



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, November 12, 2020
3:00 PM – Virtual meeting
211 Holmes St. West, Detroit Lakes, MN
(218) 846-0436 www.prwd.org

Due to the COVID-19 pandemic, Governor Walz under Minn. Stat. § Chapter 12 – Emergency Management declared a peacetime emergency on March 13, 2020. The District has determined an in-person meeting may not be practical or prudent because of the health pandemic. The Pelican River Watershed District's Meetings will be held by electronic means as outlined in Minn. Stat. §13D.021. Members of the public who wish to view the meeting virtually or who desire to give input or testimony during the meeting, should submit a request at prwdinfo@arvig.net by Thursday, November 12 at 11:00 a.m. Comments submitted must have the agenda item in the subject line.

AGENDA

- | | |
|----------------|--|
| 3:00 PM | 1. Call to Order |
| | 2. Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report –October 15, 2020 Regular Meeting Minutes, Rules/Permitting Report; Ditch Inspector's Report) |
| 3:10 PM | 3. Committees Reports <ul style="list-style-type: none">a. Personnelb. Citizen Advisory, Rulesc. 1W1P Update |
| 3:20 PM | 4. New Business <ul style="list-style-type: none">a. City of Detroit Lakes Petition for Data Collection Projectb. Otter Tail 1W1P Memorandum of Agreementc. Becker County Mitigation Plan Amendment & FEMA application approvald. Website Design Upgradee. LMCIT 2021 Liability Limits Resolution |
| 4:30 PM | 5. Treasurer's Report <ul style="list-style-type: none">a. Approve November 2020 Billsb. Approve Cost Share applicationc. Approve November Fund transferd. Review January-October 2020 Revenue & Expenses |
| 4:45 PM | 6. Old Business <ul style="list-style-type: none">a. Rice Lake progress |
| 4:50 PM | 7. Public Forum (5 minutes) |
| 4:55 PM | 8. Attorney's Report |
| | 9. Engineer's Report |
| | 10. Pulled Consent Agenda Items |
| 5:10 PM | 11. Announcements |
| 5:15 PM | 12. Meeting Adjournment
(action items in bold face) |



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

October 15, 2020

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 because of the health pandemic a “hybrid meeting” with two attendance options was provided: In-person or virtual. In-person attendance at the Wells Fargo Meeting room on the 2nd floor fo the Wells Fargo Bank, or Virtual attendance via the Zoom meeting app pursuant to Minn. Stat. §13D.021. Public notice and information for attending the meeting was posted on the outside doors of the District’s place of business, website, social media, and the monthly packet email list.

Managers Present: Kral (virtual), Okeson, Michaelson, Haggart (virtual), Deede, Imholte

Managers Absent: Jasken

Staff: Administrator Guetter, Mortenson, Moses

Consultants: Attorney Skoyles (virtual: 5:14 PM)

Advisory Committee: None **Others:** Rob Sip-Red River Watershed Management Board (virtual)

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

CONSENT AGENDA.

Motion to approve the October 2020 Administrator’s Report (except Long lake high water issue and City of Detroit Lakes Petition), Secretary’s Report –September 10, 2020 Regular Minutes; October 2020 Rules/Permitting Report, and October 2020 Ditch Inspector’s Report (Imholte, Michaelson); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.

COMMITTEE REPORTS.

Personnel Committee. Nothing further to report

Citizen Advisory Committee. Nothing further to report

1W1P Committee. Managers Kral and Imholte, and Administrator Guetter have attended remote meetings. A consultant and facilitator will need to be chosen. More meetings upcoming.

NEW BUSINESS.

