

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT

Regular Monthly Managers' Meeting

Wednesday, March 15, 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	1. Regular Meeting - Call to Order 2. Approval of Consent Agenda A. Secretary Report—February 22, 2023 Regular Meeting Minutes B. Administrator's Report C. Ditch Inspector's Report D. Rules/Permitting Report
8:45 AM	3. Attorney's Report 4. Engineer's Report
9:00 AM	5. Reports A. Otter Tail River Watershed—Policy, Technical, Stakeholder B. Personnel Committee
9:15 AM	6. Treasurer's Report A. Approve March 2023 Bills B. Approve March Fund transfer C. Review January-February 2023 Revenue & Expenses Report
9:30 AM	7. New Business A. FEMA Study Update—Nicolas Cantarero, Stantec B. 2022 Annual Report, 2022 Monitoring Report C. 2023 Monitoring Report D. Set Advisory meeting date E. Education Grant Request—Holy Rosary
11:00 AM	8. Unfinished Business None
11:00 AM	9. Public Forum (5 minutes)
11:05 AM	10. Pulled Consent Agenda Items
11:10 AM	11. Announcements
11:15 AM	12. Meeting Adjournment (action items in bold face)

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

Manager Olson attending electronically at The Lodge at Whitefish lake, 1380 Wisconsin Ave., Whitefish, MT

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
FEBRUARY 22, 2023**

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

Managers Absent: None

Staff: Administrator Guetter, Moses, Kemper

Consultants: Attorney Skoyles, Engineer Mackowick (via IT)

Others: Pete Waller (BWSR), John Okeson (Becker County)

CALL TO ORDER. The Regular Managers' meeting was called to order by President Kral at 8:30 AM.

APPROVE CONSENT AGENDA. Motion to approve the Consent Agenda including the Secretary's Report – January 19, 2023 Regular Meeting Minutes (*with minor edits*); February Administrator's Report; February Rules/Permitting Report (*except MidCo*), and the February Ditch Inspector's Report, (Charlie Jasken, Hansen), carried unanimously.

ENGINEER'S REPORT. Mackowick stated he met with Southwood Shores project engineers regarding stormwater plan and fielded questions regarding rural section infiltration practices. He is currently reviewing stormwater management plans for a new storage unit facility along Hwy 34.

ATTORNEY REPORT. Nothing further to report.

COMMITTEE REPORTS.

OT Policy, Technical Advisory and Stakeholder Advisory Committee. Guetter noted the implementation budget was approved. She noted the District will be requesting funds for upcoming Capital Improvement Projects. Pete Waller of MN Board of Water and Soil Resources stated the Rice Lake Wetland Restoration Project – Phase 2 Grant Agreement and work plan will be approved shortly.

Personnel. Guetter will be meeting with Bryan Malone of Becker SWCD and Liz Larson, Cormorant Watershed District to draft a position description and start advertising for the position. It was noted the position is partially funded from the Otter Tail 1W1P Implementation funds from each LGU and will be assisting with permitting and shoreline restoration programs.

TREASURER'S REPORT.

- a. **Approval of February 2023 Bills.** Treasurer Michaelson presented the February 2023 claims. **Motion to approve the February 2023 claims (Checks 15064-15072 and EFT 2089-2072) in the amount of \$24,195.14 (Michaelson, Olson), carried unanimously (attached hereto).**
- b. **February 2023 Fund Transfer.** Michaelson recommended transferring \$50,000 to cover the regular monthly expenses. **Motion to transfer \$50,000 from the Bremer Bank savings account to the checking account (Michaelson, Hansen), carried unanimously.**
- c. **Financial Report.** The January 2023 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January 2023 R & E Report (Michaelson, Chris Jasken), carried unanimously.**

NEW BUSINESS.

