

Pelican River Watershed District Holiday Celebration

Date: Thursday, December 13, 6:30—9:30 p.m.

Place: Home of Brad Refsland & Rosemary McGuire

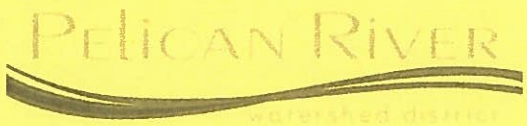
2062 Elmwood Drive, Detroit Lakes, MN

*They will be providing food and beverages and ask that you
bring yourself and holiday cheer.*

Directions: Take Willow St. to Long Lake Rd, turn right on Elmwood Dr. (approx. 2.5
miles from WF Bank)

The December Manager Meeting will begin at 4:00 p.m.





**PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular MONTHLY MANAGERS' MEETING
Thursday, December 13, 2018**

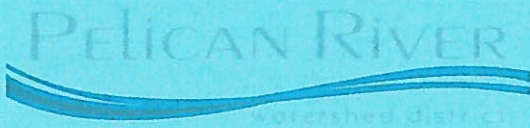
4:00 PM

**Wells Fargo Bank, 2nd Floor Conference Room
211 Holmes Street West, Detroit Lakes, MN & Manager
Orrin Okeson via Interactive Television at Tip O'Texas,
101 East Sioux Road, Pharr, TX
(218) 846-0436 www.prwd.org**

*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.*

AGENDA

- | | |
|-----------------|--|
| 4:00- PM | 1. Call to Order |
| 4:05 PM | 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report – November 15, 2018 Regular Meeting Minutes; Permitting Report; Ditch Inspector's Report) |
| 4:10 PM | 3. Committee Updates <ul style="list-style-type: none">a. Personnel – met December 4b. RMP/Rulesc. Citizen Advisory |
| 4:20 PM | 4. Old Business <ul style="list-style-type: none">a. Rice Lake Project Update and RMP Update |
| 4:30 PM | 5. Treasurer's Report <ul style="list-style-type: none">a. Approve December 2018 Billsb. Approve Fund transferc. Review January-November 2018 Revenue & Expenses – to be filed and subject to audit. |
| 4:45 PM | 6. New Business <ul style="list-style-type: none">a. MAWD Annual Meeting Delegate Updateb. Final 2019 Budget, Levies, Special Assessments, and Feesc. Dunton Park Spillway, weir and bridge – letter of support |
| 5:30 PM | 7. Public Forum (5 minutes) |
| 5:35 PM | 8. Attorney's Report
9. Engineer's Report
10. Pulled Consent Agenda Items |
| 5:40 PM | 11. Announcements – 2019 meeting time change to 5:00 PM |
| 5:45 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**

November 15, 2018

Managers Present: Kral, Okeson, Haggart, Imholte, Refsland, Deede (6:19PM)

Managers Absent: Michaelson

Staff: Administrator Guetter, Alcott

Consultants: Attorney Skoyles, Engineer Marlon Mackowick (via Skype)

Advisory Committee: None **Others:** None

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

CONSENT AGENDA. The consent agenda, including the November 2018 Administrator Report; October 18, 2018 Regular Managers' Meeting Minutes; November 2018 Rules/Permitting Report; and November 2018 Ditch Inspector's Report (Okeson, Imholte), carried unanimously.

PROGRESS REPORTS.

Personnel Committee - Nothing further to report, the committee will be meeting with Administrator Guetter late November/early December timeframe.

Rules/Revised Management Plan (RMP)- Using the large screen, Administrator Guetter gave a quick review of the plan.

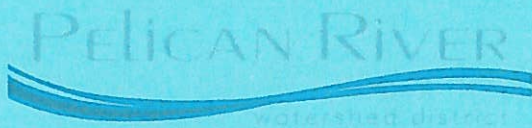
Citizen Advisory Committee – Nothing further to report.

OLD BUSINESS.

