PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular MONTHLY MANAGERS’ MEETING
Thursday, October 15, 2015
6:15 PM
WATERSHED DISTRICT OFFICE
Wells Fargo Bank, 2nd Floor Conference Room
211 Holmes Street West, Detroit Lakes, MN
(218) 846-0436  www.prwd.org

AGENDA

6:15 PM
1. Call To Order

2. Approval of Agenda and Consent Agenda (Administrator’s Report; Secretary’s Report –Sept 8, 2015 Public Hearing and Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector’s Report)

6:25 PM
3. Progress Reports - Committee Chairs (5 minute reports)
   a. Personnel
   b. Aquatic Plant (Projects 1B & 1C)
   c. Advisory Committee

6:35 PM
4. Old Business
   a. Rice Lake Project

6:45 PM
Treasurer’s Report
   a. Approve October 2015 Bills
   b. Approve Fund transfer
   c. Review January – September 2015 Revenue & Expenses – to be filed and subject to audit.

7:00 PM
5. New Business
   a. Revised Management Plan – Wenck Proposal

7:15 PM
6. Public Forum (5 minutes)

7:20 PM
7. Attorney’s Report
8. Engineer’s Report
9. Pulled Consent Agenda Items
10. Announcements – Managers register for MAWD conference in December

7:25 PM
11. Meeting Adjournment

(action items in bold face)
THE PELICAN RIVER WATERSHED DISTRICT OF
BECKER AND OTTERTAIL COUNTIES
MINUTES OF A PUBLIC HEARING
AND REGULAR MEETING

September 8, 2015

Managers Present: Kral, Okeson, Brainard, Imholte, Michaelson, Noyes,
Managers Absent: Haggart
Staff: Tera Guetter, Administrator; Terry Anderson, Seasonal
Consultants: Karen Skoyles, Briggs, Ramstad & Skoyles
Advisory Committee: John Okeson, Becker County Commissioner
Others: None

PUBLIC HEARING – 2016 Proposed Budgets and Levies, Special Assessments, and Fees

The Public Hearing was called to order at 6:15 PM by President Kral.
There were no members of the public who had questions or comments. President Kral closed the public
hearing at 6:16PM.

REGULAR MONTHLY MEETING

The Regular Managers’ meeting was called to order by President Kral at 6:16 PM.

CONSENT AGENDA

Motion to approve Consent Agenda (Secretary’s Report – August 20, 2015 Regular Meeting Minutes;
Administrator’s Report, Rules/Permitting Report; Ditch Inspector’s Report (Brainard, Michaelson), carried
unanimously.

PROGRESS REPORTS

Personnel Committee – The committee did not meet this past month.
Aquatic Plant Committee – The committee did not meet this past month.
Advisory Committee – Nothing further to report.

TREASURER’S REPORT.

a. Approval of September 2015 Claims. # 14094-14105 and EFT-520 – EFT-526 ($67,239.55) The monthly bills
were reviewed. Due to the early timing of the September meeting, additional bills will be forthcoming. A complete
listing of bills paid will be presented at the October meeting. Motion to authorize the Treasurer to pay
September bills and for the Treasurer and Secretary to review/pay additional monthly bills, (Imholte,
Noyes), carried unanimously. Motion to transfer $65,000 from Wells Fargo Savings to Checking account
(Imholte, Brainard) carried unanimously
Revenue and Expense Report. Motion accept the draft Jan-August 2015 R & E Statement and file for audit
(Imholte, Michaelson), carried unanimously.

OLD BUSINESS

a. No Agenda item

NEW BUSINESS

a. 2016 Preliminary Budget and Tax Resolutions. Managers reviewed and approved the 2016 Preliminary Fund
Budgets and Fund Levy’s, Assessments, and Fees – see Exhibit A, attached hereto.
Survey and Data Acquisition Fund (SADAF) – Manager Okeson requested Administrator Guetter to review
other ways to levy for monitoring funds. Under MN State Statute, a watershed district can levy for data acquisition
and surveying, an ad valorem tax once every five years for this purpose. Manager Okeson stated it is better to
assess a smaller amount each year, than a larger amount once every five years.

