

Regular Meeting Agenda

Date:	Wednesday, February 12, 2025
Time:	08:30 AM
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN

Action Items in bold face

- 1. Call to Order of Regular Meeting /Verification of Quorum**
- 2. Introduction of New Board Member – Scott Busker**
- 3. Review, Amendments, & Approval of the Agenda**
- 4. Public Hearing on Draft Revised Water Management Rules**
 - 4.1. Overview of process and Rule updates
 - 4.2. Public Hearing
 - 4.3. Discussion/Action
- 5. Approve Consent Agenda**
 - 5.1. January 15, 2025 Regular Board Meeting Minutes
 - 5.2. Administrator’s Report (including the Ditch Inspector’s Report)
- 6. Public Comment – May address the Board for up to 3 minutes per speaker.**
- 7. Rules/Permitting Report**
- 8. Treasurer Report**
 - 8.1. Approve February 2025 Bills
 - 8.2. Approve February 2025 Fund Transfer
 - 8.3. January 2025 Revenue & Expense Report; Grants Received/Expended
- 9. Grant Program Funding Requests**
 - 9.1. Best Management Practices (BMP) Applications
 - 9.2. Education Mini-Grants
- 10. Unfinished Business**
- 11. Project Updates**
 - 11.1. Rice Lake Project
 - 11.2. Willow Street Pond Feasibility Study
 - 11.3. Buck’s Mill Dam Modification
 - 11.4. Campbell Creek Streambank Restoration
- 12. New Business**
 - 12.1. **2025 Work Plan and 2024 Year in Review**
 - 12.2. **2025 AIS Treatment Contracts – PLM – State Contract Pricing**
 - 12.3. **Minnesota Watersheds Delegate Selection for Special Meeting**
- 13. Reports**
 - 13.1. Attorney – Lukas Croaker
 - 13.2. Engineer – Moore Engineering
- 14. Upcoming meetings and events**
 - 14.1. Regular Managers Meeting – March 19, 2025 at 8:30 AM

12:30 PM Adjournment

A Zoom link request may be made by contacting the office by 3:30 PM on 02/11/2025 at 218-846-0436 or by emailing prwdinfo@arvig.net

Manager Kral attending electronically at 26463 Paradise Point Rd, Detroit Lakes, MN

Manager Okeson attending electronically at 101 East Sioux Road, Pharr, TX

Manager Busker attending electronically at 3 Glamis Circle, Bella Vista, AR

Regular Meeting Minutes



Date:	Wednesday, January 15, 2025
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Charles Jasken, Laurie Olson, Dennis Kral (via IT), Orrin Okeson (via IT), Chris Jasken
Managers Absent:	None
Staff:	Administrator Guetter, Office Coordinator Bach, Stephanie Freeman (Detroit Lakes HS Intern, 10:30 AM)
Consultants	Lukas Croaker (Ohnstad Twichell), Garrett Monson (Moore Engineering)
Others:	Birch Burdick (via IT - Melissa-Sallie Lake Improvement Association), Phil Hansen (Becker County Commissioner), Leroy Wegner (Floyd Lake resident)

Call to Order – The Regular Managers’ meeting was called to order by President Michaelson at 08:30 AM.

1. Consider Agenda Additions & Approve Agenda.
Add under New Business -9.7 Becker RAC Dunton Park Update (Phil Hansen). **Motion to approve the January 15, 2025 Meeting Agenda with the addition (Charlie Jasken, Olson), Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
2. Approve Consent Agenda
Motion to approve the Consent Agenda including the December 20, 2024 Regular Board Meeting Minutes and January 2025 Administrator’s Report (Michaelson, Olson), Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.
3. Election of 2025 Officers.
The office of treasurer (previously held by Hansen) is open. After discussion by the managers. There was unanimous consent for Charlie Jasken to serve as the treasurer and Michelson, Olson, and Chris Jasken to continue to serve in their current offices.
Motion to elect the 2025 slate of officers:
President – Michelson
Vice President – Olson
Secretary – Chris Jasken
Treasurer – Charlie Jasken
Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.
4. Public Comment – Leroy Wegner voiced concerns regarding the possibility of the City of Detroit Lakes extending municipal water and sewer services and street improvements to select areas of Big Floyd and Little Floyd Lakes, noting the potential future financial burden, especially on seasonal dwellings. He noted Becker County Planning and Zoning will be conducting upcoming septic system inspections within the next couple of years. In 2008, the District conducted a wastewater treatment alternative analysis for the Floyd Chain of Lakes including locations for regional/cluster systems. The District routinely tests the lake water during the summer months, but the testing does not locate or validate failing septic systems. Some areas have conducted dye tracing studies to locate potential failing

Regular Meeting Minutes – December 20, 2024

systems. Engineer Monson also suggested contacting the MN Department of Health. The managers thanked Mr. Wegner for attending the meeting.

