

Regular Meeting Agenda

Date: Wednesday, October 23, 2024
Time: 08:30 AM
Location: Wells Fargo Building, Second Floor Meeting Room
211 Holmes St. West, Detroit Lakes MN

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. September 11, 2024 Public Hearing and Board Meeting Minutes
 - 2.2. September 25, 2024 – Special Meeting – Buck’s Mill Dam Modification Information
 - 2.3. September 25, 2024 – Special Meeting – Water Management Rules Information
 - 2.4. Administrator’s Report (including the Ditch Inspector’s Report)
3. Public Comment – May address the Board for up to 3 minutes per speaker.
4. **Rules/Permitting Report**
5. **Treasurer Report**
 - 5.1. Approve October 2024 Bills
 - 5.2. Approve October 2024 Fund Transfer
 - 5.3. January-September 2024 Revenue & Expense Report; Grants Received/Expended
6. **Grant Program Funding Requests**
 - 6.1. Best Management Practices (BMP) Applications
 - 6.2. Education Mini-Grants
 - 6.2.1. Roosevelt 4th Grade Field Trip Supplies – Kellie Wolf - \$475.00
7. **Unfinished Business – none.**
8. **New Business**
 - 8.1. **Moore Engineering Task Order TO6 – Buck’s Mill Dam Modification Outreach Plan.**
 - 8.2. **Stantec Engineering Contract Modification – Campbell Creek – Engineers Report.**
 - 8.3. **OT 1W1P Conservation Practice Assistance – Detroit Lakes Public Library**
 - 8.4. **Draft Water Management Rules Review – Moore Engineering**
9. **Discussion Items**
10. **Reports**
 - 10.1. Attorney – Lukas Croaker
 - 10.2. Engineer – Moore Engineering
11. **Upcoming meetings and events**
 - 11.1. November 20, 2024 at 08:30 AM - Regular Board Meeting
 - 11.2. December 4-6, 2024 – Minnesota Watersheds Annual Conference

12:30 PM Adjournment

A Zoom link request may be made by contacting the office by 3:30 PM on 10/22/2024 at 218-846-0436 or by emailing prwdinfo@arvig.net

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

**Public Hearing on 2025 Budgets,
Levies/Assessments and Fees
Followed by the Regular Meeting Minutes**



Date:	Wednesday, September 11, 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)
Managers Absent:	Orrin Okeson, Chris Jasken
Staff:	Administrator Guetter, Water Resource Coordinator Kemper, Office Coordinator Bach, Shoreland Tech Utecht
Consultants	Lukas Croaker (Ohnstad Twichell), Garrett Monson (Moore Engineering), Chad Engles (Moore Engineering)
Others:	John Okeson (Becker County Commissioner), Birch Burdick (Melissa-Sallie Lake Improvement Association), Jim Bond (Melissa-Sallie Lake Improvement Association), Rob Bredeson (City of Detroit Lakes), Dr. Nick Kludt (MN DNR Fisheries)

Call to Order – The Public Hearing on the 2025 Preliminary Budgets, Levies/Assessments and Fees and the Regular Managers’ meeting was called to order by President Michaelson at 08:31 AM.

1. Consider Agenda Additions & Approve Agenda.
Agenda Order Change- Item 10.1 Bucks Mill will be moved up prior to item 5 at the request of Dr. Nick Kludt – MN DNR.
Motion to approve the September 11, 2024 Meeting Agenda with the change in business order (Charles Jasken, Krall), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None, Absent: Okeson, Chris Jasken. Motion carried.
2. Public Hearing - 2025 Preliminary Budgets, Levies/Assessments and Fees
The Public Hearing was opened. Upon hearing no comments from the public, the hearing was closed.
3. Approve 2025 Preliminary Budgets, Levies/Assessments and Fees
Motion to approve 2025 Preliminary Levies, Assessments, and Fees for District Funds – Exhibit A (attached hereto) (Charles Jasken, Hansen), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carried.

Motion to approve 2025 Preliminary Budgets for District Funds - Exhibit B (attached hereto). (Hansen, Kral), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carried.

The approved 2025 Preliminary budgets and Levies, Assessments and Fees for District funds will be sent to Becker and Otter Tail County Auditor’s office.

**Public Hearing on 2025 Budgets,
Levies/Assessments and Fees
Followed by the Regular Meeting – Minutes – September 11, 2024**

4. Approve Consent Agenda
Motion to approve the Consent Agenda including the August 2024, Board Meeting Minutes and the September 2024 Administrator’s Report (Kral, Hansen), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carried.
5. Public Comment
No comments from public.
6. Rules/Permitting Report. Kemper reviewed the Rules Report with the Managers and gave an update on current violations. Manager Hansen thanked Engineer Engles for his assistance on the Leighton project.
7. Treasurer Report
 - 7.1. Approve September 2024 Bills
Treasurer Hansen reviewed the bills. **Motion to approve September 2024 Claims (Checks 15283-15293, EFT2523-EFT2524, EFT2531- EFT2538- EFT2550) in the amount of \$24,973.26 (attached hereto), (Hansen, Charles Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carried.**
 - 7.2. Approve September 2024 Fund Transfer
Motion to approve the September 2024 Fund Transfer from Savings to Checking in the amount of \$60,000. (Hansen, Charles Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carried.
 - 7.3. Approve January-August 2024 Revenue & Expense Report
Treasurer Hansen reviewed the report. **Motion to approve the January-August 2024 Revenue & Expense Report. (Hansen, Charles Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carried.**
8. Grant Program Funding Requests
 - 8.1. District BMP Cost Share Program
 - 8.1.1. Pleasant View Apartments – 1111 Washington Ave, Detroit Lakes – Raingarden.
Motion to approve District BMP Cost Share Application Pleasant View Apartments – 1111 Washington Ave, Detroit Lakes for up to \$2,000 reimbursement for raingarden plantings (attached hereto) (Olson, Kral), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carried.
 - 8.2. District Education Mini-Grants – no applications received, however an application for Sucker Creek science materials is expected.
9. Unfinished Business
Ordinary High-Water Level Markers for District Lakes. Moore Engineering was directed to develop a Task Order/cost estimate to establish permanent OHWL markers on main district lakes.

Public Hearing on 2025 Budgets, Levies/Assessments and Fees Followed by the Regular Meeting – Minutes – September 11, 2024

10. New Business

10.1. Moore Engineering Task Order TO4 – Buck’s Mill Dam Project.

Dr. Nick Kludt, MN DNR informed the Managers, that the project is funded by several grant sources and clarified the MN DNR is not requesting PRWD local funds for this project. If additional funds are needed to complete the construction, MN DNR will secure the needed funds. Kludt also stressed the project is a dam modification - not a replacement and the water *runout* elevation and function of the existing dam will not change after the project is built. Due to the timeline dictated by the funding sources, the project grant agreements were executed in August, closely followed by Moore Engineering drafting the project task order in coordination with MN DNR. Given the high profile of this project, the Managers conveyed the importance of providing a public engagement opportunity in the early phase of the project. It was acknowledged a majority of the upstream seasonal lake residents (Sallie, Melissa) will be leaving the area within the next few weeks and not return back to the area until the April/May 2025 timeframe. To address this short window of opportunity, a special meeting will be scheduled within the next couple of weeks to present and clarify the project goals and timeline and to provide a public engagement opportunity for comments and feedback. District staff will continue to coordinate with the lake association to provide project updates. Project information can be found on the District’s website <https://prwd.org/project/bucks-mill-dam-modification/>

Garrett Monson from Moore Engineering reviewed the Buck’s Mil Project - Task Order #4 with the Managers. The task order outlines the specific services for the Buck’s Mill Project. Engineer Monson noted the task order was developed in coordination with the MN DNR project partners.

The project will be broken into two phases.

Phase 1 – Project Development including project management (public engagement, procedural oversight, partner coordination), field surveys, Engineer’s report (hydraulic study, preliminary design plans, geotechnical and environmental considerations), Environmental Assessment Worksheet (EAW), permitting plan, funding, right of way considerations, cost estimates, 103 D public hearing support.

Phase 2 – Project execution including project management, final design and construction documents, permit acquisition, advertisement and bidding, and construction management. **Motion to approve Moore Engineering Task Order TO4 in the amount of \$495,000.00 – Buck’s Mill Dam Project (attached hereto) (Charles Jasken, Hansen), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Charles Jasken, Kral. NAYS: None. Absent: Okeson, Chris Jasken. Motion carries unanimously.**

10.2. Moore Engineering Task Order #5 - GIS Services for Internal and Public Viewers.

Engineer Monson reviewed Task Order #5 - GIS Services for Internal and Public Viewers which builds upon the completed FEMA flood mapping project. **Motion to approve Moore Engineering Task Order TO5 in the amount of \$10,500.00 – GIS Services for Internal and Public Viewers (attached hereto), (Charles Jasken, Olson), Roll Call Vote: AYES: Michaelson, Olson, Charles Jasken, Kral. NAYS: Hansen. Absent: Okeson, Chris Jasken. Motion carried.**

**Public Hearing on 2025 Budgets,
Levies/Assessments and Fees
Followed by the Regular Meeting – Minutes – September 11, 2024**

10.3. Draft Water Management Rules Review,

Engineer Monson provided an overview of the technical aspects of the Rules, with definitions, application procedures, and other sections currently under development. Attorney Croaker noted he will also be reviewing the draft prior to dissemination to Managers. The tentative schedule for upcoming meetings was announced with a public information meeting to be held on September 25, 2024 and tentatively on October 22 with two meetings – (1) engineers & contactors and with (2) government agencies.

11. Discussion Items

General discussion regarding sites where unmanaged stormwater runoff is adversely impacting adjacent properties. It was clarified these sites did not meet the District Rule thresholds for requiring onsite stormwater management permits.

12. Reports

12.1. District Attorney – Lukas Croaker –Attorney Croaker continues to work with staff on violation issues and with Moore Engineering on the draft Rules. Brief discussion was held regarding the need to hold contactors more accountable, especially for repeated non-permitted activities conducted.

12.2. District Engineer – Chad Engles. In addition to the meeting items previously covered, Engineer Engles noted there are other examples in Otter Tail County of dam modification projects where the dam was not removed and rock arch rapids were installed as a ramp up to the dam to allow fish passage. Regarding public outreach/engagement, it was noted the Bucks Mill project grant funds have specific allowable project costs which preclude certain public outreach and engagement activities previously presented by Moore staff. An updated task order for public engagement/outreach activities will be developed and presented for Managers review/approval.

13. Upcoming meetings and events

- Special Meeting – Buck’s Mill Project Information Meeting – TBD in September.
- September 25, 2025 – Special Meeting – Rules Information meeting with public
- September 26, 2024 – Otter Tail 1W1P Policy Committee members -Project Bus Tour (Hansen - Alt)
- October 22, 2024 – Special Meeting - Rules Meeting with Public Agencies; Special Meeting -Rules Meeting with Engineers, and Contractors
- October 23, 2024 –Regular Managers’ Meeting, 8:30 AM
- November 20, 2024- Regular Managers’ Meeting, 8:30 AM
- December 4 – 6, MN Watersheds Annual Meeting, Grand View Lodge - Nisswa, MN

Adjournment – Motion to adjourn the regular meeting at 11:24 AM, (Michaelson, Charles Jasken) –carried unanimously.

Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved

Exhibit A
Pelican River Watershed District
2025 Preliminary BUDGET AND TAX RESOLUTIONS
September 11, 2024

A public hearing was advertised and held on September 11, 2024 and followed by the Board of Managers regular September meeting. The managers reviewed prior years 2022 through 2024 and the proposed 2025 budgets, levies, assessments and fees of the District's programs and projects. The managers have projected the 2025 program/project needs for the General, Stormwater Utility, DCM-01, LMP-01, Project 1B, Project 1C, and Drainage Systems 11-12, 13, and 14.

GENERAL FUND – The General fund levy is capped by statute at **\$500,000** and the District is entitled to levy an additional amount to pay for insurance in accordance with MS 466.06. The District expects to pay insurance premiums of **\$8,500** in 2025, based upon 2024 rates. The Managers have projected **\$258,500** is needed in 2025 to undertake the costs attributable to the General fund.

PROJECT LMP-01- The LMP-01 project was established on July 15, 2010 to undertake Aquatic Invasive Species (AIS) research, education, treatments, and management. The District is permitted to levy up to \$0.00798% of taxable market value for a period not to exceed 15 consecutive years in accordance with MS 103D.905, Subd.3. The Managers have projected **\$30,000** is required to undertake the project costs in 2025.

