



*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, July 20, 2017

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 – *June 15, 2017 Regular Meeting Minutes*; Rules/Permitting Report; Ditch Inspector's Report)
- 6:20 PM
3. Committees
    - a. Personnel, RMP/Rules, Citizen Advisory
- 6:25 PM
4. Old Business
    - a. Rice Lake Project Progress
    - b. Revised Management Plan Progress
    - c. Flowering Rush Treatments
    - d. City of Detroit Lakes Shoreland Ordinance
- 6:45 PM
5. Treasurer's Report
    - a. Approve July 2017 Bills
    - b. Approve 2<sup>nd</sup> Quarter Manager Per Diems and Expenses
    - c. Approve July Fund transfer
    - d. Review January-June 2017 Revenue & Expenses – to be filed and subject to audit.
- 7:00 PM
6. New Business
    - a. Manager Tour Date
    - b. September Public Hearing and Manager meeting date
    - c. Rule Violation Update
    - d. Cost Share Application Approvals
- 7:30 PM
7. Public Forum (5 minutes)
- 7:35 PM
8. Attorney's Report
  9. Engineer's Report
  10. Pulled Consent Agenda Items
  11. Announcements – MAWD Summer Tour in Bemidji
- 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

June 15, 2017

**Managers Present:** Kral, Imholte(6:30PM), Michaelson, Okeson, Deede, Refsland

**Managers Absent:** Haggart

**Staff:** Administrator Guetter, Alcott, Moses

**Consultants:** Engineer Marlon Mackowick, Wenck Associates; Attorney Karen Skoyles (6:18PM)

**Advisory Committee:** None   **Others:** Terry Anderson, Sue Kral, Patrick Bakken, Mina (Notary)

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

**Oath of Office.** Manager Refsland took the Oath of Office. The Becker County Board of Commissioner's appointed Brad Refsland to a three year term (May 2020).

**CONSENT AGENDA.** The consent agenda (*addition of PRWD Cost Share Program application approvals and a limited-time permit program for tree removal/planting in shore impact zone*), including the June Administrator Report; Secretary's Report – May 18, 2017 Regular Managers' Meeting Minutes; June Rules/Permitting Report; and June Ditch Inspector's Report, (Okeson, Deede), carried unanimously.

**PROGRESS REPORTS**

*Personnel Committee* - Nothing further to report.

*Rules/Revised Management Plan (RMP)*- See Administrator report.

*Citizen Advisory Committee* –See Administrator report.

**OLD BUSINESS:**

- a. **Rice Lake Progress.** Guetter reported she met with Houston Engineering on 6/13 to review the upper structure access road, Anchor Road Improvements, Lower structure embankment, easements, Operations and Maintenance Plans and wetland impacts. Natural Resource Conservation Service (NRCS) reported to have the upper structure plans completed by the end of June. Guetter is working with the City on their easements. We will be scheduling a meeting with Detroit Township, PRWD Board in July.
- b. **Revised Management Plan Progress.** A series of public input meeting have been held and Guetter reported she hopes to have a draft ready by the July meeting.

**TREASURER'S REPORT.**

- a. **Approval of June 2017 Claims.** Treasurer Michaelson reviewed the monthly bills with the Managers noting bills for Curly-leaf pondweed treatments and from Becker County Auditor. **Motion to pay June 2017 claims (Checks #14319-14334 and EFT 423-429) in the amount of \$61,936.18 (Michaelson, Refsland), carried unanimously.**
- b. **June Fund Transfers.** **Motion to transfer \$92,000 from Bremer Bank savings account to the checking account (Michaelson, Imholte), carried unanimously.**
- c. **Financial Report.** The January-May 2017 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-May 2017 R & E Report (Michaelson, Refsland), carried unanimously.** The report will be filed for audit.

