



## PELICAN RIVER WATERSHED DISTRICT MEETING ANNOUNCEMENT

Regular MONTHLY MANAGERS' MEETING

Thursday, April 16, 2020

5:00 PM

via **TELEPHONE CONFERENCE** – See Note

**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](http://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.*

**NOTE:** Due to the COVID-19 pandemic, Governor Walz under Minn. Stat. § Chapter 12 – Emergency Management declared a peacetime emergency on March 13, 2020. On March 19<sup>th</sup>, the Wells-Fargo Building was closed to the public and will remain closed until further notice. The District has determined an in-person meeting is not practical or prudent because of the health pandemic. The Regular Managers' Meeting on April 16, 2020 will be held via telephone conference call or by other electronic means as outlined in Minn. Stat. §13D.021. Please check the website for further information at [www.prwd.org](http://www.prwd.org) (preferred) or at 218-846-0436.

### AGENDA

- |                |  |
|----------------|--|
| <b>5:00 PM</b> | <b>1. Call To Order</b>  |
|                | <b>2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report – March 24, 2020 Regular Meeting Minutes, Rules/Permitting Report; Ditch Inspector's Report)</b> |
| <b>5:10 PM</b> | 3. Committees and Chair appointments   |
|                | a. Personnel, RMP/Rules, Citizen Advisory  |
| <b>5:20 PM</b> | 4. Old Business  |
|                | a. <b>Rice Lake Update</b>   |
| <b>5:30 PM</b> | 5. Treasurer's Report  |
|                | a. <b>Approve April 2020 Bills and 1<sup>st</sup> Qtr Manager Per Diems &amp; Expenses</b>   |
|                | b. <b>Approve Fund transfer</b>  |
|                | c. <b>Review January-March 2020 Revenue &amp; Expenses</b> – to be filed and subject to audit.   |
| <b>5:45 PM</b> | 6. New Business  |
|                | a. <b>Resolution to Adopt Watershed Management Plan</b>  |
|                | b. <b>Building capacity of Watershed based Funding in Red River Basin</b>  |
| <b>5:55 PM</b> | 7. Public Forum (5 minutes)  |
| <b>6:00 PM</b> | 8. Attorney's Report   |
|                | 9. Engineer's Report   |
|                | 10. Pulled Consent Agenda Items  |
| <b>6:15 PM</b> | 11. Announcements  |
| <b>6:20 PM</b> | <b>12. Meeting Adjournment</b><br><b>(action items in bold face)</b>   |

**To Attend the Meeting via Teleconference Dial In: 1 (872) 240-3412; Access Code: 399-948-973**

If you need further help in getting into the meeting contact 218-846-0436. If you wish to address the Board, please send an email request to [prwdinfo@arvig.net](mailto:prwdinfo@arvig.net) at least seven days before the scheduled meeting and include your name, company, contact information, the topic you would like to discuss, and any written materials. The board Meeting will run similarly to an in-person meeting. You will sign-in with your full name as we are required to keep track of who is attending the meeting, just like the sign-in sheet you would see at a physical meeting.

**Pelican River Watershed District  
Administrator Monthly Report  
April 10, 2020  
[www.prwd.org](http://www.prwd.org)**

**COVID-19 Infectious Disease Pandemic.** On March 27, Governor Walz issued the Stay-at-Home order which is being extended to 11:59 PM on May 3, 2020. The Wells-Fargo Building continues to be closed to the public and staff are working from home and only conducting essential work tasks at the office on a very limited basis (payroll, accounting, deposits, permits, file retrieval). Staff is staggering on-premise shifts to maintain social distancing. Permit on-site visits will be scheduled on Tuesdays and Thursdays, or by other arrangement if needed. Stream monitoring will continue as scheduled through this month. We are continuing the District's working from home and make good use of Zoom meetings and other teleconferencing tools to keep connected with each other as well as with other agencies.

## **MAIN DISTRICT WATER QUALITY INITIATIVES**

**Targeted Watershed Nutrient Reduction Grant/Rice Lake Project.** District is working with BWSR for the grant extension.

## **WATER MANAGEMENT**

**Revised Water Management Plan (RMP)**– BWSR Board officially approved the 10-year Plan on March 24, 2020 and the District will be formally adopting the approved plan at the April Meeting. BWSR sent notification of the plan approval to the District, MN DNR, County Board and Auditor (Becker & Otter Tail), City of Detroit Lakes, and Becker and Otter Tail SWCD's (enclosure).

**One Watershed/One Plan (1W1P)** – Ben Underhill, Otter Tail SWCD will present at a future board meeting when COVID-19 orders are lifted.

**Rules/Permitting** – see enclosed report. Some large site permits have been received and more are expected shortly. Activity with small site projects has not gotten into full swing yet. Staff continues with site visits as needed and processing permits as timely as possible.

**Becker County Planning and Zoning Ordinance.** No meetings scheduled due to COVID-19.

## **EDUCATION**

**Hodge Podge** –Mortenson spoke remotely in March and the District will participate in the April 22 Special Segment for Earth Day. This year the theme is Celebrating 50 years of Earth Day through Climate [Change] Action. Earth Hour includes discussing our agency and what we do to mitigate climate change or build resiliency into our ecosystems and provide two things citizens can do right now to help our environment.

