

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT

Public Hearing on 2022 Budgets, Levies/Assessments and Fees

Followed by the

Regular Monthly Managers' Meeting

Thursday, September 9, 2021

5:00 PM

Wells Fargo Building, Second Floor Meeting Room, 211 Holmes St. West, Detroit Lakes, MN
(218) 846-0436

AGENDA

5:00PM	Public Hearing on 2022 Budgets, Levies/Assessments and Fees
5:15 PM	1. Regular Meeting - Call to Order 2. Approval of Consent Agenda A. Secretary Report—August 19, 2021 Regular B. Administrator's Report C. Ditch Inspector's Report D. Rules/Permitting Report
5:20 PM	3. Committees Reports A. Personnel—WRC Position status B. Citizen/Technical Advisory C. Otter Tail 1W1P Updates—(Kral, Imholte, Guetter) D. MAWD/Region 1 North Country Watershed District Meeting Update
5:40 PM	4. Treasurer's Report A. Approve September 2021 Bills B. Approve September Fund transfer C. Review January—Aug 2021 Revenue & Expenses Report
5:55 PM	5. New Business A. Zooplankton Study Results—Connor Haugrud B. Approve 2022 Preliminary Budget, Levies, Assessments and Fees
6:40 PM	6. Unfinished Business A. Rice Lake Project Construction Update B. PRWD Summer Tour Date C. MAWD Resolutions
7:15 PM	7. Public Forum (5 minutes)
7:20 PM	8. Attorney's Report 9. Engineer's Report 10. Pulled Consent Agenda Items
7:30 PM	11. Announcements
7:35 PM	12. Meeting Adjournment

(action items in bold face)

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES –AUGUST 19, 2021**

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

Managers Absent: None

Staff: Administrator Guetter, Mortenson, Moses

Consultants: Attorney Skoyles, Engineer Mackowick- Stantec (via IT), Ted Rud, Houston Engineering

Advisory Committee: None **Others:** Pete Waller, Board of Soil and Water Resources, Darren Mayers, Board of Soil and Water Resources (via IT),

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 5:00 PM.

APPROVE CONSENT AGENDA. Motion to approve PRWD Secretary's Report – July 15, 2021 Public Hearing DCM-01 Project & Regular Meeting Minutes; August 2021 Administrator's Report; August 2021 Rules/Permitting Report, and the August 2021 Ditch Inspector's Report, (Imholte, Haggart); carried unanimously.

COMMITTEE REPORTS.

Personnel Committee- Mortenson accepted a position with Becker County Soil and Water Conservation District, working with the Conservation Reserve Program, and his last day with the District will be 9/3/2021. Manager Haggart (Personnel Committee Chair) met with Guetter to review the Water Resource Coordinator position description and to begin the on-line job posting. Mortenson has agreed to complete the 2021 lake and stream monitoring program.

Citizen Advisory Committee – Nothing further to report.

Otter Tail 1W1P Update

- a. **Policy Committee (Kral, Imholte-Alt)**, The policy committee will not meet in August and the next policy committee meeting will be a watershed-wide bus tour on September 23rd.
- b. **Steering Committee** (Guetter).
- c. **Technical Advisory Committee** (Guetter).
- d. **Citizen Advisory Committee.** To be formed. Names for committee members should be submitted to Guetter within the next month - agriculture, urban/business, industry, forestry, lake recreational use, etc
- e. **Public Input needed to identify natural resource issues and priorities within the Pelican River and Otter Tail River Basins.** An online survey is now available and a survey link is posted on the District's website. Participation in the survey is highly encouraged. Public input "kick-off" events are in the planning phase and will most likely be held in the Detroit Lakes and Fergus Falls areas.

Region 1 North Country Watershed District Meeting Update-PRWD resolutions need to be organized.

UNFINISHED BUSINESS.+

- a. **Rice Lake Project Construction Update.** Ted Rud, Houston Engineering presented an update on the Rice Lake project construction. The upper structure access road, staging area, and berm are almost completed. Williams Excavation has not received the concrete weir structure (order placed in April), but has been in contact with the manufacturer and expects the structure to arrive by mid-September. The project contract agreement specifies the project will be completed by November 1st.
- b. **PRWD Summer Tour Date.** The Managers will set the project tour date at next month's meeting based upon the Rice Lake Project construction progress.

