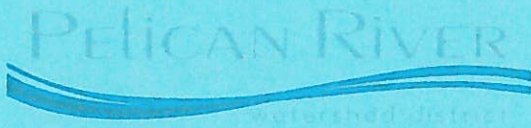


**PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular MONTHLY MANAGERS' MEETING
Thursday, November 15, 2018
6:15 PM
Wells Fargo Bank, 2nd Floor Conference Room
211 Holmes Street West, Detroit Lakes, MN
(218) 846-0436 www.prwd.org**

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

- | | |
|----------------|--|
| 6:15 PM | 1. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report – <i>October 18, 2018 Regular Meeting Minutes</i>; Permitting Report; Ditch Inspector's Report) |
| 6:30 PM | 2. Committee Updates
a. Personnel, RMP/Rules, Citizen Advisory |
| 6:40 PM | 3. Old Business
a. PRWD Meeting and Electronic Mail Policies
b. Rice Lake Project Update and RMP Update |
| 7:15 PM | 4. Treasurer's Report
a. Approve November 2018 Bills
b. Approve Fund transfer
c. Review January-October 2018 Revenue & Expenses – to be filed and subject to audit. |
| 7:30 PM | 5. New Business
a. 2019 board meeting times and dates
b. LMCIT – 2019 Liability Limits Resolution and appoint district insurance agent |
| 7:45 PM | 6. Public Forum (5 minutes) |
| 7:50 PM | 7. Attorney's Report
8. Engineer's Report
9. Pulled Consent Agenda Items |
| 8:00 PM | 10. Announcements – MAWD Annual meeting at Arrowwood Resort, Alexandria November 28-Dec 1, 2018. PRWD Regular December meeting Thursday, December 13 at 4:00 PM |
| 8:10 PM | 11. 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 18, 2018

Managers Present: Kral, Okeson, Haggart, Imholte, Deede, Refsland

Managers Absent: Michaelson

Staff: Administrator Guetter, Alcott

Consultants: Attorney Skoyles, Engineer Marlon Mackowick

Advisory Committee: None **Others:** None

The Regular Managers' meeting was called to order by President Kral at 6:16 PM.

CONSENT AGENDA. The consent agenda, including the October 2018 Administrator Report; Secretary's Report – May 24, 2018 Public Hearing Minutes for Impoundment of Waters of Becker County Drainage System 13 – Rice Lake Project; September 11, 2018 Public Hearing and Regular Managers' Meeting Minutes; October 2018 Rules/Permitting Report (*except violation status section*); and October 2018 Ditch Inspector's Report (Refsland, Haggart), carried unanimously.

PROGRESS REPORTS.

Personnel Committee - Nothing further to report. The Committee will meet in November.

Rules/Revised Management Plan (RMP)- Administrator Guetter met with BWSR staff for an initial review of the draft plan.

Citizen Advisory Committee – Nothing further to report.

OLD BUSINESS.

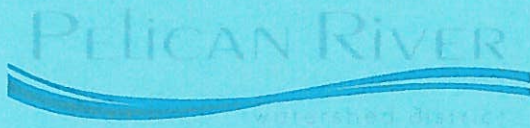
- a. **Drainage Systems Maintenance (beaver control and blockages) Update.** Using Google map, Alcott reviewed the primary areas on Drainage Systems 11, 12, 13, and 14 where dams, tree snags, and beaver were removed.

TREASURER'S REPORT.

- a. **Approval of October 2018 Claims & 2018 3rd Quarter Manager Per Diem and Expenses.** Administrator Guetter reported Treasurer Michaelson stopped in the office and reviewed the bills with Moses. Administrator Guetter reviewed the managers' third quarter per diem and expenses and the October 2018 monthly bills. **Motion to pay the Board of Managers' 2018 Third Quarter Per Diems and expenses and the October 2018 claims (MGR Per Diem/expenses EFT 830-836, 840-846; Checks #14526-14539 and EFT 847-854) in the amount of \$20,702.05 (Refsland, Okeson), carried unanimously.**
- b. **October 2018 Fund Transfers.** Administrator Guetter reported Treasurer Michaelson recommended to transfer \$42,000 to cover expenses. **Motion to transfer \$42,000 from Bremer Bank savings account to the checking account (Refsland, Deede), carried unanimously.**
- c. **Financial Report.** The January-September 2018 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-September 2018 R & E Report (Haggart, Imholte), carried unanimously.** The report will be filed for audit.

NEW BUSINESS.