**Watershed Specialist Training, U of M-** Mortenson continues his coursework, learning methods in efficient planning and to identify knowledge gaps. Projects submitted for this course are being applied to real issues faced by the District such as expansion of the Citizen Monitoring Program.

**Lake Reports** – In anticipation of Lake Association meetings scheduled in June, Moses has been updating the lake report handouts for Detroit Lake, Long Lake, the Floyd Chain, and Sallie and Melissa with 2019 monitoring data, vegetation surveys, shoreline assessments, and other project information collected. Summer intern Connor Haugrud created new templates using historical photos.

**Water Fest Cancellation** – The City of Detroit Lakes has cancelled the annual Fourth grade Water Festival due to the pandemic. The City has agreed to hold the District's donation for sponsorship and use it for the 2021 event.

**Regional 2021 MAISRC Seminar** – Nick Phelps, Director at MAISRC has committed holding a regional seminar in Spring 2021 (such as was held at M State in 2018) for lake managers and involved lake associations to transfer research knowledge for use into the field. Becker COLA is taking the lead on this effort. A big shout out to Becker COLA for getting this scheduled.

**MAWA and BWSR Academy Session Planning** – Guetter is assisting BWSR with planning the fall BWSR Academy for SWCD, WD, and County staff. The academy focus is on BWSR Programs and "value-added" training.

## **AQUATIC INVASIVE SPECIES MANAGEMENT**

**AIS Readiness Response Plan.** Nothing further to report. The COVID-19 situation is delaying our meeting. A conference call with Wersal, Guetter, Crowell, and Wolf was postponed by the MN DNR for the first week of April to review the plan. Guetter briefly discussed the plan with Crowell and no red flags were thrown.

**AIS Treatment Grant Applications.** The District applied for grant funds from the MN AIS County Funds through Becker SWCD.

## **GENERAL ADMINISTRATION**

**2019 Annual Report** –The report is 90% completed, however, the COVID-19 administrative requirement took some time away from this effort. We will have it ready for the May meeting.

**2019 Audit** – Due to the COVID 19 outbreak, the Auditor's will not be travelling to our office. Moses has downloaded and mailed the necessary information and they will be completing the audit from their office. We are still scheduled for April 29 and we may be getting some phone calls that day as questions arise.



## **DRAINAGE SYSTEM REPORT**

April 2020

### **DITCH 11/12 (Moon Lake to Campbell Lake to North Floyd Lake)**

4/8/2020 – Manager Okeson reported beaver dams on Ditch 11, 150 yards north of Becker County 26, noting he has not seen any beaver activity in this area for 30 years! We will monitor the area for recent beaver activity and will trap if necessary.

### **DITCH 13 (Little Floyd Lake to Big Detroit)**

4/1/2020 – Beaver activity noted near PR2A monitoring station. A work order was sent to Josh Campbell to begin trapping and remove dam as needed.

### **DITCH 14 and BRANCH 1 (HWY 10 to St. Claire Lake to Pelican River)**

4/1/2020 – Beaver activity was noted near Dunton Locks. A work order was sent to Josh Campbell to begin trapping and remove dam as needed.

**St. Clair High Water.** On April 2<sup>nd</sup>, the District received a phone call noting water levels on St. Clair Lake were rising and expressed concerns the levels were encroaching towards his house. The property owner on a daily basis and at the same time of day, placed stakes at the water's edge to track the rising water levels. In the picture below, each line marks the high-water level for each day for an 8-day period. Mortenson investigated the upstream and downstream drainage area, looking for beaver dams and plugged culverts. The Hwy 59 culvert was plugged with cattail debris and limiting flow through the culvert. MNDOT surveyors determined water was 18" higher on the upstream Lake St. Clair side lake side of the highway than the downstream wetland side. MNDOT promptly removed the cattail debris out of the culvert, but within a day needed to clean out additional cattail bog that floated in and plugged up the culvert again. Mortenson checked the culvert flow on 4/8/2020 and it was flowing at maximum capacity and the water level on the downstream side has risen by almost 12". MN DOT will be installing a screen in the next few weeks to prevent future buildup of cattail debris. The District will investigate removal of cattail permitting process. The District will continue to monitor the culvert to ensure flow through Ditch 14. MNDOT will locate a screen in the coming days to prevent buildup of debris in the mouth of the culvert. Cattails removal The last couple of years have been in a wet cycle with higher lake levels and coupled with continuous discharge/flows from the new wastewater treatment plant, have increased cattail bogs breaking away from the shoreline and floating into the outlet through the "Go Putt-n-Bump" area.



*St Clair lake- south end, April 6, 2020*

## Monitoring Report

April 10, 2020

**Stream Monitoring.** The stream monitoring season started the week of March 25<sup>th</sup>. All stream sampling sites were flowing, except CC1 (Campbell Creek at CH 149). On March 25<sup>th</sup>, he tool transparency readings using a "T-Tube" similar to a lake secchi disk, for streams. On the 30<sup>th</sup>, he deployed the HOBO continuous water level loggers. Mortenson noted a couple staff gauges that need to be replaced and ordered new gauges. He established a new stream monitoring station on Sucker Creek under the lower walk bridge where Sucker Creek leaves the last tamarack wetland. This location will serve as a reference point to compare water quality and flow regimes in more altered streams in the District. Chemical samples will be collected as soon a RMB labs can supply sample equipment (COVID-19 is causing shortages for RMB Labs). Mortenson also notes several beaver dams while monitoring, which are noted in the Drainage System Report section.

