

**PELICAN RIVER WATERSHED DISTRICT  
MEETING ANNOUNCEMENT**  
Regular Monthly Managers' Meeting  
Thursday, February 18, 2021  
3:00 PM—Virtual Meeting  
211 Holmes St. West, Detroit Lakes, MN  
(218) 846-0436

Due to the COVID-19 pandemic, Gov. 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.

To attend the meeting virtually or to give input or testimony during the meeting, submit a request at [prwdinfo@arvig.net](mailto:prwdinfo@arvig.net) by Thursday, February 18 at 11:00 a.m. Comments submitted must have the agenda item in the subject line.

## AGENDA

<b>3:00 PM</b>	<b>1. Call to Order</b>
<b>3:10 PM</b>	<b>2. Approval of Consent Agenda</b> <b>A. Secretary Report—January 21, 2021 Regular Meeting Minutes</b> <b>B. Administrator's Report</b> <b>C. Ditch Inspector's Report</b> <b>D. Rules/Permitting Report</b>
<b>3:15 PM</b>	<b>4. Committees Reports</b> <b>A. Personnel</b> <b>B. 1W1P</b> <b>C. Advisory</b>
<b>3:30 PM</b>	<b>5. Old Business/Updates</b> <b>A. Otter Tail 1W1P MOU Agreement</b> <b>B. Rice Lake CIP</b>
<b>3:55 PM</b>	<b>6. New Business</b> <b>A. 2021 Monitoring Plan</b> <b>B. Rob Sip—Red River Basin</b> <b>C. MAWD Strategic Plan Update— Kral</b>
<b>4:45PM</b>	<b>7. Treasurer's Report</b> <b>A. Approve February 2021 Bills</b> <b>B. Approve February Fund transfer</b> <b>C. Review January 2021 Revenue &amp; Expenses Report</b>
<b>4:55 PM</b>	<b>8. Public Forum (5 minutes)</b>
<b>5:00 PM</b>	<b>9. Attorney's Report</b> <b>10. Engineer's Report</b> <b>11. Pulled Consent Agenda Items</b>
<b>5:10 PM</b>	<b>12. Announcements</b>
<b>5:15 PM</b>	<b>13. Meeting Adjournment</b>

(action items in bold face)



PELICAN RIVER WATERSHED DISTRICT  
SPECIAL MEETING BOARD MINUTES  
FEBRUARY 5, 2021

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

**Managers Absent:** Deede, Michaelson

**Staff:** Administrator Guetter

**Consultants:** Attorney Skoyles

**Advisory Committee:** NONE   **Others:** Henry Van Offelen, BWSR Clean Water Specialist

**CALL TO ORDER.** The Special Managers' meeting was called to order by President Kral at 11:10 AM.

**AGENDA.**

**NEW BUSINESS.**

- a. **State of Minnesota BWSR FY2021 CWF Grant Agreement (C21-4482) and authoring the Administrator as the PRWD Grant Representative.** The grant agreement is for the construction of the upper Rice Lake Wetland restoration structure. Attorney Skoyles raised concerns regarding section 19 of the grant agreement, noting the State will retain ownership of the project plans. Henry Van Offelen, BWSR, stated this was "boilerplate" language for all State of MN Grants. Van Offelen will get clarification on this clause. Guetter also stated there is a Joint Powers Agreement with the State of MN and the City of DL for future responsibilities, maintenance, and operations of the structure. The structure is located on City of DL and State of MN property. **Motion to approve entering into the State of Minnesota BWSR FY2021 CWF Grant Agreement (C21-4482) and authorizing the Administrator as the PRWD Grant Representative (Kral, Okeson). Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Jasken- AYE; Deede-Absent; Michaelson-absent; carried unanimously.**

No other business conducted.