- a. **Red River Watershed Management Board - Rob Sip.** Mr. Sip made a presentation to managers about the Red River Watershed Management Board. Mr. Sip reviewed the organization’s public purpose, primary objectives (updated Strategic Plan) and the various member services and benefits including flood damage, water quality studies and research initiatives, financial support, and regional planning efforts. Managers and staff asked a few questions and Mr. Sip will get information back to the Board and staff.
- b. **Rules of Enforcement.** Attorney Skoyles stated that she sent a violation letter (700 South Shore Drive) and was notified by the landowner’s legal counsel they intended to cooperate with District directives and would provide the requested surety. Skoyles also assisted Mortenson with other District Rule violations (see October Rules Report).
- c. **MAWD Delegate Selection (2 Delegates & 1 Alternate).** The Minnesota Association of Watershed Districts (MAWD) will hold the annual meeting and conference virtually from December 1-4. Managers Imholte and Haggart agreed to be voting member delegates with Kral serving as an alternate. **Motion to appoint Managers Imholte and Haggart to serve as the MAWD 2020 Annual Meeting delegates, with Manager Kral as the alternate (Imholte, Michaelson), attached hereto. Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.**

TREASURER’S REPORT.

- a. **Approval of October 2020 Bills.** Treasurer Michaelson reviewed the bills with the managers. Guetter requested the bill for cost-share assistance (\$500) be pulled for further review and potential payment in November. **Motion to approve the October 2020 claims and 3rd Quarter Manager Per Diems and Expenses (14773-14777 and EFT 1442-1448 and 1453-1467) in the amount of \$8,921.96 (Michaelson, Imholte). Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Jasken- Absent; Michaelson- AYE; carried unanimously (attached hereto).**



**MINUTES OF THE PUBLIC HEARING & REGULAR
MONTHLY MEETING**

- b. **October 2020 Fund Transfers.** Michaelson recommended transferring \$35,000 to cover the monthly payments and expenses. **Motion to transfer \$35,000 from the Bremer Bank savings account to the checking account (Michaelson, Haggart).** Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Jasken- Absent; Michaelson- AYE; carried unanimously.
- c. **Financial Report.** The January-September 2020 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-September 2020 Revenue & Expense Report (Michaelson, Deede).** Roll Call Vote: Kral - AYE; Imholte-AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Jasken- Absent; Michaelson- AYE; carried unanimously. The report will be filed for audit.

OLD BUSINESS.

- a. **Rice Lake Update.** Guetter reported we are in a holding pattern waiting to hear if funding has been secured through BWSR. Manager Imholte inquired if it would be appropriate to address BWSR board and legislators if grant funding is not awarded and the Managers generally agreed this would be in order. Managers stated they have made calls and emails to BWSR and they have not been returned by BWSR staff.

PUBLIC FORUM. None

ATTORNEY REPORT. The Entrekin/Burley amended access easement agreement was filed with Becker County Records office. The Recorder's office requested the amended agreement to reference the original agreement recording number and to provide a better copy of the map. These items were addressed by Skoyles and Guetter and the agreement was sent back to the Recorder's office.

ENGINEER REPORT. In the absence of Engineer Mackowick, Mortenson reported Wenck is working with "Lakeview on Detroit PUD" to address stormwater discharge from the driveway to West Lake Drive R-O-W. West Lake Drive is slated for reconstruction and the County would need to treat any new discharges. A meeting with the County Engineer and the developers will occur in the near future to resolve this issue.

Pulled Consent Agenda Items: Manager Imholte requested staff to keep her informed regarding the Long Lake wetland highwater issue (southwest corner) and outcomes of meetings held. Guetter updated the Managers regarding the City of Detroit Lakes petition to the Watershed District to implement a district-wide data collection project for a 15- year period and that it would be reviewed by the Managers at the November meeting.

ANNOUNCEMENTS.

ADJOURNMENT. Motion to adjourn the meeting at 6:19 PM, (Kral, Okeson). Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Deede- AYE; Jasken- Absent; Haggart- AYE; Michaelson – AYE; carried unanimously.

