

**PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT**
Public Hearing on DCM-01 Project
Followed by the Regular Monthly Managers' Meeting
Thursday, July 15, 2021

5:00 PM

Wells Fargo Building, Second Floor Meeting Room, 211 Holmes St. West, Detroit Lakes, MN

Virtual Zoom Option

Request Zoom link at prwdinfo@arvig.net by 12:00 PM (Noon) of meeting date.

AGENDA-Updated 7/9/21

- | | |
|----------------|--|
| 5:00 PM | 1. Call to Order—Public Hearing—DCM-01 Project
2. Public Hearing Closed |
| 5:10PM | 3. Call to Order—July Monthly Board meeting
4. Approval of Consent Agenda
A. Secretary Report—June 17, 2021 Regular
B. Administrator's Report
C. Ditch Inspector's Report
D. Rules/Permitting Report |
| 5:15 PM | 5. Committees Reports
A. Personnel
B. Citizen/Technical Advisory |
| 5:30 PM | 6. New Business
A. DCM-01 Project Establishment- Findings of Fact, Resolution and Order
B. PRWD Summer Tour Date
C. BWSR Legislative Update
D. Roadside pick up equipment update
E. MAWD Resolutions |
| 5:50 PM | 7. Unfinished Business
A. Rice Lake Project Construction Update |
| 6:15 PM | 8. Treasurer's Report
A. Approve July 2021 Bills and 2nd Qtr Manager Compensation & Expenses
B. Approve July Fund transfer
C. Review January—June 2021 Revenue & Expenses Report |
| 6:30 PM | 9. Public Forum (5 minutes) |
| 6:35 PM | 10. Attorney's Report
11. Engineer's Report
12. Pulled Consent Agenda Items |
| 6:45 PM | 13. Announcements |
| 6:55 PM | 14. Meeting Adjournment |
- (action items in bold face)

PELICAN RIVER WATERSHED DISTRICT REGULAR MEETING BOARD MINUTES –JUNE 17, 2021

Managers Present: Kral, Okeson, Imholte, Michaelson, Chris Jasken, Haggart, Charles Jasken

Managers Absent: None

Staff: Administrator Guetter, Mortenson, Moses

Consultants: Attorney Skoyles, Engineer Mackowick- Wenck part of Stantec (via IT)

Advisory Committee: John Okeson (via IT) **Others:** Pete Waller, Board of Soil and Water Resources (via IT), Jason Vinje, MN DNR (via IT), Dr. Nick Kludt, MN DNR – Red River Basin

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 5:01 PM.

OATH OF OFFICE. The Becker County Board of Commissioners re-appointed PRWD Board Manager Orrin Okeson to serve a three-year term (May 2024) and appointed a new PRWD Board Manager, Charles Jasken, to serve a three-year term (May 2024). **The "Oath of Office" was taken by Managers Okeson and Jasken.**

APPROVE CONSENT AGENDA. Motion to approve the June 17, 2021 Consent Agenda *with addition of LiDAR discussion*; PRWD Secretary's Report – May 20, 2021 Regular Meeting Minutes; June 2021 Administrator's Report; June 2021 Rules/Permitting Report, and the June 2021 Ditch Inspector's Report, (Imholte, Chris Jasken); carried unanimously.

COMMITTEE REPORTS.

Personnel Committee- Nothing further to report.

Citizen Advisory Committee – Nothing further to report.

NEW BUSINESS.

- a. **PRWD Projects Summer Tour Date.** All Managers expressed an interest in holding a projects tour (Rice Lake Project, South Shore Drive, Campbell Creek, Bucks Mill, etc.) sometime in July or August. A tour itinerary and date will be forthcoming. Guetter noted a MAWD North Country Region 1 meeting will be held on June 22nd in Ada, MN or via Interactive Technology.
- b. **Campbell Creek Streambank Study Report.** Jason Vinje, MN DNR reviewed slides and graphs to show both past and current conditions of the Campbell Creek area. Guetter and Mortenson, have assisted the MN DNR in the field with their study. Vinje noted a few key areas for streambank work. Manager Kral inquired what the next step course of action would be now that study is complete. Guetter noted the District has been selected for a MPCA 319 Small Watershed Grant that is targeting this area and will use the study results to develop an implementation plan for addressing the streambank erosion issues. The MPCA, MN DNR, and the District will work collaboratively to address the sediment loading to Floyd lake. The Managers thanked Mr. Vinje for the work conducted and his report.
- c. **Bucks Mill Dam Modification DNR Grant Application Approval.** Dr. Nick Kludt, MN DNR Red River Basin Fisheries Coordinator, made a presentation on the history of the dam, current dam safety issues, and showed potential concepts for restoring the Pelican River channel habitat and connectivity in the original stream channel to allow improved fish passage (sturgeon) and aquatic habitat and would also address the current MN DNR dam safety issues. Buck's Mill Dam is owned by the MN DNR and the project area will involve County and State lands. Dr. Kludt recently made a presentation to the Becker County Commissioners, and they were supportive of the collaboration between the County, State, and District. He emphasized the project would be a multi-year process and involve close and frequent coordination between the partners. There are Federal and State funding sources for projects which deliver preservation of riparian forest, erosion prevention, and various fisheries benefits of a large-scale, ecologically-beneficial, river restoration. Federal funds can be used as a grant match for a State grant. He noted the project will also address fish movement, reproduction, and barrier removal goals as outlined in the District's Revised Water Management Plan, MN DNR's Red River Fisheries Management Plan, and MN DNR Phase 2 Lake Sturgeon Restoration Plan. The project will also have a citizen advisory committee. Dr. Kludt will be presenting the project at the upcoming Melissa-Sallie Lake Improvement Annual Meeting. **Motion to approve the Pelican River Watershed District to sponsor a Lessard-Sams Outdoor Heritage grant application to remove Buck's Mill dam and restore Pelican River channel habitat and connectivity, (Michaelson, Haggart) carried unanimously.**
- d. **Red River Watershed LiDAR.** Information was included in the monthly packet regarding the Red River Basin Board effort to update the LiDAR data. Since that time, it has been learned Becker County is scheduled for the LiDAR flyover in the fall of 2021. The District applied for a FEMA grant earlier in the year, and FEMA and USGS have signed an agreement and will be paying for the Becker County LiDAR flyover, with no cost to the District.

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES –JUNE 17, 2021**

UNFINISHED BUSINESS

- a. **Interactive Technology Meeting Policy Update.** The 2020-21 legislative session passed an update to the language in MN State Statutes replacing the word “television” with “technology” and the District’s proposed policy updates make these updates. **Motion to approve the updated “Technology Meeting Policy” as presented (Chris Jasken, Okeson) carried unanimously (attached hereto).**
- b. **PRWD Bylaw Update.** The Bylaws were reviewed as presented. Manger Imholte would like to amend Article XIII, section 1 and 3, from four managers to read at least five managers. Manager Michaelson did not agree with the change from four to five managers. **Motion to amend Article XIII, section 1 and 3, from four managers to at least five managers (Imholte, Chris Jasken); carried with dissent, 6-ayes, 1-nay Michaelson. Motion to adopt the Bylaws as amended (Imholte, Charlie Jasken); carried with dissent, 6-ayes, 1-nay Michaelson (attached hereto).**
- c. **Rice Lake Project Construction Update.** Guetter informed the Managers that since the project was being constructed with grant funds from the State of Minnesota, that if the state was not able to reach a budget agreement and therefore shutdown, the Rice Lake project would need to shut down until the financial issue was resolved at the State level. Guetter also stated that she received a call from Houston Engineering and that the contractor was not able to use the road as it is to move his crane into the construction area. The road would need to be improved with additional costs to the contractor. Guetter asked for Board approval to allow the contractor to complete the necessary work for the project to continue. **Motion to grant Administrator Guetter the authority to approve Rice Lake Wetland Restoration project construction change orders as recommended by project engineer Ted Rud, Houston Engineering, Inc. (Michaelson, Chris Jasken); carried unanimously.**
- d. **Otter Tail 1W1P Policy Committee Bylaws Approval.** Managers reviewed the Otter Tail 1W1P Policy Committee Bylaws as presented. All Otter Tail 1W1P partners must approve the same set of bylaws. **Motion to approve the Otter Tail 1W1P Policy Committee Bylaws (Kral, Michaelson) carried unanimously.**

TREASURER’S REPORT.