**Use of GIS technology.** Mortenson and the interns will be using a tablet or a smart phone ESRI/GIS app to collect georeferenced data (water levels, sonde readings, secchi, pictures, notes ) for lake and stream sites.

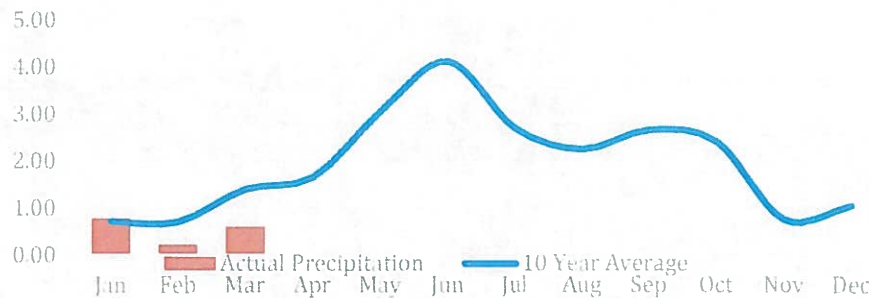
**Equipment Purchases.** Supplies were ordered including chest waders, staff gages, calibration standards, and a new chloride probe for the sonde. We are excited to use the new probe to gather chloride data and it is cost effective and will allow the District to collect more readings.

**2019 Monitoring Report** – Mortenson completed the report sections for the annual report.

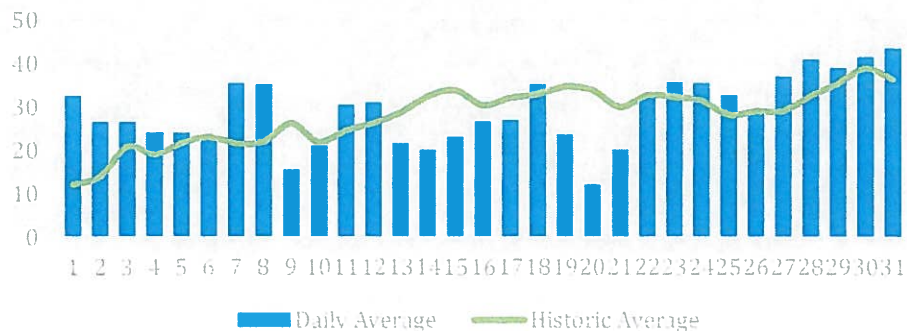
### March 2020 Weather

After observing above average precipitation for the first part of the winter (November – January), precipitation in February - March trended drier than the historic average with only 0.58" of precipitation compared to the historic average of 1.39". Since October 2019, 67.75" of snowfall was recorded in Detroit Lakes, over 20 inches above the average annual snowfall of approximately 45". Luckily, the drier precipitation months in February and March reduced the flooding potential in Fargo and well as the cooler than average monthly temperatures. March minimum temp dipped down to 3°F and the highest reading was 57°F.

### 2020 Precipitation



### March 2020 Temperature





**MINUTES OF THE REGULAR  
MONTHLY MEETING**

**March 24, 2020  
via Teleconference**

*On March 13, 2020, Governor Walz declared a peacetime emergency under Minn. Stat. § Chapter 12 – Emergency Management due to the COVID-19 pandemic. The District determined an in-person meeting was not practical or prudent because of the health pandemic. The Regular Managers' Meeting was held via teleconference pursuant to Minn. Stat. §13D.021. Public notice and information for attending the teleconference were posted on the outside doors of the District's place of business, website, social media, and the monthly packet email list.*

**Managers Present :** Kral, Okeson, Haggart, Michaelson, Deede, Jasken, Imholte

**Managers Absent:** None

**Staff:** Administrator Guetter, Mortenson

**Consultants:** Attorney Skoyles, Engineer Mackowick- Wenck Associates (5:10 PM)

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

**The Regular Managers' meeting was called to order by President Kral at 5:02 PM.**

**DECLARATION OF EMERGENCY.**

**Consent to President Kral's Pelican River Watershed District Proclamation and Declaration of Emergency signed on March 23, 2020.** Attorney Skoyles reviewed the Emergency Declaration purpose and need and recommended the Board consent to the Declaration of Emergency pursuant to Minn. Stat. § Chapter 12.29, subd. 1. **Motion to consent to the Pelican River Watershed District Proclamation and Declaration of Emergency and extends the Emergency Declaration effective March 24, 2020 for a period of time until the State of MN is no longer operating in a state of emergency or otherwise directed by the Governor, enacted legislation, or subsequent Board of Managers Order. (Imholte, Michaelson); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, unanimously approved (attached hereto).**

**CONSENT AGENDA.**

**Motion to approve the March Agenda, March Administrator's Report, Secretary's Report –February 20, 2020 Regular Minutes; March 2020 Rules/Permitting Report, and March 2020 Ditch Inspector's Report (Deede, Haggart); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.**

**COMMITTEE REPORTS.**

**Personnel Committee (Haggart, Okeson, Kral) – Nothing to report.**

**Citizen Advisory Committee – Nothing to report.**

**OLD BUSINESS.**

- a. **Rice Lake Update** – Guetter reviewed the MN DNR fisheries request to modify the current structure designs for fish passage. The Managers noted the plans went to bid last year with no comment from the MN DNR and questioned the need for fish passage due to lack of supporting data. They were concerned that any changes at this point would negatively impact the project construction schedule. The District will be requesting a grant extension once the RMP is approved by BWSR. **Motion to notify the MN DNR that the time period to spend the grant funds is limited, design changes would require additional funds, and the inclusion of fish passage is the responsibility of the MN DNR (Michaelson, Jasken); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.**
- b. **Revised Management Plan Update.** Plan approval is on the March 25, 2020 BWSR Board Agenda.
- c. **Manager Compensation Rate.** The managers will take this matter up at a future in-person meeting.



