



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, December 19, 2013
4:00 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

- 4:00 PM** 1. Call To Order
2. **Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –November 21, Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report**
- 4:05 PM** 3. Progress Reports - Committee Chairs (5 minute reports)
- a. Personnel
- b. Aquatic Plant (Projects 1B & 1C)
- c. Advisory Committee
- 4:10 PM** 4. Old Business
- a. Rice Lake Project Update
- 4:30 PM** 5. New Business
- a. **2014 Budgets and Final Levy/Assessment amounts**
- b. **Inter-fund Transfers**
- c. MAWD Annual Meeting Delegate Update
- d. **LMCIT**
- e. Airport Meeting Update
- 5: 15 PM** Public Forum (5 minutes)
- 5:20 PM** 6. **Treasurer's Report**
- a. **Approve December Bills & payment of 4th Quarter Manager Per diems/expenses**
- b. **January – November 2013 Revenue and Expenses – to be filed and subject to audit.**
- 5:30 PM** 7. Attorney's Report
8. Engineer's Report
9. Pulled Consent Agenda Items
- 5:40 PM** 10. Announcements
- 5:45 PM** 11. Meeting Adjournment

(action items in bold face)



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

November 21, 2013

Managers Present: Kral, Okeson, Brainard, Imholte (6:29 PM), Haggart, Nansen, Michaelson

Managers Absent: None

Staff: Administrator Guetter, Staldine

Consultants: Engineer Mackowick, Attorney Skoyles

Advisory Committee: None **Others:** None

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

CONSENT AGENDA. Motion to approve the consent agenda, including the November Administrator's Report; Secretary's Report –October 17, 2013 Regular Managers' Meeting Minutes; November Rules/Permitting Report; and November Ditch Inspector's Report (Brainard, Haggart), carried unanimously.

PROGRESS REPORTS

- a. **Personnel Committee** – The committee did not meet. The committee will set a meeting with Administrator Guetter in December.
- b. **Aquatic Plant Committee** – The committee did not meet.
- c. **Citizen Advisory Committee** –Nothing further to report.

OLD BUSINESS

- a. **Rice Lake Project Update**– Mackowick reported completing permit applications for wetland credits.

NEW BUSINESS

- a. **Technology Improvements (Website/GIS)** – The managers reviewed the proposal by GeoGurus to upgrade the District's website platform and provide cloud-based data storage, online/mobile GIS, permitting, and monitoring system functionality. **Motion to approve entering into service contracts with GeoGurus for: (1) website design/content migration/server configuration (\$4,250) & 5-year website hosting/maintenance agreement (\$600/year) and (2) GIS web-based map interface design, data migration, & associated web-based toolkit functionality including GIS layers, permitting system, and monitoring system (\$14,000 includes 1st year GIS hosting/access fee & annual site license) and GIS hosting/access/license annual maintenance fee (\$1,000/year) with the conditions the service contract is reviewed by Attorney Skoyles, the payments are one-half upon contract execution (fiscal year 2013) and one-half upon project completion (fiscal year 2014), and a monthly progress report is provided to the managers (Nansen, Michelson), carried unanimously.**
- b. **Phone System** – **Motion to approve the purchase and installation of a telephone system from ACS per October 17, 2013 quote in the amount of \$4,250 (government rate), (Imholte, Kral), carried unanimously.**
- c. **MAWD Delegate Selection.** The MAWD 2013 Certificate of Membership and Delegate Appointment Form, attached hereto, certified the District is in good standing with MN Statutes 103D, is a member of MAWD, and designated managers Brainard and Kral as delegates with Imholte as an alternate.
- d. **One Watershed, One Plan** –The state legislature passed new authorities to the Board of Soil and Water Resources (BWSR) to allow watershed management plans (watershed districts) and local water plans (county, swcd) to be replaced with one comprehensive watershed management plan. This translates to having one plan for the Ottertail basin (Pelican River WD, Cormorant WD, Becker SWCD, East SWCD, West SWCD). Grant funds are available to assist with hiring a facilitator/consultant to align the local planning and implementation with state strategies. Agency staff will meet to explore interest levels in January 2014. Becker SWCD currently has a 2-year plan extension and PRWD's plan is due for updating in 2014.
- e. **Flowering Rush Symposium, Spokane Washington** – Guetter reported she is invited to speak from "a management perspective" at the Northern Rockies Invasive Plant Council Conference, February 10-13, 2014 in Spokane Washington. The council will reimburse airline ticket, meals, and hotel accommodations. **Motion to approve Guetter to attend the Northern Rockies Invasive Plant Council Conference in February 2014 (Brainard, Haggart), carried unanimously.**
- f. **December Monthly Meeting Date** – The monthly meeting date will remain the same (December 19) however the meeting time is 4:00 pm followed by a holiday gathering at the Gary Nansen residence.



