

# Regular Meeting Agenda

Date: Wednesday, January 15, 2025  
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. December 16, 2024 Special Board Meeting Minutes
  - 2.2. December 20, 2024 Regular Board Meeting Minutes
  - 2.3. Administrator’s Report (including the Ditch Inspector’s Report)
- 3. Election of Officers**
- 4. Public Comment** – May address the Board for up to 3 minutes per speaker.
- 5. Rules/Permitting Report**
- 6. Treasurer Report**
  - 6.1. Approve January 2025 Bills + 2024 4<sup>th</sup> Quarter Manager Compensation and Expenses
  - 6.2. Approve January 2025 Fund Transfer
  - 6.3. January-December 2024 Revenue & Expense Report; Grants Received/Expended
- 7. Grant Program Funding Requests**
  - 7.1. Best Management Practices (BMP) Applications
  - 7.2. Education Mini-Grants
- 8. Unfinished Business**
  - 8.1. Project Updates
    - 8.1.1. Rice Lake Project
    - 8.1.2. Willow Street Pond Feasibility Study
    - 8.1.3. Buck’s Mill Dam Modification
    - 8.1.4. Campbell Creek Streambank Restoration
- 9. New Business**
  - 9.1. 2025 Meeting Schedule**
  - 9.2. Selection of Depositories**
  - 9.3. Selection of Official Newspaper – Detroit Lakes Tribune**
  - 9.4. Selection of Consultants**
  - 9.5. Otter Tail 1W1P Policy Committee - Alternate**
  - 9.6. Moore Engineering, Inc 2025 Rates**
- 10. Reports**
  - 10.1. Attorney – Lukas Croaker
  - 10.2. Engineer – Moore Engineering
- 11. Upcoming meetings and events**
  - 11.1. Public Hearing – Rules Revision and Regular Managers Meeting – February 12, 2025 at 8:30 AM. Note changed to 2<sup>nd</sup> Wednesday of the month due to MN Watersheds conflict.
  - 11.2. Regular Managers Meeting – March 19, 2025 at 8:30 AM

## 12:30 PM Adjournment

A Zoom link request may be made by contacting the office by 3:30 PM on 01/14/2025 at 218-846-0436 or by emailing [prwdinfo@arvig.net](mailto:prwdinfo@arvig.net)

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

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

# Regular Meeting Minutes



Date:	Wednesday, December 20, 2024
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Charles Jasken, Laurie Olson, Phil Hansen, Dennis Kral (via IT), Orrin Okeson (via IT), Chris Jasken
Managers Absent:	None
Staff:	Administrator Guetter, Water Resource Coordinator Kemper, Office Coordinator Bach, Owen Reding (Otter Tail 1W1P), Stephanie Freeman (Detroit Lakes HS Intern, 10:30 AM)
Consultants	Lukas Croaker (Ohnstad Twichell), Garrett Monson (Moore Engineering), Chad Engles (Moore Engineering)
Others:	Birch Burdick (Melissa-Sallie Lake Improvement Association), John Okeson (Becker County Commissioner)

**Call to Order – The Regular Managers’ meeting was called to order by President Michaelson at 08:32 AM.**

1. Consider Agenda Additions & Approve Agenda.  
None. **Motion to approve the December 20, 2024 Meeting Agenda (Michaelson, Chris Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
2. Approve Consent Agenda  
**Motion to approve the Consent Agenda including the November 20, 2024 Regular Board Meeting Minutes (add Pete Waller (BWSR) to the attendance roll), and December 2024 Administrator’s Report (Michaelson, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**
3. **Daryl Ritchison, NDSU.** Mr. Ritchison presented an overview of the North Dakota Agricultural Weather Network (NDAWN) and the Minnesota counterpart MAWN. This program includes a number of weather risk management stations. The MN Department of Agriculture has money available for sponsorship for weather station sites in Becker County.
4. Public Comment - No comments from public.
5. Rules/Permitting Report. Kemper gave an update on permit applications in review and status of violations. An update was given on the Solmon violation and Engineer Monson gave an overview of the steps needed to bring the site into compliance. **Motion to authorize Lukas Croaker, District Attorney to send an Administrative Compliance Order to Solmon property (Parcel No. 190447000; 12044 County Road 17, Becker County, MN) to compel compliance. (Chris Jasken, Hansen), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

**Motion to approve the December 2024 Rules Report. (Hansen, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

# Regular Meeting Minutes – December 20, 2024

## 6. Treasurer Report

6.1. Approve December 2024 Bills with the addition of a \$3,000.00 payment to the Becker County Historical Society and Museum for a completed BMP Cost Share. Treasurer Hansen reviewed the bills. **Motion to approve December 2024 Claims (Checks 015334 – 015343 ; EFT2616-EFT2621, EFT2623, EFT2633) in the amount of \$ 156,637.58 (attached hereto), (Hansen, Charles Jasken), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

6.2. Approve December 2024 Fund Transfer

**Motion to approve the December 2024 Fund Transfer from Savings to Checking in the amount of \$165,000. (Hansen, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

6.3. Approve January-November 2024 Revenue & Expense Report

Treasurer Hansen reviewed the report. **Motion to approve the January-November 2024 Revenue & Expense Report. (Hansen, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried. The report will be filed for audit.**

6.4. Approval of CD renewal and payout of earned interest to respective funds.

The CD investment is maturing on January 20, 2025 and is from four (4) fund accounts with restricted uses and the earned interest will be deposited back into the respective fund accounts. **Motion to reinvest the principal amount of \$400,000 with an additional amount of \$50,000 (PIF fund account) for a total investment amount of \$450,000 with Bremer Bank in a three-month CD and deposit earned CD interest into the respective fund accounts (GEN, LMP-01, UTY, PIF) (Hansen, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried unanimously.**

## 7. Grant Program Funding Requests

7.1. District BMP Cost Share Program – no applications received.

7.2. District Education Mini-Grant – no applications received.

## 8. Unfinished Business

8.1. Rice Lake Wetland Restoration – The transfer of land from the City of Detroit Lakes to the MN DNR has been held up by land transfers. Easements work is in process by PRWD.

