



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, May 18, 2017

6:15 PM

**WATERSHED DISTRICT OFFICE
Wells Fargo Bank, 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. **Oath of Office – Ginny Imholte, Brad Refsland, Lowell Deede**
 3. **Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report – April 20, 2017 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)**
- 6:20 PM**
4. **Committees**
 - a. Personnel, RMP/Rules, Citizen Advisory
- 6:25 PM**
1. **New Business**
 - a. **2016 Audit Review**
 - b. **Credit Card Policy – Holiday Gas Station**
 - c. **Retired Sonde Donation to International Water Institute**
- 7:15 PM**
2. **Treasurer's Report**
 - a. **Approve May 2017 Bills**
 - b. **Approve May Fund transfer**
 - c. **Review January-April 2017 Revenue & Expenses – to be filed and subject to audit.**
- 7:30 PM**
3. **Old Business**
 - a. Rice Lake Project Progress
 - b. Revised Management Plan Progress
 - c. Property Adjacent to Fox Lake
- 8:15 PM**
4. **Public Forum (5 minutes)**
- 8:20 PM**
5. **Attorney's Report**
 6. **Engineer's Report**
 7. **Pulled Consent Agenda Items**
- 8:30 PM**
8. **Meeting Adjournment**

(action items in bold face)



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

April 20, 2017

Managers Present: Kral, Haggart, Michaelson, Okeson, Noyes

Managers Absent: Imholte

Staff: Administrator Guetter, Alcott, Moses

Consultants: Attorney Skoyles

Advisory Committee: NONE **Others:** Lowell Deede

The Regular Managers' meeting was called to order by President Kral at 6:15 PM.

CONSENT AGENDA. The consent agenda (*addition of Holiday Gas Credit Card; St. Clair Lake, Montana Request*), including the April Administrator Report; Secretary's Report – March 16, 2017 Regular Managers' Meeting Minutes; April Rules/Permitting Report and April Ditch Inspector's Report (Okeson, Noyes), carried unanimously.

PROGRESS REPORTS

Personnel Committee – Nothing further to report. Guetter informed the Managers the Becker County Board of Commissioners reappointed Ginny Imholte to a 3-year term for Position 3 Detroit and appointed Brad Refsland to a 3-year term for Position 7- Long. The Commissioners tabled their appointment decision in order to interview two applicants for Position 2 (at large/agriculture) to complete David Brainard's term (May 2018).

Revised Management Plan: –Another public input meeting is scheduled for Tuesday, May 2 from 6:00pm - 8:00 p.m. at the District Office.

Advisory Committee – see RMP.

OLD BUSINESS

- a. **Rice Lake Project Progress:** Guetter reported Houston Engineering is conducting soil borings for the lower structure this week. She will be meeting with the City of Detroit Lakes to finalize flowage easements and access for upper and lower structures in the next couple of weeks.
- b. **Revised Management Plan:** Additional input meetings are planned for May. Guetter reported a draft of the plan issues and concerns will be completed in the next month, with priorities and implementation sections to follow. Additional meetings will be held in June to review the draft plan.
- c. **St. Clair Lake TMDL** – Manager Michaelson inquired about the status of the City of Detroit Lakes Wastewater Treatment Plant (WWTP) upgrade, the Becker County/Detroit Lakes Airport runway expansion, and the coordination between the two projects concerning the WWTP operations. He received some inquiries from Sallie and Melissa residents asking if the airport expansion construction is happening before the WWTP upgrades and whether additional quantities of treated wastewater could be discharged downstream due to the removal of the wastewater treatment pond, spray irrigation fields, and infiltration treatment basins from the proposed airport expansion project. They were also concerned with the lack of area legislators' support for proposed state bonding funds to assist with the required WWTP upgrades and if the City didn't receive the funding assistance, would they still upgrade the WWTP facilities. Manager Michaelson also asked about re-treating St. Clair Lake with alum in the next year or two and wants to make sure this is included in the updated management plan. Administrator Guetter was asked to find out more information on these issues for Manager Michaelson.

TREASURER'S REPORT.

