

# Riley-Purgatory-Bluff Creek Watershed District

Board of Managers Regular Meeting

*Wednesday, January 9, 2019*

**5:30pm Board Workshop**

**7:00pm Regular Board Meeting**

DISTRICT OFFICE

18681 Lake Drive East

Chanhasen

## Agenda

1. **Call to Order**
2. **5:30pm 2019 Workplan and Visioning Exercise** **Information**
3. **7:00 pm Approval of the Agenda (Additions/Corrections/Deletion)** **Action**
4. **Matters of general public interest** **Information**

Welcome to the Board Meeting. Anyone may address the Board on any matter of interest in the watershed. Speakers will be acknowledged by the President; please come to the podium, state your name and address for the record. Please limit your comments to no more than three minutes. Additional comments may be submitted in writing. Generally, the Board of Managers will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on a future agenda.

5. **Reading and approval of minutes** **Action**
  - a. Board of Manager Meeting, December 5, 2018
  - b. Board of Manager Meeting, December 18, 2018
6. **Organizational Actions** **Action**
  - a. Election of Officers
    - i. President
    - ii. Vice-President
    - iii. Treasurer
    - iv. Secretary
  - b. Designation of Official Publication
  - c. Appointment of the Technical Advisory Committee
  - d. Designation of Bank
  - e. Designation of Depository for Permit and Financial Assurance
  - f. 2019 Calendar of Meetings

## 7. **Consent Agenda**

(The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Any manager may remove an item from the consent agenda for action.)

- a. Accept December Staff Report
- b. Accept December Engineer's Report (with attached Inspection Report)
- c. Authorize Administrator to execute contract with Freshwater Society for the Hennepin County Chloride Initiative.
- d. Authorize Administrator to execute contract with Freshwater Society for the Master Water Stewards Program.
- e. Release Request for Proposal for Legal Services
- f. Release Request for Proposal for Auditing Services
- g. Release Request for Proposal for Accounting Services
- h. Release Request for Proposal for Consulting Services

## 8. Citizen Advisory Committee

**Information**

## 9. Action Items

**Action**

- a. Accept November Treasurer's Report
- b. Approve Paying of the Bills
- c. Appointment of the Citizen Advisory Committee
- d. Approve Fund Balance Policy Update
- e. Approve Investment Deposit Policy
- f. Engagement of Human Resources Consultant
- g. Permit Fee Schedule
- h. Financial Assurance Schedule
- i. Resolution Delegating Authority

## 10. Discussion Items

**Information**

- a. Upcoming February Board Meeting:
  - i. Cooperative Agreement with the City of Eden Prairie for Lower Riley Creek delayed
  - ii. Stormwater model update, flood risk mapping, mitigation and adaptation task order

## 11. Upcoming Events

**Information**

- Citizen Advisory Committee monthly meeting, January 28, 6:00 pm, 18681 Lake Drive East, Chanhassen.
- RPBCWD Snowshoeing and Community Mural at Lake Ann February Fest, February 2nd, 12-3pm, Lake Ann Park, Chanhassen
- Board Workshop, February 6, 2019, 5:30pm, 18681 Lake Drive E, Chanhassen
- Meet + Greet the Board, Feb 6, 2019, 6:30pm, 18681 Lake Dr E, Chanhassen
- Regular Board Meeting, February 6, 2019, 7:00pm, 18681 Lake Drive East, Chanhassen

## RPBCWD 2019 Workplan

<b><i>Administration</i></b>	
<b>Accounting and Audit</b>	<p>Coordinate with Accountant for the development of financial reports.</p> <p>Coordinate with the Auditor.</p> <p>Continue to work with the Treasurer to maximize on fund investments.</p>
<b>Internal Policies</b>	<p>Work with Governance Manual and Personnel Committees to review bylaws and manuals as necessary</p>
<b>Advisory Committees</b>	<p>Engage with the Technical Advisory Committee on water conservation, chloride management and emerging topics</p> <p>Engage with the Citizen Advisory Committee on water conservation, annual budget and emerging topics.</p> <p>Facilitate recruitment of CAC members for 2019.</p>
<b><i>District-Wide</i></b>	
<b>Regulatory Program</b>	<p>Review regulatory program to maximize efficiency.</p> <p>Engage Technical Advisory Committee and Citizen Advisory Committee on possible rule changes.</p> <p>Implement regulatory program.</p>
<b>Aquatic Invasive Species</b>	<p>Review AIS monitoring program</p> <p>Develop and implement Rapid Response Plan as appropriate</p> <p>Coordinate with LGUs and keep stakeholders aware of AIS management activities.</p> <p>Manage and maintain the aeration system on Rice Marsh Lake as per the Riley Chain of Lakes Carp Management Plan.</p> <p>Review AIS inspection program.</p> <p>Keep abreast in technology and research in AIS.</p>
<b>Cost-Share</b>	<p>Review program to determine efficiencies and needs.</p> <p>Recommend modification as necessary.</p> <p>Review applications and recommend implementation.</p>

<b>Creek Restoration Action Strategy</b>	Review updates to the field CRAS analysis.
<b>Data Collection</b>	Continue Data Collection in permanent sites. Identify monitoring sites to assess future project sites.
<b>District Hydrology and Hydraulics Model</b>	Coordinate maintenance of Hydrology and Hydraulics Model. Coordinate model update with LGUs if additional information is collected. Partner and implement with the City of Bloomington on Flood Evaluation and Water Quality Feasibility.
<b>Education and Outreach</b>	Implement Education & Outreach Plan, review at year end. Manage partnership activities with other organizations. Coordinate Public Engagement with District projects.
<b>Groundwater Conservation</b>	Work with other LGUs to monitor assess and identify gaps. Engage with the Technical Advisory Committee to identify potential projects. Develop a water conservation program (look at Woodbury model)
<b>Lake Vegetation Management</b>	Work with the University of Minnesota or Aquatic Plant Biologist, Cities of Chanhassen and Eden Prairie, lake association, and residents as well the Minnesota Department of Natural Resources on potential treatment. Implement herbicide treatment as needed. Secure DNR permits and contract with herbicide applicator. Lakes the District is monitoring for treatment include: Lake Susan, Lake Riley, Lotus Lake, Mitchell Lake, Red Rock Lake and Staring Lake. Work with Three Rivers Park District for Hyland Lake
<b>Opportunity Projects</b>	Assess potential projects as they are presented to the District
<b>Total Maximum Daily Load</b>	Continue working with Minnesota Pollution Control Agency on the Watershed Restoration And Protection Strategies (WRAPS). Engage the Technical Advisory Committee .
<b>Repair and Maintenance Grant</b>	Develop and formalize grant program.
<b>University of Minnesota</b>	Review and monitor progress on University of Minnesota grant. Support Dr John Gulliver and Dr Ray Newman research and coordinate with local partners. Keep the manager abreast to progress in the research.



	Identify next management steps.
<b>Watershed 50 year Anniversary</b>	Come explore with us! Finalize anniversary program for 2019. Implement anniversary events.
<b>Watershed Plan</b>	Review and identify needs for amendments.
<b>Wetland Management</b>	Identify potential restoration/rehabilitatable wetlands and wetland requiring protection.
<b><i>Bluff Creek One Water</i></b>	
<b>Chanhassen High School Re-use</b>	Continue to work with all partners. Complete site restoration and start system. Finalize and implement E and O for project. Monitor Project.
<b>Bluff Creek Tributary Restoration</b>	Implement and finalize restoration. Monitor Project.
<b><i>Riley Creek One Water</i></b>	
<b>Lake Riley Alum</b>	Continue to monitor the waters.
<b>Lake Susan Improvement Phase 1</b>	Continue to monitor spent lime treatment facility. (This item will be rolled into our Data Collection Program)
<b>Lake Susan Improvement Phase 2</b>	Complete final site stabilization and spring start up. Finalize and implement E and O for project. Monitor Project.
<b>Lower Riley Creek Stabilization</b>	Coordinate agreement and acquire easements if needed for the restoration of Lower Riley Creek reach D3 and E. Implement Project. Continue Public Engagement for project and develop signage of restoration.
<b>Rice Marsh Lake Alum Treatment</b>	Monitor Project.
<b>Rice Marsh Lake Watershed Load Project 1</b>	Conduct feasibility. Develop cooperative agreement with City of Chanhassen
<b>Upper Riley Creek</b>	Work with City to develop scope of work (in addition to stabilizing the creek can we mitigate for climate change) Conduct feasibility Develop cooperative agreement with the City of Chanhassen

	Order Project Start design
<b><i>Purgatory Creek One Water</i></b>	
<b>Duck Lake Raingarden Project</b>	Work with the City to implement neighborhood BMP. Identify neighborhood BMP to help improve water resources to Duck Lake. Implement neighborhood BMPs.
<b>Fires Station 2</b>	Monitor Project.
<b>Hyland Lake Internal Load control</b>	Implement Hyland Lake Alum application.
<b>Lotus Lake – Internal Load Control</b>	Monitor treatment and plant populations.
<b>Scenic Heights</b>	Continue implementing restoration effort. Work with the City of Minnetonka and Minnetonka School District on Public Engagement for project as well as signage.
<b>Silver Lake Restoration</b>	Order project Design Project Work with the City of Chanhassen for Design, cooperative agreement and implementation

**MEETING MINUTES**

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

**December 5, 2018, Board of Managers Duck Lake Road Workshop and Monthly Meeting**

PRESENT:

Managers: Jill Crafton, Treasurer

Larry Koch

Dorothy Pedersen, Vice President

Dick Ward, President

David Ziegler, Secretary

Staff: Claire Bleser, RPBCWD Administrator

Zach Dickhausen, RPBCWD Water Resources Technician

Terry Jeffery, Project and Permit Manager

Michelle Jordan, RPBCWD Community Outreach Coordinator

Josh Maxwell, RPBCWD Water Resources Coordinator

Scott Sobiech, Engineer (Barr Engineering Company)

Maya Swope, RPBCWD Outreach and Office Assistant

Michael Welch, Smith Partners

Other attendees: Bob Adomaitis, LRIA\*

Mary Krause, City of Eden Prairie\*\*

Paul Bulger, CAC\*

Sarah Lloyd, Bolton & Menk\*\*

John Bushey, LRIA\*

Tim Olson, Bolton & Menk\*\*

Curt Fretham, Lake West Dev.\*

Rod Rue, City of Eden Prairie\*\*

Laurie Hable, LRIA\*

Perry Ryan, Lake West Dev.\*

Barry Hofer, Eden Prairie Resident\*

Laurie Susla, LLCA\*

\*Indicates attendance at Monthly Meeting only

\*\* Indicated attendance at Workshop only

**1. Duck Lake Road Workshop**

1 Manager Ward called to order the Wednesday, December 5, 2018, Board of Managers Duck Lake Road  
2 Workshop at 5:30 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

3 Mr. Jeffery described the project proposed for Duck Lake Road in Eden Prairie. He said the project includes  
4 extending a 10-foot trail along the west side of the road, adding a five-foot sidewalk along the east side of the  
5 road, and inserting a box culvert to connect the two lake areas in order to equilibrate the lake levels between the  
6 two sides. He reported that the project triggers a number of the District’s rules, and he said he would summarize  
7 the ones for which the project is having difficulties meeting the requirements. Mr. Jeffery said that the trail will  
8 add fill to the flood plain, and the District’s rules require mitigation by volume at plus/minus one foot of  
9 elevation. He noted that the current project plan will not achieve this mitigation. He explained that the waterbody  
0 crossing itself would require a variance because waterbody crossings require meeting the floodplain rule. Mr.  
1 Jeffery said the project doesn’t meet the District’s requirements for Rule J. He noted that the project has done a

2 nice job demonstrating why infiltration on this site is not practical. He also noted that the District's rules are  
3 concrete about requiring 90% total suspended solids and 60% total phosphorous reduction from impervious  
4 surface on the site, which is really just the road reconstruction part of the project in this case. Mr. Jefferey said the  
5 project proposes to treat a portion of the road to reach the TSS and TP reductions and also treat a portion of the  
6 elementary school's parking lot, which currently discharges untreated runoff into the lake. He pointed out that  
7 while this measure will provide water quality benefits, it won't treat the road runoff.

8 Ms. Sarah Lloyd of Bolton & Menk used PowerPoint slides and showed on a map the location of the project. She  
9 noted the project's proximity to the high school. Ms. Lloyd stated that the project was initiated in spring 2017 and  
0 in that time there have been five meetings with the District as well as other regulatory agencies.

1 Ms. Lloyd described the existing conditions and challenges of Duck Lake Road in the project area. She noted that  
2 the utility lines currently in place cannot be relocated and must remain in place on the west side of the corridor.  
3 She went through the project goals including providing a safe corridor that meets the needs of vehicles and  
4 pedestrians, meeting state aid standards, adding pedestrian facilities to improve safety and to be in line with the  
5 City of Eden Prairie's pedestrian and bicycle plan, and meeting or exceeding regulatory requirements. Ms. Lloyd  
6 shared the project's goal statement: "Balancing pedestrian and transportation needs and safety, constructability,  
7 and project cost while minimizing temporary and permanent environmental impacts."

8 Ms. Lloyd talked about how the project team evaluated the corridor design and layout options to find the best  
9 reasonable approach to meet the project goals. She described the options evaluated including: Modified City  
0 Standard, Utilizing Permanent or Temporary Sheet piling, Boardwalk Construction, Gabion Walls, and Eliminate  
1 Pedestrian Facility on One Side.

2 Mr. Tim Olson of Bolton & Menk summarized the water resources and permitting parts of the Duck Lake Road  
3 project. He walked through the permitting requirements and went into detail about the District's rules B, C, D, F,  
4 G, and J. Mr. Olson described project challenges and overcoming those challenges as well as the variances the  
5 project is requesting.

6 Mr. Olson responded to manager questions. Managers provided comments including design suggestions, concerns  
7 about fill in the floodplain, and in what ways the District could help. There was a lengthy discussion about the  
8 project. Mr. Jeffery said that he and Mr. Sobiech have asked for and still would like to receive a breakdown of  
9 costs to build a traditional trail boulevard and the costs to build a boardwalk and the difference in those costs. Ms.  
0 Lloyd said a rough estimate is that the cost to build the sidewalk trail is approximately \$60,000 and the cost to  
1 build the boardwalk trail is approximately \$600,000-\$630,000. She noted that these costs do not include  
2 maintenance or life cycle costs. Mr. Jeffery said that there are further details to go into about those costs, but it  
3 can be done outside of this workshop.

4 President Ward commented that the Board wants to see this project work and see project options continue to be  
5 explored and costs identified. He asked what the ideal time line is for this project. Ms. Lloyd responded the  
6 project timeline ideally has the permit getting submitted in January 2019 and with project approval early in 2019  
7 so the project can be bid in April 2019, with surcharging and filling in the lake and road area occurring in summer  
8 and fall 2019 and the full corridor reconstruction in 2020.

9 President Ward adjourned the workshop at 7:09 p.m.

## 2. Call to Order

0 Manager Ward called to order the Wednesday, December 5, 2018, Board of Managers Monthly Meeting at 7:21  
1 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

### 3. Approval of the Agenda

2 Mr. Jeffery stated that the applicant for the Saville West item is at the meeting. Mr. Jeffery recommended moving  
3 the Saville West Agenda item [7g – Permit #2015-036 Saville West – Approve after the fact permit modification  
4 with staff recommendations] to an action items. President Ward moved it to 9a and noted that the rest of the  
5 action items move would move down one spot on the agenda.

6 Manager Ziegler moved to approve the agenda as amended. Manager Pedersen seconded the motion. Manager  
7 Koch moved to remove all remaining Consent Agenda items off the Consent Agenda and onto the agenda under  
8 Action Items. Managers Ziegler and Pedersen agreed to that friendly amendment. Upon a vote, the motion carried  
9 4-1 [ Manager Crafton voted against the motion].

### 4. Budget Informational Meeting

0 Administrator Bleser pointed out changes made to the final copy of the budget documents compared to the  
1 versions in the meeting packet. She described the changes including: \$26,000 in investment income received,  
2 adjustments to the Chloride Initiative and Wetlands reflecting adjustments reflective of the grant agreements, and  
3 a \$50,000 increase in revenues due to permit income and investment income.

4 Administrator Bleser noted that this is a public informational meeting about the District’s 2019 budget and the  
5 meeting at which the Board will decide whether to keep the 2019 levy set at the amount the Board previously set  
6 or to lower it. She provided a brief overview of the District’s 2019 budget and levy. Administrator Bleser  
7 summarized that the District has proposed to levy \$3,602,500. She went through the 2019 budget in detail. She  
8 responded to manager questions.

9 Manager Crafton moved to approve the revised 2019 RPBCWD budget as presented and handed out. Manager  
0 Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

1 President Ward opened the floor to public comment.

2 Ms. Laurie Susla of 7008 Dakota Avenue, Chanhassen, commented about the \$6,000,000 the District has in the  
3 bank as reserves. She said she has asked for this information previously and still wants to know how much of that  
4 \$6,000,000 is committed. She explained that with such a large reserve fund the District might not need to increase  
5 the 2019 levy compared to the 2018 levy.

6 Mr. Paul Bulger of 15807 Southlawn Road, Eden Prairie, commented about fiscal management. He noted that in  
7 the news there have been stories about embezzlement and noted that when funds are being shifted, it can be hard  
8 to follow the path of the funds. Mr. Bulger encouraged the Board and managers to do its due diligence, whether  
9 through using Redpath or a second organization.

### 5. Matters of General Public Interest

0 Ms. Laurie Susla, of 7008 Dakota Avenue, Chanhassen, presented an idea about the CAC. She said that over the  
1 past four years the CAC for this District has moved from serving in an advisory role to more of a  
2 volunteer/community outreach role. Ms. Susla said that the statutorily mandated role has fallen to the side. She  
3 said her idea for the Board to consider is that the District have two committees: one that would function in the  
4 volunteer/education/community outreach space and one that would function in the traditional role to perform the  
5 statutory mandated responsibilities.  
6

7 Mr. Paul Bulger of 15807 Southlawn Road, Eden Prairie, commented that the Board has in front of it tonight a  
8 permit application from the Eden Prairie library. He urged the Board to consider this project as an opportunity  
9 project and to stretch and go beyond the minimum project requirements. Mr. Bulger also commented that in  
0 regard to the staff increases to be discussed by the Board tonight, he feels the District has very high-quality staff,  
1 and he, as a taxpayer in the District, supports the salary increases.

## 6. Reading and Approval of Minutes

### a. November 7, 2018, RPBCWD Board of Managers Monthly Meeting

2 Managers Ziegler, Crafton, and Pedersen and Attorney Welch noted edits to be made to the November 7,  
3 2018, meeting minutes.

4  
5 Manager Koch moved to accept the minutes as amended. Manager Crafton seconded the motion. Upon a  
6 vote, the motion carried 5-0.

## 7. Consent Agenda

7 President Ward noted that the Consent Agenda items had been moved to action items.

## 8. Citizen Advisory Committee (CAC)

8 Mr. Paul Bulger, CAC President, reported that the Committee spent the majority of its most recent meeting  
9 reviewing the District's application for the cost-share program. He said the Committee will work on it again at  
0 the next CAC meeting and plans to have a draft finished to provide to the Board in January. Manager Koch  
1 thanked the CAC for its efforts and asked the CAC to consider how the Cost-Share Program information and  
2 application should be presented on the District's website.

3 President Ward commended Mr. Bulger for his leadership to the CAC in his role as CAC president and for his  
4 contributions during his time volunteering as a CAC member. President Ward noted that Mr. Bulger will not be  
5 continuing on with the CAC after the end of this month due to an upcoming relocation out of the District.

## 9. Action Items

### a. Permit #2015-036 Saville West – Approve After-the-Fact Permit Modification with Staff Recommendations

6 Mr. Perry Ryan of Lake West Development summarized the history of the Saville West development. He  
7 talked about the evolution of the project and the modification of the lot line, which triggered the District  
8 rules for lots 4 and 5 in of the development. Mr. Ryan summarized his meeting with Engineer Sobiech  
9 and Mr. Jeffery to discuss the project, District requirements, how to work through the project and  
0 requirements in a cost-effective way. Mr. Ryan noted that now, four months after starting to look at  
1 meeting these requirements, the project design is what is currently submitted to the District. He said he is  
2 hoping for a common sense look at this project tonight. He reiterated that the project does not do anything  
3 on lots 4 and 5 and it does not make sense to him to spend such a large amount of money on lots 4 and 5  
4 particularly in light of the fact that something completely different will be done on that west side next  
5 year. Mr. Ryan said the \$205,000 is cost prohibitive to gain two lots.  
6  
7

8 Engineer Sobiech explained that this permit started in 2015 and the District approved it in 2017 and at  
9 that time BMPs were discussed. He described the redesign and noted that the project complies with the  
0 permit requirements except for several conditions, which are detailed in the staff report in the Board  
1 packet. Engineer Sobiech stated that the financial assurance was developed based off of the financial

2 assurance schedule the District's Board adopted by resolution. He explained that the financial assurance  
3 for this project uses the permit holder's engineer's estimate of probable cost for those elements that aren't  
4 specifically called out in the District's financial assurance, primarily the rock underground trenches.

5 Attorney Welch explained what a financial assurance is, what forms it can take, and how it functions,  
6 including that the funds are returned to the applicant at time of project close and that partial returns are  
7 possible as pieces of the project are built and as compliance with the permit requirements and District  
8 rules are shown to the District.

9 Mr. Curt Fretham went into detail about the project and summarized that the permit holder is looking to  
0 the District for some kind of latitude for a reasonable escrow and to set aside lots 4 and 5 for when they  
1 are developed.

2 Manager Pedersen asked about the installation of the stormwater reuse system on lot 1. Engineer Sobiech  
3 responded that the homeowner did install the stormwater reuse system, but at this point the District  
4 doesn't know if the system functions correctly, which is why the system is still included in the project  
5 financial assurance.

6 Engineer Sobiech went into further detail about how the project evolved into needing stormwater  
7 treatment on lots 4 and 5.

8 The Board discussed possible actions it could take. Mr. Koch asked Attorney Welch if the Board has  
9 variance authority or exception authority if the Board is convinced there would be no additional detriment  
0 than if the permit holder had started right off with the original three lots. Attorney Welch responded that  
1 the District has a variance, an exceptions rule, and a framework specifically laid out in the rules. He said  
2 he would move the conversation away from the exception because that is for projects that do not strictly  
3 comply with the rule but great exceed the overall holistic environmental performance. Attorney Smith  
4 said that the variance accounts for hardships. He went into detail about the variance considerations.  
5 Attorney Smith pointed out that this applicant could withdraw its application in front of the Board and  
6 submit for a variance, but right now there is not a variance request in front the Board for this project.

7 Attorney Smith explained that the application in front of the Board can only not be acted on by the Board  
8 if the applicant withdraws it. He noted that there are statutory timeframes regulating this process.

9 Manager Koch moved to approve the application with the conditions recommended by staff as set forth  
0 on page 10 of the staff report with the following one change: make paragraphs 1 and 2 at the bottom of  
1 page 10 conditions so that the applicant agrees to do those things as listed. Manager Ziegler seconded the  
2 motion. Attorney Welch clarified that those items are stipulations not conditions on the permit because  
3 they cannot be met before the applicant has to do work and the applicant cannot proceed with work until  
4 all of the conditions are met and the permit is issued. He continued by saying the stipulations are part of  
5 the agreement that is the permit but are complied with as conditions subsequent not conditions precedent.

6 Manager Koch stated that his condition is that the permit holder agrees to those stipulations in advance.  
7 Upon a vote, the motion failed 2-3 [Managers Koch and Ziegler voted in favor and Managers Ward,  
8 Pedersen, Crafton voted against the motion].

9 Manager Ziegler moved to approve Permit 2015-036 with the recommendations of staff as listed on page  
0 10 [he read aloud the conditions 1-7]. Manager Pedersen seconded the motion. Upon a vote, the motion  
1 carried 4-1 [Manager Koch voted against the motion].

2 **b. Pay App #2 Chanhassen High School, Pay App #3 Lake Susan Park Pond, Pay App #4**  
3 **Scenic Heights Restoration**

4 Manager Crafton moved to approve Pay App #2 Chanhassen High School, Pay App #3 Lake Susan Park

Pond, and Pay App #4 Scenic Heights Restoration. Manager Pedersen seconded the motion. Manager Koch asked questions, and Engineer Sobiech responded.

Upon a vote, the motion carried 5-0.

**c. Accept October Treasurer’s Report**

Treasurer Crafton communicated that she and the Administrator have reviewed the report in accordance with the District’s internal controls and procedures. Manager Ziegler moved to accept the Treasurer’s Report. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

**d. Approve Paying of Bills**

Manager Crafton moved to pay the bills. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

**e. Approve Auditor Engagement**

Manager Crafton moved to accept the engagement letter. Manager Ziegler seconded the motion. Attorney Welch recommended the Board authorize the Administrator to enter into agreement with the auditor based on the proposal, which will serve as the scope of work and the District will use standard templates that comply with state law and requirements applying to the watershed that were not included in the engagement letter. Managers Crafton and Ziegler agreed to the friendly amendment.

Manager Pedersen brought up the potential for conflict because the auditor is auditing its own work and said that for next year the District needs to find an independent auditor. Manager Koch agreed and said the District needs to find someone else to audit the books. Administrator Bleser stated that the watershed will send out Requests for Proposals for professional services next year as required and auditor services will be one of those RFPs.

Upon a vote, the motion carried 4-1. [Manager Koch voted against the motion].

**f. City of Minnetonka Local Surface Water Management Plan (LSWMP)**

Administrator Bleser reported that she, Engineer Sobiech, Attorney Welch, and Mr. Jeffery conducted a thorough review of the City of Minnetonka’s Local Surface Water Management Plan (LSWMP). She said staff is looking for some clarification in parts of the plan, and the intent of the draft memo in the meeting packet is to provide the Board the background of the review and note staff’s concern. She said that staff recommends the Board make a conditional approval and having staff’s concerns addressed.

Manager Crafton said she thought the language in the staff’s memo was harsh. She offered further comments on how the District could frame its comments to the City. Manager Koch offered suggestions on how the District could communicate its concerns to the City. Manager Pedersen asked if the Board needed a motion on this item. Attorney Welch said yes and detailed the responsibility of the District regarding LSWMP reviews.

Manager Pedersen moved to conditionally approve the City of Minnetonka’s LSWMP with the changes as specified by staff. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

**g. Hiring of HR Consultant**

Manager Koch moved to adopt the plan set forth in his November 27, 2018, memo, which includes allocating \$2,500 for the review and total of \$5,000 under the project to include the cost of training by an HR consultant recommended to him. He said he believes it is important that the consultant review the District’s processes. Manager Ziegler seconded the motion.

There was a lengthy discussion about the need for a salary survey/compensation review since one took place this past summer, the timeline for a future review of compensation, the need for developing an HR



7 manual, and the need for reviewing the District's HR processes.

8 Upon a vote, the motion failed 2-3 [Managers Koch and Ziegler voted in favor of the motion. Managers  
9 Ward, Pedersen, and Crafton voted against the motion.]

0 **h. Personnel Committee: Salary Adjustments**

1 Manager Pedersen reported that the District hired Noah & Associates to take a look at not only the  
2 District's staff positions but also where they stand within other watersheds and the local market including  
3 11 other entities. She talked about the results of the survey and the recommendations by Sarah Noah of  
4 Noah & Associates. Manager Pedersen went into detail about the salary adjustments and explained that  
5 they aren't based on performance but are addressing the positions and at what salary the positions should  
6 have based on comparable employers in the local market and what it would take to staff these positions in  
7 the current market. She said she would like the District to retain the good people it has on staff and that  
8 the adjustments should become effective on December 1, 2018. President Ward said he believes the  
9 District will need to do this again next year in order to get close to where the salaries for these positions  
0 need to be in order to be competitive in this marketplace. There was discussion. Manager Koch asked if  
1 these funds have been included in the budget. Administrator Bleser said the District has reserve funds  
2 available to cover it.

3 Manager Pedersen moved to accept the salary adjustments as identified in the November 26, 2018, memo  
4 included the meeting packet materials. Manager Ziegler seconded the motion. Upon a vote, the motion  
5 carried 4-1. [Manager Koch voted against the motion].

6 **i. Comprehensive Legal Review**

7 President Ward noted the meeting packet includes a memorandum from Manager Koch regarding a  
8 comprehensive legal review.

9 Manager Koch moved to adopt the resolution set forth in his memo from November 27, 2018, to engage  
0 Smith Partners to do a legal review so that the District knows it is in compliance. He noted that Louis  
1 Smith estimated the cost of such a review would not exceed \$2,500. Manager Ziegler seconded the  
2 motion. Attorney Smith noted that in Mr. Koch's memo item 4c should replace the word "believes" to  
3 "finds" so the sentence is "...finds operations not consistent." Attorney Smith emphasized that this would  
4 be a technical review. There was discussion.

5 Manager Pedersen questioned the value of having its own legal counsel perform a comprehensive legal  
6 review. Managers offered comments.