5. Rules/Permitting Report. Engineer Monson noted the permit applications in review and coordination with Attorney Croaker with the Solmon ACO letter. Monson clarified permit applications deemed to be complete are subject to the current Rules until the updated Rules have been adopted by the Managers. **Motion to approve the January 2025 Rules Report. (Chis Jasken, Charlie Jasken), Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
6. Treasurer Report
 - 6.1. Approve January 2025 Bills, January 2025 Funds Transfer, January-December 202 R& E Report. The bills, transfer amount, and R&E report were reviewed. **Motion to approve January 2025 Claims (Checks 015344, 015346-015352, 015355-015358; EFT2627-EFT2640, EFT2642-EFT2647, EFT2649-EFT2656, EFT 2658-EFT2662) in the amount of \$ 67,547.60 (attached hereto), January 2025 Fund Transfer from Savings to Checking in the amount of \$95,000, and January-December 2024 Revenue & Expense Report with year-end interfund transfer amounts (Charles Jasken, Olson), Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
7. Grant Program Funding Requests
 - 7.1. District BMP Cost Share Program – no applications received.
 - 7.2. District Education Mini-Grant – no applications received.
8. Unfinished Business
 - 8.1. Rice Lake Wetland Restoration – Easement work is in process by PRWD with one completed and two more in the process.
 - 8.2. Willow Street Pond Feasibility Study – Administrator Guetter reviewed preliminary potential project design concepts from Stantec.
 - 8.3. Buck’s Mill Dam Modification –Guetter noted the Great Plains Fish Habitat Partnership Grant and Midwest Glacial Lakes Partnership Grant applications were submitted this past week for the road crossing habitat improvements, however, additional funding is needed for this segment and MN DNR is exploring other funding sources. The Moore Engineering team continues coordination and dialogue with partners and permitting entities. Preliminary designs are at the 30% stage. An upcoming technical meeting will review the preliminary designs [rock weir alignment/slope layout; township road stream crossing (box culverts, arch open bottom, bridge) and bridge inspection implications for each option; parking areas; berm; construction costs, etc.] The draft EAW document and cultural review process is underway.
 - 8.4. Campbell Creek Streambank Restoration – Stantec is drafting a project update to send out to property owners and continues with design coordination with MN DNR – rock riffles for upper and lower reach areas, and review of options for CSAH 149 crossing (culvert type, installation methods.
 - 8.5. Little Floyd Lake Dam Modification – a second reimbursement will be requested in January.

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9. New Business

9.1. 2025 Board of Managers Meeting Schedule. **Motion to approve the 2025 Board of Managers Meeting Schedule, (Chris Jasken, Olson) Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

2025 Meeting Schedule			
1/17/2025	3 rd Wednesday	8:30 AM	Regular Meeting
2/12/2025*	2 nd Wednesday <i>*Date changed due to conflict with Mn Watersheds Legislative Event</i>	8:30 AM	Public Hearing and Regular Meeting
3/19/2025	3 rd Wednesday	8:30 AM	Regular Meeting
4/16/2025	3 rd Wednesday	8:30 AM	Regular Meeting
5/21/2025	3 rd Wednesday	8:30 AM	Regular Meeting
6/20/2025*	3 rd Thursday <i>*Date changed due to conflict with June 19th Holiday</i>	8:30 AM	Regular Meeting
7/16/2025	3 rd Wednesday	8:30 AM	Regular Meeting
8/20/2025	3 rd Wednesday	8:30 AM	Regular Meeting
9/10/2025*	2 nd Wednesday <i>*Date changed due to reporting to county auditor deadline</i>	8:30 AM	Public Hearing followed by Regular Monthly Mtg
10/15/2025	3 rd Wednesday	8:30 AM	Regular Meeting
11/19/2025	3 rd Wednesday	8:30 AM	Regular Meeting
12/17/2025	3 rd Wednesday	8:30 AM	Regular Meeting

9.2. 2025 Selection of Depositories. The district’s checking and saving accounts are currently with Bremer Bank. Old National Bank is acquiring Bremer Bank with the anticipated merger to be completed mid- year. **Motion to designate Bremer Bank as the depository (savings and checking accounts) of the District’s funds. (Charles Jasken, Chris Jasken) Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

9.3. 2025 Selection of Official Newspaper-Detroit Lakes Tribune. **Motion to designate Forum Communications Detroit Lakes Tribune as the official newspaper of the District. (Olson, Kral), Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

9.4. 2025 Selection of Consultants. **Motion to designate Garrett Monson, Moore Engineering as the District Engineer and Lukas Croaker, Ohnstad Twitchell as the District’s Attorney (Charles Jasken, Chris Jasken). Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

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- 9.5. Otter Tail 1W1P Policy Committee. After discussion, Charles Jasken and Rick Michelson consented to serve on the committee as a member and an alternate, respectively. **Motion to appoint Charles Jasken to the Otter Tail 1W1P Policy Committee and Rick Michaelson as the alternate committee member. (Chris Jasken, Olson), Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
- 9.6. 2025 Rates -Moore Engineering, Inc. Engineer Monson noted the 2025 billing rates are an overall average of 3% increase over the 2024 rates. **Motion to approve the Moore Engineering 2025 Billing Schedule, effective and retroactive as of January 1, 2025, attached hereto (Kral, Charles Jasken). Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
- 9.7. Becker County RAC- Dunton Park Update. Commissioner Hansen informed the Managers the District's storage building at Dunton Park was discussed at a recent Recreational Advisory Committee (RAC) meeting. Hansen also stated the existing shelter may not be torn down. The District is currently reviewing a stormwater plan for the new shelter building, and Engineer Monson noted the plan will need to be updated as the stormwater practices identified on the plan are located within the area occupied by the existing building which was slated to be removed. Charlie Jasken will assist with the negotiation efforts relating to the District's storage building.

10. Reports

- 10.1 District Attorney – Lukas Croaker. Attorney Croaker stated he worked on the ACO and will draft the Notices for the Public Hearing on the draft rules to be published for Becker and Otter Tail Counties. Attorney Croaker discussed the proposed 2025 legal services billing rates. **Motion to approve the Ohnstad Twichell, P.C. 2025 billing rates as outlined in the January 8, 2025 letter, effective and retroactive January 1, 2025, attached hereto (Chris Jasken, Olson). Roll Call Vote: AYES: Michaelson, Olson, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried**
- 10.2 District Engineer – Garrett Monson. Engineer Monson reported the draft GIS Viewer (Task Order 5) for the website has been completed and under review by staff. The MOU agreements with Becker County and City of Detroit Lakes will be updated after upcoming Rules adoption. Monson informed the Managers Quentin Scott will be primarily reviewing permits. The draft Rules were sent out to BWSR and public road authorities on December 23, 2024. No bills were submitted this month due to timing of an accounting software glitch, but Monson anticipated approximately \$53,000 for Dec/January expenses. 2025 Permit application fees will be reviewed when Rules are adopted.

