PELICAN RIVER watershed district

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, January 23, 2020
3:00 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

3:00 PM

1. **Call To Order**
2. **Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –*December 18, 2019 Regular Meeting Minutes,* Rules/Permitting Report; Ditch Inspector's Report)**
3. **Election of 2020 Officers**

3:15 PM

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

3:20 PM

5. Old Business
   a. **Rice Lake Update**
   b. **RMP Update**

3:30 PM

6. **Treasurer's Report**
   a. **Approve January 2020 Bills and Manager 4th Qtr Per Diems & Expenses**
   b. **Approve Fund transfer**
   c. **Review January-December 2019 Revenue & Expenses** – to be filed and subject to audit.

3:45 PM

7. New Business
   a. **Selection of Depositories**
   b. **Selection of Official Newspaper-Detroit Lakes Record/Tribune**
   c. **Consultants**
   d. **Manager Per Diem Rates**
   e. **2020 Permit Fees Structure**

4:15 PM

8. Public Forum (5 minutes)

4:20 PM

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

4:30 PM

1. Announcements – BWSR Public Hearing for public comments on Revised Management Plan on 1/23/2020 at 6:00 PM, at the Becker County Commissioners meeting room, 915 Lake Ave., Detroit Lakes, MN.

4:35 PM

2. **Meeting Adjournment**

(action items in bold face)

A board member will participate via interactive television at the following location, which shall be open and accessible to the public during the meeting: Tip O Texas, 1010 East Sioux Road, Pharr, TX and Addicted to the Bean at 5901 Sun Blvd. #113, St. Petersburg, FL 33715.

Pelican River Watershed District
Administrator Monthly Report
January 17, 2020
www.prwd.org

MAIN DISTRICT WATER QUALITY INITIATIVES

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. Moses and Guetter will submit a grant report to BWSR this week. Guetter will resume work with Houston Engineering to plan out the bidding process.

WATER MANAGEMENT

Rule Update –Staff is organizing other examples of watershed rules.

Revised Water Management Plan (RMP) **Review Progress –** The updated RMP and Appendices can be viewed on the website at PRWD.org or a printed copy is available at the District office. BWSR set the public hearing for the plan on Thursday, January 23rd at 6:00 PM in the Commissioners' Room in the Becker County Courthouse. The BWSR Public Hearing notice was published in the DL Tribune/Record and the District has also posted the notice on the website. At the public hearing, the District has the opportunity to make a brief presentation to the committee and public and will respond to questions. Based upon the outcome of the hearing, the northern area BWSR sub-committee may make a recommendation to approve the plan and send it to the BWSR Board for an approval decision. If approved, a copy of the order and approved plan will be sent to the District, MN DNR, County Board and Auditor (Becker & Otter Tail), City of Detroit Lakes, and Becker and Otter Tail SWCD's.

Otter Tail WRAPS: Guetter and Mortenson met with Moriya Rufer, Houston Engineering and Ben Underhill, East Ottertail SWCD, to review WRAPS data – PRWD Lake Report Card Trends, phosphorus reduction goals, protection priority class, tributary loading, sediment load catchment areas, targeted BMP opportunities, TMDLs (Biological impairments for Campbell Creek and Pelican River segments, phosphorus – Wine Lake and St. Clair, Sediment impairment Campbell Creek, E.coli on Pelican River segments). Several questions arose, and Rufer will review data with other staff. The Otter Tail technical committee will meet January 24th to discuss the WRAPS and to start discussions for the Otter Tail One Watershed; One Plan planning phase.

Rules/Permitting – see enclosed report. December and January are slower months for project reviews (gives us time to complete our annual report!). A few larger construction projects are forth-coming and Mortenson has been meeting with contractors and engineers to review District rule requirements.

Becker County Planning and Zoning Ordinance. Becker County Zoning Ordinance Review Committee met on January 9th to review proposed rollbacks to the structure setback from the Ordinary High Water Lake Level and also reviewed the road setback distance. The items were removed from the January Planning Commission/Board of Adjustments agenda. Nothing further to report.

EDUCATION

Hodge Podge – Mortenson was the January 17 guest and he discussed the RMP, weather (lake ice conditions), monitoring, and proposed changed to the County Zoning Ordinance.

Watershed Specialist Training, U of M- Mortenson registered and will begin online classes on January 22nd and will continue to the end of the semester in May.

GENERAL ADMINISTRATION

LMCIT Insurance policy- Moses has reviewed the Workmen's Compensation information from 2019 and completed the on-line enrollment for 2020.

