

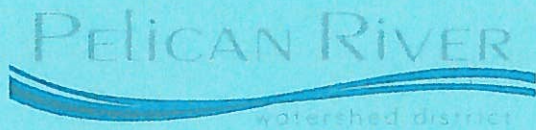
PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular MONTHLY MANAGERS' MEETING
Monday, February 25, 2019
5:00 PM
WATERSHED DISTRICT OFFICE
Wells Fargo Bank, 2nd Floor Conference Room
211 Holmes Street West, Detroit Lakes, MN
(218) 846-0436 www.prwd.org

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

- | | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5:00 PM | 1. Call To Order |
| | 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –January 17, 2019 Regular Meeting Minutes; 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. Rice Lake Project Progress
b. RMP & Rules Update |
| 5:30 PM | 5. Treasurer's Report
a. Approve February 2019 Bills
b. Approve Fund transfer
c. Review January 2019 Revenue & Expenses – to be filed and subject to audit. |
| 5:45 PM | 6. New Business
a. Donation Request-City of Detroit Lakes-Water Festival
b. 2019 Work Plan
c. 2019 Linear Stormwater Projects |
| 6:30 PM | 7. Public Forum (5 minutes) |
| 6:40 PM | 8. Attorney's Report
9. Engineer's Report
10. Pulled Consent Agenda Items |
| 6:45 PM | 11. Meeting Adjournment
(action items in bold face) |

*A Board Member may participate via interactive television at the following location, which shall be open and accessible to the public during the meeting: Tip O'Texas, 101 East Sioux Road, Pharr, TX



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

January 17, 2019

Managers Present: Kral, Michaelson, Imholte (5:10 PM), Refsland, Deede,
Managers Absent: Haggart, Okeson
Staff: Administrator Guetter, Moses
Consultants: Attorney Skoyles, Engineer Mackowick
Advisory Committee: None **Others:** Charlie Jasken, Detroit Township

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

CONSENT AGENDA. Manager Rick Michaelson distributed a corrected copy of the December 2018 Claims regarding the Wenck claim #EFT-888. **The consent agenda, including the January 2019 Administrator Report; Secretary's Report –December 13, 2018 Regular Managers' Meeting Minutes (Corrected December 2018 Claims Paid); January 2019 Rules/Permitting Report and January 2019 Ditch Inspector's Report (Refsland, Michaelson), carried unanimously.**

ELECTION OF OFFICERS.

Manager Kral asked for nominations for the District's 2019 Board of Managers officer positions of President, Vice-President, Secretary and Treasurer. Manager Refsland made a nomination to re-elect current slate officers. **Motion to elect Dennis Kral-President; Orrin Okeson-Vice-President; Janice Haggart-Secretary; and Rick Michaelson-Treasurer to serve as the District's Board of Managers officers for 2019, (Refsland, Deede), carried unanimously.**

PROGRESS REPORTS.

President Kral made 2019 committee appointments as follows:

Personnel- Haggart ,Okeson, Kral
Rules – Michaelson, Kral

Personnel Committee – Nothing further to report. In 2019, the committee will work with Sara Noah and Associates to review the District's job positions and compensation structure. This study is conducted on a three-year basis.

Rules/Revised Management Plan (RMP)- President Kral appointed Kral and Michaelson to the Rules committee. The Committee, Michaelson and Kral, met with Guetter and Alcott (and Mackowick via phone) on Monday 1/14/19 to give an overview of process for Rule revision and to provide initial direction to staff and Engineer Mackowick with integrating MIDS (Minimal Impact Design Standards) and Flexible Treatment options for sites and roads into the updated Rules.

Citizen Advisory – Nothing further to report.

OLD BUSINESS.

- a. **Rice Lake Project** – Charlie Jasken of Detroit Township spoke to the board regarding the options for Anchor Road improvements, including partial road vacation, in conjunction with the Rice Lake project. Lengthy discussion was held and the Managers noted that it is very late in the planning stage to accommodate changes to the engineering plans and permits have been applied for.
- b. RMP and Rules Update-See Progress Report above.

TREASURER'S REPORT.

