

# Regular Meeting Agenda



Date: Wednesday, April 17, 2024 – Revision 2  
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 – Call to Order – Regular Meeting**

### **1. General Housekeeping**

#### **1.1. Approve Consent Agenda**

##### **1.1.1. Secretary Report**

- 1.1.1.1. Minutes – Regular Meeting – March 20, 2024
- 1.1.1.2. Minutes – Special Meeting with Workshop – March 29, 2024
- 1.1.1.3. Administrator’s Report (including the Ditch Inspector’s Report)
- 1.1.1.4. Rules/Permitting Report

##### 1.1.2. Pulled Consent Agenda Items

1.2. Public Comment Period – Public may address the Board for up to 3 minutes per person.

#### **1.3. Treasurer Report**

- 1.3.1.1. Approve April 2024 Bills and 1<sup>st</sup> Quarter 2024 Manager expenses
- 1.3.1.2. Approve April 2024 Fund Transfer
- 1.3.1.3. Approve January-March 2024 Revenue & Expense Report

### **2. Unfinished Business - none**

### **3. New Business (09:00 AM)**

**3.1. Cost Share Application Approval – Detroit Lakes Community and Cultural Center**

**3.2. Education Grant Approval – Mrs. Wolf, Roosevelt Elementary STEAM teacher**

**3.3. Moore Engineering Master Service Agreement and Tasks 1 & 2.**

### **4. Reports (09:15 AM)**

- 4.1. Attorney – Lukas Croaker – MOU agreement update
- 4.2. Engineer – Moore Engineering

### **5. Manager Workshop #2 - Rules Revision – Garrett Monson, Moore Engineering. (9:30 AM)**

### **6. Discussion Items (09:10 AM)**

6.1. Gathering Partners Conference Attendance.

### **7. Confirm upcoming meeting dates and times.**

7.1. May Regular Meeting including Workshop #3 Wednesday, May 15, 2024, 08:30 AM

## **12:00 PM Adjournment**

# Regular Meeting Minutes



Date:	Wednesday, March 20, 2024
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Dennis Kral, Orrin Okeson (IT), Chris Jasken, Phil Hansen
Managers Absent:	Charles Jasken, Laurie Olson
Staff:	Administrator Guetter, Kemper, Utecht, Bach
Consultants	Lukas Croaker (Ohnstad Twichell), Chad Engels (Moore Engineering), Jordan White (Claussen & Schiessl CPAs) via IT
Others:	John Okeson (Becker County Commissioner), Rob Bredeson (City of Detroit Lakes)

Action Items in bold face

**Call to Order – The Regular Managers’ meeting was called to order by President Michaelson at 08:35 AM.**

## 1. General Housekeeping

1.1. **Approve Consent Agenda:** Manager Michaelson asked that the Rules report be pulled from the consent agenda for further discussion. Documented discussion and action as item 1.2.

1.1.1. **Motion to approve the consent agenda with the Rules Report pulled. (Krall, Hansen) – roll call vote. Carried unanimously.**

**Rules Report:** Kemper (PRWD Water Resource Coordinator) reviewed rules report and highlighted updates.

1.1.1.1. **Shore Impact Zone (SIZ) Violation – 13281 West Lake Sallie Drive.** On Lake Sallie, five (5) trees located within the SIZ were removed without a PRWD permit. Attorney Croaker assisted staff with the notification letter to the landowner. Staff noted two of the five trees removed had signs of disease. The landowner contacted PRWD after receiving the letter, noting he had contacted the City of Detroit Lakes and the DNR and was informed a permit was not needed for the tree removal. The landowner is cooperative and will replace trees. Additional discussion was held about the recent meeting between Becker County Zoning, Cormorant Lakes Watershed, and PRWD and one of the discussion topics were the agency differences with how tree/vegetation removal violations in the SIZ are addressed – Cormorant WD is 2:1 replacement, PRWD is 3:1 replacement, Becker County is a fine. The Board also discussed a tree cost share program to encourage landowners to plant along their lakeshore. Attorney Croaker recommended if the Board wishes to deviate from their current 3:1 tree replacement ratio for violations, a motion should be made.

1.1.1.2. **Motion to require a 1:1 tree replacement for the two (2) diseased trees removed and a 2:1 replacement for the three (3) healthy trees removed in the SIZ for a total of eight (8) trees required to be planted in the SIZ to mitigate the unpermitted removal of five (5) trees in the SIZ at 13281 West Lake Sallie Drive property (Hansen, Chris Jasken) – roll call vote. Carried unanimously.**

# Regular Meeting Minutes – March 20, 2024

**1.1.2. Public Comment** - No public comment.

**1.1.3. Treasurer Report** – Delayed to after new business 3.1 Financial Audit. Return to Unfinished business. 09:20 AM.

**1.1.3.1. Motion to approve March 2024 Bills. (Hansen, Michaelson) – roll call vote. Carried unanimously. (attached hereto). EFT2347, EFT2352-EFT2355, EFT2367-EFT2369, EFT2370-EFT2379, EFT2383-EFT2386, Checks 015209-015214, Checks 015218-015224**

**1.1.3.2. Motion to approve March 2024 fund transfer from savings to checking of \$65,000. (Hansen, Chris Jasken) – roll call vote. Carried unanimously.**

**1.1.3.3. Motion to approve January – February 2024 Revenue and Expense Report. (Hansen, Kral) roll call vote. Carried unanimously.**

**2. Unfinished Business** –09:39 AM.

2.1. Manager Hansen requested exploring a system for marking the Ordinary High Water (OHW) on stream gages that are located at the outlet of district Lakes. Kemper will work with Mr. Engels at Moore Engineering and contact the MN DNR to check feasibility for placing a marking on the gages.

2.2. Administrator Guetter reminded attendees that the Pelican River Watershed does not manage lake or river water levels. Water levels are under the jurisdiction of the MN DNR (State) and ACOE (Federal).

2.3. Administrator Guetter discussed recent ice movement on the lakes and sand ridges forming along the shorelines from the ice off movement scraping the lake bottom due to low water levels. Staff will develop information on how to address the shoreline sand ridges and send out to lake associations, contractors, and post on social media.

**3. New Business**

3.1. **Financial Audit Report – Clausen & Schiessl Approval** – 09:08 AM – Jordan White from Clausen & Schiessl CPAs presented the 2023 Financial Audit. No material discrepancies were found in our accounting and the district is in good financial order. Reports attached.

**3.1.1. Motion to approve the 2023 Audit Report by Clausen & Schiessl. (Hansen, Chris Jasken) – roll call vote. Carried unanimously.** The audit will be posted to the District’s website and filed with the State of MN Auditor. Mr. White left meeting. Return to Unfinished Business – Section 2.

3.2. **2024 Workplan Approval** – 09:53 AM – Administrator Guetter presented the 2024 Workplan.

**3.2.1. Motion to approve the 2024 Work Plan. (Chris Jasken, Hansen) – roll call vote. Carried unanimously.** The work plan is on website.

**4. Reports**

4.1. Attorney – 10:45 AM - Lukas Croaker stated he drafted a violation letter and attended a March 1<sup>st</sup> permit meeting with Becker County (Kyle Vareberg, John Okeson, Carrie Smith), Cormorant Lakes Watershed (Ellis Peterson) and PRWD (Rick Michelson, Attorney Lukas Croaker, Tera Guetter). Attorney Croaker stated the joint meeting was productive and briefly reviewed the high points discussed at the meeting:

# Regular Meeting Minutes – March 20, 2024

- 4.1.1. Retaining walls – County requires an additional step requiring Planning Commission approval.
- 4.1.2. Vegetation and tree removal – recommend further definitions and clarification; violations.
- 4.1.3. Sand blankets – PRWD allows perched sand blankets.
- 4.1.4. Stormwater Management - mitigation and runoff management
- 4.1.5. Permit / Inspection Fees
- 4.1.6. Permit Platform – Schneider – explore shared use and costs
- 4.1.7. Permit Awareness – coordination and communication

Attorney Croaker will prepare a draft Memorandum of Agreement (MOA) between the County and PRWD for 2024 operations. PRWD will continue to meet with the County and Cormorant WD to work on ordinance and rule clarifications this year and draft an updated MOA after the respective ordinance and rules revisions are completed (anticipated early 2025 timeframe). Commissioner John Okeson left the meeting at 11:15 AM to attend another scheduled meeting.

- 4.2. Engineer – 11:31 AM - Moore Engineering – Chad Engels. Engineer Engels noted the PRWD work plan outlines the Otter Tail 1W1P /PRWD water management goals and encouraged the Managers to periodically review the goals and to think about how updating and clarifying the Rules can assist with reaching the water quality goals. He also reported permit plan reviews have transitioned from Stantec to Moore Engineering.

