



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.

Minutes

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular MONTHLY MANAGERS' MEETING
Thursday, December 13, 2012
3:00 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

- 3:00 PM
1. Call To Order
 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –November 15, 2012 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)
- 3:05 PM
3. Progress Reports - Committee Chairs (5 minute reports)
 - a. Personnel
 - b. Aquatic Plant (Projects 1B & 1C)
 - c. Advisory Committee
- 3:15 PM
4. Old Business
 - a. Rice Lake Project Update
- 3:30 PM
5. New Business
 - a. **2013 Budgets and Final Levy/Assessment amounts**
 - b. **Inter-fund Transfers**
 - c. MAWD Annual Meeting Delegate Update
- 4:15 PM
6. Public Forum (5 minutes)
- 4:25 PM
7. Treasurer's Report
 - a. **Approve December Bills**
 - b. Review January – November 2012 Revenue and Expenses – to be filed and subject to audit.
 8. Attorney's Report
 9. Engineer's Report
 10. Pulled Consent Agenda Items
- 4:45 PM
11. Announcements
- 4:50 PM
12. Meeting Adjournment

(action items in bold face)

**Pelican River Watershed District
Administrator Monthly Report
December 7, 2012
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

1. Upper Pelican River Watershed District Project.

Rice Lake Wetland

- a. **DNR Lessard-Sams Grant.** Property Transfer Agreements for Onstad and Seiwert were signed by PRWD (Kral) and returned to DNR for final signatures.
- b. **BWSR – Clean Water Legacy Grant** (Rice Lake Project). A wetland technical panel convened on 11/13 to review the Rice Lake Project. Guetter and Attorney Tufts met on 11/20 to review outstanding PRWD flowage easements (Heitman (WRP completed), Johnson (WRP completed), Munstertiger, Country Fields, Wicker. A technical meeting was held on Nov 28th to review structure and access road placement.

2. MPCA CWP Grant - Pearl Lake Sub-watershed Diagnostic Study. Nothing further to report - Bob Merritt will begin modeling work in January.

3. Lake St. Clair TMDL. The October 25th public meeting was cancelled and will be rescheduled in January 2013 timeframe. PCA, PRWD and EOR met on Nov 16th to review past studies (Sallie Clean Water Partnership Diagnostic Study), nutrient modeling approaches, assumptions/inputs, and load allocation source areas (regulated, non-regulated, and special land use areas). A tour of the project area was conducted after the meeting.

WATER MANAGEMENT RULES

- a. **Permits** - see enclosed report.
- b. The District continues to monitor variance requests and other City and County planning/zoning actions.

ADVISORY COMMITTEE/REVISED MANAGEMENT PLAN

A major effort was given to assembling a “kick-off” stakeholders group to begin discussions of the District’s 2015 Revised Management Plan. Invitations were sent to over 50 citizens, lake association officials, sportsman groups, city, township, county and state officials. The event took place on November 27 at M-State from 4PM to 6PM.

Approximately 25 persons attended. Guetter reviewed statutory requirements for the plan and its preparations. Hecock summarized the 2005-2014 plan. Guetter and Kral invited open discussion which lasted for about 45 minutes. Major areas of comment included lake management plans (how to engage citizen activism/implementation); education (in service training for official/commissions “connecting the dots with land use actions and impacts on water quality”; program effectiveness/outcome assessment – Is education changing behaviors to improve water quality? ; phosphorus BMP’s, increased multi-agency regulation coordination; Campbell creek – offline treatments; lake levels; aquatic invasive species management and projects roadside pickup program; plan priorities/timelines)

The plan is to continue to use this group of participants as an “advisory committee” and to add some additional key figures/representation that was missing from this first meeting (County, sporting clubs/groups, citizens (rural, city, lakeshore, etc), business community, etc.).

In addition to meetings, we will explore other “technological” methods for gathering information – i.e., survey monkey, etc.

EDUCATION

Becker County COLA - COLA is in the process of surveying lake association officials to ascertain their views on current and future COLA programs and initiatives. Approximately 150 surveys were sent out, with 40 responses so far

Hodge-Podge –Guetter reviewed the District’s Water Management Plan – major plan components, implementation progress, and the need for public input on the next generation 10 year plan.

TV 3 – Guetter discussed the St Clair Lake TMDL study.

MAWD Annual Conference –Managers and staff attended the conference held in Alexandria from Nov 28 – December 1st. Of note was the panel discussion/update on Aquatic Invasive Species (Guetter-PRWD, Hirsch – DNR Director, Evenson - Minnehaha Creek Watershed District) and the new rainfall precipitation event charts (1, 2, 5, 25, 50, 100 year events) which in our area are significantly higher – 25% increase for 100 year events. This data was presented by the USGS.

MONITORING, DATA COLLECTION AND MANAGEMENT

Monitoring Data- Wiedman updated the monitoring databases and submitted the 2012 lake and stream data to EPA/MPCA EQUIS database.

AIS Survey Data. Hecock has been processing and extracting information from about 2600 watercraft inspector surveys conducted at Floyd, Little Floyd and Detroit Lake public accesses. We think there are useful insights about risky boater behavior to be gained from the data. In short, prevention programs focusing on all boat launches will not be cost-effective because more than half of all boats launched were last launched on the same lake. Currently only about 10% of the boats launched on Floyd and Detroit were last in lakes outside of the county, and only 2% are come from waters known to be infested with Eurasian water milfoil or Zebra mussels.

GENERAL ADMINISTRATION

2012 Financial Audit – We will start preparations for the audit.

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

Personnel – The two staff positions are currently under advertisement.

