

# Regular Meeting Agenda

Date: Friday, December 20, 2024  
Time: 08:30 AM  
Location: Wells Fargo Building, Second Floor Meeting Room  
211 Holmes St. West, Detroit Lakes MN

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Action Items in bold face

## **08:30 AM – Verification of Quorum & Call Meeting to Order**

- 1. Consider Agenda Additions & Approve Agenda**
- 2. Approve Consent Agenda**
  - 2.1. November 20, 2024 Regular Board Meeting
  - 2.2. Administrator’s Report (including the Ditch Inspector’s Report)
- 3. Dr. Daryl Ritchison, North Dakota State Climatologist – Ag Weather Station Hosting**
- 4. Public Comment – May address the Board for up to 3 minutes per speaker.**
- 5. Rules/Permitting Report**
- 6. Treasurer Report**
  - 6.1. Approve December 2024 Bills
  - 6.2. Approve December 2024 Fund Transfer
  - 6.3. January-November 2024 Revenue & Expense Report; Grants Received/Expended
- 6.4. CD Renewal – 1/20/2025**
- 7. Grant Program Funding Requests**
  - 7.1. Best Management Practices (BMP) Applications
  - 7.2. Education Mini-Grants
- 8. Unfinished Business**
  - 8.1. Project Updates
    - 8.1.1. Rice Lake Project
    - 8.1.2. Willow Street Pond Feasibility Study
    - 8.1.3. Buck’s Mill Dam Modification
    - 8.1.4. Campbell Creek Streambank Restoration
- 9. New Business**
  - 9.1. Final 2025 Budget, Levies, Special Assessments, & Fees**
  - 9.2. PRWD 2024 Year End Interfund Transfers**
  - 9.3. Supplemental Benefit Stipend 2025**
  - 9.4. Great Plains Fish Habitat Partnership Grant Application and Authorized Agent**
  - 9.5. Midwest Glacial Lakes Partnership Grant Application and Authorized Agent**
  - 9.6. National Fish Passage Program Grant Application and Authorized Agent**
  - 9.7. Consideration of Draft PRWD Water Management Rules**
- 10. Reports**
  - 10.1. MN Watersheds Annual Meeting Update
  - 10.2. Attorney – Lukas Croaker
  - 10.3. Engineer – Moore Engineering
- 11. Upcoming meetings and events**
  - 11.1. Regular Managers Meeting – January 15, 2025 at 8:30 AM

## **12:30 PM Adjournment**

A Zoom link request may be made by contacting the office by 3:30 PM on 12/19/2024 at 218-846-0436 or by emailing [prwdinfo@arvig.net](mailto:prwdinfo@arvig.net)

Manager Kral attending electronically at 26463 Paradise Point Rd, Detroit Lakes, MN

Manager Okeson attending electronically at 101 East Sioux Road, Pharr, TX

# Regular Meeting Minutes

Date:	Wednesday, November 20, 2024
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Charles Jasken, Laurie Olson, Phil Hansen, Dennis Kral (via IT), Orrin Okeson, Chris Jasken
Managers Absent:	None
Staff:	Administrator Guetter, Water Resource Coordinator Kemper, Office Coordinator Bach
Consultants	Lukas Croaker (Ohnstad Twichell), Garrett Monson (Moore Engineering), Chad Engles (Moore Engineering)
Others:	Birch Burdick (Melissa-Sallie Lake Improvement Association), Jim Bond (Melissa- Sallie Lake Improvement Association via IT), Jon Olson (Apex Engineering arrival at section 8.6)

**Call to Order – The Regular Managers’ meeting was called to order by President Michaelson at 08:31 AM.**

1. Consider Agenda Additions & Approve Agenda.  
None. **Motion to approve the November 20, 2024 Meeting Agenda (Okeson, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
2. Approve Consent Agenda  
**Motion to approve the Consent Agenda including the October 22, 2024 Special Meeting – Water Management Rules Information Minutes -Rules Input-Engineering and Contractor Firms, October 22, 2024 Special Minutes – Water Management Rules Information -Government Agencies, October 23, 2024 Regular Board Meeting Minutes, and November 2024 Administrator’s Report (Kral, Charles Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
3. Public Comment - No comments from public.
4. Rules/Permitting Report. Kemper gave an update on permit applications in review and status of violations.  
**Motion to approve the October 2024 Rules Report. (Hansen, Chris Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
5. Treasurer Report
  - 5.1. Approve November 2024 Bills. Treasurer Hansen reviewed the bills. **Motion to approve November 2024 Claims (Checks 015312-015327, 015331-015333, EFT2584-EFT2590, EFT2594-EFT2595, EFT2597-EFT2606) in the amount of \$89,806.45 (attached hereto), (Hansen, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
  - 5.2. Approve November 2024 Fund Transfer  
**Motion to approve the November 2024 Fund Transfer from Savings to Checking in the amount of \$140,000. (Hansen, Okeson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

# Regular Meeting Minutes – November 20, 2024

- 5.3. Approve January-October 2024 Revenue & Expense Report
  - Treasurer Hansen reviewed the report. **Motion to approve the January-October 2024 Revenue & Expense Report. (Hansen, Chris Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
  
6. Grant Program Funding Requests
  - 6.1. District BMP Cost Share Program
    - 6.1.1. Cost share application for Kelly Anderson - 507 North Shore Drive – Detroit Lake. **Motion to approve BMP Cost Share Application from Kelly Anderson, 507 N Shore Drive for shoreline plantings up to \$1,000. (Charles Jasken, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
  - 6.2. District Education Mini-Grant – no applications received.
  
7. Unfinished Business
  - 7.1. Manager Hansen discussed the importance of highlighting the districts past projects and recommended posting PRWD promo yard signs on current BMP project sites. The signs can be posted for a couple of months and moved to other sites. Bach will get quotes.
  
8. New Business
  - 8.1. **BWSR Rice Lake Wetland Restoration Phase 1 C21-4482 Grant – one year extension request.** Pete Waller-BWSR requested a project timeline to address outstanding tasks (easements/permits/construction) and to review the Phase 2 project status at the monthly board meetings. The grant is eligible for a one-year extension from December 31, 2024, to December 31, 2025 and an extension request must be made before next month’s meeting. **Motion to initiate a 1-year extension request within E-Link for the Rice Lake Wetland Restoration Phase 1 C21-4482 Grant and designate Administrator Guetter as the authorized agent/signatory for the grant extension. (Hansen, Charles Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
  - 8.2. **Annual Resolution for LMCIT Liability Coverage Limits.** **Motion to approve the Resolution for League of MN Cities Insurance Trust Insurance Liability Coverage Limits Pursuant to MN State Statute 466.04 (Michaelson, Charles Jasken), attached hereto. Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
  - 8.3. **Minnesota Watersheds- 2024 Delegate Appointment.** **Motion to appoint Managers Chris Jasken & Laurie Olson as MN Watersheds delegates and Charles Jasken, as an alternate representing the Pelican River Watershed District at the 2024 MN Watershed Annual Business meeting (Michaelson, Okeson). Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