- a. **2023 Work Plan.** Guetter reviewed the 2023 Work Plan with the Managers, noting it follows the Otter Tail Water Management Plan 2023-32 outline for the water resource, goals, and targeted actions. During the review of the Operations/Administrative Program section, Managers Olson and Chris Jasken are interested in establishing a PRWD TAC (not Otter Tail TAC) to review the permitting program to strengthen local connections. After discussion, it was the Board's consensus to hold a special planning meeting to further explore the use of an advisory committee. **Motion to schedule a special meeting on March 2, 2023 at 8:30 a.m. to further discuss the advisory committee establishment and clarify the committee purpose/role, (Olson, Charlie Jasken) carried by majority vote. Motion to approve the 2023 Work Plan (Michaelson, Charlie Jasken) carried unanimously.**

**PELICAN RIVER WATERSHED DISTRICT
REGULAR MEETING BOARD MINUTES
FEBRUARY 22, 2023**

- b. **Governor's Proposed BWSR Budget.** Pete Waller (BWSR) presented the Governor's Proposed Budget for 2023. He noted that in his 20-year+ career he had never seen this level of available funding (Clean Water, Lessard-Sams Outdoor Heritage) for environmental and conservation programs and projects. It is likely there will be increased implementation funds for the Otter Tail 1W1P in the upcoming years.
- c. **MAWD Legislative Review Update.** Kral and Guetter had the opportunity to meet with MN Senators Kupec and Green, and Rep. Jim Joy. They shared with them the District's 2021 Annual Report as well as other handouts and invited them to visit the District this summer to review projects. Guetter also testified at the Senate Environment Committee on February 21st via Zoom on the need to increase the General levy cap (\$250,000 since 2001) for smaller Watershed Districts.
- d. **OT Policy Committee Appointments:** Kral is currently the Delegate on the Policy Committee, but an alternate does need to be selected. **Motion to appoint Phil Hansen as the alternate on the OT Policy Committee (Michaelson, Olson) carried unanimously.**

UNFINISHED BUSINESS. None

PUBLIC FORUM. None.

PULLED CONSENT AGENDA ITEMS. MidCo has been issued four permits this year and Hansen requested clarity on the scope of their work regarding borings below water sources (Pelican River).

ANNOUNCEMENTS. Seasonal interns have been hired. A special meeting will be held Thursday, March 2, regarding advisory committees.

ADJOURNMENT. **Motion to adjourn the regular meeting at 11:43 PM (Kral, Charlie Jasken) carried unanimously.**

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved: _____

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

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<u>ACH Employee Payments</u>			
*Guetter, Tera	02/23/2023	EFT2089	\$363.20
<u>ACH Auto Payments</u>			
Bremer Bank	02/23/2023	ACH	\$15.00
<u>ACH Vendor Payments</u>			
Lakes Computer, Inc.	02/23/2023	EFT2090	216.25
Stantec Consulting Services Inc.	02/23/2023	EFT2091	477.50
Wells Fargo-Office Lease	02/23/2023	EFT2092	1,299.58
			\$1,993.33
<u>Checks Vendor Payments</u>			
Arvig	02/23/2023	15064	70.95
Bank of America	02/23/2023	15065	1,384.55
City of Detroit Lakes	02/23/2023	15066	250.00
League of MN Cities WC	02/23/2023	15067	2,575.00
Loffler	02/23/2023	15068	123.41
Loffler Companies, Inc.	02/23/2023	15069	176.91
Office of MNIT Services	02/23/2023	15070	74.04
Premium Waters, Inc.	02/23/2023	15071	4.00
			\$4,658.86
<u>Grant Expenses:</u>			
Houston Engineering Inc.	02/23/2023	15072	\$17,164.75
<u>ACH Payroll Payments</u>			
Employee Payroll	2/2/2023	EFT 2080-2082	4284.45
Supplemental Benefits	2/3/2023	EFT 2083-2085	3045.60
Federal Withholding	2/6/2023	ACH	248.28
Employee Payroll	2/16/2023	EFT 2086-2088	4284.44
Federal Withholding	2/21/2023	ACH	1439.50
MN State Retirement Systems	2/28/2023	ACH	5676.00
MN Revenue	2/28/2023	ACH	555.00
PERA	2/28/2023	ACH	2466.16
			\$21,999.43
TOTAL FEBRUARY 2023 EXPENSES:			\$46,194.57

**PELICAN RIVER WATERSHED DISTRICT
SPECIAL MEETING BOARD MINUTES
MARCH 2, 2023**

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

Managers Absent: Orrin Okeson, Rick Michaelson

Staff: Administrator Guetter

Consultants: None

Others: John Okeson (Becker County)

CALL TO ORDER. The Special Managers' meeting was called to order by President Kral at 8:30 AM.

Agenda – Advisory Committee Planning Session

Managers Laurie Olson and Chris Jasken stated they had previously met a couple of times to discuss potential advisory committee representatives (MDNR, MPCA, MN DOT, City Engineer, Becker SWCD, Becker County, City of Detroit Lakes, landscapers, engineering firms, etc.).