## 5. Discussion Items (10:00 AM)

- 5.1. Little Floyd Lake Rock Arch Rapids – 11:30 AM. The bid specification for the project has been posted and advertised. Bid opening will be held on March 28, 2024 at 1:00 PM with Houston Engineering. After the bid opening, HEI will review and prepare a bid tabulation sheet. Managers will award the project bid/contractor at the Special Meeting on March 29, 2024.

## 6. Confirm upcoming meeting dates and times. – 11:40 AM

- 6.1. Special Meeting - March 29, 2024
  - 6.1.1. 08:30 AM – Little Floyd Lake Rock Arch Rapids - Bid Award; and Moore Engineering – Service Agreement Task 3 - Rules Update
  - 6.1.2. 09:00 AM – Manager Workshop - Education session
- 6.2. April Regular Meeting and Rules Update Workshop – Wednesday, April 17, 08:30 AM. Moving forward, the board consensus is to include the Rules Workshops as part of the regular monthly meetings.

**Adjournment – Motion to adjourn the regular meeting at 11:43 AM. (Kral, Chris Jasken) – roll call vote. Carried unanimously.**

Respectfully Submitted,

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Chris Jasken, Secretary

Meeting Approved

**Pelican River Watershed District**

**Claims Paid - March 2024**

<b>Payee</b>	<b>Date</b>	<b>Num</b>	<b>Amount</b>
*Guetter,Tera	3/21/2024	EFT2370	\$ 356.40
*Rix-Bach, Shanna	3/21/2024	EFT2371	\$ 159.70
		<b>Employee Expenses Total:</b>	<b>\$ 516.10</b>
Bremer Bank	3/20/2024	EFT2375	\$ 18.50
Loffler Companies, Inc.	3/20/2024	EFT2376	\$ 176.91
		<b>Vendor Expenses - Autopay Total:</b>	<b>\$ 195.41</b>
Premium Waters, Inc.	3/20/2024	015209	\$ 22.74
Ohnstad Twichell, P.C.	3/20/2024	015210	\$ 58.00
Office of MNIT Services	3/20/2024	015211	\$ 69.51
Loffler	3/20/2024	015212	\$ 116.00
League of MN Cities	3/20/2024	015213	\$ 5,070.00
Houston Engineering Inc.	3/20/2024	015214	\$ 20,621.42
County 6 Amoco & Bait	3/20/2024	015218	\$ 37.41
Arvig	3/20/2024	015219	\$ 69.79
Bank of America	3/20/2024	015220	\$ 983.46
ESRI	3/20/2024	015221	\$ 230.00
Forum Communications	3/20/2024	015222	\$ 459.00
Column Software PBC	3/21/2024	015223	\$ 458.56
Becker County	3/27/2024	015224	\$ 100.00
		<b>Vendor Expenses - Check Total:</b>	<b>\$ 28,295.89</b>
Lakes Computer, Inc.	3/22/2024	EFT2372	\$ 190.00
Lakes Computer, Inc.	3/22/2024	EFT2372	\$ 253.75
Wells Fargo-Office Lease	3/22/2024	EFT2373	\$ 1,338.57
Stantec Consulting Services Inc.	3/22/2024	EFT2374	\$ 200.00
		<b>Vendor Expenses - EFT Total:</b>	<b>\$ 1,982.32</b>
Benefits	3/4/2024	EFT2353-EFT2355	\$ 2,864.60
Bi-Weekly Payroll	3/14/2024	EFT2367-EFT2369	\$ 4,812.81
Bi-Weekly Payroll	3/28/2024	EFT2377-EFT2379	\$ 4,812.81
		<b>Payroll Total:</b>	<b>\$ 12,490.22</b>
End of Employment Vacation Payout	3/1/2024	EFT2347	\$ 1,497.16
Federal Tax	3/11/2024	EFT2352B	\$ 1,268.32
Federal Tax	3/15/2024	EFT2367A	\$ 1,881.76
Federal Tax	3/28/2024	EFT2377A	\$ 1,881.76
MN Revenue	3/31/2024	EFT2383	\$ 815.00
MN State Retirement System	3/31/2024	EFT2385-EFT2386	\$ 4,676.00
PERA	3/31/2024	EFT2384	\$ 2,606.14
		<b>Payroll Liabilities Total:</b>	<b>\$ 14,626.14</b>
		<b>Total for Month:</b>	<b>\$ 58,106.08</b>

# Special Meeting Minutes



Date:	Friday, March 29, 2024
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Dennis Kral, Chris Jasken, Phil Hansen, Laurie Olson, Charles Jasken
Managers Absent:	Orrin Okeson
Staff:	Administrator Guetter, Kemper, Bach
Consultants	Lukas Croaker (Ohnstad Twichell), Chad Engels (Moore Engineering), Garrett Monson (Moore Engineering)
Others:	Birch Burdick (Sallie Melissa Lake Association), Liz Larson (Administrator, Cormorant Lakes Watershed District), Jeff Moritz (Board Manager, Cormorant Lakes Watershed District), Ellis Peterson (Chairman, Cormorant Lakes Watershed District)

Action Items in bold face

**Call to Order – The Special Managers’ meeting was called to order by President Michaelson at 08:35 AM.**

## **1. Little Floyd Lake Rock Arch Rapids Project – Construction Bid Award**

- 1.1. Administrator Guetter presented Houston Engineering’s bid tabulations from the Little Floyd Lake Rock Arch Rapids Project Construction Bid.
- 1.2. **Motion to accept the HEI recommendation and low bid from Hough, Inc in the amount of \$69,138.50 for the Base project bid for Little Floyd Lake Rock Arch Rapids Project and the Alternative 1 bid in the amount of \$1,676.80. (Hansen, Kral) – carried unanimously (attached hereto).**
- 1.3. **Motion for the Pelican River Watershed district to cover the cost of the Alternative 1 bid \$1,676.80 for the homeowners. (Kral, Charles Jasken) – carried unanimously.**  
The alternative 1 bid item is to address excess water on lot and is not part of the MN DNR project or an eligible MN DNR Grant expense.
- 1.4. **Motion to approve the payment of \$100.00 to Becker County for the Land Alteration Permit for the Little Floyd Lake Rock Arch Rapids Project (Olson, Charles Jasken) – carried unanimously.** Permit fees are exempt on government land, but the project work is on private land and a permit fee is required.

## **2. Moore Engineering – Service Agreement for Rules Update/Meeting Date Schedule**

- 2.1. Chad Engels and Garrett Monson presented Task Order No. 3 dated March 29, 2024 related to estimated cost and schedule of Rules Revision meetings and processes. The estimated fee for the process is \$51,200.00. It was noted by Manager Hansen that the cost does not include the attorney expenses.

# Special Meeting Minutes – March 29, 2024

- 2.2. **Motion to approve Moore Engineering Task Order No 3 dated March 29, 2024. (Charles Jasken, Olson) – carried unanimously (attached hereto).**
3. Manager Workshop – Presented by Garrett Monson (Moore Engineering) – ‘PRWD Rule Revision Board Workshop #1 – Goals & Objectives’ [09:04 AM]
4. Meeting Adjourned by Manager Michaelson 11:06 AM.
5. **Upcoming meeting dates and times.**
  - 5.1. April Regular Meeting – Wednesday, April 17, 08:30 AM with the Manager Workshop immediately following business.

Respectfully Submitted,

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Chris Jasken, Secretary

Meeting Approved

March 28, 2024

Board of Managers  
Pelican River Watershed District  
211 Holmes St. West, Suite 201  
Detroit Lakes, MN 56501

**Subject: Little Floyd Lake Rock Arch Rapids  
Bid Tabulation  
HEI No. 6498\_0003**

Dear Managers:

The bid opening for the above referenced project was at 1:00pm on March 28, 2024. The low bid was submitted by Hough Inc. with a total base bid amount of \$69,138.50 and a total alternative 1 bid amount of \$1,676.80. The bid tabulation has been enclosed. We recommend awarding the contract to Hough Inc.

If you have any questions or comments, feel free to give me a call at (701) 551-1927.

Sincerely,

HOUSTON ENGINEERING, INC.



