



Mission: To protect and enhance the quality of water in the lakes within its jurisdiction....ensure wise decisions are made concerning the management and related land resources which impact these lakes.

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular MONTHLY MANAGERS' MEETING
Thursday, April 17, 2014
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 –*March 24, 2014 Regular Meeting Minutes*; Rules/Permitting Report; Ditch Inspector's Report)
- 6:35 PM
3. Progress Reports - Committee Chairs (5 minute reports)
 - a. Personnel
 - b. Aquatic Plant (Projects 1B & 1C)
 - c. Advisory Committee
- 6:50 PM
4. Old Business
 - a. Rice Lake Project Update
 - b. St. Clair Update
 - c. Website/GIS Update
- 7:30 PM
5. New Business
 - a. **Joe Courneya, Red River Basin Commission, Regional AIS Plan**
 - b. **2014 Monitoring Plan**
- 7:35 PM
6. Public Forum (5 minutes)
- 7:40 PM
7. Treasurer's Report
 - a. **Approve April Bills**
 - b. Review Jan – Mar 2014 Revenue & Expenses– to be filed and subject to audit.
 8. Attorney's Report
 9. Engineer's Report
 10. Pulled Consent Agenda Items
- 7:55 PM
11. Announcements
- 8:00 PM
12. Meeting Adjournment

(action items in bold face)



THE PELICAN RIVER WATERSHED DISTRICT OF
BECKER AND OTTERTAIL COUNTIES
MINUTES OF REGULAR MEETING

March 24, 2014

Managers Present: Kral, Okeson, Brainard, Imholte, Haggart, Nansen, Michaelson

Managers Absent: NONE

Staff: Administrator Guetter, Staldine, Moses

Consultants: Attorney Karen Skoyles; Peter Mead, GeoGurus

Advisory Committee: John Postovit **Others:** Jessica Burhans & Stacy L. Roll, Midwest Bank

The Regular Managers' meeting was called to order by President Kral at 6:15 PM.

CONSENT AGENDA. The consent agenda (*additions requested by Postovit – Detroit Lakes Annexation/Shoreland Rules Implications; Imholte – Becker County Park Tram*) including the February & March 2014 Administrator Reports; Secretary's Reports –January 16, 2014 Regular and February 25, 2014 Special Managers' Meeting Minutes; February & March 2014 Rules/Permitting Report; and February & March 2014 Ditch Inspector's Report (Brainard, Okeson), carried unanimously.

PROGRESS REPORTS

- a. **Personnel Committee.**
- b. **Aquatic Plant Committee** – The committee will convene in April to review the 2013 research summary and 2014 research recommendations from Dr. John Madsen and Projects 1B & 1C 2014 activities.
- c. **Citizen Advisory** – Nothing further to report.

OLD BUSINESS

- a. **Rice Lake Nutrient Reduction Project** – Guetter updated on the addition of a permanent ditch crossing near the outlet structure to the construction plans.