Meeting Approved: _____

Respectfully Submitted,
Janice Haggart, Secretary

Pelican River Watershed District
October 2020 Claims Paid

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>Employee Expenses (ACH)</u>			
*Guetter, Tera	10/19/2020	EFT1460	49.20
*Mortenson, Adam	10/19/2020	EFT1461	40.00
*Moses, Brenda	10/19/2020	EFT1462	10.35
			<u>\$99.55</u>

<u>Vendor Expenses (ACH)</u>			
Bremer Bank	10/15/2020	ACH	30.00
Lakes Computer, Inc.	10/19/2020	EFT1463	200.00
RMB Environmental Labs, Inc.	10/19/2020	EFT1464	1,895.00
Wells Fargo-Office Lease	10/19/2020	EFT1465	1,299.58
Wenck Associates, Inc	10/19/2020	EFT1466	1,196.20
Xerox Corporation	10/19/2020	EFT1467	241.91
			<u>\$4,862.69</u>

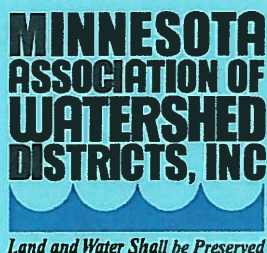
<u>Vendor Expenses (Checks)</u>			
Arvig	10/19/2020	14773	61.95
Bank of America	10/19/2020	14774	254.52
County 6 Amoco & Bait	10/19/2020	14775	104.10
Office of MNIT Services	10/19/2020	14776	78.09
Swanson's Repair	10/19/2020	14777	251.52
			<u>\$750.18</u>

<u>3rd Quarter Manger Expenses</u>			
.Deede, L	10/19/2020	EFT1453	18.97
.Haggart, J.	10/19/2020	EFT1454	17.25
.Imholte, G.	10/19/2020	EFT1455	23.00
.Jasken, C.	10/19/2020	EFT1456	8.62
.Kral, D.	10/19/2020	EFT1457	31.05
.Michaelson, R.	10/19/2020	EFT1458	40.25
.Okeson, O.	10/19/2020	EFT1459	59.80
			<u>\$198.94</u>

<u>3rd Quarter Manger Per Diems</u>			
.Deede, L	10/19/2020	EFT 1442	346.31
.Haggart, J.	10/19/2020	EFT 1443	383.26
.Imholte, G.	10/19/2020	EFT1444	494.07
.Jasken, C.	10/19/2020	EFT1445	346.31
.Kral, D.	10/19/2020	EFT1446	567.95
.Michaelson, R.	10/19/2020	EFT1447	378.63
.Okeson, O.	10/19/2020	EFT1448	494.07
			<u>\$3,010.60</u>

Pelican River Watershed District
October 2020 Claims Paid

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>October Payroll & Liabilities</u>			
Employee Payroll	10/1/2020	EFT 1434-1438	5032.84
Supplemental Benefits	10/2/2020	EFT 1439-1441	2276.71
Federal Withholding	10/5/2020	ACH	2336.26
Employee Payroll	10/15/2020	EFT 1449-1452	5009.47
Federal Withholding	10/20/2020	ACH	2260.20
Employee Payroll	10/29/2020	EFT 1468-1470	4419.17
Federal Withholding	10/31/2020	ACH	1636.02
MN Revenue	10/31/2020	ACH	992.00
MN HCSP-DCP	10/31/2020	ACH	3690.00
PERA	10/31/2020	ACH	3152.10
			<hr/>
			\$30,804.77
 Total October Expenses:			 \$39,726.73



Minnesota Association of Watershed Districts, Inc.
www.mnwatershed.org

MN Association of Watershed Districts, Inc. 2020 Delegate Appointment Form

The Pelican River Watershed District hereby certifies that it is
name of watershed organization
a watershed district or watershed management organization duly established and in
good standing pursuant to Minnesota Statutes 103B or 103D and is a member of the
MN Association of Watershed Districts, Inc. (MAWD) for the year 2020.

The Pelican River Watershed District hereby further certifies
name of watershed organization
the following individuals have been appointed as delegates, or as an alternate
delegate, all of whom are managers in good standing with the organization.

