



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, February 23, 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. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –January 19, 2017 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)**
- 3. Election of Secretary**
- 6:20 PM** **4. Committees**
- a. Personnel, RMP/Rules, Citizen Advisory
- 6:30 PM** **5. Old Business**
- a. Lakes Area Regulations & Best Management Practices Seminar
- b. Lake Life Expo
- c. Rice Lake Project Progress
- d. Revised Management Plan Progress
- 7:15 PM** **6. Treasurer's Report**
- a. Approve February 2017 Bills
- b. Approve February Fund transfer
- c. Review January 2017 Revenue & Expenses – to be filed and subject to audit.
- 7:25 PM** **7. New Business**
- a. Envirothon financial request from Becker SWCD
- b. MAWD Special meeting request
- 7:35 PM** **8. Public Forum (5 minutes)**
- 7:40 PM** **9. Attorney's Report**
- 10. Engineer's Report**
- 11. Pulled Consent Agenda Items**
- 7:50 PM** **12. Meeting Adjournment**

(action items in bold face)



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

January 19, 2017

Managers Present: Kral, Imholte, Haggart, Michaelson

Managers Absent: Okeson, Brainard, Noyes

Staff: Administrator Guetter, Moses

Consultants: Attorney Karen Skoyles

Advisory Committee: NONE **Others:** NONE

The Regular Managers' meeting was called to order by President Kral at 6:19 PM.

In the absence of Secretary Dave Brainard, Kral appointed Manager Haggart to take the meeting minutes.

CONSENT AGENDA. The consent agenda, including the January Administrator Report; Secretary's Report – December 15, 2016 Regular Managers' Meeting Minutes; January Rules/Permitting Report; and January Ditch Inspector's Report (Imholte, Michaelson), carried unanimously.

Election of Officers:

Motion to elect Dennis Kral – President; Orrin Okeson - Vice-President; David Brainard – Secretary; and Rick Michaelson – Treasurer (Haggart, Michaelson) passed unanimously.

Committee Appointments:

Personnel Committee: Haggart*, Okeson, Kral

Rules/Revised Management Plan: Noyes*, Michaelson

Citizen Advisory: Imholte*, Kral

*denotes Chair; additional committee appointments will be made in February or March.

PROGRESS REPORTS

Personnel Committee - Nothing further to report.

Aquatic Plant Committee –Nothing further to report.

Citizen Advisory Committee - Nothing further to report.

TREASURER'S REPORT.

- a. **Approval of January 2017 Claims (checks # 14260-14267) and EFT 314-319 (\$37,971.19).** The Managers reviewed the monthly bills. Motion to pay January 2017 claims (Michaelson, Imholte), carried unanimously.
- b. **Approval of 2016 4th Quarter Manager compensation and expenses.** Managers reviewed the 2016 4th quarter per diem and expenses. Motion to approve 4th QTR 2016 Manager compensation (EFT 303-309; \$2,354.92) and expenses (EFT 320-326; \$507.63) (Michaelson, Kral), carried unanimously.
- c. **Fund Transfers.** Motion to transfer \$60,000 from Bremer Bank Savings to Checking (Michaelson, Kral), carried unanimously.
- d. **Financial Report.** The January-December 2016 Revenues and Expenses Report was reviewed by the managers. Motion to approve the Jan-Dec 2016 R & E Report (Michaelson, Haggart), carried unanimously. The report will be filed for audit. The year end 2016 balance sheet will be updated and reviewed at the February meeting.
- e. **Letter of Credit.** Bremer Bank is requesting the District to approve using a letter of credit (No. 2234-1333) to protect District uninsured funds instead of pledging collateral. Per the State Auditor's office, a letter of credit is an acceptable method to meet MN State Statute 118A.03, subd 2 requirements for "collateral". The District's auditing firm Justin, Clasen & Company sent an email confirming the letter of credit is acceptable for protecting uninsured funds. Motion to approve using the Bremer Bank letter of credit (No. 2234-1333) to protect District uninsured funds to meet MN State Statute 118A.03, subd 2 requirements for "collateral" (Michaelson, Imholte), carried unanimously.