- a. **Approval of June 2021 Claims.** Treasurer Michaelson presented the June 2021 claims to the Managers. **Motion to approve the 2021 claims (Checks #14840-14851 and EFT 1625-1632 in the amount of \$119,600.48 (Michaelson, Okeson); carried unanimously (attached hereto).**
- b. **June Fund Transfer.** Treasurer Michaelson recommended transferring \$146,000 to cover the monthly payments and expenses. **Motion to transfer \$146,000 from the Bremer Bank savings account to the checking account (Michaelson, Haggart); carried unanimously.**
- c. **Financial Report.** The January-May 2021 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-May 2021 R & E Report (Michaelson, Haggart); carried unanimously.** The report will be filed for audit.

PUBLIC FORUM.

ATTORNEY REPORT. Attorney Skoyles- nothing further to report.

ENGINEER REPORT. Mackowick reported R & G Subaru parking lot improvements project has been approved.

ANNOUNCEMENTS – Manager Okeson noted that he had talked with Terry Anderson who informed him that this would be his last summer working with the aquatic roadside pick up program. Manager Haggart noted the CLP treatment on Muskrat was effective, despite the windy conditions during the chemical application.

ADJOURNMENT. **Motion to adjourn the meeting 7:57 PM, (Kral, Michaelson) carried unanimously.**

Meeting Approved: _____

Respectfully Submitted,
Janice Haggart, Secretary

Pelican River Watershed District

Claims Paid - June 2021

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>(ACH) Employee Expenses</u>			
*Guetter, Tera	06/22/2021	EFT1625	105.24
*Mortenson, Adam	06/22/2021	EFT1626	87.60
*Moses, Brenda	06/22/2021	EFT1627	5.60
			\$ 198.44
<u>(ACH) Vendor Expenses</u>			
Lakes Computer, Inc.	06/22/2021	EFT1628	200.00
RMB Environmental Labs, Inc.	06/22/2021	EFT1629	1,410.00
Stantec Consulting Services Inc.	06/22/2021	EFT1630	3,109.85
Wells Fargo-Office Lease	06/22/2021	EFT1631	1,299.58
Xerox Corporation	06/22/2021	EFT1632	421.66
			\$ 6,441.09
<u>(Checks) Vendor Expenses</u>			
Arvig	06/21/2021	14840	61.95
^Bachmeier, Chris	06/21/2021	14841	15,000.00
Bank of America	06/21/2021	14842	293.55
Becker County	06/21/2021	14843	11,074.00
County 6 Amoco & Bait	06/21/2021	14844	633.88
Office of MNIT Services	06/21/2021	14845	66.60
PLM Lake and Land Management	06/21/2021	14846	27,372.98
Premium Waters, Inc.	06/21/2021	14847	7.35
Prairie Embroidery	06/21/2021	14848	20.00
Total Schultz Garage & Bus Co., Inc	06/21/2021	14849	650.75
			\$ 55,181.06
<u>(Checks) Rice Lake Expenses</u>			
Detroit Township	06/21/2021	14850	50,000.00
Houston Engineering Inc.	06/21/2021	14851	7,779.89
			\$ 57,779.89
Supplemental Benefits	6/8/2021	EFT 1615-1617	2,451.50
Employee Payroll	6/10/2021	EFT 1618-1624	6,424.79
Federal Withholding	6/11/2021	ACH	2,771.80
Employee Payroll	6/24/2021	EFT1633-1639	7,880.72
Federal Withholding	6/30/2021	ACH	2,522.96
MN State Retirement	6/30/2021	ACH	2,460.00
MN Revenue	6/30/2021	ACH	905.00
PERA	6/30/2021	ACH	2,188.86
			\$ 27,605.63
TOTAL JUNE EXPENSES:			\$ 147,206.11



Watershed District Managers

OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Becker

*I, **Charles Jasken**, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota; uphold and carry out my duties under the Minnesota Watershed Act as a member of the Managers of the Pelican River Watershed District in the County of Becker; and faithfully discharge the duties of my office to the best of my judgment and ability.*

Signature

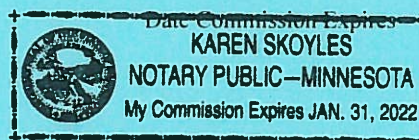
Subscribed and sworn to before me this 17th day of June 2021.

Signature of Notary Public

Karen Skoyles

Printed Name of Notary Public

Karen Skoyles



County of Residence

Becker



Watershed District Managers

OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Becker

*I, **Orrin Okeson**, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota; uphold and carry out my duties under the Minnesota Watershed Act as a member of the Managers of the Pelican River Watershed District in the County of Becker; and faithfully discharge the duties of my office to the best of my judgment and ability.*

Orrin Okeson

Signature

Subscribed and sworn to before me this 17th day of June 2021 ~~2020~~

Signature of Notary Public

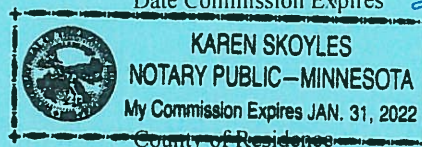
Karen Skoyles

Printed Name of Notary Public

Karen Skoyles

Date Commission Expires

31 January 2022



County of Residence

Becker

Pelican River Watershed District
Policy for Meetings Conducted Via Interactive Technology Purpose (MN Statute 13D.02) or by
Telephone or Interactive Technology (MN Statute 13D.021)

Adopted: 11-15-18 Updated: 6-17-21

The Pelican River Watershed District Board of Managers recognize that it is a deliberative body and that it is important for Managers to attend meetings to perform the role for which they were elected and to add to the diversity of thought and opinion in deliberations.

The Managers recognize that members in certain circumstances may not be physically able to be present at all Board meetings. It is the expectation that this policy will be used in good faith for remote attendance of a meeting in its entirety. **MN State Statute 13D.02 Meetings Conducted by Interactive Technology; Conditions** for using interactive technology to attend meetings remotely.

The District will follow MN State Statute 13D.02 Meetings Conducted by Interactive Technology; Conditions (2021) and as updated as follows:

Conditions (13D.02, Subd 1.)

A meeting governed by section [13D.01, subdivisions 1, 2, 4, and 5](#), and this section, may be conducted by interactive technology so long as:

1. all members of the Board of Managers of the Pelican River Watershed District (District) participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
2. members of the public present at the regular meeting location can hear and see all discussion and testimony and all votes of Board Managers of the District;
3. at least one Board Manager of the District is physically present at the regular meeting location; and
4. each location at which a Board Manager of the District is present is open and accessible to the public.

Members are present for quorum, participation (13D.02, Subd. 2.)

1. Each Board Manager of the District participating in a meeting using interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Monitoring from remote site (13D.02, Subd. 3.)

1. To the extent practical, the District will allow a person to monitor the meeting electronically from a remote location.

Notice of regular and all member sites (13D.02, Subd. 4.)

1. When interactive technology is used to conduct a regular, special, or emergency meeting, the District will provide notice of the regular meeting location and notice of any site where a Board Manager of the District will be participating in the meeting by interactive technology. The timing and method of providing notice must be as described in section [13D.04](#) (2018).

Record (13D.02, Subd. 6.)

1. The minutes for a meeting conducted using telephone or interactive technology must reflect the names of any Board Manager appearing by interactive technology and the state the reason or reasons for the appearance by interactive technology.

Use of Interactive Technology

1. A Board Manager may attend a meeting via interactive technology if s/he is prevented from physically attending because of (1) personal illness or disability, (2) employment or District business, (3) out-of-state personal travel, or (4) a family member illness or emergency.
2. No Manager shall participate remotely more than three (3) times during a calendar year. However, the Board, by majority vote, shall allow a Board Manager to participate remotely more than three (3) times when conditions or circumstances justify such added remote participation.

3. Board Managers who desire to participate in a meeting by means of interactive technology shall notify the District Board President and Administrator at least seven (7) days in advance of the meeting in question.
4. The Administrator or his/her designee is authorized and directed to provide the technology sufficient to implement this policy.

The determination as to whether the Board Manager shall be considered present shall be made by the Board Secretary.

1. Each Board Manager participating from a remote location may be requested by any Board Manager physically present to declare that s/he is participating prior to the motion for each item on the agenda.
2. All votes shall be by roll call, so each manager's vote on each issue can be identified and recorded.
3. If remote access fails during discussion preceding an action item, that failure ends the remote participation in the meeting on that topic and precludes further participation in voting at that meeting on that single topic.
4. If remote access is reestablished, members may rejoin discussion and act on subsequent action items.
5. If for any reason the remote access, in full or in part with the Board member malfunctions before the adjournment of the meeting, the meeting shall continue.