11. Upcoming meetings and events

February 12, 2025 – Public Hearing and Regular Manager Meeting, 8:30 AM

12. Meeting Adjournment. **President Michaelson adjourned the regular meeting at 10:51 AM.**

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved

Pelican River Watershed District

Claims Paid - January 2025

	Date	Num	Amount
*Guetter, Tera	1/16/2025	EFT2636	\$ 75.00
		Employee Expenses Total:	\$ 75.00
Bremer Bank	1/24/2025	EFT2655	\$ 23.50
Loffler Companies, Inc.	1/24/2025	EFT2656	\$ 176.91
		Vendor Expenses - Autopay Total:	\$ 200.41
Lakes Computer, Inc.	1/16/2025	EFT2637	\$ 190.00
Ohnstad Twichell, P.C.	1/16/2025	EFT2638	\$ 2,973.00
Stantec Consulting Services Inc.	1/16/2025	EFT2639	\$ 36,675.39
Wells Fargo-Office Lease	1/16/2025	EFT2640	\$ 1,338.57
		Vendor Expenses - EFT Total:	\$ 41,176.96
Arvig	1/17/2025	15344	\$ 69.95
Houston Engineering Inc.	1/17/2025	15346	\$ 16,767.39
League of MN Cities	1/17/2025	15347	\$ 2,346.00
League of MN Cities Attn Finance Dept.	1/17/2025	15348	\$ 2,358.00
Loffler	1/17/2025	15349	\$ 182.19
Minnesota Viewers Association	1/17/2025	15350	\$ 125.00
Premium Waters, Inc.	1/17/2025	15351	\$ 9.02
Verizon	1/17/2025	15352	\$ 52.17
Bank of America	1/24/2025	15355	\$ 1,987.57
Office of MNIT Services	1/27/2025	15358	\$ 67.94
		Vendor Expenses - Check Total:	\$ 23,965.23
^Anderson, Kelly	1/24/2025	15357	\$ 1,000.00
Detroit Lakes Public Schools	1/17/2025	15345	\$ 1,130.00
		Incentive & Education - Check Total:	\$ 2,130.00
		Bills Total:	\$ 67,547.60
		EFT2627-	
		EFT2635, EFT2658-	
Payroll, Taxes, & Benefits Total	1/31/2025	2662	\$ 65,857.72
.Hansen, Phil	1/24/2025	EFT2649	\$ 182.24
.Jasken, Charles	1/24/2025	EFT2650	\$ 116.99
.Jasken, Chris	1/24/2025	EFT2651	\$ 105.60
.Michaelson, R.	1/24/2025	EFT2652	\$ 207.70
.Okeson, O.	1/24/2025	EFT2653	\$ 112.30
.Olson, Laurie	1/24/2025	EFT2654	\$ 153.43
		Manager Expenses Total:	\$ 878.26
.Hansen, Phil	1/23/2025	EFT2642	\$ 960.44
.Jasken, Charles	1/23/2025	EFT2643	\$ 923.50
.Jasken, Chris	1/23/2025	EFT2644	\$ 923.50
.Michaelson, R.	1/23/2025	EFT2645	\$ 577.19
.Okeson, O.	1/23/2025	EFT2646	\$ 808.06
.Olson, Laurie	1/23/2025	EFT2647	\$ 923.50
Manager Taxes	1/23/2025	EFT2642A	\$ 977.68
		Manager Pay Total:	\$ 6,093.87

MOORE ENGINEERING, INC.

2025 BILLING SCHEDULE

Effective January 1, 2025

NOTE: Rates contained in this Billing Schedule are valid until December 31, 2025. After December 31, 2025, Hourly Billing Rates will be escalated annually and direct expenses may be adjusted to meet market conditions.

	<u>Description</u>		<u>Billing Rate</u>
			<u>Per Hour</u>
1	Principal - SR Project Manager - CSR		\$240 - \$275
2	Project Manager - SR PE		\$225 - \$235
0	Technical Advisor I, II, SR		\$195 - \$300
3	Professional Engineer I, II		\$185 - \$205
4	Graduate - Project Engineer		\$140 - \$165
5	Engineering Designer I,II, SR		\$150 - \$180
6	Engineering Technician I, II, III		\$95 - \$150
7	Environmental Scientist I, II, II, SR		\$155 - \$225
8	Environmental Technician Intern, I, II		\$95 - \$145
9	Hydrogeologist Staff, Project,Professional II, I, SR		\$145 - \$205
10	Landscape Architect I, II, SR		\$130 - \$175
11	Project Administrator I, II, SR		\$125 - \$175
12	Office Administrator I, II, SR		\$111 - \$170
13	CADD Technician I, II, III		\$105 - \$150
14	Senior GIS Coordinator - GIS Manager		\$180
15	GIS Analyst - GIS Developer		\$160 - \$170
16	GIS Programmer I,II,III		\$140 - \$165
17	GIS Technician I, II, III		\$115- \$160
18	GIS Specialist I, II, III		\$145 - \$170
19	Land Surveyor - Senior Land Surveyor		\$180 - \$200
20	Survey Manager		\$185
21	Survey Crew Chief I, II - Survey Data Analyst		\$155 - \$195
22	Project Coordinator - CADD Standards Coordinator		\$155 - \$185
23	Funding Specialists		\$115 - \$150
24	Survey Technician I,II, III		\$100 - \$140
25	Construction Engineer/Specialist, I, II, SR		\$155 - \$210
26	Drone Operator - Drone Services Coordinator		\$150 - \$165
27	Administrative Assistant I, II		\$85 - \$97

