

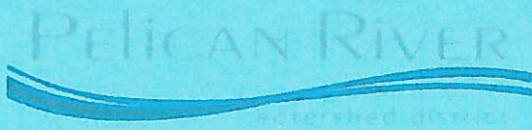


Mission: To protect and enhance the quality of water in the lakes within its jurisdiction....ensure wise decisions are made concerning the management and related land resources which impact these lakes.

**PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular MONTHLY MANAGERS' MEETING
Thursday, May 16, 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**

AGENDA

- | | |
|----------------|---|
| 5:00 PM | 1. Call To Order |
| | 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –April 18, 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. New Business
a. 2018 Financial Audit – Chris Clasen, Auditor will Skype in
b. 2018 Annual Report |
| 6:15 PM | 5. Treasurer's Report
a. Approve May 2019 Bills
b. Approve Fund transfer
c. Review January-April 2019 Revenue & Expenses – to be filed and subject to audit. |
| 6:30 PM | 6. Old Business
a. Rice Lake Progress Update
b. City of Detroit Lakes Stormwater Management Update
c. Rules – Stormwater Management Section
d. Readiness Response Plan Update |
| 7:15 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 – MAWD Summer Tour scheduled for June 26-28. June board meeting was moved to Tuesday, June 18 to accommodate MAWD schedule. |
| 7:35 PM | 12. Meeting Adjournment
(action items in bold face) |



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

April 18, 2019

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

Managers Absent: Imholte

Staff: Administrator Guetter, Alcott, Moses

Consultants: Engineer Mackowick, Attorney Skoyles

Advisory Committee: None **Others:** Terry Anderson

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

CONSENT AGENDA. The consent agenda, including the April 2019 Administrator Report, Secretary's Report – March 21, 2019 Regular and April 10, 2019 Special Managers' Meeting Minutes; April 2019 Rules/Permitting Report and April 2019 Ditch Inspector's Report (Imholte, Deede), carried unanimously.

PROGRESS REPORTS.

Personnel Committee – None

RMP/Rules Committee – Covered under Old Business

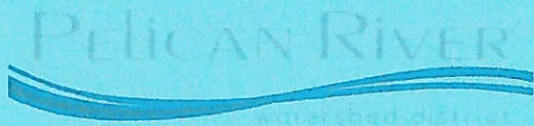
Citizen Advisory Committee – None

OLD BUSINESS.

- a. **Rice Lake Project** – Guetter is working with Detroit Township and attorneys to draft the Memorandum of Understanding between Detroit Township and PRWD and private access easements.
- b. **RMP and Rules Update**- Guetter reviewed impervious surface, near shore, and wetland rule update concepts and comments from the associated stakeholder meetings (March 11th, 18th, 26th, and 27th) with engineers, area landscapers, and government staff. Staff also noted the Rules will coordinate with the updated Detroit Lakes Shoreland and Becker County Shoreland Ordinances. In addition, "sequencing" will be implemented for MIDS, shoreline stabilization, and retaining wall projects. Manager Refsland requested District/City of DL staff develop an information sheet for lakeshore owners to inform them of the new changes and as a reminder of what types of activities require a permit (City or District). It was noted at the Engineer and landscape contractor meetings, enforcing the regulations was heavily stressed. After reviewing the draft MIDS WQ standard, additional recommendations were made: (1) for filtration practices which use a liner (bottom/side) or storage system (site with constraints – natural impermeable soils, high seasonal groundwater table, bedrock, or impermeable layer) require treatment between 125 – 150% of the water volume; (2) require "as built" drawings for larger scale projects; and (3) clarify installation of erosion prevention measures prior to starting the project. The next step is to start drafting the Rules based upon the feedback from the Board of Managers and the stakeholder input meetings. Managers suggested drafting the Rules by sections. **Motion to authorize District staff to begin drafting Rules section by section, beginning with impervious surface (Refsland, Haggart), carried unanimously.**
- c. **Aquatic Invasive Species Readiness Response Plan.** Ryan Wersal, Mankato State University recently emailed a "rough draft" outline of the Readiness Response Plan. Guetter stated she had not yet reviewed it "in depth" but it contains recommended treatment options for various AIS species. In conversations with Dr. Wersal, use of diquat and copper products for treating Flowering rush and Starry Stonewort may come under fire for future use by MN DNR, even though there are no EPA restrictions. Managers urged staff to stay on top of this and to perhaps discuss our concerns with state staff and legislators.

