



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
Wednesday, February 14, 2018
3:00 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

- | | |
|----------------|--|
| 3:00 PM | 1. Call To Order |
| | 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –January 18, 2018 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report) |
| 3:10 PM | 3. Committee Updates a. Personnel, RMP/Rules, Citizen Advisory |
| 3:15 PM | 4. Old Business a. Rice Lake Project Progress |
| 3:25 PM | 5. Treasurer's Report a. Approve February 2018 Bills b. Approve Fund transfer c. Review January 2018 Revenue & Expenses – to be filed and subject to audit. |
| 3:40 PM | 6. New Business a. Donation request – City of Detroit Lakes – Water Festival b. Donation request – Becker SWCD – Sr. & Jr. Envirothon c. 2018 Work Plan d. 2018 Monitoring Plan |
| 4:45 PM | 7. Public Forum (5 minutes) |
| 4:50 PM | 8. Attorney's Report 9. Engineer's Report 10. Pulled Consent Agenda Items |
| 5:00 PM | 11. Meeting Adjournment (action items in bold face) |



THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL
COUNTIES

MINUTES OF THE REGULAR MEETING

January 18, 2018

Managers Present: Kral, Michaelson, Refsland, Deede, Haggart

Managers Absent: Okeson, Imholte

Staff: Administrator Guetter, Alcott, Moses

Consultants: Attorney Skoyles

Advisory Committee: John Okeson, Becker County Commissioner **Others:** Rick St.Germain & Ted Rud, Houston Engineering

The Regular Managers' meeting was called to order by President Kral at 5:00 PM.

ELECTION OF OFFICERS.

Motion to elect Dennis Kral-President; Orrin Okeson-Vice-President; Janice Haggart-Secretary; and Rick Michaelson-Treasurer (Refsland, Michaelson) passed unanimously.

CONSENT AGENDA. The consent agenda including the January 2018 Administrator Report; Secretary's Report – December 19, 2017 Regular Managers' Meeting Minutes; January 2018 Rules/Permitting Report and January 2018 Ditch Inspector's Report (Michaelson, Deede), carried unanimously.

PROGRESS REPORTS.

Personnel Committee – Committee Chair Haggart, Kral, and Okeson (via telephone) met on January 11, 2018 for Administrator Guetter review, personnel policy updates, supplemental benefit.

Rules/Revised Management Plan (RMP)- Guetter reported Wenck is finishing up the draft RMP; Staff is starting to put a Rules framework together for group discussions.

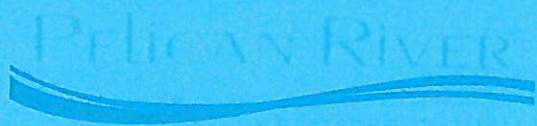
Citizen Advisory Committee –Staff will send out draft RMP to groups for comments. Rice Lake project - letters will be sent to all parcels in Ditch 13 drainage area and update letters to easement holders. An update meeting with landowners, local government officials, public will be forthcoming in May timeframe.

OLD BUSINESS.

- a. **Rice Lake Progress.** Administrator Guetter gave a history of the Rice Lake Project including the water quality purpose, studies, funding, purchasing easements, project design, etc. Ted Rud, Houston Engineering, gave a detailed report of the overall design plans, which are now complete. Houston Engineering has begun the permit process on behalf of the District. A public hearing to establish the project and appoint an engineer will be held in March in conjunction with the regular monthly meeting. Managers asked questions throughout the presentation. John Okeson asked questions on the road design and estimates.
- b. **Cost Share Application Update** – Due to snow cover, staff cannot field verify site work on the Bill and Diane Grandy parcel, therefore the District is unable to issue the cost-share payment. The District will send a letter to the applicant explaining the cost-share payment cannot be issued until after the site inspection is conducted in the spring (March/April).