7 Upon a vote, the motion carried 3-2. [Managers Koch, Ward, and Ziegler voted in favor of the motion.  
8 Managers Crafton and Pedersen voted against the motion].

9 **j. Accept November Staff Report**

0 Manager Koch moved to accept the staff report. Manager Ziegler seconded the motion. Upon a vote, the  
1 motion carried 5-0.

2 **k. Accept November Engineer's Report (with Attached Inspection Report)**

3 Manager Ziegler moved to accept the November Engineer's Report. Manager Pedersen seconded the  
4 motion. Managers Koch and Ziegler asked questions about the report. Engineer Sobiech responded. Upon  
5 a vote, the motion carried 5-0.

6 **l. Permit #2018-067 Hennepin County Library – Eden Prairie Refurbishment – Approve with Staff**  
7 **Recommendations**

8 Mr. Jeffery described the proposed project, which includes removing part of the existing parking lot,  
9 adding an outdoor seating area and trails, removing the surface in front of the building and replacing it

0 with concrete, and adding electrical vehicle charging stations. He added that there is an extensive  
1 landscaping plan for the project and the plan includes natives and cultivars.

2 Manager Ziegler moved to approve Permit 2018-067 Hennepin County Library Eden Prairie Branch  
3 Refurbishment with staff recommendations. Manager Pedersen seconded the motion. Upon a vote, the  
4 motion carried 5-0.  
5

## 10. Discussion Items

### 6 a. Bylaws Modification and Additions

7 Administrator Bleser said she will be sending the Bylaw changes out again to the managers and will bring  
8 them in front of the Board at the January monthly Board meeting.

### 9 b. Upcoming Meetings

0 Administrator Bleser announced that a special meeting has been requested by a permit applicant. Mr.  
1 Jefferey provided details and noted that the applicant is hoping to break ground before the end of the year.  
2 The Board agreed to a special meeting on Tuesday, December 18 at 9:00 a.m.

3 Administrator Bleser announced that the District's visioning workshop is planned for January. The Board  
4 changed the date of its January monthly Board meeting to January 9 and added the visioning workshop at  
5 5:30 p.m. prior to the January 9<sup>th</sup> meeting. The Board agreed to hold its cost-share workshop in February.

6 President Ward and Administrator Bleser announced upcoming events as listed on the agenda.

### 7 c. Stormwater Model Update

8 Administrator Bleser stated that the Task Order for the stormwater model update will be coming to the  
9 Board at its January monthly Board meeting.  
0

## 11. Upcoming Events

- 1 • Meeting about Zebra Mussels, December 12, 10 a.m., District Office, 18681 Lake Drive East, Chanhassen
- 2 • Staring Lake Outdoor Center Volunteer Event, December 13
- 3 • Citizen Advisory Committee Monthly Meeting, December 17, 6:00 p.m., District Office, 18681 Lake Drive  
4 East, Chanhassen
- 5 • RPBCWD Offices Closed, December 24-25, 2018
- 6 • RPBCWD Board Workshop and Regular Board Meeting, January 2, 2018, 7:00 p.m., District Office, 18681  
7 Lake Drive East, Chanhassen,
- 8 • Meet and Greet the Board, February 6, 2018, 6:00 p.m., 18681 Lake Drive East, Chanhassen
- 9 • RPBCWD Regular Board Meeting, February 6, 2018, 7:00 p.m., District Office, 18681 Lake Drive East,  
0 Chanhassen

## 12. Adjourn

1 Manager Ziegler moved to adjourn the meeting. Manager Pedersen seconded the motion. Upon a vote, the motion

Draft Minutes of 12/5/18 RPBCWD Board of Managers Workshop and Monthly Meeting  
carried 5-0. The meeting adjourned at 10:06 p.m.

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Respectfully submitted,

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David Ziegler, Secretary

## MEETING MINUTES

### Riley-Purgatory-Bluff Creek Watershed District

#### December 18, 2018, Board of Managers Special Meeting

#### PRESENT:

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

Staff: Scott Sobiech, Engineer (Barr Engineering Company)

Other attendees: Pete Moreau, Sambatek  
Emily Roland, CRESA

#### 1. Call to Order

1 Manager Ward called to order the Tuesday, December 18, 2018, Board of Managers Special Meeting at 9:02 a.m.  
2 at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

#### 2. Approval of the Agenda

3 Manager Koch moved to approve the agenda. Manager Ziegler seconded the motion. Manager Ziegler requested  
4 adding to the agenda a discussion about the Duck Lake Road project. Manager Koch agreed to the friendly  
5 amendment. Upon a vote, the motion carried 4-0 [ Manager Pedersen absent].

#### 3. Permit 2018-068 DriStream Warehouse Expansion

6 Mr. Jeffery used PowerPoint slides to show the location of the proposed project in Eden Prairie. He pointed out  
7 where on the site the soil borings were taken. Mr. Jeffery summarized that the proposed project will expand the  
8 warehouse and the parking lot. He went through the staff's permit application review. Mr. Jeffery talked about  
9 the infiltration basin, the underground infiltration bench, and how the bench would operate. Mr. Jeffery  
10 announced that staff recommends approval with staff's the conditions and stipulations as detailed in the staff  
11 report.

12 Manager Ziegler moved to approve permit 2018-068 DriStream Warehouse Expansion with staff  
13 recommendations, and he read aloud the conditions and stipulations as listed in the staff report. Manager Koch  
14 seconded the motion. Mr. Moreau, Ms. Roland, and Mr. Jeffery responded to questions. Manager Koch moved to  
15 amend the motion by adding that the District Administrator is authorized and directed to prepare a permit  
16 pursuant to the District's rules and the RPBCWD Board President and/or the District Administrator is/are  
17 authorized and directed to execute the permit, and the District Administrator is authorized and directed to release  
18 the permit upon the Administrator's determination that the applicant has satisfied all conditions to the release of  
19 that permit. There was discussion about the language introduced by Manager Koch. Manager Ziegler seconded  
20 the motion to amend. President Ward called the vote on the motion to amend. Upon a vote, the motion to amend  
21 carried 4-0 [ Manager Pedersen absent]. President Ward called the vote on the amended motion. Manager Crafton  
22 noted that asphalt gets so hot in summer that residents have difficulties walking their pets. She noted that there

could be benefits if the project considers designing the project to include shade. Upon a vote, the motion carried 4-0 [ Manager Pedersen absent].

**4. Authorize Administrator to Enter Agreement with BWSR for Clean Water Fund Grant Agreement**

Manager Koch moved that the Grant Agreement with the Minnesota Board of Water and Soil Resources for Clean Water Fund Grants totaling \$410,879 and as broken down and presented at the December 18, 2018, RPBCWD Special Meeting is hereby approved and the RPBCWD Board of Managers President and/or District Administrator is authorized to execute said Agreement for and on behalf of the District and that the District Administrator is directed to see to the completion of the District’s obligations under said Agreement. Manager Ziegler seconded the motion.

Manager Crafton noted that the Agreement lists the District’s former address. Manager Ziegler had a question about the 10% in-kind match, and Mr. Jeffery explained the process. President Ward called the question on the motion on the table including the friendly amendment to correct the District’s address listed in the Agreement. Upon a vote, the motion carried 4-0 [ Manager Pedersen absent].

**5. Discussion Item**

**a. Duck Lake Road Project**

Manager Ziegler reported on feedback he heard from residents who live on the east side of Duck Lake. He said the residents have the understanding that the City of Eden Prairie has already agreed to construct the boardwalk as part of this project. Manager Ziegler noted that a combined bike path/pedestrian path doesn’t seem to meet the City’s initiative of pedestrian-friendly. He had further comments about pedestrian needs along Duck Lake Road. There was discussion about the project design options considered for the project, and Manager Ziegler noted the neighborhood association’s support of option 2. Manager Ziegler said he is planning to approach the City of Eden Prairie and provide it with the neighborhood association’s view that although a boardwalk would be nice, it is necessary to have a pedestrian path separate from, even if adjacent to, the bike path.

Mr. Jeffery responded that the City would have a difficult time making a case from the conservation act perspective that a multi-use path is not the minimal impact available. Engineer Sobiech said from a District rules perspective nothing would preclude a sidewalk being put in on one side and a bike trail on the other. He said it would increase the amount of fill, so the project would need to provide additional compensatory storage. Engineer Sobiech said from a wetland regulation perspective, the Wetland Conservation Act likely would not look favorably upon the additional impacts. He noted he thinks the City will be burdened with trying to get layout option 7, which proposes 18,000 square feet of environmental impact with options to minimize that impact, approved by the technical panel. Engineer Sobiech explained that for the City to go in and say it wants a design option that has more environmental impact will be an uphill battle for the City. He added that he does think that boardwalks are feasible in this area, and he said that there are alternative construction methodologies for driving piles.

Manager Koch raised the idea of putting in box culverts or some sort of bridge as options to minimize fill there. Manager Koch stated that he would be in favor of adding District funds to the project as an opportunity project to make it a really good project that makes sense and minimizes adverse impacts.

60 Engineer Sobiech stated that following the District's December 5, 2018, Duck Lake Road workshop,  
61 District staff prepared a summary of all the Board's comments about the project and submitted the  
62 information to the City of Eden Prairie and the project engineers so that they would be aware of the  
63 additional information and the alternatives that the managers were seeking. He said with the design the  
64 City is currently looking at, the City would be asking the District for several variances so in that  
65 perspective, the project will be coming to the District and Board for review and action. There was a short  
66 discussion about the project timeline, and Mr. Jeffery said the City said it wanted to start the surcharging  
67 in 2019, and for that to happen, the project would probably need to come in front of the Board in the  
68 spring.

69 President Ward suggested that he, Mr. Jeffery, Engineer Sobiech, and Manager Ziegler sit down with the  
70 City and project engineers and share the Board's comments from this discussion. Mr. Jeffery said the City  
71 of Eden Prairie has been open to sitting down with the District. President Ward directed staff to set up a  
72 meeting, preferably at the City of Eden Prairie, in the first part of January. Manager Crafton  
73 recommended the District reach out to Hennepin County and/or the Minnesota Board of Water and Soil  
74 Resources for additional funding for the project. The Board indicated agreement with Manager Crafton's  
75 recommendation.

## 6. Adjourn

76 Manager Crafton moved to adjourn the meeting. Manager Zielger seconded the motion. Upon a vote, the motion  
77 carried 4-0 [ Manager Pedersen absent]. The meeting adjourned at 9:35 a.m.

82 Respectfully submitted,

84 \_\_\_\_\_  
85 David Ziegler, Secretary

# **2019 Organizational Actions**

## **ELECTION OF OFFICERS**

*President.* The president's responsibilities are to:

- i. preside at all meetings as chair of the Board.
- ii. sign and deliver in the name of the District contracts, deeds, correspondence or other instruments pertaining to the business of the District;
- iii. be a signatory to the District accounts;
- iv. be a signatory to District documents if the treasurer or secretary is absent or disabled, to the same extent as the treasurer or secretary.

*Vice President.* The vice president's responsibilities are to:

- v. preside at meetings as chair in the absence of the president;
- vi. be a signatory to the District accounts.
- vii. be a signatory to District instruments and accounts if the president is absent or disabled, to the same extent as the president.

*Secretary.* The secretary's responsibilities are to:

- viii. be a signatory to resolutions and other documents certifying and memorializing the proceedings of the District;
- ix. be a signatory to the District accounts;
- x. maintain the records of the District;
- xi. make the required public and Board notice of all meetings in accordance with Minnesota Statutes chapter 13D and other applicable laws;
- xii. keep a record book in which is noted the proceedings at all meetings.

*Treasurer.* The treasurer's responsibilities are to:

- xiii. be a signatory to the District accounts and financial records;
- xiv. present a report at the monthly meeting of the Board that includes a current check register and tracks each of the watershed district's funds and account balances;
- xv. provide such other records as are necessary to inform the Board of the financial condition of the District.

*Committees:*

Governance Committee (2 members)

Personnel Committee (Roles identified in employee handbook)

**OFFICIAL PUBLICATIONS**

Sun Sailor Minnesota Sun Publications 10917 Valley View Rd. Eden Prairie, MN 55344 (952) 829-0797	Deephaven, Minnetonka, Shorewood
Sun Current Minnesota Sun Publications 10917 Valley View Rd. Eden Prairie, MN 55344 (952) 829-0797	Bloomington
Chaska Herald Southwest Suburban Publishing Company P.O. Box 8 Shakopee, MN 55379 (952) 445-3333	Chaska
Chanhassen Villager Southwest Suburban Publishing Company P.O. Box 8 Shakopee, MN 55379 (952) 445-3333	Chanhassen
Eden Prairie News Southwest Suburban Publishing Company P.O. Box 8 Shakopee, MN 55379 (952) 445-3333	Eden Prairie



## **TECHNICAL ADVISORY COMMITTEE**

<b>Name and Office</b>	<b>Organization</b>
Matt Clark	City of Chaska
Robert Bean Jr	City of Deephaven
Leslie Stovring/Water Resources Engineer	City of Eden Prairie
Water Resources Coordinator/Will Manchester	City of Minnetonka
Steve Segar	City of Bloomington
Water Resources Coordinator/ Paul Oehme	City of Chanhassen
Allison Fauske	City of Shorewood
Karen Galles	Hennepin County
Paul Moline	Carver County
Mellissa Jenny	US Army Corps of Engineers
Kate Drewry	DNR – Hennepin County
Jenny Skancke	DNR – Carver County
Mike Wanous	Carver County Soil and Water Conservation District
Steve Christopher	BSWR
Joe Mulcahy	Metropolitan Council
Linda Loomis	Lower Minnesota River Watershed District
Chris Zadak (TBD)	Minnesota Pollution Control Agency

## **OFFICIAL BANK**

Klein Bank  
600 West 78<sup>th</sup> Street  
Chanhassen, Minnesota 55317  
(952) 937-2265

Wells Fargo  
7900 Xerxes Ave S  
Bloomington, MN 55431  
(888) 362-5366

**OFFICIAL Depository for Permit Financial Assurances**

Smith Partners LLC

**2019 Meeting Calendar**

**February 6** (start at 5:30pm [Cost-share Board Workshop] with regular meeting following at 7:00pm)

**March 6** (start at 5:30pm [Governance Board Workshop] with regular meeting following at 7:00pm)

**April 3** Board Meeting 7:00pm [Audit Review]

**May 1** Board Meeting 7:00pm

**June 5** Board Meeting 7:00pm

**July 10** Board Meeting 5:30pm [Budget Workshop] with regular meeting following at 7:00pm

**August 7** Board Meeting 7:00pm

**September 4** Budget Public Hearing and Board Meeting 7:00pm

**October 2** Board Meeting 7:00pm

**November 6** Board Meeting 7:00pm

**December 3** (Tuesday) Board Meeting 7:00pm [MAWD annual meeting December 5-7 tentative]

# RPBCWD Staff Report

January 9, 2019

## Administrative

### 50th Anniversary Celebration: Come explore with us!

The year of exploration, reflection, and celebration will be kicked off January 15th, with a newsletter, press release, and social media posts. The first activity will be snowshoeing with a naturalist from 3 Rivers Park District at Chanhassen's annual February Fest on Lake Ann.

### Aquatic Invasive Species

The district held an informational meeting on December 12th. The event was held in partnership with the City of Chanhassen, City of Eden Prairie, Carver County, and MNDNR. The event was well attended.

### Annual Report

Staff continue to compile the annual report.

### Audit

The contract has been executed and audit process has begun.

### Administration

Performance Reviews were performed in accordance to the employee handbook for staff Swope and Dickhausen. Both were compensated based on the merit guidelines set forth by the board of managers on December 5, 2018.

Administrator Blese has invoiced partners as per grant agreements for the work that was performed.

### Grants

Metropolitan Council for Fire Station #2. Grant is closed

BWSR - Lake Susan Park Pond. Grant is closed.

Metropolitan Council - Chanhassen High School. Grant is closed.

Hennepin County Chloride Initiative - Workplan was approved

Cost-share Chloride Program - Workplan was approved

Wetland Restoration at Pioneer - Workplan was approved

\*Mitchell Lake Subwatershed Assessment, Clean Water Land and Legacy Amendment, \$70,000

\*Lake Riley and Rice Marsh Lake Assessment, Clean Water Land and Legacy Amendment, \$55,000

\*Two new grants

### MAWD

## **Citizens Advisory Committee**

### **December meeting**

The CAC met for their monthly meeting Monday, December 17. Manager Ziegler attended as the board representative. Staff Jordan continued work with the committee on the cost-share program revamp (see cost-share section below). CAC meeting minutes are included in the board packet.

### **2019 CAC applications**

Cost share applications were opened November 8th and closed December 20th, 4 pm. Promotions were sent to partner orgs, general contacts, and news outlets. A press release was picked up by two news outlets. The application form was hosted on the district website.

18 applications were received. 9 were from current committee members wishing to continue serving. One of these 9 was outgoing committee chair Paul Bulger who would like to serve on the committee for a transition period from January to March when he will be moving and leaving the district. 9 new applications were received, however two of these were from individuals who do not live in the district.

All applications are summarized in a table, and a map showing residence in the board packet. This is followed by applications for returning members (in alphabetical order by last name) and then new applicants (also alphabetical).

## **Programs and Projects**

### **District-Wide**

#### **Cost-share program**

Updates:

Staff continued work with the Citizens Advisory Committee at their December meeting. The meeting was spent developing a needs statement and a statement of purpose, identifying program principles, delving into the target audiences, and defining desired program outcomes. Staff is taking this information and developing a program draft which will be presented to the CAC at their January meeting for review and comment. An updated draft will then be presented to the board of managers for review and comment as well.

#### **Regulatory Program (T. Jeffery)**

##### **Permitting**

Four (4) applications were submitted online since the December 4, 2018 meeting. Two permit applications were already in process but are either incomplete or on hold per applicant's request. Staff Jeffery and Engineer Sobiech have been working with other potential applicants on five

other pending projects. The status of all applications and pending applications which have not been presented to the board are included in the following table.

PERMIT #	APPLICANT	PROJECT	DATE SUBMITTED ON-LINE PAPER	STATUS	RULES
2018-044	United Properties	(r)Smith Village mixed use - Eden Prairie	6/8/18 6/29/18	Incomplete- no borings at proposed location of BMPs. Comments provided 7/9/18 and 12/11/18	C-EPSC J-Stormwater
2018-066	Presbyterian Homes	(r) Castle Ridge - Eden Prairie	10/18/18  10/23/18	Application on-hold per email correspondence w/ engineer 11/9/18 & 11/28/18	C-EPSC D-Buffers J-Stormwater
2018-071	MNTKA Public Schools	LAX Field Construction	12/6/18  Not received	Incomplete. No signed application	C - EPSC J-Stormwater
2018-072	Three Rivers Park District	Parking Reconfiguration - Bloomington	12/20/18   12/28/18	Completeness Review; comments due 1/21/19	B-Floodplain C-EPSC J-Stormwater
2018-073	Eden Prairie - Streets	Preserve Blvd Reconstruction	12/20/18	Incomplete; submitted additional materials on 12/31/18	B-Floodplain C-EPSC J-Stormwater
2018-074	Eden Prairie - Utilities	Ground Storage Reservoir	12/21/18   12/26/18	Completeness Review; comments due 1/16/19	C-EPSC D-Buffers J-Stormwater
Not Assigned	Lennar	(r) Nelson Property - Galpin Ave, Chanhassen	No application submitted. City request for comments	Met with developer and design team for a preliminary meeting. Preliminary plans have been provided to the District	B-Floodplain C-EPSC D-Buffers G-Water X-ing J-Stormwater
Not Assigned	Wooddale	(r) Stable Path	No application	Preliminary	C-EPSC

	Builders		submitted. City request for comments	comments provided to Eden Prairie on 12/26/18	J-Stormwater
Not Assigned	City of Chanhassen/ MNDOT	T.H. 101 Reconstruction	No application submitted.	In design and permit application phase. There have been 3 stakeholder meetings held.	B-Floodplain C-EPSC D-Buffers G-Water X-ing J-Stormwater
Not Assigned	Moments of Chanhassen, LLC	(r) Moments Senior Living	No application submitted.	Pre-application meeting with city and development team held on 12/20/18	C-EPSC D-Buffers J-Stormwater
Not Assigned	Eden Prairie - Streets	Duck Lake Road	No application submitted	Several pre-application meetings have been held with staff and the design team. Staff of both agencies are in process of coordinating a meeting to discuss collaboration.	B-Floodplain C-EPSC D-Buffers G-Water X-ing J-Stormwater K-Variances

(r) designates a residential development (c) designates a commercial development. All others are municipal or other government agency infrastructure improvements.

### Wetland Conservation Act Administration

Since assuming WCA responsibility for Shorewood in October, RPBCWD has not had any WCA application.

Since assuming WCA responsibility for Deephaven in March, RPBCWD has not had any WCA application. There have been four instances of consulting with land owners about various aspects of WCA.

Minnesota Rules allow for RPBCWD to collect a reasonable fee. Per instruction of the Board, staff is evaluating how to best capture the actual costs accrued due to WCA Administration.

### **Stormwater Research (Gulliver)**

No new updates

### **Data Collection (J. Maxwell)**

#### **Rice Marsh Aeration**

Staff posted the public aeration notice in November in the Chanhassen and Eden Prairie newspapers twice, as required for the operation of the unit during 2018-2019. Due to the

fisheries benefit and common carp management plan, staff were able to waive the \$200 aeration fee. The unit was turned on in early December and has been successfully operating thus far. Staff posted thin ice signs around the perimeter of the area where the aeration discs are installed prior to turning the unit on.

### **Winter Field Season**

Winter monitoring will begin in early January on the Purgatory Chain of Lakes (Lotus, Silver, Staring, Duck, Round, Mitchell, Red Rock, Purgatory Creek Recreational Area, and Hyland), three stormwater ponds that drain Eden Prairie Center, and Rice Marsh to assess aeration operation.

Staff has finalized nearly all physical and chemical data collected in 2018 and submitted it to Barr Engineering for an additional quality control check before being submitted to the MPCA. Staff are still waiting for Hyland Lake Data from Three Rivers Park District. Work on summarizing the data for the annual report has continued this month.

Lake level data was finalized and sent to the MNDNR. Lake level sensors were sent to ISCO for yearly maintenance and all passed testing.

Zooplankton identification and analysis is nearing completion by staff. Quality control samples (10% of all samples) were completed by Margaret Rattei of Barr Engineering. Results confirmed analysis by District staff.

Staff finished training under Limnotech staff on programming the Enviro DIY monitoring stations. These units will allow the District to remotely monitor and collect continuous water quality data. Staff purchased two additional units to build, program, and deploy to complete the training.

### **Common Carp Management**

Common carp surveys across the District were completed in early October, results should be available shortly and will be included in the annual report. Results have been submitted to the MNDNR as required by the fisheries collection permit. The fish barrier was pulled for the winter.

Staff received 14 radio tags for tracking common carp this winter and have implanted four tags in fish in the upper purgatory creek recreational area and ten in Staring Lake. Two of the tags are experimental in that they are easier to find but have a shorter battery life.

### **Creek Restoration Action Strategy**

The Creek Restoration Action Strategy was published in the Water Science Bulletin of the Center for Watershed Protection on October 2018.

Staff began walking parts of Purgatory Creek this fall, including the Lotus Lake Branch and the north tributary feeding the Silver Lake Branch. Staff will continue to walk sections of Purgatory Creek to update scores this spring.

CRAS updates and potential additional monitoring for 2019:

-Additional bank pins installed now and in 2019 at sites that align with upcoming projects (e.g., Upper Riley)

- Walking 1<sup>st</sup> order tributaries that haven't been assessed
- Doing the LRAS
- Assessing additional ravine erosion areas
- Using the stream power index (SPI) to identify and assess potential areas of erosions upstream of wetland, creeks, and lakes
- Installing DIY stations
- Use CRAS2 to advance creek stability assessments. TAC suggested District assess potential areas for extended detention to address creek stability concerns rather than require public project to do channel protection as part of the contemplated potential regulatory revisions. Similar to Upper Riley Creek work. Additionally, combine CRAS2 and H&H effort could allow for a larger area assessment.

### **WOMP Station - Metropolitan Council**

Staff visited the WOMP stations twice this month for baseline sample collection.

### **Education and Outreach (M. Jordan and M. Swope)**

#### **Volunteer program**

#### Volunteer Appreciation Event December 13th

The volunteer appreciation event was an enjoyable evening. The weather cooperated for a bonfire, and the outdoor center owl cooperated for a program. The event was inexpensive and took a limited amount of prep time, while providing an opportunity for volunteers to gather and get to know each other, and for district staff to thank them.



#### Service Learners

Several service learners continue to be on an “on call” list for when staff need assistance, particularly with data collection.

#### Adopt a Dock Program

Staff are working on a continuing education session for volunteers in light of the recent detection of zebra mussels within the district. Staff will continue to look for more volunteer interest in preparation for monitoring when the weather gets warmer.



### Master Water Stewards Program

Classes are continuing for this year's stewards. Staff are working to facilitate additional volunteer opportunities for previous years' stewards.

### Citizen Advisory Committee

See CAC section above.

### **Communication Program**

#### Annual Communication

The Annual Communication was finalized and staff have begun distributing.

#### Speakers Bureau

No new updates.

#### Tabling & Meetings

No new updates

#### Water Quality Fact Sheets

Work continues on updating the fact sheets for 2018.

#### Website & Newsletter

Staff met with the website developer to discuss how the site has been working since the launch and communicate feedback that has been received from the community, and make plans for upkeep.

### **Capital Improvement Project Support**

#### Bluff Creek Tributary Restoration

Update postcards were sent out to the properties near the restoration to let them know about the projected project timeline.

### **Youth Outreach**

#### Earth Day Mini-Grants

Grant application will open in February.

#### Scenic Heights School Forest Restoration

Staff coordinated a project update meeting with the partner organizations December 9th. Items discussed included 2018's accomplishments and lessons learned, plans and timelines for 2019, communications plans, education and outreach ideas, and volunteer opportunities. Staff shared a 2018 project summary sheet with the partners.



**SCENIC HEIGHTS SCHOOL FOREST RESTORATION**

A project to restore a healthy ecosystem that promotes clean water and creates habitat in the Purgatory Creek watershed

**Summary**

In 2017, RPBCWD joined with Scenic Heights Elementary School and other partners to embark on a project to restore the forested outdoor center on the school grounds. Invasive species like garlic mustard and buckthorn had outcompeted native plants in the forest, and erosion was a problem. Over the past fifteen years volunteers worked to try to control invasive species, plant natives, and tackle erosion. This restoration partnership builds on this good work to care for the forest and the watershed that it is a part of.

**Details**

Status: Active  
 Started: 2018  
 End: 2020  
 Cost: \$260,000  
 Financial partners: Hennepin County, Minnetonka School District  
 Other partners: Scenic Heights Elementary, City of Minnetonka, Minnesota DNR, Boy Scouts, Girl Scouts  
 Learn more at [rpbcwd.org](http://rpbcwd.org)

**2018 Updates**

Site work began in the winter of 2018 with the removal of woody invasive plants. A forestry mower was used to mechanically remove smaller plants, and hand cutting for larger trees and shrubs. The dense buckthorn and Tartarian honeysuckle were ground down to the forest floor during the coldest weeks of the winter to eradicate the rooting stalk and limit re-sprouts.



Purgatory Creek Watershed

This dramatically opened the site, clearing space for what will be native prairie, oak savanna, and forest edge habitat. In the spring, the eroded gully that allows stormwater to flow to the pond was restored, creating a wider channel with bio-engineered rock riffles to prevent future erosion. Throughout the growing season invasive plants were continually treated with precision application of herbicide in an effort to exhaust the herbaceous invasive plant seed bank and prevent re-establishment of buckthorn.



In the fall, volunteers planted over 100 native trees and shrubs (header photo). These were grown in a gravel bed tree nursery that was built by an Eagle Scout candidate and placed around the pond and vegetated swale. Shortly after, the first 1.3 acres of short grass prairie were installed. Eagle Scouts also helped to fix an eroded walking trail and install a sign about the ecological role of nurse stumps designed by a Minnetonka High School student. Finally, the entire Scenic Heights Elementary student body was engaged in creating a clay mural exploring the diversity of plants and animals we hope to see as a part of the restoration project.



**2019 Plans**

Invasive plant management will continue with a focus on herbaceous plants like garlic mustard and motherwort. Care will be taken to enhance valuable pockets of spring ephemeral plants. The rest of the 7-acre site will be seeded with native seed mixes in the late spring. Establishment will be assisted with touch-up seedings and weed management throughout the growing season. Volunteers will again be gathered to plant over 2,000 native flowering plants in the late spring, and the school body will be engaged in designing signage and educational materials for the forest.

**Continuing Education Program**  
Salt Solutions: winter maintenance workshops for nonprofits and faith-based organizations

Representatives from 5 different faith-based organizations attended the pilot program in November. The second workshop is scheduled for January 8th at Nine Mile Creek Watershed District. Feedback on the first workshop was generally positive, and was used to make adjustments for the second. The salt smart toolkit was particularly popular, including materials designed by RPBCWD.

