



*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

**Tuesday, March 24, 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)**

**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 March 24, 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. Members of the public may email [prwdinfo@arvig.net](mailto:prwdinfo@arvig.net) or call at 218-846-0436 for information on how to attend the meeting via telephone conference.**

## **AGENDA**

**5:00 PM**

- 1. Call To Order**
- 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –February 20, 2020 Regular Meeting Minutes, Rules/Permitting Report; Ditch Inspector's Report)**

**5:10 PM**

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

**5:20 PM**

- 4. Old Business**
  - a. Rice Lake Update**

**5:30 PM**

- 5. Treasurer's Report**
  - a. Approve March 2020 Bills**
  - b. Approve Fund transfer**
  - c. Review January-February 2020 Revenue & Expenses – to be filed and subject to audit.**

**5:45 PM**

- 6. New Business**
  - a. 2020 Work Plan and Monitoring Plan Approvals**
  - b. COVID-19 Infectious Disease Continuity of Operation Plan Approval**
  - c. MN HCSP- Contract Renewal**

**5:55 PM**

- 7. Public Forum (5 minutes)**

**6:00 PM**

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

**6:15 PM**

- 1. Announcements – CANCELLED - MAWD Legislative Days and the June MAWD Summer Tour.**

**6:20 PM**

- 2. Meeting Adjournment**  
**(action items in bold face)**





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

**February 20, 2020**

**Managers Present:** Kral, Michaelson, Deede, Okeson (via interactive technology)

**Managers Absent:** Haggart, Imholte, Jasken

**Staff:** Administrator Guetter, Mortenson

**Consultants:** Engineer Mackowick- Wenck Associates

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

The Regular Managers' meeting was called to order by President Kral at 5:03 PM. Lowell Deede was designated as the acting Secretary for the meeting.

**CONSENT AGENDA.** Approval of the February Agenda, February 14, 2020 Administrator Report, Secretary's Report –January 23, 2020 Regular Minutes; February 2020 Rules/Permitting Report, and February 2020 Ditch Inspector's Report (Michaelson, Deede), carried unanimously.

**COMMITTEE REPORTS.**

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

**RMP/Rules Committee** – See Old Business below.

**Citizen Advisory Committee** – Nothing to report

**NEW BUSINESS.**

- a. **Office Lease Renewal.** The terms of the lease were reviewed by Administrator Guetter and Attorney Skoyles. Skoyles noted the terms of the lease extended to February 27, 2023 and at the same current monthly rate. A clause was included regarding the right of either party to terminate the lease with a four month notice; and a confidentiality clause amongst tenants regarding their lease rate. **Motion to extend the office lease with Wells Fargo for 3 years to 2/27/2023 at the current monthly lease rate (Okeson, Deede) carried unanimously.**

**OLD BUSINESS.**

- a. **Rice Lake Update** – The District will be requesting a grant extension once the RMP is approved by BWSR.

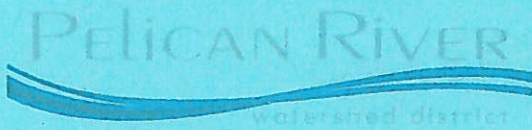
**TREASURER'S REPORT.**

- a. **Approval of February 2020 Claims.** Treasurer Michaelson presented the February bills. **Motion for payment of the February 2020 expense claims as presented (Check #14706-14713 and EFT 1235-1240 ) in the amount of \$9755.32 (Michaelson, Kral), carried unanimously.**
- b. **February Fund Transfers.** Treasurer Michaelson recommended transferring \$29,000 to cover the monthly payments and expenses. **Motion to transfer \$29,000 from the Bremer Bank savings account to the checking account (Michaelson, Deede), carried unanimously.**
- c. **Financial Report.** The January 2020 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January 2020 R & E Report (Michaelson, Okeson), carried unanimously.** The report will be filed for audit.

**NEW BUSINESS.**

- a. **Outreach Request-DL Water Festival.** The City of Detroit Lakes is again hosting the Water Festival for area fourth grade students in May 2020. The City is requesting monetary funds in the amount of \$250 and hosting a learning station at the event. The District donated \$250 to the event in 2019. **Motion to donate \$250 to the City of Detroit Lakes for the Water Festival (Kral, Michaelson) carried unanimously.**
- b. **MAWD Legislative Day at the Capitol.** Kral and Guetter are registered to attend the days at the Capitol on March 18-19. In the MAWD legislative update, there is a House bill sponsored by Rep. Steve Green that would eliminate the appointment of watershed district managers and instead use County Commissioners for the





THE PELICAN RIVER WATERSHED  
DISTRICT OF  
BECKER AND OTTERTAIL  
COUNTIES

**MINUTES OF THE REGULAR  
MONTHLY MEETING**

watershed boards. Managers are encouraged to contact their MN representatives and their County Commissioners. Guetter reported on her attempts with gaining MN DNR assistance with changing the Chinese Mystery Snail status and the lack of agency response/support.

