

**MEETING MINUTES**

**Riley-Purgatory-Bluff Creek Watershed District**

**January 8, 2020, RPBCWD Board of Managers Governance Workshop and Monthly Meeting**

PRESENT:

Managers: Jill Crafton, Treasurer  
Larry Koch  
Dorothy Pedersen, Vice President  
Dick Ward, President  
David Ziegler, Secretary

Staff: Amy Bakkum, MN Greencorps Member, RPBCWD  
Claire Bleser, RPBCWD Administrator  
B Lauer, RPBCWD Education and Outreach Assistant  
Louis Smith, Attorney, Smith Partners  
Scott Sobiech, Engineer, Barr Engineering Company

Other attendees: John Colford, LLCA\* Elizabeth Henley, Smith Partners  
Kris Guentzel, Hennepin County\* Lori Tritz, CAC Chair\*  
Greg Hawks, Chanhassen Environ. Comm.\*  
*\*Indicates attendance at Monthly Meeting Only*

**1. Call to Order**

1 President Ward called to order the Wednesday, January 9, 2019, Board of Managers Governance Workshop to  
2 order at 5:32 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

**2. Approval of Agenda**

3 Manager Koch requested moving all Consent Agenda items off the Consent Agenda. He requested adding to the  
4 Agenda an item as 9w regarding his per diem claims. Manager Koch asked to add to the agenda Discussion item  
5 10e to discuss the status of the legal review previously authorized. He requested adding to the agenda item 12  
6 about the Minnesota Erosion Control Conference, which will be held January 21-23, 2020. Manager Crafton  
7 asked to add to the agenda a discussion item about a potential pilot project to research soils and soil structure in  
8 the watershed. Manager Zeigler moved to approve the agenda as amended. Manager Pedersen seconded the  
9 motion. President Ward noted he had further agenda changes. Managers Ziegler and Pedersen withdrew the  
10 motion and second on the table. President Ward requested moving item 9d – Appointment of Citizen Advisory  
11 Committee – ahead in the agenda as item 6av, under Organizational Actions and also move item 6c –  
12 Appointment of the Technical Advisory Committee – ahead in the agenda to 6avi, and, per Manager Koch’s  
13 request, to move Consent Agenda items 8a-8g to 9a – Pulled Consent Items - and to remove from the agenda item  
14 9k-9v. President Ward moved to accept the agenda as amended. Manager Ziegler seconded the motion. Manager  
15 Koch stated that the meeting record will show that the President did not want to discuss the items Manager Koch  
16 requested staff add to the meeting agenda, including IT/IT consultant, Personnel/Personnel Consultant,

17 Accounting/accounting clerk, Credit Cards, Investment of funds, Journal of votes, Shoreline and erosion, Meet  
 18 and greet City officials 2020, Permit variance resolution, Forms of resolutions approving permit application,  
 19 Internal calendar, and Multi-year project report. Manager Koch asked why President Ward is pulling items 9k-9v  
 20 off the meeting agenda. President Ward responded that the meeting agenda is not to be set by a single manager.  
 21 Manager Koch had many comments regarding the Board's procedure for setting meeting agendas. President Ward  
 22 set a two-minute time limit to the discussion of this item. Manager Koch used the time to direct questions to the  
 23 President and staff regarding how items have been added to agendas in the past and ask questions about  
 24 dissemination of his proposed Governance Manual edits. Manager Pedersen called the question on the motion on  
 25 the table, noting the timed discussion had exceed two minutes. President Ward called for the vote to end the  
 26 discussion. Upon a vote, the motion carried 4-1 (Manager Koch voted against the motion.) President Ward called  
 27 the question on the vote to approve the agenda as amended. Upon a vote, the motion carried 4-1. (Manager Koch  
 28 voted against the motion.)

### 3. Governance Workshop and Water Quality Report

29 President Ward stated there is approximately 35 minutes remaining for the Governance Workshop and then Josh  
 30 Maxwell will present the Water Quality Report. President Ward stated the Governance Committee comprises  
 31 himself, Manager Ziegler, and Administrator Bleser. He reported that the Committee met several times in 2019,  
 32 and he summarized the work performed by the Committee in 2019. President Ward and explained the draft  
 33 Governance Manual in front of the group tonight contains the proposed changes recommended by the Personnel  
 34 Committee and reviewed by the District's Legal Counsel.

