

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT

Regular Monthly Managers' Meeting

Thursday, January 19, 2023

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—December 15, 2022 Regular Meeting Minutes B. Administrator's Report C. Ditch Inspector's Report D. Rules/Permitting Report E. Election of Officers
3:15 PM	3. Committees Reports A. Personnel Committee B. Citizen/Technical Advisory C. Otter Tail River 1W1P - Update
3:30 PM	4. Treasurer's Report A. Approve January 2023 Bills & 4th Qtr 2022 Manager Compensation & Expenses B. Approve January Fund transfer C. Review January—December 2022 Revenue & Expenses Report
3:45 PM	5. New Business A. 2023 Board meeting schedule B. Selection of Depositories C. Selection of Official Newspaper—Detroit Lakes Record/Tribune D. Selection of Consultants E. Grant Agreements -DNR CPL -Little Floyd Lake Dam; BWSR CWF Rice Lake —Phase 2 F. Otter Tail River 1W1P—Resolution to Adopt and Implement the Plan
5:00 PM	6. Unfinished Business None
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)

Manager Okeson attending electronically at 101 East Sioux Rd. #1183, Pharr, TX

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
DECEMBER 15, 2022**

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

Managers Absent/Monitor: Orrin Okeson (via telephone due to technical issues)

Staff: Administrator Guetter, Moses, Kemper

Consultants: Attorney Skoyles

Advisory Committee: John Okeson (3:13 pm)

Others: Scott Walz (Meadowland Surveying), Raymond & Lynn Reading

Manager Okeson encountered a video technical problem and he participated for the duration of the meeting via telephone. He was not considered present for board quorum or voting purposes.

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 3:03 PM.

APPROVE CONSENT AGENDA. Motion to approve the Consent Agenda including the Secretary's Report – November 15, 2022 Regular Meeting Minutes; December 2022 Administrator's Report; December 2022 Rules/Permitting Report, and the December 2022 Ditch Inspector's Report, (Charlie Jasken, Olson), carried unanimously.

COMMITTEE REPORTS.

Personnel Committee. The benefit has not changed in two years and an increase was included in the 2023 Budget. The committee recommends approval. **Motion to approve the monthly supplemental benefit for all benefit earning employees at \$1,200/month, effective January 1, 2023 (Kral, Charlie Jasken), carried unanimously.**

Citizen Advisory Committee. Manager Olson is interested in learning how citizen advisory committees are used in District work. Examples given included the Otter Tail 1W1P and input meetings for the roadside pickup. Activities/meetings can be included in the annual work plan.

Otter Tail River 1W1P. See Unfinished Business below.

TREASURER'S REPORT.

- a. **Approval of December 2022 Bills.** Treasurer Michaelson presented the December 2022 claims. **Motion to approve the December 2022 claims (Checks 15048-15053 and EFT 2044-2049) in the amount of \$7,681.86 (Michaelson, Chris Jasken), carried unanimously (attached hereto).**
- b. **December 2022 Fund Transfer.** Michaelson recommended transferring \$36,000 to cover the regular monthly expenses. **Motion to transfer \$36,000 from the Bremer Bank savings account to the checking account (Michaelson, Charlie Jasken), carried unanimously.**
- c. **Financial Report.** The January-November 2022 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-November 2022 R & E Report (Michaelson, Olson), carried unanimously.**

NEW BUSINESS.

- a. **MAWD Annual Meeting Delegate Update.** Kral reported most of the resolutions were approved at the business meeting, except the interactive technology resolution which as written had no annual limit to the number of board meetings that could be attended via interactive technology. PRWD managers (Hansen, Olson, Charlie Jasken) attended the "Water Management Workshop" for newer managers and commented it was informative and worthwhile. Kral also reported the MAWD Board formally offered Jan Voit the Executive Director position and she accepted. At the tradeshow, Kral talked with public funds investment representatives. Managers Michaelson and Hansen volunteered to explore potential fund investment opportunities if available (dependent upon upcoming project funding needs).

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
DECEMBER 15, 2022**

- b. **2023 Final Budget, Levies, Assessments and Fees.** Guetter reviewed proposed changes to the 2023 Final Budget, Levies, Assessments and Fees. Most notably was the further reduction of special assessments for Projects 1B & 1C. Project 1B was reduced from \$25,000 to \$20,000 and Project 1C from \$30,000 to \$15,000. The Stormwater Utility Fees minimum fee was reduced from \$32 to \$20/per parcel and the maximum from \$70 to \$65/per parcel. **Motion to approve the 2023 Final Budget, Levies, Special Assessments, and Fees as presented (Chris Jasken, Michaelson) carried unanimously.**
- c. **PRWD 2022 Interfund Transfers.** Year-end Interfund transfers were reviewed by Administrator Guetter. **Motion to approve the PRWD 2022 Year-End Interfund Transfers (Michaelson, Hansen), carried unanimously (attached hereto).**
- d. **2023 Board Meeting Schedule.** Manager Olson asked if the board would consider holding their meetings in the morning rather than in the afternoon or evening. The request will be considered at the January meeting.
- e. **2023 AIS Treatment Contracts.** Contracts have been received from PLM Lake & Land Management Corp. for chemical treatments of Flowering Rush and Curly-leaf pondweed for the 2023 season (state contract pricing). **Motion to authorize Administrator Guetter to sign the 2023 AIS aquatic plant treatment contracts with Professional Lake Management (PLM) (Charlie Jasken, Hansen) carried unanimously.**

UNFINISHED BUSINESS.