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

PUBLIC FORUM – NONE

TREASURER'S REPORT.

- a. **Approval of Claims # EFT57-59 and 13836-13850 (\$38,541.65).** The monthly bills were reviewed. **Motion to pay November 2013 bills & Geo Gurus contract (Imholte, Brainard), carried unanimously**
- b. **Financial Report.** The January-October 2013 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the draft January-October 2013 R & E Report (Imholte, Nansen), carried unanimously.** The report will be filed for audit.

ATTORNEY REPORT– Pearl Lake Rule Violation.

ENGINEER REPORT – see Rice Lake update.

PULLED CONSENT AGENDA ITEMS- None.

ANNOUNCEMENTS –The MAWD annual conference will be held December 5-7, 2013 in Alexandria, MN.

ADJOURNMENT. Motion to adjourn the meeting at 8:12 PM (Brainard, Kral), carried.

David Brainard
Respectfully Submitted
David Brainard, Secretary

Meeting Approved: _____

November Claims Paid

Vendor	Date	Num	Amount
*Guetter, Tera	11/22/2013	EFT-57	131.70
*Moses, Brenda	11/22/2013	EFT-58	19.62
*Staldine, Jonathan	11/22/2013	EFT-59	167.99
ACS	11/22/2013	13836	47.31
Bank of America	11/22/2013	13837	130.17
Becker SWCD	11/22/2013	13838	977.29
Bell State Bank & Trust	11/22/2013	13839	7,000.00
County 6 Amoco & Bait	11/22/2013	13840	77.46
Geo Gurus	11/22/2013	13851	9,250.00
MPCA	11/22/2013	13841	16,500.00
NALMS	11/22/2013	13842	55.00
Office Essentials Plus	11/22/2013	13844	79.46
Office of Enterprise Technology	11/22/2013	13843	82.04
RMB Environmental Laboratories, Inc.	11/22/2013	13845	217.00
Roger Lundberg	11/22/2013	13846	578.47
Trophy House	11/22/2013	13847	893.70
Wells Fargo-Office Lease	11/22/2013	13848	1,100.00
Wenck Associates, Inc	11/22/2013	13849	975.60
Xerox Corporation	11/22/2013	13850	258.84
TOTAL			38,541.65

Minnesota Association of Watershed Districts, Inc.

2013 Certificate of Membership & Delegate Appointment Form

Pelican River Watershed District hereby certifies that it is a watershed district duly established and in good standing pursuant to Minnesota Statutes 103D, and that it is a regular member of the Minnesota Association of Watershed Districts, Inc. for the year 2013.

Pelican River Watershed District hereby further certifies that the names of its two official delegates to the Association are Dennis Kral and Dave Brainard, and the name of the alternate delegate is Ginny Imholte, all of whom are managers in good standing of the Pelican River Watershed District.

Dated: November 21, 2013

Pelican River
Watershed District
by: David Brainard

M - Brainard
S - OK

Pelican River Watershed District
Administrator Monthly Report
December 13, 2013
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 – Due to the airport meeting with US Senator Franken, the technical committee meeting had to be rescheduled from Thursday, December 12, 2013 to January 2014.