Manager Olson passed out handouts for discussion which included a meeting agenda, draft Technical Advisory Committee (TAC) Overview (initiative and purpose, committee representation (selection by PRWD Managers), and sample agenda topics), and a sample TAC meeting agenda.

Manager Olson stated the TAC purpose is to *"help strengthen the District's connections with the public and other agencies"*. There was general agreement by the Managers to hold a meeting(s) of the TAC/stakeholders to explore ways to improve the PRWD permitting program in conjunction with the City of DL and Becker County zoning programs.

President Kral appointed Managers Olson and Chris Jasken as committee co-chairs.

Olson reviewed a list of potential committee representatives and names. Managers are encouraged to bring names to the March meeting for final Board consideration and approval.

Managers agreed the community room at the City Police department would be a good meeting location. Due to a number of people taking vacations in the upcoming weeks, Managers should send staff the dates they are not available for meetings in April prior to the March meeting. The TAC meeting will be scheduled at the March meeting by the Board of Managers and it was stressed to find a date when all Managers can attend the meeting.

Staff can assist with meeting notices, mailings, and materials.

Managers stressed the need for a clear meeting purpose, and a committee that has a genuine interest in the District's mission and wants to contribute towards improving its water quality programs (no axe to grind) and strengthen its connections to our community. Olson and Jasken will provide a TAC meeting topic at the March board meeting for review and approval.

ADJOURNMENT. The meeting was adjourned at 9:50 AM

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved: _____

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
MARCH 9, 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.** HEI has been working with the MN DNR on the permit application and the final plan designs (minor tweaks).
- b. **Campbell Creek Project (CIP).** No updates to report since last month.... The work plan was submitted by MPCA to EPA on January 19th for their review. After we hear back from EPA, then another detailed workplan and budget will be put together for first round of funding (Oct 2022 - Sept 2026). The District will be working with Becker SWCD to use these federal 319 funds as a match to the Otter Tail 1W1P Implementation State funds to assist with identifying and targeting critical erosion areas, and to contact landowners to install needed Ag BMPS and streambank stabilization measures, as well as promote soil health measures (cover crops, reduced tillage, perennial crops, crop rotation, pasture management).
- c. **FEMA Flood Hazard Grant.** The quarterly report was submitted to FEMA. Work by Stantec continues and an update will be presented at the Wednesday, March 15th monthly meeting.
- 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** - Nothing to report.
 - b. **Ditch 12** – Nothing to report.
 - c. **DITCH 13 (Little Floyd Lake to Big Detroit)** - Nothing to report.
 - d. **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)** - Nothing to report.
 - e. **Legislative Work.** H.F. 2354 - Establishing a Drainage Registry Portal. All drainage authorities were asked to contact the MN House Environment and Natural Resources Finance and Policy Committee members. An email was sent to all committee members on March 6th (enclosed).

WATER MANAGEMENT RULES – see enclosed report. Folks are getting antsy for spring as we are starting to receive phone calls and scheduling meetings for upcoming projects!

Advisory Committee - The Managers met on March 2nd - see meeting minutes. Next steps are to schedule a meeting, finalize committee members, and finalize meeting topics.

B. HABITAT PROTECTION AND MANAGEMENT

a. River/Stream Connectivity – Barriers to Fish Movement

1. **Little Floyd Lake Structure Modification** – Guetter will submit the required information (agreement, workplan, certificate of liability, temporary construction easement, etc.) when it becomes available. We will plan on including this project and the Rice Lake project for the upcoming project construction bids for potential cost savings.
- b. **Aquatic Invasive Species Prevention and Management.**
 1. **Project 1B (Sallie/Melissa) & Project 1C (Detroit/Curfman).** 2023 MN DNR AIS treatment grants for Flowering Rush and Curly-leaf Pondweed were only awarded to Lake Melissa (\$1650) and if CLP is found in Muskrat this spring, there are unspent grant funds (\$1500) that are available until July 1st. MN DNR AIS treatment permits were applied for on February 24th for CLP and FR on Detroit, Curfman, Sallie, Melissa, and Muskrat. Staff will delineate the plant beds and update the treatment maps as required.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
MARCH 9, 2023

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

a. Local Media/Mailings.

Hodge Podge Radio. Kemper and Moses were the guests on February 17. They discussed summer intern hiring, AIS classroom education, education grants, upcoming permits and monitoring.