PUBLIC FORUM – NONE

ATTORNEY REPORT. Nothing further to report.
ENGINEER REPORT – Nothing further to report.
ANNOUNCEMENTS. Minnesota Association of Watershed District Annual Meeting, December 3-4, 2015, Alexandria, MN.
ADJOURNMENT. Motion to adjourn the meeting at 7:21 PM (Brainard, Okeson), carried unanimously.

Meeting Approved:

Respectfully Submitted,
David Brainard, Secretary
Pelican River Watershed District  
Claims Paid  
September 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Expenses Paid WF Account</td>
<td></td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14094</td>
<td>Arvig</td>
<td>50.88</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14103</td>
<td>Bank of America</td>
<td>92.03</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14095</td>
<td>Bell State Bank &amp; Trust</td>
<td>25,000.00</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14096</td>
<td>Central Market</td>
<td>49.05</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14097</td>
<td>County 6 Amoco &amp; Bait</td>
<td>590.44</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>14105</td>
<td>Detroit Lakes Newspapers</td>
<td>171.15</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14098</td>
<td>L &amp; M Supply</td>
<td>33.98</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14099</td>
<td>League of MN Cities</td>
<td>1,775.00</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14104</td>
<td>Office of Enterprise Technology</td>
<td>98.74</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14100</td>
<td>Professional Lake Management</td>
<td>33,464.14</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14101</td>
<td>Schultz Garage &amp; Bus Co., Inc</td>
<td>1,809.36</td>
</tr>
<tr>
<td>09/18/2015</td>
<td>14102</td>
<td>Verizon</td>
<td>60.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 63,195.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electronically Paid Bell Account</td>
<td></td>
</tr>
<tr>
<td>09/21/2015</td>
<td>EFT-520</td>
<td>*Alcott, Brent</td>
<td>87.50</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>EFT-521</td>
<td>*Guetter, Tera</td>
<td>199.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 286.55</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>EFT-522</td>
<td>RMB Environmental Laboratories, Inc.</td>
<td>1,181.00</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>EFT-523</td>
<td>Webber Family Motors</td>
<td>37.23</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>EFT-524</td>
<td>Wells Fargo-Office Lease</td>
<td>1,299.58</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>EFT-525</td>
<td>Wenck Associates, Inc</td>
<td>993.80</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>EFT-528</td>
<td>Xerox Corporation</td>
<td>246.17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 3,757.78</td>
</tr>
<tr>
<td></td>
<td></td>
<td>September Payroll - Direct Deposit</td>
<td></td>
</tr>
<tr>
<td>9/10/2015</td>
<td>EFT 511-516</td>
<td>Employee Payroll</td>
<td>4,924.05</td>
</tr>
<tr>
<td>9/16/2015</td>
<td>EFT 517-519</td>
<td>Supplemental Benefit</td>
<td>1,172.13</td>
</tr>
<tr>
<td>9/24/2015</td>
<td>EFT 527-533</td>
<td>Employee Payroll</td>
<td>5,373.47</td>
</tr>
<tr>
<td>9/30/2015</td>
<td></td>
<td>Federal Withholding</td>
<td>4,095.22</td>
</tr>
<tr>
<td>9/30/2015</td>
<td></td>
<td>Minnesota Withholding</td>
<td>656.00</td>
</tr>
<tr>
<td>9/30/2015</td>
<td></td>
<td>PERA</td>
<td>1,789.56</td>
</tr>
<tr>
<td>9/30/2015</td>
<td></td>
<td>NACO - 457 Employee Deduction</td>
<td>1,773.52</td>
</tr>
<tr>
<td>9/30/2015</td>
<td></td>
<td>MN HCSP</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 20,084.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total September Expenses</td>
<td>$ 87,323.60</td>
</tr>
</tbody>
</table>
Exhibit A
PRWD 2016 Preliminary BUDGET AND TAX RESOLUTIONS