MEETINGS DURING PANDEMIC OR CHAPTER 12 EMERGENCY (MN State Statute 13D.021)

Use of telephone or interactive technology can only be used if the Board President, legal counsel, or the Administrator determines an in-person meeting or a meeting conducted through interactive technology is not practical or prudent ***only when the Minnesota Governor or his/her designee declares a health pandemic or an emergency under M.S. Ch. 12 (national security, natural disaster, hazardous materials incident).***

The District will follow Minnesota State Statute 13D.021 (2021) which provides for use of telephone or interactive technology means in certain circumstances as follows:

Conditions (13D.021, Subd 1.).

A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or interactive technology means so long as the following conditions are met:

- (1) the presiding officer, chief legal counsel, or chief administrative officer for the District determines that an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;
- (2) all Board Managers of the District participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;
- (3) members of the public present at the regular meeting location of the District can hear all discussion and testimony and all votes of the Board Managers of the District, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;
- (4) at least one member of the District, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and
- (5) all votes are conducted by roll call, so each Board Manager's vote on each issue can be identified and recorded.

Members are present for quorum, participation (13D.021, Subd 2.)

Each Board Manager of the District participating in a meeting by telephone or interactive technology means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Monitoring from remote site (13D.021, Subd 3.)

If telephone or interactive technology means is used to conduct a meeting, to the extent practical, the District shall allow a person to monitor the meeting electronically from a remote location.

Notice of regular and all member sites (13D.021, Subd 4.)

If telephone or interactive technology means is used to conduct a regular, special, or emergency meeting, the District shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or

interactive technology, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04.

Public Comment period during health pandemic or emergency (13D.021, Subd 5.)

If attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration and the District offers a public comment period, member of the public will be permitted to comment from a remote location during the public comment period of the meeting, to the extent practical.

**Bylaws of
Pelican River Watershed District**
(Amended April 19, 2001, June 17, 2021)

These Bylaws establish rules governing the conduct of business by the Board of Managers (Board) of the Pelican River Watershed District (District) under Chapter 103D.315: Subd.11.

**ARTICLE I.
NAME**

Section 1. NAME: Pelican River Watershed District (District).

**ARTICLE II.
PURPOSE & MISSION**

The District's purpose and authorities are outlined in MS 103D and its mission is: *"To enhance the quality of water in the lakes within its' jurisdiction. It is understood that to accomplish this, the District must ensure that wise decisions are made concerning the management of streams, wetlands, lakes, groundwater, and related land resources which affect these lakes."*

**ARTICLE III.
DISTRICT OFFICE AND WATERSHED DISTRICT'S BOUNDARIES**

Section 1. DISTRICT OFFICE: The principal place of business of the District is in the Wells Fargo Bank Building, 211 Holmes St. West, Suite 201, Detroit Lakes, MN 56501.

Section 2. BOUNDARIES OF DISTRICT: The District covers an area of 120 squares miles, with 95% in Becker County and 5% in Ottertail County.

**ARTICLE IV
BOARD OF MANAGERS**

Section 1. COMPOSITION OF DISTRICT BOARD OF MANAGERS:

The District is composed of seven managers appointed by Becker County Board of Commissioners. Because only a fraction of Ottertail County is within District boundaries, there is no one appointed from that county.

Section 2. TERMS OF OFFICE: Appointments are made by the Becker County Board of Commissioners to the District Board of Managers for three-year terms. To ensure continuity, managers terms are specified and staggered, so that no more than three (3) managers' terms will expire in any given year.

A Manager's term of office begins May 27th of the year they are appointed. If the County delays the appointment of a Manager, the Manager's term continues until a successor is appointed and qualified.

Section 3. VACANCY/RESIGNATION: Any manager who is unable to fulfill their three-year term of office on the Board of Managers will notify Becker County and the District that they will be leaving their position. Until such time as Becker County makes a new appointment, the vacated seat on the Board remains open.

Section 4. OATH: Each manager must take the oath defined in Minnesota Constitution Art. V, Section 6, and such oath must be signed and notarized and filed with the District and the State of Minnesota (BWSR).

Section 5. ATTENDANCE: Managers are expected to attend meetings of the Board of Managers. A manager's failure to attend three consecutive meetings or five meetings in a calendar year will result in review of the circumstances by the Board of Managers and may be reported, at the Board's discretion, to the Becker County Commission.

Section 6. BONDING: Before assuming the duties of the Board, each Board member, at District expense, will obtain and file a bond in accordance with MS 103D.315, Subd. 2. The Board, at District expense, will provide for insurance for its members to provide liability protection on such terms and in such amounts as the Board decides.

Section 7. COMPENSATION: The Board hereby sets the following compensation schedule for all managers:

- Per diem rate or other compensation will not exceed compensation limits allowed by the State of Minnesota.
- Hourly rate for participation in meetings or events of less than 2 hours: Annually set by the Board, not to exceed the per diem rate.
- Mileage reimbursement: Internal Revenue Service business mileage rate.
- Travel reimbursement: Actual, reasonable cost for lodging and meals
- Other reimbursement: As authorized and approved by the Board.

This compensation schedule only applies to performance of official duties, such as meetings, training, events, site visits, etc.

Section 7. SUBMISSION OF MANAGER EXPENSES: Manager claims for compensation and/or reimbursable expenses will be paid on a quarterly basis. Claims must be submitted to the District office before the Board's regular meeting for approval. All approved claims will be paid by direct bank deposit.

Section 8. DESIGNATION OF DEPOSITORY AND OFFICIAL NEWSPAPERS: The Board will designate the official District depository and official newspapers annually at the first regular meeting in January.

Section 9. MANAGER'S AUTHORITY:

- a. Individual managers will not act to represent the Board on any given subject unless specific Board action/position has been determined/ruled and the individual action thus represents the Board as a whole.
- b. An individual manager cannot provide direction, instructions or authorization to the administrator or a District consultant unless specifically authorized to do so by the Board of Managers.
- c. An individual manager's request for information is directed through Board of Managers or through the administrator including consultants, auditors, engineers or legal counsel.
- d. A manager may not request or authorize on behalf of the District performance of services by the administrator, a consultant, the auditor, engineer or legal counsel unless authorized by action of the Board of Managers, which authorization will extend only to the extent and scope specifically authorized by the Board of Managers.
- e. Individual managers cannot bind the District to agreements or expenditures.

ARTICLE V. OFFICERS

Section 1. ELECTION OF OFFICERS: The following officers will be elected each calendar year at the first regularly scheduled meeting in January: President, Vice-President, Secretary and Treasurer. Terms are for one-year unless re-elected.

Section 2. DUTIES OF OFFICERS:

- a. **President:** The President will serve as chair for all meetings of the Board of Managers; sign and deliver in the name of the District any contracts, deeds, correspondence, or other instruments pertaining to the business of the District, as authorized by the board; and be a signatory on the District's accounts.
- b. **Vice-President:** The Vice-President will discharge the President's duties in the event of the absence or disability of the President; and be a signatory to the District's accounts.
- c. **Secretary:** The Secretary will record all votes and the minutes of all proceedings of the Board of Managers; records and proceedings of the District; and be a signatory to the District's accounts.
- d. **Treasurer:** The Treasurer will review the District's financial accounts, deposits, records, monthly expenditures, tax forms, and bank account reconciliations; ensure staff is following financial procedures; and be signatory to the District accounts.

Section 3. AUTHORIZED SIGNATORIES: Officers and the Administrator are signatories for District accounts. Checks or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of District will be signed by two authorized signatories; electronic payments (EFT) will be approved by one authorized signatory.

Section 4. OFFICER VACANCIES:

In the event an officer cannot complete his or her term of office, the Board will immediately elect from among its managers an individual who will complete the unexpired portion of the term.

Section 5. REMOVAL FROM OFFICE: Any officer may be removed at any time, with or without cause, upon the affirmative vote of four (4) members of the authorized votes of the Board of Managers.

Section 6. DUTIES ASSIGNED TO THE DISTRICT ADMINISTRATOR: The following duties will be performed by the District Administrator under the direction of the Board of Managers:

- a. Develop and maintain the District's records and financial accounts.
- b. Arrange for the annual financial audit.
- c. Provide the Board with records as necessary to describe the financial condition of the District.
- d. Deposit all monies, drafts and checks in the name of and to the credit of the District at such banks and depositories as the Board may approve.
- e. Ensure that minutes of all Board meetings are recorded and made available in a timely manner to the Board, and maintain a file of all approved minutes including corrections and changes.
- f. Provide for proper public notice of all meetings.

ARTICLE VI.