Social Media Posts (Facebook) –February 2023

- 2-7-2023 – Enjoy Polar Fest fun
- 2-15-2023 – WD Administrators meet in St. Paul
- 2-23-2023 – AIS Education at Holy Rosary
- 2-24-2023 – Low Salt – No Salt MN

Website. Staff continues to update events and sections regarding the changes due to the 1W1P.

b. Local Schools

District Education Grants. Holy Rosary has submitted a grant application for microscope slides. (copy of application in this packet).

AIS Education. Moses presented at Holy Rosary on 2/23/23 to 25 students in grades 7 & 8. The students were engaged and asked some great questions. Rossman 5th graders are scheduled for March 21 & 23 and Roosevelt 5th graders for March 28th & 30th.

4th Grade Water Festival. PRWD has sent the \$250 sponsorship check to the City of Detroit Lakes in support of this event scheduled for April 21, 2023. Moses and Kemper will be presenting with the watershed model.

9th Grade Mock Interviews: On March 8th, Moses conducted a mock interview with five students to prepare them to seek and obtain employment. Students submit Resumes and Cover Letters in advance, and then are interviewed by various professionals from within the community. It is an excellent learning opportunity for the students and we are happy to assist DLHS with this activity each spring .

D. 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/budget has been finalized. Guetter, Malone, Larson met via IT to discuss the joint employee and start on the job description and advertisement.

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

- a. **OTW Policy Committee (Kral, Hansen-Alt).** Nothing further to report.
- b. **OTW TAC Committee (Guetter).** Nothing further to report.
- c. **OTW Stakeholder Advisory Committee.** No meetings scheduled.
- d. **OTW Forest Land Stewardship Plan (Kemper).** Nothing further to report.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT

MARCH 9, 2023

MN Watersheds Association

- MN Association of Watershed Administrators (MAWA)** – Nothing further to report.
- Legislative Work.** Guetter was a testifier at the Environment, Climate, and Legacy Committee Hearing on February 21st for SF 1608. An email was sent to Sen. Green, Sen. Kupec, and Rep. Joy thanking them for their time and stating that we would be in contact this summer to set up a project tour/lake cruise. Minnesota Watersheds will be emailing updates in the upcoming weeks on legislation (via YouTube video or written report).
- MN Watershed's Summer Tour.** Scheduled for June 20-23, 2023 at Shell Rock WD.

2022 Audit. Moses has completed compiling 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. It will be sent electronically upon request from the Auditors.

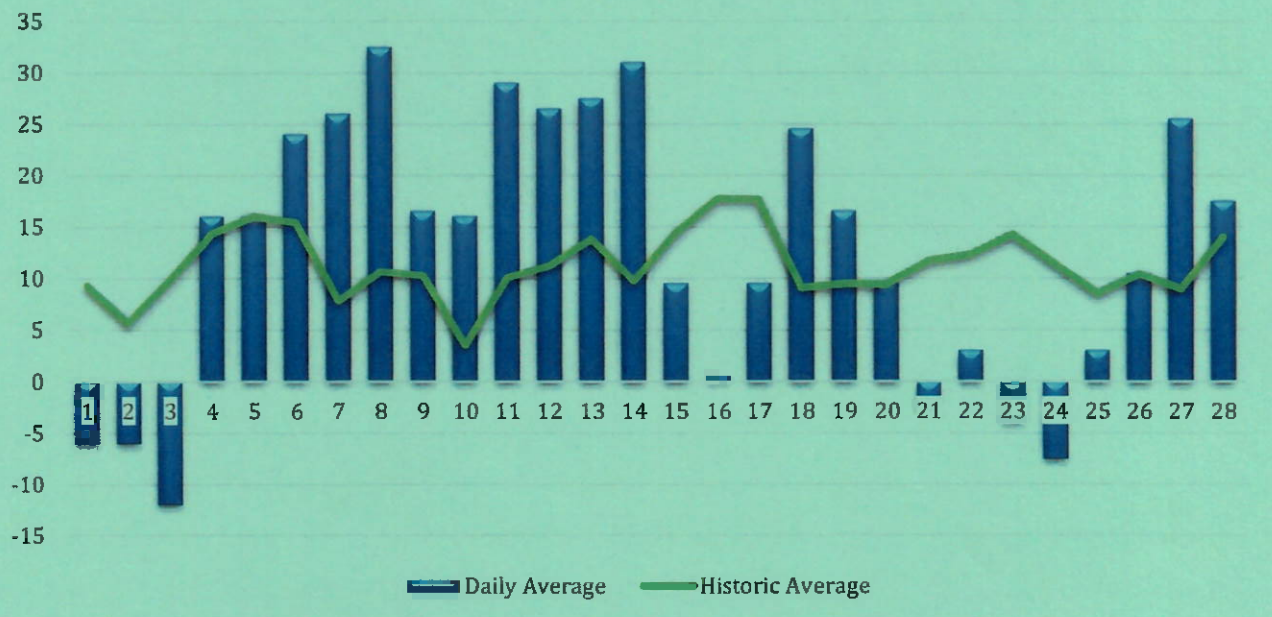
2022 Annual Report. The report will be handed out for board review at the March 15, 2023, meeting.