35 Administrator Bleser went through the document, and Attorney Smith and President Ward offered comments.  
 36 Administrator Bleser highlighted additional edits to the document. She collected comments from managers.  
 37 Manager Koch handed out a version showing his recommendations. He suggested that due to the amount of time  
 38 it would take to go through his recommendations, everyone should review his recommendations for discussion at  
 39 the Board's next monthly meeting. Manager Koch specifically addressed the manual item about making  
 40 investments and the proposal to delegate authority to the District Administrator. He spoke about his belief that  
 41 investments should be the responsibility of the Treasurer in order to align with statute.

42 Attorney Smith replied it would be within the Board's discretion to designate the Treasurer as the responsible  
 43 person for the investment decisions and the Administrator as the one providing recommendations. He said the  
 44 point Manager Koch raises as a legal matter about whether that designation can only be attributed to the Treasurer  
 45 depends on how one interprets the term Chief Financial Officer for the District. Attorney Smith explained that in  
 46 the public setting of municipal governments, a chief finance officer is clearly designated and is the party who  
 47 manages investments for the city subject to delegation by the city council. He noted that for this District, a board  
 48 member serves as Treasurer, and it has been the Board and staff's interpretation that the Administrator serves as  
 49 Chief Financial Officer for District operations. Attorney Smith said Legal Counsel would be able to take a further  
 50 look at that point if the Board so wishes. Manager Koch said he would like Legal Counsel to look at that further.  
 51 The Board did not act to direct Legal Counsel to look at this issue.

52 Manager Koch offered further comments, noting his recommendation to add more detail in the manual about  
 53 operations, specifically in the areas of contracts, per diems, and audits. He said he believes the proposed manual  
 54 falls short in these areas. President Ward said the Board needs to move on to the next workshop agenda item,  
 55 which is Mr. Maxwell's presentation of the water quality report. President Ward said if the Board is in agreement,  
 56 he and Administrator Bleser will email to the Board a few possible dates and times for holding the next  
 57 Governance Manual Workshop. The Board indicated agreement.

58 Mr. Maxwell, showing PowerPoint slides, went through the watershed's 2018 lake water quality data, then the  
 59 2019 work and data, noting comparables to 2018 data. He provided details about specific waterbodies. He  
 60 summarized the 2019 CRAS (Creek Restoration Action Strategy) work and data, noting staff will finish the rest of  
 61 Purgatory Creek in spring 2020. Mr. Maxwell talked about the spent lime treatment at Lake Susan. He explained  
 62 that in 2020, the system will be modified to have 70% sand and 30% spent lime in order to provide the best  
 63 filtration performance. Mr. Maxwell talked about the District's storm water pond project, funded with Clean  
 64 Water Land and Legacy Amendment funds and partnership with the City of Eden Prairie. He noted the District is  
 65 the epicenter of storm water pond research right now, with three different groups inside and through the  
 66 University of Minnesota working on researching different aspects of storm water ponds. Mr. Maxwell talked  
 67 about AIS (Aquatic Invasive Species) monitoring, including zebra mussels and Curlyleaf Pondweed. He went into  
 68 further detail about the zebra mussels finding at Lotus Lake, noting that due to the findings, the MN DNR listed  
 69 Lotus Lake as invested with zebra mussels. Mr. Maxwell reported staff found a few Brittle Naiad plants in Lake  
 70 Susan. He noted that in 2015 staff found one Brittle Naiad plant in Starring Lake, and in the 2019 survey, that  
 71 lobe of the lake had Brittle Naiad all throughout it. Mr. Maxwell addressed treatment pros and cons, given that the  
 72 main treatment time for Brittle Naiad is late summer and early fall, posing risks to native plants. Mr. Maxwell  
 73 described the 2019 carp monitoring activities and results. Manager Koch had several questions, and Mr. Maxwell  
 74 and Administrator Bleser responded. Manager Koch asked for a copy of the PowerPoint presentation.  
 75 Administrator Bleser noted the time and suggested postponing the presentation of the wetland program and to  
 76 include it as part of the Board's next workshop. The Board agreed to the suggestion.

77 At 7:00 p.m. President Ward called for a five-minute adjournment. At 7:05 p.m. President Ward reconvened the  
 78 meeting.