8.2. Willow Street Pond Feasibility Study – Administrator Guetter reviewed preliminary potential project design concepts from Stantec.

8.3. Buck's Mill Dam Modification – A project status update and the project video was emailed to parties who have requested updates. Project development on the rock arch rapids and the river crossing is on schedule. Towards increasing communication, Moore is developing a blog post and other outreach tools regarding Melissa and Mill Pond sub-watershed areas and their varying influence on river water levels.

8.4. Campbell Creek Streambank Restoration – Stantec will be meeting with MN DNR and Becker County Highway Dept to review preliminary concept plans and obtain their input early in the design process for the upper and lower streambank areas.

# Regular Meeting Minutes – December 20, 2024

8.5. Little Floyd Lake Dam Modification – The first reimbursement request to MN DNR was submitted and payment received.

## 9. New Business

9.1. **Final 2025 Budget and 2025 Final Levies, Special Assessments & Fees.** Administrator Guetter reviewed the final 2025 budget and tax resolutions. **Motion to approve the 2025 Final Budget and 2025 Final Levies, Assessments, and Fees for District Funds-Exhibit A & B attached hereto. (Charles Jasken, Olson), Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.** The final 2025 budgets and tax resolutions will be sent to Becker County and Otter Tail County Auditors.

9.2. **PRWD 2024 Year End Interfund Transfers.** Administrator Guetter reviewed the 2024 year-end interfund transfers. **Motion to approve the 2024 Year End Interfund Transfers (Michaelson, Olson), attached hereto. Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

9.3. **Supplemental Benefit 2025-2026.** The monthly supplemental stipend for benefit earning employees has remained at the same rate for the past two years and an increase was included in the 2025 budget. **Motion to approve the monthly supplemental benefit for benefit-earning employees at \$1,500/month for calendar years 2025 & 2026, effective January 1, 2025. (Hansen, Kral). Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

9.4. **Buck's Mill Dam Modification Project Grant Applications- Great Plains Fish Habitat Partnership Grant, Midwest Glacial Lakes Partnership Grant, and National Fish Passage Program Grant Applications and Authorized Agents.** Manager Chris Jasken requested agenda items 9.4, 9.5, & 9.6 authorizing submittal of grant applications and designating an authorized agent be approved as a single motion. **Motion to approve submitting funding applications for the Buck's Mill Dam Modification Project to the Great Plains Fish Habitat Partnership Grant, Midwest Glacial Lakes Partnership Grant, & National Fish Passage Program Grant and to authorize Administrator Guetter as the designated authorized agent (Chris Jasken, Olson) Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.**

9.5. **Consideration of approving Draft PRWD Water Management Rules for Public Comment.** Engineer Monson reviewed each Chapter of the Rules. He noted the draft Rules uses a volume based infiltration approach (MIDS) for stormwater management and the rainfall treatment requirements have been changed from the 3.12" (5-year, 24 hour rainfall event) to the 1.1" rainfall even and there is no specific rate control requirement. He reviewed the permit thresholds for when stormwater treatment is required (Chapter 6.2). Engineer Monson noted there are still a number steps before the final revised rules are adopted. The next step is to approve the draft Rules for the official public comment period. The draft revised Rules will then be sent to government and transportation authorities (City of Detroit Lakes, townships located in the District

# Regular Meeting Minutes – December 20, 2024

boundary, Becker and Otter Tail Counties; state agencies- BWSR, MPCA, MN DNR, MN DOT) for public comment (45-day period). A public hearing will be held followed by the regular board meeting on February 12, 2025. The Board may adopt the revised rules at the February meeting or opt to continue the public hearing comment period to the March 19, 2025 Regular Board Meeting and the Managers may adopt the final revised Rules. After the revised Rules are approved, the Rules will be filed with Becker and Otter Tail Counties and published in the Detroit Lakes newspaper. **Motion to adopt the Draft Water Management Rules and publish for public comment (Chris Jasken, Kral); Roll Call Vote: AYES: Michaelson, Olson, Hansen, Chris Jasken, Charles Jasken, Kral, Okeson. NAYS: None. Motion carried.** Engineer Monson will provide the final draft Rule for staff to publish and send to government/transportation authorities by December 23<sup>rd</sup>.

## 10. Reports

10.1 MN Watershed Annual Meeting Update – Managers stated the new venue was harder to navigate between the buildings (especially with the sub-zero weather temps) and the sessions were not as relevant compared to last year’s conference. The business meeting was held on the last day and provided no procedure to change the verbiage on resolutions or to allow for comments – either approve or not approve the resolution as written. Managers requested Administrator Guetter to inquire about allowing amendments to a resolution during the business meeting.

10.2 District Attorney – Lukas Croaker –Attorney Croaker is focusing on rules revision.

10.3 District Engineer – Garrett Monson. Moore Engineering has been working on rules and has also completed a draft GIS Viewer for review under Task Order 5.

10.4 Personnel - Manager Hansen indicated that with his election to the Becker County Board of Commissioners he will be resigning his position on the PRWD Board of Managers. The Managers congratulated Hansen and look forward to continued collaboration in his new role. Water Resource Coordinator, Gina Kemper submitted her letter of resignation to the Board of Managers as she will be taking a job with the MN DNR as an AIS Specialist for Region 2. The Managers commended Kemper on her composure working within a challenging environment and thanked her for her 3-years of service with the District heading up the monitoring, AIS treatments, and permitting programs. Her last day with the District is on January 10, 2025.