**NEW BUSINESS:**

- a. **MN Buffer Law Compliance Resolution.** The Board of Water and Soil Resources (BWSR) was notified by the District of its intent to elect jurisdiction to enforce the MN Buffer Law and to adopt the necessary rules and administrative penalties as required by MN Statute per the District's Board of Managers' April 20, 2017 Regular Meeting Minutes. Within the last week, the office received a model resolution template from BWSR. The Managers reaffirmed the District's intent to elect jurisdiction to enforce the MN Buffer Law. **Motion to approve the Resolution regarding the Election of Jurisdiction for the Minnesota Buffer Law – Pelican River Watershed District – Resolution 17-01 (Imholte, Michaelson), carried unanimously (attached hereto).** The resolution will be sent to BWSR before June 30<sup>th</sup>.



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- b. **Upgrade Computer Storage:** The office has been experiencing ongoing data backup issues with the hardware purchased in 2016. The company sent a replacement unit as it was covered under warranty, but reliability problems persisted. With the large amount of data (monitoring, permits, administrative and financial records, studies, etc.) and as a requirement of a governmental entity to retain public information, staff recommended the District convert to a business NAS hardware backup device and “cloud” storage as outlined in the Lakes Computer Repair & Consulting quote. Staff noted there will be a monthly \$200 charge for the cloud storage. **Motion to purchase the NAS hardware and subscribe to the cloud data retention system per Lakes Computer Repair and Consulting quote (Kral, Refsland), carried unanimously.**
- c. **Curly-leaf Pondweed & Flowering Rush Treatments Update.** Alcott reported on the Curly-leaf pondweed (CLP) treatments on Detroit (Holiday Inn/Lodge on the Lake area; Long Bridge), Sallie (west side), and Melissa (west). Treatments were effective on Detroit and Melissa, but Sallie reported some blow in. For 2018, the District will review the south public access and bluff areas on Detroit and the public access area on Sallie for potential treatments. Since Sallie is a polymictic lake (wind mixing), the District will investigate using Diquat for CLP treatments as it has a much shorter concentration exposure time requirement. Terry Anderson also commented on the lack of aquatic plant roadside pickup piles this year. Staff also noted the presence of CLP on Lake St. Clair, which is making it difficult to collect water quality samples.

The District will be treating Flowering rush (FR) the week of June 26<sup>th</sup> as the weather forecasts for the week of June 19<sup>th</sup> are storms and high wind conditions. On Lake Sallie, along the WE Fest property area, 23 acres of mixed stand bulrush will be treated this year and pending favorable results, the treatment area will be expanded to include the remaining mixed area of 35 acres. The final core samples for the three year research project were collected and shipped to Mississippi State University.

- d. **City of Detroit Lakes Shoreland Ordinance Update.** Staff reported on latest meeting regarding the Planned Unit Development Section.
- e. **PRWD Cost Share Applications.** The staff has received three applications that are eligible for up to \$500 for plants and plant materials for shoreline restoration. All three are on Detroit Lake and include: Darin Halvorson at 1728 East Shore Drive, James & Carolyn Herman at 996 West Lake Drive, and Julie Herman at 992 West Lake Drive. Applicants will submit paid bills and PRWD staff will make a site visit to verify the work was completed. **Motion to approve cost share matching funds in an amount up to \$500/site for eligible trees, plants, and associated material expenses as outlined in the cost share agreement for the D. Halvorson, Jim/Carol Herman, and Julie Herman residential projects (Refsland, Imholte), carried unanimously.**
- f. **PRWD Cost Share for Tree Replacement/Site visit fee waiver.** Recent storms caused shoreline tree uprooting especially along the Shorewood Drive area of Detroit. Tree replacement is important for healthy shorelines and the Managers recommended implementing a short term cost share program for replanting trees lost in the recent storms which will include waiving the site visit fee for a two month period beginning June 16 – August 18<sup>th</sup>, providing pictures of storm damage, and replanting in the shore impact zone. **Motion to approve waiving the site visit fee for a two month period from June 16 – August 18<sup>th</sup> for cost-share or applications to replant trees in the shore impact zone (Refsland, Imholte) carried unanimously.**

**PUBLIC FORUM –NONE**

**ATTORNEY REPORT—** Nothing further to report.

**ENGINEER REPORT –** Engineer Mackowick reported on the status of recent permit reviews including River View PUD and the storm water management concept plan for Long Bridge.