- a. **Resolution to submit the Otter Tail River 1W1P to BWSR. Motion to approve the Resolution to submit the Otter Tail River 1W1P to BWSR (Michaelson, Chris Jasken) (attached hereto), carried unanimously.**

PUBLIC FORUM. Raymond & Lynn Reading requested the remaining portion of the Letter of Credit held by the District for a rule violation in the amount of \$4,000 be released and not held until Spring 2023. **Motion to release the remaining amount of \$4,000 on the Letter of Credit – Raymond Reading, (Chris Jasken, Olson) carried unanimously.**

ENGINEER'S REPORT. Nothing further to report. Mackowick wished the Managers and staff, "Happy Holidays".

ATTORNEY REPORT. Attorney Skoyles had nothing further to report.

PULLED CONSENT AGENDA ITEMS. None

ANNOUNCEMENTS. An education workshop for the managers will be held on January 17th at 8:30 AM and the topic will be the District's Rules. Other education workshops will be planned. A holiday gathering will be held after the January 19th meeting at the Bucks Mills Brewery.

ADJOURNMENT. **Motion to adjourn the regular meeting at 4:55 PM (Kral, Olson) carried unanimously.**

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved: _____

Pelican River Watershed District Claims Paid - December 2022

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>ACH Employee Payments</u>			
*Guetter, Tera	12/19/2022	EFT2044	186.14
*Kemper, Gina	12/19/2022	EFT2045	2.92
*Moses, Brenda	12/19/2022	EFT2046	65.25
			\$254.31
<u>ACH Vendor Payments</u>			
Lakes Computer, Inc.	12/19/2022	EFT2047	190.00
Stantec Consulting Services Inc.	12/19/2022	EFT2048	3,977.75
Wells Fargo-Office Lease	12/19/2022	EFT2049	1,299.58
			\$5,467.33
<u>ACH Auto Payments</u>			
Bremer Bank	12/16/2022	ACH	15.00
Loffler Companies, Inc.	12/19/2022	ACH	176.91
			\$191.91
<u>Checks Vendor Payments</u>			
Arvig	12/16/2022	15048	72.95
Bank of America	12/20/2022	15053	1,404.67
County 6 Amoco & Bait	12/16/2022	15049	59.02
Loffler	12/16/2022	15050	159.15
Office of MNIT Services	12/16/2022	15051	64.17
Premium Waters, Inc.	12/16/2022	15052	8.35
			\$1,768.31
<u>ACH Payroll Payments</u>			
Supplemental Benefits	12/6/2022	EFT 2038-2040	2,572.50
Employee Payroll	12/7/2022	EFT 2037	818.97
Employee Payroll	12/8/2022	EFT 2041-43	4,034.25
Federal Withholding	12/9/2022	ACH	2,059.80
Employee Payroll	12/22/2022	EFT 2050-2052	4,034.25
Federal Withholding	12/31/2022	ACH	1,347.74
MN State Retirement System	12/31/2022	ACH	5,526.00
MN Revenue	12/31/2022	ACH	530.00
PERA	12/31/2022	ACH	2,485.01
			\$23,408.52
Total December Expenses:			\$31,090.38

Exhibit B
Pelican River Watershed District 2022
2023 Final BUDGET AND TAX RESOLUTIONS
December 15, 2022

A public hearing was advertised and held on September 8, 2022 and followed by the Board of Managers regular September meeting. The managers reviewed prior years 2020 through 2022 and the proposed 2023 budgets, levies, assessments and fees of the District's programs and projects. The managers have projected the 2023 program/project needs for the General, Stormwater Utility, DCM-01, LMP-01, Project 1B, Project 1C, Drainage Systems 11-12, 13, and 14, and Drainage Buffer System Enforcement.

GENERAL FUND – The General fund levy is capped by statute at **\$250,000** and the District is entitled to levy an additional amount to pay for insurance in accordance with MS 466.06. The District expects to pay insurance premiums of **\$8,500** in 2023, based upon 2022 rates. The Managers have projected **\$258,500** is needed in 2023 to undertake the costs attributable to the General fund.