TREASURER'S REPORT.

- a. **Approval of April 2019 Claims.** Treasurer Michaelson presented the claims to the Managers. **Motion for payment of April 2019 expense claims (Checks #14583-14589 and EFT 974-980) in the amount of \$10,979.91 (Michaelson, Haggart), carried unanimously.**



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

- b. **1st Quarter 2019 Manager Per Diems & Expenses** -The 1st Quarter 2019 Manager Per Diems and Expenses were reviewed. **Motion to pay 1st Quarter 2019 Manager Per Diems (EFT 963-968; \$1,385.25) and Expenses (EFT 969-973 \$ 604.13), (Michaelson, Deede), carried unanimously.**
- c. **April Fund Transfers.** The amount of \$33,000 was recommended to cover monthly payments and expenses. **Motion to transfer \$33,000 from Bremer Bank savings account to the checking account (Michaelson, Okeson), carried unanimously.**
- d. **Financial Report.** The January-March 2019 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-March 2019 R & E Report (Michaelson, Refsland), carried unanimously.** The report will be filed for audit.

Manager Okeson left the meeting at 6:48 PM.

NEW BUSINESS.

2018 Annual Report. Postponed until May meeting. Guetter stated a draft of the annual report will be emailed out to the managers for review in the next week. No action taken. The annual report is required to include the 2018 financial audit which is scheduled to be completed in May.

PUBLIC FORUM – Terry Anderson stated Aquatic Plant Pickup for Detroit, Curfman, Sallie and Melissa lakes will start right after Memorial Day weekend, otherwise no other news.

ATTORNEY REPORT– Skoyles is working with District staff and coordinating with City of Detroit Lakes on a tree removal violation on Little Detroit.

ENGINEER REPORT – No further additions to Rules Report. **Washington Mall Stormwater Treatment Study.** Mackowick presented the managers with three potential options for underground infiltration beneath the City Parking lot west of Washington Square Mall. He estimates the options will remove between 30-65lbs phosphorus annually. Managers directed staff to set up a meeting with City (Administrator, Engineer, Streets & Parks, and Council members) and the District (staff, engineer, Managers) in the near future to review study finding and future direction and funding sources.

ANNOUNCEMENTS

MAWD Summer Tour – June 26-28th – Red River Valley Area.

ADJOURNMENT. **Motion to adjourn the meeting 7:24 p.m. (Kral, Refsland) carried unanimously.**

