



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, October 17, 2013
6:15 PM
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** 1. Call To Order
- 6:20 PM** 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –*Sept 10, 2013 Public Hearing/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
 - b. Campbell Creek Project Update
- 7:00 PM** 5. New Business
- 7:00 PM** Public Forum (5 minutes)
- BREAK – 10 minutes
- 7:10 PM** 6. Treasurer's Report
- a. **Approve October Bills**
 - b. **January – September 2013 Revenue and Expenses – to be filed and subject to audit.**
- 7:20 PM** 7. Attorney's Report
8. Engineer's Report
9. Pulled Consent Agenda Items
- 7:35 PM** 10. Announcements
- 7:40 PM** 11. Meeting Adjournment

(action items in bold face)



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

September 10, 2013

Managers Present: Kral, Okeson, Brainard, Nansen, Imholte, Michaelson

Managers Absent: Haggart

Staff: Tera Guetter, Brenda Moses

Consultants: Attorney Karen Skoyles; Marlon Mackowick, Wenck

Advisory Committee: None

Others: John Madsen & Grey Turnage, Mississippi State University; Chip Welling, MN DNR AIS Management, St Paul; Mandy Erickson – MN DNR Detroit Lakes.

PUBLIC HEARING – 2014 Proposed Budgets and Levies, Special Assessments, and Fees

The Public Hearing was called to order at 6:15 PM by President Kral.

Project 1B. Mandy Erickson, MN DNR Fisheries, Detroit Lakes office requested the Board of Managers to consider exempting the State of MN, DNR Dunton Rapids Office/Fisheries land parcels (19.0125.101 & 19.0117.000) in the amount of \$960 from the Special Assessment roll for aquatic plant management control on Sallie (Project 1B). Managers pointed out there is Flowering rush in the near shore area of these two parcels and MN DNR should re-evaluate its position to not treat within this area. Ms. Erickson thanked the Managers for their consideration of this matter. No action was taken. President Kral closed the public hearing at 6:26 PM.

REGULAR MONTHLY MEETING

The Regular Managers' meeting was called to order by President Kral at 6:26 PM.

CONSENT AGENDA

Motion to approve Consent Agenda (Secretary's Report – August 15, 2013 Regular Meeting Minutes; Administrator's Report, Rules/Permitting Report – except Lakeside Tavern; Ditch Inspector's Report (Brainard, Imholte), carried unanimously.

PROGRESS REPORTS

Personnel Committee – The committee did not meet this past month.

Aquatic Plant Committee – The committee did not meet this past month.

Advisory Committee – Nothing further to report.

OLD BUSINESS

- a. **Flowering Rush Research Update.** Dr. John Madsen gave a progress report on the 2013 lakewide Flowering rush treatments on Detroit, Sallie, and Melissa. There are 3 untreated plots and 20 treated plots undergoing plant propagule assessment. Dr. Madsen reported anecdotally 6 coolers of rhizomes were collected in September in comparison to 8 coolers collected in June. A draft report will be completed in December 2013.
- b. **Direct Deposit Payroll Procedure Update.** Moses gave an update on progress for implementing direct deposit for payroll of staff and manager per diems. In addition to payroll, Moses requested authorization to pay staff and manager expenses via direct deposit, authorize the District's Treasurer (Imholte) to have direct deposit approval status, and to authorize the District's Secretary (Brainard) to have direct deposit reviewer's status on the Bell State Bank account. **Motion to approve authorization to pay staff and manager expenses via direct deposit, authorize the District's Treasurer (Imholte) to have direct deposit approval status, and to authorize the District's Secretary (Brainard) to have direct deposit reviewer's status on the Bell State Bank account (Nansen, Okeson), carried unanimously.**

NEW BUSINESS

- a. **2014 Preliminary Budget and Tax Resolutions.** Managers reviewed and approved the 2014 Preliminary Budgets and Levy's, Assessments, Fees – see Exhibit A, attached hereto.