**MINUTES OF THE REGULAR  
MONTHLY MEETING**

**TREASURER'S REPORT.**

- a. **Approval of March 2020 Claims.** Treasurer Michaelson presented the March bills. **Motion for payment of the March 2020 expense claims as presented (Check #14714-14717 and EFT 1250-1256) in the amount of \$ 8,358.86 (Michaelson, Imholte); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto).**
- b. **March Fund Transfers.** Treasurer Michaelson recommended transferring \$25,000 to cover the monthly payments and expenses. **Motion to transfer \$25,000 from the Bremer Bank savings account to the checking account (Michaelson, Deede); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.**
- c. **Financial Report.** The January-February 2020 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the Jan-Feb 2020 R & E Report (Michaelson, Jasken); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.** The report will be filed for audit.

**NEW BUSINESS.**

- a. **2020 Work Plan, 2020-29 Ten-Year Monitoring Plan, 2020 Monitoring Plan.** The draft plans were sent out in the February Meeting Packet and posted on the District's website. Guetter stated when the District resumes "in-person" meetings, the plans will be reviewed in more detail and updates can be made. Mortenson received comments on the 10-Year Monitoring Plan from Manager Deede, MPCA, and Red Lake Watershed District and made revisions. **Motion to approve the PRWD 2020 Annual Work Plan, 2020-29 Monitoring Plan and 2020 Monitoring Plan (Michaelson, Haggart); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto).**
- b. **PRWD COVID-19 Infectious Disease Continuity of Operations Plan.** Guetter stated the plan follows the League of MN Cities plan guidelines and was reviewed by Attorney Skoyles. These are unprecedented times and the document may be subject to change due to State and Federal mandates. **Motion to approve the PRWD COVID-19 Infectious Disease Continuity of Operations Plan (Imholte, Jasken); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto).** We will continue our operations as required by Minn. Statutes § with critical services such as Rules, Data Practice requests, etc.
- c. **PRWD Renewal Authorization for the MN State Post-Employment Health Care Savings Plan (HCSP).** This is a health care savings plan funded by employee payroll deduction (no District match). The plan renewal is for a three-year period. **Motion to approve the renewal of the MN State Post-Employment Health Care Savings Plan Agreement (HCSP) (Haggart, Okeson); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto).**

**PUBLIC FORUM.** No members of the public were present on the teleconference.

**ATTORNEY REPORT.** Skoyles reported she has been assisting staff to navigate through the COVID-19 government operations requirements to keep the District compliant with statutory requirements. Guetter and Skoyles have been attending League of MN Cities daily webinars on COVID-19 operations.

**ENGINEER REPORT.** Mackowick on the Midtown Development plan revision for modifying the iron sand treatment filters to include inspection plates. The District is waiting to receive updated volume calculations, designs to include inspection ports, and an updated maintenance plan. Additional review fees were charged to cover the engineer review.



THE PELICAN RIVER  
WATERSHED DISTRICT OF  
BECKER AND OTTERTAIL  
COUNTIES

MINUTES OF THE REGULAR  
MONTHLY MEETING

**ANNOUNCEMENTS.** Kral reminded the Managers the MAWD Summer Tour is cancelled (June).

**ADJOURNMENT.** Motion to adjourn the meeting at 6:12 PM, (Kral, Okeson); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.

  
Respectfully Submitted,  
Janice Haggart, Secretary

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

4-16-20



**Pelican River Watershed District  
Claims Paid - March 2020**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
*Guetter, Tera	03/25/2020	EFT1250	40.00
*Mortenson, Adam	03/25/2020	EFT1251	52.08
*Moses, Brenda	03/25/2020	EFT1252	62.51
			<u>154.59</u>
 Bremer Bank	 03/16/2020	 ACH	 30.00
 Lakes Computer, Inc.	 03/25/2020	 EFT 1253	 278.75
Wells Fargo-Office Lease	03/25/2020	EFT 1254	1,299.58
Wenck Associates, Inc	03/25/2020	EFT 1255	675.00
Xerox Corporation	03/25/2020	EFT 1256	300.68
			<u>2,554.01</u>
 Arvig	 03/24/2020	 14715	 61.95
Bank of America	03/24/2020	14714	1,140.27
League of MN Cities	03/24/2020	14716	4,365.00
Office of MNIT Services	03/24/2020	14717	83.04
			<u>5,650.26</u>
 Employee Payroll	 3/5/2020	 EFT 1241-1243	 4,357.91
Supplemental Benefits	3/6/2020	EFT 1244-1246	2,276.71
Federal withholding	3/9/2020		2,208.66
Employee Payroll	3/19/2020	EFT 1247-1249	4,357.90
Federal withholding	3/31/2020		1,611.10
PERA	3/31/2020		2,075.88
MN Revenue	3/31/2020		675.00
MN HCSP/MN DCP	3/31/2020		2,460.00
 <b>Total March Expenses:</b>			 <b>\$ 28,412.02</b>