Delegate #1: Janice Haggart janice.haggart@gmail.com
Name Email Address

Delegate #2: Ginny Imbolte imholtegl@gmail.com
Name Email Address

Alternate: Dennis Kral dsKral@arrvig.net
Name Email Address

Authorized by: [Signature] October 15, 2020
Signature Date
Administrator
Title

**Pelican River Watershed District
Administrator Monthly Report
November 6, 2020
www.prwd.org**

COVID-19 Infectious Disease Pandemic. The District continues to follow the PRWD COVID-19 Plan.

MAIN DISTRICT WATER QUALITY INITIATIVES

Rice Lake Capital Improvement Project (CIP). Nothing further to report on the BWSR Grant application for construction funding.

MPCA Section 319 Small Watersheds Focus Group C Application. Nothing further to report – waiting to hear from MPCA to start the workplan development process.

Otter Tail 1W1P – A virtual meeting (2-hr) is scheduled for Monday, November 16th for an Otter Tail One Watershed One Plan orientation meeting. This meeting is presented by the Board of Water and Soil Resources and is intended to provide the background and basic information when starting a 1W1P process. The first 30-60 minutes will be dedicated to information for Policy Members (Kral, Imholte-Alt) and an agenda and supporting materials will be forthcoming. Guetter will serve on the Advisory Committee.

Petition for Project - Data Collection and Monitoring. – The DL City Council passed a resolution last month to petition the District for a Data Collection and Monitoring Project over a 15 consecutive year period (attached hereto). The petition will be reviewed by the Managers at the November Board meeting.

Federal FEMA Hazard Mitigation Grant Funds application. – The District's 2020-30 Water Management Plan states the District will conduct a hydrologic modeling study to identify flood prone areas and potential damages and critical infrastructure that may need updates and explore updating flood insurance rate maps. Currently there is federal funding to perform the study work. Guetter met with Tom Berry, Ross Mullen, Marlon Mackowick (Wenck Associates) as well as representatives from FEMA and Becker County Emergency Management. A grant proposal is currently being drafted. The District's commitment would be a \$50,000 grant match (in-kind/cash) spread over a 2-year period (2021-2022). The District will first need to pass a resolution to adopt the Becker County Mitigation Plan and the amendment action relating to the hydrologic modelling study. After the District adopts the Becker County Mitigation Plan, Becker County will re-adopt the plan with the amendment which includes the Pelican River Watershed District. These actions must first be completed prior to submitting the grant application which is due on December 1, 2020.

WATER MANAGEMENT

Rules/Permitting Currently, all small site permit applications (lakeshore or single-family home stormwater mitigation) and large sites (commercial) have been issued. Staff is "buttoning up" violations and previously issued permit requirements. See Rules report for details. Guetter plans on starting to write up the draft Rules which will be reviewed by the Managers in sections.

Detroit North Shore Public Access – Guetter and adjacent landowners are following up with MN DNR St. Paul staff to outline proposed changes to the draft plan. The proposed changes include adding shrubs/trees along the shoreline and west boundary, split-rail fence, and a designated walk path to North Shore Drive.

Becker County Zoning or City of Detroit Lakes - The District did not comment on any Planning Commission or Board of Adjustment agenda items.

EDUCATION

Hodge Podge –Mortenson was the guest on October 16. He discussed water quality and lake "turnover" during the fall and how it effects the lake and fishing. Mortenson reminded area contractors and homeowners to get permits for any coming fall projects.

BWSR Academy Training- Staff attended virtual training on the mornings of October 27, 28 & 29. Guetter attended sessions including: 1W1P, Photography in the Field, Building Relationships with Legislators, and Tips for meetings with the public. Mortenson's sessions included; Organic soil, Project Management, Hydrology, Grant applications, Pollinator Habitat, MNAtlas.org. Moses attended three sessions: Making staff meetings more effective, Lawns to Legumes, and Communicating with Reporters.