TREASURER'S REPORT

- a. **Approval of January 2018 Claims.** Manager Michaelson reviewed the monthly bills. **Motion to pay January 2018 claims (Checks #14414-14422 and EFT 614-620) in the amount of \$19,670.29 (Michaelson, Deede), carried unanimously.**
- b. **January 2018 Fund Transfers.** Treasurer Michaelson recommended transferring \$42,000 to cover monthly expenses. **Motion to transfer \$42,000 from Bremer Bank savings account to the checking account (Michaelson, Deede), carried unanimously.**
- c. **Financial Report.** The January-December 2017 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-December 2017 R & E Report (Michaelson, Refsland), carried unanimously.** The report will be filed for audit.
- d. **4th Quarter Manager Per Diems & Expenses** -The 4th Quarter 2017 Manager Per Diems and Expenses were reviewed. **Motion to pay 2017 4th Quarter Manager Per Diems (EFT600-606; \$1962.42) and Expenses (EFT 607-613; \$ 558.01) (Michaelson, Refsland), carried unanimously.**



THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL
COUNTIES

MINUTES OF THE REGULAR MEETING

NEW BUSINESS.

- a. **Official Depositories – Motion to designate Bremer Bank and American National Savings to serve as depositories for the District's Funds (Michaelson, Refsland) carried unanimously.** Bremer Bank will continue to serve as the main depository with District funds, with American National Savings serving as a secondary depository with funds less than \$250,000.
- b. **Official Newspaper – Motion to approve the Detroit Lakes Tribune as the official newspaper of the District (Kral, Michaelson) carried unanimously.**
- c. **Personnel Committee–** Haggart, Kral, and Okeson (via telephone) met on January 11 with Administrator Guetter to discuss staff, benefits and Personnel Policy updates. The committee recommended a salary increase of 2% for Administrator Guetter. **Motion to approve a 2% wage increase for Administrator Guetter effective January 1, 2018 (Haggart, Deede) carried unanimously.** The supplemental benefit amount has not changed since 2016 and the committee recommended increasing it by \$75/month for 2018. **Motion to approve the 2018 supplemental benefit paid to full-time benefit earning employees at \$925/month (Haggart, Refsland) carried unanimously.** Committee Chair Haggart, reviewed the suggested policy changes to the Respectful Workplace section, which followed the newly updated League of MN Cities model policy. The draft section update was also sent to District Attorney Skoyles for review and **Motion to approve the updates in District Personnel Policy Respectful Workplace section, attached hereto (Haggart, Refsland) carried unanimously.**
- d. **MPCA Resolution –** Guetter requested approval to submit a proposal to Minnesota Pollution Control Agency for Minnesota Clean Water Partnership funding to assist with a potential funding gap for the Rice Lake construction project, and to cost-share study and recommended implementation practices (alum dosing, etc.) for St. Clair Lake TMDL and downstream waterbodies. The request is for zero-percent loan funds, repayable over a 10-year period. **Motion to approve the resolution for the Pelican River Watershed District to submit a proposal with the MN Pollution Control Agency in an amount of \$900,000, attached hereto (Haggart, Deede) carried unanimously.**
- e. **February Meeting Date.** Due to date conflicts on the regular monthly meeting date of February 15th, staff will poll manager availability between Feb 12 – Feb 22 and set the regular monthly meeting date.
- f. **Regional AIS Research Update Forum.** Staff would like to organize a regional AIS meeting with U of MN AIS research staff to inform area residents of research updates. **Motion to authorize staff to rent a meeting space at M-State to hold an AIS Regional meeting with U of MN AIS Research staff and work with Hubbard, Becker, and Ottertail COLA groups to organize and promote the event (Kral, Refsland), Carried unanimously.**
- g. **Status of Long Shore Gravel Extraction Environmental Assessment Worksheet (EAW) -** Managers discussed the recent Becker County Commissioners' decision to approval the project EAW and not require a more detailed project impact study (EIS), despite public comments from local residents and the City of Detroit Lakes. Comments can be forwarded on to the State Environmental Quality Board for consideration.

h. **PUBLIC FORUM –** None

ATTORNEY REPORT— Nothing further to report.

ENGINEER REPORT –Nothing further to report.

ANNOUNCEMENTS – Manager Kral and Administrator Guetter will be attending the MAWD legislative Day at the Capital in St. Paul March 7 & 8th. Guetter will also be attending an Administrators' meeting on March 7th

ADJOURNMENT. Motion to adjourn the meeting at 8:06 PM (Kral, Deede), carried unanimously.


