

Riley-Purgatory-Bluff Creek Watershed District
Board of Managers Workshop and Regular Meeting

Wednesday, May 3, 2017
5:30pm Board Workshop
7:00pm Regular Board Meeting
DISTRICT OFFICE
18681 Lake Drive East
Chanhassen

Draft Agenda

1. Call to Order
2. **Board Workshop - 10 Year Plan** **Information**
3. **Approval of the Agenda** (Additions/Corrections/Deletion)
4. **Chanhassen Town Center Study** **Information**
5. **Rice Marsh Lake Alum and Lake Susan Alum Feasibility Study** **Information**
6. Matters of general public interest

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.

7. **Reading and approval of minutes** **Action**

Board of Manager Meeting, April 5, 2017

Board of Manager Meeting, April 26, 2017

8. **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 Engineer's Report (with attached Inspection Report)

- b. Accept Staff Report
- c. Approve and adopt amended Governance Manual
- d. Approve entering into a Cooperative Agreement with the city of Chanhassen and Eastern Carver Schools
- e. Approve Permit 2017-001 Kopesky 2nd Addition with staff recommendations
- f. Approve Permit 2017-009 Emerson Process East Renovation with staff recommendations
- g. Approve Permit 2017-011 Galpin Blvd Watermain Improvements with staff recommendations
- h. Approve Permit 2017-022 Chanhassen High School Reuse with staff recommendations
- i. Approve Review Period Extension for Permit 2017-023 Eden Prairie Assembly of God

9. Citizen Advisory Committee

Information

10. Action Items

Action

- a. Order Lake Susan Park Pond
- b. Approve Paying of the Bills
- c. Accept March Treasurer's Report
- d. Permit 2017-007 Cedarcrest Stables – Variance Requests
- e. Professional Services

11. Discussion Items

Information

- a. Rapid Response Aquatic Invasive Species
- b. Upcoming Meeting

12. Upcoming Events

Information

- Rain Barrel Sale, May 5 (1-6 pm) and May 6 (9-noon), District Office, 18681 Lake Drive East, Chanhassen
- District Special Board Meeting, Wednesday, May 15, 2017, 18681 Lake Drive East, Chanhassen, 6:00pm
- Bluff Creek Plan Amendment and Ordering Public Hearing, May 15, 6:00pm
- Citizen Advisory Committee, District Office, May 15th, 6:30pm, 18681 Lake Drive East, Chanhassen
- Preparing for our Changing Climate, May 31st, Nine Mile Creek Watershed District office, 12800 Gerard Drive, Eden Prairie. 6:30 - 8 pm.

Technical Memo



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To: Claire Bleser, District Administrator
Riley Purgatory Bluff Creek Watershed District

From: Brian Beck, Wenck Associates
Joe Bischoff, Wenck Associates

Date: January 14, 2017

Subject: Lake Susan Alum Dosing Cost Estimate

INTRODUCTION

Lake Susan is a shallow eutrophic lake, located in Chanhassen, MN. In 2009 the Minnesota Pollution Control Agency (MPCA) listed Lake Susan as impaired for excess nutrients. In 2013, Riley Purgatory Bluff Creek Watershed District (RPBCWD) and Wenck Associates completed the Lake Susan Use Attainability Assessment (UAA) Update that outlined nutrient loading and reduction strategies. This study estimated that internal phosphorus loading accounts for 40% (281 lbs/yr) of the total annual phosphorus budget in Lake Susan (Wenck 2013). Thus, the primary goal of this technical memorandum is to develop a cost estimate for an aluminum sulfate (alum) treatment on Lake Susan to reduce internal phosphorus loading.

METHODS

Intact sediment cores were collected from three locations to characterize the sediment chemistry in Lake Susan. No sediment cores were collected in Lake Susan to measure phosphorus release rates since this was already measured for the Lake Susan UAA (Wenck 2013). Sediment cores were sectioned vertically at 1-cm intervals over the upper 6-cm layer, 2-cm from 6-10 cm, and 2.5-cm intervals below 10 cm to evaluate variations in sediment physical-textural and chemical characteristics (Figure 1). A gravity sediment coring device (Aquatic Research Instruments, Hope ID) equipped with an acrylic core liner (6.5-cm ID and 50-cm length) was used to collect sediment in February, 2016.

PHOSPHORUS RELEASE AND INTERNAL PHOSPHORUS LOADING

The 2013 Lake Susan UAA utilized sediment phosphorus release rate measurements to quantify the phosphorus release rate per unit area (Table 1), which was used to calculate the annual internal phosphorus load (281 lbs/yr) to compare to the watershed load (424 lbs/yr) (Wenck 2013). Other lines of evidence such as elevated hypolimnetic total phosphorus and elevated surface water total phosphorus during fall turnover provided more evidence that internal loading is occurring and impacting surface water quality. This analysis suggested that reducing internal loading would substantially reduce the total phosphorus loading to Lake Susan.

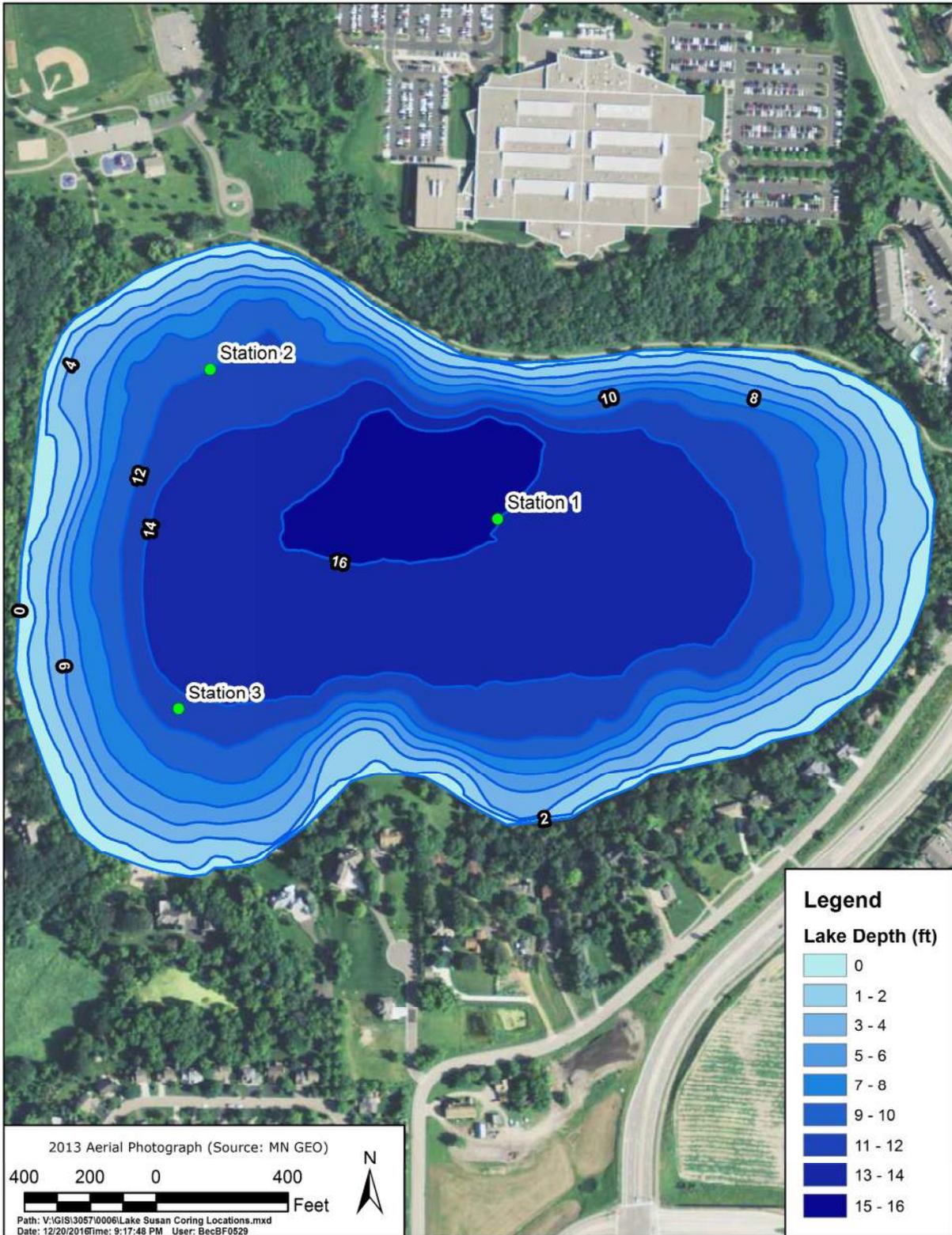


Figure 1. Lake Susan Sediment Coring Locations

Table 1. Mean phosphorus release rates under anaerobic conditions for intact sediment cores collected at the deep spot in Lake Susan.

Station	Anaerobic P Release (mg/m ² /day)
1*	9.8

*This sediment core location was based on old bathymetry data, which is why it is located on the eastern edge of the deep hole.

SEDIMENT CHEMISTRY

Typically, iron-bound and loosely-bound P (redox-P) are the fractions of phosphorus associated with sediment P release during periods of low dissolved oxygen (<2 mg/L). Thus, sediments with more iron-bound or redox-P typically have higher phosphorus release rates. Furthermore, sediments that do have high internal release rates typically have a large peak of iron-bound P near the sediment-water interface.

Results from sediment coring on Lake Susan indicate that sites 1 and 3 (deep sites) have redox-P peaks from 0-5 cm and 0-4 cm, respectively (Figure 2). The site from the shallow portion of the lake (Site 2) lacks a redox-P peak, which suggests that phosphorus release at this site is low. Thus, areas deeper than 12 ft would benefit most from an alum treatment since they have the largest iron-bound P peaks (Figure 2).

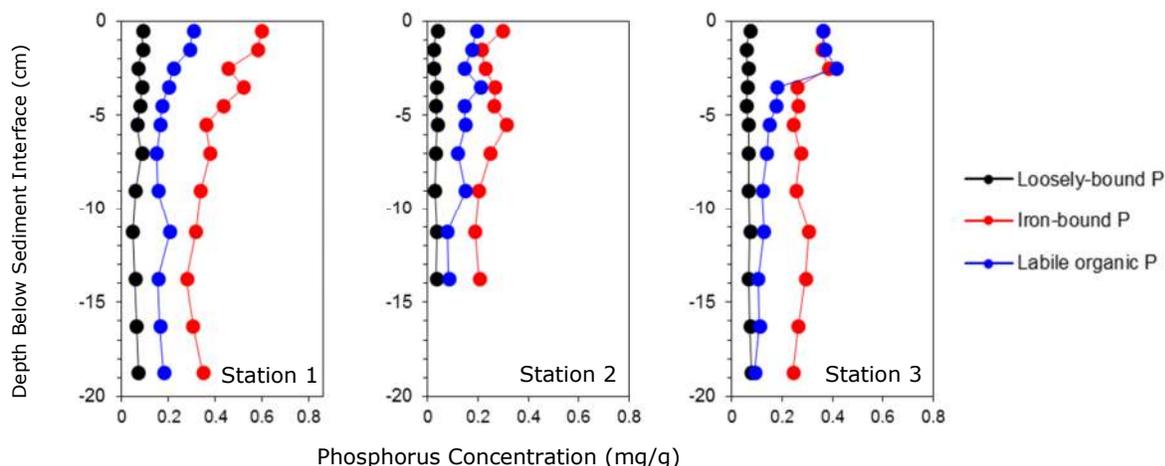


Figure 2. Lake Susan sediment chemistry profiles for stations 1-3.

ALUM DOSE RECOMMENDATIONS OF INTERNAL LOAD REDUCTION

Two factors are typically considered when determining the area that will be treated with alum, which include redox-P concentration and the average depth of anoxia. Dissolved oxygen data indicates that the average anoxic depth in Lake Susan is approximately 9-12 ft. Thus, the 12 ft contour was selected as the alum treatment area since Station 1 and 3 have relatively high amounts of redox P (Figure 2). Occasionally, variable rates of alum are applied if a lake has redox-P concentrations that vary depending on the depth contour. However, redox-P at the deep stations (Stations 1 and 3) are relatively similar (~0.4-0.6 mg/g redox-P).

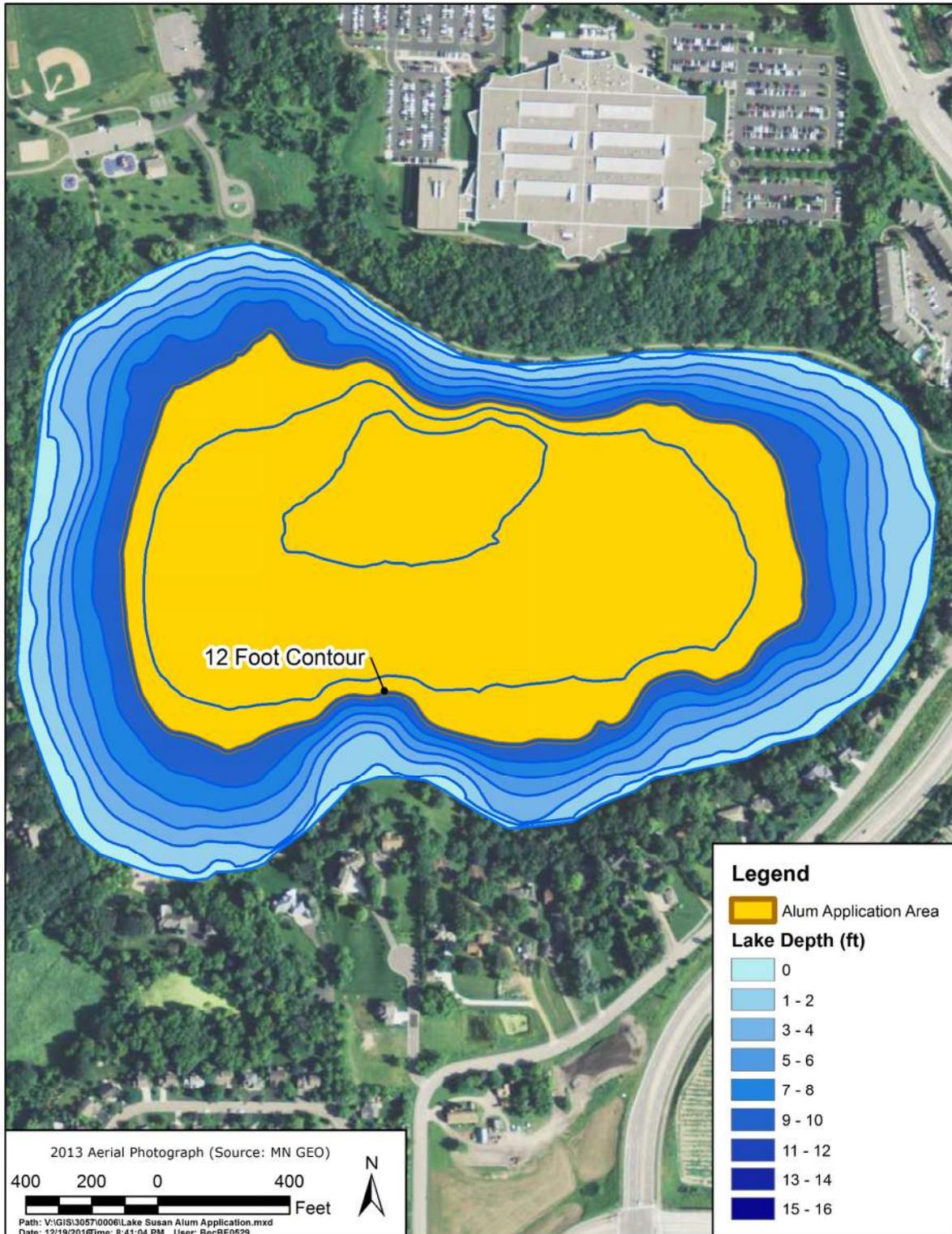


Figure 3. Alum application rates for Lake Susan. Note: the 138 g Al/m² alum dosing rate in the shallow region will be split up over a 6 year period.

The suggested alum dose for Lake Susan is based on the redox-P peak in the upper 4 cm of sediment in station 1 (Figure 2) since this was the largest redox-P peak of any site in Lake Susan.

Based on this information, Wenck recommends applying 138 g Al/m² in areas greater than 12 ft (Figure 3). It is important to note that Lake Susan’s sediments have relatively high bulk density. High bulk density sediments may limit the interaction between the alum and sediments by limiting sinking of the alum. For this reason Wenck recommends three applications over a 6 year period (Table 2). Routine monitoring should occur between the alum applications to track the progress of the alum application. This process will increase the effectiveness and longevity of the alum application by increasing the time that fresh alum is exposed to the uppermost sediment layer containing high redox-P. The total cost of the recommended alum treatment is \$275,101 which includes bidding, permitting, specs, application observation, and follow up monitoring (Table 3).

Table 2. Lake Susan alum application time table

Year	2017	2020	2023
Annual Dose (g Al/m²)	46	46	46
Cumulative Dose (g Al/m²)	46	92	138

Table 3. Lake Susan alum application cost estimate

Item	Unit	Quantity	Unit Cost	Total Cost
Initial Aluminum Sulfate Application	Gal AlSO4	37,186	\$1.80	\$66,935
Second Aluminum Sulfate Application	Gal AlSO4	37,186	\$1.80	\$66,935
Secondary Aluminum Sulfate Application	Gal AlSO4	37,186	\$1.80	\$66,935
Application observation and monitoring				\$15,000
Bidding, Permitting, and Specification Development				\$24,296
Follow Up Monitoring ¹				\$35,000
Total Cost Estimate				\$275,101

¹The follow up monitoring assumes that Lake Susan and Rice Marsh Lake will be cored together for a total cost of \$50,000

Claire Bleser
Administrator
Riley Purgatory Bluff Creek
Watershed District
14 January 2017



References

Wenck Associates. 2016. Lake Susan: Use Attainability Analysis. Technical Report

Technical Memo



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To: Claire Bleser, Riley Purgatory Bluff Creek Watershed District

From: Brian Beck, Wenck Associates, Inc.
Joe Bischoff, Wenck Associates, Inc.

Date: January 13, 2017

Subject: Rice Marsh Lake Alum Dosing

INTRODUCTION

Rice Marsh Lake is a eutrophic, shallow lake, located on the border of Chanhassen and Eden Prairie, MN. No assessment has been conducted on Rice Marsh Lake to determine impairment status, however, its total phosphorus concentrations are well above shallow lake standards. Rice Marsh Lake is considered polymictic, which means it experiences intermittent thermal stratification and anoxic periods throughout the growing season. The most recent Rice Marsh Lake Use Attainability Assessment UAA estimated that internal phosphorus loading accounts for 34% (539 lbs/yr) of the total annual phosphorus budget (Barr, 2016). Thus, the primary goal of this technical memorandum is to develop a cost estimate for an aluminum sulfate (alum) treatment on Rice Marsh Lake to reduce internal phosphorus loading.

METHODS

To evaluate internal phosphorus release and sediment chemistry, a gravity sediment coring device (Aquatic Research Instruments, Hope ID) equipped with an acrylic core liner (6.5-cm ID and 50-cm length) was used to collect sediment in February, 2016 (Figure 1). Three intact sediment cores were collected from station 5 for determination of P release rates under aerobic and anaerobic conditions. Additional sediment cores were sectioned vertically at 1-cm intervals over the upper 6-cm layer, 2-cm from 6-10 cm and 2.5-cm intervals below 10 cm to evaluate variations in sediment physical-textural and chemical characteristics (Figure 1).

PHOSPHORUS RELEASE AND INTERNAL PHOSPHORUS LOADING

Previous measurements of phosphorus release rates in 1988 and 2004 were reported to be greater than 20 mg/m²/day (Barr 2016). Wenck also measured anaerobic and aerobic release rates, which were 6.3 mg/m²/day and 0.13 mg/m²/day, respectively. The rates measured by Wenck are substantially lower than those previously measured, however, it is unclear if similar methodologies were used to measure release rates in each study, which makes direct comparisons difficult. According to measurements conducted by Wenck Associates, anaerobic release rates are moderately high suggesting that an internal load reduction would have a substantial impact on the nutrient budget (Table 1).

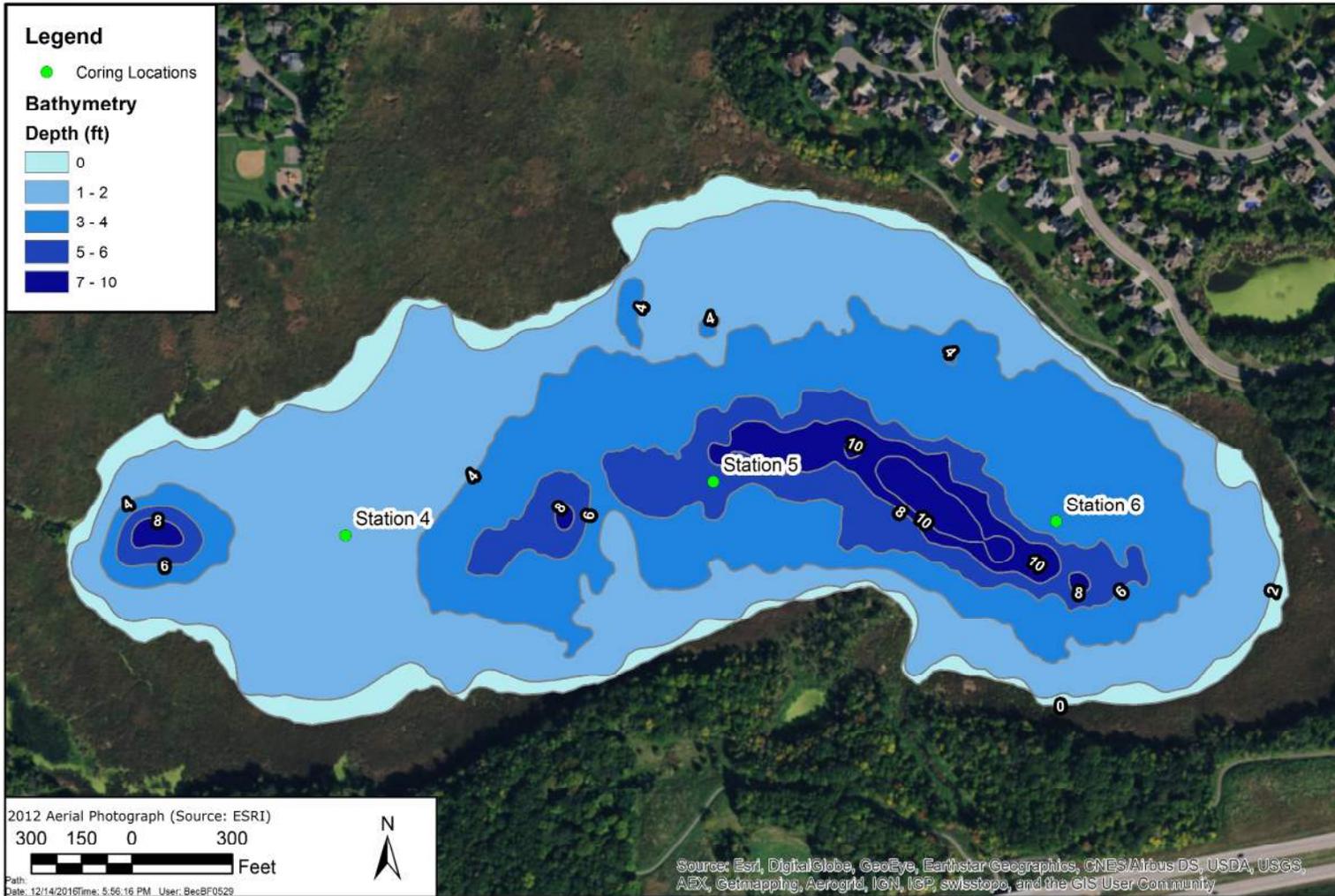


Figure 1. Sediment sampling locations on Rice Marsh Lake

Table 1. Mean phosphorus release rates under anaerobic and aerobic conditions for intact sediment cores collected at the deep spot (Station 5) in Rice Marsh Lake.

