AGENDA

3:00 PM
1. Call To Order

2. Approval of Agenda and Consent Agenda (Administrator’s Report; Secretary’s Report – November 17, 2016 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector’s Report)

3:10 PM
3. Progress Reports - Committee Chairs (5 minute reports)
   a. Personnel Committee – see below
   b. Aquatic Plant (Projects 1B & 1C)
   c. Advisory Committee

3:15 PM
4. Old Business
   None

3:30 PM
Treasurer’s Report
   a. Approve December 2016 Bills
   b. Approve Fund transfer
   c. Review January – November 2016 Revenue & Expenses – to be filed and subject to audit.
   d. 2016 Year End Transfers

4:00 PM
5. New Business
   a. MAWD Annual Meeting Delegate Update
   b. Copier Lease
   c. Personnel Committee Recommendations
   d. MN HCSP Renewal
   e. Holiday Hours
   f. City of DL Grant Submittal Letter of Support – West Lake Dr.
   g. Review Cost Share Program
   h. Final 2017 Budget, Levies, Special Assessments, and Fees

4:45 PM
6. Public Forum (5 minutes)

4:50 PM
7. Attorney’s Report
8. Engineer’s Report
9. Pulled Consent Agenda Items

5:00 PM
10. Meeting Adjournment
    (action items in bold face)
THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL COUNTIES

MINUTES OF REGULAR MEETING

November 17, 2016

Managers Present: Kral, Imholte, Okeson, Haggart, Noyes, Michaelson, Brainard
Managers Absent: None
Staff: Administrator Guetter, Alcott, Moses
Consultants: Attorney Skoyles
Advisory Committee: Lowell Deede  Others: Susan Brainard, Sue Kral

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

CONSENT AGENDA. The consent agenda, including the November 2016 Administrator Report; Secretary’s Report October 20, 2016 Regular Managers’ Meeting Minutes, November 2016 Rules/Permitting Report (except violation section); and November 2016 Ditch Inspector’s Report (Brainard, Noyes), carried unanimously.

PROGRESS REPORTS

Personnel Committee – The committee will meet on December 5 at 2:00PM.
Aquatic Plant Committee – The committee did not meet.
Citizen Advisory Committee – The committee did not meet.

OLD BUSINESS

a. BWSR/Clean Water Grant – Rice Lake Update. Guetter reported on meeting with Rick St. Germain. Additional soil samples will be taken for lower structure design. Houston Engineering is coordinating with NRCS for Upper and Lower structure design and dam safety breach modeling.
b. Fox Lake update – Manager Michaelson reported he contacted Bob Lewandowski and relayed the Board’s support for protecting Fox Lake and requested the association to obtain an appraisal and then come back to the Board to explore further options.

TREASURER’S REPORT.

a. Approval of November 2016 Claims (Checks 14240-14249 and EFT 274-280) in the amount of $22,354.66. Manager Michaelson reviewed the bills. Motion to pay November Claims in the amount of $22,354.66 (Michaelson, Imholte), carried unanimously.
b. Fund Transfers. Motion to approve a fund transfer in the amount of $42,000 on 11/18/2016 from Bremer Bank Savings to Bremer Bank Checking Account (Michaelson, Okeson), carried unanimously.
c. Financial Report. The draft January-October 2016 Revenues and Expenses Report was reviewed by Manager Michaelson. Motion to approve the draft January-October 2016 Revenues and Expenses Report (Michaelson, Haggart), carried unanimously. The report will be filed for audit.
d. Account Transfer. Motion to approve a fund transfer from American First National Bank savings account to the Bremer Bank savings account to draw down the funds to approximately $240,000 (Imholte, Michaelson), carried unanimously. Two Board officers will be required to withdraw funds and transfer into the Bremer account.

NEW BUSINESS

a. MAWD Conference (Resolutions and MAWD Organization planning). The managers reviewed the proposed MAWD resolutions and Manager Kral reviewed the MAWD Strategic Planning committee recommendations.
b. LMCIT – 2017 Liability Limits Resolution – See attached resolution.
c. December Manager Meeting Time Change. The managers December meeting will be held on Thursday, December 15, at 3:00 pm.

PUBLIC FORUM – None

ATTORNEY REPORT– Rules Violation Updates.

ENGINEER REPORT - None.
PULLED CONSENT AGENDA ITEMS – None

ANNOUNCEMENTS – Managers and Administrator Guetter will be attending the Minnesota Association of Watershed District’s Annual Meeting and Conference in Alexandria, November 30 – December 3.

ADJOURNMENT. Motion to adjourn the meeting at 7:32 PM (Brainard, Okeson), carried unanimously.