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

OLD BUSINESS

Copier Lease— Moses reported the wrong quote was approved at last month's meeting. The monthly lease price quoted is \$ 176.91/month. She noted the per print rate costs are quoted cheaper than what the District is currently paying and the combined monthly payment will be similar to current payments. The new machine will print 10 ppm faster and can print documents and pictures from mobile devices. **Motion to approve the Xerox Lease Agreement #072399200 for 60 months for the copier machine (Imholte, Haggart), approved unanimously.**

NEW BUSINESS

a. **Official Depositories.**

Motion to designate Bremer Bank and American National Savings to serve as depositories for the District's funds (Michaelson, Imholte), carried unanimously. Bremer Bank will continue to serve as the main depository of District funds, with American National Savings serving as a secondary depository with funds less than \$250,000.

b. **Official Newspaper – Motion to approve the Detroit Lakes Tribune as the official newspaper of the District (Imholte, Michaelson) carried unanimously.**

c. **February meeting date – Due to date conflicts on the regular monthly meeting date of February 16 , the managers set the February meeting date to Thursday, February 23rd at 6:15 p.m with Friday, February 24th at 1:00pm as a back-up date.**

PUBLIC FORUM –NONE


ATTORNEY REPORT— Skype Interactive Technology use for conducting official business update. Attorney Skoyles reported a watershed district meeting may be conducted using Skype interactive technology in compliance with the open meeting law **if all four** of the following requirements are met: (1) at least one manager is physically present at the regular meeting location; (2) all managers must be able to hear and see each other and all discussion and testimony presented at any location at which at least one manager is present; (3) all members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all managers; and (4) each location at which a manager is present must be open and accessible to the public. The District must provide notice of the regular meeting location and notice of any site where a member of the public body will be participating by Skype Interactive Technology. Attorney Skoyles gave clarifications regarding telephone or electronic meetings which are **only allowed** if interactive technology is not practical or prudent because of a *health pandemic or an emergency declared under chapter 12 of the Minnesota Statute*. She further clarified a manager may not call in to listen to a meeting.

ENGINEER REPORT - NONE

PULLED CONSENT AGENDA ITEMS- NONE

ANNOUNCEMENTS – NONE

ADJOURNMENT. Motion to adjourn the meeting at 7:09 PM (Kral, Michaelson), carried unanimously.


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

Meeting Approved : 12-23-17

Pelican River Watershed District
Claims Paid
January 2017

<u>Date</u>		<u>Number</u>	<u>Amount</u>
1/23/2017	*Alcott, Brent	EFT-314	40.00
1/23/2017	*Guetter, Tera	EFT-315	40.00
1/23/2017	*Moses, Brenda	EFT-316	79.93
			\$ 159.93
1/23/2017	Wells Fargo Office Lease	EFT-317	1,299.58
1/23/2017	Wenck Associates, Inc.	EFT-318	580.00
1/23/2017	Xerox Corp.	EFT-319	229.46
			\$ 2,109.04
1/20/2017	Arvig	14260	51.90
1/20/2017	Bank of America	14261	909.89
1/20/2017	Olson, Claire	14263	462.50
1/20/2017	Precision Printing	14264	127.00
1/20/2017	Ramstad, Skoyles & Winter, P.A.	14265	2,400.00
1/20/2017	Verizon	14266	40.16
1/25/2017	Office of Enterprise Technology	14267	92.47
			\$ 4,083.92
	<u>Rice Lake Invoice</u>		
1/20/2017	Houston Engineering	14262	31,618.30
			\$ 31,618.30
	<u>4th Qtr Manager Expenses</u>		
1/23/2017	.Brainard, D.	EFT-320	11.34
1/23/2017	.Haggart, J.	EFT-321	115.56
1/23/2017	.imholte, G.	EFT-322	101.52
1/23/2017	.Kral, D.	EFT-323	123.15
1/23/2017	.Michaelson, R.	EFT-324	15.12
1/23/2017	.Noyes, C.	EFT-325	11.34
1/23/2017	.Okeson, O	EFT-326	129.60
			\$ 507.63
	<u>4th Qtr Manager Per Diems</u>		
1/23/2017	.Brainard, D.	EFT-303	207.79
1/23/2017	.Haggart, J.	EFT-304	484.84
1/23/2017	.imholte, G.	EFT-305	415.57
1/23/2017	.Kral, D.	EFT-306	484.84
1/23/2017	.Michaelson, R.	EFT-307	138.52
1/23/2017	.Noyes, C.	EFT-308	207.79
1/23/2017	.Okeson, O	EFT-309	415.57
			\$ 2,354.92
1/12/2017	Employee Payroll	EFT 300-302	4,174.92
1/18/2017	Supplemental Benefits	EFT 310-312	2,184.91
1/20/2017	Federal Withholding		2,410.06
1/24/2017	Employee Payroll	EFT 327-329	4,174.91