# Regular Meeting Minutes – November 20, 2024

- 8.4. **Stantec - Campbell Creek Streambank Stabilization and Water Storage Project - Contract Amendment #1 (Engineer's Report and Landowner Engagement and Communications).** The Engineer's Report is a requirement to establish the Campbell Creek watershed project (Minn. Stat. Sec. 103D.605). The amendment also includes project landowner engagement meetings and communications. **Motion to approve the Stantec - Campbell Creek Stream Stabilization and Water Storage Project - Contract Amendment #1, dated November 12, 2024, for Engineer's Report and Landowner Engagement and Communications up to an amount of \$28,155.00 (Chris Jasken, Kral), (attached hereto). Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
- 8.5. **Moore Engineering Task Order TO6 – Buck's Mill Dam Modification Outreach Plan.** Engineer Monson reviewed the outreach plan proposal. It was noted these activities are not eligible grant expenses/tasks. **Motion to approve the Moore Engineering Task Order TO6 – Buck's Mill Dam Modification Outreach Plan up to \$18,590.00, (Chris Jasken, Kral), (attached hereto). Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
- 8.6. Draft Water Management Rules Meeting Update & Next Steps. Engineer Monson noted Attorney Croaker reformatted the Rules and Moore Engineering is also compiling and reviewing written and verbal comments received. On November 18<sup>th</sup>, Engineer Monson met with Bryan Malone, Ed Clemm, Owen Reading, Becker SWCD, John Okeson, Becker County Commissioner, and Phil Hansen, PRWD Manager. Kyle Vareberg, Becker County Planning and Zoning was invited but did not attend. Topics covered included updating impervious surface stormwater thresholds to align with the County ordinance, clarifying erosion control timeframe requirements, reviewing buffer law and protected water wetland regulations for setback requirements, and discussing adverse neighbor-to-neighbor water discharges. Monson also held a meeting with City of DL staff and consultants including Kelcey Klemm, Shawn King, Matt Boeke, Jon Pratt, Jon Olson, and Charles Ramstad. Topics covered included permit thresholds (riparian, shoreland, district-wide), flowchart clarity on types of projects requiring an engineer or staff review for approval recommendation, adverse neighbor-to-neighbor water discharges, and staffing capacity. Engineer Monson reviewed the meeting takeaways for further input by the Board: 1) How will the District handle complaints if a parcel elevation is raised with fill causing adverse water discharge impacts on adjacent properties? 2) When is rate control needed? 3) Should the Rules incorporate special storm water treatment areas or instead address phosphorus reductions with regional projects? 4) Should the Rules parallel the City ordinance with volume treatment requirements? 5) Should the Rules align with the Becker County Ordinance mitigation threshold of 15% impervious surface coverage (District area outside of the City of DL)?
- Neighbor to neighbor drainage discharge changes which cause localized flooding. Neither the City of Detroit Lakes nor Becker County ordinances address this issue. **Motion to continue the current policy to not be involved or regulate neighbor to neighbor water discharges (Olson, Chris Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Okeson. NAYS: Kral. Motion carried, 6-1.**

# Regular Meeting Minutes – November 20, 2024

- Rate Control and Special Stormwater Treatment Areas. The City of Detroit Lakes and Apex Engineering recommends removal of rate control and special treatment areas from the Rules. There was discussion regarding removal of “blanket” rate control application. Monson noted the special stormwater treatment areas were included in the draft Rule to address the current TMDL’s. If the special treatment areas are removed from the draft Rules, then the District should focus on working with partners (City of DL, Becker County, etc.) to implement regional phosphorus reduction projects. **Motion to remove general blanket rate control across the District and special stormwater treatment areas from draft rules (Olson, Chris Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken. NAYS: Kral, Okeson. Motion carried, 5-2.** Managers Chris Jasken and Michaelson clarified Engineer Monson will evaluate scenarios and targeted applications where rate control may be beneficial within the Rule. Moore Engineering and Apex Engineering may meet in the near term and come back next month with potential scenarios/rule language for consideration by the Board.
- Impervious Surface Threshold to align with Becker County Ordinance. The consensus of the board was to align with the County at 15% impervious surface for stormwater management migration.

8.7. Set meetings – Special Board Meeting for Rules - Monday, December 16<sup>th</sup> @1:00 PM and Regular December Meeting, Friday, December 20<sup>th</sup> at 8:30 AM.

## 9. Reports

9.1. District Attorney – Lukas Croaker –Attorney Croaker. In addition to the Rules, he is working on easements with Tera and Ted Rud.

9.2. District Engineer – Chad Engles. Moore Engineering will be attending the MN Watersheds Conference.

## 10. Upcoming meetings and events

10.1. December 4 – 6, MN Watersheds Conference and Annual Meeting, Grand View Lodge - Nisswa, MN

10.2. December 16, 2024 – Special Meeting of the Board of Managers – Rules Workshop, 1:00 PM

10.3. December 20, 2024 - Regular Managers’ Meeting, 8:30 AM

**President Michaelson adjourned the regular meeting at 12:07 PM.**

Respectfully Submitted,

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Chris Jasken, Secretary

Meeting Approved

**Pelican River Watershed District**

Claims Paid - November 2024

<b>Payee</b>	<b>Date</b>	<b>Num</b>	<b>Amount</b>
*Guetter, Tera	11/22/2024	EFT2597	\$ 75.00
<b>Employee Expenses Total:</b>			<b>\$ 75.00</b>
 Bremer Bank	11/22/2024	EFT2602	\$ 27.25
Loffler Companies, Inc.	11/27/2024	EFT2603	\$ 176.91
<b>Vendor Expenses - Autopay Total:</b>			<b>\$ 204.16</b>
 Lakes Computer, Inc.	11/22/2024	EFT2598	\$ 190.00
Ohnstad Twichell, P.C.	11/22/2024	EFT2599	\$ 4,552.00
Stantec Consulting Services Inc.	11/22/2024	EFT2600	\$ 6,853.25
Wells Fargo-Office Lease	11/22/2024	EFT2601	\$ 1,338.57
<b>Vendor Expenses - EFT Total:</b>			<b>\$ 12,933.82</b>
 Arvig	11/22/2024	015315	\$ 71.95
Bank of America	11/22/2024	015331	\$ 2,835.16
Campbell, Joshua	11/22/2024	015316	\$ 480.00
County 6 Amoco & Bait	11/22/2024	015317	\$ 53.80
Hough, Inc	11/22/2024	015319	\$ 66,763.67
J & K Marine, Inc.	11/22/2024	015320	\$ 298.16
L & M Supply	11/22/2024	015321	\$ 63.45
Loffler	11/22/2024	015323	\$ 246.21
Office of MNIT Services	11/22/2024	015324	\$ 89.41
Premium Waters, Inc.	11/22/2024	015325	\$ 9.02
Verizon	11/22/2024	015327	\$ 52.16
Wooly Mammoth	11/22/2024	015332	\$ 212.50
<b>Vendor Expenses - Check Total:</b>			<b>\$ 71,175.49</b>
 ^Halvorson, Darin	11/22/2024	015312	\$ 225.00
^Rehder, Ken & Bonnie	11/22/2024	015313	\$ 1,000.00
DLCCC	11/22/2024	015318	\$ 3,000.00
<b>BMP Cost Share - Check Total:</b>			<b>\$ 4,225.00</b>
 ^Wolf, Kellie	11/22/2024	015314	\$ 434.24
Laker Prep Early Childhood Center	11/22/2024	015322	\$ 114.00
Project 412	11/22/2024	015326	\$ 529.81
<b>Education Grant - Check Total:</b>			<b>\$ 1,078.05</b>
 ^Bergseth Family Revocable Living Trust	11/22/2024	015333	\$ 114.93
<b>Rice Lake Wetland Easement - Check Total:</b>			<b>\$ 114.93</b>
 Payroll Adjustment	11/1/2024	EFT2584	\$ 216.15
Benefit Stipend	11/4/2024	EFT2585-EFT2587	\$ 2,864.60
Bi-Weekly	11/7/2024	EFT2588-EFT2590	\$ 4,997.94
Bi-Weekly	11/21/2024	EFT2494-EFT2495	\$ 4,997.94
<b>Payroll Total:</b>			<b>\$ 13,076.63</b>

