



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, January 19, 2017

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 –December 15, 2016 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report) |
| | 3. Election of 2017 Officers |
| 6:20 PM | 4. Committees and Chair appointments
a. Personnel, RMP/Rules, Citizen Advisory |
| 6:50 PM | 5. Old Business
a. Copier Lease change |
| 7:00 PM | 6. Treasurer's Report
a. Approve January 2017 Bills
b. Approve Fund transfer
c. Review January – December 2016 Revenue & Expenses – to be filed and subject to audit.
d. Letter of Credit |
| 7:15 PM | 7. New Business
a. Selection of Depositories
b. Selection of Official Newspaper-Detroit Lakes Record/Tribune |
| 7:20 PM | 8. Public Forum (5 minutes) |
| 7:25 PM | 9. Attorney's Report
10. Engineer's Report
11. Pulled Consent Agenda Items |
| 7:35 PM | 12. Meeting Adjournment |

(action items in bold face)



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

December 15, 2016

Managers Present: Kral, Brainard (4:05 PM), Imholte, Haggart, Noyes

Managers Absent: Okeson, Michaelson

Staff: Administrator Guetter, Alcott, Moses

Consultants: Attorney Karen Skoyles (3:30 PM)

Advisory Committee: NONE **Others:** NONE

The Regular Managers' meeting was called to order by President Kral at 3:07 PM.

President Kral appointed Manager Haggart to serve as acting-Secretary at the meeting until Manager Brainard arrived from a scheduled appointment. Due to the extreme cold weather, Manager Michaelson called to say he would not be able to attend the meeting due to numerous emergency heating calls requiring assistance.

CONSENT AGENDA. The consent agenda, including the December Administrator Report; Secretary's Report - November 17, 2016 Regular Managers' Meeting Minutes; December Rules/Permitting Report; and December Ditch Inspector's Report (Noyes, Haggart), carried unanimously.

PROGRESS REPORTS

Personnel Committee –Haggart reported the committee (Haggart, Kral, Okeson) met on Dec 5th for Administrator Guetter's annual review. The committee recommended a salary increase of 2% for Administrator Guetter. The 2016 Supplemental Benefit will remain the same for 2017 at \$850/month. Haggart reviewed the report completed by Sara Noah & Associates stating Guetter & Alcott job descriptions and salary ranges were on target but recommended changing Moses job title to Sr. Office Coordinator.

Aquatic Plant Committee –Nothing further to report.

Citizen Advisory Committee – Nothing further to report.

TREASURER'S REPORT.

- a. **District Funds Transfer Update.** Kral reported the funds transfer (approved at the November meeting) was done on December 15th from American National Bank to Bremer Bank Savings Account in the amount of \$7,705.62 to reduce the fund balance. It was noted these are General account funds.
- b. **Approval of December Claims. #14250-14259 and EFT-290-295 (\$19,101.47).** Managers reviewed monthly bills. **Motion to pay December bills (Noyes, Haggart) carried unanimously.**
- c. **Fund Transfers.** **Motion to transfer \$41,000 from Wells Fargo Savings to Checking (Imholte, Noyes), carried unanimously.**
- d. **Financial Report.** The January-November 2016 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the Jan-Nov 2016 R & E Report (Imholte, Haggart), carried unanimously.** The report will be filed for audit.
- e. **2016 Year-end Interfund Transfers** – The year-end 2016 inter-fund transfers were presented and discussed. **Motion to approve the PRWD 2016 Inter-fund Transfers per attached resolution, (Imholte, Noyes), carried unanimously.**
- f. **Letter of Credit.** Bremer Bank is requesting the District to approve using a letter of credit (No. 2234-1333) to protect District uninsured funds instead of pledging collateral. Per the State Auditor's office, a letter of credit is an acceptable method to meet MN State Statute 118A.03, subd 2 requirements for "collateral". Imholte suggested checking with the District's auditing firm, Justin, Clasen & Company for an opinion and bring it back to the February meeting for board consideration. No action taken.

OLD BUSINESS

- a. NONE

NEW BUSINESS

- a. **MAWD Annual Meeting Delegate Report** –Kral, Haggart, and Imholte gave updates on the resolutions presented at the Watershed Districts' annual meeting. Kral, a member of the MAWD strategic planning committee reported there was positive support for the transition plan and is pleased with the direction of the association. He also noted the new buffer law was a "hot topic" at the conference. Managers noted the sessions were very technical and more appropriate for staff and not managers.