GENERAL FUND

Whereas the Managers of the Pelican River Watershed District have reviewed the current financial reports and have projected District financial needs for 2016;

Whereas a public hearing was advertised and held on September 8, 2015;
Whereas the District’s allowable maximum levy for 2016 is $250,000;
Whereas the District preliminary payable levy for 2016 is $240,000;

Whereas the District is entitled to levy an amount in addition to its maximum levy to pay for liability insurance in accordance with MS 466.06;

Whereas the District expects liability insurance premiums to be $7,000 based upon 2015 rates;

Therefore, the Managers approve the payable General Fund Levy of $247,000 for 2016.

Motion  Kral  Second  Okeson  Passed  Unanimously (Haggart absent)

Survey and Data Acquisition Fund

Whereas the Managers of the Pelican River Watershed District have reviewed Survey and Data Acquisition Fund current financial reports and have projected maintenance fund needs for 2016-2020;

Whereas the District is permitted to levy up to $.02418% of taxable market value every five years for this fund in accordance with MS 103D.905,

Whereas the District previously levied $110,000 in 2011 for this fund,

Whereas the Managers of the Pelican River Watershed District believe that $150,000 is required for the next five years to undertake certain monitoring and data acquisition needs,

Whereas a public hearing was advertised and held on September 8, 2015;

Therefore, the Managers approve the preliminary budget and an ad valorem levy for $150,000 for the Survey and Data Acquisition Fund for 2016.

Motion  Imholte  Second  Noyes  Passed  Unanimously (Haggart absent)
PROJECT LMP-01

Whereas the Managers of the Pelican River Watershed District established the LMP-01 on July 15, 2010 and have reviewed financial and projected maintenance fund needs for 2016;

Whereas 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;

Whereas the Managers of the Pelican River Watershed District believe that $50,000 is required to undertake Aquatic Invasive Species research, education, treatments, and management to pay the costs attributable to the basic water management features of the Project;

Whereas a public hearing was advertised and held on September 8, 2015;

Therefore, the Managers approve the payable ad valorem levy for $50,000 for LMP-01’s Maintenance Fund for 2016.

Motion  Brainard  Second  Kral  Passed  Unanimously (Haggart absent)

STORMWATER UTILITY FUND

Whereas the Managers of the Pelican River Watershed District have reviewed the Stormwater Utility Fund current financial reports and have projected fund needs for 2016;

Whereas the Managers of the Pelican River Watershed District believe that $215,000 required to undertake certain stormwater treatment facility construction and repair;

Whereas a public hearing was advertised and held on September 8, 2015;

Therefore, the Managers approve and adopt the fee schedule with the minimum parcel amount of $22.00 and the maximum of $60.00.

Motion  Imholte  Second  Brainard  Passed  Unanimously (Haggart absent)

PROJECT 1B

Whereas the Managers of the Pelican River Watershed District have reviewed the Project 1B current financial reports and have projected maintenance fund needs for 2016;

Whereas a public hearing was advertised and held on September 8, 2015;

Therefore, the Managers approve an assessment for $40,000 for Project 1-B’s Maintenance Fund for 2016.

Motion  Michaelson  Second  Okeson  Passed  Unanimously (Haggart absent)
PROJECT 1C

Whereas the Managers of the Pelican River Watershed District have reviewed the Project 1C current financial reports and have projected maintenance fund needs for 2016;

Whereas a public hearing was advertised and held on September 8, 2015;

Therefore, the Managers approve an assessment for $60,000 for Project 1-C’s Maintenance Fund for 2016.

