

PELICAN RIVER WATERSHED DISTRICT

MEETING ANNOUNCEMENT

Regular Monthly Managers' Meeting

Thursday, February 17, 2022 at 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. Call to Order
	2. Approval of Consent Agenda A. Secretary Report—January 20, 2022 Regular Meeting Minutes B. Administrator's Report C. Ditch Inspector's Report D. Rules/Permitting Report
3:10 PM	3. Committees Reports A. Personnel B. Citizen/Technical Advisory C. Otter Tail 1W1P Updates-Policy and Technical Committees
3:30 PM	4. New Business A. Little Floyd Lake—Nick Kludt, MN DNR Fisheries B. Bucks Mill dam CPL Grant C. MAWD Dues D. 2022 Work Plan and 2022 Monitoring Plan E. Renew MN HCSP for Employees
5:00 PM	5. Unfinished Business A. Project 1B & 1C Roadside pick up Program Update
5:30 PM	6. Treasurer's Report A. Approve February 2022 Bills B. Approve February Fund transfer C. Review January 2022 Revenue & Expenses Report
5:45 PM	7. Public Forum (5 minutes)
5:50 PM	8. Attorney's Report 9. Engineer's Report 10. Pulled Consent Agenda Items
5:55 PM	11. Announcements— March Board meeting rescheduled to Tuesday, March 22, 2022 at 3:00 PM
6:00 PM	12. Meeting Adjournment (action items in bold face)
	Manager Okeson attending electronically at 101 East Sioux Rd. #1183, Pharr, TX

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
JANUARY 20, 2022**

Managers Present: Dennis Kral, Orrin Okeson (via IT), Rick Michaelson, Janice Haggart, Chris Jasken, Charlie Jasken, Ginny Imholte

Managers Absent: None

Staff: Administrator Guetter, Kemper (3:15 PM), Moses

Consultants: Attorney Skoyles (via IT)

Advisory Committee: John Okeson, Becker County Commissioner **Others:** Connor Haugrud

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 3:05 PM.

APPROVE CONSENT AGENDA. Motion to approve PRWD Secretary's Report – December 16, 2021 Regular Meeting Minutes; January 2022 Administrator's Report; January 2022 Rules/Permitting Report, and the January 2022 Ditch Inspector's Report (Michaelson, Chris Jasken). Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken- AYE; Okeson-AYE; carried unanimously.

ELECTION OF OFFICERS: President Kral asked for nominations for the District's 2022 Board of Managers officer positions including President, Vice-President, Secretary and Treasurer. Managers Kral, Okeson, and Michaelson stated they would be willing to continue serving in their current officer positions. However, Manager Haggart declined to serve in the secretary position. Manager Chris Jasken stated he would be willing to serve as the Board Secretary. **Motion to elect Kral as President, Okeson as Vice-President, Michaelson as Treasurer, and Chris Jasken as Secretary (Michaelson, Imholte);** Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken- AYE; Okeson-AYE; carried unanimously.

COMMITTEE REPORTS.

Personnel Committee: Nothing to report

Citizen Advisory Committee: Nothing to report.

Manager Okeson left the meeting at 3:15 PM due to technical issues.

Otter Tail 1W1P Update: Guetter handed out and reviewed several documents regarding various 1W1P committee meetings (Technical, Citizen, and Policy). She stressed the importance of the Policy Committee who review and approve plan sections.

MAWD. Guetter reported on the Administrator Meeting, stating Region 2 requested receiving timely meeting agendas and reports from the MAWD Board. Manager Kral noted he had recently attended a MAWD Strategic Planning Committee Meeting.

TREASURER'S REPORT.

- a. **Approval of January 2022 Claims and 2021 4th Quarter Manager Per Diems and Expenses.** Treasurer Michaelson presented the January 2022 claims. **Motion to approve the January 2022 claims (Checks #14925-14933 and EFT 1813 and EFT 1821-1824) in the amount of \$14,659.93 and 2021 4th Quarter Manager Per Diems (EFT 1806-1812) in the amount of \$3,453.87 and 2021 4th Quarter Manager Expenses (EFT1814-1820) in the amount of \$183.68 (Michaelson, Chris Jasken);** Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken- AYE; Okeson-Absent carried unanimously (attached hereto).
- b. **January 2022 Fund Transfer.** Treasurer Michaelson recommended transferring \$40,000 to cover the regular monthly expenses. **Motion to transfer \$40,000 from the Bremer Bank savings account to the checking account (Michaelson, Imholte);** Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken- AYE; Okeson-Absent carried unanimously.
- c. **Financial Report.** The January-December 2021 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-December 2021 R & E Report (Michaelson, Charlie Jasken);** Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken- AYE; Okeson-Absent carried unanimously. The report will be filed for audit.