**Pelican River Watershed District**

Claims Paid - November 2024

Federal Tax	11/4/2024	EFT2584A	\$ 56.18
Federal Tax	11/5/2024	EFT2585A	\$ 860.80
Federal Tax	11/18/2024	EFT2588A	\$ 1,952.96
Federal Tax	11/22/2024	EFT2494A	\$ 1,952.96
Minnesota Tax	11/27/2024	EFT2605	\$ 778.00
MSRS	11/27/2024	EFT2604	\$ 4,676.00
PERA	11/27/2024	EFT2606	\$ 2,719.24

**Payroll Liabilities Total: \$ 12,996.14**

Bills Total: \$ 89,806.45

PELICAN RIVER WATERSHED DISTRICT  
RESOLUTION FOR LMCIT LIABILITY COVERAGE LIMITS  
PURSUANT TO MN STATUE 466.04

On November 20, 2024 Richard Michaelson, President of the Board of Managers, offered the following resolution and moved its adoption.

WHEREAS the District obtains liability coverage from the League of Minnesota Cities Insurance Trust and must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased;

WHEREAS if the District does not waive the statutory tort limits, an individual claimant would be able to recover no more \$500,000.00 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to the statutory tort limits apply is limited to \$1,500,000.00;

NOW, THEREFORE, BE IT RESOLVED THAT the Pelican River Watershed District Board of Managers have agreed to accept liability coverage limits of \$1,500,000.00 from the League of Minnesota Cities Insurance Trust and that the District does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Manager Charles Jester seconded the adoption of the resolution, and it was adopted on the following vote:

Ayes 7  
Nays 0

DATE: November 20, 2024

Signed Richard Michaelson  
Richard Michaelson, President  
Pelican River Watershed District



## Minnesota Watersheds 2024 Delegate Appointment Form

The Pelican River Watershed District hereby certifies that it is  
*name of watershed organization*  
a watershed district or watershed management organization duly established and in  
good standing pursuant to Minnesota Statutes 103B or 103D and is a member of  
Minnesota Watersheds for the year 2024.

The Pelican River Watershed District hereby further certifies  
*name of watershed organization*  
the following individuals have been appointed as delegates, or as an alternate  
delegate, all of whom are managers in good standing with their respective  
watershed district or watershed management organization.

Delegate #1: Chris Jasken

Delegate #2: Laurie Olson

Alternate: Charles Jasken

Authorized by: Mik Mulhaen 11/23/24  
Signature Date

pres.  
Title

\*\* Please return this form to [mnwatershed@gmail.com](mailto:mnwatershed@gmail.com) at your earliest convenience. \*\*



Stantec Consulting Services Inc.  
One Carlson Parkway North, Suite 100  
Plymouth MN 55447-4440

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November 12, 2024

Tera Guetter  
District Administrator, Pelican River Watershed District  
211 Holmes St. West, Wells-Fargo Bldg.  
Suite 201  
Detroit Lakes, MN 5650

Dear Tera Guetter,

**Reference: Campbell Creek Stream Stabilization and Flood Storage Project -  
Contract Amendment #1**

The purpose of this letter is to request a contact amendment for additional work discussed with staff of the Pelican River Watershed District (PRWD). The scope of work includes development of the Engineer's Report and presentation to the Board, and landowner engagement and communications. Specific tasks and deliverables are outlined below.

## **Scope of Services**

### **Task 1: Engineer's Report**

Stantec staff will complete the Engineer's Report per Minnesota Statutes 103D.605 and 103D.635, following Statute 103D.711, which will be a project summary report containing the following:

- A. Description and purpose of the project
  1. Map of project area drawn to scale showing proposed improvements
  2. Right-of-way required
  3. Adequacy of the channel
  4. Watershed of the project area
  5. Location of existing highways, bridges and culverts
  6. Ownership of affected properties including utilities and crossings
  7. Location of public land affected by the project
  8. Other physical characteristics as necessary
    - a. Channel slope
    - b. Erodibility
    - c. Vegetative cover
    - d. Topography

Reference: Campbell Creek Stream Stabilization and Flood Storage Project -Contract Amendment #1

B. Other information

1. Reference to work in PRWD plan
2. Wetlands
3. Channel hydraulics and erosive forces for 2, 10 and 100-yr
4. Aerial photos

C. Proposed project

1. Description
2. Project plans
3. Estimated construction schedule and access
4. Cost estimate
  - a. Construction
  - b. Operation
  - c. Implementation
  - d. Supervision
  - e. Administrative
5. Method of payment
6. Engineer's recommendation

The project Design Engineer will attend one (1) Board meeting, in-person to present the findings and recommendations within the report.

***Assumptions***

- Expenses include travel for one (1) meeting attended by the Design Engineer in Detroit Lakes (roundtrip travel and meeting conducted in 1 trip).
- Does not include presentation board printing and mounting.

***Schedule:***

- Work for this task will be completed as part of the final design phase of the project, estimated to be completed in early 2025.

***Deliverables:***

- Engineer's Report, PDF format
- Board meeting presentation documents, PDF format

Reference: Campbell Creek Stream Stabilization and Flood Storage Project -Contract Amendment #1

## **Task 2: Landowner Engagement and Communications**

Since the project runs through many private landowner properties, Stantec will assist the Watershed with landowner communications related to the project design and progress. We have included the following:

- Phone and email communications with individual landowners and associated parties, responding to comments or concerns and answering questions.
  - » We have included a total of 12 hours for this effort.
- Participate in three (3) in-person meetings with landowners to receive input prior to design, discuss the proposed 30% conceptual and 90% final designs, and respond to meeting comments received.
  - » We have included a total of 40 hours for this effort.

### ***Assumptions***

- Expenses include travel for meeting #2 and #3 attended by the Design Engineer in Detroit Lakes (roundtrip travel and meeting conducted in 1 trip).
- Expenses for meeting #1 were combined with the in-scope site walk, and so were already included in the contract.
- Does not include presentation board printing and mounting.