Victor P. Gronvold, EIT

Enclosures

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Engineer: Havas Engineering, Inc.  
1401 2nd Avenue North  
Fargo, ND 58102

BID TABULATION  
Little Floyd Lake Rock Arch Repair  
Little Floyd Lake Rock Arch Repair  
Little Floyd Lake Rock Arch Repair

BID Dates: March 20th, 2024  
1:00 PM

No.	Item	Quantity	Unit	Hough Inc 18202 4th Rd RD Darevil Lakes, MN 56501		Geomorphic Restoration Inc. 4197 Galtberg Road Darevil, MN 55803		MNL 8740 77th St NE Osage, MN 55362		Street Const Co 4849X Hartzel Rd Big Stone City, SD 57216		Sullivan Brothers, Inc P.O. Box 129 Lawley, MN 56549		Red Rock Tiling & Excavating 5633 Lower Rd SW Kamington, MN 56343		Rigid Excavating 50201 150th St Mandakia, MN 56464		Fidell Plumbing & Excavating 28442 State Hwy 34 Darevil Lakes, MN 56501		Civil Specialists Inc P.O. Box 577 Hillabro, ND 58845	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	MOBILIZATION	1	LS	\$3,351.00	\$3,351.00	\$7,500.00	\$7,500.00	\$6,000.00	\$6,000.00	\$14,000.00	\$14,000.00	\$9,000.00	\$9,000.00	\$10,000.00	\$10,000.00	\$7,040.00	\$7,040.00	\$12,000.00	\$12,000.00	\$19,000.00	\$19,000.00
2	CLEARING AND GRUBBING	1	LS	\$3,335.00	\$3,335.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$3,800.00	\$3,800.00	\$3,000.00	\$3,000.00	\$3,200.00	\$3,200.00	\$500.00	\$500.00	\$2,300.00	\$2,300.00	\$5,500.00	\$5,500.00
3	FLOTATION SILT CURTAIN TYPE MOVING WATER	70	LF	\$29.25	\$2,047.50	\$40.00	\$2,800.00	\$20.00	\$1,400.00	\$45.00	\$3,150.00	\$30.00	\$2,100.00	\$6,000.00	\$420,000.00	\$34.00	\$2,380.00	\$236.00	\$16,520.00	\$29.50	\$2,065.00
4	MODIFY EXISTING DAM	1	LS	\$4,100.00	\$4,100.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00	\$24,000.00	\$24,000.00	\$10,200.00	\$10,200.00	\$20,800.00	\$20,800.00	\$8,000.00	\$8,000.00	\$9,500.00	\$9,500.00
5	RANDOM RIPRAV CLASS II	60	CY	\$200.00	\$12,000.00	\$165.00	\$9,900.00	\$170.00	\$10,200.00	\$190.00	\$11,400.00	\$185.00	\$11,100.00	\$290.00	\$17,400.00	\$355.68	\$21,340.80	\$150.00	\$9,000.00	\$312.50	\$18,750.00
6	RANDOM RIPRAV CLASS III	120	CY	\$200.00	\$24,000.00	\$165.00	\$19,800.00	\$170.00	\$20,400.00	\$195.00	\$23,400.00	\$185.00	\$22,200.00	\$180.00	\$21,600.00	\$355.68	\$42,681.60	\$180.00	\$32,400.00	\$335.50	\$40,260.00
7	ROCK WELLS (36" TO 60" DIAMETER (NOULDERS))	65	LF	\$125.00	\$8,125.00	\$115.00	\$7,475.00	\$200.00	\$13,000.00	\$175.00	\$11,375.00	\$125.00	\$8,125.00	\$100.00	\$6,500.00	\$45.00	\$2,925.00	\$60.00	\$3,900.00	\$260.00	\$16,900.00
8	ROCK BOLLARDS (36" TO 60" DIAMETER (NOULDERS))	4	EA	\$450.00	\$1,800.00	\$350.00	\$1,400.00	\$500.00	\$2,000.00	\$450.00	\$1,800.00	\$400.00	\$1,600.00	\$400.00	\$1,600.00	\$120.00	\$480.00	\$50.00	\$200.00	\$1,250.00	\$5,000.00
9	TOPSOIL IMPORT	50	CY	\$45.00	\$2,250.00	\$95.00	\$4,750.00	\$100.00	\$5,000.00	\$100.00	\$5,000.00	\$80.00	\$4,000.00	\$60.00	\$3,000.00	\$50.00	\$2,500.00	\$50.00	\$2,500.00	\$113.50	\$5,675.00
10	HYDROSEEDING	1	LS	\$2,310.00	\$2,310.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$8,800.00	\$8,800.00	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00	\$7,200.00	\$7,200.00	\$1,500.00	\$1,500.00	\$7,125.00	\$7,125.00
11	BALSAM FIR TREE (2" TO 3" DIAMETER)	4	EA	\$882.00	\$3,528.00	\$500.00	\$2,000.00	\$1,800.00	\$1,800.00	\$425.00	\$1,700.00	\$600.00	\$2,400.00	\$1,000.00	\$4,000.00	\$900.00	\$3,600.00	\$552.00	\$2,208.00	\$800.00	\$3,200.00
12	SUCKER MAPLE TREE (2" TO 3" DIAMETER)	3	EA	\$582.00	\$1,746.00	\$500.00	\$1,500.00	\$1,800.00	\$1,800.00	\$425.00	\$1,275.00	\$600.00	\$1,800.00	\$1,000.00	\$3,000.00	\$900.00	\$2,700.00	\$552.00	\$1,656.00	\$800.00	\$2,456.00
13	BITTERROOT HICKORY TREE (2" TO 3" DIAMETER)	1	EA	\$582.00	\$582.00	\$500.00	\$500.00	\$1,800.00	\$1,800.00	\$425.00	\$425.00	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$552.00	\$552.00	\$950.00	\$950.00
14	CANADA PLUM TREE (2" TO 3" DIAMETER)	1	EA	\$582.00	\$582.00	\$500.00	\$500.00	\$1,800.00	\$1,800.00	\$425.00	\$425.00	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$552.00	\$552.00	\$800.00	\$800.00
15	PEARLIE GRAMPLE TREE (2" TO 3" DIAMETER)	1	EA	\$582.00	\$582.00	\$500.00	\$500.00	\$1,800.00	\$1,800.00	\$425.00	\$425.00	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$552.00	\$552.00	\$950.00	\$950.00
TOTAL BID					\$69,138.50		\$73,625.00		\$88,000.00		\$91,650.00		\$93,125.00		\$93,125.00		\$117,417.40		\$105,580.00		\$138,555.00

\*Items in bold represent an error on bid sheet

No.	Item	Quantity	Unit	Hough Inc 18202 4th Rd RD Darevil Lakes, MN 56501		Geomorphic Restoration Inc. 4197 Galtberg Road Darevil, MN 55803		MNL 8740 77th St NE Osage, MN 55362		Street Const Co 4849X Hartzel Rd Big Stone City, SD 57216		Sullivan Brothers, Inc P.O. Box 129 Lawley, MN 56549		Red Rock Tiling & Excavating 5633 Lower Rd SW Kamington, MN 56343		Rigid Excavating 50201 150th St Mandakia, MN 56464		Fidell Plumbing & Excavating 28442 State Hwy 34 Darevil Lakes, MN 56501		Civil Specialists Inc P.O. Box 577 Hillabro, ND 58845	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
16	18" CORRUGATED METAL PIPE	20	LF	\$64.54	\$1,290.80	\$75.00	\$1,500.00	\$100.00	\$2,000.00	\$87.50	\$1,750.00	\$75.00	\$1,500.00	\$50.00	\$1,000.00	\$65.50	\$1,310.00	\$145.75	\$2,915.00	\$150.00	\$3,000.00
17	18" STEEL FLAP GATE	1	EA	\$386.00	\$386.00	\$250.00	\$250.00	\$750.00	\$750.00	\$750.00	\$750.00	\$1,100.00	\$1,100.00	\$400.00	\$400.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$600.00	\$600.00
TOTAL BID					\$1,676.80		\$1,750.00		\$2,750.00		\$2,500.00		\$2,600.00		\$2,400.00		\$2,810.00		\$4,915.00		\$3,600.00

\*Items in bold represent an error on bid sheet

DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
APRIL 11, 2024

**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** – Guetter will check with City to make sure all parcels on City property have an easement recorded. Next step is to advertise for bids.
- b. **Campbell Creek Project (CIP)**. The EPA approved the final work plan and we are working through the grant agreement contracting process. Upon finalization of the Grant agreement, Stantec and Becker SWCD can begin project work. At the May or June Meeting we will have Stantec make an update on the project to the Board.
- c. **MN DNR FEMA Otter Tail River HUC8 Watershed on a “Risk Map” project**. Nothing further to report. Guetter and Stantec staff need to set up a time to review remaining work items to complete the project and grant.
- d. **Little Floyd Lake Rock Arch Rapids – Nothing further to report.**
- e. **Bucks Mill Dam – Nick Kludt, MN DNR is providing a project update at the April board meeting.**

**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. 8<sup>th</sup> Ave south of Tweeton Refrigeration – Feldt Plumbing has removed dam. – Work order closed.
    2. Jackson Avenue – Open work order for Josh Campbell to trap.
- d. **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)** – No activity to report.
- e. **MADI Conference** – Guetter attended the MADI Conference March 21 & 22 in St. Cloud. Updates at the meeting included Drainage Work Group/BWSR update; FEMA Floodplan Mapping Progress/MN DNR; Survey Technology and Applications for Drainage/Frontier Precision; Vegetation Establishment and Maintenance/MN DOT, Drainage Proceeding Happenings/Issue – Rinke Noonan; Slope and Soil Instability/Braun Intertec & Moore Eng. The next MADI meeting is scheduled for August.

