



PELICAN RIVER WATERSHED DISTRICT  
**MEETING ANNOUNCEMENT**  
**Regular MONTHLY MANAGERS' MEETING**

**Thursday, April 18, 2019**

**5:00 PM**

**WATERSHED DISTRICT OFFICE**  
**Wells Fargo Bank, 2<sup>nd</sup> Floor Conference Room**  
**211 Holmes Street West, Detroit Lakes, MN**  
**(218) 846-0436 www.prwd.org**

**AGENDA**

**5:00 PM**

**1. Call To Order**

**2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –*March 21, 2019 Regular Meeting Minutes and Special Meeting Minutes-April 10, 2019*, Rules/Permitting Report; Ditch Inspector's Report)**

**5:10 PM**

**3. Committees and Chair appointments**  
a. Personnel, RMP/Rules, Citizen Advisory

**5:15 PM**

**4. Old Business**  
a. RMP & Rules Update  
b. AIS Readiness Response Update  
c. Rice Lake Project Update

**6:45 PM**

**5. Treasurer's Report**  
a. **Approve April 2019 Bills**  
b. **Approve 1<sup>st</sup> Qtr 2019 Manager Per Diems and Expenses**  
c. **Approve Fund transfer**  
d. **Review January-March 2019 Revenue & Expenses – to be filed and subject to audit.**

**7:00 PM**

**6. New Business**  
a. Annual Report Draft

**7:10 PM**

**7. Public Forum (5 minutes)**

**7:15 PM**

**8. Attorney's Report**  
**9. Engineer's Report**  
**10. Pulled Consent Agenda Items**

**7:30 PM**

**11. Announcements –**

**7:35 PM**

**12. Meeting Adjournment**

**(action items in bold face)**

## RULES OF ENFORCEMENT April

### Permits Issued

<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
19-01	Mark Schultz Tomlinson Schultz LLC	876 South Shore Dr. Detroit Lake	SIZ alteration—tree removal and replacement

### Permit Applications submitted

**City of Detroit Lakes**— Signed plans received 4/1/19 for Randolph Road reconstruction. Wenck reviewing second submittal.

**RCH Custom Homes**—2343 Hwy 10 W—Impervious surface greater than 25%. Reconstruct existing parking lot from gravel to asphalt. Site visit scheduled.

**Detroit Mountain Recreational Area**—Apex submitted plans for parking lot construction and stormwater management plan for entire complex. Wenck currently reviewing.

**Jamie Braseth**—608 Shorewood Dr.- Applying for City of Detroit Lakes variance to reconstruct existing boathouse farther away from lake. No action taken until variance process complete.

**Mikki Graft**—26529 Fox Lane—Remove vegetation for lake access and install sand beach blanket.

**Jessica Kashmark**— 2676 Black Beauty Lane—Install rip rap and vegetation.

**Kathryn Lill**— 1175 Long Beach Dr.—remove dead tree, rip rap and install sand blanket. Application fee has not been received.

### Violations Under Remediation

None Pending

### Progress Report

**Golden Bay Shores**—Retaining wall has been constructed as designed and meets City requirements. Reseeded stormwater ponds is complete. Buffer signs have been installed. District staff will monitor erosion control during final building construction.





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

March 21, 2019

**Managers Present:** Imholte, Kral, Deede, Okeson (via Interactive Television)

**Managers Absent:** Haggart, Michaelson, Refsland

**Staff:** Administrator Guetter, Alcott, Moses

**Consultants:** Engineer Mackowick, Attorney Skoyles

**Advisory Committee:** None    **Others:** None

The Regular Managers' meeting was called to order by President Kral at 5:04 PM. Manager Deede will act as secretary. Orrin Okeson is attending the meeting via Interactive Television due to out-of-state personal travel.

**CONSENT AGENDA.** The consent agenda, including the March 2019 Administrator Report (*except Administrator Report - Becker County Permit Software update*); Secretary's Report –February 25, 2019 Regular Managers' Meeting Minutes; March 2019 Rules/Permitting Report and March 2019 Ditch Inspector's Report (Imholte, Deede), carried unanimously.

*Administrator Report- Becker County Joint Permit Software* –Guetter attended a meeting at Becker County and Alcott and Moses were involved in a webinar software training exercise. The software program addresses the County permitting program, unfortunately, it was not developed to include PRWD permit requirements or fee collection. Staff will continue to work with Becker County.