## 11 Upcoming meetings and events

11.4 January 15, 2025 - Regular Managers Meeting, 8:30 AM

11.5 February 12, 2025 – Public Hearing and Regular Manager Meeting, 8:30 AM

**President Michaelson adjourned the regular meeting at 11:45 AM.**

Respectfully Submitted,

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Chris Jasken, Secretary

Meeting Approved

**Pelican River Watershed District**  
**Claims Paid - December 2024**

	<b>Date</b>	<b>Num</b>	<b>Amount</b>
*Guetter, Tera	12/23/2024	EFT2620	\$ 203.64
*Kemper, Gina	12/23/2024	EFT2621	\$ 154.10
		<b>Employee Expenses Total:</b>	<b>\$ 357.74</b>
Bremer Bank	12/26/2024	EFT2633	\$ 23.50
Loffler Companies, Inc.	12/26/2024	EFT2623	\$ 176.91
		<b>Vendor Expenses - Autopay Total:</b>	<b>\$ 200.41</b>
Lakes Computer, Inc.	12/23/2024	EFT2616	\$ 407.50
Ohnstad Twichell, P.C.	12/23/2024	EFT2617	\$ 9,348.50
Stantec Consulting Services Inc.	12/23/2024	EFT2618	\$ 12,653.73
Wells Fargo-Office Lease	12/23/2024	EFT2619	\$ 1,338.57
		<b>Vendor Expenses - EFT Total:</b>	<b>\$ 23,748.30</b>
Arvig	12/20/2024	15334	\$ 69.95
Bank of America	12/23/2024	15343	\$ 1,037.90
L & M Supply	12/20/2024	15335	\$ 41.99
Loffler	12/20/2024	15336	\$ 238.36
Minnesota State University-Mankato	12/20/2024	15337	\$ 18,500.00
Moore Engineering, Inc	12/20/2024	15338	\$ 109,299.85
Office of MNIT Services	12/20/2024	15339	\$ 77.20
Premium Waters, Inc.	12/20/2024	15340	\$ 13.72
Verizon	12/20/2024	15341	\$ 52.16
		<b>Vendor Expenses - Check Total:</b>	<b>\$ 129,331.13</b>
Becker County Museum	12/20/2024	15342	\$ 3,000.00
		<b>BMP Cost Share - Check Total:</b>	<b>\$ 3,000.00</b>
		<b>Bills Total:</b>	<b>\$ 156,637.58</b>
Payroll, Taxes, & Benefits Total	12/31/2024	EFT2607-EFT2609, EFT2610- EFT2612, EFT2613-EFT2615, EFT2624-EFT2626	\$ 25,800.45

**Exhibit A**  
**Pelican River Watershed District**  
**2025 Final BUDGET AND TAX RESOLUTIONS**  
**December 20, 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 Final Levies, Assessments, and Fees of the Pelican River Watershed District.**

**Motion:** Charles Jasken **Second:** Laurie Olson

**Roll Call Vote:**

**AYES:** Michaelson, Charles Jasken, Chris Jasken, Olson, Okeson, Hansen, Krall **NAYS:** none

**Absent:** none

**Motion Passed Unanimously**

**Pelican River Watershed District  
2025 Final Budget  
December 20, 2025**

	General	Utility Stormwater	DCM-01	1B (Sal & Mel)	1C (Detroit & Curfman)	Ditch 11-12	Ditch 13	Ditch 14	LMP-01
<b>Income</b>									
Total Revenue	261,500.00	308,500.00	90,300.00	30,250.00	15,500.00	40.00	20,050.00	50.00	31,500.00
Total Other Financing Sources (USES)	57,000.00	-32,000.00	19,000.00	-10,000.00	-10,000.00	-1,000.00	-1,000.00	-1,000.00	-12,000.00
Total Income	318,500.00	276,500.00	109,300.00	20,250.00	5,500.00	-960.00	19,050.00	-950.00	19,500.00
<b>Expense</b>									
Total Incentive Programs		40,000.00							50,000.00
<b>CAPITAL OUTLAY</b>									
Total Education & Outreach	4,500.00	10,000.00							
Total County Drainage System						1,500.00	4,000.00	4,000.00	34,150.00
Total Program Activities	72,450.00	50,500.00	50,000.00	25,000.00	25,000.00	200.00	1,500.00	200.00	
Total Operating Expense	315,000.00	81,100.00	51,000.00	700.00	900.00				
Total Payroll	28,650.00	145,890.00							
Total Contracted Services	420,600.00	337,090.00	106,000.00	26,300.00	26,500.00	1,700.00	5,500.00	4,200.00	84,150.00
Total Expense									

FUND	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 Final Budget of the Pelican River Watershed District

Motion: Charles Jasken Second: Laurie Olson

Roll Call Vote:

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

NAYS: none

Absent: none

Motion Result: Passed Unanimously



## PRWD 2024 INTERFUND TRANSFERS

WHEREAS, records are kept of time spent for work on behalf of the 1B & 1C Projects, LMP-01, DCM-01, Ditches, and water management;

WHEREAS, costs of preparing permit applications, reports, and general supervision are directly attributable to 1B & 1C Projects, LMP-01, DCM-01, ditches, and water management;

WHEREAS, portions of certain insurance costs, office space, and other District expenses are directly attributable to 1B & 1C Projects, LMP-01, DCM-01, ditches, and water management;

THEREFORE, the Managers approve the following transfers:

