PELICAN RIVER WATERSHED DISTRICT MEETING ANNOUNCEMENT

Regular Monthly Managers' Meeting Thursday, December 15, 2022 3:00 PM

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

AGENDA

3:00 PM	1. Regular Meeting - Call to Order
	 2. Approval of Consent Agenda A. Secretary Report—November 15, 2022 Regular Meeting Minutes B. Administrator's Report C. Ditch Inspector's Report D. Rules/Permitting Report
3:15 PM	3. Committees Reports A. Personnel Committee—2023 Supplemental Benefits B. Citizen/Technical Advisory C. Otter Tail 1W1P - Update
3:30 PM	4. Treasurer's Report A. Approve December 2022 Bills B. Approve December Fund transfer C. Review January—November 2022 Revenue & Expenses Report
3:45 PM	5. New Business A. MAWD Annual Meeting Delegate Update B. Final 2023 Budget, Levies, Special Assessments, and Fees C. PRWD 2022 Interfund Transfers D. 2023 Board Meeting Schedule E. Rice Lake Phase II BWSR Grant Agreement
5:00 PM	6. Unfinished Business A. Resolution to submit Otter Tail 1W1P to BWSR
5: 10 PM	7. Public Forum (5 minutes)
5:15 PM	8. Attorney's Report 9. Engineer's Report 10. Pulled Consent Agenda Items
5:25 PM	11. Announcements
5:30 PM	12. Meeting Adjournment (action items in bold face)

PELICAN RIVER WATERSHED DISTRICT REGULAR MEETING BOARD MINUTES NOVEMBER 15, 2022

Managers Present: Dennis Kral, Charlie Jasken, Laurie Olson, Chris Jasken, Orrin Okeson, Phil Hansen, Rick

Michaelson

Managers Absent: None

Staff: Administrator Guetter, Moses, Kemper Consultants: Attorney Skoyles (3:28 pm)

Advisory Committee: None

Others: Mike Becraft (Melissa/Sallie Lake Association); Madalyn Sukke (DL City Council), Rob Bredeson

(Wastewater Supervisor, City of Detroit Lakes)

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 3:00 PM.

APPROVE CONSENT AGENDA. Motion to approve the Consent Agenda including the Secretary's Report – October 20, 2022 Regular Meeting Minutes; November 2022 Administrator's Report (except Aquatic Plant Management); November 2022 Rules/Permitting Report (except Reading & Branch Creek), and the November 2022 Ditch Inspector's Report, (Charlie Jasken, Michaelson), carried unanimously. Administrator Guetter stated the information was on prior year grant awards and the MN DNR changed the eligibility requirements in 2021 so PRWD lakes are eligible to apply for grant funds for two-year periods, not every year.

COMMITTEE REPORTS.

Personnel Committee. The Committee (Okeson, Charlie Jasken, Kral) met with Sara Noah, Noah and Associates and Administrator Guetter on 11/9/22 to review the updated 23/24 salary study and Administrator performance. It was noted the study area is within the NW region of MN and for comparable job duties. The Managers reviewed the study and the personnel committee recommendations. It was noted this area is the regional hub for Federal and State agencies (USFWS, USDA, NRCS, MN DNR, MPCA, BWSR) as well as other LGU's and the importance of compensation to retain employees. Motion to approve the 23/24 PRWD salary structure prepared by Sara Noah and the Personnel Committee recommendations dated November 9, 2022 for Administrator Guetter effective January 1, 2023. (Okeson, Olson) carried unanimously.

Citizen Advisory Committee. No additional updates.

Otter Tail 1W1P Update. Guetter stated that 1W1P was discussed in great length at the MN Administrators meeting held on 11/4/2022. The Administrators agreed that the 1W1P plans are not focusing on targeting practices/program based upon the plan's water resource priorities, but rather on implementing BWSR programs based upon percent of the watershed land area or on non-targeted areas. Also, there was discussion on ensuring WDs retain their authorities as defined by the WD statutes or Drainage Statutes, and do not have to obtain approval from the plan partners to implement projects and programs.

TREASURER'S REPORT.