MEETINGS OF DISTRICT BOARD OF MANAGERS

Section 1. MEETINGS: All meetings of the District Board of Managers requiring open and public meetings will comply with MN State Statutes and Rules.

Section 2. REGULAR SET MEETINGS: Regular meetings will be held on the third Thursday of each month at the District office, unless otherwise noticed. Managers may attend meetings virtually as outlined in *"Policy for Meetings Conducted Via Interactive Technology Purpose (MN Statute 13D.02) or by Telephone or other Electronic Means (MN Statute 13D.021)" adopted 11/15/2008 and amended 6/17/2021.*

Section 3. SPECIAL MEETINGS: Special meetings to conduct the business of the District may be held and will be legally noticed. The Administrator, in consulting with the President, will establish a date, time, location, and purpose for the meeting. The meeting will be noticed as soon as possible and in accordance with applicable laws of said meeting.

Section 4. PUBLIC HEARINGS: Public hearings will be conducted pursuant to Chapter 429 or any other charter provision requiring a public hearing.

Section 5. QUORUM and ADJOURNED MEETING: At all meetings of the Board of Managers, a simple majority of managers present will constitute a quorum to conduct business. If no quorum is present, managers may discuss matters pertaining to the meeting agenda, but no business may be conducted.

Section 6. CHAIR of MEETINGS: The President will preside as chairperson at all meetings of the managers. In the absence of the President, the Vice-President will preside. In the event both the President and Vice-President are absent, but a quorum exists, the members will elect from within the membership an acting Chair to run the meeting.

Section 7. MEETING FORMAT:

- a. At the hour appointed for a meeting of the District, upon reaching a quorum, the meeting will be called to order by the President, or in his/her absence by the acting President, for approval of the consent agenda. Prior to consent agenda approval, any changes or additions to the agenda may be made including an emergency request. The consent agenda will consist of actions the Administrator determines may be taken without discussion of the Board. Any manager may remove an item from the consent agenda for discussion. Members of the meeting audience who wish to speak to the Board on a matter not covered by an existing agenda item, will be given the opportunity to speak during the public forum agenda item.
- b. Every manager, prior to his/her speaking, will address the President and will not proceed until he/she has been recognized by the Chair.
- c. If a manager has a conflict of interest in a matter that comes before the Board, the manager will follow procedures in Section 8: Conflict of Interest.
- d. No person other than a manager will address the Board except with the consent of the President or by a majority vote of the managers present.
- e. The President has the authority to set a time limit that a manager or a person addressing the Board may speak.
- f. The Board may create committees as needed. Limited term committees may be appointed by the President at any time. Longer term or standing committees shall be created with the affirmation of majority vote of the Board. It will be the duty of committees to act promptly and faithfully in all matters referred to them and to make reports to the Board.
- g. Minutes of all official meetings of the Board of Managers will be recorded, reviewed and approved by the Board, and kept at the District office. They will be signed by the Secretary and will constitute an official record of the procedure.
- h. Any manager may request a roll call vote on any motion voted on by the Board and such request will be granted by the President.

Section 8. CONFLICT OF INTEREST: The Pelican River Watershed District seeks to assure public confidence in the integrity of its proceedings because such confidence is essential for effective governance. Ensuring that conflicts of interest do not affect Board of Managers proceedings is an essential element of maintaining high ethical standards. Therefore, the Board of Managers adopts the following conflict of interest policy consistent with the Ethics in Government Act, Minnesota Statutes section 10A.07:

- a. **Disclosure of conflicts:** Where the official duties of a manager, including chairing any meeting, participating in any vote, or offering any motion or discussion on any matter, may substantially affect the manager's financial interests or those of an associated business, other than where the effect on the manager is no more than on any other member of the

manager's profession, occupation or business classification, the manager must take the following actions.

- i. Prepare a written statement describing the matter requiring action and the nature of the conflict of interest; and
- ii. Deliver a copy of the statement to the present Board of Managers for filing with the Board of Managers prior to taking action.

If a conflict arises, and a manager has insufficient time to provide a written statement, the manager must orally inform the board.

- b. **Abstention:** A manager must abstain from chairing any meeting, participating in any vote, offering any motion or participating in any discussion on a matter that substantially affects the manager's financial interests or those of an associated business, unless the effect on the manager is no more than on any other member of the manager's profession, occupation or business classification.

ARTICLE VII. PARLIMENTARY AUTHORITY

Section 1. PARLIMENTARY AUTHORITY: The most recent revised and annotated edition of Robert's Rules of Order will generally govern the District's meetings.

Section 2. SUSPENSION: Robert's Rules of Order may be suspended temporarily by simple majority consent of the Board of Managers.

ARTICLE VIII. ADVISORY COMMITTEES

Section 1. ADVISORY COMMITTEES: The Board will appoint committees and subcommittees for the purpose of assisting the Board in the performance of its duties.

Section 2. CITIZENS ADVISORY COMMITTEE: The Citizens Advisory Committee (CAC) may consist of 5 -12 members and represent a broad range of interests. A CAC meeting will be scheduled annually or at such times as may be necessary. The CAC will advise the managers on matters affecting the interests of the District and will make recommendations to the managers on contemplated projects and improvements in the District.

Section 3. TECHNICAL ADVISORY COMMITTEE: The Technical Advisory Committee (TAC) may consist of representatives of Becker County, Becker Soil and Water Conservation District, the City of Detroit Lakes, the Minnesota Department of Natural Resources, the Minnesota Pollution Control Agency, and the Minnesota Board of Soil and Water Resources. Other advisory committee members may be appointed at the discretion of the managers. The TAC is convened as necessary to advise the Board of Managers on regulatory, contemplated projects and improvements, and other technical matters.

ARTICLE XII. DRAINAGE AUTHORITY

Section 1. DRAINAGE AUTHORITY: The Board of Managers is the Drainage Authority for Becker County Drainage Systems 11-12, 13 and 14. The Drainage Authority exercises responsibilities that are described in various sections of the Drainage Code (Section 103E); these duties include, but are not limited to, construction and maintaining drainage systems, undertaking an annual inspection, ordering repairs, receiving petitions, and prevent unauthorized use or damage to the drainage systems under its jurisdiction.

ARTICLE XIII. AMENDMENT TO BYLAWS

Section 1. DISTRICT BYLAWS MAY BE AMENDED, repealed, or adopted by a majority of at least five (5) managers of the Board. Notice of such proposed alteration(s) or amendment(s) will be contained in the meeting agenda notice.

Section 2. INTERPRETATION of the Bylaws and any amendment or additions thereto will rest with the Board of Managers.

Section 3. TEMPORARY SUSPENSION OF BYLAWS: These rules may be suspended temporarily by consent of a majority of at least five (5) managers of the Board.

ARTICLE XIV. REVIEW OF BYLAWS

These Bylaws will be reviewed at least every five years and revised if needed. These Bylaws govern internal District matters and do not create rights in any third parties.

Adopted by the Board of Managers of the Pelican River Watershed District the 17th day of June, 2021.

Date: 6/17/2021 Signed: Janice Haggart
Janice Haggart, Secretary



Policy Committee Bylaws of the Otter Tail Watershed Partnership

East Otter Tail SWCD

West Otter Tail SWCD

Becker SWCD

Otter Tail County

Becker County

Pelican River Watershed District

Cormorant Lakes Watershed District

These bylaws establish rules governing the conduct of business by the Policy Committee of the Otter Tail Watershed Partnership, hereinafter referred to as the Policy Committee.

ARTICLE I: PURPOSE

1. The purpose of the Policy Committee is to collectively develop and adopt, as local government units, a coordinated watershed management plan, recognize the importance of partnerships to plan and implement protection and restoration efforts and to review recommendations of the Technical Advisory Committee, and make final decisions about the content of the plan pertaining to that area within the Otter Tail River Watershed planning area.
2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are East Otter Tail SWCD, West Otter Tail SWCD, Becker SWCD, Otter Tail County, Pelican River Watershed District and Cormorant Lakes Watershed District, and Becker County.
3. The Policy Committee member will facilitate the approval and adoption of the final Otter Tail River Watershed 1W1P by their respective local government unit boards.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of one member of each participating local unit of government in the MOA as designated by the governing board of each member local unit of government.
2. Members of the Policy Committee shall serve until the expiration of the Memorandum of Agreement to run concurrently with each Policy Committee member's term on his/her respective board.
3. An alternate member shall be appointed by the respective board of the respective local unit of government. Only in the absence of the particular Policy Committee member for whom the alternate member was appointed is the alternate member given voting responsibility on behalf of the absent Policy Committee member.
4. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon as practicable. The local unit of government shall appoint a replacement member as soon as possible.
5. A Policy Committee member shall not take any action that may materially benefit the financial interest of that member, a member's family member, or a member's close associate, unless and until that member first discloses in writing that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest, but shall not advocate for nor vote on the action. If a Policy Committee member concludes that his or her

interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest in writing for the record before participating in discussion or voting on an action.