#### 4. Matters of General Public Interest

80 Mr. Kris Guentzel introduced himself and noted he is the new water resources specialist for Hennepin County.  
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#### 5. Approval of Minutes

##### a. December 11, 2019, RPBCWD Board of Managers Regular Monthly Meeting and Public Hearing

82 Manager Ziegler corrected a misspelling on page 3, item 8av, to change the word "received" to "receiver."  
 83 He noted the word "a" should be removed on page 5, item 8h. so the sentence reads, "Subsequently, there  
 84 was..."  
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86 Manager Ziegler moved to accept the minutes as amended. Manager Crafton seconded the motion. Upon a  
 87 vote, the motion carried 5-0.

#### 6. ORGANIZATIONAL ACTIONS

##### a. Election of Officers

##### i. President

88 Manager Koch nominated himself as president. Manager Crafton nominated Dick Ward. Attorney  
 89 Smith took the roll call vote, with the results of four votes for Dick Ward and one vote for Larry  
 90 Koch. Dick Ward was elected president.  
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<i>Manager</i>	<i>Vote</i>
Crafton	Ward
Koch	Koch
Pedersen	Ward
Ward	Ward
Ziegler	Ward

**ii. Vice President**

Manager Crafton nominated Dorothy Pedersen as vice president. Manager Koch nominated himself. Attorney Smith took the roll call vote, with the results of four votes for Dorothy Pedersen and one vote for Larry Koch. Dorothy Pedersen was elected vice president.

<i>Manager</i>	<i>Vote</i>
Crafton	Pedersen
Koch	Koch
Pedersen	Pedersen
Ward	Pedersen
Ziegler	Pedersen

**iii. Treasurer**

Manager Pedersen nominated Jill Crafton as treasurer. Manager Koch nominated himself. Attorney Smith took the roll call vote, with the results of four votes for Jill Crafton and one vote for Larry Koch. Jill Crafton was elected treasurer.

<i>Manager</i>	<i>Vote</i>
Crafton	Crafton
Koch	Koch
Pedersen	Crafton
Ward	Crafton
Ziegler	Crafton

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**iv. Secretary**

Manager Pedersen nominated David Ziegler as secretary. Manager Koch nominated himself. Attorney Smith took the roll call vote, with the results of four votes for David Ziegler and one vote for Larry Koch. David Ziegler was elected secretary.

<i>Manager</i>	<i>Vote</i>
Crafton	Ziegler
Koch	Koch
Pedersen	Ziegler
Ward	Ziegler
Ziegler	Ziegler

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**v. Governance Committee**

Manager Pedersen nominated Dick Ward and David Ziegler to the two-seat Governance Committee. Manager Koch nominated himself. Attorney Smith took the roll call vote for the first of two seats on the Governance Committee, with the results of three votes for Dick Ward, one vote for David Ziegler, and one vote for Larry Koch. Dick Ward was elected to one seat on the Governance Committee. Attorney Smith took a roll call vote for the second of two seats on the Governance Committee, with the results of four votes for David Ziegler and one vote for Larry Koch. David Ziegler was elected to the Governance Committee.

Governance Committee Seat 1:

<i>Manager</i>	<i>Vote</i>
Crafton	Ward
Koch	Koch
Pedersen	Ward
Ward	Ziegler
Ziegler	Ward

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Governance Committee Seat 2:

<i>Manager</i>	<i>Vote</i>
Crafton	Ziegler
Koch	Koch

Pedersen	Ziegler
Ward	Ziegler
Ziegler	Ziegler

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**vi. Personnel Committee**

Manager Crafton nominated Dorothy Pedersen to the Personnel Committee. Manager Koch nominated himself. Manager Pedersen nominated Jill Crafton. Attorney Smith took the roll call vote for the first of two seats on the Personnel Committee, with the results of four votes for Jill Crafton and one vote for Larry Koch. Jill Crafton was elected to one seat on the Personnel Committee. Attorney Smith took a roll call vote for the second of two seats on the Personnel Committee, with the results of four votes for Dorothy Pedersen and one vote for Larry Koch. Dorothy Pedersen was elected to the Personnel Committee.