PROJECT LMP-01- The LMP-01 project was established on July 15, 2010 to undertake Aquatic Invasive Species (AIS) research, education, treatments, and management. The District is permitted to levy up to \$0.00798% of taxable market value for a period not to exceed 15 consecutive years in accordance with MS 103D.905, Subd.3. The Managers have projected **\$10,000** is required to undertake the project costs in 2023.

PROJECT DCM-01- The DCM-01 project was established on July 15, 2021 to conduct water quality monitoring and assessment, data collection, research, special studies, education, and public outreach activities. The District is permitted to levy up to \$0.00798% of taxable market value for a period not to exceed 15 consecutive years in accordance with MS 103D.905, Subd.3. The Managers have projected **\$85,000** is required to undertake the project costs in 2023.

STORMWATER UTILITY FUND- On February 16, 2000, the Stormwater Treatment Project (MS 103D.730) was established to implement water quality projects, programs, and capital improvement projects to provide recreational benefits, navigational benefits, and preservation and improvement of water quality within the District. The costs of the Stormwater Treatment Facility Project are funded by a district-wide Water Management District (MS 103D.729, MS 444.075, Subd. 2a). The Managers have projected the need of **\$305,000** in 2023 to undertake the project costs and have adopted the 2023 fee schedule, **with the minimum parcel amount of \$20.00 and the maximum parcel amount of \$65.00.**

PROJECT 1B- Project 1B was established on October 8, 1984 for control and management of aquatic vegetation in lakes Sallie and Melissa. The Managers have projected **\$20,000** is needed in 2023 to undertake the project maintenance costs.

PROJECT 1C-Project 1C was established on September 21, 1989 for the control of aquatic vegetation in Detroit and Curfman lakes. The Managers have projected **\$15,000** is needed in 2023 to undertake the project maintenance costs.

DITCH 11-12 – Campbell Creek (Moon Lake to Floyd Lake)
No Assessment

DITCH 13- Pelican River (Little Floyd Lake to Detroit Lake)
The Becker County Commissioners transferred the drainage authority to the Pelican River Watershed District in the late 1990's. The Managers have projected **\$20,000** is needed in 2023 to undertake the Ditch maintenance costs.

DITCH 14- St. Clair Lake area)
No Assessment

Motion to approve the 2023 Final Budget (Exhibit A), Levies, Assessments, and Fees (Exhibit B)
Above (Chris Jesken , Michaelson), carried unanimously.

Pelican River Watershed District

2023 Final Budget

December 15, 2022

Motion to approve the Pelican River Watershed District 2023 Final Budget, Levies, Special Assessments and Fees as presented (Chris Jasken, Michaelson) carried unanimously.

	General		Utility Stormwater		LMP-01		DCM-01		1B (Sal & Mei)		1C (Detroit & Curfman)		Ditch 11-12		Ditch 13		Ditch 14		Drainage Buffer Enforce	
	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23	Jan - Dec 23
Income																				
REVENUE	258,700.00	305,100.00	10,000.00	85,010.00	20,010.00	36,000.00	5.00	20,005.00	-1,000.00	-1,000.00	4,005.00									
OTHER FINANCING SOURCES (USES)	59,000.00	-177,000.00	-9,000.00	6,000.00	-10,000.00	-10,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00									
Total Income	317,700.00	128,100.00	1,000.00	91,010.00	10,010.00	26,000.00	-995.00	19,005.00	19,005.00	19,005.00	3,005.00									
Gross Profit	317,700.00	128,100.00	1,000.00	91,010.00	10,010.00	26,000.00	-995.00	19,005.00	19,005.00	19,005.00	3,005.00									
Expense																				
Incentive Programs		30,000.00																		
CAPITAL OUTLAY																				
Education & Outreach	4,500.00	5,000.00																		
LEGAL DRAINAGE SYSTEM																				
PROGRAM ACTIVITIES	66,995.00	40,600.00	34,150.00	26,500.00	25,600.00	30,500.00	1,500.00	2,000.00	1,000.00											
OPERATING EXPENSE	265,000.00	4,600.00	2,750.00	4,400.00	400.00	400.00	200.00	200.00												
PAYROLL	30,100.00	49,300.00	1,075.00	67,300.00	700.00	900.00														
CONTRACTED SERVICES		52,800.00	10,000.00	98,200.00	26,700.00	32,100.00	1,700.00	3,400.00	1,000.00											
Total Expense	366,595.00	182,300.00	84,975.00	98,200.00	26,700.00	32,100.00	1,700.00	3,400.00	1,000.00											

FUND	2023 Final Levies, Assessments, and Fees
General Fund Ad Valorum Levy	\$258,500
LMP-01 Fund Ad Valorum Levy	\$10,000
Utility - Stormwater Fees \$32/parcel Minimum : \$70/Parcel maximum	approx. \$305, 000
DCM-01	\$85,000
Project 1B Special Assessment	\$20,000
Project 1C Special Assessment	\$15,000
Drainage System 11-12	NONE
Drainage System 13	\$20,000
Drainage System 14	NONE