NEW BUSINESS

- a. **Detroit Lakes Annexation Schedule/City of DL Shoreland Rule implications for Floyd Lake** –John Postovit, a member of the Becker County Ordinance Advisory Committee and resident of Floyd Lake, distributed a City of DL annexation schedule which included portions of Floyd Lake. He raised concerns regarding the major differences between the City of Detroit Lakes and Becker County Shoreland Ordinances - namely how nonconformities on lakeshore building setbacks and impervious surface coverage are handled by each entity. He urged the managers to weigh in and encourage the City to adopt Becker County Shoreland standards which decrease nutrient loading to waters. Postovit provided pictures/examples of how the Becker County Ordinances improved site conditions and storm water management.
- b. **Website/GIS Update** – Peter Mead, GeoGurus provided an update on the website development and ArcGIS Online functionality to make various information layers searchable, downloadable, and displayable on a map. GIS extensions will include permitting and monitoring databases to store and manage the records. The new website is scheduled to be launched in mid-April. Drainage database extension. The Becker Soil and Water Conservation District (SWCD) and the District were awarded a MN State Board of Soil and Water Resource (BWSR) \$40,000 grant to develop and implement a drainage system database and mobile data collection system to inventory, store data, and analyze data for District (D-11/12; 13, 14) and Becker County (D15, 17) drainage systems. The work will be completed over a two year period and will begin July 2014.
- c. **PRWD Revised Management Plan (RMP)/Water Management Rules Update.** Hecock reviewed the draft plan template and development timeframe. There was agreement by the managers to proceed with the overall concepts presented. A general outline of the 2005 plan will be followed using a two-tier action approach which includes district-wide activities and targeted activities identified within specific management areas. In addition to the RMP update, Hecock suggested the managers consider revising the Water Management Rules as a part of the plan update process. The Managers agreed to update the Rules in conjunction with the plan revision.
- d. **Public Funds Investments.** Representatives from Midwest Bank presented fund investment options and interest rates for consideration by the managers. No action was taken.
- e. **Wells-Fargo Building Lease Agreement. Motion to approve and enter into the "Second Amendment to Lease" for office space at the Wells-Fargo Building, Detroit Lakes for a three-year period at a rate of \$13,620/year (Michaelson, Haggart), carried unanimously.**
- f. **Outreach Request – Becker Soil & Water Conservation District Envirothon - Motion to approve a \$75 contribution for the 2014 Area II Envirothon (Haggart, Okeson), carried unanimously.**
- g. **2014 Annual Work Plan** – Guetter reviewed the proposed 2014 work plan and special activities. **Motion to approve the 2014 Annual Work Plan (Kral, Michaelson), carried unanimously.**



THE PELICAN RIVER WATERSHED DISTRICT OF
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- h. **Fiscal Policies** – see Treasurer’s Report Section.
- i. **Becker County Dunton Rapids Park Tram** – Imholte informed the managers there may be upcoming discussions between lakeshore residents, Becker County, and Lakeview Township regarding the currently defunct tram which operates between lakes Muskrat and Sallie. Costs for repairing/replacing the tram range from \$20,000 to \$80,000.

PUBLIC FORUM – NONE
TREASURER’S REPORT.

- a. **Approval of March Claims. #13886 - #13893 and EFT116- 118 (\$24,681.88).** Managers reviewed monthly bills. **Motion to pay March bills (Imholte, Nansen) carried unanimously.**
- b. **Financial Report.** Imholte reviewed the January – February 2014 Revenues and Expenses Reports. **Motion to approve the draft January-February 2014 R & E Report (Imholte, Brainard), carried unanimously.** The report will be filed for audit.
- c. **Fiscal Policies**
 - a. **Public Funds Investment** - Moses reviewed the current fund account interest rates and recommended investing a portion of district funds in higher interest bearing public fund accounts. Imholte reviewed need to review cash flow and funding needs (Rice Lake) for this upcoming year. Nansen suggested staggering long term investments (July and December). Imholte will review cash flow and funding needs and present options at the April monthly meeting. No action was taken.
 - b. **Wells-Fargo Bank Account Signatory.** Moses stated after discussing policies with the District’s auditor, it was recommended to add the Administrator as a check signatory for payment of expenses approved by the board of managers. It was also noted the District currently requires two signatures on all checks and the District has an annual audit by an outside accounting firm. The District will be moving towards an EFTPS payment system for approved claims. **Motion to add Administrator Guetter as a signatory to the Wells-Fargo Bank Account (Michaelson,Nansen). Roll call vote: voting aye –Kral, Okeson, Nansen, Michaelson; voting nay: Imholte, Brainard, Haggart. Motion carried: 4-ayes, 3-nays.**
 - c. **Manager per diem/expense claim payment schedule**-Managers’ per diem and expenses submitted claims are currently paid on a quarterly basis, but not reviewed by the Board of managers prior to approval and payment. **Motion to submit manager per diem and expenses on a quarterly basis with review and approval for payment at the following managers’ meeting (Kral, Haggart), carried unanimously.**

ENGINEER REPORT – Nothing further to report.

PULLED CONSENT AGENDA ITEMS- NONE

ANNOUNCEMENTS – None

ADJOURNMENT. Motion to adjourn the meeting at 9:35 PM (Brainard, Michaelson), carried unanimously.

Respectfully Submitted,
David Brainard, Secretary

Meeting Approved : _____

Tera Guetter, Administrator
No tape was made of this meeting.