Meeting Approved: _____

Respectfully Submitted,
Janice Haggart, Secretary

**Pelican River Watershed District
Claims Paid - April 2019**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>Employee ACH</u>			
*Alcott, Brent	04/22/2019	EFT-974	40.00
*Guetter,Tera	04/22/2019	EFT-975	119.69
			<u>\$159.69</u>
<u>Vendor ACH</u>			
RMB Environmental Labs, Inc.	04/22/2019	EFT-976	67.00
Lakes Computer, Inc.	04/22/2019	EFT-977	200.00
Wells Fargo-Office Lease	04/22/2019	EFT-978	1,299.58
Wenck Associates, Inc	04/22/2019	EFT-979	1,994.00
Xerox Corporation	04/22/2019	EFT-980	232.57
			<u>\$3,793.15</u>
<u>Vendor Checks</u>			
Arvig	04/19/2019	14583	56.85
Bank of America	04/19/2019	14584	1,094.15
Bremer Bank	04/15/2019	ACH	30.00
Central Market	04/19/2019	14585	14.46
Office of Enterprise Technology	04/19/2019	14586	99.45
Verizon	04/19/2019	14587	40.16
			<u>\$1,335.07</u>
<u>Rice Lake Project</u>			
Houston Engineering Inc.	04/19/2019	14588	5,477.00
Vogel Law Firm	04/19/2019	14589	215.00
			<u>\$5,692.00</u>
<u>1st Qtr Mgr Expenses</u>			
.Deede, L	04/22/2019	EFT-969	25.52
.Imholte, G.	04/22/2019	EFT-970	23.20
.Kral, D.	04/22/2019	EFT-971	509.01
.Michaelson, R.	04/22/2019	EFT-972	40.60
.Refsland, B	04/22/2019	EFT-973	5.80
			<u>\$604.13</u>
<u>1st Qtr Mgr Compensation</u>			
.Deede, L	04/22/2019	EFT-963	207.78
.Imholte, G.	04/22/2019	EFT-964	253.96
.Kral, D.	04/22/2019	EFT-965	438.66
.Michaelson, R.	04/22/2019	EFT-966	207.79
.Okeson, O.	04/22/2019	EFT-967	138.53
.Refsland, B	04/22/2019	EFT-968	138.53
			<u>\$1,385.25</u>

**Pelican River Watershed District
Claims Paid - April 2019**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>Payroll & Liabilities</u>			
Employee Payroll	4/4/2019	14580-14582	4438.16
Supplemental Benefits	4/8/2019	EFT 957-959	2324.71
Federal Withholding	4/9/2019		2092.14
Employee Payroll	4/18/2019	EFT 960-962	4438.18
Federal Withholding	4/30/2019		1778.02
MN HCSP	4/30/2019		500.00
MN Revenue	4/30/2019		703.00
NACO	4/30/2019		1922.00
PERA	4/30/2019		2078.58
			<u>\$20,274.79</u>
 Total April Expenses:			 <u><u>\$33,244.08</u></u>

**Pelican River Watershed District
Administrator Monthly Report
May 10, 2019
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project.

Anchor Road Vacation. A Memorandum of Understanding between the District and Detroit Township was drafted by the District and sent to Detroit Township. Meadowland Surveying completed the survey of the section to be vacated and the ingress/egress driveway on Burley/Entrekin properties. Wetland credits will need to be purchased for the driveway improvements. Guetter met with Jim Olson, Becker County Engineer to review Becker County 21 area and options for road turnarounds. Based up the properties affected, wetlands, and existing conservation easements, it was determined an "L" turnaround would likely be the best option. On May 2nd, Mark and Beverly Buschette, Guetter, Kevin Olson (Detroit Township); Rob Baden (MN DNR Wildlife) met on-site to review the placement and options for the turnaround. The turnaround area is flanked by the MN DNR and Buschette properties. It was agreed the "L" design would be the best fit. Given the large amount of annual snowfall this past year, Buschettes' requested a 15 ft extension of the "L" terminus to the west to aid with snow removal. Guetter notified Ted Rud, HEI and Scott Walz, Meadowland Surveying of this design request. The next steps for the township will be to approve the Anchor Road vacation petition and provide required notices and public comment hearings. Braun Intertec will be taking a soil boring on the upper structure location area on the City of DL property next week.

WATER MANAGEMENT RULES

Revised Water Management Plan/Rules Update. Guetter has started drafting the Rules and is currently working on the Stormwater section.

Holmes Street Basin Area Stormwater Treatment Feasibility Study. On April 30th, the District (Kral, Michaelson, Guetter, Alcott), Marlon Mackowick – Wenck Associates, City of DL (Klemm, Josephson, Remmen, Gulon), Jon Pratt – City Engineer, and Jon Olson- Apex Engineering met to review the study outcomes. It was agreed the option for treatment and phosphorus removal loads to Ditch 14/St. Clair TMDL area were cost effective for the Holmes basin sub watershed. A similar study will assist with determining the optimal areas for the Fairgrounds pond subwatershed area. The City is looking at reconstructing the Washington Mall parking area in 2022.