Respectfully Submitted,
Secretary Janice Haggart

Meeting Approved: 2-14-18

Pelican River Watershed District
Claims Paid
January 2018

| | <u>Date</u> | <u>Num</u> | <u>Amount</u> |
|---|-------------|------------|------------------|
| <u>Employee ACH</u> | | | |
| *Alcott, Brent | 01/23/2018 | EFT-614 | 54.99 |
| *Guetter, Tera | 01/23/2018 | EFT-615 | 105.40 |
| *Moses, Brenda | 01/23/2018 | EFT-616 | 235.00 |
| | | | 395.39 |
| <u>Vendor ACH</u> | | | |
| Lakes Computer Repair & Consulting | 01/23/2018 | EFT-617 | 200.00 |
| Wells Fargo-Office Lease | 01/23/2018 | EFT-618 | 1,299.58 |
| Wenck Associates, Inc | 01/23/2018 | EFT-619 | 2,041.69 |
| Xerox Corporation | 01/23/2018 | EFT-620 | 236.34 |
| | | | 3,777.61 |
| <u>Vendor Checks</u> | | | |
| Arvig | 01/19/2018 | 14414 | 159.40 |
| Bank of America | 01/19/2018 | 14415 | 581.71 |
| DVS Renewal | 01/19/2018 | 14416 | 64.00 |
| Holiday/gas | 01/19/2018 | 14417 | 22.87 |
| Office of Enterprise Technology | 01/19/2018 | 14418 | 94.15 |
| Ramstad, Skoyles, & Winter P.A. | 01/19/2018 | 14419 | 2,400.00 |
| Stearns County | 01/19/2018 | 14420 | 60.00 |
| Verizon | 01/19/2018 | 14421 | 40.16 |
| | | | 3,422.29 |
| <u>Rice Lake Project</u> | | | |
| Houston Engineering Inc. | 01/19/2018 | 14422 | 12,075.00 |
| | | | 12,075.00 |
| <u>4th Qtr Manager Expenses</u> | | | |
| .Deede, L | 01/22/2018 | EFT-607 | 111.82 |
| .Haggart, J. | 01/22/2018 | EFT-608 | 5.35 |
| .Imholte, G. | 01/22/2018 | EFT-609 | 100.58 |
| .Kral, D. | 01/22/2018 | EFT-610 | 101.65 |
| .Michaelson, R. | 01/22/2018 | EFT-611 | 119.84 |
| .Okeson, O. | 01/22/2018 | EFT-612 | 21.40 |
| .Refsland, B | 01/22/2018 | EFT-613 | 97.37 |
| | | | 558.01 |
| <u>4th Qtr Manager Per Diems</u> | | | |
| .Deede, L | 01/22/2018 | EFT-600 | 346.31 |
| .Haggart, J. | 01/22/2018 | EFT-601 | 69.26 |
| .Imholte, G. | 01/22/2018 | EFT-602 | 346.31 |
| .Kral, D. | 01/22/2018 | EFT-603 | 346.31 |
| .Michaelson, R. | 01/22/2018 | EFT-604 | 300.14 |
| .Okeson, O. | 01/22/2018 | EFT-605 | 138.52 |
| .Refsland, B | 01/22/2018 | EFT-606 | 415.57 |
| | | | 1,962.42 |

Pelican River Watershed District**Claims Paid
January 2018**

| | <u>Date</u> | <u>Num</u> | <u>Amount</u> |
|-----------------------------------|-------------|-------------|---------------------------------------|
| <u>Payroll Expenses</u> | | | |
| Employee Payroll | 1/11/2018 | EFT 594-596 | 4,252.88 |
| Supplemental Benefits | 1/16/2018 | EFT 597-599 | 2,185.91 |
| Federal Withholding | 1/16/2018 | | 2,056.38 |
| Supplemental Benefits | 1/23/2018 | EFT 621-623 | 207.79 |
| Employee Payroll | 1/25/2018 | EFT 624-626 | 4,447.17 |
| Federal Withholding | 1/31/2018 | | 1856.24 |
| MN Revenue | 1/31/2018 | | 530.00 |
| MN HCSP | 1/31/2018 | | 400.00 |
| NACO | 1/31/2018 | | 1884.00 |
| PERA | 1/31/2018 | | 2012.24 |
| | | | <u>19,832.61</u> |
| Total January Expenses | | | <u><u>\$ 42,023.33</u></u> |

RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention) (1/18/18)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The District acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all District personnel including regular and temporary employees, volunteers, and District Board members.