Station	Anaerobic P Release (mg/m ² /day)	Aerobic P Release (mg/m ² /day)
5	6.3	0.13

There are two primary periods in which phosphorus release appears to occur in Rice Marsh Lake. First, there are brief periods of thermal stratification during the growing season that result in short periods of anoxia, which likely cause intermittent pulses of phosphorus into the water column of Rice Marsh Lake. These intermittent pulses of phosphorus are available to algae within the water column since the photic zone is relatively close the sediment water interface. Additionally, recent evidence suggests that anoxic periods during the winter result in phosphorus buildup during the ice-on period (Barr, 2016).

SEDIMENT CHEMISTRY

In most lakes the primary factor driving internal loading in lakes is phosphorus bound to iron (iron-bound P) and phosphorus contained in labile organic matter (labile organic P). Vertical sediment chemistry profiles were measured in Rice Marsh Lake in addition to sediment phosphorus release rates. Results indicated that the phosphorus typically associated with anoxic sediment release (redox-P, primarily as iron bound P) was unusually low for a lake that has moderately high phosphorus release rates (Figure 2). Rice Marsh Lake, unlike many other lakes with high internal phosphorus loading, has sediments that are dominated by labile-organic P (Figure 2). The accumulation of large amounts of labile organic phosphorus is likely due to macrophyte growth throughout the lake and high algal growth due to Rice Marsh Lake’s hypereutrophic state.

Sediment chemistry profiles can also be used to assess the amount of excess phosphorus available for sediment phosphorus release. Peaks of bio-labile phosphorus (redox-P or labile organic P) near the sediment-water interface are usually indicative of high internal loading. All sediment profiles from Rice Marsh Lake have peaks of labile organic phosphorus between 0-8 cm (Figure 2; Stations 4-6). Typically, peaks of phosphorus (labile organic or iron bound) are signals of excess phosphorus accumulation in sediments, which results in elevated sediment phosphorus release. Thus, the phosphorus peak between 0-8 cm is the section that will be targeted and immobilized with alum.

ALUM DOSE RECOMMENDATIONS OF INTERNAL LOAD REDUCTION

The two factors that are typically used for alum dosing assessments are average anoxic depth and redox-P concentrations. However, these factors are less useful in Rice Marsh Lake due to its polymictic mixing patterns and sediment chemistry. First, the area that goes anoxic is transient and difficult to define because Rice Marsh Lake is polymictic. Secondly, the dominant form of phosphorus in Rice Marsh Lake is labile organic phosphorus, which is converted to aluminum bound phosphorus at a slower rate than iron-bound P. Thus, the primary factors that will influence the alum application for Rice Marsh Lake will be the labile organic fraction of phosphorus and the shallowest area an alum barge can access.

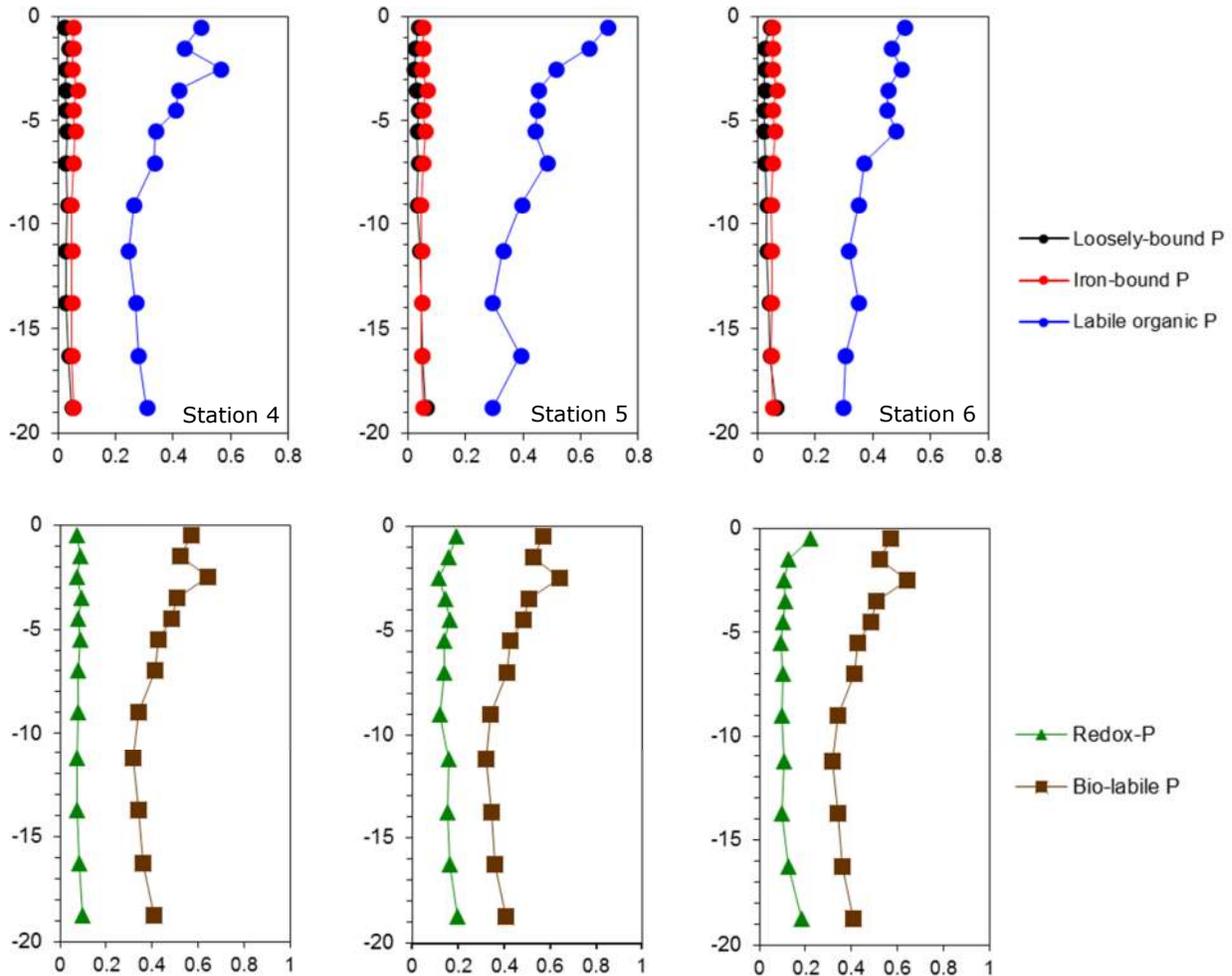


Figure 2. Rice Marsh Lake sediment chemistry profiles for stations 4-6

An alum dose of 80 g Al/m² was calculated as the application rate required to inactivate the top 8 cm of labile organic P in addition to the small amount of iron bound and loosely-bound phosphorus (Bio-labile P). Since labile organic P may be converted to aluminum bound P at a slower rate than redox-P, it may be necessary to apply the alum in a multi-step process (Table 2). However, a low dose of 80 g Al/m² can only be split into two doses of approximately 40 g Al/m² since a lower dose may not form a flocculant that is able to settle at a fast-enough rate. The second constraint is the depth at which the alum can be applied. Generally, any areas shallower than 4 feet cannot receive alum since the alum applicator cannot reach these areas. Therefore, areas deeper than 4 feet will receive the alum treatment and areas shallower than four feet will not (Figure 3). The total cost of this alum treatment is \$143,372, which includes bidding, permitting, specs, application observation, and follow up monitoring (Table 3).

Table 2. Rice Marsh Lake alum application time table

Year	2017	2021
Annual Dose (g Al/m²)	39.8	39.8
Cumulative Dose (g Al/m²)	39.8	79.6

Table 3. Rice Marsh Lake alum application cost estimate

Item	Unit	Quantity	Unit Cost	Total Cost
Initial Aluminum Sulfate Application	Gal AlSO ₄	26,312	\$1.80	\$47,362
Secondary Aluminum Sulfate Application	Gal AlSO ₄	26,312	\$1.80	\$47,362
Application observation and monitoring				\$10,000
Bidding, Permitting, and Specification Development				\$13,648
Follow Up Monitoring ¹				\$25,000
Total Cost Estimate				\$143,372

¹The follow up monitoring assumes that Lake Susan and Rice Marsh Lake will be cored together for a total cost of \$50,000

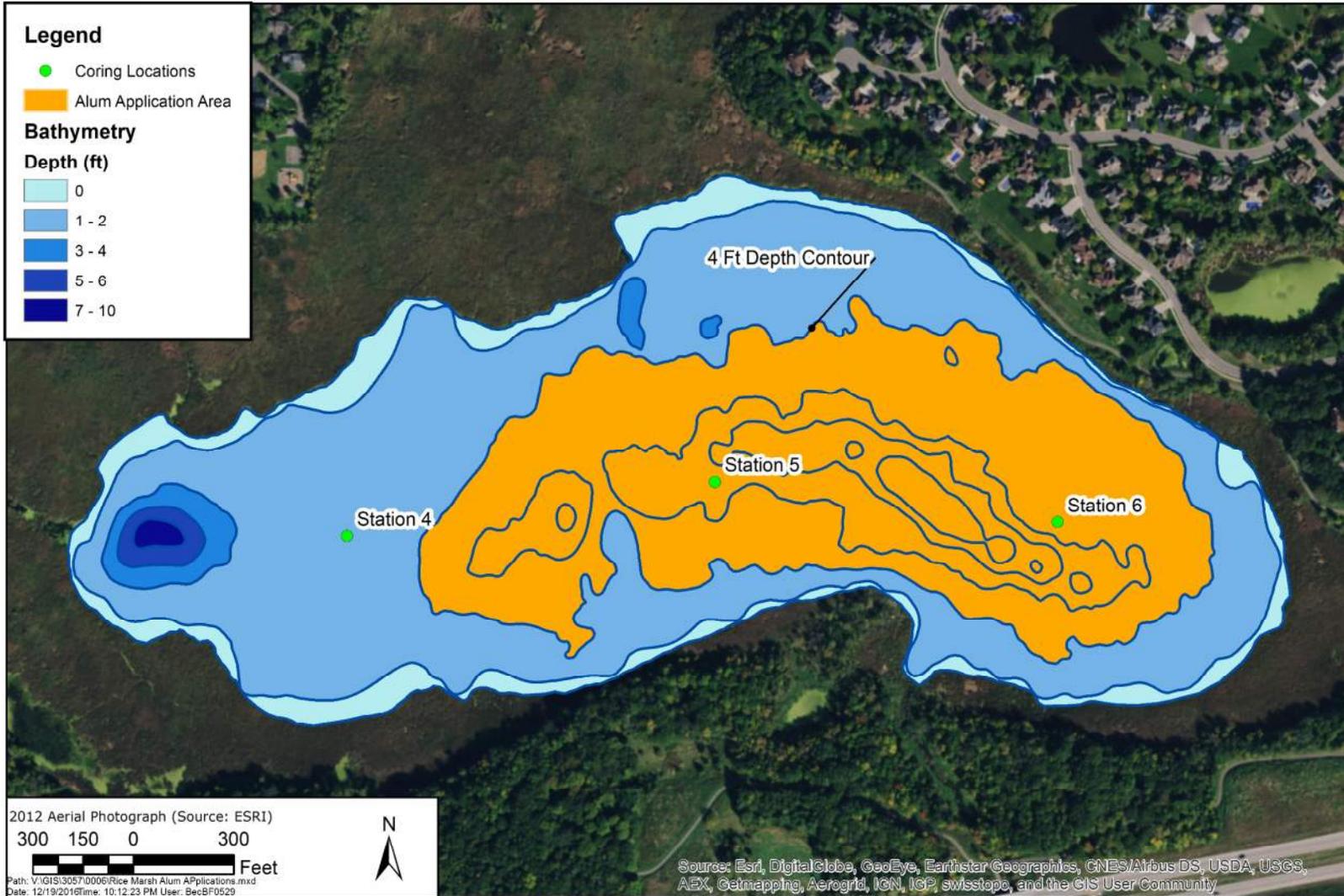


Figure 3. Alum application rates for Rice Marsh Lake. Note: the 79.6 g Al/m² alum dosing rate will be split up over a 4 year period.

Claire Bleser
Riley Purgatory Bluff Creek
Watershed District
March 8, 2016



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References

Barr Engineering. 2016. Rice Marsh Lake and Lake Riley: Use Attainability Analysis. Technical Report

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

April 5, 2017, Board of Managers Plan Workshop, Public Hearing, and Monthly Meeting

PRESENT:

Managers: Mary Bisek, Secretary

Richard Chadwick

Jill Crafton, Treasurer

Perry Forster, President

Leslie Yetka, Vice President*

Staff: Claire Bleser, District Administrator

Zach Dickhausen, District Staff

Michelle Jordan, Community Outreach Coordinator

Josh Maxwell, Water Resources Coordinator

Louis Smith, Attorney (Smith Partners)

Scott Sobiech, Engineer (Barr Engineering Company)

Other attendees: Bob Adomaitis, Lake Riley Improvement Assoc. Dorothy Pedersen, CAC

Larry Koch, Chanhassen Resident Laurie Susla, Chanhassen Resident

Sharon McCotter, CAC* David Ziegler, CAC

Dave Modrow, City of Eden Prairie*

*Indicates attendance at the monthly board meeting and public hearing but not the plan workshop

1. Plan Workshop

President Forster called to order the Wednesday, April 5, 2017, Board of Managers Plan Workshop at 5:46 p.m. in the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

Administrator Bleser stated that the primary purpose of this workshop is to provide information about the education and outreach surveys, workshops, and input for developing the education and outreach plan. She reviewed the District's 10-year watershed plan stakeholder involvement process and noted that currently the District is in the draft plan development phase.

Ms. Jordan presented on what staff has learned from the input process, which help identified issues and priorities and helped develop the draft goals and strategies for the draft 10-year plan. She reminded the Board that for education and outreach the District drafted one goal: To design, maintain, implement education and outreach programs to protect, manage, and restore water resources. She reviewed the nine strategies designed to address that goal:

- Develop and implement an education and outreach plan as part of the 10-year plan
- Evaluate whether those programs are meeting the goals
- Translate complex data to varying audiences

- Build awareness about issues and best practices
- Build awareness of water resources in communities including access to the resources and recreation
- Engage public in projects and programs
- Support good water stewardship in the community
- Build capacity through partnerships
- Build capacity through incentives such as cost-share programs.

Ms. Jordan said that the education and outreach plan will be part of the 10-year plan and will be included as an appendix. She reviewed the six draft key components of the education and outreach plan:

- Purpose
- Strategies
- Audiences
- Key messages and topics
- Methods
- Evaluation

Ms. Jordan went into detail about two components of the District's outreach efforts: the watershed outreach workshops and the teacher survey. She handed out a draft summary of watershed outreach workshops results and teacher survey results. She reviewed the goals of the outreach efforts and the results and findings. Ms. Jordan called for comments and responded to questions. Managers and meeting attendees provided suggestions.

Administrator Bleser noted that chapters of the plan are starting to be drafted. She handed out to the managers binders that include the information about the public input process to-date, and she reviewed the binder information with the managers.

Manager Crafton moved to close the workshop. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0. President Forster closed the Plan Workshop at 6:36 p.m.

2. Monthly Board Meeting Call to Order

President Forster called to order the Wednesday, April 5, 2017, Board of Managers Monthly Meeting at 7:03 p.m. in the District Office, 18681 Lake Drive East, Chanhassen, MN 55317. He noted that immediately prior to this meeting, the Board had a 10-year plan workshop.

3. Approval of the Agenda

President Forster requested the removal of Agenda item 5 – public hearing about Bluff Creek Tributary Plan Amendment. He requested moving Consent Agenda item 5c- Approve Permit 2017-008 Prairie Meadows with Recommendations to Action item 11c. President Forster requested removing Consent Agenda item 5f - Accept 2017 Annual Report and adding it as a Discussion item. He requested removing item 11c - Approve Task Order No. 21b – Bluff Creek Reach BT3A Stabilization Project: Final Design and Construction Administration Services

without the optional task 2-17 and replacing it on the agenda with the item Approve Permit 2017-008 Prairie Meadows. He also requested adding an item under Discussion for staff to report on staff training.

Manager Crafton moved to approve the agenda as amended. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

4. Public Hearing: Change of Business Address

President Forster opened the public hearing on the change of business address for the RPBCWD from 14500 Martin Drive, Eden Prairie to 18681 Lake Drive East, Chanhassen. Attorney Smith stated that this public hearing is an opportunity for any member of the public to comment on the move and that after receiving comments, it is appropriate for the Board to take action to formally order this location as the District's permanent place of business.

President Forster called for comments. Upon hearing none, he requested a motion to close the public hearing. Manager Crafton moved to close the public hearing. Manager Yetka seconded the motion. Upon a vote, the motion carried 5-0.

Manager Chadwick moved to change the RPBCWD's principal place of business to 18681 Lake Drive East, Chanhassen 55317. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

5. Public Hearing: Lake Susan Park Pond and Storm water Reuse

Administrator Bleser said that Engineer Sobiech will present on the project, which is a project that was awarded Clean Water Legacy grant funds.

Engineer Sobiech described the location of the project in the Lake Susan watershed. He provided background on the project. Engineer Sobiech explained that the District completed a Use Attainability Analysis (UAA) update in 2013. He stated that in the update the Lake Susan Park Pond improvements were identified as a potential area to reduce the phosphorous loading to Lake Susan.

Engineer Sobiech talked about further data collected since 2013. He pointed out that the bathymetry of the pond collected by the City of Chanhassen revealed that the actual volume of water in this pond beneath the normal water level was significantly larger than was assumed in the UAA update. Engineer Sobiech explained that there is more volume of water and the pond has a larger treatment capacity than originally assumed. He said that through data collected last year by District staff it was revealed that the water quality in the pond was performing better than what the modeling had indicated. Engineer Sobiech said that data also showed good indication that there is groundwater recharging and feeding into the excavated area, which was an old wetland. Engineer Sobiech discussed fishery data of the basin and announced that staff noticed the presence of carp. He said that one of the District's goals will be to limit carp movement in and out of this basin.

Engineer Sobiech, using PowerPoint slides, went through the Engineer's Report on the Lake Susan Park Pond and Storm water Reuse. He said that five concepts were explored. He went into detail about each of the five concepts and displayed a table that compared elements of the five concepts. Engineer Sobiech stated that the Engineer's recommendation is that the District consider moving forward with option 4a: Pump and Treat with Iron-Enhanced Sand Filter and Storm water Reuse for the ballfield. He said that the estimated project cost is \$480,000 and that this option provides many benefits including Total Phosphorous reduction and volume reduction. He explained that this presentation and the Engineer's recommendation was shared with the Citizens Advisory Committee

(CAC). Engineer Sobiech reported that the CAC was in favor of moving forward with option 4a but to continue pursuing a possible partnership with Emerson as proposed in option 4b.

Administrator Bleser talked further about project funding. She stated that the District received Clean Water grant funds for the project and is in year two of that grant. She said that although the District does not received confirmation from the City of Chanhassen about it financial support of this project, the City has agreed to be a financial partner with the District on this project.

Engineer Sobiech responded to questions. There was a general consensus between the Engineer and the Board that it would be worthwhile for the District to pursue a discussion with Emerson about a potential partnership on the project and the idea of Emerson reusing the storm water for irrigation on its property.

President Forster opened the public hearing for public comments.

Mr. Larry Koch of Bighorn Drive, Chanhassen, asked the Engineer if the modeling shows that taking water out of the basin as proposed would not have adverse effects. Engineer Sobiech said yes. Mr. Koch asked Engineer Sobiech to point out on the map the inputs to the pond, and Engineer Sobiech did so. Mr. Koch said that he can't see that this project is one to do now for purposes to remove phosphorous when the District has other potential projects that are so much cheaper and have so much more bang for the buck. He said that he can't see justifying this project especially since for a storm water pond it was very good on the basis of phosphorus. Mr. Koch remarked that the only reason he can see for doing this is trying to eliminate extraction from the aquifer. He suggested the District contact Emerson not only for contribution to this project but in terms of working with the City of Chanhassen to sell Emerson the water. Mr. Koch stated that it seems that the price per gallon of water would be cheaper than it currently costs Emerson. Mr. Koch said that he assumes that the District would be subsidizing the cost because someone will be running the pumps. He commented that he thinks that saving groundwater makes sense.

Engineer Sobiech said that he hasn't heard of that concept of selling water being applied anywhere and he would need to look into it more

Administrator Bleser pointed out that the proposed options are about more than just phosphorous and instead have multiple benefits.

Ms. Laurie Susla of Chanhassen said she was curious of whether the figures displayed in the PowerPoint table include or do not include the grant funding. Engineer Sobiech said that the displayed figures are exclusive of the grant funds. She asked for clarification about the pumping portion of the proposed project. Engineer Sobiech responded that an estimate based on the figures displayed in the table is that the pumping portion would cost roughly \$200,000. Ms. Susla commented on the treatment portion of the water reuse system and asked if the pumping would reduce the lifespan of the iron-enhanced sand filter. Engineer Sobiech explained the treatment process and that the UV (ultraviolet) treatment kills the bacteria. He said that the pumping may lead to a need for more frequent maintenance. He said that, for example, perhaps instead of getting 15 years of treatment out of the filter there would be 12 or 10 years. Ms. Susla asked if the pond could handle the larger water usage. Engineer Sobiech responded that the proposed usage is a very small percentage of the overall water flow.

President Forster called for additional comments. Upon hearing none, he called for a motion to close the public hearing.

Manager Crafton moved to close the public hearing. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.

Manager Crafton said she thinks that the District needs to hear about what, if anything, the City of Chanhassen and Emerson would do about 4a and 4b.