*minutes*

**PELICAN RIVER WATERSHED DISTRICT PROCLAMATION  
AND DECLARATION OF EMERGENCY**

**WHEREAS**, the virus named "SARS-CoV-2," is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named "coronavirus disease 2019," commonly known as "COVID-19," which is a respiratory disease that can result in serious injury or death; and

**WHEREAS**, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 16, 2020, there are thirty-five known cases of COVID-19 in Minnesota; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

**WHEREAS**, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response; and

**WHEREAS**, as of March 23, 2020 the World Health Organization Situation Report confirmed a total of 334,981 cases of COVID-19 in over 190 countries, including 14,652 deaths; and as of March 23, 2020 a total of 235 cases of COVID-19 have been reported in Minnesota; and

**WHEREAS**, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

**WHEREAS**, the staff of the Pelican River Watershed District has been preparing for weeks, working diligently with local, state, and federal partners to maintain situational awareness and respond to COVID-19; and

**WHEREAS**, additional local cases will trigger a more aggressive public health response and are predicted to impact residents of the District and those who work in or travel through it, including District employees; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

**WHEREAS**, the District Administrator and the Board of Managers find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

**WHEREAS**, the District Administrator and the Board of Managers find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19,

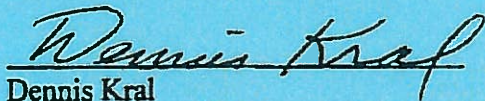


and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the District, and additional resources will be needed from Becker County and state and federal sources.

**NOW, THEREFORE, PRESIDENT KRAL OF THE PELICAN RIVER WATERSHED DISTRICT PROCLAIMS, DECLARES, REQUESTS, AND DIRECTS AS FOLLOWS:**

1. Under the authority given by Minnesota Statutes, Section 12.29, declares that a local emergency exists within the District, effective March 24, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12.
2. Directs District Staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the Pelican River Watershed District.
3. Directs all District staff to operate and support the response to this incident, under the direction and coordination of the District Administrator, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained.
4. Directs the District Administrator and other appropriate staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Becker County, the State of Minnesota, and the Federal government, as needed.
5. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the Pelican River Watershed District, and other advisory commissions of the District are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the District shall be conducted by telephone or other electronic means, and hereby directs District staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the Board of Managers to resume in-person meetings.
6. Requests that the Board of Managers address the situation and this declaration at its monthly meeting on March 24, 2020. This emergency declaration shall continue for a period of three (3) days from its effective date of March 23, 2020, unless further extended by or with the consent of the Board of Managers pursuant to Minnesota Statutes, Section 12.29, subd. 1.
7. Orders that this declaration be given prompt and general publicity and that it be filed promptly by the District.

Dated this 23rd day of March, 2020

  
Dennis Kral



**Pelican River Watershed District**  
**COVID-19 Infectious Disease Continuity of Operations Plan**  
**Adopted March 24, 2020**

**March 11, 2020** – World Health Organization Declares status of Covid-19 Pandemic

**March 13, 2020** – Governor Walz, Minnesota Declares "Peacetime Emergency" pursuant to Minn. Stat. § Chapter 12 – Emergency Management

**March 18, 2020** – President Trump signed the Federal Families First Coronavirus Response Act

1. The District needs to protect its available workforce in order to maintain government services while doing its part to contain the outbreak and reduce its impact on public health. Depending upon the severity of the outbreak, some of these measures may be implemented gradually or not at all.
2. The decision for implementing any level of the COVID-19 Infectious Disease Continuity of Operations Plan rests with the Administrator as directed by the PRWD Board of Managers, and its designee(s) and are authorized to take other appropriate emergency actions directed or recommended by the federal and state government or health organizations, or deemed necessary by Becker County or City of Detroit Lakes emergency management authorities, and to take those actions deemed necessary to protect the public health and safety.
3. As authorized by the MN Governor's Declarations, Minn. Stat. §12.31 and Minn. Stat. §12.32, to the extent that normal state laws and District policies and procedures impede an efficient response or compliance with federal and state directives or recommendations, the Administrator, PRWD President, and designees are authorized to suspend compliance with those laws, policies, and procedures to the extent permitted. Decision-makers should use advice from appropriate state and federal agencies such as the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and the Minnesota Department of Homeland Security and Emergency Management (MSEM) to make decisions about plan implementation.
4. Meetings of the Board of Managers will be conducted as outlined in the District's "Policy for Meetings Conducted Via Interactive Television/Technology Purpose (Minn. Stat. §13D.02) or by Telephone or Other Electronic Means (Minn. Stat. §13D.021) adopted November 15, 2018. If the meetings of the Board of Managers are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minn. Stat. § Chapter 12, the meetings shall be conducted by telephone or other electronic means, and that District staff be directed to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minn. Stat. §13D.021, until such time as it is no longer impractical or imprudent for the District Board of Managers to resume in-person meetings.
5. This plan authorizes a District interim sick leave extension bank of up to 10 days for employees presenting with COVID-19 symptoms, or other by arrangement as agreed to by the Board of Managers.
6. On March 18, 2020, President Trump signed the federal government Families First Coronavirus Response Act which authorizes temporarily expanding the Family and Medical Leave Act (FMLA) and the Emergency Paid Sick Leave Act (Division E), effective around April 2, 2020 and will sunset on Dec. 31, 2020 to address concerns around COVID-19. Division E requires the District to provide employees two weeks of paid sick leave (at their full regular rate) if they are unable to work or telework because they need to quarantine or seek a diagnosis or preventive care for coronavirus. However, two-thirds of the employee's regular rate must be paid to care for a family member who has been quarantined or advised by a health care provider to self-quarantine or to care for a child whose school has closed or whose child care provider is unavailable, due to the coronavirus. Full-time employees are entitled to two weeks (80 hours) and part-time employees are entitled to the typical number of hours they work in a two-week period. The amount paid is capped at \$511 per day (\$5,110 in the aggregate) for personal sick leave and \$200 per day (\$2,000 in the aggregate) for leave to care for others. Any unused paid leave granted by the act does not carry over into 2021.