PRWD Personnel Policy –Updated versions of the Policy have been distributed to all full-time employees.

Sara Noah and Associates – Sara Noah completed the District's job descriptions and position grades (used for State Pay equity reporting). This information was forwarded to the Personnel Committee. Noah performed the last review in 2016.

2019 Annual Report – Staff will continue to work on the report the next couple of months and have ready for the Board review in March.

Year-End Financials – Actual 2019 revenue & expense totals have been included in the 2020 budget and there is a copy enclosed in this packet for your review. Moses & Michaelson have reviewed year-end payroll and expenses and the W-2s and 1099s have been completed and mailed.

MAWD Dues: 2020 Dues are $5,279.

Permit Review Fees- Managers will review and finalize for 2020 at the January meeting.

Lease Agreement – We continue to wait for the Wells Fargo legal department to complete our lease review, but they have assured us that we will be renewed at the same rate for an additional five years. Our current lease expired on November 30, 2019.

2019 Audit – The Audit firm we contracted for three years has changed their name to Clasen Stegner Schiessl CPAs, Ltd. A copy of their engagement letter is enclosed in this packet. Moses has begun compiling information and sent out confirmation letters per their instructions. The Audit is scheduled for April 29.

AQUATIC INVASIVE SPECIES MANAGEMENT

AIS Readiness Response Plan. The draft plan was sent to Heidi Wolf and Wendy Crowell, upper MN DNR management in December. Initial, informal comments received from Crowell was the plan looked good and she had a few questions. We are scheduling a conference call with Wersal, Guetter, Crowell, and Wolf to review the plan and answer questions.

DRAINAGE SYSTEM REPORT
January 17, 2020

DITCH 11/12 (Moon Lake to Campbell Lake to North Floyd Lake)
Report: Nothing further to report.

DITCH 13 (Little Floyd Lake to Big Detroit)
Report: Nothing further to report.

DITCH 14 and BRANCH 1 (HWY 10 to St. Claire Lake to Pelican River)
Report: Nothing further to report.

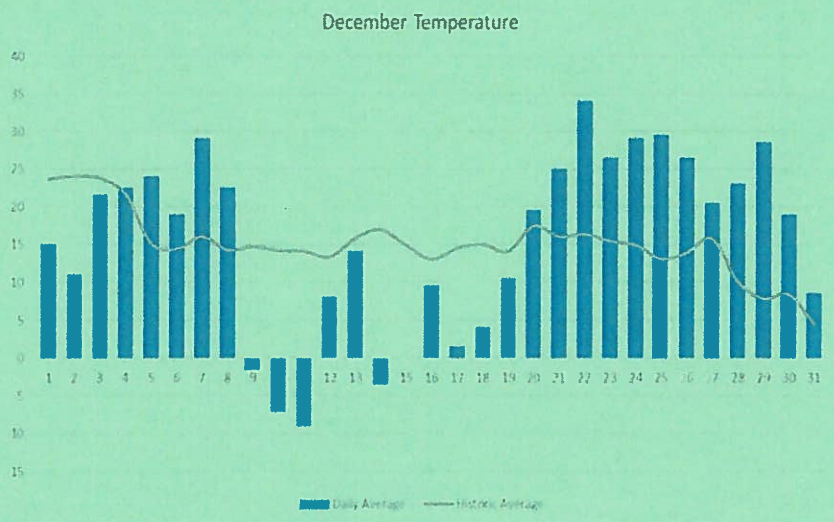
MONITORING REPORT – January 2020

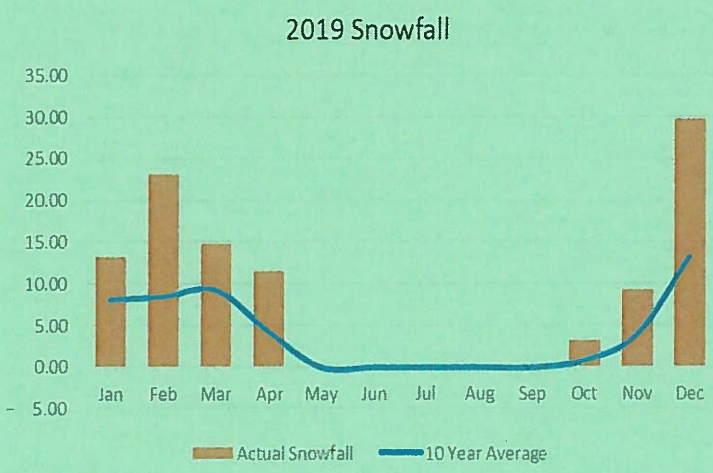
2020 Monitoring Plan. Mortenson is in the final stages of preparing the Annual Monitoring Plan for 2020. Once the draft monitoring plan is complete, Mortenson will forward to Hecock, MPCA, DNR, and other partners for comment. This Draft plan will propose a revised schedule for the next 10 years of monitoring activities. With the excess sediment impairment on Campbell Creek and the biological and E. coli impairments on the Pelican River in Detroit Lakes, the plan will increase E.coli sampling and stream health metrics sampling (macroinvertebrates and fisheries). Mortenson is also compiling and analyzing 2019 data.