- a. Approval of November 2022 Bills. Treasurer Michaelson presented the November 2022 claims. Motion to approve the November 2022 claims (Checks 15039-15047 and EFT 2028-2033) in the amount of \$10,968.37 (Michaelson, Olson), carried unanimously (attached hereto).
- b. November 2022 Fund Transfer. Michaelson recommended transferring \$32,000 to cover the regular monthly expenses. Motion to transfer \$32,000 from the Bremer Bank savings account to the checking account (Michaelson, Okeson), carried unanimously.
- c. Financial Report. The January-October 2022 Revenues and Expenses Report was reviewed by the managers. Motion to approve the January-September 2022 R & E Report (Michaelson, Chris Jasken), carried unanimously.

PELICAN RIVER WATERSHED DISTRICT REGULAR MEETING BOARD MINUTES NOVEMBER 15, 2022

NEW BUSINESS.

- a. MOA for Implementation of the Otter Tail 1W1P Approval. The agreement was reviewed. Motion to approve the "Memorandum of Agreement for Implementation of the Otter Tail River 1W1P (Kral, Chris Jasken), AYES: 6, NAYS: Michaelson, carried (attached hereto).
- b. Otter Tail River Watershed Implementation Team Bylaws for the MOA for Implementation of the Otter Tail 1W1P. The draft Otter Tail River Watershed Implementation Team Bylaws for the Memorandum of Agreement for Implementation of the Otter Tail 1W1P were reviewed. Motion to approve the Otter Tail River Watershed Implementation Team Bylaws for the MOA for Implementation of the Otter Tail 1W1P and authorize Manager Kral to approve the Bylaws at the December Policy Committee Meeting (Kral, Charlie Jasken), AYES: 6, NAYS: Hansen, carried (attached hereto).
- c. **Resolution to Submit Otter Tail 1W1P Plan to BWSR.** After discussion, it was determined that Administrator Guetter and Attorney Skoyles would review the Plan further and make comments by the November 29th public comment deadline. No action was taken. The resolution will be on the December 15th regular meeting agenda.
- d. **Minnesota Association of Watersheds (MAW) Annual Meeting/Conference Alexandria, MN.** Kral, Charlie Jasken, and Laurie Olson will be attending the conference. Jasken, Olson, and Hansen will be attending the Water Management Workshop for new managers. Administrator Guetter will be attending the Administrators meeting, staff development workshop, and the conference.

MAW Resolutions- MAW sent out 8 resolutions for review and approval at the upcoming MAWD Annual Meeting. There was a resolution relating to the use of interactive technology for public meetings by elected or appointed officials of a governing body advocating for not limiting the number of meetings attended per year via IT and removing parameters and use limitations. The consensus of the managers was in-person meetings should not be replaced with remote IT attendance and used in very limited circumstances. Other resolutions addressed having WD representation on MN Dept of Health Workgroup, amend MN State Law to provide limited liability protection to certified commercial salt applicators and property owners who contract with them, increased support and participation of the Drainage Work Group, obtain stable funding for Flood Damage Reduction projects, support continued research on effects/damages of wake surf waves on shorelines; limit excess use of groundwater for urban lawn watering (METRO issue), and a "housekeeping" clarification for establishing a WD project.

MAW Bylaws Update, Draft Strategic Plan, 2023 FY Budget —supported by PRWD Managers

MAW Region 1 Caucus meeting will be held on December 2nd.

- e. LMCIT 2023 Liability Limits Resolution. Managers noted this resolution is required to be approved on an annual basis for insurance liability coverage limits. Motion to approve the Resolution for League of MN Cities Insurance Trust Insurance Liability Coverage Limits, attached hereto (Kral, Chris Jasken) carried unanimously.
- f. Financial Audit Engagement Agreement. The Managers reviewed the proposed 3-year engagement agreement for professional services and annual district audits for FY 2022, 2023, 2024 from Clasen & Schiessl, CPAs Ltd. Motion to approve the Clasen & Schiessl, CPAs Ltd Letter of Audit Services for FY 2022 (\$6,800), 2023 (\$7,150), and 2024 (\$7,550) dated October 25, 2022 (Michaelson, Hansen), carried unanimously (attached hereto).

UNFINISHED BUSINESS.

PRWD Rules Update. Reading Violation – A restoration plan/permit was issued and the Letter of Credit has been reduced to \$4,000. Staff noted a permit was issued for the Branch Creek development.

Manager Okeson left the meeting at 5:21 PM.

PUBLIC FORUM. No public wished to speak.