- a. **Final Approval and Adoption of the Findings and Order granting the Petition to impound, reroute, divert drainage systems for the Rice Lake Project.** The managers reviewed the findings and order. **Motion to approve the Findings and Order granting Petition to Impound, Reroute, and Divert Becker County Drainage System 13 Waters, (Imholte, Kral), approved as follows: Yea-Kral, Okeson, Deede, Haggart, Refsland, Imholte; Nay – None; Absent - Michaelson (attached hereto).**
- b. **December Holiday Schedule and Manager Meeting Date.** Staff requested, for this year only, to keep the office open on November 12 and close on Monday, December 24th. The office will be closed on December 24-25, and open the remainder of the week, December 26-28. The managers agreed with the request. The Managers set the



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

December meeting date to the second Thursday of the month, December 13th at 4:00 PM, followed by a holiday gathering at the residence of Manager Refsland.

c. MAWD Delegates and Annual Conference. The Minnesota Association of Watershed District's Annual Meeting is November 29–30, 2018 at Arrow Wood in Alexandria. Administrator Guetter informed the managers of the conference changes : MAWD trainings will be held on Thursday and Friday in a "track" style format, which doubles the sessions offered to attendees; and the Managers MAWD Annual meeting will be held on Friday and not Saturday morning. At the MAWD Annual Meeting, **Manager's Kral and Refsland are the PRWD delegates with Haggart serving as an alternate delegate (attached hereto).** Managers Kral, Refsland, Michaelson, Haggart, and Administrator Guetter will be attending the Annual Meeting and conference. Guetter will be attending the Administrators' Meeting on Wednesday, November 28th at Arrow Wood.

d. Interactive Meeting Attendance Policy. The managers' reviewed the draft policy presented by Administrator Guetter. The manager's generally agreed with the policy as presented and gave authorization to Administrator Guetter and Attorney Skoyles to make suggested edits and bring it back in November for review and approval.

PUBLIC FORUM – None

ATTORNEY REPORT— Nothing further to report.

ENGINEER REPORT – Engineer Mackowick stated the Thrifty White permit application was approved and a brief discussion was held regarding the Laker Island Storage project and wetland/public waters required approvals by the State of MN.

ANNOUNCEMENTS –NONE

ADJOURNMENT. Motion to adjourn the meeting at 7:54 PM (Kral, Okeson), carried unanimously.

Meeting Approved: _____

Respectfully Submitted,
Secretary, Janice Haggart

Pelican River Watershed District
Claims Paid
October 2018

<u>Date</u>		<u>Num</u>	<u>Amount</u>
<u>Employee ACH</u>			
10/22/2018	*Alcott, Brent	EFT-847	40.00
10/22/2018	*Guetter, Tera	EFT-848	335.94
10/22/2018	*Moses, Brenda	EFT-849	1,351.02
			<hr/>
			\$ 1,726.96
<u>Vendor ACH</u>			
10/22/2018	Lakes Computer, Inc.	EFT-850	319.20
10/22/2018	RMB Environmental Labs, Inc.	EFT-851	2,819.00
10/22/2018	Wells Fargo-Office Lease	EFT-852	1,299.58
10/22/2018	Wenck Associates, Inc	EFT-853	6,051.22
10/22/2018	Xerox Corporation	EFT-854	261.75
			<hr/>
			\$ 10,750.75
<u>Vendor Checks</u>			
10/22/2018	Arvig	14526	56.85
10/22/2018	Bank of America	14527	278.41
10/22/2018	^Campbell, Joshua	14528	1,400.00
10/22/2018	County 6 Amoco & Bait	14529	294.93
10/22/2018	Farnam's Genuine Parts, Inc.	14530	192.73
10/22/2018	Holiday/gas	14531	55.93
10/22/2018	L & M Supply	14532	36.26
10/22/2018	North Central Laboratories	14533	148.54
10/22/2018	Office of Enterprise Technology	14534	87.66
10/22/2018	^Saarinen, Delbert	14535	400.00
10/22/2018	Verizon	14536	40.16
			<hr/>
			\$ 2,991.47
<u>Rice Lake Project</u>			
10/22/2018	Houston Engineering Inc.	14537	692.00
10/22/2018	VOID	14538	0.00
10/22/2018	Vogel Law Firm	14539	3,105.50
			<hr/>
			\$ 3,797.50
<u>3rd Qtr Manager Expenses</u>			
10/22/2018	.Deede, L	EFT-840	11.99
10/22/2018	.Haggart, J.	EFT-841	5.45
10/22/2018	.Imholte, G.	EFT-842	16.35
10/22/2018	.Kral, D.	EFT-843	19.62
10/22/2018	.Michaelson, R.	EFT-844	30.52
10/22/2018	.Okeson, O.	EFT-845	32.70
10/22/2018	.Refsland, B	EFT-846	2.73
			<hr/>
			\$ 119.36

