



*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 16, 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 –December 19, 2013 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)**
  3. **Election of 2014 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. Rice Lake Project Update
    - b. St. Clair TMDL – Tim James, MPCA
- 7:00 PM
6. New Business
    - a. **Selection of Depository**
    - b. **Selection of Official Newspaper – Detroit Lakes Record/Tribune**
    - c. **2014 Salary /Benefit Considerations/HRA-HSA-Flex**
    - d. **Meeting Dates for 2014**
    - e. **DNR AIS Grant**
- 8:30 PM
7. Public Forum (5 minutes)
- 8:35 PM
8. **Treasurer's Report**
    - a. **Approve January Bills**
    - b. Review January – December 2013 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)



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

December 19, 2013

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

**Managers Absent:** Michaelson

**Staff:** Administrator Guetter

**Consultants:** Attorney Karen Skoyles, Engineer Marlon Mackowick

**Advisory Committee:** John Okeson, Becker County Commissioner **Others:** None

The Regular Managers' meeting was called to order by President Kral at 4:00 PM.

**CONSENT AGENDA. The consent agenda, including the December Administrator Report; Secretary's Report - November 21, 2013 Regular Managers' Meeting Minutes; December Rules/Permitting Report; and December Ditch Inspector's Report (Brainard, Haggart), carried unanimously.**

**PROGRESS REPORTS**

**Personnel Committee** –Haggart reported the committee will meet in early January 2013 for Administrator Guetter annual review.

**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 set for December 19 had to be rescheduled due to a scheduling conflict with the DL Airport multiple agency environmental review meeting. The committee will meet in January 2014.

**NEW BUSINESS**

- a. **2014 Final Budget and Levy/Assessments.** The Managers reviewed the 2014 Final Budgets and Tax Resolutions. **Motions for "The Pelican River Watershed District 2014 Final Budget and Tax Resolutions" were made and carried per attachments.**
- b. **2013 Year-end Inter-fund Transfers** – The year-end 2013 inter-fund transfers were presented and discussed. **Motion to approve the PRWD 2013 Inter-fund Transfers per attached resolution, (Imholte, Kral), carried.**
- c. **MAWD Annual Meeting Delegate Report** – Kral, Imholte, and Brainard updated the managers on resolutions relating to proposed administrative updates to MN Statute 103D.Watershed Districts and allowing official business to be conducted offsite, via electronically by managers.
- d. **Detroit Lakes/Becker County Airport Meeting Update** – Guetter reported a meeting was called by Sen Al Franken's office to review various environmental requirements/status for the proposed Detroit Lakes/Becker County Airport expansion project. The FAA reviewed requirements for precision aircraft runway setbacks from HWY 10/BN Railroad; runway expansion impacts to the wastewater treatment facility (removal of spray irrigation and rapid infiltration basins) and implementation requirements; wetland filling impacts (15-27 acres) and remediation wildlife hazard from wastewater treatment pond. Agencies from various state and local environmental agencies were in attendance. A monthly teleconference was suggested to report on permitting progress.

**PUBLIC FORUM – NONE**

**TREASURER'S REPORT.**

- a. **Approval of December Claims. #13852-13864 and EFT66-67 (\$57,430.99).** Managers reviewed monthly bills. **Motion to pay December bills (Imholte, Brainard) carried.**
- a. **Financial Report.** The January-November 2013 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the Jan-Nov 2013 R & E Report (Imholte, Haggart), carried unanimously.** The report will be filed for audit.

**ATTORNEY REPORT**– Attorney Skoyles reported on Geo Guru work for services contracts for website and GIS functionality.

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

**PULLED CONSENT AGENDA ITEMS- NONE**

**ANNOUNCEMENTS** – None

**ADJOURNMENT. Motion to adjourn the meeting at 5:24 PM (Brainard, Okeson), carried unanimously.**

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

Respectfully Submitted,  
David Brainard, Secretary  
*No tape was made of this meeting.*

**Pelican River Watershed District  
Administrator Monthly Report  
January 10, 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 is scheduled for January 24, 2014.

**Lake St. Clair TMDL**- The draft copy of the TMDL is under review by the City of Detroit Lakes since October 2013. The next steps are to meet with the City of DL staff to review their comments on the draft documents; make revisions to draft if needed, hold a public meeting to “kickoff” the Public Notice; conduct the Public Notice process (30 day public review period/30 days to respond to comments), revisions based upon public notice and then final document preparation for EPA approval.