Motion  Imholte  Second  Michaelson  Passed  Unanimously (Haggart absent)

DITCH 11-12
No Assessment

DITCH 13
No Assessment

DITCH 14
No Assessment
RULES OF ENFORCEMENT

October 2015

PERMITS ISSUED:

15-85 Al & Jane Panzino 14170 260th Ave. Alteration to land, sand blanket
15-86 Keith & Jo Streyle 1342 So. Shore Dr. Alteration to land, permeable pavers
15-87 Scott Wolff 916 Longview Dr. Alteration to land, rip rap
15-88 Melvin Wendel 1574 West Lake Dr. Rip Rap
15-89 Ace Brandt 1071 Shorewood Dr. Impervious Surface
15-90 Mark & Cindy Waind 25125 Engelwood Dr. Alteration to land
15-91 City of Detroit Lakes Dan St. & CSAH21 Street Improvements
15-92 Charles Anderson 11600 Ravenswood Beach Alteration to land, rip rap
15-93 Don Voracek 1214 South Shore Dr. Tree removal in SIZ
15-94 Orville & Paulette Bean 1576 West Lake Dr. Rip Rap
15-95 McKinley Plaza Corner Frazee & McKinley Impervious Surface/New Development

Permit Applications submitted:

- Dave Snyder—1478 West Lake Dr.—have not received site plan
- Julie Moore—1189 West Lake Dr.—Rip rap and stormwater management plan
- Jeff Roberts—26587 Paradise Point Rd.—Retaining wall repair

VIOLATIONS UNDER REMEDIATION:

Sandra & Randy Gram—13381 West Lake Sallie Dr.—Unpermitted tree removal
Joseph Dahlen—13369 West Lake Sallie Dr.—Unpermitted tree removal
Mike & Jenny Gunderson—1300 East Shore Dr.—Stop work order issued—Unpermitted shoreland work.

OTHER PROJECTS UNDER REVIEW:

None
MAIN DISTRICT WATER QUALITY INITIATIVES

Rice Lake Project. The District was notified it's pre-proposal to the Department of Ag Regional Conservation Partnership Program (RCPP) in the Prairie Grasslands Region pool funding category for Rice Lake Restoration was not selected to submit a full project proposal. There were over 250 applications and only 3 applications (states NE, NM, TX) were invited to submit full proposals for funding under the Prairie Grasslands Region pool funding category. Reviewing the other categories (National and State), only 3 were selected under the national category in MN (Mississippi Basin – Lower Mississippi River Feedlot Management in MN - BWSR; Wisconsin-Minnesota Farmer Conservation Network – MN Ag Water Resource Center; MN Plan to Reduce Impacts to Priority Waters – BWSR) and no MN applications were invited under the state funding pool category. The District will next apply for State targeted watershed funds in February through BWSR.

DL Overlook Restore the Shore Improvements – Alcott, Guion (City of DL), Watland (Becker SWCD) met on October 6th to review the project status, tasks to be completed before freeze up, and preliminary 2016 plans. City staff will rehab the planter boxes this fall, water the trees and plantings, and add rip-rap below the road bed retaining walls to help with ice heaving. Next year’s maintenance activities will include weed control and tree/shrub replacements.

Drainage Inventory (BWSR GRANT) – Alcott will be conducting inventories next week.

Becker County Dunton Park Tram Meeting – Becker Soil & Water Conservation District (SWCD) held a meeting on September 28th to discuss potential tram improvements, including ways to prevent the spread of aquatic invasive species. Members from Melissa-Sallie Lake Improvement District, John Okeson - County Commissioner, Bob Louiseau, City of Detroit Lakes, and Guetter also attended the meeting. Guetter reviewed water quality data (St. Clair Lake and stream to Muskrat). Boat traffic and navigation issues were also discussed by the group. The County will investigate costs for tram improvements and ways to hydraulically lift boats to allow for AIS inspection.

WATER MANAGEMENT RULES

Permits - see Rules Report. There are still a number of Rule violations, namely with shore impact zone modifications without a permit. Alcott is working with Becker County and City of Detroit Lakes staff to improve communications between agencies and to address violations jointly. Also, staff has been reviewing time spent on permits and the review fee schedule. There have been no changes to permit review fees since 2003. Proposed 2016 charges will be presented to the Board at the November board meeting for consideration.