Abusive Customer Behavior

While the District has a strong commitment to customer service, the District does not expect that employees accept verbal abuse from any customer. An employee may request that the District Administrator intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact. If there is a concern over the possibility of physical violence, the District Administrator should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify the District Administrator about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance. (1/18/18)

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and the District Administrator what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the District, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from the District Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or

- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.

Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc. (1/18/18)

Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Names and Pronouns (1/18/18)

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on District property, in District vehicles, or in any personal vehicle, which is being used for District business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on District property.

Employee Response to Disrespectful Workplace Behavior (1/18/18)

All employees should feel comfortable calling the District Administrator to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise the District Administrator, the Board President, or District Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, the District Administrator.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to the District Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report. In some situations with an offender from the public, it is preferable to avoid one on one

interactions. Talk to the District Administrator about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The District urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify the District Administrator, or Board member promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to the District Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the District Administrator or a member of the Board Personnel Committee.

Management Response to Allegations of Disrespectful Workplace Behavior (1/18/18)

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, an employee must report the allegations within two business days to the District Administrator, who will determine whether an investigation is warranted. The District Administrator must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, the District Administrator will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the District Administrator may choose to handle the matter informally. The District Administrator may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). District Administrator, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the District cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

1. Corroborating evidence.
2. A list of witnesses.
3. Identification of the offender.

Step 3. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, the alleged violator will have the opportunity to answer questions and respond to the allegations. The District will follow any other applicable policies or laws in the investigatory process.

Step 4. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 5. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Special Reporting Requirement (1/18/18)

If the District Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the Personnel Committee who will consult with the District Attorney who will arrange for a third party to undertake the necessary investigation. The District Attorney will report his/her findings to the District Board, which will take the action it deems appropriate.

Pending completion of the investigation, the District Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If a Board Member is the victim of disrespectful workplace behavior, the District Attorney will be consulted as to the appropriate course of action.

If a Board Member is perceived to be the cause of a disrespectful workplace behavior incident involving District personnel, the report will be made to the District Administrator and referred to the District Attorney who will arrange the necessary investigation. The District Attorney will report his/her findings to the District Board, which will take the action it deems appropriate.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and District personnel policies the District may discipline any individual who retaliates against any person who reports alleged violations of this policy. The District may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Pelican River Watershed District Proposal resolution

Minnesota Clean Water Partnership (CWP)

Resolution of Pelican River Watershed District

Be it resolved by the Pelican River Watershed District Board of Managers to submit a proposal with the Minnesota Pollution Control Agency (MPCA) to conduct the following Project: Upper Pelican River Nutrient Reductions and St. Clair Lake TMDL in-lake treatment

Be it further resolved that Tera L Guetter, Administrator be authorized to submit the proposal for the above-mentioned Project and shall have the authority to represent this body in all matters that do not specifically require the action of this body.

Be it further resolved that submittal of a proposal does not obligate this body to accept a grant and/or a loan if so offered.

Whereupon the above resolution was adopted at The January 2018 Regular Board of Managers Meeting this Eighteenth day of January, 2018.

Print name: Tera L. Guetter Title: Administrator

Authorized signature:  Date: 1-18-18

State of Minnesota

Becker County

I, Janice Haggart do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Board of Managers of said Pelican River Watershed District that I have compared the above resolution with the original passed and adopted by the Board of Managers at a regular meeting thereof held on the 18 day of January at 6:15 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

In witness whereof, I have hereunto placed my hand and signature this

January 18, 2018

Print name: Janice Haggart

Title: Secretary, PRWD Board of Managers

Authorized signature:  Date: January 18, 2018

Pelican River Watershed District
Administrator Monthly Report
February 9, 2018
www.prwd.org

NOTICE OF DATE CHANGE: February Monthly Board of Managers Meeting WEDNESDAY, FEB 14th at 3:00 PM

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. Brett Arne and Henry Van Offlen, BWSR staff met with Guetter and Moses on January 23rd to review project status. The project interim financial reports were completed and uploaded in the state E-Link reporting system. Guetter is preparing the required notices and writing up a project report to be included in the upcoming notice mailing. Moses obtained the mailing lists for parcels located within Ditch 13 system and prepped over 1,000 envelopes for the public hearing notice mailing.