TREASURER'S REPORT.

- a. **Approval of August 2021 Claims.** Treasurer Michaelson presented the August 2021 claims **Motion to approve the August 2021 claims (Checks #14867-14879 and EFT 1698-1705) in the amount of \$128,373.58 (Michaelson, Okeson); carried unanimously (attached hereto).**
- b. **August 2021 Fund Transfer.** Treasurer Michaelson recommended transferring \$150,000 to cover the monthly payments and expenses. **Motion to transfer \$150,000 from the Bremer Bank savings account to the checking account (Michaelson, Imholte); carried unanimously.**
- c. **Financial Report.** The January-July 2021 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-July 2021 R & E Report (Michaelson, Chris Jasken); carried unanimously.** The report will be filed for audit.

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES –AUGUST 19, 2021**

NEW BUSINESS.

- a. **Village of Riverview.** The District was notified by the Village of Riverview Association of encroachment violations within the PRWD Special Protection Easement along the Pelican River. Mortenson reviewed recent photos of the easement area and the discussions held on-site with the association members. The Managers determined that the continued relocation of easement boundary markers, mowing of portions of the Special Protection Easement, together with the placement of personal property and installation of retaining walls within the Special Protection Easement constituted violations of the terms of the Special Protection Easement along the Pelican River. Attorney Skoyles advised the Managers of the actions needed to remedy the encroachment violations. **Motion to approve Administrator Guetter on behalf of the Board of Managers, to send a notice violation to the Village of Riverview Association stating the actions and timeframe to be taken to correct the encroachment violation of the Special Protection Easement along the Pelican River as follows: 1. Immediately cease all mowing and other vegetation alterations within the easement area; 2. Remove all material (junk, portable firepits, grills, chairs, benches, etc.) located within the entire easement area no later than September 1, 2021; 3. Remove any structures (retaining walls, decking, buildings, patios, etc.) encroaching within the special protection easement area by June 30, 2022; 4. Develop a Vegetation Restoration Plan and Maintenance Plan that has been approved by the Pelican River Watershed District by September 30, 2021. The Vegetation Restoration Plan must be completed by June 30, 2022; 5. Provide a surety, performance bond, or letter of credit in the amount of \$10,000 by September 30, 2021, (Imholte, Michelson) carried unanimously.**
- b. **Review 2022 Preliminary Budget, Levies, Assessments and Fees.** The Managers reviewed the General, Stormwater Utility, LMP-01, DCM-01, (Project 1B) Sallie/Melissa, (Project 1C), Detroit/Curfman, PIF, Ditches 11-12, 13, 14 funds. Administrator Guetter noted under Projects 1B and 1C, the equipment used for the roadside pickup program is reaching its lifespan and an equipment replacement plan is needed. Terry Anderson has notified the District he is retiring after this season. Due to the equipment replacement needs and personnel changes, the managers recommended other options should be explored at this time.

PUBLIC FORUM. No one present.

ATTORNEY REPORT. Attorney Skoyles stated she had no additions.

ENGINEER REPORT. Mackowick reported he is reviewing permit applications for the Becker County Highway Department and The Storage Place.

ANNOUNCEMENTS. None.

ADJOURNMENT. Kral adjourned the meeting 7:52 PM.