**PULLED CONSENT AGENDA ITEMS-** None.

**ANNOUNCEMENTS –** Minnesota Association of Watershed District’s (MAWD) summer tour and special meeting in Bemidji on June 21-23. Kral, Okeson, Imholte, and Guetter are attending. Kral and Okeson are the meeting delegates,



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with Imholte as the alternate delegate. The managers will be reviewing and voting on MAWD Bylaws, dues, and budget at the special meeting.

Terry Anderson reported the roadside pickup program is running smoothly and the aquatic plant piles have been on the light side.

**ADJOURNMENT. Motion to adjourn the meeting at 8:27 PM (Kral, Michaelson), carried unanimously.**

Meeting Approved :

7-20-2017

Respectfully Submitted,

Orrin Okeson, Vice-President

*No tape was made of this meeting.*

**Pelican River Watershed District**

**Claims Paid**

June 2017

<u>Date</u>		<u>Num</u>	<u>Amount</u>
06/20/2017	*Alcott, Brent	EFT-423	75.54
06/20/2017	*Guetter, Tera	EFT-424	40.00
06/20/2017	*Moses, Brenda	EFT-425	59.08
			<b>\$ 174.62</b>
06/20/2017	RMB Environmental Laboratories, Inc.	EFT-426	1,653.00
06/20/2017	Wells Fargo-Office Lease	EFT-427	1,299.58
06/20/2017	Wenck Associates, Inc	EFT-428	6,855.31
06/20/2017	Xerox Corporation	EFT-429	284.69
			<b>\$ 10,092.58</b>
06/19/2017	American Enterprises Inc.	14319	700.00
06/19/2017	Arvig	14320	51.90
06/19/2017	Bank of America	14321	178.10
06/19/2017	Becker County	14322	12,497.00
06/19/2017	Central Market	14323	26.18
06/19/2017	County 6 Amoco & Bait	14324	118.63
06/19/2017	Fisher Scientific	14325	207.64
06/19/2017	*Kempe, John	14326	135.00
06/19/2017	L & M Supply	14327	63.05
06/19/2017	Lakes Computer Repair & Consulting	14328	400.00
06/19/2017	Professional Lake Management	14329	35,800.28
06/19/2017	Schultz Garage & Bus Co., Inc	14330	274.75
06/19/2017	Verizon	14331	40.16
06/19/2017	*Voz Samuel	14332	135.00
06/19/2017	Office of Enterprise Technology	14334	110.29
			<b>\$ 50,737.98</b>
<b><u>Rice Lake</u></b>			
06/19/2017	Houston Engineering Inc.	14333	931.00
			<b>\$ 931.00</b>
<b><u>Payroll</u></b>			
06/01/2017	Employee Payroll		4,909.86
6/7/2017	Supplemental Benefits		2,184.92
6/7/2017	Federal Withholding		2,624.08
6/15/2017	Employee Payroll		6,593.67
6/20/2017	Federal Withholding		2,194.60
6/29/2017	Employee Payroll		7,063.51
6/30/2017	Federal Withholding		2,358.42
6/30/2017	MN HCSP		600.00
6/30/2017	MN Revenue		1,117.00
6/30/2017	NACO		2,769.00
6/30/2017	PERA		2,988.93
			<b>\$ 35,403.99</b>
	<b>Total June Expenses</b>		<b>\$ 97,340.17</b>



## OATH OF OFFICE

### OATH

State of Minnesota

SS:

County of Becker

I, Bradley A. Refsland

do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of Pelican River Watershed District in the County of Becker, the State of Minnesota, to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this 15<sup>th</sup> day of June 2017.