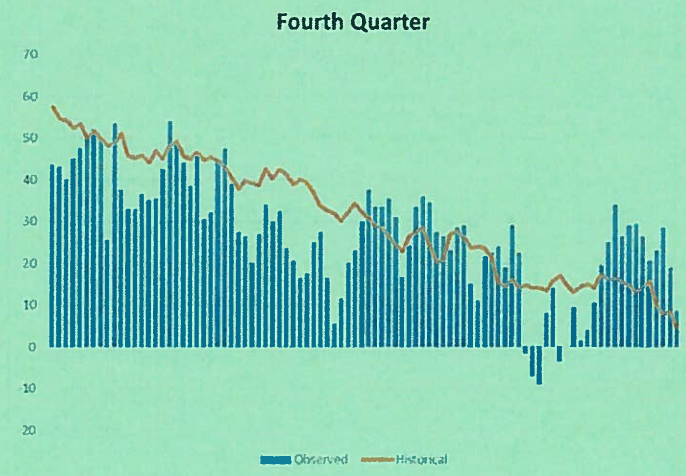
December 2019 Weather.

The beginning of December continued to experience cold spells and snowfall, with a 10-day trip into the deep freeze. Temperatures bottomed out at a frigid -22°F on the 11th. Right before the holidays, temperatures warmed up on the 20th, and continued to trend above average for the rest of the month. Precipitation for December was intense. After a heavy shot of snow at the end of November, the region was already above snowfall averages and December continued to add to above average snowfall amount. A total of 31.8 inches of snow fell in December, with 3 events producing more than 6 inches. The largest snowfall event occurred between the 28th through the 30th with a total accumulation of 12.5 inches. By January 2020, our area recorded 44.25 inches of snow, reminiscent of the memorable winter of 1996-97 which recorded 40-inches!

Heading into January 2020, on-lake recreational activities (ice fishing, snowmobiling) across the region have been hampered by poor ice conditions and ice flooding. This is due to the snow insulating the ice from air temperatures, resulting in uneven ice levels and condition. Several fishing tournaments have been reduced, delayed or canceled due to the dangerous ice and flooding conditions. As we look towards spring, the excessive snowfall may exacerbate local, high-water levels along shorelines. Increased snowfall also impacts the amount of chlorides applied to roads, parking lots, and hard surfaces, increasing spring runoff loading to receiving waters. Towards quantifying chloride amounts, the District will be sampling runoff this spring in key locations.







THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL
COUNTIES

MINUTES OF THE REGULAR MONTHLY MEETING

December 18, 2019

Managers Present: Kral, Imholte, Jasken, Michaelson, Haggart
Managers Absent: Okeson, Deede
Staff: Administrator Guetter, Mortenson, Moses
Consultants: Attorney Skoyles, Engineer Mackowick- Wenck Associates
Advisory Committee: None **Others:** None

The Regular Managers' meeting was called to order by President Kral at 3:31 PM.

CONSENT AGENDA. Approval of the Agenda and Consent agenda, the December 2019 Administrator Report, Secretary's Report –November 21, 2019 Regular Minutes; December 2019 Rules/Permitting Report, and December 2019 Ditch Inspector's Report Kral, Michaelson), carried unanimously.

COMMITTEE REPORTS.

Personnel Committee – Sarah Noah is completing an update to the position survey. The Personnel Committee will set up a meeting with Guetter after the updated report is received.

RMP/Rules Committee – See Old Business below.

Citizen Advisory Committee – Nothing further to report.

