AGENDA

9:00 AM
1. Call To Order
2. Approval of Agenda and Consent Agenda (Administrator’s Report; Secretary’s Report –June 19, 2012 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector’s Report

9:05 AM
3. Progress Reports - Committee Chairs (5 minute reports)
   a. Personnel
   b. Aquatic Plant (Projects 1B & 1C)

9:15 AM
4. Old Business
   a. Rice Lake Project Update
   b. Equipment Liquidation Update
   c. 2012 AIS Research Treatments Update

10:00 AM
5. New Business
   a. Intern Presentation (activity report)
   b. Approve 2011 Annual Report
   c. St. Clair TMDL Study
   d. Copy Machine
   e. Set Project Tour date

10:45 AM
6. Public Forum (5 minutes)

BREAK – 10 minutes

10:55 AM
7. Treasurer’s Report
   a. Approve July Bills
   b. Review January – June 2012 Revenue and Expenses – to be filed and subject to audit.
8. Attorney’s Report
9. Engineer’s Report
10. Pulled Consent Agenda Items

11:25 AM
11. Announcements

11:30 AM
12. Meeting Adjournment

(action items in bold face)
MAIN DISTRICT WATER QUALITY INITIATIVES

1. Upper Pelican River Watershed District Project. Rice Lake Wetland
   a. DNR Lessard-Sams Grant. DNR Wildlife/PRWD will meet with Becker County Commissioners on August 14th to approve transfer of properties.
   b. BWSR – Clean Water Legacy Grant. Nothing further to report. Met with Bill Dillon on July 9th.
   c. Campbell Creek. No additional information to report since last month.

2. MPCA CWP Grant - Pearl Lake Sub-watershed Diagnostic. Interns continue to collect water chemistry samples on Pearl and Dart, monitor inflows, partially completed shoreline survey, reviewed historical land records, including 1857 map. A gage will be installed at the outlet/wetland area and groundwater wells. Merritt will begin modeling this fall. Guetter, James, Merritt met on June 19th to review Pearl Lake status.

3. Industrial Park runoff. As a result of storm events this spring, it has become clear that there is a major source of runoff and sediment and nutrient loading being generated by a portion of the City's Industrial Park that lies east of the Pelican River and South of 5th St. To get more information on this problem, students will gather some additional effluent samples immediately upstream and downstream from the suspected culvert source. In the meantime, Hecock has been reviewing historic loading and other data from PR3, PR4, and PR5.

WATER MANAGEMENT RULES

a. Permits - see enclosed report. Permits have sharply tapered off from last month's record! Becker county will begin County 149/curvert replacement in the next week or so. On June 28th, Guetter attended meeting hosted by MN DOT/City of DL to review road access improvements on HWY 10/HWY 59.

EDUCATION

Becker County Fair – Summer interns Fritz and Wiedmann put together this year’s display booth for the Becker County Fair (located in DNR Building). The booth will feature Aquatic Invasive Species and Stormwater management issues (pictures of runoff – Urban/Ag). They will also man the booth during peak hours.

COLA – Its June meeting focused on new faces in Lake issues in our area. Accordingly, the new DNR hydrologist (Silva), the County’s AIS Coordinator (Ruer), and DNRS Invasive Species Coordinator (Olson) for this area were introduced. It is noteworthy that about 50 attended this session, including two legislative and one county candidate.

COLA has begun a three-month program aimed at refining its message and influencing public officials. The effort kicks off in July with a review of COLA policies and positions – Lake associations have been asked to identify the issues about which they are primarily concerned. A follow-up meeting in August will feature a presentation by Henry Erdman, Government Affairs consultant for Minnesota Lakes & Rivers Advocates (formerly MSRPO), is well-known and trusted in the Capitol, making sure the voices of lake associations, COLAs, MN COLA and tens of thousands of property owners are heard. He will give advice to COLA representatives on effective methods to make sure our message gets to decision-makers. In September COLA will hold its Candidate’s forum which will focus on those who would be County Commissioners.

MONITORING, DATA COLLECTION AND MANAGEMENT
2012 Summer Stream & Lake Sampling. Interns continue to collect samples on Pearl, St. Clair, Wine, Dart, Little/North Floyds. Mid-summer samples will also be taken on Detroit, Sallie, Melissa. Stream samples continue to be collected on a bi-weekly basis, in addition to storm events (one event this past month). Installed new HOBO units at PR3, PR5, SC3 and a gage on PR5 (bridge abutment).

Shoreline Surveys. Interns began the 2012 effort to collect shoreline surveys on key lakes. Hecock revised past shoreline survey efforts and developed new instructions. This year's data will involve greater interaction with the County's data base, and our own GIS capabilities.

Gage Surveys – Interns completed gage surveys at CC1, CC2, PR3, PR2A, PR0, SC3, PR9

Monitoring Equipment Inventory System – Interns organized equipment into totes, labeled/numbered totes, and created an organization system to assist with keeping equipment organized.