- a. **Approve 1st Quarter 2017 Manager Per Diems/Expenses** – Treasurer Michaelson reviewed the Managers' per diems and expenses. **Motion to pay 1st Quarter 2017 Manager Per Diems and Expenses (per diems EFT 369-373, \$1177.47; expenses EFT 377-381, \$701.30), (Michaelson, Noyes) carried unanimously.**
- b. **Approval of April 2017 Claims.** Treasurer Michaelson reviewed the monthly bills with the Managers. **Motion to pay April 2017 claims (Checks #14290-14301 and EFT 382-387) in the amount of \$66,696.30 (Michaelson, Haggart), carried unanimously.**



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- c. **April Fund Transfers.** Treasurer Michaelson noted there is a \$55,000 bill for the Rice Lake Project, which will significantly increase the monthly fund transfer. **Motion to transfer \$87,000 from Bremer Bank savings account to the checking account (Michaelson, Haggart), carried unanimously.**
- d. **Financial Report.** The January-March 2017 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-March 2017 R & E Report (Michaelson, Okeson), carried unanimously.** The report will be filed for audit.
- e. **Holiday Station Credit Card** – Michaelson noted staff is requesting to set up a limited use credit card account at the new Holiday Gas Station for fuel and car washes for District vehicles. A \$250 monthly limit would be placed on the account, the vehicle mileage will be written on all receipts. **Motion to set up a limited use credit card account at the Holiday Gas Station for the purchase of gas and car washes for District vehicles (Michaelson, Noyes) carried unanimously.** A District credit card policy and terms and conditions will be drafted for the Managers to review and approval at the May meeting. The account will not be activated until after the May meeting.

NEW BUSINESS

- a. **MN Buffer Law Enforcement Responsibilities.** The managers were sent information in the monthly packet regarding the MN Buffer Law Implementation and enforcement guidelines document. **Motion for the Pelican River Watershed District to elect to exercise its jurisdiction as provided in Minn. Stat. §103F.48 to enforce the riparian protection and water quality practices requirements and to adopt the necessary ordinance, rule, or other official control used to carry out its compliance and enforcement authority as authorized under Minn. Stat. §103D, Minn. Stat. §103B.101, subd. 12 and Minn. Stat. §103F.48, subd. 7 requiring violations of the riparian protection and water quality practices requirements be corrected and to assess administrative penalties as adopted in an approved District APO plan which is consistent with the Minnesota Board of Water and Soil Resources APO Plan (Haggart, Kral), carried unanimously.**
- a. **2016 Water Monitoring Report** – Alcott reviewed the draft 2016 Water Monitoring report with the Managers noting several report highlights. The plan will be available to review on the District's website. **Motion to accept the 2016 Water Monitoring Report with minor edits (Kral, Michaelson) approved unanimously.**
- b. **2016 Annual Report** – Copies of the draft report were distributed and reviewed with the Managers. Moses did the majority of the work with Guetter and Alcott completing selected sections. A page will be added regarding the shoreline survey work completed on Floyd and Little Floyd Lake. **Motion to accept the 2016 Annual Report with the addition of the shoreline survey work page and minor edits (Noyes, Okeson) approved unanimously.** The report will be sent to the Board of Soil and Water Resources and the MN Department of Natural Resources and uploaded on the District website.

PUBLIC FORUM – Lowell Deede informed the Managers that he had applied for the Position 2 term and was meeting with the Becker County Commissioners at their next meeting to introduce himself and to answer questions the Commissioners have regarding his interest with serving on the board.

ATTORNEY REPORT—Attorney Skoyles reported she received a response from Pro Resources noting they will implement the required storm water management practices for the new construction area. Golden Bay Shores retaining wall construction also affects the adjacent landowner parcel and will also require a permit. The development owner and the adjacent landowner have a formal agreement to complete the work and will work with the District to obtain the necessary approvals before the work begins.