- a. **Board Meetings and Attendance Policy.** The District has purchased electronic equipment to make it possible for managers to attend meetings via Interactive Television technology (Skype; Google Hangout). With this equipment, a manager may be seen and heard via computer screen and is able to see and hear all business. The remote attendance was demonstrated with Engineer Mackowick. Based on recommendations from Attorney Skoyles, the draft policy was revised to include statute and date references. **Motion to approve the "Pelican River Watershed District Policy for Meetings Conducted Via Interactive Television/Technology Purpose (MN Statue 13D.02) or by Telephone or other Electronic Means (MN Statue 13D.021)", (Refsland, Deede) carried unanimously (attached hereto).**
- b. **Use of Electronic Mail by Pelican River Watershed District Board of Managers Policy.** The Managers reviewed the draft policy. **Motion to approve the "Use of Electronic Mail by Pelican River Watershed District Board of Managers Policy" (Haggart, Deede) carried unanimously (attached hereto).**
- c. **Rice Lake Project Update and RMP Update** – Guetter stated she received a recent phone call from Detroit Township Supervisor Eugene Pavelko who was asking if the District would cost share part of the asphalt on Anchor Road if the road was partially abandoned. No other information was provided. The managers directed staff to continue with the current plan design.
- d. **MAWD Annual Meeting Resolutions** – The Annual Meeting Resolutions were reviewed by the Board and there was general support for all proposed resolutions. Kral and Refsland are the District's meeting voting delegates. Haggart is the alternate delegate. The MAWD Annual meeting and conference will be held on November 28-29, at the Arrowwood Resort, Alexandria, MN.

TREASURER'S REPORT.

- a. **Approval of November 2018 Claims.** Administrator Guetter reviewed the claims in Treasurer Michaelson's absence. An additional Xerox charge of \$7.16 from a prior bill, Office of Enterprise Technology (Phone) and Verizon (data) need to be added. **Motion to pay the November 2018 claims (EFT 864-876, and Checks #14540-14549) in the amount of \$27,965.68 (Imholte, Refsland), carried unanimously.**
- b. **November 2018 Fund Transfers.** Administrator Guetter recommended to transfer \$53,000 to cover monthly expenses. **Motion to transfer \$53,000 from Bremer Bank savings account to the checking account (Haggart, Imholte), carried unanimously.**



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

- c. **Financial Report.** The January-October 2018 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-October 2018 R & E Report (Kral, Okeson), carried unanimously.** The report will be filed for audit.

NEW BUSINESS.

- a. **2019 Board Meeting times and dates** – The Board of Managers meets on the third Thursday of the month, except for conflicts in June (MAWD Summer Tour), and September (Public Hearing for Levies prior to Sept 15th). Staff requested the Board to consider moving the meeting start time to an earlier time from 6:15 PM to 5:00 PM. It was noted the Becker County Board of Commissioners, Detroit Lakes City Council, and Becker Soil and Water Conservation District have the same or earlier meeting times. **Motion to adopt the 2019 Board of Manager's Regular meeting schedule and start time (5:00 PM) (Refsland, Deede) carried unanimously.**

2019 Pelican River Watershed District Board of Managers' Meeting Schedule	
January 17, Thursday	5:00 PM
February 21, Thursday	5:00 PM
March 21, Thursday	5:00 PM
April 18, Thursday	5:00 PM
May 16, Thursday	5:00 PM
June 18, Tuesday	5:00 PM
July 18, Thursday	5:00 PM
August 15, Thursday	5:00 PM
September 10, Tuesday	5:00 PM * Public Hearing followed by Regular Meeting
October 17, Thursday	5:00 PM
November 21, Thursday	5:00 PM
December 19, Thursday	5:00 PM

- b. **LMCIT 2019 Liability Limits Resolution** – Motion to approve the LMCIT 2019 Liability Limits Resolution (Kral, Imholte) carried unanimously (attached hereto).
- c. **Resolution to appoint a District Insurance Agent** – The District contracts with the League of MN Cities Insurance Trust and uses Schiller Insurance as its agent. **Motion to appoint Schiller Insurance as its services agent for the LMCIT property/casualty (Kral, Refsland) carried unanimously program (attached hereto).**

PUBLIC FORUM – None

ATTORNEY REPORT— Nothing to report.

ENGINEER REPORT – Mackowick provided a brief update report. Manager Imholte asked how the Long bridge shoreline and raingarden areas are establishing. Staff will check the site in the Spring. The Sanford project site plan is covered under a previously issued permit.

ANNOUNCEMENTS –NONE

ADJOURNMENT. Motion to adjourn the meeting at 7:57 PM (Kral, Okeson), carried unanimously.