Review, Revise, Update, Lake Water Quality Information. Hecock spent considerable time organizing data into a master file. It is of great importance that data for 2009, 2010, and 2011 are comparable to PRWD data obtained earlier.

GENERAL ADMINISTRATION
Jaime Omberg recently accepted a position with Becker County Zoning and we wish her the best with her new job working with septic systems permits and updating the plat (GIS).

Due to vacancy left by Omberg, Cade Krueger is temporarily assisting with the office assistant duties until he returns to NDSU to finish his last semester towards a Construction Management degree. Cade completed an internship with Olaf-Anderson and brings his project management organizational skills to the district. His assistance is greatly appreciated during this interim period.

Sara Noah & Associates will update the position descriptions in the August timeframe.

The District was notified by the state it is in compliance with state pay equity requirements.

Annual Report – The report will be completed upon approval of 2011 audit and sent in to appropriate state agencies.

AQUATIC PLANT MANAGEMENT

Flowering Rush In-Lake Control Research Project. On July 12, PRWD Staff (Guetter, Hecock, Fritz, Wiedmann), Researcher Dr. John Madsen, and DNR Staff (Welling, Stratton, Wolters, Olson, George, Herwig) reviewed submersent treatment plots on Detroit. It was discussed, pending favorable results, submersent treatments will continue next year in the same areas, to be expanded in other heavy infested areas. Madsen collected a second set of root cores (after first submersent treatment in June) the week of July 9th. The second application for submersent treatments, pending weather conditions, is set for week of July 16th. Madsen will collect a third set of root cores in August.

The District has received MANY phone calls, emails, letters from Detroit and Sallie residents thanking the District for the Flowering rush submersent treatments.

Becker County AIS Program. The committee has not met since February. A committee meeting has been set for July 18th (see attached email activities update).

Ditch Inspector's Report
July 2012

Ditch 11/12- Nothing further to report
Ditch 13- Fritz/Wiedmann reported blockage on between Rice Wetland outlet and HWY 34. Lundberg located dam.
Ditch 14- Nothing further to report.
To: AIS Task Force and Becker County Commissioners  
From: Moriya Rufer, AIS Coordinator

Some volunteers have joined the ranks since the last email update I sent out. Over 90 people in Becker County have attended DNR AIS Inspector training sessions, and I have 67 of those people set up as volunteers. I have called most of the people that have been trained, and some of them attended trainings to learn, but not to volunteer. The breakdown of volunteers per lake is below. Even though it has been tough to find willing volunteers on all the lakes, I think this is a great start for the first year of this program.

<table>
<thead>
<tr>
<th>Lake</th>
<th>Volunteer Inspectors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Sugar</td>
<td>3</td>
</tr>
<tr>
<td>Bush</td>
<td>4</td>
</tr>
<tr>
<td>Floyd</td>
<td>14</td>
</tr>
<tr>
<td>Detroit</td>
<td>9</td>
</tr>
<tr>
<td>Long</td>
<td>15</td>
</tr>
<tr>
<td>Tamarac</td>
<td>9</td>
</tr>
<tr>
<td>Refuge</td>
<td>4</td>
</tr>
<tr>
<td>Cotton</td>
<td>4</td>
</tr>
<tr>
<td>Melissa</td>
<td></td>
</tr>
<tr>
<td>Straight</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>

At this time, there are no more training sessions scheduled, but I do have some interested people. I would like to have a list of at least 10 names to justify another training session. Right now I have a lot of people that say they are interested, but just 3 names. If you know of anyone who is interested in being trained, please have them contact me.

There are some new AIS laws that went into effect on July 1. Please see below for information about the rise in penalties. Also, the DNR will now be doing random road stops to check boats. See below for the article.

Now that the volunteer program is up and running, I will be switching gears somewhat to work on the educational programs including visiting all the service clubs (presenting AIS education), putting together a resort packet and a children’s educational trunk. I have already heard a lot of interest in the children's trunk for school groups, so I think it will be very nice to have that available for this fall.

I also think that the Task Force needs to start working on an AIS Rapid Response plan. Even though it sounds negative, it would be good to discuss what we would do if a lake in the county became infested. It would be nice to have a plan with action steps in place such as how to disseminate the information and step up inspections in that area.

AIS Task Force is meeting next Wednesday, July 18 at 9am. Please let me know if you have any questions.
THE PELICAN RIVER WATERSHED DISTRICT OF
BECKER AND OTTERTAIL COUNTIES
MINUTES OF REGULAR MEETING

June 19, 2012

MANAGERS PRESENT: Kral, Okeson, Brainard, Imholte, Jordan (9:50am), Haggart, Wickum (9:17am)
MANAGERS ABSENT: None
STAFF: Administrator Guetter
CONSULTANTS: Engineer Marlon Mackowick- Wenck Associates
ADVISORY COMMITTEE: John Okeson, Becker County Commissioner OTHERS: NONE

The Regular Managers' meeting was called to order by President Kral at 9:03 AM.