**YET 24 01 A - YET 24 01 B \$ 5,000** from 1-B to the General Fund

**YET 24 02 A - YET 24 02 B \$ 5,000** from 1-C to the General Fund

**YET 24 03 A - YET 24 03 B \$ 1,000** from Ditch 11-12 to the General Fund

**YET 24 04 A - YET 24 04 B \$ 1,000** from Ditch 14 to the General Fund

**YET 24 05 A - YET 24 05 B \$ 1,000** from Ditch 13 to the General Fund

**YET 24 06 A - YET 24 06 B \$ 40,000** from Utility to the General Fund

**YET 24 07 A - YET 24 07 B \$ 3,000** from LMP-01 to the General Fund

**YET 24 08 A - YET 24 08 B \$ 1,000** from Drainage Buffer Enforcement to the General Fund

**YET 24 09 A - YET 24 09 B \$ 9,000** from LMP-01 to DCM-01

**YET 24 09 A - YET 24 09 B \$ 5,000** from 1B to DCM-01

**YET 24 09 A - YET 24 09 B \$ 5,000** from 1C to DCM-01

**YET 24 10 A - YET 24 10 B \$ 1,334.73** from Utility to FEMA Grant

**YET 24 11 A - YET 24 11 B \$ 5,966.43** from FEMA Grant Match to FEMA Grant

**YET 24 12 A - YET 24 12 B \$ 100,000** from Utility to 319 Grant Match

Motion Michadson Second Olson Passed Unanimously

  
Chris Jasken, Secretary- Pelican River Watershed District

  
Tera Guetter, Administrator – Pelican River Watershed District

Date Approved: 12/20/24

# Special Meeting Minutes



Date:	Monday, December 16, 2024
Location:	Wells Fargo Building, Second Floor Meeting Room 211 Holmes St. West, Detroit Lakes MN
Managers Present:	Rick Michaelson, Dennis Kral (via IT), Chris Jasken, Laurie Olson, Charles Jasken, Phil Hansen, Orrin Okeson (via IT)
Managers Absent:	None
Staff:	Administrator Guetter, Bach, Owen Reding (1W1P employee)
Consultants	Lukas Croaker (Ohnstad Twichell), Chad Engels (Moore Engineering), Garrett Monson (Moore Engineering)
Others:	Pete Waller (BWSR)

- 1. Call to Order – The Special Managers’ meeting was called to order by President Michaelson at 1:33 PM.**
- 2. Rules Revision Process Information Presentation–Monson (Moore Engineering) – attached hereto.** Engineer Monson reviewed draft Rules with the Board noting the reformatting by Attorney Croaker, update of the process flow chart, removal of Flood Plain Management section; Chapter Six – updating thresholds to match Becker County ordinance, update of BMP figure 6-1, 6.7 – Maintenance Agreement recording; Chapter 7 – inserted DNR rip rap figure and matched wording; minor clarification edits in Chapter 7. 4 vegetation alteration and erosion control sections; Pete Waller, BWSR reminded the managers the State of MN is currently updating Chapter 10 (Buffer Law) and future rule amendments may be needed. Chapter 11 – Enforcement to include contractors in administrative compliance order letters. Chapter 8 – Regional Conveyance Systems – Managers suggested developing an information chart/sheet for governmental entities (especially townships).

No action was taken.


**Meeting adjourned by Manager Michaelson at 5:30 PM.**

Respectfully Submitted,

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Chris Jasken, Secretary

Meeting Approved




# Rule Revision Process

Public Information Meeting – September 25, 2024



1

## Where We Started



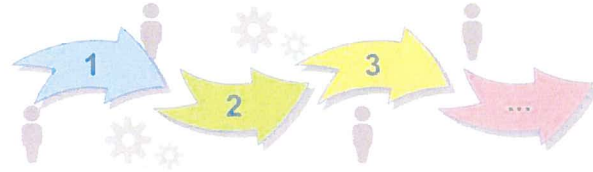
- Previous Rules were outdated (last published April 1, 2003)
  - A lot has happened in water management in the last 20+ years
  - Needed to incorporate new industry standards
- Previous Rules were causing confusion
  - Did not meet current needs of applicants or practices of staff
  - Referenced many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

2

## 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



3

## 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



4

# 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



5




# 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

**Watershed Management**

- Projects
- Programs
- Partnerships

6



## Rule Revision Next Steps



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

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Compile and address public comment for Final Draft

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Board review of Final Draft

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Public Hearing estimated February of 2025

7



**moore**  
engineering, inc.

8

DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
JANUARY 8, 2025

1) **Surface Waters Protection and Enhancement**

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

- i) **Rice Lake Capital Improvement Project (CIP). Phase 2- Lower Structure.** Guetter is working on obtaining the 2 remaining flowage easements and construction agreement.
- ii) **Campbell Creek Project (MPCA 319 Funding/Otter Tail 1W1P).** On January 6<sup>th</sup>, Stantec met with MN DNR and also held a meeting with Becker County Highway Department to review design concepts for the upper reach area (i.e., rock arch rapids) and the CR 149 culvert improvement (adding another culvert, rock riffles). MN DNR provided examples of other similar rock riffle projects and Becker County recommended jacking in the additional piping (not open cut), use RCP, provide 3 feet of spacing between the culverts to avoid being considered a bridge, forward on any modeling reports developed for their records, and provide traffic management during construction.
- iii) **Little Floyd Lake Rock Arch Rapids (MN DNR funding)** – The reimbursement was received, and we are currently in a holding pattern until the final project inspection and closeout occurs in Spring 2025.
- iv) **Bucks Mill Dam Modification (MN DNR, Get out More, Federal).** We received the MN DNR Reimbursement Request form on January 6<sup>th</sup> and will be submitting a request in the next couple of weeks. On the technical side, Moore staff are drafting the designs with input/review from the MN DNR. The rock weirs will be split into two segments, one between the dam and township road, and the other after the township road where the project will tie back in with the Pelican River. The proposed channel will not impact the existing private building, north of the channel, but will require the township road to be raised. Modeling has been completed for the existing conditions and for the proposed design. Iterations to the proposed layout are being completed to fine tune the design. Once these updates are ready the models will be run to ensure permitting requirements are met. After the modeling shows the proposed design will work, plans and specifications will be completed. Initial contact has been made with the Township board to ensure we are meeting their criteria. For the EAW and project permitting tasks, a pre-application meeting with USACE, LGU, and TEP members will be set up within the month to discuss the project and its environmental impacts, and preliminary alternative analysis of options considered and evaluated (selected alternative causes the least harm to wetlands and aquatic resources while achieving the project's purpose). The Environmental Assessment Worksheet is near completion. Moore developed two project videos. Both videos cover the dam's history, the planned modifications, and the benefits of the project.