Manager Bisek moved to direct staff to pursue securing additional information from the City of Chanhassen regarding its commitment to the project and approaching Emerson about its interest in partnering with the District. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

6. Matters of General Public Interest

President Forster explained the procedure for bringing forward matters of general public interest, and he opened the floor.

Ms. Laurie Susla of Chanhassen stated that she would like to follow up on a letter that the Board members received last week. She said that at its meeting last week, the Lotus Lake Conservation Alliance discussed the current draft date of the District's 10-year plan. Ms. Susla explained that the LLCA thought it was important to weigh in now with comments. She noted that the LLCA's two major concerns are the delay in the alum treatment in Lotus Lake and the need for an emergency response plan regarding Aquatic Invasive Species (AIS) infestation. She asked that the LLCA at least get a response to their comments. Ms. Susla reported that the LLCA feels that it is not wise to wait until 2025 to do the alum treatment on Lotus Lake. She also reported that the LLCA is willing to help organize a meeting of partners to discuss an AIS emergency action plan.

Administrator Bleser explained that the District provides AIS funds to the cities of Eden Prairie and Chanhassen for inspections and that Carver County is getting funds from the state to handle AIS. She said that she communicated to Ms. Susla in an email exchange that if something were to happen in the watershed regarding AIS, the respective city, the District, and the County would all work together as well as the Department of Natural Resources and lake associations. She pointed out that there are different aquatic invasive species in Minnesota waters and they would require different actions and treatments. Administrator Bleser encouraged the LLCA to have this conversation more in depth with Carver County because the County is receiving funds to handle and manage AIS.

Administrator Bleser said that regarding the LLCA's input on the draft 10-year plan she recommends that the Board wait to release the draft plan for comment and receive the comments from all of the stakeholders before taking action or directing staff to change the draft plan's prioritization scheme.

President Forster said that the draft plan is not at the stage of setting dates. He also noted that the City of Eden Prairie received \$28,000 this year from Hennepin County for a cleaning station on Lake Riley. He suggested that the LLCA talk to the City of Chanhassen to see if it can get AIS funds from Carver County.

Manager Bisek asked Administrator Bleser to clarify the timing on the comment period on the draft 10-year plan and when the Board might be ready to respond to the LLCA's comments. Administrator Bleser said that the District anticipates releasing its draft plan in the fall.

Mr. Larry Koch of Bighorn Drive, Chanhassen, said that Ms. Susla is saying that the LLCA hasn't seen an emergency action plan for AIS. He said that he thinks the District should participate in developing an emergency action plan. Mr. Koch said that likely there were lessons learned regarding Christmas Lake that someone should be coordinating. He said that if there isn't an AIS emergency plan out there then the District should develop one or should coordinate the development of one including who to contact and what generally the District would do. Mr. Koch remarked that regarding the draft 10-year plan there is no way the Board can logically justify doing the

projects that are scheduled to be done before the alum treatment on Lotus Lake. Mr. Koch emphatically stated that the alum treatment has been on the books in the Use Attainability Analysis since 2005 and has been recommended. He commented that when he was at the presentation by Wenck Associates for whichever lake the District treated, that Engineer specifically stated that it is not necessary to wait for other projects to be done before doing an alum treatment. Mr. Koch said that the other projects can't be forgotten or it will reduce the life of the alum treatment. He said that the alum treatment is at \$70 per pound of phosphorous removed.

President Forster stated that Mr. Koch has made his point and has used his three minutes. Mr. Koch thanked the Board.

President Forster called several times for additional comments on matters of public interest.

Manager Chadwick asked that the Board put onto its upcoming agenda next month or the following month a discussion of an AIS emergency action plan as mentioned in the letter from the LLCA and brought up in public comments. He asked that next month's agenda include a discussion about the alum treatment that has been recommended for over 10 years and was in the Districts prior 10-year plan and is now being recommended of being put off until 2025, and he would like to discuss moving up the alum treatment on Lotus Lake to as early as possible.

There was a lengthy discussion including Administrator Bleser's clarification that the Lotus Lake alum treatment is not in the District's current 10-year plan so the project is not on the District's timetable and the project is a proposal. She also stated that her understanding from Mr. Bischoff's statements when Wenck presented at a previous Board meeting was that the District can do an alum treatment but still has time to deal with external loads. Administrator Bleser explained that she heard Mr. Bischoff's message to be that the District doesn't need to have all of the external loading managed by the time of the first alum application and the District would have five years after the first application to manage its external load. She also pointed out that although the estimated cost per pound of phosphorous removal through an alum treatment on Lotus Lake seems like a cheaper project, the total cost of the project is not a cheap alternative. Administrator Bleser recommended the District gather comments such as these heard tonight about the alum treatment and handle them together with the comments from the other stakeholders as part of the District's 10-year plan update process.

Administrator Bleser asked for clarification on what the Board would like to have prepared for next month's proposed agenda item about an AIS emergency action plan. There was discussion. The Board directed Administrator Bleser to research what AIS emergency action plans exist and what they include for the Board to discuss at its next meeting.

7. Reading and Approval of Minutes

a. March 1, 2017, RPBCWD Board of Managers Plan Workshop and Monthly Meeting

President Forster requested a correction on page 4 to remove the extra word "who" and an edit on page 10, item 8f to correctly identify the manager who seconded Manager Crafton's motion. Manager Chadwick noted that on page 9 his reference to the City of Waconia should be corrected to reference the City of Victoria.

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

8. Consent Agenda

President Forster read aloud the Consent Agenda items: a. Accept Engineer's Report (with attached inspection report); b. Accept Staff Report; d. Authorize bid solicitation for the Chanhassen High School Reuse System; e. Approve Permit 2017-007 Cedarcrest Stables Review Timeline Extension; g. Approve Hire of Permitting and Natural Resource Project Manager.

Manager Crafton moved to approve the Consent Agenda as read. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

9. Citizen Advisory Committee (CAC)

Ms. Dorothy Pedersen thanked staff and the Board for allowing the CAC to see items before they come in front of the Board and thanked staff for making a requested change to the District's website. She summarized the CAC's discussion about and progress on establishing subcommittees. Ms. Pedersen noted that the CAC discussed climate change and raised the question on whether the Board would want to participate in a presentation by Fred Rozumalski of Barr Engineering Company about climate change. Manager Yetka said that she thinks it is a great idea for the CAC to have Mr. Rozumalski present and to invite the Board. President Forster suggested inviting a bigger audience such as interested members of the public.

10. Action Items

a. Approve Paying of the Bills

Manager Crafton described the process undertaken to review the bills. She moved to pay the bills as outlined in the Treasurer's Report. Manager Yetka seconded the motion. Upon a vote, the motion carried 5-0.

b. Accept the February Treasurer's Report

Manager Crafton moved to accept the Treasurer's Report as submitted. She talked about a few revenue and income items and highlighted a few items from the report. Manager Bisek seconded the motion to accept the Treasurer's Report. Upon a vote, the motion carried 5-0.

c. Permit 2017-008 Prairie Meadows with Recommendations

Engineer Sobiech pointed out a change on the permit application compared to the application information provided in the packet. He said that the listed primary applicant now is Prairie Meadows Limited Partnership. He noted that he also updated the review report on page 5 under the water quality portion of the analysis. Engineer Sobiech explained that he added another row to the summary table to show what the water quality treatment would be for the entire site. He said that he also added information to clarify that the applicant is meeting the requirement to the two different downstream receiving waters as well.

Engineer Sobiech summarized the Engineer's review of the permit application and listed the Engineer's recommended conditions. He said that the Engineer recommends approval of the permit with the conditions as listed. Manager Yetka moved to approve permit 2017-008 with the Engineer's conditions. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

11. Discussion Items

a. Staff Training

Administrator Bleser reported that three District staff members recently attended training opportunities. Mr. Dickhausen talked about the Lake Service Provider Training that he attended. He announced that the District successfully achieved its Lake Service Provider permit through December 31, 2019.

Ms. Jordan reported on her continuing education training at the workshop “Institute for Non-formal Climate Change Education.”

Administrator Bleser talked about the workshop she attended: the “Harmful Algal Bloom” workshop hosted by the University of Minnesota and the Science Museum of Minnesota.

Administrator Bleser also updated the Board on the District’s recent landscaper workshop.

b. Upcoming Meetings

President Forster read through the upcoming events as listed on the meeting agenda and noted that the April 17th CAC meeting will start at 6:30 p.m.

c. Annual Report

The managers agreed to provide comments to staff.

12. Upcoming Events

- Citizen Advisory Committee, April 17, 2017, 6:30 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Builder’s Workshop, April 26, 2017, 9:00 a.m. – 11:00 a.m., District Office, 18681 Lake Drive East, Chanhassen
- District Board Workshop and Monthly Meeting, Wednesday, May 3, 2017, 5:30 p.m., District Office, 18681 Lake Drive East, Chanhassen

11. Adjourn

Manager Crafton moved to adjourn the meeting of the Board of Managers. Manager Yetka seconded the motion. Upon a vote, the motion carried 5-0. The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Mary Bisek, Secretary

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

April 26, 2017, Special Board of Managers Meeting

PRESENT:

Managers: Richard Chadwick
Jill Crafton, Treasurer
Perry Forster, President
Leslie Yetka, Vice President

Staff: Claire Bleser, District Administrator
Josh Maxwell, District Technician II
Scott Sobiech, Engineer (Barr Engineering Company)

Other attendees: David Ziegler, CAC

1. Call to Order

President Forster called to order the Wednesday, April 26, 2017, Board of Managers Special Meeting at 4:08 p.m. at District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

2. Action

Manager Crafton moved to approve the 2016 Annual Report. Manager Yetka seconded the motion. Manager Chadwick asked Administrator Bleser what types of changes were made between the report presented and included in the April 3, 2017 Board Packet. Administrator Bleser explained that the changes were mostly grammatical and that no content was modified. President Forster asked when the audit will be completed and Administrator Bleser stated that the Auditor would be presented to the Board at the June Monthly Board Meeting.

Upon a vote, the motion carried 4-0.

3. Adjourn

Manager Crafton moved to adjourn the meeting of the Board of Managers. Manager Yetka seconded the motion. Upon a vote, the motion carried 4-0. The meeting adjourned at 4:12 p.m.

Respectfully submitted,

Mary Bisek, Secretary

Memorandum

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
From: Barr Engineering Co.
Subject: Engineer's Report Summarizing April 2017 Activities for May 3, 2017, Board Meeting
Date: April 28, 2016

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 April 2017.

General Services

- a. Developed presentation materials and led Builder's Workshop on April 26, 2017. Workshop was attended by six builders.
- b. Met with Administrator Bleser and city of Minnetonka to discuss the City's upcoming CIP projects and potential permitting requirements. Also discussed the severe erosion and city plans for culvert replacement at the Covington Road crossing over the Silver Lake Branch of Purgatory Creek.
- c. Met with new Permit and Natural resource project manager to discuss permitting process and record keeping.
- d. Assisted Administrator Bleser with preparation for 10-year plan update to Board of Manager's at April 5th workshop.
- e. Participated in April 5, 2017 Board of Manager's regular meeting.
- f. Attend April 26, 2017 special Board meeting.
- g. Prepared Engineer's Report for engineering services performed during April 2017.
- h. Regular and frequent communication and coordination with Administrator Bleser discussing Board workshop, meeting agenda, CRAS assessment update, Builder's Workshop preparation, and status updates for various task orders.
- i. Overall project management, administration, webmap data management, and coordination of task orders.

Permitting Program

- a. *Permit 2015-025: Blossom Hill Development*- Subdividing a 6.5 acre lot into 12 single family lots at 10841 Blossom Road, Eden Prairie, MN. Corresponded with applicants engineer about testing methods for the constructed infiltration bench to demonstrate functionality of bench.

- b. *Permit 2016-030: IDI Distribution Building Expansion* – Expansion of existing building and northern parking lot. Stormwater management facilities, including pervious pavers, a filtration basin with underlying infiltration, and a water reuse system will be constructed to provide volume control, water quality, and rate control for runoff prior to discharging offsite. The site is located at 8303 Audubon Road, Chanhassen, MN. Met with applicant's irrigation specialist to discuss water reuse system design and installation at the site for volume abstraction.
- c. *Permit 2016-026: Foxwood Development*: This project includes the construction of a single family home development, including mass grading and utility installation in Chanhassen. The project triggers RPBCWD Rules C, D, G, and J. The permit was conditionally approved at the August 3rd, 2016 Board meeting. Reviewed submittal package associated with permit modification request to extend a roadway and relocate a proposed cul de sac. Draft review summary memo.
- d. *Permit 2016-032: County Road 61*: This project includes improving County State Aid Highway 61 from Highway 101 to Charlson Road. The roadway will be converted from a two-lane urban and rural roadway to a three-lane urban roadway with a sidewalk along the west side and a trail along the east side. Only a portion of this project is in RPBCWD. The project was conditionally approved at the November 2, 2016 meeting. The permit modification requires was conditionally approved at the February 1, 2017 meeting. Reviewed maintenance agreement.
- e. *Permit 2016-046: Lifetime Fitness Chanhassen*: This project involves a building expansion and associated parking lot modifications on the west side of the building at the Lifetime Fitness at 2901 Corporate Place in Chanhassen. The project will trigger Rules C and J. Reviewed original and revised submittals and provided two rounds of comments to the applicant. Review maintenance agreement.
- f. *Permit 2017-001: Kopesky 2nd Addition*: This project involves construction of an 8-lot single family home subdivision at 18340 82nd Street in Eden Prairie. The project will trigger Rules B, C, D, and J. The project is considered complete on January 18, 2017. Reviewed third round of comments and drafted staff report for Board consideration at May 3rd meeting.
- g. *Permit 2017-007: Cedarcrest Stables*: This project involves construction of a 17-lot single family home subdivision. The project will trigger Rules C and J. Reviewed submittal and provided comments to applicant. Application is complete on February 10, 2017. Reviewed revised submittal and provided comments to applicant. Calls with applicant, coordination with District counsel of variance requests and prepared staff report for consideration at May Manager's meeting.
- h. *Permit 2017-008: Prairie Meadows*: This project involves pavement rehabilitation, sidewalk reconstruction, and retaining wall reconstruction. The project will trigger Rules C and J. Reviewed submittal and provided comments to applicant. Reviewed revised submittal. Application is complete on March 1, 2017. Notify applicant of Board's conditional approval at April meeting and reviewed soil boring and maintenance agreement. Prepared draft permit form for Administrator.

- i. *Permit 2017-009*: Emerson Process East Renovation: This project involves construction of a building addition and associated site work. The project will trigger Rules C and J and may trigger Rule D depending on the area of site disturbance. Reviewed submittal and provided comments to the applicant. Reviewed two rounds of submittals and drafted review summary report for consideration at May 3rd meeting.
- j. *Permit 2017-010*: Riley Lake Park: This project involves construction of site improvements at Riley Lake Park and the public boat launch. The project will trigger Rules B, C, E, F, G, and J. Reviewed submittal and provided comments to applicant. Several phone calls with applicant's engineer on April 17th to address questions. Began reviewing second submittal and met with City and WSB to discussed proposed changes to second submittal.
- k. *Permit 2017-011*: Galpin Blvd Watermain Improvements: This project involves construction of watermain improvements on Galpin Blvd from Longacres Drive to Lake Lucy Road. The project will trigger Rules B, C and D. Reviewed revised submittal package and draft review summary report for Board consideration at May meeting.
- l. *Permit 2017-013*: 16201 Berger Drive: This project involves construction of a new single family home on an existing single family home site at 16201 Berger Drive in Eden Prairie. The project will trigger Rule C. The application is considered complete on March 16, 2017. Drafted review summary and permit form for Administrator consideration.
- m. *Permit 2017-014*: 3410 Groveland Lane: This project involves construction of a new single family home on an existing single family home site at 3410 Groveland Lane in Minnetonka. The project will trigger Rule C. The application is considered complete on March 20, 2017. Drafted review summary and permit form for Administrator consideration.
- n. *Permit 2017-015*: 9995 Lawson Lane: This project involves construction of a new single family home on an existing single family home site at 9995 Lawson Lane in Eden Prairie. The project will trigger Rule C. The application is considered complete on March 20, 2017. Drafted review summary and permit form for Administrator consideration.
- o. *Permit 2017-016*: 9982 Windsor Terrace: This project involves construction of a new single family home on an existing single family home site at 9982 Windsor Terrace in Eden Prairie. The project will trigger Rule C. The application is considered complete on March 20, 2017. Drafted review summary and permit form for Administrator consideration.
- p. *Permit 2017-017*: 9989 Windsor Terrace: This project involves construction of a new single family home on an existing single family home site at 9989 Windsor Terrace in Eden Prairie. The project will trigger Rule C. The application is considered complete on March 20, 2017. Drafted review summary and permit form for Administrator consideration.
- q. *Permit 2017-018*: Bloomington 2017-102 Street Maintenance Project: This project involves mill and overlay of roadway with spot curb and sidewalk repair on Bloomington Ferry Road between Pioneer Trail and West 96th Street. The project will trigger Rule C. Reviewed submittal and provided review summary for Administrator consideration.
- r. *Permit 2017-019*: Bloomington 2017-110 Trail Improvement Project: This project involves trail reconstruction along Lindstrom Drive from Bloomington Ferry Road to South Bay Drive (East

- Leg). The trail will be widened from varying widths of 6-7 feet to 8 feet. The project will trigger Rule C. Reviewed submittal and provided review summary for Administrator consideration.
- s. *Permit 2017-022: Chanhassen High School Water Reuse:* This project involves construction of infrastructure to construct a water reuse system to reuse water from a pond on the site to irrigate ballfields and landscaped area on the property. The project will trigger Rules C, D, and J. Reviewed revised submittal information and draft review summary report for consideration at May 3rd meeting.
 - t. *Permit 2017-023: Eden Prairie Assembly of God:* This project involves construction of a building addition and associated site modifications at 16591 Duck Lake Trail. The project will trigger Rules C and J. Notified applicant of incomplete submittal and drafted memo requesting that the Board extend the review period by 60 days.
 - u. *Permit 2017-024: Prairie Bluffs Senior Living:* This project involves construction of a senior living facility, parking lot, and landscaping at 10280 Hennepin Town Road in Eden Prairie. The project will trigger Rules C, D, and J. Notified applicant of incomplete submittal. Met with applicant on April 19th to discuss review comments.
 - v. *Permit 2017-025: 735 Pleasant View Drive:* This project involves construction of a new single family home on an existing single family home site at 735 Pleasant View Drive in Eden Prairie. The project will trigger Rules C and J. The project is considered incomplete for the following information: (1) design plans for a stormwater management BMP. Provided applicant information about required stormwater BMP (vegetated filter strip) from MPCA's Protecting Water Quality in Urban Area
 - w. *Permit 2017-026: 6135 Ridge Road:* This project involves construction of a new single family home on an existing single family home site at 6135 Ridge Road in Eden Prairie. The project will trigger Rule C, Erosion Control and Rule J Storm water Management. Reviewed revised submittal, reviewed maintenance declaration, drafted review summary and permit form for Administrator consideration.
 - x. *Permit 2017-027: 7500 Chanhassen Road:* This project involves construction of a new single family home on an existing single family home site at 7500 Chanhassen Road in Chanhassen. The project will trigger Rule C, Erosion Control and Rule J Storm water Management. Reviewed initial submittal and provided comments to Applicant. Reviewed revised submittal and draft maintenance declaration. Drafted review summary and permit form for Administrator consideration.
 - y. *Permit 2017-028: Great Plains Boulevard/TH101 trail Extension:* The linear project proposes to construct 350 feet of 10 foot wide trail in the TH 101 right of way about 1500 feet south of Lyman Boulevard. The trail construction requires site grading, relocation of a segment of watermain, construction of 2 retaining walls and site restoration. The project proposes construction/reconstruction of less than 5000 square feet of impervious surface and it qualifies as a linear project, so compliance with the RPBCWD stormwater-management criteria is not triggered. The project will trigger Rule C, Erosion Control. Reviewed revised submittal and drafted review summary and permit form for Administrator consideration.

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- z. *Permit 2017-029: Tweet Pediatric Dentistry*: This project involves construction of a new dental clinic at 7845 Century Boulevard in Chanhassen. The project will trigger Rule C, Erosion Control and Rule J Storm water Management. The project is considered incomplete for the following information: (1) electronic submittal, (2) soil boring information and (3) stormwater management computations. Notified applicant of incomplete submittal on April 20, 2017. Worked with RPBCWD permit manager to review revised information.
- aa. Performed erosion control inspections of active sites during the week of April 14th (see attached inspection report).
- bb. Conversations with several project engineers/developers about permit requirements for potential development and redevelopment projects.
- cc. Met with Administrator Bleser and Counsel Welsh to discuss potential rule revisions and draft permit review summarize on April 4th.
- dd. Participated in two preapplication meetings on April 20th with Administrator Bleser and Minnetonka School District to discuss which rules would apply to a proposed gymnasium additions at Clear Springs and Scenic Heights elementary schools..
- ee. Attended a preapplication meeting on April 5th with Administrator Bleser, city of Eden Prairie and developer to discuss potential redevelopment plans for a mixed use project at SW Station.
- ff. Performed security updates for the inspection/database tool.
- gg. Updated inspections tool to include photo collection.

Data Management/Sampling/Equipment Assistance

- a. Entered surface water analytical data into EQUIS.
- b. Uploaded and verified one laboratory report to EQUIS.

Task Order 6: WOMP Station Monitoring

Purgatory Creek Monitoring Station at Pioneer Trail

- a. Prepare for 2017 monitoring season – cleanup monitoring station, purge and test autosampler.
- b. Maintenance – troubleshoot modem connection issue.
- c. Download and review data.
- d. Communications with MCES staff.
- e. Storm event sampling – set station for sampling; collect, prep, and deliver sample to lab.

Purgatory Creek Monitoring Station at Valley View Rd

- a. Prepare for 2017 monitoring season – cleanup monitoring station.
- b. Downloaded and reviewed data.

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- c. Maintenance – troubleshoot modem connection issue.
- d. Storm event sampling – set station for sampling; collect, prep, and deliver sample to lab.
- e. QA-QC, review, and prep 2016 water quality data for entering into database.

Task Order 7b: Purgatory Creek Stabilization near Hwy 101—Construction

- a. Worked with the contractor and city of Minnetonka to work through additional plant substitution questions because some specified species are not available or are not available in the specified sizes.
- b. Had discussions with contractor regarding schedule for finishing planting trees and shrubs this spring.
- c. Construction of this project is substantially complete. Trees and shrubs will be planted in the spring.

Task Order 12: Downtown Chanhassen BMP Retrofit Assessment

- a. Barr finalized the report and delivered hard copies for distribution at the April monthly meeting.
- b. During the next month Barr will begin the process to conclude the Board of Water and Soil Resources (BSWR) accelerated implementation grant that provided partial funding for the project.

Task Order 13a: Lake Susan Watershed Treatment and Stormwater Reuse Enhancements

- a. Prepared for and attended public hearing on April 5th to present the results of the Engineer's Report.

