

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT

Regular Monthly Managers' Meeting
Friday, April 21, 2023
8:30 AM

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

AGENDA

| | |
|----------|---|
| 8:30 AM | <ol style="list-style-type: none">1. Regular Meeting - Call to Order2. Approval of Consent Agenda<ol style="list-style-type: none">A. Secretary Report—March 15, 2023 Regular Meeting MinutesB. Administrator's ReportC. Ditch Inspector's ReportD. Rules/Permitting Report |
| 8:45 AM | <ol style="list-style-type: none">3. Attorney's Report4. Engineer's Report |
| 9:00 AM | <ol style="list-style-type: none">5. Committee Reports<ol style="list-style-type: none">A. Otter Tail River Watershed—Policy, Technical, StakeholderB. Permit/Rules Stakeholder Advisory meeting updateC. Personnel Committee |
| 9:45 AM | <ol style="list-style-type: none">6. Treasurer's Report<ol style="list-style-type: none">A. Approve April 2023 BillsB. 1st Quarter Manager Compensation & ExpensesC. Approve April Fund transferD. Review January-March 2023 Revenue & Expenses Report |
| 10:00 AM | <ol style="list-style-type: none">7. New Business<ol style="list-style-type: none">A. Dunton ParkB. 2022 Annual ReportC. Rice Lake Phase II update |
| 10:15 AM | <ol style="list-style-type: none">8. Unfinished Business<ol style="list-style-type: none">None |
| 10:15 AM | <ol style="list-style-type: none">9. Public Forum (5 minutes) |
| 10:20 AM | <ol style="list-style-type: none">10. Pulled Consent Agenda Items |
| 10:30 AM | <ol style="list-style-type: none">11. Announcements |
| 10:35 AM | <ol style="list-style-type: none">12. Meeting Adjournment (action items in bold face) |

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
MARCH 15, 2023**

Managers Present: Dennis Kral, Orrin Okeson (via IT), Chris Jasken, Rick Michaelson, Charlie Jasken, Phil Hansen, Laurie Olson (via IT)

Managers Absent: None

Staff: Administrator Guetter, Moses, Kemper

Consultants: Attorney Skoyles, Engineer Mackowick (via IT @ 10:20 AM)

Others: Nico Cantarero, Katie Kemmitt, Chris Meehan, Stacy Harwell, & Todd Shoemaker all Stantec employees

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 8:31 AM.

APPROVE CONSENT AGENDA. Motion to approve the Consent Agenda (*remove 2022 Annual Report; add Dunton Park*) including the Secretary's Report –February 22, 2023 Regular Meeting Minutes; March Administrator's Report; March Rules/Permitting Report, and the March Ditch Inspector's Report, (Chris Jasken, Charlie Jasken), carried unanimously.

ATTORNEY REPORT. Nothing further to report.

ENGINEER REPORT. District Engineer was not in attendance at this time.

COMMITTEE REPORTS.

OT Policy, Technical Advisory and Stakeholder Advisory Committee. Kral had nothing to report. Guetter reported the implementation budget had been submitted to BWSR and was awaiting approval.

Personnel. Guetter reported she had met with Cormorant WD and Becker SWCD to review job description and position advertising. A meeting is scheduled for March 24th at the Becker County Courthouse with Kyle Vareberg- Becker County Zoning, John Okeson – County Commissioner, Jeff Moritz – Cormorant WD Manager; Liz Larson – Cormorant WD Administrator, Bryan Malone, Becker SWCD District Manager to review County, PRWD, and CLWD permitting process/procedures.

TREASURER'S REPORT.

- a. **Approval of March 2023 Bills.** Treasurer Michaelson presented the March 2023 claims. **Motion to approve the March 2023 claims (Checks 15073-15083 and EFT 2102-2105) in the amount of \$ 12,421.19 (Michaelson, Charlie Jasken), carried unanimously (attached hereto).**
- b. **March 2023 Fund Transfer.** Michaelson recommended transferring \$42,000 to cover the regular monthly expenses. **Motion to transfer \$42,000 from the Bremer Bank savings account to the checking account (Michaelson, Chris Jasken), carried unanimously.**
- c. **Financial Report.** The January-February 2023 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-February 2023 R & E Report (Michaelson, Hansen), carried unanimously.**

NEW BUSINESS.