### ***Schedule:***

- Work for this task will be completed in 2024 – 2025, as needed during the preliminary and final design phases of the project. Meeting #1 was completed in October 2024. Meetings #2 and #3 are anticipated to be conducted in late 2024 or early 2025, depending on weather and field data collection.

### ***Deliverables:***

- Meetings #2 and #3 presentation documents, PDF format
- Meetings #2 and #3 comment feedback summary log, PDF format

Reference: Campbell Creek Stream Stabilization and Flood Storage Project -Contract Amendment #1

## Fee Estimate

The below fee estimate has been prepared on a time and materials basis, per our standard terms and conditions Contract with PRWD and will not exceed the amount indicated without prior authorization from the PRWD.

No.	Description	HOURS	TASK TOTALS		FEE
			LABOR	EXPENSES	
1	Engineer's Report	102	\$ 17,622	\$ 455	\$ 18,077
2	Landowner Engagement and Communications	52	\$ 9,168	\$ 910	\$ 10,078
<b>Total</b>		<b>126</b>	<b>\$ 26,790</b>	<b>\$ 1,365</b>	<b>\$ 28,155</b>

On behalf of Stantec, thank you for the opportunity to prepare this proposed contract amendment. Should you have any questions or need clarification on the items outlined, please do not hesitate to contact us.

Best regards,

**Stantec Consulting Services Inc.**



Harding, Sarah  
2024.11.12  
12:03:45 -06'00'

**Sarah Harding** PLA  
Senior Landscape Architect  
Phone: (763) 252 6819  
sarah.harding@stantec.com

Shoemaker, Todd

Digitally signed by Shoemaker, Todd  
DN: CN="Shoemaker, Todd",  
OU=Internal, OU=users, OU=stantec,  
DC=corp, DC=ads  
Date: 2024.11.12 16:41:41-06'00'

**Todd Shoemaker** PE  
Principal, Senior Water Resources Engineer  
Phone: (651) 294-4585  
todd.shoemaker@stantec.com

**SUGGESTED FORM OF  
TASK ORDER**

This is Task Order No. 6,  
consisting of 5 pages.

**Task Order No. 6**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 29, 2024 ("Agreement"), Owner and Engineer agree as follows:

**1. Background Data**

- a. Effective Date of Task Order: November 20, 2024
- b. Owner: Pelican River Watershed District (MN)
- c. Engineer: Moore Engineering Inc.
- d. Specific Project (title): Pelican River WD, MN – Buck’s Mill Dam Additional Outreach
- e. Specific Project (description): Buck’s Mill Dam Project – Additional Outreach

**BACKGROUND:**

The Pelican River Watershed District (District) is partnering with the Minnesota Department of Natural Resources (MnDNR) to act as local sponsor and fiscal agent of a project for the modification of Buck’s Mill Dam on the Pelican River downstream of Lake Mellisa and immediately upstream of Buck’s Mill Drive, a township road.

Buck’s Mill Dam is a site of local importance that needs safety improvements, improved access, and ecological improvement, particularly for fish passage. These needs have been identified by the MnDNR and affirmed by the District. To address these needs the Dam is proposed to be modified to replace the spillway with a series of rock, riffle structures.

The District, in its authority under MS 103D.605, has directed Moore, as District Engineer, to prepare the project plan for submittal to the Board of Water and Soil Resource (BWSR) and MnDNR for their review prior to a public hearing to establish the project.

**GENERAL DESCRIPTION OF PROJECT:**

To fulfill the order of the District, Moore will complete many services as detailed in Task Order 4. Those efforts are all eligible for reimbursement through the grants secured by MnDNR. Additional effort is warranted to further engage the public and some of those activities are not eligible for MnDNR reimbursement. Under this Task Order for Additional Outreach, Moore will produce a series of high-quality promotional videos and coordinate a ribbon-cutting event for the completed project. This will include:

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**Exhibit A – Engineer’s Services**

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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and American Society of Civil Engineers. All rights reserved.

Moore Project #24327.

- Introduction and historical video detailing the project's origin, context, and historical significance.
- Progress report video documenting the ongoing developments and milestones achieved.
- Final project outcome video will present the completed project and outcomes.
- Coordination of ribbon-cutting ceremony to celebrate the successful completion of the project.

**PROJECT OBJECTIVES:**

This additional outreach project is proposed to be completed in three phases:

- Phase 1 – Introduction video and project management
- Phase 2 – Progress Report Video
- Phase 3 – Final project outcome video and event coordination

**2. Services of Project Engagement**

- A. The specific services to be provided or furnished by Moore Engineering Inc. under this Task Order are as follows:

Phase 1 – Introduction Video and Project Management

1. Project Management
  - a. Historical research and context
  - b. Script and storyboard development
  - c. Coordination
2. Video Production
  - a. Filming and editing
  - b. Final production of full-length video
  - c. Creation of 30-second social media video

Phase 2 – Progress Report Video

1. Project Management
  - a. Script and storyboard development
  - b. Coordination with team
2. Video Production
  - a. Filming and editing
  - b. Final production of full-length video
  - c. Creation of 30-second video for social media

Phase 3 – Final Project Outcome Video and Event Coordination

1. Project Management
2. Script and storyboard development
  - a. Coordination with team
3. Video Production
  - a. Filming and editing
  - b. Final production of full-length video
  - c. Creation of 30-second video for social media
4. Event Coordination

- a. Ribbon-cutting celebration planning and promotion
  - b. Venue setup, speaker arrangements, and media coordination
  - c. Event day logistics and management
- B. All services included above comprise Basic Services for purposes of Moore’s compensation under this Task Order.

**3. Owner's Responsibilities**

The District as Owner will be responsible for providing contact information for project partners and posting notices for public outreach opportunities. Owner shall also complete all necessary financial tracking for grant reporting, as required.

**4. Task Order Schedule**

Moore proposes the following project timeline:

Introduction video	November/December 2024
Progress report video	November 2025
Final project outcome video	November 2026
Ribbon cutting event	Substantial Completion (Est. October 2026)

**5. Payments to Engineer**

A. Owner shall pay Engineer for services rendered under this Task Order on a time and material basis. The estimated fee to complete the scope of work identified above is **Eighteen Thousand Five Hundred Ninety Dollars (\$18,590)**.

This fee is further broken down as follows:

Task Description	Estimated Cost
Phase 1 – Introduction Video	\$5,330
Phase 2 – Progress Report Video	\$3,330
Phase 3 – Final Project Video and Event Coordination	\$9,930
<b>GRAND TOTAL</b>	<b>\$18,590</b>

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.



## **6. Assumptions**

The costs above are based on the following assumptions:

1. The published videos will be shared with staff and to be posted on the District website, social media, and local news as appropriate.
2. A final project celebration will occur after construction substantial completion.

## **7. Additional Services**

At the District's discretion, Moore can provide additional services to meet any needs that arise during the course of the project.