**Businesses and Professionals Program**  
Professional luncheon series  
 No new updates.

we are

# SALT SMART

We are using less salt this winter to protect clean water



**Did you know?**  
 Everything that goes down a stormdrain ends up in a nearby lake, creek, or wetland. That includes salt and salty melted ice and snow, which pollute clean water.

**Help us!**  
 Do your part to protect clean water:

- Walk slowly
- Wear sturdy shoes
- Use less salt at home

## **Wetland Management**

### **Wetland Inventory**

No new updates.

### **Wetland Conservation Act Administration**

There have been no WCA submittals for Deephaven or Shorewood since the last meeting.

## **Hennepin County Chloride Initiative**

Please see packet for contract with Freshwater Society

## **H and H - Flood Hazard Mitigation and Adaptation**

Staff is reviewing TO proposal.

## **Bluff Creek One Water**

### **Chanhassen High School**

No new update.

### **Bluff Creek Tributary Restoration**

Bluff Creek Tributary restoration has been delayed. The US Corp of Engineers has identified the bluff creek tributary site as having cultures resources. A postcard notifying nearby resident will be sent to update on the project timeline.

## **Riley Creek One Water**

### **Lake Susan Park Pond**

No new updates.

### **Riley Creek**

The District has received the bridge specs. The City of Eden Prairie continues to review the Cooperative agreement.

### **Rice Marsh Lake Alum**

No new update.

## **Purgatory Creek One Water**

### **Duck Lake Subwatershed**

Administrator Bleser and Staff Jordan have been working with BARR on the Duck Lake Subwatershed assessment.

### **Fire Station 2**

Grant is closed.

### **Lotus Lake Alum**

Project completed.

**Purgatory Creek at 101**

Project is closed.

**Scenic Heights School Forest**

See updates in Youth Outreach section above.

## Memorandum

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing December 2018 Activities for January 9, 2019, Board Meeting  
**Date:** January 3, 2019

The purpose of this memorandum is to provide the Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) Board of Managers and the District Administrator with a summary of the activities performed by Barr Engineering Co., serving in the role of District Engineer, during December 2018.

### General Services

- a. Worked with Administrator Bleser to revise the draft task order to work in partnership with the city of Bloomington to use the City's XPSWMM model to assess climate adaptation and a potential prioritization scheme rather than enhancing the District's Hydrologic and Hydraulic model to facilitate the assessment.
- b. Finalized the MCES grant reporting summary for the Chanhassen High School Reuse Project.
- c. Prepared and finalized the Clean Water Fund grant reporting for the Lake Susan Park Pond Reuse and Water Quality Improvement Project.
- d. Participated in a December 4<sup>th</sup> conference call with Bioclean representatives and Permit Manager Jeffery to discuss the manufacturer claimed pollutant removal estimates of Bioclean's Kraken proprietary water quality filter device to understand the potential implications on the city of Eden Prairie's proposed use for the Preserve Boulevard reconstruction.
- e. Attended a Duck Lake subwatershed assessment progress meeting on December 5<sup>th</sup> with Administrator Bleser, Community Outreach Coordinator Jordon, and Leslie Stovring (Eden Prairie) to discuss field observations, brainstorm BMP ideas, and strategize on the public outreach process for the project (including timeline).
- f. Assisted Permit Manager Jeffery with questions about BWSR's MNRAM wetland values and function spreadsheet including providing an updated database version of MNRAM.
- g. Prepared and sent GIS data sets and permit location maps to Permit Manager Jeffery.
- h. Participated in the December 5<sup>th</sup> workshop about Eden Prairie's Duck Lake Road improvement project.
- i. Participated in the December 5<sup>th</sup> regular Board of Managers meeting.
- j. Participated in the December 18<sup>th</sup> special Board of Managers meeting.
- k. Prepared Engineer's Report for engineering services performed during December 2018.

- I. Miscellaneous discussions and coordination with Administrator Bleser about Hydrologic and Hydraulic model enhancement scope of work, potential aquatic invasive species rapid response plan task order, and upcoming Board meeting agenda.

### Permitting Program

- a. *Permit 2015-036: Saville West*: This project involves construction of a 5-lot single-family home subdivision in Minnetonka. The permit was conditionally approved on June 7, 2017; however, the conditions of approval have not yet been fulfilled. The applicant submitted a permit modification request on October 10, 2018 to replace the conditionally approved residential reuse systems with underground rock infiltration beds. The applicant was notified of the Board's conditional approval of the modification request at the December 5<sup>th</sup> meeting. The notification also included a suggested that the applicant meet with RPBCWD to address concerns and brainstorm potential avenues to compile with RPBCWD regulatory requirements.
- b. *Permit 2016-017: Southwest Green Line LRT Extension*: This project involves the construction of a light rail transit line between Eden Prairie and downtown Minneapolis. The portion of the project within the RPBCWD jurisdiction includes approximately 1.5 miles of proposed rail track and two stations. The project adds approximately 5 acres of impervious surface within the RPBCWD. Stormwater BMPs designed for compliance with RPBCWD rules include pervious pavement, infiltration basins, wetland buffers, vegetated swales, planter boxes, and detention ponds. The project triggers RPBCWD Rules B, C, D, E, G, and J. The permit was conditionally approved by the RPBCWD Board of Manager's at the December 31, 2016 regular meeting with a 5-year permit term. Worked with the applicant to review additional information to satisfy the outstanding conditions of approval and drafted the permit form.
- c. Prepared preliminary review comments on the pre-application submittal for the proposed reconstruction of Preserve Boulevard between Anderson Lakes Parkway and Prairie Center Drive in Eden Prairie. The project proposes to reconstruction Preserve Boulevard, construct a pumped outlet from Eden Lake to Neil Lake, construct a new pond and use an existing stormwater ponds for stormwater management. This project will trigger RPBCWD Rules B, C, D, G, and J. In the pre-application materials, the applicant was requesting a variance from rate control requirements because the proposed pumped outlet from Eden Lake is intended to be a flood risk reduction project.
- d. Reviewed the pre-application modeling for the proposed reconstruction of Duck Lake Road between Duck Lake Trail and Pavelka Drive in Eden Prairie. This project will trigger RPBCWD Rules B, C, D, G, F, and J. As presented at the December 5<sup>th</sup> workshop, the applicant will likely be requesting several variances from strict compliance with some floodplain requirements and rate control criteria. Sent the applicant preliminary review comments and a summary of feedback comments from the RPBCWD December 5<sup>th</sup> workshop about the proposed reconstruction project.
- e. Participated in a December 12<sup>th</sup> meeting with Contech representatives and Permit Manager Jeffery to discuss monitoring data of Contech's Jellyfish proprietary water quality filter device installed at the SW Station in Eden Prairie as part of Permit 2015-029. Contech presented information illustrating the BMP was not installed per their requirements and potential

shortcomings of the monitoring methods used at the site. They also shared monitoring results from a site in New Jersey and laboratory testing conducted at the University of Florida to support their pollutant removal claims when the product is properly designed, installed and maintained.

- f. Performed erosion control inspections of active sites on December 17<sup>th</sup> and 18<sup>th</sup> (see attached inspection report).
- g. Miscellaneous conversations with Permit Manager Jeffery about technical questions on permit requirements for potential development and redevelopment projects.

#### **Data Management/Sampling/Equipment Assistance**

- a. Uploaded and verified three lab reports into EQulS.
- b. Continued correspondence with RMB laboratories regarding Barr identified discrepancies.
- c. Conducted zooplankton analyses for Lake Riley, Lake Susan and Lotus Lake samples.

#### **Task Order 6: WOMP Station Monitoring**

##### ***Purgatory Creek Monitoring Station at Pioneer Trail***

- a. Download and review data.
- b. Remove turbidity sensor for winter season calibration check.
- c. File management – 2018 lab submission sheets.

##### ***Purgatory Creek Monitoring Station at Valley View Rd***

- a. Download and review data.
- b. Review and approve MCES lab invoice.
- c. File management – 2018 lab submission sheets.

#### **Task Order 13b: Lake Susan Watershed Treatment and Stormwater Reuse Enhancements Design and Construction Administration**

- a. Performed construction administration tasks including review of as-built drawings and coordination of plan set updates to reflect.
- b. All punch list items, with the exception of the items noted under the following item (c) have been completed by Peterson.
- c. Remaining items to be completed during winter 2018/2019 or at spring start-up
  - 1. Prepare as-built drawings per PDFs provided by Peterson (Barr Engineering).
  - 2. Plant live plugs per the plans (Peterson)
  - 3. Coordinate with Watertronics on programming changes needed over the winter (Peterson). Re-upload system program with implemented changes to match the functional description in Div. 4090000 Section 1.09 and the requests for the HMI screen read-outs (Peterson/Watertronics)

4. Verify system functions according to the functional description in Div. 409000 after programming modifications with Watertronics (Peterson/Barr Engineering)
5. Dial in VFD and float set points for the iron-enhanced sand filter system (Peterson/Barr Engineering)
6. Re-start the system and train of City staff on operations (Peterson)

#### **Task Order 14b: Lower Riley Creek Final Design**

- a. The city of Eden Prairie forwarded updated bridge plans and specifications, and we are continuing to coordinate with the City about incorporating the plans and specifications into the construction documents.
- b. We are also continuing to coordinate with the City regarding final language and format of buffer signs.
- c. We communicated with regulators to seek an update on permit applications and reviews.
- d. The City is scheduled to approve the project cooperative agreement in January, which needs to be done prior the project being advertised for bids.

#### **Task Order 19: Chanhassen High School Stormwater Reuse Design**

- a. Finalized the MCES grant reporting summary at the Administrators direction.
- b. Final payment has not been issued to Peterson Companies. Per Change Order 1, \$2,000 was held from payment until spring 2019 when Peterson will assist the ISD112 with system start-up and will be applying fertilizer in the seeded turf area to help with establishment after frost out.

#### **Task Order 21B: Bluff Creek Stabilization Project**

- a. Received an unanticipated notification from the US Army Corps of Engineers (Corps) on December 19<sup>th</sup> that an additional field investigation is required to investigate the site for potential cultural artifacts despite soliciting early input from the Corps in the spring 2018. There are many known archaeological sites through the Bluff Creek corridor and an initial review of the project plans by the Corps resulted in the conclusion that a field investigation would be necessary. Because the field investigation requires digging ~2-feet into the ground, it will need to be completed during warmer months, which would delay the project.
- b. Met with the Corps on site on December 27<sup>th</sup> to review the potential of cultural resources and archaeological sites in the project area. Based on the site visit, there is evidence and justification for completing an additional field investigation, and the Corps confirmed that a field investigation is required.
- c. To inform RPBCWD future project work, Barr staff asked the Corps about the timing of this notification and explained the impacts to the project timeline, considering that the project has already been bid and a contractor is ready to begin work as soon as the Corps permit is complete. The Corps advised that it is best to complete a pre-permit consultation to help determine permitting needs. A consultation was requested on May 29, 2018. The Corps responded to the request with some information about revisions to the application process



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but did not mention anything about a field survey for cultural resources. Barr staff brought this up with the Corps representatives during the site visit and specifically pointed out that the recommended process was followed in this instance; and the Corps admitted that sometimes things fall through the cracks. The Corps advised to ask very specifically about such field surveys and to be persistent if clear answers for permit requirements are not provided.

#### **Task Order 23: Scenic Heights School Forest Restoration**

- a. The project team, including the contractor representative, and Watershed and School District staff met to plan for 2019 work. On-going site management will begin again in the spring, followed by seeding as soon as conditions allow. A large volunteer event is currently being planned for June. This event will convene a large number of volunteers to install over 2,000 herbaceous plugs, comprised mostly of flowering plants to increase plant diversity and support pollinator habitat.

#### **Task Order 24: Preliminary Engineering Study for Silver Lake Water Quality Treatment Project**

- a. The final feasibility study report was provided to the Managers at the December Board meeting. Barr staff are working with Administrator Bleser to prepare a Task Order for completing the next phase of work.

#### **Task Order 25: Duck Lake Water Quality Improvement Project**

- a. Barr staff held project meeting #3 at District offices with Administrator Bleser, Community Outreach Coordinator Jordan, and City of Eden Prairie Environmental Coordinator Leslie Stovring on December 5<sup>th</sup>. The primary purpose of the meeting was to introduce city staff to the project, gather input from the city regarding the design, construction, and maintenance of potential water quality practices, and discuss how the District and City can work as partners to achieve project goals (construction of water quality improvement practices on private or public property within the Duck Lake watershed. Several information-gathering action items were identified for follow-up by Barr, District, and City staff, including drafting an informational letter to introduce the project, which would be sent to all Duck Lake watershed residents.
- b. A meeting to follow up on action items is scheduled for January 7, 2019.

**To:** RPBCWD Board of Managers  
**From:** Dave Melmer  
**Subject:** December 17 and 18, 2018—Erosion Inspection  
**Date:** January 3, 2019  
**Project:** 23/27-0053.14 PRMT 9016

Barr staff has inspected construction sites in the Riley Purgatory Bluff Creek Watershed District for conformance to erosion and sediment control policies. Listed below are construction projects and the improvement needed for effective erosion control. The sites were inspected from December 17-18, 2018.

## Site Inspections

<b>2015-010</b>	<p><b>Children's Learning Adventure - Private - Commercial/Industrial</b>  <b>Northwest Corner of Highway 5 and Galpin Avenue</b>  <b>Chanhassen, Minnesota 55317</b></p> <p>Site updates completed. Areas up to wetland signage was redone and infiltration basin redone. All bare areas covered and bio-rolls installed. Will monitor vegetation growth and establishment thru spring growing season-2019.</p>	<b>2018-12-18</b>
<b>2015-016</b>	<p><b>Blossom Hill - Private - Residential</b>  <b>10841 Blossom Rd Eden Prairie, Minnesota 55347</b></p> <p>House construction at last site in development continues--all lots have been sold and have houses on them. BMP's look good. Additional silt fences installed at last house site. Slope to pond has been reworked and soils covered--ditch checks installed.</p>	<b>2018-12-17</b>
<b>2015-036</b>	<p><b>Saville West Subdivision - Private - Residential</b>  <b>5325 County Road 101 Minnetonka, Minnesota 55345</b></p> <p>Construction complete at 5320 Spring Ln. Silt fence perimeter control in place. BMP's look good. Landscaping not complete -lot has been graded for sod or seeding. Silt fence installed on southwest and west side of development. Additional lot has silt fence perimeter control installed- no activity at this lot. Lots to south have been brushed/cleared. No change since November.</p>	<b>2018-12-18</b>
<b>2015-050</b>	<p><b>Arbor Glen Chanhassen - Private - Residential</b>  <b>9170 GREAT PLAINS BLVD Chanhassen, Minnesota 55317</b></p> <p>Perimeter control (silt fence). Roadway and detention pond installed. All slopes have been stabilized and covered. Rock entrances installed at sites. BMP's adequate. Construction at multiple sites underway. Quite a bit of tracking to street observed site representative was notified for street tracking. CA opened for this. Street tracking appears to have been addressed. CA will stay open--still appears to be tracking to street.</p>	<b>2018-12-17</b>
<b>2015-053</b>	<p><b>RBSC Chanhassen LLC - Private - Commercial/Industrial</b>  <b>195 W. 79th Street Chanhassen, Minnesota 55317</b></p> <p>No construction has begun. Site was being used as lay down yard for Hwy. 5 construction. Demobilization is complete. Catch basin protection still in place. Exposed soils have been covered and now vegetation is established. Site owner was notified about getting catch basin protection removed after November/2018 inspection.</p>	<b>2018-12-18</b>

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<b>2015-055</b>	<b>Hampton Inn Eden Prairie - Private - Commercial/Industrial</b> <b>11825 Technology Drive Eden Prairie, Minnesota 55344</b> Site construction has begun. Building demolition complete. BMP's in place. Site activity appears to have idled.	<b>2018-12-17</b>
<b>2015-061</b>	<b>Ingram Property - Existing Single-Family</b> <b>18900 Pioneer Tr Eden Prairie, Minnesota 55347</b> No activity observed to date.	<b>2018-12-17</b>
<b>2016-017</b>	<b>SWLRT - Government - Other</b> <b>Varies Eden Prairie, Minnesota 55344</b> SWLRT work continues at Emerson site. BMP's installed.	<b>2018-12-17</b>
<b>2016-019</b>	<b>Powers Ridge Lot 2 - Private - Commercial/Industrial</b> <b>1361 Lake Dr. West Chanhassen, Minnesota 55317</b> No construction has begun to date.	<b>2018-12-18</b>
<b>2016-020</b>	<b>Prairie View Enclave - Private - Commercial/Industrial</b> <b>12701 Pioneer Trail Eden Prairie, Minnesota 55347</b> No activity observed to date.	<b>2018-12-17</b>
<b>2016-026</b>	<b>Foxwood Development - Private - Residential</b> <b>9150 and 9250 Great Plains Blvd Chanhassen, Minnesota 55317</b> Multiple house construction continues-BMP's look good- silt fences and rock entrances installed/ good perimeter control. Silt fences have been installed on unsold lots. Catch basin protection has been removed for winter. Final road asphalt top coat has been laid. Bare soils onsite have been spray-tac'd. Additional silt fences have been installed across site. Tracking to streets site wide continues to be observed. Site representative was notified. Sites entrances where construction is occurring could use a rock refresh some sites have no entrance protection. Site conditions overall are good. (December-2018)	<b>2018-12-17</b>
<b>2016-032</b>	<b>CSAH 61 Improvements - Government - Linear</b> <b>N/A Eden Prairie, Minnesota 55347</b> Construction continues. Slopes are covered with matting or have been spray tac'd. Area near creek crossing is completed.-- BMP's look good. Construction west of Lions tap continues to Eden Prairie Road. --BMP's look good. (December-2018)	<b>2018-12-17</b>
<b>2016-033</b>	<b>Anderson Lakes-Purgatory Trail - Government - Other</b> <b>Anderson Lakes PKWY and Purgatory Creek Eden Prairie,</b> <b>Minnesota 55344</b> No construction observed to date.	<b>2018-12-17</b>
<b>2016-041</b>	<b>Chanhassen West Water Treatment Plant - Government - Other</b> <b>2070 Lake Harrison Road Chanhassen, Minnesota 55317</b> Silt fences installed on site. Construction complete. Landscaping and seeding complete--all soil covered with matting. BMP's look good. Entrance installed and paved--roadway complete. Vegetation has sprouted and growing--some bare areas--site is stable. Playground installation on north side complete. Will inspect after spring snowmelt.	<b>2018-12-18</b>

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<b>2016-042</b>	<b>18663 St. Mellion Place--Eden Prairie (Bear Path) - Existing Single-Family 18663 St. Mellion Place Eden Prairie, Minnesota 55347</b> Construction complete. Final grading underway. BMP's are good silt fence replaced with bio-logs. Additional biorolls are being installed until irrigation and sod installation in the spring.	<b>2018-12-17</b>
<b>2017-001</b>	<b>Kopesky 2nd Addition - Private - Residential 18340 82nd St Eden Prairie, Minnesota 55347</b> Site grading complete. Perimeter control installed. Bare soils onsite have been recently covered with straw. Biorolls need to be replaced in some areas-post straw application. BMP's are good. Infiltration basins completed. Basin protection is good. Minor street tracking observed. Site is partially snow covered.	<b>2018-12-17</b>
<b>2017-006</b>	<b>6687 Horseshoe Curve - Existing Single-Family Chanhassen, Minnesota 55317</b> No activity observed to date.	<b>2018-12-18</b>
<b>2017-007</b>	<b>Cedarcrest Stables - Private - Residential 16870 CEDARCREST DR Eden Prairie, Minnesota 55347</b> No activity observed to date.	<b>2018-12-17</b>
<b>2017-022</b>	<b>Chanhassen High School Stormwater Reuse - Government - Other 220 Lyman Blvd Chanhassen, Minnesota 55317</b> Construction complete. BMP's in place. Soils covered and seeded. Will inspect next spring for vegetation growth and establishment.	<b>2018-12-17</b>
<b>2017-023</b>	<b>Eden Prairie Assembly of God - Private - Commercial/Industrial 16591 Duck Lake Trail Eden Prairie, Minnesota 55346</b> Construction complete. Perimeter control silt fence still installed. BMP's look good. Site grading is complete. Areas appear to have been sprayed. Will inspect next spring for vegetation growth and establishment.	<b>2018-12-18</b>
<b>2017-024</b>	<b>Prairie Bluffs Senior Living - Private - Residential 10280 Hennepin Town Rd Eden Prairie, Minnesota 55347</b> Construction continues. Perimeter silt fence installed and bio-logs --- catch basin protection in place. BMP's look good. Minor tracking to street--site representative was contacted and stated that the street is swept regularly. Site entrances have "refreshed" with another layer of rock.	<b>2018-12-17</b>
<b>2017-026</b>	<b>6135 Ridge Road - Existing Single-Family 6135 Ridge Road Excelsior, Minnesota 55331</b> Rock entrance is good. Silt fence maintenance has been completed. Bare soils on upper half of slope have been covered with straw matting. Will have to inspect for vegetation growth and establishment in spring. Southwest corner has rock retaining landscaping completed.	<b>2018-12-18</b>
<b>2017-029</b>	<b>Tweet Pediatric Dentistry - Private - Commercial/Industrial 7845 Century Blvd. Chanhassen, Minnesota 55317</b> Construction complete . BMP's are installed and good. Catch basin protection installed in this area. Infiltration areas installed. Parking lot grading and curb/gutter installation complete. Infiltration pond has bio-logs staked in to control silt. Vegetation is growing. Will inspect next spring for vegetation growth and establishment.	<b>2018-12-18</b>

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<b>2017-030</b>	<b>Elevate - Private - Commercial/Industrial</b> <b>12900 Technology Drive Eden Prairie, Minnesota 55344</b> Construction continues. Perimeter control installed. Catch basin protection installed. Some catch basins have bladders installed and drainage will be directed to other basins. BMP's look good. Site is well maintained.	<b>2018-12-17</b>
<b>2017-031</b>	<b>Lion's Tap - Private - Commercial/Industrial</b> <b>16180 Flying Cloud Drive Eden Prairie, Minnesota 55347</b> No activity observed to date.	<b>2018-12-17</b>
<b>2017-032</b>	<b>11193 Bluestem Lane - Government - Other</b> <b>11193 Bluestem Lane Eden Prairie, Minnesota 55347</b> Construction complete. All exposed soils on slope are covered and stabilized--vegetation growing--areas where seed did not sprout are observed-- matting is keeping soils stable. Bio-logs installed at toe of slope. Site is in good condition. Will monitor thru spring-2019. Site representative contacted concerning bare areas. Bio-logs can be removed.	<b>2018-12-17</b>
<b>2017-037</b>	<b>The Venue - Private - Commercial/Industrial</b> <b>525 W 78th St Chanhassen, Minnesota 55317</b> Construction continues. BMP's installed. Construction continues. Additional BMP's installed--catch basin protection removed for winter in some locations. Lower parking area complete.	<b>2018-12-18</b>
<b>2017-038</b>	<b>West Park - Private - Residential</b> <b>760&amp; 781 Lake Susan Drive 8601 Great Plains Blvd Chanhassen, Minnesota 55317</b> Construction continues. Street installation on north and south side completed. Rock entrance installed on south side and to individual house sites. Perimeter control installed. Catch basin protection installed. BMP's look good. Additional silt fences have been installed. Bare soils that are not being worked have been stabilized. Heavy tracking observed on street on south end of project site. Landscaping at some sites underway or completed. BMP's look good. (December-2018) Site representative was notified for tracking. Tracking has not been addressed. CA will stay open.	<b>2018-12-17</b>
<b>2017-039</b>	<b>Mission Hill Senior Living - Private - Residential</b> <b>8600 Grate Plains Boulevard Chanhassen, Minnesota 55317</b> Construction underway. BMP's installed look good. Site perimeter control installed. Catch basin protection installed. Site is in good shape. South swale has been stabilized. Roadway installed. Grading for additional onsite stir water pond underway. Minor tracking to street.	<b>2018-12-17</b>
<b>2017-047</b>	<b>Fawn Hill - Private - Residential</b> <b>7240 Galpin Road Chanhassen, Minnesota 55331</b> Earthwork completed/roadway installed. Perimeter silt fence installed and additional silt fences installed where needed. Exposed soils blown with straw and hydroseeded-vegetation has sprouted and is growing. BMP's to date look good- (December-2018) West pond overflow installed. Home site lot signage installed-- house construction on first site has started-rock entrance installed. Second house site underway--spoils pile needs additional protection on west side- site representative was notified. Minor tracking to street.	<b>2018-12-18</b>

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<b>2017-052</b>	<b>Old Excelsior Senior Living - Private - Residential</b> <b>17705 Hutchins Drive Minnetonka , Minnesota 55345</b> Construction continues. Perimeter control installed. BMP's in place. Tracking to street observed. Street is swept regularly. Site landscape grading underway. No protection installed on south side of site since grading was completed. Site representative was notified. (December-2018)	<b>2018-12-18</b>
<b>2017-055</b>	<b>Scenic Heights Elementary 2018 Addns - Government - Other</b> <b>5650 Scenic Heights Drive Minnetonka, Minnesota 55345</b> Construction complete. All temporary BMP's have been removed with exception of catch basin protection on north side of project site. Site clean up completed. Site representative was notified regarding removal on catch basin protection.	<b>2018-12-18</b>
<b>2017-063</b>	<b>Clear Springs Elementary 2018 Gymnasium Addition - Government - Other</b> <b>5621 County Road #101 Minnetonka, Minnesota 55345</b> Construction complete. Site is well contained. Site grading underway. . (December-2018)	<b>2018-12-18</b>
<b>2017-064</b>	<b>Scenic Heights Elementary School Forest Restoration - Government - Other</b> <b>5650 Scenic Heights Drive Minnetonka, Minnesota 55345</b> Site has been selectively cleared. Inflow area modified and BMP's installed. Restoration continues.	<b>2018-12-18</b>
<b>2017-069</b>	<b>Scheels Redevelopment - Private - Commercial/Industrial</b> <b>8301 Flying Cloud Dr. Eden Prairie, Minnesota 55344</b> BMP's installed. Demolition of building complete. Site earthwork and building construction has begun.	<b>2018-12-17</b>
<b>2017-072</b>	<b>O'Reilly Auto Parts Eden Prairie - Private - Commercial/Industrial</b> <b>8868 AZTEC DRIVE Eden Prairie, Minnesota 55347</b> No construction activity observed to date.	<b>2018-12-17</b>
<b>2017-073</b>	<b>Preserve Village - Private - Residential</b> <b>9625 Anderson Lakes Pkwy Eden Prairie, Minnesota 55344</b> Construction of building complete. BMP's installed. Catch basin protection is adequate. Minor tracking to street. Site is well contained for runoff protection. Additional areas of bare soils observed-not covered to date. . Infiltration basin construction continues. Site representative was notified about graded soils not being covered.	<b>2018-12-17</b>
<b>2018-001</b>	<b>Panera - Private - Commercial/Industrial</b> <b>531 W. 79th Street Chanhassen, Minnesota 55317</b> Construction complete. BMP's installed in areas where landscaping is not complete. Filtration basin installed-- no bio rolls at toe of basin, no outlet protection at pipe location in basin-- site representative was notified after November inspection.	<b>2018-12-18</b>
<b>2018-004</b>	<b>903 Lake Drive Chanhassen - Government - Other</b> <b>903 Lake Drive Chanhassen, Minnesota 55317</b> Construction appears to be completed. BMP's installed. Site is in good condition. All soils covered. Will inspect next spring through growing season.	<b>2018-12-18</b>

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<b>2018-011</b>	<b>Maloney Shoreline Stabilization - Existing Single-Family 108 Pioneer Trail Chanhassen, Minnesota 55327</b> No activity observed to date.	<b>2018-12-17</b>
<b>2018-014</b>	<b>Eden Prairie Road Reconstruction - Government – Linear Eden Prairie, Minnesota 55347</b> Construction activity observed at south end. BMP's installed. Construction has begun on roadway. Road closed on north end.	<b>2018-12-17</b>
<b>2018-015</b>	<b>Starbucks Coffee House - Private - Commercial/Industrial 19285 Highway 7 19245 Highway 7 Shorewood, Minnesota 55401</b> Construction continues. BMP's installed. Curb and gutter work complete--back filling completed. Minor tracking to street. Catch basin protection removed for winter.	<b>2018-12-18</b>
<b>2018-016</b>	<b>Avienda - Private - Commercial/Industrial SW corner of Powers and Lyman Boulevard Chanhassen, Minnesota 55317</b> No activity observed to date.	<b>2018-12-17</b>
<b>2018-020</b>	<b>9770 Sky Lane - Existing Single-Family 9770 sky lane Eden Prairie, Minnesota 55347</b> Construction continues. BMP's onsite are installed. Site grading underway/boulder wall installation completed. Silt fences installed and secured.	<b>2018-12-17</b>
<b>2018-021</b>	<b>9810 Sky Lane - Existing Single-Family 9810 sky lane Eden Prairie, Minnesota 55347</b> Construction continues. BMP's onsite are installed. Boulder retaining wall installation on west side underway. BMP's adequate.	<b>2018-12-17</b>
<b>2018-022</b>	<b>Sunrise Park Court Improvement - Government - Other 9401 Bloomington Ferry Road Bloomington, Minnesota 55438</b> Construction complete. Temporary BMP's still in place. Tennis court fencing installed. All soils covered and some vegetation growth observed. Parking lot work still in progress. Work may have suspended for winter.	<b>2018-12-17</b>
<b>2018-024</b>	<b>Kittelson Pool - Existing Single-Family 2165 Wynsong Lane Chanhassen, Minnesota 55317</b> Construction complete-pool installed. Silt fence installed. BMP's look. Grading complete/rock wall installed. Will inspect spring 2019 for sod/seeding installation.	<b>2018-12-18</b>
<b>2018-027</b>	<b>MAMAC - Private - Commercial/Industrial 8189 Century Boulevard Chanhassen, Minnesota 55317</b> Construction continues. Perimeter control silt fence installed. Temporary BMP's installed. Security fence installed. Earthwork/grading continues. BMP's adequate.	<b>2018-12-18</b>
<b>2018-028</b>	<b>Oak Point Elementary School Parking Lot - Government - Other 13400 Staring Lake Parkway Eden Prairie, Minnesota 55347</b> No construction observed to date.	<b>2018-12-17</b>
<b>2018-034</b>	<b>Basin 05-11-A Cleanout - Government - Other Corner of Sequoia and Ginger Eden Prairie, Minnesota 55346</b> Robert Ellis-site representative stated that this work will begin in 2019.	<b>2018-12-18</b>

