

**PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular Monthly Managers' Meeting
Wednesday, January 17, 2024
8:30 AM**

Wells Fargo Building, Second Floor Meeting Room, 211 Holmes St. West, Detroit Lakes, MN
(218) 846-0436

AGENDA

8:30 AM	<p>CALL TO ORDER</p> <p><u>GENERAL HOUSEKEEPING</u></p> <ol style="list-style-type: none"> 1. Approve Consent Agenda (Secretary Report—December 20, 2023 Special Meeting Workshop & Regular Meeting Minutes, Special Meeting January 9, 2024 Minutes, January 2024 Administrator's Report; Ditch Inspector's Report; Rules/Permitting Report) 2. Election of Officers 3. Pulled Consent Agenda Items 4. Public Comment Period—<i>Public may address the Board for up to 3 minutes each</i> 5. Treasurer's Report <ol style="list-style-type: none"> A. Approve January 2024 Bills & 4th Qtr Mgr Compensation & Expenses B. Approve January Fund transfer C. Review January-December 2023 Revenue & Expenses Report D. CD Renewal - Interest to Funds Clarification
9:00 AM	<p><u>UNFINISHED BUSINESS</u></p> <ol style="list-style-type: none"> 1. None
9:00 AM	<p><u>NEW BUSINESS</u></p> <ol style="list-style-type: none"> 1. Selection of Depositories 2. Selection of Official Newspaper—Detroit Lakes Record/Tribune 3. 2024 AIS Treatment Contracts (PLM –State Contract Pricing) 4. RFP for Engineering and Legal Services— interview Selection
10:15 AM	<p><u>REPORTS</u></p> <ul style="list-style-type: none"> ◆ Attorney Report ◆ Engineer Report
10:30 AM	<p><u>DISCUSSION ITEMS</u></p> <ul style="list-style-type: none"> ◆ Project 412—Hansen update
10:45 AM	<p><u>CONFIRM NEXT MEETING DATE AND TIME</u></p> <ul style="list-style-type: none"> ◆ Potential RFP Firm Interview Dates—February 5 and 6th ◆ Workshop - February 28, 2024, 8:30 AM—11:30 AM ◆ February Regular Meeting—February 28, 2024 at 12:30 PM ◆ Otter Tail 1W1P Policy Committee Meeting—February TBD
11:00 AM	<p><u>ADJOURNMENT</u> (action items in bold face)</p>

Zoom link available upon request by contacting the office by 3:30 PM 01/16/2024 at 218-846-0436 or email prwdinfo@arvig.net

Manager Okeson attending electronically at 101 East Sioux Rd. #1183, Pharr, TX

PELICAN RIVER WATERSHED DISTRICT
SPECIAL MEETING – BOARD WORKSHOP FOLLOWED BY REGULAR MEETING
BOARD MINUTES
DECEMBER 20, 2023

Special Meeting - PRWD Board Workshop with Aimee Gourlay, LMCIT Mediator

Managers Present: Dennis Kral, Orrin Okeson (IT), Chris Jasken, Charlie Jasken, Laurie Olson, Phil Hansen, Rick Michaelson

Staff: Administrator Guetter, Kemper

Others: Birch Burdick, Jim Bond -IT (Melissa/Sallie Lake Association),

Workshop 8:30 AM – 11:30 PM. No business conducted.

December Regular Meeting

Managers Present: Dennis Kral, Orrin Okeson (IT), Chris Jasken, Charlie Jasken, Laurie Olson, Phil Hansen, Rick Michaelson

Managers Absent: NONE

Staff: Administrator Guetter, Kemper, Utech

Consultants: Attorney Skoyles, Travis Kluthe (Stantec)

Others: Rob Bredeson (Wastewater Supervisor, City of Detroit Lakes), Birch Burdick, Jim Bond - IT (Melissa/Sallie Lake Association), Chad Engels (Moore Eng.), Erik Jones (Houston Eng)

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 12:33 PM. Introductions were made by meeting attendees.

GENERAL HOUSEKEEPING.

1. **APPROVE CONSENT AGENDA.** Motion to approve the Consent Agenda including the Secretary's Report –November 15, 2023, Regular Meeting Minutes, December 2023 Administrator's Report, December 2023 Rules/Permitting Report (*except Soo Pass Ranch – Special Protection Easement & Geotechnical Report*) and the December 2023 Ditch Inspector's Report (Chris Jasken, Olson), carried unanimously.
2. **PULLED CONSENT AGENDA ITEMS.** Updated on PRWD comment letter to Planning Commission recommending protection of bluff and further geotechnical information due to bluff and slope instability.
3. **PUBLIC COMMENT PERIOD.**
Jim Bond: encouraged the Managers to continue working on the Rules and not get rid of them and to involve the lake associations in the permitting process.
Birch Burdick: expressed gratitude and commended the Managers for working together during the morning workshop with Aimee Gourlay (LMCIT mediator).
4. **TREASURER'S REPORT.**
 - a. **Approval of December 2023 Bills.** Michaelson reviewed the December 2023 claims. Motion to approve the December 2023 claims including (Checks 15177-15185 and EFT 2300-2305) in the amount of \$32,830.96 (Michaelson, Hansen), carried unanimously (attached hereto).
 - b. **December 2023 Fund Transfer.** Michaelson recommended transferring \$65,000 to cover the regular monthly expenses. Motion to transfer \$65,000 from the Bremer Bank savings account to the checking account (Michaelson, Charlie Jasken), carried unanimously.
 - c. **Financial Report.** The January-November 2023 Revenues and Expenses Report was reviewed by the managers. Motion to approve the January-October 2023 R & E Report (Michaelson, Olson), carried unanimously.

**PELICAN RIVER WATERSHED DISTRICT
SPECIAL MEETING – BOARD WORKSHOP FOLLOWED BY REGULAR MEETING
BOARD MINUTES
DECEMBER 20, 2023**

- d. **CD Renewal. Motion to reinvest principal amount of \$400,000 with Bremer Bank and receive payout of interest earned with interest funds to be used for education outreach programming (Utility Fund) (Hansen, Michaelson) carried unanimously.**

UNFINISHED BUSINESS.