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
JANUARY 20, 2022**

NEW BUSINESS.

- a. **Zooplankton Study** – Connor Haugrud. Connor was a 2019 part-time summer intern. Haugrud collected zooplankton samples on Floyd Lake Chain (2018 zebra mussel infested) and Long Lake (not infested) to quantify zooplankton levels between the lakes, identify any differences in zooplankton population densities; potential fishing population impacts; and relay project results to stakeholders. The increased water clarity and sunlight penetration in the Floyd lake chain are enlarging aquatic plant bed into increased water depths from 10 ft to 22 ft. Zooplankton levels were higher in Long Lake, however, it was stressed additional years of data need to be collected for trend analysis.
- b. **Education Mini Grant Application – Holy Rosary.** Jessica Blasczyk, middle school teacher at Holy Rosary School submitted a mini grant application in the amount of \$388.99 to be used to purchase water testing kits and supplies that support water quality experiments. **Motion to award a mini grant to Holy Rosary School for up to \$400 to purchase supplies for water testing kits (Imholte, Chris Jasken) Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken- AYE; Okeson-Absent carried unanimously.**
- c. **Selection of Depositories.** Bremer Bank is competitive and continues to work well with District staff. **Motion to continue with District Savings and Checking bank accounts at Bremer Bank (Kral, Michaelson). Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken- AYE; Okeson-Absent; carried unanimously.**
- d. **Selection of Official Newspaper-Detroit Lakes Record/Tribune. Motion to designate Forum Communications Detroit Lakes Tribune/Record as the official newspaper of the District (Haggart, Imholte). Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken-AYE; Okeson-Absent; carried unanimously.**
- e. **Selection of Consultants. Motion to designate Marlon Mackowick, Stantec as District Engineer and Karen Skoyles, Ramstad, Skoyles & Winters, P.A. as the District's Attorney, with the Vogel Law Firm to act as special counsel if needed (Michaelson, Charles Jasken). Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken-AYE; Okeson-Absent; carried unanimously.**
- f. **2022 permit Fee Schedule.** After review, the board of managers found the fee schedule to be adequate and determined that no changes were needed.
- g. **March Meeting Date.** Due to the MAWD Legislative Days and Administrators' Meeting, it may be necessary to move the regular March meeting date. At this time, it is not known if the event will be held in person or virtually. The Managers set an alternative meeting date for Tuesday, March 22 at 3:00 pm.

UNFINISHED BUSINESS.

- a. **Project 1B & 1C Roadside pick up program update.** A meeting was held December 29 with Phil Hansen-Lakeview Township, Kelcey Klemm-City of Detroit Lakes, Board Managers Michaelson and Imholte, and staff. Options were reviewed and the meeting consensus was to reach out to local contractors/landscapers to further discuss options for continuing the pick-up program. A meeting was scheduled and cancelled due to staff illness, but will be held before the end of the month.

RULES Report. Administrator Guetter reviewed the meetings held regarding the McCollum/Stall property along the Pelican River.

PUBLIC FORUM. John Okeson, Becker County Commissioner, noted that he was keeping up on the various Otter Tail 1W1P committee meeting information packets, as well as attending Policy Committee meetings.

ATTORNEY REPORT. Attorney Skoyles had nothing further to report.

ENGINEER REPORT. Mackowick was absent.

PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
JANUARY 20, 2022

ANNOUNCEMENTS. Manager Haggart regretfully announced that she was resigning from her managers position effective immediately due to out of state residency status.

ADJOURNMENT. Motion to adjourn the regular meeting at 5:22 PM (Kral, Chris Jasken); Roll Call Vote: Kral- AYE; Imholte AYE; Haggart AYE; Charles Jasken- AYE; Michaelson- AYE; Chris Jasken-AYE; Okeson-Absent; carried unanimously.

