



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, August 20, 2015
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 –July 16, 2015 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)**
- 6:25 PM**
3. Progress Reports - Committee Chairs (5 minute reports)
 - a. Personnel
 - b. Aquatic Plant (Projects 1B & 1C)
 - c. Advisory Committee
- 6:35 PM**
4. Old Business
Flowering rush treatment update
- 6: 50 PM**
5. **Treasurer's Report**
 - a. **Approve August 2015 Bills**
 - b. **Approve Fund transfer**
 - c. **Review January – July 2015 Revenue & Expenses – to be filed and subject to audit.**
- 7:05 PM**
6. New Business
 - a. **2015 Financial Auditor Selection**
 - b. Review Preliminary 2016 Budget, Levies, and Assessments
- 7:35 PM**
7. Public Forum (5 minutes)
- 7:40 PM**
8. Attorney's Report
 9. Engineer's Report
 10. Pulled Consent Agenda Items
 11. Announcements – Public Hearing followed by Regular Meeting – September 8th at 6:15 PM
- 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
July 18, 2015

Managers Present: Kral, Okeson, Brainard, Imholte, Haggart, Michaelson (6:19PM), Noyes

Managers Absent: NONE

Staff: Administrator Guetter, Brenda Moses, Brent Alcott, Terry Anderson-seasonal

Consultants: Karen Skoyles, Attorney

Advisory Committee: None

Others: NONE

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

CONSENT AGENDA. The consent agenda, including the July 2015 Administrator Report; Secretary's Report – June 18, 2015 Regular Managers' Meeting Minutes; July 2015 Rules/Permitting Report; and July 2015 Ditch Inspector's Report (Brainard, Noyes), carried unanimously.

PROGRESS REPORTS

- a. **Personnel Committee** – The committee did not meet.
- b. **Aquatic Plant Committee** – The committee did not meet.
- c. **Citizen Advisory** – The committee did not meet.

OLD BUSINESS

- A. **MAWD Watershed Tour and Board of Managers Local Projects Tours.** Managers noted the City of Duluth tour included a number of complicated trout stream bank erosion repair projects, road washout repairs, and storm water management infrastructure repairs caused by major 2012 flooding events. The Lake Superior harbor tour covered dredging, pollution, development/re-development, and aquatic invasive species issues. On July 14th, the managers and staff reviewed the Detroit Lake Overlook and City Park buffer areas, raingardens, and the Flowering rush treatments on Lake Sallie. It was noted the Flowering rush/Bulrush mixed stand pilot treatment area, located near the We Fest campgrounds, had considerable flowering rush reduction after the first treatment. The managers thanked John Okeson and Rick Michaelson for the use of their pontoons for the tour.

TREASURER'S REPORT

- a. **Approval of July 2015 Claims #14065- 14077, EFT 458-465 (\$63,974.47).** The Managers reviewed the bills and transfers. **Motion to pay the July 2015 bills (Imholte, Brainard), carried unanimously. Motion to transfer \$58,000 from Wells Fargo Savings to Checking account (Imholte, Brainard) carried unanimously.**
- b. **Approval of Manager 2nd Quarter 2015 Per Diems EFT 473-478 (\$1,927.80) and Expenses EFT 466-472 (\$1,262.87).** Managers reviewed the expense sheet. **Motion to approve payment of Manager Per Diem and Expenses 2nd Quarter 2015 (Imholte, Brainard) carried unanimously.**
- c. **Financial Report.** The January - June 2015 Revenues and Expenses Report was reviewed by Treasurer Imholte. **Motion to approve the draft January-June 2015 R & E Report (Imholte, Brainard), carried unanimously.** The report will be filed for audit.

NEW BUSINESS

- a. **Board of Soil and Water Resources Clean Water Grant Application.** Motion authorize Administrator Guetter to apply for Clean Water funds for District projects (Haggart, Okeson), carried unanimously.
- b. **Comprehensive Water Management Plan Update.** Guetter reported there is Board of Soil and Water Conservation Service PRAP funding up to \$10,000 for plan updates and requires a 50% match. Since Becker Soil and Water Conservation District and Becker County are also required to update the county water plan, it makes sense to work together and develop a common template. **Motion to authorize Administrator Guetter to apply for funding and cost share up to \$3,000 (Imholte, Michaelson), carried unanimously.**
- c. **Public Hearing Date for 2016 Preliminary Budgets and Levies and September Regular Manager Monthly Meeting.** The managers set the Public Hearing to be followed by the September Regular Manager Monthly meeting for Tuesday, September 8th at 6:15 PM at the District Office.



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

PUBLIC FORUM – NONE. Managers noted Cormorant Lake is now infested with Zebra mussels. Rick Michelson reported Curlyleafed pondweed beds on Sallie and Melissa. Manager Haggart commented on sediment buildup in Pelican River box culverts at PR6/County Road 22. Alcott will follow up the County Engineer for clean out. Haggart also commented on navigation issues between Muskrat and Detroit due to boats mooring in the middle of the river. Anderson reported the roof leak has not been repaired, but will be completed this fall. He also noted he fixed the harvester motor oil leak prior to putting it into storage.