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

- a. **Becker County MOA**. Kyle Vareberg, Becker County Zoning met with Commissioner Okeson and Interim County Administrator Carrie Smith and sent some guidance for the draft MOA to Attorney Croaker.
- b. **Moore Engineering Master Service Agreement** – The Master Service Agreement between the Pelican River Watershed District and Moore Engineering has been reviewed by Attorney Croaker. The Master Service agreement and Tasks 1 and Tasks 2 will be on the April meeting agenda for board approval.
- c. **Rules Revision - Workshop #1** – Garrett Monson (Moore Engineering) presented the first workshop outlining the rules revision process goals on March 29, 2024. The second workshop will be held April 17, 2024, immediately following the Regular Meeting. The topic will be general watershed background and science.
- d. **Shared 1W1P Technician** – Utech has been following up on closing out past permits with site visits and photos of the completed projects. He is also shadowing Kemper on shoreline visits. Currently working on setting up a re-occurring meetings with Becker SWCD and Cormorant WD to coordinate efforts for shoreline work and cost share programs.

**4. HABITAT PROTECTION AND MANAGEMENT**

- a. **River/Stream Connectivity – Barriers to Fish Movement.**  
Little Floyd Lake Structure Modification Project. Nothing further to report from last month’s meeting.
- b. **Aquatic Invasive Species Prevention and Management.** CLP treatments will occur based upon favorable weather conditions in the May 8<sup>th</sup> – 17<sup>th</sup> timeframe. We will post updates on our website, Facebook, radio. We are working closely with MN DNR, Mankato State, and PLM to coordinate research, pre-treatment surveys, and treatments.

**DISTRICT ADMINISTRATOR'S MONTHLY REPORT**  
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- c. **AIS Research Study Proposal – CLP Flumioxazin Herbicide Treatments.** The Mankato State University agreement has been signed (completed 3/22/2024). Research work will start May 6<sup>th</sup> timeframe.

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

- a. **Local Media/Mailings.** Guetter and Kemper were interviewed on April 11<sup>th</sup> by Valley News for a TV segment on the sand ridges on area lakes.

**Hodge Podge Radio – Gina and Shanna were on Hodge March 21.**

- i. Discussed low lake levels and potentially high in-lake vegetation growth due to the limited snow cover.
- ii. CLP Research Project
- iii. Reviewed Grant opportunities for schools and homeowners.
- iv. Social media – LIKE our Facebook and Instagram sites!

- b. **Social Media Posts (Facebook & Instagram) – Facebook Followers – 171, Instagram Followers - 7**

Date	Description	Engagement
3/15/2024	Shared Becker Co Museum Pollination Investigation Camp offering.	0 likes, 0 comments, 0 shares
3/15/2024	Posted Little Floyd Lake Rock Arch Rapids RFP	0 likes, 0 comments, 1 share
3/15/2024	Shared Friends of Tamarac Charitable Pint Night	1 likes, 0 comments, 0 shares
3/19/2024	Shared DL Online story about early ice out record breaking.	0 likes, 0 comments, 0 shares
3/19/2024	Shared Lake Detroiters Detroit Ice Out History	0 likes, 0 comments, 0 shares
3/20/2024	Share Annual Refuge Cleanup Day	0 likes, 0 comments, 0 shares
3/20/2024	Posted AIS Treatment Notification	0 likes, 0 comments, 0 shares
3/27/2024	Posted Approval of Annual Work Plan	1 like, 0 comments, 0 shares
4/2/2024	Posted BMP Cost Share Program Summary	5 likes, 1 comment, 1 share
4/3/2024	Shared DL Online story about Invasive Carp	0 likes, 0 comments, 0 shares

- c. **Conservation Education Meeting:**
  - i. **“No Child left Inside” Education Group** – Kemper and Bach attended a meeting on April 2 at the Becker Co Museum. Mike Swan, former White Earth Natural Resources Director, spoke about the intersection of Indigenous Culture, Science, Education, and Conservation.
- d. **Lake Handouts-** Work continues on lake association handouts for Detroit/Curfman, Sallie/Melissa, Floyds, and Long Lakes. We have contacted lake association heads about AIS treatments and distributed a 1-page flyer summarizing some upcoming activity to be included in their spring newsletters.
- e. **Lake Association Newsletter Page** – A newsletter insert for Lake Associations was distributed to presidents for inclusion in spring correspondence (attached).
- f. **Ice Damage Flyer** – A flyer summarizing permitting requirements and information about ice damage was developed and distributed to lake associations, contractors, Becker County Zoning and Detroit Lakes Planning. (attached)
- g. **Tree Service Reminders** – Working on a flyer to remind tree service companies of the rules for tree removal in the SIZ.
- h. **Summer Fishing League Coaches** – PRWD staff will attend tournaments as available to help. Board Managers are welcome to come and meet some fisher-teens, too!
  - i. Local Lake Tournament Dates:
    1. 5/14 – Lake Sallie
    2. 6/8 – Big Detroit Walleye Tournament
    3. 6/11 – Big Detroit Tournament
    4. 8/6 – Lake Melissa

DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
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- i. Grant Programs:
  - i. Education Dollars
    - 1. Cost Share Program: Budget - \$15,000, Remaining unencumbered: \$11,059.50
      - a. Approved to date: Becker County Museum (\$3000) pending
      - b. Paid out: Becker County Museum (approved FY23) - \$940.50
- j. **Shoreline Landscaping Education Class** – Shanna is working with a few landscapers to develop a landscaping seminar / class for summer. She has been in contact with Becky Mitchel at the Museum and Lance Akers of Natures One Design for potential partnership.
- k. **Ottertail 1W1P Education and Outreach Group** – See 1W1P Section.

**6. DISTRICT OPERATIONS/ADMINISTRATION**

- e. **Storage Building at Dunton Park** – Staff will continue dialogue with County staff and explore options this summer.
- f. **2023 Annual Report** – The report will reviewed for approval at the May meeting.
- g. **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.
- h. **Gathering Partners** – UofM Extension. A summary of the events for the Gathering Partners meeting (May 17-19, 2024, at Fair Hills Resort) was sent to the Board Managers. PRWD staff will host a tour of the Rice Lake Phase I project site and the Highway 10 Overlook. This will be followed by a trip to the Detroit Lakes Wastewater Treatment Plant for a tour by Rob Bredeson of the City.
- i. **Quarter 1 2024** – Quarterly financial documentation (IRS 941, MN Department of Revenue filings, MN unemployment filings) are complete and ready for treasurer signature.

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

- a. **1W1P Grant – Feasibility Study West Area (“Willow Pond”) Stormwater Treatment** –Study started by Stantec Engineering. No further updates.
- b. **OTW TAC Committee** (Guetter). The next TAC is on May 9<sup>th</sup> at 1:00 pm.
- c. **OTW Education/Outreach Committee** – Gina and Shanna attended the first meeting of the OTW Education and Outreach Committee on March 18, 2024. Representatives from BCSWCD, CLWD, East Ottertail SWCD, & Wadena SWCD were present. The first meeting consisted of sharing what each group does for Education and Outreach and setting some goals for collaborative projects. Initial projects included a pontoon tour of a lake in each county to highlight healthy shoreline practices followed by an education session at a local bar/brewery and production of a new lakeshore education handout. Staff met with Claire from Becker County Soil & Water to update our shoreline booklet for use in the entire OT 1W1P area.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
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DATA COLLECTION AND MONITORING PROGRAM

Lakes and Streams – Kemper is now preparing materials and equipment for the 2024 Monitoring Season.

Weather

March 2024 Temperatures

What a month! Completely different weather patterns prevailed for the first half versus the second half of the month. Warm and dry the first half, followed by cool and wet the second half. Overall, most climate stations will report a mean monthly temperature that ranges from 2°F to 5°F above normal.

During the first half of the month temperatures averaged 10°F to 14°F above normal, while 196 daily maximum temperature records were set or tied, along with 34 warm daily minimum temperature records within the state climate network. Many climate stations reported daytime highs from the upper 50s to low 70s F and there were reports of many ice-out dates on area lakes. Conversely, during the second half of March temperatures averaged 5°F to 8°F colder than normal, though no new daily cold temperature records were set.

The March temperatures for Detroit Lakes were warmer than average the first half of the month with the exception of 3 days. The second half of the month remained below the historic average. Detroit Lakes reported 13 days well above the historical average and 18 days below the historic average.