PRWD 2022 INTERFUND TRANSFERS

WHEREAS, records are kept of time spent for work on behalf of the 1B & 1C Projects, LMP-01, DCM-01, Ditches, and water management;

WHEREAS, costs of preparing permit applications, reports, and general supervision are directly attributable to 1B & 1C Projects, LMP-01, ditches, monitoring, and water management;

WHEREAS, portions of certain insurance costs, office space, and other District expenses are directly attributable to 1B & 1C Projects, LMP-01, ditches, monitoring, and water management;

WHEREAS, the LMP-01 Project fund must pay the Data Collection and Monitoring Fund (DCM-01) for costs related to the implementation of research, prevention, education, and management of aquatic invasive species;

THEREFORE, the Managers approve the following transfers:

YET 22 01 A - YET 22 01 B \$ 6,000 from 1-B to the General Fund

YET 22 02 A - YET 22 02 B \$ 6,000 from 1-C to the General Fund

YET 22 03 A - YET 22 03 B \$ 1,000 from Ditch 11-12 to the General Fund

YET 22 04 A - YET 22 04 B \$ 1,000 from Ditch 14 to the General Fund

YET 22 05 A - YET 22 05 B \$ 1,000 from Ditch 13 to the General Fund

YET 22 06 A - YET 22 06 B \$ 40,000 from Utility to the General Fund

YET 22 07 A - YET 22 07 B \$ 3,000 from LMP-01 to the General Fund

YET 22 08 A - YET 22 08 B \$ 4,000 from LMP-01 to DCM-01

YET 22 09 A - YET 22 09 B \$ 50,000 from Utility to FEMA Grant Match

YET 22 10 A - YET 22 10 B \$ 100,000 from Utility to 319 Grant Match

YET 22 11 A - YET 22 11 B \$ 150,000 from Utility to Rice Lake CIP

YET 22 12 A - YET 22 12 B \$ 1,000 from Drainage Buffer Enforcement to General

Motion Rick Second Phil Passed ~~By~~ By all

Chris Jasken
Chris Jasken, Secretary - Pelican River Watershed District

Tera Guetter
Tera Guetter, Administrator - Pelican River Watershed District

Date Approved: 12/15/22

Pelican River Watershed District Resolution
Support of One Watershed One Plan Submittal to the MN Board of Soil and Water Resources

Whereas, the Pelican River Watershed District has reviewed the Draft Otter Tail River One Watershed, One Plan,

Whereas, the Pelican River Watershed District Managers finds the document to meet the needs and requirements of local water management priorities,

Therefore, Be it Resolved, that the Pelican River Watershed District Managers recommends to the Otter Tail River One Watershed, One Plan Policy Committee that the plan be submitted to the Board of Water and Soil Resources for their approval, as stated in the BWSR Operation Procedures 2.0 and the Otter Tail River One Watershed, One Plan Planning Memorandum of Agreement.

Motion to adopt the Resolution in Support of One Watershed One Plan Submittal to the MN Board of Soil and Water Resources Kral, Laurie Olson
AYES 5 **NAYS** 1, passed.

Date: December 15, 2022

By: Dennis Kral
Dennis Kral, President
Pelican River Watershed District

By: Chris Jasken
Chris Jasken, Secretary
Pelican River Watershed District

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JANUARY 13, 2023

CAPITAL IMPROVEMENT PROJECTS AND PROGRAMS

Rice Lake Capital Improvement Project (CIP). Phase 1 – Guetter and Moses will submit the BWSR E-link project report the week of January 16th. HEI completed Phase 2 lower structure plans and were reviewed by Guetter and MN DNR staff on January 13th. **Rice Lake Wetland Phase 2 – Lower Structure** –Next steps are to complete the Grant Agreement and submit the Project Work Plan/Budget to BWSR.

Campbell Creek Project (CIP). Guetter and Schroeder continued to work on the plan in December and included project/cost estimate assistance from Becker County staff (highway, planning and zoning, SWCD) and edits are under review by MPCA. Guetter submitted a funding request to the Otter Tail 1W1P Implementation budget to use state funds as a match to the federal 319 funds.

FEMA Flood Hazard Grant. The quarterly report was submitted to FEMA. Work by Stantec continues and an update will be presented at either the February or March meeting.

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

Hodge Podge. Kemper was the guest on Hodge Podge on December 16 and discussed Smart Salting, ways to recycle your Christmas tree and weather.

Social Media Posts (Facebook) –December 2022

- 12-2-2022 – Christmas Trees in the U.S.
- 12-7-2022 – Keep It Clean – remove garbage when ice fishing
- 12-23-2022 – Holiday office closures
- 12-29-2022 – DL-online – Grants awarded to PRWD & Becker SWCD

MAWD- Legislative Work

MAWD will be emailing updates in the upcoming weeks on legislation (via YouTube video or written report). The following information pertains to drainage issues.