ENGINEER REPORT – Staff and Engineer Mackowick reviewed the River Hills RV site and noted discrepancies between the approved plans and “as built” conditions. A letter and attachments outlining the measures needed to bring the site into compliance with storm water management rules was sent to the homeowners’ association. Staff noted they reviewed concept plans for improving storm water management for the existing parking lot areas at Long Bridge. Guetter will write a letter of support to the City of Detroit Lakes Planning Commission concerning the proposed Long Bridge parking lot and impervious surface water quality management improvements.



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ANNOUNCEMENTS – The MAWD Summer Tour was originally planned to be held in Walker, but due to a major festival conflict, the venue was changed to Bemidji, on June 21-23. Guetter and Kral urged as many managers as possible to attend this very important meeting as they will be voting on MAWD Bylaw changes required to implement the proposed updated organization structure. Moses will be making hotel reservations and will register managers interested in attending.

ADJOURNMENT. Motion to adjourn the meeting at 8:23 PM (Kral, Michaelson), carried unanimously.

Meeting Approved : 5-18-17

Respectfully Submitted,
Janice Haggart, Secretary
No tape was made of this meeting.

Pelican River Watershed District
Claims Paid
April 2017

<u>Date</u>		<u>Num</u>	<u>Amount</u>
04/21/2017	*Alcott, Brent	EFT-382	90.65
04/21/2017	*Guetter, Tera	EFT-383	413.97
			\$504.62
04/21/2017	RMB Environmental Laboratories, Inc.	EFT-384	157.00
04/21/2017	Wells Fargo	EFT-385	1,299.58
04/21/2017	Wenck Associates, Inc	EFT-386	2,540.76
04/21/2017	Xerox Corporation	EFT-387	446.11
			\$4,443.45
04/20/2017	Arvig	14290	51.90
04/20/2017	Bank of America	14291	1,457.44
04/20/2017	Berkley Risk Administrators Company	14292	3,862.00
04/20/2017	Central Market	14293	51.08
04/20/2017	County 6 Amoco & Bait	14294	32.96
04/20/2017	Fisher Scientific	14295	316.18
04/20/2017	Forum Communications	14296	144.50
04/20/2017	Office of Enterprise Technology	14297	95.14
04/20/2017	Olson, Claire	14298	300.00
04/20/2017	Precision Printing	14299	88.00
04/21/2017	Verizon	14300	40.16
			6,439.36
<u>Rice Lake Project</u>			
04/21/2017	Houston Engineering Inc.	14301	\$55,308.87
<u>1st Qtr Manager Expenses</u>			
04/24/2017	.Haggart, J.	EFT-377	21.40
04/24/2017	.Imholte, G.	EFT-378	16.05
04/24/2017	.Kral, D.	EFT-379	630.68
04/24/2017	.Michaelson, R.	EFT-380	22.47
04/24/2017	.Okeson, O.	EFT-381	10.70
			\$701.30
<u>1st Qtr Manager Per Diems</u>			
04/24/2017	.Haggart, J.	EFT-369	277.05
04/24/2017	.Imholte, G.	EFT-370	207.79
04/24/2017	.Kral, D.	EFT-371	415.57
04/24/2017	.Michaelson, R.	EFT-372	207.79
04/24/2017	.Okeson, O.	EFT-373	69.27
			\$1,177.47
4/6/2017	Employee Payroll	EFT 363-365	4263.86
4/12/2017	Supplemental Benefits		2184.93
4/12/2017	Federal Withholding		2059.36
4/20/2017	Employee Payroll	EFT 374-376	4263.85

**Pelican River Watershed District
Claims Paid**

<u>Date</u>		<u>April 2017</u>	<u>Num</u>	<u>Amount</u>
4/30/2017	Federal Withholding			1756.3
4/30/2017	MN HCSP			400.00
4/30/2017	MN Revenue			532.00
4/30/2017	NACO			1846.00
4/30/2017	PERA			\$17,306.30
	Total April Expenses			<u><u>\$85,881.37</u></u>

RULES OF ENFORCEMENT

May 2017



Permits Issued

17-08	Wayne Taylor	192 Shorewood Dr.	Repair rip rap, re-seed lawn
17-09	NMG LLC	18550 US Hwy 59 North	Impervious surface coverage greater than 1 acre
17-10	City of Detroit Lakes	Long Lake Park	SIZ alteration, restoration of unpermitted land alteration by neighboring property owner
17-11	Larry & Karen Burgeson	1913 Bridgeview Blvd	Repair existing rip rap
17-12	Ward Wilson	730 Shorewood Drive	Beach Sand Blanket
17-13	Mike Ring	1670 East Shore Drive	Remove retaining wall and replace with plantings. Replace walkway and patio with flagstone steps.
17-14	Jennifer & Eric Hellekson	22233 Peterson Lane	Repair slope erosion and plant native vegetation. Sand Blanket Installation.