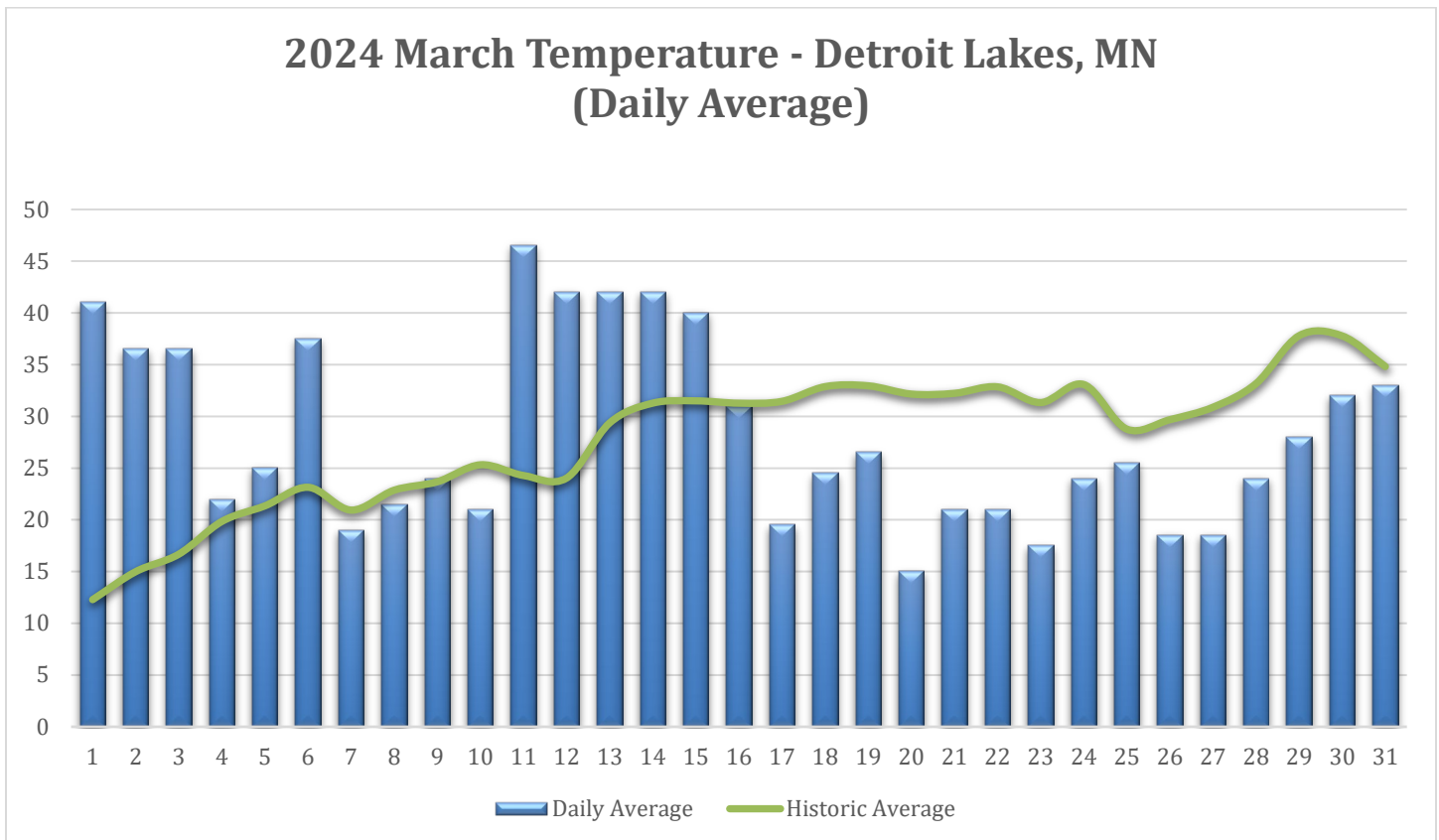
Hottest Day: 66°F, March 11<sup>th</sup>

Daily average High for Detroit lakes: 37°F

Coldest Day: 7°F, March 20<sup>th</sup> & 23<sup>rd</sup>

Monthly average temperature: 28°F

Daily average low temperatures: 19°F

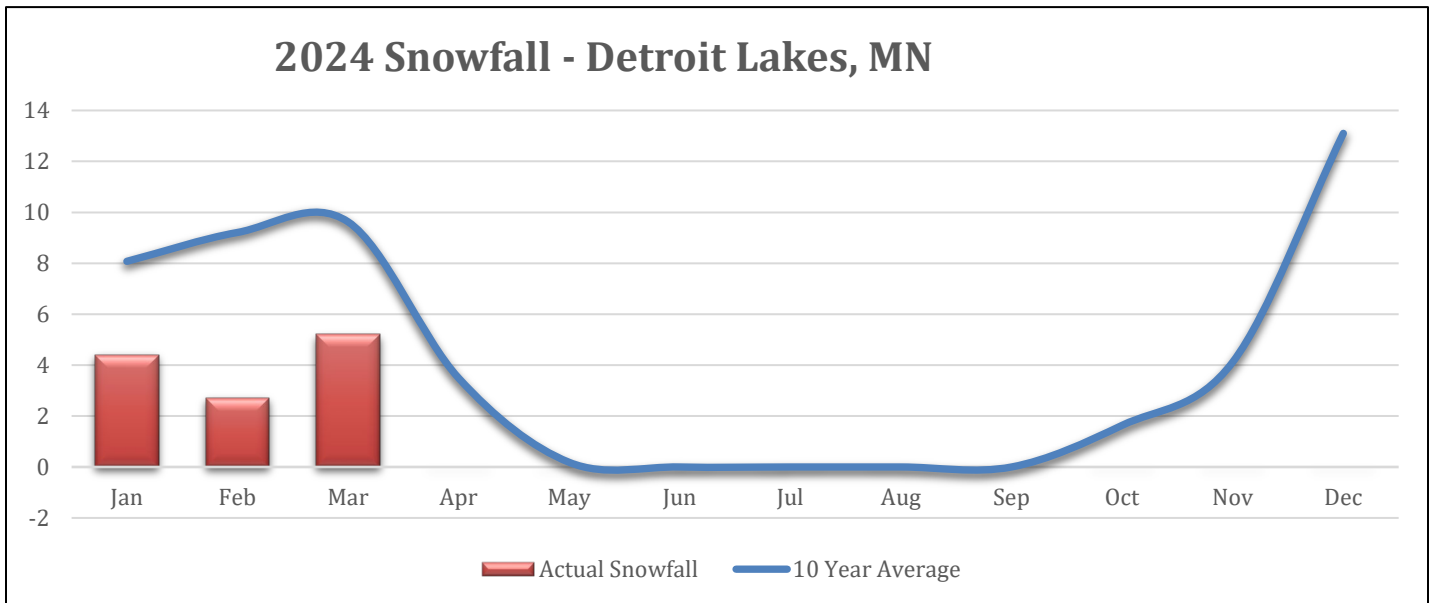
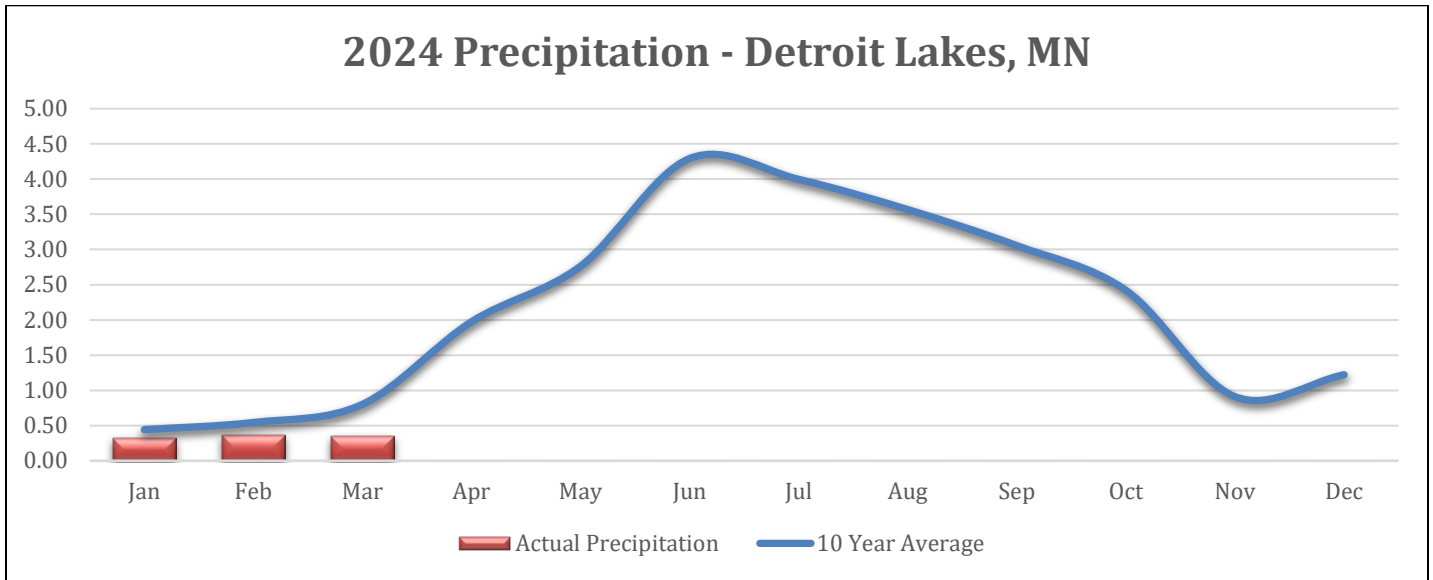


DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
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**March 2024 Rainfall / Snowfall**

Moisture-wise, the first half of March was very dry, with many climate stations reporting zero precipitation and drought worsening in the state. The second half of the month brought measurable precipitation on several days, especially with back-to-back winter storms during March 21-27. Except for portions of northwestern and north-central Minnesota, most climate stations will report monthly precipitation between 1.50 and 2.50 inches. A few places will report over 3 inches. For monthly total snowfall most observers report between 6 inches and 16 inches.