Detroit Lakes Planning Commission. The Planning Commission did not meet in September. Comments were submitted for the Special meeting on October 8th on the Ace Brandt property, Big Detroit for a convention center and storage building. The District will require a storm water management plan for approved structures and impervious surface changes.

Becker County Planning Commission & Board of Adjustments – Comments were submitted for building projects within the Shoreland District of St. Clair Lake and Monson Lake. Both projects if approved will require a PRWD stormwater management permit. A building setback variance request on Little Floyd Lake and Pelican River was reviewed and comments were made to maintain the existing vegetative buffer along the river.

Becker County Ordinance Committee – the committee met on Sept 17th and reviewed proposed amendments to the ordinance – non riparian backlot sizes, deck additions, natural environment lake lot sizes, and ordinance “housekeeping” to make section language consistent.

MONITORING

Lake and Stream Monitoring – Lake monitoring was completed at the end of September. Alcott removed continuous flow measurement equipment and has started reviewing 2015 data.

Red River Basin Monitoring Advisory Committee Meeting – Alcott will attend the October 23rd meeting.
EDUCATION/OUTREACH

Outreach Materials – Moses is ordering new education materials for our "Clean Water" messaging for all age groups.

KDFL Radio – Guetter was the September guest on Hodge Podge and discussed Revised Management Plan process, starry stonewort - a new AIS infestation in Minnesota, and flowering rush research progress.

DL Rotary Club – Alcott presented on district programs to the DL Breakfast Rotary Club.

Holy Rosary – Moses will be a guest speaker at the middle school discussing AIS in the region.

Concordia College – Guetter and Alcott took the limnology class on a field trip around the District. Campbell Creek best management practices, Rice Lake Wetland phosphorus loading issues, Industrial Park storm water treatment issues, Detroit Overlook area restoration and storm water management practices, St. Clair Lake and the waste water treatment connection; and development issues – Sallie Bluff.

Upcoming Training Conferences

MN Water Resources Conference, October 13 & 14, St. Paul River Center. Guetter is registered to attend.
Land Use Planning – A Practical Guide to Variances in Shoreland and Flood Plains, Tuesday October 22, St. Cloud, MN . Alcott is registered to attend.
BWSR Academy (Watershed District & Soil and Water Conservation Service staff training), October 27-29, Craguns, Brainard, MN – Alcott is registered to attend.

AQUATIC PLANT MANAGEMENT

Flowering Rush Research – Alcott and summer interns completed the third set of Flowering rush core sample. Alcott and a staff person from RMB labs completed the third round of vegetation surveys on Detroit, Curlman, Sallie, and Melissa to finish up data collection for the 2015 research project. Alcott delineated additional treatment area on Melissa – Dakota beach area to be included in 2016 treatments.

U of MN AIS Research Center Advisory Committee. A draft strategic plan is under review. The committee will meet on November 4 to finalize the strategic plan.

MN DNR AIS Advisory Committee – The committee met on September 24th in St. Cloud. The committee reviewed the MN DNR's budget cuts for 2016 aquatic plant management grants (proposed reduced from $645,000 to $200,000) – the funds will now be used for county AIS planners. Starry Stonewort, a new infestation on Lake Koronis was discussed at great length including the state's initial response (staff admitted they were caught off-guard with this new infestation) and new protocols are now under development. Legislative issues for 2016 will include long term agency funding.

GENERAL ADMINISTRATION

Preliminary 2016 Budgets, Assessments, and Fees – Moses submitted the information to Becker and Ottertail County Auditor's office.

Ditch Inspector's Report

October 2015

Ditch 11/12 - Nothing to report.
Ditch 13 – Beaver dam noted in Rice Lake Wetland area. Roger Lundberg was notified of the dam.
Ditch 14 – Nothing to report.