



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
PUBLIC HEARING ON 2018 Budgets,
Levies/Assessments and Fees
Regular MONTHLY MANAGERS' MEETING
Thursday, November 16, 2017**

Note earlier time: 3:00

Wells Fargo Bank, 2nd Floor Conference Room
211 Holmes Street West, Detroit Lakes, MN
(218) 846-0436 www.prwd.org

AGENDA

- | | |
|----------------|---|
| 3:00 PM | 1. Call To Order |
| 3:05 PM | 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report – <i>October 19, 2017 Regular Meeting Minutes</i>; Rules/Permitting Report; Ditch Inspector's Report) |
| 3:10 PM | 3. Committees <ul style="list-style-type: none">a. Personnel, RMP/Rules, Citizen Advisory |
| 3:20 PM | 4. Old Business <ul style="list-style-type: none">a. Rice Lake Project Progressb. City Parcel Abatements |
| 4:20 PM | 5. Treasurer's Report <ul style="list-style-type: none">a. Approve November 2017 Billsb. Approve November Fund transferc. Review January-October 2017 Revenue & Expenses – to be filed and subject to audit. |
| 4:30 PM | 6. New Business <ul style="list-style-type: none">a. Rule Violation Updateb. LMCIT – 2018 Liability Limits Resolutionc. Equipment Retirement Reviewd. MAWD Delegatese. December meeting date and Holiday Office Hours |
| 4:45 PM | 7. Public Forum (5 minutes) |
| 4:50 PM | 8. Attorney's Report
9. Engineer's Report
10. Pulled Consent Agenda Items
11. Announcements- MAWD Conference |
| 5:00 PM | 12. Meeting Adjournment (action items in bold face) |



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

October 19, 2017

Managers Present: Okeson, Imholte, Deede, Refsland

Managers Absent: Kral, Michaelson, Haggart

Staff: Administrator Guetter, Alcott

Consultants: Attorney Skoyles, Engineer Marlon Mackowick

Advisory Committee: None **Others:** None

The Regular Managers' meeting was called to order by Vice-President Okeson at 6:18 PM.

CONSENT AGENDA. The consent agenda, including the October Administrator Report; Secretary's Report – September 12, 2017 Public Hearing and Regular Managers' Meeting Minutes; October Rules/Permitting Report (*except violation status section*); and October Ditch Inspector's Report (Refsland, Deede), carried unanimously.

PROGRESS REPORTS.

Personnel Committee - Nothing further to report. Guetter reported Manager Okeson asked to have another manager be appointed to the committee as he will not be able to participate in the year-end committee meeting.

Rules/Revised Management Plan (RMP)- Nothing to report.

Citizen Advisory Committee – Nothing to report.

OLD BUSINESS.

- a. **Rice Lake Progress.** Okeson requested a report from Houston Engineering at the November meeting. Guetter will arrange with their staff.
- b. **Revised Management Plan Progress.** Guetter has been working with Wenck to complete the draft. She is seeking input from stakeholders/partners. Significant progress has been made this month and there will be a draft in the near future.
- c. **City of Detroit Lake Shoreland Ordinance.** Refsland and Guetter attended meeting on Monday, September 18. Changes were made to proposed ordinance regarding impervious surface coverage allowed on Long Lake. The first reading of ordinance is expected at the November city council meeting.

TREASURER'S REPORT.

- a. **Approval of October 2017 Claims.** Manager Imholte reviewed the monthly bills with the Managers. **Motion to pay October 2017 claims (Checks #14380-14395 and EFT 542-549) in the amount of \$42,735.19 (Imholte, Deede), carried unanimously.**
- b. **2017 3rd Quarter Manager Per Diems & Expenses.** The third quarter manager per diems and expenses were reviewed by the managers. **Motion to approve the 2017 3rd Quarter Manager per diems and expenses (EFT 535-541, 550-556) in the amount of \$ 1,806.74 (Imholte, Refsland) carried unanimously.**
- c. **October Fund Transfers.** Manager Imholte reviewed the fund transfer. **Motion to transfer \$66,000 from Bremer Bank savings account to the checking account (Imholte, Okeson), carried unanimously.**
- d. **Financial Report.** The January-September 2017 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-September 2017 R & E Report (Imholte, Deede), carried unanimously.** The report will be filed for audit.