Becker County On-Line Permit Program Update. The Becker County online permitting program is now active. If an applicant applies to perform any work within the Shore Impact Zone within the District boundaries, they will be notified they will need a PRWD permit while the District will be forwarded the applicants contact information. When PRWD approves a permit within Becker County, a copy of the permit will be uploaded into the online platform to allow the County to track projects.

MONITORING

Otter Tail WRAPS.

Pelican River - eColi issue. The City of DL will be conducting a cross-contamination study between the sanitary and storm sewer in the next couple of weeks in the area between HWY 10 and Detroit Lake. Meanwhile, the District will start collecting the e-Coli samples on a monthly basis May – September to help determine the potential source area and type (human, deer, beaver, waterfowl, geese).

Streams.

Campbell Creek. Stream Monitoring began on May 2nd at Campbell Creek (CC1, CC2), Pelican River (PR1, PR4a), Ditch 14 (SC3). Water level loggers and storm event samplers have been deployed throughout the District. Water levels in Campbell Creek peaked early in the week of April 16th. Water levels were above the gage (over 3.5 ft). By May 2nd water levels subsided approximately 2-feet.

Pelican River – water levels have been bank full for most of April and area lakes are between 8-10 inches above ordinary water level (OHW).

St. Clair Lake level— The District received a phone call from a concerned landowner as the water level was rising in the landowner's backyard and was encroaching towards the home with a walkout basement. Over the past three weeks, Guetter reviewed the Ditch 14 area between Willow, St. Clair Lake and the Pelican River a few times. The area was reviewed with MN DOT and no blockages or beaver dams were found, except there was some debris noted in the culvert at Pelican River/HWY 59, but there was still flow through the culvert. MN DOT agreed to clean out the debris. It was noted the Pelican River water level coming out of Detroit Lake was high and most likely causing a backwater effect on Ditch 14 and contributing to the high water levels in St. Clair Lake. A beaver hut was noted on the east side of West Lake Drive bridge/Pelican River and there was evidence of beaver activity (tree/brush cuttings) along the bike path. The City of Detroit Lakes was also contacted to find out if there was dewatering activity (Waste water treatment plant) or water release from the treatment ponds. The City verified there was water releasing from the pond, however calculations were made and contributing water would only affect the overall St. Clair Lake level by 2/100th of a foot. Pictures were taken on April 24 and again on May 2nd documenting the receding water levels.

Lakes. Monitoring will begin the first week of June. Water levels in area lakes remain high 8-10 inches above ordinary water level (OHW). Ice off occurred on most lakes the week of April 21st. There was little ice damage reported this year, most likely due to unseasonable mild temperatures in December and January and high snowfall levels which helped temper shoreline damage which typically occurs during sub-zero period. We also heard from the MN DNR and U of MN AIS Research Center, the research proposal to study Zebra mussel effects on fisheries will be funded. ZM infested lakes studied include two in Becker County – Melissa and Big Cormorant. Detroit was initially on the study list, however, it was determined by MN DNR, there isn't a large enough natural reproducing walleye population to qualify for the study.

Lake Ice Off. After 164 days of ice-cover, Big Detroit had open water on April 25. Ice cover was nearly 4 weeks longer than the average of the last 20 years.

Monitoring Equipment. Several of the water level loggers were found to have dead batteries which are only able to be replaced by the manufacturer. They have been sent off for repair. The Alumacraft boat has been prepped for the season and will be used the next weeks for Curly-leaf pondweed delineations. The replacement starter was ordered and the repair will be completed next week.

Summer Internship. Both interns, Warren Swenson and Raina Arnston, will begin work on Monday May 20th.

EDUCATION

Hodge Podge. Alcott was the April guest on Hodge Podge. He discussed ice on/off history on Detroit Lake and upcoming education events.