Permit Applications submitted and under review:

McLaughlin's—12211 Hwy 59, Moore Engineering revising plan to include long term maintenance per PRWD request.
Becker County Hwy—Hwy 25, 4 miles, road reconstruction. Engineer currently reviewing.
Tim Hestdalen—14998 E. Munson Dr.—Retaining wall reconstruction and rip rap. Engineer revisions needed.
Jeff Forward - 23746 So. Melissa Dr., deck, need BC permit
Jim & Char Becker—20321 Victor Road, retaining wall replacement, waiting for plan from Becker SWCD
John Flatt—14222 East Fox Lake, shoreline restoration, will apply for PRWD Cost Share funds.
Allen & Robin Larson—26400 Johnson Lake Lane, boat access. They need MN DNR permit prior to PRWD approval.
City of Detroit Lakes—Long Pine Estates. New plat in Long Lake area. Engineer reviewing.
Darin Halvorson—1728 East Shore Drive—Restore shoreline to natural vegetation.

Permit Applications expected:

Long Bridge—Impervious surface coverage, storm water plan being developed.
Detroit Lakes Public Schools—Reconstructing existing parking lot at Middle School and High School. The Middle School will not need storm water plan due to pond on the property, however, the high school site will require a complete storm water plan.

Violations Under Remediation:

River View RV Park—EOR is working on updating stormwater plan to include additional impervious surface. PRWD has received payment for expenses incurred and will continue to work with Homeowners Association & BCH LLC.
Pro Resources, Scott Busker—1265 W. Hwy 10, New construction, stormwater plan needed. PRWD has received a letter stating they will work with us. Staff to contact to keep this moving.
Golden Bay Shores— Retaining wall—change of plan review. Original permit, issued 6/13/2016, 16-28. The plan has been revised. The District has requested 1) a permit application from Herzog since the work is being done on their property and 2) a letter from Al Keller requesting to modify permit.

**Pelican River Watershed District
Administrator Monthly Report
May 18, 2017
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. We continue to work on the engineering plans and City access/flowage easements.

Revised Management Plan – Input meetings were held on May 2 and on May 10th to identify priority water management issues (water quality, water quantity, groundwater, ecological integrity) and drivers within the District. The May 2nd evening meeting had very low attendance, but the May 10th meeting which focused on Long, Sallie and Melissa watershed areas had 15 engaged people attend. In the next couple of weeks we will meet with citizens from the Floyd, Detroit and City of DL areas. Meanwhile, Administrator Guetter has been working on compiling the input meeting priorities and forwarding them on to Wenck for incorporation into the plan.

Water Quality Cost Share Program – We are starting to receive applications for the cost share program and we continue to encourage people to consider more plants on the shoreline. Moses has been working with Brushmark for a small sign that can be placed by projects that participated in our Cost Share Program.

WATER MANAGEMENT RULES

Permits - see enclosed report.

Becker County Highway 59/Becker County Jail – The District has received some preliminary plans and permit applications for a joint project between the City of Detroit Lake and Becker County. An agreement has been signed which outlines the responsibilities for each organization. The City will be installing water and sewer up Highway 59 from the Willow Springs area to Stony Road and Hillcrest road, ending at Tower Road. To complete the project the City will need to re-build the gravel road surfaces of Stony Road and Hillcrest Road, which will require a permit. The District has agreed to forego the stormwater management requirement of the City for the road re-construction because the County has agreed to develop and implement a permanent stormwater management plan to pave those roads (Stony Road and Hillcrest Road) by the end of 2018. The District will review the stormwater plan and permit application from the County at that time. The purpose of these utilities extensions and road improvement is to bring services to the proposed County Jail. Becker County asked the District about requirement regarding site grading in preparation for the new jail. The District Engineer has reviewed the plans for any potential issues and found none. The site preparation for the Jail will not require a District permit. The construction of the new facility will require a permit and a stormwater plan and permit application will need to be submitted and approved before building construction.