**ANNOUNCEMENTS** – None

**ADJOURNMENT.** Motion to adjourn the meeting 11:41 AM, (Kral, Okeson) carried unanimously.

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

\_\_\_\_\_  
Respectfully Submitted,  
Janice Haggart, Secretary



**PELICAN RIVER WATERSHED DISTRICT  
REGULAR MEETING BOARD MINUTES  
JANUARY 21, 2021**

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

**Managers Absent:** Jasken

**Staff:** Administrator Guetter, Mortenson, Moses

**Consultants:** Attorney Skoyles (4:05 pm), Engineer Mackowick- Wenck Associates

**Advisory Committee:** John Okeson (3:08 pm) **Others:** None

**CALL TO ORDER.** The Regular Managers' meeting was called to order by President Kral at 3:01 PM.

**APPROVE CONSENT AGENDA.** Motion to approve the January 21, 2021 Agenda; January 2021 Administrator Report; Secretary's Report –December 17, 2020 Regular Minutes; January 2021 Rules/Permitting Report, and the January 2021 Ditch Inspector's Report (Michaelson, Haggart); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.

**ELECTION OF OFFICERS.** Manager Kral asked for nominations for the District's 2021 Board of Managers officer positions including President, Vice-President, Secretary and Treasurer. **Motion to re-elect the current slate of officers; Dennis Kral-President, Orrin Okeson-Vice-President, Janice Haggart-Secretary, and Rick Michaelson-Treasurer to serve as the District's Board of Managers Officers for 2021 (Imholte, Deede).** Motion to cease nominations (Michaelson, Imholte). 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.

**1W1P Policy Committee**– Nothing further to report.

**Advisory Committees** – Nothing further to report.

**UNFINISHED BUSINESS.**

- a. **Rice Lake CIP Update.** Guetter has a meeting scheduled on Friday, January 22, to begin the Work Plan so that the project can move forward without delay.
- b. **City of Detroit Lakes Petition for Data Collection and Monitoring Project.** Staff will move forward on plan as time allows.

**NEW BUSINESS.**

- a. **Selection of Depository.** Staff noted Bremer Bank continues to provide suitable banking services and products, competitive rates, and the required public funds collateral. **Motion to at designate Bremer Bank as the depository for District funds (Michaelson, Deede).** Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.
- b. **Selection of Official Newspaper-Detroit Lakes Record/Tribune.** Motion to designate Forum Communications Detroit Lakes Tribune/Record as the official newspaper of the District (Imholte, Haggart). Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.
- c. **Selection of Consultants.** Motion to designate Marlon Mackowick, Stantec (formerly Wenck Engineering) (Kral, Imholte) Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously. Motion to designate Karen Skoyles, Ramstad, Skoyles & Winters, P.A. as the District's Attorney (Deede, Imholte) Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.



PELICAN RIVER WATERSHED DISTRICT  
REGULAR MEETING BOARD MINUTES  
JANUARY 21, 2021

- d. **Review 2020 Work Plan activities and 2021 Annual Work Plan Approval.** Guetter reviewed the 2020 Work Plan noting most activities were completed, except COVID-19 impacted activities relating to education or outreach. In reviewing the 2021 Work Plan, staff noted low public participation with the District's Cost Share Program and suggested prioritizing/targeting grant eligible activities such as seawall removal. Managers suggested getting information out to lake associations earlier in the year. Other notable 2021 activities include the Otter Tail 1W1P planning process and the associated time and costs to the District. **Motion to approve the 2021 Work Plan as presented (Imholte, Haggart) Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.**
- e. **2021 Permit Fee Schedule.** The Managers recommended no changes be made to the 2021 fee schedule after reviewing the 2020 permit fees collected and permit review costs. No action taken.

**TREASURER'S REPORT.**

- a. **Approval of January 2021 Claims.** Treasurer Michaelson presented the January 2021 claims and the 2020 4<sup>th</sup> Qtr Manager Per Diems and Expenses. **Motion to approve the January 2021 claims and the 2020 4<sup>th</sup> Qtr Manager Per Diems and expenses as presented (Checks #14793-14799 and EFT 1513-1518 and EFT 1524-1530) in the amount of \$11,178.61 (Michaelson, Deede); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent, carried unanimously, (attached hereto).**
- b. **January Fund Transfer.** Treasurer 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, Imholte); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent, carried unanimously.**
- c. **Financial Report.** The January-December 2020 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-December 2020 R & E Report (Michaelson, Deede), carried unanimously.** The report will be filed for audit. **Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent, carried unanimously.**

**PUBLIC FORUM.** None

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

**ENGINEER REPORT.** Mackowick reported that the modifications made to Midtown Dev. plan can contain stormwater on their property. He is currently reviewing a project from the City of Detroit Lakes for Pleasant View, an income-based housing unit south of the hospital on Washington Avenue.

