

*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, January 15, 2015

**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 –December 18, 2014 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)**
  3. **Election of 2015 Officers**
- 6:35 PM**
4. Progress Reports - Committee Chairs ( 5 minute reports)
    - a. Personnel
    - b. Aquatic Plant (Projects 1B & 1C)
    - c. Advisory Committee
- 6:50 PM**
5. Old Business
    - a. St. Clair Lake TMDL – Public Notice
- 7:00 PM**
6. New Business
    - a. **Selection of Depositories**
    - b. **Selection of Official Newspaper – Detroit Lakes Record/Tribune**
    - c. **2015 Pay Equity Report**
    - d. **Meeting Dates for 2014**
    - e. **City of DL – Trail Crossing on PRWD Property-Pelican River/HWY 34**
- 8:30 PM**
7. Public Forum (5 minutes)
- 8:35 PM**
8. **Treasurer's Report**
    - a. **Approve January Bills**
    - b. Review January – December 2014 Revenue and Expenses – to be filed and subject to audit.
  9. Attorney's Report
  10. Engineer's Report
  11. Pulled Consent Agenda Items
- 8:45 PM**
12. Announcements
- 8:50 PM**
13. Meeting Adjournment

(action items in bold face)

Pelican River Watershed District  
Administrator Monthly Report  
January 9<sup>th</sup>, 2015  
[www.prwd.org](http://www.prwd.org)

## MAIN DISTRICT WATER QUALITY INITIATIVES

**Rice Lake Project** The technical review committee met on Tuesday, January 6<sup>th</sup> to review funding options for the project construction. The group concluded LCCMR, Clean Water Funds as well as state bonding and federal program funds (PL566) need to be further investigated.

**St. Clair TMDL.** The MPCA's Commissioner's Office has signed the State Register Printing Order for public noticing of the draft St. Clair Lake TMDL. The 30-day public review and comment period will be **Tuesday, January 20, 2015 – February 19, 2015**. The draft TMDL is posted on the MPCA website: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/watersheds/otter-tail-river.html#restoration-and-protection>. The District will also provide a link on our website.

**Detroit Lake Public Access** – Alcott and Guetter attended a meeting on December 12<sup>th</sup> to provide comments and suggestions to the Detroit Lakes- south shore DNR public access expansion design. The public meeting is planned for January 15<sup>th</sup> Detroit Lakes City Hall, Roosevelt Avenue, Council Chamber from 5-7 PM.

**Enbridge Sandpiper Pipeline.** The latest development regarding the pipeline is one of three alternative routes recommended for consideration in the Sandpiper Certificate of Need process runs through Becker County along the Viking Natural Gas Pipeline corridor (Sallie/St. Clair Lake: HWY 59). The three viable candidates are the route, known and SA-Applicant and SA-03 (Becker County Route) and the modification of SA-03 that follows the Applicant's route to Park Rapids and then diverts south to pick up the Viking pipeline corridor near Wadena. The District submitted a letter recommending the I94 route and not cut through Becker County lake country.

## WATER MANAGEMENT RULES

**Permits** - see enclosed report.

**HWY 10 Frontage Road** – The updated water management plan is currently under review by Wenck.

**Rule Violations** – A City of Detroit Lakes permit was revoked on 500 South Shore Drive for a Shore Impact Zone violation of an issued permit. City of Detroit Lakes will not issue building permit for the property until the shoreline is restored to PRWD requirements and a new permit is approved.

## MONITORING

Alcott has completed a draft 2015 Monitoring Plan and corresponding budget. The plan will be presented to the Managers at the February meeting. The District will soon start advertising for two summer monitoring interns. Alcott sent advertisements to Bemidji State, NDSU, U of M Crookston and Concordia College and will post on the District's website and social media sites.