**PROGRESS REPORTS.**

**Personnel Committee** – Nothing to Report

**Rules Committee** – see report below.

**Citizen Advisory Committee** – Nothing to Report

**OLD BUSINESS.**

- a. **Rice Lake Project** – Guetter reported an Anchor Road resident recently inquired about the project status of Anchor Road improvements (partially vacated or raising elevation). The project permit applications are based upon raising the elevation of Anchor Road. The managers stressed there is limited time left for Detroit Township to partially vacate Anchor Road. The District is planning on construction this summer and Detroit Township will need to start the vacation process in the near future (April/May). In addition to the vacation process, an alternative driveway access to an affected Anchor Road parcel will need to be finalized. Managers directed President Kral and Administrator Guetter to send a letter to the township and meet with a township supervisor to further discuss Anchor Road project direction and timeline.
- b. **RMP and Rules Update-** Engineers who frequently contract within the District were invited to a meeting on March 11 to give their input on current and proposed rule changes the District is considering. Mackowick attended via Skype. The meeting was very productive and a few follow up emails have been received from those who attended. The next meeting is scheduled for March 26 and will include local landscape architects and contractors who often work in the District boundaries.

**TREASURER'S REPORT.**

- a. **Approval of March 2019 Claims.** Since Manager Michaelson was going to be absent from the meeting, he reviewed the monthly bills and fund transfer with Moses on 3/20. Moses presented the claims to the Managers. **Motion for payment of March 2019 expense claims (Checks #14574-14579 and EFT 947-953) in the amount of \$4,212.73 (Imholte, Deede), carried unanimously.**
- b. **March Fund Transfers.** The amount of \$24,000 was recommended to cover monthly payments and expenses. **Motion to transfer \$24,000 from Bremer Bank savings account to the checking account (Imholte, Deede), carried unanimously.**





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

- c. **Financial Report.** The January-February 2019 Revenues and Expenses Report was reviewed by the managers.  
**Motion to approve the January-February 2019 R & E Report (Imholte, Deede), carried unanimously.** The report will be filed for audit.

**NEW BUSINESS.** None

**PUBLIC FORUM –** None

**ATTORNEY REPORT–** Nothing further to report.

**ENGINEER REPORT –** Mackowick reported that he is evaluating three potential options for underground infiltration beneath the City Parking lot west of Washington Square Mall. He estimates that 25-30% of reduction in phosphorous loading may be possible. Manager Imholte inquired about the Long Bridge site shoreline planting and rain garden installation completed in 2017. Alcott will review the installed stormwater BMP's and shoreline plantings during the summer.

**ANNOUNCEMENTS**

**April Meetings.** Due to a Manager conflict with the Thursday, April 11, Special Meeting date, the **Special Meeting date is rescheduled to Wednesday, April 10 at 5:00 PM.** The updated meeting notice will be emailed and posted. The Regular Monthly board meeting remains as scheduled on Thursday, April 18 at 5:00 PM.

**MAWD Legislative Day at the Capital.** Kral and Guetter commented on their attendance at the MAWD Legislative Day at the Capital in February with Senators Kent Eken and Paul Utke and Representative Steve Green and extended invitations to tour past and current District projects this summer.

**Seasonal Workers.** Moses reported two students from NDSU have been hired for the summer monitoring internship positions. Terry Anderson and Rob Kiihn will be hired for the Aquatic Plant Roadside pickup program.

**ADJOURNMENT. Motion to adjourn the meeting 6:47 p.m. (Kral, Deede) carried unanimously.**

Meeting Approved: \_\_\_\_\_

Respectfully Submitted,  
Lowell Deede, Acting Secretary



# Pelican River Watershed District

## Claims Paid

**March 2019**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<b><u>Employee ACH</u></b>			
*Alcott, Brent	03/25/2019	EFT-947	40.00
*Guetter, Tera	03/25/2019	EFT-948	526.62
*Moses, Brenda	03/25/2019	EFT-949	174.70
			<b><u>\$741.32</u></b>
<b><u>Vendor ACH</u></b>			
Bremer Bank	03/15/2019	ACH	30.00
Lakes Computer, Inc.	03/25/2019	EFT-950	200.00
Wells Fargo-Office Lease	03/25/2019	EFT-951	1,299.58
Wenck Associates, Inc	03/25/2019	EFT-952	966.10
Xerox Corporation	03/25/2019	EFT-953	223.73
			<b><u>\$2,719.41</u></b>
<b><u>Vendor checks</u></b>			
Arvig	03/22/2019	14574	56.85
VOID	03/22/2019	14575	0.00
Bank of America	03/22/2019	14579	393.69
Minnesota Viewers Association	03/22/2019	14576	200.00
Office of Enterprise Technology	03/22/2019	14577	91.30
Verizon	03/22/2019	14578	40.16
			<b><u>\$782.00</u></b>
<b><u>Payroll &amp; Liabilities</u></b>			
Employee Payroll	3/7/2019	EFT 938-940	4,438.17
Supplemental Benefits	3/11/2019	EFT 941-943	2,324.72
Federal Withholding	3/12/2019		2,092.10
Employee Payroll	3/21/2019	EFT 944-946	4,438.16
Federal Withholding	3/29/2019		1,548.56
MN HCSP	3/29/2019		500.00
MN Revenue	3/29/2019		703.00
NACO	3/29/2019		1,922.00
PERA	3/29/2019		2,078.58
			<b><u>\$20,045.29</u></b>
<b>Total March Expenses</b>			<b><u><u>\$24,288.02</u></u></b>