## Pelican River Watershed District COVID-19 Infectious Disease Continuity of Operations Plan

Updated March 19, 2020

**Response One: Preparation:** putting in place policies, procedures, equipment, supplies, and technology during a pandemic to maintain highest levels of customer service possible to the public. Develop and update an Operations Continuation Plan and policies. Recommended actions include:

- **Identify PRWD Critical Services/Functions during the COVID-19 State of Emergency pandemic**
  - **Board Meetings** – conduct critical business (financial, program related authorizations); Meetings may be conducted via telephone or skype following MN Statutes. Ensure Open Meeting Law requirements are adhered to during the state of emergency.
  - **Permitting Program**–(site visits, application processing, approval) no in-person meetings – encourage electronic processing.
  - **Monitoring Program**
  - **Rice Lake Project**
  - **Projects 1B, 1C, and LMP-01 – Aquatic Plant Management**
  - **Financial.** QuickBooks related (payroll, bills, etc.) – review protocol updates; Be prepared to issue paper checks if needed. All Board Manager Officers are signatories.
  - **Reports** – Board Packet Information, Annual Report, Emails, Facebook and website updates, meetings via skype, answering machine set up to take messages.
  - **Data Requests** – check the [prwdinfo@arvig.net](mailto:prwdinfo@arvig.net) email on a daily basis; respond to requests remotely if possible, otherwise stagger or use off-hours to go into office and collect data and make copies as necessary (10-business day response time remains in effect).
- **Implement Social Distancing Sequencing to mitigate spread of virus**
  - **Decrease social contacts** in office (limit in-person meetings, meeting for lunch in a break room; staff meetings, increase physical spacing between employees (> 6 feet; separate offices).
  - Limit non-essential work travel
  - Consider taking turns staffing the office/teleworking to increase social distancing.
- **Develop communications.** Notify residents, businesses and other stakeholders of potential changes in PRWD services using remote technology tools including email, website, Facebook, radio; post information on Wells-Fargo outside doors.
- **Know where to find local and updated information on COVID-19 and local trends of COVID-19 cases.**
- **Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.**
  - Consider regular health checks (temperature, respiratory symptom screening of staff and public if feasible); require workers who are ill to stay home).
- **Communicate with Staff Preventative Actions/Supplies/Environmental Cleaning**
  - Establish notification requirements from employees who have potentially been exposed to the infectious disease.
  - Ensure hand hygiene supplies are readily available in building – soap, disposable disinfectant wipes, tissues, no-touch receptacles, hand Sanitizer
  - Instruct employees to clean their hands often following CDC guidelines
  - Clean and disinfect frequently touched surfaces daily. Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- **Review PRWD Personnel Policies in relation to preventative health measures and pandemic-related employment policies:**
  - Follow CDC COVID-19 Recommendations – social distancing, hand washing, no handshaking, or as updated.
  - Under MN Law – PRWD may ask employee if experiencing influenza-like symptoms (fever, chills, and a cough or sore throat) – All information about illness is confidential medical record (compliance with State /Federal); may not inquire about underlying medical conditions; however if employee volunteers medical condition, such information will be kept confidential.
  - PRWD will not penalize, discharge, discipline employees for missing work due to COVID-19 or care for a minor or adult family member who MDH recommends isolation or quarantine. This employment protection is available for 21 workdays.



- FMLA Act provides employees job-protected, unpaid leave for family and medical reasons, which may include COVID-19 where complications arise and are entitled to continued insurance coverage (monthly stipend) under the same terms as existed before FMLA leave is taken.
- Any employee with disabilities that affect risk for contracting COVID-19 or being harmed if the virus is contracted, may request "reasonable accommodations" who are subject to the Americans Disability Act /or the MN Human Rights Act (telework or paid/sick/unpaid leave may be a reasonable accommodation).
- Consider an interim COVID-19 sick leave extension up to 10- days for employees with COVID-19 symptoms or contraction of the virus.

**Response Two:** COVID-19 threat is sufficiently severe and to be prepared for the possibility of staff and other shortages.