ENGINEER'S REPORT. No report, the engineer was absent.

ATTORNEY REPORT. Attorney Skoyles had no report.

PELICAN RIVER WATERSHED DISTRICT REGULAR MEETING BOARD MINUTES NOVEMBER 15, 2022

PULLED CONSENT AGENDA ITEMS. Covered under Rules Update.

Chris Jasken, Secretary

ANNOUNCEMENTS. The MAWD Annual Conference, December 1-3 will be held at Arrowwood Resort in Alexandria, MN. The new manager training workshop will be held on Thursday, December 1, 2022.

ADJOURNMENT.	Motion to adjourn the regular meeting at 5:34 PM (Kral, Michaelson) carried unanimously.
Respectfully Submit	ited,
	Meeting Approved:

Pelican River Watershed District Claims Paid - November 2022

	Date	Num	Amount
ACH Employee Payments			
*Guetter,Tera	11/18/2022	EFT2028	103.52
*Moses, Brenda	11/18/2022	EFT2029	60.00
			\$163.52
ACH Auto Payments			
Bremer Bank	11/15/2022	ACH	15.00
Loffler Companies, Inc.	11/18/2022	ACH	176.91
			\$191.91
ACH Vendor Payments			
Lakes Computer, Inc.	11/18/2022	EFT2030	1,004.00
RMB Environmental Labs, Inc.	11/18/2022	EFT2031	902.00
Stantec Consulting Services Inc.	11/18/2022	EFT2032	529.00
Wells Fargo-Office Lease	11/18/2022	EFT2033	1,299.58
			\$3,734.58
Checks Vendor Payments			
Arvig	11/18/2022	15039	70.95
Bank of America	11/18/2022	15040	1,670.71
Campbell, Joshua	11/18/2022	15041	1,900.00
County 6 Amoco & Bait	11/18/2022	15042	60.66
Detroit Lakes Public Schools	11/18/2022	15043	2,306.00
Loffler	11/18/2022	15044	101.67
Office of MNIT Services	11/18/2022	15045	75.37
Premium Waters, Inc.	11/18/2022	15046	4.00
Rinke Noonan	11/18/2022	15047	689.00
			\$6,878.36
ACH Payroll Payments			
Supplemental Benefits	11/7/2022	EFT 2022-2024	2,572.50
Employee Payroll	11/10/2022	EFT 2025-2027	3,807.58
Federal Withholding	11/10/2022	ACH	1,822.72
Employee Payroll	11/23/2022	EFT 2028-2030	3,807.58
Federal Withholding	11/30/2022	ACH	1260.74
MN State Retirement System	11/30/2022	ACH	5,526.00
MN Revenue	11/30/2022	ACH	473.00
PERA	11/30/2022	ACH	2256.16
			\$21,526.28
Total November Expenses:			\$32,494.65

CAPITAL IMPROVEMENT PROJECTS AND PROGRAMS

Rice Lake Capital Improvement Project (CIP). Phase 1 – Upper Structure. A work order was issued to trap the beaver. Floating cattail bogs and beaver dam was opened up. Phase 2 – Lower Structure – Guetter submitted the BWSR FY 2023 Clean Water Fund Phase 2 Grant application and the grant was awarded in December! FYI, the project application was ranked #1 out of 19 projects funded! There were 47 proposals submitted statewide for the \$9,066,037 funding. Guetter will meet with Pete Waller, BWSR and HEI to develop the workplan and get this project moving ahead for 2023 construction!

Campbell Creek Project (CIP). Due to agency scheduling conflicts, the workplan meeting will take place next week to complete the plan and then send it off to EPA for approval.

FEMA Flood Hazard Grant. Work by Stantec continues and in January or February, we will schedule an update with Stantec with the Managers.

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

Hodge Podge. Kemper was the guest on Hodge Podge on November 18 and discussed wrapping up permits, working on water quality data reports, and submitting applications for 2023 MN DNR AIS treatment grants.

