

**PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT**

**Regular Monthly Managers' Meeting
Thursday, January 21, 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 by Thursday, January 21 at 11:00 a.m. Comments submitted must have the agenda item in the subject line.

AGENDA

- | | |
|----------------|--|
| 3:00 PM | 1. Call to Order |
| 3:10 PM | 2. Approval of Consent Agenda
A. Secretary Report—December 17, 2020 Regular Meeting Minutes
B. Administrator's Report
C. Ditch Inspector's Report
D. Rules/Permitting Report

3. Election of 2021 Officers |
| 3:15 PM | 4. Committees Reports
A. Personnel
B. 1W1P
C. Citizen Advisory, Rules |
| 3:30 PM | 5. Old Business
A. Update: Rice Lake CIP
B. Update: City of Detroit Lakes Petition for Data Collection Project |
| 3:45 PM | 6. New Business
A. Selection of Depositories
B. Selection of Official Newspaper—Detroit Lakes Record/Tribune
C. Selection of Consultants
D. 2021 Annual Workplan and review of 2020 activities
E. 2021 Permit Fee Schedule Review |
| 4:45 PM | 7. Treasurer's Report
A. Approve January 2021 Bills and 4th Qtr 2020 Manager Per Diems & Expenses
B. Approve January Fund transfer
C. Review January—December 2020 Revenue & Expenses Report |
| 5:00 PM | 8. Public Forum (5 minutes) |
| 5:05 PM | 9. Attorney's Report
10. Engineer's Report
11. Pulled Consent Agenda Items |
| 5:15 PM | 12. Announcements |
| 5:20 PM | 13. Meeting Adjournment |
- (action items in bold face)**

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES – DECEMBER 17, 2020**

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

Managers Absent: Jasken

Staff: Administrator Guetter, Mortenson, Moses

Consultants: Attorney Skoyles, Engineer Mackowick- Wenck Associates

Advisory Committee: None **Others:** None

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 3:07 PM.

Engineer Mackowick requested to move up the Engineer's Report on the Agenda as he would need to leave the meeting early.

CONSENT AGENDA. Motion to approve the December 17, 2020 Consent Agenda (*except to move the Engineer's Report to the top of the agenda order*); the December 2020 Administrator Report (*except Detroit Lake North Shore Public Access*); Secretary's Report –November 12, 2020 Regular Minutes; December 2020 Rules/Permitting Report, and the December 2020 Ditch Inspector's Report (Haggart, Imholte); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.

ENGINEER REPORT. Mackowick reported effective January 1, 2021, Wenck Associates is part of Stantec. Engineer Mackowick stated his office would continue to operate essentially the same for the next year under the new ownership. He reported progress had been made on Midtown and they will be able to complete post-treatment on site. The ALDI permit review is complete. On Dec. 17, 2020, Mackowick sent Administrator Guetter a cost estimate of \$7,000 for developing an Engineer's Plan for the Data Collection and Monitoring project, with the understanding Guetter will be assisting with plan development.

COMMITTEE REPORTS.

Personnel Committee (Haggart, Okeson, Kral). On December 7th, the committee met with Administrator Guetter and conducted her annual review. The committee noted completion of the District's Water Management 10-year Plan, the grant awards for the Rice Lake Project and the MPCA 319 Small Watershed Project Upper Pelican River, and the application for the FEMA hydrologic study. In addition, the PRWD office operations continued during the COVID-19 pandemic (permitting, monitoring, etc). It was noted there will be additional workload in 2021 for the Otter Tail 1W1P. The committee noted Guetter has consistently performed her job responsibilities at a high level over the past 21 years. The Administrator 2021 salary is currently within the mid-level salary range. **Motion to approve the Administrator salary adjustment beginning with the first pay period in January 2021 by 4.5% (2% merit; 2.5% cost of living) and to adjust the monthly cell phone reimbursement for the Administrator to \$75/month starting in January 2021, (Haggart, Okeson); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously.**

RMP/Rules Committee – Nothing further to report

Citizen Advisory Committee – Nothing further to report.