OLD BUSINESS.

a. **Rice Lake Update.** Guetter reported that she has a phone conference scheduled with Houston Engineering on Friday, December 20 to review the project status. Guetter attended a Detroit Township meeting on Tuesday, December 10 to discuss payment for the Anchor Road improvements. It was agreed to pay Detroit Township $50,000 by July 1, 2020 and $50,000 by July 1, 2021.

b. **Revised Management Plan.** The 60-day comment period ended November 19th and staff met with MN DNR, MPCA, and BWSR to review and address agency comments and included where appropriate. On December 11th, Guetter and Mortenson met with Brett Arne, Board Conservationist, to review and clarify BWSR's plan comments. Guetter, Mortenson, and Wenck will work to update the plan sections and appendices to address comments by targeted date of December 31st. BWSR will hold a public hearing to receive further public comments on the water management plan which is set for Thursday, January 23, 2020. The BWSR hearing place and time has not yet been determined and the Managers discussed moving the regular January Board meeting from Jan. 16th to Jan 23rd. If the public hearing is scheduled in the evening, the Managers preferred to hold the regular monthly meeting prior to the hearing, mid-afternoon timeframe. Staff will confirm the hearing time and place and set the January regularly monthly meeting date/time accordingly.

TREASURER'S REPORT.

a. **Approval of December 2019 Claims.** Treasurer Michaelson presented the December claims to the Managers. **Motion to approve the December 2019 expense claims as presented (Checks #14687-14694 and EFT 1184-EFT1190 in the amount of $5,777.17 (Michaelson, Haggart), carried unanimously.**
b. **December Fund Transfers**. Treasurer Michaelson recommended transferring $22,000 to cover the monthly payments and expenses. **Motion to transfer $22,000 from the Bremer Bank savings account to the checking account (Michaelson, Jasken), carried unanimously.**
c. **Financial Report.** The January-November 2019 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-November 2019 R & E Report (Michaelson, Imholte), carried unanimously.** The report will be filed for audit.

THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL
COUNTIES

MINUTES OF THE REGULAR MONTHLY MEETING

NEW BUSINESS.

a. **MAWD Annual Meeting Delegate Update**. Manager Haggart reviewed the resolutions voted upon by the MAWD delegates, noting which resolutions passed and failed. Of note, the District's resolution to encourage MN DNR to change the Chinese Mystery Snail status from a "Regulated" to "*Prohibited*" species" passed and another resolution addressing watershed district membership on Wetland Technical Evaluation Panel passed. The District submitted a resolution to increase the general fund levy, but it was not heard since this resolution was passed in 2018. MAWD requested the District re-submit the resolution for only the Pelican River WD. Haggart, Kral, and Imholte noted several resolutions failed to pass due insufficient background information or the proposing watershed district did not address or seek support for their resolution. Rob Sip, Executive Director- Red River Water Management Board is requesting to attend an upcoming Board meeting to discuss the benefits of the Red River Water Management Board organization and to explore PRWD becoming a member. Historically, the RRWMB's mission is flood and not water quality related, therefore membership benefits are not readily apparent. However, the Managers are interested in increasing their knowledge of the RRWMB's newly adopted strategic plan and to learn more about the water quality related projects the RRWMB is partnering on.

b. **MAWD Resolution.** Guetter presented a revised resolution to submit to MAWD regarding the General Fund Levy Adjustment from $250,000 to $500,000 maximum. **Motion to submit the Resolution to adjust the General Fund Levy maximum from $250,000 to $500,000 (Michaelson, Imholte) carried unanimously.**

c. **2020 PRWD Board of Managers Meeting Schedule.** The Managers reviewed the proposed meeting schedule for 2020. It was noted there is a conflict in March with the MAWD Legislative Day at the Capital and in November with the NALMS conference. It was suggested the March meeting date be moved to Tuesday, March 24 and the November meeting date be moved to Tuesday, November 24. **Motion to approve the 2020 Meeting Schedule with proposed changes (Haggart, Jasken) carried unanimously (attached hereto).**

d. **Personnel Policy Updates**. Guetter and Moses reviewed the updates to be made to the Personnel Policy as recommended by the League of MN Cities. Attorney Skoyles noted she had reviewed the draft and had a couple of punctuation edits. **Motion to approve the Personnel Policy updates as presented (Kral, Jasken) carried unanimously.**

e. **Final 2020 Budgets, Levies, Special Assessments, and Fees.** The Final 2020 budget has two changes from the Preliminary 2020 Budget: LMP-01 – Staff/Manager Travel Train, $15,000 for managers and staff to attend the North American Lake Management Society (NALMS) conference in Minneapolis in November and 2) Utility – Grant Matches/Project in the amount of $50,000 for Rice Lake Project - Detroit Township. **Motion to approve the Pelican River Watershed District 2020 Final Budgets, Levies, Assessments, and Fees (Imholte, Haggart), carried unanimously (attached hereto).** The Final 2020 Final Budgets, Levies, Assessments, and Fees will be submitted to the Becker and Otter Tail Counties auditors.