Travel Expenses	Project Mileage	Per current IRS rate per mile	
	Lodging	At Cost	
	Meals	At Cost	
Survey Supplies	Per Diem	\$60.00	per day
	Iron Pins	\$1.25	each
	Fence Posts	\$5.00	each
Miscellaneous	Motorized Offroad Vehicles Drone Equipment	\$75.00	per day
	Project Expenses	At Cost	
	Sub Consultants	At Cost	

OhnstadTwichell

attorneys

Offices in North Dakota:
West Fargo, Hillsboro, Casselton, Page, and Maddock

January 8, 2025

VIA EMAIL ONLY

Tera Guetter, District Administrator
Pelican River Watershed District
Wells Fargo Bank Building
211 Holmes St W, Unit 201
Detroit Lakes, MN 56501

Re: Ohnstad Twichell, P.C. Billing Rates for 2025

Dear Ms. Guetter,

This letter is to inform you of our proposed billing rates for the District for 2025. I am requesting approval of the following rates:

- Attorneys: \$230/hour
- Paralegals: \$155/hour
- Meeting Attendance: \$180/hour
- Drive Time: \$120/hour

The above rates will be effective and retroactive as of January 1, 2025.

Please let me know if you have any questions or comments.

Sincerely,

OHNSTAD TWICHELL, P.C.



Lukas W. Croaker

:ajr

Manfred R. Ohnstad
1914 - 1987

Bradley J. Burgum
1952 - 2010

Daniel R. Twichell
1927 - 2013

Brian D. Neugebauer
1951 - 2014

Lukas D. Andrud

Brent T. Boeddeker

Andrew D. Cook

Lukas W. Croaker

Casey K. Drege

Tiffany J. Findlay

Sean M. Fredricks

Alexander B. Gruchala

Stephen J. Hilfer

John A. Juelson

Brittney M. Kelley

Keven J. Kercher

Roman A. Knudsvig

Brian D. Larson

Tyler J. Leverington

Delvin J. Losing

Marshall W. McCullough

Kathryn J. McNamara

Christopher M. McShane

Cassandra R. Molivigny

Morgan A. Nyquist

David C. Piper

Katie J. Schmidt

John T. Shockley

Jeffrey R. Strom

Sarah M. Wear

Joshua J. Wolfe



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DISTRICT ADMINISTRATOR'S MONTHLY REPORT
FEBRUARY 5, 2025

1) **Surface Waters Protection and Enhancement**

a) Capital Improvement Projects/Structural and Non-Structural Practices

- i) Rice Lake Capital Improvement Project (CIP). Phase 2- Lower Structure. Guetter sent follow-up emails on January 29th to the landowners regarding the 2 remaining flowage easements and construction agreement and schedule in-person meetings. Regarding the permitting side, MN DNR requested additional plan views of the structure from HEI. The BWSR ELINK annual Progress Report was filed on January 30th for both BWSR grants.
- ii) **Campbell Creek Project (MPCA 319 Funding/Otter Tail 1W1P)**. The project is progressing on schedule with 30% design plans nearing completion. At the March 2025 meeting for consideration, the Stantec contract amendment will include the wetland delineation and additional permitting actions. This is an excerpt from the Project Agreement, "TASK 2.0, Assumptions - Stantec expects that additional permits will be required from the MN Wetland Conservation Act Local Government Unit (Becker County), US Army Corps of Engineers, Becker County, and Pelican River Watershed District. Completing preliminary design will provide better knowledge of the full scope and budget to prepare and apply for these permits. Therefore, we anticipate the District will amend the contract to include preparation of these other permit applications when the project extent and regulatory requirements are better defined." An early pre-application permit meeting with Stantec, Becker SWCD/BWSR (Wetland Conservation Act), US Army Corps of Engineers is scheduled for February 13th. We will be submitting grant reimbursement expenses in February. The semi-annual progress report was submitted on January 30th.
- iii) **Little Floyd Lake Rock Arch Rapids (MN DNR funding)** –A reimbursement request will be submitted later this month. We are currently in a holding pattern until the final project inspection and closeout occurs in Spring 2025.
- iv) **Bucks Mill Dam Modification (MN DNR, Get out More, Federal)**. On January 24th, a 30% Design Plan review was held with technical staff from MN DNR, Becker County HWY/Lake View Twp, PRWD, and Moore Engineering, Inc. (MEI). The meeting purpose was to gather input on decisions made to date and provide a progress report. We will submit paid invoices for engineering services reimbursement after the February board meeting. The meeting covered the 30% design including traffic control, township road crossing options and costs, road segment details/fencing, guard rails, parking, weir layout & alignment/profile, materials, berm, modeling, construction related planning, EAW progress, will draft permits after 60% design stage (WCA, USACE 404, MN DNR public waters, MPCA 401, MN DNR dam safely, MPCA NPDES SWPPP, Becker County, Lake View TWP, PRWD). Public outreach - currently working on a blog and technical graphics. The next stakeholder engagement will be scheduled in Spring 2025. We will be submitting a reimbursement request from the MN DNR after the February meeting for engineering services.

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)**
 - i) Open Work Orders
 - (1) d13-24-06 - Jackson Avenue –Blockage removal pending.
- d) **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)**– No activity to report.
- e) Calendar Year 2024 Annual Drainage Report was sent to BWSR on 1/27/2025.

3) **WATER MANAGEMENT RULES** – see enclosed report.

- a) **Rules Revision Update** – A public hearing is scheduled for February 12th. public hearing notices were placed on the PRWD website on 1/17/2025. The notices were also published in the Detroit Lakes Tribune on 1/25/2025 and 2/1/2025 and the Frazee Forum on 1/21/2025 and 1/28/2025. Bach and Reding are

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

FEBRUARY 5, 2025

reviewing information materials for the website as well as other Minnesota Watershed Districts websites for organizational and handout ideas. A list of required and desired documents will be compiled to discuss with Moore Engineering. Bach is also working on possible updates to the website to accept permit applications and fees online.