DNR Early Coordination Proposal. The MN DNR presented proposed statute changes to Drainage Law (affects WDs and Counties who manage drainage systems). In early January, representatives of Drainage Authorities met with the DNR to discuss their **early coordination legislation**. At the close of that meeting there was a “soft agreement” to support a request that the DWG establish a work group during the interim to focus on early coordination and in return the DNR will pull their proposed legislation for this year and continue to work with the Drainage Work Group.

Environment Groups- Drainage Registry Bill. Bill language and a letter to the DWG from the advocates is enclosed. The bill is basically the original proposal from the advocates without section 2, the repair reporting and 30-day delay language. The letter seems to indicate that if consensus is not reached, the advocates still intend to move forward with the legislation.

Update: The Drainage Work Group met on January 12. Meeting highlights are included below.

- **Outlet Adequacy Subcommittee.** A subcommittee of the Drainage Work Group is being formed. Subcommittee members will have a strong technical background. They will develop recommendations to the full Drainage work group about outlet adequacy. The group participants are still being identified. Myron Jesme will represent Minnesota Watersheds and the Red River Watershed Management Board (RRWMB).
- **DNR Early Coordination Proposal.** The DNR reiterated that they will not introduce early coordination legislation this session. Concern was raised that the DNR has not had any discussions about early coordination with agricultural groups. Next steps include the DNR drafting a scoping document that will be provided to the

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JANUARY 13, 2023

DWG for review and comment. The DNR would then incorporate comments and bring the scoping document back to the DWG and a subcommittee when the DWG meets again following the legislative session. The DNR was urged to make a concerted effort to discuss this issue with agricultural groups. Minnesota Watersheds, Association of Minnesota Counties, and RRWMB do not believe we are ready to meet on this topic during the current legislative session, nor do we presume that legislation is necessary.

- **Drainage Registry.** Environmental groups presented the revised language and their perceived needs for the drainage registry - a centralized, searchable database to allow broader public access to drainage project information. Environmental groups still want to include petitioned repairs in the registry portal. Drainage authorities are opposed to this. Next steps: DWG members will discuss the revised language with their constituents. Comments on the revised language are to be submitted to Carly Griffith by the end of the day on February 3. The DWG will meet again on February 10 at 11:00 a.m. for further discussion on this topic.

ECOLOGICAL INTEGRITY

River/Stream Connectivity

Little Floyd Lake Structure Modification –The MN DNR Conservation Partners Legacy grant was awarded to construct the rock arch rapids. After the Board approves the grant agreement, Guetter will submit the required information (agreement, workplan, certificate of liability, temporary construction easement, etc.). We will plan on including this project and the Rice Lake project for the upcoming project construction bids for potential cost savings.

Aquatic Plant Management Programs. 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 – see enclosed report.

INCENTIVE PROGRAMS

2023 Environmental Education Grants – Nothing to report

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 1 & Phase 2.** See CIP section.
- **MN DNR – Conservation Partners Legacy Grant.** Work Plan underway.
- **Otter Tail 1W1P Implementation.** Work plan under development.

Otter Tail River 1W1P Partnership – WEBSITE: <https://www.eotswcd.org/ot1w1p/>

a. Policy Committee (Kral). Next Steps:

a. January 26th Meeting @ 9:30 am, Otter Tail Sheriff's Office, Otter Tail, MN.

- i. Approve the Implementation Work Plan and Budget for submittal to BWSR for approval. The approved budget/work plan needs to be submitted to BWSR prior to March 1st in order to receive funding, otherwise funding is not available until next year.

b. PRWD Board Review /Approve Agreement & Resolution by February 2023

- i. Otter Tail River 1W1P Approval and Adoption Resolution - January 19th Meeting Agenda item

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JANUARY 13, 2023

- b. **TAC Committee** (Guetter). The committee met on December 14th (Guetter not able to attend) and again on January 11th towards developing a preliminary plan implementation budget for proposed programs/projects (2-year). The draft 2023/24 budget/Workplan will be presented to the Policy Committee for review and approval.
- c. **Citizen Advisory Committee**. Nothing further to report.
- d. **Forest Land Stewardship Plan** (Kemper). Nothing further to report.

FISCAL MANAGEMENT

2022 Audit. The confirmation letters have been prepared and sent to the Auditors. Moses is compiling and will electronically send the required information for the "box audit" such as QB records, minutes/financials, contracts/grants, board member info, bank records, levies/assessments/fees/budgets, federal programs, insurance policies, and other requested information.

Year End Activities. The final budgets, levies, assessments, and fees were sent to Becker and Otter Tail Auditors after the December board meeting. The 2023 Year-End R & E is complete and 2022 actual numbers have been updated in the 2023 Budget. Fourth quarter payroll reports are complete and W-2s and 1099s are ready for submittal.

2022 Annual Report. Moses has formatted the 2022 Annual Report and Guetter and Kemper will be adding sections as time allows in the upcoming weeks.