f. **Interfund Transfers.** Annual Interfund transfers were reviewed by Treasurer Michaelson. **Motion to approve the PRWD 2019 Interfund Transfers (Michaelson, Imholte), carried unanimously (attached hereto).**

PUBLIC FORUM. None

ATTORNEY REPORT. Skoyles reported that she had reviewed the Personnel Policy changes and had no changes, except for minor punctuation edits.

ENGINEER REPORT. Mackowick reported the Detroit Lakes High School plans had been approved.

ANNOUNCEMENTS – None

ADJOURNMENT. Motion to adjourn the meeting 5:53 PM, (Kral, Haggart) carried unanimously.

_____ Meeting Approved: _____

Respectfully Submitted,
Janice Haggart, Secretary

Pelican River Watershed District
Claims Paid - December 2019

	Date	Num	Amount
*Guetter,Tera	12/20/2019	EFT1184	234.88
*Mortenson, Adam	12/20/2019	EFT1185	139.06
*Moses, Brenda	12/20/2019	EFT1186	70.78
			$444.72
Bremer Bank	12/16/2019	ACH	30.00
Lakes Computer, Inc.	12/20/2019	EFT1187	462.50
Wells Fargo-Office Lease	12/20/2019	EFT1188	1,299.58
Wenck Associates, Inc	12/20/2019	EFT1189	1,177.86
Xerox Corporation	12/20/2019	EFT1190	266.49
			$3,236.43
Arvig	12/20/2019	14687	66.85
Bank of America	12/20/2019	14688	1,750.57
Brushmarks Signs	12/20/2019	14689	106.56
Central Market	12/20/2019	14690	14.62
County 6 Amoco & Bait	12/20/2019	14691	45.89
Holiday Companies/washes	12/20/2019	14692	6.50
Office of Enterprise Technology	12/20/2019	14694	64.87
Verizon	12/20/2019	14693	40.16
			$2,096.02
Supplemental Benefits	12/10/2019	EFT 1178-1180	2,273.71
Employee Payroll	12/12/2019	EFT 1181-1183	4,321.14
Federal Withholding	12/13/2019		2,198.34
Employee Payroll	12/26/2019	EFT 1191-1194	4,420.86
Federal Withholding	12/31/2019		1,616.32
MN State Retirement - HCSP & 457	12/31/2019		2,422.00
MN Revenue	12/31/2019		675.00
PERA	12/31/2019		2,057.04
			$19,984.41
Total December Expenses			**25,761.58**

2019 MAWD Resolutions Background Information

Proposing District: Pelican River Watershed District
Contact Name: Tera Guetter, Administrator
Contact Information: 218-846-0436; Tera.Guetter@arvig.net
Resolution Title: General Fund Levy Adjustment

Goal: Increase or remove the annual levy limit to provide adequate funding for natural resource conservation projects and programs.

Background:

1. There is a substantial need to increase or remove the $250,000 general fund ad valorem tax levy limit, not to exceed 0.048 percent of estimated market value, as set in MN Statute 103D.905, subd.3, last revised in 2001.

2. The general operating levy is used for manager per diems, staff, building rent/utilities, technology, supplies and equipment, consultants (accountants, engineer, legal), education/public engagement, grant matches, and oversight of programs and projects to carry out the responsibilities as outlined in MN State Statues (103D and 103E) and in the District's Water Management Plan.

3. The workload and responsibilities of watershed districts have grown substantially in the past 19 yrs. In addition to general operations, the District develops Watershed Restoration and Protection Strategies, conducts AIS research and management, conducts lake and stream monitoring, develops lake management plans, implements water quality projects, and enforces the Drainage Buffer Law. In 2020, the District will be part of the work group to develop the Otter Tail Basin One Watershed One Plan (1W1P).

4. Since 2001, the PRWD has moderately increased its general operating levy and it was not until 2017 the District levied the $250,000 cap amount, which demonstrates the managers' fiscal responsibility.

Ideas for how this issue could be resolved: Adjust the general fund ad valorem tax levy limit from $250,000 to $500,000.

