



*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 17, 2013

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 13, 2012 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)
  3. Election of 2013 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
- 7:00 PM
6. New Business
    - a. **Selection of Depository**
    - b. **Selection of Official Newspaper – Detroit Lakes Record/Tribune**
    - c. **2013 Salary /Benefit Considerations**
    - d. **Meeting Dates for 2013**
- 8:30 PM
7. Public Forum (5 minutes)
- 8:35 PM
8. Treasurer's Report
    - a. **Approve January Bills**
    - b. Review January – December 2012 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 13, 2012

**Managers Present:** Kral, Okeson, Brainard, Imholte, Jordan (3:10 PM), Nansen

**Managers Absent:** Haggart

**Staff:** Administrator Guetter

**Consultants:** Attorney Lisa M. Tufts. Engineer Marlon Mackowick

**Advisory Committee:** None **Others:** None

The Regular Managers' meeting was called to order by President Kral at 3:01 PM.

**CONSENT AGENDA.** The consent agenda, including the December Administrator Report; Secretary's Report - November 15, 2012 Regular Managers' Meeting Minutes; December Rules/Permitting Report; and December Ditch Inspector's Report (Brainard, Okeson), carried unanimously.

**PROGRESS REPORTS**

**Personnel Committee** –Kral 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** – A meeting was held on November 27<sup>th</sup> at M-State community college.

**OLD BUSINESS**

- a. **Rice Lake Nutrient Reduction Project** – Guetter reported the District will close on Heitmann property acquisitions on 3 parcel tracts. Attorney Tufts will finish up drafting easements on 3 properties for execution in January 2013 timeframe. Guetter, NRCS, and DNR are meeting on Dec 21<sup>st</sup> to begin discussions on drafting the memorandum of understanding for the structures and operations and financial responsibilities.
- b. **St Clair TMDL Study.** Guetter reported no additional information to report since November meeting with EOR consultants. Guetter requested Bruce Wilson, MPCA to assist with reviewing the modeling since he had prepared the St. Clair Lake nutrient loads for the MPCA Clean Water Partnership Lake Sallie Diagnostic and Implementation projects over ten years ago.

**NEW BUSINESS**

- a. **2013 Final Budget and Levy/Assessments.** The Managers reviewed the 2013 Final Budgets and Tax Resolutions. **Motions for "The Pelican River Watershed District 2013 Final Budget and Tax Resolutions" were made and carried per attachments.**
- b. **2012 Year-end Inter-fund Transfers** – The year-end 2012 inter-fund transfers were presented and discussed. **Motion to approve the PRWD 2012 Inter-fund Transfers per attached resolution, (Imholte, Kral, carried.**
- c. **MAWD Annual Meeting Delegate Report** – No report was given.

**PUBLIC FORUM – NONE**

**TREASURER'S REPORT.**

- a. **Approval of December Claims. #13467-13484 (\$ 40,450.23).** Managers reviewed monthly bills. Administrator Guetter noted the OET and MAWD registration bills had not yet been received. **Motion to pay December bills including OET & MAWD registration claims, (Imholte, Okeson) carried.**
- a. **Financial Report.** The January-November 2012 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the Jan-Nov 2012 R & E Report (Imholte, Kral), carried unanimously.** The report will be filed for audit.
- b. **4<sup>th</sup> Quarter Manager per diems/expenses.** **Motion to approve payment of 4<sup>th</sup> Quarter Manager per diems and expense claims (Imholte, Brainard), carried unanimously.**

**ATTORNEY REPORT**– Attorney Tufts reported on Heitmann property closing and drafting easements for additional property for Rice Lake Project.

**ENGINEER REPORT** –Engineer Mackowick reported working on Anchor Road plans. Discussions with Detroit Township will occur in January 2013 timeframe.

**PULLED CONSENT AGENDA ITEMS- NONE**

**ANNOUNCEMENTS** – Reminder that Office will be closed from December 24<sup>th</sup> to January 1<sup>st</sup>, 2013.

**ADJOURNMENT.** Motion to adjourn the meeting at 4:22 PM (Brainard, Okeson), carried unanimously.

Respectfully Submitted,  
David Brainard, Secretary

No tape was made of this meeting.

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



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

**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 2013;

Whereas the Managers of the Pelican River Watershed District believe that \$ 210,000 required to undertake certain stormwater treatment facility construction and repair;

Whereas a public hearing was advertised and held on September 13, 2012;

Therefore, the Managers approve and adopt the fee schedule with the minimum parcel amount of \$22.00 and the maximum of \$60.00.