ARTICLE III: OFFICERS

1. The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting.
 - a. The Chairperson shall:
 - i. Serve as Chairperson for all meetings; and
 - ii. Sign and deliver in the name of the Otter Tail Watershed Partnership any correspondence pertaining to the business of the Otter Tail Watershed Partnership.
 - b. The Vice Chairperson shall:
 - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
 - c. The Secretary shall:
 - i. Maintain records of the Partnership.
 - ii. Certify records and proceedings of the Partnership.
 - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes.
 - iv. Provide for proper public notice of all meetings.
 - v. The Secretary may delegate a representative to record the minutes and perform other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. In the event that an Officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant position. The individual to be elected may not already be serving as an officer of the Policy Committee.
4. The Policy Committee will request the respective local unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.
2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.
3. A quorum of the Policy Committee shall consist of a simple majority of the members.
4. All votes by Policy Committee members shall be made in attendance at the meeting and no member may appoint a proxy for any question coming before any meeting for a vote.
5. Notice of Policy Committee meetings and a proposed agenda shall be mailed or emailed to all Policy Committee members not less than 10 business days prior to the scheduled meeting date of the Policy Committee.
6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

ARTICLE V – VOTING

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum.
2. A supermajority vote of 75 percent of those members present shall be required for final plan approval for submittal to state review agencies.

ARTICLE VI – COMPENSATION

1. Policy Committee members may be compensated by the member local unit of government they represent for meetings and expenses incurred, according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of developing the Otter Tail Watershed *One Watershed, One Plan*.

ARTICLE VII – SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES

1. Policy Subcommittees. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee, or vote on matters put before the Policy Committee.
2. Technical Advisory Committee. The Policy Committee shall appoint a Technical Advisory Committee and act to approve all Technical Advisory Committee members. The Technical Advisory Committee will routinely advise the Policy Committee on the content and development

of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.

- a. A member of the Policy Committee or an alternate will be assigned by the Chairperson to meet with the Technical Advisory Committee as an ex-officio member.
- b. Each Partnership member local government unit shall designate a representative to the Technical Advisory Committee.
- c. The Technical Advisory Committee shall also include representatives from Minnesota's principal water management or plan review state agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency) as ad-hoc, non-voting members. Each agency will designate a lead contact person from its agency to participate on the Technical Advisory Committee. Additional agency or other persons may participate as Technical Advisory Committee members depending on the desire of the Policy Committee or the needs of the Technical Advisory Committee.
- d. The Technical Advisory Committee may form subcommittees to increase Technical Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Technical Advisory Committee.

ARTICLE VIII: MEETING LOCATION

1. All regular meetings of the Policy Committee will be held at a location within the Otter Tail River watershed.

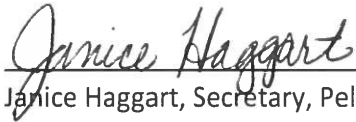
ARTICLE IX: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a majority of the full membership of the Policy Committee.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority of the full membership, provided that thirty (30) days advance written notice of the proposed change is has been given to each member of the Policy Committee.
3. The Policy Committee's official records and the requirements of the BWSR grant agreement shall be maintained by the East Otter Tail SWCD. The maintenance and disposition of these records shall be in accordance with applicable laws.
4. All expenses incurred by the Policy Committee or the Technical Advisory Committee must have prior approval of the Policy Committee, and include a signed claim form itemizing expenses that is submitted to the Policy Committee for approval at their next meeting. All claims must be submitted no more than thirty (30) days after the month in which they were incurred.

5. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.
6. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which constitute one and the same instrument. Counterparts shall be filed with the Grant Administrator who will maintain them at the Grant Administrator's office.

ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of _____ ayes and _____ nays by the members of the Policy Committee on _____, 20_.



Janice Haggart, Secretary, Pelican River Watershed District

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JULY 8 2021

CAPITOL IMPROVEMENT PROJECTS AND PROGRAMS

Rice Lake Capital Improvement Project (CIP). E-link Progress Report was completed and sent to BWSR on Tuesday, June 29th. **Bidding and Contract Award** was completed in May and a Preconstruction meeting was held on May 13th. **Project Construction** started on June 3rd on the Upper Structure access road, Anchor Road/Ditch 13 culvert removal, vacated Anchor Road access removal from Becker CSAH 21 and restoration of Becker CSAH 21 ditch slope; construction changes encountered and addressed in June: additional erosion control measures near City of Detroit Lakes storm water pond was installed with an approximate additional cost of \$600-700; a third culvert was unexpectedly found in the ditch (removal of two was bid) cost – not known; Upper Structure Access Road – additional excavation/stripping and geo-textile fabric required where subgrade conditions were not ideal for an approximate additional cost of \$17,300; MN DNR Rock Fishway plan design modification - Luther Aadland, MN DNR modified the plans (June 2021) – no change in construction costs.

Otter Tail River Basin WRAPS & TMDL Reports –The public comment period (May 9th -June 10th) is closed and the Minnesota Pollution Control Agency responded to the comments received on the WRAPS and TMDL reports. The Otter Tail TMDL report will be submitted to EPA for final approval. The Otter Tail Basin WRAPS Report received final approval.

Red River Water Management Board- Basin LiDAR Data Collection. The RRWMB approached non-member local governments about participating in a basin-wide LiDAR update at a reduced flyover cost of \$150/square mile (\$400/square mile normal rate) with approximate costs for the Becker County land area of \$220,000. During the discussions with RRWMB, it was learned Becker County is scheduled for a LiDAR flyover for Spring 2022 by FEMA/USGS. The FEMA LiDAR project will collect and deliver the same data (QL1 quality) as the RRWMB Red River Basin project. The last fall, the District applied for a FEMA grant to update the District's Digital Flood Insurance maps. Apparently, FEMA ordered the LiDAR flyover of Becker County (the contract is signed and paid for by Federal funds between USGS and FEMA- no cost to the District or Becker County). The Becker County FEMA LiDAR 3DEP standard deliverables are available to LGU's including: Point Cloud (classified to minimum level – meets most needs); Digital Elevation Model (DEM/Bare-Earth Surface Raster); Lidar Swath Polygon; Hydro-break lines; Metadata & Reports. Additionally, 3DGeo will provide both a statewide 1-ft Contour Dataset and a hill-shaded DEM as data becomes available from the various acquisition projects. All spatial data will conform to USGS 3DEP base specifications. The USGS will host this data as part of their US Nation Map for public download 3DGeo will receive a copy of the data that could be shared with the District or Becker County directly or it can be obtained from the US National Map website.

EDUCATION AND OUTREACH (Website, Social Media, and Workshops)

Hodge Podge. On the Friday, June 18 program, Mortenson spoke about the District's updated website (www.prwd.org), the new Facebook page, upcoming Flowering Rush AIS treatments on Detroit, Curfman, Sallie and Melissa Lakes, lake and stream water quality trends from May-June (better than average due to little rainfall runoff into lakes and streams), and lower lake levels due to the drought conditions and higher than average temperatures in June (evapotranspiration).

Lake Association Meetings. On Saturday, June 19, Guetter attended the Sallie/Melissa Meeting and reviewed water trends, AIS Management progress, and District Projects in Sallie and Melissa Water Quality Management area. Mortenson attended the Long Lake meeting and reviewed water quality trends.

Kiwanis June Meeting. Guetter was the program guest on Tuesday, June 29th. The District's Annual report was presented. Tom Fritz commented how Lake Sallie has "turned around" from the conditions back in the 50's, 60's and 70's where you could literally "walk on the water" due to the excessive plant growth and algae conditions to the current greatly improved water quality conditions that are below water quality impairment levels! He complimented the District on the water management efforts employed over the past 50 years. Guetter also iterated the City of Detroit Lakes wastewater treatment "modern day" practices were also a contributor to Sallie's water quality improvement.

Becker COLA Meeting. The District's "AIS Readiness Response Plan - 2020" was the program at their regular Thursday, June 24th meeting.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

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Becker County Fair (July 28-31). The Becker County Fair is back this summer and the District will host a booth in the MN DNR building (we are very excited to be part of a community event!).