Anticipated Support or opposition from other governmental units
The Minnesota Association of Watershed Districts and MN Board of Water and Soil Resources support adjusting the general fund ad valorem tax levy limit.

Issue Importance: The Pelican River Watershed District (located in the Otter Tail River Basin).

RESOLUTON OF THE PELICAN RIVER WATERSHED DISTRICT (PRWD)
General Fund Levy Adjustment
103D.905, Sub 3. General Fund

WHEREAS, the Pelican River Watershed District (PRWD) generates revenue through a general operating levy as authorized for watershed districts under MN Statute 103D.901 subdivision 1. This statute caps each watershed district's levy at 0.048% of the estimated market value (EMV) or $250,000, whichever is less, regardless of the size or tax capacity of each district.

WHEREAS, if the levy was only limited to the 0.048% EMV cap, PRWD would be allowed to levy $ 1,112,800 in 2020, but instead is limited to $250,000. The levy cap was last adjusted by the legislature in 2001;

WHEREAS workload and responsibilities of watershed districts have grown substantially since 2001 including work related to developing Watershed Restoration and Protection Strategies, conducting AIS research and management, prioritizing, targeting, and implementing water quality projects, and enforcing the Drainage Buffer Law. In 2020, PRWD will collaborate with other agencies and the public to develop the Otter Tail Basin One Watershed One Plan (1W1P). Over the past 15 years, the District has brought in over $ 2.0 million in grants.

WHEREAS, the $250,000 limit authorized by the legislature in 2001 is equal to $363,000 in today's dollars. New state water management programs, responsibilities and workloads are not financially accounted in the current general operations levy.

WHEREAS, the Minnesota Association of Watershed Districts (MAWD) assists districts with legislation that is needed to provide adequate funding to provide adequate service to its residents.

NOW, THEREFORE, BE IT RESOLVED, the Pelican River Watershed District requests MAWD members to support an adjustment to its general fund ad valorem tax levy limit from $250,000 to an amount not to exceed $500,000.

ADOPTED: December 18, 2019 by the PRWD Board of Managers

Dennis Kral, President

Janice Haggart, Secretary

2020 Pelican River Watershed District Board of Managers' Meeting Schedule	
January 23, Thursday**	**3:00 PM**
February 20, Thursday	**5:00 PM**
March 24, Tuesday **	**5:00 PM**
April 16, Thursday	**5:00 PM**
May 21, Thursday	**5:00 PM**
June 18, Thursday	**5:00 PM**
July 16, Thursday	**5:00 PM**
August 20, Thursday	**5:00 PM**
September 10, Thursday **	**5:00 PM * Public Hearing followed by Regular Meeting**
October 15, Thursday	**5:00 PM**
November 24, Tuesday **	**5:00 PM**
December 17, Thursday	**5:00 PM**

- Minnesota Association of Watershed District Events
  - Legislative Days at the Capital – March 18 & 19, St. Paul, MN
  - Summer Tour – June 24-26 – Minnehaha Creek Watershed District, Eden Prairie, MN
  - North American Lake Management Society Conference, Nov 16-20, Mpls, MN
  - Annual Conference & Trade Show – Dec. 2-4, Alexandria, MN

December 18, 2019 Meeting

Motion to approve the 2020 meeting schedule with changes to March and November to allow Managers to attend MAWD Legislative Days at the Capital and NALMS Conference respectively, (Haggart, Jasken) carried unanimously.

Exhibit A

Pelican River Watershed District
2020 Final Budget, Levies, Assessments and Fees

December 18, 2019

The Managers reviewed the current financial reports and have projected the 2020 program/project needs for the General, Survey and Data Acquisition, LMP-01, Utility, Project 1B, Project 1C, Project Implementation Fund, Drainage Systems 11-12, 13, and 14, and Drainage Buffer System Enforcement programs. A public hearing was advertised and held on September 10, 2019.

General. The General fund levy is capped by statute at $250,000 and the District is entitled to levy an additional amount to pay for insurance in accordance with MS 466.06. The District expects to pay insurance premiums of $7,000 in 2020, based upon 2019 rates. The Managers have projected **$257,000** is needed in 2020 to undertake the costs attributable to the general fund.

LMP-01 The LMP-01 project was established on July 15, 2010 to undertake Aquatic Invasive Species (AIS) research, education, treatments, and management. The District is permitted to levy up to $0.00798% of taxable market value for a period not to exceed 15 consecutive years in accordance with MS 103D.905, Subd. 3. The Managers have projected **$10,000** is required to undertake the project costs in 2020.