## MN GreenCorps Member .

Revised Management Plan/Rules – Walechka completed drafts of 25+ physical characteristic maps, lake characteristic sheets/maps, and is scanning past studies which will be posted electronically

Stormwater Management Program – Walechka has also started an inventory of various water quality rules from other watershed districts. In early February, staff will review the various rules and start to draft proposed rules changes and accompanying SONAR (statement of need and reasonableness). In addition to the Rules, she is creating a Storm water Permit Database for the District which includes BMP Maintenance guides, and Inspection form, and model BMP Maintenance Agreements for various practices.

## EDUCATION

**KDLM Radio** – Alcott and Walechka were guests on HodgePodge on December 15<sup>th</sup>. Alcott gave an overview of the 2014 monitoring season including weather patterns and water quality trends. Walechka discussed her GreenCorps projects included the Highway 10 overlook and her information investigation and gathering for the Revised Management Plan.

## AQUATIC PLANT MANAGEMENT

**Becker County AIS Panel**—The panel will meet on January 14. An accounting of 2014 activities and funds spent has been requested as well as a 2015 proposed work plan and budget.

**MN DNR AIS Treatment Grant** – a Flowering rush treatment proposal will be submitted in January.

**Floyd Lake AIS pilot project proposal** –A specialized AIS monitoring plan for the Floyd Lakes was developed which in addition to regular water chemistry sampling, to include an AIS component which would be used as an “In Kind” grant match for the Becker County and Floyd Shores Lake Association grant proposal to the Initiative Foundation for a pilot project on Big and Little Floyd lakes.

**U of MN AIS Research Center** – The group will meet the last week of January 2015 at the St. Paul Campus.

## **GENERAL ADMINISTRATION**

**Office Furniture** – Office furniture will arrive later this month.

**Staff** –

**2014 Financial Audit** – The auditor will be at the district office on March,23, 2015. Moses has begun compiling the necessary documentation.

**Personnel Policy Updates** – Guetter and Moses reviewed the District’s Personnel Policy and made draft recommendations for the Personnel Committee (Haggart, Krai, Okeson) to review at their meeting.

**Personnel Committee** – The committee met on January 6<sup>th</sup> for Administrator Guetter’s annual performance review and to review proposed Personnel Policy Updates.

## **Ditch Inspector’s Report**

January 2015.

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

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

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

# RULES OF ENFORCEMENT

## JANUARY 2015



### **PERMITS ISSUED:**

None to Report

### **PERMITS PENDING:**

14-40	MN DOT	100 Hwy 10 & 59	Road Improvements
			Pending Wenck Review

### **PROJECTS CURRENTLY IN REVIEW:**

- \* Fairfield Inn—New Construction
- \* BTD—Addition
- \* Action Fab—Parking Addition
- \* Team—Addition
- \* Replat of Long Bridge Heights—Outlot A

### **VIOLATIONS:**

14-35 Paul & Dan Friesen—Permit revoked 12/10/14 due to violation within the SIZ



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

December 18, 2014

**Managers Present:** Kral, Okeson, Brainard, Imholte, Haggart, Nansen, Michaelson (5:45PM)

**Managers Absent:** NONE

**Staff:** Administrator Guetter, Asst. Administrator Alcott

**Consultants:** Attorney Karen Skoyles

**Advisory Committee:** None **Others:** Jillian Walechka - GreenCorps Member; Peter Mead - GeoGurus

The Regular Managers' meeting was called to order by President Kral at 4:31 PM.

**CONSENT AGENDA.** The consent agenda, including the December Administrator Report; Secretary's Report - November 20, 2014 Regular Managers' Meeting Minutes; December Rules/Permitting Report; and December Ditch Inspector's Report (Brainard, Okeson), carried unanimously.

**PROGRESS REPORTS**

**Personnel Committee** –Haggart reported the committee will meet in early January 2014 for Administrator Guetter annual review and PRWD Personnel Policy updates.