PROJECT DCM-01- The DCM-01 project was established on July 15, 2021 to conduct water quality monitoring and assessment, data collection, research, special studies, education, and public outreach activities. The District is permitted to levy up to \$0.00798% of taxable market value for a period not to exceed 15 consecutive years in accordance with MS 103D.905, Subd.3. The Managers have projected **\$90,000** is required to undertake the project costs in 2025.

STORMWATER UTILITY FUND- On February 16, 2000, the Stormwater Treatment Project (MS 103D.730) was established to implement water quality projects, programs, and capital improvement projects to provide recreational benefits, navigational benefits, and preservation and improvement of water quality within the District. The costs of the Stormwater Treatment Facility Project are funded by a district-wide Water Management District (MS 103D.729, MS 444.075, Subd. 2a). The Managers have projected the need of **\$305,000** in 2025 to undertake the project costs and have adopted the 2025 fee schedule, **with the minimum parcel amount of \$20.00 and the maximum parcel amount of \$65.00.**

PROJECT 1B- Project 1B was established on October 8, 1984 for control and management of aquatic vegetation in lakes Sallie and Melissa. The Managers have projected **\$30,000** is needed in 2025 to undertake the project maintenance costs.

PROJECT 1C-Project 1C was established on September 21, 1989 for the control of aquatic vegetation in Detroit and Curfman lakes. The Managers have projected **\$15,000** is needed in 2025 to undertake the project maintenance costs.

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

DITCH 13- Pelican River (Little Floyd Lake to Detroit Lake)
The Becker County Commissioners transferred the drainage authority to the Pelican River Watershed District in the late 1990's. The Managers have projected **\$20,000** is needed in 2025 to undertake the Ditch maintenance costs.

DITCH 14- St. Clair Lake area)
No Assessment

Motion to approve the 2025 Preliminary Levies, Assessments, and Fees of the Pelican River Watershed District.

Motion: Charlie Jasken **Second:** Phil Hansen

Roll Call Vote:

AYES: Michaelson, Olson, Hansen, Kral, Charles Jasken **NAYS:** None

Absent: Okeson, Chris Jasken

Motion Passed.

**Pelican River Watershed District
2025 Preliminary Budget**
September 11, 2024

	General	Utility Stormwater	LMP-01	DCM-01	1B (Sal & Mel)	1C (Detroit & Curfman)	Ditch 11-12	Ditch 13	Ditch 14
Income									
REVENUE	261,500.00	308,500.00	31,500.00	90,300.00	30,250.00	15,500.00	40.00	20,050.00	50.00
OTHER FINANCING SOURCES (USES)	57,000.00	-152,000.00	-12,000.00	19,000.00	-10,000.00	-10,000.00	-1,000.00	-1,000.00	-1,000.00
Total Income	318,500.00	156,500.00	19,500.00	109,300.00	20,250.00	5,500.00	-960.00	19,050.00	-950.00
Expense									
Incentive Programs		40,000.00							
CAPITAL OUTLAY			10,000.00						
Education & Outreach	4,500.00	10,000.00							
COUNTY DRAINAGE SYSTEM							1,500.00	4,000.00	4,000.00
PROGRAM ACTIVITIES									
OPERATING EXPENSE	72,000.00	50,500.00	34,150.00	50,000.00	25,000.00	25,000.00			
PAYROLL	315,000.00	9,600.00		4,000.00	600.00	600.00	200.00	1,500.00	200.00
CONTRACTED SERVICES	28,650.00	97,300.00			700.00	900.00			
Total Expense	420,150.00	288,500.00	44,150.00	105,000.00	26,300.00	26,500.00	1,700.00	5,500.00	4,200.00

FUND	2025 Preliminary Levies, Assessments, and Fees
General Fund Ad Valorum Levy	\$258,500
LMP-01 Fund Ad Valorum Levy	\$30,000
DCM-01 Fund Ad Valorum Levy	\$90,000
Utility - Stormwater Fees \$20/parcel Minimum ; \$65/Parcel maximum	approx. \$305,000
Project 1B Special Assessment	\$30,000
Project 1C Special Assessment	\$15,000
Drainage System 11-12	NONE
Drainage System 13	\$20,000
Drainage System 14	NONE

Motion to approve the 2025 Preliminary Budget of the Pelican River Watershed District

Motion: Phil Hansen Second: Dennis Kral

Roll Call Vote:

AYES: Michaelson, Olson, Hansen, Kral, Charles Jasken

NAYS: None

Absent: Okeson, Chris Jasken

Motion Passed.

Pelican River Watershed District
Claims Paid - September 2024

Payee	Date	Num	Amount
*Guetter, Tera	9/12/2024	EFT2536	\$ 75.00
*Kemper, Gina	9/12/2024	EFT2537	\$ 16.75
*McCoy, Sheldon	9/12/2024	EFT2538	\$ 13.96
Employee Expenses Total:			<u>\$ 105.71</u>
Bremer Bank	9/24/2024	EFT2550	\$ 23.50
Loffler Companies, Inc.	9/25/2024	EFT2549	\$ 176.91
Vendor Expenses - Autopay Total:			<u>\$ 200.41</u>
Lakes Computer, Inc.	9/23/2024	EFT2542	\$ 190.00
Ohnstad Twichell, P.C.	9/23/2024	EFT2543	\$ 4,205.00
RMB Environmental Labs, Inc.	9/23/2024	EFT2544	\$ 4,100.00
Wells Fargo-Office Lease	9/23/2024	EFT2545	\$ 1,338.57
Vendor Expenses - EFT Total:			<u>\$ 9,833.57</u>
Arvig	9/13/2024	15283	\$ 69.95
Bank of America	9/25/2024	15293	\$ 2,087.25
Becker County	9/13/2024	15285	\$ 11,617.00
Column Software PBC	9/13/2024	15286	\$ 61.18
County 6 Amoco & Bait	9/13/2024	15287	\$ 194.06
L & M Supply	9/13/2024	15288	\$ 36.97
Loffler	9/13/2024	15289	\$ 393.36
Office of MNIT Services	9/25/2024	15292	\$ 81.92
Premium Waters, Inc.	9/13/2024	15290	\$ 9.18
Verizon	9/13/2024	15291	\$ 229.89
Webber Family Motors	9/13/2024	15284	\$ 122.76
Vendor Expenses - Check Total:			<u>\$ 14,833.57</u>
Benefit Stipend	9/3/2024	EFT2523-EFT2524	\$ 2,864.60
Bi-Weekly	9/12/2024	EFT2531-EFT2535	\$ 5,108.30
Bi-Weekly	9/26/2024	EFT2539-EFT2541	\$ 4,812.82
Payroll Total:			<u>\$ 12,785.72</u>
Federal Tax	9/3/2024	EFT2523A	\$ 860.80
Federal Tax	9/12/2024	EFT2531A	\$ 1,930.78
Federal Tax	9/26/2024	EFT2539A	\$ 1,881.74
Minnesota Tax	9/30/2024	EFT2547	\$ 746.00
MSRS	9/30/2024	EFT2546	\$ 4,676.00
PERA	9/30/2024	EFT2548	\$ 2,606.16
Payroll Liabilities Total:			<u>\$ 12,701.48</u>
Bills Total:			\$ 24,973.26



Pelican River
CostShare
APPLICATION

PELICAN RIVER
watershed district

211 Holmes Street West, Suite 201
Detroit Lakes, MN 56501
(218) 846-0436
www.prwd.org

Landowner Information:

Name of Landowner(s): Housing & Redevelopment Authority of DL
Project Address: 1111 Washington Ave Parcel #: _____
Mailing Address (if different from above) same
Primary Phone: 218-847-7859 Secondary Phone: _____
Email: nicholeclhra@dnig.net
Nearest Lake or Stream: Detroit Lake

Project Type: RAINGARDEN, SHORELINE RESTORATION, NATIVE PLANTING RESTORATION, AND NATIVE BUFFERS

Project dates: Summer 2024
Estimated cost of Project: 12665 Estimated cost of plants and plant materials: 13,555
Give a 2-3 sentence summary of request: adding rain garden in the retainage pond, remove weeds and fill in and seed. And new plants under island and by sign.

Proposal Information: USE ADDITIONAL SHEETS AS NECESSARY

- Describe your property and past management of the land: updated parking lot ~~added~~ added a few year ago, retention pond doesn't drain well.
- Describe the issue to be addressed: well draining retention pond with added rain garden.
- Describe the project objectives and expected outcomes: pond that drains with added rain garden with native plants.



Pelican River
CostShare
APPLICATION

PELICAN RIVER
watershed district
211 Holmes Street West, Suite 201
Detroit Lakes, MN 56501
(218) 846-0436
www.prwd.org

Project *Details:*

1. Attach a project work plan with timeline. ✓
2. Attach a project budget and detailed plant list if available. ✓
3. Attach photos of the project site. ✓
4. How will the project be maintained (attach signed maintenance agreement)? ✓

Signed agreement

Public *Outreach:*

Would you allow a small sign to be placed near the project when complete?

Yes

Permitting:

Does this project require PRWD, City of Detroit Lakes, or Becker County Permit?

NO

AUTHORIZATION *Please Initial:*

NB I understand that it is District policy to only provide cost share assistance for Minnesota native plants (trees, seeding, plant plugs, shrubs) and erosion control and planting materials such as coir logs, erosion matting and blankets, mulch, and anything else deemed appropriate by the PRWD.

NB I understand that the District is not obligated to fund my project or portions of my project.

NB I understand that the District Board of Managers must approve all reimbursement payments pertaining to my project, and that the District is allowed 45 days to process a payment.

NB I understand that failure on my part to maintain the project for five years past the completion date may result in the District requiring all or a portion of my allotted cost share to be recovered, and it will be the District's discretion to determine the amount recovered.

Michelle Brown

Signature:

9/4/24

Date:

Pleasant View Apts
BMP Cost Share
1111 Washington Ave. DL

Rock & Water Creation

24908 230th st.

Detroit Lakes MN 56501

218 841 5782

Keith Heinlein

Proposal for Pleasant View Apartments

South East corner of the lot

- **Remove and dispose of old brush and debris from SE corner.**
- **Level out the existing area.**
- **Supply and install up to 12 yards of black dirt.**
- **Hydro seed the area.**
- **Hydro seed dirt areas that need touch up along the sidewalks.**

Total \$2,900.00

New Flower bed around the sign

- **Spray and kill grass around the sign.**
- **Supply and install approximately 40' bullet edgers the flower bed.**
- **Supply and install 3-4" of wood mulch to the new planting area.**
- **Supply and install new plants of bushes.**

Total \$2,000.00

Island Flower bed

- **Clean old flower bed saving the plants that are good.**
- **Dispose of the old plants and extra materials.**
- **Supply and install approximately 5 yards of wood mulch 3-4" deep.**
- **Supply and install new plants.**

Total \$2,900.00

Rain Garden

- **Dig out and dispose of old dirt in the detention pond.**
- **Supply and install new material that will absorb the water faster.**
- **Supply and install native plant plugs every 2sq'.**
- **Supply and install wood mulch to the rain garden.**
- **Black dirt and seed any disturbed areas**

Total \$5,755.00.

Notes

Proposal date is 5/7/2024.

Proposal is good for 15 days, to accept, sign and send back a copy with a down payment of \$6,000.00 Final payment is due upon completion.

Any excess material is property of Rock & Water Creations

Any questions please call Keith Heinlein at 218 841 5782

Michelle Brunstein

5/13/24

Rock & Water Creation
24908 230th st.
Detroit Lakes MN 56501
218 841 5782
Keith Heinlein

Finale landscape bill for Pleasant View Apartments

Original bid	\$13,555.00
Less down payment	\$6,000.00
Finale payment due	\$7,555.00

Notes

Bill date is 8/16/2024.



1111 Washington Ave

Pleasant View Apts.
BMP Cost Share 2024
Before Picture
\$ 914/2024



Pleasant View Apts 1111 Washington Ave

Bmp Cost Show 2024

Before Picture

9/4/2024



1111 Washington Ave

Pleasant View Apts
BMP Cost Show 2024
Before Picture
9/4/2024



Pelican River
Maintenance
P L A N

PELICAN RIVER
watershed district

211 Holmes Street West, Suite 201
Detroit Lakes, MN 56501
(218) 846-0436
www.prwd.org

Site Location: 1111 Washington Ave, Detroit Lakes, MN

Shoreline Buffers and Rain Gardens are designed to remove pollutants from stormwater runoff and reduce runoff volume through infiltration. Maintenance is required and is extremely important. Sediment and debris must be removed regularly to maintain correct function of your plants.