- a. **FEMA Study Update.** Nico Cantarero, Stacy Harwell & Katie Kemmitt, all Stantec staff, presented on the FEMA grant study work. Stantec staff reviewed the hydrologic and hydraulic modelling completed to date, the ArcGIS map capabilities, and information to guide future stormwater management (District projects, MS4, etc.) and focus areas. The District will be holding upcoming information/input meetings within the next few months. Managers noted the GIS map information will be very useful for road authorities.
- b. **2022 Monitoring Report and 2023 Monitoring Plan.** Kemper provided highlights from the 2022 monitoring report and reviewed the 2023 monitoring plan. Managers complimented Kemper on the technical information the report provided. The reports are on the District's website under the "Our Waters" section. **Motion to approve the 2022 Monitoring Report and 2023 Monitoring Plan (Michaelson, Chris Jasken), unanimously approved.**

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
MARCH 15, 2023**

Set Stakeholder Advisory Committee Date. Administrator Guetter reported an upcoming meeting is scheduled on March 24th at Becker County to review the permitting program process and procedures with Becker County, Cormorant and Pelican River Watershed Districts and she has also contacted the City of Detroit Lakes Administrator to schedule a similar meeting. Staff stated it may help to review the permits in progress and recently issued at the April – September monthly meetings and then hold the stakeholder input meeting in October. Chris Jasken and Olson did not want to wait to hold the meeting until later this year and were in favor of holding the meeting in April.

Chris Meehan recently worked with two watershed districts who evaluated their permitting program with the defined goal of improving the efficiency of the permitting process for applicants by obtaining useful feedback to make program refinements. Todd Shoemaker said other WD's sent out an electronic survey prior to holding a meeting.

Manager Okeson asked for clarification on the end goal/purpose of the meeting and Manager Michaelson asked what questions would be asked for input gathering. Managers Olson and Chris Jasken did not have the answers, but Olson stated the focus will be kept narrow on the permitting program process. Kral was concerned the timing of the meeting during the permitting season will likely increase workload for staff who already have a full plate. Attorney Skoyles reiterated there are newer managers who are not familiar with the rules and the permitting process and to consider acquiring baseline knowledge prior to holding an initial stakeholder meeting. **Motion to set an April meeting date for the advisory committee meeting (Olson, Chris Jasken);** Discussion: Managers Kral and Michaelson thought it would be more beneficial to the Board to hold the meeting in October after the upcoming permitting season. Manager Hansen stated as a newer board member it would help him learn more about the permitting process if the meeting was held in April. Manager Charlie Jasken stated it's good for community relations and networking and we are not talking about rule changes. **An amendment to the motion to authorize a preliminary stakeholder meeting in the near future as a fact finding meeting, with staff reviewing the process and permits at the monthly manager board meetings during the summer, and from the information learned at the preliminary stakeholder meeting and through the summer, if it is determined by the Managers, hold a Stakeholder Meeting in October to address findings and make adjustments (Kral, Michaelson).** Manager Chris Jasken stated the amendment is basically what he is proposing. Olson objected to the amendment timeline. Managers clarified this would be a public meeting for all managers to attend. **Roll Call Vote: Ayes – Kral, Michaelson, Okeson; Nays – Olson, Chris Jasken, Charles Jasken, Hansen; amendment failed.** Vote on the original motion to include the April 14th date. **Motion to set April 14th at 8:30 am as the meeting date for the advisory stakeholder committee meeting, pending co-chairs checking with invited stakeholders for availability (Olson, Chris Jasken) Roll Call Vote: Ayes- Chris Jasken, Charlie Jasken, Olson, Hansen, Michaelson; Nays – Kral, Okeson, motion carried.** It was suggested Todd Shoemaker provide Chris Jasken with the questions from the WD meetings he was involved in.

c. **Education Grant – Holy Rosary.** The District received a grant request for \$375 for microscope slides for the 7 & 8 grade science classes. **Motion to approve up to \$400 for microscope slides for Holy Rosary Education Grant (Charlie Jasken, Hansen), unanimously approved.**

d. **Dunton Park building.** Guetter said this can be reviewed later as there is no pending urgency.

UNFINISHED BUSINESS. None

PUBLIC FORUM. None.

PULLED CONSENT AGENDA ITEMS

ANNOUNCEMENTS.

ADJOURNMENT. Motion to adjourn the regular meeting at 11:53 PM (Kral, Hansen) carried unanimously.