Personnel Committee Seat 1:

<i>Manager</i>	<i>Vote</i>
Crafton	Crafton
Koch	Koch
Pedersen	Crafton
Ward	Crafton
Ziegler	Crafton

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Personnel Committee Seat 2:

<i>Manager</i>	<i>Vote</i>
Crafton	Pedersen
Koch	Koch
Pedersen	Pedersen
Ward	Pedersen
Ziegler	Pedersen

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132 **vii. CAC Appointments**

133 The Board discussed how it would proceed to nominate members of the Citizen Advisory  
134 Committee (CAC). Manager Crafton nominated Heidi Groven to the CAC. Manager Ziegler  
135 nominated Vanessa Nordstrom. Manager Koch nominated Kim Behrens. Manager Ziegler  
136 nominated Michelle Frost and Terry Jorgenson. The Board discussed that it had previously  
137 discussed appointing 15 members to the CAC. Manager Pedersen noted there were sixteen  
138 applicants and recommended re-appointing the ten CAC members who indicated they are  
139 interested in returning as members and appointing five of the six new applicants.

140 Manager Koch noted that applications from Frost and Jorgenson were received after the posted  
141 deadline. He shared his opinion that the Board should not nominate or appoint individuals who  
142 applied after the deadline. The Board and staff discussed the point. Attorney Smith explained it is  
143 within the Board's discretion to waive the deadline.

144 Manager Ziegler moved to deem all six of the new CAC applicants as eligible for appointment.  
145 Manager Crafton seconded the motion. Manager Koch explained his objection to the motion.  
146 Manager Koch moved to amend the motion on the table by removing Steve Donen from the list of  
147 eligible applicants. Manager Crafton seconded the motion. Upon a vote, the motion to amend  
148 carried 4-1 (Manager Ziegler voted against the motion.) President Ward called the question on the  
149 amended motion. Upon a vote, them motion carried 5-0.

150 Manager Ziegler moved to reappoint the ten CAC members who indicated they are returning and  
151 appoint the five eligible applicants. Manager Pedersen seconded the motion. Manager Koch  
152 reiterated his opinion that applicants who submitted after the deadline should not be eligible for  
153 appointment. Upon a vote, the motion carried 4-1 (Manager Koch voted against the motion.)

154 **viii. TAC**

155 Manager Ziegler moved to appoint to the TAC the individuals as listed in the meeting packet.  
156 Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0. The individuals  
157 appointed to the TAC include: Matt Clark, Robert Bean Jr., Leslie Stovring, Will Manchester,  
158 Bryan Griudl, Charlie Howley, Andrew Budde, Karen Galles, Paul Moline, Mellisssa Jenny, Kate  
159 Drewry, Jenny Skancke, Mike Wanous, Steve Christopher, Joe Mulcahy, Linda Loomis, and a  
160 representative of the Minnesota Pollution Control Agency.

161 **b. Designation of Official Publication**

162 Manager Pedersen moved to designate the official publications as listed in the meeting packet. Manager  
163 Crafton seconded the motion. Upon a vote, the motion carried 5-0. The Official Publications include: Sun  
164 Sailor, Sun Current, Chaska Herald, Chanhassen Villager, and Eden Prairie News.

165 **c. Designation of Bank**

166 Manager Ziegler moved to designate Old National at the District's Official Bank. Manager Pedersen  
167 seconded the motion. Manager Koch asked if the District should explore other banks or consider  
168 consolidating its banking and investment operations. Administrator Bleser agreed it would be something  
169 to explore. Manger Koch moved to direct the Administrator and Treasurer to investigate other banking  
170 options for the District. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.  
171 President Ward called the question on the motion to designate Old National as the District's Official Bank.  
172 Upon a vote, the motion carried 5-0.

173 **d. Designation of Investment Bank**

174 Manager Ziegler moved to designate Wells Fargo as the District’s investment bank. Manager Crafton  
175 seconded the motion. Upon a vote, the motion carried 5-0.

176 **e. Designation of Depository for Permit and Financial Assurance**

177 Manager Crafton moved to nominate Smith Partners LLC as the District’s Official Depository for permit  
178 financial assurances. Manager Pedersen seconded the motion. Manager Koch moved to amend the motion  
179 to clarify Smith Partners as the Official Depository for non-cash permit and financial assurances. Manager  
180 Ward seconded the motion. Upon a vote, the motion to amend carried 5-0. President Ward called the vote  
181 on the amended motion. Upon a vote, the motion carried 5-0.