MEETING BREAK – The meeting recessed for a 5-minute break.

PUBLIC FORUM – NONE



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

TREASURER'S REPORT.

- a. **September Bills.** The monthly bills were reviewed. Due to the early timing of the September meeting, additional bills will be forthcoming. A complete listing of bills paid will be presented at the October meeting. **Motion to authorize the Treasurer to pay September bills and for the Treasurer and Secretary to review/pay additional monthly bills, (Imholte, Brainard), carried unanimously.**
- b. **3rd Quarter Manager Per Diems/Expenses.** Treasurer Imholte requested authorization to pay 3rd quarter manager per diems and expenses by month-end. **Motion to review and pay 3rd quarter manager per diem and expenses (Imholte, Brainard), carried unanimously.**
- c. **September Financial Report.** Treasurer Imholte presented and reviewed the Jan – August 2013 Financial Revenue and Expense Report. **Motion accept the draft Jan-August 2013 R & E Statement and file for audit (Nansen, Michaelson), carried unanimously.**

ATTORNEY REPORT. Nothing further to report.

ENGINEER REPORT – Mackowick stated permits should be submitted to appropriate authorities for Anchor Road.

PULLED CONSENT AGENDA ITEMS. Rules of Enforcement – Lakeside status.

Project 1B- MN DNR special assessment. Managers discussed the MN DNR request to exempt parcels, 19.0125.101 & 19.0117.000, from the aquatic plant management special assessment project. **Motion to deny the MN DNR request to exempt parcels 19.0125.101 & 19.0117.000 from the aquatic plant management special assessment Project 1B (Michaelson, Okeson), carried unanimously.**

ANNOUNCEMENTS. MAWD Legislative Resolutions due October 18th. Managers directed Administrator Guetter to draft and submit a resolution to increase funding for Aquatic Invasive Species for prevention, management, education, and research.

The MAWD annual conference will be held December 5-7, in Alexandria, MN. Conference/Hotel registration materials have not been received to date. Staff will reserve rooms as soon as information is received.

ADJOURNMENT. Motion to adjourn the meeting at 8:27 PM (Brainard, Kral), carried unanimously.

Respectfully Submitted,
David Brainard, Secretary

No tape was made of the regular meeting.

Meeting Approved : _____

STORMWATER UTILITY FUND

Whereas the Managers of the Pelican River Watershed District have reviewed the Stormwater Utility Fund current financial reports and have projected fund needs for 2014;

Whereas the Managers of the Pelican River Watershed District believe that **\$215,000** required to undertake certain stormwater treatment facility construction and repair;

Whereas a public hearing was advertised and held on September 10, 2013;

Therefore, the Managers approve and adopt the fee schedule with the minimum parcel amount of **\$22.00** and the maximum of **\$60.00**.

Motion Nansen Second Imholte Passed Unanimously

PROJECT 1B

Whereas the Managers of the Pelican River Watershed District have reviewed the Project 1B current financial reports and have projected maintenance fund needs for 2014;

Whereas a public hearing was advertised and held on September 10, 2013;

Therefore, the Managers approve an assessment for **\$ 35,000** for Project 1-B's Maintenance Fund for 2014.

Motion Michaelson Second Brainard Passed Unanimously

PROJECT 1C

Whereas the Managers of the Pelican River Watershed District have reviewed the Project 1C current financial reports and have projected maintenance fund needs for 2014;

Whereas a public hearing was advertised and held on September 10, 2013;

Therefore, the Managers approve an assessment for **\$ 60,000** for Project 1-C's Maintenance Fund for 2014.

Motion Imholte Second Okeson Passed Unanimously

DITCH 11-12

Whereas the Managers of the Pelican River Watershed District have reviewed Ditch 11-12 current financial reports and have projected maintenance fund needs for 2014;

Whereas a public hearing was advertised and held on September 10, 2013;

Therefore, the Managers approve the preliminary budget and an assessment for **\$15,000** for the Ditch 11-12 Maintenance Fund for 2014.