Respectfully Submitted,
David Brainard, Secretary

No tape was made of this meeting.
### Pelican River Watershed District
#### Claims Paid

#### November 2016

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**Total November Expenses**  

**$41,000.25**
PELICAN RIVER WATERSHED DISTRICT
RESOLUTION FOR LMCIT LIABILITY COVERAGE LIMITS
PURSUANT TO MN STATUE 466.04

On November 17, 2016, Dennis Kral, President of the Board of Managers, offered the following resolution and moved its adoption.

WHEREAS the District obtains liability coverage from the League of Minnesota Cities Insurance Trust and must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased;

WHEREAS if the District does not waive the statutory tort limits, an individual claimant would be able to recover no more $500,000.00 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to the statutory tort limits apply is limited to $1,500,000.00;

NOW, THEREFORE, BE IT RESOLVED THAT the Pelican River Watershed District Board of Managers have agreed to accept the liability coverage limits of $1,500,000.00 from the League of Minnesota Cities Insurance Trust and that the District does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Manager [Noyes] seconded the adoption of the resolution, and it was adopted on the following vote:

Ayes 7  Nays 0

DATE: November 17, 2016

Signed [David Brainard]
David Brainard
Pelican River Watershed District Secretary

Motion: [Kral]

2nd [Noyes]

Approved [unanimously]
MAIN DISTRICT WATER QUALITY INITIATIVES
Targeted Watershed Nutrient Reduction Grant/Rice Lake Project. Guetter met with BWSR on November 29th to review the Rice Lake project status. Houston Engineering survey crew took additional elevation shots to fill in some existing data gaps for the lower structure and performed a drone flight. HE is reviewing the NRCS hydraulic modeling and will be adding in the historic outlet, Richwood Road and optimizing the modeling to include the lower structure design. The next step will be siting the location of the lower structure and embankment, and reviewing the easement information and any restrictions in regards to water elevations cause by the lower structure. They will begin to look at lower structure alignment based upon easement/property lines and soil information.

BWSR Drainage Ditch Inventor Inspection Grant (Becker SWCD) — Inspections were completed on Becker County Ditches 11-12, 13, and 14 in 2015 and 2016 to identify areas of erosion, sediment, and or nutrients are substantially contributing to water quality degradation, and to prioritize sites for side water inlet control and/or buffer strip implementation. This past month, letters and location maps were sent to six landowners which identified sites for potential installation of conservation practices. Two landowners have already contacted the District and expressed interest in exploring various cost share funding sources, i.e., federal Natural Resource Conservation Service (NRCS) conservation programs. The PRWD work plan expenses will be submitted shortly to Becker SWCD to close out the grant file which expires this month. On-site meetings will be scheduled in the spring/summer of 2017 with NRCS, DNR, and SWCD to prioritize and plan for any project implementation efforts. The District will apply for Clean Water Funds to assist landowners.

Detroit Lake Overlook Area/City Park Raingarden/Conservation Corps Grant Application – We are assisting Tom Gulon, City of Detroit Lakes, with completing an application to receive 100% cost share funding for 2-days of Conservation Corp labor. If received, one of the crew days would be used in the installation of a new 2,500 ft² raingarden in the City Park, which would capture and treat 24,000 ft² of parking lot which currently discharges to the lake untreated. The Conservation Corps field crew second day would be used in the ongoing maintenance (weeding etc.) and additional planting, including trees and shrubs, on the Highway 10 overlook restoration site.

West Lake Drive Street and Multi-Use Trail Improvements CSAH 6 to Legion Road – Letter of Support request from City of Detroit Lakes – Jon Pratt, City of DL engineer is requesting a letter of support for the improvement project for a grant application. The road reconstruction project includes water quality improvements (treatment of direct discharge storm water), shoreline restoration, and a multi-use trail. The project will increase traffic and pedestrian safety, corridor aesthetics, tourism, and recreation which are important to the watershed. This request will be considered at the December managers’ meeting.

Fox Lake Property – Manager Michaelson reported at the November Managers’ meeting he contacted the Fox Lake Association and requested they obtain a property appraisal.

WATER MANAGEMENT RULES
Permits - see enclosed report.

City of DL Shoreland Ordinance Advisory Committee Meeting – Meetings were attended on November 14th and December 5th. During both meetings discussions focused on updating the current definitions section in the City Ordinance. PRWD staff was asked to assist the clarification of Clear Cutting and Intensive Vegetation Clearing and how determine how to best protect existing vegetation within the Shore Impact Zone.

MONITORING

Water Quality Data – Alcott has begun to analyze data from the 2016 monitoring season. He will be generating a report summarizing the findings in January and present to the Board at the January 2017 meeting.