Social Media Posts (Facebook) – June 2021

- June 7– Safe fish consumption
- June 10 – Cost Share Stewardship Grant
- June 21 – Greater Sucker Creek
- June 24 – Can fish survive warming lake temperatures?
- June 24 – Flowering Rush Chemical treatment scheduled for Monday, 6/28.
- June 25 – Roadside pick-up equipment problems; temporarily suspended while searching for equipment.
- June 29-Roadside pick- up program; rental equipment found, will do our best to pick up before July 4 weekend.

BWSR Media – Rice Lake Project will be featured in monthly BWSR Project Spotlight.

ECOLOGICAL INTEGRITY

Aquatic Plant Management Program.

Project 1B (Sallie/Melissa)

- **AIS Treatments.** On 6/28/21, Flowering rush was treated in Sallie (37.99 acres) and in Melissa (24.12 acres). A second treatment will follow late July or early August on certain plot areas.
- **Aquatic Vegetation Roadside Pickup Program.** Equipment problems continued to plague the pickup program with the recent breakdown of the articulating Bobcat loader and the truck. The articulating Bobcat loader is over 30 years-old and Bobcat discontinued making replacement parts. The District rented a similar machine and was able to restart the weekly pickup program within a few days. Meanwhile, a local business was located that could make the discontinued parts and repair the machine. This work was completed within a week, however, after a day of getting the Bobcat back, the starter went out on the truck. The starter is now fixed and the pick-up program resumed on July 8th. A new loader is approximately \$80,000. Meanwhile, Moses has been fielding phone calls and posting updates on the website and on the Facebook site.

Project 1C (Detroit/Curfman)

- **AIS Treatments.** On 6/28/21, Flowering rush was treated in Big Detroit (37.99 acres) and in Curfman (11.39 acres). A second treatment will follow late July or early August on certain plot areas.
- **Aquatic Vegetation Roadside Pickup Program.** Equipment problems continued to plague the pickup program with the recent breakdown of the articulating Bobcat loader and the truck. The articulating Bobcat loader is over 30 years-old and Bobcat discontinued making replacement parts. The District rented a similar machine and was able to restart the weekly pickup program within a few days. Meanwhile, a local business was located that could make the discontinued parts and repair the machine. This work was completed within a week, however, after a day of getting the Bobcat back, the starter went out on the truck. The starter is now fixed and the pick-up program resumed on July 8th. A new loader is approximately \$80,000. Meanwhile, Moses has been fielding phone calls and posting updates on the website and on the Facebook site.

Becker County AIS Control Grant. The District applied for disbursement of \$4000 in grant funds for chemical treatment of CLP on Big Detroit on 6/23/21.

MN DNR AIS Control Grants. The District applied for disbursement of \$13,824.88 for CLP treatments on 6/23/21 and received payment in early July for the following lakes:

- Muskrat - \$1,274.88
- Curfman - \$2,550
- Sallie - \$5,000
- Detroit - \$5,000

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

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Long Lake Curly-leaf Pondweed. In the fall of 2020, Becker SWCD reported to PRWD that their divers had located Curly-leaf Pondweed on Long Lake but did not report an exact location. On 6/18/21, interns surveyed Long Lake to locate CLP beds. Several points along the North Shore were located and documented. The interns then completed a survey of the rest of the lake and noted no other CLP growth.

WATER MANAGEMENT RULES – see monthly report.

INCENTIVE PROGRAMS

Cost Share Stewardship Grants. Staff has received a few inquiries on the Cost Share program, however, to date, no applications have been received.

Education Grants. PRWD staff continues to work on application form and communicating with school district staff.

DISTRICT OPERATIONS/ADMINISTRATION

North Country MAWA (Assoc. of Watershed Administrators) Region 1 Virtual Meeting. Guetter attended a virtual meeting on May 19th. Administrators started planning for the June 22nd North Country MAWD Region 1 meeting, discussed potential 2022 Legislative Resolutions, Flood Damage Reduction Workgroup efforts.

North Country MAWD (Region 1 Red River Valley Managers/Administrator). A regional meeting was held on June 22nd in Ada, MN with in-person and virtual meeting options available. Topics covered included legislative session report, MAWD newsletter updates, MAWD/State agency committee meeting attendance, education needs, BWSR agency updates (listening sessions, watershed based implementation funding, new reporting requirements, flood damage reduction workgroup technical papers for wetlands and ag BMP's, 2022 legislative resolution process and top three priorities for MAWD. The next North Country MAWD Region 1 meeting will be held in-person on **August 3rd at 9:00 AM in Ada, MN.**

MAWA Statewide Virtual Meeting - June 29th. Guetter attended the Administrator's meeting. Updates from state agencies included MPCA & BWSR and from Red River Water Management Board, and MN Association of Watershed Districts (MAWD). MAWA committee and regional update were given. There is discussion with holding a meeting this fall for WD and Soil and Water Conservation District Board members and Administrators to get to know each other better.

MAWD Summer Virtual Meeting. MAWD will not be holding a summer tour this year, however they will be having a shorter online meeting on **July 22 starting at 1 pm.** The meeting will include a legislative recap, a report on how we are progressing at the midpoint of the MAWD organization strategic plan with discussion on the next steps for finishing this plan and starting the next, and a presentation on the resolutions process. There will be no charge for this event. *Note this event conflicts with the Otter Tail 1W1P Policy Committee Meeting.*

MAWD Annual Conference. December 1-4, 2021 Summer Tour scheduled for June 22-24, 2022.

Grant Oversight.

- **Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding).**
- **FEMA Grant** – FEMA localized flooding study. LiDAR flyover scheduled for fall 2021.
- **MN DNR and Becker County AIS Control Grants** – The District submitted reimbursement for treatment
- **BWSR Clean Water Rice Lake Project**- The District completed interim report in e-LINK on June 29th.

Project DCM-01 Data Collection and Monitoring. The District received advisory comments from BWSR and MN DNR staff on the Engineer's report and were sent to the PRWD Board. The Board of Managers ordered the Project Public Hearing scheduled for Thursday, July 15 at 5:00 PM. The Public Hearing notice was published in the DL Tribune, the Fergus Falls Daily Journal; posted on the District's website (www.prwd.org) and at the District's office; and sent to BWSR and the City of Detroit Lakes. After reviewing the comments received at the Public Hearing, the Board of Managers will

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JULY 8 2021

make a final decision as to proceed and order the establishment of the project for data collection, monitoring, special studies, and education at the July regular monthly meeting.

FISCAL MANAGEMENT

2022 Budget, Levies, Assessments & Fees – Guetter and Moses will begin working on the 2022 Budgets, Levies, Assessments, Fees in July.

2021 1st half tax payment. The District has received the first-half payments from Otter Tail and Becker Counties.

COLLABORATION WITH OTHER UNITS OF GOVERNMENT AND PARTNERS

PRWD Project Tour-Tour date is tentatively set for Tuesday, August 10. Will discuss further at the July board meeting.

Otter Tail 1W1P Partnership

- **Steering Team Meeting, July 20th.** Guetter attended meeting in Perham. The Steering Team met with Moriya Rufer, HEI to develop a proposed short-term schedule. (enclosed).
- **Policy Committee Meeting July 22nd.** Kral (voting member) and Guetter attended the meeting in Perham. The Policy Committee Bylaws were reviewed and approved and will be sent on for each LGU board approval. Policy Committee Officer were elected. There was discussion of a bus tour, public kickoff event and how to solicit public input. **Actions to be completed:** Finalize BWSR grant agreement (work plan, timeline, and budget) by June 30th. Each LGU governing board approve the Policy Committee Bylaws of the Otter Tail 1W1P Partnership at their next Board meeting. The next Policy Committee meeting is scheduled for August 26th.
- **Technical Advisory Committee Meeting August 2nd** – Introductions, planning timelines, State agency representations, plan out bus tour, public kickoff event, public surveys.

Becker County Board of Adjustments: The District commented on the Becker County Board of Adjustments packet for 7/8//21. The District notified the BOA two of the proposed projects would need a PRWD permit if approved.

City of Detroit Lakes South Shore Park –Staff met with Tom Gulon, City of DL Parks Dept, and Bill and Nancy Henke (IKES) in our office on June 21. On June 28, Moses and Nancy Henke met with neighboring property owners to discuss our concepts and receive their input. On June 30, Moses, Gulon and Nancy Henke finalized the plan to be sent to Park Board members. The plan was presented to the Park Board on July 7 and was received very well. Plantings for consideration take into account the various use/foot traffic areas, be low maintenance, pollinator friendly, and visually attractive throughout the seasons. There will be a pollinator area included in response to the input we received from our Citizen's Advisory meetings earlier this year.