- a. **Approval of January 2019 Claims.** Manager Michaelson reviewed the monthly bills as well as the 4th Qtr Manager per Diems and Expenses. The attorney annual retainer claim was pulled and would be discussed under New Business-Consultant Services. **Motion for payment of January 2019 expense claims (except Attorney Retainer in the amount of \$2,400) (Checks #14557-14565 and EFT 899-919) in the amount of \$21,616.08 (Michaelson, Imholte), carried unanimously.**



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- b. **January Fund Transfers.** Treasurer Michaelson recommended transferring \$44,000 to cover monthly payments and expenses. **Motion to transfer \$44,000 from Bremer Bank savings account to the checking account (Michaelson, Deede), carried unanimously.**
- c. **Financial Report.** The January-December 2018 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-December 2018 R & E Report (Michaelson, Refsland), carried unanimously.** The report will be filed for audit.
- d. **2018 Year End Balance Sheet.** The board reviewed funds, assets and liabilities as reported on the balance sheet dated 12/31/2018. **Motion to approve the Balance Sheet as submitted (Michaelson, Deede) carried unanimously.**
- e. **2019 February Bills.** The regular February monthly meeting date conflicts with the MN Association of Watershed District's Legislative Meetings and Administrators Meeting (Feb 20-21) in St. Paul. There are certain regular monthly bills (telephone, internet) which may need to be paid prior to the later February meeting date to avoid late charges. **Motion to authorize Treasurer Michaelson and Administrator Guetter to review and pay monthly regular office operating expenses due prior to the February managers' meeting (Imholte, Refsland), carried unanimously.**

NEW BUSINESS.

- a. **Official Depository.** Staff noted Bremer Bank provides the statutory public funds collateral requirement in addition to competitive interest rates, ACH payments and remote deposit services. **Motion to designate Bremer Bank as the depository for District's Funds (Michaelson, Imholte) carried unanimously.**
- b. **Official Newspaper – Motion to designate the Detroit Lakes Tribune as the official newspaper of the District (Kral, Deede) carried unanimously.**
- c. **Consultants -** Attorney Skoyles reviewed the legal services the annual retainer includes such as monthly meeting attendance, review of policies, and minor correspondence. Attorney Skoyles noted recent legal services covered by the retainer. Managers also inquired how conflicts of interest would be handled and Skoyles stated she would promptly apprise the District it would need to engage the services of another attorney. Managers generally agreed it is beneficial to have counsel at monthly meetings. Regarding engineering services, Marlon Mackowick, Wenck Associates charges a per meeting fee for regular monthly meeting attendance and permit application reviews are charged at an hourly rate. **Motion to pay the annual retainer in the amount of \$2,400 for legal services of Ramstad, Skoyles & Winter, P.A. and to designate Marlon Mackowick, Wenck Associates as the District Engineer (Refsland, Imholte) carried unanimously.**
- d. **MN DNR Roundtable Update –** Administrator Guetter attended the Roundtable event on Friday, January 11 as a member of the AIS Advisory Committee. MN Governor, Tim Walz, and his recently appointed MN DNR Commissioner, Sarah Strommen, introduced themselves and highlighted their conservation interests using the tagline, "Make MN even Better!" The attendees heard of the looming MN DNR agency budget funding challenges due to dramatic declines in baby-boomer age hunters and anglers, where participation drops off abruptly after age 65. Baby boomers make up over 1/3 of all hunters/anglers. Because of changing demographics, increased urbanization, restricted access to hunting areas, lack of free time, and the rise of Netflix, video games and all-consuming youth sports, hunter and angler numbers continue to drop. State wildlife and fishery agencies are heavily dependent on sportsmen/women for conservation program funding. Money generated from license fees and excise taxes on guns, ammunition and angling equipment provide the majority of the agencies funding. In 2025 there will be more MN citizens over the age of 65 than younger. Given Becker County and the City of Detroit Lakes have invested in DL Mountain, bike trails, and have several wildlife areas (Tamarac, Hamden, Sucker Creek) our area is on track with encouraging our younger groups to explore the outdoors. Sessions discussing AIS impacts focused on challenges with keeping boat launching areas open while treating AIS populations and funding treatment programs. Anglers and lakeshore owner interactions/discussions were not as antagonistic as in years' past.
- e. **February 2019 Monthly Manager Meeting Date Change –** The Minnesota Association of Watershed Districts (MAWD) Legislative Reception and Day at the Capitol is scheduled for February 20-21, causing a conflict with the February 21st regular monthly meeting. The managers set the February regular monthly meeting to **Monday, February 25, 2019 at 5:00 PM.**



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PUBLIC FORUM – None

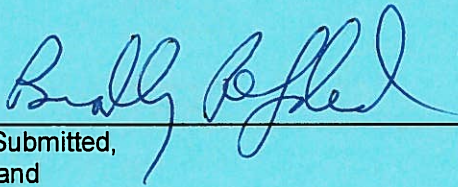
ATTORNEY REPORT– Regarding the District Rules update, Skoyles recommended to include additional remedies to enforce violations. Managers' were in agreement with her recommendations.