Meeting Approved: _____

Respectfully Submitted,
Secretary, Janice Haggart

Pelican River Watershed District

Claims Paid November 2018

<u>Date</u>		<u>Number</u>	<u>Amount</u>
<u>Employee ACH</u>			
11/19/2018	*Alcott, Brent	EFT-864	129.48
11/19/2018	*Guetter, Tera	EFT-865	186.06
11/19/2018	*Moses, Brenda	EFT-866	260.40
			575.94
<u>Vendor ACH</u>			
11/15/2018	Bremer Bank	AUTO	30.00
11/19/2018	Lakes Computer, Inc.	EFT-867	200.00
11/19/2018	MPCA	EFT-868	16,500.00
11/19/2018	RMB Environmental Labs, Inc.	EFT-869	2,351.00
11/19/2018	Wells Fargo-Office Lease	EFT-870	1,299.58
11/19/2018	Wenck Associates, Inc	EFT-871	1,337.35
11/19/2018	Xerox Corporation	EFT-872	258.77
11/27/2018	Xerox Corporation	EFT-876	7.16
			21,953.86
<u>Vendor Checks</u>			
11/16/2018	Arvig	14540	56.85
11/26/2018	Bank of America	14547	2,080.56
11/16/2018	^Campbell, Joshua	14541	300.00
11/16/2018	HDQ Landscaping	14542	175.00
11/16/2018	Holiday/gas	14543	56.49
11/16/2018	Minnesota Viewers Association	14544	25.00
11/26/2018	Office of Enterprise Technology	14548	101.57
11/26/2018	Verizon	14549	40.16
			2,835.63
<u>Rice Lake Project</u>			
11/16/2018	Houston Engineering Inc.	14545	2,222.25
11/16/2018	Vogel Law Firm	14546	378.00
			2,600.25
11/01/2018	Employee Payroll	EFT 855-857	4,418.94
11/05/2018	Federal Withholding		2,047.66
11/5/2018	Supplemental Benefits	EFT 858-860	2,377.71
11/15/2018	Employee Payroll	EFT 861-863	4,418.96
11/19/2018	Federal Withholding		1,511.04
11/29/2018	Employee Payroll	EFT 873-875	4418.93
11/30/2018	Federal Withholding		1,511.10
11/30/2018	MN Revenue		790.00
11/30/2018	MN HCSP		750.00
11/30/2018	NACO		2826.00
11/30/2018	PERA		3064.42
			28,134.76
Total November Expenses			<u>56,100.44</u>

PELICAN RIVER WATERSHED DISTRICT
RESOLUTION FOR LMCIT LIABILITY COVERAGE LIMITS
PERSUANT TO MN STATUE 466.04

On November 15, 2018 Dennis Kral, President of the Board of Managers, offered the following resolution and moved its adoption.

WHEREAS the District obtains liability coverage from the League of Minnesota Cities Insurance Trust and must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased;

WHEREAS if the District does not waive the statutory tort limits, an individual claimant would be able to recover no more \$500,000.00 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to the statutory tort limits apply is limited to \$1,500,000.00;

NOW, THEREFORE, BE IT RESOLVED THAT the Pelican River Watershed District Board of Managers have agreed to accept liability coverage limits of \$1,500,000.00 from the League of Minnesota Cities Insurance Trust and that the District does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Manager Ginny Imholte seconded the adoption of the resolution, and it was adopted on the following vote:

Ayes 6
Nays 0

DATE: November 15, 2018

Signed Dennis Kral
Dennis Kral

Pelican River Watershed District President

Motion Kral

2nd Imholte

Approved unanimous ly.

Appointing a Pelican River Watershed District Insurance Agent

A RESOLUTION TO APPOINT A DISTRICT AGENT.

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) requires cities to use the services of an agent in order to participate in the LMCIT property/casualty program; and

WHEREAS, the Pelican River Watershed District (District) has reviewed and considered the written materials from LMCIT discussing the agent's role and compensation in LMCIT; and

WHEREAS, the District has agreed that Schiller Insurance is willing to provide to the District the services listed below under the terms and conditions listed below;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MANAGERS OF THE PELICAN RIVER WATERSHED DISTRICT AS FOLLOWS:

Appointment

1. The District hereby appoints as its agent for purposes of the District's participation in the LMCIT property/casualty and workers' compensation programs.

Term

This appointment shall remain effective indefinitely unless and until it is terminated or amended by Board of Managers action.