MAWD Annual Meeting Delegate Update. MAWD Delegates (Haggart, Imholte, Kral-Alternate) reported on the MAWD Annual Conference held via electronically. They noted they missed the networking and visiting with the vendors. However, they noted the format enabled more session attendance and to readily switch to another session. The District's resolution was presented to the MAWD Board for review, however, the resolution was ultimately not presented to the general assembly for discussion or review – a big disappointment. The Managers recommended the delegates send a letter to the MAWD Board to follow up.

Detroit Lake North Shore Public Access – After a brief update, the Managers directed Administrator Guetter to write a letter to the MN DNR requesting the agency to follow the recommended MN state standards and practices for development of new public water accesses and MN Operational Orders 113 & 124, including: (1) protecting the existing natural vegetation shoreline from human disturbance in no-mow buffer zones from the upland area to the shoreline with additional plantings (shrubs, grasses, trees), split rail fencing, and posting signage to discourage trampling; (2) designate an area near the Holiday Inn for boat day-mooring and a pedestrian crossing from the west side of the parking lot to the Spitfire/Northshore Plaza business area.

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES – DECEMBER 17, 2020**

UNFINISHED BUSINESS.

- a. **Rice Lake CIP Update.** BWSR has awarded the District a Clean Water Grant in the amount of \$830,000. Brett Arne will work with Guetter to complete the Work Plan in January, with bid advertisement to happen in late January/February timeframe. Engineer Mackowick suggested reaching out to various contractors and requesting bids as early in 2021 as possible for the best outcome.
- b. **Otter Tail 1W1P.** The Managers did not feel as their concerns regarding the 1W1P process were adequately addressed at the MAWD business meeting held earlier in December. Manager Michaelson suggested setting up a virtual meeting with legislators (Eken, Marquart, Green) and Becker County commissioners who have also stated their concerns regarding the process, added burden to local units of government, capacity funding, and the red flags involving consolidation down the road.
- c. **City of Detroit Lakes Petition for Data Collection and Monitoring Project.** The Managers reviewed project information presented at the November meeting regarding requirements and costs with initiating a project for Data Collection and Monitoring. **Motion to accept the Petition and authorize Engineer's report (Imholte, Michaelson); 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 December 2020 Claims.** Treasurer Michaelson presented the December claims to the Managers. **Motion to approve the December 2020 expense claims as presented (Checks #14788-14791 and EFT 1495-EFT 1501 in the amount of \$5,474.76 (Michaelson, Haggart); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent, carried unanimously, (attached hereto).**
- b. **December Fund Transfer.** Treasurer Michaelson recommended transferring \$36,000 to cover the monthly payments and expenses. **Motion to transfer \$36,000 from the Bremer Bank savings account to the checking account (Michaelson, Deede); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent, carried unanimously.**
- c. **Financial Report.** The January-November 2020 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-November 2020 R & E Report (Michaelson, Imholte), 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.**

NEW BUSINESS.

- a. **2021 Board of Managers Meeting Schedule.** The Managers reviewed the proposed meeting schedule and meeting time for 2021. **Motion to approve the 2021 Meeting Schedule (Haggart, Deede); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously, (attached hereto).**
- b. **Final 2021 Budgets, Levies, Special Assessments, and Fees.** The Final 2021 budget has only four changes from the Preliminary 2021 Budget: SADAF- No levy; LMP-01 – increase Capital Outlay and 2) Utility – increase Projects and Grant match as well as Insurance & Bonds. **Motion to approve the Pelican River Watershed District 2021 Final Budgets, Levies, Assessments, and Fees (Imholte, Michaelson), Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent; carried unanimously, (attached hereto).** The Final 2021 Final Budgets, Levies, Assessments, and Fees will be submitted to the Becker and Otter Tail Counties auditors.
- c. **Year-End Interfund Transfers.** Annual Interfund transfers were reviewed by Treasurer Michaelson. **Motion to approve the PRWD 2020 Interfund Transfers (Michaelson, Kral); Roll Call Vote: Kral- AYE; Imholte AYE; Okeson- AYE; Haggart AYE; Deede- AYE; Michaelson- AYE; Jasken- Absent, carried unanimously, (attached hereto).**

PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES – DECEMBER 17, 2020

PUBLIC FORUM. None

ATTORNEY REPORT. Nothing further to report.