Stormwater Treatment Facility Project (UTILITY) On February 16, 2000, the Stormwater Treatment Project (MS 103D.730) was established to implement water quality projects, programs, and capital improvement projects to provide recreational benefits, navigational benefits, and preservation and improvement of water quality within the District. The costs of the Stormwater Treatment Facility Project are funded by a district-wide Water Management District (MS 103D.729, MS 444. 075, Subde.2a). The District will be constructing the Rice Lake Water Quality Improvement project in 2020 and will potentially be investigating nutrient reductions in St. Clair Lake, North Floyd Lake, and Ditch 14. The Managers have projected the need of **$305,000** in 2020 to undertake the project costs and have adopted the 2020 fee schedule, with the **minimum parcel amount of $32.00** and the **maximum parcel amount of $70.00**.

PROJECT 1B Project 1B was established on October 8, 1984 for control and management of aquatic vegetation in lakes Sallie and Melissa. The Managers have projected **$45,000** is needed in 2020 to undertake the project maintenance costs.

PROJECT 1C Project 1 C was established on September 21, 1989 for the control of aquatic vegetation in Detroit and Curfman lakes. The Managers have projected **$60,000** is needed in 2020 to undertake the project maintenance costs.

SADAF (MS 103D.905) The District is permitted to levy up to $0.02418 % of taxable market value that can be levied only once every five years (MS 103D.905, Subd. 8) to pay for surveys, data collection, or preliminary project work. In 2016, the District levied to undertake the costs associated with data and survey work. **No Assessment** in 2020.

DITCH 11-12 Campbell Creek (Moon Lake to Floyd Lake)
No Assessment required in 2020.

DITCH 13 Pelican River (Little Floyd Lake to Detroit Lake)
No Assessment required in 2020.

DITCH 14 (St. Clair Lake area)
No Assessment required in 2020.

Motion to approve the 2020 Final Budget and Levies, Assessments, and Fee (Imholte, Haggart) carried unanimously.

Pelican River Watershed District
2020 Final Budget
December 18, 2019

Motion to approve the Pelican River Watershed District 2020 Final Budget , Levies, Special Assessments , and Fees as presented (Imholte, Haggart), passed unanimously.

	General	Utility Stormwater	LMP-01	SADAF (Survey)	1B (Sal & Mel)	1C (Detroit & Curfman)	Aquatic Plant Mgmt PIF	Ditch 11-12	Ditch 13	Ditch 14	Drainage Buffer Enforce
	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20
Income											
REVENUE	265,308.00	306,500.00	14,000.00	500.00	45,600.00	85,800.00	1,000.00	100.00	100.00	100.00	4,936.00
OTHER FINANCING SOURCES (USES)	73,000.00	-165,000.00	-14,000.00	5,000.00	-6,250.00	-6,250.00	4,500.00	-1,000.00	-1,500.00	-500.00	
Total Income	338,308.00	141,500.00	0.00	5,500.00	39,350.00	79,550.00	5,500.00	-900.00	-1,400.00	-400.00	4,936.00
Gross Profit	338,308.00	141,500.00	0.00	5,500.00	39,350.00	79,550.00	5,500.00	-900.00	-1,400.00	-400.00	4,936.00
Expense											
Rice Lake Project											
CAPITAL OUTLAY		3,000.00	5,000.00	4,000.00			10,000.00				
COMMUNITY RELATIONS	4,000.00	2,500.00	2,000.00								
DEBT SERVICE		65,672.00									
LEGAL DRAINAGE SYSTEM								1,500.00	1,500.00	1,000.00	
PROGRAM ACTIVITIES		67,600.00	99,600.00	18,700.00	40,000.00	74,000.00	1,000.00				
OPERATING EXPENSE	68,900.00	2,250.00	15,600.00	1,200.00	3,200.00	3,180.00	7,800.00	200.00	200.00	200.00	1,200.00
PAYROLL	300,500.00			15,700.00	8,600.00	9,100.00					
CONTRACTED SERVICES	35,400.00	78,800.00	10,000.00		600.00	800.00					
Total Expense	408,800.00	219,822.00	132,200.00	39,600.00	52,400.00	87,080.00	18,800.00	1,700.00	1,700.00	1,200.00	1,200.00