NEW BUSINESS.

- a. **Rule Violation Update.** Staff gave an update on current violations and on pending permit applications.
- b. **PRWD Cost Share Applications.** The PRWD project status/expenses spreadsheet was reviewed by the Managers, which included completed projects, payments issued, and pending reimbursement requests. Total



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

program incentives for 2017 shoreline vegetation rehabilitation and tree replacement are \$7,500.29. Staff is not aware of additional pending project reimbursements.

- c. **City of Detroit Lakes Storm water Utility Abatement Requests.** The City of Detroit Lakes is requesting an abatement of parcels not previously charged as a result of the Becker County software system upgrade. After discussion, **Motion to abate storm water assessments for 21 parcels for 2015-2017 with the understanding that assessments would be reinstated when the property was developed (Imholte, Refsland).** Motion failed to pass due to a tied vote. Aye- Refsland, Imholte; Nay-Okeson, Deede.
- d. **County and Watershed District Buffer Enforcement Rules.** Guetter presented a draft of the buffer enforcement rule from Buffalo-Red Watershed District. Attorney Skoyles stated she had some reservations regarding the changes the Buffalo-Red made in the penalty section. No action taken. Managers asked if there are any non-compliant properties in the District and if so, was the District notified? Managers requested Administrator Guetter to contact Becker SWCD and request copies of compliance correspondence for properties within the District.
- e. **Drainage Systems Dam Removal and Beaver Control.** Roger Lundberg notified the District he has retired from trapping beaver and removing dams. Staff checked with other nearby government agencies as well as the trappers' association for local trappers. Becker County Highway Department and nearby Watershed District's have a policy which sets a beaver bounty and requires prior authorization by the drainage authority for trapping and work conducted. Bounties ranged from \$75 - \$100 per beaver and requires a 1-inch tail tip segment as proof of trapping. Becker County has a \$100/beaver bounty. **Motion to approve a beaver bounty for beaver trapping on Becker County Drainage Systems 11,12,13, and 14 in the amount of \$100 per beaver. Written pre-authorization must be given by the District Drainage Authority prior to conducting work within the designated beaver control area and persons taking beaver must present a 2-inch tail end to the drainage authority and complete the "Beaver Control Work Claim" for verification and payment. All claims are reviewed and approved by the District's Board of Managers. All tails presented for bounty payment will be invalidated by splitting lengthwise into two (2) pieces, properly accounted for and disposed of under the supervision of the District Administrator. (Refsland, Okeson) carried unanimously.** There are times when a blockage can only be removed using explosives. Manager Deede informed the board he used to blow dams when he worked for US Fish and Wildlife Service. Attorney Skoyles will review statutes for potential conflict of interest (manager performing work for hire) and liability issues.

PUBLIC FORUM – None

ATTORNEY REPORT— Nothing further to report.

ENGINEER REPORT – Nothing further to report.

ANNOUNCEMENTS – Imholte and Deede attended the Tamarac Fall Festival in September.

ADJOURNMENT. Motion to adjourn the meeting at 8:02 PM (Refsland, Imholte), carried unanimously.