The property owner is responsible for completing inspections and conducting regular maintenance. At a minimum, rain gardens/shoreline buffers must be inspected in the spring and fall of each year, but a monthly inspection is recommended.

First Year Requirements:

WATERING New plants require 1" of water per week, if there is a lack of rainfall, watering will be necessary. New plants should receive .05" of water twice per week, but if conditions are extremely hot and dry, add another .05"/week.

WEEDING Check for weeds at least once every 2 weeks. Removing weeds by hand is recommended.

MULCH Mulch your plants as necessary throughout the season to prevent soil erosion and weed growth and to hold moisture in the soil.

DRAINAGE Check for sediment build-up, debris buildup and mulch flotation. Clean area to restore proper filtration.

2 - 5 Year Requirements:

CLEAN BUFFER / GARDEN
Remove any sediment, trash and debris.

REMOVE DEAD VEGETATION
Remove any dead vegetation, trim live vegetation if needed and remove weeds.

REPAIR Inlet erosion / damage. Inspect bottom of the buffer / garden and remove sediment. Repair erosion if needed.

LOOSEN, AERATE OR REPLACE
Soils to ensure water infiltrates must infiltrate within 48 hours.

SWEEP Paved surfaces draining to garden should be swept and kept free of sediment and debris.

MULCH Wood mulch replaced or added to keep 3" depth

REPLACE DEAD PLANTS
Replace dead plants / vegetation and water as needed.

Current Owner: Housing & Redevelopment Authority of DL

Agrees to comply with the above guidelines with inspections and maintenance for at least five (5) years. Records should include photos and a brief description of what needed to be done annually to maintain the Buffer/Garden such as plant or material replacement, adding mulch, etc.

Please submit photos and written report to the District office at prwdInfo@arvig.net by August 1st each year.

Nichelle Panish

Signature:

9/4/24

Date:

**SUGGESTED FORM OF
TASK ORDER**

This is Task Order No. 4,
consisting of 7 pages.

Task Order No. 4

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: Sept 11, 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
- e. Specific Project (description): Buck’s Mill Dam Project

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 prepare the project plan consisting of:

- An Engineer’s Report, and
- An Environmental Assessment Worksheet.

Furthermore, to advance District goals and ensure a successful project, Moore recommends:

- A public engagement plan, and
- Planning through project execution.

PROJECT OBJECTIVES:

The project is proposed to be completed in two phases:

- Phase 1 - Project Development
 - The intent of Phase 1 is to prepare the materials necessary to establish the project consistent with MS 103D.605 as well as identify regulatory and funding paths necessary to plan for construction. Additionally, a public engagement plan is proposed to effectively inform the public and provide opportunities of community involvement in project completion.
- Phase 2 - Project Execution.

The intent of Phase 2 is to progress from project establishment, through final design and permitting, and ultimately construction and project acceptance.

2. Services of Engineer

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

Phase 1 – Project Establishment

1. Project Management
 - a. Public Engagement Plan
 - b. Procedural Oversight
 - c. Partner coordination
2. Field Survey
 - a. Topographic survey of project area
 - i. Cross Sections of Pelican River
 - ii. Lake Melissa Outlet culvert
 - b. Drone survey for both orthometric data capture and photos/videos for public engagement
 - c. Bathymetric survey (Mill Pond near dam)
3. Engineer's Report containing:
 - a. General Project Overview
 - b. Concept Project Development including
 - i. Hydraulic study
 1. Study area to include Lake Melissa Outlet and Buck's Mill Dam to Buck Lake
 2. Hydrologic estimation of tributary flows using regression-based equations
 3. Hydraulic modeling of channel downstream of Buck's Mill Dam using 2-D RAS
 4. Modeling of Lake Melissa outlet using culvert assessment tool (HY-8, Culvert Master, etc.)
 - ii. Preliminary design of:
 1. Dam modification including:
 - a. Components above crest elevation,

Exhibit A – Engineer's Services

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Moore Project #24327.

- b. Upstream control section, and
 - c. Spillway conversion to Rock Riffle structures.
 - 2. Township Culvert and Road Modifications including:
 - a. Crossing sizing,
 - b. Invert modification, and
 - c. Road raise as needed.
 - iii. Geotechnical Considerations regarding slope stability and rock gradations.
 - iv. Early coordination with DNR staff to develop the alternative(s), plus three review meetings with DNR and other project partners at 30%, 60%, and 90% design completion.
 - c. Environmental Considerations – also for use in Environmental Assessment Worksheet
 - i. Wetland delineation and reporting
 - ii. Cultural Review (DNR to provide report)
 - iii. NHIS Query and Formal Review with MnDNR
 - iv. Climate Change, Air Quality, and Green House Gas Implications
 - d. Permitting Plan
 - i. WCA MN Joint Application/Wetland Replacement Plan (If WCA jurisdictional)
 - ii. USACE 404 Permitting Applications
 - 1. Dam Modification
 - 2. Township Culvert and Road Modifications
 - iii. MnDNR Dam Safety Permit Application
 - iv. MPCA Section 401 WQC Application
 - v. MPCA NPDES SWPPP
 - vi. PRWD Permit Applications
 - vii. Township
 - viii. Becker County
 - e. Funding Summary
 - f. Right Of Way Considerations
 - g. Cost Estimate
4. Environmental Assessment Worksheet (EAW)
5. 103D Public Hearing Support

Phase 2 – Project Execution

- 1. Project Management
 - a. Public Engagement
 - b. Partner Coordination
- 2. Final Design & Construction Documents
 - a. Dam Modification
 - b. Township Culvert and Road Modifications
- 3. Permit Acquisition

4. Project Advertisement & Bidding
5. Construction Management
 - a. Staking
 - b. Full-time On-Site Representative
 - c. Construction Meetings
 - d. As-built survey
 - e. Record Drawings
 - f. Progress (2) & Final (1) Drone Flights

B. All services included above comprise Basic Services for purposes of Engineer'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

The MnDNR has already secured funding for the project which provides some boundaries for project timeline. Namely, construction is targeted to be complete by the end of 2026. To meet this deadline, Moore proposes the following project timeline*:

Field Survey	September 2024
Engineer's Report	Sept 24 – Feb 25
Geotechnical Investigation	Fall 2024
Environmental Assessment Worksheet	Jan – Mar 2025
Permitting	Jan – Mar 2025
103D Public Hearing Establishing Project	March 2025
Final Design	March 2025
Contract Documents	June 2025
Advertisement and Bidding	July 2025
Construction	Oct 25 – EOY 26*

*As needed, this timeline may be extended to accommodate permitting requirements. Any such extension will be coordinated with DNR to seek any necessary grant extensions.

Exhibit A – Engineer's Services

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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 Four Hundred Ninety-Five Thousand Dollars (\$495,000).

This fee is further broken down as follows:

Task Description	Estimated Cost
<i>Phase 1 – Project Development</i>	<i>\$236,000</i>
Project Management	\$53,300*
Field Survey	\$21,300*
Engineer's Report	\$95,100*
Environmental Assessment Worksheet	\$61,300*
Public Hearing Assistance	\$5,000
<i>Phase 2 – Project Execution</i>	<i>\$259,000</i>
Project Management	\$20,000
Final Design & Construction Documents	\$73,000
Permit Acquisition	\$25,000
Project Advertisement & Bidding	\$11,000
Construction Management	\$130,000
GRAND TOTAL	\$495,000

*Includes 10% discount on effort scheduled to be complete in 2024.

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. 2-D RAS Hydraulic model of channel will include Pelican River downstream of Buck's Mill Dam to Buck Lake inlet and include historic channel adjacent to spillway,
2. The existing dam crest elevation will be maintained,
3. No structural engineering will be required,
4. Three review meetings held at 30%, 60%, and 90% design complete will include DNR River Ecology Unit staff, Fisheries staff, and Regional Hydrologist,
5. Closed, precast box culverts will be sufficient for the road crossing,
6. Four standard penetration tests will be completed to a depth of 35 feet,
7. The District will be the Regional Governing Unit for the purposes of the EAW,
8. Public outreach will be collaborative with MnDNR,
9. Permits required will include:
 - a. Wetland Conservation Act,
 - b. USACE Section 404,
 - c. MnDNR Dam Safety,
 - d. MPCA Section 401,
 - e. MPCA NPDES SWPPP,
 - f. Becker County, and
 - g. Pelican River Watershed District self-regulation,
10. Construction will be complete in 14 weeks or less, during which Moore will provide on-site representation 5 days a week for up to 10 hours a day, and
11. Contractor pay requests will be reviewed monthly.

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 September 11, 2024.

OWNER:

By:

Rick Michaelson

Print Name: Rick Michaelson

Title: Board President

ENGINEER:

By:

Chad Engels

Print Name: Chad Engels

Title: Water Resources Sector Leader

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:

218-8460436

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

Exhibit A – Engineer's Services

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Moore Project #24327.

Page 7

**SUGGESTED FORM OF
TASK ORDER**

This is Task Order No. 5,
consisting of 4 pages.

Task Order No. 5

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: September 11, 2024
- b. Owner: Pelican River Watershed District (MN)
- c. Engineer: Moore Engineering Inc.
- d. Specific Project (title): Pelican River WD, MN - GIS Services
- e. Specific Project (description): GIS Services

BACKGROUND: Moore Engineering, Inc. (Moore) is District Engineer for the Pelican River Watershed District (District). To improve public engagement and internal use of spatial data, Moore will prepare a public facing and internal facing webmap hosted by the Owner's ArcGIS Online (AGOL) Account.

GENERAL DESCRIPTION OF PROJECT: Moore will prepare and publish two AGOL webmaps, one for public interaction on the District website, and one for internal use. As part of this effort, Moore will compile and prepare layers for use in each viewer. Several of these layers will be shared between the two webmaps and some will be unique. The anticipated layers are as follows:

PROJECT OBJECTIVES: The objective is to provide the District with a central webmap for accessing geospatial data and public webmap to share data with the public and allow them to provide points of concern.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
 - Prepare the following base layers:
 - Watershed Boundary
 - Subwatersheds
 - Public Waters

- National Wetland Inventory
- Public Drainage Systems
- City & County Boundaries
- Sections & Townships
- Roads
- Parcels
- LiDAR, 2-foot contours
- Bathymetry
- 100-year Floodplain (when provided)
- Applicable setbacks
- OHWs
- Shoreland Zone
- Capital Projects
- Gauge Locations
- AIS Treatment Locations
- Prepare the following layers for the internal webmap:
 - Photos
 - FEMA Study Data
 - Crossings
 - Monitoring Stations
 - Draintile – as provided
 - Permits
 - Cost Share Locations
 - Points of Concern – with staff notes and status
- Prepare the following layers for the public webmap:

- Permit Layer – view limited data only
 - Cost Share Locations – view limited data only
 - Point of Concern – Allow public point creation with notes
 - Public webmaps for District use and public interaction with appropriate markup and export tools
- B. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.

3. Owner's Responsibilities

Owner shall access their AGOL account and all geospatial data they would like to incorporate.

4. Task Order Schedule

The tasks above are anticipated to be completed within three months of task order execution.

5. Payments to Engineer

- A. 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 Ten Thousand Five Hundred Dollars (\$10,500). Time and Materials will be billed monthly.
- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. 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 September 11, 2024.

