



*Revised*

PELICAN RIVER WATERSHED DISTRICT  
**MEETING ANNOUNCEMENT**  
**SPECIAL MONTHLY MANAGERS' MEETING**  
Tuesday, February 25, 2014  
3:00 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)

*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.*

## AGENDA

3:00 PM

1. **Call To Order**
2. **Approval of Agenda**  
Treasurer's Report
  - a. **Approve February Bills**
3. **Meeting Adjournment**

*Note: Some PRWD Managers may participate by telephone/electronic means. Those persons wishing to monitor the meeting by remote location may be required to pay for any documented additional costs the District incurs as a result of the additional connection.*

(action items in bold face)



*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.*

*\*Cancelled\*  
see Revised*

PELICAN RIVER WATERSHED DISTRICT  
**MEETING ANNOUNCEMENT**  
Regular MONTHLY MANAGERS' MEETING

Thursday, February 20, 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

## AGENDA

- 6:15 PM
1. Call To Order
  2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –*January 16, 2014 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
- 6:50 PM
4. Old Business
    - a. Rice Lake Project Update
- 7:00 PM
5. New Business
    - a. Becker SWCD – Envirothon outreach request
    - b. Wells-Fargo Building Lease
    - c. Fiscal Policies
    - d. 2014 Work Plan and Monitoring Plan
- 8:40 PM
6. Public Forum (5 minutes)
- 8:45 PM
7. Treasurer's Report
    - a. **Approve February Bills**
    - b. Review Jan – Dec 2013 Revenue & Expenses and Jan 2014 Revenue & Expenses – to be filed and subject to audit.
  8. Attorney's Report
  9. Engineer's Report
  10. Pulled Consent Agenda Items
- 9:15 PM
11. Announcements
- 9:20 PM
12. Meeting Adjournment

(action items in bold face)



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

January 16, 2014

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

**Managers Absent:** Okeson

**Staff:** Administrator Guetter

**Consultants:** Attorney Karen Skoyles

**Advisory Committee:** None **Others:** None

The Regular Managers' meeting was called to order by President Kral at 6:19 PM.

**CONSENT AGENDA.** The consent agenda, including the December Administrator Report; Secretary's Report – December 19, 2013 Regular Managers' Meeting Minutes; January Rules/Permitting Report; and January Ditch Inspector's Report (Brainard, Michaelson), carried unanimously.

**ELECTION OF OFFICERS/COMMITTEE APPOINTMENTS/SIGNATORIES**

**Motion to re-elect current officers:** Dennis Kral – President; Orrin Okeson – Vice President; David Brainard – Secretary; Ginny Imholte- Treasurer (Brainard, Haggart), carried unanimously.

**Committee appointments and banking signatories will remain the same for 2014:**

Personnel Committee: Haggart, Okeson, Kral

Aquatic Plant Committee: Imholte, Michaelson, Nansen

Bank Signatories: PRWD Officers (President-Kral, Vice President-Okeson, Secretary-Brainard, Treasurer-Imholte).

**PROGRESS REPORTS**

- a. **Personnel Committee** – Haggart reported the committee met on January 9<sup>th</sup> to review Administrator Guetter's annual performance. **2014 Salary considerations. Motion to accept the Personnel Committee's recommendation and approve a 2% salary increase for Administrator Guetter; \$75/month increase to the monthly benefit package for eligible district employees; and authorize the establishment of a flex account for dependent care (Imholte, Haggart), carried unanimously.**
- b. **Aquatic Plant Committee** – The committee will meet the latter part of February.
- c. **Citizen Advisory** – Nothing further to report.

**PROGRESS REPORTS**

**Personnel Committee** – Haggart reported the committee met with Administrator Guetter on January 8<sup>th</sup>.

**Aquatic Plant Committee** – The committee did not meet.

**Citizen Advisory Committee** – Nothing further to report.

**OLD BUSINESS**

- a. **Rice Lake Nutrient Reduction Project** – The technical committee is meeting on January 21, 2014 to review status of easements, road and structure permits, etc.
- b. **St. Clair TMDL update** – Tim James, MPCA cancelled due to in-climate weather conditions.