Task Order 14b: Lower Riley Creek Final Design

- a. Continued hydraulic modeling to assist with design.
- b. Assessed additional stabilization approach and measures to provide a more natural appearance for a final restoration project.

Task Order 16: Watershed Management Plan Refresh

- a. Continued work on draft of the 2017 Watershed Management Plan document, including drafting plan sections including goals and strategies, public engagement strategy, issue identification, and land and water resources.
- b. Provided drafts of the "Goals and Strategies" and "Public Engagement and Issue Identification" to Administrator Bleser for review.
- c. Met with Administrator on April 6th to discuss 10-year plan format, responsibilities for draft text, figures, etc.

- d. In the next month, Barr staff will continue drafting text of the plan document, including associated tables and figures. Barr will provide Administrator Bleser draft sections as they are completed.

Task Order 17: Creek Restoration Action Strategy 2: Upper Riley Creek Sediment Source Assessment

- a. Finished edits in response to Administrator comments, finalized report and delivered to Managers.

Task Order 18: MPCA Resiliency Grant

- a. The resilience workshop series were finished. Barr staff is beginning to create final written/graphic documents summarizing the results of this work for each participating municipality.

Task Order 19: Chanhassen High School Stormwater Reuse Design

- a. Finalize RBPCWD Permit submittals and develop responses to comments on submittal.
- b. Development of 100% design construction plan set, technical specifications, and front end documents and sending to RPBCWD legal counsel for review.
- c. Continued coordination with Magellan Pipeline Company and Chanhassen High School regarding encroachment agreement, including sending 100% design construction plan set and technical specifications for review and determination (by Magellan) about what modifications are needed related to the encroachment agreement.
- d. Coordination of bidding including setting-up Quest CDN project and compiling the advertisement for bid.
- e. Worked with Administrator Bleser and legal counsel to develop draft of the stakeholder agreements between the three parties.
- f. Updated project specification in response to comments provided by District Counsel.
- g. Future work tasks include finalizing agreement, bidding, and construction in 2017.

Task Order 21: Bluff Creek Feasibility Study

- a. Developed task order to complete final design with Administrator Bleser input.
- b. Planned field work for wetland delineation adjacent to creek.

Task Order 22: Groundwater Assessment

- a. Conducted assessment of groundwater and surface water interactions for all lakes, streams, and wetlands in the District

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- b. Developed screening criteria to inform potential risk of slope failure due to enhanced infiltration.
- c. Developed an "infiltration score" across the District that highlights areas best suited for larger scale infiltration
- d. Most of the analysis tasks are nearing completion. Documentation and reporting are expected to start in the next month.

Task Order 23: Scenic Heights School Forest Restoration

- a. Meeting with City, DNR, and School District representatives to begin work on the project again. Discussions involved the outreach and educational components of the project as well as design review and coordination with City and DNR staff. Plans, specifications and cost estimates are now being prepared. The work is set to be bid in fall 2017 with work beginning, including invasive species removal, in winter 2018 and continuing for three years,
- b. Reviewed and provided comments on draft cooperative agreement term sheet.

Creek Restoration Action Strategy (CRAS)

- a. Updated 2015 report to incorporate new scoring for streams assessed in 2016.

To: RPBCWD Board of Managers
From: Dave Melmer
Subject: April 14, 2017—Erosion Inspection
Date: April 27, 2017
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 April 14, 2017.

Site Inspections

2015-005	CSAH 101 Mntka	2017-04-14
<p>Eastern side streets have had final top coat laid-vegetation is established-catch basin protection has been removed in many areas. BMP's look good. Site is inspected and well maintained by contractor/site inspector. Construction is completed at creek crossing-BMP's look good at this location. Curb/gutter/side walk installation at south end and eastern side of project is underway. Many areas have been spray-tac'd. Street cleanup is done quite frequently. Paving and sidewalk work continues. Entire site had exposed soils spray tac'd prior to snowfall. Street construction is ramping up. (April-2017)</p>		
2015-008	3520 Meadow Lane	2017-04-14
<p>Construction has stalled. Site BMP's are adequate. Silt fence is down in some areas on west side--will not affect site runoff. (April-2017)</p>		
2015-010	Children's Learning Adventure	2017-04-14
<p>Building construction complete. Inlet protection has been removed. Site BMP's look good. Onsite storm water ponds to west has been constructed. Parking lot curb/gutter installation complete. Asphalt has been installed. Grading and hydro mulching has been completed in some locations. Landscaping is complete. Sod was installed and application of spray tac to exposed soils. Additional vegetation mats have been installed at ponds to west. Minimal vegetation growth observed to date.</p>		
2015-011	Eden Prairie Ponds	2017-04-14
<p>Construction complete. Gas line needs to be buried. BMP's. Exposed soils covered with hay. (April)</p>		

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2015-012	Meditech Site Improvements	2017-04-14
	Construction activities complete. Inlet protection has been removed. Bio-logs still in place SE parking lot between parking lot and sidewalk--this slope is all weed growth and has not had final landscaping--may be part of HWY 101 work.	
2015-014	12420 Sunnybrook Road	2017-04-14
	Site has been surveyed. No construction has started	
2015-016	Blossom Hill	2017-04-14
	Construction on second, third and fourth home sites has begun. BMP' look good look ok for unsold lots.	
2015-020	Dawn Valley Chapel	2017-04-14
	Site construction is complete. Site is stable. Vegetation established. Two bio-logs need to be removed on SE corner of site.	
2015-027	Bloomington Hyland Greens Pond Storm Sewer Maintenance	2017-04-14
	Construction has not started.	
2015-031	10089 Purgatory Road	2017-04-14
	Site construction complete. Access to location is stable. Yellow silt curtain has been. Soils above installed stabilization rock at creeks edge appear unstable and susceptible to erosion. Monthly inspections will continue to monitor potential loose soils. Corrective action (1/9/16) will remain open. This was addressed in Technical Memo from Wenck (January 19, 2016). Monthly photo will be taken with I-Pad. Bio-logs along access site can be removed or cut open.	
2015-035	LaMettry's Chanhassen	2017-04-14
	Building construction continues. Rock entrances have been upgraded and tracking to street has been addressed. Minor tracking to street observed. Future parking lot areas are full rock base now. North slope grading under way...swale BMP' look good.	
2015-036	Saville West Subdivision	2017-04-14
	No earthwork has begun to date. Trees have been tagged along street side and trees/brush has been cleared near power lines. Wetland has been delineated. Utility flags installed along with some site surveying.	
2015-037	Purgatory Creek at Hwy 101 Restoration	2017-04-14
	BMP's are in place. Erosion mats are installed.and stream stabilization	

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is underway. Exposed soils have been covered with spray tac-some areas have vegetation sprouting. (April-2017)

2015-038 **Improvements to Field 8 at Miller Park** **2017-04-14**

BMP's look good. Site construction complete. Soils have been covered--vegetation on field growing. BMP's look good. Site construction complete. Soils have been covered---some vegetation growth observed.

2015-039 **Miracle Field** **2017-04-14**

Construction complete. Inlet protection (SE side of project site) needs to be removed prior to site being closed. Site representative was notified concerning removal of inlet protection--multiple times. Inlet protection is still in place as of March-2017 inspection. Site is stable.

2015-048 **Page I Ice Facility Addition** **2017-04-14**

Construction of building foundation/walls complete. Silt fences in place. Rock entrance installed. Site BMP's look good. Site grading underway. Parking lot torn up. Slope on south side of building needs attention -- covered with plastic. Erosion and silt runoff to catch basins on southwest corner of site need to be cleaned up--Catch basin protection installed.

2015-051 **Chapel Hill** **2017-04-14**

Site construction complete. Site has been graded and seeded--vegetation growing. Site looks good. Catch basin protection still in place.

2015-053 **RBSC Chanhassen LLC** **2017-04-14**

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.

2015-056 **Oster Property** **2017-04-14**

Construction complete. Silt fences /bio-logs have been removed. Vegetation mats and wood chips have been installed on all bare soils. All other BMP's look good. No vegetation established to date.

2015-058 **Prairie Center Clinic Addition** **2017-04-14**

Construction continues on building. BMP's are good. (April)

2015-059 **19108 Twilight Trail** **2017-04-14**

Landscaping complete. Orange silt fence on west and north still installed--site is stable.

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2015-060	Optum Parking Expansion	2017-04-14
	Construction complete. BMP's installed and look good. East parking lot is complete and stable-catch basin protection still installed. Asphalt on west lot is complete and curb-gutter have been installed. Vegetation mats installed (fall-2016)-vegetation has sprouted. Overall site conditions are good	
2015-061	Ingram Property	2017-04-14
	No construction observed to date.	
2015-062	MnDOT SP 1002-100 TH5	2017-04-14
	Construction complete. Bio-logs have been removed. Site looks good. (March). Vegetation established. One 40ft section of silt fence still in place- east of McDonalds. Site is stable.	
2016-004	Round Lake Park Improvements	2017-04-14
	BMP's look good. Site construction complete--parking lot/lots- curb gutter and asphalt has been installed. (November). Construction has idled. Vegetation has sprouted.	
2016-005	Staring Lake Play Area	2017-04-14
	Construction complete. Vegetation is growing. All temporary BMP's are removed. Vegetation on north slopes has sprouted.	
2016-007	Meditech Phase II	2017-04-14
	Construction complete. Site is stable. Catch basin protection has been removed.	
2016-009	Stratus Court Stormsewer Outfall	2017-04-14
	No construction has started.	
2016-010	Minnetonka HS Parking Improvements	2017-04-14
	Construction is complete. Parking lot curb/gutter installed-asphalt is in place. Most BMPs have been removed except a couple of bio-logs. All exposed soils have been spray-tac'd and vegetation has started growing. Vegetation is growing	
2016-012	Minnetonka HS Parking Additions	2017-04-14
	Construction is complete. Parking lot curb/gutter installed-asphalt is in place. Most BMPs have been removed except a couple of bio-logs. All exposed soils have been spray-tac'd and vegetation has started	

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2016-039	Powers Ridge Senior Apartments	2017-04-14
	Construction continue. Corrective Actions have been addressed. BMP's are good.	
2016-041	Chanhassen West Water Treatment Plant	2017-04-14
	Silt fences have been installed on site. Construction continues. Earthwork underway and foundation continues. Rock and wood chip entrance has been installed. BMP's look good to date. Minor tracking to street observed.	
2016-042	18663 St. Mellion Place--Eden Prairie (Bear Path)	2017-04-14
	Construction continues. BMP's are good.	
2016-043	Bongards Redevelopment	2017-04-14
	Construction has started. BMP's are adequate. Parking lot installed--catch basins installed and protected--awaiting spring for pavement installation.	
2016-044	Dell Rd & Riley Creek Repair Project	2017-04-14
	Construction complete. Site will be straw/mat covered until spring. Vegetation will be installed in spring-2017. BMP's are good. Observed some erosion near new beehive catch basin-city is aware of erosion and will repair. (April)	
2016-045	MCES Blue Lake Interceptor Rehab	2017-04-14
	No construction observed to date.	
2016-046	Lifetime Fitness Chanhassen	2017-04-14
	Construction has started. BMP's are installed.	
2016-047	9507 Sky Lane Eden Prairie	2017-04-14
	Construction continues. Corrective Actions have been addressed. Silt fences down in some areas but secondary containment is good. Minor tracking from today's activity.	
2016-FT02	Mitchell and McCoy Lake Outlet Sediment Removal	2017-04-14
	BMP's look good. Site construction complete. Vegetation growing. Bio-log still in place. BMP's look good. Site construction complete. Site is stable. All temporary BMP's have been removed. This will be last field inspection for this permit. Photo taken on I-pad.	

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2017-002	7012 Dakota Ave	2017-04-14
	BMP's installed. Bio-log perimeter installed. House tear down underway.	
2017-003	18761 Heathcote Dr Building Addition	2017-04-14
	Demolition of house complete. House construction continues. BMP's are adequate for stockpile-silt fence would've been best--bio-logs are working.	
2017-004	9627 Sky Lane Eden Prairie	2017-04-14
	Minor tracking to street. BMP's have been installed. Corrective Action closed.	
2017-005	9527 Sky Lane Eden Prairie	2017-04-14
	Construction continues. Corrective Actions have been addressed. Minor tracking from today's activity.	
2017-008	Prairie Meadows Site Renovation	2017-04-14
	No site activity observed.	
2017-012	9667 Sky Lane	2017-04-14
	BMP's look good. Minor tracking to street. Dirt stockpile in backyard does not have protection but is surrounded by sod and area is flat.	
2017-013	16201 Berger Drive	2017-04-14
	BMP's installed. ,	
2017-014	3410 Groveland Lane	2017-04-14
	BMP's installed. Construction complete. Landscaping needs to be completed.	
2017-015	9995 Lawson Lane	2017-04-14
	BMP's in place are ok.	
2017-016	9982 Windsor Terrace	2017-04-14
	BMP's in place are ok.	

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2017-017	9989 Windsor Terrace	2017-04-14
	BMP's in place are ok. Silt fence down in some areas.	
2017-018	Bloomington 2017-102 Street Maint	2017-04-14
	No activity observed to date.	
2017-019	Bloomington 2017-110 Trail Improvements	2017-04-14
	No activity observed to date.	
2017-020	8512 Ellet Circle	2017-04-14
	Open CA(s): Silt fence down on south side. Deadline: 5/14/2017	
	BMP's installed. Silt fence down on south side. Site Representative was notified.	
2017-021	8544 Ellet Circle	2017-04-14
	BMP's installed. Minor tracking to street.	
2017-025	735 Pleasantview Road	2017-04-14
	BMP's installed. Bio-logs for perimeter control--adequate.	

Please contact me at 952.832-2687 or 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.

Staff Report

May 3, 2017

Administrative

10-Year Plan

Staff continues to work on the 10-year plan.

Aquatic Invasive Species

Administrator has prepared a calling tree/management scheme for the board to discuss. This will be presented to the board at the board meeting.

District staff have given out multiple adopt-a-dock plates already this month and will install the plates at boat launches in May.

Administration

Administrator continues to work with various vendors to ensure that the office is in proper functioning order.

Audit

Administrator Bleser continues to work with the auditor as part of our auditing process.

Budget

No new update.

Data Request

The District received several data request related to our last meeting and 2016 expenditures. Those were processed.

Residents from Lake Lucy requested lake level information so they can track water levels this year. Staff sent the information.

Mary Hedrick (WSB and Associates) requested information about the aeration system on Rice Marsh Lake and staff sent the information.

Dave Modrow (Eden Prairie) requested lake level data for Duck Lake due to high water levels near residences located at Center Drive in Chanhassen.

Grants

No new updates.

Office

Technology enhancement were made. Screen and speakers are working successfully and were recently utilized for our builders workshop. We've also purchased additional furniture to furnish for the Permit and Natural Resources Manager's office.

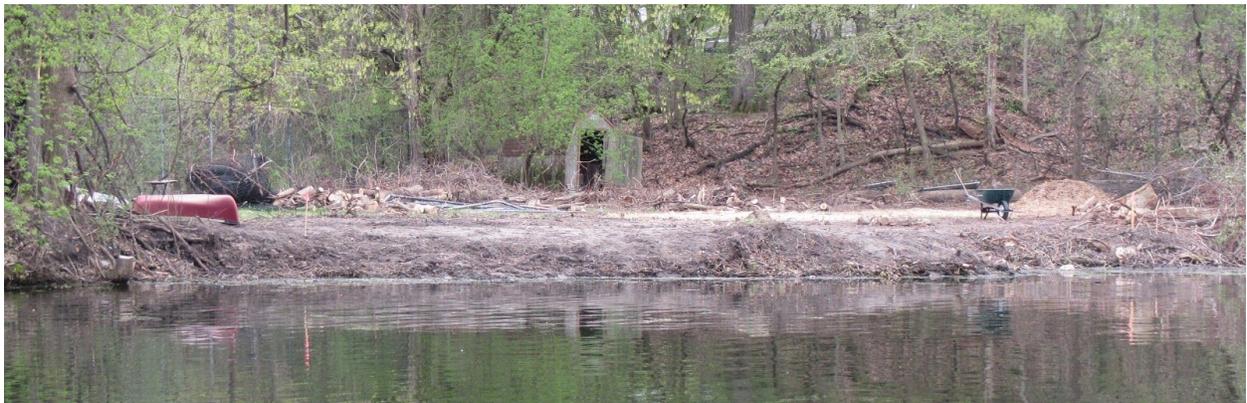
Permitting

We had 7 builders come to our builder's workshop.

Site Investigations

Tom Kingsley contacted the District about a barrel he had found a year ago that was leaching a substance into Riley Creek near Eden Prairie Road. He had pulled the barrel out and reported it to Hennepin County however the barrel was not removed. Eden Prairie and the District went out in attempt to locate the barrel but could not find it. District staff reached out to the resident to help locate the barrel but has received no response yet.

Staff went out and investigated a site on Lake Riley 9401 Kiowa Trail Chanhassen, MN 55317. The riparian zone had been cleared of all vegetation and no BMP's had been put in place. No permit had been acquired before work began. Staff and the City of Chanhassen are working with the landowner so corrective measures can take place.



Staff also noticed a floating silt curtain along the shoreline of 9361 Kiowa Trail Chanhassen, MN 55317 on Lake Riley. A backhoe was parked on the shoreline and some digging had begun with a single tree removed. Boulders for landscaping purposes were also being moved around. Additional silt fence should be placed on land to ensure protection of the lake.

The District is working with City of Chanhassen to determine extent of work.



Administrator Claire Bleser, Leah Weyandt (MN DNR CO), and Jennie Skancke met with the landowner on the south side of Lake Ann to discuss the possibility that a beaver dam has been creating higher water levels in Lake Ann and Lake Lucy. At this stage, the beaver dam was removed and flows were flowing without any obstruction. The DNR is evaluating if the OHW is at the right level and the homeowner will try to remove dams if she sees them.

Citizens Advisory Committee

April Meeting

The CAC met for their regular monthly meeting on April 17th. Draft minutes are included in the board packet.

Technical Advisory Committee

No additional updates.

Programs and Projects

District-Wide

Cost-share program

Two applications were received for the early cost-share deadline, however they were not complete and will be resubmitted for the June deadline. Staff have been conducting frequent site-visits in April, and expect several applications for the June deadline.

MPCA Community Resiliency Grant

All Cities have been provided a summary of the data. Staff is working on summarizing the results and will be presenting to the community on May 31st.



May 31, 6:30 - 8 pm

Preparing for **OUR CHANGING CLIMATE**

You've heard that our global climate is changing, but what does that mean for Minnesota, and your local community? Join us for a presentation and discussion on local climate change impacts, and community actions to adapt.

Location: Nine Mile Creek Watershed District - 12800 Gerard Dr, Eden Prairie
RSVP (free): <https://ourchangingclimatemn.eventbrite.com>



Total Maximum Daily Load

No additional updates.

Data Collection (J. Maxwell)

Rice Marsh Aeration

The aeration unit was turned off on February 17th due to the very warm weather and large open water area. Overall oxygen conditions were good to excellent this winter. Staff retrieved the thin ice signs. Staff will pulse the unit once a month to make sure lines remain clear. Barr Engineering will repair the motor that went down this year and the District has purchased another one as a back up.

Summer Field Season

Staff began regular lake and creek sampling near the end of April. All lake level sensors have been placed and will be downloaded/checked once a month. The Lake Lucy level sensor is having issues connecting with the field computer and staff has in contact with ISCO to retrieve the data collected so far. The sensor may have to be sent in. A fisheries permit was sent to the

MN DNR at the beginning of March to allow for carp management this year and to collect native fish for the two educational opportunities that occurred this past month.

Carp Management

The barrier was opened on March 3rd to allow northern pike to move up into the recreational area to spawn and return to Staring Lake. The barrier was closed on April 4th as temperatures reached above 10 degrees Celsius on multiple days prior to closing. Temperatures are still fairly cold ranging between 10-15 degrees Celsius. The floating trap net was deployed April 11th to capture fish for education and outreach events and gauge carp movement. Fish species captured included mainly northern pike, black crappie, and black bullheads. The first carp was captured on April 21st and the count is up to 6 carp so far. Staff has been tracking carp movement via telemetry this spring and have most recently found the carp spread out along the east side of Staring Lake between the Purgatory Creek inlet and outlet.

Creek Restoration Action Strategy

Barr Engineering and District staff has been working on an updated edition of the CRAS and on a future publication for a professional journal. Additionally, staff has been working on a final creek walk summary book to have on hand to easily reference.

Staff also conducted creek walks of the two most southern ravine tributaries of Lotus Lake. Overall, scores were fairly similar to estimated scores as the stream sections were in fairly good shape.

WOMP Station - Metropolitan Council

Staff has visited the WOMP stations twice this month and have been using the Met Council's new procedures.

Service Learners

No new update.

Volunteering

During the week of April 10-14, staff had two community volunteers assist with data collection. Volunteers assisted staff in checking and removing the District's floating trap net deployed below the carp barrier in Purgatory Creek, removing thin-ice signs from Rice Marsh Lake and collecting WOMP station water samples. Both volunteers were exceptional help and will continue to be contacted for future volunteer opportunities.

Education and Outreach (M. Jordan)

Adopt a Dock Program

There are 15 confirmed participants for this year's program, including two new volunteers for Lotus Lake. Most of the dock plates have been distributed, and some volunteers have already begun monitoring for suspicious mussels (no sightings), and logging other observations like this one from early April on Silver Lake: "Canadian geese already established in pairs and their selected nesting sites. Male Red winged blackbirds here for the last week, no females yet. Hooded Merganser pair also in area, as well as wood duck pair." Nine Mile Creek Watershed

District is interested in starting a similar monitoring program for their lakes, and met with district staff to learn how it has been implemented here.

AIS Jr Inspector

Staff were invited to take part in an Earth Day activity at Clear Springs Elementary School. One of the activities staff engaged with three 2nd grade class was on Aquatic Invasive Species. Close to 70 students took part in the activity and became AIS Jr Inspectors!



Earth Day Mini Grants

One of the grant recipients has already submitted a project report and reimbursement request. The recipient used the grant to purchase binoculars for her kindergarten class at Cedar Ridge Elementary. They have started to use the binoculars to explore the small creek that runs past their school, and the wildlife that live around it.



Earth Day Pollution Lesson

As part of Earth Day, The District engaged with three 2nd Grade class at Clear Springs Elementary School. Close to 70 students learned about the importance of not polluting our waters. Kids were able to learn about the importance of monitoring as well as able to see fish

from our waters. At the end of the lesson, they learned about the importance of keeping our waters clean.



Earth Day Clean up

A team of district staff and volunteers met Saturday April 22, to participate in Eden Prairie's annual Parks Cleanup. It was a beautiful morning, and over two hours, the group collected trash from Lower Purgatory Creek Conservation Area (next to Homeward Hills Park). They filled the bag the city provided and more, and the day's finds included a tire and several pieces of scrap metal.