Motion Okeson Second Brainard Passed Unanimously

DITCH 13

Whereas the Managers of the Pelican River Watershed District have reviewed Ditch 13 current financial reports and have projected maintenance fund needs for 2014;

Whereas a public hearing was advertised and held on September 10, 2013;

Therefore, the Managers approve the preliminary budget and an assessment for **\$20,000** for the Ditch 13 Maintenance Fund for 2014.

Motion Nansen Second Okeson Passed Unanimously

DITCH 14

Whereas the Managers of the Pelican River Watershed District have reviewed Ditch 14 current financial reports and have projected maintenance fund needs for 2014;

Whereas a public hearing was advertised and held on September 10, 2013;

Therefore, the Managers approve the preliminary budget and an assessment for **\$10,000** for the Ditch 14 Maintenance Fund for 2014.

Motion Brainard Second Imholte Passed Unanimously

No Levy for SADAF

Pelican River Watershed District
2014 Preliminary Budget
Exhibit A

	General Jan - Dec 14	SADAF (Survey) Jan - Dec 14	Utility Jan - Dec 14	Harvest PIF Jan - Dec 14	1B Jan - Dec 14	1C Jan - Dec 14	LMP-01 Jan - Dec 14	Ditch 11-12 Jan - Dec 14	Ditch 13 Jan - Dec 14	Ditch 14 Jan - Dec 14
Income										
REVENUE	247,200.00	10.00	215,150.00		35,010.00	60,022.00	60,020.00	15,005.00	20,000.00	10,000.00
OTHER FINANCING SOURCES (USES)	71,308.00	10,000.00	-46,500.00		-7,500.00	-7,500.00	-20,000.00	-2,000.00	-2,000.00	-2,000.00
Total Income	318,508.00	10,010.00	168,650.00		27,510.00	52,522.00	40,020.00	13,005.00	18,000.00	8,000.00
Gross Profit	318,508.00	10,010.00	168,650.00		27,510.00	52,522.00	40,020.00	13,005.00	18,000.00	8,000.00
Expense										
CAPITAL OUTLAY	7,000.00	5,000.00		2,000.00						
DEBT SERVICE			33,000.00							
GRANT MATCHES			20,000.00				25,000.00			
CONSTRUCTION			153,000.00							
DITCH EXPENSES								1,500.00	1,500.00	1,500.00
HARVEST				6,070.00	28,100.00	87,700.00				
MANAGER	24,000.00				250.00	200.00				
MONITOR	54,650.00	8,500.00								
OFFICE	239,500.00	1,350.00	100.00		2,650.00	100.00	15,000.00	50.00	50.00	50.00
PAYROLL	32,200.00	11,500.00			12,000.00	12,000.00				
PROFESSIONAL			28,300.00		710.00	850.00	60,000.00	500.00	1,500.00	3,000.00
Total Expense	357,350.00	26,350.00	234,400.00	8,070.00	43,710.00	100,850.00	100,000.00	2,050.00	3,050.00	1,800.00

*** Notes ***

PRELIMINARY 2014 LEVY/ASSESSMENTS

- General - Ad Valorum: \$247,000
- LMP-01-Ad Valorum: \$50,000
- SADAF - No Levy
- Utility: \$215,000 (\$22 min/parcel, \$60 max/parcel)
- Project 1B - \$35,000
- Project 1C - \$60,000
- Ditch 11/12 - \$15,000
- Ditch 13 - \$20,000
- Ditch 14 - 10,000

Pelican River Watershed District
Administrator Monthly Report
October 11, 2013
www.prwd.org

MAIN DISTRICT WATER QUALITY INITIATIVES

Campbell Creek –Manager Okeson reported the structure for the wetland restoration is nearly complete.

Rice Lake Wetland Nutrient Reduction Project – Project permit applications have been sent to Detroit Township to sign.