Meeting Approved: _____

Respectfully Submitted,
Vice President Okeson

Pelican River Watershed District

Claims Paid

October 2017

<u>Date</u>		<u>Num</u>	<u>Amount</u>
<u>Employee ACH</u>			
10/23/2017	*Alcott, Brent	EFT-542	40.00
10/23/2017	*Guetter, Tera	EFT-543	282.36
10/23/2017	*Moses, Brenda	EFT-544	534.61
			856.97
<u>Vendor ACH</u>			
10/23/2017	Lakes Computer Repair & Consulting	EFT-545	200.00
10/23/2017	RMB Environmental Laboratories, Inc.	EFT-546	1,126.00
10/23/2017	Wells Fargo-Office Lease	EFT-547	1,299.58
10/23/2017	Wenck Associates, Inc	EFT-548	6,195.47
10/23/2017	Xerox Corporation	EFT-549	279.66
			9,100.71
<u>Vendor Checks</u>			
10/20/2017	Arvig	14380	51.90
10/20/2017	Bank of America	14381	339.50
10/20/2017	BWSR	14382	45.00
10/20/2017	County 6 Amoco & Bait	14383	79.00
10/20/2017	Holiday Companies	14384	48.12
10/20/2017	L & M Supply	14385	153.96
10/20/2017	Office of Enterprise Technology	14386	107.57
10/20/2017	Verizon	14387	40.16
			865.21
<u>Rice Lake Project</u>			
10/19/2017	Houston Engineering Inc.	14388	26,532.80
<u>Cost Share Program</u>			
10/19/2017	City of Detroit Lakes	14389	1,500.00
10/19/2017	^Kloster, Ron	14390	500.00
10/19/2017	^Marsden, Richard & Beth	14391	500.00
10/19/2017	^Nodaway Condo Association	14392	1,000.00
10/19/2017	^Scallon, Justin	14393	1,000.00
10/19/2017	^Thorson, Tom	14394	379.50
10/19/2017	^Tintes, Phil	14395	500.00
			5,379.50
<u>Manager 3rd Qtr Expenses</u>			
10/23/2017	.Deede, L	EFT-550	23.54
10/23/2017	.Haggart, J.	EFT-551	10.70
10/23/2017	.Imholte, G.	EFT-552	16.05
10/23/2017	.Kral, D.	EFT-553	21.40
10/23/2017	.Michaelson, R.	EFT-555	29.96
10/23/2017	.Okeson, O.	EFT-554	32.10
10/23/2017	.Refsland, B	EFT-556	10.70
			144.45

Pelican River Watershed District
Claims Paid

October 2017

<u>Date</u>		<u>Num</u>	<u>Amount</u>
<u>Manager Compensation</u>			
10/23/2017	.Deede, L	EFT-535	277.05
10/23/2017	.Haggart, J.	EFT-536	138.52
10/23/2017	.Imholte, G.	EFT-537	207.78
10/23/2017	.Kral, D.	EFT-538	277.05
10/23/2017	.Michaelson, R.	EFT-541	277.05
10/23/2017	.Okeson, O.	EFT-539	207.79
10/23/2017	.Refsland, B	EFT-540	277.05
			1,662.29
10/5/2017	Employee Payroll	EFT 524-527	5066.26
10/10/2017	Supplemental Benefits	EFT 528-530	2184.93
10/10/2017	Federal Withholding		2272.56
10/19/2017	Employee Payroll	EFT 531-534	4911.56
10/31/2017	Federal Withholding		1999.24
10/31/2017	MN HCSP		400.00
10/31/2017	MN Revenue		590.00
10/31/2017	NACO		1846.00
10/31/2017	PERA		1992.62
	Total October Expenses		<u>\$ 65,805.10</u>

Pelican River Watershed District
Administrator Monthly Report
November 9, 2017
www.prwd.org

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. The NRCS notified us this week the plans for the upper structure and access road are completed. We will schedule a technical meeting shortly to review next steps toward construction.

Revised Management Plan – Guetter finished up the draft implementation section and Wenck is completing the overall draft plan.

WATER MANAGEMENT RULES

Permits - see enclosed report.

MONITORING

Lakes. The boat and motor have been cleaned and winterized for storage. Lake water quality data has been reviewed and submitted to the MPCA EQuIS (Surface Water Quality database).