OWNER:

By:

Rick Michaelson

Print Name: Rick Michaelson

Title: Board President

ENGINEER:

By:

Chad Engels

Print Name: Chad Engels

Title: Water Resources Sector Leader

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Tera Guetter

Title: Administrator

Address:

211 Holmes St. W. Suite 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

Task Order Form

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Moore Project No. 22873

Page 4

Special Meeting Minutes



Date:	Wednesday, September 25, 2024
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Dennis Kral, Chris Jasken, Laurie Olson, Charles Jasken
Managers Absent:	Orrin Okeson, Phil Hansen
Staff:	Administrator Guetter, Kemper, Bach
Consultants	Lukas Croaker (Ohnstad Twichell), Chad Engels (Moore Engineering), Garrett Monson (Moore Engineering)
Others (those that signed in):	Howard Olson, Rodney Nelson, Dough Johnson, Sandi Gruhot, Barb TeVogt, Phylis Cyr, Jim Bond, Paul Johnson, Lee Hovland, Rick Johnston, Ceese, Perry Clark, Tracy Hahn, Mark Bjerke, Dave Suppa, Ben Favner, John B Jones, Birch Burdick, Frank Hanson, George Hauge, Ed Lambe, Paul Madson, Brian Saunder, Bob Hatlestad, Mark Ericksen Jr., Teri Johnson, Bruce Lindsay, Brack Ericksen, Tom Campbell, Peter Waller (BWSR), Amanda Hillman-Roberts (MNDNR), Vicky Williams, Howard Fullhart (MNDNR), Jared Chloupek, Larry Cooper, Travis Olson, Roger Nelson

- 1. Call to Order – The Special Managers’ meeting was called to order by President Michaelson at 10:00 AM.** The informational meeting was well attended with residents of Lakes Sallie, Melissa and Mill Pond and other agencies.
- 2. Buck’s Mill Dam Modification Information Presentation –Garrett Monson, Moore Engineering (presentation attached hereto).**

Engineer Monson gave an update on the Buck’s Mill Dam modification project which outlined the project goals (improved ecology, “Reconnect the Red” fish passage, safety), brief historical history, project partnerships (MN DNR, PRWD, Becker County, Landowners, USFWS), funding sources (Federal and State grants), and projected timeline. The District contracted Moore Engineering to manage and complete the project’s technical tasks including field work and surveys, environmental assessment review, engineer’s report, project design, permitting, construction contracting and oversight). Moore Engineering will also be assisting the District with public outreach and engagement.

Engineer Monson and Howard Fullhart, MN DNR addressed questions and concerns from upstream lake residents about the project causing changes to future water levels on Mill Pond and Lake Melissa. Monson and Fullhart explained that MN state statutes regulate the outlet elevations and function and government agency permit approvals require the existing water runoff elevation and functionality will remain the same before and after the dam modification project is built. Monson also stressed that public engagement and outreach is very important and there will be upcoming information meetings and feedback sessions, as well as media and communication outreach and encouraged attendees to sign-up with the district to receive email updates.

- 3. Meeting Adjourned by Manager Michaelson 12:30 PM.**
Respectfully Submitted,

Chris Jasken, Secretary

Meeting Approved



Buck's Mill Dam Project



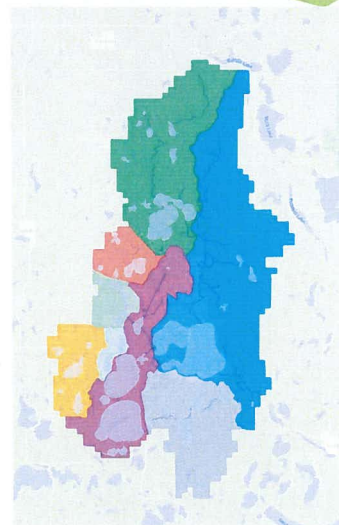
Public Information Meeting – September 25, 2024



Pelican River Watershed District



- PRWD
- Special Unit of government under MS 103D (“Watershed Law”)
- Covers approximately 120 sq. mi. in Becker and Otter Tail Counties.
- Drains to Pelican River and ultimately the Otter Tail and Red Rivers
- Board of Managers (7)
- Staff (3)



PRWD Brief History



Establishment initiated in 1965 to address lake issues, namely "finding causes and solutions for lake eutrophication problems".



PRWD was the first WD established under the Amended Watershed Act of 1965 that expanded the definition of watershed to include lakes and the lands draining to them.



First Plan published in 1967



Fifth Plan published in 2023 as part of Otter Tail River One Watershed One Plan

Buck's Mill Dam Project



Project Goals: improved ecology, fish passage, safety, and aesthetics



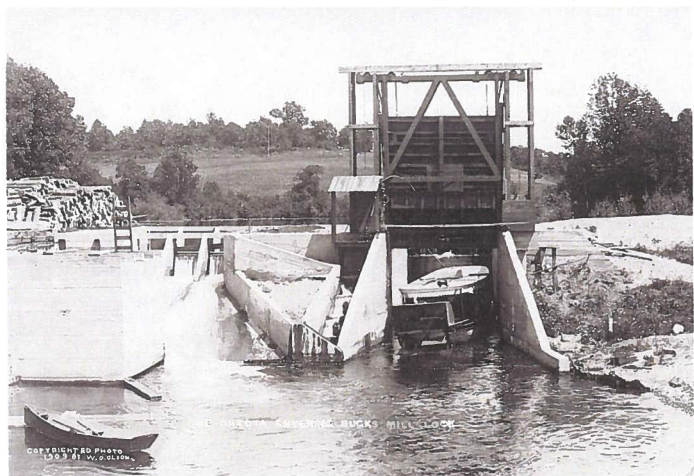
Project Location



Buck's Mill Dam History



- Originally Constructed in 1871 as part of a lumber mill
 - Dam in service over 150 years
- 1908 a lock was built for navigation
- The Pelican River was navigable from Detroit Lake to Big Pelican
 - Two steamboats (Mayflower and Dakotah) and 9 launches in service of the Pelican Valley Navigation Company
 - Steamboats later replaced by gas-powered Shoreham and Pelican
 - Operated until 1918



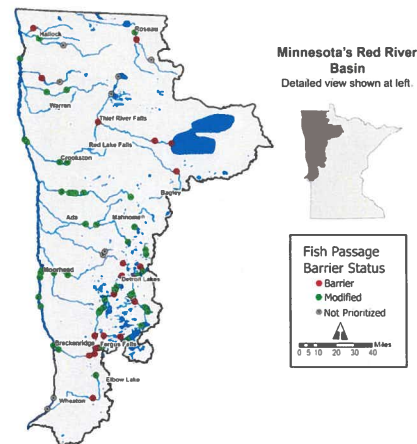
Project Inception



- Minnesota Department of Natural Resources (MnDNR) has developed a plan to “Reconnect the Red” to restore fish passage throughout the Red River Basin
- Several projects have already been completed in the region
- Buck’s Mill Dam is a critical next step in connecting lake sturgeon to spawning grounds
- MnDNR developed concept design and completed initial public engagement

Reconnect the Red

30 Years of Fish Passage Partnerships



Current Status



- MnDNR has partnered with PRWD to be local project sponsor
 - PRWD Board “owns” the project
 - Close partnership on scope, design, funding, and public engagement
- PRWD has ordered Moore as District Engineer to prepare a project plan for review by MnDNR and the Minnesota Board of Water and Soil Resources (BWSR)
 - Initiates the project under MS 103D.605 (legal process for District to complete projects)
 - Contract for this work executed Sept. 11, 2024
- Moore initiating work to develop the project plan
- MnDNR has secured \$2M in State Funding, identified additional State and Federal Funding opportunities



Moore Engineering, Inc.



PRWD District Engineer

Established in 1960

ESOP S-Corp

180+ Employees

Engineers

Engineering Technicians

Surveyors & Crews (PLS)

CADD & GIS Technicians

Environmental Scientists



Project Development



Field Work

Engineer's
Report

Environmental
Review

Public Hearing



Field Work

Geotechnical Investigation
Topometric (ground) Survey
Bathymetric (water) Survey
Aerial (drone) Survey



Engineer's Report

Hydraulic Study
Preliminary Design
Dam Modifications
Township Culvert and Road Modifications
Partner Review Meetings

ROW Considerations
Cost Estimate
Funding Summary





Environmental
Review

EAW

Wetland Review
Cultural Review (by MnDNR)
Threatened & Endangered Species
Review
Other Considerations

Permitting Plan

WCA
USACE 404
MnDNR DSP*
PMCA Section 401 WQC
MPCA NPDES
Local



Public Hearing

Publicly noticed hearing
Consistent with MS 103D.605
Public Comment
Board to Establish Project and Direct Execution



Project Execution



Final Design



Permitting

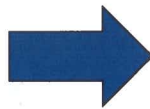


Contracting



Construction

Project Execution



(Probably something like this, too early to be certain)

Anticipated Project Timeline



Project Funding



- Estimated Cost \$2-3M
- DNR has secured \$2M
 - \$1M from Lessard-Sams Outdoor Heritage Council (LSOHC)
 - \$1M from Get Out More (GOM)
- DNR pursuing additional \$375k
 - State and Federal funds
- Additional funding opportunities identified for use as needed
 - DNR is leading the pursuit of all funding



Public Outreach & Engagement



Public Outreach & Engagement



Media and communication



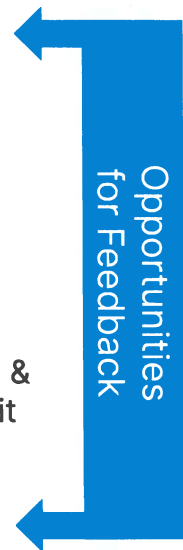
Advisory committee



Public events and feedback sessions



On-site Plaque & Museum Exhibit



Engagement Calendar



- September 2024: Multi-media promotion begins
- October 2024: Advisory Meeting 1 - Kickoff Meeting
- Early March 2025: Advisory Meeting 2 - EAW Review
- Late March 2025: Advisory Meeting 3 - Draft Design and Discussion
- Fall 2025: Advisory Meeting 4 - Construction Kickoff
- Spring 2026: Advisory Meeting 5 - Construction Update
- Summer 2026: Permanent plaque with history of dam on-site and at Becker County Museum
- Summer 2026: Tentative public celebration and ribbon cutting ceremony
- Winter 2026: Advisory Meeting 6 - End of Construction

Partners & Funders





Visit our project
website to get the
latest information on
the Buck's Mill Dam!

prwd.org/project/bucks-mill-dam-modification/



moore
engineering, inc.

Special Meeting Minutes



Date:	Wednesday, September 25, 2024
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Dennis Kral, Chris Jasken, Laurie Olson, Charles Jasken, Phil Hansen
Managers Absent:	Orrin Okeson
Staff:	Administrator Guetter, Kemper, Bach
Consultants	Lukas Croaker (Ohnstad Twichell), Chad Engels (Moore Engineering), Garrett Monson (Moore Engineering)
Others (those that signed in):	Dave Sherbrooke, Carl Gossell, Sally Hausken, Scott Walz, John Olson (Apex Engineering), Kelsey Klemm (City of Detroit Lakes), Jim Bond, Rick Johnston, Lary Remmen (City of Detroit Lakes), Vicky Williams, Jean Moe, Mike Moe, Mark Ericksen, Birk Burdick, Jon Pratt (City of Detroit Lakes/Apex), Pete Waller (BWSR)

- 1. Call to Order – The Special Managers’ meeting was called to order by President Michaelson at 1:00 PM.**
- 2. Rules Revision Process Information Presentation–Monson (Moore Engineering) – attached hereto.** Engineer Monson presented on the Rules Revision process, including a background of the Water Management Rules of the Pelican River Watershed District, District Water Management goals, Watershed Law, Drainage Law, regulations and permitting, and next steps.

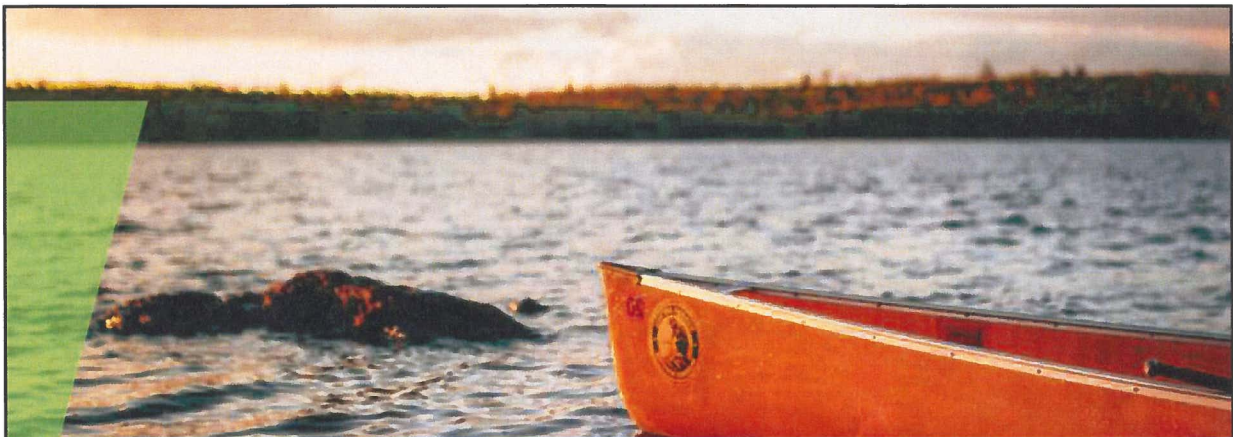
Engineer Monson addressed questions from the audience. Upcoming meetings to gather input and feedback from engineers/contractors and government agencies on the draft rules will be held in October.