**WATER MANAGEMENT RULES**

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

**EDUCATION**

**One Watershed One Plan /2015 PRWD Revised Water Management Plan Update** –Guetter discussed at length with Doug Thomas, Board of Soil and Water Resources, what direction the District should pursue since the revised water management plan update is due 2015 – whether to revise the currently District Plan or to work with the Ottertail basin and create a new “One Watershed One Plan” as not have a separate district plan. Since the Minnesota Pollution Control Agency has not conducted an Ottertail River Watershed Restoration and Protection Strategy (WRAPS) assessment (scheduled for 2016-18, report completed 2020), there would not be enough data collected to develop a” One Watershed One Plan” for the basin. The District will begin the process of revising the management plan. Guetter is meeting with Hecock January 14<sup>th</sup> to discuss the process/timeline.

**Hodge Podge (KDLM radio show)** – Staldine gave an overview of water quality conditions for 2013, and general monitoring goals for 2014. Other issues discussed included ice-on dates, weather conditions affecting water quality, and the importance of contacting the District following abnormal observations – such as apparent algal blooms under the ice on Pearl Lake in December of 2012 and January of 2013.

**GENERAL ADMINISTRATION**

**Phone System** - The District’s new phone system was installed in December by Arvig, improving operation with functional voicemail support, enhanced reception, among other capabilities over the old system.

**Personnel Committee** – The committee (Haggart, Okeson, Kral) met with Guetter on January 8<sup>th</sup> for her annual review and to discuss necessary changes to the District’s employee benefit program due to the Affordable Care Act.

**Website/Office Records/GIS Mapping Updates** – Upgrades to the District website are currently underway, creating a foundation for important updates in data management for PRWD, and accessibility by the public. Guetter, Staldine, & Moses meet with representatives from Geo Gurus on Thursday January 9<sup>th</sup> to discuss website content/format; permit system & monitoring program formatting , functionality, database compatibility, electronic form format/content, and supporting documentation.

**Annual Report** –Staff have started to prepare the 2013 Annual Report and anticipate a draft by the end of January (Thefinal draft is required to include audited financials which will be completed in April 2014).

**MONITORING, DATA COLLECTION AND MANAGEMENT** – Staldine completed the creation of a comprehensive database designed for website integration, shared staff access, and efficient future analysis. Most district lakes monitored in 2013 had average, if not somewhat better, conditions for water quality; a notable departure from this generalization is St. Clair Lake, which displayed water quality parameters in line with conditions found prior to the 1998 alum treatment. Staldine is working on completing the monitoring sections for the Annual Report, the 2014

Monitoring plan, ordering/repairing necessary equipment, and will start the intern recruitment process.

## **AQUATIC PLANT MANAGEMENT**

**Lake Vegetation Management Plans (Detroit, Sallie, Melissa)** . Joe Eisterhold, MN DNR AIS Specialist has restarted work on the draft plans.

**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 by the end of the year.

**MN DNR AIS Advisory Committee** – The group is hosting a listening session at the MN DNR Roundtable meeting, January 10-11, in MPLS.

**MN AIS Research Center Advisory Board Meeting** - January 30<sup>th</sup> at U of M, St. Paul campus. Topics to be covered may include; 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)

**Floyd Shores** – Mike Mathias emailed the office inquiring if the County or District is going to apply for watercraft inspectors/ambassadors in 2014.

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

The drainage buffer report is due February 1, 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 - January 10, 2014