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved: _____

**Pelican River Watershed District
Claims Paid - March 2023**

| | <u>Date</u> | <u>Num</u> | <u>Amount</u> |
|--------------------------------------|-------------|---------------|---------------------------|
| <u>ACH Employee Payments</u> | | | |
| *Guetter, Tera | 03/16/2023 | EFT 2102 | 75.00 |
| | | | <u>\$75.00</u> |
| <u>ACH Auto Payments</u> | | | |
| Bremer Bank | 03/17/2023 | ACH | 15.00 |
| Loffler Companies, Inc. | 03/17/2023 | ACH | 176.91 |
| | | | <u>\$191.91</u> |
| <u>ACH Vendor Payments</u> | | | |
| Lakes Computer, Inc. | 03/16/2023 | EFT 2103 | 190.00 |
| Stantec Consulting Services Inc. | 03/16/2023 | EFT 2104 | 2,494.50 |
| Wells Fargo-Office Lease | 03/16/2023 | EFT 2105 | 1,299.58 |
| | | | <u>\$3,984.08</u> |
| <u>Checks Vendor Payments</u> | | | |
| Arvig | 03/16/2023 | 15073 | 70.95 |
| Bank of America | 03/16/2023 | 15074 | 915.75 |
| ESRI | 03/16/2023 | 15075 | 230.00 |
| Forum Communications | 03/16/2023 | 15076 | 439.00 |
| League of MN Cities | 03/16/2023 | 15077 | 5,431.00 |
| Loffler | 03/16/2023 | 15078 | 115.89 |
| MN Assoc of Drainage Inspectors | 03/16/2023 | 15079 | 50.00 |
| Nationl Pen Co. LLC | 03/16/2023 | 15080 | 145.64 |
| Office of MNIT Services | 03/16/2023 | 15081 | 64.62 |
| Premium Waters, Inc. | 03/16/2023 | 15082 | 8.35 |
| Tech Sales Co. | 03/16/2023 | 15083 | 699.00 |
| | | | <u>8,170.20</u> |
| <u>ACH Payroll Payments</u> | | | |
| Employee Payroll | 3/2/2023 | EFT 2093-2095 | 4,448.57 |
| Supplemental Benefits | 3/3/2023 | EFT 2096-2098 | 3,045.60 |
| Federal Withholding | 3/6/2023 | ACH | 2,205.56 |
| Employee Payroll | 3/16/2023 | EFT 2099-2101 | 4,448.55 |
| Federal Withholding | 3/17/2023 | ACH | 1,496.82 |
| Employee Payroll | 3/30/2023 | EFT 2106-2108 | 4,448.59 |
| Federal Withholding | 3/31/2023 | ACH | 1,496.76 |
| MN State Retirement System | 3/31/2023 | ACH | 8,514.00 |
| MN Revenue | 3/31/2023 | ACH | 808.00 |
| PERA | 3/31/2023 | ACH | 3,796.14 |
| | | | <u>\$34,708.59</u> |
| TOTAL MARCH 2023 EXPENSES: | | | <u><u>\$47,129.78</u></u> |

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
APRIL 13, 2023

A. Surface Waters Protection and Enhancement

1. Capital Improvement Projects/Structural and Non-Structural Practices

- a. **Rice Lake Capital Improvement Project (CIP). Phase 2- Lower Structure.** Project permit application has been submitted to MN DNR.
 - b. **Campbell Creek Project (CIP).** The work plan is currently under review by EPA.
- c. **FEMA Flood Hazard Grant.** Stantec continues to work on the modelling. Upcoming outreach meetings will be scheduled this summer.
- d. **St Clair Lake TMDL – Regional Urban Stormwater Treatment – Fairgrounds Area Regional Treatment Enhancement Study (OTW \$50K); Washington Mall City parking lot – Discussion to apply for a competitive BWSR grant for the treatment improvements (\$1.5-2.0M project construction).**
- e. **Becker County Drainage Systems 11, 12, 13 and 14**
- a. **Ditch 11** - No activity to report.
 - b. **Ditch 12** – No activity to report.
 - c. **DITCH 13 (Little Floyd Lake to Big Detroit)** - No activity to report.
 - d. **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)** – No activity to report.

Legislative Work. S.F 1608 General Fund– Jan Voit, MN Watersheds and Administrator Guetter testified at the Senate Tax Committee hearing on April 13th. **H.F. 2354 - Establishing a Drainage Registry Portal.** The Drainage Work Group, Association of MN Counties, Ag groups, and Watershed Districts and the environmental groups have not come to an agreement regarding the establishment of a reporting mechanism that is acceptable to affected parties.