Signature of Notary Public

Printed Name of Notary Public

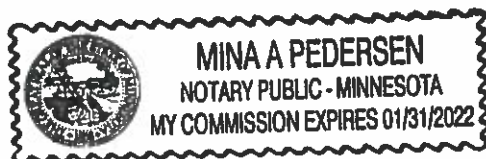
Mina Pedersen

Date Commission Expires

1/31/2022

County of Residence

Becker





## MAIN DISTRICT WATER QUALITY INITIATIVES

**Targeted Watershed Nutrient Reduction Grant/Rice Lake Project.** Guetter met with Houston Engineering on June 13<sup>th</sup> to review project progress. NRCS is completing the upper structure plans and the access road design. The City of Detroit Lakes has requested to change the location of the access road and extend the road to Cormorant Avenue; The City has directed Meadowland Surveying to complete the legal description for the access easements and city lot easements with the District responsible for associated costs. We will be meeting with Detroit Township to review the plans for Anchor Road and the project in August or September, pending plan completion. Lower structure plans will entail building an earthen berm consisting of fabric on top of existing vegetation with a gravel berm. Remaining easement documents will be updated with Vogel Law firm. The project operations and maintenance plan will be updated to include the lower structure. Required agency permits will be applied for once plans are finalized.

**Revised Management Plan** –Guetter will be meeting with Wenck staff on July 24-25 to solidify resource concerns, issues, priorities and draft implementation strategies for addressing priorities.

**Ottertail Basin WRAPS** – a meeting is currently being scheduled with technical staff from local agencies (watershed districts, soil and water conservation districts) state agencies (pollution control, natural resources) to review stream health within the Ottertail basin, share knowledge, and identify high priority locations for repair or protection to include in the Watershed Restoration and Protection Study (WRAPS).

## WATER MANAGEMENT RULES

**Permits** - see enclosed report.

**City of DL Shoreland Ordinance Advisory Committee Meeting** –On Thursday, July 20<sup>th</sup> the City Planning Commission will be reviewing the draft Shoreland Ordinance. Over the past year, the ordinance review committee has worked off the MN DNR model shoreland ordinance template which included updated term definitions, graphics and language. One of the goals of the committee was to build in limited flexibility (setbacks, height, hard surface coverage) for certain types of projects and to reduce variances granted using a mitigation matrix. Graphics were incorporated to assist with language interpretation and clarification. Electronic copy attached for review.

**Long Gravel Mining** - A project overview and technical review meeting is scheduled for Tuesday, July 18<sup>th</sup> with Becker County.

**PRWD Cost Share Program** – Two more applications have been received for shoreland restoration and a raingarden.

## MONITORING

**Lakes.** For 2017, the interns have been sampling Long, Big Floyd, North Floyd, Little Floyd, Big Detroit, Little Detroit, Curfman, Meadow, Munson, Sallie, Melissa, Glawe, and St. Clair. Of note, from May 24<sup>th</sup> - June 6<sup>th</sup> due to the unseasonable warm weather temperatures lake surface water temperatures rapidly increased by 13 degrees F and stratified. As the weather conditions shifted to lower air temperatures and with high winds, the surface water mixed with cooler, deeper water resulting in a sharp decrease in water temperatures. On June 26<sup>th</sup>, an algal bloom observed on Glawe along with a below average secchi reading of 4.25 ft, but rebounded back to 16 feet on July 10<sup>th</sup>. Water clarity is for most lakes are following normal seasonal patterns with high clarity measurements in May followed by moderate clarity decreases in late June and July. This pattern is mainly due to summer storm events (phosphorus) and increased water temperatures which increase biological activity (algae). Of note, Melissa has increased clarity with the latest Secchi reading of 17 feet on July 10<sup>th</sup> which may be due to zebra mussel filtering the water column.

**Streams.** The interns continue to collect water samples on Campbell Creek, Pelican River and parts of Ditch 14/St. Clair Lake area. Campbell creek stream flow this past month has been low caused by upstream beaver dams holding back water in Campbell Lake. It was thought the beaver were trapped out, but recently old dams have been restored. It is suspected the beaver are coming down from Campbell Lake. Storm events sampling results consistently indicate increased phosphorus level spikes along Campbell Creek (230<sup>th</sup> Street, Cty Rd 149), Pelican River (Anchor Road, Industrial Park). Stream water levels have decreased from May to mid-July, even with the recent precipitation.