EDUCATION

Explore Lake Life – The District will be represented at the expo in Fargo on January 27 & 28 at the Scheels Arena. Cormorant Watershed District and Becker County AIS will be sharing booth space with PRWD. Moses is creating updated educational information for the event which will also be used for the upcoming year.
KDLM Radio – On November 18, Guetter discussed the Rice Lake Project, DL City Ordinance Progress, and District projects.

OtterTail Basin Watershed Civic Engagement Training. Guetter was unable to attend this month’s training session due to other meeting conflicts, the MAWD conference. The next meeting will be held in May 2017.

Permit Packets – Moses completed a one page hand-out regarding permit requirements in the District that can be used for lake associations or with displays for public information. We would like to have a packet of information put together before the Explore Lake Life Expo in January.

Cost Share Program – Staff has been working on ideas for a cost share program to assist with permitting issues on the shoreline and rain gardens within the District. Moses has reviewed other plans and is working on Guidelines, Application, and Maintenance Agreement. Copies are attached for consideration at the December manager meeting.

Contractor Training Session – Staff is working with the City of Detroit Lakes and Becker County Zoning office to set a date for a training session to be held in mid to late February. PRWD will be the main organizer. Our goal is to eliminate some of the permitting issues we have been experiencing with local contractors. We would like to help them understand the rules of each agency and how to complete the necessary paperwork for each. We will also be looking for some assistance from Becker SWCD and the U of M Extension, along with the MN DNR.

AQUATIC INVASIVE SPECIES MANAGEMENT

2017 Permitting – The MN DNR notified the District the Invasive Aquatic Plant Management (IAPM) permit application and submittals will be changing over to an online system in late January/early February 2017. Changes in 2017 include all signature requirements or signature waivers (this is what District does) require proof that the notification was conducted prior to the permit being issued and additional limits on treatment area size.

GENERAL ADMINISTRATION

League of MN Cities Insurance Trust (LMCIT) – Guetter and Moses have completed Workman’s Compensation estimates for 2017 and sent in to the League.

Sara Noah & Associates – Sara Noah completed the compensation update. The Personnel Committee reviewed the updated information.

General Office – Met with representatives from Xerox (current copier) and Marco regarding updating the copier lease agreement. After reviewing proposals, staff recommends updating the lease agreement with Xerox which will provide increased copier speed by 10 ppm and will be at the same rates we are currently paying. The will be considered at the December managers’ meeting.

MAWD Annual Meeting & Conference –Managers Kral, Okeson, Imholte and Haggart attended the Annual meeting and conference from Dec. 1 -3, 2016 at the Arrowwood Conference Center in Alexandria, MN. Guetter also attended the conference and the Association of Watershed District Administrators meeting on November 30th. Updates by the manager delegates will be given at the December Managers meeting.

Ditch Inspector’s Report
December 2016

Ditch 11/12 – Nothing further to report.

Ditch 13 –
Rice Lake Wetland – mid-section area – Roger Lundberg was contacted to investigate beaver removal in this difficult access area.

William Dillon Pasture area – Roger Lundberg was contacted to begin trapping beaver near Bill Dillon property, north of Rice Lake

Ditch 14 – Nothing further to report.
RULES OF ENFORCEMENT
December 2016

Permits Issued

16-60 Lakeview General 1140 Sate Hwy 59 So.
16-61 Jim Dixon 24551 North Melissa Dr.
16-62 John & Myrta Zietz 1431 Long Lake Dr.

Impervious surface coverage greater than 1 acre.
SIZ alteration—replace railroad tie edger with concrete edger.
Rip Rap and stairs to lake.

Permit Applications submitted:

MN DOT—Hwy 59 Roundabout, in process with Engineer
Jeff Forward - 23746 So. Melissa Dr., deck, need BC permit
Jim & Char Becker—20321 Victor Road, retaining wall replacement, waiting for plan from Becker SWCD
John Flatt—14222 East Fox Lake, shoreline restoration, waiting for plan from Becker SWCD
Allen & Robin Larson—26400 Johnson Lake Lane, boat access. They need MN DNR permit prior to PRWD approval.

Permit Applications expected:

Holy Rosary Catholic Church—Parking lot
City of Detroit Lakes—Long Lake park restoration, Nelson property, see below.

Violations Under Remediation:

Nelson, Terry—273 Long Lake Lane, work without permit on his and City property. SWCD developing restoration plan.
McLaughlin’s—12211 Hwy 59, Moore Eng. updating stormwater plan to include future expansion.
Pro Resources, Scott Busker—1265 W. Hwy 10, New construction, stormwater plan needed. Refuses to submit application or implement stormwater plan. Skoyles sent letter 10/28/2016. Received attorney response 11/14/16 claiming permit not needed.
Golden Bay Shores—Site visits are done regularly and plan is being followed.