ATTORNEY REPORT– Nothing to report.

ENGINEER REPORT –Nothing to report.

PULLED CONSENT AGENDA ITEMS – NONE

ANNOUNCEMENTS – NONE

ADJOURNMENT. Motion to adjourn the meeting at 7:26 PM (Brainard, Michaelson), carried unanimously.

Meeting Approved : _____

Respectfully Submitted,
David Brainard, Secretary
No tape was made of this meeting.

Tera Guetter, Administrator

**Pelican River Watershed District
Claims Paid
July 2015**

<u>Date</u>	<u>Num</u>		<u>Amount</u>
Expenses Paid WF Account			
07/17/2015	14065	Arvig	50.88
07/17/2015	14066	Bank of America	VOID
07/17/2015	14067	Bell State Bank & Trust	41,000.00
07/17/2015	14068	Briggs, Ramstad & Skoyles, P.A.	924.00
07/17/2015	14069	County 6 Amoco & Bait	882.42
07/17/2015	14070	J & K Marine, Inc.	65.23
07/17/2015	14071	JBS Instruments	223.00
07/17/2015	14072	L & M Supply	1,056.79
07/17/2015	14073	Nelson, Mark	2,732.50
07/17/2015	14074	Mississippi State University	10,000.00
07/17/2015	14075	Office of Enterprise Technology	102.15
07/17/2015	14076	Verizon	104.99
07/17/2015	14077	Bank of America	1,202.53
			<u>1,202.53</u>
			\$ 58,293.61
Electronic Payments - Bell Account			
07/20/2015	EFT-458	*Alcott, Brent	540.57
07/20/2015	EFT-459	*Guetter, Tera	368.68
07/20/2015	EFT-460	*Moses, Brenda	615.68
			<u>615.68</u>
			\$ 1,524.93
07/20/2015	EFT-461	Detroit Lakes Newspapers	322.80
07/20/2015	EFT-462	RMB Environmental Laboratories, Inc.	1,902.00
07/20/2015	EFT-463	Wells Fargo-Office Lease	1,299.58
07/20/2015	EFT-464	Wenck Associates, Inc	390.50
07/20/2015	EFT-465	Xerox Corporation	241.05
			<u>241.05</u>
			\$ 4,155.93
07/20/2015	EFT-466	.Brainard, D.	12.08
07/20/2015	EFT-467	.Haggart, J.	258.75
07/20/2015	EFT-468	.Imholte, G.	680.96
07/20/2015	EFT-469	.Kral, D.	30.48
07/20/2015	EFT-470	.Michaelson, Rick	16.10
07/20/2015	EFT-471	.Noyes, Curtis	8.05
07/20/2015	EFT-472	.Okeson, O.	256.45
			<u>256.45</u>
			\$ 1,262.87
07/20/2015	EFT-473	.Brainard, D.	207.79
07/20/2015	EFT-474	.Haggart, J.	346.31
07/20/2015	EFT-475	.Imholte, G.	438.66
07/20/2015	EFT-476	.Kral, D.	242.42
07/20/2015	EFT-479	.Michaelson, Rick	138.52
07/20/2015	EFT-477	.Noyes, Curtis	138.52
07/20/2015	EFT-478	.Okeson, O.	415.58
			<u>415.58</u>
			\$ 1,927.80

Pelican River Watershed District
Claims Paid
July 2015

<u>Date</u>	<u>Num</u>		<u>Amount</u>
July Payroll - Direct Deposit - Bell Account			
7/2/2015	EFT-441-447	Employee Payroll	7474.12
7/10/2015	EFT-448-450	Supplemental Benefit	638.62
7/16/2015	EFT-451-457	Employee Payroll	6830.2
7/30/2015	EFT-480-486	Employee Payroll	6209.13
7/31/2015		Federal Withholding tax	7621.1
7/31/2015		MN Withholding tax	1160
7/31/2015		PERA	2656.2
7/31/2015		NACO - 457 Deduction	2923.64
7/31/2015		MN HCSP	450
			<hr/>
			\$ 35,963.01
		Total July Expenses	\$ 103,128.15

**Pelican River Watershed District
Administrator Monthly Report
August 14, 2015
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Rice Lake Project. We are waiting to hear from NRCS regarding our grant application.

DL Overlook Restore the Shore Improvements – The new plantings are flourishing and the erosion repair areas are also looking good. The interns have been watering the planter boxes each week, however they will be returning to college soon, so we will be contacting the City to assume those responsibilities.

Revised Management Plan update –Staff is currently reviewing technical background information. A detailed work plan and timeframe will be developed within the next couple of weeks.