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- b. **2017 Final Budget and Levy/Assessments.** The Managers reviewed the 2017 Final Budgets and Tax Resolutions. **Motions for "The Pelican River Watershed District 2017 Final Budget and Tax Resolutions" were made and carried per attachments.** It was noted the Ditch systems (11-12, 13, and 14) have not been assessed since 2014 and will be in 2017 to pay for statutory required maintenance.
- c. **Minnesota State Post-Employment Health Care Savings Plan (HCSP) Renewal.** Managers reviewed the updated renewal employee program contract with an effective date of January 1, 2017. All benefit earning employees must participate and it is a payroll deduction program, with no contributions from the District. **Motion to approve the 2-year Minnesota State Post-Employment Health Care Savings Plan, effective January 1, 2017 (Noyes, Kral), carried unanimously (attached hereto).**
- d. **Copier Lease.** The District reviewed two copier lease proposals. Staff recommends accepting the Xerox proposal. **Motion to approve the Xerox Lease Agreement (60-months) proposal (Imholte, Brainard), carried unanimously (attached hereto).**
- e. **Holiday Hours.** Staff requested to close the office or limit office hours between December 27-30, 2016. Managers agreed but with the conditions the office must be open if staff was working and the days closed be agreed upon by staff and posted.
- f. **City of Detroit Lakes ATP Grant Application Letter of Support.** Guetter reviewed the draft letter of support for the West Lake Drive project. **Motion to approve the Letter of Support for the West Lake Drive Project (Imholte, Noyes), carried unanimously (attached hereto).**
- g. **Pelican River WD Project Cost Share Program.** Moses reviewed the proposed cost share program application and maintenance agreement documents for implementing best management practices. Eligible projects include shoreline plantings, raingardens, and other innovative approaches for treating stormwater. **Motion to approve the Pelican River WD Cost Share Program as outlined in the program application overview and maintenance requirement documents (Noyes, Haggart), carried unanimously (attached hereto).**

PUBLIC FORUM – None

ATTORNEY REPORT– Skoyles reported work on Rule violations.

ENGINEER REPORT – None

PULLED CONSENT AGENDA ITEMS- NONE

ANNOUNCEMENTS – None

ADJOURNMENT. **Motion to adjourn the meeting at 5:13 PM (Brainard, Okeson), carried unanimously.** A holiday gathering at the Dennis Kral residence followed the meeting. No business was conducted.

Meeting Approved : _____

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

Pelican River Watershed District

Claims Paid

December 2016

<u>Date</u>		<u>Num</u>	<u>Amount</u>
12/19/2016	*Alcott, Brent	EFT-290	40.00
12/19/2016	*Guetter,Tera	EFT-291	40.00
12/19/2016	*Moses, Brenda	EFT-292	104.34
			<u>\$184.34</u>
12/19/2016	Wells Fargo-Office Lease	EFT-293	1,299.58
12/19/2016	Wenck Associates, Inc	EFT-294	2,874.70
12/19/2016	Xerox Corporation	EFT-295	236.21
			<u>\$4,410.49</u>
12/19/2016	Arvig	14250	51.90
12/19/2016	Bank of America	14251	1,684.25
12/19/2016	County 6 Amoco & Bait	14252	40.24
12/19/2016	Explore Lake Life	14253	490.00
12/19/2016	Lundberg, Roger*	14254	303.82
12/19/2016	Mississippi State University	14255	10,000.00
12/19/2016	Noah & Associates, Inc.	14256	1,812.50
12/19/2016	VOID	14257	0.00
12/19/2016	Verizon	14258	32.49
12/21/2016	Office of Enterprise Tech	14259	91.44
			<u>\$14,506.64</u>
12/1/2016	Employee Payroll	EFT 281-283	4162.33
12/9/2016	Supplemental Benefit	EFT 284-286	2179.93
12/15/2016	Employee Payroll	EFT 287-289	4162.34
12/29/2016	Employee Payroll	EFT 296-298	4162.35
12/31/2016	Federal Withholding		5057.96
12/31/2016	MN HCSP		450.00
12/31/2016	MN Withholding		748.00
12/31/2016	NACO		2769.00
12/31/2016	PERA		2903.97
			<u>\$26,595.88</u>
	Total December Bills		<u><u>\$45,697.35</u></u>

PRWD 2016 INTERFUND TRANSFERS

WHEREAS, records are kept of time spent for work on behalf of the 1B & 1C Projects, LMP-01, Ditches, SADAF, 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 Survey and Data Acquisition Fund (SADAF) for costs related to the implementation of research, prevention, education, and management of aquatic invasive species;

WHEREAS, the Utility Fund must pay the Survey and Data Acquisition Fund (SADAF) for costs related to obtaining data and survey information related to storm water management;

WHEREAS, the 1B & 1C Projects must pay the Project Implementation Fund for expenses relating to the routine maintenance, storage, supplies, and fuel for the harvesting machines and other equipment, and other designated management of aquatic plants;

THEREFORE, the Managers approve the following transfers:

- ✓ YET 16 01 A - YET 16 01 B \$ 4,000 from 1-B to the General Fund ✓
- ✓ YET 16 02 A - YET 16 02 B \$ 4,000 from 1-C to the General Fund ✓
- ✓ YET 16 03 A - YET 16 03 B \$ 2,000 from Ditch 11-12 to the General Fund ✓
- ✓ YET 16 04 A - YET 16 04 B \$ 2,000 from Ditch 14 to the General Fund ✓
- ✓ YET 16 05 A - YET 16 05 B \$ 2,000 from Ditch 13 to the General Fund ✓
- ✓ YET 16 06 A - YET 16 06 B \$ 90,000 from Utility to the General Fund ✓
- ✓ YET 16 07 A - YET 16 07 B \$ 10,000 from LMP-01 to the General Fund ✓
- ✓ YET 16 08 A - YET 16 08 B \$ 5,000 from LMP-01 to SADAF ✓
- ✓ YET 16 09 A - YET 16 09 B \$ 1,295 from 1-B to the Harvest PIF ✓
- ✓ YET 16 10 A - YET 16 10 B \$ 1,296 from 1-C to the Harvest PIF ✓

Motion Inholte Second Royce Passed Unanimously

Janice Haggart
David Brainard, Secretary - Pelican River Watershed District

Tera Guetter
Tera Guetter, Administrator - Pelican River Watershed District

Date Approved: 12-15-16

PRWD 2017 Final BUDGET AND TAX RESOLUTIONS

Approved at the December 15, 2016 Managers' Meeting

GENERAL FUND

Whereas the Managers of the Pelican River Watershed District have reviewed the current financial reports and have projected District financial needs for 2017;

Whereas a public hearing was advertised and held on September 13, 2016;

Whereas the District's allowable maximum levy for 2017 is **\$250,000**;

Whereas the District Final payable levy for 2017 is **\$250,000**;

Whereas the District is entitled to levy an amount in addition to its maximum levy to pay for liability insurance in accordance with MS 466.06;

Whereas the District expects liability insurance premiums to be **\$7,000** based upon 2016 rates;

Therefore, the Managers approve the Final Budget and payable Ad Valorum levy of **\$ 257,000** for the General Fund for 2017.

Motion Kral Second Haggart Passed Unanimously

PROJECT LMP-01

Whereas the Managers of the Pelican River Watershed District established the LMP-01 on July 15, 2010 and have reviewed financial and projected maintenance fund needs for 2017;

Whereas 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;

Whereas the Managers of the Pelican River Watershed District believe that **\$40,000** is required to undertake Aquatic Invasive Species research, education, treatments, and management to pay the costs attributable to the basic water management features of the Project;

Whereas a public hearing was advertised and held on September 13, 2016;

Therefore, the Managers approve the Final Budget and payable Ad Valorum levy for **\$40,000** for LMP-01's Maintenance Fund for 2017.

Motion Noyes Second Imholte Passed Unanimously

STORMWATER UTILITY FUND

Whereas the Managers of the Pelican River Watershed District have reviewed the Stormwater Utility Fund current financial reports and have projected fund needs for 2017;

Whereas the Managers of the Pelican River Watershed District believe that **\$250,000** required to undertake certain stormwater treatment facility construction and repair;

Whereas a public hearing was advertised and held on September 13, 2016;

Therefore, the Managers approve the Final Budget and adopt the fee schedule with the minimum parcel amount of **\$27.00** and the maximum of **\$65.00**.

Motion Imholte Second Haggart Passed Unanimously

PROJECT 1B

Whereas the Managers of the Pelican River Watershed District have reviewed the Project 1B current financial reports and have projected maintenance fund needs for 2017;

Whereas a public hearing was advertised and held on September 13, 2016;

Therefore, the Managers approve the Final budget and assessment for **\$ 35,000** for Project 1-B's Maintenance Fund for 2017.

Motion Haggart Second Imholte Passed Unanimously

PROJECT 1C

Whereas the Managers of the Pelican River Watershed District have reviewed the Project 1C current financial reports and have projected maintenance fund needs for 2017;

Whereas a public hearing was advertised and held on September 13, 2016;

Therefore, the Managers approve the Final budget and an assessment for **\$ 65,000** for Project 1-C's Maintenance Fund for 2017.

Motion Imholte Second Noyes Passed Unanimously

DITCH 11-12

Whereas the Managers of the Pelican River Watershed District have reviewed Ditch 11-12 current financial reports and have projected maintenance fund needs for 2017;

Whereas a public hearing was advertised and held on September 13, 2016;

Therefore, the Managers approve the Final budget and an assessment for **\$10,000** for the Ditch 11-12 Maintenance Fund for 2017.

Motion Noyes Second Brainard Passed Unanimously

DITCH 13

Whereas the Managers of the Pelican River Watershed District have reviewed Ditch 13 current financial reports and have projected maintenance fund needs for 2017;

Whereas a public hearing was advertised and held on September 13, 2016;

Therefore, the Managers approve the Final budget and an assessment for **\$20,000** for the Ditch 13 Maintenance Fund for 2017.

Motion Brainard Second Haggart Passed Unanimously

DITCH 14

Whereas the Managers of the Pelican River Watershed District have reviewed Ditch 14 current financial reports and have projected maintenance fund needs for 2017;

Whereas a public hearing was advertised and held on September 13, 2016;

Therefore, the Managers approve the Final budget and an assessment for **\$10,000** for the Ditch 14 Maintenance Fund for 2017.

Motion Imholte Second Brainard Passed Unanimously

SADAF

No Assessment

**Pelican River Watershed District
Administrator Monthly Report
January 13, 2017
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. NRCS notified the District the plans for the upper structure will be completed by March 1st.

Revised Management Plan – Guetter is completing staff recommendations for goals and strategies. Meetings with various groups are scheduled in February and March.

BWSR Drainage Ditch Inventory Inspection Grant (Becker SWCD) – Alcott will coordinate with landowners, MN DNR, NRCS, and Becker SWCD to review potential land conservation practice sites which were identified and prioritized from the Ditch Inventory. The District will apply for Clean Water Funds to assist landowners with construction costs. Expenses incurred during the Inventory Process were submitted and reimbursed by the Becker SWCD Clean Water Grant.

Detroit Lake Overlook Area/City Park Raingarden/Conservation Corps Grant Application – PRWD will be notified between January 15-30th if the Conservation Corps Grant Application was successful. If funded, this will include the installation of a new 2,500 ft² raingarden in the City Park as well as maintenance (weeding, new planting, etc.) on the Highway 10 overlook and other rain gardens in the City.

Fox Lake Property – Nothing further to report.

WATER MANAGEMENT RULES

Permits - see enclosed report.

City of DL Shoreland Ordinance Advisory Committee Meeting –During the December 19th meeting, the Committee completed discussions on revisions to the definitions section of the Ordinance. It was decided that the revised definitions section would be presented to the Planning Commission and the City Council to be adopted prior to beginning of the spring construction season. This will provide some much-needed clarification and water resource protections, prior to the completion of the revision to the Shoreland Ordinance. The committee will continue to review and propose revisions to the Shoreland Ordinance for consideration by the Planning Commission and City Council.

MONITORING

Water Quality Data – Alcott continues to work on building a water quality information database that will include all recorded data, from both PRWD and the Citizen Lake Monitoring Program, which will date back to 1995. He is working on the annual monitoring report and is completing the lake and stream reports. Results of the 2016 monitoring season were highly variable as a result of above average July and August rainfalls.

Water Quality Training – Red River Basin – Alcott will be attending the annual training program February 15th at U of MN, Crookston.

EDUCATION

Explore Lake Life Expo– The District will be represented at the expo in Fargo on January 27 & 28 at the Scheels' Arena. Cormorant Watershed District and Becker County AIS will be sharing booth space with PRWD. Moses is creating updated educational information for the event which will also be used for the upcoming year.

