



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, November 21, 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
 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –*October 17, 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. Rice Lake Project Update
- 6:45 PM**
5. New Business
 - a. **MAWD Delegate Selection**
 - b. **Office Space/Phone**
 - c. **One Watershed Plan**
 - d. **Flowering Rush Conference**
 - e. **Technology Improvements**
- 8: 15 PM** Public Forum (5 minutes)
- BREAK – 10 minutes
- 8:25 PM**
6. Treasurer's Report
 - a. Approve November Bills
 - b. **January – October 2013 Revenue and Expenses – to be filed and subject to audit.**
- 8:45 PM**
7. Attorney's Report
 8. Engineer's Report
 9. Pulled Consent Agenda Items
- 9:00 PM**
10. Announcements
- 9:05 PM**
11. Meeting Adjournment

(action items in bold face)

**Pelican River Watershed District
Administrator Monthly Report
November 15, 2013
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Campbell Creek – The wetland restoration was completed week of November 10th.

Rice Lake Wetland Nutrient Reduction Project – Guetter is meeting with NRCS November 18th to review project status.

Lake St. Clair TMDL - Nothing further to report.

WATER MANAGEMENT RULES

Permits - see enclosed report.

The District continues to monitor variance requests and other City and County planning/zoning actions. Guetter attended the City of Detroit Lakes CDC meeting in regards to the Clark Gable expansion request (Long Lake).

EDUCATION

BWSR Academy – Staff attended the BWSR Academy in Brainerd October 28-30. Moses attended sessions on grant education, year-end financial reporting, long term planning and how to make your message stick with both written and oral presentations. Staldine attended a technical tract which included shoreland restoration, LiDAR, monitoring/assessing conservation projects. Guetter focused her time with organizational strategies, planning fundamentals, One Watershed One Plan, and working with boards sessions.

One Watershed One Plan Session – Doug Thomas presented on concepts for planning and implementing a One Watershed One Plan approach which was passed legislatively in 2012. This approach provides a transition for comprehensive water management planning from a political boundary to a watershed boundary and builds off of existing plans (PRWD, Cormorant WD's; Becker, East, West Ottertail SWCD's). Instead of multiple water management plans, a single watershed focused plan would be developed for the entire Ottertail basin. A benefit would be less time spent planning by all agencies and provide more coordination and implementation opportunities. This plan would still keep the local sovereignty of local government units (WD's/SWCD's). There are state funds available to assist with the development of a plan. Guetter discussed the concept with Becker SWCD and Ottertail SWCD staff at the conference and both entities were also very interested in exploring this option. At this point it would be helpful to schedule Doug Thomas, who is back with the Board of Soil and Water Resources (BWSR) and is leading the charge with this effort, to conduct a session with the Managers to review the approach in more depth and answer questions. Should the Board of Managers approve to proceed with this direction, the District would request from the State an extension to complete the plan (our plan at the end of 2014). Future grant funding (State) will be awarded higher priority/ranking for LGU's with approved One Watershed One Plans. Please refer to enclosed documents which provide more background and detailed information.

Hodge Podge (KDLM radio show) – Moses discussed the activities she is involved with – AIS, education, and other activities in addition to her financial duties.

Website/Office Records/GIS Mapping Updates– A meeting is scheduled with Geo-Gurus for November 18th to review potential scope of work and implementation costs. Guetter will provide an update at the November managers meeting.

Annual Report – Guetter and Moses have started working on the 2013 Annual Report. It will have a whole new look to it.

MONITORING, DATA COLLECTION AND MANAGEMENT

Staldine will be working on and completing 2013 data analysis in the next month.

GENERAL ADMINISTRATION

Direct Deposit Payroll. Manager (per diem/expense reimbursements), staff (payroll/expense reimbursements), and associated month-end payroll liabilities transactions have been conducted via direct deposit for the past month. Moses updated the office procedures manual to include the associated procedures for direct deposit transactions.

Office Space. The Department of Corrections contacted PRWD to explore the possibility of switching office space as they need to consolidate their offices and would like to expand into the next door unoccupied space (formally LSS). Staff reviewed the DOC space. It is the same square footage as the offices we currently reside in, however the space is more favorably configured for PRWD needs. The space is divided into a reception area and has 5 offices and a nice sized supply room. The office spaces could be used for Administrator, Assistant Administrator, Financial Office, Intern area, and a small meeting room (4-6 people). There is ample room in the hallway area to house the copier/printer and set up a document assembly area. The supply room would be large enough to store the day-to-day monitoring equipment during the summer season. Moses is working on putting together potential moving costs should the District agree to switch spaces.

Phone System Moses has completed checking into various phone systems and after review, we believe the system proposed by Arvig would be the best buy for the money. She has contacted other businesses in town that are currently using this system and they gave the system a very favorable review.

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

AQUATIC PLANT MANAGEMENT

Flowering Rush Symposium – Spokane WA – As part of the Northern Rockies Invasive Plant Council Conference, February 10-13, 2014, in Spokane WA, a ½ day Flowering Rush session is included. Guetter has been invited to present at the conference and the council will pay for travel expenses (flight, hotel, meal allowance, registration).

Roadside Pickup – Anderson and Genz conducted a final pickup on November 6th around Detroit, Sallie, Melissa before freeze up. Our program “officially” ends the last week in September, however, the District conducts 1-2 pickups to ensure there are no piles remaining prior to freeze up. Anderson noted in his annual report, similar loads to last year, however, no harvesting or major blow-in work was conducted. A more detailed report will be forthcoming.

Becker County AIS Committee –Moses, with assistance from Becker County, compiled an area Lakes Service Provider list and sent out invitations to attend a meeting on November 7 to see if there was any interest in working with the Becker County AIS Committee to operate decontamination units in 2014. A small portion contacted our office, however, no one attended the meeting. Guetter and Moses attended the monthly meeting on November 13 where decontamination units were discussed in great length. Although there is no available grant funding at this time, everyone on the committee believes it is necessary to offer boaters in the area a place to decontaminate and that all LGU’s should have money budgeted to help purchase and operate these units. Discussion on locations for the units will continue and our goal is to have 3 operating in 2014.

A Becker County AIS Prevention and Control Plan was submitted to the committee by Scott Haugen, Becker County AIS Program Contractor. Most of the committee agreed that the plan was too lengthy and some of the information was inaccurate. Moses and Guetter have been working with Becker County and the MN DNR to come up with a more suitable, timely plan.

MN DNR AIS Advisory Group – The state committee met in October in St. Cloud.

Ditch Inspector’s Report November 15, 2013

Guetter and Staldine, along with the Becker County Auditor’s office are working on reviewing the benefited properties for 2014 assessments.

Ditch 11/12- Nothing further to report.

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- Becker County Highway Department reported a suspected blockage.