Meeting Adjourned by Manager Michaelson 3:00 PM.

Respectfully Submitted,



Chris Jasken, Secretary

Meeting Approved




Rule Revision Process

Public Information Meeting – September 25, 2024



1

Outline (this is not a slide)



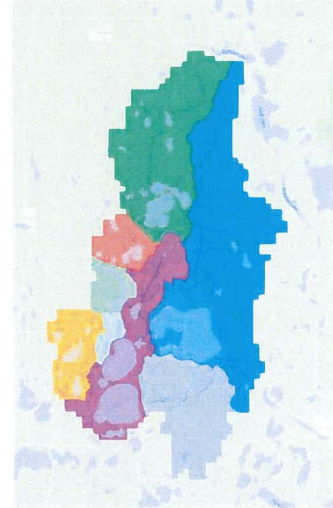
- Brief introduction to the presenter
- Brief intro/overview of PRWD
- Rule Revision Process Overview
 - Basis of Rules
 - What the Board has done
 - Where we're at
 - What's ahead – estimated schedule
- Rule interaction primer
- Process ahead
- Next opportunity to engage
- Q&A
- Solicit Feedback – future process improvement now that rules are being updated
- Prepare slides on typical activities – Home project, sand blanket, SIZ figure
 - Hearing more about disappearing shoreline
 - Plug cost share program

2

Pelican River Watershed District



- PRWD or District
- Special Unit of government under MS 103D (“Watershed Law”)
- Covers approximately 120 sq. mi. in Becker and Otter Tail Counties.
- Drains to Pelican River and ultimately the Otter Tail and Red Rivers
- Board of Managers (7)
- Staff (3)



3

PRWD Brief History



- Establishment initiated in 1965 to address lake issues, namely “finding causes and solutions for lake eutrophication problems”.
- PRWD was the first WD established under the Amended Watershed Act of 1965 which expanded the definition of watershed to include lakes and the lands draining to them.
- First Plan published in 1967
- Fifth Plan published in 2023 as part of Otter Tail River One Watershed One Plan

4

Moore Engineering, Inc.



PRWD District Engineer

Established in 1960

ESOP S-Corp

180+ Employees

- Engineers
- Engineering Technicians
- Surveyors & Crews (PLS)
- CADD & GIS Technicians
- Environmental Scientists



Mission & Values



Improving lives by building strong communities.



RESPECT



INTEGRITY



ACCOUNTABILITY




LOYALTY



KINDNESS

Locations



11 Office Locations

NORTH DAKOTA
 Bismarck
 Horace
 Minot
 Valley City
 West Fargo
 Williston

MINNESOTA
 Bemidji
 East Grand Forks
 Fergus Falls
 Plymouth
 St. Cloud

7

Services

Municipal
 We help cities with their water, sewer, streets, walking paths and more - the things that make cities more livable and keep economic activity churning.

Water & Wastewater
 Water systems, wastewater systems, pumping stations and water towers - our team works on the most basic to the most challenging water quality issues in the region.

Land & Site Development
 We help guide developments from concept to completion while considering aesthetics, safety, site constraints, storm water management, zoning, ordinances and more.

Airports
 Airports across the region rely on us for the planning, layout, and design of runways, taxiways, aprons, hangars, roads, parking facilities and more.

Environmental
 Our team navigates complex regulatory environment. We're proud to serve clients with best-in-class analysis and evaluation, design and engineering, reporting, permitting, and funding assistance support.

Construction Observation
 Our RPRs serve as project owners' "eyes and ears", monitoring the project's every step, ensuring contract compliance and addressing issues as they arise.

Survey
 With the most up-to-date technology, we provide immediate, accurate collection and storage of field data from topographic and boundary surveys to easements, road surveys and construction staking.

GIS
 Geographic Information Systems (GIS) is not just mapping. It's information about your world, bringing data together to make smarter, faster decisions.

Drones
 Thanks to advanced drone technology, our inspections, tracking, imagery and more are easier and safer than ever.

Transportation
 We partner with state-wide departments of transportation to serve the region. Together we design, build, and maintain urban, rural, and state streets and highway systems to keep us moving forward.

8

Where We Started



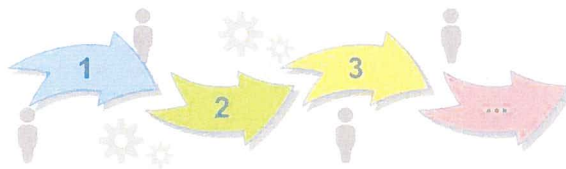
- One of the first tasks to tackle was a Rule Revision
- Previous Rules were outdated (last published April 1, 2003)
 - A lot has happened in water management in the last 20+ years
 - Needed to incorporate new industry standards
- Previous Rules were causing confusion
 - Did not meet current needs of applicants or practices of staff
 - Referenced many exterior documents and had few criteria listed
 - Needed to provide a primary source for applicants to understand permitting requirements
- Started in March

9

Rule Making is a Process



- When we work the process we
 - Stay focused
 - Systemically address each item
 - Provide important background information
 - Make informed decisions
 - Work towards consensus
- We're not starting from scratch
 - This will be a refinement and clarification process
 - We will revisit and either edit or reaffirm as needed



10

What is the Process?



- BWSR Rule Making Handbook
- Statutory Requirements
- Facilitated by following a Roadmap
 1. Review District Goals & Purpose
 2. Establish Baseline Knowledge
 3. Clarify/Update Rule Language and Criteria
 4. Coordination With Other Agencies - WIP
 5. Establish Procedures/Workflows - WIP
 6. Stakeholder Review of Proposed Updates
 7. Complete Review and Comment Period



11

Review District Goals & Purpose



- What's in the Comprehensive Watershed Management Plan?
- What are we obligated to do?
 - MS 103.D
 - MS 103.E
 - MPCA (WRAPS/TMDLs)
 - MS4
 - Etc.



12

Otter Tail Plan Vision Statement

- “The natural beauty and diversity of water and land in the Otter Tail Watershed is attractive to residents and tourists because of its recreational opportunities, farming, forests, and wildlife. We strive to sustain this diversity of riches for future generations to enjoy.”
- Preserve, Enhance, & Protect



Obligations

- State Statute 103D – Watershed Law

103D.201 WATERSHED DISTRICT PURPOSES.

Subdivision 1. General purposes. To conserve the natural resources of the state by land use planning, flood control, and other conservation projects by using sound scientific principles for the protection of the public health and welfare and the provident use of the natural resources, the establishment of watershed districts is authorized under this chapter.

Subd. 2. Specific purposes. A watershed district may be established for any of the following purposes:

- (1) to control or alleviate damage from floodwaters;
- (2) to improve stream channels for drainage, navigation, and any other public purpose;
- (3) to reclaim or fill wet and overflowed land;
- (4) to provide a water supply for irrigation;
- (5) to regulate the flow of streams and conserve the streams' water;
- (6) to divert or change all or part of watercourses;
- (7) to provide or conserve water supply for domestic, industrial, recreational, agricultural, or other public use;
- (8) to provide for sanitation and public health, and regulate the use of streams, ditches, or watercourses to dispose of waste;
- (9) to repair, improve, relocate, modify, consolidate, and abandon all or part of drainage systems within a watershed district;
- (10) to control or alleviate soil erosion and siltation of watercourses or water basins;
- (11) to regulate improvements by riparian property owners of the beds, banks, and shores of lakes, streams, and wetlands for preservation and beneficial public use;
- (12) to provide for hydroelectric power generation;
- (13) to protect or enhance the water quality in watercourses or water basins; and
- (14) to provide for the protection of groundwater and regulate its use to preserve it for beneficial purposes.

History: 1990 c 391 art 2 s 6

Official Publication of the State of Minnesota
Revisor of Statutes

Obligations



• State Statute 103D – Watershed Law

103D.341 RULES.

Subdivision 1. **Requirement.** The managers must adopt rules to accomplish the purposes of this chapter and to implement the powers of the managers.



HOME ABOUT PERMITS OUR WATER OUR WORK RESOURCES CONTACT



Water Management Rules

The District's Water Management Rules requires property owners to obtain a permit for certain actions:

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Obligations



• State Statute 103E – Drainage Law

103E.011 DRAINAGE AUTHORITY POWERS.

Subdivision 1. **Generally.** The drainage authority may make orders to:

- (1) construct and maintain drainage systems;
- (2) deepen, widen, straighten, or change the channel or bed of a natural waterway that is part of the drainage system or is located at the outlet of a drainage system;
- (3) extend a drainage system into or through a municipality for a suitable outlet; and
- (4) construct necessary dikes, dams, and control structures and power appliances, pumps, and pumping machinery as provided by law.



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Obligations



• MPCA

- Otter Tail River Watershed Restoration and Protection Strategies
 - Watershed Approach – holistic approach to surface water management
 - Identify impairments and stressors
 - Excess nutrients & Eutrophication
 - Fish and aquatic insect impacts due impairments
 - 8 stream reaches impaired for E. coli
- Otter Tail River Watershed Total Maximum Daily Load Report (TMDL)
 - Purpose – Section 303(d) of the federal CWA requires that TMDLs be developed for waters that do not support their designated uses. These waters are referred to as “impaired” and are included in Minnesota’s list of impaired waterbodies. The term “TMDL” refers to the maximum amount of a given pollutant a waterbody can receive on a daily basis and still achieve water quality standards.
 - Plainly – What’s the sustainable limit
 - St. Clair Lake
 - Campbell Creek/CD12



17

Obligations – with Partners



MS4 – Municipal Separate Storm Sewer System

An MS4 is a conveyance or system of conveyances that is:

- owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.,
- designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),
- not a combined sewer, and
- not part of a sewage treatment plant, or publicly owned treatment works (POTW).

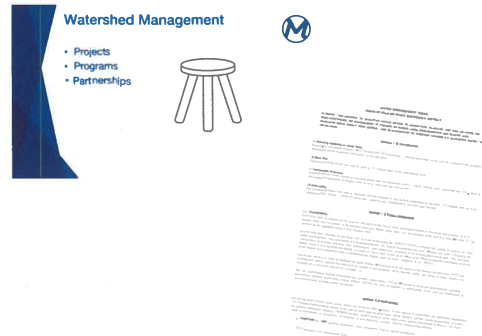
Requires MS4s to obtain NPDES permit coverage for stormwater discharges

- NPDES – National Pollutant Discharge Elimination System
 - Nationwide permit
 - Typically for Construction Stormwater and Industrial use
 - Threshold of 1 acre of disturbance (or cumulative of 1 acre for planned development)
 - Often focused on no net increase in rate and minimize nutrient loading

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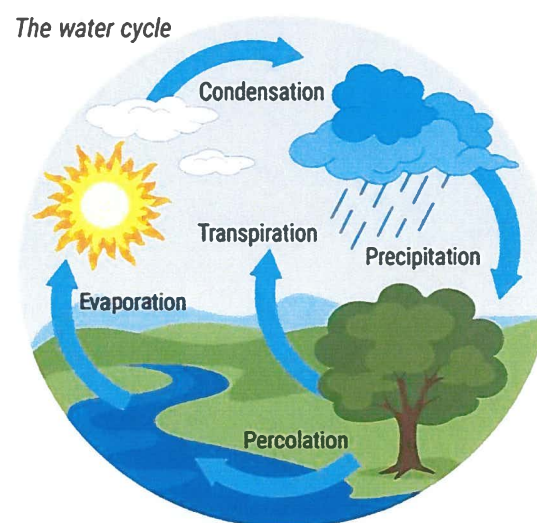
What's the Takeaway?

- PRWD has/shares many goals
 - CWMP
 - WMP
 - WRAPS
- PRWD has obligations
 - 103D
 - 103E
 - TMDL
 - MS4 (in collaboration with partners)
- The obligations won't inherently meet the goals
 - The Pelican River Watershed is a unique context with unique needs and interests
 - Accomplishing goals will require a multifaceted approach



19

What's at the heart?



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How do we play a part?



Storm Drains:

Untreated Runoff
Stormwater and irrigation runoff carry pollution through the storm drain system to our waterways untreated.

Sewer System:

Treated Wastewater
The sanitary sewer system treats wastewater from sinks, showers, and toilets but does not clean stormwater or runoff.

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How do we play a part?



Stormwater: Where It Flows, Everything Goes

When it rains, snows, or sleet, water hits hard surfaces and takes anything on that surface with it, through drains, pipes, and ditches to local rivers, lakes, and streams.