Pelican River Watershed District

Claims Paid

January 2017

1/31/2017	Federal Withholding	1,521.74
1/31/2017	MN HCSP	400.00
1/31/2017	Minnesota Withholding	518.00
1/31/2017	NACO	1,846.00
1/31/2017	PERA	1,955.14
		<hr/>
		\$ 19,185.68
	Total January Bills	\$ 60,019.42

**Pelican River Watershed District
Administrator Monthly Report
February 17, 2017
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. NRCS notified the District the plans for the upper structure will be completed by March 1st. Guetter met with Houston Engineering to review the easements. HEI is coordinating lower structure designs and modeling with the NRCS upper structure plans. Additional soil borings will be taken in the next week or so for the lower structure placement. Guetter met with Rob Baden, MN DNR to review transfer of properties from PRWD to MN DNR wildlife area. A technical meeting is scheduled for Monday, Feb 27th at PRWD.

Revised Management Plan – Guetter is completing staff recommendations for goals and strategies.

Detroit Lake Overlook Area/City Park Raingarden/Conservation Corps Grant Application – A grant was awarded to the District for 5 days (250 hrs) to assist the City of Detroit Lake with the installation of a 2,500 ft² raingarden in the City Park and for maintenance on the Highway 10 overlook site.

Fox Lake Property – Nothing further to report.

WATER MANAGEMENT RULES

Permits - see enclosed report.

Meeting Announcement - West Lake Drive Improvements between Legion Road and County Rd 6. A public meeting will be held on Thursday, March 2 at the City Administration Building on Roosevelt avenue at 5:00 pm with a presentation starting at 5:30 PM (see enclosed invitation letter).

City of DL Shoreland Ordinance Advisory Committee Meeting – In January, the committee made recommendations to the Planning Commission and City Council to clarify definitions for decks, patios, and impervious surface. At the February 7th meeting, Sections 5 (Special Land Use Provisions) and Section 6 (Dimensional and General Performance Standards) of the model ordinance were reviewed. The next Committee meeting will take place on February 27th to review model ordinance Section 7, Performance Standards for Public and Private Facilities.

Becker County/City of DL Airport – Storm water management plans are under development for the expansion. A DL/ Becker County Airport Commission meeting is set for Wednesday, February 22 at 11:30 am at the City of DL Conference room.

MONITORING

2017 Monitoring Plan –The 2017 monitoring plan and 2016 results will be presented to the Board at the March meeting.

Summer Internships - Internship announcements have been placed at regional colleges, several application have already been received.

EDUCATION

Explore Lake Life Expo–The District and Becker AIS shared a booth at the Expo. There was good attendance and staff held many good conversations regarding responsible shoreline development and prevention of spread for aquatic invasive species. New literature and displays were developed for the expo which will be used for other upcoming events.