4) HABITAT PROTECTION AND MANAGEMENT

- a) **River/Stream Connectivity – Barriers to Fish Movement.**
 - i) See report under Capital Projects.
 - ii) Buck's Mill Dam –see report under Capital Projects.

5) Aquatic Invasive Species Prevention and Management.

- a) **Invasive Aquatic Plant Management Grant** – Grant applications for AIS treatments for Lake Sallie, Lake Melissa, Detroit Lake and Floyd Lake were submitted to the MN DNR Invasive Aquatic Plant Management Grant Program on 12/17/2024. No grants were awarded to PRWD for the 2025 treatment season. Grant applications will be submitted to Becker SWCD's Aquatic Invasive Species Grants in the spring.
- b) **CLP Research (Mankato State)** – Guetter met virtually with Dr. Wersal, Pearl Jensen (Master's student) and PLM (applicator). We will repeat treatment area and application rates in 2025. PLM will assist with the mapping portions required for the AIS permitting for the 2025 season

6) EDUCATION AND OUTREACH (Website, Social Media, and Workshops)

a) Local Media/Mailings.

b) Social Media Posts

- i) (Facebook & Instagram) – Facebook Followers – 229 (last month 224), Instagram Followers – 17 (last month 16)

Date	Description	Engagement
1/10/2025	Now Hiring – Summer Water Resource Technicians	2 likes, 0 comments, 4 shares
1/10/2025	Tamarac NWR – Winter Ice Fishing Mentor Day	0 likes, 0 comments, 0 shares
1/17/2025	Annual Report Picture Request	1 likes, 0 comments, 1 share
1/17/2025	Thank you Stephanie!	7 likes, 0 comments, 0 shares

- ii) **“No Child left Inside” Education Group** – No meetings scheduled.
- iii) **Ottertail 1W1P Education and Outreach Group** – See 1W1P Section.
- iv) **Successful Outreach Strategies** – Bach will be unable to attend the next session as it conflicts with our February Public Hearing and Regular Meeting.
- v) **Signs for Incentive Programs** – Bach will continue to work on this project with the goal of having signs ready for staking in the spring.
- vi) **Website Updates**

Our Work section planned updates.

Section	Status
Little Floyd Lake Dam Modification	Complete and Posted
Buck's Mill Dam Modification	Complete and Posted
Campbell Creek	Complete and Posted
Ottertail 1W1P	Pending
Cost Share Program	Pending
AIS Management	Pending
CLP Research	Complete and Posted
Education	Complete and Posted
Drainage Systems	Pending
Rice Lake Wetland Restoration	Pending

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
FEBRUARY 5, 2025

7) DISTRICT OPERATIONS/ADMINISTRATION.

a) Grant Oversight -

- i) *Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding)* Grant Progress report was submitted January 30, 2025 for the February 1, 2025 report date. The next report date is August 1, 2025. The work plan will be updated to include the Engineer's Report and Landowner communication and engagement task in February. Reimbursement or expenses will occur in the February 2025 timeframe.
- ii) *BWSR Clean Water Rice Lake Project – Phase 1 & Phase 2. MN DNR.* – Grant Progress report was submitted January 30, 2025 for the February 1, 2025 report date. The next report date is June 30, 2025.
- iii) *MN DNR – Conservation Partners Legacy Grant (Little Floyd Outlet)* – No updates since last report. Next Report date is at project close or 12/31/2025, whichever is earlier.
- iv) *Otter Tail 1W1P Implementation Grant* – On January 30, 2025 Guetter and Bach submitted reimbursement requests for Grant C23-4546 \$27,751.20 (Project Development : Willow Study - \$7,801.20; Education Workshops, Baseline Knowledge, Gap analysis - \$ 19,950.00); Grant C25-0116 \$25,010.88 (Project Development: Public engagement \$9,789.75, GIS Viewer - \$5,221.13; Regulation Ordinance/Enforcement – Draft Rules \$10,000). Total reimbursement request - \$ 52,762.08.
- v) *Buck's Mill Dam Modification MN DNR* –Guetter and Bach will work on the first reimbursement request for funds spent to date. Next report date is 12/31/2025.