**Recommended actions include:**

- **Cancel outside meetings or events as necessary** – review on daily/hourly basis; depending upon severity of the outbreak, some measures may be implemented gradually or not at all. PRWD may be on "Stand ready" to implement measures but may choose not to implement the more drastic measures.
- **Update communications.** Notify residents, businesses and other stakeholders of potential changes in PRWD services using remote technology tools including email, website, Facebook, radio; post information on Wells-Fargo outside doors.
- **Office Closure to the Public-** Coordination with bank building and other government offices or as directed by State and Federal government.
- **Implement preventative health measures and Interim COVID-19 extended sick leave policies** and notify employees and Board of Managers the policies are in effect (including the Interim COVID-19 sick leave extension)
- **Board of Managers' Meetings.** Meetings may be conducted via telephone or video conferencing as outlined in MN State Statutes and in the District's policy for conducting meetings via telephone and electronic means (Nov 15, 2018)
- **Implement telecommuting or remote work policies** for designated positions as appropriate and devote resources to most **Critical Services/Functions as Identified in Phase One.** All meetings and contacts will be conducted via email, phone, or web-conferencing; Staff may work remotely from home; ensure staff has access to computer/internet if working remotely; stagger work schedules as needed.
- **Implement back-up staffing plans as needed such as split scheduling, reduced hours of operation, and minimum staffing levels.** If warranted assignment of duties outside of job description may be necessary; Overtime – Administrator Authorize if down to one person if necessary. Enlist Dick or managers if necessary; if Administrator out on sick leave, staff should notify Dennis Kral, Orrin Okeson for sick leave approval.

**Response Three:** Extensive Outbreak in Becker County and within District Staff and resources are exhausted.

**Recommended actions include:**

- Close/discontinue all non-essential services as identified by Federal and State government.
- Implement quarantine measures as recommended by MDH or by Federal and State government.
- Implement available aid, contracted services (temps), and other emergency contracts to continue operations.
- Continue communication with staff, colleagues and the community, operations and services may be temporarily impacted or cutback such as permitting, etc.



## PRWD Employee Communication – March 2020

**What to do if you feel ill?** At the first sign of illness, you should not come in to work or upon arrival to work or become sick during the day, you should separate yourself and leave work immediately to avoid exposing coworkers and should stay home until you are completely recovered, or until the pandemic flu virus has been ruled out. You should cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). You should notify the Administrator of your illness, or if the Administrator is out of the office due to illness, notify the PRWD President, Dennis Kral. Per the CDC's guidance, the District will generally NOT require a doctor's statement during the COVID-19 pandemic as medical facilities are likely to be extremely busy and unable to provide such documentation in a timely manner. This includes a medical certification required for Family and Medical Leave Act (FMLA) purposes.

**What to do if you've been exposed to the virus?** If you have been in contact with someone who is suspected of having the virus, you should report this information to your supervisor and stay home until the pandemic virus has been ruled out for the original contact person or for you or until you have recovered fully from the flu. Refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

**When you can return to work?** If you have symptoms of acute respiratory illness you should stay home and not come to work until you are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

**Administrator authority to send ill employees' home.** As always, the Administrator has the authority to require an ill employee to leave the workplace, as a safety consideration for the health of other employees. While the Administrator should not make judgments about a medical diagnosis, they may rely on symptoms to make a determination to send an employee home. (Coronavirus symptoms are respiratory in nature and may include fever, cough and shortness of breath.) You are encouraged to telework (when feasible), particularly if you have an underlying medical condition.

**What will happen with your Monthly Stipend?** If you are eventually forced to use unpaid leave due to a pandemic related illness or complication thereof, PRWD will continue to pay the monthly supplemental benefit for up to a three-month period.

**What will happen with regards to employee travel?** You should check yourself for symptoms of [acute respiratory illness](#) before starting travel or if you become sick while traveling, you should notify the Administrator and promptly call a healthcare provider for advice if needed. Work-related travel may be suspended temporarily during the COVID-19 pandemic.

**How will the District communicate with employees?** E-mail and website postings will likely be our primary means of contact, but please make sure the Administrator has up to date contact information for you (e.g., cell phone number).

**What Preventative Measures should you take?** Please follow the CDC and MN Department of Health Recommendations.

**Sick Leave Policy.** PRWD current policy on sick leave allows an employee to use sick leave "when you have been exposed to a contagious disease of such a nature that your presence at the work place could endanger the health of others with whom you would come into contact." It also allows use of sick leave to care for injured or ill children, spouses, fathers, fathers-in-laws, mothers, mothers-in-laws, stepparents, grandparents, grandchildren, sisters or brothers. The Sick leave policy is flexible and consistent with public health guidance and that employees are aware of these policies. **Interim COVID-19 Extended Sick Leave.** The District is providing an interim COVID-19 extended sick leave pay bank of up to 10 days, if you are under quarantine, present with COVID-19 symptoms, or contract the COVID-19 virus.

**What will happen if all your sick leave is exhausted?** If your interim COVID-19 extended sick leave and your regular accrued sick leave runs out or is insufficient and you do not have any paid leave available through the PRWDs paid leave programs, other arrangements may be made by the District Board of Managers.



**Pelican River Watershed District  
Renewal Authorization Minnesota State  
Post-Employment Health Care Savings Plan (HCSP)**

**HCSP Plan Renewal:** The Pelican River Watershed District Board of Managers hereby approve renewing for a three-year period, the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota Statement Retirement System's Trust and Plan Documents and authorizes all benefit earning employees to participate in the HCSP.