ANNOUNCEMENTS – None

ADJOURNMENT. Motion to adjourn the meeting 4:53 PM, (Kral, Michaelson) carried unanimously.

Meeting Approved: _____

Respectfully Submitted,
Janice Haggart, Secretary

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

<u>Employee Expenses (ACH)</u>	<u>Date</u>	<u>Num</u>	<u>Amount</u>
*Guetter, Tera	12/21/2020	EFT1495	234.58
*Mortenson, Adam	12/21/2020	EFT1496	40.00
*Moses, Brenda	12/21/2020	EFT1497	8.30
			282.88
 <u>ACH</u>			
Bremer Bank	12/15/2020	ACH	30.00
 <u>Vendor Expenses (ACH)</u>			
Lakes Computer, Inc.	12/21/2020	EFT1498	311.73
Wells Fargo-Office Lease	12/21/2020	EFT1499	1,299.58
Wenck Associates, Inc	12/21/2020	EFT1500	448.40
Xerox Corporation	12/21/2020	EFT1501	259.85
			2,319.56
 <u>Vendor Expenses (checks)</u>			
Arvig	12/18/2020	14788	61.95
Bank of America	12/18/2020	14789	VOID
Bank of America	12/18/2020	14792	2,244.71
Campbell, Joshua	12/18/2020	14790	500.00
Office of MNIT Services	12/18/2020	14791	65.66
			2,872.32
 <u>Payroll Expenses</u>			
Supplemental Benefits	12/8/2020	EFT 1488-1490	2,276.71
Payroll Adjustment	12/9/2020	EFT 1491	97.31
Employee Payroll	12/10/2020	EFT 1492-1494	4,471.46
Federal Tax Withholding	12/11/2020		2,281.18
Employee Payroll	12/24/2020	EFT 1502-1505	4,635.68
Federal Tax Withholding	12/31/2020		1,693.80
MN State Retirement -HCSP & DCP	12/31/2020		2,460.00
MN Revenue	12/31/2020		699.00
PERA	12/31/2020		2,141.51
			20,756.65
Total December Expenses:			26,261.41

2021 Pelican River Watershed District Board of Managers' Meeting Schedule	
January 21, Thursday	3:00 PM - Note – earlier time
February 18, Thursday	3:00 PM - Note – earlier time
March 18, Thursday	3:00 PM - Note – earlier time
April 15, Thursday	5:00 PM
May 20, Thursday	5:00 PM
June 17, Thursday	5:00 PM
July 15, Thursday	5:00 PM
August 19, Thursday	5:00 PM
September 9, Thursday **	5:00 PM * Public Hearing followed by Regular Meeting
October 21, Thursday	5:00 PM
November 18, Tuesday	3:00 PM - Note – earlier time
December 16, Thursday	3:00 PM - Note – earlier time

- Minnesota Association of Watershed District Events
 - Legislative Days at the Capital – March 2021 COVID-19 impacted-most likely will not be held.
 - Summer Tour – Minnehaha Creek Watershed District – CANCELLED – COVID-19
 - Annual Conference & Trade Show – Nov 30 – Dec 3, Alexandria, MN

- Meetings may be held virtually, hybrid, or in person, depending upon local COVID-19 pandemic conditions. Please see website www.prwd.org for up to date meeting information or contact the office at (218) 846-0436.

Pelican River Watershed District
2021 Final Budget, Levies, Assessments and Fees
December 17, 2020

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, 2020.

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 2021, based upon 2020 rates. The Managers have projected **\$257,000** is needed in 2021 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 2021.