**Pelican River Watershed District  
Administrator Monthly Report  
April 12, 2019  
[www.prwd.org](http://www.prwd.org)**

## **MAIN DISTRICT WATER QUALITY INITIATIVES**

**Targeted Watershed Nutrient Reduction Grant/Rice Lake Project.** At the April 10<sup>th</sup> Special Meeting Ted Rud, HEI made a project status presentation to the Board of Managers including required project permit status, final design and project construction costs, remaining easements/land acquisition; and required bidding documents and process.

**Anchor Road Vacation.** Detroit Township notified the District via email that at the April 9, 2019 Township Monthly meeting, the Detroit Township Board approved to proceed with vacating the west portion of Anchor Road between Becker County State Aid Highway 21 (Richwood Road) and to the east approximately one-mile. Guetter and Kral met with Scott Burley to discuss the potential for sharing a driveway with Entekin parcel and he indicated he was open to this option. She also reviewed the driveway access site with Becker SWCD (potential wetland impacts), Becker County Zoning, and Meadowland Surveying.

**Revised Management Plan.** Working on Rules Update see below.

**Dunton Park - Dry Dock Outlet Modification.** Outlet modification is to remove the damaged existing concrete dry dock structure and restore the stream channel with rock rapids. Becker County was awarded a MN DNR grant in the amount of \$45,913 with a required grant match of \$5,000. The District will contribute the \$5,000 cash match and was also awarded a grant for 3 days of Conservation Corp labor to assist with the installation of the rock weirs. Becker Soil and Water Conservation District will also be assisting with the stream bank vegetation restoration. Becker County Park Department will be installing a new bridge crossing over the stream channel. The total project cost is estimated at \$65,000.

## **WATER MANAGEMENT RULES**

**Revised Water Management Plan/Rules Update.** Informational meetings were held on March 11, 18, 26, and 27 relating to Rule permit thresholds, updated standards, and enforcement relating to impervious surface, near shore activities, and wetlands. The meetings were well attended with over 20 people providing input and comments. See attached meeting notes.

**Holmes Street Basin Area Stormwater Treatment Feasibility Study.** Wenck is working on the Holmes Street basin study. Alcott and Wenck created a GIS layer of the mall drainage area impervious surface coverage using aerial infrared imaging. The City of Detroit Lakes provided storm sewer pipe, inlet, and catch basin map layers. Alcott and Moses field verified several storm sewer catch basin elevations and inverts in the Mall parking lot which were not on the map layers. It is anticipated Wenck will present the completed study at the April Managers' Meeting.

**Becker County On-Line Permit Program Update.** After Becker County IT and Planning & Zoning staff walked PRWD staff through the on-line program, the District staff was concerned it did not adequately meet District permitting requirements. Since PRWD shoreline rules are more restrictive than Becker County, it was agreed that an MOU could be established for parcels located within the District and the District would issue a permit which complied with District and County regulations/ordinances and upload the permit and supporting documentation to the Becker County site. This would be less onerous for landowners/contractors and would stream line the process.

## **MONITORING**

**2019 Monitoring Plan.** The managers reviewed and approved the plan at the April 10, 2019 Special Meeting. The Plan can be found on the District's website under the water quality monitoring tab.

**Otter Tail WRAPS.** After learning that additional samples were scheduled to be taken out of the Pelican River, Alcott contacted Ottertail County SWCD (project leader) to request that PRWD be included with any monitoring within the District. The MPCA will continue to wait to begin a TMDL study of the high levels of e-Coli in the Pelican River between Highway 10 and Detroit Lake pending the upcoming completion of the sanitary and storm sewer cross contamination test by the City. It is expected the test will be conducted in this area as weather improves over the next couple of months. The District will also conduct monthly e-Coli sampling to determine a potential source area and type (human, deer, beaver, waterfowl, geese).