- a. **Review Process for Request for Proposals – Legal & Engineering Consulting Services**
Managers will: 1. hold a special meeting on January 9th to distribute and initially review the proposals, 2. individually review the proposals, 3. select the firms to be interviewed at the January 17, 2024 regular board meeting, 4. Interview firms in late January – February 16 (dates TBD), and 5. make final selection at the regular February board meeting. After further discussion, **the regular board meeting date was moved from February 21, 2024 to February 28, 2024.** Guetter will draft a review sheet for the engineering proposals.
- b. **St. Clair Lake/Ditch 14.** Beaver are removing trees on west side of 59/Go Putt Bump. Work Orders will be issued to trap the beaver and remove dam.

NEW BUSINESS.

- a. **2024 Final Budget, Levies, Assessments and Fees.** Guetter reviewed proposed changes to the 2024 Final Budget, Levies, Assessments and Fees. Utility Fund – Education/Outreach program funding was increased to include the CD interest funds (see CD renewal under Treasurer's Report). **Motion to approve the 2024 Final Budget, Levies, Special Assessments, and Fees as presented (Charlie Jasken, Olson) carried unanimously (attached hereto).**
- b. **PRWD 2023 Year End Interfund Transfers.** Year-end Interfund transfers were reviewed by Administrator Guetter. **Motion to approve the PRWD 2023 Year-End Interfund Transfers (Michaelson, Chris Jasken), carried unanimously (attached hereto).**
- c. **District 2024 Cost Share Program.** The proposal was reviewed. **Motion to approve the 2024 Cost Share Program effective January 1, 2024 (Charlie Jasken, Olson) carried unanimously, (attached hereto).**
- d. **Personnel Policy Update – Sick and Safe Time Leave and June 19th Holiday.** The updates are per MN State Statute legislative action in 2023. The League of MN Cities policy templates were used to update the policy and were reviewed by Attorney Skoyles. **Motion to adopt the Personnel Policy Updates as presented (Chris Jasken, Michelson), carried, with Manager Hansen abstaining (attached hereto).**
- e. **District By-Law Update to Manager Regular Meeting Date.** **Motion to approve the By-Law update as presented (Olson, Charlie Jasken), carried unanimously.**
- f. **Otter Tail 1W1P Grant – Nutrient Reduction Improvement Feasibility Study for City of DL Willow Stormwater Pond.** **Motion to accept the proposal from Stantec for the Feasibility Study for the Willow Pond (AKA Fairgrounds Pond), (Olson, Hansen), carried unanimously (attached hereto).**

REPORTS

ATTORNEY REPORT. Attorney Skoyles reported Administrator Guetter should review Rice Lake Project parcels the City is transferring to MN DNR for flowage easements.

ENGINEER REPORT. Engineer Travis Kluthe, Stantec-Brainerd Office, reported on H & H Study (story map will be available on website shortly) and the Campbell Creek Project work plan progress.

PERSONNEL COMMITTEE. The Personnel Committee will be meeting with Administrator Guetter to conduct her annual review in late December or early January.

PELICAN RIVER WATERSHED DISTRICT
SPECIAL MEETING – BOARD WORKSHOP FOLLOWED BY REGULAR MEETING
BOARD MINUTES
DECEMBER 20, 2023

DISCUSSION ITEMS.

MN Watersheds Annual Meeting Delegate Update. PRWD managers (Hansen, Olson, Chris Jasken) attended the preconference workshop as well as the conference and commented it was informative and worthwhile. They attended sessions regarding chloride management, permitting, bio mats, etc. The tradeshow provided opportunities to meet with engineering firms. Delegates Kral and Chris Jasken reported most of the resolutions were approved at the business meeting.

Office Coordinator Hire Update. Guetter announced Shanna Rix-Bach was offered and accepted the Office Coordinator position and will start in January to cross train with Moses for the next couple of months.

Becker County RAC – Dunton Park update. Hansen is a member of the RAC and is working on finding a location for the District's equipment and will keep us informed.

CONFIRM NEXT MEETING DATE and TIME

Holiday Gathering. Manager Olson volunteered to host the informal event (no business to be conducted). The Gathering will occur on January 3, 2024, 280 Shorewood Drive at 4:30 PM. The event will be posted as a special meeting.

RFP Engineering and Legal Special Meeting – January 9, 2024 at 8:30 AM

January Regular Meeting – January 17, 2024 at 8:30 AM

February Regular Meeting – Moved to February 28, 2024 at 12:30 PM

Workshop with Aimee Gourlay – February 28, 2024 at 8:30 am – 11:30 AM

ADJOURNMENT. Motion to adjourn the regular meeting at 11:59 PM (Kral, Chris Jasken) was carried unanimously.

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved: _____

**Pelican River Watershed District
Claims Paid - December 2023**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>Employee Expenses (ACH)</u>			
*Guetter, Tera	12/21/2023	ACH 2300	192.90
*Kemper, Gina	12/21/2023	ACH 2301	124.45
*Moses, Brenda	12/21/2023	ACH 2302	6.55
			\$ 323.90
<u>Vendor Expenses (AutoPay)</u>			
Bremer Bank	12/21/2023	ACH	18.50
Loffler Companies, Inc.	12/01/2023	ACH	176.91
			\$ 195.41
<u>Vendor Expenses (ACH)</u>			
Lakes Computer, Inc.	12/22/2023	ACH 2303	190.00
Stantec Consulting Services Inc.	12/22/2023	ACH 2304	27,961.25
Wells Fargo-Office Lease	12/22/2023	ACH 2305	1,299.58
			\$ 29,450.83
<u>Vendor Expenses (check)</u>			
Arvig	12/21/2023	15177	70.95
Bank of America	12/21/2023	15178	VOID
Bank of America	12/22/2023	15185	2,101.48
DVS Renewal	12/21/2023	15179	60.75
Forum Communications	12/21/2023	15180	93.14
J & K Marine, Inc.	12/21/2023	15181	307.79
Loffler	12/21/2023	15182	151.72
Office of MNIT Services	12/21/2023	15183	65.97
Premium Waters, Inc.	12/21/2023	15184	9.02
			\$ 2,860.82
<u>Employee Compensation (ACH)</u>			
Supplemental Benefits	12/05/2023	ACH 2291-2293	3,018.60
Employee Payroll	12/7/2023	ACH 2294-2296	4,598.71
Federal Withholding	12/8/2023	ACH	2,340.76
Employee Payroll	12/21/2023	ACH 2297-2299	4,598.68
Federal Withholding	12/31/2023	ACH	1,605.00
MN State Retirement System	12/31/2023	ACH	5,676.00
MN Revenue	12/31/2023	ACH	607.00
PERA	12/31/2023	ACH	1,210.00
			\$ 23,654.75
TOTAL DECEMBER EXPENSES:			\$ 56,485.71