Lakes and Creeks Water Quality Report

Fact sheets have been requested and distributed to several associations for their meetings. Staff have also been using them in various interactions with the community.

Master Water Stewards Program

This year's cohort had their last class. They are into planning their capstone projects. Staff, one of last year's stewards, and the high-school steward candidate did a preliminary site walk of her highschool (Eden Prairie High School) to identify potential project locations. Last year's cohort began installation of the last capstone project, a shoreline restoration on Duck Lake.

Outdoor Learning Center

The Animal Open House had around 700 attendees on Saturday, April 8th. Staff and a volunteer talked to community members about the work of the district in caring for Staring Lake, and other local water bodies. They showed several different types of native fish from Staring Lake, and talked about how and why invasive carp are managed. This was a fun event, with good traffic. The location right on Staring Lake also made a perfect setting for talking about the district's work to protect clean water, and how community members can get involved. Having a volunteer was a great help as well, and staff look forward to continuing to engage our growing volunteer base in events like this.



Rain-barrel sale

Rain-barrel sales are open, and staff are working to promote the sale.

Website & Newsletter

Staff met with the web designer to go over staff and CAC comments on the first draft layout. Current projections are to have a roll-out of the new site in September 2017. The May newsletter was sent the first week in May.

Winter & Turf Maintenance Training

The district is hosting a one-hour turf maintenance refresher course for city of Minnetonka maintenance staff, and seasonal employees. Fortin Consulting will be teaching the course.

Bluff Creek One Water

Bluff Creek

Public Hearing was scheduled for May 15, 2017.

Riley Creek One Water

Chanhassen Town Center

Work is completed

Lake Susan Park Pond

See results in the 2017 Lakes and Creeks Report. Staff will electrofish the pond in 2017 to check carp numbers for an additional year of data. Public Hearing was scheduled for the April Board Meeting.

Riley Creek

No new update.

Lake Riley CLP Treatment

The District applied and submitted required documentation for a permit for controlling curly-leaf pondweed. The DNR approved the permit. We are all set to go when conditions are optimal for the treatment.

Lake Riley Water Quality Project (Alum)

Water Clarity in Lake Riley is at 5.3m. We will continue to monitor throughout the field season.

Lake Susan CLP Treatment

The District applied and submitted required documentation for a permit. The DNR approved the permit. We are all set to go when conditions are optimal for the treatment.

Purgatory Creek One Water

Fire Station 2

District staff, city of Eden Prairie, and Eden Prairie Fire Station representatives met to work on key messaging for the signage at the project. An overall site theme was identified, and preliminary copy is being developed.

Purgatory Recreational Area Berm

No new update.

Purgatory Creek at 101

We are in our final phase of our restoration. Residents were notified with a postcard that our contractor would be out in the next few weeks to plant trees and shrubs on site. Staff inspected the restoration site and it looks good. A couple residents stopped us and told us how great it was turning out and how appreciative they were that the District restored the creek.



Photo taken April 21, 2017

Mitchell Lake Plant Management

The District is working with the University of Minnesota to determine treatment zones for curly-leaf pondweed.

Red Rock Lake Plant Management

The District applied and submitted required documentation for a permit for controlling curly-leaf pondweed. The DNR approved the permit. We are all set to go when conditions are optimal for the treatment.

Scenic Heights School Forest

School district, city of Minnetonka, and watershed district representatives met to develop a public engagement framework for the project. The framework identifies the different stakeholder groups, from authorities/decision makers to school and general community members. Methods for building awareness of the project in each group were identified as well as key dates.

Staring Lake Plant Management

The District applied and submitted required documentation for a permit controlling curly-leaf pondweed. The DNR approved the permit. We are all set to go when conditions are optimal for the treatment.

Professional Workgroups and Continuing Education

Minnesota Association of Watershed District

No new updates.

Watershed Partners

Staff attended the most recent Metro Watershed Partners meeting on April 12th. The aim of the meeting was to get feedback on developing/adapting the Community Clean-ups for Water Quality program for Clean Water MN, and creating a neighborhood-level engagement kit that also promotes the ongoing commitment of adopting a storm drain.

Part 1. A brief overview of Adopt-a-Drain: Jana Larson

Part 2. A brief overview of Community Clean-ups for Water Quality: Deirdre C.

Part 3. Two Master Water Stewards on the successes/challenges of CCWQ

Part 4. Peggy Knapp will lead a gallery walk to get information and feedback from partners.

This walk will have three sections with three questions to help us in our upcoming work:

A. Theme: Value and Logistics of This Tool:

- *What piece/pieces holds value for you?*
- *What will this change, or what problem are you solving?*
- *What challenges do you see as an org and for your participants?*

B. Theme: CleanWaterMN.org participation

- *What resources do you need from WSP?*
- *What would an ideal collaboration look like?*
- *How can WSP tell your success stories?*

C. Theme: Organization/Partner participation

- *Who would be involved at your organization?*
- *What are the most likely actions you will take to make clean-ups succeed?*
- *What would success look like?*

There has been interest in the watershed district about adopt-a-drain style programs for several years, and the Clean Water MN partnership may offer some helpful tools and resources.

RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT

GOVERNANCE MANUAL

Adopted as amended ~~May 3,~~ 2017

Claire Bleser 4/16/2017 12:23 PM

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Appendix A: Inventory of Not-Public Data on Individuals

Riley-Purgatory-Bluff Creek Watershed District

Governance Manual – Introduction

The Riley-Purgatory-Bluff Creek Watershed District is a special purpose unit of government established under Minnesota Statutes chapters 103B and 103D. The Riley-Purgatory-Bluff Creek Watershed District, is governed by a five-member Board of Managers appointed to staggered terms by the Hennepin County and Carver County Boards of Commissioners. In 2012, the Riley-Purgatory-Bluff Creek Watershed District hired an administrator to oversee and direct day-to-day activities and to carry out the Water Management Plan.

This **Riley-Purgatory-Bluff Creek Watershed District Governance Manual** was adopted by the Board on July 2, 2014, and adopted as amended February 4, 2015. The manual establishes clear written policies, procedures and instructions for the management of District activities and accounts, complete recordkeeping and records management, and separation of duties among District staff and contractors. The manual will also help to ensure that: similar transactions are treated consistently; that accounting principles used are appropriate and proper; and that records and reports are produced in forms desired by the managers and state review entities, including: the Legislature, the Office of the State Auditor; and the Board of Water and Soil Resources.

The manual consists of this document, along with the following policies and protocols adopted by the District:

- **General Governance Policies.**
- **Bylaws**, including the District Conflict of Interest Policy and fulfilling the requirement of Minnesota Statutes section 103D.315, subdivision 11.
- **Policies and Procedures for Public Access to Documents** fulfills requirements of the state Data Practices Act applicable to the District. The following auxiliary documents fulfill specific requirements of the Data Practices Act, as noted:
 - Security of Not-Public Data and procedures to ensure accuracy and security of data on individuals and to notify data subjects of their rights under the DPA, along with the accompanying Inventory of Not-Public Data on Individuals.
 - Procedures to ensure accuracy and security of data on individuals (Minn. Stat. § 13.05, subd. 5) and to notify data subjects of their rights under the DPA (Minn. Stat. § 13.025, subd. 3).
 - Tennessee notices and consent forms, created when needed and tailored for specific circumstances where private or confidential data is collected from individuals, such as new employees, or distributed (Minn. Stat. § 13.04, subd. 2). (The manual includes the District’s basic templates.)
- **Records Retention Schedule** allows the District to efficiently manage and, when appropriate, archive its files, and fulfills the requirement of section 138.17, subdivision 7, as well and the Data Practices Act requirement that the District maintain a list of private and confidential data on individuals maintained by the District (section 13.05, subdivision 1). The schedule also includes indication of whether the District stores information electronically or in hard copy form, in compliance with the Uniform Electronic Transactions Act, Minnesota Statutes section 325L.17.

- **Policy for Management of Permit Fees, Financial Assurances and Abandoned Property** provides protocols to manage assurances collected by the District from permittees and ensures that funds submitted are managed in accordance with the state unclaimed property law (chapter 345 generally and section 345.38 specifically), accompanied by an:
 - Escrow agreement template, for escrow of funds submitted by permittees in fulfillment of the financial performance-assurance requirements in the District rules.
- **Public Purposes Expenditures Policy** includes protocols and requirements to ensure that the District complies with the requirement in the state constitution (Article X, section 1) that expenditures by government bodies must serve a public purpose;
- **Fund Balance Policy** adopted to bring District fund-classification and -naming practices into compliance with general accounting standards.
- **Internal Controls and Procedures for Financial Management** provides terms for the management and administration of District finances.

The manual will be reviewed at the managers' annual business meeting and updated as necessary. The manual will be submitted within 60 days of adoption to the Office of the State Auditor in compliance with Minnesota Statutes section 6.756, as will any revisions and additional policies when adopted.

District staff and contractors are expected to conduct District business in accordance with the manual and to alert the Board of Managers to improvements and additions needed.

Riley-Purgatory-Bluff Creek Watershed District
General Governance Policies

Adopted February 1, 2017

The following general governance policies help ensure sound administration of District business and continued focus of District resources on protection and improvement of the water resources in the Riley-Purgatory-Bluff Creek watershed.

I. Contracting

- a. The Board of Managers delegates to the administrator the authority to approve work-change directives and change orders for District projects that will result in a change in the cost of a project of \$10,000 or less.
- b. The administrator may require a District contractor to secure additional or replacement payment and/or performance bonds to cover any increased price of a District project resulting from a change order approved by the administrator.
- c. A change order approved by the administrator will be presented to the Board of Managers at its next meeting.

II. Per diems

- a. Managers may receive a per diem for participation in a meeting of the Board of Managers, approved meeting and training, and for other necessary duties. An activity must be authorized or requested by the Board of Managers or requested by the administrator to be considered a necessary duty for purposes of this policy.
- b. Managers will prepare claim forms for per diem and expenses in duplicate. The original will be submitted to the treasurer to be processed and approved in the same manner as other claims against the District. Claims for expenses should be submitted quarterly, and under any circumstances all claims for expenses in any given year must be submitted prior to January 15 of the following year. The manager will retain a copy for his or her personal records.
- c. A manager may receive only one per diem per day of service to the District.
- d. The District will establish the per diem rate by resolution. In the absence of such action by the Board, the per diem rate will be as specified in Minnesota Statutes section 103D.315, subdivision 8.

III. Records management and retention

- a. The District will make and preserve all records necessary to ensure the availability of a full and accurate accounting of the District's official activities, in fulfillment of Minnesota Statutes sections 15.17, subdivision 1, and 138.17.
- b. The District will adopt and maintain a records retention schedule, to be approved by the State Archives Office, governing the retention and/or disposal of records created by the District.
- c. In keeping with the direction of the Uniform Electronic Transactions Act, the District has determined that it will create and retain its records in electronic form to the greatest extent possible. The District's records retention schedule includes indication of records that may be retained in hard copy form, but District policy is to retain all records in electronic form. This policy is prospective as of November

2012, and the District does not intend to convert historic records from hard copy to electronic form.

- d. The administrator is the responsible authority for purposes of District compliance with the Data Practices Act, Minnesota Statutes chapter 13.
- e. The administrator is the data practices compliance official for purposes of District compliance with the Data Practices Act.

IV. Delegated authority

- a. No employee of the District may exercise authority beyond that which is allocated to the administrator by the District bylaws and policies that constitute the Governance Manual.
- b. Authority delegated to the administrator may not be delegated to other employees or contractors of the District.
- c. Duties assigned to the administrator may be delegated to other employees or contractors by the administrator, however the administrator will remain responsible to the Board of Managers for the proper execution of all delegated duties.
- d. All consultants to the District work under the direction of the administrator, except for auditors and legal counsels. Auditors and legal counsels' primary responsibility is to the board except when providing administrative or project/program support.
- e. The administrator may not commit funds of the District without the approval of the Board of Managers.

V. Managers' authority

- a. The Board President is authorized to speak on behalf of the District. No other manager may speak on behalf of the District unless authorized to do so by the Board of Managers.
- b. No individual manager may provide direction, instructions or authorization to the administrator unless specifically authorized to do so by the Board of Managers.
- c. A manager's request for information that would require more than 15 minutes of the Administrator's time must be approved by the board of managers.
- d. A manager's request for information from consultants to the District, other than auditors or legal counsels, must be directed through the Administrator. Requests for information to auditors and legal counsels are governed by the board of managers.
- e. Individual managers cannot bind the District to agreements or expenditures.

Schedule of Regular Activities

The District will observe the following schedule of required activities to ensure continued compliance with laws and regulations:

- The District conducts its annual business meeting in January. At that meeting the Board of Managers:
 - Approves a schedule of regular meetings of the Board of Managers and Citizens Advisory Committee for the ensuing year.
 - Reviews insurance needs and current coverage.
 - Authorizes, biennially, the solicitation of engineering, legal, auditing, accounting and other professional services proposals, per Minnesota Statutes section 103B.227, subdivision 5.
 - Names:
 - a District depository bank(s),
 - a permit security depository for bonds and letters of credit
 - a permit security depository for cash escrows,
 - and an official newspaper for publication of notices.
 - Names individuals to serve on the District's Citizens Advisory Committee, in compliance with Minnesota Statutes section 103D.331.
 - Reviews the District's fee and permit security schedules and directs the administrator to prepare revisions as warranted for adoption by resolution.
 - Reviews and, as necessary, directs the preparation of updates to its Governance Manual.
- The District annually publishes a newsletter or other watershed-wide communication that explains the District's programs, lists the members of the Board of Managers and notes District contact information, per Minnesota Statutes section 103B.227, subdivision 4. The District will maintain this information on its website as well.
- The District annually audits its accounts and expenditures, per Minnesota Statutes section 103D.335, subd. 1.
- The District annually submits to the Board of Water and Soil Resources a financial, activity and audit report each year by May 1 (within 120 days of the end of the District's fiscal year), per Minnesota Statutes section 103B.231, subdivision 14, and Minnesota Rules 8410.0150, subpart 1, and submits to the Office of the State Auditor an audit report by May 1 each year (within 120 days of the end of the District fiscal year), per Minnesota Rules 8410.0150, subpart 1.
- The District administrator annually prepares, in February, an end-of-year report of the Budget to the board.
- The District administrator annually prepares, in July, a report to the board on the status of fund balances in relation to the Fund Balance Policy.
- The administrator, as the Data Practices Act responsible authority, reviews in July each year the District's DPA policy and associated protocols to ensure harmony with current law, in accordance with Minnesota Statutes section 13.05, subd. 1.
- The administrator annually assesses in July each year whether the District has abandoned property and returns abandoned property, if any, in accordance with the schedule in the Policy for Management of Permit Fees, Permit Securities and Abandoned Property.

- Annually on or before September 15 the District adopts a budget for the next year and decides on the total amount of funding necessary to be raised from ad valorem tax levies to meet the budget.

Riley-Purgatory-Bluff Creek Watershed District

Bylaws

Adopted as amended, May 3, 2017

These bylaws establish governing rules for the Riley-Purgatory-Bluff Creek Watershed District (District) Board of Managers (Board), in compliance with Minnesota Statutes section 103D.315, subdivision 11.¹

- I. **Office.** The District will maintain its principal place of business and its official records at an office located within the watershed, presently 14500 Martin Drive, Suite 1500, Eden Prairie 55344. The Board may change the location of its principal place of business in accordance with Minnesota Statutes section 103D.321, subdivision 2.
- II. **Board of Managers.** The Board consists of four managers appointed by the commissioners of Hennepin County and one manager appointed by the commissioners of Carver County. Managers serve staggered three-year terms. A manager serves until his or her replacement is appointed.
 - a. *Vacancy.* A manager who is unable to fulfill his or her term will notify his or her county board of commissioners to allow the commission to appoint a replacement in a timely manner.
 - b. *Compensation.* The Board may elect to compensate its members for attending meetings and performing other duties necessary to properly manage the District and reimburse managers for expenses incurred in performing official duties. Compensation will be in accordance with Minnesota Statutes section 103D.315, subdivision 8, and policy established by the Board.
 - c. *Bonding.* Before a manager assumes his or her duties, the District at its expense will obtain and file a bond for the manager in accordance with Minnesota Statutes section 103D.315, subdivision 2.
 - d. *Insurance.* The Board will provide insurance for the managers for liability protection on such terms and in such amounts as the Board determines.
 - e. *Attendance.* Managers are expected to attend meetings of the Board. At the Board's discretion, a manager's failure to attend three consecutive regular meetings of the District may be reported to that manager's county board of commissioners.
- III. **Officers.** The Board annually, at its January meeting, will elect from among its members the following officers: president, vice president, secretary and treasurer. If any officer cannot complete his or her term of office, the Board immediately will elect from among its members an individual to complete the unexpired term. An officer's term as officer continues until a successor is elected or the officer resigns. The Board, by action at an

¹ All references in these bylaws to statutes are to the section or sections as they may be amended.

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official meeting, may appoint a manager as an officer *pro tem* in the event an officer is absent or unable to act, and action by that officer is required.

- a. *President.* The president will:
 - 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.
- b. *Vice President.* The vice president will:
 - i. preside at meetings as chair in the absence of the president;
 - ii. be a signatory to the District accounts;
 - iii. be a signatory to District instruments and accounts if the president is absent or disabled, to the same extent as the president.
- c. *Secretary.* The secretary will:
 - i. be a signatory to resolutions and other documents certifying and memorializing the proceedings of the District;
 - ii. be a signatory to the District accounts;
 - iii. maintain the records of the District;
 - iv. make the required public and Board notice of all meetings in accordance with Minnesota Statutes chapter 13D and other applicable laws;
 - v. ensure that minutes of all Board meetings are recorded and made available to the Board in a timely manner and maintain a file of all approved minutes;
 - vi. keep a record book in which is noted the proceedings at all meetings.
- d. *Treasurer.* The treasurer will:
 - i. be a signatory to the District accounts and financial records;
 - ii. 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;
 - iii. provide such other records as are necessary to inform the Board of the financial condition of the District.

IV. **Committees.** All standing and special committees of the Board will be appointed by majority vote of the managers. Committees may include persons who are not managers, but no member of a committee who is not a manager may offer a motion or vote on a matter put before the committee. It is the duty of a committee to act promptly and

faithfully in all matters referred to it and to make reports as directed on the date established by the chair or Board. A complete and accurate copy of written reports will be made by the secretary and filed and recorded in the office of the Board.

- a. *Citizens Advisory Committee.* In accordance with Minnesota Statutes section 103D.331, there is established a District citizens' advisory committee. The committee is known as the Citizens Advisory Committee (CAC). The CAC advises the Board on water resource-related community concerns and issues, and assists to develop and implement the education and outreach activities of the District. The CAC will meet according to a schedule set by its members each year and at such other times as the members of the CAC may determine. All meetings of the CAC are open to the public.
- b. *Technical Advisory Committee.* In accordance with Minnesota Statutes section 103D.337, there is established a technical advisory committee (TAC) to the Board. The TAC is convened as necessary and appropriate to advise the Board on regulatory, watershed planning and other technical matters.
- c. The Board may not delegate supervision of the District administrator or any District employee to a committee.

V. **Meetings.** In January each year the Board will set a schedule of regular meetings for the coming year. Adjourned and special sessions may be held at such times as the Board deems necessary and proper.

- a. Special meetings and emergency meetings may be called by the chair or any manager. Notice of a special or emergency meeting will be made by the secretary in accordance with the Open Meeting Law, Minnesota Statutes chapter 13D.
- b. All meetings of the Board will be open to the public, except that a meeting or portion of a meeting may be closed in accordance with the Open Meeting Law.
- c. At all meetings of the Board, a majority of the members appointed will constitute a quorum necessary to do business, but a minority may adjourn from day to day.
- d. *Conduct of meetings.* At the time appointed for a meeting, the members will be called to order by the president as chair or, in his or her absence, the temporary chair. On determination of a quorum, the Board will proceed to do business in accordance with the agenda, as may be amended and approved by the Board.
 - i. The chair will preserve order and decide questions of order, subject to an appeal by any member. The chair may make motions, second motions, or speak on any question. The chair will be entitled to vote in the same manner as other members of the Board.
 - ii. The order of business for a meeting may be varied by the chair, but no public hearing convened by the Board will be closed before the time specified for the hearing in the notice.
 - iii. Every member before speaking will address the chair and will not proceed until recognized by the chair. A member called to order will immediately suspend his or her remarks until the point of order is decided by the chair.

- iv. Any person may address the Board on a matter properly before the Board. The chair may limit the time allowed for a manager or other person addressing the Board to speak.
- v. Any person may request that a matter be heard by the Board. The Board will consider such request and determine whether and, if approved, when to take up the matter or to defer the matter pending receipt of additional information thereon and direct the administrator to obtain such information.
- vi. Every member will act with courtesy, civility and respect in all interactions as a member of the Board of Managers, maintaining an open mind, and participating in open communication; members should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members, staff or any member of the public.
- e. *Appeal of a chair ruling.* A manager may appeal to the Board from a ruling of the chair. If the appeal is seconded, the manager may speak once solely on the question involved and the chair may explain his or her ruling, but no other manager will participate in the discussion. The appeal will be sustained if it is approved by a majority of the managers present, exclusive of the chair.
- f. *Meeting rules.* In all points not covered by these rules, the conduct of a meeting of the Board will be governed by the current edition of *Robert's Rules of Order*. *Robert's Rules* may be temporarily suspended by consent of a majority of the managers.
- g. *Resolutions.* A resolution will be presented in writing at a meeting or the Board may order that staff prepare a resolution reflecting action taken by the Board. The material terms of a resolution must be stated in the motion to adopt. Each resolution passed by the Board will be signed by the secretary and filed in the official actions of the District maintained at the District office.
- h. *Minutes and Records.* Minutes of all meetings of the Board and committees will be made by the secretary or, with respect to a committee meeting, the Board member responsible for making the minutes. When signed, the minutes will constitute an official record of the Board proceedings. Except in extenuating circumstances, at the regular meeting of the Board, draft minutes of the preceding Board meeting will be reviewed by the Board and adopted as may be amended. Adopted minutes will be kept at the District offices. All written communications addressed to the Board, other materials included in a Board meeting packet, and all documents and materials submitted to the record in the course of a Board meeting will be filed in the District office with the minutes of the meeting.
- i. *Voting.* When the chair puts a question to the Board, every manager present will vote, except as a manager elects to abstain. The manner of voting on any business coming before the Board may be by voice vote. An affirmative or negative vote by any member will be entered in the minutes on his or her request. Affirmative and negative votes will be recorded on any motion at the request of a manager and the results entered in the minutes. Unless provided otherwise by law, any vote or

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ballot completed by a manager, whether binding or not, will be disclosed at the meeting at which it is taken; a survey of managers shall be presented at the next scheduled meeting at which the relevant item of business is considered, including the vote results and vote of each member.