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

- i) **1W1P Grant – Feasibility Study West Area (“Willow Pond”) Stormwater Treatment.** Work continues on the concept plans.
 - ii) **OTW TAC Committee** (Guetter). The TAC met on Monday, February 3rd at PRWD office. The committee reviewed the progress to date for both grants. The Policy Committee meeting is scheduled for March 27, in Otter Tail. The next TAC meeting is May 5th.
 - iii) **OTW Education/Outreach Committee** – the next meeting is scheduled for February 20 to review plans for 2025.
- c) 2025 Water Resource Technician Internships** – The summer intern jobs were posted to the PRWD website, Facebook, Instagram, and Handshake (a platform used by multiple schools for posting college intern positions). The posting was also sent to area lake associations and our previous interns to spread the word. Applications are open until 2/28/2025 or filled. To date we have had two applicants. Bach will continue to send out notices to area colleges.
- d) Water Resource Coordinator Job Opening** – Four candidates for the open Water Resources Coordinator have been selected for interviews. All initial interviews will be held on 2/6/2025.
- e) 2024 Financial Audit** – The 2024 audit with Clasen & Schiessl CPAs is scheduled to start on 1/27/2025. Bach and Guetter complied all requests to date and uploaded to the Clasen & Schiessl portal as of 1/14/2025.
- f) Milage Rate** – 2024 – The Internal Revenue Service updated federal mileage rate for business purposes to \$0.70 per mile.
- g) 2024 Annual Report and Monitoring Report** – Guetter, Bach and new employee will be working on these reports over the next couple of months.
- h) 2025 Work Plan** – Guetter and Bach will update if time permits for February Meeting.
- i) MN Watersheds** – Holding a special meeting (tentatively March 21, Waite Park) to make a new process for resolutions and legislative priorities (perhaps they listened to your voices!). A bylaw change is required for this action. See enclosed materials for more information
- j) Minnesota Erosion Control Association (MECA) Training** – MECA Annual Conference was held in St. Cloud, MN on January 28-30, 2025. Owen Reding attended on behalf of PRWD, BSWCD & CLWD.
- k) MLMS Lake Management Symposium** – the MLMS Lake Management Symposium will be held in Chaska, MN on 2/4/2024. PRWD does not plan to attend this year.
- l) MN Watersheds Legislative Event** - The MN Watersheds Legislative Event and MAWA meeting will be held in St. Paul, MN from February 18-20, 2025. Administrator Guetter plans to attend.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
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- m) **BWSR Manager Training** – BWSR Manager Training will be held at the Detroit Lakes Police Community room on February 25 from 1:00-4:00 PM. **What will be discussed?** 1) Manager Roles and Responsibilities, 2) Watershed District Law (103D), including recent changes, 3) Water Management & Conservation Universe, 4) Essential Responsibilities and Exceptional Attributes of Local Governing Boards, 5) Open Meeting Law/Data Practices, 6) Resources – WD Handbook. RSVP is requested.
- n) **Manager Hansen Replacement** – Scott Busker was appointed to the PRWD Board of Managers by the County Commissioners on 2/4/2025 (see enclosed information letter). Bach will arrange for Mr. Busker to take the oath of office prior to the 2/12/2025 Meeting.
- o) **Detroit Lakes High School Intern Stephanie Freeman** – DL High School Senior Stephanie Freeman has completed here internship with PRWD. Stephanie was a great help this year. Her main task was to summarize and catalog board events from meeting minutes. She cataloged and summarized all board events from 2000 – 2005. Stephanie was a delight to have in the office and accomplished a lot in a very short time. Shew as efficient and organized and we can't wait to see what great things she does in the future. Stephaine gave us a small painting she did of our Rice Lake Wetland Rock Arch Rapids site that will be treasured at the office for years to come.



8) DATA COLLECTION AND MONITORING PROGRAM

- a) **Streams and Lakes**–The 2024 monitoring report will be completed by Guetter, Bach, and the new employee.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

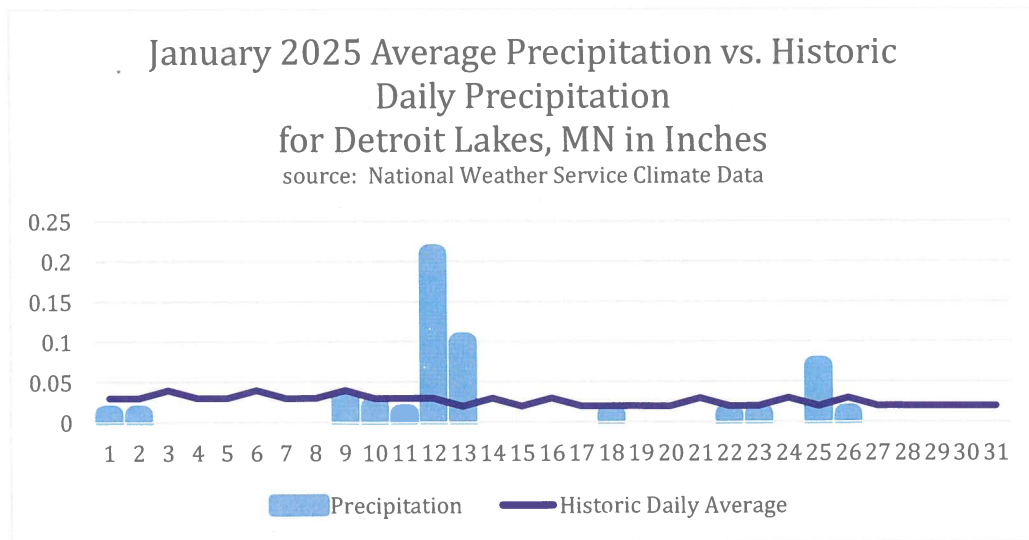
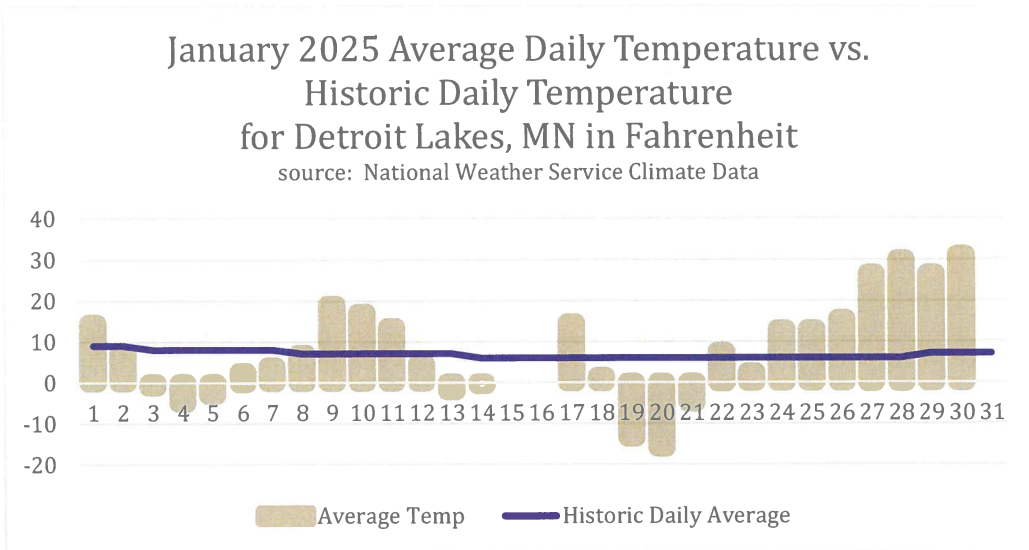
FEBRUARY 5, 2025