Social Media Posts (Facebook) –November 2022

- 11-1-2022 Kemper working on staff gages
- 11-2-2022 Smart Winter Salting tips
- 11-9-2022 Thank a Veteran

MN Association of Watersheds Annual Meeting and Conference. PRWD Delegates Olson and Kral and Administrator Guetter attended the Business meeting. The resolutions passed except the Open Meeting Law allow IT use with no limit on number of meetings/year and the resolution relating to limiting lawn watering was tabled until next year. The Bylaws, Strategic Plan, and 2023 Budget and financial reports were approved by the membership. The Region 1 Caucus re-elected Peter Fjestad from Buffalo-Red to the MAW Board. Committee appointments were made; from PRWD, Kral was re-appointed to the Finance and Strategic Plan Committees and Laurie Olson was appointed to the Awards committee. Jan Voit accepted the MAW Executive Director position on a permanent basis. Managers Olson, Charlie Jasken, and Hansen attended the Water Management Workshop and Guetter attended the Staff Development Workshop. Managers also attended conference sessions. The MN DNR presented proposed statute changes to Drainage Law (affects WDs and Counties who manage drainage systems). Needless to say, it didn't go very well for the person presenting! At the conference, Jan Voit and Ray Bohn (WD Lobbyist) spoke with MN DNR Commissioner Sarah Strommen and she assured them that the DNR would not pursue any legislation regarding early coordination without consensus of the Drainage Work Group. Also, the Drainage Work Group met on December 8th and discussed the draft language changes from MNDNR (included in the packet), Outlet Adequacy (in packet), and Drainage Project Registry Bill (legislation proposed last year, but WDs and Counties opposed the bill). The next DWG is scheduled for January 12th.

ECOLOGICAL INTEGRITY

River/Stream Connectivity

Little Floyd Lake Structure Modification –Nothing further to report. Guetter submitted the MN DNR grant application in August.

Bucks' Mill Dam. Nothing further to report on PRWD end.

<u>Aquatic Plant Management Programs.</u> Project 1B (Sallie/Melissa) & Project 1C (Detroit/Curfman). Nothing further to report. Applications have been submitted for the 2023 AIS treatment grants to treat Flowering Rush and Curly-leaf Pondweed on Big Detroit, Curfman, Muskrat, Melissa, and Sallie.

WATER MANAGEMENT RULES – As of 12/9/2022, there have been 92 permits issued in 2022.

INCENTIVE PROGRAMS

2023 Environmental Education Grants – Moses has been working with Kellie Wolf of the Detroit Lakes school system on the environmental field trip schedule/budget for 2023. Costs are increasing, however, we found that the sites that were visited in 2022 worked very well with the science standards for the specific grade levels, and the teachers are excited to continue with the program.

DISTRICT OPERATIONS/ADMINISTRATION

Grant Oversight.

- Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding).
 The work plan is in progress, see CIP section
- FEMA Grant FEMA localized flooding study. See CIP section
- BWSR Clean Water Rice Lake Project Phase 2. See CIP section.

Otter Tail River 1W1P Partnership - WEBSITE: https://www.eotswcd.org/ot1w1p/

- a. Policy Committee (Kral). Next Steps:
 - a. **60 Day Comment Period on Plan (Sept 30 Nov 29th)** Guetter met with Pete Waller, BWSR to review the plan and to ensure the WD still retains it authorities under the new plan. Also, there were some editorial corrections. All comments received were reviewed and edits were made to the Plan and reviewed by the TAC at the December 5th meeting.
 - b. December 15th Public Hearing @ 9:00 am, followed by a Regular Policy Committee Meeting, Otter Tail Sheriff's Office, Otter Tail, MN.
 - c. PRWD Board Review / Approve Agreement & Resolution by November 30th
 - i. Implementation Memorandum of Agreement Completed
 - ii. Otter Tail 1W1P Policy Committee Bylaws Completed
 - iii. Resolution in Support of Otter Tail 1W1P to be sent to BWSR for Approval December 15th Meeting.
- b. Steering Committee (Guetter). The committee met on November 16th towards developing a preliminary budget for proposed programs/projects (2-year) and will meet on December 14th.
- c. Technical Advisory Committee (Guetter) -a meeting was held on December 5th to review the public comments
- d. Citizen Advisory Committee. Nothing further to report.
- e. Forest Land Stewardship Plan (Kemper). Nothing further to report.

FISCAL MANAGEMENT

Office Lease – The PRWD office lease extension has been signed by PRWD and we are waiting for the signed copies to be returned from Wells Fargo staff. The new lease agreement is effective until Feb. 28, 2026.