182 **f. 2020 Calendar of Meetings**

183 Manager Pedersen moved to adopt the 2020 meeting calendar as presented in the meeting packet. Manager  
184 Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

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**7. CAC**

186 Ms. Lori Tritz, CAC Chair, reported that at the most recent CAC meeting, she was re-elected as CAC chair and  
187 Sharon McCotter was re-elected as CAC vice chair. She said that the Committee did not elect a CAC secretary  
188 and the tasks would be shared by the committee members. Ms. Tritz reviewed the changes the Committee made to  
189 the CAC Bylaws. She provided status reports of the CAC subcommittees. Manager Koch suggested the CAC  
190 reconsider appointing a committee recorder. There was a discussion about the CAC’s timing of its officer  
191 elections.

**8. Consent Agenda**

192 There were no items on the Consent Agenda.

**9. Action Items**

193 **a. Pulled Consent Agenda items**

194 **i. Accept December Staff Report**

195 Manager Ziegler moved to accept the staff report. Manager Pedersen seconded the motion.  
196 Manager Koch asked several questions. Administrator Bleser and Mr. Jeffery responded. Upon a  
197 vote, the motion carried 5-0.

198 **ii. Accept December Engineer’s Report (with attached Inspection Report)**

199 Manager Koch asked staff many questions regarding specific items listed in the report.  
200 Administrator Bleser and Mr. Jeffery responded. Manager Ziegler moved to accept the staff  
201 report. Manager Pedersen seconded the motion. Manager Koch asked more questions.  
202 Administrator Bleser and Mr. Jeffery responded. Upon a vote, the motion carried 5-0.

203 **iii. Approve Task Order 29A – Feasibility Study for Pioneer Wetland Restoration**

204 Manager Ziegler moved to approve Task Order 29A. Manager Pedersen seconded the motion.  
205 Administrator Bleser responded to manager questions about the task order and explained that in  
206 this case there is a property owner interested in partnering with the District to do site restoration.  
207 She provided details about the site, the site evaluation conducted by staff, and project

opportunities. Upon a vote, the motion carried 5-0.

iv. **Approve Task Order 30A – Feasibility Study for Pioneer Wetland Restoration**

Manager Ziegler moved to approve Task Order 30A. Manager Pedersen seconded the motion.

Manager Koch asked questions, including asking for clarification about what the Board is being asked to approve with this task order. Engineer Sobiech responded. Manager Koch asked where the funding will come from for this task order. Administrator Bleser answered it is budgeted under the Wetland Restoration at Pioneer Trail budget line item. Upon a vote, the motion carried 5-0.

v. **Approve Lake Susan Park Pond Reuse and Water Quality Project – Pay Application #4, Final Payment Application**

President Ward noted the pay application #4 is for the amount \$19,961.07. Manager Ziegler moved to approve pay application #4, final payout, for the Lake Susan Park Pond Watershed Treatment and Stormwater Reuse project. Manager Crafton seconded the motion. Manager Koch asked for details about the installation of, and District payment for, cord grass plugs as referenced in the information in the Board’s meeting packet. Engineer Sobiech provided the information requested. Upon a vote, the motion carried 5-0.

vi. **Approve Bluff Creek Tributary Restoration – Payment Application #2**

Manager Ziegler moved to approve the Bluff Creek Tributary Restoration Project pay application #2. Manager Crafton seconded the motion. Manager Koch asked questions. Engineer Sobiech answered Manager Koch’s questions. Upon a vote, the motion carried 5-0.

vii. **Approve Purgatory Creek Conservation Area Improvement for \$13,500 without Add-on Service**

Manager Zeigler moved to approve the Purgatory Creek Conservation Area Improvement in the amount of \$13,500. Manager Pedersen seconded the motion. Manager Koch asked for details about the improvement. Administrator Bleser explained the project is for the berm. Upon a vote, the motion carried 5-0.

b. **Accept November Treasurer’s Report**

Manager Crafton moved to accept the Treasurer’s Report as submitted. Manager Pedersen seconded the motion. Manager Koch asked staff for details about the 2019 year-to-date permit fees received as compared to funds anticipated. Administrator Bleser responded. Manager Koch asked for information about why the 2019 investment fees are above budget. Administrator Bleser responded. Manager Koch asked detailed questions about the District’s investments and banking. Administrator Bleser addressed his questions. Manager Koch asked questions about 2019 budget overages and outstanding funds anticipated from grants and partners, and he offered suggestions for additional data to be included in the Treasurer’s Report. Manager Pedersen called the question on the motion on the table. Upon a vote, the motion to end discussion and vote on the motion to accept the Treasurer’s Report as submitted carried 4-1. (Manager Koch voted against the motion.) President Ward called the question on the motion to accept the Treasurer’s Report. Upon a vote, the motion carried 4-1. (Manager Koch voted against the motion.)

c. **Approve Paying of Bills**

Manager Crafton moved to pay the bills. Manager Pedersen seconded the motion. Upon a vote, the motion carried 4-1. (Manager Koch voted against the motion.)