Summer Interns. Two young men have been hired as summer interns to work with District staff from approximately May 15 to August 15. Owen Reding is completing his Junior year at University of MN Crookston and is studying Natural Resource Management. Oliver Kritzberger is completing his freshman year at Valley City State in Fisheries and Wildlife Management. We are looking forward to their assistance with lake and stream monitoring, as well as a variety of other tasks.

DATA COLLECTION AND MONITORING PROGRAM

Stream and Lake Data. Kemper completed the 2022 Monitoring Report and the 2023 Monitoring Plan (see enclosed).

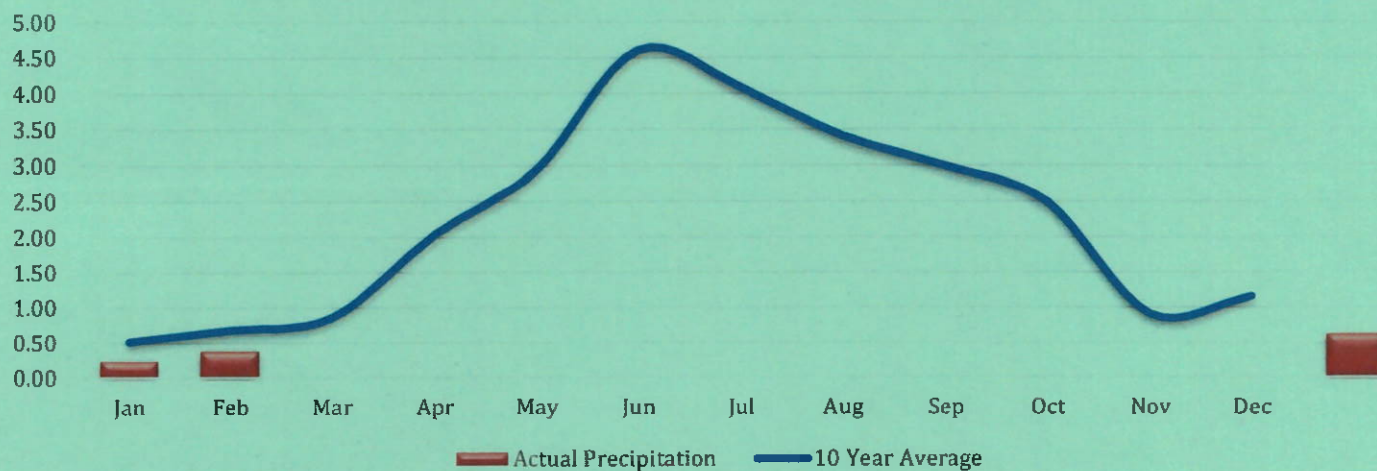
February 2023 Temperature



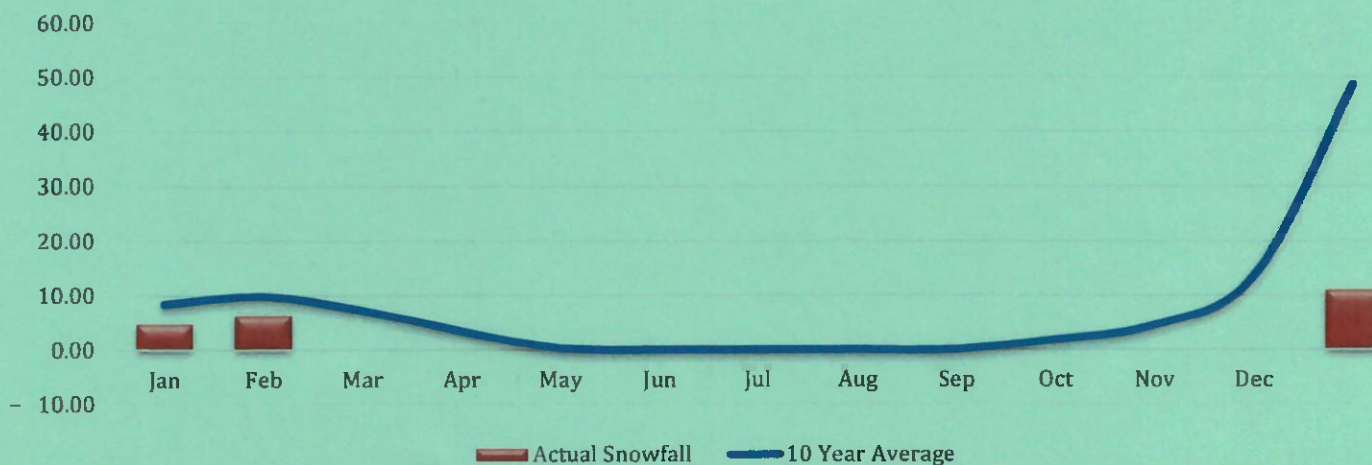
February 2023 Temperatures

The month of February started out cold the first 3 days with temperatures below the historical average. But the following 11 days (4th – 15th) were warmer than average, with a 7-day cold snap at the end of the month where the temperatures were well below average. In Detroit Lakes, the month's highest temperature was 46°F, which occurred on the 8th and the lowest temp was -24°F on the 2nd and 3rd. During February, Detroit Lakes saw 17 days of temperature above the historical average and 11 days below the historical average.

2023 Precipitation



2023 Snowfall



February 2023 Precipitation

February 20-24, 2023, will long be remembered for heavy snowfalls across the state. A series of three low-pressure systems brought snowfalls to much of the state over those days. These storms mostly affected central and southern portions of Minnesota. Detroit Lakes received a total of 5.6 inches of snow fall 0.16 inches of precipitation during that time frame, with a total of 6.20 inches of snowfall and 0.38 inches of precipitation for the month of February.