All funds collected by the District on the behalf of the employee will be deposited into the employee's Post-employment health care savings plan account.

**Employee Contributions:**

Employees have agreed to contribute to the Post Employment Health Care Savings Plan as follows:

Employees with 0-5 years of service shall contribute \$50 per pay period.

Employees with 6 or more years of service shall contribute \$100 per pay period.

**Severance:**

Benefit earning employees shall contribute 100% of their sick leave payout directly to the HCSP, as outlined in the Pelican River Watershed District Personnel Policy upon termination of employment. Upon the death of an employee, the severance payout would be made directly to their beneficiary or estate.

**Pelican River Watershed District**

**Motion to approve the HCSP Contract Renewal for a three-year period as outlined above and the HCSP Contract Renewal Agreement attached hereto (Haggart, Okeson); Roll Call: Kral-AYE; Imholte-AYE; Okeson-AYE; Michaelson-AYE; Haggart-AYE; Deede-AYE; Jasken-AYE, carried unanimously.**

**Date Approved:** March 24, 2020 Board of Managers Meeting



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Tera Guetter, Administrator



# RULES OF ENFORCEMENT

## April 2020



SS: Small Site LS: Large Site Gov: Government Project

### Permits Issued

	<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
SS	20-03	Alan Boehne	258 Shorewood Dr.	SIZ-Tree removal
SS	20-04	Greg Cooper	14259 W Lake Sallie Dr.	SIZ-Vegetation removal
SS	20-05	Jim Ingstad	12093 Fern Beach	SIZ-20' vegetative shoreline buffer required for Becker Cty mitigation for over 15% impervious lot coverage.
LS	18-68	Midtown Dev.	1281 Washington Ave.	Stormwater plan changes are being made. Additional funds requested and received to cover plan review costs.

### Permit Applications submitted

**GOV: City of Detroit Lakes-Police Dept.**—803 Summit Ave. Apex submitted complete application 3/9/2020. Wenck reviewing.

**GOV: City of DL-South Shore Park**—Application and plans received 4/1/2020. Wenck currently reviewing.

**LS: EVCO-1321 11th St. S.E.**. Application and plans received 4/1/2020. Wenck currently reviewing.

**SS: Tyler Brandt-940 South Shore Dr.**—10/25/19 Work had been started on the property without a permit. PRWD and City notified contractor of requirements. Application and fee received from Century Builders 4/10/2020.

**LS: Midwest Bank-613 US Hwy 10**—Addition to west side of current bank building. Application and fee received 4/10/2020.

### Permit Applications Expected

GOV	MN DNR	North Shore Drive Public Access	SW Mgmt plan	Guetter & Mortenson have been in contact with MN DNR staff. PRWD is requiring plants rather than rip rap near shore. There is no erosion on this site.
LS	Long Pine Estates Raymond Reading	915-1035 Village Lane	SW Mgmt Plan	24 unit Twin Home Development near Long Lake.
LS	Lakeview Prop.(K&A) Gary Kaiser	26208 130th St.	SW Mgmt Plan	Storage units/condos to be constructed
LS	Longview Apts	Brainard Blvd	SW Mgmt Plan	Apex inquired if stormwater management had been included in previous plans. It was not. Ledgestone contracting also involved with this project.
LS	Holiday Inn—Parking lot west of hotel	1155 US Hwy 10 E	SW Mgmt Plan	Apex working on design for rebuild of west parking lot.
LS	Bristlin Subdiv	Tower Rd & Cty Rd 131	SW Mgmt Plan	Subdivision in planning stage.
LS	Jay Schurman	West Lake Dr.	SW Mgmt Plan	PUD in planning stage.
Ss	Jim/Char Becker	Floyd Lake	SIZ	Possible removal of retaining wall.
LS	Branch Creek Vineyard	Hwy 59	SW Mgmt Plan	Apex working on design.



# RULES OF ENFORCEMENT

## March 2020

### 2020-2021 Projects Discussed during 1/17/2020 meeting

(PRWD: Mortenson City of DL: Remmen, Klemm, Pratt)

1. South Washington Avenue reconstruction—Willow St. to West Lake Dr.
2. West Lake Drive reconstruction
3. Museum redevelopment
4. Bob Spillman—29 unit condo development on Highland Dr.
5. Ridgeview 1st Addition—Long Lake area.
6. Also discussed other potential redevelopment projects in early planning stages.

### Progress Report

**Becker County Museum Building Project**—Nothing further to report.

**Pelican River/Storm sewer Repair**—Feldt will install new structures to pond; remove old concrete structure/install rip rap along river bank. Per Feldt 11/14, the water level is too high to repair this fall. Work will be done spring 2020.

**Long Lake Lane**—The City has informed the District they are working on vegetation establishment in ditch checks which will loosen soils to allow drainage. We will continue to monitor in spring and summer 2020.

**18-41—Highland Estates**—City approved changes to the PUD. Permit will need to be updated prior to work being done north of Lemmon Road. Mortenson to followup with Apex.

**Jeff Andrews**—1718 E Shore Dr.—removing impervious surface to stay under 25% by 6-6-20 to comply with City ordinance.

**Golden Bay Shores**—City of Detroit Lakes requiring fence on top of retaining wall, building debris must be cleaned up, berm and pressure ridge needs to be in place, and lawn and signage needs to be complete.