WATER MANAGEMENT RULES – see enclosed report. After the April 4-5 blizzard last week, followed by the unseasonably warm temperatures this week, contractors are calling the office to line up projects. Kemper with Guetter assistance developed a calculation sheet for determining needed BMP treatment capacity.

Stakeholder Advisory Committee – On March 24th Olson, Charlie Jasken, Guetter and Moses met to set the upcoming meeting agenda and finalize the invitee list for the April 14th meeting. Email invites were sent out on March 27th. Manager Charlie Jasken attended the meeting for Chris Jasken.

Permitting Process Meeting– a meeting was held on March 24th at the Becker County Courthouse between Becker County, PRWD, and Cormorant WD. See attached meeting notes.

B. HABITAT PROTECTION AND MANAGEMENT

a. **River/Stream Connectivity – Barriers to Fish Movement**

1. **Little Floyd Lake Structure Modification** –Nothing further to report.

b. **Aquatic Invasive Species Prevention and Management.**

1. **Project 1B (Sallie/Melissa) & Project 1C (Detroit/Curfman).** Within the next few weeks staff will review Curly-leafed pondweed areas, update treatment maps, and schedule treatments.

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

a. **Local Media/Mailings.**

Hodge Podge Radio. Kemper and Moses were the April 7 guests. Kemper discussed the high snowfall in March and gearing up for monitoring season. Moses talked about the great conversations she had with 5th grade students at Rossman and Roosevelt regarding AIS.

Social Media Posts (Facebook) –March 2023

- 3-14-2023 – Snow piled around town
- 3-17-2023 – Happy St. Patrick's Day

DISTRICT ADMINISTRATOR'S MONTHLY REPORT APRIL 13, 2023

- 3-21-2023 – 5th Grade AIS Education-Rossman
- 3-28-2023 – MN DNR Eagle cam
- 3-30-2023 – 5th Grade AIS Education - Roosevelt

b. Local Schools

District Education Grants. No applications received this month.

AIS Education. Moses presented to Rossman 5th graders on March 21 & 23 and Roosevelt 5th graders on March 28th & 30th. We were able to present to approximately 225 students on AIS in our watershed district this winter.

4th Grade Water Festival. Moses and Kemper will be presenting with the watershed model at the City of Detroit Lakes Water Fest on April 21, 2023.

5th Grade Conservation tour at Ike Fischer Farm. This event, sponsored by Becker SWCD, is being held for the first time since 2019 (pre-covid) on May 11 & 12. Moses will participate as a group leader on May 12.

Envirothon. This event is happening May 3 at the Detroit Mountain and is also sponsored by Becker SWCD. Kemper will be a judge at the Wildlife Station.

D. DISTRICT OPERATIONS/ADMINISTRATION

Grant Oversight - Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding), FEMA Grant, BWSR Clean Water Rice Lake Project – Phase 1 & Phase 2. MN DNR – Conservation Partners Legacy Grant, Otter Tail 1W1P Implementation Grant.

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

- a. **OTW Policy Committee** (Kral, Hansen-Alt). No meetings scheduled.
- b. **OTW TAC Committee** (Guetter). No meetings scheduled.
- c. **OTW Stakeholder Advisory Committee.** No meetings scheduled.
- d. **OTW Forest Land Stewardship Plan** (Kemper). No meetings scheduled.

MN Watersheds Association

- a. **MN Association of Watershed Administrators (MAWA)** – No new business.
- b. **Legislative Work.** Guetter testified at the MN Senate Tax Committee hearing on April 13th in support of SF 1608.
- c. **MN Watershed's Summer Tour.** Scheduled for June 20-23, 2023, at Shell Rock WD.

2022 Audit. The audit is scheduled for May 8th and all materials have been sent electronically.

2022 Workers Compensation Audit. The audit was completed in early April and we expect that the District will be receiving a refund.

2022 Annual Report. The report will be handed out for board review at the April 21, 2023, meeting.

Summer Interns. Our two summer interns, Owen Reding & Oliver Kritzberger, will be starting on May 15.