**Pelican River Watershed District
2024 Final Budget
Approved December 20, 2023**

EXHIBIT A

	General	Utility Stormwater	LMP-01	DCM-01	1B (Sal & Mel)	1C (Detroit & Curfman)	Ditch 11-12	Ditch 13	Ditch 14	Drainage Buffer Enforce
Income										
REVENUE	261,500.00	306,400.00	11,500.00	90,300.00	30,250.00	15,500.00	10,040.00	50.00	10,040.00	75.00
OTHER FINANCING SOURCES (USES)	58,000.00	-127,000.00	-12,000.00	19,000.00	-10,000.00	15,000.00	-1,000.00	-1,000.00	-1,000.00	3,000.00
Total Income	319,500.00	179,400.00	-500.00	109,300.00	20,250.00	30,500.00	9,040.00	-950.00	9,040.00	3,075.00
Expense										
Incentive Programs		40,000.00								
CAPITAL OUTLAY			10,000.00							
Education & Outreach	4,500.00								1,000.00	
LEGAL DRAINAGE SYSTEM										
PROGRAM ACTIVITIES	70,663.00	40,600.00	34,150.00	43,000.00	35,000.00	70,000.00	1,500.00	2,000.00		
OPERATING EXPENSE	310,200.00	4,900.00	2,750.00	4,000.00	600.00	400.00	200.00	200.00	200.00	1,200.00
PAYROLL	73,400.00	49,300.00		67,300.00						
CONTRACTED SERVICES		72,800.00	10,000.00		700.00	900.00	250.00		300.00	
Total Expense	458,763.00	217,600.00	56,900.00	114,300.00	36,300.00	71,300.00	1,950.00	2,200.00	1,500.00	1,200.00

FUND	Assessments, and Fees
General Fund Ad Valorum Levy	\$258,500
LMP-01 Fund Ad Valorum Levy	\$10,000
DCM-01 Fund Ad Valorum Levy	\$90,000
Utility - Stormwater Fees \$20/parcel Minimum ; \$65/Parcel maximum	approx. \$305,000
Project 1B Special Assessment	\$30,000
Project 1C Special Assessment	\$15,000
Drainage System 11-12	\$10,000
Drainage System 13	NONE
Drainage System 14	\$10,000

Exhibit B
Pelican River Watershed District 2022
2024 Final BUDGET AND TAX RESOLUTIONS
December 20, 2023

A public hearing was advertised and held on September 13, 2023 and followed by the Board of Managers regular September meeting. The managers reviewed prior years 2021 through 2023 and the proposed 2024 budgets, levies, assessments and fees of the District's programs and projects. The managers have projected the 2024 program/project needs for the General, Stormwater Utility, DCM-01, LMP-01, Project 1B, Project 1C, Drainage Systems 11-12, 13, and 14, and Drainage Buffer System Enforcement.

GENERAL FUND – The General fund levy is capped by statute at **\$500,000** and the District is entitled to levy an additional amount to pay for insurance in accordance with MS 466.06. The District expects to pay insurance premiums of **\$8,500** in 2024, based upon 2023 rates. The Managers have projected **\$258,500** is needed in 2023 to undertake the costs attributable to the General fund.

PROJECT LMP-01- The LMP-01 project was established on July 15, 2010 to undertake Aquatic Invasive Species (AIS) research, education, treatments, and management. 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. The Managers have projected **\$10,000** is required to undertake the project costs in 2024.

PROJECT DCM-01- The DCM-01 project was established on July 15, 2021 to conduct water quality monitoring and assessment, data collection, research, special studies, education, and public outreach activities. 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. The Managers have projected **\$90,000** is required to undertake the project costs in 2023.

STORMWATER UTILITY FUND- On February 16, 2000, the Stormwater Treatment Project (MS 103D.730) was established to implement water quality projects, programs, and capital improvement projects to provide recreational benefits, navigational benefits, and preservation and improvement of water quality within the District. The costs of the Stormwater Treatment Facility Project are funded by a district-wide Water Management District (MS 103D.729, MS 444.075, Subd. 2a). The Managers have projected the need of **\$305,000** in 2024 to undertake the project costs and have adopted the 2024 fee schedule, **with the minimum parcel amount of \$20.00 and the maximum parcel amount of \$65.00.**

PROJECT 1B- Project 1B was established on October 8, 1984 for control and management of aquatic vegetation in lakes Sallie and Melissa. The Managers have projected **\$30,000** is needed in 2024 to undertake the project maintenance costs.

PROJECT 1C-Project 1C was established on September 21, 1989 for the control of aquatic vegetation in Detroit and Curfman lakes. The Managers have projected **\$15,000** is needed in 2024 to undertake the project maintenance costs.

DITCH 11-12 – Campbell Creek (Moon Lake to Floyd Lake)
The Becker County Commissioners transferred the drainage authority to the Pelican River Watershed District in the late 1990's. The Managers have projected **\$10,000** is needed in 2024 to undertake the Ditch maintenance costs.

DITCH 13- Pelican River (Little Floyd Lake to Detroit Lake)
No Assessment

DITCH 14- St. Clair Lake area)
The Becker County Commissioners transferred the drainage authority to the Pelican River Watershed District in the late 1990's. The Managers have projected **\$10,000** is needed in 2024 to undertake the Ditch maintenance costs.

Motion to approve the 2024 Final Budget (Exhibit A), Levies, Assessments, and Fees (Exhibit B) Above (Charles Jasken, Ortn Okeson), carried unanimously.