## ***Permits Issued:***


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

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

Pelican River Watershed District  
FINAL LEVY ASSESSMENT GET 2014

	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	7,000.00	35,010.00	60,022.00	60,020.00	15,095.00	20,000.00	10,000.00
OTHER FINANCING SOURCES (USES)	74,308.00	10,000.00	-191,500.00	7,000.00	-7,500.00	-7,500.00	-20,000.00	-2,000.00	-2,000.00	-2,000.00
Total Income	321,508.00	10,010.00	23,650.00	7,000.00	27,510.00	52,522.00	40,020.00	13,005.00	18,000.00	8,000.00
Gross Profit	321,508.00	10,010.00	23,650.00	7,000.00	27,510.00	52,522.00	40,020.00	13,005.00	18,000.00	8,000.00
Expense										
CAPITAL OUTLAY	7,000.00	7,000.00		2,000.00						
DEBT SERVICE			33,000.00							
GRANT MATCHES			20,000.00				25,000.00			
CONSTRUCTION			3,000.00							
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		100.00		2,650.00	100.00	15,000.00	50.00	50.00	50.00
OFFICE	239,500.00				12,000.00	12,000.00				
PAYROLL	34,850.00		35,300.00		710.00	850.00	60,000.00	500.00	1,500.00	300.00
PROFESSIONAL	360,000.00		91,400.00	8,070.00	43,710.00	100,850.00	100,000.00	2,050.00	3,050.00	1,850.00
Total Expense	38,492.00	18,340.00	67,750.00	1,070.00	16,200.00	48,328.00	59,980.00	10,955.00	14,950.00	6,150.00
Net Income										

\*\*\* Notes \*\*\*  
FINAL 2014 LEVY ASSESSMENTS

- General - Ad Valorem: \$247,000
- LMP-01-Ad Valorem: \$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

**PRWD 2014 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 2014;

Whereas a public hearing was advertised and held on September 10, 2013;  
Whereas the District's allowable maximum levy for 2014 is **\$250,000**;  
Whereas the District preliminary payable levy for 2014 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 2013 rates;

Therefore, the Managers approve the payable General Fund Levy of **\$ 247,000** for 2014.

Motion   Kral   Second   Nansen   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 2014;

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 10, 2013;

Therefore, the Managers approve the payable ad valorem levy for **\$50,000** for LMP-01's Maintenance Fund for 2014.

Motion   Imholte   Second   Haggart   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 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** 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 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** Haggart **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** Nansen **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 final budget and an assessment for **\$15,000** for the Ditch 11-12 Maintenance Fund for 2014.

**Motion** Okeson **Second** Haggart **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 final budget and an assessment for **\$20,000** for the Ditch 13 Maintenance Fund for 2014.

Motion Imholte Second Kral 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 final budget and an assessment for **\$10,000** for the Ditch 14 Maintenance Fund for 2014.

Motion Brainard Second Okeson Passed Unanimously

**No Levy for SADAF**

## PRWD 2013 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 Pearl Lake MPCA CWP Diagnostic Study is completed;

WHEREAS, the utility providing matching funds for the easements, engineering, and construction costs for the Rice Lake Nutrient Reduction Project;

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 13 01 A - YET 13 01 B \$ 4,000 from 1-B to the General Fund**

**YET 13 02 A - YET 13 02 B \$ 4,000 from 1-C to the General Fund**

**YET 13 03 A - YET 13 03 B \$ 2,000 from Ditch 11-12 to the General Fund**

**YET 13 04 A - YET 13 04 B \$ 2,000 from Ditch 13 to the General Fund**

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

**YET 13 06 A - YET 13 06 B \$ 50,000 from Utility to the General Fund**

**YET 13 07 A - YET 13 07 B \$ 7,000 from LMP-01 to the General Fund**

**YET 13 08 A - YET 13 08 B \$13,000 from LMP-01 to SADAF**

**YET 13 09 A - YET 13 09 B \$ 7,171.92 7,172.10 from CWP Pearl to SADAF**

**YET 13 10 A - YET 13 10 B \$ 134,129.84 from Utility to Rice Lake**

**YET 13 11 A - YET 13 11 B \$ 3,276 from 1-B to the Harvest PIF**

**YET 13 12 A - YET 13 12 B \$ 3,276 from 1-C to the Harvest PIF**

Motion Imholte Second Kral Passed Unanimously

Corrected Motion \_\_\_\_\_, Second \_\_\_\_\_, Passed \_\_\_\_\_, Date  
Approved: \_\_\_\_\_

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David Brainard, Secretary- Pelican River Watershed District

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

December

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- X a. If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000. 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 which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- o b. If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- o c. If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

Pelican River Watershed District <sup>500,000</sup> accepts liability coverage limits of \$ 1,500,000 from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city-council meeting X December 19, 2013

Signature David Brainerd Position Secretary

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

M - Kral S - Olson