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 2021 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 2021 to undertake the project costs and have adopted the 2021 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 **\$35,000** is needed in 2021 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 **\$45,000** is needed in 2021 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 2021 Final Budget and Levies, Assessments, and Fee

Motion: Im holte Second: Michaelson

Pelican River Watershed District

2021 Final Budget

December 17, 2021

Motion to approve the Pelican River Watershed District 2021 Final Budget, Levies, Special Assessments and Fees as presented (Imholte, Michaelson), passed unanimously

	General Jan - Dec 21	Utility Stormwater Jan - Dec 21	LMP-01 Jan - Dec 21	SADAF (Survey) Jan - Dec 21	1B (Sal & Mel) Jan - Dec 21	1C (Detroit & Curfman) Jan - Dec 21	Aquatic Plant Mgmt PIF Jan - Dec 21	Ditch 11-12 Jan - Dec 21	Ditch 13 Jan - Dec 21	Ditch 14 Jan - Dec 21	Drainage Buffer Enforce Jan - Dec 21
Income											
REVENUE	259,308.00	305,800.00	11,000.00	350.00	35,500.00	49,100.00	700.00	100.00	100.00	100.00	4,936.00
OTHER FINANCING SOURCES (USES)	74,500.00	-190,000.00	-16,000.00	7,000.00	-6,250.00	-6,250.00	4,500.00	-1,000.00	-1,500.00	-1,000.00	-1,000.00
Total Income	333,808.00	115,800.00	-5,000.00	7,350.00	29,250.00	42,850.00	5,200.00	-900.00	-1,400.00	-900.00	3,936.00
Gross Profit	333,808.00	115,800.00	-5,000.00	7,350.00	29,250.00	42,850.00	5,200.00	-900.00	-1,400.00	-900.00	3,936.00
Expense											
CAPITAL OUTLAY			20,000.00				10,000.00				
COMMUNITY RELATIONS	4,200.00	2,500.00	2,000.00								
LEGAL DRAINAGE SYSTEM										1,000.00	
PROGRAM ACTIVITIES											
OPERATING EXPENSE	61,495.00	77,600.00	64,100.00	19,200.00	35,000.00	50,000.00	150.00	1,500.00	2,000.00		
PAYROLL	313,000.00	3,600.00	1,800.00	2,200.00	3,200.00	3,200.00	7,500.00	200.00	200.00	200.00	1,200.00
CONTRACTED SERVICES	60,375.00	53,800.00	10,000.00	15,700.00	8,600.00	9,100.00					
Total Expense	439,070.00	137,500.00	97,900.00	37,100.00	47,500.00	63,200.00	17,650.00	1,700.00	2,200.00	1,200.00	1,200.00

FUND	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	\$35,000
Project 1C Special Assessment	\$45,000
Drainage System 11-12	NONE
Drainage System 13	NONE
Drainage System 14	NONE

PRWD 2020 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 20 01 A - YET 20 01 B \$ 4,000 from 1-B to the General Fund

YET 20 02 A - YET 20 02 B \$ 4,000 from 1-C to the General Fund

YET 20 03 A - YET 20 03 B \$ 1,000 from Ditch 11-12 to the General Fund

YET 20 04 A - YET 20 04 B \$ 500 from Ditch 14 to the General Fund

YET 20 05 A - YET 20 05 B \$ 1,500 from Ditch 13 to the General Fund

YET 20 06 A - YET 20 06 B \$ 50,000 from Utility to the General Fund

YET 20 07 A - YET 20 07 B \$ 12,000 from LMP-01 to the General Fund

YET 20 08 A - YET 20 08 B \$ 2,000 from LMP-01 to SADAF

YET 20 09 A - YET 20 09 B \$ 2,250 from 1-B to the Harvest PIF

YET 20 10 A - YET 20 10 B \$ 2,250 from 1-C to the Harvest PIF

YET 20 11 A - YET 20 11 B \$ 125,000 from Utility to Rice Lake CIP

YET 20 12 A - YET 20 12 B \$ 3,000 from Utility to SADAF

Motion: Michaelson Second: Kral Passed: Unanimously

December 17, 2020

DISTRICT MONTHLY REPORT

JANUARY 15, 2021

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

CAPITOL IMPROVEMENT PROJECTS AND PROGRAMS

Rice Lake Capital Improvement Project (CIP). The District was awarded a grant from BWSR for the upper structure construction. A work plan will be developed in January and the grant agreement will be executed prior to start of project work. The goal will be to advertise for bids in February 2021 with construction to commence after construction contract is awarded.

Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding). Nothing further to report, however, Guetter will work on the 9-element plan.

Otter Tail 1W1P – Nothing further to report.

EDUCATION AND OUTREACH

PRWD Manager and Staff Education- Mortenson has been working with International Waters Institute to correct steam modeling. Modeling was corrected to project a more accurate estimate of pollutant loading.

A MAWA/MAWD Education Committee meeting was held on January 7th. The committee is reviewing BWSR education opportunities and developing the MAWD Association Education Vision.

Website, Social Media, and Workshops- Guetter was the guest on Hodge Podge, Friday, Dec. 18, she reviewed 2020 highlights and COVID-19 impacts on District programs and in our community.

Education Collaboration with Other Units of Government and Partners - Moses is working with Blue Thumb to become a partner at a cost of \$500 annually, with one half of the cost being paid for with workshop time to educate local contractors and property owners. Blue Thumb had a session at the MAWD conference in December promoting their work, and after further review, the staff thought it could be beneficial with educational materials and in helping us to promote our Cost Share Program in teaching contractors how to plant for clean water.

AQUATIC INVASIVE SPECIES MANAGEMENT

If DNR Grant Funds are available in 2021, the District will apply to fund curly leaf pondweed and flowering rush treatments.

INCENTIVE PROGRAMS

District Cost Share Program – In 2020, only one application was received. We may need to explore why more applications are not submitted and potentially re-vamp the program.

Collaborative Grants – It is our intention to contact Isaac Walton League, City of DL with BWSR “BEE Friendly” initiative and explore opportunities in 2021. We have not heard anything further with the potential Buck Mill Dam conversion to rock rapids.

Collaborative Projects – As directed by the managers, Guetter sent a letter on January 13th to Kent Skaar, MN DNR Parks and Recreation Director, regarding updating the plans according to adjacent landowners, PRWD, and MN DNR regional staff recommendations.

ADMINISTRATION

These first couple of weeks in the new year have focused on “housekeeping activities” such as required year-end reports and 2021 planning.

DISTRICT OPERATIONS

2021 Final Annual Budget, Levies, Assessment, Fees – The final budget, levies, assessment, fees for 2021 were sent to the Becker and Otter Tail County Auditor’s Office on December 18, 2020.

DISTRICT MONTHLY REPORT JANUARY 15, 2021

2021 Work Plan – Staff completed the draft workplan and it will be reviewed at the January Board Meeting. The 2020 Work Plan is enclosed and depicts progress against objectives.

2021 Data Collection and Monitoring Plan –February Meeting.

2021 Education Plan – The plan will be presented at the February Meeting. We are hoping to include summer project tour, and other events.

2020 Annual Report – staff has started work on the 2020 Annual Report. Moses has completed the administrative portions of the 2020 Annual Report. Mortenson and Guetter are re-formatting the Data Collection/Monitoring sections to correlate with the new RMP format and assist with plan progress tracking. Reporting will be presented within the water management planning areas. The 2020 Annual Report will be filed with BWSR and the MN DNR.

Contract Renewals – LMCIT Insurance Policy- Staff met with Bell Insurance on Dec. 16 to review District needs. Additional coverage may need to be purchased once the Rice Like structure is complete. **GIS Software** – the annual contract was renewed this month.

Grant Oversight – The work plans for the BWSR Rice Lake Project and the MPCA 319 Small Watershed Grant will be drafted.