PRWD 2023 INTERFUND TRANSFERS

WHEREAS, records are kept of time spent for work on behalf of the 1B & 1C Projects, LMP-01, DCM-01, Ditches, 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 LMP-01 Project fund must pay the Data Collection and Monitoring Fund (DCM-01) for costs related to the implementation of research, prevention, education, and management of aquatic invasive species;

THEREFORE, the Managers approve the following transfers:

YET 23 01 A - YET 23 01 B \$ 6,000 from 1-B to the General Fund

YET 23 02 A - YET 23 02 B \$ 6,000 from 1-C to the General Fund

YET 23 03 A - YET 23 03 B \$ 1,000 from Ditch 11-12 to the General Fund

YET 23 04 A - YET 23 04 B \$ 1,000 from Ditch 13 to the General Fund

YET 23 05 A - YET 23 05 B \$ 1,000 from Ditch 14 to the General Fund

YET 23 06 A - YET 23 06 B \$ 40,000 from Utility to the General Fund

YET 23 07 A - YET 23 07 B \$ 3,000 from LMP-01 to the General Fund

YET 23 08 A - YET 23 08 B \$ 1,000 from Drainage Buffer Enforcement to General

YET 23 09 A - YET 23 09 B \$ 150,000 from Utility to Rice Lake CIP


YET 23 10 A - YET 23 010B \$ 6,000 from LMP-01 to DCM-01

YET 23 11 A - YET 23 11 B \$ 4,000 from 1-B to the DCM-01 Fund

YET 23 12 A - YET 23 12 B \$ 4,000 from 1-C to the DCM-01 Fund

Motion Michaelson Second Chris Jasken Passed unanimous

Chris Jasken, Secretary- Pelican River Watershed District



Tera Guetter, Administrator – Pelican River Watershed District

Date Approved: 12-20-23

Cost Share Program

January 1, 2024

Current Program—Adopted 2017—maximum Budget/year \$5,000

- \$500 for single family homes
- \$1,000 for condo and apartment complexes
- \$1,500 for Not-for-Profit, religious organizations, public and private schools, local government agencies, private businesses.
- A minimum funding request of \$100 for Best Management Practices

Proposed Program—2024—maximum Budget/year \$15,000

- \$1000 for single family homes
- \$2,000 for condo and apartment complexes
- \$3,000 for Not-for-Profit, religious organizations, public and private schools, local government agencies, private businesses.
- A minimum funding request of \$250 for Best Management Practices

Motion: Charlie Jasken

Second: Arrin Okeson

Dated: 12-20-23

HOLIDAYS (MN Statute – effective May 2023)

The District observes the following official holidays for all benefit earning employees:

New Year's Day (January 1)	Labor Day (first Monday in September)
Martin Luther King, Jr. Day (third Monday in January)	Veteran's Day (November 11)
President's Day (third Monday in February)	Thanksgiving Day (fourth Thursday in Nov.)
Memorial Day (last Monday in May)	Friday after Thanksgiving
Juneteenth (June 19)	Christmas Day (December 25)
Independence Day (July 4)	

In addition, benefit earning employees are entitled to one additional floating holiday as mutually arranged between employee and the District Administrator. Floating holidays will be scheduled to allow at least one person to be in the office on any day the office is scheduled to be open. (2/19/15)

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for District operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the District is not eligible for holiday pay.

Employees wanting to observe holidays other than those officially observed by the District may request either vacation leave or unpaid leave for such time off.

Motion: Michaelson **Second:** Chris Jasken; **Motion Carried.**

Meeting: December 20, 2023

EARNED SICK AND SAFE TIME LEAVE (1/1/2024)

Depending upon an employee's situation, more than one form of leave may apply during the same period of time. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis by the District Administrator. Except as otherwise stated, all paid time off, taken under any of the District's leave programs, must be taken consecutively, with no intervening unpaid leave. The District will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Employees who are employed 80 or more hours in a 12-month period based on the employee's work anniversary, including part-time, seasonal, and temporary employees, are eligible for Earned Sick and Safe Time Leave (ESST). Independent contractors and employees provided by a staffing agency that are employees of the staffing agency are not eligible for Earned Sick and Safe Leave under this Policy.

Accrual

Accrual begins immediately upon this Policy's implementation on January 1, 2024, or thereafter upon employee's commencement of employment. ESST leave does not accrue during an unpaid leave of absence.

- **Regular, Full-time employees** accrue ESST at a rate of one (1) day per month, or 3.692 hours per bi-weekly pay period. Exempt employees' accrual will be based on 40 hours per week, unless normal work week is less, where employee accrues based on actual work week. Regular, Full-time employees may accrue and carry forward ESST leave up to 960 hours (120 days) (1/1/2016).
- **Regular, Benefit- earning employees** regularly scheduled to work at least 32 hours per week will accrue ESST on a pro-rated basis of the full-time employee schedule (2/19/15). Regular, benefit earning employees may accrue and carry forward ESST leave up to 960 hours (120 days) (1/1/2016).
- **Part-time, temporary, and seasonal employees** will accrue one hour of paid ESST for every 30 hours worked, up to 48 hours per work anniversary year and total accrual cap (at any given time) of 80 hours. (1/1/2024)

Earned Sick and Safe Leave Use

ESST leave may be used as it accrues in any increment. ESST leave will be paid at the same hourly rate as an employee earns from employment. ESST leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off. Employees are to use ESST leave only when they are unable to work for reasons and under the conditions explained below:

An employee's own or family members:

- Mental or physical illness, injury or other health condition (including pregnancy), treatment or preventive care
- Need for medical diagnosis, care or treatment, of a mental or physical illness, Injury or health condition, treatment or preventive care
- Need for preventative care
- Medical, dental, vision, chiropractic or other care provider appointments.
- Safety Leave. Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling

- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in a 12-month calendar year. (2/19/15)
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telework because the employee is prohibited from working by the District due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.

For Earned Sick and Safe Leave purposes, family member includes an employee's:

1. Spouse or registered domestic partner
2. Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
3. Sibling, step sibling or foster sibling
4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
5. Grandchild, foster grandchild or step grandchild
6. Grandparent or step grandparent
7. A child of a sibling of the employee
8. A sibling of the parent of the employee or
9. A child-in-law or sibling-in-law
10. Any of the above family members of a spouse or registered domestic partner
11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
12. Up to one individual annually designated by the employee

Requesting Earned Sick and Safe Leave

If the need for ESST leave is foreseeable, the District requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable.