Compensation

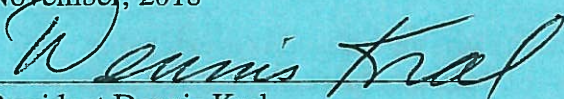
3. As compensation for the services provided to the city as described in Paragraph 4 below, the agent will receive annually a fee equal to 10 percent of the annual premiums paid by the District to LMCIT for property, liability, and automotive coverages and 10 percent of the annual premiums paid by the District to LMCIT for workers' compensation coverage. This fee shall be included in the amounts billed to the District by LMCIT and shall be paid to the agent by LMCIT on the District's behalf.

Services

4. The agent will perform the following services:
 - a. Advise and assist the District in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
 - b. Advise and assist the District in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
 - c. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
 - d. Advise the District on potential gaps or overlaps in coverages.

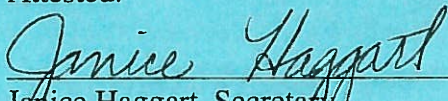
- e. Assist the District as requested in submitting claims and interpreting coverage as applied to particular claims.
- f. Review loss reports for correct reporting, appropriate reserves, etc.

Passed by the Board of Managers of the Pelican River Watershed District this 15th day of November, 2018



President Dennis Kral

Attested:



Janice Haggart, Secretary

Policy for Meetings Conducted Via Interactive Television/Technology Purpose (MN Statute 13D.02) or by Telephone or other Electronic Means (MN Statute 13D.021)

Adopted: 11/15/2018

The Pelican River Watershed District Board of Managers recognize that it is a deliberative body and that it is important for Managers to attend meetings to perform the role for which they were elected and to add to the diversity of thought and opinion in deliberations.

The Managers recognize that members in certain circumstances may not be physically able to be present at all Board meetings. It is the expectation that this policy will be used in good faith for remote attendance of a meeting in its entirety. **MN State Statute 13D.02 Meetings Conducted by Interactive TV; Conditions** for using interactive television to attend meetings remotely .

The District will follow MN State Statute 13D.02 Meetings Conducted by Interactive TV; Conditions (2018) and as updated as follows:

Conditions (13D.02, Subd 1.)

A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section, may be conducted by interactive television so long as:

1. all members of the Board of Managers of the Pelican River Watershed District (District) participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
2. members of the public present at the regular meeting location can hear and see all discussion and testimony and all votes of Board Managers of the District;
3. at least one Board Manager of the District is physically present at the regular meeting location; and
4. each location at which a Board Manager of the District is present is open and accessible to the public.

Members are present for quorum, participation (13D.02, Subd. 2.)

1. Each Board Manager of the District participating in a meeting by electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Monitoring from remote site; costs. (13D.02, Subd. 3.)

1. To the extent practical, the District will allow a person to monitor the meeting electronically from a remote location. The District may require the person making such a connection to pay for documented marginal costs that the District incurs as a result of the additional connection.

Notice of regular and all member sites.(13D.02, Subd. 4.)

1. When interactive television is used to conduct a regular, special, or emergency meeting, the District will provide notice of the regular meeting location and notice of any site where a Board Manager of the District will be participating in the meeting by interactive television. The timing and method of providing notice must be as described in section 13D.04 (2018).

Use of Interactive Television

1. A Board Manager may attend a meeting via interactive television if s/he is prevented from physically attending because of (1) personal illness or disability, (2) employment or District business, (3) out-of-state personal travel, or (4) a family member illness or emergency.
2. No Manager shall participate remotely more than three (3) times during a calendar year. However, the Board, by majority vote, shall allow a Board Manager to participate remotely more than three (3) times when conditions or circumstances justify such added remote participation.
3. Board Managers who desire to participate in a meeting by means of interactive television shall notify the District Board President and Administrator at least seven (7) days in advance of the meeting in question.

4. The Administrator or his/her designee is authorized and directed to provide the technology sufficient to implement this policy.

The determination as to whether the Board Manager shall be considered present shall be made by the Board Secretary.

1. Each Board Manager participating from a remote location may be requested by any Board Manager physically present to declare that s/he is participating prior to the motion for each item on the agenda.
2. All votes shall be by roll call, so each manager's vote on each issue can be identified and recorded.
3. If remote access fails during discussion preceding an action item, that failure ends the remote participation in the meeting on that topic and precludes further participation in voting at that meeting on that single topic.
4. If remote access is reestablished, members may rejoin discussion and act on subsequent action items.
5. If for any reason the remote access, in full or in part with the Board member malfunctions before the adjournment of the meeting, the meeting shall continue.