We are looking forward to their assistance with lake and stream monitoring, as well as a variety of other tasks.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

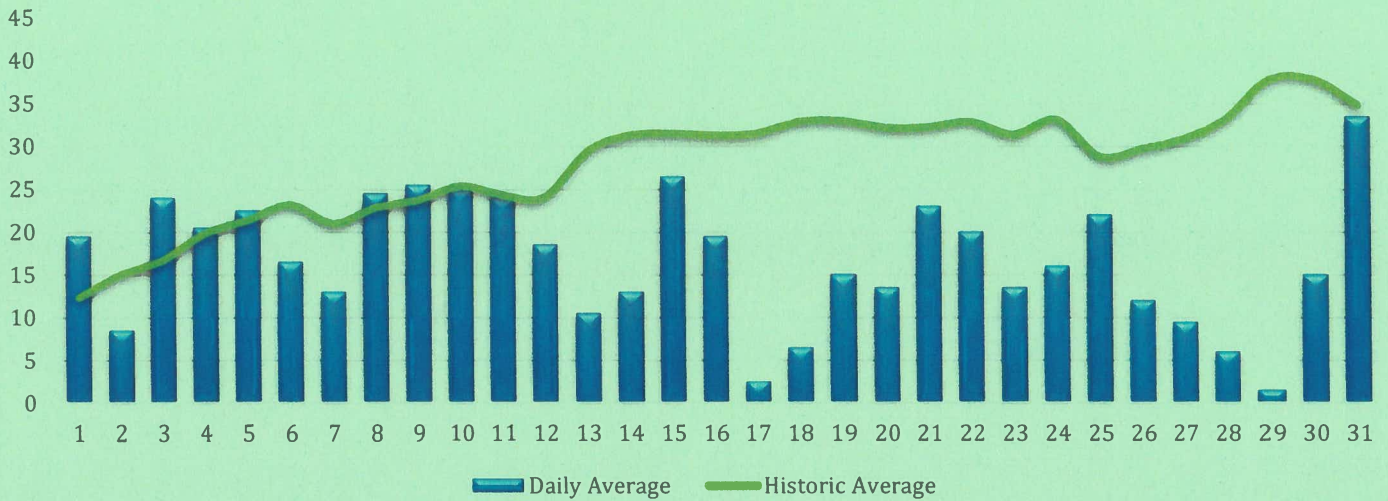
APRIL 13, 2023

DATA COLLECTION AND MONITORING PROGRAM

Stream and Lake Data. Kemper installed HOBO units on April 13th on Campbell Creek and Pelican River and surveyed stream gage zeros.

Equipment – The pickup is out of storage and the boat will be picked up week of April 10th.