- c. **AIS Readiness Response Plan.** Administrator Guetter currently has a conference call scheduled with MN DNR staff to discuss the plan.

As there was no further formal business to conduct, Manager Michaelson left the meeting (5:10 pm).

**PUBLIC FORUM.** None

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

**ENGINEER REPORT.** Mackowick reported that the Holiday Inn west parking lot plan is coming up. Mortenson and Mackowick reviewed City Projects coming up; Midtown Development is modifying the iron sand treatment filters to include inspection plates.

**ANNOUNCEMENTS.**

**ADJOURNMENT.** The meeting was adjourned by President Kral at 6:06 PM.

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

Respectfully Submitted,  
Lowell Deede, Acting Secretary



# Pelican River Watershed District

## Claims Paid - February 2020

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<b><u>Employee Expenses (ACH)</u></b>			
*Guetter, Tera	02/24/2020	EFT1235	40.00
*Mortenson, Adam	02/24/2020	EFT1236	319.25
			<u>359.25</u>

<b><u>Vendor Expenses (ACH)</u></b>			
Bremer Bank	02/18/2020	ACH	30.00
Lakes Computer, Inc.	02/20/2020	EFT1237	305.00
Wells Fargo-Office Lease	02/20/2020	EFT1238	1,299.58
Wenck Associates, Inc	02/20/2020	EFT1239	1,244.64
Xerox Corporation	02/20/2020	EFT1240	268.98
			<u>3,148.20</u>

<b><u>Vendor Expenses (checks)</u></b>			
Arvig	02/21/2020	14706	66.85
Bank of America	02/21/2020	14707	1,320.09
Forum Communications	02/21/2020	14708	434.00
International Water Institute	02/21/2020	14709	20.00
League of MN Cities	02/21/2020	14710	4,041.00
MN Assoc of Drainage Inspectors	02/21/2020	14711	50.00
Office of MNIT Services	02/21/2020	14712	65.93
City of Detroit Lakes	02/24/2020	14713	250.00
			<u>6,247.87</u>

<b><u>Payroll Expenses (ACH)</u></b>			
Employee Payroll	02/06/2020	EFT 1226-1228	4,312.14
Supplemental Benefits	02/07/2020	EFT 1229-1231	2,276.71
Federal Withholding	02/10/2020		2,190.34
Employee Payroll	02/19/2020	EFT 1232-1234	4,312.14
Federal Withholding	2/29/2020		1592.76
MN State Retirement (HCSP & 457)	2/29/2020		2460.00
MN Revenue	2/29/2020		667.00
PERA	2/29/2020		2057.04

<b>Total February Expenses</b>	<b><u><u>\$ 29,623.45</u></u></b>
--------------------------------	-----------------------------------



**Pelican River Watershed District  
Administrator Monthly Report  
March 19, 2020  
[www.prwd.org](http://www.prwd.org)**

**COVID-19 Infectious Disease Pandemic.** The COVID-19 virus is impacting our state and area the past week. The Federal and State Governments have declared emergencies and we have been focusing our efforts this week with responding to the daily changing conditions. The District office building was closed today to the public. A Continuous Operations Plan, staff communications document has been developed for Board review and approval. These were reviewed by Attorney Skoyles and Managers Kral and Haggart. We have updated the website and Facebook sites with information as well as posted on the outside building doors information for communicating and conducting business with the District. Along with the many local community events and business closings, the MAWD Legislative Days and Summer Tour have also been cancelled. Since next week's monthly meeting will be conducted via teleconferencing, the meeting agenda will focus on paying the bills and approving our annual work plans. We were planning on having two guest speakers and other matters on the agenda but we will reschedule for when in-person meetings resume. Staff has worked out a plan of action for the next few weeks which involves a combination of remote work and on-site. We also have contingency plans if one or all of us become infected with COVID-19.

### **MAIN DISTRICT WATER QUALITY INITIATIVES**

**Targeted Watershed Nutrient Reduction Grant/Rice Lake Project.** The MN DNR requested including fish passage in the water structure designs. Houston Engineering is providing a quote for a modification. No further action as the District will be requesting a grant extension after the RMP plan is approved and adopted.

### **WATER MANAGEMENT**

**Revised Water Management Plan (RMP)**– Currently in a holding pattern as the next step is for the BWSR Board to approve the Plan at the March meeting (next week). The District will formally adopt the plan and 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.