Pelican River Watershed District
Administrator Monthly Report
April 11, 2014
www.prwd.org

MAIN DISTRICT WATER QUALITY INITIATIVES

Campbell Creek – Guetter will work with Attorney Skoyles to draft buffer easement agreements (45 years) along Campbell Creek.

Rice Lake Wetland Nutrient Reduction Project –NRCS reviewing plans and permitting applications to include a permanent access/crossing.

Lake St. Clair TMDL- Additional sampling is being collected from St. Clair's outlet, and lake sampling will occur as soon as the ice has cleared. Chemical analysis will be provided as it is available to EOR, MPCA, and the City of Detroit Lakes. The city of Detroit Lakes and MPCA are reviewing and discussing the draft TMDL.

WATER MANAGEMENT RULES

Permits - see enclosed report. Staff is working on updating the permit application forms for the new District website/GIS capabilities.

2014 permitting has begun, with several shoreline applications already completed. Large sites under review include the Stonebrooke Villa complex north of Hwy. 34, and lane expansions on segments of Hwy. 34.

EDUCATION

Educational display – The new display board regarding AIS in Becker County was at the Home & Sport Show on March 22 & 23. Sandy Gunderson with Becker County and Brenda Moses were on hand to answers questions. Several people stopped for literature and reviewed the flowering rush treatment history. It was a very successful week-end in educating sportsmen in the area.

Shelly Gilson, Rossman Elementary, has contacted Moses to speak with her 4th grade class on the District activities and asked her to lead a group again during the Water Festival educational activities in May.

GENERAL ADMINISTRATION

2013 Audit –The District Audit was conducted the week of April 7 by Judith Moravec of Mathias C. Justin, Ltd. Overall, it went very smoothly. Judith made a few suggestions regarding procedures and capitalization.

Website/Office Records/GIS Mapping Updates. – Final technical revisions and synchronizations are being made on the updated website & GIS mapping utility. The deliverable product will be live and running by the end of April.

MONITORING, DATA COLLECTION AND MANAGEMENT –

Staldine and Guetter finalized the 2014 Monitoring Plan, following input from MPCA staff. Monitoring began in late March on District streams, with placement of level loggers in early April. Lake monitoring will begin after ice-out.

Staldine and Moses conducted interviews for seasonal monitoring intern staff between 4/10 and 4/15. There were some great applicants to choose from, and we look forward to welcoming our new interns in May.

AQUATIC PLANT MANAGEMENT

AIS Grant – The District applied for an AIS treatment grant for the in-lake Flowering rush treatments. The applications are on a “first come” basis.

AIS Research/Treatments – The District has requested the 2013 final report and 2014 work plan for AIS Flowering rush treatments and effectiveness monitoring from Dr. Madsen. The district has not received the report to date and has not issued payment for 2013 work.

Becker County AIS Committee – The Committee met on Wednesday, April 9. The deadline to apply for the MN DNR Public Awareness grant is Monday, April 14. The County members said they would complete the application. We hope to be able to secure funding for some radio and newspaper advertising. There is still discussion on purchasing 1 or 2 decontamination units, but some members were reluctant to spend the money for them when they heard how few decontaminations were done in Hubbard County in 2013. PRWD personnel is strongly urging the rest of the committee to move forward and have something in place for this summer season.

Ditch Inspector's Report

April 2014.

Ditch 11/12- Nothing further to report.

Ditch 13- City of Detroit Lakes cleaned out bridge crossings on Corbet Road, Lori Avenue and North Shore Drive. Feldt Excavation did the work.

Ditch 14- Nothing further to report.

PRWD Rules of Enforcement Report - April 10, 2014

Permits Issued:

14-02	Paul Baker	24265 Woodland Lane	Rip Rap	Sallie
14-03	Larry Latozke	24283 Woodland Lane	Rip Rap	Sallie

Projects Currently in Review:

David Neisen – Meadow

Susan Dodd – Melissa

Stonebrooke Apartments

Received application and it is currently under review by Engineer.

We issued a permit in 2007, however current application has an

Increase in impervious surface from 45 to 65%

TH 34 –Stormwater Management

Under review by Engineer

Wimmer – West Lake Dr. Property

Clark Gable Estates