**ANNOUNCEMENTS –** None

**ADJOURNMENT.** Motion to adjourn the meeting 4:30 PM, (Kral, Okeson) carried unanimously.

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

\_\_\_\_\_  
Respectfully Submitted,  
Janice Haggart, Secretary



## Pelican River Watershed District Claims Paid - January 2021

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<b><u>Employee Expenses (ACH)</u></b>			
*Guetter, Tera	01/25/2021	EFT1529	75.00
*Mortenson, Adam	01/25/2021	EFT1530	79.76
			<b>154.76</b>
<b><u>Vendor Expenses (ACH)</u></b>			
Bremer Bank	1/15/2021	ACH	30.00
Lakes Computer, Inc.	01/25/2021	ET1531	200.00
Wells Fargo-Office Lease	01/25/2021	EFT1532	1,299.58
Wenck Associates, Inc	01/25/2021	EFT1533	707.50
Xerox Corporation	01/25/2021	EFT1534	242.56
			<b>2,479.64</b>
<b><u>Vendor Expenses (Checks)</u></b>			
Arvig	01/22/2021	14793	61.95
Bank of America	01/22/2021	14794	717.36
ESRI	01/22/2021	14795	230.00
Office of MNIT Services	01/22/2021	14796	65.20
Premium Waters, Inc.	01/22/2021	14797	34.05
Ramstad, Skoyles, & Winter P.A.	01/22/2021	14798	2,809.00
Vogel Law Firm	01/22/2021	14799	324.00
			<b>4,241.56</b>
<b><u>4th Qtr 2020 Manager Expenses (ACH)</u></b>			
.Deede, L	01/25/2021	EFT1524	6.32
.Imholte, G.	01/25/2021	EFT1525	5.75
.Kral, D.	01/25/2021	EFT1526	5.75
.Michaelson, R.	01/25/2021	EFT1527	16.10
.Okeson, O.	01/25/2021	EFT1528	34.50
			<b>68.42</b>
<b><u>4th Qtr 2020 Manager Per Diems (ACH)</u></b>			
.Deede, L	01/25/2021	EFT1513	346.31
.Haggart, J	01/25/2021	EFT1514	803.44
.Imholte, G.	01/25/2021	EFT1515	988.14
.Kral, D.	01/25/2021	EFT1516	951.20
.Michaelson, R.	01/25/2021	EFT1517	761.89
.Okeson, O.	01/25/2021	EFT1518	383.25
			<b>4,234.23</b>
<b><u>Payroll Expenses (ACH)</u></b>			
Supplemental Benefits	1/6/2021	EFT 1506-1508	2451.5
Employee Payroll	1/7/2021	EFT1509-1512	4830.55
Federal Tax Withholding	1/8/2021		2398.38
Employee Payroll	1/21/2021	EFT 1519-1523	5463.57
Federal Tax Withholding	1/31/2021		2570.88
MN State Retirement-HCSP & DCP	1/31/2021		2460.00
MN Revenue	1/31/2021		772.00
PERA	1/31/2021		2172.70
			<b>23,119.58</b>
<b>Total January Expenses:</b>			<b><u>\$3,236.77</u></b>



# RULES OF ENFORCEMENT

## February 2021

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>
No permits issued			

### Permit Applications submitted

LS City of Detroit Lakes—Pleasantview Apartments, 1111 Washington Ave., parking lot reconstruction; Wenck reviewing.

### Permit Applications Expected

LS Holiday Inn—West parking lot, plan is ready but application and payment have not been received.

SS Blake Sunde—1885 Bridgeview Blvd—contractor Blair Westrum—rip rap

SS Mike Whitmore—16443 Long Beach Dr.—contractor Superior Lakeside—rip rap

SS Taylor Barnes—2252 Clark Gable Rd.—contractor Superior Lakeside—rip rap rehab

### Violation \*\*\*\*\*

SS Greta Oak, 15603 W. Munson Lake. Work done in the SIZ zone without a permit. Contractor has not yet submitted a plan or surety paperwork or payment.