DRAINAGE SYSTEM REPORT

BWSR Annual Drainage Buffer Strip Report – CY 22 – The annual buffer strip activity report for all systems was submitted on January 13, 2023 to BWSR.

Beaver Activity.."All quiet on the Western Front"!

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

January 2023

Data Collection Year-End Reporting.

MPCA EQUIS database. Kemper compiled all stream and lake data into an excel file and submitted it to MPCA at the end of December for final review by the MPCA. During this process Kemper found some anomalies/errors on the RMB reports which were resolved and uploaded in the database.

Stream and Lake Data. Kemper is currently analyzing the data and creating charts and reports.

Vegetation Surveys. Kemper finished updating the lake-wide vegetation surveys for 2022 – Muskrat, Mill Pond, Meadow, and Fox. She also update the 2021 – Sallie & Melissa and 2020- North, Little , and Big Floyd to align with the updated report format which is similar to the MN DNR reports.

Shoreline Surveys. Moses assisted with data entry from the field notes from Sallie and Melissa. Kemper will review the data for the report.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JANUARY 13, 2023

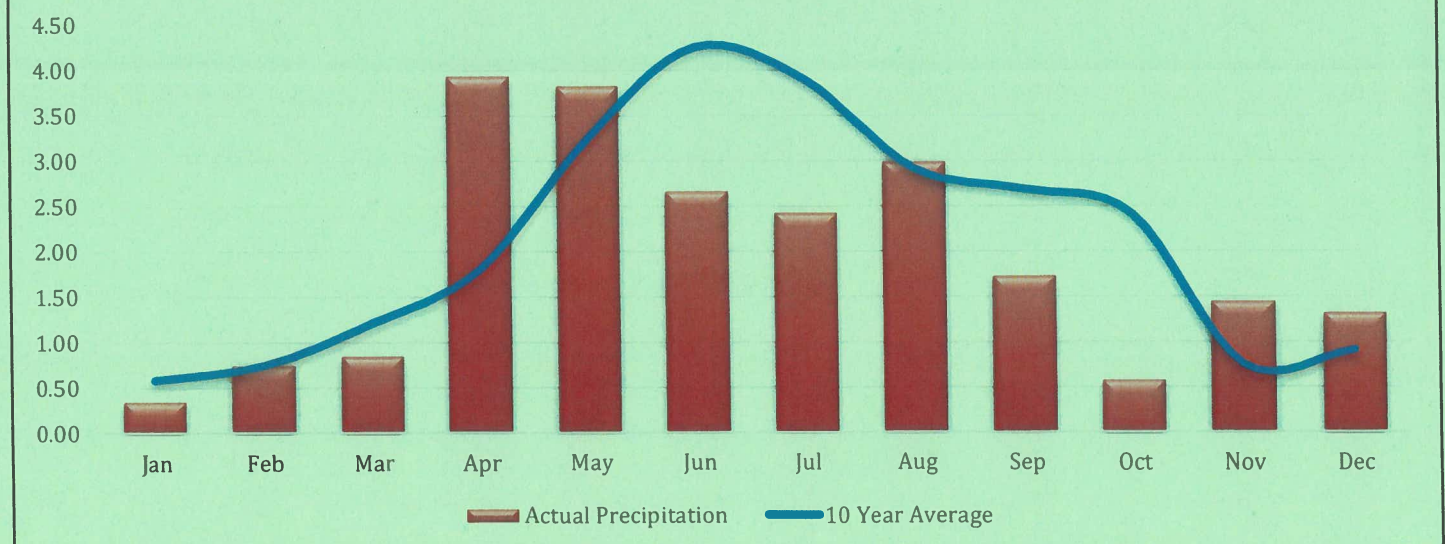
December 2022 Temperature



December 2022 Temperatures

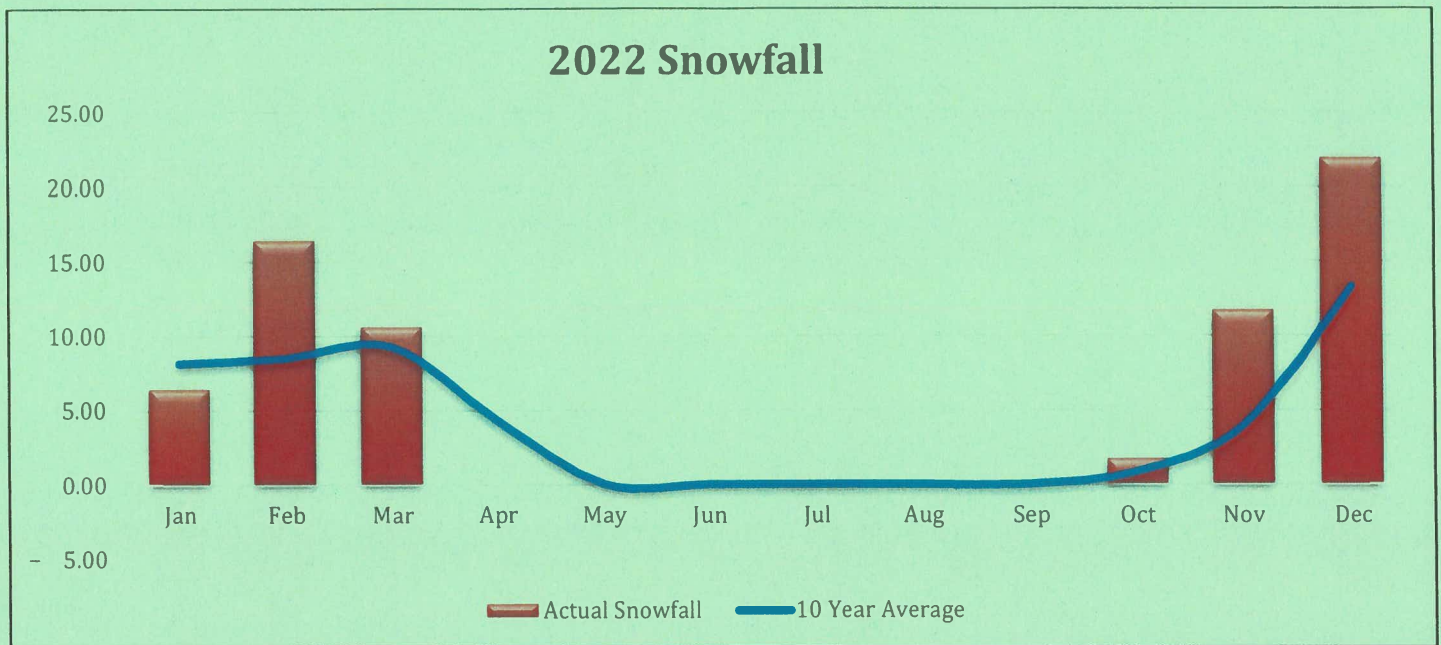
The month of December brought some warmer than average temperatures, with a 10-day cold snap where the temperatures were well below the average. In Detroit Lakes, the month's highest temperature was 32°F which occurred on 6 of the 31 days (4th, 10th, 