**Shoreline Surveys.** The Muskrat Lake survey has been completed and the interns are currently working on Lake Sallie and Melissa. They are quantifying shoreline features such as tree/shrub cover, rip rap, aquatic vegetation, sand blankets, structures (retaining walls, decks, boat houses), watercraft, and docks/lifts. This data compared to previous surveys and is used to determine how the shoreline and lake use has changed through time. This data is helpful with determining needs for cost share programs, regulation needs or changes, and overall lake health.

**Weather.** Over the past month, a couple of major storms with high winds (80 mph) caused major shoreline tree damage on District lakes. The storm of 6/14/2017 targeted areas mainly on Detroit Lake, and the storm on 7/11/2017 battering Big Floyd, Little Floyd, Sallie, and Melissa. The latter storm caused local power outages over a two day period due to the large extent of uprooted trees. Residents are encouraged to utilize the District's Cost Share Program to replant trees lost along the shoreline to maintain a healthy lake.

## **EDUCATION**

**KDLM Radio** – Alcott and the interns, Tyler and Ally, spoke on Hodge Podge on June 23. The interns introduced themselves and talked about their backgrounds. Alcott promoted the District's Cost Share Program for buffers and stormwater best management practices, discussed the Flowering Rush Research Project, weather events, and lake water clarity.

**New Manager Orientation** – Guetter and Moses met with new managers, Lowell Deede and Brad Refsland on June 28<sup>th</sup> to review PRWD projects, finances, levies.

**BWSR Peer to Peer Learning Network for Local Government** – Guetter attended a meeting on July 10<sup>th</sup> in St. Cloud for creating a web based format to facilitate peer to peer networking capacity for sharing knowledge and work experiences. Staff from the Board of Water and Soil Resources, Soil and Water Conservation Districts, and Watershed Districts provided input on how the structure should be set up to best meet local government needs.

**Long Lake Association Meeting** – Alcott spoke at the Long Lake Association meeting on June 24<sup>th</sup>. He discussed water quality trends in Long Lake, current PRWD projects, and the Cost-Share Program. Many of the residents were concerned about the water level in the lake, which while low, is still within the range of seasonal variability. There was also some concern and discussion about the proposed gravel mining expansion.

**Lake Detroiters Annual Meeting** – Alcott attended and set up a booth at the LDA Annual Meeting. He promoted the Cost-Share program, updated residents on the plans for Curly-leaf Pondweed and Flowering Rush Management, and answered questions about ongoing District projects.

## **AQUATIC INVASIVE SPECIES MANAGEMENT**

**2017 AIS Treatments for Detroit, Sallie, Melissa** – Flowering rush control treatments were conducted on Monday, June 26<sup>th</sup> (the only "good day" during a two week period!). The next treatment is tentatively scheduled to occur during the last week in July.

**MN DNR AIS Advisory Committee** – The next meeting is on August 28<sup>th</sup> in St. Cloud.



**U of MN AIS Research Center Advisory Committee** – The committee will be meeting in September.

## **GENERAL ADMINISTRATION**

**MAWD Summer Tour** – Managers Okeson, Imholte and Kral attended the special organization meeting and tour held in Bemidji on June 21-23. The changes in MAWD Bylaws were approved which will facilitate the hiring of an executive director. Guetter attended the administrator meeting which focused on legislative issues, Clean Water funding, and staff training needs (administrative, technical). The tour included Leech Lake dams, operations, and tribal wild rice management; Leech Lake fisheries management; and stormwater management/ Aquatic Invasive Species Prevention programs in the City of Walker.

**Data Management** - Moses has been working with Lakes Computer and the new data storage system is now in place.

**Project Tour** – Potential date is Thursday August 10<sup>th</sup>.

### **Ditch Inspector's Report**

July 2017

**Ditch 11/12** – A blockage remains between 230<sup>th</sup> Street and Campbell Lake. The beaver are coming from upstream to repair the dam, making trapping very difficult.

**Ditch 13** – Dams continue to be a problem in the 8<sup>th</sup> Street trailer park area. Additional blockages were found downstream of Rice Lake. Roger Lundberg was contacted to remove them. We also received a report about a tree snag near North Shore Drive. We have contacted Scott Allie to remove the tree.