Streams. Alcott collected the final routine stream samples on October 20th and data has been reviewed and submitted to the MPCA EQuIS (Surface Water Quality database). Continuous stream monitoring equipment (water level loggers and rain gauges) were removed from the sites on November 1st. On Campbell Creek, a beaver dam which held back a few feet of water most of the summer, was opened up after the beaver were trapped out in mid-October. The stream water level sharply increased by 3 feet between October 14th – 20th, and gradually returned to more normal levels by the end of the month after the water held back by the dam had moved through the system. A similar water level fluctuation was observed during this timeframe on the Pelican River between HWY 34 and Detroit Lake inlet when upstream dams were opened up.

The dams on Campbell Creek and the Pelican River will make predicting annual nutrient loads a little more difficult, however the good news is the lack of flow will lower nutrient loading to downstream waterbodies. Alcott met with MPCA stream modelling staff to review data and learn how to calibrate the loading models.

EDUCATION

KDLM Radio – Alcott spoke on Hodge Podge on Friday, October 20 regarding 2017 lake quality trends and the Sucker Creek Education event at the High School.

Community Based Social Marketing Seminar- Guetter & Moses, along with County AIS coordinators, MN DNR AIS Advisory Committee members, and MN DNR AIS staff attended the seminar hosted by the MN DNR Aquatic Invasive Species division in St. Cloud on October 23 & 24. Doug McKenzie-Mohr, author of “Fostering Sustainable Behavior – An Introduction to Community-Based Social Marketing” conducted the workshop. Our current statewide and local education/outreach strategies to foster different behaviors in relation to containing or preventing the spread of AIS (applicable to other issues) are mostly one-way ineffective “information intensive” type strategies such as radio, television, internet, newsprint, or pamphlets. We underestimate the difficulty of the issue, lack understanding of the benefits or barriers of change, and fail to pilot strategies and evaluate effectiveness. We keep repeating the messaging, hoping a change will somehow eventually happen “Clean, Drain, Dry, Dispose”. This type of messaging is not very effective – people will not know how to perform the specific behaviors required of them or understand which behaviors really matter. To effectuate change – we need to engage the public and make desired actions become a “social norm” – a commitment that is public and durable. In order for an action to become a social norm, we need to engage types of people - well known or well-respected and have them reach out to family and friends, workplace/peers, and those who live in our neighborhoods to help with changing community or social norms. If people see others doing a specific behavior, this visual cue will have most impact. Also he stressed using positive wording, not negative or to highlight negative

behavior. Moral of the story here, face to face is the most effective strategy if you want to change social norms for desired behaviors. Karl Koenig, Becker County AIS coordinator and other nearby counties are interested in using the information and try a pilot project in our area.

BWSR Academy – Guetter presented on November 2 at a session regarding Civic Engagement. Both Moses & Guetter attended other sessions including Data Practices, Permitting, and Successful Meetings. We will update the District's Data Policy this winter with the information we were provided.

Becker COLA – Guetter and Moses provided a brief update on November 7th on the AIS grant announcement and on the social marketing workshop.

AQUATIC INVASIVE SPECIES MANAGEMENT

MN DNR AIS Advisory Committee –Guetter attended the meeting on October 26 in St. Cloud. The MN DNR provided updates on the Community-Based Social Marketing Workshop held on October 23-24 (see prior section for more details), the committee's annual report to the commissioner and legislators, MN DNR watercraft inspection program (train-the-trainer, online inspector refresher training, and other potential ideas to improve the program), anglers and AIS prevention behaviors at tournaments, and the MN DNR fishing tournament permitting process.

MN DNR AIS GRANT Programs – The District was notified the MN DNR will not have any AIS grants available for 2018. The District received \$18,000 in 2017 for Curly-leafed pondweed and Flowering rush control. This will hit lake groups hard as funding treatments will be more difficult and may put more local pressure on using County AIS funds for treatments instead of inspections.