ENGINEER REPORT – Mackowick updated the Managers on several recently approved projects. Manager Imholte inquired about the Midtown Development project. Mackowick described the stormwater infiltration practices the project will implement. He gave an update on Randolph Road improvement and drainage along North Shore Drive.

ANNOUNCEMENTS

MAWD Legislative Day at the Capitol and MN Association of Watershed Administrators' Meeting, February 20-21, 2019, St. Paul, MN; February PRWD Managers' Meeting, Monday, February 25th at 5:00 PM.

ADJOURNMENT. Motion to adjourn the meeting 8:01 (Kral, Deede) carried unanimously


Respectfully Submitted,
Bradley Refsland

Meeting Approved: 2-25-19

**Pelican River Watershed District
Claims Paid
January 2019**

<u>Date</u>		<u>Num</u>	<u>Amount</u>
<u>Employee ACH</u>			
01/22/2019	*Alcott, Brent	EFT-906	40.00
01/22/2019	*Guetter,Tera	EFT-907	178.00
01/22/2019	*Moses, Brenda	EFT-908	289.28
			507.28
<u>Vendor ACH</u>			
01/22/2019	Lakes Computer, Inc.	EFT-909	200.00
01/22/2019	Wells Fargo-Office Lease	EFT-910	1,299.58
01/22/2019	Wenck Associates, Inc	EFT-911	359.80
01/22/2019	Xerox Corporation	EFT-912	231.25
			2,090.63
<u>Vendor Checks</u>			
01/18/2019	Arvig	14557	56.85
01/18/2019	Bank of America	14558	1,087.58
01/15/2019	Bremer Bank	ACH	30.00
01/18/2019	Central Market	14559	32.82
01/18/2019	League of MN Cities	14560	7,332.00
01/18/2019	MN Association of Watershed Dist.	14561	4,774.00
01/18/2019	Office of Enterprise Technology	14562	84.02
01/18/2019	Olson, Claire	14563	700.00
01/18/2019	Ramstad, Skoyles,& Winter P.A.	14564	2,400.00
01/18/2019	Verizon	14565	40.16
			16,537.43
<u>Manager Expenses</u>			
01/22/2019	.Deede, L	EFT-913	17.99
01/22/2019	.Haggart, J.	EFT-914	111.73
01/22/2019	.Imholte, G.	EFT-915	16.35
01/22/2019	.Kral, D.	EFT-916	333.60
01/22/2019	.Michaelson, R.	EFT-917	15.26
01/22/2019	.Okeson, O.	EFT-918	21.80
01/22/2019	.Refsland, B	EFT-919	100.83
			617.56
<u>Manager Compensation</u>			
01/22/2019	.Deede, L	EFT-899	207.79
01/22/2019	.Haggart, J.	EFT-900	392.49
01/22/2019	.Imholte, G.	EFT-901	207.79
01/22/2019	.Kral, D.	EFT-902	392.49
01/22/2019	.Michaelson, R.	EFT-903	92.35
01/22/2019	.Okeson, O.	EFT-904	253.96
01/22/2019	.Refsland, B	EFT-905	346.31
			1,893.18
1/9/2019	Supplemental Benefits	EFT 893-895	2,381.72
1/10/2019	Employee Payroll	EFT-896-898	4,433.28
1/11/2019	Federal Withholding		2,082.60
1/24/2019	Employee Payroll	EFT 920-922	4,433.31
1/31/2019	Federal Withholding		1,862.62
1/31/2019	MN HCSP		500.00
1/31/2019	MN Revenue		552.00
1/31/2019	NACO		1,922.00
1/31/2019	PERA		2,062.96
			20,230.49
Total January Expenses			41,876.57

**Pelican River Watershed District
Administrator Monthly Report
February 15, 2019
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. BWSR annual reports/expenses were filed in e-Link. Becker County SWCD Wetland Conservation Act – No Net loss decision was made for the Rice Lake Project. Next step is the technical panel update meeting. Guetter is scheduling for early March.

Revised Management Plan -Guetter finished up Implementation section and met with DNR and MPCA staff and included new information from the 2018 WRAPS field work (new impairments – see below section) and made one more pass at reviewing the PRWD 2018 monitoring data and determined the targeted nutrient goals and implementation actions are technically sound. Meanwhile we are working on revising the Rules for incorporation into the Plan.