**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 meeting will meet on Tuesday, January 6<sup>th</sup> at 1:30 pm to discuss potential project construction funding sources.
- b. **St. Clair Lake TMDL** –MN Pollution Control Agency will Notice the draft TMDL report in the near future.

**NEW BUSINESS**

- a. **GeoGurus – Website/GIS Contract Work** –Peter Mead gave a demonstration of the new District website and GIS functionality. While most the work has been completed, Mr. Mead acknowledged some “bugs” still existed (i.e., broken links, mobile interface errors, GIS functions missing) and agreed to complete the fixes in early January 2015 and will also provide the metadata documentation as required in the contract. Manager Nansen stressed the need to fix the bugs and to allow staff enough time to work with the software prior to authorizing final payment. Managers and staff thanked Mr. Mead for his work and are looking forward to completing the project.
- b. **2015 Final Budget and Levy/Assessments.** The Managers reviewed the 2015 Final Budgets and Tax Resolutions. **Motions for “The Pelican River Watershed District 2015 Final Budget and Tax Resolutions” were made and carried per attachments.**
- c. **2014 Year-end Inter-fund Transfers** – The year-end 2014 inter-fund transfers were presented and discussed. **Motion to approve the PRWD 2014 Inter-fund Transfers per attached resolution, (Imholte, Haggart), carried.**
- d. **MAWD Annual Meeting Delegate Report** – Kral, Imholte, and Brainard updated the managers on resolutions relating presented at the annual meeting.
- e. **League of MN Cities Insurance Trust (LMCIT) Liability Coverage Limits.** **Motion to approve the LMCIT Resolution attached hereto (Kral, Imholte), carried.**

**PUBLIC FORUM – NONE**

**TREASURER’S REPORT.**

- a. **Approval of December Claims. #13991-19999 and EFT-309-314 (\$23,138.14).** Managers reviewed monthly bills. **Motion to pay December bills (Imholte, Brainard) carried.**
- a. **Financial Report.** The January-November 2014 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the Jan-Nov 2014 R & E Report (Imholte, Brainard), carried unanimously.** The report will be filed for audit.

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

**PULLED CONSENT AGENDA ITEMS- NONE**

**ANNOUNCEMENTS** – None

**ADJOURNMENT.** Motion to adjourn the meeting at 6:15 PM (Brainard, Haggart), carried unanimously.

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

Respectfully Submitted,  
David Brainard, Secretary

*No tape was made of this meeting.*



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

**Pelican River Watershed District  
Claims Paid  
December 2014**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
*Alcott, Brent	12/19/2014	EFT-309	120.72
*Guetter, Tera	12/19/2014	EFT-310	453.92
*Moses, Brenda	12/19/2014	EFT-311	634.60
Arvig	12/19/2014	13991	772.24
Bank of America	12/19/2014	13992	3,366.14
Bell State Bank & Trust	12/19/2014	13993	5,000.00
F-M Flooring	12/19/2014	13994	9,345.00
Hannaher's	12/19/2014	13995	195.00
North American Lake Mgmt Society	12/19/2014	13996	110.00
Office of Enterprise Technology	12/19/2014	13997	78.68
Precision Printing	12/19/2014	13998	86.72
Verizon	12/19/2014	13999	50.16
Wells Fargo	12/19/2014	EFT-312	1,299.58
Wenck Associates, Inc	12/19/2014	EFT-313	1,394.40
Xerox Corporation	12/19/2014	EFT-314	230.98
<b>TOTAL</b>			<b><u>23,138.14</u></b>

**December Payroll Checks Issued**

Alcott, Brent	12/4/2014	EFT-303	12/18/2014	EFT-306
Guetter, Tera	12/4/2014	EFT-304	12/18/2014	EFT-308
Moses, Brenda	12/4/2014	EFT-305	12/18/2014	EFT-307