MN DNR Detroit Lake North Shore Public Water Access. The MNDNR will be removing the proposed rip rap from the plans and will work with the District and adjacent landowners on a screening plan.

PRWD Technical Advisory Committee (TAC): Nothing further to report.

PRWD Citizen Advisory Committee (CAC): Moses met with South Shore Park neighbors to discuss preliminary concepts for different areas of the Park.

DRAINAGE SYSTEM REPORT

July 2021

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

Ditch 11.

Status 6/18/21: Rick Schmidt reported the beaver were back. Josh Campbell was sent a work order for trapping.

Ditch 12

Nothing further to report.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JULY 8 2021

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.

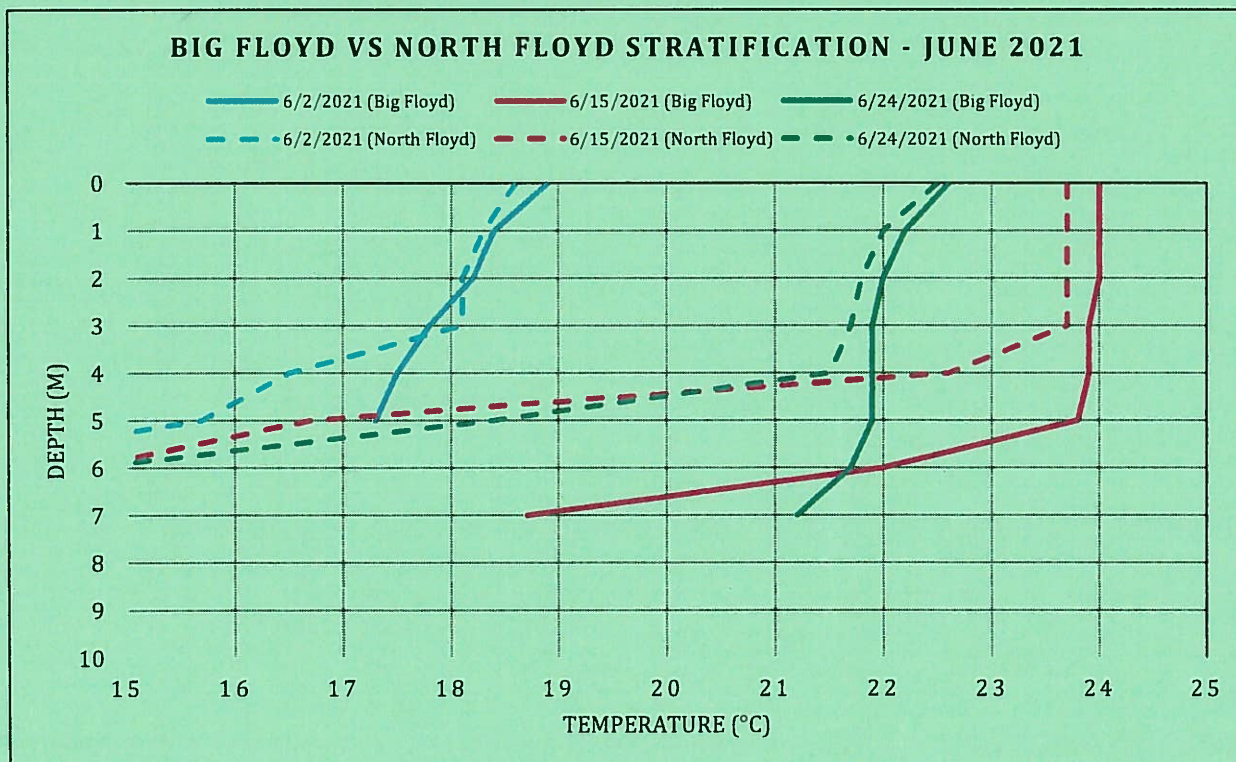
DATA COLLECTION AND MONITORING PROGRAM– July 2021

Lake sampling. Summer interns continue to take lake samples on all 13 scheduled lakes. Water quality has been good, with most phosphorous readings under 15 ppb (impairment on deep lakes is 40 ppb), and chlorophyll readings below 4 ppb (impairment on deep lakes is 14 ppb).

Big Floyd Turnover Event- On June 22nd, a report came in that the secchi depth of Big Floyd was about 11 feet (3.4m) and North Floyd was over 20 feet (6.1m). PRWD responded on 6/24/21 to investigate the cause. Temperature, dissolved oxygen, specific conductance, pH, clarity, phosphorous and algae growth were sampled by PRWD Staff on 6/24/21 (similar secchi depths were observed). Total Phosphorous and algae on Big Floyd was 13ppb and 3.56ppb compared to North Floyd at 19ppb (TP) and 2.08ppb (Chl-a). Temperature data indicated the lake had no thermocline, with consistent temperatures throughout the water column. The week before, staff observed weak stratification on both lakes with secchi depths around 20'.

Early summer heat drove lake temperatures up quickly and established a weak thermocline (see diagram below). When temperatures dipped down to the 40's on June 21st and 22nd, surface temperatures began to cool. As water cools it becomes denser, causing it to sink while warmer water on the bottom rises to the top. This process is called lake turnover, or mixing, and tends to release phosphorous trapped in bottom sediments into the water column causing algae blooms. Lake turnover can be caused by temperature changes, high winds, or a combination of the two. Disturbance by excessive boat traffic can sometimes contribute to lake turnover as well.

The average annual secchi depth for North Floyd is about 8', a far cry from the 20' observed on the 22nd and 24th. North Floyd is experiencing better than average water quality due to limited rainfall this year. The main contributor of nutrients to North Floyd is Campbell Creek, which barely flowing after several months of below average precipitation. While the drastic decrease in secchi depth for Big Floyd is shocking, 11' is the annual average for the last 20 years. The District will continue to keep a close eye on water quality as we continue into the summer of 2021.



DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JULY 8 2021

Stream Monitoring. Sites continue to be sampled on a two-week basis. Phosphorous readings have been reading higher this year compared to last year. As water levels recede in area lakes and wetlands, phosphorous is released from drying soils and released after rain events. Spikes of phosphorous have been observed in Ditch 14, Campbell Creek, and the Pelican River after rainfall. Data will be analyzed at the end of the year and reported in the Annual Monitoring Report

Site	Date	TP (ppm)	OP (ppm)	TSS (ppb)	E. coli (mpn/100ml)
CC2	4/1/2020	0.051	0.003	15	-
	4/28/2021	0.042	0.004	7	-
	5/20/2021	1.92	0.54	1470	-
	6/3/2021	0.056	0.017	6	-
	6/8/2021	0.079	0.031	7.4	-
	6/11/2021	0.141	0.05	22.8	-
	6/16/2021	0.067	0.023	13.2	-
	6/21/2021	0.051	0.02	4.6	-
CC1	4/1/2021	0.103	0.006	65.6	-
	4/28/2021	0.048	0.004	15	-
	5/20/2021	0.314	0.012	276	-
	6/3/2021	0.065	0.03	16.6	-
	6/8/2021	0.09	0.038	18.6	-
	6/11/2021	0.18	0.06	64	-
	6/16/2021	0.071	0.033	7.6	-
	6/21/2021	0.051	0.027	5.2	-
PR2b	4/28/2021	0.022	0.009	2	17.5
	5/20/2021	0.031	0.009	2.2	579.4
	6/3/2021	0.03	0.013	1.8	111.9
	6/8/2021	0.046	0.013	2	154.1
	6/16/2021	0.063	0.011	3.1	45.7
PR4a	4/28/2021	0.033	0.017	-	8.5
	5/20/2021	0.149	0.012	52.5	1986.3
	6/3/2021	0.047	0.013	5.5	86
	6/8/2021	0.07	0.017	7	920.8
	6/16/2021	0.196	0.01	4.2	396.8
SC3	4/1/2021	0.074	0.003	-	-
	4/6/2021	0.079	0.006	-	-
	4/28/2021	0.115	0.009	-	-
	5/20/2021	0.04	0.004	-	-
	5/25/2021	0.049	0.005	-	-
	6/21/2021	0.021	0.008	-	-
SC4	5/25/2021	0.013	0.037	-	-
	6/21/2021	0.057	0.049	-	-

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
JULY 8 2021

Stream Ratings. Staff has been utilizing the new flowtracker2 to capture stream ratings at all stream sites within the District. The new meter has allowed staff to detect backflow conditions that would not have been caught with the old mechanical meter. The readings taken from this new system will be added to current rating curves to check accuracy. A total of 14 discharge readings have been taken at 8 different sites. Discharge is low, and some sites are close to drying up (Campbell Creek). Staff are using this weather anomaly to improve rating curves for low flow situations.