Office Equipment – 3 computers, monitors (LCD/LED screens), keyboards, software (Windows 8, Microsoft Office 2010/13, Quickbooks 2013), and a desktop scanner have been purchased with installation completed by mid-December. The new systems have double monitors and the upgraded version of Quickbooks links scanned images of bills to the financial transaction which will help ease the workload of grant project tracking. This equipment replaces 5-8 year-old computer systems operating with Windows XP and Microsoft office 2007. In 2013, two additional computers will need to be upgraded along with the ARCVIEW GIS software which has not been upgraded since 2008.

AQUATIC PLANT MANAGEMENT

Becker AIS Task Force Committee. The plan drafted by Guetter and Hecock in January was presented to the existing task force on December 6, by the newly appointed co-chair, Neil Powers (USFWS). Brad Green is the other co-chair. Among other things, the plan calls for a considerably streamlined Task Force, and this approach was approved by the committee. It also reformulated goals, and outlined a work plan for 2013. These recommendations will be taken to the County Commission as soon as possible. Key among them is the appointment of a full-time AIS coordinator. It seems likely that neither Guetter or Hecock will be directly on the task force; rather they both will be involved on subcommittees (“work groups”) that make recommendations to the task force and work on specific implementation objectives. We see this as a positive step which will allow us to focus our efforts on activities that are District priorities, as well as expanding the opportunity for other groups to become more involved with the AIS effort on a countywide level.

AIS Research Project. Nothing further to report , however it is expected we will have a report in the next month.

Ditch Inspector’s Report December 2012

Ditch 11/12- Nothing further to report

Ditch 13- Nothing further to report. (no more beaver – we hope???)

Ditch 14- Nothing further to report.



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

November 15, 2012

Managers Present: Kral, Brainard, Nansen, Imholte, Jordan

Managers Absent: Okeson, Haggart

Staff: Tera Guetter, Terry Anderson

Consultants: Attorney Lisa Tufts; Marlon Mackowick, Wenck

Advisory Committee: John Okeson

Others: None

The Regular Managers' meeting was called to order by President Kral at 6:16 PM.

CONSENT AGENDA

Motion to approve Consent Agenda, Secretary's Report –October 18, 2012 Regular Meeting Minutes; Administrator's Report, Rules/Permitting Report; Ditch Inspector's Report (Brainard, Imholte), carried unanimously.

PROGRESS REPORTS

Personnel Committee –The committee (Haggart, Kral, Okeson) met on November 14th to review staff position descriptions and updated salary ranges. **Motion to approve and accept the Personnel Committee recommendations for the following: hiring of an Office Assistant and Assistant Administrator; a temporary exemption to the maximum vacation accrual hours for the Administrator; to close the District office from December 24-January 1; and to continue in 2013 the current compensation agreement for Dick Hecock as outlined in the Personnel Committee Meeting Report by Janice Haggart (Nansen,Brainard), carried unanimously.** The committee will meet with the Administrator in January to conduct a performance evaluation.

Aquatic Plant Committee –The committee (Imholte, Jordan, Nansen) met on November 2nd to review 2013 operations and status of equipment sale. In the Aquatic Plant Committee report it was noted a name typo was made – the reference to Steve King should be Steve Gordon. Discussion was held regarding continuing the PRWD roadside pickup program for only one year before evaluation and not two years as outlined in the report. **Motion to accept the committee report, except to change the committee recommendation to continue with the PRWD-operated roadside pickup program for 2013 and to re-evaluate the program later in 2013, including a "contract for services" option (Imholte, Jordan), carried unanimously.**

Advisory Committee – It was noted an advisory committee meeting is set for Tuesday, November 27th from 4-6 PM at M-STATE Community College. It is a "Kick-Off" meeting toward revising the District's ten-year Revised Water Management Plan.

OLD BUSINESS

- a. **Rice Lake Project Update.** Guetter reported on a wetland impact permit meeting with ACOE, BWSR, Becker SWCD, and MN DNR. A joint application will be made for the structures.
- b. **St. Clair Lake Total Maximum Daily Load (TMDL) Study Update** – Guetter reported on a November 16th meeting with EOR to review technical data and a tour the project area. The public meeting will be rescheduled pending completion of the modeling in the January 2013 timeframe.

NEW BUSINESS

- a. **MAWD Delegate Selection.** The MAWD 2012 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 Nansen as an alternate.
- b. **MAWD Resolution review.** The managers reviewed the proposed legislative resolutions.

MEETING BREAK – No Break.

PUBLIC FORUM – NONE

TREASURER'S REPORT.

- a. **Approval of November Claims. #13437-48, 13456-7 (\$26,791.08).** Managers reviewed monthly bills. Administrator Guetter noted the OET phone bill had not been received. **Motion to pay November bills including OET claim, (Imholte, Kral) carried.**



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

- b. **Financial Report.** The January-October 2012 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the draft January-October 2012 R & E Report (Imholte, Jordan), carried.** The report will be filed for audit.

ATTORNEY REPORT. Guetter and Tufts will be meeting on November 20th to review remaining easement agreements.

ENGINEER REPORT – Mackowick reported on plans for Anchor Road improvements.

PULLED CONSENT AGENDA ITEMS. – None.

ANNOUNCEMENTS. The MAWD annual conference will be held November 29 – Dec 1 in Alexandria, MN.

ADJOURNMENT. Motion to adjourn the meeting at 7: 58 PM (Brainard, Jordan), carried unanimously.

Meeting Approved : _____

Respectfully Submitted,
David Brainard, Secretary

PRWD Rules of Enforcement Report - December 7, 2012

Permits Issued: NO PERMIT ISSUED

Projects Currently in Review with Engineer: MN DOT HWY 10/59 Improvements

Other Projects: