

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, June 15, 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. Oath of Office Brad Refsland
- 3. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report May 18, 2017 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)

6:20 PM

- 4. Committees
 - a. Personnel, RMP/Rules, Citizen Advisory

6:25 PM

- 5. Old Business
 - a. Rice Lake Project Progress
 - b. Revised Management Plan Progress

6:45 PM

- 6. Treasurer's Report
 - a. Approve May 2017 Bills
 - b. Approve May Fund transfer
 - c. Review January-May 2017 Revenue & Expenses to be filed and subject to audit.

7:00 PM

- 7. New Business
 - a. Buffer Compliance Resolution
 - b. Upgrade of computer storage
 - c. Curly-Leaf Pondweed Treatment and Flowering Rush Treatment
 - d. City of Detroit Lakes Shoreland Ordinance Update

7:30 PM

8. Public Forum (5 minutes)

7:35 PM

- 9. Attorney's Report
- 10. Engineer's Report
- 11. Pulled Consent Agenda Items
- 12. Announcements MAWD Summer Tour in Bemidji

7:50 PM

13. Meeting Adjournment

(action items in bold face)



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

May 18, 2017

Managers Present: Kral, Imholte, Michaelson, Okeson, Noyes, Deede

Managers Absent: Haggart
Staff: Administrator Guetter, Moses

Consultants: Marlon Mackowick, Wenck, Attorney Skoyles

Advisory Committee: John Okeson Others: Brad Refsland, Mark Hagen, Kelcey Klemm, Chris Clasen-Auditor,

Terry Anderson

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

Oath of Office. The Becker County Board of Commissioner's appointed Ginny Imholte to a three-year term and Lowell Deede to fill the vacancy due to the passing of David Brainard. Imholte and Deede took the oath of office (attached hereto). Brad Refsland was also to appointed to the Board and will take the oath of office at the next meeting to begin his three-year term.

CONSENT AGENDA. The consent agenda, including the May Administrator Report; Secretary's Report – April 20, 2017 Regular Managers' Meeting Minutes; May Rules/Permitting Report; and May Ditch Inspector's Report (Noyes, Michaelson), carried unanimously.

PROGESS REPORTS

Personnel Committee - Nothing further to report.

Rules/Revised Management Plan (RMP): Public input meetings May 10 (Long, Sallie and Melissa), May 16 (Big and Little Floyd), May 23 (Detroit/Curfman).

Citizen Advisory Committee - Nothing further to report.

NEW BUSINESS:

- a. 2016 Financial Audit. Chris Clasen, a partner in the auditing firm Justin Clasen & Company, Ltd., presented the District's 2016 financial audit. Motion to approve the Pelican River Watershed District 2016 Financial Audit prepared by Justin Clasen and Company, LTD (Michaelson, Imholte) carried unanimously. The audit will be filed with the State Auditor's office and posted on the District's website.
- b. Airport and Water Treatment Plant Update. Numerous questions and concerns were raised at the recent District RMP public input meeting with Melissa and Sallie residents regarding the timing of the airport expansion which involves removing the current land treatment practices and not having the new wastewater treatment infrastructure online, thereby increasing downstream discharge of phosphorus to Sallie and Melissa lakes. Towards addressing those concerns, Kelcey Klemm, City of Detroit Lakes Administrator, Mark Hagen ,and John Okeson, Detroit Lakes/Becker County Airport Commission members gave an update to the managers. Administrator Klemm noted the City is pursuing state bonding funds and grants to help defray the costs of the waste water treatment upgrade, of which one-half are directly attributable to the phosphorus removal membrane technology (\$17M) to meet the Minnesota Pollution Control's waste water treatment facility (WWTF) discharge permit standards. Mr. Klemm stated if the MN Legislature did not award funding this session, they would ask again in the next session or pursue bonds/loans to pay for the required upgrade. The airport expansion and WWTF upgrade is being carefully coordinated. The update was appreciated by the managers and staff.
- c. Holiday Station Credit Card Use Policy the proposed policy limits the use for gas and car wash purchases up to \$250/month for District vehicles. Motion to approve the Holiday Station Credit Card Use Policy (attached hereto) and to open an account at the Holiday Station (Kral, Noyes), carried unanimously.
- d. Retired Monitoring Equipment. In the past several years there are items in the District's water monitoring asset inventory which have been replaced with newer technology and removed from the asset list. The International Water Institute, a non-profit 501c (3) environmental organization, works with area high school science programs and asked if the District had any surface water monitoring equipment the District is no longer using. The District has a 2009 YSI multi parameter water quality sonde which has no resale value,



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

requires repair, and has not been deployed in several years. Motion to donate the retired 2009 YSI sonde to the International Water Institute, a Section 501c (3) nonprofit organization, with their understanding there is "no fair market value" and the equipment is made "as is" with no warranty, quarantee, or representation of any kind, express or implied, as to the condition, utility, or usability of the equipment offered and it may be defective and cannot be relied upon for safety purposes. (Okeson, Deede) carried unanimously.

TREASURER'S REPORT.

- a. Approval of May 2017 Claims. Treasurer Michaelson reviewed the monthly bills with the Managers. Additional claims to the bills list (\$44,887.30) include \$4,700 from Justin Clasen & Company for the 2016 audit and \$175 to Floyd Shores for reimbursement of AIS Detector training reimbursement for a total of \$\$49,762.30. Motion to pay May 2017 claims (Checks #14302-14318 and EFT 398-405) in the amount of \$49,762.30, (Michaelson, Noyes), carried unanimously.
- b. May Fund Transfers. Motion to transfer \$75,000 from Bremer Bank savings account to the checking account (Michaelson, Imholte), carried unanimously.
- c. Financial Report. The January-April 2017 Revenues and Expenses Report was reviewed by the managers. It was noted by Michaelson that the year end balances had changed slightly due to a correction noted by the auditors of dividends received in December 2016. Motion to approve the January-April 2017 R & E Report (Michaelson, Deede), carried unanimously. The report will be filed for audit.

OLD BUSINESS:

- a. Rice Lake Progress. NRCS reported to have the upper structure plans completed by June. Guetter is working with the City on their easements.
- b. Revised Management Plan Progress. A series of public input meeting have been held or are scheduled. Guetter reported she hopes to have a draft ready by the June meeting.
- c. Property Adjacent to Fox Lake No Fox Lake residents in attendance. No discussion taken.

PUBLIC FORUM -NONE

ATTORNEY REPORT— Skoyles reported that she reviewed the draft credit card policy for staff and found it to be adequate.

ENGINEER REPORT - Engineer Mackowick reported on the status of Absolute Ice, Riverview RV Park, NMG Storage, and Stony Road/Becker County Jail site.

PULLED CONSENT AGENDA ITEMS- None

ANNOUNCEMENTS - President Kral recognized Manager Curtis Noyes on his service to the District as a Board Manager and thanked him for his valuable contributions to the District. Brad Refsland will be serving in this position starting next month.

Terry Anderson reported that the Bobcat needs a new battery before the roadside pickup program begins. The planned start date is Tuesday, May 30. Rob Kiihn will be coming back to assist him with this program. Manager Imholte noted Curlyleafed pondweed in the channel between Little and Big Detroit lakes.

ADJOURNMENT. Motion to adjourn the meeting at 7:43 PM (Noyes, Michaelson), carried unanimously.

Respectfully Submitted. Orrin Okeson, Vice-President

No tape was made of this meeting.

Meeting Approved : 6-13-17

Pelican River Watershed District Claims Paid

May 2017

	Iviay 2017		
Date		Num	Amount
05/22/2017	*Alcott, Brent	EFT-398	70.73
05/22/2017	*Guetter,Tera	EFT-399	40.00
05/22/2017	*Moses, Brenda	EFT-400	35.54
			\$146.27
05/22/2017	MPCA	EFT-401	16,500.00
05/22/2017	RMB Environmental Laboratories, Inc.	EFT-402	174.00
05/22/2017	Wells Fargo-Office Lease	EFT-403	1,299.58
05/22/2017	Wenck Associates, Inc	EFT-404	11,558.54
05/22/2017	Xerox Corporation	EFT-405	356.20
			\$29,888.32
05/19/2017	Arvig	14302	51.90
05/19/2017	Bank of America	14303	1,958.49
05/19/2017	Berkley Risk Administrators Company	14304	138.00
05/19/2017	Brushmarks Signs	14305	273.75
05/19/2017	BWSR	14306	25.00
05/19/2017	County 6 Amoco & Bait	14307	95.23
05/18/2017	Floyd Shores Inc.	14317	175.00
05/18/2017	Justin Clasen & Company Ltd	14318	4,700.00
05/19/2017	La Barista	14308	154.00
05/19/2017	Lakes Computer Repair & Consulting	14309	250.00
05/19/2017	Lundberg, Roger*	14310	344.91
05/19/2017	Office of Enterprise Technology	14311	103.84
05/19/2017	Prairie Embroidery	14312	344.00
05/19/2017	Trophy House	14313	817.43
05/19/2017	University of Minnesota AIS Research	14314	350.00
05/19/2017	Verizon	14315	40.16
Rice Lake			\$9,821.71
05/19/2017	Houston Engineering Inc.	14316	9,906.00
			\$9,906.00
<u>Payroll</u>			
5/4/2017	Employee Payroll	EFT 388-390	4,263.86
5/11/2017	Supplemental Benfits	EFT 391-393	2,184.92
5/11/2017	Federal Withholding		2,059.36
5/18/2017	Employee Payroll	EFT 394-397	4,435.17
5/31/2017	Federal Withholding		1,590.60
5/31/2017	MN HCSP		400.00
5/31/2017	MN Revenue		538.00
5/31/2017	NACO		1,846.00
5/31/2017	PERA		1,992.62
			\$19,310.53
	TOTAL MAY EXPENSES		\$69,072.83



OATH OF OFFICE

	ОАТН
State of Minnesota	
County of Becker	SS:
I. Ginny Imholte	
•	nat I will support the Constitution of the United
faithfully the duties of the offic	the State of Minnesota, and that I will discharge re of Velican lever Watershed Hausser in the
County of Beller	, the State of Minnesota, to the best
of my judgment and ability.	
Gmy Ims	holte

Subscribed and sworn to before me this 18th day of 10th 2017.

Signature of Notary Public Date Commission Expires

ACCUMULATION

Printed Name of Notary Public County of Residence

Becker

Becker

**AREN SKOYLES NOTARY PUBLIC—MINNE UTA My Commission Expires JAN. 31 2022



OATH OF OFFICE

ОАТН
State of Minnesota SS: County of Recker
I, Lowell Decke do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of Manager Pelican River Watershed in the County of Becker, the State of Minnesota, to the best of my judgment and ability. Signature

Subscribed and sworn to before me this	18th	_day of May	20 <u>17.</u>
Signature of Notary Jublic Welly Land Printed Name of Notary Public Kaven Skoyles	31	Commission Expires Claude No NO Claude No My O	KAREN SKOYLES TARY PUBLIC — MINNESOTA Commission Expires JAN. 31, 2022

Administrator Monthly Report June 9, 2017 www.prwd.org

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. NRCS sent an email stating the engineering plans for the upper structure will be completed by July (original timeframe was February). Guetter is meeting with Houston Engineering on June 13th. We will be filing an additional report to BWSR before the end of the state's fiscal year, June 30th since our grant is for more than \$500,000. The information is to determine the state's liabilities in regards to unspent funds.

Revised Management Plan – A number of meetings have been held (see attachment). Guetter will be setting up a meeting with City and County within the next couple of weeks.

WATER MANAGEMENT RULES

Permits - see enclosed report.

City of DL Shoreland Ordinance Advisory Committee Meeting – The committee met on June 8 to review the Planned Unit Development section. The draft copy of the ordinance is ready to present to the Planning Commission and the public for review. The ordinance is a draft, not final copy. Over the past year, there has been a healthy amount of discussion, debate, and reflection by the committee and we hope we have accomplished our goal for protecting our natural resources, while allowing for development flexibility in limited high commercial designated areas.

Becker County/City of DL Airport – The District is currently reviewing project plans for the first of four phases of the airport expansion. Phase 1 is slated to start construction later this year (Runway 13/31 & Parallel Taxiway). The wetland filling and mitigation permit is under the Becker County Soil and Water Conservation District jurisdiction. Next year we will be reviewing plans for the proposed culvert within County Ditch 14 to be installed in the fall of 2018 or summer of 2019. The existing culvert and access road to the wastewater treatment facility (WWTF) pond west of Highway 59 will be removed as part of the project once the WWTF is abandoned. Final completion of the expansion is anticipated in 2021.

Minnesota Public Drainage Manual (MPDM) Outreach Workshop – Guetter attended the workshop on May 22 in Moorhead which reviewed each section of the manual.

MN Buffer Strip Law Compliance and Enforcement – Guetter notified BWSR the District will be enforcing the law within its jurisdiction. In the past week, we received a model resolution and at the June meeting the Managers can "re affirm" their commitment for enforcement by adopting the resolution. In Becker County, PRWD has 15.76 miles of ditch and will receive \$3,832.57 of annual aid; Buffalo Red was 60.89 miles (\$14,788 annual aid); and Becker County for streams/ rivers and public water lakes and wetlands \$85,825 annual payments. I expect there will be an informational meeting coming up within the next month.

PRWD Cost Share Program – We are not receiving applications. Moses recently send an eBlast to area contractors and lake association board members. Spread the word.

MONITORING

Stream Monitoring – The interns are collecting stream data including water quality samples, water level, and velocity measurements. There are two areas with beaver dam blockage – up on Campbell Creek/Ditch 12 and on the Pelican River upstream of 8th Street. We expect to have all dams removed in the next couple of weeks. A storm surge sampler will be deployed in Campbell Creek after the beaver dam is removed.

Lake Monitoring – Lakes are experiencing good water clarity and quality, mainly due to low precipitation (runoff). Detroit is beginning to stratify, North Floyd dissolved oxygen readings at the lake bottom are low (anoxic), and Sallie is currently experiencing an algae bloom.

EDUCATION

Riley Purgatory WD – Five staff members from Riley-Purgatory Watershed District spent a day (parts of June 1 & 2) touring the District (Campbell Creek, Rice Lake, City, Sallie, St. Clair). and reviewing our programs (Rules/Permitting, Education, Administrative, Monitoring, etc).

KDLM Radio – Guetter spoke on Hodge Podge on May 19 discussing the District's Management Plan, Rice Lake Project, and upcoming Curly-leaf pondweed and Flowering rush treatments,

Ottertail Civic Engagement Cohort Training – Guetter "graduated" from the year-long training last month and is practicing new skills and building new relationships with other agencies (Ottertail, MN DNR,MPCA, etc.).

New Manager Orientation – Guetter met with new managers, Lowell Deede and Brad Refsland to review the watershed district handbook and the District's 2017 workplan. We will try to get together again to tour the District area and major projects.

BWSR Peer to Peer Learning Network for Local Government – Guetter will be attending a meeting on July 10th in St. Cloud. The purpose of the meeting is to network, meet and share knowledge, insights, and work experiences.

AQUATIC INVASIVE SPECIES MANAGEMENT

2017 AIS Treatments for Detroit, Sallie, Melissa -

CLP - Curly-leaf Pondweed was treated on Friday, May 19. There were 8 acres treated on Lake Sallie, 13 acres treated on Melissa, and 60 acres treated on Big Detroit.

Flowering Rush - The District continues to use "adaptive management" techniques for control of Flowering Rush populations, with this year's spring data collection concluding the three-year study by Mississippi State University. Plant surveys were completed June 7th -9th and will be used to determine the treatment areas for this year's control efforts. Staff will be collecting the plant biomass core samples next week between June 12th – 14th and will ship the samples to Mississippi State University to be analyzed and included in the final "Flowering Rush Adaptive Management" report. We anticipate treatment will take place either the week of June 19th or June 26th depending upon favorable weather conditions.

Alcott and MN DNR staff will collect plant population data for the Flowering rush/Bulrush mixed stand treatments on Thursday June 15. Approximately 30 acres will be treated on Lake Sallie on the east end of the lake.

MN DNR AIS Advisory Committee - The next meeting is on August 28th in St. Cloud.

U of MN AIS Research Center Advisory Committee – Nothing further to report. Guetter will serve on the committee until the end of the year.

Aquatic Plant Roadside Pickup – Terry and Rob were not able to begin picking up plant material until the week of June 5 due to mechanical issues with the Bobcat.

GENERAL ADMINISTRATION

Computer Problems – We are still experiencing data storage issues after receiving a new hard drive. Currently, another unit is being shipped to us and all of our information will need to be moved to that unit. Staff has been struggling recreating documentation the last couple of months and it has been very time consuming. Quote for upgrading system is attached.

MAWD Summer Tour - To be held in Bemidji June 21-23. Managers registered include Okeson, Imholte and Kral.

Ditch Inspector's Report

June 2017

Ditch 11/12 - Roger Lundberg was contacted on 5/18/17 to remove a dam and trap beavers in the Campbell Creek area.

Ditch 13 – Dams continue to be a problem in the 8th Street trailer park area. Lundberg met with Mike Stater of American Enterprises on site because he has larger equipment to remove dams. Moses has contacted him to see if they have been removed and he confirmed he would be in the area the week of June 5 and would try to get them out then. If he was unsuccessful with the equipment he had, then he would need to try again the following week with a larger excavator.

We also received a report about a tree snag near North Shore Drive. We have contacted Scott Allie to remove the tree.

Ditch 14 – Nothing further to report.