Lake St. Clair TMDL. A meeting was held on October 2nd with City of DL (Louiseau, Remmen), Waste Water Treatment Facility Operator (Gilbertson), Public Works (Green), Public Utilities (Roberts), MPCA (James), and PRWD (Guetter) to review the basis (monitoring data) for and the process of the TMDL and its implementation plan. Most of the meeting was spent on understanding the process and how the various city department roles and responsibilities figure into the TMDL (new development/re-development - impervious surface increases and storm water management will be documented and tracked; waste water treatment loading – permitting issues; annexation of new areas (Floyd, Sallie/Melissa), proposed new school , airport expansion – impacts of removal of spray irrigation fields/rapid infiltration basins.

Another technical meeting will take place in November. This will delay the completion of the TMDL for another couple of months.

Also, the District prepared an electronic data file containing permit information for projects within the scope of the TMDL area and monitoring data from 2012 and 2013 for St. Clair Lake. The past two years of data indicate a marked increase in phosphorus and Chl-A – levels not seen since the 1998 treatment and well beyond water quality TMDL standards. The District requested the City’s monitoring data for 2013, but has not received it to date.

Pelican River Cleanup – A huge success.... approximately 30 people assisted with the “Purge the Pelican” river cleanup event which addressed three problematic areas between Hwy 10 and Detroit Lake. Participants ranged from concerned citizens, MN DNR staff, Becker County Sentence- to –Serve workers, and Detroit Lakes High School students. Manager Rick Michaelson, Dick Hecock, and Staldine headed the three clean-up crews, Moses assisted with event setup and organization.

During the cleanup, Hecock and Staldine observed high levels of siltation and sand accumulation behind debris and through culverts.

Detroit Overlook Restore-the-Shore Staldine and Detroit Lakes High School “School-to-Work” students pruned trees. A substantial portion of the planted shrub material appears to have been lost near the shoreline, likely due to the severe ice push two years ago, along with summer drought conditions. Staldine & Guetter will work with MN DNR and Becker SWCD staff to bare-root shrub material in the spring of 2014.

City of Detroit Lakes Annexation/Detroit Township. The District received word there are some upcoming meetings. At this time there is no further information.

WATER MANAGEMENT RULES

Permits - see enclosed report.

The District continues to monitor variance requests and other City and County planning/zoning actions.

EDUCATION

BWSR Academy – Guetter, Moses & Staldine will attend the 2013 BWSR Academy at Craguns Resort, Brainard from October 28-30th. Staff will take advantage of a multi-track curriculum addressing operational and technical aspects for PRWD. The office will be closed during this time.

DNR Stream Management Workshop – Staldine will be attending a DNR hosted stream management workshop in Fergus Falls October 14-16. Curriculum includes diagnosis, restoration, and efficacy monitoring information which will be incorporated into the lower reaches of Campbell Creek

PRWD Facebook/Website – Staff is posting information to Facebook on a weekly basis, with timely messages, tips, and links to promote participation in watershed stewardship. Our Facebook audience has been steadily growing since the District became more active with social media outlets.

AIS Learning Trunk – Moses is working on a new learning trunk for the elementary school level.

MONITORING, DATA COLLECTION AND MANAGEMENT-

Data which will be reported to MPCA has been collected, and is currently being formatted and organized for submission to the EQUiS database by the end of this month. This data will also be compared to previously accumulated data to analyze water quality trends on a year by year basis. To make information more readily available to the general public, a “Lake Report Card” overview will be developed as a flexible format to deliver to a variety of audiences through a variety of media outlets.

GENERAL ADMINISTRATION

Direct Deposit Payroll – This past month staff payroll/expenses, month-end liabilities, and manager per diems/expenses were processed via direct deposit. Moses reported the process went fairly smoothly.

Office Records/GIS/Website. Guetter and Staldine met with Geo-Gurus to discuss parameters and costs to develop a modular database platform to effectively manage and store data, permits, ditch records, and geospatial information in a cloud-based system. This system would seamlessly integrate across desktop, tablet, and web-based platforms.