Pelican River Watershed District
Claims Paid
October 2018

<u>Date</u>		<u>Num</u>	<u>Amount</u>
3rd Qtr Manager Compensation			
10/22/2018	.Deede, L	EFT-830	138.53
10/22/2018	.Haggart, J.	EFT-831	69.27
10/22/2018	.Imholte, G.	EFT-832	207.79
10/22/2018	.Kral, D.	EFT-833	277.05
10/22/2018	.Michaelson, R.	EFT-834	277.05
10/22/2018	.Okeson, O.	EFT-835	277.05
10/22/2018	.Refsland, B	EFT-836	69.27
			\$ 1,316.01
10/4/2018	Employee Payroll	EFT-823-826	5232.35
10/9/2018	Supplemental Benefits	EFT 827-829	2377.72
10/9/2018	Federal Withholding		2249.82
10/18/2018	Employee Payroll	EFT837-839	4418.95
10/31/2018	Federal Withholding		1729.04
10/31/2018	MN HCSP		500.00
10/31/2018	MN Revenue		585.00
10/31/2018	NACO		1884.00
10/31/2018	PERA		2042.94
	Total October Expenses		\$ 41,721.87

**Pelican River Watershed District
Administrator Monthly Report
November 8, 2018
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. Houston Engineering is submitting revised permit application materials for the wetland permits.

Revised Water Management Plan. Guetter spent most of the last month completing the draft plan and is currently reviewing water quality data sections and updating with newer findings/data. Rule Update - Staff has started reviewing sections for consideration (putting together "idea files" and will set up meetings in November and December with the City of Detroit Lakes and Becker County to review stormwater and linear project sections). Managers Michaelson, Imholte and Kral are the District representatives for this committee.

Dunton Park - Dry Dock Outlet Modification – Staff will be assisting Becker County Parks in planning the modification of the historic dry dock outlet located south of the rapids area. County and MN DNR staff are proposing to remove the deteriorating outlet structure and install a series of rock arch weirs, similar to the ones on the Pelican River at Dunton Rapids. The county is seeking grant funding (75/25 cost-share) and has asked if the District would be willing to be a financial partner with the project (\$3,000-\$5,000) for project materials, etc. We will schedule the county to attend a manager meeting and make a presentation of the proposed project.

WATER MANAGEMENT RULES

Permits - see enclosed report. A permit application checklist for small and large sites was created.

MONITORING

Stream Monitoring– Alcott collected the last of the water level and rain gauge equipment on November 6th. He is using the 2018 data to calculate annual nutrient and sediment loads over the summer. Those will be reported in the 2018 Monitoring Report. Water chemistry results have been submitted to MPCA (EqUIS system) via RMB labs.

Lake Monitoring –With the 2018 lake monitoring season completed, Alcott updated the District's database and submitted to MPCA (EqUIS) the 2018 lake information- water clarity (secchi), temperature, dissolved oxygen, pH, and conductivity. In lake water chemistry (Phosphorus, CHL-A) results are directly reported to MPCA via RMB labs.

2018 shoreline surveys have been compared to the 2010 shoreline surveys on Big Detroit, Little Detroit, and Curfman lakes. Motorboats increased as follows: Big Detroit increased 40%, from 292 to 484; Little Detroit increased 29%, from 273 to 386; and Curfman increased 38%, from 31 to 50 boats. Boat lift numbers closely corresponded with the increase in motorboats.

Non-motorized watercraft (kayaks, canoes, and stand-up paddleboards) had even more remarkable increases over the past 8 years as follows: Big Detroit increased 69%, 56 to 182; Little Detroit increased 73%, 46 to 169; and Curfman increased 71% from 7 to 24.

2019 Monitoring Plan- Alcott has begun to plan 2019 water quality monitoring efforts. He has been coordinating with other local agencies (MPCA, DNR) to locate Ottertail WRAPS data gaps that could be filled with PRWD monitoring. So far, they have identified the need for additional sampling for e-coli and chlorides (salt) at the outlet of the Pelican River to Detroit Lake.

EDUCATION

KDLM Radio – Alcott was the Hodge Podge guest on Friday, September 21. He discussed 2018 lake water quality trends, PRWD ditch maintenance (beaver removal), and the Sucker Creek 9th grade field trip.