The month of February, which was tracking to be drier than normal up until the rains of Valentine's Day, now looks like it will be very much wetter than normal with many climate stations already reporting 2 to 3 times normal snowfall or precipitation across the state. Detroit Lakes received 0.60 inches of snow and 0.22 precipitation on Valentine's Day.

RULES OF ENFORCEMENT

March 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>
23-09	Mid Co	Tributary Crossings: Sucker Creek & St. Patrick Outlet Hwy 34 & Sucker Creek St. Patrick Outlet & Cty Rd 25 St. Patrick outlet & Totland Rd.	Directional boar 1.25" conduit with fiber optic cable under water source.

Permit Applications Pending

Jan Anderson –13492 Fairhaven Lane. SIZ alteration, rip rap and shoreline repair. **3/9/23:** No plan received.

Steve Walz: 1080 West Lake Dr.-Garage replacement. Stormwater mitigation needed. **3/9/23:** No fee received.

Lake Neighbor Properties—290 Shorewood Dr. (storage units). Stantec has completed first review and sent comments to Apex. **3/9/23:** Response from Apex needed.

Brian & Sandy Korbel– 944 South Shore Dr. Replace existing garage. No fee received. City of DL approval needed.

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. **3/9/23:** No application received.

Violation *****

SS Oehlke, Tim & Angela, 1836 East Shore Drive, trees removed in SIZ without a permit . **3/9/2023**—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. **3/9/2023-** No further updates.

SS Raymond Reading, 25213 Town & Country Estate Roads. **-3/9/2023** Will monitor planting in spring 2023.

Corey Maple, 12010 County Rd 17. 8/12/22: Majority of work completed. **3/9/2023-** Retaining L of C until spring 2023.

Jeffery & Amy McKinnon, 15238 E. Munson Dr. Work/alterations in the SIZ done without a permit. **3/9/2023**—Permit has been issued. L of C will be held until site remedied.

District Comments to City of Detroit Lakes Planning & Zoning—

No Meeting Notice or packet received

District Comments to Becker County Planning & Zoning—March 29, 2023 Meeting

No Meeting Notice or packet received