**d. Solicit Applications for Administrative Assistant and Communication Manager**

Administrator Bleser described the responsibilities and activities of the two positions and noted that in the future she will likely recommend the District consider developing and hiring a stewardship grant position. She explained that once the Board approves soliciting applications, the request for hiring approval would follow two months later. Manager Crafton stated she would like to see a revised job description spelling out in more detail the duties of the administrative assistant. Manager Koch commented he would like to see the administrative assistant handle accounting input subject to review of the Administrator and Treasurer. Manager Crafton and Manager Koch suggested working out the details further during a work session. President Ward noted the District's Personnel Committee meets January 17. Manager Pedersen remarked her meeting packet lacked the table about staffing in other metro-area watershed districts. She said she would like to see how this District compares to other area watershed districts in terms of staffing, and she needs this information before voting to approve soliciting for new positions. Manager Ziegler said the new positions could address the problem of the CAC lacking someone taking notes and a District staff person could undertake the task. He recommended the administrative assistant become a notary public. Manager Pedersen stated she has discussed the individual who takes notes for these Board meetings and whether the new position could take on that task in order to decrease the District's overhead. She said Manager Crafton noted the benefits of having a recorder independent of the District. Manager Pedersen said it is a point the managers should think through before it is time to vote. Manager Koch moved to set up a workshop to discuss the addition of positions and the criteria or qualifications of such positions. The motion died due to lack of second.

President Ward said he would like to see the Personnel Committee, at its January 17<sup>th</sup> meeting, revise the job descriptions. He provided comments about the Communications Manager job description. Manager Pedersen suggested adding this topic to the agenda for the next Governance Manual Workshop. The Board agreed.

**e. Release Public Notice for Public Hearing for Ordering of Saint Hubert Project**

Manager Ziegler moved to release the public notice for the public hearing to order the Saint Hubert project. Manager Pedersen seconded the motion. President Ward noted a misspelled word in the notice. Upon a vote, the motion carried 4-1 (Manager Koch voted against the motion).

**f. Groundwater Program Fund Allocation**

Ms. B Lauer, RPBCWD Education and Outreach Assistant, displayed the PowerPoint presentation "Proposed Groundwater Conservation Program." She reviewed the District's 10-Year Management Plan goal of promoting the sustainable management of groundwater resources. She talked about the background research conducted by staff, stakeholder engagement, and opportunities identified.

Ms. Lauer reported the opportunity that was quickly identified was the Metropolitan Council Water Efficiency Grant. She talked further about the grant program and engaging cities within the Riley Purgatory Bluff Creek Watershed to apply for the grant. Ms. Lauer displayed a table showing the grants awarded to five cities within the watershed, and she noted the total projected water savings is 20,495,000 gallons per year. Administrator Bleser and Ms. Lauer went into detail about a proposed three-prong approach for groundwater conservation:

- Supplementary funding to the cities' Metropolitan Council Water Efficiency Grant awards
- Creating an education collaborative
- Implementing a water smart meter pilot program

294 Administrator Bleser said the budget for this proposed groundwater conservation program is \$180,000 for  
 295 2020, including \$120,000 to supplement the funding to the cities' Metropolitan Council grants, \$30,000  
 296 to support developing a groundwater collaborative, and \$30,000 to implement a water smart meter pilot  
 297 program. Manager Koch commented he would like to see the cities match any dollars the District  
 298 contributes. Manager Ziegler provided suggestions. Manager Pedersen remarked this initiative should be  
 299 the beginning of the District's groundwater conservation initiatives, and she will be looking for something  
 300 more substantial coming forward. Manager Pedersen moved to approve funding the Groundwater  
 301 Conservation Program, including \$30,000 for the water smart meter program, \$30,000 for the  
 302 groundwater collaborative, and \$120,000 to supplement the grant funding to the cities awarded  
 303 Metropolitan Council Water Efficiency grants. Manager Ziegler seconded the motion. President Ward  
 304 clarified that the motion approves \$180,000 in funding. Upon a vote, the motion carried 5-0.  
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306 **g. Approve Fund Transfers**

