Pelican River Watershed District
Renewal Authorization Minnesota State
Post-Employment Health Care Savings Plan (HCSP)
EFFECTIVE JANUARY 1, 2019

The Pelican River Watershed District Board of Managers hereby approve renewing the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota Statement Retirement System's Trust and Plan Documents and authorizes all benefit earning employees to participate in the HCSP.

All funds collected by the District on the behalf of the employee will be deposited into the employee’s Post-employment health care savings plan account.

Employee Contributions:
Employees have agreed to contribute to the Post Employment Health Care Savings Plan as follows:

Employees with 0-5 years of service shall contribute $50 per pay period.
Employees with 6 or more years of service shall contribute $100 per pay period.

Severance
Benefit earning employees shall contribute 100% of their sick leave payout directly to the HCSP, as outlined in the Pelican River Watershed District Personnel Policy upon termination of employment. Upon the death of an employee, the severance payout would be made directly to their beneficiary or estate.

Pelican River Watershed District

Motion  Noyes    Second  Karl
Aye  unanimous    Naye  NINE

Date: December 15, 2016 Board of Managers Meeting

Janice Haggard
David Brainard, Secretary
Tera Guetter, Administrator
# Lease Agreement

**Customer:** PELICAN RIVER WATERSHED DISTRICT  
**Bill To:** PELICAN RIVER WATERSHED DISTRICT  
**Install:** PELICAN RIVER WATERSHED DISTRICT  
**Address:** 211 HOLMES ST W  
**City:** DETROIT LAKES, MN 56501-3023  
**Tax ID:**  
**Negotiated Contract:** 072395200

## Solution

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Agreement Information</th>
<th>Trade Information</th>
<th>Requested Install Date</th>
</tr>
</thead>
</table>
| **1. W7225P (W7225P 2TRAY)**  
- I-series-1 Line Fax  
- Postscript Kit  
- Customer Ed  
- Analyst Services  
- Lease Term: 60 months  
- Purchase Option: FMV  
- Xerox NAACC25 S/N XDC95449  
- Trade-In as of Payment 52 | | | 12/5/2016 |

## Monthly Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>Lease Minimum Payment</th>
<th>Meter</th>
<th>Print Charges Volume Band</th>
<th>Per Print Rate</th>
<th>Maintenance Plan Features</th>
</tr>
</thead>
</table>
| **1. W7225P**  
- 1: BLACK  
- 2: COLOR | $143.55 | 1: BLACK | All Prints | $0.0099 | - Consumable Supplies Included for all prints  
- Pricing Fixed for Term |
| **Total** | | | 2: COLOR | All Prints | $0.0809 | |
| | **Total** | | | **Minimum Payments (Excluding Applicable Taxes)** | | |

## Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page.

**Signer:** brinda  
**Phone:** (701)988-3203  
**Signature:**  
**Date:**

Thank You for your business!  
This Agreement is proudly presented by Xerox and Tiffany Boulger  
(701)885-3400  
For information on your Xerox Account, go to www.xerox.com/AccountManagement
December 16, 2016

ATP4 Grant Committee
Wayne Hurley
West Central Initiative
1000 Western Avenue
PO Box 318
Fergus Falls, MN 56538-0318

RE: Letter of Support for the City of Detroit Lakes Funding Application for the Transportation Alternatives Program—ATP4 for the West Lake Drive Multi-Use Trail and Street Improvements: CSAH 6 to Legion Road, Becker County, MN

Dear TAP4 Grant Selection Committee:

Please accept this letter of Support for the Federal Transportation Alternatives Program—ATP4 grant program for the West Lake Drive Corridor improvements between Legion Road and CSAH 6 along Detroit Lake.

The Pelican River Watershed District, located in parts of Becker and Ottertail counties, is very supportive of the work the City of Detroit Lakes is proposing. We are an active partner with the City and local citizens who are working to improve the water quality of Detroit Lake, a highly valued recreational waterbody which serves as a regional draw in northwest Minnesota.

We are very fortunate in our community to have a beautiful mile-long public beach for residents and visitors to enjoy along West Lake Drive of Detroit Lake. As outlined in the grant application, the off-road, multi-use trail construction and storm water management improvements along West Lake Drive will benefit our community and region by:

1. greatly improving traffic congestion and safety between pedestrians, bicyclists, and motorists as well as decrease parking and traffic issues;
2. providing economic development by increasing activity between downtown core businesses, residences, and recreational areas;
3. increasing the natural setting with shoreline buffers and reducing nutrients and pollution to Detroit Lake with storm water management improvements. The proposed storm water pollution reductions to Detroit Lake are identified in the Pelican River Water District’s Water Management Plan; and
4. providing low-cost recreation and transportation opportunities with the trail link which is listed in the City of Detroit Lakes Business Corridors Redevelopment Plan, City of DL Comprehensive Multi-Use Trail Layout Plan, and the Becker County Highway Dept. Five-year Capital Improvement Plan.

The PRWD and its Board of Managers are in full support of this project and encourage the ATP4 grant selection committee to give strong consideration to the grant application and award funds to this effort. This project provides a good balance between public safety improvements, environmental enhancement with storm water management treatment and shoreline buffers, and recreational opportunities; all of which will improve the quality of life for current and future residents and visitors.