Lake St. Clair TMDL MPCA and the District are still waiting to hear back the City of Detroit Lakes. MPCA will advise on the next steps if the City does not respond in the near future.

WATER MANAGEMENT RULES

Permits - see enclosed report.

The District continues to monitor variance requests and other City and County planning/zoning actions. The violation on Pearl Lake has been resolved and is consistent with the erosion control requirements staff specified. The District received a proposed scope of work document to complete a storm water management site plan for the Clark Gable PUD , however the scope of work did not include impervious surface calculations, storm water management calculations and schematics. The District advised the contractor of District Rule Requirements.

EDUCATION

MAWD Annual Manager's Meeting and Conference – Managers Kral, Okeson, Brainard, Imholte, Haggart and Administrator Guetter attended the annual conference in Alexandria.

One Watershed One Plan /2015 PRWD Revised Water Management Plan Update –Staff from Pelican River WD, Cormorant, WD, Becker SWCD, East Ottertail SWCD, and West Ottertail SWCD are scheduling a meeting in early January to discuss options.

Hodge Podge (KDLM radio show) – Moses introduced herself and gave an overview of her position (financial/office management) at the District and her involvement with AIS, storm water education, permitting, and other activities.

GENERAL ADMINISTRATION

Office Space. Nothing further to report. DOC is negotiating with Wells-Fargo property management.

Phone System Moses is currently working with Arvig and the new phone system is scheduled to be installed on Tuesday, December 17.

League of MN Cities Insurance Trust – Moses set up insurance policies on a calendar-year basis to coincide with the District's fiscal calendar year.

Audit – Judi Moravec has contacted our office and the 2013 audit is currently scheduled for April 7 & 8. Moses has begun to put together information requested by the Auditor's office.

Personnel Committee – Committee Chair Haggart contact Guetter to meet in December, however Guetter suggested early January to better meet her schedule.

Website/Office Records/GIS Mapping Updates– Contracts have been finalized with Geo-Gurus, enabling initial work to begin on website and GIS system upgrades.

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

Sucker Creek Preserve Grant Match– The District received the request for grant match funds in the amount of \$5,000, which was previously approved at the August 16, 2012 monthly meeting.

MONITORING, DATA COLLECTION AND MANAGEMENT

Staldine is finishing up statistical analysis of 2013 data, and in the process of constructing a new database designed for efficient data management (review, charting, etc). The 2014 monitoring plan will include increased monitoring (inflow, outflow, in-lake) on St. Clair. There was a marked increase in 2014 phosphorus levels which are on par with pre-alum treatment levels (1990's).

AQUATIC PLANT MANAGEMENT

Lake Vegetation Management Plans (Detroit, Sallie, Melissa) . Joe Eisterhold, MN DNR AIS Specialist has restarted work on the plans, which were still in draft form when Darrin Hoverson was the MN DNR AIS specialist.

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 working on their 2013 annual report.

MN AIS Research Center Advisory Board Meeting - January 30th at U of M, St. Paul campus.

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 December 13, 2013

Drainage Inspector Guetter attended the Drainage Workshop on December 6th at Alexandria.

Ditch 11/12- Guetter and Lundberg met at the County Auditor's office to review the benefitting areas on Ditch 11-12. Lundberg was one of the viewers for the 1980's redetermination and assisted with reviewing the notes.

Ditch 13

Little Floyd Lake Dam Blockage. Scott Ailie tree service removed tree debris below the outlet of Little Floyd Lake, including a badly damaged willow tree in decline.

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. City has contracted with Feldt excavating to remove sediment accumulation.

Ditch 14- Roger Lundberg investigated potential blockage. No beaver activity found, however, floating bogs were noted. The County Highway department moved the bogs and the water levels decreased in their nearby road culvert (Cty 6).

PRWD Rules of Enforcement Report - December 13, 2013

Permits Issued: None to Report

Projects Currently in Review:

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