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<b>2018-038</b>	<b>Eden Prairie Senior Living - Private - Residential</b> <b>8460 Franlo Rd Eden Prairie, Minnesota 55344</b> Construction continues. Perimeter control installed. BMP's look good. Minor street tracking observed. Rock entrances have been refreshed. Soils onsite are currently being worked. (December-2018)	<b>2018-12-17</b>
<b>2018-039</b>	<b>Emerson Site Improvements - Private - Commercial/Industrial</b> <b>12001 Technology Drive Eden Prairie, Minnesota 55344</b> Site activity observed. BMP's in place. Area where SWLRT enters site has activity and BMP's installed here too. Storm water detention pond installed.	<b>2018-12-17</b>
<b>2018-040</b>	<b>Center Point Carver Line Receiver</b> Construction complete. BMP's installed. Site has been graded--soils have been covered with straw matting. Will inspect next spring for vegetation growth and establishment.	<b>2018-12-18</b>
<b>2018-041</b>	<b>Abra Auto Body - Private - Commercial/Industrial</b> <b>13075 Pioneer Trail Eden Prairie, Minnesota 55347</b> No activity observed to date.	<b>2018-12-17</b>
<b>2018-043</b>	<b>Control Concepts - Private - Commercial/Industrial</b> <b>8077 Century Boulevard Chanhassen, Minnesota 55317</b> No activity observed to date.	<b>2018-12-18</b>
<b>2018-044</b>	<b>Smith Village - Private - Residential</b> <b>16389 Glory Lane Eden Prairie, Minnesota 55344</b> No site activity observed to date.	<b>2018-12-18</b>
<b>2018-045</b>	<b>Centerpoint Energy TH5 Pipe Repair - Government - Linear</b> <b>Arboretum Boulevard 44.862928, -93.568784 Chanhassen, Minnesota 55317</b> Work is complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.	<b>2018-12-18</b>
<b>2018-047</b>	<b>Peterson Borrow Site - Private - Commercial/Industrial</b> <b>15900 Flying Cloud Drive Eden Prairie, Minnesota 55347</b> BMP's in place. Pit is being used.	<b>2018-12-17</b>
<b>2018-050</b>	<b>Eden Prairie Cemetery - Private - Commercial/Industrial</b> <b>8810 Eden Prairie Road Eden Prairie, Minnesota 55437</b> Construction limits have been surveyed and staked. No other activity observed to date.	<b>2018-12-17</b>
<b>2018-052</b>	<b>HCRRA Culvert Replacement - Government - Linear</b> <b>Hennepin County Wayzata and Deephaven, Minnesota 55401</b> Construction complete. BMP's installed. Will inspect next spring for vegetation growth and establishment.	<b>2018-12-18</b>
<b>2018-053</b>	<b>Roberts Residence - Existing Single-Family</b> <b>5925 Ridge Road Shorewood, Minnesota 55331</b> Trees and brush have been cleared. BMP's installed. Construction continues.	<b>2018-12-18</b>
<b>2018-055</b>	<b>Park Trail Improvement Project - Government - Other</b> <b>1700 W. 98th Street Bloomington, Minnesota 55431</b> Trail work has started on NW section. BMP's in place. SE section has been surveyed. Work may have suspended for winter.	<b>2018-12-17</b>

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<b>2018-056</b>	<b>Bluff Creek Restoration - Government - Other</b> <b>Liberty on Bluff Creek, Outlot B Audubon Road Chanhassen, Minnesota 55317</b> Survey stakes observed. No construction activity observed to date.	<b>2018-12-17</b>
<b>2018-058</b>	<b>Walker Home - Existing Single-Family</b> <b>9108 Stephens Pointe Eden prairie, Minnesota 55347</b> Perimeter control installed. Rock entrance is installed. Excavation and foundation underway. BMP's look good to date.	<b>2018-12-17</b>
<b>2018-059</b>	<b>Mason Point Landscaping - Existing Single-Family</b> <b>15363 Mason Pointe Eden Prairie, Minnesota 55347</b> Trees within construction area have been marked. No other activity observed to date.	<b>2018-12-17</b>
<b>2018-060</b>	<b>Loichinger Residence</b> Construction well underway. Perimeter silt fence installed. Bio-rolls installed at street side. Rock entrance needs to be completed. Site representative was notified.	<b>2018-12-17</b>
<b>2018-061</b>	<b>McCoy Lake Inlet Sediment Removal - Government - Other</b> <b>Mitchell Road and Cumberland Road Eden Prairie, Minnesota 55347</b> Access to site completed. No BMP's installed to date. No construction to date.	<b>2018-12-17</b>
<b>2018-063</b>	<b>Lake Susan Trail Rehab 2018 - Government - Other</b> <b>903 Lake Drive East Chanhassen, Minnesota 55317</b> Construction complete. BMP's in place-bio-rolls. Soils covered and seeded. Will inspect next spring for vegetation growth and establishment.	<b>2018-12-17</b>
<b>2018-064</b>	<b>Balaen Home - Existing Single-Family</b> <b>18366 82nd St W Eden Prairie, Minnesota 55347</b> Construction continues. Perimeter control installed. Rock entrance installed. BMP's look good. Minor tracking to street observed.	<b>2018-12-17</b>

Please contact me at 952.832-2687 or [dmelmer@barr.com](mailto:dmelmer@barr.com) if you have questions on the projects listed above or any additional items that need to be addressed for the erosion control inspections.

# FRESHWATER

## **Hennepin County Chloride Initiative – Riley Purgatory Bluff Creek Watershed District Scope of Services - Stakeholder Engagement and Strategic Plan**

**December 19, 2018**

**Project Goal:** Conduct stakeholder engagement and develop a strategic plan for guiding the Hennepin County county-wide chloride initiative

**Description:** Freshwater will work with the Hennepin County chloride workgroup to identify and implement a stakeholder engagement process. The purpose is to gather input for developing a strategic plan that

- Guides the county and other organizations in developing projects and programs that help build connections among stakeholders and establish partnerships and collaboration, and
- Provides a model for other counties to implement in an effort to reduce chloride pollution and protect both surface and groundwater resources throughout the county.

### **PART 1: Project Planning**

Freshwater will coordinate with the Hennepin County chloride workgroup to develop a specific project workplan to implement as Part 2, below.

**Timeline:** January 1, 2019 – February 30, 2019

#### **Activities:**

1. Host and facilitate two 2-hour meetings with the Hennepin County chloride workgroup to develop a stakeholder engagement workplan, including:
  - a. Articulation of needs, purpose, priorities, goals and objectives
  - b. Completion of a stakeholder analysis
  - c. Identification of engagement activities, possibly including hosted conversations (world café), individual interviews, focus groups, surveys, pop-up events etc.
  - d. Identification of resources needed
  - e. Development of a project timeline
  - f. Transcription and analysis of data collected from workgroup

#### **Deliverable:**

- Stakeholder engagement workplan with activities, resource needs, participants, expected outcomes, and timeline

#### **Assumptions:**

- One workgroup meeting will be held in January prior to the upcoming Road Salt Symposium held on February 7.

- Hennepin County chloride workgroup members will participate in planning meetings and may participate in engagement activities as necessary based on outcomes of the stakeholder engagement planning work.
- Any technical assistance provided by Fortin Consulting will be at the direction of Hennepin County, and covered under a separate contract with Fortin Consulting.

**Part 1 Budget:** \$3,500

The activities and outcomes from Part 1 of this agreement will influence the activities of Part 2, and the activities listed below are those initially identified for project implementation. Both parties agree that the scope of services may be revised and a contract amendment may be needed after Part 1 is completed, based on the outcomes of Part 1.

**PART 2: Project Implementation**

Freshwater will work with the Hennepin County chloride workgroup to implement the stakeholder engagement activities identified during the planning phase. These activities will be designed to gather input on barriers to adopting chloride reduction best practices, along with strategies for addressing those barriers. Information gathered will be used to develop a strategic plan that will guide the Hennepin County chloride workgroup as it begins to implement projects and programs addressing county-wide chloride use and reduction.

**Timeline:** March 1, 2019 – June 30, 2019

**Activities:**

1. With assistance from the Hennepin County chloride workgroup, develop invitation language to be used for stakeholder events.
2. Plan and facilitate a two-hour workshop with stakeholders as part of the upcoming Road Salt Symposium on February 7, 2019. Stakeholders will be invited to participate in a world café to gather input on barriers and strategies related to adoption of chloride best practices in Hennepin County for public and private entities. Attendance is expected to be 20-30 people.
3. Plan and conduct up to six individual interviews with representatives of stakeholder groups identified in Part 1 (e.g. small private applicators, large business landowners). Interviews will be semi-structured and designed to gather input on attitudes, beliefs, priorities, challenges, and strategies related to winter maintenance and salt use.
4. Assist in planning additional survey or ‘pop-up’ events as identified in Part 1 to gather feedback from stakeholders. These events would be primarily driven by members of the Hennepin County chloride workgroup, possibly as part of member organizations regular outreach activities.
5. Transcribe all data gathered and analyze using qualitative and quantitative data analysis techniques to generate a summary report of stakeholder engagement activities.
6. Develop a written strategic plan guiding the Hennepin County chloride workgroup in addressing chloride use county wide, including goals, objectives, priorities, strategies, resources, and timeline for implementation.

**Deliverables:**

- One two-hour stakeholder workshop as part of an extended session of the upcoming Road Salt Symposium
- Up to six individual stakeholder interviews to gather input on attitudes, beliefs, priorities, challenges, and strategies for adoption of chloride best practices
- Summary of data generated at stakeholder events
- Written strategic plan guiding the Hennepin County chloride workgroup in addressing chloride use county wide, including goals, objectives, and strategies, resources, and timeline for implementation

**Assumptions:**

- A Hennepin County chloride workgroup representative will be present at the Road Salt Symposium workshop as a host, but facilitation will be completed by Freshwater staff
- Additional surveys/pop-up events will be conducted by Hennepin County chloride workgroup members, otherwise a contract amendment with Freshwater will be required
- Any technical assistance provided by Fortin Consulting will be at the direction of Hennepin County, and be covered under a separate contract with Fortin Consulting
- Following completion of Part 1, this contract will be reviewed and, if needed, amended to reflect expectations for Freshwater.

**Part 2 Budget:** \$17,500

**Budget Total:** \$21,000

The project will begin immediately upon signing of this agreement and it is anticipated to be completed by June 30, 2019.

**Payment Agreement**

Riley Purgatory Bluff Creek Watershed District will pay Freshwater Society \$21,000 for the activities described. Freshwater will invoice after Part 1 deliverables have been completed, and then again after Part 2 deliverables have been completed, with payment due within 60 days after receipt of each invoice.

RILEY PURGATORY BLUFF CREEK  
WATERSHED DISTRICT

FRESHWATER SOCIETY

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Signature

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Date

**AGREEMENT BETWEEN  
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT &  
FRESHWATER SOCIETY**

**MASTER WATER STEWARDS 2018-2019 PROGRAM YEAR**

This agreement is entered into by the Riley Purgatory Bluff Creek Watershed District (DISTRICT), and Freshwater Society (FWS) (together, the Parties). The purpose of the agreement is to continue the development and implementation of the Master Water Stewards education and outreach program whereby volunteers receive training and complete capstone projects to become certified Master Water Stewards and thereby increase capacity for property owners to contribute to pollution reduction and the protection and improvement of water resources (the Program).

**Introduction**

This is a contract for training and certification services of the Master Water Stewards Program. FWS provides the program services and will deliver training and certification through their Master Water Stewards Program, a program that trains and certifies community members (Stewards) on ways to improve water quality at the local level. FWS schedules the classes, hires the class facilitators and instructors, provides the education and support to Stewards that are participants in the program, and provides a certification to Stewards that successfully complete the program. The DISTRICT is interested in contracting with FWS to provide the training and certification to community members within the DISTRICT who will become citizen ambassadors and leaders who can train and advise other members of the community on ways to improve water quality.

**Recitals**

WHEREAS the DISTRICT recognizes that education and outreach efforts are critical to achieving its water resource protection and improvement goals;

WHEREAS the FWS's Master Water Stewards Program builds community capacity to encourage and support widespread, dispersed water quality improvement projects;

WHEREAS the FWS has a well-established history of community outreach and capacity-building for water resource protection; and

WHEREAS the FWS and DISTRICT wish to further the success of the Master Water Stewards education and outreach program whereby volunteers receive training on ways to improve water quality at the local level, complete capstone projects, and become certified Master Water Stewards who will become citizen ambassadors and leaders that will be able to train and advise other members of the community on ways to improve water quality and contribute to pollution reduction, and the protection and improvement of water resources.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, including the obligations of mutual consideration, the sufficiency of which is hereby acknowledged, the DISTRICT and FWS agree as follows:

**1. FWS RIGHTS AND RESPONSIBILITIES**

- 1.1 Scope of Work. FWS will perform services in accordance with this agreement and as described in Exhibit A (hereinafter referred to as "the Services.") Exhibit A is incorporated into this agreement and its terms are binding on FWS as a term hereof. FWS will furnish all materials, equipment, tools, labor and expertise needed to complete its obligations with regard to the Services.
- 1.2 Compensation. FWS will be compensated by the DISTRICT for the Services in accordance with paragraph 2.2 and Exhibit B, and FWS will submit invoices in accordance with Exhibit B. FWS will maintain all records pertaining to fees or costs incurred in connection with the Program for six years from the date of completion of the Program. FWS agrees that any authorized DISTRICT representative or the state auditor may have access to and the right to examine, audit and copy any such records during normal business hours. Pursuant to Minnesota Statutes, section 16C.05, subdivision 5, the books, records, documents, and accounting procedures of FWS relevant to the Services provided under this agreement are subject to examination by DISTRICT and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.
- 1.3 Permits; Oversight; Compliance with Laws. As between the Parties, FWS will obtain any permits, licenses and approvals necessary for the Program, and will ensure that the Services are completed in accordance with applicable law and regulatory standards and criteria, if any, except that FWS is not responsible for and will perform no oversight role with regard to the DISTRICT's work on or contributions to the Program or the DISTRICT's disbursement of cost-share funding that may be available as described in Exhibit B. In performing the Services, FWS will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.
- 1.4 Subcontracting. FWS will not assign, subcontract or transfer any obligation or interest in this agreement or any of the Services without the written consent of the DISTRICT and pursuant to any conditions included in that consent. The DISTRICT consent to the subcontracting does not relieve FWS of its responsibility to perform the Services or any part thereof, nor in any respect its warranty, insurance, indemnification, duty to defend or agreement to hold harmless with respect to the Services.
- 1.5 Warranty and Indemnification. FWS will perform the Services in accordance with due professional care. FWS will hold the DISTRICT, its board members, employees, officials, and agents harmless, and will defend and indemnify the DISTRICT, with respect to all claims or actions including attorney's fees, costs, damages, expenses, actions and liabilities of any nature that the DISTRICT, its officials or employees may hereafter sustain, incur, or be required to pay, arising from: (a) FWS's negligent or wrongful act or omission, or breach of a specific contractual

duty by FWS or its agents or employees; or (b) a subcontractor's negligent or wrongful act or omission, or breach of a specific contractual duty owed by FWS to the DISTRICT. For any claim subject to indemnification under this paragraph by an employee of FWS or a subcontractor, the indemnification obligation is not limited by a limitation on the amount or type of damages, compensation or benefits payable by or for FWS or a subcontractor under workers' compensation acts, disability acts or other employee benefit acts.

1.6 Insurance. At all times during the term of this agreement, FWS will have and keep in force the following insurance coverages:

- A. General: \$1.5 million each occurrence and aggregate, covering completed operations and contractual liability on an occurrence basis.
- B. Automobile liability: \$1.5 million combined single limit each occurrence coverage for bodily injury and property damage covering all vehicles on an occurrence basis.
- C. Workers' compensation: in accordance with legal requirements applicable to FWS.
- D. Professional Liability: A minimum of \$1.5 million per claim and \$1.5 million aggregate. FWS will need to evidence continuation of this insurance at the required limits for at least five years after the project is completed.

FWS will not commence work until it has filed with the DISTRICT a certificate of insurance clearly evidencing the required coverages and naming the DISTRICT as an additional insured for general liability, along with a copy of the additional insured endorsement establishing coverage for FWS' work as primary coverage on a noncontributory basis. The certificate will name the DISTRICT as a holder and will state that the DISTRICT will receive written notice before cancellation, nonrenewal or a change in the limit of any described policy under the same terms as FWS.

## 2. **DISTRICT RIGHTS AND RESPONSIBILITIES**

2.1 Scope of Work. DISTRICT will provide program management and contribute to education and outreach efforts, and manage commitments and disbursement of cost-share funding (if applicable) as described in Exhibit B. The DISTRICT will furnish all materials, equipment, tools, labor and expertise needed to complete its responsibilities under this agreement and Exhibit B.

2.2 The DISTRICT will compensate FWS for the Program in accordance with the amounts specified in Exhibit B and this paragraph. No other fees or direct costs shall be paid or reimbursed by the DISTRICT to FWS. Total payment from the DISTRICT to FWS for the Services under this agreement will not exceed \$2,500 per Steward or \$15,000, whichever is less, with a minimum payment of \$10,000 for 4 Stewards. Total payment means all sums to be paid whatsoever. Any interest accrual disputes regarding payment shall be governed by the provision of Minn. Stat. Section 471.425.

2.3 The DISTRICT will indemnify, defend and hold harmless FWS, its officers, employees and agents, from any and all actions, costs, damages and liabilities of any nature to the degree they are the result of any negligent action or inaction by the DISTRICT related to its obligations under this agreement that serve as the basis for the DISTRICT's liability in law or equity.

## GENERAL TERMS

3. Independent Relationship. The DISTRICT's cooperation with and contributions to the Program notwithstanding, FWS is an independent contractor under this agreement. FWS will select the means, method and manner of performing the Services. Nothing herein contained is intended or should be construed to constitute FWS as the agent, representative, or employee of the DISTRICT for any purpose or in any manner whatsoever. FWS is independent, and its employees, agents, representatives, subcontractors, or any other personnel performing the Services on behalf of FWS will not be considered employees of the DISTRICT and will not be entitled to any compensation, rights or benefits of any kind from the DISTRICT. From any amounts due FWS, there will be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law. Payments of federal income tax, FICA payments, and state income tax are the responsibility of FWS. By executing this agreement, FWS acknowledges that the DISTRICT is under no obligation or commitment to continuing any other programs it may sponsor, manage, or provide. The DISTRICT retains all authority to determine the nature and funding of the DISTRICT's programs and projects, beyond specific commitments and obligations agreed to herein.

4. Term and Termination. This agreement becomes effective when fully executed and will remain effective through completion of the program year, unless earlier terminated as set forth herein. The services will be provided by the Parties in accordance with the timeline outlined in Exhibit A. Insurance obligations; warranties; obligations to defend, indemnify and hold harmless; and document-retention requirements will survive the completion of the Services and/or termination of the agreement.

In the event that either or both of the Parties determines that reasonable and adequate progress toward the completion of the Program is not being made, the Parties will collaborate on the development of a reconfiguration of the Parties' rights and responsibilities under this agreement to best achieve the goals and outcomes of the Program. However, the DISTRICT may terminate this agreement at its convenience, by a written termination notice stating specifically what prior authorized or additional tasks or services it requires FWS to complete. FWS will receive full compensation for all authorized work performed in accordance with paragraph 1.1 and this paragraph of this agreement, except that FWS will not be compensated for any part performance of a specified task or service if termination is due to FWS's breach of this agreement. The DISTRICT will notify FWS by written notice of termination or change to the Services. The DISTRICT will not be obligated to compensate FWS for Services provided after the notice is given and the effective date of termination under this provision.

Cancellations and Dropouts: DISTRICT is responsible for full payment of the program fees of \$2,500 per Steward for the program year in accordance with paragraph 2.2 and Exhibit B, and FWS is not able to refund those fees for cancellations, drop outs, or enrollments below the minimum set forth in this agreement. If a Steward cancels or drops out prior to December 1 of the program year, the DISTRICT will be allowed to replace that Steward with a substitute Steward and FWS will work to catch that person up as needed. If a substitute is not found for the current program year, then DISTRICT will be allowed to enroll a substitute Steward in next year's program at no additional cost and the program fee paid will be applied to that enrolled Steward.

5. Waiver. The failure of either party to insist on the strict performance by the other party of any provision or obligation under this agreement, or to exercise any option, remedy or right herein, will not waive or relinquish the party's rights in the future to insist on strict performance of any provision,



condition or obligation, all of which will remain in full force and affect. The waiver of either party on one or more occasion of any provision or obligation of this agreement will not be construed as a waiver of any subsequent breach of the same provision or obligation, and the consent or approval by either party to or of any act by the other requiring consent or approval will not render unnecessary such party's consent or approval to any subsequent similar act by the other.

Notwithstanding any other term of this agreement, the DISTRICT waives no immunity in tort. This agreement creates no right in and waives no immunity, defense or liability limit with respect to any third party.

6. Non-Discrimination: FWS agrees that in the hiring of all labor for the performance of any work under this Agreement, that it will not by reason of race, creed, color, sex, national origin, sexual preference or disability, discriminate against any person who is a citizen of the United States and who qualifies and is available to perform the work to which such employment relates. FWS agrees to comply with all Federal, State, and local non-discrimination laws and ordinances, in particular the applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. FWS agrees to have in effect an affirmative action program and shall furnish a certificate of compliance with this requirement to the DISTRICT, upon request.

7. Data Practices; Confidentiality: All data collected, created, maintained, or disseminated for any purposes in the course of FWS's performance of this agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat 13.01 et seq. or any other applicable state statutes, and any state rules adopted to implement the Act and statutes. FWS agrees to abide strictly by these statutes, rules, and regulations. If FWS receives a request for data pursuant to the Data Practices Act, Minnesota Statutes chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) FWS possesses or has created as a result of this agreement, it will inform the DISTRICT immediately and transmit a copy of the request. If the request is addressed to the DISTRICT, FWS will not provide any information or documents, but will direct the inquiry to the DISTRICT. If the request is addressed to FWS, FWS will be responsible to determine whether it is legally required to respond to the request and otherwise what its legal obligations are, but will notify and consult with the DISTRICT and its legal counsel before replying. Nothing in the preceding sentence supersedes FWS's obligations under this agreement with respect to protection of DISTRICT data, property rights in data or confidentiality. Nothing in this section constitutes a determination that FWS is performing a governmental function within the meaning of Minnesota Statutes section 13.05, subdivision 11, or otherwise expands the applicability of the DPA beyond its scope under governing law.

FWS agrees that it will not disclose and will hold in confidence any and all proprietary materials owned or possessed by the DISTRICT and so denominated by the DISTRICT. FWS will not use any such materials for any purpose other than performance of the Program without the DISTRICT's written consent. This restriction does not apply to materials already possessed by FWS or that FWS received on a non-confidential basis from the DISTRICT or another party. Consistent with the terms of this section 7 regarding use and protection of confidential and proprietary information, FWS retains a nonexclusive license to use the materials and may publish or use the materials in its professional activities. Any FWS warranty under this agreement does not extend to any party other than the DISTRICT or to any use of the materials by the DISTRICT other than for the purpose(s) for which FWS is compensated under this agreement.

8. Property Rights; License. Except as otherwise specified herein, all property furnished to or for the use of FWS or a subcontractor by the DISTRICT, and all property purchased or created by FWS solely with DISTRICT funds, and not fully used in the performance of the Program, including but not limited to equipment, supplies, materials, data, both hard copy and electronic, is the property of the DISTRICT and will be returned to the DISTRICT at the conclusion of the performance of the Program, or sooner if requested by the DISTRICT. All rights, title and interest in the Mater Water Stewards curriculum, in existence or as may be further developed, and the source material from which it is produced, including copyrights and the right to license the materials and data to other users, will remain the property of FWS (the MWS Curriculum). FWS assigns to the DISTRICT a perpetual, exclusive, royalty-free worldwide license to effect the purposes of this agreement. "Source material" for purposes of this agreement is defined to include all text, photographic images, video and sound recordings created for purposes of producing the curriculum, whether or not such text, images and recordings are used in the production of the curriculum. The DISTRICT may use, reproduce, modify, distribute, transmit, broadcast and publicly display the MWS Curriculum in whole or part, with approval in writing by FWS.

9. Conflicts of Interest. FWS shall inform its clients about any potential conflicts created by this agreement. FWS shall immediately discuss with the DISTRICT any current or new obligations, which may directly conflict with the firm's ongoing work under its agreement for consulting services with DISTRICT.

10. Notices. Any written communication required under this agreement to be provided in writing will be directed to the other party as follows:

To DISTRICT:

Administrator  
Riley Purgatory Bluff Creek Watershed District  
18681 Lake Drive E  
Chanhassen, MN 55317

To FWS:

Director of Finance & Administration  
Freshwater Society  
2424 Territorial Rd Suite B  
St. Paul, MN 55114

Either of the above individuals may in writing designate another individual to receive communications under this agreement.

11. Choice of Law, Venue and Jurisdiction. This agreement will be construed under and governed by the laws of the State of Minnesota.

12. Legal Compliance. Each of the Parties agree to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in carrying out their respective obligations under this agreement.

13. Whole Agreement. The entire agreement between the Parties is contained herein and this agreement supersedes all oral agreements and negotiations relating to the subject matter hereof. Any modification of this agreement is valid only when reduced to writing as an amendment to the agreement and signed by the Parties.

**IN WITNESS WHEREOF**, intending to be legally bound, the Parties hereto execute and deliver this agreement.

FRESHWATER SOCIETY

Signature Julie Fliflet

Date: 12.18.18

Printed Name Julie Fliflet

Its Director of Finance & Administration

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Its \_\_\_\_\_

**EXHIBIT A**  
**Master Water Stewards Program Partnership Scope and Tasks**

**Freshwater Society (FWS) will:**

- Provide recruiting material and host a minimum of one information session in the watershed as part of recruiting community members as potential Master Water Stewards.
- Accept electronic applications through the Masterwaterstewards.org website and provide the application information to the watershed within 1 week.
- Develop the curriculum, provide the technology platform, organize the classes, hire the subject matter experts, and facilitate the classes of the Master Water Stewards Program. The classes will take place between October and May of the program year.
- Provide Stewards with the education and support they need to develop and implement a capstone project and provide a presentation on the project.
- Track Stewards throughout the Program ensuring that they are meeting requirements to become a Master Water Steward and provide them the tools to successfully complete the Program. If any Steward is not meeting program requirements, the DISTRICT will be notified.
- Certify Stewards who successfully complete the Program.
- Track volunteer hours throughout the lifetime certification of each Steward.
- Collaborate with the DISTRICT to develop meaningful volunteer opportunities for Stewards that are consistent with DISTRICT stormwater management priorities.
- Report the volunteer efforts of Master Water Stewards through the Master Water Stewards website at the end of each program year, including the number of service hours, number of stormwater projects installed, pollution-reduction estimates, and the number of community members reached by education efforts.
- Develop ongoing activities to build and support Stewards as a community, including offering at least 8 hours of continuing education during the program year.
- Maintain a contact list of Master Water Stewards and an efficient way to communicate with Stewards.