**NEW BUSINESS**

- a. **Selection of 2014 Depository** – Motion to select Wells Fargo Bank & Bell State Bank as the District's depository for 2014, (Imholte, Nansen), carried unanimously.
- b. **Selection of 2014 Official Newspaper.** Motion to select the Detroit Lakes Record/Tribune as the official newspaper of the District (Nansen, Haggart), carried unanimously.
- c. **MN DNR Watercraft Inspection Grant/MN DNR Delegation Agreement** – Guetter stated the watercraft inspection grants and decontamination equipment/program grants require LGU's to enter into a delegation agreement with MN DNR, thereby assuming all legal, financial, and administrative responsibilities for inspection programs on some or all public waters within their jurisdiction. Attorney Skoyles advised the managers not to enter into the agreements. The delegation agreement imposes a liability on the District where otherwise there would be none and the "indemnification" provision lacks specific language requiring one party to indemnify another. The MN DNR Grant agreement, however, does impose a specific responsibility on the LGU to indemnify and hold the State harmless. The District could transfer this risk to the watercraft inspectors that it contracts with to provide the inspection services. Guetter is working through the MN AIS Advisory Committee which requested a policy statement or alternative agreement language via the Association of MN Counties. No action taken by the Managers.



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

- d. **PRWD Revised Management Plan (RMP)– Contract for Services:** Guetter met with Dick Hecock, Hecock Associates to discuss contracting his services with updating and completing the District's 2015-2024 Revised Water Management Plan and Water Management Rules. Dr. Hecock was instrumental with writing the District's 2005-14 Revised Management Plan and updated water management Rules. His proposal includes developing a workable timetable, assemble ideas, and prepare drafts and final versions of the RMP and Rules. **Motion to enter into an agreement for services with Hecock & Associates to work with the Board of Managers, staff, and the public to develop and write the District's 2015-2024 Revised Management Plan and Water Management Rules at a rate of \$40/hour up to 250 hours (Kral, Michaelson), carried unanimously.**

**PUBLIC FORUM – NONE  
TREASURER'S REPORT.**

- a. **Approval of January Claims. #13865-13873 and EFT92-93 (\$22,694.79).** Managers reviewed monthly bills. **Motion to pay January bills (Imholte, Brainard) carried.**
- a. **Financial Report.** Guetter stated the January – December 2013 and January 2014 Revenues and Expenses Reports were missing the December 2013 inter-fund transfers. No action taken by the Managers.

**ATTORNEY REPORT–** see comment above under New Business, Item C. MN DNR Watercraft Inspection Grant/MN DNR Delegation Agreement

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

**PULLED CONSENT AGENDA ITEMS- NONE**

**ANNOUNCEMENTS –** None

**ADJOURNMENT.** Motion to adjourn the meeting at 7:41 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  
January 2014**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
*Guetter,Tera	01/17/2014	EFT-92	314.29
*Staldine, Jonathan	01/17/2014	EFT-93	30.00
Arvig	01/17/2014	13865	4,538.45
Bank of America	01/17/2014	13866	784.69
Bell State Bank & Trust	01/17/2014	13867	13,000.00
Briggs, Ramstad & Skoyles, P.A.	01/17/2014	13868	2,400.00
DVS Renewal	01/17/2014	13869	48.00
Office of Enterprise Technology	01/17/2014	13870	77.79
Wells Fargo-Office Lease	01/17/2014	13871	1,100.00
Wenck Associates, Inc	01/17/2014	13872	175.00
Xerox Corporation	01/17/2014	13873	226.57
<b>TOTAL</b>			<u><u>22,694.79</u></u>

**Pelican River Watershed District**  
**Administrator Monthly Report**  
February 14, 2014  
[www.prwd.org](http://www.prwd.org)

**MAIN DISTRICT WATER QUALITY INITIATIVES**

**Campbell Creek** – Guetter will work with Attorney Skoyles to draft buffer easement agreements (45 years) along Campbell Creek.

**Rice Lake Wetland Nutrient Reduction Project** –A technical meeting was held on January 24, 2014.

**Lake St. Clair TMDL**- Nothing further to report at this time.

**WATER MANAGEMENT RULES**

**Permits** - see enclosed report. Staff is working on updating the permit application forms for the new District website/GIS capabilities.