11th, 13th, 14th, and 15th) and the lowest temp was -24°F on the 20th. During December, Detroit Lakes saw 12 days of temperature above the historical average and 19 days below the historical average. The winds continue to be strong throughout December with many climate stations across the state reporting 10 to 15 days with wind gusts over 30 mph.

2022 Precipitation



DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JANUARY 13, 2023



December 2022 Precipitation

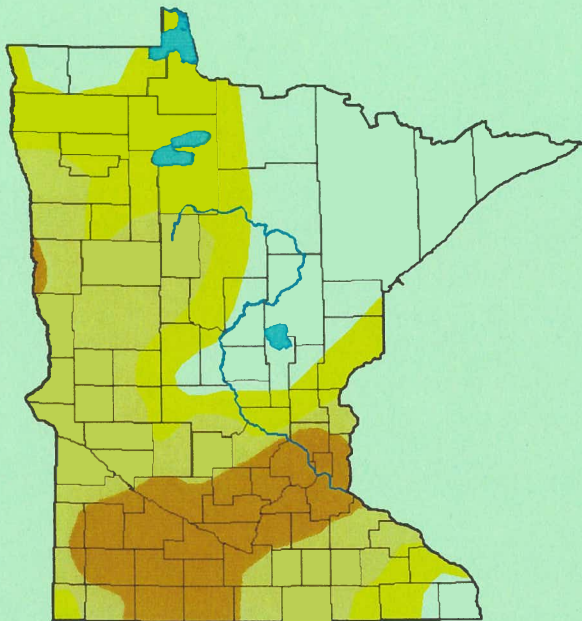
December was wetter than normal in most places. Many climate observers reported over 2 inches of precipitation for the month. In fact, the average from all climate stations for the state will be very close to 2 inches, making this December one of the wettest 3 in state history. In Detroit Lakes we had a total of 1.31 inches of rain for the month of December with the majority of that precipitation on the 14th with 0.47 inches, the 15th with 0.10 inches of rain and the 16th with .28 inches of rain. This is up 0.40 inches from the ten-year average of 0.91 inches of rainfall. The total amount of snowfall in Detroit Lakes for the month of December was 21.90 inches, which the mostly accumulated between the 14th and 20th. That is up 8.61 inches from the 10-year average of 13.29 inches.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

JANUARY 13, 2023

According to the US Drought Monitor for Minnesota, areas near the Twin Cities has improved slightly taking them from extreme drought to severe drought. However, Becker County, continues to remain in moderate drought status.