GENERAL ADMINISTRATION

MAWD – managers and staff are registered for the Conference and workshops (Nov 29 – Dec 2). MAWD hired a new executive director – see enclosure.

Ditch Inspector's Report - November 2017

Administrative – See enclosed draft policy for tree /snag removal, beaver control and dam removal; beaver trapper certification form, and beaver claim sheet.

Use of explosives for dam removal. After the last board meeting, Moses consulted with the League of MN Cities and they advised against hiring a Board Manager to conduct explosive work. Orrin Okeson reported Roger Lundberg is open to using explosives where necessary to remove dams if he has some assistance, but is not able to trap beaver.

Trappers. Our two new beaver trappers have been successful. Josh Campbell has removed 10 beaver and Delbert Saarinen has removed 5 in multiple locations.

Ditch 11/12 – A total of 4 beaver were removed from the area between 230th Street and Campbell Lake. Beaver trapper, Josh Campbell, believes he has trapped out the beaver in the dam area. Mr. Campbell opened up the dam in mid-October as it was beginning to flood adjacent farm land. He suspects there may be additional beaver upstream of Campbell Lake. Alcott will inspect the dam area after deer hunting season and determine if more of the dam will need to be removed prior to spring melt.

Ditch 13 – Delbert Saarinen was authorized to trap beaver between Little Floyd Lake outlet and Anchor Road on the Bill Dillion property. He trapped five (5) beaver and opened up two dams in that area. Josh Campbell was authorized trap beaver at Rice Lake outlet and at the 8th Street (Snappy Park) locations. Three (3) beaver were trapped at the Rice Lake Outlet and three (3) beaver were trapped at the 8th Street location. Mr. Campbell opened up the dams at both locations to allow water to flow. Complete removal of the 8th street dam will be done by Feldt Excavating after freeze-up.

Ditch 14 – Nothing to report.

RULES OF ENFORCEMENT

November



Permits Issued

17-72	Severson, Denis	25387 Englewood Dr.	SIZ: Remove unnecessary rip rap, plant shrubs and grasses restore ice pressure ridge, remove unpermitted sand.
17-73	Tweten, Micah	12176 County Hwy 17	Bluff Impact zone alteration. Trim trees and shrubs, add crushed rock to pathway to lake. Plant sumac on top of Bluff.
17-74	Brandt, Ace	1071 Shorewood Dr.	Bluff impact zone alteration. Removal of dead and damaged trees. Plant trees, establish native vegetation in woody understory.
17-75	Kost, Scott & Karen	25708 Brolin Beach Rd.	SIZ alteration. Remove timber wall and excess rip rap, modify sand blanket, add fill and install sod. Remove 260 SF concrete, install 8X10 patio and 3" wide walkway.

Permit Applications submitted:

Jeff & Julie Meyer-15128 East Munson Dr., raingarden in Shore Impact Zone. No site plan has been submitted.

Permit Applications expected:

Fireside—Removal of 3-season porch/patio expansion.

Swanson's Repair—Staff is working with owners and Engineer to develop a plan.

Violations Under Remediation:

BBP Investments/Pro Resources, Scott Busker—1265 W. Hwy 10, New construction, storm water plan needed. Managers requested that Guetter follow up to try and come to a resolution that is acceptable to both parties.

Four Seasons Car Wash—Project completed without stormwater measures implemented. Staff has met with their contractor and they have agreed to have stormwater management practices in place by May 1, 2018.

Golden Bay Shores—Retaining wall is complete. Detroit Lakes City Engineer will verify that it was built to plans. Alcott will be meeting with HOA to review reseeding plan set for spring 2018. He will review the stormwater management plan requirements including the "no mow" buffer areas, berms and pond maintenance.

U Storage—Alcott and City staff have been working with contractors on their perimeter sediment control compliance during construction.

Environmental Assessment Review:

Long Shore Development— Under review by Becker County.