- Communicate with the District Administrator, as soon as possible after the scheduled start of the workday, for each and every day absent;
- Keep the District Administrator informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

When an employee uses ESST for more than three consecutive days, the District may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a

written statement from the employee indicating that the employee is using, or used, ESST Leave for a qualifying purpose. The District will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the District will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent. After an absence of three (3) or more days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation. Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision.

The District has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or ESST leave claim, or to obtain information related to restrictions or an employee's ability to work. Each employee must consent to release of such medical information to the District. The District will arrange and pay for an appropriate medical evaluation when it is required by the District.

Employees must normally use ESST leave prior to using paid vacation and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap. Exceptions to this policy need prior approval by the District Administrator.

Any employee who makes a false claim for ESST leave will be subject to discipline up to and including termination.

ESST leave cannot be transferred from one employee to another. ESST leave for Regular, Full Time and Benefit earning employees who leave in good standing by retirement, resignation, or reduction in workforce may be eligible for a ESST leave payout to the Minnesota State Retirement Health Care Savings Plan upon termination of employment per the ESST leave payout schedule in the "Separation from Service" section (2/19/15).

ESST leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the District Administrator. (12/18/19)

(d) Retaliation prohibited

The District shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST Leave rights, requesting an ESST leave absence, or pursuing remedies. Further, use of ESST Leave will not be factored into any attendance system the District may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under ESST Leave.

(e) Benefits and return to work protections

During an employee's use of ESST Leave, a Regular Full-time and Benefit earning employee will continue to receive the District Supplemental Benefit as if they were working. An employee returning from time off using accrued ESST Leave is entitled to return to their District employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off.

When there is a separation from employment with the District and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave up to 80 hours that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

December 20, 2023 Meeting Motion: Michaelson Second: Chris Jasken; Motion Carried.

**Bylaws of
Pelican River Watershed District**
(Amended April 19, 2001, June 17, 2021, December 20, 2023)

**ARTICLE VI.
MEETINGS OF DISTRICT BOARD OF MANAGERS**

Section 1. MEETINGS: All meetings of the District Board of Managers requiring open and public meetings will comply with MN State Statutes and Rules.

Section 2. REGULAR SET MEETINGS: ~~Regular meetings will be held on the third Thursday of each month at the District office, unless otherwise noticed.~~ **Managers will hold regular meetings according to the schedule adopted by the Board and filed with the District. The regular meeting schedule will be made available to the public by posting on the District's website.** Managers may attend meetings virtually as outlined in *"Policy for Meetings Conducted Via Interactive Technology Purpose (MN Statute 13D.02) or by Telephone or other Electronic Means (MN Statute 13D.021)"* adopted 11/15/2008 and amended 6/17/2021.

Motion: Okeson Second: Charlie Jasken

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
JANUARY 11, 2024

Surface Waters Protection and Enhancement

1. Capital Improvement Projects/Structural and Non-Structural Practices

- a. **Rice Lake Capital Improvement Project (CIP). Phase 2- Lower Structure.** The BWSR CWP Phase 1 grant extension (December 31, 2024) has been approved by BWSR.
- b. **Campbell Creek Project (CIP).** Nothing further to report.
- c. **MN DNR FEMA Otter Tail River HUC8 Watershed on a "Risk Map" project.** The story map and location maps are now on the the District's website! Check it out!

2. Becker County Drainage Systems 11, 12, 13 and 14

- a. **Ditch 11** - No activity to report.
- b. **Ditch 12** – No activity to report.
- c. **DITCH 13 (Little Floyd Lake to Big Detroit)** – No additional information to report.
- d. **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)** – Sent request to trapper for beaver removal at outlet of St. Clair along Hwy 59 (old Go-Putt & Bump).

WATER MANAGEMENT RULES – see enclosed report.

3. HABITAT PROTECTION AND MANAGEMENT

- a. **River/Stream Connectivity – Barriers to Fish Movement**
 - i. **Little Floyd Lake Structure Modification** – Next step is for a temporary construction easement and RFP for construction.
- b. **Aquatic Invasive Species Prevention and Management.** PLM has sent 2024 treatment contracts for approval – see meeting agenda for approval.

4. EDUCATION AND OUTREACH (Website, Social Media, and Workshops)

- a. **Local Media/Mailings.**

Hodge Podge Radio – There was no Hodge Podge show in December 2023.

Social Media Posts (Facebook) –December 2023

 - 12-22-2023 – Seeking summer interns
 - 12-28-2023 – Unstable Ice conditions
- b. **Conservation Education Meeting:** Kemper and Bach attended the "No Child left Inside" education meeting January 10th at M State and was led by Kelly Blackledge of Tamarac Wildlife Refuge. Meeting attendees included area teacher, MN DNR, USFWS, PRWD, Becker SWCD. MN State Science education standards by grade level were reviewed and a spreadsheet is being developed to align standards with organization educational offerings (aka environmental field trips).

5. DISTRICT OPERATIONS/ADMINISTRATION

- a. **Facilitator Work Sessions-** Aime Gourlay, LMCIT Collaboration Services Manager, will meet with managers on February 28, 2024, from 8:30 – 11:30 AM.
- b. **Contracted Services** – Requests for Proposal for Legal and Engineering Consulting Services were due by 12/21/2023 and were opened at a Special Meeting on 1/9/2024. Managers are working on evaluation criteria and these will be reviewed at the Regular Board Meeting on January 17, 2024.
- c. **Office Coordinator** – Shanna Rix-Bach has accepted the position and began training with Moses on 1/8/2024. She will be introduced at the January board meeting.
- d. **Storage Building at Dunton Park** – No updates.
- e. **2023 financial audit** – Moses and Bach are preparing for the upcoming audit scheduled to begin January 29th.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
JANUARY 11, 2024

- f. **CD interest** – after last months meeting, Moses informed us that the principal CD fund investments were from the general, Utility, LMP-01, and PIF. Interest gained from the CD needs to be put back into those funds and not all deposited in the UTILITY fund for education purposes. See agenda item to address.
- g. **Meeting with Becker County, December 28, 2023.** A meeting held at the County Courthouse at 10:00 am. John Okeson, Pat Oman, Kyle Vareberg, Tera Guetter, Phil Hansen, Rick Michaelson, Chris Jasken in attendance. Preliminary discussion was held regarding moving ahead in 2024 regarding permitting and ongoing regular communication.