2023 Budget- The District has received the 2nd half tax distribution from Becker County. Moses has updated 2022 actual income and expenses for manager review and consideration while reviewing 2023 budget projections. Guetter and Moses reviewed the figures and updated the notes.

2022 Audit – The district auditors, Clasen & Schiessl, CPAs, have contacted staff to begin compiling "confirmation letters" used during the audit. They will perform a "box" audit in May 2023 (all information sent to them electronically and no auditors come on site).

2023 LMCIT Property/Auto/Liability and Worker's Compensation Insurance Coverage— Guetter and Moses submitted policy renewal information and updated assets (sale of truck, Bobcat, trailer, boat, etc.).

DRAINAGE SYSTEM REPORT

Ditch 11 - Nothing to report

<u>Ditch 12</u> – From 10/26-11/3, 6 beavers were trapped and 4 hours were spent on dam removal in the Campbell Lake area.

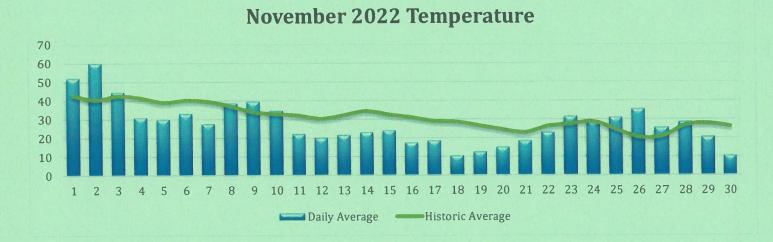
<u>DITCH 13 (Little Floyd Lake to Big Detroit)</u> From 10/19 to 10/26, 2 beavers were trapped and 4 hours were spent on dam removal at the culvert on Little Floyd Lake road. Near the Rice Lake project, Lakeshirts and Snappy Park from 10/27 to 11/9, 8 beaver were trapped and another 4 hours of dam removal was needed.

DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River) - Nothing to report.

DATA COLLECTION AND MONITORING PROGRAM December 2022

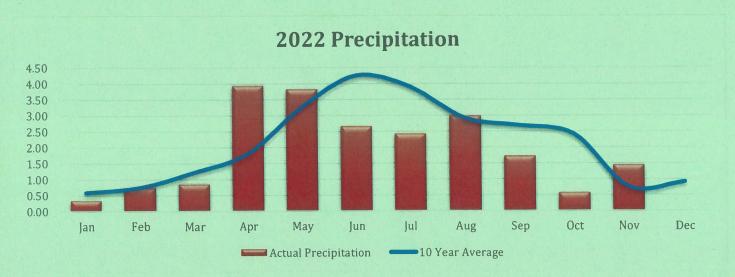
Monitoring update: Kemper continues to enter and compile the monitoring data (streams, lakes, veg., shoreline, AIS, RMB labs, Flow) for the end of the year report. Kemper will also be working on the Monitoring budget for 2023. Kemper is currently updating the lakewide vegetation survey report format which will closely align with the MN DNR reports.

RMB Labs: Guetter contacted RMB Labs about the 2022 service and clarified 2023 lab pricing. Mr. Borash assured us 2023 results will be processed quicker.



November 2022 Temperatures

Most climate observers across the state of Minnesota reported a mean monthly temperature that was close to normal, or in a few cases, 1 or 2°F above normal. In Detroit Lakes, the month's highest temperature was 70°F on the 1st and 2nd and the lowest temp was 3°F on the 18th and 30th. During November, Detroit Lakes saw 12 days of temperature above the historical average and 18 days well below the historical average. November was windy as well, many climate stations across the state reported 10 or more days with wind gusts over 30 mph.



2022 Snowfall

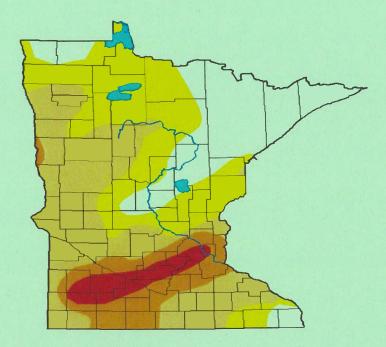


November 2022 Precipitation

November was wetter than normal and thanks to the wet spell, many places in central and northern Minnesota report over twice normal precipitation for the month, some between 2 and 4 inches. In Detroit Lakes we averaged 1.44 inches of rain for the month of November with the majority of that precipitation on the 10th with 0.48 inches, and the 11th with 0.45 inches of rain. This is up 0.68 inches from the ten-year average of 0.76 inches of rainfall. WINTER IS HERE! The average snowfall in Detroit Lakes for the month of November was 11.70 inches, which the mostly accumulated between the 14th and 25th.