- VI. **Conflict of Interest.** The Board seeks to operate in accordance with high ethical standards and wishes to establish clear guidelines for the ethical conduct of District business. Ensuring that conflicts of interest do not affect District proceedings is an essential element of maintaining high ethical standards. Therefore, to specify and supplement its commitment to compliance with the Ethics in Government Act, Minnesota Statutes section 10A.07, the Board adopts the following conflict of interest policy:
- a. *Disclosure of conflicts.* A manager who has a personal financial interest, or other private interest or relationship that limits the manager's ability objectively to consider, deliberate or vote, in a matter scheduled to come before the Board must prepare a written statement describing the matter requiring action and the nature of the potential conflict. The manager affected will deliver the statement to the president of the Board before the Board considers or takes action on the matter. If a potential conflict arises and a manager does not have sufficient time to prepare a written statement, the manager must orally inform the Board before the matter is discussed.
 - b. *Abstention.* A manager must abstain from chairing any meeting, participating in any vote, offering any motion, or participating in any discussion on any matter that may substantially affect the manager's financial interests or those of an associated business or family member, unless the effect on the manager is no more than on any other member of the manager's business classification, profession or occupation. A manager also must abstain from chairing any meeting, participating in any discussion, offering any motion, or voting on any matter in which a private interest or relationship of the manager limits the manager's ability objectively to consider, deliberate or vote. The manager's nonparticipation in the matter will be recorded in the minutes.
- VII. **Bylaws compliance, suspension and amendment.** These bylaws are adopted to facilitate the transaction of Board business. They should not be permitted to divert or hinder the expressed intent and desire of the Board. Informal compliance and substantial performance will be sufficient under the foregoing provisions in the absence of an objection seasonably taken. An objection will be deemed not seasonably taken as to any procedural matter provided for herein if a manager present at the meeting fails to object and request compliance with these bylaws during the meeting. To be seasonably taken by an absent member, an objection must be taken at the next regular meeting of the Board.
- a. Any provision of these bylaws may be suspended temporarily by a majority vote of the Board, except a provision that preserves the right of an absent manager.
 - b. These bylaws may be amended by a majority of the Board on 30 days written notice of the proposed change(s), unless such notice is waived by all managers. Notice of any amendment is to be contained in the notice of the meeting at which the proposed amendment is to be considered. An amendment to these bylaws must be approved by a four-fifths majority of the Board.

- c. Interpretation of the bylaws and any amendment thereto will rest with the Board. The bylaws are to be interpreted as consistent with the state watershed laws, Minnesota Statutes chapters 103B and 103D, and other governing laws. In the event of a conflict, the governing laws control.
- d. These bylaws will be reviewed by the Board at least once every five years.
- e. These bylaws govern internal conduct of the business of the District and neither create nor elucidate any right in any third party.

I, _____, secretary of the Riley-Purgatory-Bluff Creek Watershed District Board of Managers, certify that the attached are true and correct copies of the bylaws of the Riley-Purgatory-Bluff Creek Watershed District, which were properly adopted by the Board of Managers [DATE].

Mary Bisek, Secretary

Date: _____

Riley-Purgatory-Bluff Creek Watershed District Policies and Procedures for Public Access to Documents

Adopted as amended February 4, 2015

Public access to the data of public bodies is governed by the Data Practices Act (DPA), Minnesota Statutes Chapter 13. The DPA states that data of public bodies are to be available to the public unless specifically protected by law where individual privacy would be violated or where other valid concerns outweigh the interest in public availability. The Riley-Purgatory-Bluff Creek Watershed District (District) recognizes the public interest in open access to its data as well as the public interest that requires that certain types of data not be publicly available. It is the intent of the District to comply fully with the DPA and, where the DPA allows for the exercise of judgment, to exercise that judgment consistent with the public interests underlying the law.

This policy is adopted pursuant to sections 13.025, subdivision 2, and 13.03, subdivision 2, of the DPA, which state that every public body shall establish procedures to implement the DPA. In addition, the District has adopted and maintains a Records Retention Schedule, which is an index of the records and data maintained by the District and describes private or confidential data on individuals collected by the District, in compliance with section 13.025, subdivision 1. This policy also is accompanied by a set of procedures to ensure that data on individuals are accurate and complete and to safeguard the data's security, consistent with section 13.05, subdivision 5, as well as an Inventory of Not-Public Data on Individuals to ensure that access to private and confidential data on individuals is limited to District personnel whose work or management assignments require access. The District also maintains a document setting forth the rights of data subjects under the DPA and procedures to guarantee the rights of data subjects in compliance with section 13.025, subdivision 3, and a document setting forth the rights of data subjects under the DPA.

Procedure for Review of District Documents

All requests to inspect or receive copies of District data, and all other inquiries regarding the DPA, must be in writing and delivered to the "Data Practices Compliance Official," at the following address:

Riley-Purgatory-Bluff Creek Watershed District
14500 Martin Drive Suite 1500
Eden Prairie, MN 55344

The District administrator is designated as the Data Practices Compliance Official and Responsible Authority.

Requests to inspect or obtain copies of District data must be in writing to ensure that the

District's response is timely and complete. The District is able to most efficiently and completely respond to requests that are specific and detailed. The Data Practices Compliance Official will help to ensure that documents of interest have been gathered, that documents not subject to inspection pursuant to the DPA have been segregated, and assistance is available to the requesting party. The District will provide requested data for inspection at the District office, or other location to be specified by the Data Practices Compliance Official. District files may not be removed from the District office.

The DPA requires that individuals be permitted to inspect or copy data within a reasonable time after a request. The District will attempt to respond to requests as quickly as possible. The response time will vary depending on the breadth of the request and the completeness and accuracy of the request.

If the District determines that certain data cannot be made available for inspection or copying, it will inform the individual of the classification of the data in question under the DPA and of the legal basis for denial of access.

The District may provide requested copies of data immediately or may advise that the copies will be provided as soon as reasonably possible thereafter. The ability to provide copies immediately depends on the number of copies requested, staff workload and the need to deliver the data elsewhere for copies to be made (e.g., oversized documents, tapes, electronic data).

Costs

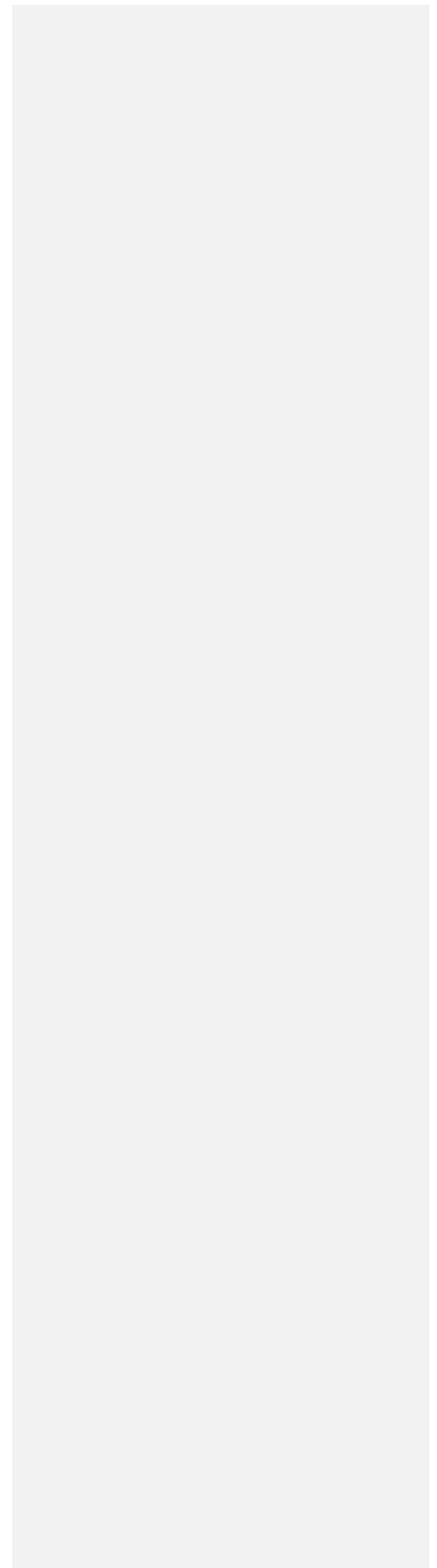
There is no cost to inspect documents. If document copies are requested, the requesting individual will be charged 25 cents per page for up to 100 letter- or legal-sized black-and-white printed copies, except that there is no charge for delivery by email of less than 100 pages or the equivalent (as determined by the District) of data. Standard charges will apply for re-delivery of data in the event of failure of email delivery resulting from incapacity of the recipient's email system. Copies of documents will not be certified as true and correct copies unless certification is specifically requested. The fee for certification is \$1 per document.

With respect to oversized copies, tapes, electronic data, photographs, slides and other unusual formats, the requesting individual will be responsible for the actual cost incurred by the District to make the copy itself or to use a vendor, except that there is no charge for electronic delivery of less than 100 pages of data or the equivalent (as determined by the District).

An individual requesting copies or the electronic transmittal of more than 100 pages of data is responsible to pay the District the actual cost, including the cost of staff time to search for and retrieve data and to make, certify, compile and transmit copies. Staff-time cost will be assessed based on established hourly rates. The District will not charge for staff time needed to separate public from protected data.

If an individual so asks, before copies are made the District will advise of the approximate number of pages of documents responsive to a request or the likely cost of responding to a request. Payment may not be made in cash (checks are accepted). The District may, at its discretion, require payment in advance.

When an individual asks for a copy of data that have commercial value and were developed with a significant expenditure of public funds by the District, the District may charge a reasonable fee that relates to the actual cost of developing the data. As a condition of making certain commercially valuable data available, the District may require execution of a license agreement defining allowable use or further distribution.



Riley-Purgatory-Bluff Creek Watershed District Security and Protection of Not-Public Data on Individuals

The Riley-Purgatory-Bluff Creek Watershed District establishes the following protocols pursuant to and in satisfaction of the requirement in Minnesota Statutes section 13.05, subdivision 5, that the District establish procedures ensuring appropriate access to not-public data on individuals. By incorporating employee access to not-public data in the District's Inventory of Data on Individuals, in the individual employee's position description, or both, the District limits access to not-public data to employees whose work assignment reasonably requires access.

Implementing Procedures

Data inventory

Pursuant to Minnesota Statutes section 13.025, subdivision 1, the District has prepared a data inventory that identifies and describes all not-public data on individuals it maintains. To comply with the requirement in section 13.05, subdivision 5, the District has included indication of the managers and employees who have access to not-public data. (*See Appendix A: Inventory of Not-Public Data on Individuals.*)

In the event of a temporary duty as assigned by the administrator or a department director, an employee may access certain not-public data for as long as the work is assigned to the employee.

In addition to the employees listed in the data inventory, managers, the Responsible Authority/Data Practices Compliance Official and counsel may have access to *all* not-public data maintained by the District if necessary for specified duties. Any access to not-public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not-public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not-public data in specific circumstances. Not-public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in an applicable Tennessee warning or the District will obtain the individual's informed consent. Any sharing of not-public data will be strictly limited to the data necessary or required to comply with the applicable law.

To ensure appropriate access, the District will:

- Assign appropriate security roles, limit access to appropriate shared network drives and implement password protections for not-public electronic data;
- Password protect employee computers and lock computers before leaving workstations;
- Secure not-public data within locked work spaces and in locked file cabinets
- Shred not-public documents before disposing of them.

Penalties for unlawfully accessing not-public data

The District may utilize the penalties for unlawful access to not-public data as provided for in Minnesota Statutes, section 13.09. Possible penalties include suspension, dismissal or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Protection of Private and Confidential Data on Individuals

Accuracy and Currency of Data

Employees of the District are requested, and given appropriate forms, to annually provide updated personal information for the District as necessary for District recordkeeping, tax, insurance, emergency notification and other personnel purposes. Other individuals who provide private or confidential information (e.g., managers) are also encouraged to provide updated information when appropriate.

Data Safeguards

Private and confidential information is stored in secure files and databases that are not accessible to individuals who do not have authorized access. Private and confidential data on individuals is accessed only by individuals who are both authorized and have a need to access such information for District purposes. (An individual who is the subject of data classified as private may access such data for any reason.)

The District administrator, as Responsible Authority, reviews forms used by the District to collect data on individuals and ensures that the District collects private or confidential data only as necessary for authorized District purposes.

Only managers and employees of the District whose work for the District requires that they have access to private or confidential data may access files and records containing such information. Employees' and managers' access is further governed by the following requirements:

- Private or confidential data may be released only to persons authorized by law to access such data;
- Private or confidential data must be secured at all times and not left in a location where they may be accessed by unauthorized persons;
- Private or confidential data must be shredded before it is disposed of.

When a contract with an outside entity requires access to private or confidential information retained by the District, the contracting entity is required by the terms of its agreement with the District to use and disseminate such information in a manner consistent with the DPA and the District's Policies and Procedures for Public Access to Documents.

Riley-Purgatory-Bluff Creek Watershed District
Private and Confidential Data – Rights of Data Subjects

In accordance with the Minnesota Data Practices Act, Minnesota Statutes chapter 13 (DPA), the following protocols and information are established by the Riley-Purgatory-Bluff Watershed District (District). This information is provided to you, as the subject of private or confidential data collected by the District to explain how (1) the District assures that all data on individuals collected by the District are accurate, complete and current for the purposes for which they were collected, and (2) to explain the security safeguards in place for District records containing data on individuals.

Rights to Access Government Data

Minnesota law gives you, as the subject of private or confidential data collected by the District, and all members of the public the right to see data collected and maintained by the District, unless state or federal law classifies the data as not public. In addition, the DPA gives you and all members of the public the right to have access to or, if you wish, to copy any public data for any reason, as long as the data are not classified as not-public or copyrighted.

You have the right to:

- be informed, upon request, as to whether you are a subject of District data and how that data is classified;
- know what the District’s procedures are for requesting government data;
- inspect any public data that the District collects and maintains at no charge;
- see public data that the District collects and maintains without telling the District who you are or why you want the data;
- have public data that the District collects and maintains explained to you;
- obtain copies of any public District data at a reasonable cost to you;
- be informed by the District in writing as to why you cannot see or have copies of not-public District data, including reference to the specific law that makes the data not-public;
- receive a response from the District to a data request in a reasonable time.
- contest the accuracy and completeness of public or private data the District has on you and appeal a determination by the District as to whether the data are accurate and complete;
- to ask the District, if you are under 18 years old, to withhold information about you from your parents or guardian;
- consent or revoke consent to the release of information the District has on you;
- release all, part or none of the private data the District has on you.

Security of Private and Confidential Data

State law protects your privacy rights with regard to the information the District collects, uses and disseminates about you. The data the District collects about you may be classified as:

- Public – anyone can see the information;
- Private – only you and authorized District staff can see the information;
- Confidential – only authorized District staff can see the information.

When the District asks to you provide data about yourself that are private, the District will give you a notice called a Tennessee warning notice. This notice determines what the District can do with the data collected from you and the circumstances under which the District can release the data. The District will ask for your written permission before using private data about you in a way that is different from what is stated in the Tennessee notice you receive. The District also will ask for your written permission before releasing private data about you to someone other than those identified in the notice.

State law requires that the District protect private and confidential data about you. The District has established appropriate safeguards to ensure that your data are not inadvertently released or wrongfully accessed. The District disposes of private, confidential and other not-public data in accordance with its Records Retention Schedule, adopted July 2, 2014. Printed data are disposed of by shredding or other method sufficient to prevent the data from being ascertainable. Electronic data are destroyed or erased from media in a manner that prevents the data from being accessed or read. Data-storage systems in District computers are erased in the process of recycling.

**Riley-Purgatory-Bluff Creek Watershed District
Data Practices Advisory / Tennesen Warning**

Some or all of the information you are being asked to provide on the attached form is classified by state law as either private or confidential data. Private data is information that generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

The Riley-Purgatory-Bluff Creek Watershed District's purpose and intended use of the information is:

You € are / € are not legally required to provide the information.

Your failure or refusal to supply the information will have the following consequences:

Other persons or entities who are authorized to receive the information include:

Riley-Purgatory-Bluff Creek Watershed District
Consent to Release – Request from an Individual

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to the Riley-Purgatory-Bluff Creek Watershed District administrator before you sign it.

I, *[name of individual data subject]*, give my permission for the Riley-Purgatory-Bluff Creek Watershed District to release data about me to *[name of other entity or person]* as described on this form.

1. The specific data I want the Riley-Purgatory-Bluff Creek Watershed District to release are *[explanation of data]*.

2. I have asked Riley-Purgatory-Bluff Creek Watershed District to release the data.

3. I understand that although the data are classified as private while in the possession of the Riley-Purgatory-Bluff Creek Watershed District, the classification/treatment of the data at *[name of other entity or person]* depends on laws or policies that apply to *[name of other entity or person]*.

This authorization to release expires *[date/time of expiration]*.

Individual data subject's signature _____
Date _____

Parent/guardian's signature *[if needed]* _____
Date _____

Riley-Purgatory-Bluff Creek Watershed District
Consent to Release – Request from a Government Entity

Explanation of Your Rights

You have the right to choose what data we release. This means you can let us release all of the data, some of the data, or none of the data listed on this form. Before you give us permission to release the data, we encourage you to review the data listed and described here.

You have the right to let us release the data to all, some, or none of the persons or entities listed on this form. This means you can choose which entities or persons may receive the data and what data they may receive.

You have the right to ask us to explain the consequences for giving your permission to release the data.

You may withdraw your permission at any time. Withdrawing your permission will not affect the data that we have already released because we had your permission to release the data.

If you have a question about anything on this form, or would like more explanation, please talk to the District administrator before you sign it.

I, *[name of individual data subject]*, give my permission for the Riley-Purgatory-Bluff Creek Watershed District to release data about me to *[name of other entity or person]* as described on this form. I understand that my decision to allow release of the data to *[name of other entity or person]* is voluntary.

1. The specific data that the Riley-Purgatory-Bluff Creek Watershed District may release to *[name of other entity or person]* are: *[description, explanation of data]*.

2. I understand the Riley-Purgatory-Bluff Creek Watershed District would release the data *[explanation of reason for the release]*.

3. I understand that although the data are classified as private at the Riley-Purgatory-Bluff Creek Watershed District, the classification/treatment of the data at *[name of other entity or person]* depends on laws or policies that apply to *[name of other entity or person]*. *[Include other known consequences.]*

This authorization to release the data expires *[date/time of expiration]*.

Individual data subject's signature _____

Date _____

Parent/guardian's signature (if data subject is a minor) _____

Date _____

**Riley-Purgatory-Bluff Creek Watershed District
Records Retention Schedule**

Adopted February 1, 2017

All District records are created and retained in electronic forms, except that record series shaded below may be created and/or retained in hard copy form.

Administration

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Advisory and technical committees – agendas, minutes, reports, related documents	Retain 10 years, then may be transferred to state archives	Public	
Affidavits of publication a. General notices, including project public hearings b. Rules	a. Retain 6 yrs b. Retain permanently	a. Public b. Public	
Agenda, board meetings and workshops	Retain 10 years, then may be transferred to state archives	Public	
Agreements and contracts, not otherwise scheduled herein	Retain 10 yrs after paid and audited	Public	
Annual reports	Retain 10 yrs, then transfer to state archives	Public	
Attorneys' opinions a. Opinions of District attorney and correspondence relating thereto b. Official interpretation regarding questions of legal rights or liabilities affecting District	a. Retain permanently or transfer to state archives when no longer needed b. Retain 10 yrs, then transfer to state archives	a. Public b. Public/Private-nonpublic	a. b. 13.393 13.39
Authority to dispose of records	Retain permanently	Public	

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Bids and Quotations a. Accepted, noncapital projects b. Rejected, noncapital projects	a. Retain 10 yrs after completion of project b. Retain 6 yrs	a. Public/nonpublic b. Public/protected nonpublic until all bids opened	a. 13.37 b.
Budgets – record copy	Retain permanently or transfer to state archives	Public	
Consultant Contracts	Retain 10 yrs	Public	
Correspondence a. Constituents b. Municipalities/State Agencies c. Engineer d. Financial e. Transitory, such as electronic mail not in one of the above categories	a. Retain 6 yrs, then archive if documents historical b. Retain 6 years, then archive if historical c. Retain 10 yrs, then transfer to state archives d. Retain 5 yrs then transfer to state archives e. Retain until read	Private/public	13.37; 13.44
Drafts, duplicates, notes and other documents that have not become part of an official transaction, not otherwise scheduled herein	Retain 2 yrs	Public	
Governance a. Bylaws b. Policies	a. Retain permanently b. Retained only until superseded	a. Public b. Public	
Historical data and photographs	Retain permanently or transfer to state archives	Public	
Inventories – equipment supplies, etc.	Retain 10 yrs	Public	

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Lawsuits a. General b. Civil Lawsuits c. Criminal Lawsuits d. Attorneys' opinions, attorneys' briefs, testimony, depositions, correspondence, etc	a. Retain 10 yrs after settlement or resolution by court, administrative order and then transfer to state archives b. Retain 20 years after last activity c. Retain 2 years after last activity d. Retain 10 yrs, then archive	a. Public/private b. c. d. Public/private/ and non-public	a. 13.30, 13.39 b. c. d. 13.393, 13.39
Leases	Retain 10 yrs after expiration of lease	Public	
Levy (tax) files – tax levies, related correspondence	Retain 5 yrs then transfer to state archives	Public	
Membership association documents (MAWD, Metro MAWD, etc.)	Retain 3 yrs	Public	
Minutes – Board meetings and workshops	Retain permanently	Public	
Newsletters, press releases generated by the District	Retain 10 yrs	Public	
Notices – official District meetings	Retain 6 yrs	Public	
Public hearings records	Retain 6 yrs or until recorded in minutes, do not archive	Public	

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Recordings a. Board meetings and workshops – audio recordings, closed meetings b. Board meetings and workshops – open	a. Tapes and other recordings may be discarded 3 yrs after meeting; 8 yrs or until purchase or sale is completed or abandoned for real estate negotiations. b. Tapes and other recordings may be reused or discarded 1 yr after formal approval of written minutes by board	a. Nonpublic/public b. Public	a. 13D.05, subd. 3; 13.37
Technical Information a. Printed material regarding the District b. Printed material not regarding the District	a. Retain 10 yrs, then transfer to state archives b. Discard when no longer needed	a. Public b. Public	

Real Estate

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Deeds	Retained until property is sold, then transfer to new owner; maintain copy permanently	Public	
Ditch records	Retain permanently	Public	
Easements a. Originals b. Temporary easements	a. Retained permanently and do not archive b. Discard after project completion or when no longer needed, whichever is later	a. Public b. Public	
Hazardous materials reports – phase I and II reports, leaking underground storage tank reports	Retain permanently	Public	
Property records (well records, building inspections, etc.)	Retain 20 yrs after sale of property	Public	
Property surveys	Retain permanently	Public	
Transaction records	Retain 10 yrs after sale of property	Public/ Confidential/ Protected Non-public	13.44; 13.585

Bonds

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Contractor license bonds, certificates of insurance, etc.	Retain 6 yrs after completion of contract	Public	
Fidelity bonds – managers	Retain 6 yrs after completion of service by manager	Public	
Performance and payment bonds	Retain 6 yrs after completion of contract	Public	
Permit financial assurances – bonds, letters of credit	Retain 6 yrs after permit closure ²	Public	

² Retain copy if original returned to provider.