Grant Oversight - Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding), FEMA Grant, BWSR Clean Water Rice Lake Project – Phase 1 & Phase 2. MN DNR – Conservation Partners Legacy Grant, Otter Tail 1W1P Implementation Grant.

Otter Tail River 1W1P Partnership – WEBSITE: <https://www.eotswcd.org/ot1w1p/>

- a. **1W1P Shared Shoreland Technician** — Colton Utecht
- b. **1W1P Grant – Feasibility Study West Area (“Willow Pond”) Stormwater Treatment** – contract approved by Managers in December. Study to start.
- c. **OTW Policy Committee** (Kral, Hansen-Alt). A Policy Committee meeting will be scheduled at the end of February 2024 to review project implementation progress and to review and approve the next funding request of \$1.5 M.
- d. **OTW TAC Committee** (Guetter). Nothing further to report.

DATA COLLECTION AND MONITORING PROGRAM

Lakes and Streams – Kemper completed the Vegetation Survey reports for Munson, Pearl and Long Lakes and continues to write the 2023 Monitoring report.

Weather

December 2023 Temperatures

December of 2023 will forever stand out in Minnesota climate history, even if its' climate signature is only a precursor for what climate change has in store for us. In both temperature and precipitation measurements this December is a singularity in our state's climate history.

The average statewide mean temperature for the month was around 29.5°F, that is well beyond the previous warmest December (24.8°F in 2015). Most climate stations will report a mean monthly temperature that is 10°F to 14°F above normal. Many areas of the state reported several days with 50°F or higher temperatures, and several reported 60°F or greater. The month brought the warmest Christmas Eve and Christmas Day in state history in terms of both maximum and minimum temperatures, as well as record high dew points in the 50s F. Within the statewide climate observing network, there were over 170 daily record high maximum temperature records and over 240 daily high minimum temperature records set. It is with great certainty that scientists can attribute the warm temperature signal of December to a strong El Nino episode, climate change, and the absence of snow cover.

The December temperatures for Detroit Lakes were warmer than average during almost the entire month. Detroit Lakes reported 13 days averaged in the 30s °F and the lowest temp was 5°F. There was 1 day below the historical average and 30 days that were above the historical average.

Hottest Day - 52°F – December 7th

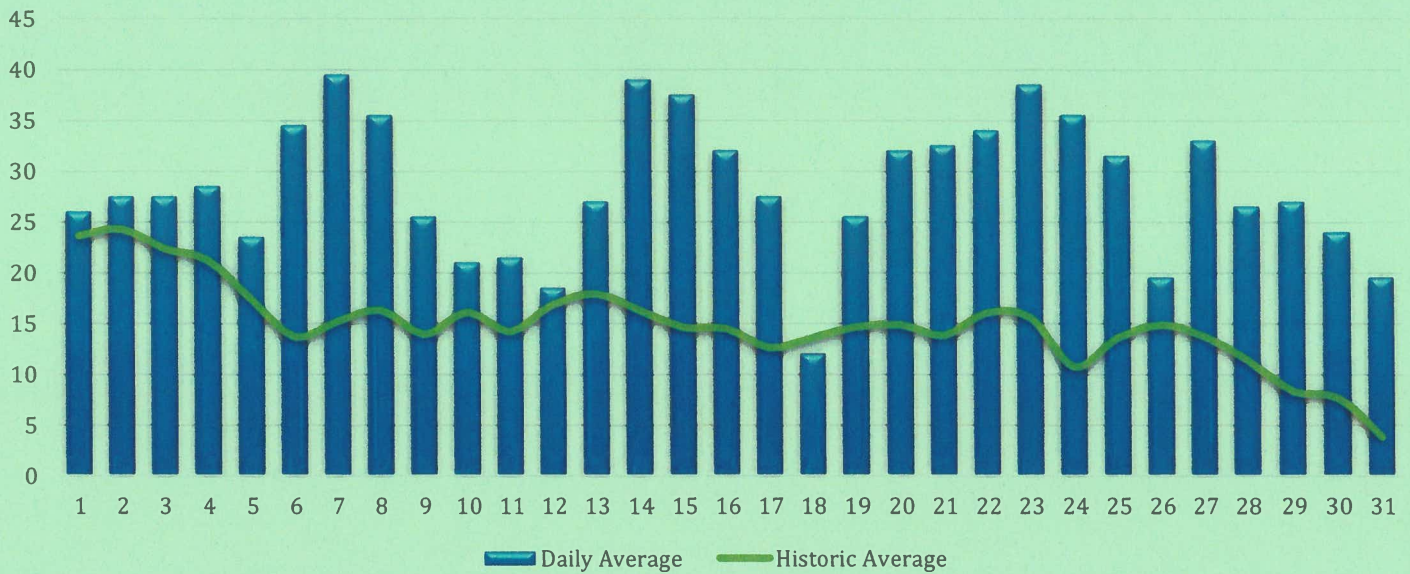
Daily average High for Detroit lakes - 34°F.

Coldest Day - 5°F – December 18th

Monthly average temperature - 29°F

Daily average low temperatures - 24°F.