MAWD Annual Virtual Conference– Guetter will virtually present on the District's Utility financing option as part of a financing segment.

MPCA Northwest Minnesota Protection Workshop (virtual). Guetter recorded a presentation on the Upper Pelican River Protection project, outlining the what the District was done and the needed projects to be completed to reduce sediment to Campbell Creek and phosphorus to Detroit (Rice Lake Wetland and Urban Stormwater). Additional information is enclosed.

AQUATIC INVASIVE SPECIES MANAGEMENT

Nothing further to report. All activity is completed for the year. Staff will work on the annual report early next year.

GENERAL ADMINISTRATION

Website Update – Moses has been reviewing Watershed District websites as well as other government websites to see what they offer. Staff met virtually with a couple of website designers in October. We have received quotes from them. There is a recap in the packet that we would like to review at the November board meeting.

MAWD 2020 – To be held virtually December 1-4th.

Registration- If you would like Moses to register you for any sessions, please let us know.

PROJECT OF THE YEAR – Awarded to PRWD Flowering Rush Project.

DRAINAGE SYSTEM REPORT November 2020

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

Ditch 11. Report: 11/3/2020: Orrin Okeson reported beaver activity north of County 26 by Moon Lake. **Status:** Josh Campbell was notified.

Report: 10/12/2020: Rick Schmidt reported beaver activity in the Whiskey Creek Dr. area. **Status:** Josh Campbell was notified. **11/5/2020:** Josh called the office to report a large dam on this site. He and the property owner did manage to get water flowing but the dam will need to be removed after deer hunting.

Ditch 12. Report 11/4/2020: Okeson reported he had removed a tree snag on Campbell Creek.

DITCH 13 (Little Floyd Lake to Big Detroit)

Nothing further to report.

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

Nothing further to report. We continue to observe the water levels conditions.

MONITORING – November 2020

Streams – On October 19, Mortenson removed all stream monitoring equipment. From the monitoring data collected, Mortenson noted high water levels through the Rice Lake wetland. Mortenson reviewed the area and found no beaver activity however, he noted some tree snags near the Jackson Ave. storage units.

Data Analysis. Mortenson will begin compiling the annual monitoring report in November and begin to prepare the 2021 monitoring plan.

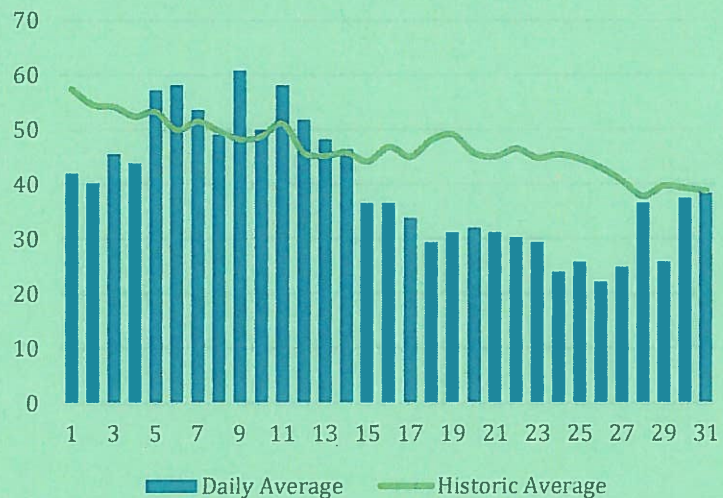
Long Lake Wetland Area high water investigation – 10/21/2020: Mortenson and Guetter met with Ed Clem, Becker SWCD, and Jay Deraney at his property on Long Lake to review the high-water levels in a wetland around his house. Mortenson and Guetter searched for any restrictions in flow out of the wetland finding none. Staff has reviewed ground water maps, wetland delineations across the area, and any groundwater withdrawal permits and are still coming up empty handed. Nothing conclusive was found, however, our area received 10" of precipitation above the historic average for both 2019 and 2020. Staff will take survey elevations of nearby wetlands and surface waters in the coming weeks. We will also ask if SWCD can fly the region with their drone to find any blockages and work with SWCD to determine the best location for installing an outlet device at a set elevation to lower wetland high water level.