RULES OF ENFORCEMENT June 2017



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17-15	Eric Lundmark	864 Longview Dr.	SIZ: Remove retaining wall, Re-slope & re-vegetate.
17-16	Darin Halvorson	1728 E. Shore Drive	SIZ: Shoreline restoration
17-17	Jim & Carolyn Herman	996 West Lake Dr.	SIZ: Shoreline restoration
17-18	Becker Cty Hwy Dept	Hwy 25	Impervious surface coverage - Road re-construction
17-19	Jeff Forward	23746 So. Melissa Dr.	SIZ: replace concrete patio with Impervious deck, repair rip rap
17-20	<u>Pending</u>		
17-21	Tim Hestdalen	14998 E Munson Rd.	SIZ: Retaining wall reconstruction
17-22	Paul Hannaher	714 South Shore Dr.	SIZ: Replace wood edger; Install sand beach blanket.
17-23	Scott McLaughlin	12211 US Hwy 59	Impervious surface coverage over 1 acre.

Permit Applications submitted:

<u>City of Detroit Lakes</u>—Airport Phase I— Runway 13/31, Taxiway, Wetland Fill and storm water plan for proposed improvements. Phase I under review by Wenck. Permit will be done in phases.

<u>Thomas & Kari Tschider</u>—953 Lakewood Dr.—shoreline buffer—City of Detroit Lakes variance approval condition.

PRWD will issue permit upon City verification compliance of the proposed shoreline buffer plan.

<u>U Storage</u>—Hwy 10 & Long Lake Rd.—Storage buildings. Plans under review by Wenck.

Foltz Trucking—19097 Frontage Rd.—Parking lot expansion . Plans under review by Wenck.

Permit Applications expected:

City of Detroit Lakes—Long Pine Estates - Plans submitted, application not received.

<u>Long Bridge—</u>Impervious surface coverage, shoreline buffer, removal of water access ramp. Storm water plan being developed.

<u>Detroit Lakes Public Schools</u>— Parking lot reconstruction at Middle School and High School. The High School will require a complete storm water plan.

Violations Under Remediation:

<u>River View RV Park—Submitted updated plans 5/31</u>; Wenck reviewing, PRWD permit approval dependent on compliance with CUP issued by City of Detroit Lakes.

BBP Investments/Pro Resources, Scott Busker—1265 W. Hwy 10, New construction, storm water plan needed. PRWD received correspondence in late March stating they are willing to work with the District and requested rule requirement information, which was sent to in April . We have not received any additional information or submittals from BBP Investments. Alcott to follow up.

<u>Golden Bay Shores</u>— Retaining wall—design modification request to original permit, issued 6/13/2016, 16-28. The plan has been revised by the developer. The District is waiting for 1) a permit application from Herzog since the work is being done on their property and 2) a letter from Al Keller requesting to modify permit. To date these have not been received, Alcott to follow up.

A RESOLUTION REGARDING THE ELECTION OF JURISDICTION FOR THE MINNESOTA BUFFER LAW

Pelican River Watershed District - Resolution 17-01

WHEREAS, provisions in Minnesota Statute 103F.48 (Buffer Law) allow a county or watershed district to affirm jurisdiction to carry out the compliance provisions regarding riparian vegetated buffers and alternative water quality practices for those waterbodies identified on the Department of Natural Resources' Buffer Protection Map; and

WHEREAS, a watershed district with jurisdiction over a noncompliant site shall enforce corrective actions through a coordinated approach under the authority granted in the Minnesota statute 103B.101, subd. 12a, the Buffer Law and Minnesota Chapter 103D; and

WHEREAS, the Pelican River Watershed District agrees to carry out corrective actions on a parcel basis to ensure compliance with the buffer requirements, which may include an Administrative Penalty Order (APO) plan under the authority provided in Minnesota Statutes 103B.101, subd. 12a and 103F.48; and

WHEREAS, the Pelican River Watershed District is electing jurisdiction on all public drainage ditches for which it is the drainage authority identified on the Department of Natural Resources' Buffer Protection Map located in the individual counties as follows:

County Name	Becker
Miles of 103E Public	16 miles
Drainage Ditch	

Watershed District on June 15, 2017.

WHEREAS, the Buffer Law requires that each Local Government Unit provide notice affirming jurisdiction and identify the rule, ordinance, or other official controls that will be used to carry out the compliance provisions of the buffer requirements to the Board of Water and Soil Resources, including a copy of the adopting resolution.

THEREFORE, BE IT RESOLVED that the Pelican River Watershed District hereby accepts the authority and administrative responsibility to implement the Buffer Law as the Local Government Unit within the legal boundaries of the Pelican River Watershed District for the water features identified above as of June 15, 2017 in accordance with Minnesota Statute 103F.48.

Adopted this 15th day of June, 2017.

By:

Chair of the Pelican River Watershed District Board of Managers

Offered by

Cinny Tm hole

, seconded by

Rick Michaelson,

vote at the regular meeting of the *Board of Managers* of Pelican River

Tera L. Guetter Administrator