2) **Becker County Drainage Systems 11, 12, 13 and 14**

- a) **Ditch 11** – No activity to report.
- b) **Ditch 12** – No activity to report.
- c) **DITCH 13 (Little Floyd Lake to Big Detroit)**
  - i) Open Work Orders
    - (1) d13-24-06 - Jackson Avenue –Blockage removal pending.
- d) **DITCH 14 and BRANCH 1 (HWY 10 to St. Clair Lake to Pelican River)** – No activity to report.

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

- a) **Rules Revision Update** – The Board of Managers approved the draft rule for public comment at the Regular Board Meeting on 12/20/2024. On 12/23/2024, the draft rules were emailed and mailed to BWSR, MPCA, MN DNR, and transportation authorities (MN DOT, Becker County, Otter Tail County, City of Detroit Lakes, Burlington Township, Detroit Township, Erie Township, Holmesville Township, Lake Eunice Township, Lake View Township, Richwood Township, and Candor Township (Otter Tail County). The next steps involve noticing the public hearing for the rule which will be held on 2/12/2024 at 08:30AM.

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**4) HABITAT PROTECTION AND MANAGEMENT**

- a) **River/Stream Connectivity – Barriers to Fish Movement.**
  - i) See report under Capital Projects.
  - ii) Buck's Mill Dam –see report under Capital Projects.

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

- a) **Invasive Aquatic Plant Management Grant** – Grant applications for AIS treatments for Lake Sallie, Lake Melissa, Detroit Lake and Floyd Lake were submitted to the MN DNR Invasive Aquatic Plant Management Grant Program on 12/17/2024 and anticipate grant award notices to be communicated by mid-February. Grant applications will also be submitted to Becker SWCD's Aquatic Invasive Species Grants in the spring after we are notified of MN DNR grant awards.
- b) **CLP Research (Mankato State)** – a meeting with Dr. Wersal, Pearl Jensen (Master's student) and PLM (applicator) is scheduled for the 23<sup>rd</sup> or 30<sup>th</sup> to discuss the 2025 field season and get organized!

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

**a) Local Media/Mailings.**

- i) Bach appeared on KDLM's Hodge Podge program on December 19. She discussed our Buck's Mill project and the abundance of information available on the website.

**b) Social Media Posts**

- i) (Facebook & Instagram) – Facebook Followers – 226 (last month 224), Instagram Followers – 16 (last month 16)

Date	Description	Engagement
12/23/2024	Office Closed Christmas Eve & Christmas Day Notice.	0 likes, 0 comments, 0 shares
12/27/2024	Year in Review – Curly Leaf Pondweed Research	2 likes, 0 comments, 0 shares
12/31/2024	Office Closed New Years Day Notice	0 likes, 0 comments, 0 shares
12/27/2024	Year in Review – Flowering Rush Treatment Win	8 likes, 1 comment, 0 shares
12/31/2024	Year in Review – Little Floyd Lake Dam Modification	1 like, 0 comments, 0 shares
1/1/2025	Year in Review – Buck's Mill Dam Modification	0 likes, 0 comments, 0 shares
1/3/2025	Now Hiring – Summer Water Resource Technicians	2 likes, 0 comments, 2 shares
1/7/2025	Accepting Applications for Water Resources Coordinator	0 likes, 0 comments, 0 shares

- ii) **“No Child left Inside” Education Group** – No meetings scheduled.
- iii) **Ottertail 1W1P Education and Outreach Group** – See 1W1P Section.
- iv) **Successful Outreach Strategies** – Bach will be unable to attend the next session as it conflicts with our February Public Hearing and Regular Meeting.



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- v) **Signs for Incentive Programs** – Bach will continue to work on this project with the goal of having signs ready for staking in the spring.

For Rain Gardens/Habitat Projects

For Shoreline BMP Projects:



(1) **Website Updates**

- (a) Our Work section planned updates.

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

**7) DISTRICT OPERATIONS/ADMINISTRATION.**

a) **Grant Oversight -**

- i) *Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding)* Grant Progress report due February 1, 2025. The work plan will be updated to include the Engineer's Report and Landowner communication and engagement task in February. Reimbursement or expenses will occur in the February 2025 timeframe.
- ii) *FEMA Grant* – Funds have been closed with the application of the Year End Transfers.
- iii) *BWSR Clean Water Rice Lake Project – Phase 1 & Phase 2. MN DNR.* – Grant Progress report due February 1, 2025.
- iv) *MN DNR – Conservation Partners Legacy Grant (Little Floyd Outlet)* – First reimbursement request was approved and funds were received by the district in December 2024. Next Report date is at project close or 12/31/2025, whichever is earlier.
- v) *Otter Tail 1W1P Implementation Grant* – Guetter and Bach are working with Nicole Lundeen on finalizing reimbursement requests for the first round of grants.
- vi) *Buck's Mill Dam Modification MN DNR* – A summary report of year to date tasks was submitted to Amanda Hillman-Roberts, MN DNR, on 12/26/2024. Guetter and Bach will work on the first reimbursement request for funds spent to date. Next report date is 12/31/2025.