WATER MANAGEMENT RULES

Permits - see Rules Report. Working through the high number of ice heave and shoreline repair permit applications this spring and summer, we are finally experiencing a decrease in applications. Unfortunately, staff time has been redirected to work through compliance issues with ongoing permit violations. It is anticipated permit applications will increase in the fall again. We are hopeful a joint notification/application can be developed for the County, City of DL, Becker SWCD, and other watershed districts to make the application and notification process easier for permit applicants. In addition updated storm water management materials will be developed as well. This will be worked on during the winter months.

Guetter attended the City of DL Community Development Committee meeting on August 4th to review upcoming variance applications and other matters.

Detroit Lakes Planning Commission –The August 2015 agenda items were reviewed and comments will be submitted.

Buck's Mill – Ken Shroyer, Lakeview Township asked the District to look at the concrete lock and dam remnant just downstream of Buck's Mill dam. The apron is detaching from the sidewalls. Guetter and Rodger Hemphill, MnDNR Hydrologist reviewed the site. Mr. Hemphill will notify the MnDNR Dam Safety division for more information and get back to Lakeview Township.

MONITORING

Lake and Stream Monitoring. The interns are continuing to collect lake samples and measure Campbell Creek and Pelican River stream flow velocities. Through July, lake water quality has been generally good in District lakes. This year we started sampling Lind Lake, located near Melissa lake, and preliminary sampling results came back with high phosphorus concentrations compared with surrounding lakes.

Alcott and interns completed littoral zone lake surveys for Detroit, Sallie, Melissa, Curfman, identifying aquatic plants at 800 locations and completed the second set of Flowering rush core samples (360 cores) for the Flowering rush research project

EDUCATION/OUTREACH

KDLM Radio – Alcott was the July guest on Hodge Podge along with our summer interns, Tim and Josh. They spoke about their internship experiences including lake and stream monitoring, aquatic plant inventories, and assisting with education efforts.

Becker County Fair – Moses and the interns staffed our fair booth located in the MnDNR building from July 29-Aug 1. New display boards were created focusing on District programs and activities (Rice Lake, Campbell Creek), storm water and agricultural management practices. Moses noted there is a high number of youth coming through the Mn DNR building and next year we should develop additional information and activities to reach this group.

Minnesota Association of Watershed District Education Committee Meeting – Kral and Guetter will be attending a meeting on Wednesday, August 19 at the Ramsey Washington office. The purpose of the meeting is to plan the MAWD annual meeting and conference held in December.

AQUATIC PLANT MANAGEMENT

Flowering Rush Treatments –The 2nd treatment was conducted on Monday, August 10. It was delayed a week due to very high winds and the We Fest Music Festival.

U of MN AIS Research Center Advisory Committee. Nothing further to report.

MN DNR AIS Advisory Committee –the next committee meeting is on August 27th in St. Cloud.

GENERAL ADMINISTRATION

2016 Budget – Staff has been reviewing programs and needs for 2016 and preparing preliminary information for managers to review.

Ditch Inspector's Report August 2015

Ditch 11/12 - Nothing to report.

Ditch 13 – Nothing to report

Ditch 14 – Nothing to report.

RULES OF ENFORCEMENT



August 2015

PERMITS ISSUED:

15-76	Shirley Kalberer	501 North Shore Dr. #2	Patio reconstruction in SIZ
15-77	Shawn Nygaard	2505 North Long Lake Rd.	SIZ alteration, sand blanket, rip rap

Permit Applications submitted:

- Dave Snyder—1478 West Lake Dr.—have not received site plan
- Anthony Cochran—1736 Long Bridge Rd.—no payment received
- William Henke—962 South Shore Dr.—no payment received

VIOLATIONS UNDER REMEDIATION:

Robert Richards—15068 E. Munson Dr.—Retaining wall and patio added without permit.

OTHER PROJECTS UNDER REVIEW:

None

Financial Audit Inquiries

The District's three year contract with Mathias C. Justin, Ltd. has been fulfilled. The cost each of the past three years has been \$5200, \$5400, and \$5400. While we have received very good support from this auditing firm, the person who has conducted our audit the last seven years is retiring, so we thought this may be a good time to seek other quotes from firms that deal with government audits.

Mathias C. Justin did agree to hold our price at \$5400 for the next three years, but their bid was still the highest.

Peterson Company Ltd. from Waconia, MN was recommended to us by Becker Soil and Water. Their bid is \$4100, \$4200 and \$4400 for the next three years. However, I did check a couple of their references listed and those agencies were not pleased with the response time when they called throughout the year with questions.

Harold J. Rotunda out of Fargo has completed the audits for the Buffalo Red Watershed for the past 25 years and is highly recommended by Bruce Albright. However, when I requested the bid, I didn't get a very prompt response. His price was the lowest at \$3100 and he would commit to that price for three years, but will not require a three year contract. If we are not satisfied the first year, there is no obligation to use him the second year. We did have a very nice conversation and he assured me the office support would be there when questions came up throughout the year and other references were favorable.

Since the cost difference is so great, and there is no obligation to stay with his firm if we are not satisfied the first year, staff recommends that we try **Harold J. Rotunda** for the 2015 audit.