**EDUCATION**

**Educational display and materials update** – Staldine & Moses updated several aspects of the Districts educational materials, bringing new information to display, and created a professional format. The new materials will be unveiled at the upcoming boat show, with an emphasis on AIS education and self inspection protocol. Subsequent display material will be developed in a similar format to make presentation materials modular and adaptable to other presentation needs including the county fair, and lake association meetings.

Moses also developed materials and lessons to be included in the Becker County AIS education trunk, which is used by classrooms, and in the long running annual Fischer Farm tour sponsored by the Becker SWCD.

**GENERAL ADMINISTRATION**

**2013 Audit** – Moses has been compiling information for the audit to be conducted week of April 7.

**Employee Benefits** – Moses and Guetter have been in contact with benefit agencies and have determined that we can offer employees a flex account for Dependent Care expenses. That would be the only pre-tax solution other than putting into a 457 retirement plan. Staldine has opted to use this benefit and take the balance of the stipend as a taxable benefit. Moses has drafted a Flex Plan for the District.

**Website/Office Records/GIS Mapping Updates** – A meeting to review progress with the new website was set for February 6<sup>th</sup>. Due to illness our contact was not able to make this meeting. A followup meeting will be scheduled for the week of February 17<sup>th</sup>.

**Annual Report** – Significant progress has been made on the 2013 Annual Report. Following delivery of Dr. Madsen's report, the Annual Report will be finalized and ready for submission. 2013 was an exciting year for the District with the inclusion of new personnel & manager Rick Michaelson the farewell to longtime staff member Dick Hecock, and generally a strong year for water quality in our lakes.

A new sonde outfit was ordered in February to replace PRWD's worn and non-functional equipment. The new equipment features better sensors to take more accurate measurements, particularly in the deeper lakes. A floating, waterproof high visibility case was also ordered to maintain this equipment in peak condition and protect it from potential drops and falling overboard that exists with field work. The portable GPS used by PRWD staff was replaced in February, as the old unit had lost functionality. The new GPS is more accurate, waterproof, durable, and features improved interfacing with the new ArcGIS Online platform and future connectivity.

**MONITORING, DATA COLLECTION AND MANAGEMENT** – Staldine contacted MPCA staff, and PRWD consultant Bruce Wilson with EOR concerning winter monitoring on St. Clair. Utilizing the new sonde and other monitoring gear, Staldine will gather samples to be used in the St. Clair TMDL study.

Staldine & Guetter began review of the 2014 monitoring plan; ensuring priorities are being met across the District.

Staldine also performed a final review on 2013 EQUiS data submission, allowing data to be incorporated into the EQUiS database of historic monitoring information.

#### **AQUATIC PLANT MANAGEMENT**

**MN DNR AIS Specialist** –Joe Eisterhold is no longer with MN DNR. We have not heard who will fill this position.  
**Lake Vegetation Management Plans (Detroit, Sallie, Melissa)**

**Becker County AIS Committee** –Moses and Guetter continue to work on a Becker County AIS plan with input from Becker County staff and the MN DNR. The plan still needs some fine tuning, but should be completed in late February.

**MN DNR AIS Advisory Committee** –Nothing further to report.

**MN AIS Research Center Advisory Board Meeting** -. Topics covered included; learning how U of Florida operates and sustains an AIS Center and transferrable best management practices; overview of the new MOU between the MAISRC, the Department of Fisheries, Wildlife and Conservation Biology, and the College on how the MAISRC operates within the University; update on the science, and plans and priorities for the upcoming year; MN AIS Center funding- possible discussion of private funds, surcharge, and/or Clean Water Fund opportunities; partnerships- how to build meaningful and helpful relations; communications- plans for the year; 2014 Legislature- funding requests; An in-depth look at an MAISRC project (Asian carp/ Zebra Mussel research)

**2014 NRICP Symposium** – Administrator Guetter gave a presentation representing the lake resource managers perspective of coping with flowering rush, and supporting the District's efforts to date at the Northern Rockies Invasive Plant Council symposium in Spokane, WA. This also gave her a great opportunity to network with other resource management agencies addressing similar issues, and may provide important insight that will aid invasive plant management in the district.

#### **Ditch Inspector's Report** January 2014.

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

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

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

# PRWD Rules of Enforcement Report - February 14, 2014

## ***Permits Issued:***

14-01	MN DOT c/o Paul Munsterteiger	Intersection of TH 59/Willow St.	Roundabout	

## ***Projects Currently in Review:***

*Wimmer – West Lake Dr. Property  
Clark Gable Estates*

4 New Activities	Staff/Time Allocation	New Resources Required
<p>RWD COLA Representative meeting, Citizen Advisory Council</p> <p>upgrade educational display &amp; AIS trunk collaborate with SWCD on Shoreline Restoration series &amp; material.</p> <p>advocate for Fox/Munson Lake Association</p> <p>RWD COLA Representative meeting, Citizen Advisory Council</p>	<p>Guetter – 15% (Full time)</p> <p>Moses – 15% (Full time)</p> <p>Staldine -20% (Full time)</p>	<ul style="list-style-type: none"> <li>• 2000 – Website upgrade – GEN</li> <li>• \$5000 - GIS Extension – UTU</li> <li>• \$500 – Workshop</li> <li>• \$1,000 Educational material costs (printing, signage)</li> </ul>
<p>Targeted monitoring supporting St. Clair TMDL process</p> <p>Targeted monitoring before/during Rice Lake construction</p>	<ul style="list-style-type: none"> <li>• Guetter – 5% (Full Time)</li> <li>• Staldine -20% (Full time)</li> <li>• Interns – seasonal</li> <li>• Moses– 10% (Full Time)</li> </ul>	<ul style="list-style-type: none"> <li>• \$_____ - Rice Lake study</li> <li>• \$5,000 – Sonde, flow meter upgrades &amp; repairs – SADAF</li> <li>• \$1,600 – Utility trailer</li> <li>• \$200 – GPS replacement</li> </ul>
<p>Complete Rice Lake Project</p> <p>Restore the Shore, contractor education series</p>	<p>Guetter – 30% (Full Time)</p> <p>Staldine – 5% (Full Time)</p>	<ul style="list-style-type: none"> <li>• \$_____ - Rice Lake, Easement (UTY- Grant Match)</li> </ul>
<p>Update Permit forms &amp; supporting materials</p> <p>Explore rule revision process with RMP</p> <p>Revised Management Plan (Heccock)</p> <p>Work with county &amp; city on streamlined permitting</p>	<p>Guetter – 10% (Full Time)</p> <p>Staldine – 30% (Full Time)</p> <p>Moses – 25% (Full-time)</p> <p>Becker SWCD</p>	<ul style="list-style-type: none"> <li>• \$15,000 – Revised Management Plan consulting - GEN</li> </ul>
<p>Complete St. Clair Lake TMDL Implementation plan -</p> <p>Continue Revised Management Plan Update Process</p> <p>lowering Rush In-Lake treatment Research studies</p> <p>complete PRWD /DNR Aquatic Plant Vegetation management Plans – B &amp; L Detroit , Curfman, Sallie, Jelissa; Public Input;</p> <p>Monitor Floyd annexation planning.</p>	<p>Guetter – 25% (Full Time)</p> <p>Staldine – 15% (Full Time)</p> <p>Guetter - N/A</p>	
<p>Rice Lake Project Requirements</p> <p>Ditch Inventory &amp; Inspection Project</p>	<p>Guetter - 5% (full Time)</p> <p>Staldine - 5% (Full time)</p>	<p>\$2000 – Ditch project grant match (including precision grade GPS &amp; 1 tablet) - UTU</p>
<p>acquire 2-3 3g/4g LTE enabled tablets</p> <p>mail in office conference suite, reception upgrade</p>	<p>Guetter – 10% (full Time)</p> <p>Staldine – 5% (Full Time)</p> <p>Moses 50% (full time)</p>	<ul style="list-style-type: none"> <li>• \$4,250 Phone system (installed 12/2013)</li> <li>• \$2,500 In office meeting room furniture / equipment – GEN</li> <li>• \$2,500 3g/4g tablets &amp; data plan</li> </ul>

r Big, Little Detroit, Curfman