FUND	2020 Final Levies, Assessments, and Fees
General Fund Ad Valorum Levy	$257,000
LMP-01 Fund Ad Valorum Levy	$10,000
Utility - Stormwater Fees $32/parcel Minimum ; $70/Parcel maximum	approx. $305, 000
Survey and Data Acquisition	NONE
Project 1B Special Assessment	$45,000
Project 1C Special Assessment	$60,000
Drainage System 11-12	NONE
Drainage System 13	NONE
Drainage System 14	NONE

General: Increased membership dues to compensate for MAWD Annaul dues
Utility: $50,000 Rice Lake Repayment, $50,000 Detroit Township payment

LMP-01: Added $13,500 to staff training for Nalms conference

PRWD 2019 INTERFUND TRANSFERS

WHEREAS, records are kept of time spent for work on behalf of the 1B & 1C Projects, LMP-01, Ditches, SADAF, and water management;

WHEREAS, costs of preparing permit applications, reports, and general supervision are directly attributable to 1B & 1C Projects, LMP-01, ditches, monitoring, and water management;

WHEREAS, portions of certain insurance costs, office space, and other District expenses are directly attributable to 1B &1C Projects, LMP-01, ditches, monitoring, and water management;

WHEREAS, the LMP-01 Project fund must pay the Survey and Data Acquisition Fund (SADAF) for costs related to the implementation of research, prevention, education, and management of aquatic invasive species;

WHEREAS, the Utility Fund must pay the Survey and Data Acquisition Fund (SADAF) for costs related to obtaining data and survey information related to storm water management, and to pay for District water management projects.

WHEREAS, the 1B &1C Projects must pay the Project Implementation Fund for expenses relating to the routine maintenance, storage, supplies, and fuel for the harvesting machines and other equipment, and other designated management of aquatic plants;

THEREFORE, the Managers approve the following transfers:

YET 19 01 A - YET 19 01 B $ 4,000 from 1-B to the General Fund

YET 19 02 A - YET 19 02 B $ 4,000 from 1-C to the General Fund

YET 19 03 A - YET 19 03 B $ 1,000 from Ditch 11-12 to the General Fund

YET 19 04 A - YET 1 04 B $ 500 from Ditch 14 to the General Fund

YET 19 05 A - YET 19 05 B $ 1,500 from Ditch 13 to the General Fund

YET 19 06 A - YET 19 06 B $ 50,000 from Utility to the General Fund

YET 19 07 A - YET 19 07 B $ 10,000 from LMP-01 to the General Fund

YET 19 08 A - YET 19 08 B $ 1,500 from LMP-01 to SADAF

YET 19 09 A - YET 19 09 B $ 2,250 from 1-B to the Harvest PIF

YET 19 10 A - YET 19 10 B $ 2,250 from 1-C to the Harvest PIF

YET 19 11 A – YET 19 11 B $ 105,000 from Utility to Rice Lake Project

YET 19 12 A – YET 19 12 B $ 3,000 from Utility to SADAF

Motion Michaelson **Second** Imholte **Passed** unanimous

Janice Haggart, Secretary- Pelican River Watershed District

Tera Guetter, Administrator – Pelican River Watershed District

Date Approved: 12-18-19

RULES OF ENFORCEMENT
January 2020

PELICAN RIVER watershed district

Permits Issued

No.	Name	Address/Area	Approved Project

NO PERMITS ISSUED

Permit Applications submitted

Trinity Lutheran-1401 Madison Ave.– Parking lot expansion and improvements. Wenck has completed first review and sent comments to MBN for necessary changes..

Permit Applications Expected

Tyler Brandt-940 South Shore Dr.-Over 25% impervious surface lot coverage. Erosion control is in place but the District has not received an application or plans from Moore Engineering. Mortenson to contact.
MN DNR Public Access-Guetter met with MN DNR staff on 9/24 to discuss stormwater management plan. Mortenson has been in contact with local MN DNR and they have sent a letter of support for more plants and less rip rap on the site. To date no application or plan has been received.
Jim Ingstad-12093 Fern Beach-Lighthouse Construction working on required plan; Becker County mitigation plan for over 15% impervious coverage requiring 20' vegetative shoreline buffer.
TJ Buboltz-1834 and 1838 Brainard Blvd.—Greater than 10,000 sq. ft.—stormwater management plan required.
Branch Creek Vineyard-Hwy 59-site plans under development, expected spring 2020.
Bergquist Addition-Residential 70 unit development in Long Lake area.
Midwest Bank—613 US Hwy 10—Tony with BHH working on stormwater plan for bank addition. Mortenson has been in contact with them.

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