**Streams.** Campbell Creek began to flow on Saturday April 6<sup>th</sup>. While sampling on Tuesday April 9<sup>th</sup>, Alcott observed water was above the culvert at 230<sup>th</sup> Street. Downstream at Becker CSAH 149, the stream and water sample contained more sediment than upstream at 230<sup>th</sup> Street. The continuous monitoring stations will be deployed in the next couple of weeks.

**Lake Ice Off.** The late spring weather conditions and recent blizzard will likely push lake ice off beyond the long-term average of April 20<sup>th</sup>. It should make an interesting year for the local ice off date pools!

**Summer Internship.** Two NDSU students have been hired to assist the District through the summer monitoring season. Both students are majoring in Natural Resources Management. Raina Arntson is completing her junior year and Warren Swenson is completing his sophomore year.

## **EDUCATION**

**Hodge Podge.** Guetter was the March guest and discussed water protection and prioritization and related it to the District's Rules and other regulations (City of DL and Becker County). She also discussed the upcoming AIS Readiness Response planning meetings.

### **Upcoming Events:**

**City of Detroit Lakes Water Festival**-May 7<sup>th</sup>, DL CCC

**Sucker Creek Preserve** – Student Forum- April 25; Practice Day- April 30<sup>th</sup>; Classroom April 29<sup>th</sup>; Field trip – May 1<sup>st</sup>.

**Ike Fischer Farm Tour** – May 14<sup>th</sup> & 16<sup>th</sup>

**Storm Drain Education.** Priscilla Gurath, City of Detroit Lakes, is working with Rossman Elementary to start a Storm Drain stenciling program to raise awareness of how debris in the storm drains can negatively impact lake water quality. The District will be partnering with the City in developing an educational handout and "door hangers" to put in neighborhoods where storm drains have been stenciled to seek support for the program. PRWD staff will also assist with classroom presentations and stenciling.

**Aqua Chautauqua 2019.** Karen Terry, University of MN Extension, has invited the District to a meeting to discuss an event in the area such as the one held at Dunton Locks in August of 2018.

## **AQUATIC INVASIVE SPECIES MANAGEMENT**

**AIS Readiness Response Plan.** Three meetings were held on Thursday, March 21, to discuss AIS Readiness Response procedures. Ryan Wersal from Minnesota State-Mankato presented via Skype and Mark Ranweiler, MN DNR AIS Specialist, was present and spoke at all three meetings. Meeting attendees were from the City Detroit Lakes, Becker County COLA, Long Lake, Becker County Commissioners, Lakeview Township, Sallie/Melissa, local fishing guide, Floyd Lake, and PRWD managers. Those in attendance appreciated the pro-active approach and understood the urgency if an invasive plant such as Starry Stonewort was found in the District. Wersal recently sent a draft report and staff is reviewing.

**Becker SWCD AIS Grant.** Alcott applied for a grant to assist with Flowering Rush Treatment costs on Lake Sallie within the Bulrush on the east side of the lake (between the public access and the tram). This grant is the same as what we were awarded in 2018 in the amount of \$4,000.

**MN DNR AIS Advisory Committee.** Guetter did not attend the March meeting as she was on vacation.

## **GENERAL ADMINISTRATION**

**PRWD Annual Report.** Staff is completing the report and will have a draft available at the April Meeting. We would like Managers to review and give us their input so that it can be finalized and approved at the May Board meeting.

**Worker Comp Audit.** April 15<sup>th</sup>

**Annual Financial Audit.** May 1<sup>st</sup>

**Manager Reappointments.** Guetter has sent a letter to the new Becker County Administrator, Mike Brethorst, advising that three Managers will be up for reappointment in May 2019; Kral, Haggart and Michaelson.



**MAWD Legislative Update.** Guetter has been forwarding on legislative updates to the Managers. Please call if you have any questions or comments.

**MAWD Strategic Plan**— Kral continues to serve on the committee representing Area 1.

## **DRAINAGE SYSTEM REPORT**

April 12, 2019

**2019 Red River Drainage Conference and BWSR 1W/1P program and Buffer law implementation meeting** – March 19-20, Moorhead. Guetter attended the meetings.

### **Ditch 11/12**

Work Order – Issued on January 8 to Roger Lundberg to use explosives to remove a beaver dam located ½ mile upstream from 230<sup>th</sup> Street. This work will be conducted in 2019 as soon as weather permits.

### **Ditch 13**

Nothing to report

### **Ditch 14**

John Okeson reported a potential blockage on Ditch 14. He noted high water levels in the St. Clair Lake drainage area. Alcott investigated and noted a partial debris blockage on the west side of the HWY 59/Ditch 14 culvert. Alcott emailed MN DOT and was informed MN DOT will remove the debris in the near future.