Clean Water Partnership Loan application – Guetter has begun to draft an application for MPCA loan money and will submit the application in the next few days. Funds will be used for Rice Lake and St. Clair/ Ditch 14 wetlands (upstream and downstream areas) phosphorus reductions (in-lake and wetland alum treatments, etc).

Cost Share Request for Tree Replacement -. A letter was sent to notifying them that the site will be visited this spring.

Ottertail Basin WRAPS Education/Outreach Meeting. A subcommittee meeting was held on January 29th at the District offices to finalize the outreach program. Moses and Guetter attended the meeting.

City of Detroit Lakes Shoreland Ordinance Update. The committee met on February 5th to review the PUD section and finish the draft ordinance. The District sent a letter to the committee and city staff requesting clarification of impervious surface coverage limits for residential PUD's, since the draft ordinance had no limit for impervious surface coverage. The committee recommended that residential and commercial PUD impervious surface coverage limits will be consistent with other types of developments (subdivisions, single family homes, commercial properties).

WATER MANAGEMENT RULES

Permits - see enclosed report.

MONITORING

2018 Summer Interns – Alcott posted the summer internship opportunity (2 positions) on area college internship websites (all U of MN and Wisconsin campuses; Concordia, MSU- Moorhead, UND, NDSU, Bemidji, South Dakota State) and also contacted several department heads and asked them to encourage their students to apply for the position. Applications are available on the District's website and are due on March 16th. Interviews and final selection will be made by the end of March.

2017 Water Quality Report and 2018 Monitoring Plan – Alcott will review the 2017 water quality report and the 2018 Water Quality Monitoring plan at the February meeting.

EDUCATION

KDLM Radio – Guetter was the guest on Hodge Podge on Friday, January 19. She discussed the DL Wastewater Treatment facility and connection with the St. Clair TMDL, takeaways from the MN DNR Roundtable session, and Lake Sallie water quality improvements over the past 60 years, which are largely attributable to the DL wastewater treatment plant operations, St. Clair Lake Alum Treatment, upgrades of individual septic systems, and storm water runoff treatment.

Volunteer Impact Training – Moses attended a 2-day Volunteer Impact Training seminar held at Riley Purgatory Bluff Creek Watershed District on January 25 & 26. Recruiting, retaining, interviewing, evaluating, supervising, recognizing and managing risk were some of the topics discussed by various Volunteer Coordinators throughout the Twin Cities area. This training will be useful for events such as the Pelican River Clean Up this fall. Moses also brought back a nice format for water quality reports developed by Riley Purgatory WD. They have given us permission to use the template and Moses will be working with Alcott to develop the reports.

Stearns County Shoreland Training – Moses and Alcott travelled to St. Joseph, MN on February 8 to attend this Shoreland Training sponsored by Stearns County and Stearns Soil & Water Conservation District. Several good

information pieces were distributed and we will use their templates for updating our information. It was helpful to see how they ran their workshop and if there are ways we could improve upon for our next sponsored training, possibly this winter or spring of 2019.

AIS Research – Guetter and Moses continue to work with U of M research staff to choose a day to hold a regional meeting to discuss AIS research results with possible dates in May or June. We are coordinating for maximum attendance from Becker, Hubbard and Ottertail Counties.

Aquatic Invaders Summit – Alcott will be attending the Aquatic Invaders Summit in Minneapolis on February 28 and March 1st. He will be attending sessions including a panel discussion on Starry Stonewort, results of AIS Innovation Grants, and the impacts of AIS on MN Fisheries.

Zcience on Tap – Last month Moriya Rufer presented on lake quality and the session was very well attended, with over 40 people present. Zorbaz will be hosting the second “**Zcience on Tap**” on **February 26th at 6pm**. Ryan Frohling, US Fish and Wildlife, will be speaking on the topic of “Pollinators”. Upcoming events in March and April include talks on Lake Sturgeon in the Red River Basin (Red River Fisheries Specialist), and the Science of Brewing Beer (Summit Brewing Company).

Lake Life Expo – The District will have a booth and Alcott will give a presentation at the expo, which will be held at the Fargo Civic Center, on February 23- 24. His presentation will highlight the importance of maintaining shoreland vegetation on shorelines to maintain a healthy lake.