Weather

b) Detroit Lakes, MN – National Weather Service Data

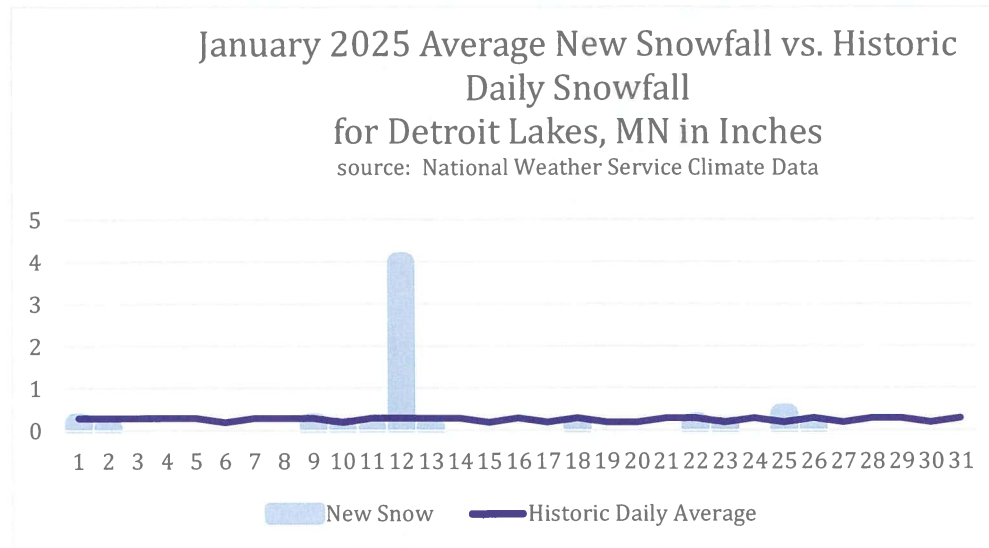
The temperatures for Detroit Lakes were above average. There were 14 days that were at or above average than the historical average and 14 days that were below historical average (3 days with no recording as of this report). A total of 0.5 inches of precipitation fell on Detroit Lakes in December including 5.7 inches of new snow.

Warmest Day(s): 31°F, January 30 th	Daily Average High Temp: 19°F
Coldest Day(s): -16°F, January 20 th	Daily Average Low Temp: -3°F
Monthly Average Temp: 8°F	



DISTRICT ADMINISTRATOR'S MONTHLY REPORT

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c) Preliminary Climate Summary for January 2025 – University of Minnesota

Despite wide swings in daily temperatures during the month, the average monthly temperature for January of 2025 will be near normal for most locations in the state, while nearly all parts of Minnesota recorded a drier than normal January.

Average monthly temperature for most climate stations was close to normal, with some reporting 1-2°F colder than normal and some reporting 1-2°F warmer than normal. There were roughly equal numbers of cooler and warmer than normal days during the month. The state extremes were 58°F at Fairmont (Martin County) on the 30th and a minimum of -42°F at Kabetogama (St Louis County) on the 20th. Minnesota reported the coldest temperature in the nation 3 times during the month.

The rollercoaster journey of temperatures during the month brought some record cold over January 18-21, and some record warmth on January 28th and January 30th. On January 20th, International Falls and Park Rapids both recorded new record cold daily high temperatures of -18°F, while on the 21st Red Lake Falls reported a new record cold high temperature of -20°F.

A week later on January 28th MSP reported a record-tying daily warm maximum temperature of 47°F and Rochester and Redwood Falls a new daily record high maximum of 51°F. Also that day, Windom reported a record high of 54°F and even up north Pokegama Dam (Itasca County) reported a record high of 47°F. The last week of the month was topped off with new record daily high temperatures on January 30th set all over the state. Some of these included 52°F at MSP, 55°F at Rochester, 57°F at Austin, Worthington, and Albert Lea, and 58°F at Fairmont (Martin County). The reading at Fairmont was a new all-time statewide record high temperature for the date.

Nearly all areas of the state reported below normal precipitation during January. There were a few exceptions in northern counties, as Ely, Baudette, Wolf Ridge ELC, Lutsen, Cook, and Brimson reported slightly above normal precipitation. Many areas reported less than a quarter of an inch (0.25"). Some areas reported their driest January in history with just Trace amounts or amounts less than .04 inches. Some of these places included Windom, Austin, and Wells. Overall, the statewide average precipitation value was 0.27 inches, marking the 6th driest January in history back to 1895.

Similarly, snowfall was below normal in most all areas of the state during January. Most observers reported