**BWSR Wetland Compensation Planning Framework Meeting** – Guetter attended the meeting on February 24<sup>th</sup> in Fergus Falls to help develop the Otter Tail Basin criteria and prioritization for developing a catchment ranking for identifying high benefiting areas for wetland restoration to be used for the local government road replacement program.

**Otter Tail WRAPS** – Guetter reviewed the draft plan and provided a number of comments for the MPCA and Otter Tail SWCD to include in the plan.

**One Watershed/One Plan (1W1P)** - A presentation will be made to the PRWD and Cormorant WD's Board of Managers in the future to review the process. We were planning on having Ben Underhill present at the board meeting, but the COVID-19 pandemic and social distancing is causing us to post-pone the presentation

**Rules/Permitting** – see enclosed report. As weather warms, Mortenson has had an increase in activity on many larger permitted projects. 2020 looks to be a busy season for permitting. Mortenson has been actively working with engineers and property owners to effectively move through the permitting process and avoid hold-ups.

**Becker County Planning and Zoning Ordinance.** Becker County Zoning Ordinance Review Committee was scheduled to meet on March 19<sup>th</sup> to review proposed rollbacks to the structure setback from the Ordinary High Water Lake Level and changes to the road setback distance. Due to COVID-19, the meeting was postponed to a later date.

### **EDUCATION**

**Hodge Podge** –Mortenson will be the guest this month. He will discuss COVID-19 operation changes (office closed; permit program, etc), 2019 monitoring results.

**Watershed Specialist Training, U of M-** Mortenson continues to attend the weekly meeting. Civic engagement and citizen involvement is highly stressed in this course. Mortenson is using his class assignments to reinvigorate the Citizen Monitoring Program (secchi readings). His weekly classes continue through May.



**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.

**MAWA and BWSR Academy Session Planning** – Guetter is assisting BWSR with planning the fall BWSR Academy.  
**DL High School Mock Job Interviews** – Moses was scheduled to assist with this effort but due to illness, Guetter conducted the mock job interviews. DLHS is doing a fine job with preparing the students for future job interviews.

## **AQUATIC INVASIVE SPECIES MANAGEMENT**

**AIS Readiness Response Plan.** 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** – District submitted grant applications to the MN DNR but were not awarded due to the amount of applications received. The District will apply for funds from the MN AIS County Funds through Becker SWCD.

## **GENERAL ADMINISTRATION**

**MAWD Legislative Days Cancelled**– Due to the COVID-19 virus in Minnesota, this annual event has been cancelled. MAWD encourages people to contact your legislators regarding MAWD priorities.

**2020 Work Plan and Monitoring Plan (2020-29)** – These plans were sent out last month for review and will be finalized at the March 24<sup>th</sup> monthly Meeting.

**2019 Annual Report** –The report is 90% completed, however, the COVID-19 administrative requirement took some time away from this effort.

**Pre-Spring Clean up** – The first week in March, the staff worked on a major file cleanup. Project files were reorganized or culled. A large amount of “recyclable paper” was disposed of. The office is looking and feeling more functional.

**W/C 2019 Audit – Due to COVID-19,** the annual Workman’s Compensation Audit will be conducted via remote location. Moses emailed the required payroll information on March 17, 2020. The audit was scheduled for March 24<sup>th</sup>.

**COVID-19 – Developed Continuous Operations Plan, Employee Communication, and Public Communication documents.**

## **DRAINAGE SYSTEM REPORT**

March 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

### March 19, 2020

**2020 Summer Interns** – Mortenson & Moses interviewed four college students for the summer intern positions. Two offers have gone out and been accepted by Meagan Powers who is attending UND studying Fisheries & Wildlife Biology with an emphasis in Criminal Justice, and Austin Aune, a current Bemidji State student, studying Wildlife Biology with a minor in Wetland Ecology and Environmental Science. We are excited to have them join our staff in May.

**Temporary Help** – Eli Disse, who worked as a summer intern for the District in 2018, has completed his college courses and has accepted a position in Montana beginning in June. He approached the District looking for employment the months of April and May. We are happy to have his help with the various spring educational events and he will be especially helpful to Mortenson in getting the monitoring program started this spring.

**Equipment/Supply purchases** – purchased one continuous dissolved oxygen logger (made by Onset, the company that makes the HOBO water level loggers) to track daily fluctuations of dissolved oxygen in streams (\$1,200). Two HOBO Units were sent in for battery replacement (5 -years). Equipment calibration supplies have been purchased as well.