## **8. Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 20, 2024.

OWNER:

By:

*Rick Michaelson*

Print Name: Rick Michaelson

Title: Board President

ENGINEER:

By:

*Garrett Monson*

Print Name: Garrett Monson

Title: Project Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Tera Guetter

Title: Administrator

Address: 211 Holmes St W Ste 201  
Detroit Lakes, MN 56501

E-Mail  
Address: tera.guetter@arvig.net

Phone: 218-846-0436

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Garrett Monson

Title: Project Manager

Address: Two Carlson Parkway North, Suite 110  
Plymouth MN 55447

E-Mail  
Address: garrett.monson@mooreengineeringinc.com

Phone: (612) 499-0429

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Exhibit A – Engineer's Services

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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Moore Project #24327.

Page 5

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DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
DECEMBER 13, 2024

**1) Surface Waters Protection and Enhancement**

**a) Capital Improvement Projects/Structural and Non-Structural Practices**

- i) **Rice Lake Capital Improvement Project (CIP). Phase 2- Lower Structure** (BWSR funding) Guetter completed the extension request for the Phase 1 grant, and it was executed on 12/10/2024. One easement has been completed and recorded with the County. 2 remaining flowage easements and the construction agreement are in progress.
- ii) **Campbell Creek Project (MPCA 319 Funding/Otter Tail 1W1P)**. Stantec and MN DNR are exploring various design elements for the upper reach area (i.e., rock arch rapids), CR 149 culvert improvement (adding another culvert, rock riffles), restoring floodplain (rock riffles, woody brush mattresses) as well as making sure any design element is permittable, allows aquatic organism passage, The goal for work in the upper reach is to meter flow out to the downstream reaches to allow longer sustained flow and minimize flashy rainfall events. Stantec will be assisting with landowner communications and will be holding a couple of in-person meetings to received input, discuss proposed preliminary and final designs, and address comments, concerns, and answer questions.
- iii) **Little Floyd Lake Rock Arch Rapids (MN DNR funding)** –Final project inspection and closeout will occur in Spring 2025. Guetter and Bach sent the MN DNR a year-end progress report and a request for reimbursement in the amount of \$104,440 for work completed to date. The website has been updated with photos and project information.
- iv) **Bucks Mill Dam Modification (MN DNR, Get out More, Federal)**. Moore Engineering produced 2 informational videos which will be posted on the District's website and project blog. Moore is also sending the video to TV3.

**2) 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)**
  - i) Open Work Orders
    - (1) d13-24-06 - Jackson Avenue –Blockage removal pending.
- d) **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)** – No activity to report.

**3) WATER MANAGEMENT RULES** – see enclosed report.

- a) **Rules Revision Update -Engineer Monson will review the updated draft Rules at the upcoming Special Board Meeting on Monday, December 16<sup>th</sup> at 1:30 PM.**

**4) HABITAT PROTECTION AND MANAGEMENT**

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

- i) Little Floyd Lake Dam (rock arch rapids). Construction completed between November 4 – November 7<sup>th</sup>. See report under Capital Projects.
- ii) Buck's Mill Dam –see report under Capital Projects.

**5) Aquatic Invasive Species Prevention and Management.**

- a) **Invasive Aquatic Plant Management Grant** – Application period opens 11/18/2024. PRWD will apply for financial assistance for summer 2025 treatments of district lakes.

**DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
DECEMBER 13, 2024**

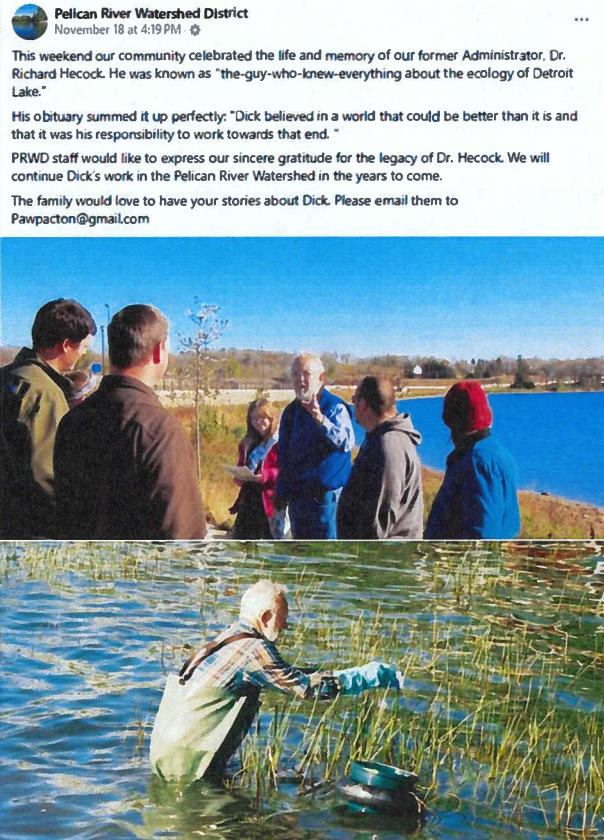

**6) EDUCATION AND OUTREACH (Website, Social Media, and Workshops)**

**a) Local Media/Mailings.**

- i) Bach appeared on KDLM's Hodge Podge program on November 21. She discussed our capital projects at Campbell Creek, Little Floyd Lake, Rice Lake Wetland, and Buck's Mill. She also have a brief update on the Rules Revision process status.

**b) Social Media Posts**

- i) (Facebook & Instagram) – Facebook Followers – 224 (last month 223), Instagram Followers – 16 (last month 17)

Date	Description	Engagement
11/18/2024	<p>Dr. Hecock tribute.</p>  <p>The image shows a Facebook post from the Pelican River Watershed District. The post text reads: "This weekend our community celebrated the life and memory of our former Administrator, Dr. Richard Hecock. He was known as 'the-guy-who-knew-everything about the ecology of Detroit Lake.'" It includes an obituary summary, a statement of gratitude from PRWD staff, and a request for family stories. Below the text are two photos: one of a group of people outdoors and another of a person in a waders working in a wetland.</p>	7 likes, 1 comment, 1 share
11/25/2024	Buck's Mill Story Map	0 likes, 0 comments, 0 shares
11/27/2024	Ice In Post	0 likes, 0 comments, 1 shares
11/27/2024	Quality Bait and Tackle Ice Video	0 likes, 0 comments, 0 shares
11/27/2024	Happy Thanksgiving	0 likes, 0 comments, 0 shares
11/29/2024	<p><b>CONGRATULATIONS!</b> Little Detroit Lake</p>  <p>The graphic features a monarch butterfly and a yellow banner that reads: "PRWD's Board of Managers approved a Cost Share Application for \$1,000.00 towards shoreline plantings." The Pelican River logo is at the bottom.</p>	2 likes, 0 comments, 0 shares
12/9/2024	BWSR December Featured Plant – White Turtlehead	0 likes, 0 comments, 0 shares

# DISTRICT ADMINISTRATOR'S MONTHLY REPORT

## DECEMBER 13, 2024

- ii) **“No Child left Inside” Education Group** – No meetings scheduled.
- iii) **Ottertail 1W1P Education and Outreach Group** – See 1W1P Section.
- iv) **Successful Outreach Strategies** – Bach attended 3<sup>rd</sup> session on November 25 in the ongoing training through BWSR. Some key take home information:
  - (1) Reviewed different types of public input meetings that are more than the power point presentations meeting.
  - (2) Implementation of a “network map” at the start of each project to document connections between staff, managers, consultants and public interested [parties or influencers.
- v) **Signs for Incentive Programs** – Bach has quote requests out for signs for area cost shares. The initial quote is approximately \$225 for 25, 12 x 12 signs (with UV protection and extra reinforcement for the wind) or \$450 for a large 16 x 24 signs.  
Potential design for plantings (developed with the Museum):



Bach will continue to work on this project with the goal of having signs ready for staking in the spring.