2023 December Temperature - Detroit Lakes, MN (Daily Average)

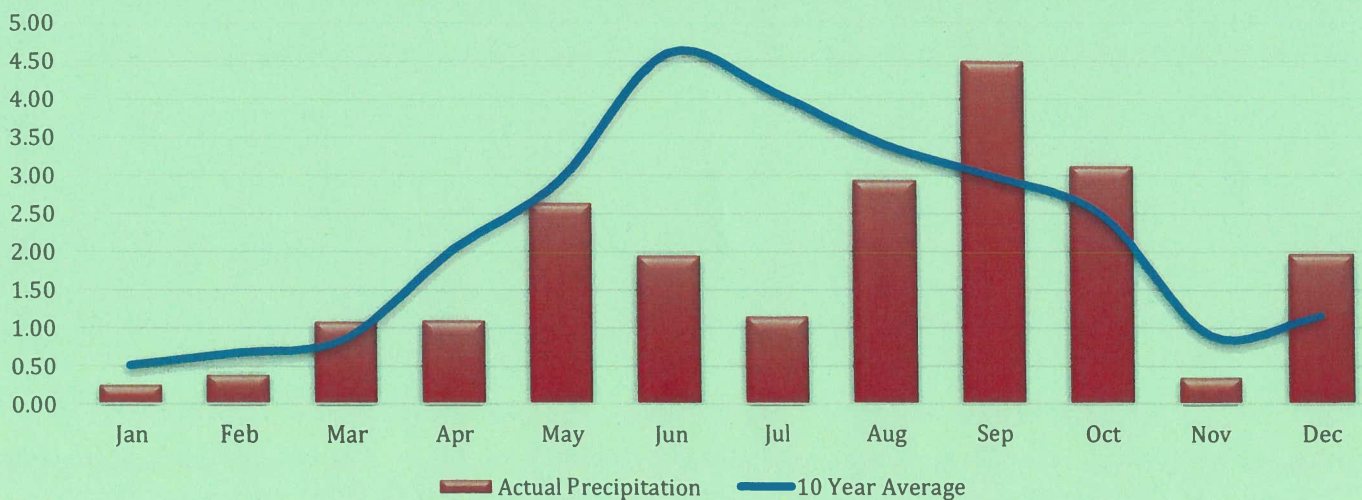


December 2023 Rainfall / Snowfall

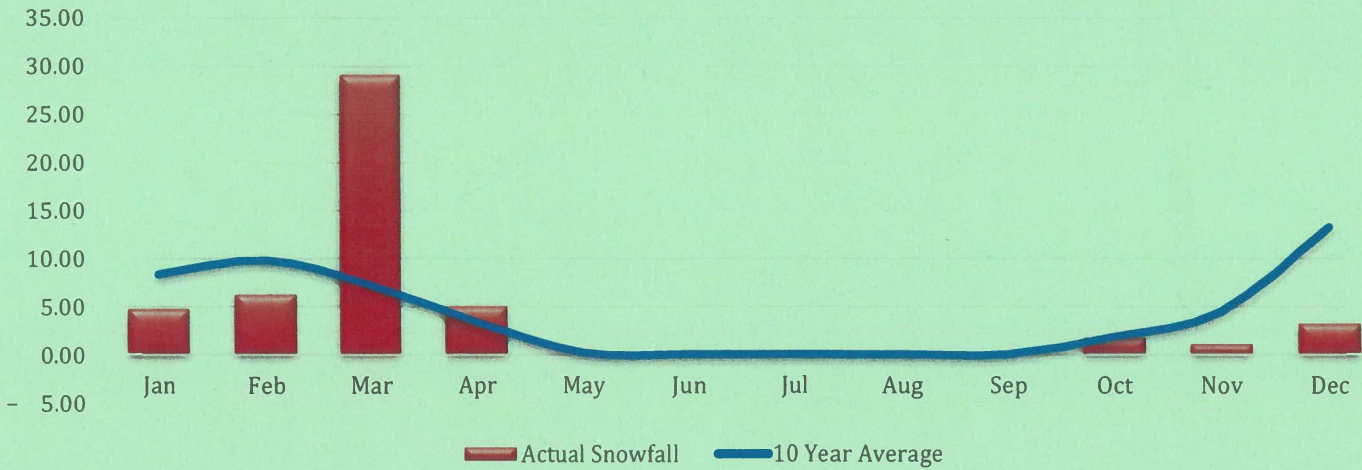
This month was also the wettest December in state history with a statewide average over 2.30 inches (surpassing the statewide average of 2.06 inches in 1968). Most of the precipitation fell as rain, and in many cases heavy rain. Within the statewide climate observing network over 50 daily precipitation (rainfall) records were set, and at least 25 climate stations set a new record for greatest total monthly precipitation for December. Bear in mind that average precipitation for December for most Minnesota communities is less than 1 inch. Most places reported over 2 inches this month, while several reported over 3 inches.

In Detroit Lakes the total rainfall was 1.96 inches which is 0.81 inches more than the 10-year average of 1.15 inches. Most of the rain fell on the 17th (0.12 inches). We received a total of 3.16 inches of snow (a little over 1.56 inches fell between the 24th and the 28th) which is down 10.12 inches from the 10-year average (13.28 inches).

2023 Precipitation - Detroit Lakes, MN



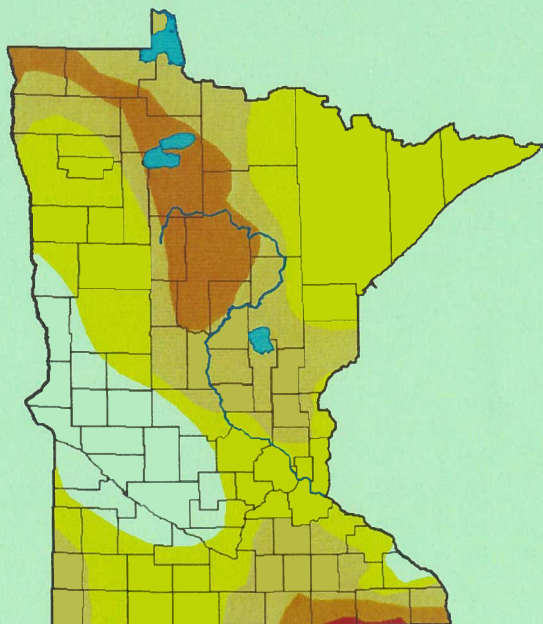
2023 Snowfall - Detroit Lakes, MN



Minnesota/Becker County Drought Conditions

The combination of warm temperatures and warm rainfalls thawed many soils and allowed for soil moisture recharge, which was needed in many areas following months of drought. There will still be some carryover drought in portions of the state for 2024. The warm month also will mean that the year 2023 is likely to rank among the top 10 warmest in history on a statewide basis. The entire area of Becker County has now fallen into the abnormally dry category.