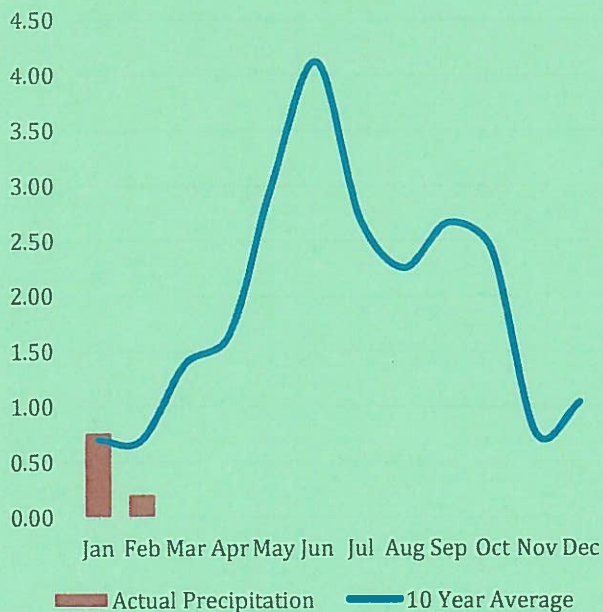
**Monitoring Reports** – Mortenson has been working on the 2019 Monitoring lake and stream reports, compiling data on the shoreline assessments and the vegetation surveys.

## February 2020 Weather

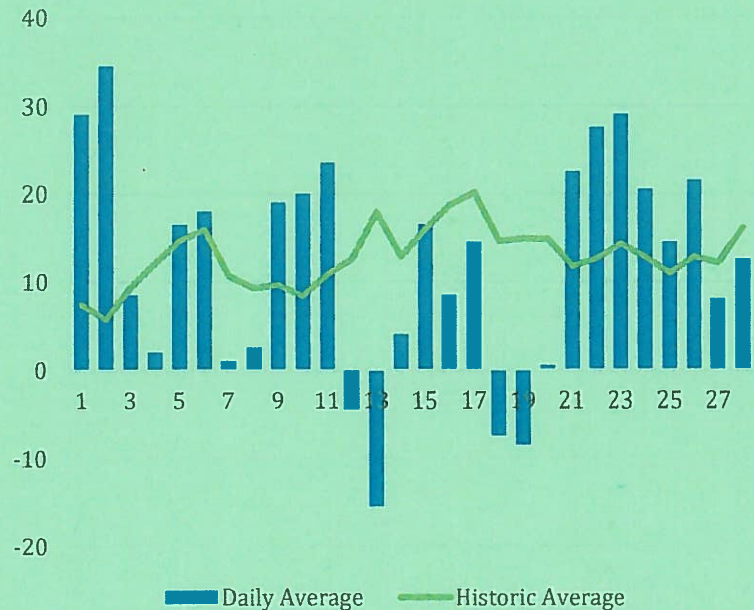
### Update March 19, 2020

February 2020 brought a welcomed break in the snowfall with only 7-inches during the month from the previous three months. The majority of the snowfall occurred mid-month on Feb 8<sup>th</sup> (2") and on the 16<sup>th</sup> (2.5'). Temperature ranges continued to swing throughout the month with daily averages ranging from -20°F to 40°F. The unseasonable warm temps greatly decreased the snow levels and will help reduce the volume of spring snowmelt runoff into area lakes and lessen the potential high-water lake levels. The drier and milder weather conditions are currently in a holding pattern and in the upcoming weeks if the air night and day temperatures increase and precipitation is in the form of rainfall, lake ice-off may occur a bit earlier this year. To contrast this, the fluctuating temperatures running warm during the day and cool at night may slow melt and receding of ice and snow cover of the region.

### 2020 Precipitation



### February 2020 Temperature





# RULES OF ENFORCEMENT

## March 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	20-02	Gary Cossette	536 Shorewood Dr.	SIZ-Dead tree removal

### Permit Applications submitted

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

### Permit Applications Expected

SS	Tyler Brandt	940 South Shore Dr.	Over 25% impervious lot coverage	10/25/19-Work was started without a permit-email was sent. 3/2/2020-House has been built and owner notified he was out of compliance. If permit and plan have not been received by 3/20/2020, stop work order will be issued and surety required.
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.
SS	Jim Ingstad	12093 Fern Beach	Mitigation needed	Lighthouse Const. working on required plan. Becker County mitigation plan for over 15% impervious lot coverage requiring 20' vegetative shoreline buffer. Mortenson to follow up.
LS	Midwest Bank	613 US Hwy 10	SW Mgmt plan	BHH contractor and Apex designing stormwater management plan. Mortenson has been in contact with them but has not received plan to date.
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—West Parking lot	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 Sehurman	West Lake Dr.	SW Mgmt Plan	PUD in planning stage.
Ss	Jim/Char Becker	Floyd Lake	SIZ	Possible removal of retaining wall.
GOV	City of DL	South Shore Park	SW Mgmt Plan	Plans expected summer 2020.
LS	EVCO	1321 11th St. S.E.	SW Mgmt Plan	Apex working on design.
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.