307 Manager Koch moved to table this item until the next monthly meeting so all the 2019 financial  
 308 information can be included. The Board agreed to table this item.  
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310 **h. Review of Permitting Fees**

311 Administrator Bleser reminded the Board that in March 2019 the Board directed staff to track time spent  
 312 on permits and to return to the Board with recommendations on the permit fee structure. Administrator  
 313 Bleser presented five recommendations. Manager Koch offered comments. Manager Ziegler moved to  
 314 adopt the fee structure modifications as presented. Manager Pedersen seconded the motion. Attorney  
 315 Smith requested revising the term "fixed fee" to "minimum fee deposit." Staff and managers agreed to the  
 316 revision. Manager Ziegler and Manager Pedersen agreed to the friendly amendment. Upon a vote, the  
 317 motion carried 5-0.  
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319 **i. Manager Koch's Per Diem**

320 Manager Koch said he is trying to reconcile what he claimed versus what he was paid. He said was not  
 321 paid for two claims: his attendance at the Carver County Treasurer meeting for the submittal of the  
 322 District's annual report and his attendance at the Lake Riley Association's annual meeting. President  
 323 Ward said it seems that Manager Koch did not get pre-approval by the Board. Manager Koch said correct,  
 324 but the Board did not get pre-approval to go to Eden Prairie, either. He said he is asking for retroactive  
 325 approval of those two per diem claims. There was discussion. Manager Koch moved to approve  
 326 retroactively his per diem claims for his attendance at the Carver County Treasurer meeting and the Lake  
 327 Riley Association meeting. The motion died due to lack of a second.  
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329 **j. Soil Structure Pilot Project**

330 Manager Crafton asked if there is an opportunity for the District to conduct a pilot project to research soil  
 331 structure. She described information she has heard regarding compacted soils. Manager Koch remarked  
 332 he would like to see a proposal on this as he doesn't see any information or anything on which the Board  
 333 could act. Mr. Jeffery commented on ideas the staff has talked about regarding soil health. Administrator  
 334 Bleser said her understanding is this item is being raised now for the Board to decide if it wants to direct  
 335 staff to explore ideas regarding what the District could do regarding soil health. The Board agreed that  
 336 staff should explore ideas and report back to the Board at some point.  
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## 10. Discussion Items

### a. Manager Report

#### i. Personnel Committee

Manager Pedersen commented that the Committee's work was discussed as part of the discussion on the proposed new staff positions.

### b. Administrator Report

Administrator Bleser reported that the new Public Works Director for the City of Chanhassen has started, and the City's new water resources coordinator will start February 17. She talked about other work staff conducted in December. Manger Koch asked for the District's 2020 work plan. Administrator Bleser said he received it in August, and she can redistribute it.

### c. Status of Legal Review

Manager Koch asked about the status of the legal review previously authorized by the Board. Attorney Smith responded it is on hold until the Board directs the review, which the Board put on hold until it completes it discussion of the District's Governance Manual.

## 11. Upcoming Board Topics

President Ward noted that upcoming Board topics are listed on the agenda and include Water Quality Report, PID#25 0360010, City of Chanhassen, Highway 101 Right of Way, City Request for Parcel Exchange, and Order Silver Lake Water Quality at Pleasant View Drive (on hold). He pointed out that upcoming events are listed on tonight's meeting agenda. Manger Koch commented he thinks the District should have a representative attend the Minnesota Erosion Association Conference January 21-23. Administrator Bleser said she will look at the agenda to see what will be presented.

## 12. Upcoming Events

- Personnel Committee, January 17, 2020, 3:00 p.m., 18681 Lake Drive East, Chanhassen
- Citizen Advisory Committee Meeting, January 27, 2019, 6:00 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Board of Managers Meeting, February 8, 2020, 7:00 p.m., District Office, 18681 Lake Drive East, Chanhassen

## 13. Adjournment

Manager Pedersen moved to adjourn the meeting. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0. The meeting adjourned at 9:35 p.m.

Respectfully submitted,

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David Ziegler, Secretary

DRAFT