Respectfully Submitted,

Janice Haggart, Secretary

Meeting Approved: _____

**Pelican River Watershed District
Claims Paid - August 2021**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>(ACH) Employee Expenses</u>			
*Guetter, Tera	08/23/2021	EFT1698	150.04
*Mortenson, Adam	08/23/2021	EFT1699	172.44
*Moses, Brenda	08/23/2021	EFT1700	150.98
			<u>473.46</u>
<u>(ACH) Vendor Expenses</u>			
Bremer Bank	08/16/2021	ACH	30.00
Lakes Computer, Inc.	08/23/2021	EFT1701	200.00
RMB Environmental Labs, Inc.	08/23/2021	EFT1702	1,807.00
Stantec Consulting Services Inc.	08/23/2021	EFT1703	5,498.75
Wells Fargo-Office Lease	08/23/2021	EFT1704	1,299.58
Xerox Corporation	08/23/2021	EFT1705	397.58
			<u>9,232.91</u>
<u>(Checks) Vendor Expenses</u>			
Arvig	08/19/2021	14867	61.95
Bank of America	08/19/2021	14868	508.87
Campbell, Joshua	08/19/2021	14869	500.00
County 6 Amoco & Bait	08/19/2021	14870	694.51
Forum Communications	08/19/2021	14871	239.48
Holiday Companies/washes	08/19/2021	14872	19.50
North Central Laboratories	08/19/2021	14873	97.18
Office of MNIT Services	08/19/2021	14874	83.40
PLM Lake and Land Management	08/19/2021	14875	13,446.48
Premium Waters, Inc.	08/19/2021	14876	7.35
Swanson's Repair	08/19/2021	14877	312.37
WSB	08/19/2021	14878	1,707.08
Williams Excavation & Seeding LLC	08/19/2021	14879	100,989.04
			<u>118,667.21</u>
<u>(ACH) Employee Payroll</u>			
Employee Payroll	8/5/2021	EFT 1681-1687	7,935.33
Supplemental Benefits	8/6/2021	EFT 1688-1690	2,451.50
Federal Withholding	8/9/2021		3,203.74
Employee Payroll	8/19/2021	EFT 1691-1697	7,528.29
Federal Withholding	8/31/2021		2403.30
MN State Retirement System	8/31/2021		2,460.00
MN Revenue	8/31/2021		949.00
PERA	8/31/2021		2,188.86
			<u>29,120.02</u>
Total August Expenses:			<u>\$ 157,493.60</u>

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

SEPTEMBER 3, 2021

CAPITOL IMPROVEMENT PROJECTS AND PROGRAMS

Rice Lake Capital Improvement Project (CIP). This past week, Hancock notified the construction contractors the concrete water control structure delivery date is further delayed to the beginning of October. The contractors, HEI, and MN DNR staff have revised an alternative construction method which will allow them to continue project construction on the rock fishway and historic outlet portions of the project and then install the water control structure in early October and finish final site clean up by mid-October.

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

Hodge Podge. On the Friday, August 20 program, Mortenson spoke about the effects of the hot dry weather on lakes, lake levels, aquatic plant growth, and permits.

Social Media Posts (Facebook) – August 2021

- August 9 – Flowering rush treatment notice
- August 17 – Water Resource Coordinator position at PRWD
- August 17 – Summer Interns wrapping up for the season with the District
- August 19 – Screening for your drinking water
- August 24 – Take the 1W1P survey so that your voice can be heard

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

ECOLOGICAL INTEGRITY

Aquatic Plant Management Program.

Project 1B (Sallie/Melissa)

- **Aquatic Vegetation Roadside Pickup Program.** The crew will continue to work through the month of September. With low water levels, increased vegetation growth, and recent high wind storms the latter part of August, shorelines were hit with excessive native plant blow-ins, resulting in extra days of picking up the piles in the past couple of weeks.
- **AIS Flowering Rush Foliar treatments.** MN DNR reported the shoreline foliar FR treatments on Sallie were effective.

Project 1C (Detroit/Curfman)

- **Aquatic Vegetation Roadside Pickup Program.** The crew will continue to work through the month of September. With low water levels, increased vegetation growth, and recent high wind storms the latter part of August, shorelines were hit with excessive native plant blow-ins, resulting in extra days of picking up the piles in the past couple of weeks.

WATER MANAGEMENT RULES – see monthly report.

INCENTIVE PROGRAMS

Cost Share Stewardship Grants. No applications received.

Environmental Education Grants. Moses is meeting with Detroit Lakes school staff on September 3rd regarding education grant needs for the upcoming school year.

DISTRICT OPERATIONS/ADMINISTRATION

North Country MAWD (Region 1 Red River Valley Managers/Administrator). The next regional meeting will be held via Zoom on Tuesday, November 2^h @ 9:00 am to review MAWD resolutions, followed with a break-out meeting at the MAWD conference in Alexandria (December 1-4).

DISTRICT ADMINISTRATOR'S MONTHLY REPORT SEPTEMBER 3, 2021

MAWD Education Committee (Guetter). A virtual meeting was held on Friday, August 27th. The committee reviewed and updated the 3-year training/work plan for managers and staff.