Respectfully Submitted,

Janice Haggart, Secretary

Meeting Approved: _____

**Pelican River Watershed District
Claims Paid - January 2022**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
*Guetter, Tera	01/21/2022	EFT1813	75.00
			<u>75.00</u>
Lakes Computer, Inc.	01/24/2022	EFT1821	1,000.00
Stantec Consulting Services Inc.	01/24/2022	EFT1822	200.00
Wells Fargo-Office Lease	01/24/2022	EFT1823	1,299.58
Xerox Corporation	01/24/2022	EFT1824	253.60
			<u>2,753.18</u>
Arvig	01/21/2022	14925	63.95
Bank of America	01/21/2022	14926	1,418.59
Central Market	01/21/2022	14927	56.07
ESRI	01/21/2022	14928	210.00
League of MN Cities	01/21/2022	14929	4,242.00
Office of MNIT Services	01/21/2022	14930	67.32
Premium Waters, Inc.	01/21/2022	14931	7.35
Ramstad, Skoyles, & Winter P.A.	01/21/2022	14932	2,400.00
<u>Rice Lake Project</u>			
Houston Engineering Inc.	01/21/2022	14933	3,366.47
			<u>11,831.75</u>
<u>4th Qtr Manager Expenses</u>			
.Haggart, J.	01/24/2022	EFT1814	22.40
.Imholte, G.	01/24/2022	EFT1815	33.60
.Jasken, Charles	01/24/2022	EFT1816	18.48
.Jasken, Chris	01/24/2022	EFT1817	8.40
.Kral, D.	01/24/2022	EFT1818	28.00
.Michaelson, R.	01/24/2022	EFT1819	39.20
.Okeson, O.	01/24/2022	EFT1820	33.60
			<u>183.68</u>
<u>4th Qtr Manager Compensation</u>			
.Haggart, J.	01/24/2022	EFT1806	651.07
.Imholte, G.	01/24/2022	EFT1807	452.51
.Jasken, Charles	01/24/2022	EFT1808	346.31
.Jasken, Chris	01/24/2022	EFT1809	346.31
.Kral, D.	01/24/2022	EFT1810	858.85
.Michaelson, R.	01/24/2022	EFT1811	494.07
.Okeson, O.	01/24/2022	EFT1812	304.75
			<u>3,453.87</u>

(continued on p. 2)

**Pelican River Watershed District
Claims Paid - January 2022**

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
Employee Payroll	1/6/2022	EFT 1797-1799	4804.59
Supplemental Benefits	1/7/2022	EFT 1800-1802	2,569.50
Federal Withholding	1/10/2022	ACH	2,187.92
Employee Payroll	1/20/2022	EFT 1803-805	4,804.59
Federal Withholding	1/31/2022	ACH	2,198.20
MN State Retirement System	1/31/2022	ACH	2,626.00
MN Revenue	1/31/2022	ACH	640.00
PERA	1/31/2022	ACH	2,223.84
Total January Expenses:			\$40,352.12

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

FEBRUARY 11, 2022

CAPITAL IMPROVEMENT PROJECTS AND PROGRAMS

Rice Lake Capital Improvement Project (CIP). Project status updates were reported in E-Link in January. We have not received any communication regarding the grant amendment request.

Campbell Creek Project (CIP). Staff are working with MPCA to develop the 319 Grant Work Plan. A meeting is scheduled for February 17th with Becker SWCD to target and identify BMPs in the agricultural areas.

FEMA Flood Hazard Grant. Grant agreement documents were completed. No further communication received from FEMA in the past few weeks.

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

Hodge Podge. Kemper and Moses were the guests on Hodge Podge on Jan. 21. The topics included the upcoming MAISRC seminar to be held in Detroit Lakes on June 9, 2022, upcoming Water Fest event for local 5th grade students, Summer Internship posting, and permits.

Social Media Posts (Facebook) –January 2022

- 1-6-22 – Internships available
- 1-12-22 – Polar Fest 2-11 through 2-27
- 1-25-22 – Rice Lake YouTube video
- 1-27-22 – Internship Pamphlet
- 1-28-22 – Polar Fest video link

Water Fest for 5th Grade: Due to the high number of COVID-19 cases within the school systems, the scaled down 5th Grade Water Fest scheduled for late January was postponed to February 15, 16, and 17 at Holy Rosary, Rossman, and Roosevelt. Presenters include PRWD, Becker County Environmental Services, Becker Soil and Water Conservation District, MN DNR and the City of Detroit Lakes.

MN Aquatic Invasive Species Research Center (MAISRC) Regional Conference. Moses & Kemper met with Wanda Roden, Becker COLA, on February 3 to begin developing a Booklet, Flyer, and Press Release for the June 9th event. A meeting with the entire planning group is scheduled for Thursday, Feb. 10 at the PRWD office to keep event planning moving on schedule.