**Program Timeline**

The following is the estimated timeline for the 2018-2019 Program:

Summer 2018: Stewards are recruited for the 2018-2019 Program Year

October 2018-May 2019: FWS facilitates training courses for Stewards participating in the 2018-2019 Program

May 2019-October 2019: Stewards complete capstone projects and certification process

**EXHIBIT B**  
**Master Water Stewards Program Partnership Scope and Tasks**

**The Riley Purgatory Bluff Creek Watershed District (DISTRICT) will:**

- Recruit Stewards and pay program fees to FWS for a minimum of four and a maximum of six Stewards for the 2018-2019 program year.
- Pay FWS a program fee of \$2,500 per Steward, for a minimum of \$10,000 for 4 Stewards and \$2,500 per additional Steward up to a maximum of \$15,000. Such program fee shall constitute payment in full for all Services provided by FWS to DISTRICT under this agreement. FWS will invoice the DISTRICT for the total program fees on or after December 1 of the program year, with 50% of the total program fees due by February 15 of the program year, and the remaining 50% of the total program fees due on or after May 31 of the program year.

Cancellation and Drop Out Policy: DISTRICT is responsible for full payment of the program fee and FWS is not able to refund those fees for cancellations, drop outs, or enrollments below the minimum set forth in this agreement. However, if a Steward cancels or drops out prior to December 1 of the program year, the DISTRICT will be allowed to replace that Steward with a substitute Steward and FWS will work to catch that person up as needed. If a substitute is not found for the current program year, then DISTRICT will be allowed to enroll a substitute Steward in next year's program at no additional cost and the program fee paid will be applied to that enrolled Steward.

- Provide meeting space, organize and facilitate a watershed tour, and provide local subject matter experts (e.g. hydrologist) during training. FWS will provide at least one month advance notice when a local subject matter expert is needed.
- Facilitate the submission of applications for the Steward's capstone projects that will qualify for the DISTRICT's cost-share program (if applicable). Funding of capstone projects will be at the DISTRICT's sole discretion, and in compliance with the goals and priorities of the DISTRICT.
- Collaborate with FWS to identify and develop meaningful volunteer opportunities for Stewards that are consistent with the DISTRICT's stormwater management priorities.

**PUBLIC NOTICE  
OF  
RILEY-PURGATORY-BLUFF CREEK WATERSHED  
DISTRICT  
REQUEST FOR PROPOSALS:**

**REQUEST FOR PROPOSAL  
FOR LEGAL SERVICES**

Pursuant to *MSA 103B.227, Subdivision 5*, Riley-Purgatory-Bluff Creek Watershed District hereby solicits proposals for a legal consultant for **2019** through **2020**.

Written proposals (six copies) setting forth the experience of the company/individual(s) who would be interested in providing legal services for the Riley-Purgatory-Bluff Creek Watershed District should be sent to:

Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317  
Attention: Claire Bleser, District Administrator

Proposals shall be submitted on or before **Friday, March 1, 2019**.

Please set forth in your written proposal company experience and the experience of the individual(s) who proposes to perform services for the District and the resumes of staff who would assist the individual in providing the contractual services. Rates of individuals should be provided. The Board will review said proposals and reserves to itself the right to take such action as it deems in the best interest of Riley-Purgatory-Bluff Creek Watershed District.

*For further information about the Riley-Purgatory-Bluff Creek Watershed District, contact Claire Bleser, Administrator at (952) 607-6512 or visit: [www.rpbcwd.org](http://www.rpbcwd.org)*

**PUBLIC NOTICE  
OF  
RILEY-PURGATORY-BLUFF CREEK WATERSHED  
DISTRICT  
REQUEST FOR PROPOSALS:  
  
AUDITING SERVICES**

Pursuant to *Minnesota Statutes Section 103B.227, Subd. 5*, the Riley-Purgatory-Bluff Creek Watershed District is soliciting proposals for auditing services for **2019** through **2020**. Written proposals (six copies) should include background and profile information on the firm, along with the specific information as to expertise in watershed district auditing requirements, billing rates for 2019 - 2020, and names and qualifications of personnel. Proposals should be sent to:

Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317  
Attention: Claire Bleser, District Administrator

Proposals must be submitted by Friday, March 01, 2019.

The Board of Managers will review proposals, reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the Riley-Purgatory-Bluff Creek Watershed District.

*For further information about the Riley-Purgatory-Bluff Creek Watershed District, contact Claire Bleser, Administrator at (952) 607-6512 or visit: [www.rpbcwd.org](http://www.rpbcwd.org)*

**PUBLIC NOTICE  
OF  
RILEY-PURGATORY-BLUFF CREEK WATERSHED  
DISTRICT  
REQUEST FOR QUALIFICATIONS:  
  
CONSULTING ENGINEERING SERVICES**

Pursuant to *Minnesota Statutes Section 103B.227, Subd. 5*, the Riley-Purgatory-Bluff Creek Watershed District Board of Managers is requesting that any firm interested in providing consulting engineering services to the RPBCWD submit a Statement of Qualifications (SOQ). The RPBCWD is seeking SOQ from firms interested in serving as the RPBCWD's consulting engineer, as well as firms interested in being included in a pool of firms that will be called on to provide engineering services for specific types of projects. Firms responding should indicate whether they wish to be considered for the consulting engineer's post, the specific-project pool, or both. For full SOQ description, please visit the RPBCWD website at [www.rpbcwd.org](http://www.rpbcwd.org) or contact Claire Bleser at the below contact information.

Proposals should be sent to:

Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317  
Attention: Claire Bleser, District Administrator

Proposals must be submitted by Friday, **March 1, 2019**.

The Board of Managers will review proposals, reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the Riley-Purgatory-Bluff Creek Watershed District.



*For further information about the Riley-Purgatory-Bluff Creek Watershed District,  
contact Claire Bleser, Administrator at (952) 607-6512 or visit: [www.rpbcwd.org](http://www.rpbcwd.org)*

**PUBLIC NOTICE  
OF  
RILEY-PURGATORY-BLUFF CREEK WATERSHED  
DISTRICT  
REQUEST FOR PROPOSALS:  
  
ACCOUNTING SERVICES**

Pursuant to *Minnesota Statutes Section 103B.227, Subd. 5*, the Riley-Purgatory-Bluff Creek Watershed District is soliciting proposals for accounting services for **2019** through **2020**. Written proposals (six copies) should include background and profile information on the firm, along with the specific information as to expertise in watershed district finances and budgets, hourly billing rates for 2019 - 2020, and names and qualifications of personnel. Proposals should be sent to:

Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317  
Attention: Claire Bleser, District Administrator

Proposals must be submitted by Friday, March 01, 2019.

The Board of Managers will review proposals, reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the Riley-Purgatory-Bluff Creek Watershed District.

*For further information about the Riley-Purgatory-Bluff Creek Watershed District, contact Claire Bleser, Administrator at (952) 607-6512 or visit: [www.rpbcwd.org](http://www.rpbcwd.org)*

**PUBLIC NOTICE  
OF  
RILEY-PURGATORY-BLUFF CREEK WATERSHED  
DISTRICT  
REQUEST FOR QUALIFICATIONS:  
  
CONSULTING ENGINEERING SERVICES**

Pursuant to *Minnesota Statutes Section 103B.227, Subd. 5*, the RPBCWD Board is requesting any firm interested in providing consulting engineering services to the RPBCWD submit a Statement of Qualifications (SOQ). The RPBCWD is seeking SOQ from firms interested in serving as the RPBCWD's consulting engineer, as well as firms interested in being included in a pool of firms that will be called on to provide engineering services for specific types of projects. Firms responding should indicate whether they wish to be considered for the consulting engineer's post, the specific-project pool, or both.

Submitted SOQs must have two sections as follows.

**Statement of Qualifications**

Section 1) General Firm information and qualifications.

The first section should provide general information about the firm and include a letter of interest, a list of related work/projects/clients, a list of key personnel and their qualifications, and a current fee schedule. In this section of the SOQ other services or specialties should also be included. Section 1 may not exceed 35 pages.

Section 2) Service Area Qualifications.

Provide a summary of your qualifications and unique expertise in each of the following areas you wish to be considered for future work. Each Service Area Qualification may not exceed six (6) pages.

- 1) Watershed, Subwatershed and Water Resource Management and Planning
- 2) Lake, Wetland and Stream Restoration and Management
- 3) Hydrologic, Hydraulic and Water Quality Modeling and Analysis
- 4) Urban Stormwater BMP Design and Construction Management
- 5) Water Resource Permitting
- 6) Land Surveying
- 7) Geographic Information Systems
- 8) Education and Outreach
- 9) Technology/Website Enhancement

## **Review Process**

The District will review all submittals and determine which firms are qualified in each of the eight areas listed above and as District Engineer.

- Those firms qualified in each area will be placed in a pool of professional service consultants for calendar years 2017-2018. The District will request proposals (work orders) for projects from the pool within a respective service area as needed.
- The District Engineer will be selected based on experience in 1) innovative and integrative watershed/natural resource planning and engineering within the metropolitan area, 2) design and construction management and inspection, 3) municipal/governmental permitting and land use regulation as it applies to watershed programs and projects, 4) hydrologic, hydraulic, and pollutant modeling, 5) Federal, state, and regional programs related to watershed and natural resource management, 6) limnology and hydrology, 7) groundwater and hydro-geology, 8) wetland science and 9) working and communicating with public, regulatory agencies, and other stakeholders. The District Engineer should have the ability to respond to emergency situations in the watershed or situations that would require immediate attention. For full position description, please check our website at [www.rpbcwd.org](http://www.rpbcwd.org) or contact Claire Bleser at the below contact information.

The Board of Managers will review proposals, reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the Riley-Purgatory-Bluff Creek Watershed District.

## **Point of Contact**

Questions regarding this request for qualifications must be directed to Claire Bleser at 952-607-6512 or [cbleser@rpbcwd.org](mailto:cbleser@rpbcwd.org).

## **Submittal**

Six original, paper copies of your Statement of Qualifications must be submitted no later than 1:00pm on Friday, March 1, 2019 to:

Claire Bleser  
Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317

For further information about the Riley-Purgatory-Bluff Creek Watershed District, contact Claire Bleser, Administrator at (952) 607-6512 or via email [cbleser@rpbcwd.org](mailto:cbleser@rpbcwd.org). Thank you for providing a statement of qualifications for this work.

# RPBCWD DISTRICT ENGINEER

## Overview:

Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) Engineer shall assist in an ongoing process of setting and implementing the water management parameters within which the District will operate by:

- Identifying the technical consequences of choices;
- Discuss alternative solutions;
- Educate the Board and staff about the technical and regulatory issues involved; and
- Inform the District Administrator or project managers of the consequences of decisions that may affect natural resources within the District.

In this function, District Engineer shall routinely review and assess District water management plans, studies, capital programs and procedures to consider, among other things, whether they are 1) consistent with acceptable engineering practices, 2) achieve District goals, and 3) likely to produce positive, cost effective outcomes.

## Scope of Services

### *General Engineering Services on Retainer*

The RPBCWD Engineer shall assist in an ongoing process of setting and implementing the water management parameters within which the District will operate by:

- Identifying the technical consequences of choices;
- Discuss alternative solutions;
- Educate the Board and staff about the technical and regulatory issues involved; and
- Inform the District Administrator or project managers of the consequences of decisions that may affect natural resources within the District.

In this function, District Engineer shall routinely review and assess District water management plans, studies, and capital programs procedures to consider, among other things, whether they are 1) consistent with acceptable engineering practices 2) achieve District goals, and 3) likely to produce positive, cost effective outcomes.

Retainage shall also provide for:

1. The preparation for and attendance at any Board or Committee meeting of the RPBCWD, including the review of relevant correspondence or agenda materials in connection with said meetings and any advice and opinions rendered therein;
2. Advice or response to routine questions from Board members or staff to assure that watershed activities are carried out in accordance sound engineering and natural resource management standards and practices.

3. The retention of copies of plans, studies, data and other documents and the retrieval of said documents that are considered “active” or that have been archived for 5 years or less.
4. Other activities as negotiated under contract.
5. Maintain a duplicate set of all studies, plans, designs, and other documents relating to issues of concern to the District.

#### Understanding of State, Regional and Local Government and Watershed Management

1. The District Engineer will maintain a current understanding of issues relative to District policies, projects, or programs.
2. The District Engineer will demonstrate a current understanding of watershed and natural resource management
3. The District Engineer shall be aware of state and regional plans and priorities related to watershed and natural resource management.
4. The District Engineer will possess a high professional regard among his/her peers.

#### Additional Services

Upon written request of the District Administrator or his/her designee, The District Engineer shall provide the following additional services:

1. Review and comment of plans, studies, designs, and other documents prepared by other engineering consultants.
2. The preparation of studies, plans, and designs to implement activities identified in the RPBCWD Water Management Plan.
3. Construction and/or Project management.
4. Water quality and flow monitoring, data analysis and repair and calibration of water monitoring equipment.
5. Assist staff with permit review and compliance issues.
6. All other engineering services he/she is qualified to provide and authorized by the District Administrator.

#### District Policy Relating to Member Communities and Other Governmental Jurisdictions

It is the Policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

**Minutes: Monday, December 17, 2018**  
**RPBCWD Citizen's Advisory Committee Monthly Meeting**  
**Location: RPBCWD offices: 18681 Lake Street, Chanhassen**

**CAC Members**

Jim Boettcher	P	Matt Lindon	P	Lori Tritz	P
Paul Bulger	P	Sharon McCotter	E		
Anne Deuring	P	Joan Palmquist	P		
Peter Iverson	A	Marilynn Torkelson	P		

**Others**

Michelle Jordan	RPBCWD staff	P
David Zeigler	RPBCWD Board Member	P
Roni Linde	Guest	P

**Summary of key actions/motions for the Board of Managers:**

**Motion:** We request minutes from the Board of Managers meeting no less than 2 business days before the CAC meeting in order for us to properly execute our statutory duty 103D.331 Subd. 1a.(5) review and comment on reports, minutes, activities, and proposed projects of the managers.

**Discussion:** There was agreement that, since all of us cannot attend the Board meetings, having more timely minutes would help tremendously. Furthermore, since the minutes are taken by a paid recorder, this request should not put undue hardship on the District. Please get back to us, after investigating whether this is possible. We think this is essential to help us properly execute our job as a CAC.

**I. Opening**

- A. Call CAC meeting to Order:** President Paul Bulger called the meeting to order at 6:07 p.m. Welcome to Roni Linde, potential CAC candidate.
- B. Attendance:** As noted above.
- C. Matters of general public interest:** None
- D. Approval of Agenda:** Joan would like to add expectations of CAC members to new business. Joan moved and Lori seconded that the agenda be approved as amended. Motion carried.
- E. Approval of November 19, 2018 CAC Meeting Minutes:** A Motion to approve minutes by Joan and seconded by Lori. Motion carried.

**II. Staff Report:** Michelle Jordan reported that 32 people attended the zebra mussel information meeting with a panel that included representatives from the DNR, U of M, City of Eden Prairie, and Watershed District staff. Feedback was generally positive. The difference in inspections between Lotus Lake and Lake Riley was noted. The Lotus Lake Homeowners Association hires inspectors for extra hours and an extended season. One concern was how do you discern the presence of zebra mussels when at the larval stage they are microscopic. Many questions went unanswered. The District is relooking at how to manage Lake Riley going forward knowing there are zebra mussels present.

Volunteer appreciation event on Thursday at the Staring Lake Outdoor Center was really fun. Michele has counted 85 volunteers for the year, which is up from last year.

Michele has researched additional ideas for the CAC's Adopt a Waterbody initiative: Round Lake or Lake Susan because of high traffic and walking trails. Another program to look at is Conservation Corps MN & IA. It is less structured – basically clean up and then report.

CAC applications are due this Thursday. Everyone on current CAC is reapplying plus some new people. The applications will go to January Board of Managers meeting.

Michele will be meeting with web developer about changes this coming week so get comments to her soon. Also, the new project database is going online soon.

### III. Old Business

A. **Board Meeting of December 5, 2018:** David reported on the roadway improvement through Duck Lake project: The very narrow driving lanes, no pedestrian room, steep sloping shoulders to the lake creates an unsafe situation for pedestrians, but options that do not adversely impact the lake are extremely expensive. The Board asked for additional estimates. No action was requested of the CAC.

The 2019 Budget was approved basically unchanged from the August draft. They also discussed how to perform a financial audit and a legal audit. Staff salaries will get a market bump; not a merit increase.

The purpose of the CAC was raised with a question on whether we should concentrate on advising the Board of Managers or serve a volunteer/community outreach role.

### IV. New Business

A. **Cost Share Program – Restructure and update guidelines.** Michelle handed out a summary of the Cost Share Revamp to date, summarizing the information collected so far, the CAC's responses from previous meetings and reactions to other WD cost share programs and the survey to go out to former cost share participants (whether they completed an application or not). Michele asked for other thoughts on the survey. Matt suggested asking for more specific monetary incentives, i.e. how much would you have needed to make it worthwhile? We also wonder if the maintenance requirement is a disincentive. The survey info will be available mid-January.

Michele has crafted a working document based on input to date and asked us for feedback on:

1. Needs Statement: We discussed the concept of an "empowered" community as well as informed; engineered change, "taking action" as well as making change.
2. Purpose: We discussed emphasizing a variety of project types; quantifiable or measurable or just plain results; are education and public awareness considered as results; conserving as well as protecting;
3. Principles: We suggested simple adjectives, i.e., equitable, proactive, speedy, easy, highly visible, community building, sustained impact, appropriately resourced.
4. Audience: Should we reach out to renters and multifamily residences? Yes, they may have great influence on landlords and property managers and there may be things they can do individually regarding conservation.
5. Outputs/Outcomes: Do we want to consider other than physical projects, i.e. education and engagement efforts or art projects? Much discussion on this, and possible use of levels of grants, so that clean-up projects, for example, would fit within the guidelines. General consensus, the projects should almost certainly result in improved water. We discussed adding conservation and habitat to outcomes. We would give priority to projects that have multiple benefits.

Michele will incorporate the discussion into a revised working document and send to us for feedback. Send more thoughts to Michele particularly about what do we need to know to achieve our outcomes. To keep the process easy (one of the goals), we agreed that checklists on the application are better than open ended blanks.



Michelle share that the challenges with existing program are mainly timing and the convoluted, non-streamlined system of summaries and reviews with various groups – applicants, staff, CAC, Board. There is usually a lot of back-and-forth before it even gets to CAC. Administrative approval, up to certain maximum budget levels would really streamline things.

- B. **MAWD recap** – Marilyn and Joan submitted excellent written notes from the MAWD seminar. They encouraged people to review them and ask any questions, or let us know if any items should be discussed by the CAC. They will bring some specific ideas highlighted as things to consider at a future meeting.
- C. **Exit interviews from past members** – Tabled until January. Sharon has agreed to do an exit interview with Curt, who resigned last month.
- D. **CAC topic calendar** – Tabled until January
- E. **Role of CAC and expectations from members.** The idea was floated of splitting the CAC into two separate groups - volunteerism and oversight to Board of Managers (our statutory responsibility). We believe we can/do balance our dual duties well and do not feel the need to separate the CAC into two groups. Furthermore, we acknowledged that in the recent past we spent a lot of time working on the 10 year plan and that now that that is completed we need to do a better job of oversight, and feedback to the board. We agreed that timing is a problem—that when we meet we don't have the most recent Board minutes. We unanimously agreed that, if we received the Board minutes earlier (before our meeting) it would make it so much easier for us to meet our statutory responsibilities. A motion was made, and passed, to try to resolve this issue, which we believe is hampering our effectiveness.

We also could benefit from a list of expectations for CAC members, and could be part of the CAC orientation packet. The expectations include: responsibilities shared by all (read minutes before meeting, come prepared with questions, provide feedback to staff when requested) as well as contributing in other ways, whether it be on a sub-committee, speaker's bureau, running a project, etc. This will allow us to tap into the interests and capabilities of the various CAC members, and give them many ways to contribute. Joan will draft something that tries to quantify this.

Joan moved and Lori seconded that we request minutes from the Board of Managers meeting no less than 2 business days before the CAC meeting in order for us to properly execute our statutory duty 103D.331 Subd. 1a.(5) review and comment on reports, minutes, activities, and proposed projects of the managers. Motion carried.

#### IV. **Upcoming Events**

- A. RPBCWD Board of Managers meeting January 9 at 7:00 pm, 18681 Lake Drive East
- B. RPBCWD CAC meeting January 28 at 6:00 pm, 18681 Lake Drive East

Topics for next month:

- Refresh subcommittees
- Draft of cost share
- Calendars
- Exit interviews

City of Eden Prairie Conservation Commission Water goals for 2019 - Lori Tritz

If you have reports or calendars to share with the group, please submit to Anne who will place in a shared Google docs.

- V. **Adjourn CAC meeting:** Joan moved and Lori seconded to adjourn the meeting. Motion carried. Meeting adjourned at 9:10 pm.



January 3, 2019

Claire Bleser  
District Administrator  
Riley Purgatory Bluff Creek Watershed District  
18681 Lake Drive E.  
Chanhassen, Minnesota 55317

Dear Claire:

Enclosed please find the checks and Treasurer's Report for Riley Purgatory Bluff Creek Watershed District for the one month and eleven months ending November 30, 2018.

Please examine these statements and if you have any questions or need additional copies, please call me.

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Mark Gibbs". The signature is written in a cursive style.

Mark C. Gibbs, CPA  
Enclosure



To The Board of Managers  
Riley Purgatory Bluff Creek Watershed District  
18681 Lake Drive E.  
Chanhassen, Minnesota 55317

### **Accountant's Opinion**

The Riley Purgatory Bluff Creek Watershed District is responsible for the accompanying November 30, 2018 Treasurer's Report in the prescribed form. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review promulgated by the Accounting and Review Services Committee of AICPA. We did not audit or review the Treasurer's Report nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Riley Purgatory Bluff Creek Watershed District. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Treasurer's Report.

### **Reporting Process**

The Treasurer's Report is presented in a prescribed form mandated by the Board of Managers and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America. The reason the Board of Managers mandates a prescribed form instead of GAAP (Generally Accepted Accounting Principles) is this format gives the Board of Managers the financial information they need to make informed decisions as to the finances of the watershed.

GAAP basis reports would require certain reporting formats, adjustments to accrual basis and supplementary schedules to give the Board of Managers information they need, making GAAP reporting on a monthly basis extremely cost prohibitive. An independent auditing firm is retained each year to perform a full audit and issue an audited GAAP basis report. This annual report is submitted to the Minnesota State Auditor, as required by Statute, and to the Board of Water and Soil Resources.

The Treasurer's Report is presented on a modified accrual basis of accounting. Expenditures are accounted for when incurred. For example, payments listed on the Cash Disbursements report are included as expenses in the Treasurer's Report even though the actual payment is made subsequently. Revenues are accounted for on a cash basis and only reflected in the month received.

A handwritten signature in black ink that reads "Redpath and Company, Ltd." in a cursive script.

REDPATH AND COMPANY, LTD.  
St. Paul, Minnesota  
January 3, 2019

# **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

## **Treasurers Report**

**November 30, 2018**

### **REPORT INDEX**

<b><u>Page #</u></b>	<b><u>Report Name</u></b>
1	Cash Disbursements
2	Fund Performance Analysis – Table 1
3	Multi-Year Project Performance Analysis – Table 2
4	Balance Sheet
5	Klein Bank VISA Activity
6	Klein Bank VISA Activity

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Cash Disbursements**  
**November 30, 2018**

**Accounts Payable:**

Check #	Payee	Amount
4665	Barr Engineering	\$28,047.42
4666	Carver Soil & Water Conservation District	\$2,832.50
4667	CenterPoint Energy	329.81
4668	CenturyLink	280.61
4669	Coverall of the Twin Cities	267.37
4670	CSM Financial, LLC	8,149.66
4671	Freshwater Society	11,500.00
4672	Freshwater Scientific Services	3,670.00
4673	HDR Engineering, Inc.	600.68
4674	HealthPartners	4,455.79
4675V	VOID	-
4676	Amy Herbert, LLC	1,494.00
4677	Iron Mountain	89.95
4678	Kari Jo Johnson	812.50
4679	Limnotech	3,145.00
4680	Lincoln National Life Insurance	448.21
4681	Metro Sales, Inc.	694.70
4682	Metropolitan Council	2,479.25
4683	Midwest MasterCraft Incorporated	43,900.00
4684	ProTech	236.56
4685	Purchase Power	594.26
4686	Redpath & Company	1,375.00
4687	RMB Environmental Laboratories	780.00
4688	Timothy & Elizabeth Ross	2,985.00
4689	Smith Partners	16,224.65
4690	Southwest Metro Chamber of Commerce	50.00
4691	SRF	102.72
4692	Michael & Amber Stone	1,035.00
4693	Wenck, Inc.	930.20
4694	Xcel Energy	427.79
4695	Jill S. Crafton	773.23
4696	Larry Koch	768.47
4697	Dorothy E. Pederson	1,845.78
<b>Total Accounts Payable:</b>		<b><u>\$141,326.11</u></b>

**Payroll Disbursements:**

Payroll Processing Fee	178.57	
Employee Salaries	30,514.53	
Employer Payroll Taxes	2,910.16	
Employer Benefits (H.S.A. Match)	525.00	
Employee Benefit Deductions	(396.26)	
Staff Expense Reimbursements	2,829.79	
PERA Match	2,032.54	
<b>Total Payroll Disbursements:</b>	<b><u>\$38,594.33</u></b>	
Check #4683	Escrow Refund	(43,900.00)
EFT	Klein Bank-Stop Payment Fee	70.00
EFT	Klein Bank-VISA	6,403.03
<b>TOTAL DISBURSEMENTS:</b>	<b><u>\$142,493.47</u></b>	

**Memos**

The 2018 mileage rate is 54.5 per mile. The 2017 rate was .53.5.  
Klein Bank VISA will be paid on-line.