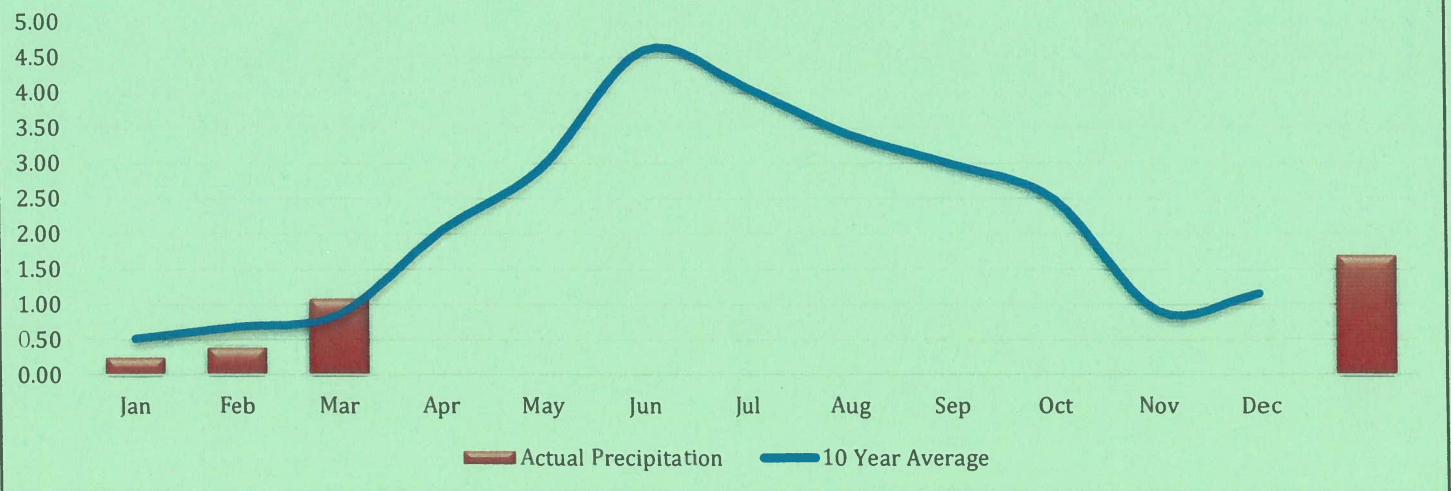
March Temperature



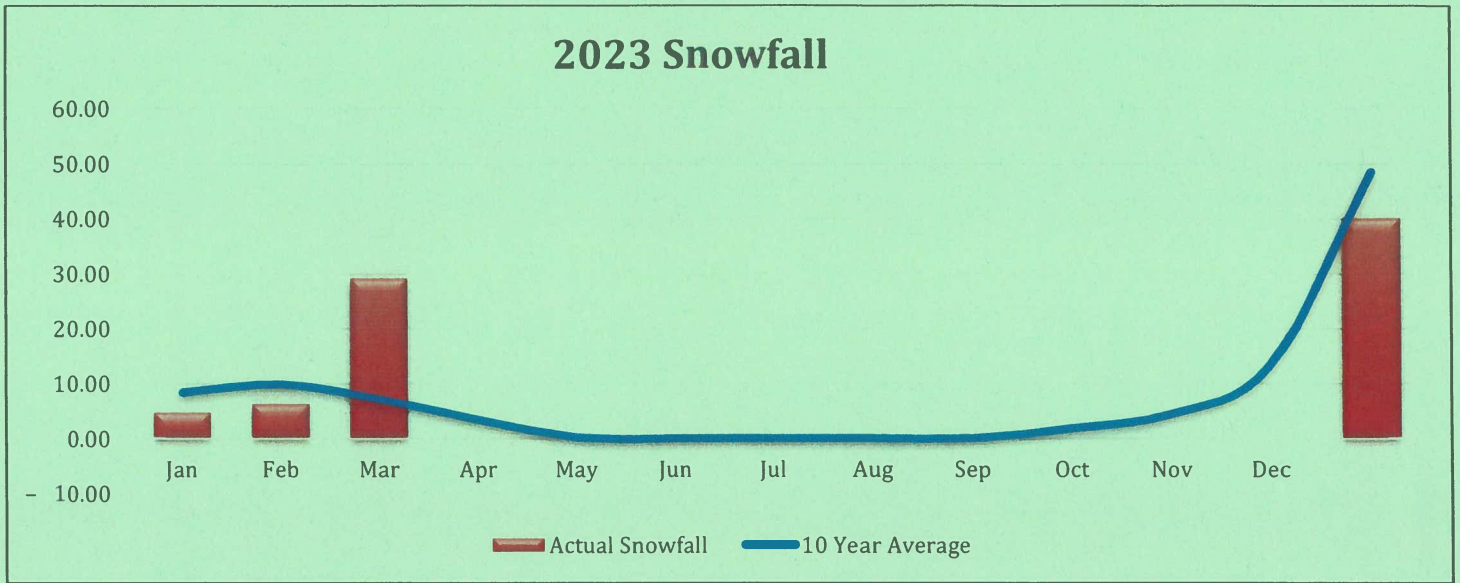
March 2023 Temperatures

The month of March started out with near average temps the first 11 days, with temperatures below the historical average and colder the rest of the month until the 31st, when it jumped back up towards the 10-year average. In Detroit Lakes, the month's highest temperature was 39°F, which occurred on the 31st and the lowest temp was -15°F on the 29th. During March, Detroit Lakes saw 8 days of temperature at or above the historical 10-year average and 23 days below the historical average.

2023 Precipitation



DISTRICT ADMINISTRATOR'S MONTHLY REPORT
APRIL 13, 2023



March 2023 Precipitation

This snow season has been marked by frequent and often large winter storms. Although most parts of the state have had "breaks in the action" lasting two weeks or more, in general, Minnesota has had a steady diet of accumulating winter storms since mid-November. The snowstorm and snowfall production has been so consistent that for the first time in its history (back to the winter of 1884-85) Minnesota has recorded five straight months (Nov through March) with snowfall of 10 inches or more. The vast majority of the state has been above normal for snowfall, with the only exceptions in the extreme south.

Detroit Lakes received a total of 29.10 inches of snowfall, or 1.07 inches of precipitation during the month of March. This is an increase of 21.88 inches of snow above the 10-year historical average (7.22 inches) and an increase of 0.21 inches of precipitation from the 10-year historical average (0.86 inches).