ECOLOGICAL INTEGRITY

Aquatic Plant Management Programs.

Project 1B (Sallie/Melissa) & Project 1C (Detroit/Curfman)

A meeting was held on Wednesday, Feb. 2 with PRWD staff, Managers Michaelson, Imholte and Charlie Jasken and some local landscapers. Meeting notes are included in this packet (gold sheet).

WATER MANAGEMENT RULES – see monthly report.

INCENTIVE PROGRAMS –nothing further to report.

DISTRICT OPERATIONS/ADMINISTRATION

Manager Opening: Manager Haggart officially notified the Becker County Commissioners of her resignation due to change of residency status. Since Haggart's term was up in May, the County will advertise for all three positions (Haggart, Kral, Michaelson) up for appointment in May.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

FEBRUARY 11, 2022

2022 Work Plan, Education Plan, Monitoring Plan – Staff completed the draft annual work plans for the board review and approval.

2021 Annual Report – Staff are working on the sections of the report.

Office Equipment: The computer monitor ordered in December for the conference room will hopefully arrive later this month. All other associated audio/visual equipment for the conference room has been delivered. The Xerox multi-function printer/copier was delivered on Feb. 2nd.

MAWD Legislative Days and MN Administrator's Meetings. Kral and Guetter are registered for the meetings to be held from March 16-17th. Guetter will set up meetings with legislators.

Grant Oversight.

- **Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding).** The work plan is in progress
- **FEMA Grant** – FEMA localized flooding study. Guetter completed the on-line work plan and budget. No further communication from FEMA.
- **BWSR Clean Water Rice Lake Project.** E-Link reports was completed by Guetter and Moses, including expense reimbursement on January 24.

Manager Training- Orientation/Refresher Course (BWSR): The training in Barnesville was cancelled due to inclement weather and will be rescheduled. Charlie Jasken, Kral and Kemper were registered to attend.

FISCAL MANAGEMENT

FY 2021 Audit. Confirmation letters have been returned to the auditors. Moses will compile requested financial information and send it electronically. A "Box" audit will be done for the third year; meaning the auditors will conduct the audit remotely, have access to QuickBooks, and will contact staff and the District treasurer with any questions or comments.

COLLABORATION WITH OTHER UNITS OF GOVERNMENT AND PARTNERS

Otter Tail 1W1P Partnership – Work Plans, Meeting Agendas and Minutes can be found on the website.

WEBSITE: <https://www.eotswcd.org/ot1w1p/>

- Policy Committee (Kral, Imholte-Alt).** January 27th meeting was held in Otter Tail. Kral and Guetter attended the meeting. The committee approved the priority issues by planning region and the vision statement. A tentative next meeting date is March 24th.
- Steering Committee (Guetter).** The committee met on January 18th to plan for the upcoming policy and technical committee meetings.
- Technical Advisory Committee (Guetter)** –Guetter and Kemper attended the February 7th meeting where the group started to list focus lake and stream segments. The next meeting will be on March 7th.
- Citizen Advisory Committee.** A meeting was held on January 5th in Otter Tail. No meetings have been scheduled.

Becker County Board of Adjustments and Planning Commission: A meeting was held on February 8th – no comments given; Board of Adjustments (January 11th) – no comments given.

City of Detroit Lakes Planning Commission –January 27th meeting – no comments given.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

FEBRUARY 11, 2022

DRAINAGE SYSTEM REPORT

February 2022

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

Ditch 11 - Nothing to report

Ditch 12 - Nothing to report.

DITCH 13 (Little Floyd Lake to Big Detroit) - Nothing to report.