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- b) **Otter Tail River 1W1P Partnership – WEBSITE:** <https://www.eotswcd.org/ot1w1p/>
- i) **1W1P Grant – Feasibility Study West Area (“Willow Pond”) Stormwater Treatment.** Preliminary design options were provided to Managers at the 102/20/2024 board meeting. Next steps is to quantify the pollutant removals and construction cost and on-going maintenance cost estimates of selected concepts.
  - ii) **OTW TAC Committee** (Guetter). The next meeting is on Monday, February 3<sup>rd</sup> at PRWD.
  - iii) **OTW Education/Outreach Committee** – Bach is working on current outreach projects and end of year reporting requirements for BWSR.
- c) **MN Watersheds Conference** – Guetter followed up with Jan Voit regarding why there is no allowance to make even minor changes to resolutions during the Business meeting. The response was amendments or additional resolutions must be done at a MN Watershed’s Board meeting prior to the annual conference business meeting. A request can be made for the Board to meet prior to the annual meeting to consider changes. The response was forwarded on to the managers.
- d) **2025 Water Resource Technician Internships** – The summer intern jobs were posted to the PRWD website, Facebook, Instagram, and Handshake (a platform used by multiple schools for posting college intern positions). The posting was also sent to area lake associations and our previous interns to spread the word. Applications are open until 2/28/2025 or filled.
- e) **Water Resource Coordinator Resignation** – Gina Kemper submitted her resignation to the board of managers at the 12/20/2024 meeting. We are sad to see Gina go, and we thank her for all her hard work and dedication to the District. We wish her the best in her new endeavors.
- f) **Water Resource Coordinator Job Opening** – The WRC position was posted to the PRWD website, Facebook, Instagram, and Indeed on 12/26/2024. To date we have received three applications. Applications are open until 1/17/2025 or until filled.
- g) **2024 Financial Audit** – The 2024 audit with Clasen & Schiesl CPAs is scheduled to start on 1/27/2025. Bach and Guetter have received the initial request for information letter as of 1/3/2025. Communication letters were completed and returned to the auditors on 1/6/2025. Staff will begin assembling the remainder of the requests which are due to the auditor by 1/13/2025.
- h) **2024 Annual Report and Monitoring Report** – Guetter, Bach and new employee will be working on these reports over the next couple of months.
- i) **2025 Work Plan** – Guetter will be updating for the February meeting.
- j) **Minnesota Erosion Control Association (MECA) Training** – MECA Annual Conference will be held in St. Cloud, MN on January 28-30, 2025.
- k) **MLMS Lake Management Symposium** – the MLMS Lake Management Symposium will be held in Chaska, MN on 2/4/2024.
- l) **MN Watersheds Legislative Event** - The MN Watersheds Legislative Event and MAWA meeting will be held in St. Paul, MN from February 18-20, 2025. Administrator Guetter plans to attend.
- m) **BWSR Manager Training** – BWSR Manager Training will be held at the Detroit Lakes Police Community room on February 25 from 1:00-4:00 PM. **What will be discussed?** 1) Manager Roles and Responsibilities, 2) Watershed District Law (103D), including recent changes, 3) Water Management & Conservation Universe, 4) Essential Responsibilities and Exceptional Attributes of Local Governing Boards, 5) Open Meeting Law/Data Practices, 6) Resources – WD Handbook. RSVP is requested.
- n) **Moore Engineering, Inc. Rates for 2025** – On 1/7/2025 Engineer Garrett Monson provided the district with MEI’s new rates for 2025. The document is on the agenda for the 1/15/2025 Regular Manager Meeting.
- o) **Manager Hansen Resignation** – Manager Phil Hansen submitted his official resignation letter to the district on 12/31/2024. We wish Phil the best of luck in his new role as County Commissioner.

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9) DATA COLLECTION AND MONITORING PROGRAM

a) **Streams and Lakes**– data was submitted to Jean Gavin, MPCA to be entered into the EQUIS system. The District will make a final review before it's entered into the state EQUIS database system. Kemper has been compiling charts for water quality for the 2024 monitoring report. The 2024 monitoring report will be completed by Guetter and the new employee.

10) Weather

a) **Detroit Lakes, MN – National Weather Service Data**

The temperatures for Detroit Lakes were above average. There were 20 days that were at or above average than the historical average and 11 days that were below historical average. A total of 1.03 inches of precipitation fell on Detroit Lakes in December including 7.3 inches of new snow.