SS McCollum, Joe & Amy, 21749 Floyd Lake Dr., SIZ alterations-work did not comply with permit 20-27. A plan has been received to bring the site into compliance, however, contractor has not submitted surety paperwork or payment.

### Progress Report

Long Lake Road—Vegetation establishment looks good. 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. 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.

Riverview- HOA has agreed to have Meadowland install another easement sign and will contact staff when complete.

Midtown Dev. -1281 Washington Ave. Moore Engineering has submitted calcs to verify site is functioning properly. Wenck has approved and work will be completed spring 2021.

Molly Ridge- No further action has been taken.

See District comments to City of Detroit Lakes and Becker County on page 2.



# **RULES OF ENFORCEMENT**

## **February 2021**

### **District Comments to City of Detroit Lakes Planning & Zoning:**

**Nothing to report**

### **District Comments to Becker County Planning & Zoning:**

**Hotel Shoreham:** Replacing deck in the Shore Impact Zone. Mortenson drafted email to be placed in the Board of Adjustments packet stating the Watershed will require stormwater management. The Board proceeded to approve variance without stormwater conditions.



## ADMINISTRATOR REPORT - FEBRUARY 11, 2021

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

### DISTRICT CAPITAL IMPROVEMENT PROJECTS/PROGRAMS

**Rice Lake Capital Improvement Project.** The project Work Plan was approved, and the signed grant agreement was sent to BWSR for their signature. Upon BWSR execution of the grant agreement, project work can commence.

**Campbell/Floyd Planning area-** MPCA Section 319 Small Watersheds Focus Group C. Staff will begin the work plan later this month. The MN DNR has contacted the District with some PTM app analysis of the watershed region, showing potential target areas to reduce sediment in Campbell Creek. District Staff will be analyzing to target restoration projects in the 319 Grant Work Plan.

**Otter Tail 1W1P –** The Plan Memorandum of Understanding (MOU) agreement is on the February Meeting Agenda.

**Petition for Project - Data Collection and Monitoring.** The Engineer report is being drafted.

**Federal FEMA Hazard Mitigation Grant Funds application.** – The application was submitted to FEMA in early December. Nothing further to report – waiting to hear back from the federal government.

**Detroit North Shore Public Access.** A follow-up meeting will be scheduled in the next couple of weeks.

### EDUCATION & OUTREACH

**Hodge Podge.** Mortenson was a guest on Hodge Podge on Friday, Jan. 22. He discussed water quality, intern hiring, and local weather patterns.

**Blue Thumb Partnership-** Due to our District contacting Blue Thumb, they have revised their partnership rates so that non-metro Watershed Districts pay the same as Soil and Water Conservation Districts (\$500 with 50% possibly paid by a time match) instead of \$1,500. Moses continues to be in contact with Blue Thumb personnel and is working with them on our education and cost incentive programs.

### AQUATIC INVASIVE SPECIES MANAGEMENT

**MN DNR.** Mortenson will be updating permitting applications and maps so they will be ready when MN DNR opens up grant applications.

**Readiness Response Plan.** Pelican Group of Lakes Improvement District (PGOLID) requested to use our Readiness Response Plan as a reference to draft one for themselves. They also expressed interest in cooperative management of AIS in the District to limit downstream infestations. Mortenson sent them our Readiness Response Plan and will continue conversations on AIS management, particularly flowering rush in Lake Melissa and Mill Pond.

### OPERATIONS/ADMINISTRATION

**Website Update** –Staff last met with Matt from Woolly Mammoth on Monday, Feb. 8 to discuss content and format of the website. Staff is pleased with the work being done and we are on schedule to have the website completed in April.

**Annual Report-** Administrative portion is completed and Mortenson will be updating the monitoring section in the next week. We expect the report to be available for manager review in March.

**Audit-** Audit information has been sent via electronic portal for their review. Our audit is not scheduled until early May, so we don't anticipate having any reports available until mid-May.

**2020 Year-End.** Moses completed year-end reports including W-2s, W-3, 1099 and 1096 and all have been submitted to the Federal and State government.

**MAWD Resolution Follow-up.** Kral sent an email to the MAWD board requesting them to follow up on the District's resolution.