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

DATA COLLECTION AND MONITORING PROGRAM

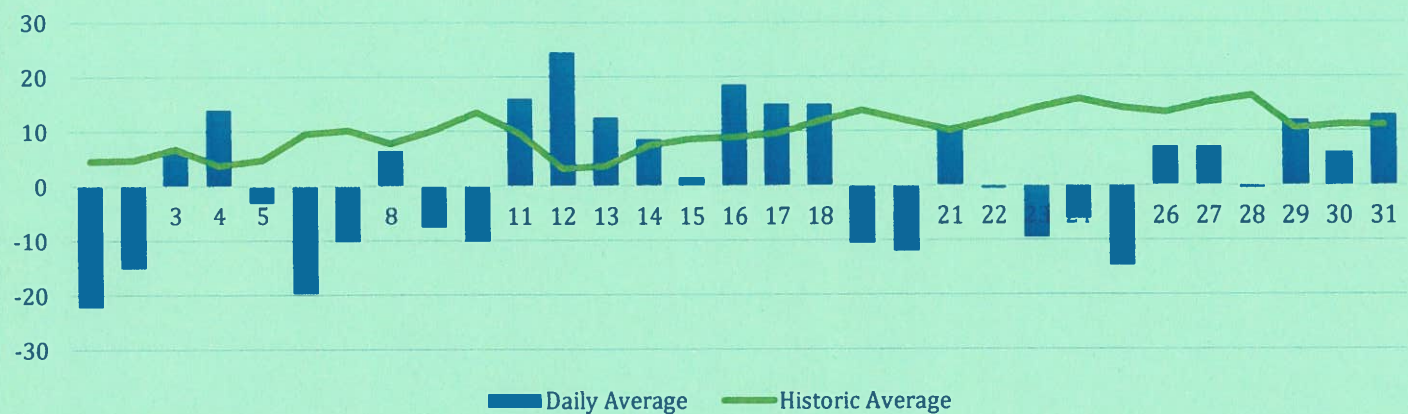
February 2022

2021 Annual Monitoring Report – Kemper is currently updating the report.

2022 Monitoring Plan – Kemper is reviewing and updating the work plan and ordering supplies

2021 Monitoring Data – MPCA is currently reviewing and finalizing the District's water quality monitoring data which will be uploaded into the public EQIS database.

January Temperature



January 2022 Temperatures

Sixteen of the last twenty-four months have brought significantly warmer than normal temperatures to Minnesota, with the most recent seven months all above normal in mean monthly temperature. But so far, this January has brought a screeching halt to that trend with most climate stations around the state averaging from 8 to 14 degrees F colder than normal. Furthermore, the vast majority of climate stations have reported many subzero temperatures during both night and day, some even record-setting, marking this the coldest January in the state since 2014. Minnesota reported the coldest temperature in the 48 contiguous states 8 times during the month, with many readings of -30°F or colder.

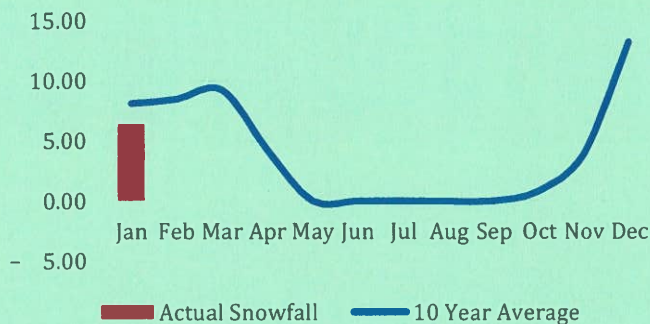
Despite the very cold start to 2022 in Minnesota, these conditions are mild compared to what happened in 1912, the coldest January in Minnesota history. It was 110 years ago but was long remembered by generations of Minnesota citizens.

In Detroit Lakes, the month of January started off very cold at -22°F on day 1 and -15°F on day 2 which is well below the historical average of 5°F. From there it continued to stay below the historical average until a little bit of a warmup from the 11th through the 18th. The days to follow finishing out the month tended to be below the historical average.