U.S. Drought Monitor Minnesota



December 27, 2022

(Released Thursday, Dec. 29, 2022)

Valid 7 a.m. EST

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	29.19	70.81	44.90	15.91	0.00	0.00
Last Week 12-20-2022	29.19	70.81	44.90	15.91	0.00	0.00
3 Months Ago 09-27-2022	45.67	54.33	22.48	4.37	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 12-26-2021	30.10	69.90	38.44	9.28	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>

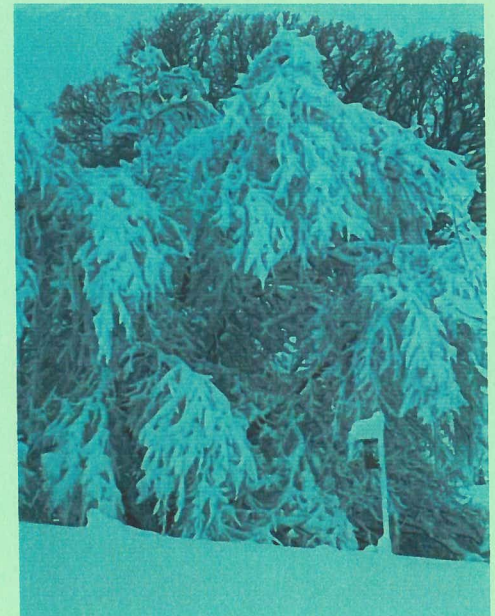
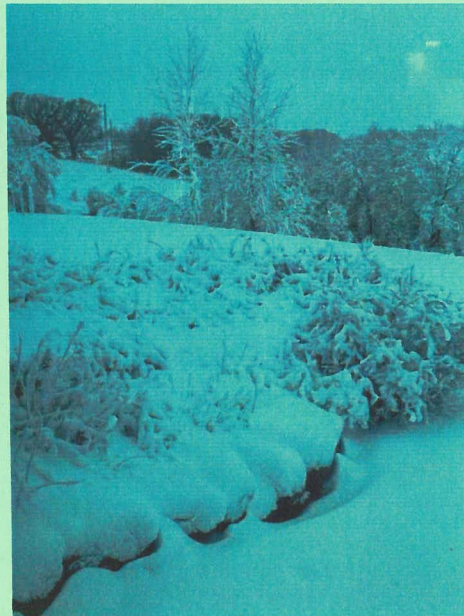
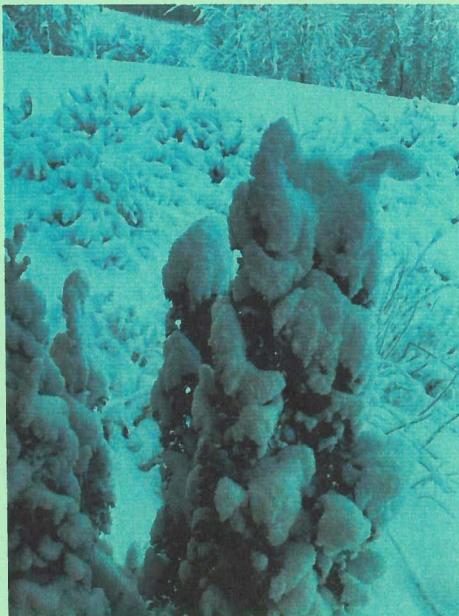
Author

Richard Heim
NCEI/NOAA



droughtmonitor.unl.edu

Winter Wonderland Pictures below from Administrator Guetter's home.
Look at all that snow!



RULES OF ENFORCEMENT

January 2023

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

Permits Issued

No.	Name	Address/Area	Approved Project
No permits issued			

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.

Jan Anderson—13492 Fairhaven Lane. SIZ alteration, rip rap and shoreline repair.

Permit Applications Expected

Gehrig Properties/Southwood Shore Estates— New development off of South Shore Dr. The City of Detroit Lakes did approve R-2 zoning for residential development and the Developer will begin with 7 lots consisting of 2.62 acres. However, commercial zoning was denied in that area.

Violation *****

SS Oehlke, Tim & Angela, 1836 East Shore Drive, trees removed in SIZ without a permit . **1/13/2023**—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. **1/13/2023**- No further updates.

SS Raymond Reading, 25213 Town & Country Estate Roads. **-1/13/2023**-Letter of credit cancelled in December. Will monitor planting in spring 2023.

Corey Maple, 12010 County Rd 17. 8/12/22: Majority of work completed. Retaining L of C until spring 2023. **1/13/2023**—No further updates.

Jeffery & Amy McKinnon, 15238 E. Munson Dr. Work/alterations in the SIZ done without a permit. **1/13/2023**—Permit has been issued. L of C will be held until site remedied.

District Comments to City of Detroit Lakes Planning & Zoning— January 26, 2023 Meeting

Steve Walz, 1080 West Lake Dr. If approved, landowner will need to obtain a PRWD Stormwater mitigation permit.

District Comments to Becker County Planning & Zoning—No January 2023 Meeting