In Detroit Lakes the total rainfall was 0.35 inches which is 0.45 inches less than the 10-year average of 0.80 inches. Most of the rain fell between the 22<sup>nd</sup> and the 27<sup>th</sup> (0.20 inches). We received a total of 5.20 inches of snow, which is down 4.43 inches from the 10-year average (9.63 inches).

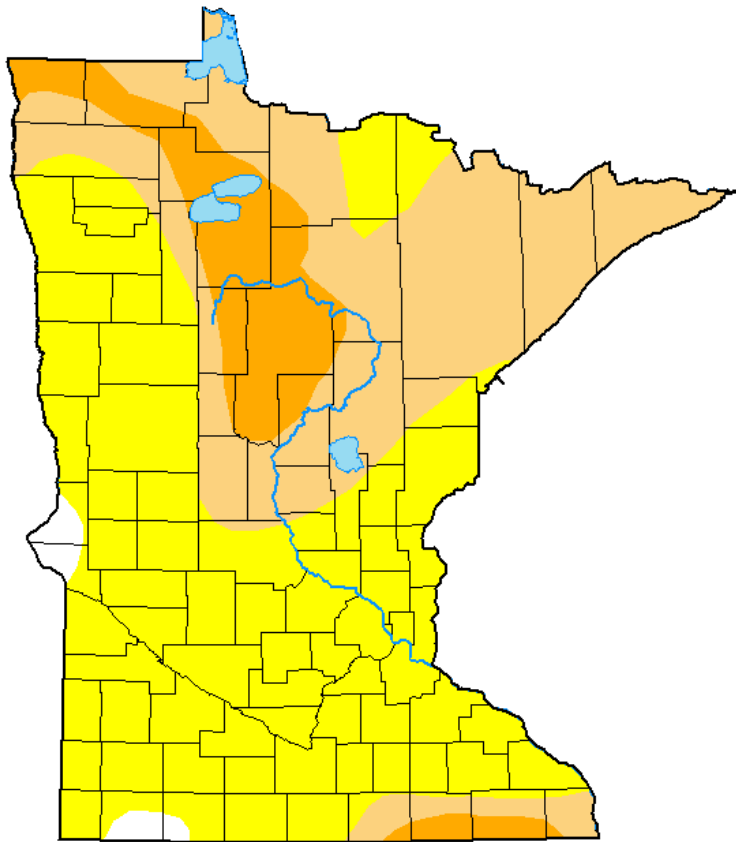


DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
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This was much needed for most of the Minnesota landscape, helping to alleviate the drought condition, especially in the southern half of the state. Areas of Moderate to Severe Drought which were nearly 75 percent in the state last week were reduced to just 43 percent this week. The only major agricultural area of the state that missed out on the extra heavy precipitation was the Red River Valley in northwestern Minnesota.

**U.S. Drought Monitor  
Minnesota**

**March 26, 2024**  
*(Released Thursday, Mar. 28, 2024)*  
Valid 8 a.m. EDT



*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	1.38	98.62	43.37	11.43	0.00	0.00
<b>Last Week</b> <small>03-19-2024</small>	0.52	99.48	74.74	12.42	0.25	0.00
<b>3 Months Ago</b> <small>12-26-2023</small>	14.82	85.18	40.24	12.42	0.25	0.00
<b>Start of Calendar Year</b> <small>01-02-2024</small>	14.82	85.18	40.24	12.42	0.25	0.00
<b>Start of Water Year</b> <small>09-26-2023</small>	0.00	100.00	82.65	46.65	8.03	0.00
<b>One Year Ago</b> <small>03-28-2023</small>	58.59	41.41	12.86	0.00	0.00	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:

Brad Rippey  
U. S. Department of Agriculture



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

# PELICAN RIVER

watershed district

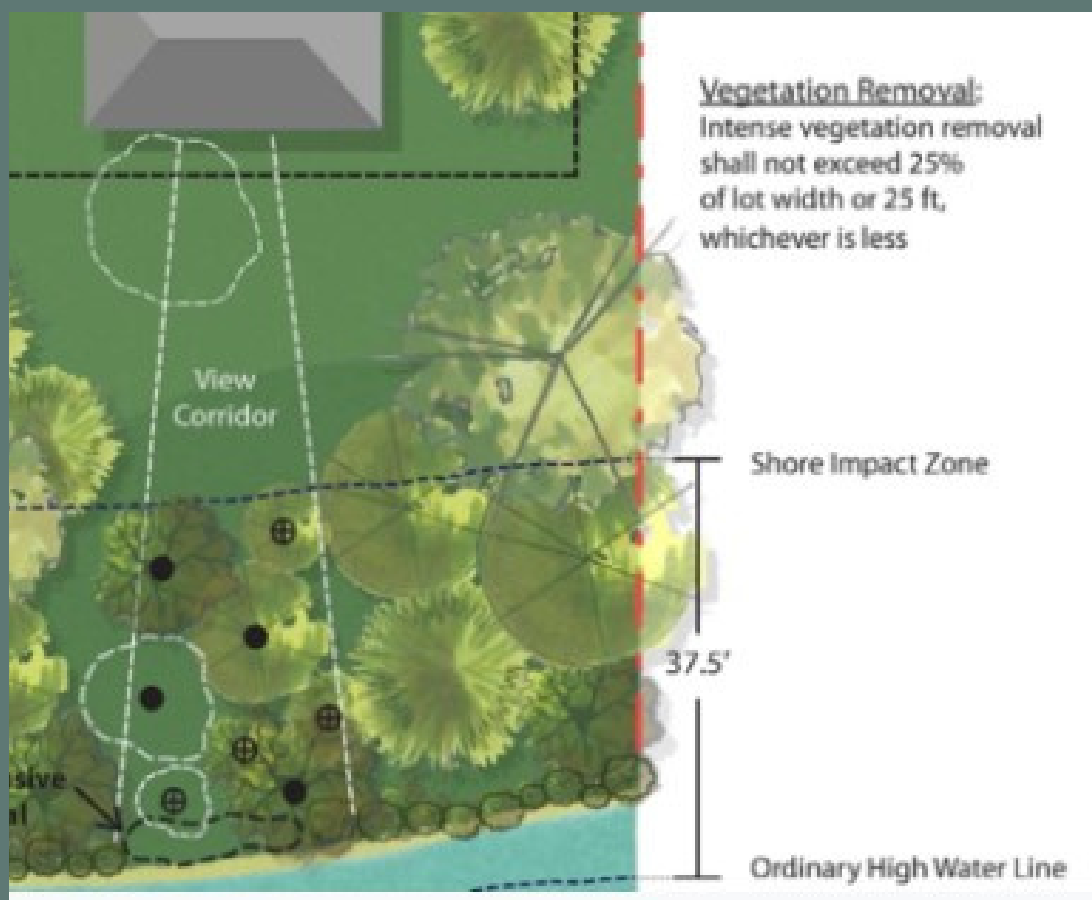
## AQUATIC INVASIVE SPECIES TREATMENTS

With our snowless winter, we are expecting denser growth of Curly-leaf Pondweed this summer. PRWD has scheduled AIS treatment on Muskrat, Big and Little Detroit, Curfman, North Floyd, Sallie and Melissa.

For more information on our treatments and maps of treatment locations see our website:

<https://prwd.org/resources/public-notice-ais-treatments/>

We are excited to announce that this summer PRWD is partnering with Minnesota State University Mankato on a research project to investigate new methods for treating Curly-leaf Pondweed in Minnesota lakes. Staff is hopeful that this will give us another tool in the toolbox for fighting AIS in our lakes.



## PERMITS

As you dream of your yard improvements this summer, don't forget your city, county, and/or watershed permits. If you're planning on doing any work in the Shore Impact Zone, give us a call and our staff will be happy to walk you through PRWD's permit process. We can give you ideas to make your shore functional, beautiful and healthy!

We will also chip in up to \$1000 to offset the costs of native plantings or tree placement on your shore as part of our Best Management Practices Cost Share program.