**Motion Brainard \_\_\_\_\_ 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 2013;

Whereas a public hearing was advertised and held on September 13, 2012;

Therefore, the Managers approve an assessment for \$ 45,000 for Project 1-B's Maintenance Fund for 2013.

**Motion Jordan \_\_\_\_\_ 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 2013;

Whereas a public hearing was advertised and held on September 13, 2012;

Therefore, the Managers approve an assessment for \$ 75,000 for Project 1-C's Maintenance Fund for 2013.

**Motion Imholte \_\_\_\_\_ Second Jordan \_\_\_\_\_ Passed unanimously**

**NOTE: NO ASSESSMENTS for Becker County Ditches 11-12, 13, or 14  
NO ASSESSMENT for Survey and Data Acquisition Fund**



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

Exhibit A

**PRWD 2013 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 2012;

Whereas a public hearing was advertised and held on September 13, 2012;

Whereas the District's allowable maximum levy for 2013 is **\$250,000**;

Whereas the District preliminary payable levy for 2013 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 2012 rates;

Therefore, the Managers approve the payable General Fund Levy of **\$ 247,000** for 2013.

Motion Kral Second Jordan 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 2013;

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 **\$138,000** 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 13, 2012;

Therefore, the Managers approve the payable ad valorem levy for **\$138,000** for LMP-01's Maintenance Fund for 2013.

Motion Jordan Second Imholte Passed unanimously

**Pelican River Watershed District  
2013 Final Budget  
January through December**

	General	SADAF (Survey)	Utility	Harvest PIF	1B	1C	LMP-01	Ditch 11-12	Ditch 13	Ditch 14
<b>Income</b>										
REVENUE				20.00			138,000.00	5.00	5.00	5.00
Ad Valourm	247,000.00				45,000.00	75,000.00				
Special Assessment			215,000.00		10.00	30.00	8.00			
Utility Fee	200.00		150.00		-7,500.00	-7,500.00	5,000.00	-2,000.00	-2,000.00	-5,000.00
Interest Income	71,308.00	13,000.00	-46,500.00	7,000.00						
<b>OTHER FINANCING SOURCES (USES)</b>										
Total Income	318,508.00	13,000.00	168,650.00	7,020.00	37,510.00	67,530.00	143,008.00	-1,995.00	-1,995.00	-4,995.00
<b>Expense</b>										
CAPITAL OUTLAY	7,000.00									
DEBT SERVICE		2,000.00								
GRANT MATCHES			33,000.00				25,000.00			
CONSTRUCTION			15,000.00							
DITCH EXPENSES			251,000.00					1,500.00	1,500.00	-1,500.00
HARVEST/CHEMICAL				6,669.00	28,500.00	90,100.00	40,000.00			
MANAGER	24,000.00				250.00	500.00	2,000.00			
MONITOR		7,800.00								
OFFICE	48,450.00	1,620.00	100.00		4,800.00	4,700.00	10,140.00	50.00	50.00	50.00
PAYROLL	252,500.00	10,000.00			12,000.00	16,000.00				
PROFESSIONAL	19,000.00		26,300.00		710.00	850.00	72,000.00	400.00	400.00	400.00
Total Expense	350,950.00	21,420.00	325,400.00	6,669.00	46,260.00	112,150.00	149,140.00	1,950.00	1,950.00	-1,050.00

\*\*\*\*\*NOTES\*\*\*\*\*  
**FINAL 2013 LEVY/ASSESSMENTS**  
 General - Ad Valorum: \$247,000  
 LMP-01 - Ad Valorum : \$ 138,000  
 SADAF - NO LEVY  
 UTILITY: \$210,000, Increase min Parcel to \$22 and maximum to \$60  
 Project 1B - \$45,000  
 Project 1C - \$75,000  
 DIT 11/12 - NO LEVY  
 DIT 13 - NO LEVY  
 DIT 14 - NO LEVY



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

PRWD 2012 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 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;

WHEREAS, the LMP-01 Project fund is providing a cash match for the DNR AIS Grant to help prevent and contain the spread of aquatic invasive species;

WHEREAS, the Rice Lake Nutrient Reduction MPCA CWP D/Rice project plan is completed and implementation of the plan is carried out under the BWSR grant.

