and September (Public Hearing for Levies prior to Sept 15th). Staff requested the Board to consider moving the meeting start time to an earlier time from 6:15 PM to 5:00 PM. It was noted the Becker County Board of Commissioners, Detroit Lakes City Council, and Becker Soil and Water Conservation District have the same or earlier meeting times. **Motion to adopt the 2019 Board of Manager’s Regular meeting schedule and start time (5:00 PM) (Refsland, Deede) carried unanimously.**

2019 Pelican River Watershed District Board of Managers’ Meeting Schedule	
January 17, Thursday	5:00 PM
February 21, Thursday	5:00 PM
March 21, Thursday	5:00 PM
April 18, Thursday	5:00 PM
May 16, Thursday	5:00 PM
June 18, Tuesday	5:00 PM
July 18, Thursday	5:00 PM
August 15, Thursday	5:00 PM
September 10, Tuesday	5:00 PM * Public Hearing followed by Regular Meeting
October 17, Thursday	5:00 PM
November 21, Thursday	5:00 PM
December 19, Thursday	5:00 PM

- b. **LMCIT 2019 Liability Limits Resolution** – Motion to approve the LMCIT 2019 Liability Limits Resolution (Kral, Imholte) carried unanimously (attached hereto).
- c. **Resolution to appoint a District Insurance Agent** – The District contracts with the League of MN Cities Insurance Trust and uses Schiller Insurance as its agent. **Motion to appoint Schiller Insurance as its services agent for the LMCIT property/casualty (Kral, Refsland) carried unanimously program (attached hereto).**

PUBLIC FORUM – None

ATTORNEY REPORT— Nothing to report.

ENGINEER REPORT – Mackowick provided a brief update report. Manager Imholte asked how the Long bridge shoreline and raingarden areas are establishing. Staff will check the site in the Spring. The Sanford project site plan is covered under a previously issued permit.

ANNOUNCEMENTS –NONE

ADJOURNMENT. Motion to adjourn the meeting at 7:57 PM (Kral, Okeson), carried unanimously.

Meeting Approved: _____

Respectfully Submitted,
 Secretary, Janice Haggart