Lakes Area Shoreland Regulations Seminar – Staff continues to work with the City of Detroit Lakes and Becker County Zoning office on the details of the seminar scheduled for Wednesday, February 22 at M-State in Detroit Lakes. Registration is \$20 and includes coffee and rolls in the morning and a pasta lunch. The registration forms were mailed out to over 250 area landscapers this week. The workshop is open to anyone interested in learning more about the ins and outs of project permitting, developing a complete site plan, water regulations and two afternoon concurrent tracts featuring 1) small and large site project implementation and navigating mitigation standards; and 2) Shoreline Enhancement with in-depth information (tips and tricks) for fixing/preventing shoreline erosion, shoreline revitalization techniques, and installing rain gardens.

Shoreland Information – Moses and Alcott continue to create updated education materials for the packets to be used at the Explore Lake Life Expo and the Shoreland Regulations seminar.

KDLM Radio – On December 16 Moses discussed the Explore Lake Life Expo and the Lakes Area Regulations seminar the District is organizing for February 22 with the City of Detroit Lakes and Becker County.

Ottertail Basin Watershed Civic Engagement Training. Guetter is continuing to attend the sessions. The next session is in Fergus Falls on January 19th.

Home Builders' Association – Alcott will be making a presentation to the Association on February 16th.

AQUATIC INVASIVE SPECIES MANAGEMENT

2017 Permitting – The District will be applying for four (4) Aquatic Plant Management Control Grants when the application period opens (expected to be mid- to late-January). Alcott has prepared the applications and required submittal maps and information. Two applications will be submitted for Curly-leaf Pondweed along with two applications for Flowering Rush, one application for each project (1-B and 1-C) and each AIS plant species. If awarded, it will nearly double the funds (just under \$10,000) that were received last year for Flowering Rush and Curly-leaf pondweed treatments.

MN DNR AIS Advisory Committee – Guetter attended the December meeting. Letters of recommendation from the AIS committee were sent to Commissioner Landwehr recommending in the 2017 Legislative session, the agency seek support for sustainable funding for the MN DNR AIS programs, sustainable funding for the U of MN AIS Research Center, a watercraft operator permit program (includes an AIS education section), and U.S. federal AIS regulations. In addition, the committee gave their research priorities recommendations to the U of M and sent a thank you to the American Boat and Yacht Council for working on developing design standards for preventing the spread of AIS. The legislative committee also recommended supporting legislative changes to increase authority to conduct mandatory inspections at strategic choke points statewide; ability to quarantine water-related AIS infested equipment if it poses a threat; authority for a tagging program, add "dry" to existing clean, drain, dispose MN statute language. However these items were not acted upon as more information/clarifications are needed. In early January, Guetter attended the MN DNR Roundtable meeting in MPLS as an AIS committee member representative. Guetter served as the 2016 committee chair.

GENERAL ADMINISTRATION

Year-End Financial Work– Moses has been completing year-end information including payroll (W2s and 1099s), inserting actual 2016 numbers into the 2017 budget form, and setting up the 2017 documents.

Letter of Credit update – Moses received an email confirming the letter of credit is an acceptable form of collateral from the District's auditing firm, Justin, Clasen & Company.

Copier Lease – the copier lease agreement in the December packet approved by the Managers was not the correct copy. Enclosed in the January packet is the correct lease agreement for board consideration.

Ditch Inspector's Report January 2017

Ditch 11/12 – Nothing further to report.

Ditch 13 – Nothing further to report

Ditch 14 – Nothing further to report.

RULES OF ENFORCEMENT

January 2017



Permits Issued

17-01 MN DOT

TH 59 & CSAH 22

Roundabout

Permit Applications submitted:

Jeff Forward - 23746 So. Melissa Dr., deck, need BC permit

Jim & Char Becker—20321 Victor Road, retaining wall replacement, waiting for plan from Becker SWCD

John Flatt—14222 East Fox Lake, shoreline restoration, waiting for plan from Becker SWCD

Allen & Robin Larson—26400 Johnson Lake Lane, boat access. They need MN DNR permit prior to PRWD approval.

Permit Applications expected:

Holy Rosary Catholic Church—Parking lot

City of Detroit Lakes—Long Lake park restoration, Nelson property, see below.

Violations Under Remediation:

Nelson, Terry—273 Long Lake Lane, work without permit on his and City property. SWCD developing restoration plan.

McLaughlin's—12211 Hwy 59, Moore Eng. updating stormwater plan to include future expansion.

Pro Resources, Scott Busker—1265 W. Hwy 10, New construction, stormwater plan needed. Refuses to submit application or implement stormwater plan. Skoyles sent letter 10/28/2016. Received attorney response 11/14/16 claiming permit not needed.

Golden Bay Shores—Site visits are done regularly and plan is being followed.