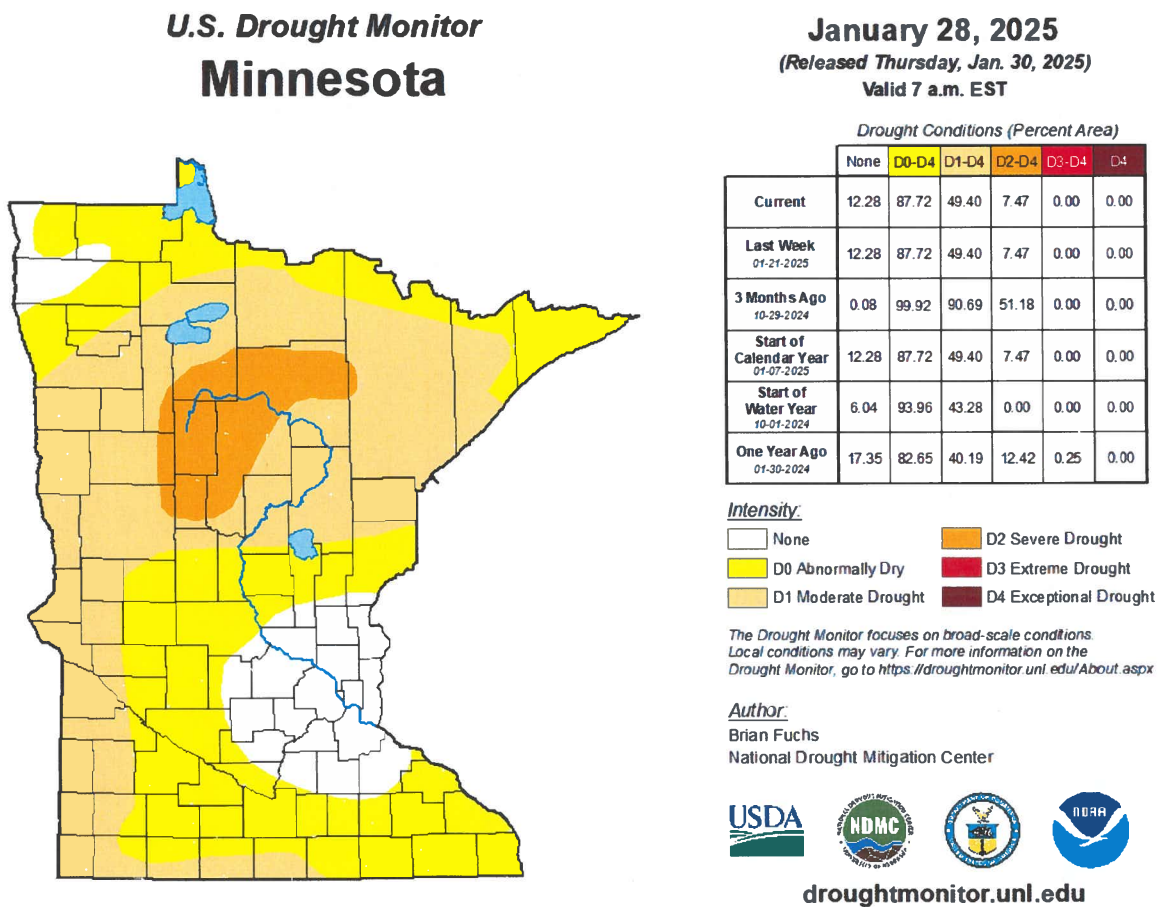
DISTRICT ADMINISTRATOR'S MONTHLY REPORT

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5 inches or less. The most snowfall occurred in the far northern counties from Bemidji, through Ely, and over to Grand Marais, where many observers reported from 12 inches to 16 inches of snowfall. According to the DNR State Climatology Office by month's end, about two-thirds of the state landscape reported no snow cover or less than 2 inches. Only the far northern counties reported snow depths of 8 inches or greater.

d) Minnesota Drought Report

The drought situation across Minnesota improved slightly over the month of December. The month began and ended with 49 percent of the state in at least moderate. Becker County saw little change month over month. Soils are frozen with frost depth reported in Otter Tail county at 55 inches (MNDOT, <https://www.dot.state.mn.us/loadlimits/frost-thaw/ottertail.html>).



Rules Report – February 2025



PERMITS ISSUED

No.	Name/Address	Description
25-01	John & Jamie Traynor 12130 Co Hwy 17	Shore Impact Zone: Repair of 4 7 feet of riprap.
25-02	Kristopher Madsen 1259 Long Beach Drive	Shoreline Repair - Rip Rap 150 feet
25-03	Krik Madsen 1271 Long Beach Drive	Shoreline stabilization - Rip Rap 150 feet
25-04	Cristine Teigen Revocable Trust 20635 Oakland Beach Road	Shore Impact Zone: Remove two dead trees. Replace with 3 Native Trees.

PERMITS IN PROCESS

- **Scott Kjos** – Residential Stormwater

PERMITS APPLICATIONS – ENGINEER REVIEWS IN PROCESS

- **BTD**
- **City of Detroit Lakes – Pickle Ball Courts**
- **Becker County – Dunton Locks**
- **Smith Living Trust**
- **Menards**

VIOLATION Report

- **Solmon, Marty:** 12044 Cty Rd. 17: Work done in the SIZ without a permit. PRWD is waiting on MN DNR permit decision (work requires a MNDNR permit). DNR has reviewed and cannot issue their permit until the applicant is compliant with local entities. At the 12/20/2024 meeting the Board of Managers directed the District Attorney to draft an Administrative Compliance Order to the landowner. Mr. Solmon's deadline for application for a permit was 2/6/2025. Mr. Solomon called into the office on 2/3/2025 to discuss. A meeting is scheduled on 2/12/2025 between Engineer Monson and Mr. Solomon.

MEETING COMMENTS

- **City of Detroit Lakes – City Council**
 - January 7, 2025 – no comments
 - January 14, 2025 – State of the City – no comments
- **City of Detroit Lakes – Planning Commission**
 - January 23, 2025 – no comments. Permit expected from Marty's Acres, 2577 US Highway 10 West.
- **City of Detroit Lakes – Development Authority**
 - February 6, 2025 – no comments

Rules Report – February 2025



- **Becker County Commissioners**
 - January 21, 2025 - no comments – PRWD Manager Appointment noted by board.
 - February 4, 2025 – PRWD Appointment of Manager, Discussion of PRWD Building at Dunton Locks. Administrator Guetter will be in attendance.
- **Becker County – Planning and Zoning**
 - January 29, 2025 – no comments
- **Becker County – Board of Adjustment**
 - February 13, 2025 –
 - Permits expected from: Jamie & Kaley Steidl - 12434 Lois Ln Detroit Lakes, MN 56501 for Residential Stormwater Management > 25% Impervious