Lakes Area Home Builders Association – Alcott was the guest speaker at their February meeting, covering PRWD mission, local regulations, permitting, and construction best management practices.

Lakes Area Shoreland Regulations Seminar – We have approximately 75 attendees landscapers, contractors, excavators, and realtors registered to attend. Staff continues to prepare presentations and will promote on Hodge Podge again this week. We will be able to report on the event at the meeting.

KDLM Radio – Alcott was the guest on Hodge Podge on Friday, February 17. He will promote the upcoming workshop and summer internship opportunities.

Upcoming Education Events - Holy Rosary requested staff to help judge their science fair on March 9. The City of DL Water Festival is scheduled for May 9th for area 4th grade students. The Ike Fischer Farm tour in Frazee is scheduled for May 11 & 12 for area 5th grade students. Becker SWCD is requesting funds for the annual Envirothon competition for Junior and Senior High student teams.

Ottertail Basin Watershed Civic Engagement Training. Guetter attended the January 19 session in Fergus Falls.

AQUATIC INVASIVE SPECIES MANAGEMENT

2017 AIS Treatments for Detroit, Curfman, Sallie, Melissa – The District will be applying for control permits for Flowering Rush and Curly-leaf Pondweed management. The MN DNR has a new online permitting program which requires PRWD to apply for a separate permit for each lake and plant species for a total of eight permits as opposed to two permits for each species on multiple lakes. This change requires more upfront work this year, but the new program will repopulate information for subsequent permits which will reduce our workload going forward. Alcott has begun to develop the maps for each species and lake with proposed treatment areas. Applications will be submitted as soon as the new online permitting program goes live.

MN DNR AIS Advisory Committee – The committee met on January 26 in St. Cloud and finalized priority actions for 2017 for reviewing MN DNR programs (watercraft inspection, AIS prevention aid, Lake Service Provider Program including resorts, access inspections at state parks, signage, rapid response plans for Starry stonewort, enforcement); DNR communication & Education (review communications plan including website, signage, updates, social media, “top 12 county AIS work, American Boat & Yacht Council standards to minimize transport of AIS , bait industry); Research (MAISRC research projects – new and ongoing; AIS detectors and trackers programs); Legislation and Public Policy (mandatory boat operator certification, “chokepoint inspections”, federal legislation, home lake tagging program). The group also reviewed the 2016 annual committee report.

U of MN AIS Research Center Advisory Committee – Guetter attended the advisory meeting at the U of MN campus on February 6th. The committee reviewed the centers 2016 accomplishments and made suggestions for 2017 priority research programs, building statewide capacity for AIS response, increasing public awareness of AIS to support research investment, and sustainable funding for the center. Guetter also served on a small team reviewing and ranking research proposals.

Lake Service Provider Resort Training – See enclosure. Owners of resorts, campgrounds, and rental businesses are required to take AIS training. See the MN DNR website for the listing of 2017 training sites and dates.

GENERAL ADMINISTRATION

2016 Financial Audit–Moses has begun preparing 2016 information for the new auditing firm.

MAWD Special Meeting Request – The Minnesota Association of Watershed Districts (MAWD) Board (comprised of watershed district managers) is requesting to hold a special meeting of the association to further review and approve proposed changes to the MAWD organization structure, annual dues, and bylaw updates to implement the changes proposed by the MAWD transition committee at the December 2016 annual meeting. In order to hold a special meeting, at least 15 watershed districts must “call” for a special meeting as outlined in the MAWD bylaws. The special meeting request is on next week’s PRWD meeting agenda. It is my understanding there will be more information forthcoming on the details of the special meeting in March.

Manager Position – Due to the recent death of David Brainard, Guetter will notify Becker County of a board vacancy. Manager appointments take place in May.

Ditch Inspector’s Report February 2017

Ditch 11/12 – Nothing further to report.

Ditch 13 – Nothing further to report

Ditch 14 – Nothing further to report.