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Fund Performance Analysis - Table 1**  
**November 30, 2018**

	2018 Budget	Fund Transfers	Revised 2018 Budget	Current Month	Year-to-Date	Year-to Date Percent of Budget
<b>REVENUES</b>						
Plan Implementation Levy	\$3,420,000.00		\$3,420,000.00	-	1,900,951.11	55.58%
Permit	20,000.00		20,000.00	4,890.00	56,951.50	284.76%
Grant Income	373,175.00		373,175.00	99,287.00	109,775.27	29.42%
Data Collection Income	-		-	-	171.78	---
Other Income	-		-	1,819.46	22,652.51	---
Investment Income	-		-	8,128.22	33,774.61	---
Past Levies	1,736,968.00		1,736,968.00	-	-	0.00%
Partner Funds	445,000.00		445,000.00	-	-	0.00%
<b>TOTAL REVENUE</b>	<b>\$5,995,143.00</b>	<b>\$0.00</b>	<b>\$5,995,143.00</b>	<b>\$114,124.68</b>	<b>\$2,124,276.78</b>	<b>35.43%</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
Accounting and Audit	40,000.00		40,000.00	1,553.57	36,106.87	90.27%
Advisory Committees	4,000.00		4,000.00	299.99	1,611.45	40.29%
Insurance and bonds	12,000.00		12,000.00	-	20,862.00	173.85%
Engineering Services	103,000.00		103,000.00	7,948.50	87,000.42	84.47%
Legal Services	75,000.00		75,000.00	12,973.75	57,577.69	76.77%
Manager Per Diem/Expense	19,000.00		19,000.00	3,941.29	10,307.48	54.25%
Dues and Publications	8,000.00		8,000.00	-	8,439.00	105.49%
Office Cost	100,000.00		100,000.00	10,572.83	118,202.77	118.20%
Permit Review and Inspection	90,000.00		90,000.00	6,991.69	146,129.31	162.37%
Recording Services	15,000.00		15,000.00	1,494.00	7,673.25	51.16%
Staff Cost	434,000.00		434,000.00	40,845.52	401,080.10	92.41%
<b>Subtotal</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$900,000.00</b>	<b>\$86,621.14</b>	<b>\$894,990.34</b>	<b>99.44%</b>
<b>Programs and Projects</b>						
<b>District Wide</b>						
10-year Management Plan	9,662.00		9,662.00	240.34	34,542.25	357.51%
AIS Inspection and early response	75,000.00		75,000.00	938.18	30,759.73	41.01%
Cost-share	200,000.00		200,000.00	6,896.10	32,403.15	16.20%
Creek Restoration Action Strategies Phase	20,000.00		20,000.00	-	-	0.00%
Data Collection and Monitoring	180,000.00		180,000.00	17,616.71	163,280.76	90.71%
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00		30,000.00	-	-	0.00%
Education and Outreach	115,000.00		115,000.00	14,229.62	105,152.57	91.44%
Plant Restoration - U of M	40,000.00		40,000.00	-	15,457.77	38.64%
Repair and Maintenance Fund *	177,005.00		177,005.00	-	-	0.00%
Survey and Analysis Fund *	13,464.00	(13,464.00)	-	-	-	---
Wetland Management*	150,000.00		150,000.00	912.59	29,570.32	19.71%
District Groundwater Assessment	-		-	-	166.38	---
Groundwater Conservation*	130,000.00		130,000.00	-	-	0.00%
Lake Vegetation Implementation	75,000.00		75,000.00	-	17,368.26	23.16%
Opportunity Project*	100,000.00		100,000.00	-	-	0.00%
TMDL - MPCA	10,000.00		10,000.00	-	-	0.00%
Stormwater Ponds - U of M	-	22,092.00	22,092.00	-	-	0.00%
<b>Subtotal</b>	<b>\$1,325,131.00</b>	<b>\$8,628.00</b>	<b>\$1,333,759.00</b>	<b>\$40,833.54</b>	<b>\$428,701.19</b>	<b>32.14%</b>
<b>Bluff Creek</b>						
Bluff Creek Tributary*	236,741.00		236,741.00	4,136.66	39,745.56	16.79%
Chanhassen High School *	282,478.00	50,000.00	332,478.00	1,955.94	340,573.23	102.43%
<b>Subtotal</b>	<b>\$519,219.00</b>	<b>\$50,000.00</b>	<b>\$569,219.00</b>	<b>\$6,092.60</b>	<b>\$380,318.79</b>	<b>66.81%</b>
<b>Riley Creek</b>						
Lake Riley - Alum Treatment*	22,424.00		22,424.00	-	17,423.96	77.70%
Lake Susan Improvement Phase 1 *	7,106.00		7,106.00	-	-	0.00%
Lake Susan Water Quality Improvement Phase 2 *	353,365.00	100,000.00	453,365.00	2,693.17	539,036.38	118.90%
Rice Marsh Lake in-lake phosphorus load	150,000.00		150,000.00	465.10	76,017.94	50.68%
Riley Creek Restoration (Reach E and D3) *	1,427,987.00		1,427,987.00	2,286.10	119,269.55	8.35%
<b>Subtotal</b>	<b>\$1,960,882.00</b>	<b>\$100,000.00</b>	<b>\$2,060,882.00</b>	<b>\$5,444.37</b>	<b>\$751,747.83</b>	<b>36.48%</b>
<b>Purgatory Creek</b>						
Fire Station 2 (Eden Prairie)	100,262.00		100,262.00	102.72	101,318.90	101.05%
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00		50,000.00	-	-	0.00%
Lotus Lake in-lake phosphorus load control	345,000.00		345,000.00	465.10	239,227.04	69.34%
Lotus Lake - Feasibility Phase 1	18,802.00		18,802.00	-	-	0.00%
Purgatory Creek at 101*	246,259.00	(100,000.00)	146,259.00	-	24,249.38	16.58%
Silver Lake Restoration - Feasibility Phase 1	11,003.00		11,003.00	-	9,944.50	90.38%
Scenic Heights	208,957.00		208,957.00	210.00	97,468.32	46.65%
Hyland Lake in-lake phosphorus load control	20,000.00		20,000.00	-	-	0.00%
Duck Lake watershed load	220,000.00		220,000.00	2,724.00	4,769.50	2.17%
<b>Subtotal</b>	<b>\$1,220,283.00</b>	<b>(\$100,000.00)</b>	<b>\$1,120,283.00</b>	<b>\$3,501.82</b>	<b>\$476,977.64</b>	<b>42.58%</b>
Reserve	\$99,628.00	(\$58,628.00)	41,000.00	-	-	0.00%
<b>TOTAL EXPENDITURE</b>	<b>\$6,025,143.00</b>	<b>\$0.00</b>	<b>\$6,025,143.00</b>	<b>\$142,493.47</b>	<b>\$2,932,735.79</b>	<b>48.67%</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(\$30,000.00)</b>	<b>\$0.00</b>	<b>(\$30,000.00)</b>	<b>(\$28,368.79)</b>	<b>(\$808,459.01)</b>	

\*Denotes Multi-Year Project - See Table 2 for details

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Multi-Year Project Performance Analysis - Table 2**  
**October 31, 2018**

	Total Project	FUNDING SOURCE			Month Ended 11/30/18	Year To-Date	Lifetime Costs	Remaining
		District funds	Partner Fund	Grants				
<b>Programs and Projects</b>								
<b>District Wide</b>								
10-year Management Plan	\$187,000.00	\$187,000.00	-	-	240.34	34,542.25	\$211,880.34	(\$24,880.34)
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00	30,000.00	-	-	-	-	-	30,000.00
Repair and Maintenance Fund	202,005.00	177,005.00	-	-	-	-	25,000.00	177,005.00
Survey and Analysis Fund	23,792.00	23,792.00	-	-	-	-	23,792.00	-
Wetland Management	150,000.00	150,000.00	-	-	912.59	29,570.32	29,570.32	120,429.68
Groundwater Conservation	130,000.00	130,000.00	-	-	-	-	-	130,000.00
Opportunity Project*	100,000.00	100,000.00	-	-	-	-	-	100,000.00
Stormwater Ponds - U of M	64,092.00	22,092.00	42,000.00	-	-	-	-	64,092.00
<b>Subtotal</b>	<b>\$886,889.00</b>	<b>\$819,889.00</b>	<b>\$42,000.00</b>	<b>\$0.00</b>	<b>\$1,152.93</b>	<b>\$64,112.57</b>	<b>\$290,242.66</b>	<b>596,646.34</b>
<b>Bluff Creek</b>								
Bluff Creek Tributary*	292,362.00	242,362.00	50,000.00	-	4,136.66	39,745.56	94,367.02	197,994.98
Chanhassen High School *	458,000.00	208,000.00	50,000.00	200,000.00	1,955.54	340,573.23	451,095.10	6,904.90
<b>Subtotal</b>	<b>\$750,362.00</b>	<b>\$450,362.00</b>	<b>\$100,000.00</b>	<b>\$200,000.00</b>	<b>\$6,092.20</b>	<b>\$380,318.79</b>	<b>\$545,462.12</b>	<b>\$204,899.88</b>
<b>Riley Creek</b>								
Lake Riley - Alum Treatment 1st dose *	260,000.00	260,000.00	-	-	-	17,423.96	254,999.83	5,000.17
Lake Susan Improvement Phase 1 *	275,000.00	275,000.00	-	-	-	-	267,894.28	7,105.72
Lake Susan Water Quality Improvement Phase 2 *	662,491.00	330,000.00	99,091.00	233,400.00	2,693.17	539,036.38	649,070.80	13,420.20
Rice Marsh Lake in-lake phosphorus load	150,000.00	150,000.00	-	-	465.10	76,017.94	76,017.94	73,982.06
Riley Creek Restoration (Reach E and D3) *	1,565,000.00	1,265,000.00	300,000.00	-	2,286.10	119,269.55	180,495.15	1,384,504.85
<b>Subtotal</b>	<b>\$2,912,491.00</b>	<b>\$2,280,000.00</b>	<b>\$399,091.00</b>	<b>\$233,400.00</b>	<b>\$5,444.37</b>	<b>\$751,747.83</b>	<b>\$1,428,478.00</b>	<b>\$1,484,013.00</b>
<b>Purgatory Creek</b>								
Fire Station 2 (Eden Prairie)	139,287.00	20,000.00	20,000.00	99,287.00	102.72	101,318.90	120,344.26	18,942.74
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	50,000.00	-	-	-	-	-	50,000.00
Lotus Lake in-lake phosphorus load control	345,000.00	345,000.00	-	-	465.10	239,227.04	239,227.04	105,772.96
Purgatory Creek at 101*	561,094.00	561,094.00	-	-	-	24,249.38	439,084.98	122,009.02
Scenic Heights	260,000.00	165,000.00	45,000.00	50,000.00	210.00	97,468.32	148,511.26	111,488.74
Duck Lake watershed load	220,000.00	220,000.00	-	-	2,724.00	4,769.50	4,769.50	215,230.50
<b>Subtotal</b>	<b>\$1,575,381.00</b>	<b>\$1,361,094.00</b>	<b>\$65,000.00</b>	<b>\$149,287.00</b>	<b>\$3,501.82</b>	<b>\$467,033.14</b>	<b>\$951,937.04</b>	<b>\$623,443.96</b>
<b>Total Multi-Year Project Costs</b>	<b>\$6,125,123.00</b>	<b>\$4,911,345.00</b>	<b>\$606,091.00</b>	<b>\$582,687.00</b>	<b>\$16,191.32</b>	<b>\$1,663,212.33</b>	<b>\$3,216,119.82</b>	<b>\$2,909,003.18</b>

**Riley Purgatory Bluff Creek Watershed District**  
**Balance Sheet**  
**As of November 30, 2018**

**ASSETS**

**Current Assets**

General Checking-Klein	\$191,280.68
Checking-Klein/BMW	1,307,940.90
Investments-FMV	4,346.78
Investments-Standing Cash	20,197.88
Investments-Wells Fargo	3,388,782.12
Accrued Investment Interest	8,670.64
Due From Other Governments	135,536.00
Taxes Receivable-Delinquent	20,556.16
Pre-Paid Expense	48,923.03
Security Deposits	7,244.00

<b>Total Current Assets:</b>	<u><u><b>\$5,133,478.19</b></u></u>
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**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	\$940,859.50
Retainage Payable	13,469.38
Salaries Payable	15,784.30
Permits & Sureties Payable	761,416.00
Deferred Revenue	20,556.16
Unavailable Revenue	6,666.16

<b>Total Current Liabilities:</b>	<u><u><b>\$1,758,751.50</b></u></u>
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**Capital**

Fund Balance-General	\$4,183,185.70
Net Income	(808,459.01)

<b>Total Capital</b>	<u><u><b>\$3,374,726.69</b></u></u>
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<b>Total Liabilities &amp; Capital</b>	<u><u><b>\$5,133,478.19</b></u></u>
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**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Klein Bank VISA Activity**  
**November 30, 2018**

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
11/10/18	MSFT	2.02	Software	10-00-4203	Y
11/14/18	Crumb	99.25	Meeting Expense	10-00-4010	Y
11/16/18	Randy Sanitation	132.61	Trash/Recycling	10-00-4215	Y
11/19/18	American Water Resources Assoc.	849.00	Membership Dues	10-00-4245	Y
11/22/18	Verizon	350.29	Telecommunications	10-00-4240	Y
11/26/18	Randy Sanitation	62.54	Trash/Recycling	10-00-4215	Y
11/28/18	Kowalski's	92.60	Dinner/MAWD	10-00-4010	Y
11/30/18	Arrowwood	207.50	MAWD	10-00-4010	Y
11/30/18	Arrowwood	295.80	MAWD	10-00-4010	Y
11/30/18	Arrowwood	311.25	MAWD	10-00-4010	Y
11/30/18	Arrowwood	311.25	MAWD	10-00-4010	Y
11/30/18	Arrowwood	311.25	MAWD	10-00-4010	Y
11/30/18	Arrowwood	311.25	MAWD	10-00-4800	Y
11/30/18	Arrowwood	311.25	MAWD	10-00-4800	Y
11/30/18	Arrowwood	622.51	MAWD	10-00-4265	Y
11/30/18	SuperAmerica	25.33	Vehicle Fuel	10-00-4320	N
11/30/18	Arrowwood	(103.75)	Refund on Room	10-00-4010	N
12/03/18	SuperAmerica	25.33	MAWD Expense	10-00-4320	Y
12/05/18	Arrowwood	(103.75)	Refund/MAWD	10-00-4010	Y
12/06/18	United	220.40	AWRA Meeting	10-00-4265	Y
12/07/18	Target	36.50	Voice Recorder	10-00-4200	Y
12/13/18	Adobe	16.10	Adobe	10-00-4203	Y
12/19/18	Buca	140.45	Manager Expense	10-00-4010	Y
12/20/18	Verizon	500.58	Telecommunications	10-00-4240	Y
		<b>\$5,027.56</b>	<b>General Administration Total</b>		
11/13/18	Holiday Stores	76.73	Vehicle Fuel	20-05-4260	Y
11/15/18	Smith Eden Prairie	35.68	MWS Event	20-08-4260	Y
11/15/18	Science Talk	250.00	Education Training	20-08-4265	Y
11.15.18	Banner World	227.07	Education Material	20-08-4275	Y
11/15/18	Smith Eden Prairie	42.88	MWS Event	20-08-4205	N
11/15/18	Smith Eden Prairie	(12.00)	MWS Event	20-08-4205	N
11/16/18	Kowalski's	33.98	Meeting Supplies	20-08-4260	Y
11/19/18	Speedway	55.00	Vehicle Fuel	20-05-4260	Y
11/21/18	Adobe	206.03	Software	20-08-4203	Y
11/21/18	Adobe	515.27	Software	20-08-4203	Y
11/21/18	Adobe	515.27	Software	20-08-4206	Y
11/21/18	IWRM	25.00	Conference Abstract Fee	20-08-4250	Y
11/21/18	North American Lake Mgmt.	144.00	Membership Dues	20-05-4245	Y
11/21/18	World Auto Repair	1,373.11	Vehicle Maintenance	20-05-4322	Y
11/27/18	Office Depot	157.81	Printer Paper	20-08-4208	Y
11/27/18	Office Depot	42.91	Business Cards	20-08-4208	Y
11/27/18	Reeds Family Outdoor	587.80	Ice Shelter	20-08-4635	Y
11/28/18	Delta	261.40	Science Talk Confernee	20-08-4265	Y
11/28/18	Amazon	131.68	Education Material	20-08-4260	Y
11/28/18	Amazon	14.17	Education Material	20-08-4260	Y
11/29/18	Amazon	37.52	Education Material	20-08-4260	Y
11/30/18	Amazon	28.34	Education Material	20-08-4260	Y
11/30/18	Amazon	25.90	Education Material	20-08-4260	Y
12/04/18	U of M Bookstore	26.51	CAC Recognition	20-08-4260	Y
12/04/18	Holiday Stores	59.45	Vehicle Fuel	20-05-4260	Y
12/04/18	GoPro	(86.50)	Refund on Equipment	20-05-4635	N
12/05/18	Cub	35.35	Education Supplies	20-08-4260	Y
12/05/18	Shutterfly	59.65	Education & Outreach	20-08-4250	Y
12/06/18	USPS	321.50	Postage Meter	20-08-4280	Y
12/07/18	Office Depot	10.73	Printer Paper	20-08-4208	Y
12/10/18	McMaster-CARR	32.28	Data Collection Supplies	20-05-4201	Y
12/10/18	Home Depot	10.32	Data Collection Supplies	20-05-4201	Y
12/10/18	Home Depot	182.44	Data Collection Supplies	20-05-4201	Y
12/10/18	UPS	186.47	Postage Equipment	20-05-4280	Y
12/10/18	Hologram	60.44	Data Collection Supplies	20-05-4201	Y
12/10/18	Adafruit	59.10	Data Collection Supplies	20-05-4201	Y

**RILEY PURGTORY BLUFF CREEK WATERSHED DISTRICT**  
**Klein Bank VISA Activity**  
**November 30, 2018**

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
12/10/18	Voltaic	88.00	Data Collection Supplies	20-05-4201	Y
12/10/18	MaxBotix	239.11	Data Collection Supplies	20-05-4201	Y
12/10/18	SODAQ	78.91	Data Collection Supplies	20-05-4201	Y
12/10/18	Amazon	6.99	Data Collection Supplies	20-05-4201	Y
12/10/18	Amazon	147.80	Data Collection Supplies	20-05-4201	Y
12/10/18	Amazon	47.92	Data Collection Supplies	20-05-4201	Y
12/10/18	Amazon	225.91	Data Collection Supplies	20-05-4201	Y
12/10/18	Amazon	6.99	Data Collection Supplies	20-05-4201	Y
12/10/18	Hologram	60.44	Software of Monitoring	20-05-4203	Y
12/11/18	Kowalskis	168.69	Volunteer Event	20-08-4260	Y
12/11/18	Office Depot	417.11	Printer Paper	20-08-4208	Y
12/11/18	WINZIP	32.20	Data Collection Supplies	20-05-4201	Y
12/11/18	Office Depot	21.46	Printer Paper	20-08-4208	Y
12/11/18	Science First	525.53	Data Collection Supplies	20-05-4201	N
12/13/18	Cloud 9 Car Wash	204.30	Data Collection	20-05-4260	Y
12/13/18	Holiday Stores	18.22	Data Collection	20-05-4260	Y
12/13/18	Amazon	108.58	Winter Festival	20-05-4260	Y
12/13/18	Zoho	420.00	Tracking Software/ Education & Outr.	20-05-4203	Y
12/13/18	Cub	33.96	Training & Education	20-05-4265	Y
12/13/18	Hologram	50.00	Data Collection Supplies	20-05-4201	Y
12/17/18	NALMS	485.00	National Water Quality Conference	20-05-4265	Y
12/17/18	Dan's Southside Marine	763.52	Boat Repair	20-05-4201	Y
12/17/18	Amazon	147.80	Data Collection Supplies	20-05-4201	Y
12/18/18	SW Chamber of Commerce	50.00	Event Advertising	20-08-4260	Y
12/18/18	SW Chamber of Commerce	355.00	Membership Fees	20-08-4260	Y
12/18/18	Delta	136.40	Water Quality Conference Travel	20-05-4265	Y
12/19/18	Forestry Suppliers	204.84	Data Collection Supplies	20-05-4201	Y
12/20/18	AWRA	700.00	Integrated Water Resources	20-08-4265	Y
12/20/18	ASCE	68.95	Education Material	20-08-4205	Y
12/20/18	City of Eden Prairie	80.00	Volunteer Appreciation	20-08-4205	Y
		<b>\$11,626.92</b>	<b>District-Wide Total</b>		
		<b>\$16,654.48</b>	<b>GRAND TOTAL</b>		

Item\_\_\_\_\_: Appointment of members to the 2019 Citizens Advisory Committee

#### Posting

Applications were posted from November 8th, 2018 to Dec 20, 2018. Positions were advertised through the same channels as last year: district website, social media, and newsletter; local news papers; city and other local partners; lake groups; volunteers networks and others.

#### Applications received

- The 8 current members of the CAC reapplied. In addition, outgoing committee chair Paul Bulger asked to submit his application for the managers consideration. He would like to serve on the committee for a transition period from January to March when he will be moving and leaving the district.
- 7 new applications were received.
- 2 applications for individuals who do not live in the district were received. These are included for reference.

All applications are summarized in a table, and a map showing residence. This is followed by applications for returning members (in alphabetical order by last name) and then new applicants (also alphabetical).

Notes	New/Returning	First name	Last name	City	Sub-watershed
	Returning	Jim	Boettcher	Chanhassen	Bluff Creek
Would like to stay on CAC for transition period from Jan-March	Returning	Paul	Bulger	Eden Prairie	Purgatory Creek
	Returning	Anne	Deuring	Minnetonka	Purgatory Creek
	Returning	Pete	Iverson	Eden Prairie	Mitchell Lake
	Returning	Matt	Lindon	Eden Prairie	Riley Creek
	Returning	Sharon	McCotter	Chanhassen	Lake Lucy
	Returning	Joan	Palmquist	Eden Prairie	Red Rock Lake
	Returning	Marilynn	Torkelson	Eden Prairie	Red Rock Lake
	Returning	Lori	Tritz	Eden Prairie	Purgatory Creek
	New	Scott	Bryan	Chanhassen	Lake Riley
	New	Barry	Hofer	Eden Prairie	Purgatory Creek
Submitted online twice. Both applications are included	New	Daryl	Kirt	Chanhassen	Lotus Lake
	New	Dennis	Kopfmann	Chanhassen	Lotus Lake
	New	Janet	Neville	Eden prairie	Purgatory Creek
	New	Samir	Penkar	Eden Prairie	Mitchell Lake
	New	Ali	Tuttle	Chanhassen	Lake Riley
Lives Outside of RPBCWD	New	Jamie	Bojado	Bloomington	Outside of RPBCWD
Lives outside of RPBCWD	New	Amber	Wickenhauser	Victoria	Outside of RPBCWD

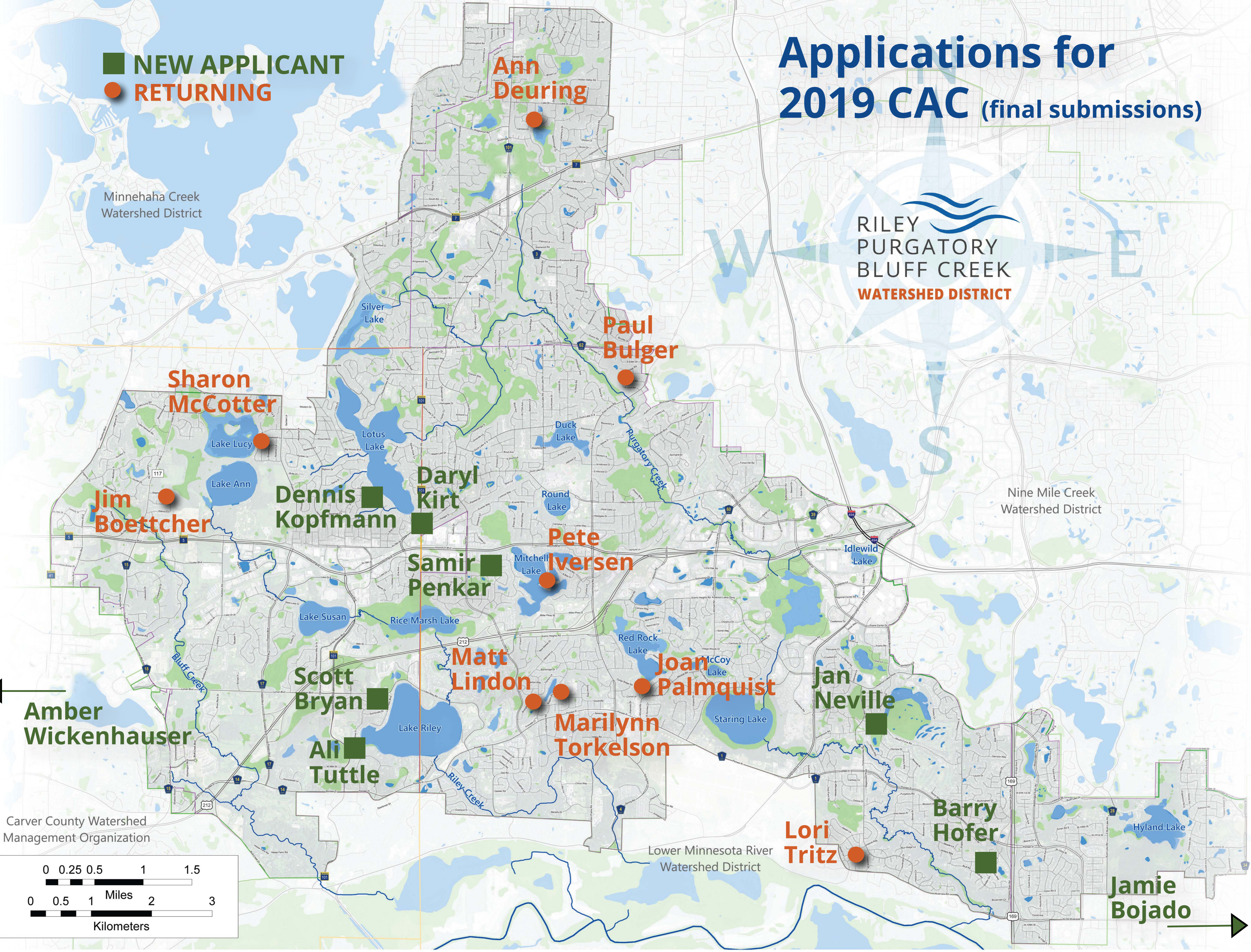
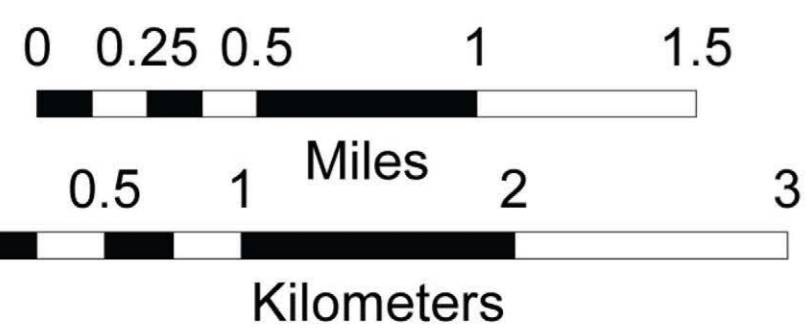


# Applications for 2019 CAC (final submissions)

■ NEW APPLICANT  
● RETURNING

RILEY  
PURGATORY  
BLUFF CREEK  
WATERSHED DISTRICT

Carver County Watershed  
Management Organization





## Returning applicant

Please send via email to [mjordan@rpbcwd.org](mailto:mjordan@rpbcwd.org), or to the address below:  
14500 Martin Drive, Suite 1500, Eden Prairie 55344



Application:  
Citizen Advisory Committee (CAC)  
deadline: 28 Nov 2016

Name: Jim Boettcher

Address (if you are employed in the District, please list address of employment):  
7476 Crocus Court Chanhassen, MN 55317

Email: [jaboettch1@aol.com](mailto:jaboettch1@aol.com)

Phone Number: 612-201-4381

Which sub-watershed are you part of? (example: Duck Lake, Riley Creek, etc. Don't know? leave blank)  
Bluff Creek

Why are you interested in becoming a Citizen Advisor for the Watershed District?

Have been involved in lake/stream related issues for over 30 years, as a member of several different advisory committees and commissions in 5 states. Currently a member of the Chanhassen Parks and Rec Commission, Carver County Parks Commission, Carver County Water Management Organization and the DNR's Statewide AIS Advisory Committee. Would like to continue my involvement with the watershed district to help solve water related issues in the district.

What do you hope to accomplish while serving on the committee?

Review all current and future projects in the district; take input from the public on pressing issues; provide guidance to district managers on project objectives.

What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?

Past experience with other watershed management organizations, ability to work with others in resolving issues, personal desire to see improvement in water related issues.

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

Need to work with lake organizations to limit amount of contaminants introduced into area lakes, including input from watershed district staff and research groups.

# Returning applicant

## Application for Citizen Advisory Committee (CAC)

**Name:** Paul Bulger

**Email:** paul.bulger@bsci.com

**Phone:** 952-933-2382

### Which sub-watershed are you a part of?

Purgatory Creek

### Why are you interested in becoming a Citizen Advisor for the Watershed District?

I have been a life-long enthusiast of spending time outdoors and concerned about protecting earth's natural resources. I greatly enjoy the various city, county, state and national parks and other preserved lands. In particular, I appreciate that the Twin Cities metro area has an abundance of lakes, creeks and rivers, with good public access. My present home and backyard abuts the Timber Creek Conservation Area along Purgatory Creek. I frequently enjoy spending time viewing the Conservation Area, which is a great floodplain and vegetated area, with abundant wildlife. I also regularly use the trail system and kayak in the lakes, so think it is important to protect these resources.

### What do you hope to accomplish while serving on this committee?

I would like to see the Watershed District continue to protect this valuable resource by maintaining responsible regulations to oversee development and land use in sensitive areas. Further, I feel it is important to have effective programs to educate the public about responsible water protection, to help a large segment of society to appreciate how their daily behaviors affect watershed protection. I am looking to use my technical skills and understanding of the regulatory process to help the District protect resources, while working with residents to find the right balance between varied interests.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?

My background includes a valuable mix of expertise with the natural sciences and government regulations. I obtained a BS in Geology and MS in Hydrogeology. The initial part of my career was in the area of groundwater protection, working in the environmental field for 13 years. I have continued to work with regulations for the past 15 years. This combined experience gives me solid skills to understand the District mission and help to protect creeks, rivers and lakes. I would also like to use by experience with groundwater protection to enhance the groundwater protection elements within the 10-year Plan. I have been a member of CAC in 2015 and 2016, and given the time it takes to understand the Watershed history, would like to continue contributing to the watershed.

### One of the roles of CAC members is to identify education needs in the community. What is one need related to water, that you have seen?

Develop RPBCWD water resources information that is readily available and easy to understand to help the general public be aware of the lakes and creeks, what monitoring and restoration programs have been completed, and elevate a shared concern about protecting the resources for the future.

# Returning applicant

## 2019 CAC Application

### Name

Anne Deuring

### Address where you reside

17149 Chiltern Hills Road, Minnetonka, MN 55345

If you are employed in the watershed district, please also list that address

### Email address

adeuring@comcast.net

### Phone number

952-938-4193

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I am interested in the protection of our water. Selfishly, I learn a lot being on the CAC.

### What do you hope to accomplish while serving on the committee?

I hope to get better at finding my voice at the right time to contribute to advising and decision making.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I prepare well (do all the reading, respond when asked), am dependable, and willing as my schedule allows. I will never be able to attend a Board meeting due to Wednesday night choir rehearsal. I also have significant family caretaker duties.

### One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

We need to prevent anything other than rain from going down a storm sewer. Many people are not "earthy" people and do not know this. However, just knowing the seedy underbelly of storm drains doesn't prevent stuff from going down. We need tools and action.

### Are you able to commit to attending monthly meetings and special topic meetings as needed?

Yes



## Returning applicant

Please send via email to [mjordan@rpbcwd.org](mailto:mjordan@rpbcwd.org), or to the address below:  
14500 Martin Drive, Suite 1500, Eden Prairie 55344



Application:  
Citizen Advisory Committee (CAC)  
deadline: 28 Nov 2016

Name: Peter Iversen

Address (if you are employed in the District, please list address of employment):

Email: [petegiversen@yahoo.com](mailto:petegiversen@yahoo.com)

Phone Number: 952-934-2454

Which sub-watershed are you part of? (example: Duck Lake, Riley Creek, etc. Don't know? leave blank)

We have lived on Mitchell Lake for 30 years

Why are you interested in becoming a Citizen Advisor for the Watershed District?