GENERAL ADMINISTRATION

2017 Annual Report – This report continues to be developed and staff plans to have it complete by the March manager meeting.

2017 Audit – The Auditors are scheduled to be at the District office on April 25. Moses has begun compiling the information required.

2018 Work Plan –A draft 2018 Work plan will be presented to the Managers for input and approval at the February meeting.

MAWA Training/Education Committee – Watershed District Administrators Guetter, Jan Voit, Mike Kinney and MAWD Executive Director Emily Javens met on February 6th to develop a strategic plan and two-year training calendar based upon the MAWD membership survey conducted last year. See enclosed training “ideas” plan. Listed items from the strategic plan survey and from a survey conducted by Cliff Aichenger.

MAWD – a new website has been launched. If you didn’t check it out last month, please take a look at: www.mnwatershed.org

AQUATIC INVASIVE SPECIES MANAGEMENT

MN DNR AIS Advisory Committee Meeting. The January 25th meeting was cancelled. The next meeting will be in St. Cloud on February 22nd.

DRAINAGE SYSTEM REPORT – February 2018.

Ditch 11/12 – Nothing to report

Ditch 13 –Beaver maintenance - Alcott and Josh Campbell investigated the feasibility for winter beaver trapping out of the Rice Lake wetland complex. Due to the extremely difficult terrain, they determined there was no cost-effective way to safely or efficiently access the location of beaver activity. Alcott will further investigate the potential for beaver removal after the impoundment.

Rice Lake – A public hearing is scheduled for March 15th to impound water for Rice Lake Project.

Ditch 14 – Nothing to report.

RULES OF ENFORCEMENT

February 2018



Permits Issued

| <u>No.</u> | <u>Name</u> | <u>Address/Area</u> | <u>Approved Project</u> |
|------------|------------------------|---|---|
| 18-01 | Micah Tweten | 12176 Co Hwy 17 Melissa | Violation-Bluff Impact Zone Restoration \$3240 Surety received |
| 18-02 | Mitch/Katherine Okeson | 20645 Evergreen Shore Dr. Little Floyd | SIZ: rip rap and beach sand blanket |
| 18-03 | Essentia Health | 1027 Washington Ave. | Impervious Surface—Helipad construction |

Permit Applications submitted:

Justin Scallon—412 South Shore Dr.—New construction. Mitigation required for City of Detroit Lakes variance. Becker SWCD developing a plan.

Permit Applications expected:

Fireside—Removal of 3-season porch/patio expansion. Permit/Plans have not been received yet.

Swanson's Repair—Staff has met with Swanson's and the City Staff to clarify all requirements. Alcott has contacted owner and they are expecting to have plan submitted by the end of March.

City Park (Boys & Girls Club) - Site to be redeveloped. The City Engineer to design stormwater plan. He will also be working with Four Seasons Car Wash which is adjacent to this site.

DLCCC—Plans are being developed for parking improvements.

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. They will be working with the City Engineer to implement stormwater management plan that will function for both this site and City Park (see above). Guetter & Alcott met with the owner and City Engineer to review site requirements in conjunction with Boys & Girls Club construction project.

Progress Report

Golden Bay Shores—Retaining wall has been constructed, City to verify "as built" condition. The stormwater ponds are scheduled to be reseeding in the spring of 2018.

2018 Water Quality Monitoring Plan

Lakes

| | | | |
|----------------|-------------|--------------|-------------|
| Big Floyd | North Floyd | Little Floyd | Big Detroit |
| Little Detroit | Sallie | Melissa | St. Clair |
| Abbey | Brandy | Pearl | Lind |

The lakes listed in the table above will be monitored bi-weekly from May through September as part of the PRWD routine monitoring network. They will all be sampled for Total Phosphorus (TP), Orthophosphate (OP), and Chlorophyll-a (Chl-a). In addition to chemistry sampling, the following parameters will be recorded:

- Water Clarity (Secchi)
- Environmental Conditions (Air temperature, wind speed, cloud cover)
- Water Temperature (surface and at each meter depth)
- Dissolved Oxygen (surface and at each meter depth)
- pH (surface and at each meter depth)
- Specific Conductivity (surface and at each meter depth)

Results from the analysis will be entered into the District's database. Mean summer averages will be compared to historical data and the District's water quality goals to determine trends and target areas for potential nutrient reduction projects.