**PELICAN RIVER WATERSHED DISTRICT  
2015 FINAL BUDGET**

	General	SADAF (Survey)	Utility	Harvest PIF	1B	1C	LMP-01	Ditch 11-12	Ditch 13	Ditch 14
<b>Income</b>										
REVENUE	247,000.00		215,000.00		35,000.00	60,000.00	50,000.00			
OTHER FINANCING SOURCES (USES)	74,308.00		-47,000.00	4,000.00	-6,000.00	-6,000.00	-10,000.00	-2,000.00	-2,000.00	-2,000.00
<b>Total Income</b>	<u>321,308.00</u>	<u>0.00</u>	<u>168,000.00</u>	<u>4,000.00</u>	<u>29,000.00</u>	<u>54,000.00</u>	<u>40,000.00</u>	<u>-2,000.00</u>	<u>-2,000.00</u>	<u>-2,000.00</u>
<b>Expense</b>										
Bank Fees	200.00									
CAPITAL OUTLAY	4,000.00	4,000.00		2,000.00						
DEBT SERVICE			33,000.00							
GRANT MATCHES			20,000.00				25,000.00			
CONSTRUCTION			303,000.00							
DITCH EXPENSES								1,500.00	1,500.00	1,500.00
HARVEST				5,200.00	20,000.00	60,000.00				
MANAGER	20,500.00				200.00					
MONITOR		11,800.00								
OFFICE	73,800.00	1,380.00	200.00		3,150.00	3,250.00	13,000.00	50.00	50.00	50.00
PAYROLL	243,200.00	11,500.00		8,000.00	8,000.00					
PROFESSIONAL	26,800.00		41,100.00	710.00	850.00		65,000.00			
<b>Total Expense</b>	<u>368,500.00</u>	<u>28,680.00</u>	<u>397,300.00</u>	<u>7,200.00</u>	<u>31,860.00</u>	<u>72,300.00</u>	<u>103,000.00</u>	<u>1,550.00</u>	<u>1,550.00</u>	<u>1,550.00</u>

\*\*\* Notes\*\*\*

FINAL 2015 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 - No assessment
- Ditch 13 - No assessment
- Ditch 14 - No assessment

Exhibit A  
**PRWD 2015 Final BUDGET AND TAX RESOLUTIONS**

**GENERAL FUND**

Whereas the Managers of the Pelican River Watershed District have reviewed the current financial reports and have projected District financial needs for 2015;

Whereas a public hearing was advertised and held on September 11, 2014;

Whereas the District's allowable maximum levy for 2015 is **\$250,000**;

Whereas the District preliminary payable levy for 2015 is **\$240,000**;

Whereas the District is entitled to levy an amount in addition to its maximum levy to pay for liability insurance in accordance with MS 466.06;

Whereas the District expects liability insurance premiums to be **\$7,000** based upon 2014 rates;

Therefore, the Managers approve the payable General Fund Levy of **\$ 247,000** for 2015.

**Motion**     Kral     **Second**     Haggart     **Passed**     Unanimously    

**PROJECT LMP-01**

Whereas the Managers of the Pelican River Watershed District established the LMP-01 on July 15, 2010 and have reviewed financial and projected maintenance fund needs for 2015;

Whereas the District is permitted to levy up to \$0.00798% of taxable market value for a period not to exceed 15 consecutive years in accordance with MS 103D.905, Subd. 3;

Whereas the Managers of the Pelican River Watershed District believe that **\$50,000** is required to undertake Aquatic Invasive Species research, education, treatments, and management to pay the costs attributable to the basic water management features of the Project;

Whereas a public hearing was advertised and held on September 11, 2014;

Therefore, the Managers approve the payable ad valorem levy for **\$50,000** for LMP-01's Maintenance Fund for 2015.

**Motion**     Imholte     **Second**     Brainard     **Passed**     Unanimously



## 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 2015;

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 11, 2014;

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 Okeson 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 2015;

Whereas a public hearing was advertised and held on September 11, 2014;

Therefore, the Managers approve an assessment for **\$ 35,000** for Project 1-B's Maintenance Fund for 2015.