Weather

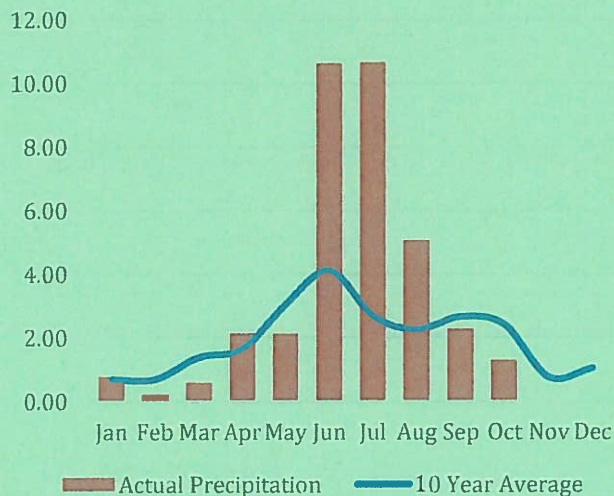
The month of October was one of the coldest and snowiest Octobers in history. The average October temperature was 6-7 degrees F cooler than normal the latter half of the month, with daytime high temperatures that remained in the 20's and 30's F. Extremes for the month were 74 degrees F on the 9th and 15 degrees F on the 26th.

The month ended with a Halloween day high temperature of 46 degrees F. The warmer than average temperatures continued in early November with record high temperatures.

October Temperature



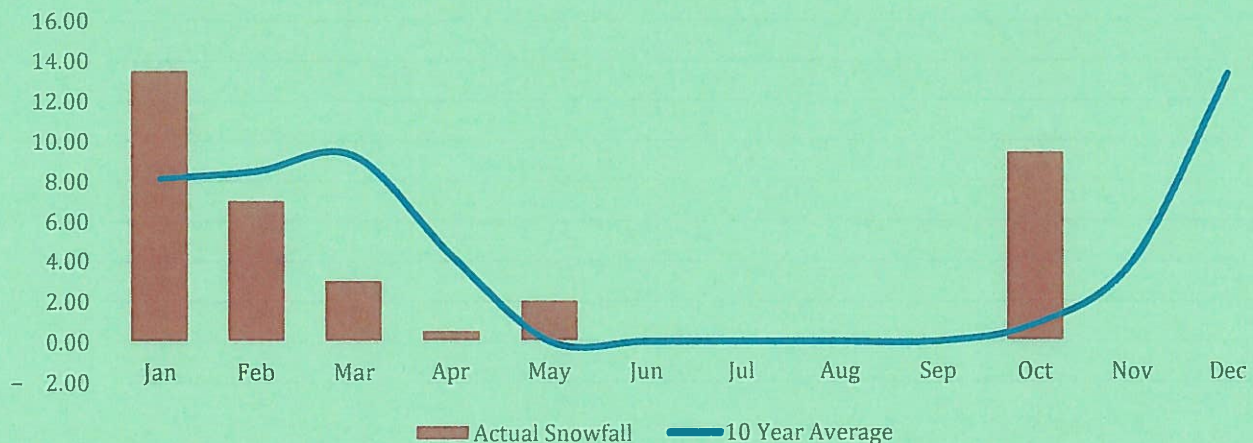
2020 Precipitation



Precipitation for October was less (1.28") than the historic average (2.41"). This follows the gradual drying trend we have observed since the heavy rainfall in June and July. Area lake levels are gradually returning to normal conditions with Detroit Lake levels below the OHW for the first time since 2018.