- vi) **Website Updates**
  - (1) Our Work section planned updates.

Section	Status
Little Floyd Lake Dam Modification	Complete and Posted
Buck’s Mill Dam Modification	Complete and Posted
Campbell Creek	Drafted
Ottertail 1W1P	Pending
Cost Share Program	Pending
AIS Management	Pending (will split into research and management)
Education	Complete and Posted
Drainage Systems	Pending
Rice Lake Wetland Restoration	Pending

## 7) DISTRICT OPERATIONS/ADMINISTRATION.

### a) **Grant Oversight -**

- i) *Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding)* Grant Progress report due February 1, 2025. The work plan will be updated to include the Engineer’s Report and Landowner communication and engagement task (approved last month). Reimbursement or expenses will occur in the February 2025 timeframe.
- ii) *FEMA Grant* – All reimbursement funds have been received, final reports have been accepted and we will close out the account fund at year-end.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
DECEMBER 13, 2024

- iii) *BWSR Clean Water Rice Lake Project – Phase 1 & Phase 2. MN DNR.* – Guetter submitted the Phase1 extension request and it was executed on 12/10/2024. Next report date is 2/1/2025.
  - iv) *MN DNR – Conservation Partners Legacy Grant (Little Floyd Outlet)* – First reimbursement request sent to MN DNR on 12/2/2024. End of year reporting completed on 12/9/2024. Next Report date is at project close or 12/31/2025, whichever is earlier.
  - v) *Otter Tail 1W1P Implementation Grant* – Guetter and Bach are working with Nicole Lundeen on finalizing reimbursement requests for the first round of grants.
  - vi) *Buck's Mill Dam Modification MN DNR* - Next Report date 12/31/2024. Guetter and Bach to work with MEI and Ms. Hillman-Roberts to finalize reporting requirements.
- b) Otter Tail River 1W1P Partnership – WEBSITE: <https://www.eotswcd.org/ot1w1p/>**
- i) **1W1P Grant – Feasibility Study West Area (“Willow Pond”) Stormwater Treatment.** A virtual meeting was held with City staff, Stantec, and Guetter on December 11<sup>th</sup>. Stantec reviewed potential improvement options with City staff including a filter bench, overflow infiltration basin, full filtration basin, alum dosing facility, irrigation of nearby ball fields. All were acceptable to the City. Next steps is to quantify the pollutant removals and construction cost and on-going maintenance cost estimates of selected concepts.
  - ii) **OTW TAC Committee** (Guetter). Nothing further to report.
  - iii) **OTW Education/Outreach Committee** – Bach and Kemper are working on current outreach projects and end of year reporting requirements for BWSR.
- c) **MN Association of Watershed Administrators** – Guetter attended the meeting on December 3<sup>rd</sup> and the pre-conference workshop on December 4<sup>th</sup>.
- d) **MN Watersheds Conference** – Managers and staff attended the conference, December 4-6, 2024, at Grandview Lodge in Nisswa, MN. Chris Jasken and Lori Olson were selected as delegates, with Charles Jasken serving as alternate.

# DISTRICT ADMINISTRATOR'S MONTHLY REPORT

## DECEMBER 13, 2024

### DATA COLLECTION AND MONITORING PROGRAM

**Streams** – Kemper is waiting for MPCA to send back EQUIS data for final review and then will finalize. Kemper is working on the 2024 monitoring report.

**Lakes** – Kemper is waiting for MPCA to send back EQUIS data for final review and then will finalize. Kemper is working on the 2024 monitoring report.

### Weather

#### November 2024 Temperatures

For the month of November most Minnesota climate stations will report an average monthly temperature that is 4°F to 6°F above normal. Although the month closed with a string of days that brought below normal temperatures, nearly three-fourths of all days during November brought warmer than normal temperatures. Extremes for the month were 79°F at Preston (Fillmore County) and -8 degrees F at Detroit Lakes (Becker County) on November 30.

The temperatures for Detroit Lakes were above average. There were only 18 days that were at or slightly above average than the historical average and 12 days that were slightly below historical average.

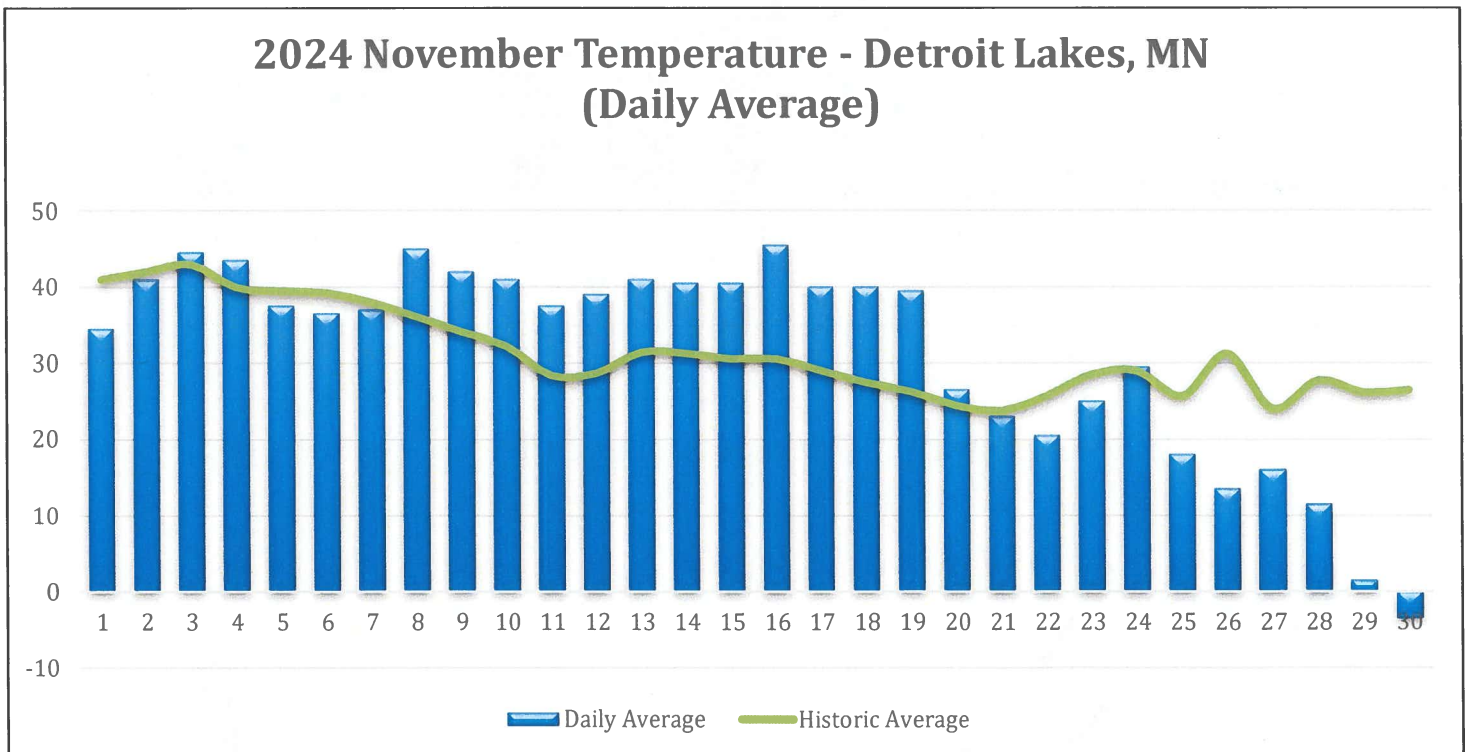
**Hottest Day:** 52°F, November 18<sup>th</sup>