THEREFORE, the Managers approve the following transfers:

- \$ 4,000 from 1-B to the General Fund
- \$ 4,000 from 1-C to the General Fund
- \$ 2,000 from Ditch 11-12 to the General Fund
- \$ 2,000 from Ditch 13 to the General Fund
- \$ 2,000 from Ditch 14 to the General Fund
- \$ 50,000 from Utility to the General Fund
- \$ 2,625 from 1-B to the Harvest PIF
- \$ 2,625 from 1-C to the Harvest PIF
- \$ 11,000 from LMP-01 to the General Fund
- \$ 30.64 from LMP-01 to the DNR AIS Grant
- \$ 11,438.69 from CWP D/Rice to BWSR Grant

Motion Imholte Second Kral Passed Unanimously

David Brainard, Secretary- Pelican River Watershed District

Date Approved: David Brainard

# Claims Paid

December 2012

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
*Guetter, Tera	12/20/2012	13467	153.77
*Hecock, Richard	12/20/2012	13468	20.00
ACS	12/20/2012	13469	47.31
AEM Technology	12/20/2012	13470	910.00
Bank of America	12/20/2012	13471	8,223.59
Briggs, Ramstad & Skoyles, P.A.	12/20/2012	13472	617.50
Detroit Power Sports	12/20/2012	13473	300.00
Emmons & Olivier Resources, Inc	12/20/2012	13474	17,491.96
J & K Marine, Inc.	12/20/2012	13475	15.45
M STATE Community College	12/20/2012	13476	30.00
MAWD	12/20/2012	13477	1,080.00
MEADOWLAND SURVEYING, INC.	12/20/2012	13478	1,988.75
Mississippi State University	12/20/2012	13479	10,000.00
Office of Enterprise Technology	12/20/2012	13480	76.17
RMB Environmental Laboratories, Inc.	12/20/2012	13481	116.00
Wells Fargo Office Lease	12/20/2012	13482	1,100.00
Wenck Associates, Inc	12/20/2012	13483	3,341.68
Xerox Corporation	12/20/2012	13484	232.81
<b>TOTAL</b>			<b><u>45,744.99</u></b>

Rice Lake - Heitmann	12/13/2012	13462	<b><u>40,450.23</u></b>
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## 4th Quarter Manager Expenses

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
.Brainard, D.	12/30/2012	13485	126.54
.Haggart, J.	12/30/2012	13486	116.00
.Imholte, G.	12/30/2012	13487	83.25
.Jordan, W.	12/30/2012	13488	149.30
.Kral, D.	12/30/2012	13489	154.90
.Nansen, Gary	12/30/2012	13490	19.43
.Nansen, Gary	12/30/2012	13492	91.02
.Okeson, O.	12/30/2012	13491	33.30
<b>TOTAL</b>			<b><u>773.74</u></b>

<u>4th Quarter per Diems</u>	<u>Date</u>	<u>Num</u>	<u>Amount</u>
Brainard, David R	12/31/2012	13493	636.86
Haggart, Janice J	12/31/2012	13494	353.81
Imholte, Ginny L	12/31/2012	13495	495.34
Jordan, William R	12/31/2012	13496	459.95
Kral, Dennis A	12/31/2012	13497	495.33
Nansen, Gary L	12/31/2012	13498	424.58
Okeson, Orrin D	12/31/2012	13499	141.52
			<b><u>3,007.39</u></b>

**Pelican River Watershed District  
Administrator Monthly Report**

January 11, 2013

www.prwd.org

**MAIN DISTRICT WATER QUALITY INITIATIVES**

**1. Upper Pelican River Watershed District Project.**

**Rice Lake Wetland**

- a. **DNR Lessard-Sams Grant.** Final reports will be submitted by month end.
- b. **BWSR – Clean Water Legacy Grant (Rice Lake Project)** Final reports will be submitted by month end.
- c. **MPCA CWP Grant - Pearl Lake Sub-watershed Diagnostic Study.** Nothing further to report - Bob Merritt will begin modeling work this month.

**2. Lake St. Clair TMDL.** Nothing further to report – Waiting for EOR to complete the study.

**WATER MANAGEMENT RULES**

- a. **Permits** - see enclosed report. Met with MN DOT to review HWY 10/HWY 59 improvements.
- b. The District continues to monitor variance requests and other City and County planning/zoning actions.

**EDUCATION**

**Hodge-Podge** –Guetter discussed 2012 district activities “Year in Review”.

**DNR Roundtable, St. Paul January 4-5** – see enclosed report.

**MONITORING, DATA COLLECTION AND MANAGEMENT**

**GENERAL ADMINISTRATION**

**Grant/Projects** – Guetter is working on reports/financial submittals.

**Personnel** – Interviews will start shortly for the office assistant and assistant administrator positions.

**2012 Annual Report.** – Savanna Fritz and Brody Weidmann (summer interns) started working on the annual report over their academic break.

**AQUATIC PLANT MANAGEMENT**

Administrator Guetter was appointed to a three-year term on the state AIS Advisory Committee.

**Ditch Inspector’s Report**

**January 11, 2013**

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

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

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