According to the US Drought Monitor the area of Minnesota embedded in some form of drought shrunk slightly over the previous week. Roughly 48 percent of Minnesota is designated to be in Moderate Drought or worse, this includes Becker County.

U.S. Drought Monitor
Minnesota



November 29, 2022

(Released Thursday, Dec. 1, 2022) Valid 7 a.m. EST

Drought Conditions (Percent Area)

	Drought Conditions (Fercent Area)					
	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	22.63	77.37	48.11	15.90	4.88	0.00
Last Week 11-22-2022	22.57	77.43	48.08	15.90	4.88	0.00
3 Month's Ago 08-30-2022	79.88	20.12	8.76	0.97	0.00	0.00
Start of Calendar Year 01-04-2022	30.22	69.78	38.55	9. 28	0.00	0.00
Start of Water Year 09-27-2022	45.67	54.33	22.48	4.37	0.00	0.00
One Year Ago 11-30-2021	28.11	71.89	48.81	26.58	1.36	0.00

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

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to https://droughtmonitor.uni.edu/About.aspx

Author:

David Simeral

Western Regional Climate Center









droughtmonitor.unl.edu

RULES OF ENFORCEMENT December 2022

SS: Small Site LS: Large Site Gov: Government Project

Permi No.	its Issued Name	Address/Area	Approved Project
22-89	Rolle, Victor	11786 Ravenswood Beach Rd.	SIZ: removal of 3 dead trees to be replaced with 3 native species.
22-90	Mallow, Troy	411 North Shore Drive	SIZ: removal of 3 dead trees to be replaced with 3 native species.
22-91	Henke, Bill & Nancy	962 South Shore Drive	SIZ: removal of 1 dead tree to be replaced with native species.
22-92	McKinnon, Jeff & Amy	15238 E Munson Dr.	SIZ: Alterations restoration plan—violation to be remedied by 7/1/2023

Permit Applications Pending

Jeffrey Askew-25183 Englewood Dr. -9/8/22: Site visit complete. 12/7/22: Owner has not decided how to move forward.

Permit Applications Expected

Gehrig Properties/Southwood Shore Estates— New development off of South Shore Dr. Developer starting with 7 lots consisting of 2.62 acres. Developer currently working with the City of DL on re-zoning issue. Developer will need to secure Stormwater management permit before work could begin.

Violation ******

SS Oehlke, Tim & Angela, 1836 East Shore Drive, trees removed in SIZ without a permit. 10/13/2022—Guetter and City staff met on site in September. No action needed at this time. 12/7/2022—building continues on the site-no updates.

Village of Riverview-Easement Violation— Surety document and fee has been received from their board. Deadline for vegetation restoration work has been extended to June 30, 2023. Retaining wall on site #414 to remain within Limited Common Element area as per City of Detroit Lakes Conditional Use dated 9/12/16. 12/7/2022- No further updates.

SS Raymond Reading, 25213 Town & Country Estate Roads. L of C has been reduced to \$4000 until permit 21-50 is in compliance (spring 2023). 12/7/22—No further updates.

Corey Maple, 12010 County Rd 17. 8/12/22: Majority of work completed. Retaining L of C until spring 2023. 12/7/2022—No further updates.

Jeffery & Amy McKinnon, 15238 E. Munson Dr. Work/alterations in the SIZ done without a permit. **12/9/2022**—Permit has been issued. L of C will be held until site remedied.

<u>District Comments to City of Detroit Lakes Planning & Zoning— December 15, 2022 Meeting</u>

Michael Peterson—1886 Brainerd Blvd. Owners would like to build 16x21 garage addition toward road and are willing to remove boat house and concrete in the shoreline area and restore shore to decrease impervious surface coverage. A PRWD SIZ permit would be needed and a storm water mitigation permit if they are over 25% impervious surface coverage.

District Comments to Becker County Planning & Zoning—December 14, 2022 Meeting

Lake Neighbors Property LLC-28603 State Hwy 34. Proposing 51 storage units on site. If approved SW mitigation would be needed.