Financial/Accounting

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Assessment rolls – copies of assessment rolls received from county auditor	Retained 6 yrs after final payment	Public	
Audit reports	Retain permanently	Public	
Billing statements	Retain 6 yrs	Public	
Bank statements – slips, bonds and reconciliations	Retain 6 yrs	Public	
Budget expenditure reports	Retain permanently	Public	
Checks – paid and returned a. Accounts payable b. Payroll	a. Retain 6 yrs b. Retain 6 yrs	a. Public b. Public/private	
Receipt registers	Retain permanently, and not archived	Public	
Deposit slips	Retain 6 yrs	Public	
General ledger – general, month-end	Retain permanently and do not archive	Public	
Investment documents – amounts invested and interest earned	Retain 4 yrs after maturity	Public	
Payroll	Retain permanently	Public/private	13.43
Pension and retirement plan	Retain permanently	Public or private	
Purged accounts	Retain 6 yrs (irrespective of audit)	Public	
Receipts and receipt books	Retain 6 yrs and do not archive	Public	
Staffing lists	Retain 6 yrs	Public	
Time sheets	Retain 6 yrs	Public/Private	13.43
W-2 statements	Retain 6 yrs	Public/Private	13.43
W-4 statements	Retain until replaced		
Workers’ compensation reports	Retain 20 years	Public/Private	176.231
1099 statements	Retain 6 yrs	Public/Private	13.43

Insurance

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Insurance – automobile, fire or other perils, property, public officials, general liability, umbrella liability	Retain 6 yrs after expiration	Public	
Workers’ compensation a. Claim register b. Policies	a. Retain permanently b. Retain 6 yrs after expiration	a. Public b. Public	a. 176.231

Permits

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Applications – permits	Retain 10 yrs, then transfer to state archives	Public	
Correspondence – relating to permits	Retain 10 yrs, then transfer to state archives	Public	
Engineer’s reports	Retain 10 yrs, then transfer to state archives	Public	
Inspectors’ reports – includes reports, inspectors’ documents relating to permit inspections	Retain 10 yrs, then transfer to state archives	Public	
Permit financial assurances – bonds, letters of credit	Retain 6 yrs after permit closure	Public	
Permits	Retain permanently	Public	
Plans	Retain permanently	Public	

Personnel

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Affidavit of publication for job opening	Retain 2 yrs	Public	13.43
Affirmative action files	Retain permanently	Public/Private	13.39, 13.43
Applications for employment – not hired	Retain 1 yr	Public	
Personnel policies and procedures, administrative policies	Retain permanently	Public	
Employment contracts	Retain 5 yrs after expiration	Public	
Equal employment opportunity reports, summary date	Retain 3 yrs	Public	
Examination file – completed examinations	Retain 2 yrs	Private	13.43
Employee medical records	Retain 5 yrs after separation from District	Public/private	13.43
Family Medical Leave Act documents	Retain 3 yrs in medical file, not in employee personnel file	Private	13.43
Grievance file	Retain 5 yrs after separation, not in employee personnel file	Public/private	13.43
Job descriptions	Retain until superseded	Public	
Personnel files – applications, accident reports, background check results, citations, personal history, employee references, attendance, disciplinary actions, performance evaluations, letters of appointments or promotion, termination or resignation	Retain 5 yrs after separation	Public/private	13.43
Payroll record – master copy	Retain permanently	Public/private	13.43
Unemployment claims, compensation	Retain 6 yrs	Public/private	13.43
Background check results – not hired	Retain 30 days	Nonpublic	13.87

Projects

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Board documents – resolutions, findings, conclusions	Retain 10 yrs, then transfer to archives	Public	
Contracts a. Petitioned projects b. Nonpetitioned projects	a. Retain permanently b. Retain 10 yrs, then transfer to state archives	Public	
Correspondence	Retain 10 yrs, then transfer to state archives	Public	
Engineer’s reports and related documents	Retain 10 yrs, then transfer to state archives	Public	
Petitions (for projects)	Retain 10 years, then transfer to state archives	Public	
Property surveys	Retain permanently	Public	
Public hearing documents – non-petitioned projects	Retain 10 yrs, then transfer to state archives	Public	
Public hearing documents – petitioned projects a. notices, written testimony, audio b. Related public hearing documents	a. Retain 6 yrs or until recorded in minutes; do not archive b. Retain 10 years and do not archive	a. Public b. Public	

Programs

<i>Name – Description</i>	<i>Retention, Archiving Instructions</i>	<i>Classification</i>	<i>State Statutory Reference</i>
Water quality, lake elevation, stream-flow a. Field notes and raw data b. Final reports	a. Retain until final report completed b. Retain permanently or transfer to state archives	Public	
Public opinion surveys	Retain permanently or transfer to state archives	Public	
Plans a. Watershed management plans b. Local water management plans c. Program plans and work plans – approved by Board	a. Retain permanently or transfer to state archives b. Retain until updated c. Retain 6 yrs and do not archive	a. Public b. Public c. Public	
Rules – District approved	Retain permanently	Public	

Riley-Purgatory-Bluff Creek Watershed District

Policy for Management of Permit Fees, Financial Assurances and Abandoned Property

Adopted July 2, 2014

As provided by state law, the Riley-Purgatory-Bluff Creek Watershed District (District) receives fees from applicants to reimburse the District for the costs of processing and administering permits required by the District rules. The District also receives bonds, letters of credit and cash deposits (checks) as financial assurances to secure the performance of permittees in compliance with permit terms and conditions. To ensure that such assets are managed in accordance with sound financial practices and state law governing local government financial practices and management of abandoned property, the District establishes the following policy and protocols for the management of financial instruments, permit fees, and cash escrows.

1. **Permit fee payments.** The District will accept, process and maintain permit fees in accordance with District rules and the following protocols.
 - a. The District will not accept cash in payment of permit fees.
 - b. Checks received by the District in payment of permit fees will be deposited within 10 business days of receipt.
2. **Financial assurance deposits.** The District will catalogue and maintain financial assurances and cash escrows in accordance with the following protocols:
 - a. Financial assurance instruments (bonds, letters of credit and checks) received by the District to secure performance of permit conditions will be logged in the Financial Assurance Log created for such purposes, then copied. A copy will be filed at the District offices. The Financial Assurance Log will include, at a minimum, the following information:
 - i. Permit number for which the financial assurance instrument is provided;
 - ii. Name of the permittee/escrow provider;
 - iii. Name, for bonds and letters of credit, of the surety;
 - iv. Amount(s) of the financial assurances provided;
 - v. Expiration date, if any, of the financial assurance;
 - vi. Location of the financial assurance instrument or deposit.
 - b. Original bonds and letters of credit will be deposited for safekeeping at a location to be designated annually by the District Board of Managers.
 - c. Submittal of checks to satisfy financial assurance requirements is disfavored by the District. But when, in the judgment of the District administrator, it is not reasonable to require a permit applicant to obtain a bond or letter of credit, the applicant may submit a check for deposit by the District to serve as the permit financial assurance. In such circumstances, the permittee/escrow provider will be required as a condition of permit issuance, transfer or renewal to enter into a cash escrow agreement with the District that specifies the terms and conditions under which the District accepts and holds the escrow, as well as the circumstances under which the District may use the escrowed funds.
 - i. The District, with the advice of counsel, will maintain a cash escrow agreement template for use by permittees/escrow providers.

- ii. The District will accept only certified checks or other bank drafts in payment of cash escrows.
 - iii. Permit approval may be revoked for failure to comply with this requirement.
 - d. No check will be accepted by the District to serve as a financial assurance to secure performance of permit conditions until District staff has verified receipt of an associated executed escrow agreement, specifying the required deposit amount and permit to be secured by the escrow. The check must be in the amount specified in the associated escrow agreement and must bear the number of the District permit(s) to be secured.
 - e. Checks received by the District as financial assurances will be deposited within 10 business days of receipt in an account designated by the administrator exclusively for permit escrows. The account will be at a board-designated depository institution.
3. **Maintenance of valid financial assurances.** To ensure that the District has the capacity to assure compliance with its rules and protect the District's water resources in the event of noncompliance with permit conditions and/or rules, District staff will follow the protocols below to ensure that financial assurances of permit performance remain valid and enforceable:
- a. District compliance with the protocols in this section will be the responsibility of the District administrator.
 - b. The administrator will maintain the Financial Assurance Log.
 - c. The administrator will review the Financial Assurance Log monthly to ensure the continuing validity of financial assurances provided for active permits by identifying bonds and letters of credit that will expire within the ensuing 90 days.
 - d. The administrator will determine – in the course of his or her monthly review of the Financial Assurance Log – whether replacement of the financial assurance is needed for a particular project, and, if so, alert the permittee to the need to provide a replacement instrument at least 60 days prior to the expiration of the existing instrument.
 - e. If deemed necessary in response to a permittee's unwillingness or inability to provide a replacement financial assurance, the administrator will contact counsel at least 30 days prior to the expiration of the financial assurance to initiate procedures to draw on the existing financial assurance.
 - i. The administrator will ensure that proper authorization for a financial assurance draw is secured in a timely manner, with a priority on the protection of District water resources.
4. **Return of financial permit assurances.** Financial assurance instruments will be returned in accordance with applicable District rules, including sections 5.5 and 12.4.
- a. The administrator will monthly designate financial assurances that may be returned in whole or in part to the surety (with notice to the principal/permittee) and, upon receipt of required documentation, take the steps necessary to return such instruments and/or funds.
 - b. The administrator will maintain record of returned financial assurances in the Financial Assurance Log and retain a copy of original financial assurance documents in compliance with the District records retention schedule.

5. **Abandoned property procedures.** State law imposes requirements applicable to any intangible asset in the District's possession that remains unclaimed for three years or more after the asset is no longer needed for District purposes (e.g., three years after a permitted project is completed and the associated financial assurance becomes eligible for release in accordance with District rules). To ensure compliance with abandoned-property requirements, the District establishes the following protocols.
- a. The District will annually assess whether cash escrows remain on deposit after completion of the applicable permitted work and attempt to return them. For cash escrows that have been in the District's possession for three years or more, unclaimed by the owner, staff will commence unclaimed property return procedures as follows.
 - i. By July 1 of each year, District staff will take reasonable steps to notify owners by mail of unclaimed property. A letter should be sent to all known addresses on file for the owner, notifying owner of the amount still held by the District and describing steps necessary to claim the property. Staff need not send such a letter if documentation in the District's possession indicates that the address(es) it has for the owner are inaccurate.
 - ii. If the owner cannot be found, the assets are deemed legally abandoned and the District will remit them to the state Commissioner of Commerce, along with the report required by Minnesota Statutes section 345.41, as may be amended, containing information on the identity of the owner of the unclaimed assets in the District's possession, a description of the assets, the date the assets became payable or returnable to the owner and any other information that may be required by the commissioner. Formatting and filing of the report will be in compliance with Department of Commerce guidance.
 - iii. By October 31 each year, the required report, verified by the administrator, should be filed with the commissioner and all assets unclaimed as of the preceding June 30 should be remitted to the commissioner.
 - iv. The District may deduct a service charge from the unclaimed assets remitted to cover costs of attempting to locate an owner and, if necessary, reporting and paying the unclaimed funds to the commissioner only if the escrow provider has agreed to the deduction of such charges.

ESCROW AGREEMENT

Between the Riley Purgatory Bluff Creek Watershed District
and _____

This agreement is made by and between the Riley Purgatory Bluff Creek Watershed District, a watershed district under Minnesota Statutes chapters 103B and 103D (RPBCWD), and _____, a _____ (Permittee), to establish a cash escrow in fulfillment of financial assurance requirements under RPBCWD permit no. _____.

Recitals

A. Pursuant to Minnesota Statutes section 103D.345, the RPBCWD has adopted and implements rules governing development and other activity within the boundaries of the RPBCWD that may have an impact on water resources.

B. RPBCWD rules require that as a condition of permit approval a permittee must provide and maintain a financial assurance in the form of a bond, letter of credit or cash escrow for the purpose of covering costs the RPBCWD may incur in monitoring and inspecting activity under the permit and in responding, if necessary, to violations of a watershed statute or RPBCWD rule, permit or order.

C. This agreement documents that a cash escrow has been submitted by Permittee or on Permittee's behalf to fulfill a financial assurance obligation under permit no. _____ and specifies the conditions and procedures under which the RPBCWD will hold and may draw on the escrow. Permittee and the RPBCWD, in executing this agreement, concur that it is legally binding.

Agreement

1. Permittee has submitted a cash escrow in the amount of \$ _____. The RPBCWD will hold the escrow in an escrow account where it may be commingled with escrow funds held by the RPBCWD on behalf of parties other than Permittee. The RPBCWD need not hold the funds in an interest-bearing account and Permittee will not be entitled to interest on the escrow. If the escrow is submitted in a form other than cash and the escrow amount is not credited promptly to the RPBCWD account, the RPBCWD may declare this agreement null and void by written notice to Permittee.

2. Unused escrowed funds will be released to Permittee and additional escrow funds will be submitted by Permittee or on Permittee's behalf in accordance with the RPBCWD rules and duly adopted resolutions and policies of the RPBCWD Board of Managers.

3. Escrow funds will become the sole property of the RPBCWD, and Permittee agrees to relinquish all legal and equitable interest therein, as follows:

a. The RPBCWD may invoice Permittee for permit review, compliance monitoring and other eligible costs in accordance with duly established RPBCWD procedures.

b. If after notice and opportunity to be heard the RPBCWD finds violation of a watershed statute or RPBCWD rule, permit or order, the RPBCWD may give written notice to Permittee. The notice will describe the violation and the action required to correct it. If within twenty (20) days of notice delivery the violation has not been corrected and arrangements acceptable to the RPBCWD have not been made, without further notice the RPBCWD may take steps it deems reasonable to correct the violation, and may have access to the property during reasonable times for that purpose, provided that the RPBCWD will give 24 hours' notice before entry and exercise due care to avoid unnecessary disturbance or damage to the property. If the RPBCWD finds that entry is required to address an occurring or imminent threat to water resources, it may enter and correct without prior hearing or opportunity to cure, but only to the extent reasonably necessary to address the threat.

c. The RPBCWD may invoice Permittee for reasonable costs incurred for activity under paragraph 3b. If payment is not made within 30 days, the RPBCWD may transfer funds from the escrow account into RPBCWD accounts and credit Permittee accordingly.

4. Escrow funds submitted hereunder are submitted to secure the performance of Permittee under permit no. _____. If the permit is issued, and if the Permittee and any agent, employee or contractor well and faithfully performs all activities and things undertaken and authorized by permit no. _____ in compliance with all applicable laws, including applicable statutes, rules, permit conditions, orders, agreements and stipulations of the RPBCWD, and pays, when due, all fees or other charges required by law, including all costs to the RPBCWD of administering and enforcing the terms of the above-stated permit and this agreement, including reasonable attorneys' fees, then on written notification to the RPBCWD of same and the

RPBCWD's confirmation thereof, the RPBCWD will release the escrowed funds to Permittee.

5. All obligations of the RPBCWD under this agreement in holding and using the escrow funds are to Permittee only. Nothing in this agreement creates any right in any third party as against the RPBCWD or in any way waives or abridges any immunity, defense or liability limit of the RPBCWD. Permittee indemnifies the RPBCWD for any claim, liability or cost the RPBCWD incurs as a result of a party other than Permittee asserting ownership in or a right to the escrow funds or any party thereof. Permittee will not assign or purport to assign any interest in the escrow funds or this agreement to any third party, except in conjunction with a transfer of Permittee's permit approved in writing by the RPBCWD.

6. Nothing in this agreement affects Permittee's legal right, if any, to appeal a finding of violation or seek a legal determination of the purposes to which the RPBCWD may use the escrow funds.

7. The Permittee agrees that, should the escrow funds submitted hereunder remain unclaimed by the Permittee or his successor in interest so as to become "abandoned property" as that term is defined in Minnesota law, the RPBCWD may assess a service charge from the unclaimed assets to cover costs of attempting to locate the Permittee or his successor in interest and, if necessary, reporting and paying the unclaimed funds as required by law.

8. This agreement is effective on the signature of the parties and terminates when the RPBCWD releases the escrow or declares the agreement null and void under paragraph 1, above. The agreement may be amended only in a writing signed by the parties. An increase or decrease in the amount of escrow funds held by the RPBCWD for permit no. _____ does not constitute an amendment.

9. Notice to Permittee under this agreement is effective when sent by certified mail to Permittee's address as stated in the permit application or such other address as Permittee subsequently has notified the RPBCWD in writing. The laws of the State of Minnesota will govern any legal proceeding concerning this agreement. Venue for any such proceeding will be in the county where the real property that is the subject of this agreement is located. The recitals are incorporated as a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

By _____ Date:
Administrator

PERMITTEE

By: _____ Date:
[print name here]
as _____ of _____.

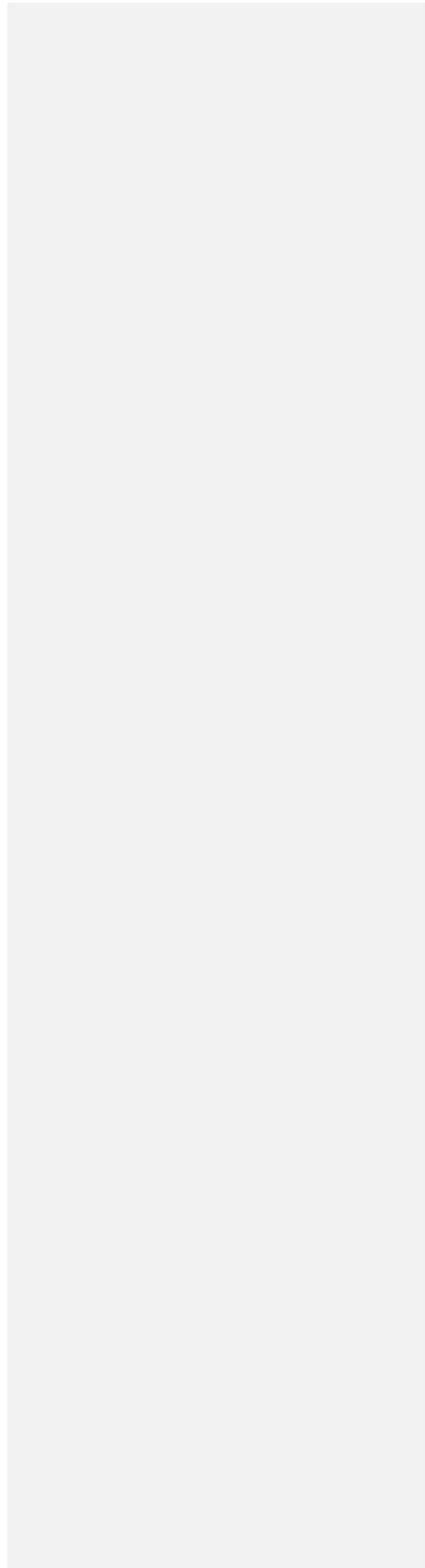
State of Minnesota
County of :

This instrument was acknowledged before me on _____,
by _____, as _____
of _____.

_____ (Signature of notarial officer)

(Stamp)

Notary Public
My commission
expires:



ESCROW PROVIDER ACKNOWLEDGEMENT & RELEASE

The undersigned acknowledges having received and understood the agreement to which this acknowledgement is attached. By signing, the undersigned agrees to hold the Riley Purgatory Bluff Creek Watershed District (RPBCWD) harmless from and releases any and all claims the undersigned may have to the funds or any part thereof provided to the RPBCWD for the purposes described in and under the terms of the agreement.

Acknowledged, intending to be legally bound:

_____ Date:
By: *[print name]*
Title _____
Company _____

State of Minnesota
County of :

This instrument was acknowledged before me on _____,
by _____, as _____
of _____.

_____ (Signature of notarial officer)

(Stamp)

Notary Public
My commission expires:

Riley-Purgatory-Bluff Creek Watershed District
Public Purposes Expenditures Policy

Adopted as amended June 29, 2015

Minnesota law mandates that governmental entities make expenditures only for public purposes and only as authorized to accomplish the purposes for which the entity was created. The Riley-Purgatory-Bluff Creek Watershed District (District) establishes the following policy and protocols to ensure that District expenditures serve clear, documented watershed district purposes. The District administrator will be responsible for the implementation of this policy and associated protocols.