**Warmest Day(s):** 42°F, December 7<sup>th</sup> and 28<sup>th</sup>

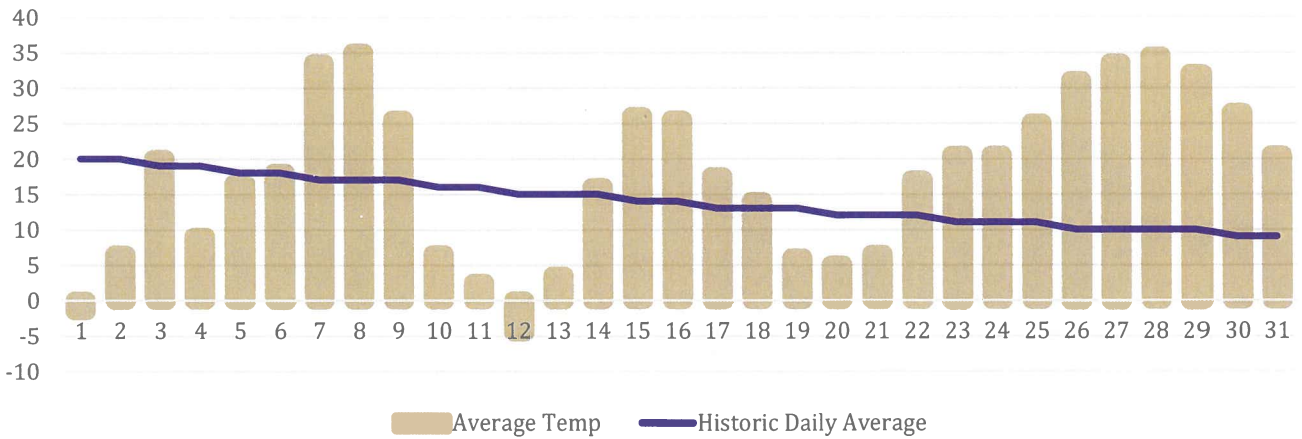
**Coldest Day(s):** -15°F, December 11<sup>th</sup>

**Monthly Average Temp:** 17.7°F

**Daily Average High Temp:** 26.1°F

**Daily Average Low Temp:** 9.3°F

December 2024 Average Daily Temperature vs. Historic Daily Temperature  
for Detroit Lakes, MN in Fahrenheit  
source: National Weather Service Climate Data

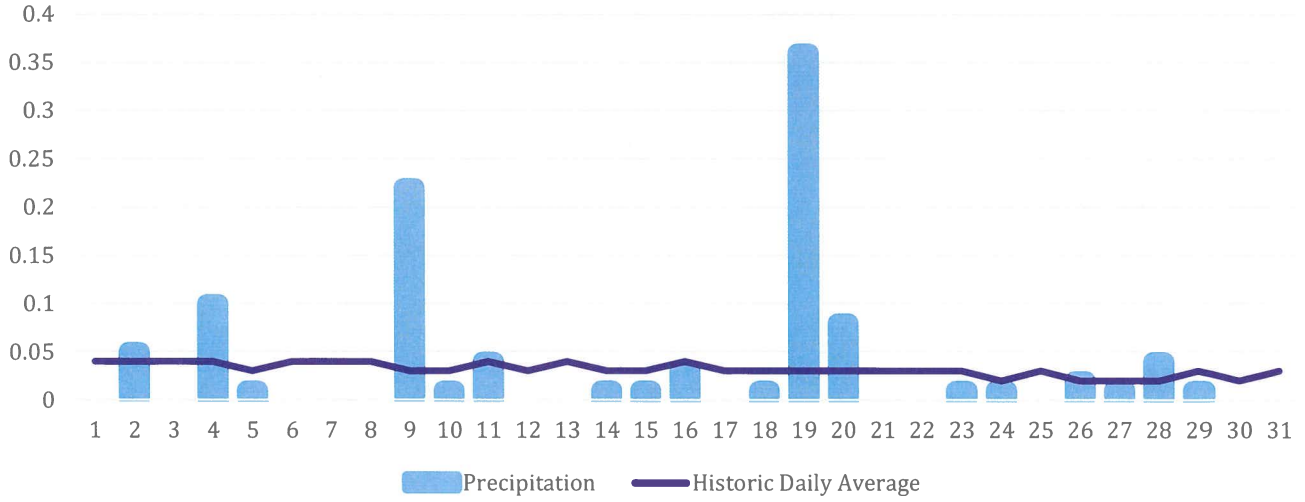


# DISTRICT ADMINISTRATOR'S MONTHLY REPORT

## JANUARY 8, 2025

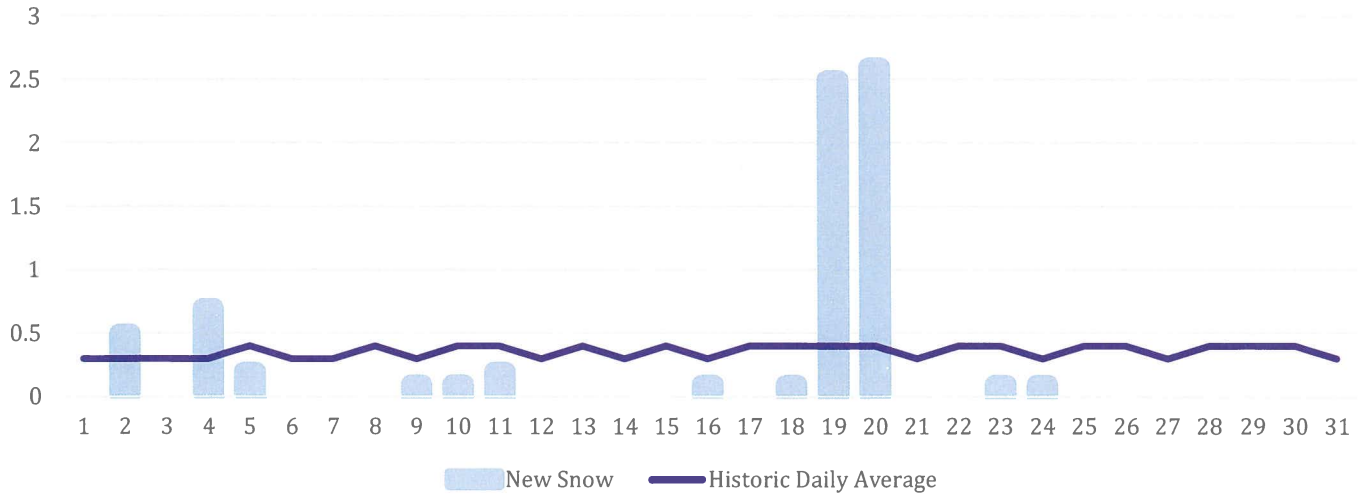
**December 2024 Average Precipitation vs. Historic Daily Precipitation  
for Detroit Lakes, MN in Inches**