Shoreline Surveys (*Big, North, Little Floyds*). Staff have completed the shoreline survey of Big, North, and Little Floyd, and is in the process of compiling the data and linking the pictures for each parcel.

Vegetation Surveys (*Sallie, Melissa*). Staff will begin vegetation surveys the first two weeks in July. A total of 383 points will be sampled across the 2 lakes within the littoral zones (area less than 15' deep).

Zooplankton Study. Staff is continuing to collect Zooplankton samples monthly until September on Sallie, Melissa, Long, and the Floyds. MN DNR collects samples in Detroit Lake. The samples will be analyzed by the MN DNR staff.

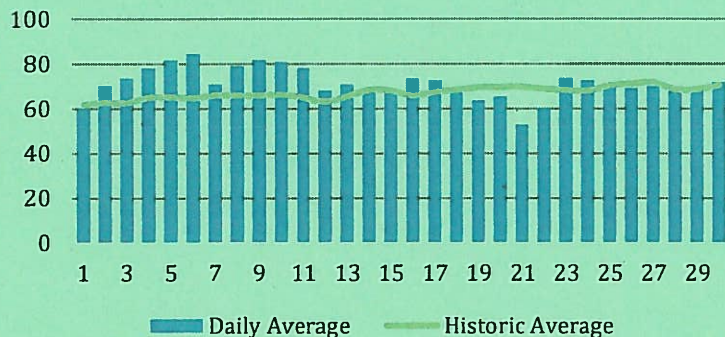
Monitoring Equipment Maintenance. Staff performed minor maintenance on the boat trailer after a bolt holding the rear rollers rattled loose. No other problems encountered this month.

MN DNR Goose Banding. Interns participated in the MN DNR goose banding operation on 6/30 and 7/1. They went to Loon, Little Cormorant, Height of Land, Leaf, and 2 unnamed wetlands. DNR staff banded over 500 geese in 3 days.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JULY 8 2021

June Temperatures



June Temperatures

On a statewide basis, June 2021 was the 2nd warmest in history, only trailing 1933. Around the state, the mean temperature for the month was mostly 4-6 degrees F warmer than normal. The Detroit Lakes area average high and low of the month was 83.3°F and 59.0°F, and the average daily temperature of the month was 71.2°F.

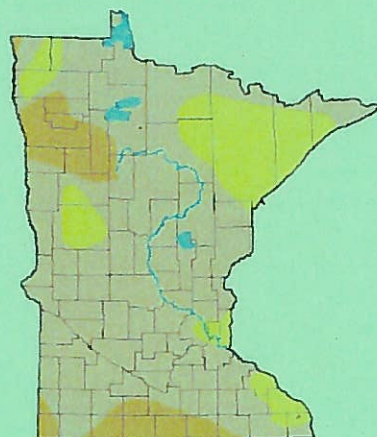
The beginning half of June experienced an unusual heat wave with temperatures trending well above average with multiple days reaching far into the 90's. The highest temperature was on June 4th at 96.8°F and the warmest low was 77°F on the 6th during this period. For only the third time in MN history, June 1-15th brought a statewide mean temperature over 70°F. Mid-month brought cooler temperatures an unseasonable dip on the 21st, with a high of only 62.6°F and a low of 42.8°F, but temperature returned to near normal average temperature for the rest of the month.

Lake Water Levels

Low precipitation in June has pushed much of the region into "Moderate Drought" conditions (see map). Most area lakes water levels down 4" - 6" or more compared to last year at the same time. Also, we have received reports from lake users there is more recreational (boating/swimming) interference with aquatic plants than in previous years. Low water levels, warmer than average temperatures, and increased water clarity are all factors contributing to increased aquatic plant growth.

U.S. Drought Monitor Minnesota

June 29, 2021
(Released Thursday, Jul. 1, 2021)
Valid 8 a.m. EDT



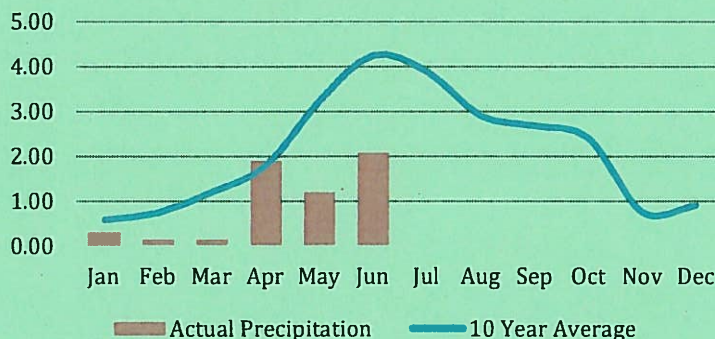
Intensity

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor is based on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <http://droughtmonitor.unl.edu/About.aspx>

Author
Deborah Barbis
National Drought Mitigation Center
droughtmonitor.unl.edu

2021 Precipitation



Precipitation

June did not experience the usual frequency or intensity of summer rainfall events. A total of only 2.07" was recorded for the month of June, 2.18" less than the monthly average of 4.25". There were only 5 days of rainfall recorded at Wething Airport, Detroit Lakes, MN, with the highest rainfall event occurring on June 11th with 0.75".

The lack of rainfall combined with warmer temperatures have accelerated the development of drought around the state.

RULES OF ENFORCEMENT

July 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>
SS	21-28	Larson, Mark & Melissa	26577 Fox Lane	SIZ: Stairway to lake.
SS	21-29	Becker Cty Hwy Dept	CSAH 22 in Shoreham	SIZ: Riprap to protect road from erosion
SS	21-30	Wendt, Dale & Tracie	20932 Clarks Grove Rd.	SIZ: Remove 75' retaining wall, re-grade slop, re-vegetate, 4' lake access, 10'x20' sand area.
SS	21-31	Whitmore, Mike & Cindy	1239 Long Beach Dr.	SIZ: 10'x12' perched sand blanket, rip rap, 4' Staircase to lake.
SS	21-32	Thielen, Peter	19928 Cty Rd. 131	SIZ: Remove retaining wall and place riprap.
SS	21-33	Valinski, Justin	21299 Dovre Rd.	SIZ: 35'x8' perched sand blanket, riprap, berm
SS	21-34	Schmitz, Brent	520 Shorewood Dr.	SIZ: 50'x10' sand blanket, riprap, berm
SS	21-35	Shipley, Jeff	884 White Clover Beach Rd.	SIZ: Ice ridge repair, riprap

Permit Applications submitted

- SS **Lee Myogeto**—26888 Long Lake Rd. Retaining wall plan (partial removal) has been sent to Stantec for review.
- SS **Joe Crary Trust**— 2969 Long Lake Rd. Retaining wall removal and replace with smaller one. Working with neighbor (Mygeto). Stantec currently reviewing.
- SS **Nate Hunter**—624 Shorewood Dr. Rebuilding house. No progress—no stormwater plan received.
- SS **Dennis Dovre**—1601 Oxcart Trail—Stormwater plan is needed. PRWD permit application extending 60 days to allow time to secure City of DL permit.
- LS **Ridgeview**— City of DL subdivision. Stantec currently reviewing SW plan.
- LS **West Lake Dr.**—City of DL—Stantec reviewing SW plan.
- LS **Mary Ann Apts.**—Robb Johnson—Legion Rd. Stantec reviewing SW plans.

Violation *****

- SS **Greta Oak**, 15603 W. Munson Lake. Work done in the SIZ zone without a permit. Permit application and payment received. SWCD is doing upland restoration and Beachcombers is repairing sand blanket and riprap.
- 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. Waiting for notification of completion.

District Comments to City of Detroit Lakes Planning & Zoning:

No comments needed

District Comments to Becker County Planning & Zoning:

- Trent & Dana Duda**—24454 Co. Hwy 22—If approved they will need a SIZ permit from PRWD
- Becker County Parks**—Dunton Locks— Permit for impervious surface in the SIZ needed.

Progress Report

- Long Lake Road**— Vegetation establishment looks good. Mortenson will continue to monitor.
- 18-41— Highland Estates**—City approved changes to the PUD. District permit has expired and developer will need to reapply.
- Riverview**— Becker SWCD is restoring PRWD easement. Will be completed in July.
- Midtown Dev.**—1281 Washington Ave. No work being done at this time. SW is in compliance.