For more info on PRWD's permits see: <https://prwd.org/permits/>

For more info on PRWD's Cost Share Program see: <https://prwd.org/resources/watershed-stewardship-grants/>

## LAKE AND STREAM MONITORING

PRWD is happy to welcome our summer interns Sheldon and Jon to our staff. These two will be out around the district performing water quality testing.

- Water Chemistry and Clarity
  - Big Floyd
  - North Floyd
  - Little Floyd
  - Big Detroit
  - Little Detroit
  - Long
  - Saint Clair
  - Sallie
  - Melissa
  - Abbey
  - Johnson
- Vegetation Survey
  - Big Detroit
  - Little Detroit
  - Curfman
- Shoreline Survey
  - Long
  - Pearl
  - Munson

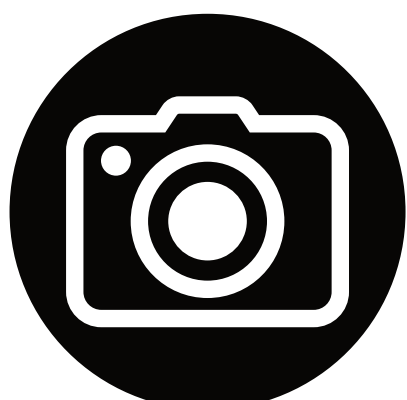
If you see us on the lake, give a wave and a thank you. Those interns work hard in the summer to make sure our lakes and streams are ready for the next generation of lake life!



WWW.PRWD.ORG

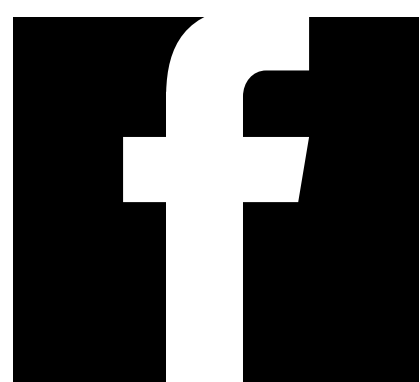
(218) 846-0436

PRWDINFO@ARVIG.NET



Instagram

@pelicanriverwatershed



Find us on Facebook

Pelican River Watershed District

## CHECK US OUT ONLINE!

We are so much more than permits and sampling. Did you know:

- We are in the middle of a \$1.5 million capital improvement project that will significantly decrease legacy phosphorus contamination in Detroit Lake and down stream.
- We have a grant to restore miles of stream banks on Campbell Creek that will reduce sediment and nutrient contamination in Floyd lake.
- We are working to replace the 1930's weir at the Little Floyd Lake Outlet with a state of the art fish passage to improve the safety and habitat in the northern district.

To keep up with our projects, check out the 'Our Work' section of our website OR follow us on Facebook and Instagram.

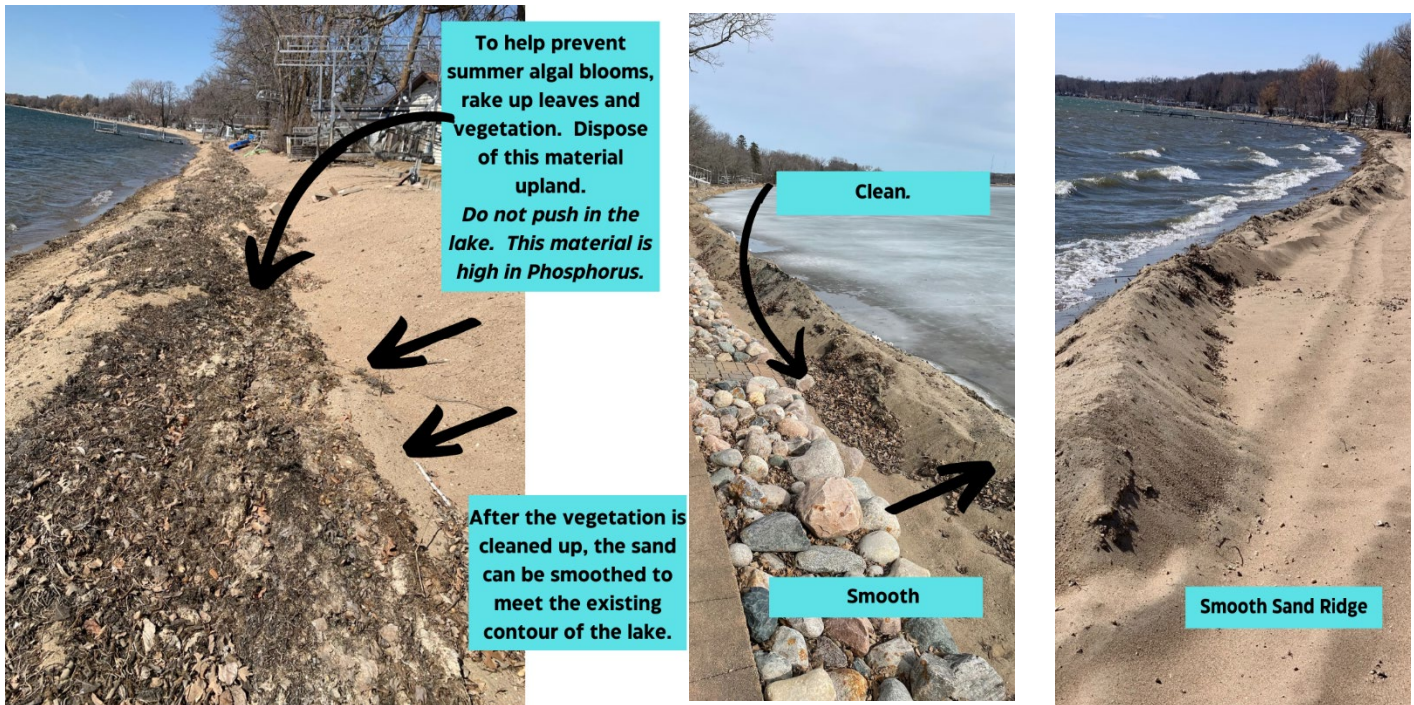


## What should homeowners do about ice effects to their shoreline?

The combination of low water levels and ice movement has caused lake bottom sediments to be piled up near the shoreline. Because of this unique situation, landowners will not be required to obtain a permit for the spring of 2024 for beaches that resemble the pictures below.

### You DO NOT Need A Permit IF:

The sand and/or aquatic vegetation has been pushed onto the beach area, but it does not impact the shoreline (riprap or grade).



**Unsure if your shore falls under the stipulations above?**

**Snap a picture that includes the lake and the shore. Send it to [prwdpermit@arvig.net](mailto:prwdpermit@arvig.net). Our permit staff will have a look and let you know what your next steps should be.**

### How to Fix:

1. Clean up any vegetation on the surface of the sand.
2. Grade the sand or gravel to conform to the original cross section and alignment of the lakebed.

*Natural ice-ridges are normal and important features of the shoreline of lakes; they serve as a component of the shoreline habitat for birds, and other animals and plants. They also help to prevent shoreline runoff from reaching the lake. In other words, ice-ridges are good, and should be preserved whenever possible.*

## Permits are Required for the following Shoreline Actions

- Shoreline alterations (installation, repair or replacement of riprap or other shoreline erosion management practices)
- Vegetation alterations (shoreline buffers; trees, shrubs, ground cover alterations, landscaping)
- Pre-existing Ice Pressure Ridge repairs
- New beach or perched sand blanket installation
- Structures, Impervious surfaces (sidewalks, lake access paths, stairs, landings, accessory structures)
- Retaining walls (installation, repair, or replacement within in Shore Impact or Bluff Impact Zones)
- Land Alterations (landscaping projects, grade changes, fill placement)



## For Ice Damage Repair Permits the following is required.

- The work is related to ice activity occurring during the previous winter.
- A ridge of no less than eight inches is maintained parallel to the shore or ice ridge repaired to previous height (whichever is higher). The 8-inch difference shall be measured between the ridge top and 3 feet landward of the ridge.
- All ice ridge material that is composed of sand or gravel is removed as provided above or graded to conform to the original cross-section and alignment of the lakebed; the work will restore or maintain the original pressure ridge elevation as the topography/condition allows.
- If more than 200 feet of shoreline is affected, a MN DNR permit is required.
- All exposed areas are immediately stabilized as needed to prevent erosion and sedimentation.