Cigarette butts in the gutter become a real problem when they reach wildlife.

Trash left on sidewalks gets swept into sewers and contaminates stormwater.

Pet waste washes into pipes and pollutes parks and recreation areas downstream.

Oil and grease leaked from cars washes down drains and into waterways.

Lawn fertilizer and pesticides can wash across pavement and down drains, taking toxics with them.

Car washing chemicals can harm fish and animals.

Where Stormwater Flows, Everything Goes

EPA

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What requires a permit?



Common Stormwater Thresholds

- Non- linear projects that construct or reconstruct impervious surface:
 - More than 25% residential lot area within the shoreland district.
 - More than 25% commercial lot area elsewhere.
 - More than 7,000 square feet of lot coverage within the shoreland district.
 - More than 1 acre of impervious surface coverage or 5 percent elsewhere.
 - Projects requiring a variance from, or use of allowable mitigation within, the local shoreland zoning ordinance.
- Residential subdivision or development of four(4) or more lots
- Others detailed in the Rules

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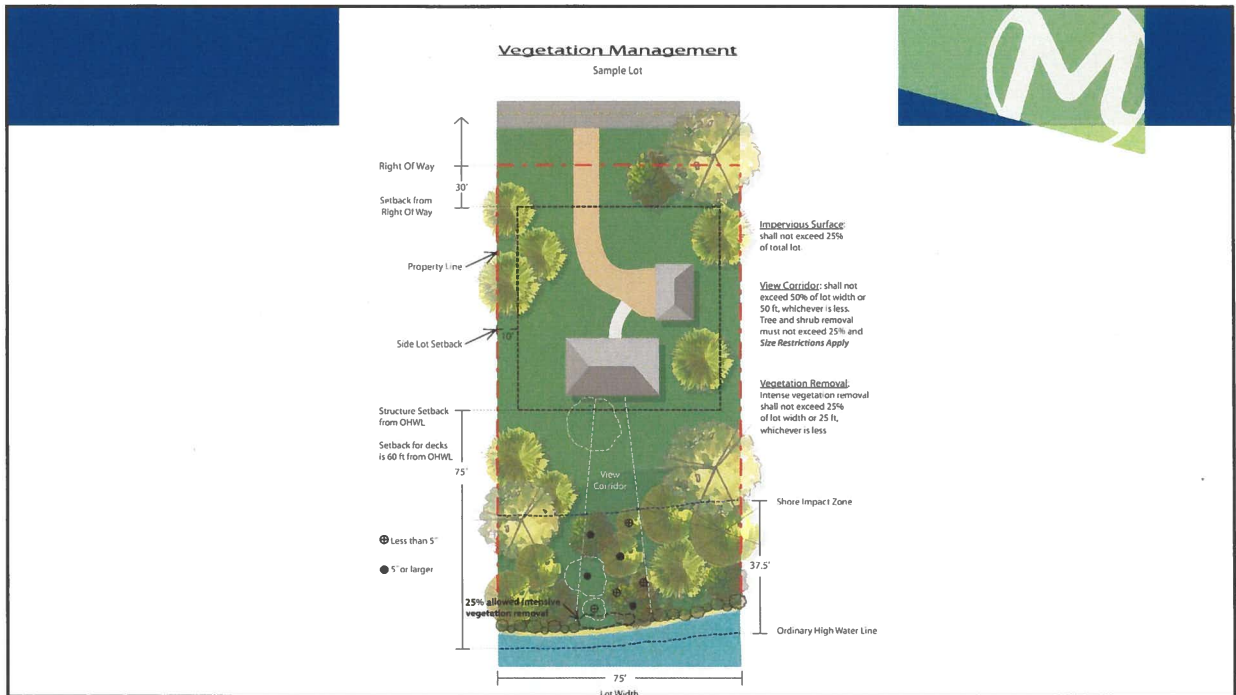
What requires a permit?



Common Shoreland Thresholds

- Land Disturbance within Shoreland Impact Zone:
 - Grading
 - Construction or Reconstruction of Impervious Surface
 - Ice Pressure Ridge Repair
 - Bank Stabilization
 - Sand Blankets
 - Rain Gardens
- Retaining Walls
- Vegetation Alteration

24

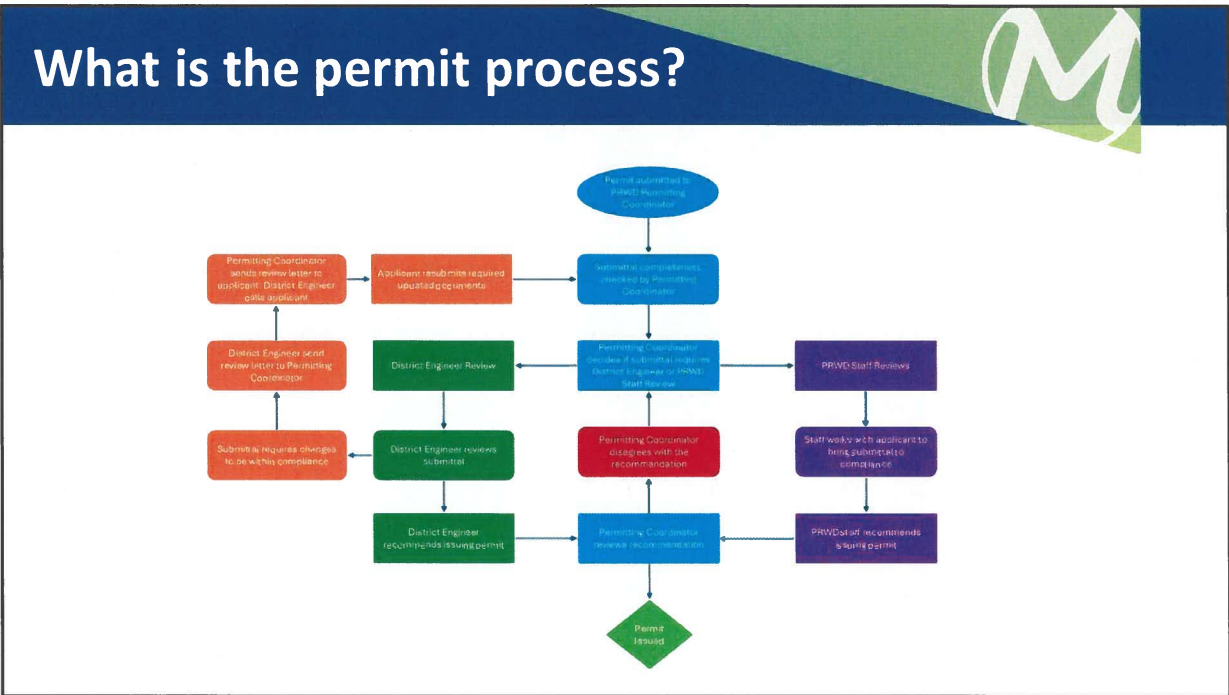


25

What requires a permit?

- Thresholds and regulated activities are listed in the Rule
- When in doubt, check website or call District staff! (They're really helpful)
- PRWD doesn't regulate land use or impervious surface but does regulate the stormwater that comes off it and shoreline activity.
- Reminder – you may need permits from other agencies!

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- # Rule Revision Next Steps
- Moore to finalize next revision of Draft Rule

 - Draft Rule made available on PRWD website

 - October 22nd meeting with Contractors, Engineers, Agencies, and Public Partners

 - Prepare revised Rules for Board consideration in November

 - Begin the Public Hearing Process of posting Rules for required comment period

 - Compile and address public comment for Final Draft

 - Board review of Final Draft

 - Public Hearing estimated February of 2025

28

Rule Revision Next Steps



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moore
engineering, inc.

30




Q&A


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Future Engagement



We want your feedback!



Following Rule Revision, District staff want to know what resources and application processes you would find helpful. Please share your ideas.

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Rules of Interest



Ice Pressure Ridges

Ice pressure ridges are formed by winter ice expansion pushing up on a shoreline. While these natural features provide a host of ecological benefits there are circumstances that it may be necessary to conduct repair to an existing ridge that has been damaged. Modification to the ice pressure ridge is permitted according to the following:

- i. Modifications or repairs are only allowed on ice pressure ridges that experienced recent damage from ice action within the past six (6) months. Landowners will need to provide proof of ice ridge formation within the last six months through ariels or photographs.
- ii. A ridge of no less than eight (8) inches must be maintained parallel to the shore or ice ridge repaired to previous height (whichever is higher). The eight (8) inch difference is measured between the ridge top and three (3) feet landward of the ridge
- iii. Ice ridge material that is composed of muck, clay, or organic sediment is deposited and stabilized at an upland site above the OHW.
- iv. Ice ridge material that is composed of sand or gravel may be regraded to conform to the original cross-section and alignment of the lakebed, with a finished surface at or below the ordinary high-water level (OHWL) or it may be removed.
- v. Additional excavation or replacement fill material must not occur on the site.
- vi. Erosion control measures shall be installed in accordance with the approved Erosion and Sediment Control Plan. Once grading and excavating activities are completed, the project area shall be vegetated.
- vii. Any unrelated grading, excavating, and/or filling activities may require additional permits.
- viii. Any alteration below the OHWL shall require approval from the DNR.
- ix. Project must meet all state, city, and county regulations.

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Rules of Interest



Sand Beach Blanket

Placement of sand beach blanket areas must meet the following standards:

- i. The existing lake bottom must be hard bottom sand or gravel, with no muck or organic layer present, suitable for supporting material.
- ii. The maximum size of the blanket cannot exceed fifty (50) feet in width (or half width of the lot, whichever is less), maximum ten (10) feet in depth landward from the OHW, ten (10) feet waterward from OHW, and not exceed six (6) inches in thickness.
 - 1) Alternatively, within the view corridor, the sand blanket may be thirty (30) feet wide and fifteen (15) feet landward from the OHW.
- iii. The natural slope must be less than five (5) percent.
- iv. Material must be clean and washed sand or gravel with no organic materials, silt, loam, or clay.
- v. The design must incorporate a berm or stormwater diversion around the beach area on upslope edge to prevent erosion.
- vi. Replacement and maintenance of the sand blanket requires a permit and expansion of the sand blanket is not allowed. Only one (1) installation of sand or gravel to the same location may be made during a four-year period. After the four (4) years have passed since the last blanketing, the location may receive another sand blanket. More than two (2) applications at an individual project site requires a permit from the MN DNR.
- vii. Sand blankets are not allowed on steep slopes, emergent vegetation, or wetland and marsh areas.
- viii. Exception. Beaches operated by public entities and available to the public may be maintained in a manner that represents the minimal impact to the environment are exempt from parts 1 and 5 of this section; however, District permits are still required and must adhere to MN DNR regulations.
- ix. Use of non-biodegradable fabric is not permissible.

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DISTRICT ADMINISTRATOR'S MONTHLY REPORT
OCTOBER 16, 2024

1) **Surface Waters Protection and Enhancement**

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

- b) **Rice Lake Capital Improvement Project (CIP). Phase 2- Lower Structure.** The easement transfer has been returned to the district. Signatures and notarizing are needed. Will coordinate with President Michaelson & Secretary Jasken.
- c) **Campbell Creek Project (CIP).** All Entry/temporary assess agreements have been executed. Stantec Engineering staff surveyed the project area on 10/7 & 10/8/2024. Guetter and Stantec staff met with some of the landowners at the Sunlite Bar in the evening of 10/7.
- d) **Little Floyd Lake Rock Arch Rapids** – The pre-construction meeting was held on 10/8/2024 with HEI, Hough, PRWD, Nick Kludt & Nathan Olson (MNDNR). Construction will begin the week of November 4 and is expected to be completed withing 2-4 weeks, weather dependent. Final stabilization and seeding to take place by June of 2025. HEI informed the landowners on the construction schedule.
- e) **Bucks Mill Dam Modification**– An information meeting for the public was held on 9/25/2024 at 10:00. Right of Entry agreements have been drafted by Attorney Croaker and sent out to respective landowners. Moore Engineering began preliminary survey work week of 9/30/2024. A project technical meeting was held on 10/11/2024 with Moore Engineering, MNDNR, & PRWD.

Advisory Meeting. Moore staff has scheduled the first Buck's Mill Project Advisory Meeting in the afternoon of October 23rd to review the project scope, design concepts, clarification of roles and responsibilities, and establish preferred communication methods. Committee members are a cross section of landowners (Becker County, Lakeview TWP, MN DNR, and private), funding partners, Melissa-Sallie Lake Association, Moore Eng, and PRWD. Managers Michaelson (PRWD rep) and Hansen (Lakeview TWP rep) are on this committee. Additional meetings will be scheduled in Spring and Fall 2025 and Spring and Winter 2026.