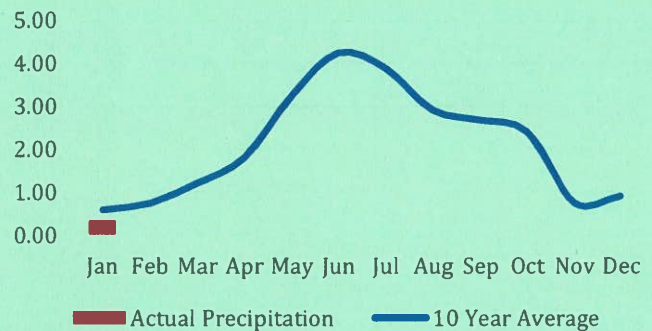
DISTRICT ADMINISTRATOR'S MONTHLY REPORT

FEBRUARY 11, 2022

2022 Snowfall



2022 Precipitation

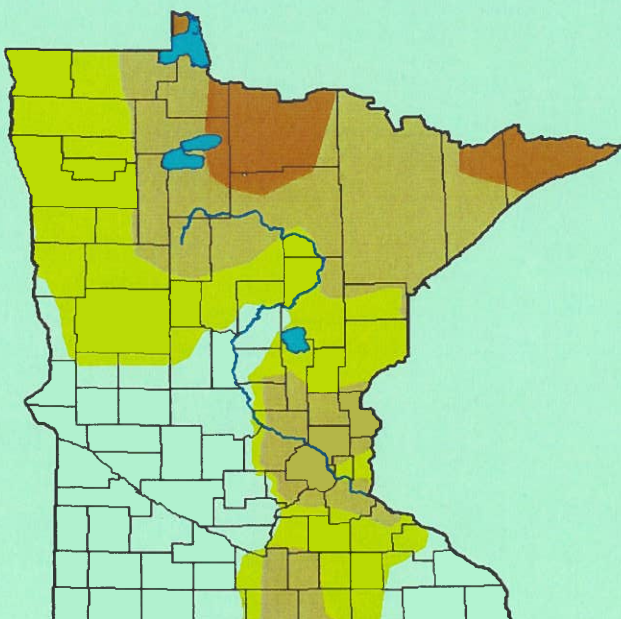


January Precipitation

Most areas of the state reported less than normal snowfall. Snow depths around the state generally ranged from 4 to 18 inches, but some areas in the northeast reported over two feet of snow depth. In Detroit Lake we had a total of 6.43 inches of snowfall and 0.34 inches of precipitation, with the majority of the accumulation happening on January 5th – 6th (2.70 inches of snow and 0.18 inches of precipitation), the 15th (1.00 inches of snow and 0.03 inches of precipitation), and the 22nd – 24th (2.10 inches of snow and 0.12 inches of precipitation).

It was a windy month as well, with many areas reporting 10 or more days of wind gusts over 30 mph, and some days with gusts over 40 mph. Only three or four days brought light winds

U.S. Drought Monitor Minnesota



January 25, 2022
(Released Thursday, Jan. 27, 2022)
Valid 7 a.m. EST

	Drought Conditions (Percent Area)					
	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	29.90	70.10	39.30	8.21	0.00	0.00
Last Week 01-18-2022	29.90	70.10	39.30	8.21	0.00	0.00
3 Months Ago 10-26-2021	14.09	85.91	61.95	36.70	7.10	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 09-28-2021	6.50	93.50	76.21	50.44	23.58	0.00
One Year Ago 01-26-2021	0.00	100.00	24.02	0.28	0.00	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.unl.edu/About.aspx>

Author:

Brad Rippey
U.S. Department of Agriculture



droughtmonitor.unl.edu

RULES OF ENFORCEMENT

February 2022

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

Permits Issued

No permits were issued

Permit Applications submitted

Nothing Pending at this time

Violation *****

SS Oehlke, Tim & Angela, 1836 East Shore Drive, trees removed in SIZ without a permit. A stop work order has been issued and a letter of credit has been received from the owner. A virtual meeting was held on 1/28/2022 with the property owner, Bryan Leininger (landscape architect), Priscilla Gurath (City of DL), and Guetter & Kemper (PRWD staff). PRWD and City Staff outlined expectations to bring the site into compliance and what would be needed in regard to anticipated development. Owner responded with an email 1/31/2022. Another meeting is scheduled for 2/10/2022.

SS Kylo, Chad & Jacobson, Brenda, 1324 East Shore Drive, trees removed in SIZ without a permit. A Notice of Violation has been sent and a Letter of Credit has been received. No further action.

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. Will continue to monitor spring 2022

Village of Riverview-Easement Violation— Surety document and fee has been received from their board. They will work with Becker SWCD to complete plantings in Spring 2022.

District Comments to City of Detroit Lakes Planning & Zoning:

No comments needed

District Comments to Becker County Planning & Zoning:

No comments needed

Progress Report

Long Lake Road— Vegetation establishment looked good in 2021. Staff will continue to monitor in 2022.

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.

Residential Subdivision—14795 US Hwy 59/Pelican River, Detroit Lakes—Owners Jesse and Karen McCollum and Dave Stall. The District has had two meetings with the Developers regarding a potential subdivision along the Pelican River, across from River Hills RV Park. Nothing further to update.

Curtis and Alisa Kuntz—26319 Paradise Point Rd.—Staff did a Zoom call with the couple. They would like to remove a tree this winter. They also have old railroad ties as retaining walls that are failing and would like to replace.