CONSENT AGENDA. Motion to approve the consent agenda (remove from agenda MPCA TMDL ST Clair Lake & 2011 PRWD Annual Report approval), including the May Administrator Report; Secretary's Report – May 17, 2012 Managers' Meeting Minutes; June Rules/Permitting Report; and June Ditch Inspector's Report (Brainard, Okeson), carried unanimously.

PROGRESS REPORTS
   a. Personnel Committee – Haggart reported the Personnel committee and PRWD staff (Guetter, Hecock) met on June 18th to review recent staff vacancies which provide an opportunity to re-organize staffing. Motion to accept the Personnel Committee Recommendations as outlined in the "Report of Personnel Committee, 6/19/12", (Haggart, Imholte), carried unanimously.
   b. Aquatic Plant Committee – The committee did not meet.
   c. Citizen Advisory – Guetter met with Floyd Shores and Lake Detroiter's Associations; Hecock met with Melissa/Sallie Lake Association this past month to review and discuss District activities.

OLD BUSINESS
   a. Rice Lake Update – The wetland areas potentially affected by the project were delineated (Anchor road widening, Becker County HWY 21, structures, etc) by Wenck Associates. Guetter reported Johnson, Entrekin, Dillion and Heitman properties will be closed soon.
   b. Equipment Liquidation (2 harvesters, trailer, truck) Update – Manager Brainard reported an ad will be placed on an equipment auction website.
   c. 2012 AIS Activities Update – Flowering rush control research, Detroit-Curfman/Sallie-Melissa Lake Vegetation Management Plans. Guetter reported the first round of submersed treatments were conducted on Big Detroit, Curfman, Sallie and Melissa. The weather conditions were excellent for treatments. In July, a second set of submersed treatments and an emergent treatment will be conducted. Dr. John Madsen and Dr. Michelle Marko will collect root samples and assess in-lake mass density in mid-July, prior to the second set of treatments.

NEW BUSINESS
   a. 2011 Financial Audit Report. Manager Imholte reviewed the audit report. Motion to approve the Pelican River Watershed District Financial Statements and Independent Auditor’s Report, December 31, 2011 as presented (Imholte, Brainard), carried unanimously. The reports will be filed with the appropriate state agencies in accordance with MN statutes.
   b. MPCA – St. Clair Lake TMDL – Removed from Agenda.

PUBLIC FORUM – NONE
Break – 10:10 am - 10:20 am
TREASURER’S REPORT.
   a. Approval of June Claims. #13227-49, 13262 ($46,935.69). Managers reviewed monthly bills. Motion to pay June bills, (Imholte, Jordan) carried unanimously.
   b. Financial Report. The January-May 2012 Revenues and Expenses Report was reviewed by the managers. Motion to approve the draft January-May 2012 R & E Report (Imholte, Haggart), carried unanimously. The report will be filed for audit.
   c. 2nd Quarter Manager per Diems/Expense Claims. #13251-57, 13263-69 ($2,959.01) Motion to pay Manager 2nd Quarter per diems/expenses (Imholte, Haggart), carried unanimously.

ATTORNEY REPORT– Nothing further to report
ENGINEER REPORT – Reported on Wetland Delineation (see Old Business - Rice Lake update).
PULLED CONSENT AGENDA ITEMS: NONE
ANNOUNCEMENTS – NONE
ADJOURNMENT. Motion to adjourn the meeting at 10:41 AM (Brainard, Okeson), carried unanimously.
Report of Personnel Committee Meeting, 6/19/12
Haggert, Kral, Okeson
(Guetter and Heco also in attendance).

PRWD now has two staff vacancies. Monica left her full-time position as Monitoring Technician 1 in February. Jaime Omberg, our full-time Office Manager, has given notice that she will take a new position with Becker County planning and zoning; her last day will be June 29.

The Committee agreed that this situation offers an opportunity to reorganize PRWD staffing in a way that will improve staff efficiency and stability, and broaden deployment of the work load.

The Committee recommends the following:

1. The Office Assistant position will be converted to a half-time clerical position with responsibility for bookkeeping, filing, correspondence, errands, phone-answering and similar activities. It is anticipated that this position will be half-time, preferably hired to be on duty from mid-morning to mid-afternoon, with a pay level in the $10-13 per hour range. This position will be immediately filled through a "Temp" agency while a search for the more permanent person is undertaken; it is expected that the new person will be hired before August 1.

2. The Monitoring Tech 1 position not be filled.

3. A full-time Assistant Administrator (or similar title) will be hired with the savings from the empty Monitoring Tech 1 position and the remaining portion of the Office Manager position. This person will have responsibility for supervising the monitoring program (including two summer interns), and the small site storm water permits. In addition, such a person will assume responsibility for grant programs, report writing, correspondence, GIS, and educational activities. It is anticipate that such a person will be paid in the $45,000- $50,000 range. The search for a person to fill this position will begin in August, with the expectation of a fall hire.

It is understood that these changes will require modifications to the PRWD Personnel Policy which contains official position descriptions. It also will be necessary to ensure that District's classifications document be updated to reflect any changes in descriptions.

Respectfully Submitted,
David Brainard, Secretary
No tape was made of this meeting.