City of DL Shoreland Ordinance Advisory Committee Meeting –The Committee met Monday April 22nd. Section 8 of the draft ordinance, which includes vegetation management, land alterations, and stormwater management standards. The District provided three concepts for vegetation management. The Committee showed interest on one of the options that will allow homeowners to remove vegetation in a defined area, a “lake use corridor” that could be determined by the homeowner, to allow access to the lake. The corridor would be restricted in size and vegetation removal outside that area would be restricted. The Committee made some great suggestion to include in the language. Alcott will be incorporating the comments into the language to bring to the next meeting on May 22.

MONITORING

Stream Monitoring – Tyler Haaland-Zurn began routine stream monitoring on Friday May 12th. Stream flows and nutrient/sediment samples were taken from Campbell Creek and the Pelican River north of the City of Detroit Lakes.

Lake Monitoring – Lake Monitoring will begin on Monday, May 15th on Long Lake, Floyd Lake, and Little Floyd Lake.

Summer Internships – Kelsey Forward began on Wednesday May 10th were she spent several hours with Alcott discussing the goals and needs for the permit database that she will be improving and the water quality database

that she will be developing.

EDUCATION

Water Fest – The City of Detroit Lakes hosted another successful event on May 9 at the Kent Freeman Arena for area fourth graders. Moses demonstrated Watershed characteristics with the watershed model and used our new educational boards to teach water facts, the water cycle, and what students can do to keep our local waters clean.

Ike Fisher Farm – Summer intern Tyler Haaland-Zurn assisted on the Ike Fisher Farm education day on May 11th by leading groups of 5th graders to different education stations on their field trip. Stations included Forestry, Birding, Water Quality, and AIS. It was a successful event with fantastic weather conditions.

KDLM Radio – Alcott was the guest on the April show. He discussed the District's Cost Share Program for water quality projects, upcoming curly-leafed pondweed treatments, 2017 water quality monitoring program activities, and reminded lakeshore owners to obtain permits for near shore activities. Guetter is scheduled to be a guest on Friday, May 19th.

Level 2 Salt Applicator Workshop – PRWD hosted a Level 2 Salt Applicator Workshop on Tuesday May 9th at the Detroit Lake MPCA office. The workshop was donated to PRWD by the Riley-Purgatory Bluff Creek Watershed District. Invitations were sent to cities, counties, townships, and private organizations that use salt to maintain winter roads, parking lots, and sidewalks. During the session attendees learned how to use the Winter Maintenance Assessment tool (WMA^t), which is a free online program that allows users to input current application practices and receive feedback on how they can reduce salt use to maintain safe winter conditions while saving money and protecting water resources. Attendees varied from Ottertail County, Clay County, and even the City of Fargo. Unfortunately, due to spring construction activities, the City of Detroit Lakes and Becker County Highway were unable to attend. Alcott will be summarizing and providing the information about the workshop to those who were unable to attend in the coming weeks.

Municipal Separate Storm Sewer System (MS4) Workshop – Alcott attended a 1-day workshop which covered Municipal Separate Storm Sewer System (MS4) requirements and inspections on April 26th. He carpooled and attended the event with Priscilla Gurath, City of Detroit Lake Code Compliance Official. While PRWD is not the regulatory authority charged with following the MS4 requirements, staff found it extremely helpful to attend the session with City staff to help coordinate inspection efforts. Alcott found many of the protocols and tips used for MS4 inspections to be useful and has begun to implement those ideas into the Districts program including developing templates for letters/permits and inspection summaries.

Riley Purgatory WD – staff from the Riley-Purgatory WD will be here on June 1 & 2nd to share permitting and monitoring ideas.