**Daily average High for Detroit lakes:** 37°F

**Coldest Day:** -8°F, November 30<sup>th</sup>

**Monthly average temperature:** 32°F

**Daily average low temperatures:** 27°F



# DISTRICT ADMINISTRATOR'S MONTHLY REPORT

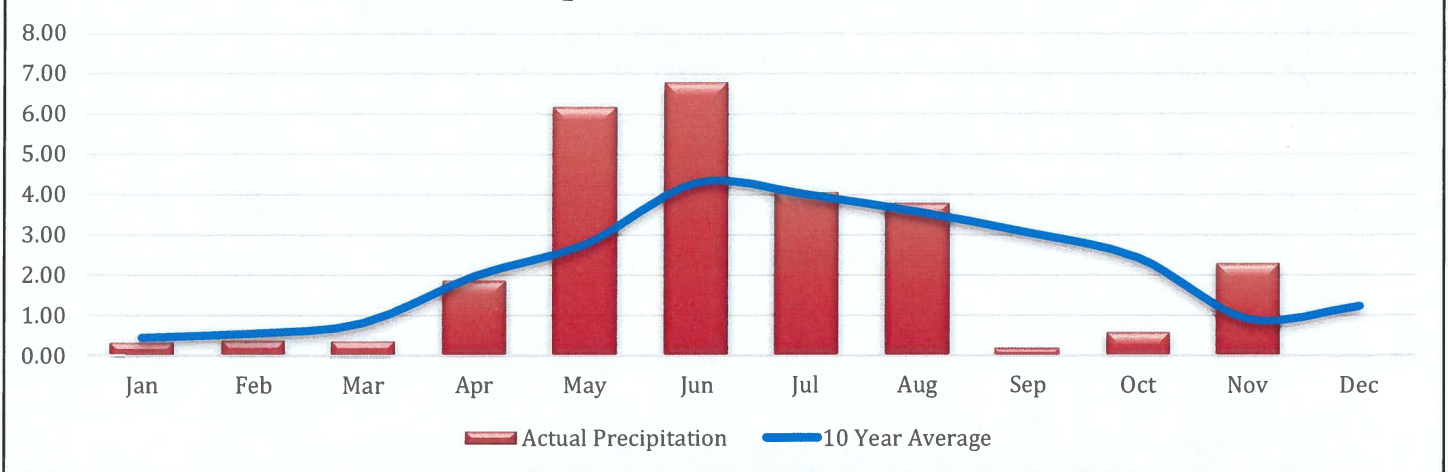
## DECEMBER 13, 2024

### November 2024 Rainfall

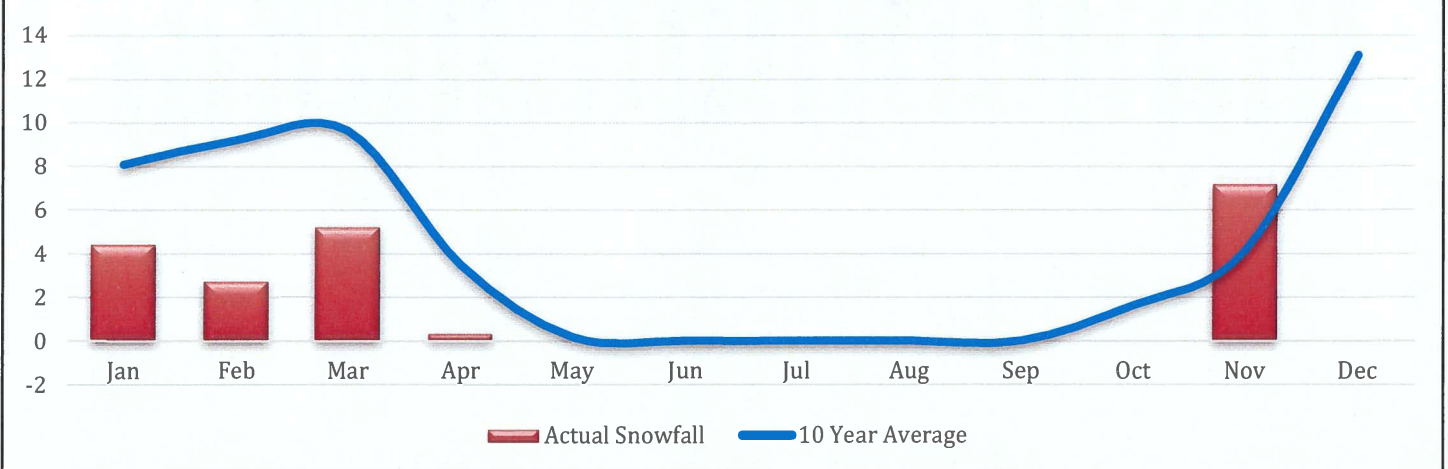
The month of November was wetter than normal for most places in the state, with a statewide average precipitation of just over 2.50 inches. That ranks as the 11th wettest November in state history. Many eastern Minnesota climate stations reported over 4 inches of precipitation during the month, and a few northeastern and southeaster stations reported over 5 inches. Within the state climate station network, there were 88 daily precipitation records set, including several reports of over 1.50 inches. Snowfall was scarce during the month, with some places reporting 1 to 3 inches. A few north shore locations along Lake Superior reported over 6 inches for the month.

In Detroit Lakes the total rainfall was 2.28 inches which is 1.37 inches more than the 10-year average of 0.91 inches. Most of the rain fell across the district on the 13<sup>th</sup>- 14<sup>th</sup> & 19<sup>th</sup>- 22<sup>nd</sup> (1.66 inches). We received a total of 7.15 inches of snow (a little over 5.15 inches fell between the 20<sup>th</sup>- 21<sup>st</sup> & the 28<sup>th</sup> - 29<sup>th</sup>) which is 3.03 inches from the 10-year average (4.12 inches).