MAWD Resolutions: Deadline for resolution submittals is October 4th.

MAWD Annual Conference. December 1-4, in Alexandria. MAWD 2021 Summer Tour scheduled for June 22-24, 2022, featuring Minnehaha Creek WD projects.

Grant Oversight.

- **Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding).**
- **FEMA Grant** – FEMA localized flooding study. The District was officially notified it was awarded the grant! LiDAR flyover scheduled for fall 2021.
- **BWSR Clean Water Rice Lake Project-** The District completed interim report in e-LINK on June 29th.

Advertisement for Position. Applications continue to arrive for the Water Resource Coordinator position. We will begin scheduling interviews for the week of September 13.

FISCAL MANAGEMENT

2022 Budget, Levies, Assessments & Fees –Information was updated from the August Manager meeting for the September public hearing and regular monthly meeting.

COLLABORATION WITH OTHER UNITS OF GOVERNMENT AND PARTNERS

Otter Tail 1W1P Partnership. Public Input process is set up with a website and survey form (60-day open period for State and federal Government comments); Public kickoff meetings scheduled for end of September 20th and the 28th; Bus tour on September 26th. Guetter has been attending **MANY** meetings this past month.

- **Steering Team Meeting (Guetter).** A virtual meeting was held on August 17th to plan for upcoming technical and policy committee meetings. A subcommittee was formed to plan out the bus tour (Sept 23rd) and a virtual meeting was held on August 26th and another follow-up meeting will be held on Wednesday, September 15th to button up any loose ends prior to the tour. The next Steering Committee meeting will be on Tuesday, September 21.
- **Policy Committee Meeting (Kral, Imholte-Alt).** No Policy Committee meeting was held in August. A bus tour is scheduled for the committee on September 23rd.
- **Otter Tail River 1W1P – Kick-Off Events for Upper Area and Lower Areas**– Monday, September 20th (Detroit Lakes) and September 28th (Fergus Falls). A virtual meeting was held on Wednesday, Sept 1 to plan the Public Kickoff events. Moriya Rufer and Guetter will secure the DL location. Each event will feature 3-4 station areas to provide opportunities for the public to provide input on water quality, water quantity, wetlands/habitat, ecological integrity, groundwater within the Otter Tail River Basin (Pelican River and Otter Tail River watershed areas) and the issues (nutrients, sediment, bacteria, etc) and drivers (bank erosion, cultivated field erosion, untreated runoff, etc.) that may be causing issues on the natural resources. If the resources are in good condition, input may be “keep it this way” and the goal is to continue activities to protect the resource for continued future use.
- **Citizen Advisory Committee.** The District will be submitting names for the advisory committee. This committee will meet 2-3 times over the next year and will provide input to the Policy Committee regarding implementation priorities. The group is seeking a representative cross-section of citizens such as ag producers, lakeshore owners, local officials, urban citizens/business owners, private forest landowners, individual community members.
- **Technical Advisory Committee (Guetter) Meeting - August 30th.** Guetter attended the Technical Advisory meeting held at the Otter Tail Sheriff's Building in Ottertail, MN. The meeting included presentations from MNN Board of Water and Soil and Water Resources (BWSR) and MN Dept of Health on their natural resource priorities within the Otter Tail Basin. The next Technical Committee meeting will be on Monday, October 4th.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
SEPTEMBER 3, 2021

Becker County Board of Adjustments: The District commented on 2 projects for the September 9th Board of Adjustments Packet. Both projects would require a Stormwater Management Permit from PRWD if approved as described.

City of Detroit Lakes South Shore Park –Staff met with Tom Gulon, City of DL Parks Dept, and Bill and Nancy Henke (IKES) at the park site on Tuesday, August 31 to review seed mix and planting plans. In addition, the multi-use court area is larger than originally planned and the approved stormwater plan will be amended to reflect the increased impervious surface area.

MN DNR Detroit Lake North Shore Public Water Access. A meeting is scheduled for Wednesday, September 22nd at the access with MN DNR.

PRWD Technical Advisory Committee (TAC): Nothing further to report. The Rice Lake project team receives regular updates.