BWSR Academy – Moses and Alcott attended the event October 29 & 30 at Breezy Point Resort. They both felt the sessions offered in 2018 were worthwhile and came away with information/ideas in-line with their job functions to use for the benefit of the District.

Alcott attended sessions discussing watershed modeling tools and new innovations, research, and regulations in stormwater management. Much of the session was centered around implementing new ways to manage stormwater for water quality and quantity. For years, piping and treatment ponds was the "go to" method for managing stormwater. However, where soils are suitable, using infiltration practices to mimic the natural hydrology and managing the volume of

water for water quality can be more effective than ponds. Currently the District has been approving projects using infiltration practices with the alternative standard in the Rules, and will update the Rule language using the information from the sessions. Alcott also attended sessions on GIS tools, social media and writing tips, and enforcing the new buffer law.

Moses attended "Tips for Youth Outreach" given by Stearns County staff who work a fair amount in local classrooms; the "Ins and Outs of Permitting", which included information on record keeping and working with clients to get the best results; and hard conversations with others and keeping the conversations focused to accomplish goals. Other sessions attended included "Engaging with the Public", grant information, event planning, and "Communicating with Decision-Makers" (legislators).

At the end of the two days, Alcott and Moses stated that BWSR had done a good job with selecting appropriate topics for watershed staff and the BWSR staff who were presenters did a very good job.

9th Grade Sucker Creek Event- Alcott and Guetter will be attending an appreciation gathering for the contributors for the event at the Lodge on the Lake on November 15th at 4:30.

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

MN DNR AIS Advisory Committee Meeting. Guetter attended the October meeting in St. Cloud. Topics covered include a presentation from Spencer McGrew, Otter Tail County on their county ordinance for registering docks and lifts; follow up discussion of Upper Midwest Invasive Species Conference (UMISC) in Rochester, MN; 2019 legislative focus; MN DNR program needs. Legislative priorities focused on restoring grant funding for AIS plant treatments, funding for MN DNR AIS program.

Flower Rush Research - Gray Turnage is compiling data from our last two years of research work for a publication in the Journal of Aquatic Plant Management. He is going to include a section on the cost saving of implementing the adaptive management plan.

GENERAL ADMINISTRATION

Annual Report – Moses continues to search for photos and put together education and historical pages. Alcott will be ready to add monitoring information shortly.

LMCIT Insurance policy- Guetter and Moses will be meeting with Schiller Insurance to review the policy prior to next week's meeting.

PRWD Policies – There is a draft copy of the Interactive Television Meeting, Telephone Meeting Policy and and electronic mail policy in your packet.

DRAINAGE SYSTEM REPORT November 2018

Ditch 11/12

Work Order – Issued on August 22, to Matt Okeson for removing tree snags between Campbell Lake and 230th Street. Status: no work conducted.

Work Order- Issued on October 12th to Josh Campbell to trap upstream 230th street Status: trapped out 2 beaver and opened one beaver dam; additional work will be needed to remove snags and dam remnants. Waiting for deer season to end prior to work on dam and snags.

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

Ditch 14

Nothing to report

RULES OF ENFORCEMENT November

Permits Issued

<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
18-63	Corey Stroburg Full Throttle Cycle	1910 E Shore Drive	Construction of new building, driveway, and parking lot. Great then 10,000 SF impervious surface.
18-64	Paul Hasson	12603 S Abbey Lake Lane	Add fill and grade land to create level area with 3:1 slope.
18-65	Ryan & Chelsea Manke	509 1/2 North Shore Dr. Detroit Lake	Reconstruction of home, construction of new garage and drive- way resulting in impervious surface coverage greater than 25% and 10,000 SF in the Shoreland area.

Permit Applications submitted

Laker Island Storage—25174 Cty Hwy 6, storage facility, Wenck review #3 complete. We need culvert size and calculations.

Permit Applications expected

Jay & Christina Taylor—1698 East Shore Dr., construction of new garage, impervious surface over 10,000 sq ft. Becker SWCD currently working on plans.

City of Detroit Lakes—Randolph Road reconstruction—fall 2018. Apex working on plans

Detroit Mountain Recreational Area—Apex working on stormwater management plan for entire complex. They anticipate a spring completion for this project.

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.

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: _____

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 _____

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
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 _____seconded the adoption of the resolution, and it was adopted on the following vote:

Ayes_____

Nays_____

DATE: November 15, 2018

Signed _____
Dennis Kral
Pelican River Watershed District President

Motion _____

2nd _____

Approved_____

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.
- g. Assist as requested with safety and loss control activities.
- h. Assist the District in identifying risk exposures and developing appropriate strategies to address those exposures.

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