### INCENTIVE PROGRAMS

**Grant Programs.** Moses has been contacting teachers and community members to organize a Citizens Advisory Committee meeting in early March. The topic of discussion will be implementation of Education or Action Grants for schools and service groups. Other Districts have implemented Education Grants to assist with purchasing items for



## ADMINISTRATOR REPORT - FEBRUARY 11, 2021

schools or to assist with environmental field trips. Service Groups could apply for an Action Grant for supplies needed for environmental projects. We will share the outcome of the meeting at the March Manager meeting.

### DRAINAGE SYSTEM REPORT February 2021

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

**Ditch 11. Report: 10/12/2020:** Rick Schmidt reported beaver activity in the Whiskey Creek Dr. area. **Status:** trapping completed; dam needs to be removed. **Status 2/2/21:** Mortenson spoke with Buccholz Blasting about progress on the required permits. Buccholz stated with recent cold weather, it would be more effective to wait for spring to blow the dam. Buccholz will acquire permits and have everything ready for when spring temperatures start to open things up.

#### Ditch 12

Nothing further to report

#### 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)

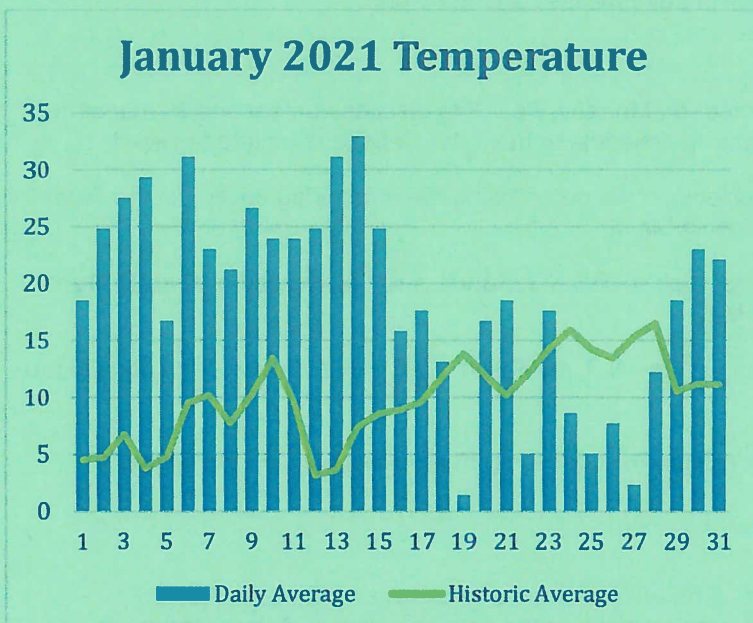
Nothing further to report.

### MONITORING REPORT February 2021

**2020 Monitoring Report and 2021 Monitoring Plan.** Mortenson has completed the 2020 Annual Monitoring Report and the 2021 Monitoring Work Plan. He will make a presentation at the February meeting. Copies are attached.

**Equipment Updates:** Staff have ordered the new YSI ProDSS Sonde and new Sontek Flowtracker 2 (both made by Xylem). These items were budgeted for in the 2021 budget. The total cost for the ProDSS Sonde with all necessary sensors and cables is \$6,966.00. This price was better than state contract pricing and included a \$500 trade in credit for the old Sonde. The Flowtracker 2 and all necessary pieces was \$10,307.50 at state contract pricing. The old flow meter was kept as a backup. The Sonde was received on 1/25/20 and was inspected and set aside for use in the spring. The Flowtracker is set to ship at the end of the month.

#### JANUARY 2021 WEATHER



Precipitation for January was less (0.29") than the historic average (0.58"). Snowfall (4.0") was also less than the historic average (8.15"). Limited snowfall has hindered the ability of area residents to participate in the many types of winter recreation they enjoy (example: snowmobiling and cross-country skiing). While trails are groomed, limited snowpack means trail quality is reduced.

Temperatures were mild for most of the month. With a monthly high of 41°F on 1/13/20 and low of -6°F on 1/22/20, area residents enjoyed a reprieve from typical January temperatures. A few cold snaps towards the end of the month helped to increase ice thickness on area lakes.

February started out cold, with the week of 2/7/21-2/13/21 failing to reach above 0°F.