Office Equipment – In December, two monitors were replaced in the Administrator's office and a MS Surface Tablet was purchased (Administrator).

District Website Reconstruction – Staff met with Matt of Woolly Mammoth on Friday, January 8, to discuss content and format of the website. He will work on items presented and we will meet again on Wednesday, January 20.

FISCAL MANAGEMENT

2021 Budgets – Information was updated in Quick Books.

2020 Year End – Moses completed year-end internal fund transfers; 2020 Jan-Dec Revenue and Expense, quarterly reports.

2020 Financial Audit - Moses has been in contact with the Auditing firm, Clasen & Schiesl CPAs, Ltd who plan to conduct a remote audit in early May. 2020 year-end information is being compiled and will be transferred electronically for the audit. Audit letters were completed and signed and returned to the Auditing firm. The audit report will be filed with the MN State Auditor and BWSR.

DCM-01 Project- Data Collection and Monitoring. – Guetter will be working with Stantec to complete the Engineer Report.

INTERNAL GOVERNANCE POLICIES

By Laws – Moses has initially reviewed the By Laws and has compiled examples of other District Bylaws. At time allows, suggested changes will be presented to the Board for their review and approval.

COLLABORATION WITH OTHER UNITS OF GOVERNMENT AND PARTNERS

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

PRWD Technical Advisory Committee (TAC) – Rice Lake project meeting will be conducted the week of January 18th.

Red River Water Management Board. – Rob Sip, Red River Water Management Board contacted the office and is requesting to discuss membership with the managers in February.

DRAINAGE SYSTEM REPORT January 2021

2020 Annual Ditch Buffer Strip Report – Guetter submitted the District's buffer strip report to BWSR on January 8, 2021 (due March 1, 2021).

DISTRICT MONTHLY REPORT
JANUARY 15, 2021

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 trapped 3 beaver. No further action needed.

Report: 10/12/2020: Rick Schmidt reported beaver activity in the Whiskey Creek Dr. area. **Status:** Josh Campbell trapped 9 beaver and reported a large dam which will need to be removed after deer hunting season.

12/4/20: Mortenson contacted a few people who may be able to “blow the dam”. We have heard back from a couple of contractors, who have declined the work but may know of others who could help us.

12/18/20: Mortenson met with Landowner Rick Schmidt on to inspect the reported beaver dam on Ditch 11.

1/12/21: Mortenson, Schmidt, and Keith Heinlein (local landscaper) revisited the dam on 1/4/20 to check ice thickness and substrate composition. They found 4-6 inches of ice and the substrate underneath was unconsolidated. Heinlein stated it was not solid enough to access with equipment and declined the job.

Mortenson has been in contact with Buchholz Blasting from Bagley, MN to use explosives to remove the dam. Buchholz will remove the dam once all required documentation and permitting is completed.

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.

DATA COLLECTION AND MONITORING – January 2021

Data Analysis. Mortenson has been typing up the annual Data Collection Report. This year, the report will be separated by Water Management Areas. Stay tuned for reports in coming months.

Long Lake Wetland Area high water investigation. Mortenson and Guetter have been looking into solutions to the Long Lake/St. Clair Lake High Water issue. After contacting several groundwater specialists, Staff will be purchasing/building piezometers (ground water measuring devices) to monitor the inflow/outflow of groundwater into the systems. These piezometers will be placed in the spring once the ground thaws.

Special Project - Federal FEMA Hazard Mitigation Grant Funds application. – The application was submitted to FEMA in early December.

Resources and Equipment- The Sonde malfunctioned early in the summer and Staff have been using a loner from PCA. Mortenson ordered a replacement for the broken Sonde on 1/12/20. Mortenson also ordered a replacement for the Pygmy Flowmeter, the instrument used to measure stream discharge. The pygmy flowmeter has been used by the district for at least 20 years, if not longer. The replacement flowmeter is a Sontek Flowtracker 2. This new flowmeter uses acoustic soundwave to measure flow rather than a mechanical system. This system will require less maintenance, less time, and less training to take samples. Acoustic flow measurements are also more accurate than mechanical readings. These purchases were part of the approved 2021 Budget (Capital Outlay- LMP-01)

Equipment for the groundwater study will likely be purchased in the coming months (Utility).