Sucker Creek Preserve – Guetter participated in the Student Forum on April 25 where the students heard from the forum about the pros and cons for developing the land area surrounding Sucker Creek for housing. Viewpoints were given regarding the need for a natural park area within the City, protecting the trout stream, tourism, lifestyle benefit, tax base, housing needs, etc. The following week, Alcott assisted with the field trip on May 1st where students collected water samples and measured water parameters.

Rossman WaterFest. Moses has been working with (4) – 4th graders at Rossman. They are learning about Watershed characteristics and Stormwater management around the City of Detroit Lakes. They will be giving a presentation to their class and parents on May 20.

City of Detroit Lakes Water Festival. This event was held on Tuesday, May 7 at the DLCCC for 400 + area fourth grade students. This was a change of venue from previous years and there was positive feedback on the new site. Moses spoke on Watersheds and their responsibilities and the importance of water quality. She also created "flights of water" that students could taste to see if they could tell a difference between Fargo's drinking water from a river, Detroit Lakes City drinking water from aquifers that is treated, a local well that is untreated, and bottled water. It proved to be both entertaining and educational.

Upcoming Events:

Ike Fischer Farm Tour – The 5th grade tours will be held on May 14th & 16th. District staff will assist with the event and lead class tours on the 14th.

Aqua Chautauqua 2019. Moses attended a meeting held in Pelican Rapids on April 19 hosted by the University of Minnesota Extension staff. Discussion was held regarding the past events held in both Fergus Falls and Detroit Lakes. The event held at Dunton Parks in August of 2018 was deemed a great success and the group felt it was a desirable location to hold another one. The group has tentatively set the 2019 date for Thursday, August 15 at Dunton Park in the early evening.

AQUATIC INVASIVE SPECIES MANAGEMENT

AIS Readiness Response Plan. Ryan Wersal has submitted a second draft and staff will be reviewing and finalizing in the upcoming weeks.

Curly-leaf Pondweed Management: Alcott submitted permit applications to the MN DNR to treat Curly-Leaf pondweed on Detroit, Muskrat, Sallie, and Melissa and will finish delineating the plant beds early next week to finalize the treatment boundaries. The application will request to use another type of chemical in certain areas where wind mixing reduces contact time and reduces overall plant management efficacy.

Treatment notices have been submitted to the newspaper and will be emailed to lake association contacts and posted on the District website after the final maps have been developed.

Flowering Rush –public notices, permit application, treatment maps will be completed in the next 3-4 weeks – dependent upon water temp/plant growth.

MN DNR AIS Advisory Committee. Guetter attended the April 25th meeting which discussed MN DNR legislative platform (see enclosed letter of support to MN Senate and House of Representatives). The committee also heard and update on the Wright County Regional Inspection pilot project (mixed reviews by MN DNR). The committee also reviewed committee assignments and developed work plan. The U of MN AIS Research Center presented on 'Non-Native Phragmites' and current locations/spread in MN. Becker County has two documented sites along HWY 10/BNRR tracks near Audubon. Apparently the invasive plant is used in municipal waste water treatment systems (rapid infiltration basins), as a majority of the sites are near facilities using the plant. Discussions are underway regarding listing the plant as a prohibited species and also how to assist waste water facilities with converting over to other plant species. MN DNR, MPCA, and Dept of Ag will need to coordinate efforts. Phragmites is similar to Flowering rush as it grows in the near shore areas, straddling both land and water areas and spreads though rhizomes, fragments and seed and is tough to kill!. A summer field trip will be held to review sites.

GENERAL ADMINISTRATION

Financial Audit. Three auditors were in the office on Wednesday, May 1, to review 2018 financials. Auditors met with Treasurer Michaelson and Administrator Guetter. Chris Clausen will attend the May Board meeting via Skype and present a preliminary audit report and review the audit findings.