Telephone or other Electronic Means (MN State Statute 13D.021)

Use of telephone or other electronic means can only be used if the Board President, legal counsel, or the Administrator determines an in-person meeting or a meeting conducted through interactive television is not practical or prudent *only when the Minnesota Governor or his/her designee declares a health pandemic or an emergency under M.S. Ch. 12 (national security, natural disaster, hazardous materials incident)*

The District will follow Minnesota State Statute 13D.021 (2018) which provides for use of telephone or other electronic means in certain circumstances as follows:

Conditions.(13D.021, Subd 1.)

A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or other electronic means so long as the following conditions are met:

- (1) the presiding officer, chief legal counsel, or chief administrative officer for the District determines that an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;
- (2) all Board Managers of the District participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;
- (3) members of the public present at the regular meeting location of the District can hear all discussion and testimony and all votes of the Board Managers of the District, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;
- (4) at least one member of the District, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and
- (5) all votes are conducted by roll call, so each Board Manager's vote on each issue can be identified and recorded.

Members are present for quorum, participation (13D.021, Subd 2.)

Each Board Manager of the District participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Monitoring from remote site; costs.(13D.021, Subd 3.)

If telephone or other electronic means is used to conduct a meeting, to the extent practical, the District shall allow a person to monitor the meeting electronically from a remote location. The District may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Notice of regular and all member sites.(13D.021, Subd 4.)

If telephone or other electronic means is used to conduct a regular, special, or emergency meeting, the District shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04 of the Open Meeting Law.

Policy for Use of Electronic Mail by Pelican River Watershed District Board of Managers

Adopted 11/15/2018

Use of Electronic Mail Use of electronic mail (email) by Managers should conform to the same standards of judgment, propriety, and ethics as other forms of related communication. Board Managers shall comply with the following guidelines when using email in the conduct of board responsibilities:

- The Board Managers shall not use email as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.
- Board Managers should be aware that email and email attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- Board Managers should avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure. Board Managers should comply with the same standards as District employees with regards to confidential information.

**Pelican River Watershed District
Administrator Monthly Report
December 7, 2018
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. Nothing further to report. A technical meeting will be set up in the next couple of weeks to review project status.

Revised Water Management Plan. Nothing further to report.

Dunton Park - Dry Dock Outlet Modification – Guy Fisher will be providing additional information for the Board meeting regarding the project. There are some looming grant application deadlines in early January and submittals usually require a resolution or letter of support for the project. Mr. Fisher has asked if PRWD will be a project partner and provide a letter of support.

City of Detroit Lake Ordinance Review - The ordinance review committee met on December 3rd to discuss updates to the draft shoreland ordinance after receiving comments from the MN DNR. Due to prior scheduling conflicts, District staff were unable to attend; however, staff reviewed the ordinance and comments were sent to the committee to discuss during the meeting. A copy of that letter is attached.

WATER MANAGEMENT RULES

MONITORING

Stream Monitoring– Results of the 2018 sampling season have been analyzed. Nutrient and sediment load calculations are completed for the priority monitoring locations within the District:

Campbell Creek - Sediment load from May-October from Campbell Creek at the Co Rd 149 location was about 312 tons, a 27% increase from average (246 tons). Total phosphorus load at this location was also above average, 1345 lbs. compared to the 1212 lbs. average. There was not a significant increase in the upstream ag areas (230th avenue area), however the load is between the ag area and Becker Co 149. There were few beaver dams this year, bank erosion was noted in this area and cattle grazing occurred.

Rice Lake – Nutrient loads are calculated at the inlet to the Rice Lake Wetland (Anchor Rd), the outlet of upper Rice Lake (1.2 miles downstream), and at the outlet of lower Rice Lake (Highway 34). In 2018, nutrient load coming into Rice Lake at Anchor Rd was 1733 lbs. while the load leaving the wetland was 3302, an increase of 1569 lbs. (90%) through upper Rice Lake. Lower Rice Lake acts as a slight phosphorus sink with a 629 lbs. reduction in load from upper Rice, totaling 2673 lbs. load at Highway 34.

Pelican River Outlet – Both phosphorus and sediment load were below average with a total of 2009 lbs. of P (3092 average) and 90 tons of sediment (146 ton average).

Detroit Outlet- Similar to the better than average water quality of Little Detroit, the nutrient load leaving the lake at West Lake Drive was also better than average at 659 lbs, compared to the 954 lbs. 10-year average.