source: National Weather Service Climate Data



**December 2024 Average New Snowfall vs. Historic Daily Snowfall  
for Detroit Lakes, MN in Inches**

source: National Weather Service Climate Data





**b) Preliminary Climate Summary for December of 2024 – University of Minnesota**

With the expected warmer than normal last week of the month (to conclude next Tuesday), most climate stations in Minnesota will report a mean monthly temperature that is 3°F to 5°F above normal for December. This will mean that on a statewide basis December of 2024 will fall among the warmest 25 in state history. Extremes for the month ranged from 58°F at Granite Falls (Yellow Medicine County) on the 7th and at Winnebago (Faribault County) on the 8th to just -31°F at Baudette (Lake of the Woods County) on the 11th. Minnesota reported the coldest temperature in the nation four times during December, on the 12th, 13th, 19th, and 21st.

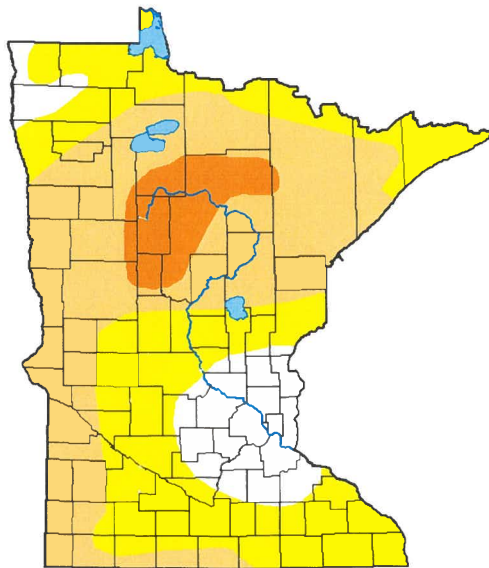
Moisture was generally above normal during December in most places. Statewide precipitation average was close to 1 inch, well above normal. Many areas of the state reported from 1 to 2 inches of precipitation (liquid equivalent) and some areas along the north shore of Lake Superior reported over 2 inches. For snowfall, many areas of the state reported between 4 and 10 inches. There were some reports of 10 to 20 inches along the north shore areas of Lake Superior.

With the addition of a warmer than normal December to the climate of 2024, it is likely that the year will go down among the warmest three in state history, rivaling 1931, 1987, and 2012. Also, with the addition of a wetter than normal December, the climate record for the year 2024 is likely to show that it was among the 15 wettest years in state history, despite the autumn season Drought that prevailed across the state. Many climate stations reported annual precipitation over 40 inches. Faribault (Rice County) reported its 3rd wettest year in history with over 46 inches, while Wells (Faribault County) reported a record annual precipitation with 49.02 inches.

**c) Minnesota Drought Report**

The drought situation across Minnesota improved slightly over the month of December. The month began with 57 percent in at least moderate drought and dropped to 49 percent at the end of December. Becker County saw little change month over month. Soils are frozen with frost depth reported in Otter Tail county at 14 inches.

**U.S. Drought Monitor  
Minnesota**



**December 31, 2024**  
(Released Wednesday, Jan. 1, 2025)  
Valid 7 a.m. EST

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	12.28	87.72	49.40	7.47	0.00	0.00
Last Week 12-24-2024	10.97	89.03	53.13	7.47	0.00	0.00
3 Months Ago 10-01-2024	6.04	93.96	43.28	0.00	0.00	0.00
Start of Calendar Year 01-02-2024	14.82	85.18	40.24	12.42	0.25	0.00
Start of Water Year 10-01-2024	6.04	93.96	43.28	0.00	0.00	0.00
One Year Ago 01-02-2024	14.82	85.18	40.24	12.42	0.25	0.00

**Intensity:**  
 None  
 D0 Abnormally Dry  
 D1 Moderate Drought  
 D2 Severe Drought  
 D3 Extreme Drought  
 D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

**Author:**  
Rocky Bilotta  
NCEI/NOAA



droughtmonitor.unl.edu

# Rules Report – January 2025



## PERMITS ISSUED

No.	Name/Address	Description
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No permits issued in December

## PERMITS IN PROCESS

- **Scott Kjos** – Residential Stormwater

## PERMITS APPLICATIONS – ENGINEER REVIEWS IN PROCESS

- **City of Detroit Lakes – Pickle Ball Courts**
- **Becker County – Dunton Locks**
- **BTD Manufacturing**
- **Smith Living Trust**

## VIOLATION Report

- **Solmon, Marty:** 12044 Cty Rd. 17: Work done in the SIZ without a permit. PRWD is waiting on MN DNR permit decision (work requires a MNDNR permit). DNR has reviewed and cannot issue their permit until the applicant is compliant with local entities. At the 12/20/2024 meeting the Board of Managers directed the District Attorney to draft an Administrative Compliance Order to the landowner.

## MEETING COMMENTS

- **City of Detroit Lakes – City Council**
  - December 17, 2024 – no comments
  - January 7, 2025 – no comments
- **City of Detroit Lakes – Planning Commission**
  - No meetings set for 2025
- **City of Detroit Lakes – Development Authority**
  - No meetings set for 2025
- **Becker County – Planning and Zoning**
  - December 18, 2024 - no comments
- **Becker County – Board of Adjustment**
  - No meetings set for January – March 2025