U.S. Drought Monitor Minnesota



December 26, 2023

(Released Thursday, Dec. 28, 2023)

Valid 7 a.m. EST

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	14.82	85.18	40.24	12.42	0.25	0.00
Last Week 12-19-2023	1.63	98.37	44.92	18.01	0.25	0.00
3 Months Ago 09-26-2023	0.00	100.00	82.65	46.65	8.03	0.00
Start of Calendar Year 01-03-2023	29.19	70.81	44.90	15.91	0.00	0.00
Start of Winter Year 09-26-2022	0.00	100.00	82.65	46.65	8.03	0.00
One Year Ago 12-27-2022	29.19	70.81	44.90	15.91	0.00	0.00

Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:
 Rocky Blotta
 NCEI/NOAA



DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JANUARY 11, 2024

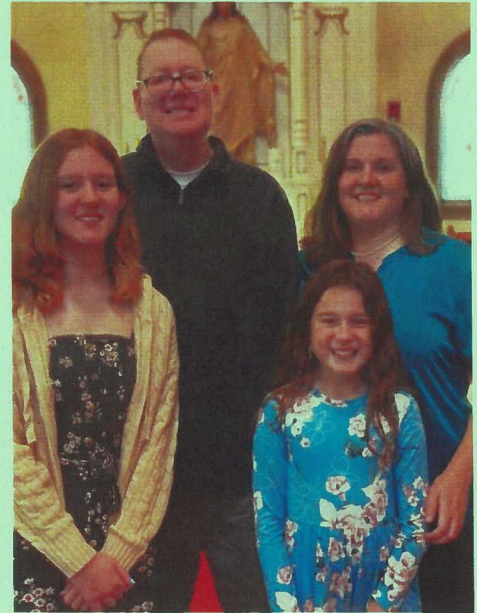
Meet Shanna

Shanna Bach (pronounced Shaw-na) began training in the Office Coordinator position with Brenda on Jan 8. She lives south of Audubon, MN on Little Cormorant Lake with her husband, Eric, and two daughters, Lily (15) and Harper (10). Shanna grew up in Hazen, ND and obtained bachelor's degrees in Biology and Chemistry from Minnesota State University Morrhead. She's had a crazy career path with twelve years of experience in the biotech industry managing investigational new drug manufacturing. In 2013 she moved to the lakes area and worked for RMB Environmental for a year, followed by the last six years at Lake Park Audubon Schools where she was the business manager.

She's excited to bring her experience in public entity bookkeeping, education, and science to the table at PRWD.

In her summer spare time Shanna likes to read, paddleboard, & swim. In the winters her and the family family skate, travels to archery, dance, and music competitions, and Shanna reads while her girls live their best lives. She likes to fish, as well, but she's not very good at it.

She is a regular volunteer at Saint Peter's Church in Audubon, teaching Sunday School. She also volunteers in the Theater Department at LPA assisting with choreography and theater dance for their productions.



RULES Report

January 2024

Permits Issued – None issued

Permit Applications Pending

Wallace Danielson—685 South Shore Dr. Over 25% impervious surface coverage. **1/5/2024** Neither PRWD or City has received a site plan or issued a permit. We continue to work with the contractor.

Violation *****

Marty Solmon, 12044 Cty Rd. 17: Work done in the SIZ without a permit. Permit 21-12 for riprap and grading has expired. A boulder wall >200 ft on the shoreline was constructed without a required permit from the MN DNR or PRWD. A Stop Work Order was issued on 6/29/23. Mr. Solmon applied for a MN DNR permit for the retaining wall which requires an engineered plan. He was informed he could add rock in front of the boulder wall and it would be considered rip-rap and not a retaining wall (a MN DNR permit is also required for this action due to the shoreline length. **10/18:** Kemper met on site with owner and Engineer and Engineer was to develop a site plan and Kemper has provided elevation shots to both Engineer and MN DNR. **11/8:** Kemper sent email to Engineer for update on the Engineered site plan, and is following up with MN DNR on their status. To date we have not received letter of credit from owner. **1/5/24:** Still no word from MN DNR or Engineer or letter of credit. Kemper sent out a follow up email again to all parties.

Hausmann, Jeffrey & Diane, 1670 East Shore Dr.: Work in SIZ without a permit including extensive vegetation clearing and excessive riprap. **1/5/24:** Permit has been issued for remediation work and planting continues on the site, however, it may not be completed until spring 2024.

Eilers, Cary & Jill, 15092 E Munson Rd., Attorney Skoyles sent the violation notice to the landowners. Vegetation restoration plan submitted along with Letter of Credit. Permit has been issued. **1/5/24:** Work continues on the site. Expected completion—**spring 2024**.

Nord, Chris, 15216 E. Munson Dr.; Attorney Skoyles sent the violation notice to the landowner. Vegetation removal and grading in the SIZ **9/19:** Owner requested an extension on the 9/22/23 date to complete soil stabilization to 9/29/22—approved; **9/29:** Owner requested another extension to stabilize the soils to 10/10/23 and an extension to plant the replacement trees by 6/1/24 with a \$500 escrow agreement—approved with the condition if the site is not stabilized by 10/10/23 a surety of \$5,000 would be required. **10/11:** Staff contacted Mr. Nord to see if the remediation work had been completed, but was informed it had not been done, however on **10/12** work had started. **1/5/24:** Work continues on site, trees will be planted and completion expected **spring of 2024**.

Permit Applications Expected

Nothing further to report

Becker County Planning Commission

- **Special Meeting—January 9th, 8:00AM:** Removal of member & Findings and Facts drafted by staff & counsel for Soo Pass Ranch Inc. Shoreland Conservation Subdivision; NO COMMENTS
- **JANUARY 31, 2024—** Meeting @ 6:00PM (Have not received packet for this meeting yet).

Becker County Board of Adjustments

- **No comments in January 2024**

City of Detroit Lakes Planning Commission

- **December 28, 2023—**No Meeting was held.
- **January 2024—** Meeting set for **1/25/2024 @ 5:30pm** (Have not received packet for this meeting yet).