Motion Michaelson Second Nansen 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 2015;

Whereas a public hearing was advertised and held on September 11, 2014;

Therefore, the Managers approve an assessment for **\$ 60,000** for Project 1-C's Maintenance Fund for 2015.

Motion Imholte Second Michaelson Passed Unanimously

## DITCH 11-12

No Assessment

## DITCH 13

No Assessment

## DITCH 14

No Assessment

## SADAF

No Assessment

PRWD 2014 INTERFUND TRANSFERS

WHEREAS, records are kept of time spent for work on behalf of the 1B & 1C Projects, LMP-01, Ditches, SADAF, and water management;

WHEREAS, costs of preparing permit applications, reports, and general supervision are directly attributable to 1B & 1C Projects, LMP-01, ditches, monitoring, and water management;

WHEREAS, portions of certain insurance costs, office space, and other District expenses are directly attributable to 1B & 1C Projects, LMP-01, ditches, monitoring, and water management;

WHEREAS, the LMP-01 Project fund is repaying the SADAF Fund for implementation of research, prevention, education, and management of aquatic invasive species;

WHEREAS, the 1B & 1C Projects must pay the Project Implementation Fund for expenses relating to the routine maintenance, storage, supplies, and fuel for the harvesting machines and other equipment, and other designated management of aquatic plants;

THEREFORE, the Managers approve the following transfers:

YET 14 01 A - YET 14 01 B \$ 4,000 from 1-B to the General Fund

YET 14 02 A - YET 14 02 B \$ 4,000 from 1-C to the General Fund

YET 14 03 A - YET 14 03 B \$ 2,000 from Ditch 11-12 to the General Fund

YET 14 04 A - YET 14 04 B \$ 2,000 from Ditch 14 to the General Fund

YET 14 05 A - YET 14 05 B \$ 2,000 from Ditch 13 to the General Fund

YET 14 06 A - YET 14 06 B \$ 50,000 from Utility to the General Fund

YET 14 07 A - YET 14 07 B \$ 10,000 from LMP-01 to the General Fund

YET 14 08 A - YET 14 08 B \$10,000 from LMP-01 to SADAF

YET 14 09 A - YET 14 09 B \$ 1,486 from 1-B to the Harvest PIF

YET 14 10 A - YET 14 10 B \$ 1,486 from 1-C to the Harvest PIF

Motion Imholte Second Haggart Passed Unanimously

\_\_\_\_\_  
David Brainard, Secretary- Pelican River Watershed District

\_\_\_\_\_  
Tera Guetter, Administrator – Pelican River Watershed District

Date Approved: \_\_\_\_\_

Pelican River Watershed District  
Resolution for LMCIT liability Coverage Limits  
Pursuant to MN Statue 466.04

On December 18, 2014, Dennis Kral, President of the Board of Managers, offered the following resolution and moved it adoption.

WHEREAS the District obtains liability coverage from the League of Minnesota Cities Insurance Trust and must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased;

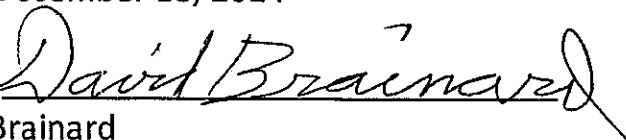
WHEREAS if the District does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000.00 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to the statutory tort limits apply is limited to \$1,500,000.00;

NOW, THEREFORE, BE IT RESOLVED THAT the Pelican River Watershed District Board Managers have agreed to accept liability coverage limits of \$1,500,000.00 from the League of Minnesota Cities Insurance Trust and that the District does not waive the monetary limits on municipal tort liability established by Minnesota Statues 466.04.

Manger Ginny Imholte seconded the adoption of the resolution, and it was adopted on the following vote:

Ayes 7 Nays 0

Date: December 18, 2014

Signed   
David Brainard

Pelican River Watershed District Secretary