### 2024 Precipitation - Detroit Lakes, MN



### 2024 Snowfall - Detroit Lakes, MN





# DISTRICT ADMINISTRATOR'S MONTHLY REPORT

## DECEMBER 13, 2024

The drought situation across Minnesota improved significantly over the month of November. The month began with over 90 percent of the state landscape in at least Moderate Drought. By the end of the month that number was down to 57 percent, and the area designated to be in Severed Drought was down to 9 percent (from over 50 percent earlier in the month). Soils were beginning to freeze up over the last few days of the month, down to a depth of 3-4 inches.

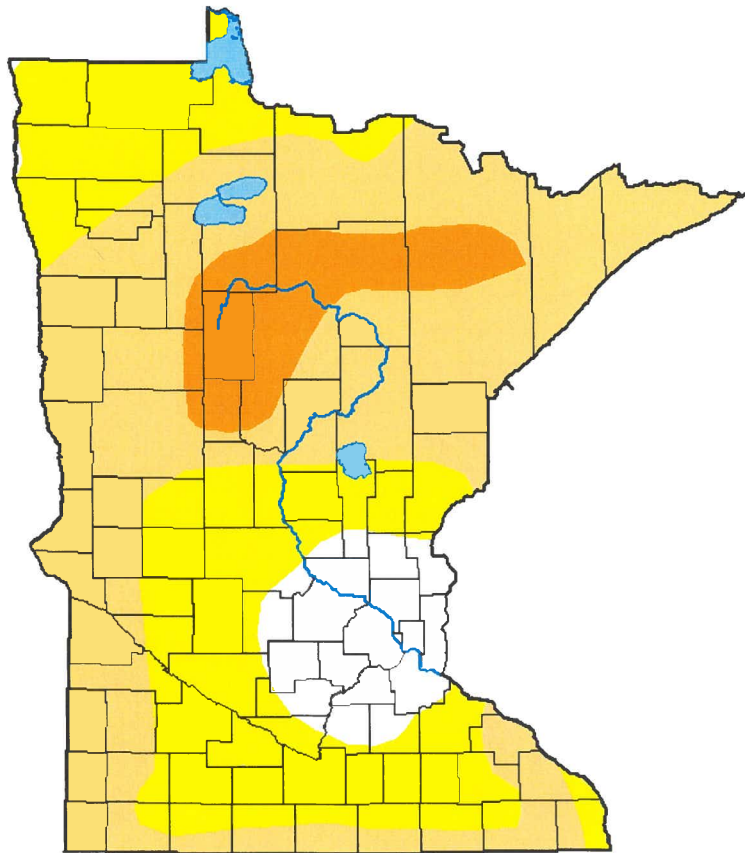
About one-third of the days in November brought wind gusts over 30 mph. Over two-thirds of the days brought dominant cloudiness or fog was present. There were only 4-5 sunny days.

Despite the widespread drought of the autumn season the first 11 months of 2024 will rank as the 14th wettest in state history. The first 11 months of this year rival the year 2012 for the warmest in state history.

### U.S. Drought Monitor

# Minnesota

**November 26, 2024**  
*(Released Wednesday, Nov. 27, 2024)*  
 Valid 7 a.m. EST



*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	8.99	91.01	57.28	9.11	0.00	0.00
<b>Last Week</b> <i>11-19-2024</i>	0.09	99.91	64.89	15.66	0.00	0.00
<b>3 Months Ago</b> <i>08-27-2024</i>	87.53	12.47	0.00	0.00	0.00	0.00
<b>Start of Calendar Year</b> <i>01-02-2024</i>	14.82	85.18	40.24	12.42	0.25	0.00
<b>Start of Water Year</b> <i>10-01-2024</i>	6.04	93.96	43.28	0.00	0.00	0.00
<b>One Year Ago</b> <i>11-28-2023</i>	10.16	89.84	43.65	18.01	0.25	0.00

**Intensity:**

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme 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:**

David Simeral  
 Western Regional Climate Center



[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)

# Rules Report – December 2024



## PERMITS ISSUED

No.	Name/Address	Description
24-63	<b>Cory McGillis</b> <b>2921 N Long Lake Rd</b>	SIZ Alteration: Installing ~15' of riprap and 4-5 (<4'wide) flat boulder steps for lake access.
24-73	<b>Lakes Country</b> <b>Community Coops</b>	Impervious Surface/ Storm water Management:>1 Acre with building reconstruction, changes to stormwater infrastructure, parking lots and road access.
24-74	<b>Hotel Shoreham</b> <b>1462 East Shore Drive</b>	SIZ Alteration: Removal of 7 dying trees and replacing with 7 native trees, installation of riprap with shrubs planted above riprap. Installation of 4' wide lake access steps and curbing behind natural sand beach and ice ridge.
23-92A	<b>Amy Helgoe</b> <b>13611 Barbara Beach Rd</b>	SIZ alteration: Tree removal of one dying tree in SIZ, install riprap toe with vegetation behind riprap, replant 1 native tree in SIZ. Amended to install 15'L x 10'W x 6"D Perched sand blanket.
24-75	<b>Herzog Roofing</b>	Impervious Surface/ Stormwater Management: Commercial >25% & >1 acre impervious coverage within PRWD. Addition of 150' x 50' building and site grading.

## PERMITS IN PROCESS

- **Scott Kjos** – Residential Stormwater

## PERMITS APPLICATIONS – ENGINEER REVIEWS IN PROCESS

- **City of Detroit Lakes – Pickel Ball Courts**
- **Becker County – Dunton Locks**
- **BTD Manufacturing**

## VIOLATION Report

- **Solmon, Marty:** 12044 Cty Rd. 17: Work done in the SIZ without a permit. PRWD is waiting on MN DNR permit decision (work requires a MNDNR permit). DNR has reviewed and cannot issue their permit until the applicant is compliant with local entities. Engineer Monson & Kemper are working on a set of options for Mr. Solomon to bring his property into compliance.

## MEETING COMMENTS

- **City of Detroit Lakes – City Council**
  - November 12, 2024 – no comments
  - December 10, 2024 – no comments
- **City of Detroit Lakes – Planning Commission**
  - November 21, 2024 – no comments
- **City of Detroit Lakes – Development Authority**
  - December 5, 2024 – no comments

## MEETING COMMENTS (continued)

- **Becker County – Planning and Zoning**
  - November 27, 2024 – no comments
  - December 11, 2024 - no comments
- **Becker County – Board of Adjustment**
  - December 12, 2024 – **Andrew J. Vinson & Kathleen J Carton – Project location 20317 Oakland Beach Rd., Detroit Lakes, MN:** Request a variance to be at 29% impervious surface coverage, deviating from the allowable 25% impervious surface coverage within the shoreland district. - **PRWD’s Comment:** PRWD WOULD RECOMMEND NOT TO EXCEED THE 25% IMPERVIOUS SURFACE COVERAGE. HOWEVER, IF BECKER COUNTY PLANNING & ZONING APPROVES THE VARIANCE, PRWD WOULD REQUIRE A STORMWATER MITIGATION PERMIT PRIOR TO THE START OF CONSTRUCTION.