**Ditch 14** – No blockages to reports. There is temporary groundwater dewatering discharge to the Ditch system for the installation of water and sewer to the Becker County Jail site located along HWY 59.

# RULES OF ENFORCEMENT

## July 2017



### Permits Issued

17-24	Justin Scallon	1572 West Lake Dr.	SIZ: Restore shoreline to native vegetation.
17-25	City of Detroit Lake	Long Pine Estates	Impervious surface over 1 acre. Construct street, utility and grading for new plat.
17-26	Riverview Assoc.	14799 Hwy 59 So.	Stormwater management plan for PUD.
17-27	Thomas & Kari Tschider	24319 Lakewood Dr.	SIZ: Install 10' native buffer, 20' rip rap.
17-28	Craig & Sarajane Weiss	25780 Brolin Beach Rd.	SIZ: Install 4' wide steps.
17-29	Jay Taylor	1698 E. Shore Dr.	SIZ: Tree removal and Steep Slope Alter tree removal.
17-30	Bonnie Juma	1020 West Lake Dr.	SIZ: Remove 2 trees.
17-31	James Piche	1648 Long Bridge Rd.	SIZ: Sand Beach Blanket
17-32	U-Storage LLP	TH 10 West & Long Lake Rd	Impervious surface over 1 acre.
17-33	Don & Julie Chase	20371 Oakland Beach Rd.	SIZ: Rip Rap installation and sand beach blanket.
17-34	Cole Hanson	947 North Shore Dr.	SIZ: Remove storm damage tree; repair rip rap.
17-35	John Lofberg	809 North Shore Dr.	Impervious surface cover over 25%
17-36	Foltz Trucking	19097 Frontage Rd.	Grading parking lot, stormwater improvements.
17-37	Phil Tintes	26451 Paradise Point	SIZ: Remove existing retaining wall and steps. Restore SIZ to natural state.
17-38	Thomas & Sandra Alinder	11791 Fern Beach Dr.	Restoration per Becker County court order.
17-39	Holly Sharp	11486 Ravenswood Beach	Replace existing deck and walkway. Install swale on south end of property.

### Permit Applications submitted:

**City of Detroit Lakes**—Airport Phase I— Runway 13/31, Taxiway, Wetland Fill and storm water plan for proposed improvements. Phase I under review by Wenck. Permit will be done in phases.

**Becker County Jail & Reconstruction of Stony & Hillcrest Rd.**—Permit under Wenck Review.

**Long Bridge**—Impervious surface coverage, shoreline buffer, removal of water access ramp. Plan under Wenck review.

**Wendy Gjerde**—15587 West Munson Lane, Becker Cty Conditional Use permit needed. Retaining wall reconstruction.

### Permit Applications expected:

**Detroit Lakes Public Schools**— Parking lot reconstruction at Middle School and High School. The High School will require a complete storm water plan.

**Fireside**—Removal of 3-season porch/patio expansion

**Barb Mollberg & Brian Clark**—1624 Long Bridge Rd.—received variance for deck with mitigation required. They will be working with Becker SWCD to develop a plan.

**Four Season Car Wash**—100 MN Hwy 34—Staff has contacted twice requesting stormwater plan. To date, it has not been submitted.

### Violations Under Remediation:

**BBP Investments/Pro Resources, Scott Busker**—1265 W. Hwy 10, New construction, storm water plan needed. PRWD received correspondence in late March stating they are willing to work with the District and requested rule requirement information, which was sent to in April. After not receiving any additional information or submittals from BBP Investments, Alcott followed up and was told that a letter had been sent to our attorney and they would not be developing a plan.

**Golden Bay Shores**— Retaining wall—design modification request to original permit, issued 6/13/2016, 16-28. The plan has been revised by the developer. The District is waiting for 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. To date these have not been received, Alcott to follow up.

### Environmental Assessment Review:

**Long Shore Development**—Becker County has scheduled a Technical Review meeting for Tuesday, July 18