Ditch 14 (St. Clair Outlet) – 2018 phosphorus load was 1750 lbs., a 38% increase from the 1265 lb 10-year average. A result that is most likely caused by increases in discharge flow from the Wastewater Treatment Facility through the Ditch 14 wetland.

Sallie and Melissa Outlets – Outlet loads from both lakes were less than average, most likely as a result of the increase population density of Zebra mussels. Sallie outlet saw 1128 lbs (2239 lb. 10-year average) while Melissa outlet load was 976 lbs. (1522 lb. 10-year average).

Lake Monitoring – The official ice-on date for Detroit Lake was November 13. This is 8-days earlier than the long-term ice-on date (108-years of record). When compared to the 20-year average, 2018 ice on was 17 days earlier than average.

EDUCATION

KDLM Radio – Alcott was the Hodge Podge guest on Friday, November 16. He discussed Detroit Lake ice-on date and history, activities that affect water quality, and results of the Shoreline Survey of Detroit Lake showing large increases in watercraft around the lake.

Permitting Guide- Moses and Alcott have been brainstorming as to how to make this guide effective. They will continue to collaborate and lay some things out before getting input from other agencies.

AQUATIC INVASIVE SPECIES MANAGEMENT

Nothing further to report.

GENERAL ADMINISTRATION

MAWD Annual Meeting – Managers Kral, Refsland, and Haggart and Administrator Guetter attended the meeting and training sessions. The managers will give an update at the December meeting. Guetter assisted with a couple of sessions at the conference.

Personnel Committee – the committee (Haggart, Kral, Okeson) met with Administrator Guetter on December 4th for her performance review, staff supplemental benefit, contract with Sara Noah for job description updates and salary schedule in 2019 (every three years).

2019 Budget-Guetter & Moses reviewed the Jan-Nov 2018 Revenue and Expenses and evaluated 2019 needs for the final Budgets, levies, assessments and fees for manager review. A copy is attached.

Annual Report – Moses has completed an outline with background information. Guetter and Alcott will add detail in the upcoming months.

LMCIT Insurance policy- Guetter and Moses met with the Schiller agency and information has been submitted for our 2019 policies.

Monitoring Truck – Webber Motors did some warranty work and changed the oil and the truck is now being stored in the shed at Dunton Locks for the winter months.

DRAINAGE SYSTEM REPORT December 2018

Ditch 11/12

Work Order – Issued on August 22, to Matt Okeson for removing tree snags between Campbell Lake and 230th Street.
Status: Work did not occur due to adverse fall weather conditions; work will be completed next year

Work Order- Issued on October 12th to Josh Campbell to trap upstream 230th street
Status: The work was completed with the removal of 3 beaver and the opening of the dam.

Ditch 13

Work Order – Issued on October 8th to Luke Splonskowski (HDQ Landscaping) to remove a blockage in the Pelican River just upstream from Corbett Rd: Status: blockage has been removed
Status: Work was completed with the removal of a large root wad and other debris.

Ditch 14

Nothing to report

RULES OF ENFORCEMENT December

Permits Issued

<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
18-66	Michael/Julie Anderson Laker Island Storage	25174 County Hwy 6	New storage condo facility. Access road over Ditch 14 including culvert installation.
18-67	Jay Taylor	1698 E. Shore Drive	New garage construction putting site over 10,000 SF impervious Coverage requiring stormwater plan.
18-68	Midtown Develop.	1210,1214,1218 Washington Ave.	Impervious surface coverage over 1 Acre (83% lot coverage). Mixed use building, commercial and residential.

Permit Applications submitted

None pending

Permit Applications expected

City of Detroit Lakes—Randolph Road reconstruction. District is setting up a pre-application meeting with Apex and Wenck.

Detroit Mountain Recreational Area—Apex working on stormwater management plan for entire complex. They anticipate a spring application submission.

Violations Under Remediation

Aabye, Marjean—20818 Clarks Grove Rd. SIZ Violation in late 2017. Guetter met with owner on site 7/2 and agreed on remediation plan to be completed by Sept. 2018. Alcott review site 10/10/18. Part of the retaining wall was removed, but the area to be reseeded was not completed as agreed upon. A letter has been sent with required changes.

Progress Report

Golden Bay Shores—Retaining wall has been constructed as designed and meets City requirements. Reseeded stormwater ponds is complete. Buffer signs need to be installed.