Communication to and from Michell Lake homeowners assn currently President, and an officer of The Mitchell Lake assn it helps all of us if I am on the Cac because It makes communication happen, I have helped to work for all and get along with the many factions .Pete

What do you hope to accomplish while serving on the committee?  
Improve communications between all groups

What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?

I have worked in many groups and organizations to lead, and foster best practices and respect for all.

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

Education at the local level using the talent we already have to communicate and educate at several levels

## Returning applicant

### Application: Citizen Advisory Committee

Name: Matt Lindon

Email: [matt.lindon@gmail.com](mailto:matt.lindon@gmail.com)

Phone Number: 612-812-4418

#### **Which sub--watershed are you part of?**

Riley Creek,

#### **Why are you interested in becoming a citizen advisor for the Watershed District?**

Technical background in water quality, strong understanding water issues across the state.  
I have the perspective of home owner who owns Stormwater pond shore land.

#### **What do you hope to accomplish While serving on the committee?**

Make helpful suggestion to the board and offering expertise if asked.

#### **What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?**

- Three years of experience on the CAC
- One Year experience on the TAC
- Collaborator and positive about water quality
- Recently completed the Master Water Stewart class through the watershed
- An experienced limnologist with the MPCA
  - TMDL's
  - Lake Restoration
  - Blue Green Algae
  - Lake and River Eutrophication
  - Surface Water Assessment

#### **One of the Roles of CAC members is to identify Education needs in the community.**

#### **What is one need, related to water, that you have seen?**

Examples that draw people in to make their own water friendly decisions. I feel like we have huge opportunity to make improvements individual home water use and landscape practices.

# Returning applicant

## 2019 CAC Application

### Name

Sharon McCotter

### Address where you reside

7000 Utica Lane, Chanhassen, MN, 55317

If you are employed in the watershed district, please also list that address

### Email address

sharon.a.mccotter@wellsfargo.com

### Phone number

952-934-2440

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I am very interested in staying involved as a CAC member to continue to learn and grow my knowledge on local water issues and to provide whatever support the watershed managers need to advance protecting our waters. My longevity on the CAC has provided some value in the past and hope it will going forward. The more I learn, the more my confidence grows especially when talking with others.

### What do you hope to accomplish while serving on the committee?

I continue to be excited and energized with the sub-committee approach the CAC has been using the past year. That approach has given CAC members the opportunity and frankly permission to participate and champion water causes that they are interested in. I've seen a renewed interest by several CAC members since taking this approach. Members feel like they are really contributing and making a difference. I also really like the external focus of our work of late and also how the board of managers is entrusting us with more and more opportunities to learn and help i.e. the 10 year plan comment process, the website and of late the cost share process. Staff continue to invest in us so we can be better water stewards i.e. the Wetland Walk. The excitement over water protection last year was really contagious both within and outside the CAC.

I would like to continue:

- Learning and sharing at appropriate levels within my community
- Improving the CAC infrastructure i.e. on-boarding new CAC members, balancing CAC action with CAC education
- Awareness and involvement in move volunteer opportunities
- Supporting fellow CAC members with the passion projects

### **What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?**

- As CAC vice chair, I've been responsible to help with agenda creation, minute review and meeting facilitation
- Strong organizational skills
- Reliable
- Developing stronger water resource network; including reaching out to other neighboring watershed
- Becoming a better listener
- Long standing member of CAC (8+ years)
- Master Water Steward - Led my 2nd storm drain lead cleanup campaign (Chanhassen Community Cleanup for Water Quality); expanded the clean-up through the Chanhassen Environmental Commission; volunteered with numerous initiatives this year i.e. tree planting at Scenic Height school forest, manning a booth at the State Fair for Adopting a Drain
- Worked with the Silver Lake Association to help them jump start their storm drain stenciling program

### **One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?**

While there are lots of resources, it's often daunting for the average person to know where to go for answers when they want/need to do a water related project. Many people are curious about rules, laws, etc. but are reluctant to ask, fearing there will be a spotlight on them and their property going forward. Past experiences with the DNR have not proved fruitful and have actually caused folks to take aversive action. How do we provide a safe haven for folks to ask question so they are armed with good information when making water related decisions?

There needs to be a written concise way of explaining jurisdiction and whose rules take precedent over others. If it's not crystal clear to all of us and there may be a perception that there is no "safe haven" to ask questions, we aren't really fostering the spirit of compliance even when folks might want to comply. this continues to be a big opportunity for the watershed.

### **Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes

# Returning applicant

**To: Michelle Jordan**

**Application for Citizen Advisory Committee (CAC)**

**Name:** Joan E. Palmquist  
8905 Cove Pointe Road  
Eden Prairie, MN 55347

I am NOT employed by the district

**Email:** [Joan.Palmquist@outlook.com](mailto:Joan.Palmquist@outlook.com)    **Phone:** 952-829-5316 home  
612-590-9965 cell

**Which sub-watershed are you a part of?** Red Rock

**Why are you interested in becoming a Citizen Advisor for the Watershed District?**

I see this as the next level of involvement in my own journey: moving from unaware, to aware, to active on water quality and achieving sustainable uses for the lakes in our community, and the role of the Watershed District. My husband and I attended a “Evening with the Watershed District” years ago, and from that became aware of and participated in programs like the Shallow Lakes Symposium, the tour of the watershed district, and we are recipients of a cost sharing grant for lakeshore restoration (planted in spring of this year). I just retired and now have time to get more involved in topics of interest to me—like this.

**What do you hope to accomplish while serving on this committee?**

I hope to help educate and engage more members of our community in the importance of preserving our water quality, the vital role the watershed districts play in this important work, and what individuals can do.

**What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?**

- Marketing and research consultant for nearly 40 years, with skills to conduct and analyze survey research as well as understand data and make it tell a story. (Retired EVP from GfK)
- Journalism training, grant writing experience
- General business management experience, (running meetings, goal setting, strategic planning, team building, writing, MS Office tools, etc.)
- Interest, enthusiasm and energy for the topic

**One of the roles of CAC members is to identify education needs in the community. What is one need related to water, that you have seen?**

**I see a need for education and awareness building on issues related to what individuals can do.**

At the first "Evening with the Watershed" I came away with a much better understanding of the ecosystem of our shallow lake, and several ideas of things we could do like aerating, letting the grass grow longer, etc. I believe education is critical to make people aware of the big picture, but also of what they can personally do to have an impact. I'd like to help improve education and awareness, especially of those who live directly on the lakes.

This could involve, for example, articles or letters to the editor in the local papers, or a column on what people can be doing at certain times of the year, or additional survey analysis.

In addition, there are several large landscaping companies that serve our community (like C'N R) and it might be worthwhile to talk with them about including educational materials to their clients, or improved practices (e.g. cut grass longer) as part of their offerings.

# Returning applicant

Please send via email to [mjordan@rpbcwd.org](mailto:mjordan@rpbcwd.org), or to the address below:  
18681 Lake Drive East, Chanhassen MN 55317



Deadline: **27 November 2017**

Application:  
Citizen Advisory Committee (CAC)

Name:



Marilynn Torkelson  
8956 Braxton Dr  
Eden Prairie, MN 55347

Address with

(Please also list address of employment)

Email:

*marilynnTorkelson@gmail.com*

Phone Number:

*952 906-1482 home  
952 240-1496 cell*

Why are you interested in becoming a Citizen Advisor for the Watershed District?

*I am interested in preserving/restoring aquatic plants, animals, and their habitat.*

What do you hope to accomplish while serving on the committee?

*I hope to provide knowledge about local native plant communities & how they help keep water clean & even restore water quality.*

What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

*I am a Master Water Steward, Master Naturalist and President of Prairie Edge Chapter of Wild Ones. Wild Ones is a national non profit with local chapters interested in healing the earth one yard at a time.*

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

*Property owners have the power to make a difference.*

Are you able to commit to attending monthly meetings and special topical meetings as needed?

yes

no

## Returning applicant

**Subject:** Re: Applications open for members of watershed district Citizen Advisory Committee

**Date:** Thursday, October 26, 2017 at 8:32:29 PM Central Daylight Time

**From:** LORI

**To:** Michelle Jordan

Application: Citizen Advisory Committee (CAC) Name: Address where you reside: \

Lori Tritz

10346 Englewood Drive Eden Prairie MN 55347

NOTE: i live on the very very edge of the district but am in the tax district

if you are employed in the District, please also list address of employment

I work from home

Email: Phone Number: Why are you interested in becoming a Citizen Advisor for the Watershed District?

- I am currently the chair of the Eden Prairie Conservation Commission, and on the Water and Landscape (pollinators) work group. In addition I am a Master Water Steward. I would like to stay current with the water concerns in the district as well as encourage partnership between the city and the watershed district for water quality issues and projects.

What do you hope to accomplish while serving on the committee?

- partnership with watershed district and city to meet common goals.

one particular goal I have is water quality improvement on Staring Lake (to start) - with removal of buckthorn and restoration of the woodland ecosystem

- later extend to all lakes in EP

- development of "local neighborhood " ownership of the lakes you live closest to

What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

- Master Water Steward

- Master Naturalist

- Background in marketing communications, graphic design; training/education, and training/education development

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

- I comment i have heard frequently is "why we need to conserve water here in MN, land of 10000 lakes and lots of rainfall. More education on aquifer recharge.

- partnering with conservation clubs at high schools

- turf vs native species

Are you able to commit to attending monthly meetings and special topical meetings as needed? Yes (as long as they are not held the 2nd Tuesday of the month)



# New applicant

## 2019 CAC Application

### Name

Scott Bryan

### Address where you reside

9211 Lake Riley Blvd., Chanhassen, MN 55317

### If you are employed in the watershed district, please also list that address

18725 Lake Drive East, Chanhassen, MN 55317

### Email address

srbryan@comcast.net

### Phone number

612-804-3823

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I have a scientific training (Ph.D. chemist) and am interested in environmental issues for our community. Since lakes and creeks are the highlights of this area, I want to learn more about them. This is a volunteer activity that I could see doing as I transition into retirement.

### What do you hope to accomplish while serving on the committee?

Personally, I want to learn about how the watershed interacts as a whole. Rather than focus on one part, I am interested to learn about the major factors that influence the whole watershed. I have lived in the watershed for 25 years (23 in Eden Prairie and 2 in Chanhassen) so nearly all my friends live here too. I think I can represent the citizens in the watershed, based on my 25 years living in it, and provide solid advise to the Board.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

1. 25 years living in the watershed - brought up our 2 kids here
2. A Ph.D. in Analytical Chemistry could be helpful to the watershed staff
3. Ready for volunteering as I look toward retirement
4. I am President of a local business that operates in the watershed

### One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

Since so much of the watershed land is residential, most citizens that are not on a lake and they do not know what they can do to help with the recreational water quality. They assume all their water runoff just goes into a storm sewer and into a holding pond, so they have way to contribute. Educating neighborhoods on what they can do to keep creeks and lakes clean from undesired runoff should be done. We should provide a list of best practices.

**Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes

# New applicant

## 2019 CAC Application

### Name

Barry Hofer

### Address where you reside

10464 Shelter Grove; Eden Prairie, MN 55347

### If you are employed in the watershed district, please also list that address

NA

### Email address

barry\_hofer@hotmail.com

### Phone number

(952) 250-0293

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I have developed a real passion for water. I have always had an interest in its beauty and respected its importance despite its apparent abundance to most people. However, it has been my position on the Board of Directors of Great River Greening that has encouraged me to look for opportunities to get involved with water conservation, quality and education. Great River is dedicated to preserving and improving water and land in Minnesota. It is through this position that I have learned about the importance of watersheds. I feel that serving as a Citizen Advisor will allow me to make a contribution to the success of RPBCWD in its role of protecting, managing and restoring water resources within the district. Making such a contribution would be rewarding to me and it would also serve to advance my knowledge of water and what we can do as citizens to preserve it.

### What do you hope to accomplish while serving on the committee?

I'm a team player, so I would plan to make a contribution wherever it was most needed. I will have a better understanding of where I could do this, once I have a sense of the inner workings of the Committee. However, at a high level I would expect to educate myself on the issues within the district to such an extent that I could serve as a functioning member of the committee in developing programs and activities to improve and protect water resources. I would be new to the committee, but I would commit to making the extra effort to be a functioning contributor from day 1. I would also expect to be an active volunteer, where needed, to personally assist in accomplishing the hands-on work of the mission.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I have served more than 20 years as a corporate finance executive, and have extensive experience diagnosing and solving complex issues. I'm also an excellent communicator, having

worked with people at all levels of an organization in working toward a collective mission. While I do not have a formal project management certification, I have acted in a project management capacity at various points in my career, developing a strong aptitude in planning and executing project plans (i.e. I can make sure things get done the right way and on time).

**One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?**

I feel that most people simply are not aware that we have water quality issues right here in Minnesota, and specifically within the watershed. Unless people have heeded a warning about Zebra mussels or encountered a rare closed beach, I believe the community at large does not believe there are issues (or potential issues down the road) with water quality in the district. I would like to be a part of developing a solution to that education gap.

**Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes

# New applicant

## 2019 CAC Application

### Name

Daryl Kirt

### Address where you reside

50 Hill Street

If you are employed in the watershed district, please also list that address

### Email address

nate@hookedonclassics.com

### Phone number

952 994-4527

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I have lived on Lotus Lake for 32 years. I am concerned with the amount of chemicals and pollutions in our Watershed. I want to see how we can help keep our most precious resource clean for future generations.

### What do you hope to accomplish while serving on the committee?

I want to keep our water clean for future generations. I think education is the key to help get the word out what we all need to do.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I am a Vietnam Vet who served in country. I seen first hand what chemicals can do to a ecosystem. I want to help stop the damage here before it is to late.

### One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

I have been reading Silent Spring. I am amazed how everything that is happening now was described 40 years ago. I think people need to be educated on how much damage they are doing by the chemicals they are using. For example, the amount of yard chemicals being used is staggering. I don't think as many people would use so much chemicals if they knew the damage it is causing and how harmful it is.

### Are you able to commit to attending monthly meetings and special topic meetings as needed?

Yes

**(Duplicate)**

## **2019 CAC Application**

### **Name**

Daryl Kirt

### **Address where you reside**

50 Hill Street Chanhassen MN 55317

**If you are employed in the watershed district, please also list that address**

### **Email address**

nate@hookedonclassics.com

### **Phone number**

9529944527

### **Why are you interested in becoming a Citizen Advisor for the watershed district?**

I want to protect our most valuable resource for future Generations. Our water is being polluted faster then we are aware of.

### **What do you hope to accomplish while serving on the committee?**

I want to help teach and educate our community on how we can better protect our water.

### **What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?**

I am a Vietnam Vet who served over seas. I have seen how destructive chemicals are on the land the environment. I want to help keep our resources as pure and clean as possible.

### **One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?**

I believe if people knew how much damage they are doing by over fertilizing and treating there yards they would think differently. Our yards don't need to be treated the way we have all been taught. There are a lot of other great grasses and better ways to fertilize.

### **Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes

# New applicant

## 2019 CAC Application

### Name

Dennis Kopfmann

### Address where you reside

7415 Frontier Trail, Chanhassen, MN. 55317

### If you are employed in the watershed district, please also list that address

no

### Email address

dkopfmann@nexnat.com

### Phone number

cell 415-637-0707; home 952-937-2790

### Why are you interested in becoming a Citizen Advisor for the watershed district?

As a citizen advisor to the district, I would have a active role in discussing improvements and issues that impact the water quality and preservation of the RPBWCWD. We have lived in the district for 30 plus years. Having previously lived on Purgatory Creek in Eden Prairie and currently living on Lotus Lake. I'm interested in the district management. I have seen what it takes to educate residents on matters that affect both creeks and lakes in the district. A pro preservation stance has helped to improve the districts resources.

I'm also interested in monitoring and protecting the lakes and creeks from aquatic invasive species (i.e. zebra mussels) in the district. I'd like to participate in the management decisions related to the zebra mussel actions and prevention.

### What do you hope to accomplish while serving on the committee?

Our water resources are very important part of our communities. In this volunteer position it's my goal to do whatever I can to assist the district in achieving their goals in managing the district. Resident awareness of the district goals and issues is something that I hope can assist in. Additionally, I would be interested in assisting, participating and providing guidance in coordination of volunteer activities.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

In my past employment positions I have had experiences in management and leadership roles. Now being semi-retired I hope that I could bring those skills to the district. I have organized groups that were successful in implementing various protocols in projects to achieve successful outcomes.

**One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?**

Water runoff from nearby areas certainly can affect the water quality in our lakes, creeks and ponds. An example , Lotus lake contains a high degree of salt content and other contaminants due to runoff. Better containment and management of various runoff issues would be beneficial in keeping the waters at at a higher quality level.

**Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes



# New applicant

## 2019 CAC Application

### Name

Janet Neville

### Address where you reside

11742 Mount Curve Road, Eden prairie 55347

If you are employed in the watershed district, please also list that address

### Email address

janeville@comcast.net

### Phone number

612-581-4554

### Why are you interested in becoming a Citizen Advisor for the watershed district?

This Fall I completed the Master Water Steward program for RPBCWD. Through the program I learned the about the issues and increasing threats to our water and the importance of education and best management practices and programs to conserve and protect our water. Serving on the CAC would fit with my water steward work and deepen my knowledge base and involvement within the water district - a great way to expand on an area that I'm already passionate about.

### What do you hope to accomplish while serving on the committee?

I hope to use my training and skills to serve the community in an area that I see as crucial to the health of the people and the environment. I hope to increase my knowledge base and understanding of the issues and solutions. I hope to contribute to new ideas and ways to facilitate the goals and work of the water district.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I completed the Master Water Steward program so have a working knowledge of the issues facing our water. I have long been active in supporting environmental advocacy and groups including chairing our Caring for Creation group at church. I am organized and dependable about showing up and following through with ideas and actions.

I have a rain garden in our yard and my husband and I are doing a small prairie restoration on land behind our house that will also include a rain garden so I can speak to the benefits of a BMP closeup.

I like getting my hands dirty.

**One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?**

I see a need and opportunity in native plantings and rain gardens. I think people are becoming more aware of the importance of native plants in terms of supporting pollinators so it would work to expand on that with the water benefits of native plants as well as the use of rain gardens. As native planting sites and rain gardens continue to pop-up in the community people have more opportunities to learn about and understand their value, and the initial resistance to the "messiness" of the native plants will shift to accepting and embracing them.

**Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes

# New applicant

## 2019 CAC Application

### Name

Samir Penkar

### Address where you reside

7915 Cimarron Ln, Eden Prairie, MN 55347

If you are employed in the watershed district, please also list that address

### Email address

samirpenkar@gmail.com

### Phone number

9522506418

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I recently joined the Water Steward program and was exposed to the world of water quality, conservation and policy. As I learn more about water, I believe getting hands on involvement with the folks who are actively working in this area will greatly accelerate my knowledge, connections and awareness. This is also a role that I feel I can do justice to in terms of time commitment, the nature of the role and expertise.

### What do you hope to accomplish while serving on the committee?

1. Greater Awareness: Around water quality, conservations, how water districts function and policy.
2. An excuse to connect with my community: I live in Eden Prairie and I believe this can be a wonderful forum to connect with other Eden Prairie residents and raise their awareness about the issues and challenges with water

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I'm an indv©pendant consultant in the areas of program and project management. I can bring those skills to help organize and execute the responsibilities of the committee.

Having also spend time in marketing, I feel I can bring that expertise to help spread awareness around this important issue

Being an Indian, I'm well connected to the South Indian community in the Twin Cities, and I can introduce water issues to that cohort

Good are performing research and providing critical feedback on reports and papers

### One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

I believe basic awareness about issues and challenges related to water is lacking. Introducing more and more folks to water issues through the medium that they consume and at the forums where aggregate is one need I see.

**Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes

# New applicant

## 2019 CAC Application

### Name

Ali Tuttle

### Address where you reside

9550 Foxford Road, Chanhassen

If you are employed in the watershed district, please also list that address

### Email address

alituttle10@gmail.com

### Phone number

612-703-4317

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I see a need to raise awareness among local citizens in our area of the issues facing our environmental waters and the flora and fauna that rely on them. We can't expect progress in the health and wellness of our lakes, streams, rivers and marshes without some level of passionate involvement or at least recognition from the local community. This committee's work appears to support this need.

### What do you hope to accomplish while serving on the committee?

Increase awareness at the grassroots level - bringing more neighborhoods into the conversation and spurring more individuals to action.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I am a teacher of young children at a magnet school in the metro area. This experience and my expertise is a great fit for educating the completely uninitiated and bringing a creative and collaborative mindset to this goal.

### One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

There appears to be some ignorance - innocent or otherwise - of the watershed impact from inappropriate use of chemicals and materials and the physical creation of structures and grading, by individuals, families and corporations for improvement their personal or business properties.

### Are you able to commit to attending monthly meetings and special topic meetings as needed?

Yes

# Does not live in RPBCWD

## 2019 CAC Application

### Name

Jamie Bojado

### Address where you reside

4909 West 114th St.

If you are employed in the watershed district, please also list that address

### Email address

jhierlmaier@gmail.com

### Phone number

952-564-4189

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I care deeply about clean water. My husband and I will raise our three children next to the river valley, and we want to encourage them to love it and nurture it.

### What do you hope to accomplish while serving on the committee?

I will be focusing on a dual major at the U of M. I hope to study environmental sciences policy and management, and Spanish. I would like to focus on education and communication. In the future I hope to serve my community in environmental education and advocacy. For now, I am learning and contributing however possible to gain experience.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

Passion and fearlessness are my greatest strengths. I have years of experience in hospitality working with people to accomplish tasks on impossible deadlines. I speak fluent Spanish, and come from Native and Mexican descent. I would like to embrace the entire community with education initiatives.

### One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

I would like to see more education about compost, and recycling in public education. The history of garbage, and its solutions should be included. Connecting with police stations for national night out in neighborhoods would be great. Literature (stickers) for natural cleaning mixtures, storm drain maintenance, and proper disposal info could be shared as a talking point for communities. Policy is one of the greatest ways we can have an impact on Minnesota's water, so I would also like to see citizen outreach and education on legislation, and lobby days.

**Are you able to commit to attending monthly meetings and special topic meetings as needed?**

Yes

# Does not live in RPBCWD

## 2019 CAC Application

### Name

Amber Wickenhauser

### Address where you reside

9080 Meadow Way

If you are employed in the watershed district, please also list that address

### Email address

Amberwicke11@gmail.com

### Phone number

6513047129

### Why are you interested in becoming a Citizen Advisor for the watershed district?

I am interested in pursuing a field within environmental management, as well as a position that holds many of my values and ethical viewpoints for how I want to handle environmental problems. I think this position would help me get some hands on and education experience that I have been looking for.

### What do you hope to accomplish while serving on the committee?

While in this committee I hope to spread awareness about water quality issues as well as come up with solutions with the public to reach a census. I would love to work with policy holders to better understand the policies and limitations and how to work around them.

### What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I am organized, positive, driven worker who is passionate about environmental matters. I am a fast learner and I come from a background of Environmental Design as a degree. Through thsg degree I was able to gain a lot of helpful knowledge about runoff, water quality, grading and plantings that can all help when dealing with water related problems.

### One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

Runoff is one education need that I have seen. There are many solutions to this issue and I think it would drastically help our water quality if there was more awareness about different planting and vegetation as well as the use of chemicals in our lawns and farms.

### Are you able to commit to attending monthly meetings and special topic meetings as needed?

Yes



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

### **Fund Balance Policy**

Adopted as amended February 1, 2017

[DRAFT Amendment October 31, 2018](#)

#### **I. Purpose**

Pursuant to Statement No. 54 of the Governmental Accounting Standards Board concerning fund balance reporting and governmental-fund type definitions, and the recommendation of its auditor, the Riley-Purgatory-Bluff Creek Watershed District establishes specific guidelines the District will use to maintain an adequate fund balance to provide for cash-flow requirements and contingency needs because major revenue, most notably half of the District's annual levy, is received in the second half of the District's fiscal year.

The policy also establishes specific guidelines the District will use to classify fund balances into categories based primarily on the extent to which the District is legally required to expend funds only for certain specific purposes.

#### **II. Classification of Fund Balances, Procedures**

##### **1. Nonspendable**

- This category includes funds that cannot be spent because they either (i) are not in spendable form or (ii) are legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

##### **2. Restricted**

- Fund balances are classified as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional revisions or enabling legislation.

##### **3. Committed**

- Fund balances that can only be used for specific purposes pursuant to constraints imposed by action of the District Board of Managers. The committed amounts cannot be used for any other purpose unless the District removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The Board of Managers will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This action must occur prior to the end of the reporting period, but the amount to be subject to the constraint may be determined in the subsequent period.

- The Board of Managers may remove a constraint on specified use of committed resources by resolution.

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#### 4. Assigned

- Amounts for which a specified purpose has been stated, but are neither restricted nor committed. Assigned fund balances include amounts that are intended to be used for specific purposes.
- In adopting this policy, only the District board of managers has the authority to assign and remove assignments of fund balance amounts for specified purposes.
- Working capital. The District will endeavor to maintain an unassigned fund balance of an amount not less than 50 percent of the next year's budgeted expenditures for working capital. This will assist in maintaining an adequate level of fund balance to provide for cash-flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the District's fiscal year.
- A negative residual amount may not be reported for restricted, committed, or assigned fund balances.

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A residual classification that includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes. The District has established a minimum-fund balance policy consisting of the following three components:

*Working capital.* The District will endeavor to maintain an unassigned fund balance of an amount not less than 50 percent of the next year's budgeted expenditures for working capital. This will assist in maintaining an adequate level of fund balance to provide for cash-flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the District's fiscal year.

*Emergency reserve.* Beyond the working-capital reserve in the first half of the year, the District will endeavor to maintain additional funds to provide for emergencies. At the end of each fiscal year, the District will establish an emergency reserve for unforeseen expenditures equal to 5 percent of the next year's budget.

*Budget stabilization.* To buffer budget volatility, the District will endeavor to maintain a fund balance to help manage fluctuations in the operating budget. The District will maintain a balanced budget, and will endeavor to ensure that the carryover balance at the end of the year is 5 to 7 percent of the next year's budget. These funds could be used to cover, for example, one-time expenditures to avoid future budget increases, offset shortfalls in revenue, fund unanticipated operative expenses.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances.

### III. Monitoring and Reporting

The District administrator will annually prepare a report on the status of fund balances in relation to this policy and present the report to the District managers in conjunction with the annual audit report to the State of Minnesota.

When both restricted and unrestricted resources are available for use, it is the District's general policy to first use restricted resources, then use unrestricted resources as needed. When committed, assigned or unassigned resources are available for use, it is the District's general policy to use resources in the following order; 1) committed 2) assigned and 3) unassigned.

## Riley-Purgatory-Bluff Creek Watershed District

### Internal Controls and Procedures for Financial Management

Adopted July 2, 2014

[DRAFT Amendment October 31, 2018](#)

This policy is adopted to provide the Riley-Purgatory-Bluff Creek Watershed District (District) with written internal controls and procedures for financial management. Adherence to this policy and procedures will ensure that the District's finances are managed in accordance with generally accepted accounting principles and best practices, and will minimize District administrative costs.

I. **Annual budget.** The administrator annually develops a proposed budget for presentation to the Board of Managers for review. After adjustments as directed by the Board, the District schedules and issues appropriate notice for a public hearing on the proposed budget. Following the public hearing but before September 15 each year, the Board of Managers adopts the annual budget and levy and certifies it to the Hennepin and Carver County auditors. Pursuant to the Truth in Taxation law, after November 15 the Board of Managers holds a further informational public meeting to consider any further public comments on the budget and levy, and may adopt a reduced levy for certification to the county auditors no later than December 28.

- a. Amounts in any approved budget category may not be reallocated or exceeded by more than 10 percent of the total program/project amount without approval of the Board of Managers.
- b. Actual expenditures may not materially deviate from the amount in an approved budget category.

II. **Annual financial statements.** Annual financial statements are accepted by the Board of Managers, then submitted to the Board of Water and Soil Resources and the Office of the State Auditor within 180 days of the end of each fiscal year.

- a. In preparation for the annual audit of the District finances, the administrator prepares the following documents:
  - i. Copies of approved budgets and all budget amendments;
  - ii. Detailed general ledger (through year-end);
  - iii. Bank reconciliation and bank statements;
  - iv. Copies of disbursements and receipts;
  - v. Copy of tax (levy) settlements from Hennepin County;
  - vi. Copy of certification levy;
  - vii. Listing of accounts payable and copies of signed checks;
  - viii. Grant and other funding agreements;
  - ix. List of capital assets, showing all deletions and additions;
  - x. Copies of invoices;
  - xi. Approved minutes.

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- b. The administrator annually presents the audit for acceptance to the Board of Managers at a monthly meeting.

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### III. Monthly financial management protocols.

- a. The District contracts with a certified public accountant to reconcile the checking accounts and investment funds of the District.

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- b. The administrator receives monthly bills and invoices at the District office.