Dunton Park - Dry Dock Outlet Modification – Guetter attended the January 22nd Becker County RAC meeting and provided information to the committee regarding District support for the project. The Committee extended a thank you to the Board of Managers for its support. The Becker County Commissioners reviewed the project grant application at the February 5th meeting.

WATER MANAGEMENT RULES

Revised Water Management Plan/Rules Update – Staff met with Rules Committee (Kral, Michaelson) and Mackowick on January 14th to review the potential framework for Rules update. Staff will be drafting new rules utilizing Minimal Impact Design Standards (MIDs). Alcott/Moses will be scheduling meetings to review sections in mid March.

2019 City of DL Linear Projects – Staff met with Apex and Wenck to review the project drainage areas and stormwater management options (see enclosure).

Becker County On-Line Permit Program Update – We have been in touch with Becker County IT and Zoning departments as they are starting to develop the permit application module. A meeting is scheduled for February 25th.

MONITORING

Monitoring Reports—Alcott has completed the 2019 Water Quality Monitoring plan and will present to the Board of Managers at the March meeting.

WRAPS Data Review Meeting —Guetter and Alcott meet with MPCA and MN DNR to review assessment findings on portions of Campbell Creek and the Pelican River.

Campbell Creek Sediment Impairment. The team is investigating potential sources of sediment on Campbell Creek and the Pelican River. The MN DNR preliminary findings of the Campbell Creek streambank assessment are the streambank in several areas is incised, with little or no floodplain area to spill into during storm events. During rainfall events, the lack of floodplain area causes streambank erosion and resuspension of deposited sediment within the stream channel.

Pelican River between Highway 10 and Detroit Lake Dissolved Oxygen and E-coli stressors - Biological Impairments. The dissolved oxygen and E-coli are primary stressors for both fish and macroinvertebrate impairments. Additional monitoring of E-coli will be added at a few upstream sites to the PRWD 2019 monitoring plan to assist with the source of the impairments.

Summer Internships – The District has posted the summer internship openings on our website, facebook, and at area colleges (NDSU, Concordia, Moorhead, Bemidji, U of MN). We are accepting applications until March 15th. To date, two promising applications have been received.

ArcGIS – The District received a grant for ESRI's advanced GIS license and extensions.

EDUCATION

Hodge Podge-Alcott was the February guest and he discussed summer internships, upcoming education events (Sucker Creek, Water Festival, High School Practice Interviews), and current weather conditions and its effect on water (road salts, Winter Carnival ice, etc.).

City of Detroit Lakes Water Festival- PRWD has been invited to present at this annual event for 400+ fourth grade students on May 7. The event has changed locations from the Kent Freeman arena to the DLCCC.

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

AQUATIC INVASIVE SPECIES MANAGEMENT

AIS Readiness Response Plan – Staff started work on an AIS Readiness Response Plan for District Main Lakes. Ryan Wersel will provide a proposal to assist with developing protocols for treating Starry Stonewort, Eurasian Watermilfoil, phragmites, zebra mussels and hydrilla. We are using several templates and combining the “best of the best” into the District’s document. Each lake will have a tailored plan. Moses will be scheduling meetings with Lake associations, City, MN DNR to review the plans.

MN DNR AIS Advisory Committee – The January meeting focused on the Roundtable updates, committee annual report, review of 2019 priorities and associated topic presenters. The next committee meeting is February 28th. Please see MN DNR Website for meeting agendas and minutes at www.dnr.state.mn.us/aisadvisory/

GENERAL ADMINISTRATION

Minnesota Association of Watershed Districts. Guetter is attending the Administrator’s meeting on February 20th, followed by the legislative update and meetings (Feb 20-21) with our state representatives in St. Paul, MN . MAWD has developed a list of priorities for discussion with our local representatives (see enclosure). Manager Kral and Guetter will be attending these events. Invitations to our local representatives have been sent.

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

MPCA Water Protection Workshop. Staff are attending the workshop in Grand Rapids on March 7th. The workshop will cover ways to provide protection to our valued, high quality streams and lakes. Several case studies of protection projects will be shared.

DRAINAGE SYSTEM REPORT

February 15, 2019

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

Minnesota Association of Drainage Inspectors Annual Meeting – Willmar, MN on March 25, 2019.

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 230th Street. This work will be conducted in 2019 as soon as weather permits.

Ditch 13

Nothing to report

Ditch 14

Nothing to report

RULES OF ENFORCEMENT February

Permits Issued

<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
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No permits issued

Permit Applications submitted

City of Detroit Lakes— Application received 1/7/19 for Randolph Road reconstruction. First Wenck review complete. Apex working on revisions needed.

Permit Applications expected

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

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.