**CALL US! EMAIL US! STOP BY AND VISIT!**

**211 Holmes Street West – Wells Fargo Building – Suite 201, Detroit Lakes, MN 56501**

**218-846-0436 – [prwdpermit@arvig.net](mailto:prwdpermit@arvig.net)  
[www.prwd.org](http://www.prwd.org)**

## PERMITS ISSUED

No.	Name/Address	Description
24-03	<b>Danielson, Wallace &amp; Renee</b> 685 South Shore Drive, Detroit Lakes	Impervious Surface – Stormwater mitigation for 29.09%. Addition of three season porch 16 feet x 14 feet. Mitigate for 4.921 ft <sup>2</sup> with installation of raingardens.
24-04	<b>Roberts, Jeff</b> 26587 Paradise Point Rd, Detroit Lakes	Near shore alteration - Removal of existing retaining wall and dead tree. Regrade shoreline, addition of riprap and native plantings, installation of edgerblock behind sand blanket, and installation of lake access pathway and steps.
24-05	<b>Smoley, Chad</b> 13281 West Lake Sallie Drive, Detroit Lakes	Near shore alteration – Removal of trees in the shore impact zone. Planting of eight native species trees in the shore impact zone.
24-06	<b>Reski, Kevin &amp; Joy</b> 1559 East Shore Drive, Detroit Lakes	Impervious Surface – Stormwater mitigation for 25.75%. Construction of a 92 foot x 40 food shed. Mitigate for 7340 ft <sup>2</sup> with installation of two 10 foot x 92 food rock/raingardens.
24-07	<b>Zorbas – Hanzon Properties</b> 402 West Lake Drive, Detroit Lakes	Stormwater Management: Commercial >25% Impervious Surface – Construction of covered seating area. Installation of infiltration areas beneath the new deck. Plan approved by Moore Engineering 3/28/2024.
24-08	<b>Pelican River Watershed District</b> 27368 Little Floyd Lake Road, Detroit Lakes	Near shore alteration & changes to Waters of the State – Little Floyd Lake Rock Arch Rapids Installation. Modification of existing DNR outlet structure. Plan approved by Houston Engineering.
24-09	<b>Karen Blum</b> 404 South Shore Drive, Detroit Lakes, MN	Near shore alteration – Ice damage repair. Regrade damaged shoreline and riprap repair.
24-10	<b>Sunderland, Derek &amp; Tammy</b> 512 S Shore Drive, Detroit Lakes	Near shore alteration - Regrade damaged shoreline and riprap installation. Impervious Surface – Stormwater mitigation for 26.99%. Impervious surface decrease from existing 31% to 26.99%. Mitigate for 5879 ft <sup>2</sup> with installation of raingardens and drain basins.
24-11	<b>Willhelm Schaleben Family Trust</b> 939 N Shore Drive, Detroit Lakes	Near shore alteration – Ice damage repair. Regrade damaged shoreline and riprap repair.

## PERMITS APPLICATIONS PENDING

- **Soo Pass Ranch** – Residential > 10,000 ft<sup>2</sup> – Subdivision – Changes to infrastructure - Development of Lake Sallie Bluff on Lake Sallie. Project will include grading, road construction, 16 residential homes, multi-unit storage buildings, and stormwater management. Initial review by Moore Engineering will be sent to Apex Engineering with conditions on 4/11/2024.

## PERMIT APPLICATIONS EXPECTED

- Brad Wimmer – Impervious Surface
- Detroit Lakes Country Club – Impervious Surface – Golf cart storage shed.

## MEETING COMMENTS

- **City of Detroit Lakes – City Council**
  - March 12<sup>th</sup> Meeting – No comment
  - April 9<sup>th</sup> Meeting – No comment
- **City of Detroit Lakes – Planning Commission**
  - April 25<sup>th</sup> Meeting – comment will be sent on Brad Wimmer property
- **City of Detroit Lakes – Development Authority**
  - March 26<sup>th</sup> Meeting – No comments
- **Becker County – Planning and Zoning**
  - March 27<sup>th</sup> Meeting –
    - Jay Boeddecker Trust – 13617 260<sup>th</sup> Ave, Detroit Lakes - Request for a conditional Use Permit for a Shoreland Multi-unit Development consisting of 10 unit. If approved, they would need to obtain a PRWD Stormwater Mitigation Permit.
- **Becker County – Board of Adjustment**
  - March 21<sup>st</sup> Meeting –
    - **John W. & Tracy L Alin (23797 County HWY22):**  
Update. The contractor contacted the office 4/11/2024, their impervious surface plans are now under 25%. However, due to their variance for the structure located in the SIZ they will need to obtain a permit for conducting work in the SIZ.
  - April 11<sup>th</sup> Meeting –
    - **Dana E & Rita K Tomlinson ( 24420 Riverside Rd Detroit Lakes - Request a variance to replace an existing home with a dwelling and attached garage to be located thirty-five (35) feet from the OHW due to setback issues. We recommend that all structures including decks and patios be constructed outside of the shore impact zone (setback 37.5 feet from the OHWL).**

**Pelican River Watershed Board of Managers**

Rev 04/10/2024

**2024**

**Calendar of Events**

Rules Revision Tasks in Green

January	
1/1/2024	PRWD Office Closed - New Years
1/15/2024	PRWD Office Closed - MLK day
1/17/2024	<b>08:30 AM Regular Board Meeting</b>
	Election of Officers
	Selection of Official Publication & Bank
	Selection of Attorney and Engineer/Firm
	Advertise for Summer Interns

April	
4/17/2024	<b>08:30 AM Regular Board Meeting</b>
4/17/2024	Workshop with Moore Engineering after Reg Meeting
4/19/2024	Deadline to notice District to "opt out" of treatments
	CLP Treatments April - early May

July	
7/4/2024	PRWD Office Closed - Independence Day
7/17/2024	<b>08:30 AM Regular Board Meeting</b>
	FR Treatments (late June/early July)
	Project Tours?
	Rules Revision Stakeholder meetings July/Aug (to be scheduled)

October	
10/16/2024	<b>08:30 AM Regular Board Meeting</b>
10/16/2024	Workshop with Moore Engineering after Reg Meeting
	MN WD Delegate Selection
	MW Resolutions - submit to MW
	Call office to book hotel rooms for MW Conference as soon as announcement is made
	Goal - Publish Draft Revised Rules

February	
2/5/2024	<b>09:00 Engineer and Legal Interviews</b>
2/6/2024	<b>09:00 Engineer and Legal Interviews</b>
2/19/2024	PRWD Office Closed - Presidents Day
2/22/2024	3:00 PM Brenda's Retirement Party
2/28/2024	<b>08:30 AM Facilitator Work Sessions</b>
2/28/2024	<b>12:30 PM Regular Board Meeting</b>
	Advertise for Summer Interns
	MW Legislation -review as needed

May	
5/15/2024	<b>08:30 AM Regular Board Meeting</b>
5/15/2024	Workshop with Moore Engineering after Reg Meeting
5/15/2024	Reservation/Registration MW Tour (June 25-27)
5/27/2024	PRWD Office Closed - Memorial Day
	Becker County Manager Appointments
	CLP Treatments April - early May

August	
8/7/2024	Becker County Fair/Booth in DNR Bldg (opens)
8/21/2024	<b>08:30 AM Regular Board Meeting</b>
8/21/2024	Review 2025 Preliminary Budget, Levy, Assessments, Fees
	FR Treatments #2 (by mid-August)
	MW Resolutions - identify any needs
	Rules Revision Stakeholder meetings July/Aug (to be scheduled)
	Project Tours?

November	
11/11/2024	PRWD Office Closed - Veterans Day
11/20/2024	<b>08:30 AM Regular Board Meeting</b>
	LMCIT Liability Resolution
11/28/2024	PRWD Office Closed - Thanksgiving
11/29/2024	PRWD Office Closed - Thanksgiving

March	
3/6/2024	MW Legislative/Day at Capitol
3/7/2024	MW Legislative/Day at Capitol
3/21/2024	<b>08:30 AM Regular Board Meeting</b>
3/29/2024	08:30 AM Special Board Meeting
	Annual Otter Tail Policy Committee Meeting
	CLP and FR public notice - Website, Newspaper, Lake Association groups

June	
6/19/2024	PRWD Office Closed - Juneteenth
6/20/2024	<b>Thursday 08:30 AM Regular Board Meeting</b>
6/20/2024	Workshop with Moore Engineering after Reg Meeting
6/25/2024	MW Summer Tour
6/26/2024	MW Summer Tour
6/27/2024	MW Summer Tour
	FR Treatments (late June/early July)

September	
9/2/2024	PRWD Office Closed - Labor Day
9/11/2024	<b>08:30 Public Hearing &amp; Regular Board Mtg</b>
	Workshop with Moore Engineering after Reg Meeting
9/11/2024	Approve Budget, Levys, Assessments, & Fees send to Auditors by 9/15
	MW Resolutions - identify any needs
	Project Tours?

December	
12/4/2024	MW - Annual Conference
12/5/2024	MW- Annual Conference
12/6/2024	MW- Annual Conference
12/18/2024	<b>08:30 AM Regular Board Meeting</b>
	Approve Final Budget, Levys, Assment and Fees send to Auditors after approval
12/25/2024	PRWD Office Closed - Christmas
	Goal - Compile and Address Rule Comments
	Goal - Review Final Rules and Set Public Hearing