PRWD Citizen Advisory Committee (CAC): Mortenson presented to the Floyd Shores Association on August 14th and handed out lake reports and discussed Campbell Creek (MPCA 319 grant) and new PRWD website.

**DRAINAGE SYSTEM REPORT
September 2021**

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

Ditch 11.

Status 9/3/21. Removal of a dam on Rick Schmidt's property- Lundberg and Okeson will be removing the dam this fall. No other blockages reported.

Ditch 12

Nothing further to report.

DITCH 13 (Little Floyd Lake to Big Detroit)

Status 9/3/21- 8th St Dam will be removed in September-October Timeframe. Feldt Plumbing has been contacted. 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– September 3, 2021

Monitoring Protocol Guide. Mortenson updated the monitoring protocol guide and 2022 monitoring plan for the next hire (Thank you Adam!). He also prepared a guide for ordering supplies in the Spring of 2022. All monitoring equipment is in good working order.

Lake sampling. Mortenson is finishing up Lake sampling for 2021. The lakes will need one more round of samples in September.

Stream Monitoring: After rainfall towards the end of August, staff has begun taking stream samples again. Mortenson will continue to sample streams until freeze up. Equipment will be removed in October before freeze-up.

Stream Ratings. Due to the low water flow conditions, this activity is done for the year.

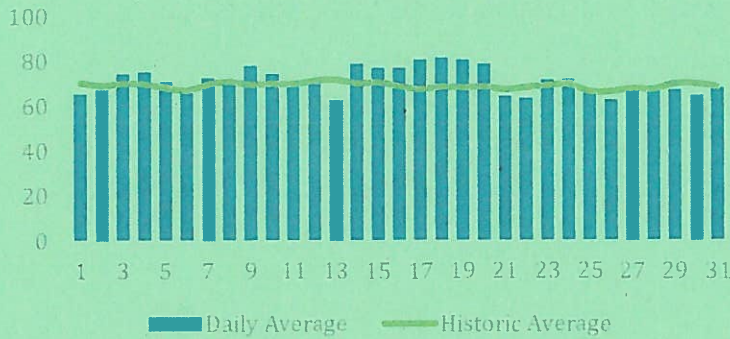
Zooplankton Study. Sample collection for the season is completed. MN DNR staff will pick up the samples which will be analyzed in St. Paul this winter.

Lake St. Clair Groundwater Study – Piezometers will be taken out in September.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

SEPTEMBER 3, 2021

August Temperature



August Temperatures

The Detroit Lakes area average high and low of the month was 80.8°F and 61.6°F, and the average daily temperature of the month was 71.2°F. While there was a burst of above-average heat from the 15th to the 20th. The highest temperature was 93.2°F on the 18th and the lowest was 51.8°F on the 13th. The 13th was the coldest day of the month in Minnesota, with a temperature of 33°F in Embarrass, MN. Even with this drop in temperature, MPR reported 2021 was the hottest summer on record for many areas of the state. Warm night and daytime temperatures caused daily averages to reach 75.7°F for the meteorological summer, beating out 1988's average of 75.4°F.

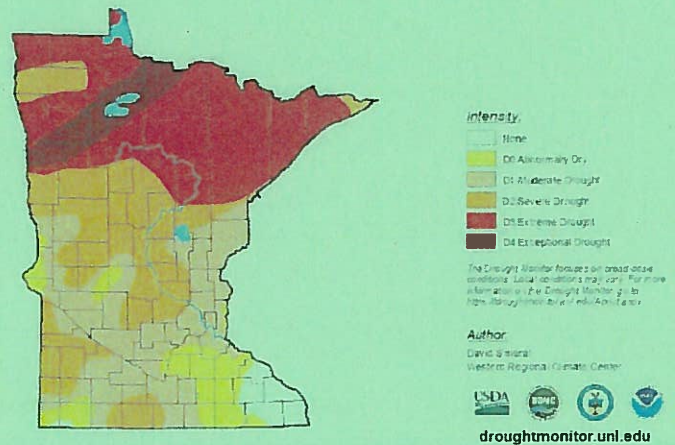
As August ended, area lake water temperatures throughout the water column are becoming less stratified with warmer water temperatures expanding deeper into the water column and are weakly thermally stratified. When air temperatures start dipping down and coupled with a wind, we can expect the water column temperatures to “flip” and “mix” in early September.