Manager Reappointments. The Becker County Commissioners have scheduled PRWD Manager appointments for Tuesday, May 21. Kral, Haggart and Michaelson have sent letters expressing interest in reappointment.

Minnesota Association of Watershed Districts -See the most recent legislative update (May 2, 2019), enclosed. The summer tour is scheduled for June 26-28 somewhere in the Red River Valley area. That's all the information – stay tuned! Guetter is on the MAWA education committee (representing region 1) and was asked to review and rank the BWSR Academy training sessions. District staff reviewed the lists together and Guetter submitted the rankings to MAWD.

DRAINAGE SYSTEM REPORT

May 10, 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. **Status:** Notified Lundberg the blockage needs to be removed in May.

Ditch 13

Reported: A resident on North Shore Drive along the Pelican River reported beaver activity in the river. There were some beaver removed from that location last fall.

Status: Alcott will investigate next week.

Ditch 14

Work Order – issued to Josh Campbell on April 19th to trap beaver at Ditch 14 crossing at Dunton Trail. **Status:** work underway.

MN DOT removed some debris at the upstream culvert in Ditch 14 and Hwy 59. Water level in St. Clair Lake did decline, but still remains high.

RULES OF ENFORCEMENT

May 2019



Permits Issued

<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
19-02	Mikki Groft	26529 Fox Lane Reeves Lake	SIZ alteration—install 10'x20' sand blanket above OHW, remove and replace beaver damaged tree, construct elevated stairs down slope to lake.
19-03	Raymond Reading RCH Custom Homes	2343 Hwy 10	Impervious surface greater than 10,000 in Shoreland District. Reconstruct existing impervious surface totaling 10,733 S.F.
19-04	City of Detroit Lakes	Randolph Rd-Kris St.-CSAH54	Road Reconstruction.
19-05	Carl & Kathryn Lill	1175 Long Beach Dr. Long Lake	SIZ alteration-install 120' of rip rap and remove and replace dead trees.
19-06	Vern Mosney	27025 North Little Floyd Lake Dr.	Installing a 6' walkway for wheel chair access to dock.
19-07	Mike Finneseth	622 South Shore Dr. Detroit Lake	Rebuild steps to lake.

Permit Applications submitted or expected

Detroit Mountain Recreational Area—Apex submitted plans for parking lot construction and stormwater management plan for entire complex. First Wenck review complete and Apex working on needed revisions.

Jessica Kashmark—2676 Black Beauty Lane—Install rip rap and vegetation. Currently scheduling site visit with owner.

Amy McKinnon—15238 E. Munson Dr.—rip rap—Owner signature needed on application.

Friesen's—1389 Cormorant Ave.—Building addition—Wenck working on second review.

Essentia—1113 Lincoln Ave.—Demolition of 3 homes for parking lot construction. Wenck working on second review.

Detroit Lakes School Projects:

Rossman—Application and plans submitted—Wenck is working on the first review.

Roosevelt—Application and plans submitted—Wenck is working on the first review.

DLHS—MBN Engineering currently working on plan. We expect the first submittal by the end of May.

Becker County Museum Building Project—Guetter met with building committee to review stormwater management for the new addition. Discussed developing an education component the District could cost share in such as water reuse systems.

Becker CSAH 22 Long Bridge—the current access paths on the sides of the Bridge to from the road to Curfman lake are highly eroding and are not safe. The City is seeking to install safer pedestrian accesses in these areas. Before we issue a permit, we will need to consult with the Becker County Engineer to make sure there are no constraints from a highway safety standpoint.

Long Lake Lane—PRWD staff and City of DL met at a homeowners site to review concerns with maintaining the rural section ditch checks. The homeowner will install some rock around the drive way culverts to aid in lawn care maintenance.

Violations Under Remediation

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. Several trees have been cut down without a permit. He is currently working with Becker SWCD for tree replacement and buffer plans.

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.

Long Bridge Restaurant—Erosion and lack of vegetation was observed along the water's edge. Staff will contact owners to remedy.