The big event of the month was the snowstorm on 10/21/20 with 4.5" of snow falling, with additional 3.3" falling on 10/23/2020. The total snowfall for the month was 9.4", which is historically uncommon, however, the past three years there has been snowfall in our area during the month of October

2020 Snowfall



RULES OF ENFORCEMENT

November 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	20-57	Neil, Clement & Donna	19785 Town & Country Est Big Floyd	SIZ: rip rap
SS	20-58	Majkrzak, Bob	864 White Clover Beach Detroit Lake	SIZ: rip rap, sand blanket, plantings
SS	20-59	Majkrzak, Scott	876 White Clover Beach Detroit Lake	SIZ: rip rap, sand blanket, plantings
SS	20-60	Lake, Cliff & Susan	916 South Shore Dr. Detroit Lake	Residential stormwater over 25%; replace existing driveway in new location.
SS	20-61	Persons, Mason	1452 East Shore Dr. Detroit Lake	SIZ: Replace water access steps, grade slope, repair erosion with plantings and rip rap.
SS	20-62	Satran, Paul & Laurel	1055 Lakewood Dr. Long Lake	SIZ: rip rap
SS	20-63	Smith, Dennis	1346 East Shore Dr. Detroit Lake	Residential stormwater over 25%. City mitigation
SS	20-64	Hopman, Dennis	512 Shorewood Dr. Detroit Lake	Residential stormwater over 25%; replace patio
SS	20-65	Caulfield, Craig	712 Shorewood Dr. Detroit Lake	SIZ: tree removal and mitigation, grading and rip rap
LS	20-66 <i>Pending</i>	Lakeview on Detroit Jay & Leah Schurman	1106 West Lake Dr. Detroit Lake	Stormwater management—Planned Unit Development
LS	20-67	Friesen's Inc.	1389 Cormorant Ave.	Stormwater management greater than 1 acre Impervious surface.
SS	20-68	Reis Family Trust	13369 West Lake Sallie Sallie	SIZ: rip rap, view corridor, new home construc- tion.

Permit Applications submitted

None

Violation *****

SS Christopher Bachmeier, 700 South Shore Dr. Work done in the SIZ zone without a permit. Surety or bond and plan are required by 11/6/20 by 4:00 PM or attorney to resolve.

SS Greta Oak, 15603 W. Munson Lake. Work done in the SIZ zone without a permit. Met 11/3 and discussed remediation needed with deadline of 11/16/20.

SS McCollum, Joe & Amy, 21749 Floyd Lake Dr., SIZ alterations-work did not comply with permit 20-27. Owner has been notified how much rip rap needs to be removed to bring site into compliance. Deadline of 6/1/21 for completion.

Progress Report See page 2

RULES OF ENFORCEMENT

November 2020

Progress Report

Long Lake Road— Mortenson met on site with Apex staff on 10/8/20. Vegetation establishment looks good and it will be mowed to thicken it up. Mortenson will continue to monitor in spring 2021.

Long Lake Dr.—Residents have been questioning high water issues on the west side of the wetland area. Staff met with Jay Deraney and Ed Clem of Becker SWCD. No source for the excess water was found. We will continue to explore the situation .

18-41– Highland Estates—City approved changes to the PUD. District permit has expired and developer will need to reapply.

Golden Bay Shores—District staff has reviewed the site and find it to be in compliance. HOA needs to confirm.

Riverview—Damage has been done in our Easement area. HOA has agreed to have Meadowland install another easement sign and will handle restoration requirements.

Midtown Dev. —1281 Washington Ave. This site remains out of compliance. District staff will continue to work with owners to try and resolve.

Molly Ridge—Parcel located on a bluff on Lake Melissa. Currently the developers have pulled the plan from the Becker County Planning and Zoning packet. They proposed a 42 unit PUD for residents 55 + . Variances for height and number of units would be needed. The current ordinance allows for 8 units. Issues addressed with developers included the bluff and soil stability and suitability relating to the structure size and weight, water and sewer issues, as well as stormwater treatment. In addition, the number of allowable boat slips is 8.