Zebra Mussel Effects Monitoring

Zebra Mussels feed by filtering particles out of the water and have a very high filtering capacity. Studies have shown that Zebra Mussel infestations have effects on chlorophyll-a and total phosphorus concentrations. Additionally, the nutrient distribution may be affected within a lake depending on the mussel population density at a specific site. In some lakes, shifts in phytoplankton populations have caused increases in filamentous algae and cyanobacteria (blue-green algae) blooms.

District staff will begin monitoring these shifts with two methods. First, lakes infested with zebra mussels will be monitored mid-late summer for nuisance filamentous algae and cyanobacteria blooms. If observed, these blooms will be documented and mapped. Second, additional chemistry samples will be taken near shore in areas of dense zebra mussel growth to investigate differences in nutrient distribution between near shore (high zebra mussel density) and open water areas where zebra mussels are not present.

Zebra Mussel samplers will be placed in strategic locations on Melissa, Sallie, Detroit, and Curfman Lakes. The goal of the samplers will be to quantify and compare population densities between the infested lakes. Multiple samplers will be placed in each lake to investigate population distribution within each lake.

Shoreline Surveys

The survey and assessment of shoreline development conditions will be done on Long Lake, Pearl Lake, and Detroit Lake. If time allows, Curfman may also be included. During the survey, each parcel will be photographed and the level of shoreline alteration, number of boats, number of docks, and number of boat lifts will be quantified. The surveys will be compared to past surveys to analyze trends in shoreline development, land use, and lake use.

Lake Vegetation Survey

A point-intercept survey will be conducted within the littoral area of Long Lake. The species type and abundance of the plants will be mapped and reported. Additionally, the survey will investigate and report any occurrence of invasive plants.

Streams

Routine monitoring will be conducted on 21 stream sites throughout the district on a bi-weekly basis beginning at spring ice break up through October. Stream gages at each location will record water level. The parameters that are sampled/measured vary depending on the location and the specific monitoring goals of each location. Continuous water level loggers will be installed to monitor daily flows. The Flux32 computer model will be used to calculate annual phosphorus and sediment loads at each of the key monitoring locations.

Campbell Creek Ditch 11/12

Three key monitoring locations will be sampled. The location at the 230th street crossing, and the site approximately ¼ miles downstream, will be sampled for Total Phosphorous (TP), Orthophosphate (OP), and Total Suspended solids (TSS). This information will be utilized to assess the effectiveness of the agricultural best management practices (BMPs) that were installed in 2013 and 2014.

To determine the amount of sediment and phosphorus that is generated through the steep, highly erodible section, the County Road 149 crossing location will be monitored in comparison to the upstream location. The difference between the two locations will give sediment and nutrient loads. This monitoring site is also used to calculate the annual sediment and nutrient load to North Floyd.

Pelican River (Ditch 13)

There are 8 monitoring locations between Little Floyd Lake and Detroit Lake along Pelican River (Ditch 13). Key areas that will be monitored are within the Rice Lake Wetland area, and the Industrial Park (Snappy Park).

Locations at the inlet to Rice Lake (Anchor road crossing) and the outlet of Rice Lake (approximately 1.2 miles downstream) will be sampled to determine the amount of nutrients that are released from the wetland complex. These nutrient loads will be compared to loads measured after the completion of the water control structures to monitor the effectiveness of the Rice Lake Project.

The difference in the samples and nutrient loads in the Pelican River between the 8th street crossing and the Randolph Road crossing will be used to quantify the amount of nutrients and sediment that enter the Pelican River from the Industrial Park. This information will be valuable for future grant applications for stormwater improvements for this area, which currently receive little to no stormwater treatment prior to discharge into the river.

Ditch 14 (St. Clair outlet)

Two sampling locations will be monitored at the outlet from Lake St. Clair (Highway 59 crossing) and the outlet of the downstream wetland complex. Nutrient loads will be calculated to determine the total nutrient load from Lake St. Clair and the load to the Pelican River. The difference between those two will show the contributing load from the wetland complex between St. Clair and the Pelican River.