DISTRICT MONTHLY REPORT

JANUARY 15, 2021

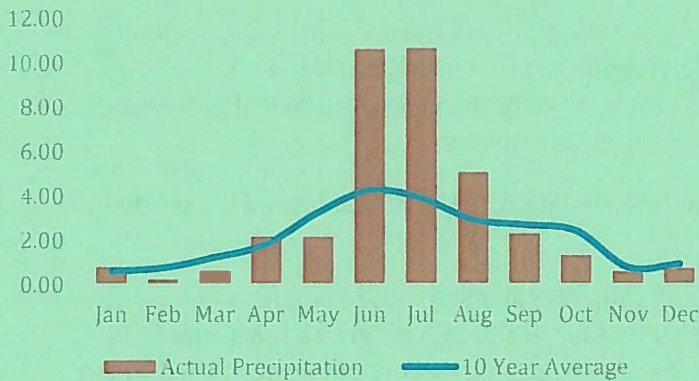
Weather

December trended warmer than the historic average with 21 out of 30 days above average. The high for the month was 44.6°F on December 9th and the low was -14.8°F on December 24th. The average high for the month was 28°F and the average low for the month was 12°F. December ended above average, with highs near 25°F on New Year's Eve. Warm temperatures have caused ice to remain "thin" on area lakes, causing multiple area fishermen to accidently put vehicles through the ice.

December Temperature

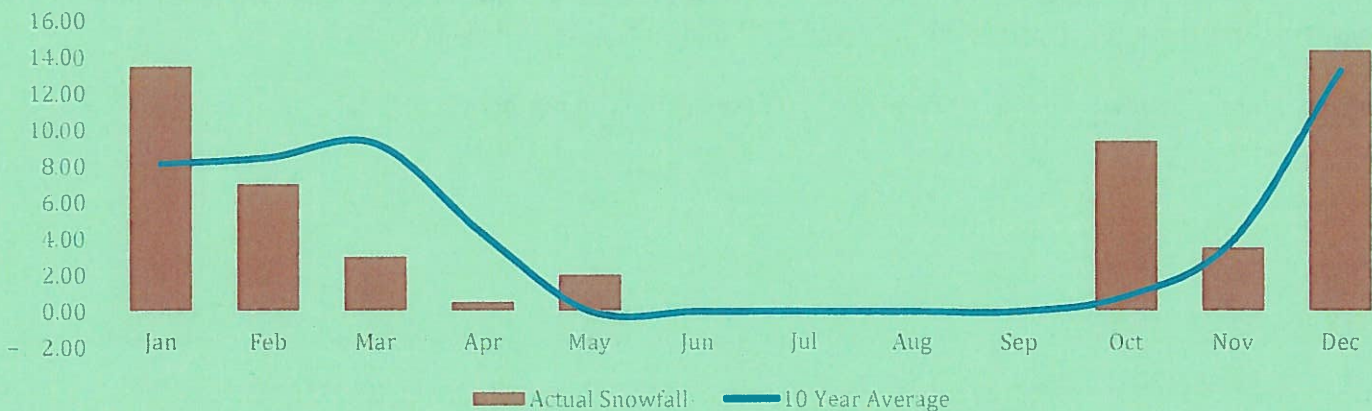


2020 Precipitation



Snowfall for December was about average, with 14.4" (average of 13.29). A total of 5.4" of snow fell in the final 4 days of December 3" fell on the 21st, and 3" fell on the 24th. The snow that fell on the 24th was accompanied by high winds limiting visibility and hampering travel on Christmas Eve.

2020 Snowfall



RULES OF ENFORCEMENT

January 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.

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 and Wenck is currently reviewing.

Molly Ridge—No further action has been taken.