On behalf of the Board of Managers, I thank you for your consideration of this grant request.

Sincerely,

Tera Guetter
Administrator
Pelican River Cost Share Program
Adopted December 15, 2016

Purpose
The Pelican River Watershed District is providing cost share financial assistance for low-cost projects to promote efforts that protect and improve water and natural resources. Cost share funds can be used by public or private landowners within the District for implementing projects that assist in one or all of the following:
1. Protect or restore quality of lakes and rivers
2. Protect or restore native plant communities and wildlife habitats with emphasis on lakes.
3. Priority will be given to shore land and streambank restoration projects.
4. Innovative approaches to treat storm water at the source

Eligible projects include: Best Management practices (BMP’s) - raingardens, vegetated swales, Restorations- native shorelines, buffers, stabilizations

Available Funding and Permits: Funding is a 75% match of eligible expenses with a maximum level of:
1. $500 for single family homes;
2. $ 1,000 for condo and apartment complexes
3. $ 1,500 for Not-for-Profit, religious organizations, public and private schools, local government agencies, private businesses. A minimum funding request of $100 for Best management Practices.

Applications are accepted year round from organizations/individuals for one cost-share grant per year. PROJECT COST SHARE FUNDING IS A REIMBURSEMENT. The District reserves the right to fund partial or full request amounts based upon the project merits and as funds are available. Funding for this program will be reviewed and granted yearly by the PRWD Board of Managers. After all program requirements have been met, approved, and the project is completed, funds will be dispersed to the program participant(s). Completion of the project MUST be within one (1) year of approved and signed agreement unless a written extension had been granted by the District.

Eligible Project Expenses
The District may fund partial or full amount of the requested cost share amount. Any project that is under construction or completed at the time of approval is not eligible. Types of eligible expenses include 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. For raingardens and vegetated swales, some native cultivars and non-natives may be reimbursed, but must be included in the plant list application and be pre-approved by the District.

Non-eligible Costs
Consulting fees for technical assistance and labor costs are not eligible for reimbursement in this program. Walkways, pavers, rip rap, docks and non-native or invasive plants are also not eligible. Any expenses not deemed an environmental benefit will be ineligible for cost share assistance. Funding will not be considered if the project is a requirement of any federal, state, or local government entity regulation such as the Pelican River Watershed Management Rules, City of Detroit Lakes and Becker County Shoreland Ordinances, as well as a variance, conditional use, required mitigation, or correction of a violation of those regulations.
Required Application Documents
PRWD must receive all of the following before consideration to enter into a Cost Share Agreement with landowners:
1. An entire site concept plan, including areas of proposed improvements.
2. Photos of the project area.
3. Provide a plant estimate, work plan and timeline.
4. A complete PRWD Cost Share Application.
5. Copies of all necessary permits and approvals must be provided.

Required Reimbursement Submittals
Within 30 days of completion of the project, the applicant will submit the following for reimbursement consideration:
1. A final report including the work plan, timeline and budget submitted as part of the application.
2. A copy of paid receipts/invoices.

PRWD will verify that work was completed as proposed and recommend either approval or denial of reimbursement to the Board of Managers at their next monthly meeting.
Cost Share Application

LANDOWNER INFORMATION

Name of Landowner(s):

Project Address: Parcel #:

Mailing Address (if different from above)

Primary Phone: Secondary Phone:

Email:

Nearest Lake or Stream:

Project type (raingarden, shoreline restoration, native planting restoration, and native buffers)

Project dates:

Estimated cost of Project: Estimated cost of plants and plant materials:

Give a 2-3 sentence summary of request:

PROPOSAL INFORMATION (use additional sheets as necessary)

Project Narrative:

1. Describe your property and past management of the land.

2. Describe the issue to be addressed.

3. Describe the project objectives and expected outcomes.
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)?

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

Permitting: Does this project require PRWD, City of Detroit Lakes, or Becker County Permit?
If yes, please attach copies.

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.

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

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.

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.

Authorization

Name of landowner:

Signature: ____________________________ Date: ____________________________
Maintenance Plan  

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:

<table>
<thead>
<tr>
<th>Watering</th>
<th>New plants require 1” of water/week, so if there is a lack of rainfall, watering will be necessary. New plants should receive .05” of water twice/week, but if conditions are extremely hot and dry, add another .05”/week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeding</td>
<td>Check for weeds at least once every 2 weeks. Removing weeds by hand is recommended.</td>
</tr>
<tr>
<td>Mulch</td>
<td>Mulch your plants as necessary throughout the season to prevent soil erosion and weed growth and to hold moisture in the soil.</td>
</tr>
<tr>
<td>Drainage</td>
<td>Check for sediment buildup, debris buildup and mulch flotation. Clean area to restore proper filtration.</td>
</tr>
</tbody>
</table>

Requirements for year 2 through year 5:

- Clean Buffer/Garden. Remove any sediment, trash and debris.
- 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.
- Loosen, aerate or replace soils to ensure water infiltrates—must infiltrate within 48 hours.
- Pave surfaces draining to garden should be swept and kept free of sediment and debris.
- Wood mulch replaced or added to keep 3” depth
- Replace dead plants/vegetation and water as needed.
- Repair erosion if needed.

The Current Owner _____________________ 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 1 each year.

Signature___________________________  Date________________