Ottertail Civic Engagement Cohort Training – Guetter will be attending the final classes for the year-long civic engagement training provided by the Minnesota Pollution Control Agency and the MN Extension Center. Guetter is applying the skills she has learned over the past year and is excited to use the knowledge to help with implementing the District's projects and programs.

AQUATIC INVASIVE SPECIES MANAGEMENT

2017 AIS Treatments for Detroit, Curfman, Sallie, Melissa – Alcott completed a plant survey to investigate and map the extent of Curly-leaf Pondweed for upcoming chemical treatments. There were four areas on Detroit, one on Sallie, and one on Melissa that were mapped. The plant growth areas were mapped slightly different than in 2016 and have been permitted by the MN based on the 2017 survey results. Two areas on Detroit, one near J&K Marina and one on the NW side of Big Detroit, were reviewed and had no significant growth, therefore will not be treated. Areas to be treated on Detroit are in front of the Holiday Inn (58 acres) and around Long Bridge Marina (2 acres). The growth on Lake Sallie was slightly larger than last year, which was increased from 7 acres to 9 acres. Lake Melissa also had a slight increase from 11 treated acres in 2016 to 13 planned to be treated in 2017.

AIS Treatment Public Notice - The District staff placed a notice in the paper on April 12 to inform residents of proposed chemical treatment of Curly-leaf Pondweed and Flowering Rush. Residents are given an option to opt-out from having the lake treated near their property. The District did not receive any response from people who wished to opt-out of treatments.

U of MN, Extension, AIS Detector Training. The training session held in Detroit Lakes on May 4th was unfortunately not well attended. The other sessions held around the state were at capacity. Feedback we heard was most of our area lake residents are not back yet. Another opportunity to detect AIS will be held in August called “Starry Trek” which involves checking our area lakes for Starry Stonewort. The Becker County SWCD AIS coordinator will be helping with soliciting volunteers for this effort.

MN DNR AIS Advisory Committee – Nothing further to report. Guetter did not attend the April meeting as she was at the AIS meeting in Montana.

U of MN AIS Research Center Advisory Committee – The committee has not met since January.

State of Montana Aquatic Invasive Species Meeting – The City of Great Falls Montana received a grant to develop an AIS plan for their basin, which is adjacent to the Columbia River Basin. In 2016, zebra mussel veligers were detected in two reservoirs located within the basin. The two-day work session meetings included speakers from MN (Guetter), Lake Tahoe, and MT natural resource commissioners. The water use in the basin is primarily for agricultural irrigation, five hydroelectric dams, and great fishing. The District received reimbursement for Guetter’s travel expenses.

GENERAL ADMINISTRATION

2016 Financial Audit– On April 25th, staff from Justin and Mathias accounting firm started the audit. The audit will be completed for Manager review and approval at the May meeting. Representatives from the firm will present the audit findings and answer manager questions.

2016 Annual Report –The report was sent to the MN Board of Water and Soil Resources and the MN Department of Natural Resources and uploaded on the District’s website.

Manager Appointments- The Becker County Board of Commissioners reappointed Ginny Imholte and appointed Brad Refsland for three year terms and Lowell Deede for a one year term to fill in the remainder of David Brainard’s remaining term. Guetter will set up times to meet with the new managers and review manager responsibilities, 2017 workplan, and tour the District project areas.

Computer Issues – The District has been experiencing some data storage issues. Last year we had hard drive issues and purchased a new unit. Now our problems are software related. A new unit is being shipped to us and our data will be restored except for the past 30 days. The QuickBooks file was also corrupted, but through their support system we were able to recover all the information with the exception of the last week. We had to upgrade our support at a cost of \$500 to recover the data.

Ditch Inspector’s Report May 2017

Ditch 11/12 – Nothing further to report.

Ditch 13 – Roger Lundberg trapped 3 beavers in the 8th Street area. Roger met with Mike Staber, who operates a long-armed excavator to review the area which requires removal of two dams. Water levels have dropped since the beaver have been removed and parts of the dams have been breached which will make it easier to remove the obstructions. We will schedule the removal in the next week or so.

Ditch 14 – Nothing further to report.