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) Jackson Avenue – Open work order for Josh Campbell to trap, nothing further to report.
 - (2) 8th Ave by Bridge – Open work for Josh Campbell to trap, nothing further to report.
 - (3) Dillon field crossing – Mr. Dillon reported beaver activity at his field crossing. A work order has been sent to Josh Campbell to trap. NRCS will be reviewing design options for the field crossing.
- 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**–On October 9th, the initial draft Rule and October 22nd meeting invite was emailed to contractors, engineering firms, government agencies, and lake associations for feedback. Two Special Meetings will be held on the 22nd with the first at 10:00 am for engineers/contractors and in the afternoon at 1:00 pm for government agencies.
- b) **Shared 1W1P Technician** – This position has been advertised by Becker SWCD. Kemper will be involved in the interview process.

4) **HABITAT PROTECTION AND MANAGEMENT**

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

- i) Little Floyd Lake Dam (rock arch rapids). Construction to begin in early November.
- ii) Buck's Mill Dam – Moore Engineering has begun filed work and will begin working preliminary designs and the EAW documents in the coming months. The project website is has been updated. The district will continue communications with the lake association group.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
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5) **Aquatic Invasive Species Prevention and Management.**

- a) **Curly-leaved Pondweed AIS Research Study [Mankato State University]** – A in interim progress report is available on our website. https://prwd.org/wp-content/uploads/2024/10/PRWD_CLP_Flumioxazin_Summary_2024_MNSU_0020_Final.pdf

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

a) **Local Media/Mailings.**

- i) Bach was on Hodge Podge on 9/20/2024 and discussed Flowering Rush, Fish Passage and upcoming public informational meetings.

b) **Social Media Posts**

- i) (Facebook & Instagram) – Facebook Followers – 221 (last month 219), Instagram Followers – 17 (last month 17)

Date	Description	Engagement
8/30/2024	Happy Birthday Tera!	8 likes, 6 comments, 0 shares
9/3/2024	Deciduous Tree Info – MN DNR	1 like, 0 comments, 0 shares
9/10/2024	MNLRA – AIS Post	0 likes, 0 comments, 0 shares
9/17/2024	Congratulations Washington Ave – BMP Grant	9 likes, 0 comments, 0 shares
9/19/2024	ICYMI – Flowering Rush on Hodge Podge	5 likes, 2 comments, 0 shares
9/20/2024	MNDNR – Boat, Trailer, Docks, & Lift AIS Information	0 likes, 0 comments, 0 shares
9/26/2024	Public Information Meeting Thank You	6 likes, 0 comments, 0 shares
9/30/2024	Red Flag Warning	0 likes, 0 comments, 0 shares
10/1/2024	OT1W1P Project Tour	6 likes, 0 comments, 4 shares
10/3/2024	MNDNR – Water your trees!	2 likes, 0 comments, 0 shares
10/11/2024	Prwd.org – Update Form Share	0 likes, 0 comments, 0 shares
10/11/2024	Brian Merritt's Dunton Locks in a Canoe	2 likes, 0 comments, 3 shares

- ii) **“No Child left Inside” Education Group** – No meetings scheduled.
- iii) **Ottertail 1W1P Education and Outreach Group** – See 1W1P Section.
- iv) **Website Updates** –
- (1) Bach is working with our web developer to reorganize the Our Work section to make the pages uniform and more user friendly.
- (2) The Contact Us page has been updated with a form where users can add their email addresses to update lists for specific projects.
- v) **Education Grants** – This past month, Bach prepared and distributed flyers to area teachers promoting our programs.
- vi) **Environmental Education - Field Trip 2024 Budgets** – There are unspent funds in this program to due inclement weather field thrip cancellations early this year. Lake Prep (non-profit) applied for funds for three environmental field trips this fall to Dunton Locks, Sucker Creek, and Maple Hills in the amount of \$675.
- vii) **Environmental Education - Field Trip 2025 Budgets** – Bach has started working with Detroit Lakes School District and Lake Prep representatives on the 2025 Environmental Education field trip budgets
- viii) **Water Resource Conference (Oct 15-16th)** Guetter and Kemper attended the conference learning more about stormwater pilot projects, Lake assessment techniques, Lake user perceptions/concerns, contractor training evaluation data and ways to improve the training, creating improved pond vegetation management standards, how lakeshore monitoring efforts are informing partnerships and engagement efforts, connecting lakeshore health to biological impairments (trees, shrubs, vegetation!), collaborations on regional stormwater management (developers, WD, Cities, etc), Optimizing stormwater management outcomes through ordinances, and much more! Guetter ran into several former interns at the conference – who are doing quite well in their field as well as several Moore Engineering staff.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT
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7) **DISTRICT OPERATIONS/ADMINISTRATION.**

a) **Grant Oversight -**

- i) *Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding)* – No activity. Next report date 2/1/2025.
- ii) *FEMA Grant* – No activity
- iii) *BWSR Clean Water Rice Lake Project – Phase 1 & Phase 2. MN DNR.* – No activity. Next Report date 2/1/2025.
- iv) *MN DNR – Conservation Partners Legacy Grant (Little Floyd Outlet)* – No activity. Next report date 12/31/2024.
- v) *Otter Tail 1W1P Implementation Grant* – Submitted Q2 invoices for reimbursement.
- vi) *Buck's Mill Dam Modification MN DNR* - No activity. Next Report date 12/31/2024.

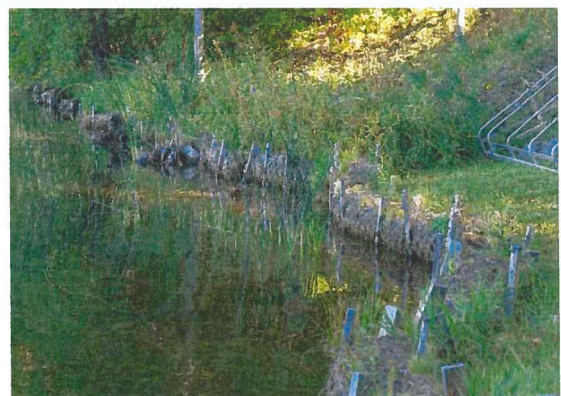
b) **Minnesota Watersheds** - Guetter attended MAWA meeting September 24th & Finance Committee Meeting (Guetter) October 9th.

c) **2025 Budgets, Levies, Assessments, Fees** – Preliminary 2025 Budgets, Levies, Assessments, and Fees were approved at the September Board meeting and were submitted to Becker and Otter Tail counties.

d) **GIS Data Management** - The Moore Engineering Task Order for data management was approved at the 9/11/2024 Board of Manager Meeting.

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

- i) **1W1P Grant – Feasibility Study West Area (“Willow Pond”) Stormwater Treatment.** Sample collection is complete. Based upon the sampling results, Stantec will complete preliminary designs for increased Phosphorus reduction.
- ii) **OTW TAC Committee** (Guetter). Nothing further to report.
- iii) **OT Policy Committee (Kral, Hanson-ALT)** – Manager Hansen, Kemper and Guetter attended the Project Bus Tour September 26th at 9:00 am.



DISTRICT ADMINISTRATOR'S MONTHLY REPORT

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- iv) **OTW Education/Outreach Committee** – Bach and Kemper attended a OTW Education and Outreach meeting on 10/7/2024. Updates on current outreach projects and discussion on end of year reporting requirements for BWSR.

DATA COLLECTION AND MONITORING PROGRAM

Streams – Kemper, Bach, and DL student intern Freeman assisted with removing the HOBO units, surveying the gage stream zeros, and cleaning the gages in the past week. Due to the lack of rainfall, all monitoring collection activities have been suspended until next spring! Kemper will start working on the monitoring report.

Lakes – Kemper finished up the lake sampling for the season. The boat is winterized and will be put into storage.

Weather

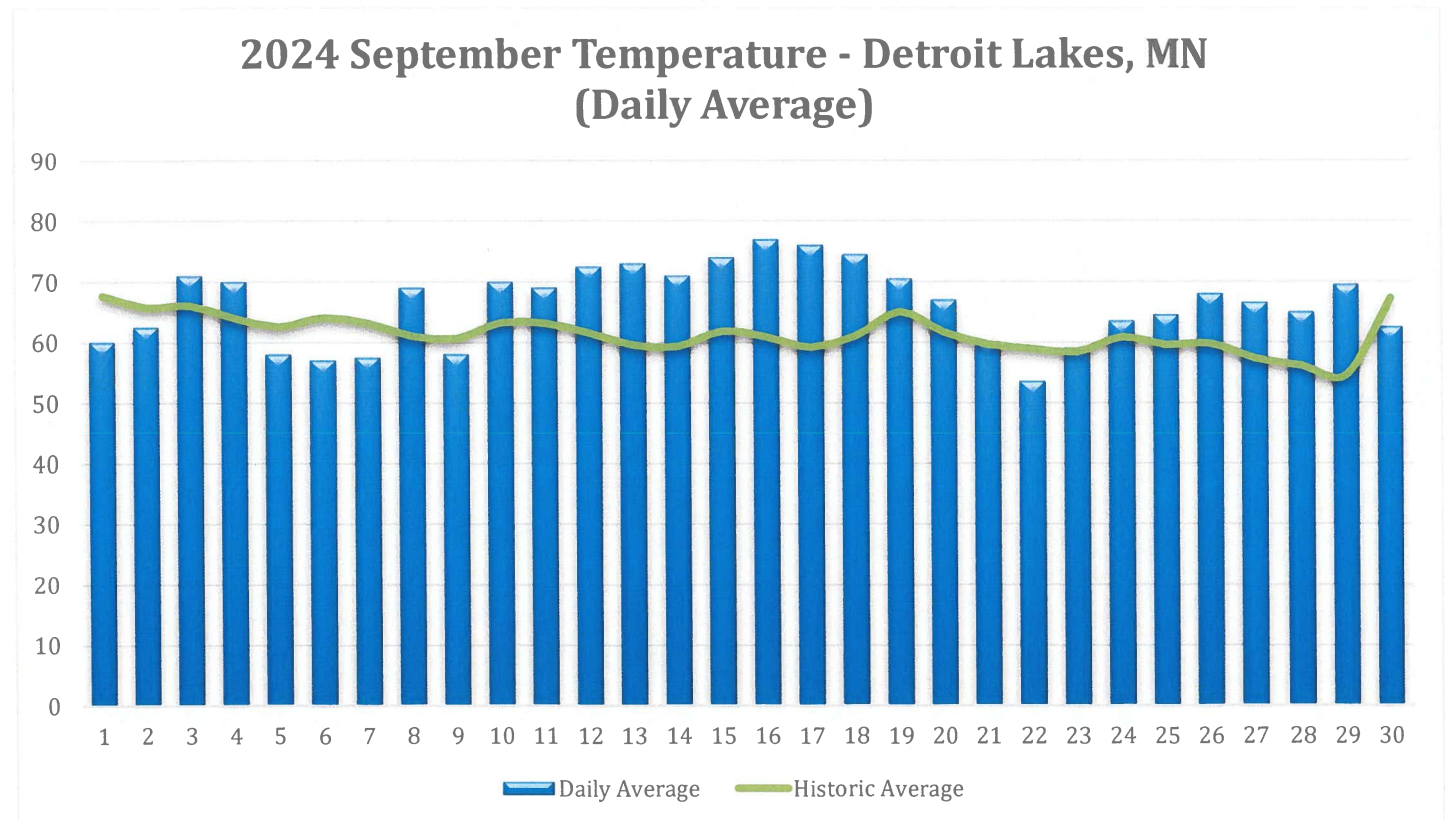
September 2024 Temperatures

Warm and dry are the succinct words for this September in Minnesota. This will be the first time in history that the statewide average September temperature will exceed 64°F, surpassing the previous warmest September of 2015 (63.8°F). Most climate stations will report an average monthly temperature that is 5°F to 8°F above normal. Counties of northwestern and north-central Minnesota were nearly 9°F warmer than normal.

The temperatures for Detroit Lakes were above average. There were only 22 days that were at or slightly above average than the historical average and 9 days that were slightly below historical average.