Employees – Staldine completed his six-month probation period as of October 1st.

Phone System. Moses is looking into a phone system for the office as the current system is not adequate. She will have a report by the November meeting for options.

Citizen Advisory Committee /2015 Revised Management Plan –Nothing further to report.

AQUATIC PLANT MANAGEMENT

Detroit Lake – South Shore DNR Public Access Redesign/expansion meeting – Guetter attended the September 18th meeting. The designs were presented and included increased parking, designated area to clean water equipment, and storm water management practices. Signage was discussed, however it is handled by another department in St. Paul. Guetter will follow up with DNR signage department.

Becker County AIS Committee – Guetter and Moses attended the October 9th meeting. The committee heard from Sheriff Shannon who reported on AIS conservation officers’ monthly activities. The committee recommended contacting local news organizations to update the public on their program/accomplishments. The committee discussed options for setting up decontamination facilities within the county. Moses will contact area lake service providers and set up a meeting to determine interest and receive ideas on possible decontamination location sites within the county. MN DNR will assist with determining equipment specifications and site requirements. The draft AIS County plan was briefly reviewed, however, there are a number of revisions still needed.

Flowering Rush Research & Treatments – Dr. Madsen and Grey Turnage collected the third set of root cores the second week of September and provided an update at the September 10th managers’ monthly meeting.

MN DNR AIS Advisory Group – The state committee met on September 26th in St. Cloud and heard from Dr. Peter Sorenson - Minnesota Aquatic Invasive Species Research Center on upcoming research projects, funding, and hiring progress of zebra mussel researcher and well as other MN DNR staff which reviewed lake service provider training program and recent improvements and public waters access signage and bait compositing issues. Members gave updates on local AIS activities. **Lessard-Sams Outdoor Heritage Fund** - funding requests from the U of M for AIS research, Minnehaha Creek WD – local program/facilities implementation were not allocated funding. The MN COLA request of \$25 M for statewide AIS decontamination was partially funded for \$3.65M.

MN University of MN AIS Research Advisory Committee - Guetter attended the first Minnesota Aquatic Invasive Species Research Center Advisory Board meeting on September 12th in St. Paul and toured the AIS research facility (which is in dire need of an upgrade!).

**Ditch Inspector's Report
September 4, 2013**

Ditch 11/12- Guetter noted restriction of flow south of 230th culvert. Lundberg notified of possible beaver dam, however, he is not able to trap beaver until after November 3rd.

Ditch 13

Little Floyd Lake Dam Blockage. Scott Ailie tree service was contacted to remove tree debris between the dam and Little Floyd Lake Road.

8th Street/Disse Storage Area Blockage. Lundberg reported 4 beaver were trapped out north of 8th Street/Disse storage shed area.. Guetter contacted Terry Mackner to remove the dam.

Hwy 10/Detroit Lake Culvert blockages. The City was notified of the sediment (road sand) accumulation in several road culverts and requested clean out. Under the drainage law, the road authority is responsible for maintenance of culverts and maintaining hydraulic capacity through them.

Ditch 14- Nothing further to report.

PRWD Rules of Enforcement Report - October 10, 2013

Permits Issued:

13-27	Lonnie & Patricia Nelson	24185 Woodland Lane	Alteration to land Retaining Wall Rip Rap	Sallie
13-28	Bruce Fanfulik	23695 Pebble Beach Lane	Rip Rap	Sallie
13-29	Michael Evans	19976 County Rd 131	Rip Rap	Big Floyd
13-30	Tom & Sandra Sjule	24179 Woodland Lane	Alteration to land Rip Rap	Sallie
13-31	Bob & Jill Majkrzak	864 White Clover Beach	Rip Rap	Big Detroit

Projects Currently in Review:

Darold Peterson – Detroit
Lloyd Erickson- Munson
Cheryl Stonebrust - Detroit
Wimmer – West Lake Dr. Property