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- c. The administrator is responsible for deposit of checks or cash received at the District.

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- d. The administrator creates an Excel spreadsheet listing vendor, invoice number, invoice amount and general ledger coding; a list of deposits with coding and a list of credit card charges with coding, and emails this information to the accountant.

- e. The accountant prepares checks pursuant to these recommendations to pay the monthly bills.

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- f. Payroll is processed through a third party payroll service. The administrator submits employee hours to the payroll service for each pay period. The payroll service prepares payroll on a semi-monthly basis by direct deposit and is responsible for all tax filing requirements, tax forms, and PERA payments or filing requirements.

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- g. The accountant prepares a monthly treasurer's report that includes a listing of bills to be paid and tracks account balances. The accountant also prepares an internal report for the treasurer.

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- h. The administrator reviews the treasurer's report and distributes the report to the Board of Managers for the review prior to the Board's monthly meeting.

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- i. The treasurer also reviews the bills to determine whether to recommend payment. All bills are available for review by any member of the Board of Managers on request.

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- j. At the monthly Board meeting, the treasurer presents the treasurer's report. The Board of Managers receives and discusses, as necessary, the treasurer's report, accepts the treasurer's report, then authorizes payment of the monthly bills as presented in the check register.

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- k. Following Board authorization to pay the bills, the administrator mails payment to vendors as authorized.

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**IV. Spending Authority.** All expenditures by the District must be approved in advance by the Board, except that the Board by resolution may delegate to the administrator the authority to bind the District, with or without countersignature, to a purchase of goods or services, or to enter into a contract for same, when the cost thereof does not exceed \$10,000 or under other specified conditions.

- a. The Board has authorized the administrator to expend up to \$5,000 on a single purchase without prior Board approval and affirms that authority in adopting this policy.
- b. The administrator may not purchase any real estate or easements on real estate without prior authorization for the Board of Managers.

**V. Banking**

- a. The District maintains a current signature card at the depository bank.
- b. [The administrator and treasurer may transfer funds between District accounts and may deposit funds into District accounts.](#)
- c. Cash withdrawals from District accounts are prohibited.
- d. The administrator, in consultation with the treasurer, is authorized to invest District funds in accordance with Minnesota Statutes chapter 118A [and the District's Investment and Depository Policy.](#)
- e. All deposits to District accounts must be made intact, and the District's bank is instructed not to return cash from a deposit to a District account.

**VI. Checking**

- a. The administrator is not an authorized signatory of District checks.
- b. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the District shall not be valid unless signed by two managers, except that a check, draft or other order for payment of less than \$100 is valid with one manager's signature.

**VII. Credit card use.** The administrator is authorized to incur charges to the District credit card, with a maximum single charge of \$5,000 and allowable billing-period maximum charges totaling \$10,000.

- a. A receipt must be obtained for all District credit card purchases. Credit card purchases for which a detailed receipt is not provided must be reimbursed by the individual making the purchase.

**VIII. Reporting**

- a. All expenditures and investments, receipts and disbursements made must be compiled for presentation to the Board of Managers by the treasurer in a timely manner.
- b. The annual audit will be filed with the Board of Water and Soil Resources and the Office of the State Auditor within 180 days of the end of the District's fiscal year (January 1 – December 31), as well as the Special District Financial Reporting Form to the Office of the State Auditor.
- c. The administrator and treasurer will regularly review relevant records and documents for any of the following, and report to the treasurer (for the administrator) or the Board of Managers (for the treasurer) any of the following if found:
  - i. Unusual or unexplained discrepancy between actual performance and anticipated results (costs in a general expense categories well beyond the budgeted amount);
  - ii. Receipts that do not match deposit slips;
  - iii. Disbursements to unknown and/or unapproved vendors;
  - iv. A single signature on a check or pre-signed blank checks;
  - v. Gaps in receipt or check numbers;
  - vi. Late financial reports;
  - vii. Disregard of internal control policies and procedures.

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**IX. Depositories and collateralization.** In accordance with state law, the District names an official depository or depositories at its January meeting each year (depository bank(s)). In the event the Board of Managers does not designate a depository in any particular year, the last-designated depository will continue in that capacity. Each depository bank provides the District with a proof of collateralization in accordance with state law (Minnesota Statutes section 118.03) for an amount equal to the amount on deposit at the close of the depository bank's banking day beyond the amount covered by federal insurance, if any. The collateral provided by each depository bank will be maintained in an account in the trust department of a bank or other financial institution not owned or controlled by the same (depository) bank or in a restricted account at a federal reserve bank. *[See DRAFT Investment and Depository Policy]*

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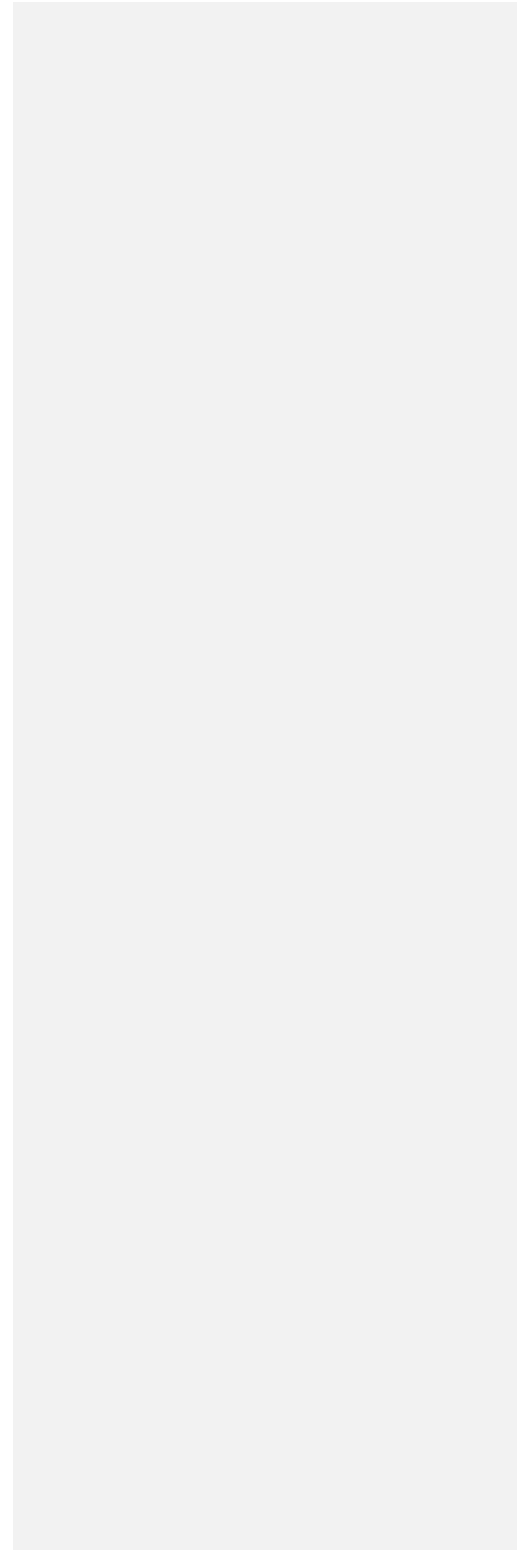
**X. Financial Assurances and Abandoned Property.** See District Policy for Management of Financial Assurances and Abandoned Property, adopted November 21, 2012.

#### **XI. Miscellaneous**

- a. The District will not maintain a petty cash fund.
- b. The District will not accept cash (currency) in excess of \$100 in payment of permit fees or

financial assurances.

- c. The District will not cash personal or third-party checks.
- d. The administrator must not fail to insure District property against theft and casualty loss.



# **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

## **INVESTMENT AND DEPOSITORY POLICY**

**DRAFT October 31, 2018**

### **1. PURPOSE**

The purpose of this policy is to establish the Riley Purgatory Bluff Creek Watershed District's investment objectives, establish specific guidelines that the District will use in the investment of funds, and establish District depository policy. It will be the responsibility of the District administrator to invest District funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio and to ensure compliance with District policy and with statutory requirements applicable to the District's designation a depository financial institution. Investments will be made in compliance with statutory constraints and in safe, low-risk instruments that are approved by the RPBCWD Board of Managers.

### **2. SCOPE**

This policy applies to all financial assets of the District.

### **3. SPECIFIC REVENUE SOURCES AND POOLING OF FUNDS**

The District will report proceeds of specific revenue sources as restricted, committed or assigned for specific purposes, as applicable, and maintain its budget and accounts in a manner consistent with these designations. Except for cash in these certain restricted, committed and assigned funds, the District will consolidate cash and reserve balances from all funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### **4. DESIGNATION OF DEPOSITORY AND COLLATERALIZATION**

The District Board of Managers annually will designate a financial institution or institutions in the State of Minnesota as the depository of District funds. In the event the Board of Managers does not designate a depository in any particular year, the last-designated depository will continue in that capacity. Each depository will furnish collateral, as necessary, in the manner and to the extent required by Minnesota Statutes Section 118A.03, as it may be amended, and other applicable law. Collateral will be held in safekeeping in compliance with Section 118A.03, as it may be amended.



## 5. DELEGATION OF AUTHORITY

Minnesota Statutes Section 118A.02 provides that the governing body may authorize the treasurer or chief financial officer to make investments of funds under Sections 118A.01 to 118A.06 or other applicable law. Pursuant to Article VI of the District Bylaws and Governance Policies: Executive Limitations Policy 6, Asset Protection, the Board of Managers authorizes the District administrator to invest District funds pursuant to this policy and state law for the District.

The District administrator shall assure compliance with this policy and further develop and maintain adequate controls, procedures, and methods assuring security and accurate accounting on a day-to-day basis.

## 6. OBJECTIVES

At all times investments of the District shall be made and maintained in accordance with Minnesota Statutes Chapter 118A as it may be amended. The primary objectives of the District investment activities shall be in the following order of priority:

### A. SECURITY

Security of principal is the foremost objective of the investment portfolio. Preserving capital and protecting investment principal shall be the primary objective of each investment transaction. Specific risks will be managed as follows:

*Credit Risk.* Credit risk is the risk of loss due to failure of the security issuer or backer. Designated depositories will have insurance through the Federal Deposit Insurance Corporation or the Securities Investor Protection Corporation. To ensure security when considering an investment, the District will cross-check all depositories under consideration against existing investments to make certain that funds in excess of insurance limits are not deposited with the same institution unless collateralized as outlined herein. Furthermore, the Board of Managers will approve all financial institutions, brokers and advisers with which the District will do business.

*Concentration of Credit Risk.* The District will diversify its investments according to type and maturity. The District portfolio, to the greatest extent feasible, will contain a mixture of short-term (shorter than one year) and long-term (more than one year) investments. The District will attempt to match its investments with anticipated cash-flow requirements. Extended maturities may be utilized to take advantage of higher yields.

*Interest Rate Risk.* Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The District will minimize interest rate risk by structuring its investment portfolio to ensure that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

*Custodial Risk.* The District will minimize deposit custodial risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance. (See section III.)

**B. LIQUIDITY**

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Generally, investments will have short terms and/or “laddered” maturities so that funds become available on a regular schedule. Liquid funds will allow the District to meet possible cash emergencies without being significantly penalized on investments.

**C. RETURN ON INVESTMENT**

The investment portfolio shall be designed to manage the funds to maximize returns consistent with items A and B above and within the requirements set forth in this policy. Subject to the requirements of the investment objectives herein, it is the policy of the District to offer financial institutions and companies within the District the opportunity to bid on investments; the District will seek the best investment yields.

**7. PRUDENCE**

The “prudent person” standard shall be applied in managing District investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, in accordance with this policy.

**8. ELIGIBLE INVESTMENTS**

All investments shall be in accordance with Minnesota Statutes section 118A.04.

**9. INVESTMENT RESTRICTIONS**

In addition to statutory prohibitions, investments specifically prohibited are derivative products, structured notes, inverse index bonds, repurchase agreements not authorized by statute, and other exotic products.

**10. SAFEKEEPING**

District investments, contracts and agreements will be held in safekeeping in compliance with Minnesota Statutes Section 118A.06. In addition, before accepting any investment of District funds and annually thereafter, the supervising officer of the financial institution serving as a broker for the District shall submit a certification stating that the officer has reviewed the District Investment and Depository Policy and incorporated statement of

investment restrictions, as well as applicable state law, and agrees to act in a manner consistent with the policy and law. The District will annually will provide the policy, as it may be amended. The certification shall also require the supervising officer to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the District. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the District funds.

## **11. CONFLICT OF INTEREST**

Any District manager or staff member involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.

## **12. INTERNAL CONTROLS AND REPORTING**

Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Before the District invests any surplus funds, competitive quotations shall be obtained. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations will be requested for instruments which meet the maturity requirement. The District will accept the quotation which provides the highest rate of return within the maturity required and within the limits of this policy.

The District administrator shall be limited to investing funds for up to a maximum term of seven years. The District administrator shall request approval from the District Board to authorize investment of funds for terms exceeding seven years.

Monthly, the District administrator shall provide an investments report to the District Board. Investments shall be audited and reported with financial statement annually. It shall be the practice of the District Board to review and amend the investment policy from time to time as needed.

# MEMORANDUM

DATE: January 3, 2019

TO: Managers and Administrator  
Riley Purgatory Bluff Creek Watershed District (RPBCWD)

FROM: Larry A. Koch, manager RPBCWD

RE: Engagement of Human Resources Consultant

I renew my request that the district engage a human resources consultant to review its human resources processes. Events which have transpired regarding personnel matters have led me to again conclude that the district is not employing best management practices regarding personnel and human resources matters. I believe some of these events have led to a deterioration of moral among some of the district's employees.

I understand some of the comments by some of the managers, those managers objected to my motion because they apparently thought that my resolution called for another salary study. It did not, but in the interests of clarity I have revise my motion to expressly exclude any salary study.

Therefor, I moved the adoption of the following resolutions:

BE IT RESOLVED:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") engage a human resources consultant (HRC) to (a) review the District's human resources practices, (b) prepare and present a report of results of its review to the managers which report shall at a minimum set forth, (i) all instances of failures to follow applicable laws, rules, etc., (ii) recommendations as to how to remedy any such violations and to avoid a repeat of such violations, (iii) all instances where the HRC believes that the District's human resources operations are not consistent with best management practices, (iv) recommended changes to the District's human resources practices such that the District's human resources practices will conform with best management practices, and (v) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, and reviews but excluding any salary study.
2. That the district's administrator solicit proposals from not less than three notable and recognized HRCs for a presentation to the managers for their selection of an HRC.
3. That such review and report be completed within 60 days of the engagement of the HRC and presented to the managers within 30 days of its completion

for consideration at the meeting of the managers next following its presentation to the managers.

4. That the fee for such engagement not exceed \$2,500.
5. That the 2019 budget, be amended to include a separate line item in the amount of \$5000 for expenses to be incurred in connection with such engagement and any training recommended by the HRC.

In my opinion, the following instances substantiate the need for engaging a HR consultant.

In my opinion, the materials and the presentation to by the HR Committee to the managers regarding salary adjustments by position lacked any analysis either by them or by any HR consultant. All I received was a bunch of data and no analysis as to how the recommendations or conclusions, such as they were, were arrived at. In addition, I was also informed that the district's administrator was not consulted regarding the recommendation of the salary levels set by the Committee. In my opinion, such a process is clearly not in accordance with best management practices.

The review of the district's administrator was the worse review process I have observed in over 40 years of having been reviewed, having reviewed people I supervise, and having advised clients regarding employment matters. In short, it was an abomination. In addition, the process violated the law. Being a closed meeting, to my knowledge no recording was made by the district. The administrator had to ask to respond to accusations. It appeared to me that at least two managers had clearly already made a decision as to salary adjustment before the meeting. There was no discussion among the managers present as to what should be the result of the review should be. In addition, President Ward told me I could not ask any question despite the fact that it was meeting of the managers and that I was to sit there and not say anything. I have reported all of this to the district's legal counsel and asked him to address the matter. He has not provided me any details as to how he addressed this issue despite my repeated request. Other than Manager Zeigler and myself the other managers have served for more than a year and one form more than 6 years. All should have known that a recording was required.

Based upon a review of the career histories of the managers on the HR committee, in my opinion, neither appear to have the experience in dealing with HR matters needed to be an effective member of the HR committee. Furthermore, in my opinion, none of them have demonstrated sufficient knowledge of or application of best management practices when it comes to HR matters.

# Riley-Purgatory-Bluff Creek Watershed District

## Permit Fee Schedule

Effective January 10, 2019

This permit fee schedule for Riley-Purgatory-Bluff Creek Watershed District permits is established by the Board of Managers pursuant to 103D.345 and District Rule L – Permit Fees, which directs RPBCWD to apply permit fees to cover actual costs related to permitting, including site inspections, analysis of the proposed activities, services of consultants and compliance assurance.

The following permit fees will be charged to permit applicants:

For land-disturbing activities on single-family residential property:

<b>Rule C – Erosion and Sediment Control</b>	\$50
<b>Rule J – Stormwater Management</b>	\$250

For subdivision of land and all other projects, for each of **rules B, C, D and J** triggered:

0 – 4.99 acres	\$750/rule
5 – 9.99 acres	\$1,000/rule
10 acres or larger	\$1,500/rule

For work in public waters permitting under **rules E, F & G**: Permit fees will be charged in accordance with the Department of Natural Resources' Water Permit Application Schedule, except that no fee under these rules will be charged when the applicant pays a fee for a permit under rules B, C or J for the same project. (See <http://files.dnr.state.mn.us/waters/forms/PAfeeform.pdf>.)

There is no separate fee for a permit under **rules D, H or I**.

For **variance** applications under **Rule K – Variances and Exceptions**: \$2,000

### Wetland Conservation Act applications:

When RPBCWD serves as the Local Government Unit administering WCA, actual costs of application review, inspection and implementation will be billed to the applicant.

For transfer or extension of an unexpired permit: \$40

*Note: A permit will not be transferred until any outstanding balance due under the Excess Cost Recovery schedule below is paid.*

***Excess Costs Recovery***

*Costs of site inspections, analysis of the proposed activities, services of consultants and compliance assurance in excess of the amounts stated below arising from a particular permit will be charged to the permit holder, whether costs were incurred by the permit holder or transferor:*

<i>Single-family residential property</i>	<i>\$1,000</i>
<i>All other properties, 0 - 4.99 acres</i>	<i>\$2,500</i>
<i>All other properties, 5 - 9.99 acres</i>	<i>\$3,500</i>
<i>All other properties, 10 acres or larger</i>	<i>\$5,000</i>

DRAFT



**Riley-Purgatory-Bluff Creek Watershed District  
Board of Managers**

Permit Fee Schedule Amendment

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_ .

**WHEREAS** the Riley-Purgatory-Bluff Creek Watershed District has duly adopted permitting requirements, pursuant to Minnesota Statutes sections 103D.335 and 103D.341;

**WHEREAS** RPBCWD incurs substantial costs to administer its permitting program, including costs of services by consultants, analysis of proposed activities, inspection of permitted projects and compliance assurance;

**WHEREAS** Minnesota Statutes section 103D.345, subdivision 2, authorizes RPBCWD to apply a permit fee to cover actual costs related to the permitting of work conducted within its jurisdiction, including costs of services of staff and consultants;

**WHEREAS** RPBCWD wishes to maintain written policies to ensure that permit-processing costs are borne by parties obtaining permits rather than the taxpayers of the watershed generally, and to ensure consistency and clarity in permit processing for the benefit of those subject to RPBCWD permit requirements;

**WHEREAS** RPBCWD adopted rules on November 5, 2014, that establish the regulatory framework for RPBCWD's recovery of its costs of permitting, inspection and analysis through the collection of permit fees from project applicants other than other governmental agencies and subdivisions, in accordance with Minnesota Statutes section 103D.345, subdivision 3;

**WHEREAS** RPBCWD Rule L – Permit Fees requires applicants to pay permit fees in accordance with a written schedule maintained and revised from time to time by resolution of the Board of Managers to ensure that RPBCWD's actual costs of administering and enforcing permits are recovered from permittees;

**WHEREAS** RPBCWD review and analysis of the costs of administering permit applications has shown that certain applications and permits require substantially more time and resources for permitting, inspection and analysis than the majority, and that variance applications in particular require additional staff time and consulting resources to process, and the Board of Managers finds that revision of the permit fee schedule is necessary to adhere to the principles and goals outlined here and in RPBCWD Rule L – Permit Fees.

**NOW THEREFORE BE IT RESOLVED** that the RPBCWD Board of Managers:

1. Adopts the attached revised Permit Fee Schedule, effective for all applications completed on or after January 10, 2019.
2. Directs the RPBCWD administrator to ensure that the RPBCWD permit application instructions and associated materials, including this resolution and the Permit Fee Schedule, are available immediately to advise applicants of the amended permit fee schedule.
3. Will continue to periodically review and, if necessary and warranted, revise the Permit Fee Schedule based on a review and analysis of cost of services of consultants, analysis of activities and field inspection of permitted projects.

The question was on the adoption of the resolution and there were \_\_\_ yeas and \_\_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
CRAFTON				
KOCH				
PEDERSON				
WARD				
ZIEGLER				

Upon vote, the chair declared the resolution adopted.

Dated: \_\_\_\_\_, 2019.

\_\_\_\_\_  
\_\_\_\_\_, secretary

\* \* \* \* \*

I, \_\_\_\_\_, secretary of the Riley-Purgatory-Bluff Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with RPBCWD and find the same to be a true and correct transcription thereof.

IN TESTIMONY WHEREOF, I set my hand this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

DRAFT

**Riley-Purgatory-Bluff Creek Watershed District Rules**  
**Financial Assurance Rate Schedule**

*Effective January 10, 2019*

RPBCWD requires a financial assurance to ensure the performance and completion of work in accordance with a permit issued by RPBCWD. A financial assurance, when required, is pursuant to Minnesota Statutes section 103D.345 and RPBCWD Rule M – Financial Assurances, and rates are as follows:

<b><u>Rule</u></b>	<b><u>Financial Assurance Amount</u></b>
Rule C – Erosion and Sediment Control	\$2,500/acre disturbed, plus \$2.50/ft perimeter erosion control \$100/ea inlet, and \$900/ea rock construction entrance
Rule D – Wetland and Creek Buffers	\$5,000 + \$1,000/acre over 10 acres
Rule E – Dredging and Sediment Removal	125 percent of design engineer’s opinion of cost
Rule F – Shoreline or Streambank Stabilization & Rule G – Waterbody Crossings and Structures	Total number of feet of shoreline or streambank affected times \$100
Rule J – Stormwater Management	125 percent of design engineer’s opinion of costs of construction of stormwater management facilities/practices

Minimum financial assurance amount (when required) for projects other than those by or for a resident owner on a single-family home property: \$5,000.

No financial assurance is required for a permit under Rule H or Rule I.

Financial assurances must include 10 percent administrative costs in addition amounts calculated according to schedule above.

**Resolution no. 2019-02**

**Riley-Purgatory-Bluff Creek Watershed District  
Board of Managers**

Financial assurance schedule update

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_:

**WHEREAS** the Riley-Purgatory-Bluff Creek Watershed District has rules and permitting requirements duly adopted pursuant to Minnesota Statutes sections 103D.335, 103D.341 and 103D.345;

**WHEREAS** under Minnesota Statutes section 103D.345, subdivision 4, RPBCWD may require an applicant to provide a financial assurance in an amount set by the RPBCWD Board of Managers to ensure conformance with the terms of a permit;

**WHEREAS** RPBCWD's rules require applicants other than governmental agencies and subdivisions to provide a financial assurance to ensure adequate performance of the authorized activities and compliance with RPBCWD rules;

**WHEREAS** RPBCWD Rule M – Financial Assurances allows RPBCWD to require a performance bond, letter of credit or other financial assurance in a form approved by RPBCWD and at rate in accordance with a written schedule maintained and revised from time to time by resolution of the board of managers for activity regulated under RPBCWD rules; and

**WHEREAS** in adopting the Financial Assurance Rate Schedule in 2014, RPBCWD committed to reviewing and, as needed, updating the schedule from time to time, and RPBCWD has been informed by its experience in administering its reanimated regulatory program for the last four years in updating its schedule.

**THEREFORE BE IT RESOLVED** that the RPBCWD Board of Managers:

1. Adopts the attached updated Financial Assurance Rate Schedule, effective for all applications completed after January 10, 2019;
2. Directs the RPBCWD administrator to ensure that RPBCWD's permit application instructions and associated materials advise applicants of the financial assurance

requirement, to maintain the Financial Assurance Rate Schedule on the RPBCWD web site, and to make this resolution and the Financial Assurance Rate Schedule available on request to any party at RPBCWD's principal place of business; and

- 3. Will continue to periodically review and, if necessary and warranted, revise the Financial Assurance Rate Schedule based on a review and analysis of cost of services of consultants, analysis of activities, current construction costs and compliance assurance.

The question was on the adoption of the resolution and there were \_\_ yeas and \_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
CRAFTON				
KOCH				
PEDERSON				
WARD				
ZIEGLER				

Upon vote, the chair declared the resolution adopted.

Dated: \_\_\_\_\_, 2019.

\_\_\_\_\_, Secretary

\* \* \* \* \*

I, \_\_\_\_\_, secretary of the Riley-Purgatory-Bluff Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with RPBCWD and find the same to be a true and correct transcription thereof.

IN TESTIMONY WHEREOF, I set my hand this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_, Secretary

**Riley-Purgatory-Bluff Creek Watershed District  
Board of Managers**

Third amendment to the delegation to the administrator of  
certain permit-approval authority

Manager \_\_\_\_\_ offered the following resolution and moved its adoption,  
seconded by Manager \_\_\_\_\_.

**WHEREAS** Minnesota Statutes sections 103D.341 and 103D.345 direct watershed districts to adopt rules and administer an implementing regulatory program to protect water resources and mitigate flood risk, and the Riley-Purgatory-Bluff Creek Watershed District has duly adopted rules and issues permits accordingly;

**WHEREAS** certain activities requiring an RPBCWD permit and certain procedural requests from applicants and permittees are subject to defined and specific standards, and determination of compliance does not require the exercise of the discretion reserved to the RPBCWD's board of managers;

**WHEREAS** the board of managers, recognizing that the time and resources of the board, staff and permit applicants are best served by delegating to the RPBCWD administrator the authority to approve certain applications, and the board of managers has delegated – by resolutions 2014-11 on November 25, 2014; 2015-07 on June 29, 2015; and 2017-10 on October 4, 2017 – to the RPBCWD administrator the authority to approve permit applications for:

- single-family home projects requiring a permit under only District Rule C – Erosion, Rule D – Wetland and Creek Buffers, and Sediment Control and Rule J – Stormwater Management;
- all projects requiring a permit under only Rule C – Erosion and Sediment Control; and
- assignment or renewal of valid permits or approvals, so long as the application is timely submitted in accordance and compliance with RPBCWD Rule A – Procedural Requirements, section 5;

so long as the administrator maintains a log of applications approved pursuant to this resolution and at least quarterly provides a report to the board of managers

summarizing assignments and renewals granted by the administrator. Further, the authority is delegated contingent on the determination that if the administrator finds that the criteria for approval are not met, the application will be presented to the board of managers for consideration at its next scheduled meeting, unless the applicant withdraws the application; and

**WHEREAS** the board of managers finds that further efficiencies could be gained through delegation of additional authority to the administrator without diminution in the effectiveness of the RPBCWD regulatory program to protect resources and mitigate flood risk.

**NOW THEREFORE BE IT RESOLVED** that the board of managers delegates to the administrator the additional authority to approve:

1. Permit review period extensions.
2. An application for approval of land-disturbing activities triggering only Rule B – Floodplain Management and Drainage Alterations, provided that the proposed work amounts to less than 50 cubic yards of excavation and 5,000 square feet of disturbance.
3. An application for approval under only Rule H – Appropriation of Public Surface Waters or Rule I – Appropriation of Groundwater.
4. The administrator may not approve an application if:
  - a. The applicant or property owner has commenced regulated activity without a valid RPBCWD permit;
  - b. the administrator determines that the application involves a technical, policy or legal issue or raises public comment that warrants review of the application by the board of managers; or
  - c. anyone requests consideration of the modification application by the board of managers.
5. The administrator will add applications approved pursuant to this resolution to log of approvals issued pursuant to previously delegated authority and will quarterly provide a report to the board of managers summarizing all approvals granted by the administrator.

**BE IT FURTHER RESOLVED** that the board of managers authorizes the administrator to sign letters certifying and communicating regulatory actions by RPBCWD, whether taken pursuant to the authority delegated to the administrator or by separate action of the RPBCWD Board of Managers.



The question was on the adoption of the resolution and there were \_\_\_ yeas and \_\_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
CRAFTON				
KOCH				
PEDERSON				
WARD				
ZIEGLER				

Upon vote, the president declared the resolution adopted.

Dated: January 9, 2019.

\* \* \* \* \*

I, \_\_\_\_\_, secretary of the Riley-Purgatory-Bluff Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with RPBCWD and find the same to be a true and correct transcription thereof.

IN TESTIMONY WHEREOF, I set my hand this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
\_\_\_\_\_, Secretary