Hottest Day: 86°F, September 16th & 17th
Daily average High for Detroit lakes: 74°F
Coldest Day: 41°F, September

Monthly average temperature: 64°F
Daily average low temperatures: 54°F



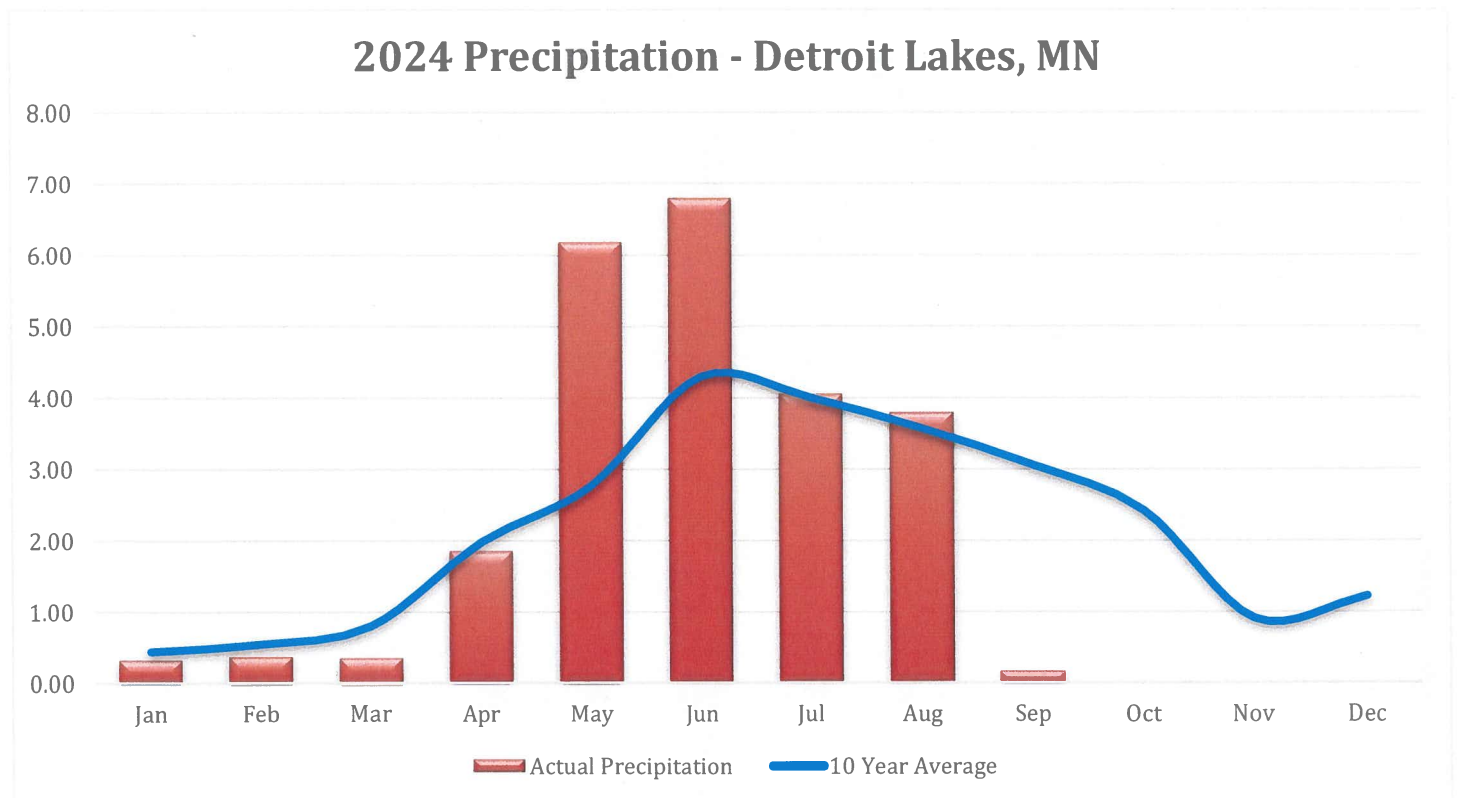
DISTRICT ADMINISTRATOR'S MONTHLY REPORT

OCTOBER 16, 2024

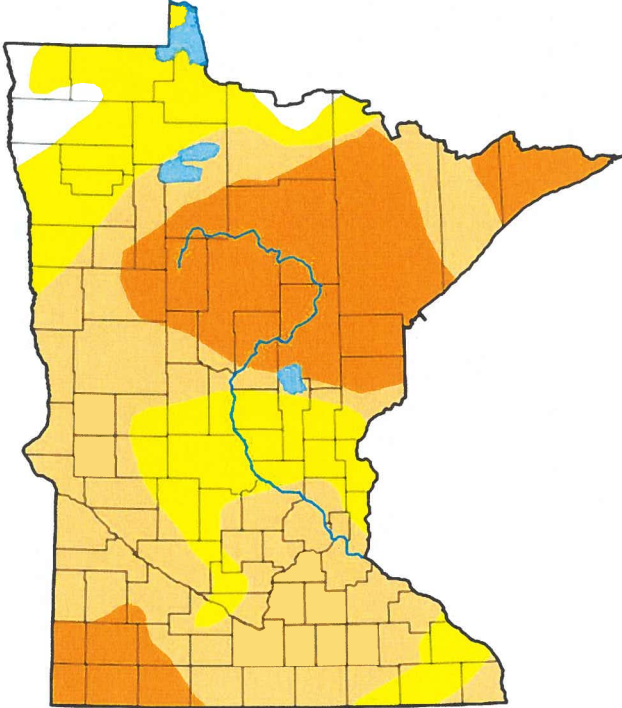
September 2024 Rainfall

On a statewide basis the average rainfall was 0.52 inches, which is the driest September on record back to 1895. As a result of the warm, dry month, Minnesota saw drought conditions return to some portions of the state. At the beginning of September less than 20 percent of the state landscape was designated to be abnormally dry and there were no areas in drought according to the U.S. Drought Monitor. However, as we end the month, over 80 percent of the state landscape is abnormally dry, and nearly 16 percent is in Moderate Drought (mostly southwestern counties and northeastern counties).

In Detroit Lakes the total rainfall was 0.17 inches which is 2.88 inches below the 10-year average of 3.05 inches. Most of the rain fell across the district on the 24th (0.06 inches).



Minnesota



Map released: Thurs. October 17, 2024

Data valid: October 15, 2024 at 8 a.m. EDT

Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

Authors

United States and Puerto Rico Author(s):
[Brian Fuchs](#), National Drought Mitigation Center

Pacific Islands and Virgin Islands Author(s):
[Tsegaye Tadesse](#), National Drought Mitigation Center

DISTRICT ADMINISTRATOR'S MONTHLY REPORT OCTOBER 16, 2024

Below is the PRWD and 3 other volunteer CoCoRaHS weather stations within our district that conduct and report rain measurements. Rainfall totals varied across the District, even in short distances ranging from 0.14inches to 0.34 inches.

Weather Stations	PRWD MN -BK-24	N. Floyd MN-BK-10	Lake Ave. MN-BK-36	Sallie MN-BK-17	Average between the 4 stations
Date	Precip in.	Precip in.	Precip in.	Precip in.	
9/1/2024	0.00	0.00	0.00	0.00	0.00
9/2/2024	0.00	0.00	0.00	0.00	0.00
9/3/2024	0.00	0.00	0.00	0.00	0.00
9/4/2024	0.00	0.00	0.00	0.00	0.00
9/5/2024	0.00	T	0.00	0.00	0.00
9/6/2024	0.00	0.00	0.05	0.00	0.01
9/7/2024	0.00	0.12	0.00	0.00	0.03
9/8/2024	0.00	0.00	0.00	0.00	0.00
9/9/2024	0.00	0.00	0.00	0.00	0.00
9/10/2024	0.00	0.00	0.00	0.00	0.00
9/11/2024	0.00	0.00	0.00	0.00	0.00
9/12/2024	0.00	0.00	0.00	0.00	0.00
9/13/2024	0.00	0.00	0.00	0.00	0.00
9/14/2024	0.00	0.10	0.04	0.00	0.04
9/15/2024	0.00	0.01	0.00	0.00	0.00
9/16/2024	0.00	0.00	0.00	0.00	0.00
9/17/2024	0.00	0.00	T	0.00	0.00
9/18/2024	0.00	0.00	0.00	0.00	0.00
9/19/2024	0.00	0.00	T	0.00	0.00
9/20/2024	0.00	0.00	0.00	0.00	0.00
9/21/2024	0.00	0.00	0.10	0.00	0.03
9/22/2024	0.00	0.05	0.00	0.00	0.00
9/23/2024	0.00	0.00	0.00	0.00	0.00
9/24/2024	0.00	0.06	0.04	0.14	0.06
9/25/2024	0.00	0.00	0.00	0.00	0.00
9/26/2024	0.00	0.00	0.00	0.00	0.00
9/27/2024	0.00	0.00	0.00	0.00	0.00
9/28/2024	0.00	0.00	0.00	0.00	0.00
9/29/2024	0.00	0.00	0.00	0.00	0.00
9/30/2024	0.00	0.00	0.00	0.00	0.00
Totals :	0.00	0.34	0.23	0.14	0.17

Rules Report – October 2024



PERMITS ISSUED

No.	Name/Address	Description
24-51	Eric Tulus 14146 260th Ave	SIZ Alteration: Shoreline stabilization with riprap and native shoreline plantings; 4 ft wide lake access steps.
24-52	Michael Anderson Floyd Lakes Development	Impervious Surface/ Stormwater Management: development of new Subdivision > acre. Constructing new street and site grading.
24-53 24-53A	Kevin & Debra Ross 2348 Cherry Hill Drive	SIZ Alteration: Replenishment of sand blanket. Amendment to increase sand blanket size to 50 Ft X 8Ft X 6-inch depth and install 15ft of riprap on N. Side of shoreline 9/17 /24.
24-54	Rick Meland 1530 E Shore Drive	SIZ Alterations: Reset riprap and add riprap where needed to repair/reface the ripraped shoreline.
24-55	Dave & Pam Vipond 1168 So Shore Drive	SIZ Alteration: removal of 1 dying oak tree within the SIZ. Will plant 1 native species replacement tree 1.5" - 2.0" caliper trunk size with in the SIZ.
24-56	Todd & Amy Heilman 2340 Cherry Hill Drive	SIZ Alterations: Installation of Lake access stairway per approved City of DL permit# Z2024082, One Time Replenishment of sand blanket 50 feet long x 8 feet wide x 6 inches deep.
24-57	Breezy Shores 1275 West Lake Drive	SIZ Alteration: Repairing erosion issue between sidewalk and sand blanket.
24-58	Black Beard Properties LLC 1481 Michigan Ave	Impervious Surface/ Stormwater Management: >25% Impervious Surface Coverage (5,600SF 30% Coverage) Construction of new home. Installing Infiltration basins and swales to mitigate 1,027 CF of stormwater.
24-59	Mike & Heather Arntson 15539 W Munson Lane	SIZ Alteration: Restore Ice ridge, install 100' of riprap install 30ft x 10ft sand blanket
24-60	Cynthia Eddy 1000 S Shore Drive	SIZ Alteration: Installation of 70 feet of riprap re-slope and have vegetation behind riprap

PERMITS IN PROCESS

- **Jamie Braseth** – SIZ, Tree Removal

PERMITS APPLICATIONS – ENGINEER REVIEWS IN PROCESS

- **Lakes Community Coops (Cenex)**
- **Herzog Roofing**
- **City of Detroit Lakes – Pickel Ball Courts**
- **Becker County – Dunton Locks**

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). Mr. Solomon completed his application for a permit with the MN DNR on 8/7/2024. The application is currently under review at the agency.

MEETING COMMENTS

- **City of Detroit Lakes – City Council**
 - September 10, 2024 – no comments
 - October 8, 2024 – no comments
- **City of Detroit Lakes – Planning Commission**
 - September 26, 2024 – No comments
 - October 24, 2024 – Meeting cancelled
- **City of Detroit Lakes – Development Authority**
 - October 3, 2024 – No comments
- **Becker County Commissioners**
 - October 8, 2024 – Comments were submitted on the draft Becker County Comp Plan (recommended expanding on the 1W1P water management goals and what “unsuitable for development” means within the plan; include and expand on development pressures for the 58 recreational development lakes within the county; review recently adopted Otter Tail County short term rental ordinance; suggested to expand on natural resources and water quality information and to review the existing 2003-2015 plan sections for reference.)
- **Becker County – Planning and Zoning**
 - September 25, 2024 – No Comments
- **Becker County – Board of Adjustment**
 - September 12, 2024 – No comments
 - October 10, 2024 – No comments