March 24th, 2023

3rd Floor Meeting Room at the Becker County Courthouse

People present:

Becker County Staff – Jeff R., Nikki H., and Commissioner Okeson

Cormorant Staff – Jeff M. and Liz L.

PRWD Staff – Tera G. and Gina K.

- Meeting Started at 10am
- Bryan M. from BCSWCD contacted Tera G. that he was ill and could not attend.
- Kyle Vareberg from Becker County Zoning did not show up nor could be reached via cell phone.
- Tera G. talked about the new position that would be shared between PRWD, CWD and BCSWCD with some funding through the 1W1P.
- We asked Becker County zoning staff (Jeff R. and Nikki H) if what we are doing is working as far permitting goes. They said we were doing a great job and it was taking a lot off their plate so it was really helping them.
- We discussed working together and creating ONE permit application that would go through Schneider so that folks wouldn't have to go through the process more than once. Becker County would help to get Cormorant on this as they do not have access to Schneider (PRWD already has access to Schneider). This will need to be discussed with Kyle Vareberg.
- Gina K. said that she is working on a user-friendly stormwater calculation worksheet that would auto tabulate all of the calculations for applicants so that either entity could use it and it would help eliminate the error factors, make thing less complicated and less frustrating. She will try to get together with Jeff R. from Becker County to help figure out their calculations and get them on the worksheet.
- Jeff M. mentioned how Cormorant's rules were identical to PRWD and how they were important and it was helping to get retaining walls out of where they are not needed, and helping to get engineered ones where they are needed. It also helps the betterment of the lakes and their water quality.
- Jeff M. also mentioned that they use the expertise of their engineer to help them with reviewing their projects because they believe the planning development board lacks the expert knowledge in this area and Cormorant would rather have the experts handle it.
- Both Watersheds said if there were any problems or suggestions that the County has, please do not hesitate to bring it forward to them.

RULES OF ENFORCEMENT

April 2023

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> |
|------------|-----------------------|---------------------|---|
| 23-10 | Lake Neighbor Prop. | 28603 State Hwy 34 | >1 acre impervious surface. Grading aggregate base, storage condos being built, stormwater management and turf restoration. |
| 23-11 | Steve Walz | 1080 West Lake Dr. | SW Mgmt >25% Residential. Remove existing garage, build attached garage to house, remove existing garage concrete foundation and plant into grass, 4% impervious reduction. |
| 23-12 | City of Detroit Lakes | 24813 US Hwy 10 | SW Mgmt >25% impervious lot coverage. Old hangar demo and building new hangar. |

Permit Applications Pending

Jan Anderson –13492 Fairhaven Lane. SIZ alteration, rip rap and shoreline repair. **4/10/23**: Kemper reached out to contractor as no plan has been received.

Brian & Sandy Korbel– 944 South Shore Dr. Replace existing garage. Per L Remmen, the City has approved. **4/12/23**: PRWD has not received application.

Brandon Sunde-836 S Shore Dr. New build-proposed lot coverage 26.99%. Fee received from Lakes Area Landscape, but no application.

Boat Properties LLC (J&K)-Brolin Beach Rd. >1 acre impervious. First review complete by Stantec. Sent to Apex for revision on 4/3/23.

City of Detroit Lakes—Campbell Avenue, Linden Lane, Summitt Ave.

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. **4/12/23**: PRWD has not received an application.

City of Detroit Lakes-MN Flyers– Met with architect and MN Flyers staff to discuss building addition and parking lot improvements.

Violation *****

SS Oehlke, Tim & Angela, 1836 East Shore Drive, trees removed in SIZ without a permit. **4/12/2023**—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. **4/12/2023**- No further updates.

SS Raymond Reading, 25213 Town & Country Estate Roads. **-4/12/2023** Will monitor planting in spring 2023.

Corey Maple, 12010 County Rd 17. 8/12/22: Majority of work completed. **4/12/2023**- Retaining L of C until spring 2023.

Jeffery & Amy McKinnon, 15238 E. Munson Dr. Work/alterations in the SIZ done without a permit. **4/12/2023**—Permit has been issued. L of C will be held until site remedied.

District Comments to City of Detroit Lakes Planning & Zoning— Next meeting April 27, 2023

No Meeting Notice or packet received

District Comments to Becker County Planning & Zoning—Next meeting April 26, 2023

No Meeting Notice or packet received