Water Levels

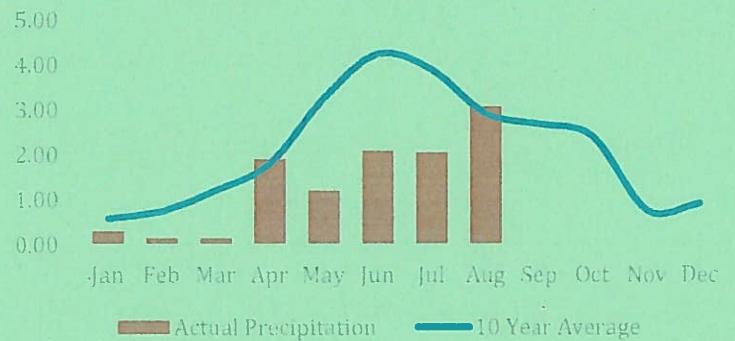
After recent rainfalls, water levels in area streams have begun to rebound. While not back to where they normally would be, they are headed in the right direction. With increased flow, lake levels have stopped receding, but have not risen much.

U.S. Drought Monitor Minnesota

August 31, 2021
(Released Thursday, Sep. 2, 2021)
Valid 8 a.m. EDT



2021 Precipitation



Precipitation

The rainfall has finally arrived in the northwest region of the state in the last part of the month! The end of August was marked by several rain events dropping as much as 1.12” (8/20/21) at a time (As recorded at Wething Airport, Detroit Lakes). By the end of the month, a total of 3.06” of rain fell in Detroit Lakes. Rainfall was much welcomed by the region, lifting parts of Becker County out of “Extreme Drought” (US Drought Monitor 9/2/21).

Most areas of Northern Minnesota are still experiencing severe drought conditions, while areas of Southern Minnesota are experiencing the 10th wettest August on record (MPR August 2021). Continued rainfall predicted for September will help to reduce drought conditions across the region. With this rainfall, increased loads of sediment and phosphorous are expected

RULES OF ENFORCEMENT

September 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>
LS	21-46	NMG Storage LLC Nick Green	18550 US Hwy 59	Commercial SW Mgmt: Phase 23 of stormwater plan see permit 17-09.
SS	21-47	Ed & Kim Van Hal	888 White Clover Beach Rd Big Detroit	Residential SW Mgmt: add 200 sf walkway and 4" lake access.
SS	21-48	Tyler & Melissa Kalberer	1678 E Shore Dr.	SIZ, steep slope, retaining wall alterations: remove existing retaining wall and lake access staircase; Re-slope ground,; establish woody vegetation; Install 4' lake access stairway.
LS	21-49	Village of Riverview	1540 US Hwy 59	SIZ: Pave 4' access path to day dock; SW covered on Permit 17-26.

Permit Applications submitted

- SS **Nate Hunter**—624 Shorewood Dr. Residential stormwater plan required as lot coverage will be at 27% impervious coverage.
- SS **Dennis Dove**—1601 Oxcart Trail-Stormwater plan is needed. PRWD permit application extending 60 days to allow time to secure City of DL permit, however no City permit has been received, so PRWD Permit will be denied shortly.
- LS **Becker Cty Hwy Dept**-County shop on Tower Rd. Stantec completed 1st review. Apex currently revising plan.
- LS **The Storage Place**—1200 8th St. SE—9 additional storage buildings to current site. Stantec working on second review.

Violation *****

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. They continue to work on plant species.

Village of Riverview-Easement Violation— Surety document and fee has been received from their board. They have assured us a plan would be in place by the end of September.

District Comments to City of Detroit Lakes Planning & Zoning:

No comments needed

District Comments to Becker County Planning & Zoning:

Bradley & Joanna Callahan Trust—A PRWD residential stormwater management permit is required if approved as submitted.

Rachel & Travis Olson-A PRWD residential stormwater management permit is required if approved as submitted.

Progress Report

Long Lake Road— Vegetation establishment looks good considering drought conditions. Staff will continue to monitor.

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

Midtown Dev. -1281 Washington Ave. No work being done at this time. SW is in compliance.