1. **Travel.** The District may pay reasonable and necessary expenses for travel, lodging, meals and appropriate incidental expenses related to the performance of official District functions. Expenditures must be approved in advance by the administrator (for employees) or Board of Managers (for managers and the administrator) and must be directly related to the performance of District functions.
 - a. An employee or manager will be reimbursed for mileage expenses incurred when using the employee's or manager's personal vehicle to conduct District business. Mileage will be reimbursed at the tax-deductible mileage rate set by the federal Internal Revenue Service. Mileage expenses need not be approved in advance, but mileage expenses will be reimbursed only when accompanied by documentation of the date, number of miles traveled, purpose and destination(s). Mileage for employee commuting to and from the District offices will not be reimbursed.
 - b. *Overnight in-state travel.* Expenses eligible for reimbursement include:
 - i. Registration for workshops, conferences, seminars and other events pertaining to District business;
 - ii. Mileage and parking - use of personal vehicle (only) will be reimbursed at the tax-deductible mileage rate set by the federal Internal Revenue Service;
 - iii. Meals;
 - iv. Gratuities (15 percent of expenses incurred);
 - v. Lodging;
 - vi. Other actual expenses.
 - c. *Overnight out-of-state travel.* For out-of-state travel, the Board of Managers must approve all expenditures in advance. In determining whether to approve out-of-state travel, the Board of Managers will give particular consideration to whether representation from the District has been requested by a state or federal governmental office or other host entity whose purpose or work particularly relates to the District's purposes, projects or programs. The District will reimburse airfare at the coach or lesser-cost rate; mileage will be reimbursed at the IRS rate. If two or more managers or staff travel together by car, only the driver will receive reimbursement. Lodging and meal costs are limited to those which are reasonable and necessary. Receipts are required for lodging, airfare and meals. Expenses eligible for reimbursement include:

- i. Round-trip coach-class (or lesser-cost) airfare;
 - ii. Registration for conferences, seminars and other events pertaining to District business;
 - iii. Mileage and parking – use of personal vehicle (only) will be reimbursed at the tax-deductible mileage rate set by the federal Internal Revenue Service and the cost of renting an automobile will be reimbursed only if necessary to conduct District business;
 - iv. Meals;
 - v. Gratuities (15 percent of expenses incurred);
 - vi. Lodging;
 - vii. Other actual expenses.
2. **Employee and manager training.** The District may pay reasonable registration, tuition, travel and incidental expenses (including lodging and meals) for education, development and training when expenditures are directly related to the performance of duties. Expenditures must be approved in advance by the administrator (for employees) or Board (for managers and the administrator).
3. **Safety and health programs.** The District may pay for safety and health programs that promote healthier and more productive employees and reduce costs to watershed taxpayers, including costs associated with workers' compensation and disability benefits claims, insurance premiums and lost time resulting from employee absences.
4. **Manager and employee recognition and appreciation.** The District may pay for programs that recognize managers and employees for significant contributions to the District's performance and demonstrated commitment to the District's effective and efficient fulfillment of its purposes in accordance with an annual plan and budget for such events, approved by the Board. The District may pay for occasional manager and employee appreciation events or activities conducted in accordance with an annual plan and budget for such events, approved by the Board. No expenditure for manager or employee recognition will be made under this policy unless and until the structure, purposes and criteria for recognition are approved by the Board.
- a. The District will not pay employees direct non-salary payments (i.e., bonuses) except as conditioned on achievement of performance goals specified in a written employment agreement.
5. **Food and beverages.** The District may pay for food and beverages when necessary to ensure meaningful, efficient and effective participation of employees, managers or the public in activities, events and functions directly related to District purposes. Circumstances under which District expenditures for food and beverages will be allowed include:
- a. Food and/or beverages provided as part of a structured agenda of a conference, workshop, work session, outreach meeting or seminar, when the topic or subject of which relates to the official business of the District and the majority of the participants are not District employees or managers;
 - b. Food and/or beverages may be provided as part of a workshop or formal meeting primarily for District employees or managers where food and/or beverages are necessary to facilitate the conduct of the meeting, to ensure continuity and support the participation of employees, managers and other participants. Examples of potential qualifying events include:
 - i. An extended planning or operational analysis meeting;

- ii. An extended meeting to develop long-term strategic plans;
 - iii. A structured training session for employees generally; or
 - iv. Official meetings of the District Board, a committee, task force or advisory group.
 - c. Food and/or beverages may be provided for occasional employee or manager recognition and appreciation events and activities, when approved by the Board in accordance with a District employee recognition and appreciation plan and budget.
 - d. The District may pay for food and/or beverage expenses incurred in connection with a meeting or event attended by employees and/or managers, the primary purpose of which is to discuss, negotiate or evaluate a plan, program, project or other endeavor directly related to District purposes.
 - e. District meetings, workshops and training sessions will be scheduled to avoid the need to provide food whenever possible.
6. **Outreach and stakeholder involvement.** The District may pay for community and stakeholder outreach and involvement programs to ensure that efficient and effective District programs, projects and meetings are conducted to gather public and intergovernmental input and participation in District planning, research, rulemaking and program or project design.
7. **Membership, donations.** The District may pay for membership in the Minnesota Association of Watershed Districts in accordance with Minnesota Statutes section 103D.335, subdivision 20. District funds may be expended for membership in other professional organizations if the organization is an association of a civic, educational or governmental nature and its activities are directly related to District purposes or the improvement of District operations. District funds may not be donated to any professional, technical or charitable organization, person or private institution. The District may contract for services rendered by such organizations.
8. **Protocols.** The following protocols are established to ensure compliance with above policies:
- a. For employees other than the administrator, the written approval of the administrator must be secured prior to an event or activity to qualify as a District expenditure.
 - b. All invoices or reimbursement requests must include or be accompanied by a copy of the administrator's written approval and must include itemized receipts or other appropriate documentation of expenses incurred. Documentation also must include the date the expense(s) were incurred, location, purpose, participating or attending individuals and relevant affiliation, explanation of the need for food and/or beverage for the meeting, event or activity, and any other relevant information.
 - c. Copies of all documentation specified herein will be recorded and maintained in accordance with the District records retention policy.
9. **Use of District property**
- a. District property, including but not limited to computers, phones, fax machines and other office equipment, will be used exclusively for District business, except for incidental personal use by District staff that does not interfere with or impede the conduct of District business to any substantial degree.

- b. District property must be used for only its intended purposes.
 - c. The administrator may not dispose of any District property with a value of more than \$1,000 without prior authorization of the Board of Managers.
10. **Miscellaneous.**
- a. The District administrator will secure an approval described above for expenses he or she will incur from the president of the Board of Managers, except that the administrator may approve or pay expenses for District-conducted programs, events and activities.
 - b. The District will not pay for alcoholic beverages under any circumstances.

Riley-Purgatory-Bluff Creek Watershed District
Fund Balance Policy

Adopted as amended February 1, 2017

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 provisions 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 motion.

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, the District managers delegate the authority to assign and remove assignments of fund balance amounts for specified purposes to the District administrator.

5. Unassigned

- 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

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 certifies it to the Hennepin County auditor.
 - 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 approved by the Board of Managers, then submitted to the Board of Water and Soil Resources and the Office of the State Auditor within 120 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.
 - b. The administrator annually presents the draft audit for approval to the Board of Managers at a monthly meeting.
- III. **Monthly financial management protocols.**
 - a. The District contracts with a certified public accountant to manage the checking accounts and investment funds of the District.
 - b. The administrator receives monthly bills and invoices at the District office.

- c. The administrator reviews the bills and recommends payment; the accountant prepares checks pursuant to these recommendations to pay the monthly bills.
 - d. The accountant also prepares a monthly treasurer's report that includes a listing of bills to be paid and tracks account balances.
 - e. 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.
 - f. 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.
 - g. 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, then authorizes payment of the monthly bills as presented in the check register.
 - h. Following Board authorization to pay the bills, the administrator mails payment to vendors as authorized.
- 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.
 - 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.

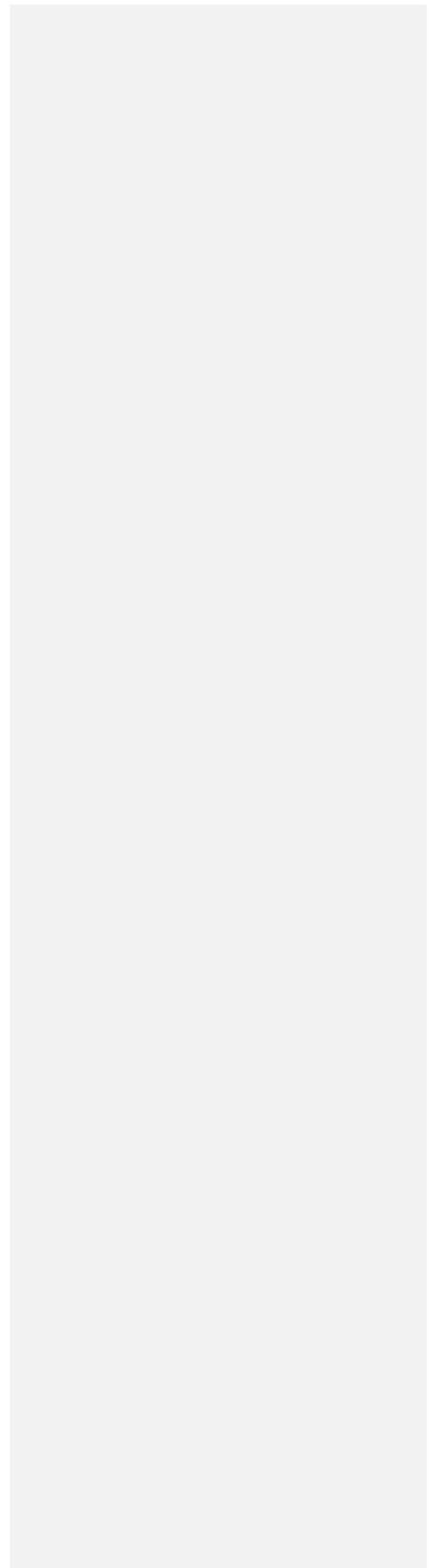
- a. A receipt must be obtained for all District credit card purchases. Credit card purchases for which a detailed receipt is not provided must be reimbursed by the individual making the purchase.
- VIII. **Reporting**
- a. All expenditures and investments, receipts and disbursements made must be compiled 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 120 days of the end of the District's fiscal year (January 1 – December 31).
 - 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.
- 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.
- 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 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
Policy on Permit Fee Reimbursement

Adopted July 2, 2014

1. On receipt of written notice of the withdrawal of a permit application with a request for fee refund, the administrator will analyze the permitting record to date and determine the costs the District has incurred, including but not limited to the costs of consultant services, analysis of proposed activities and inspection of property, and the administrator will prepare a written accounting of expenses incurred;
2. When District costs are less than the fee paid by the applicant, the administrator will forward reimbursement of the difference as a payable item at the next regular meeting of the Board of Managers, except that under all circumstances the District will retain the \$10 permit fee authorized by Minnesota Statutes section 103D.345 to cover administrative costs.
3. When District costs exceed the fee paid by the applicant, the administrator will inform the applicant in writing that no reimbursement will be paid and forward to the applicant the accounting that is the basis for this determination, and the administrator will include the notice to the applicant and the accounting that is the basis for this determination to the Board of Managers at its next meeting.
4. Financial assurances provided by an applicant will be released in accordance with District Rule 12.0.

Appendix A



Riley-Purgatory-Bluff Creek Watershed District
Inventory of Not-Public Data on Individuals
January 2015

This document describes private or confidential data on individuals maintained by the Riley-Purgatory-Bluff Creek Watershed District (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the District's procedures for ensuring that not-public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the District managers and District legal counsel also will have access to not-public data as needed as part of specific assignments or under certain circumstances.

Please direct all questions about this inventory to the District Data Practices Compliance Official:

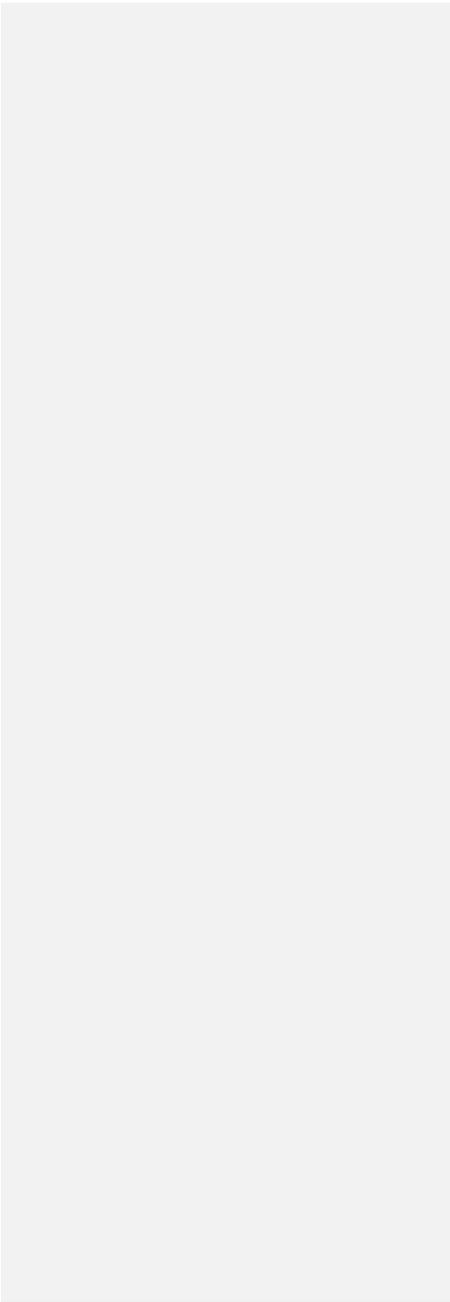
Claire Bleser
cbleser@rpbcwd.org
952-607-6512

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee/Manager Access
Appeal data	Data maintained as a result of processing appeals of determinations about the accuracy and/or completeness of public and private data on individuals	Public Private	MS 13.03, subd. 4	Administrator.
Applicant records	Completed assessments and results, related documentation, and application forms.	Public Private	MS 13.43	Administrator.
Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	MS 13.393	Staff on as needed basis as part of specific work assignments.
Citizen Advisory Council member data	Data pertaining to advisory council applicants and appointees.	Public Private Confidential	MS 13.601	Administrator; other staff as needed.
Civil investigative data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Confidential Public	MS 13.39	Administrator; other staff as needed.

Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity.	Private	MS 13.43, subd. 17	Administrator.
Employee expense reports	Expense reimbursement requests	Public Private	MS 13.43	Administrator.
Employee personnel records	Record of prior and current employment history. Data relating to hiring, assessments, payroll, pension and retirement, promotion, medical, family leave, grievances and discipline and related administrative personnel actions; drug-and-alcohol-testing and background-check results	Public Private	MS 13.43	Administrator.
Motor vehicle data	Information on license plate numbers, owners, and registration status of vehicles.	Private	MS 168.346	Administrator.
Personal contact and online account information	Telephone number, email address and usernames and passwords collected, maintained, or received by the District for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual.	Private	MS 13.356	Administrator; consultants as needed for specific projects and programs.

Personnel data	Data about employees, applicants, volunteers and independent contractors; data disclosed for the purpose of administration of the workers' compensation program as provided in chapter labor relations information	Public/Private/ Confidential	MS 13.43 179A.03, subd. 4	Administrator.
Response to data requests	Data collected by the District Data Practices Compliance Official in responding to requests for data maintained by the District.	Public Private	Various	Administrator; staff as necessary.
Security information	Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury, if the data were released to the public	Private	MS 13.37	Administrator.
Social Security numbers	Social Security numbers assigned to individuals	Private	MS 13.355	Administrator.
Unemployment compensation billings	Records of billings for employee unemployment compensation	Private	MS 13.43	Administrator.

Workers compensation billings	Records of billings for employees who receive workers compensation benefits	Private	MS 13.43	Administrator.
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COOPERATIVE AGREEMENT
Among City of Chanhassen, Independent School District 112 and
Riley-Purgatory-Bluff Creek Watershed District

Chanhassen High School
Stormwater Capture and Reuse Project

DRAFT 4-13-17

This cooperative agreement is made by and among the City of Chanhassen, a Minnesota municipal corporation (Chanhassen); Carver County Independent School District 112, a statutory body politic defined and bestowed with powers by Minnesota Statutes chapters 123A and 123B (*ISD 112*); and Riley-Purgatory-Bluff Creek Watershed District, a watershed district created pursuant to Minnesota Statutes chapters 103B and 103D (RPBCWD); to achieve shared water-resource protection and improvement goals through design, construction and maintenance of a stormwater-reuse project on the campus of Chanhassen High School (the School Property, the legal description of which is attached to and incorporated into this agreement as Exhibit A), which is owned in fee by ISD 112.

Recitals

WHEREAS RPBCWD has an approved water resources management plan pursuant to Minnesota Statutes section 103B.231 (the Plan) that has as a primary goal the improvement of water quality in Bluff Creek and in the Bluff Creek watershed generally;

WHEREAS in 2002 the Minnesota Pollution Control Agency added Bluff Creek to the list of state waters that are not meeting their designated-use classification because of excessive sediment in the creek;

WHEREAS in 2004 the Minnesota Pollution Control Agency added Bluff Creek to the list of state waters that are not meeting their designated-use classification because of the low number and variety of fish species in the creek;

WHEREAS Chanhassen and ISD 112 requested that RPBCWD engage in a project to reduce Chanhassen High School's dependence on pumped groundwater for irrigation;

WHEREAS at the direction of the RPBCWD board of managers and in collaboration with Chanhassen, the RPBCWD engineer studied the feasibility of retrofitting the existing irrigation system at Chanhassen High School to capture, store and use stormwater for irrigation of athletic fields, greenspace and landscaping on the school grounds (the Project), and the engineer estimated that the Project would reduce groundwater use by an estimated 1.93 million gallons per year, reduce loading of total suspended solids in stormwater flowing from the School Property by roughly 1,345 pounds per year, reduce phosphorus loading by 7.4 pounds and runoff volume leaving the School Property by approximately 9.1 acre-feet per year, and that

the Project would contribute to reducing turbidity in Bluff Creek and generally would help protect Bluff Creek from degradation;

WHEREAS the Project will increase public awareness of stormwater reuse and groundwater conservation; maintain hydrology of wetlands on the School Property; contribute to Carver County groundwater-management efforts by decreasing the draw on the aquifer for irrigation;

WHEREAS on October 5, 2016, the RPBCWD board of managers amended the capital improvements program in the Plan to include the Project;

WHEREAS on December 7, 2016, the RPBCWD board of managers conducted a duly-noticed public hearing on and ordered the Project in accordance with Minnesota Statutes section 103B.251;

WHEREAS RPBCWD has secured a \$200,000 grant from the Metropolitan Council for the Project;

WHEREAS the Project will be constructed entirely on the School Property in the area depicted and labeled "Project Area" in Exhibit B, attached to and incorporated into this agreement, utilizing stormwater storage capacity available in Pond 4P, labeled on Exhibit B, under rights contributed or obtained by ISD 112 for the Project;

WHEREAS subsequent to the RPBCWD board of managers' ordering the project, the RPBCWD engineer determined through modeling that the Project can be expected to reduce the draw on groundwater by 3.5 to 4.9 million gallons per year, reduce loading of total suspended solids in stormwater flowing from the School Property by roughly 433 pounds per year, reduce phosphorus loading by 6.7 and reduce runoff volume by 10.7 to 15.0 acre-feet per year;

WHEREAS ISD 112 will own and maintain the Project when it is completed;

WHEREAS Chanhassen operates its municipal stormwater-management system under the state Municipal Separate Storm Sewer System (MS4) general permit, and construction and maintenance of the Project will accrue to the benefit of Chanhassen's fulfillment of its MS4 permit obligations;

WHEREAS Chanhassen, ISD 112 and RPBCWD acknowledge that their ability to achieve Project objectives depends on each party satisfactorily and promptly performing individual obligations and working cooperatively with the other parties; and

WHEREAS Minnesota Statutes section 471.59 authorizes ISD 112, Chanhassen and RPBCWD to enter this cooperative agreement.

Agreement

NOW, THEREFORE Chanhassen, ISD 112 and RPBCWD enter into this agreement to document their understanding as to the scope of the Project, affirm their commitments as to the responsibilities of and tasks to be undertaken by each party, grant and assign the necessary land-use rights, and facilitate communication and cooperation to successfully complete the Project.

April 5, 2017

Cooperative Agreement

2

ISD 112-Chanhassen-RPBCWD – Chanhassen High School Stormwater Capture & Reuse Project

1 Organization and Relationship of the Parties

- A. The RPBCWD administrator, ISD 112's facilities supervisor and Chanhassen's water resources coordinator will serve as project leads and the principal contacts for their respective organizations for the Project, charged to conduct the day-to-day activities necessary to ensure that the Project is completed in accordance with the terms of this agreement.
- B. The project leads will coordinate and communicate informally and formally to timely address any issues of concern to ensure the successful completion of the Project.
- C. Chanhassen, ISD 112 and RPBCWD enter this agreement solely for the purposes of improving water quality in Bluff Creek and reducing the impact of irrigation on groundwater resources. Accordingly, this agreement does not create a joint powers board or organization within the meaning of Minnesota Statutes section 471.59, and no party agrees to be responsible for the acts or omissions of another pursuant to subdivision 1(a) of the statute. Only contractual remedies are available for the failure of a party to fulfill the terms of this agreement.
- D. Minnesota Statutes chapter 466 and other applicable law govern liability of the parties. The limits of liability for the parties may not be added together to determine the maximum amount of liability of any party. Notwithstanding the foregoing or any other provision of this agreement, ISD 112's, Chanhassen's and RPBCWD's obligations under this section 1 and paragraphs of the agreement will survive the termination of the agreement.
- E. This agreement creates no right in and waives no immunity, defense or liability limitation with respect to any non-party.

2 Conduct of the Project

- A. **Plans and specifications.** RPBCWD will prepare plans and specifications for the Project and submit complete plans and specifications to Chanhassen and ISD 112 for review and approval in accordance with paragraph 2B of this agreement. The plans and specifications will serve as the primary technical specifications in the contract document package assembled in accordance with paragraph 2C of this agreement for purposes of solicitation of bids for construction. The plans and specifications will provide for the site preparation, construction, installation, operation and maintenance of the Project in a manner compatible with the continued use of the School Property for its intended, established and customary purposes. The drawings, plans and specifications prepared in accordance with the paragraph will provide for construction and implementation of the Project, including performance specifications, for:

- i. Erosion- and sediment-control;
 - ii. Site preparation and construction of a structure to house an ultraviolet disinfection treatment system and installation of components including:
 - a. System controls;
 - b. An isolation valve;
 - c. Package treatment plant providing ultraviolet and filtration;
 - v. Connecting Project components (pumps, controls, valves) to ISD 112 electrical service;
 - vi. Installation of a backup water-supply option;
 - vii. Installation of control valves;
 - viii. Site preparation and installation of a hydropneumatic tank supplying treated irrigation water from Pond 4P to the irrigation system;
 - ix. Installation of a pump pad and pump to convey water from Pond 4P to treatment building;
 - x. Installation of a floating supply line and accessories necessary to ensure flow of stormwater stored in Pond 4P to the irrigation system;
 - xi. Modifications to the existing potable-water irrigation system to serve as a backup irrigation system;
 - xii. Restoration of the School Property, including seeding/planting and establishment of wetland buffers, if required to meet regulatory requirements.
- B. **Design approval.** Within 10 business days of the complete execution of this agreement, RPBCWD will submit complete plans and specifications to Chanhassen and ISD 112 for review, comment and approval. Chanhassen and ISD 112 will have 10 days from receipt to review, comment and approve the plans and specifications. Each party's right to review and approve plans and specifications will be reasonably exercised; if Chanhassen and ISD 112 neither approve nor disapprove in the designated timeframe, the plans and specifications will be deemed approved by the parties. If either RPBCWD declines to modify the plans and specifications for the Project as required by either Chanhassen or ISD 112 for either party's approval, or if either Chanhassen or ISD 112 disapproves the plans and specifications for the Project, this agreement will be rescinded and annulled, and all obligations herein, performed or not, will be voided.
- C. **Construction contracting.** If the plans and specifications for the Project are approved in accordance with paragraph 2B herein, RPBCWD will timely prepare or have prepared on its behalf construction bidding documents for the Project. When all property-use rights necessary for construction of the Project have been secured as provided in paragraph of 4.A of this agreement and documentation thereof has been provided to RPBCWD and Chanhassen, RPBCWD will solicit bids in accordance with applicable state and federal law, and will contract with the bidder it determines is the lowest-cost responsible and responsive bidder. The contract for construction will:
- i. Require the contractor to indemnify, defend and hold harmless Chanhassen and ISD 112, their officers, council members, employees and agents from any and all actions, costs, damages and liabilities of any nature arising from the contractor's

negligent or otherwise wrongful act or omission, or breach of a specific contractual duty, or a subcontractor's negligent or otherwise wrongful act or omission, or breach of a specific contractual duty owed by the contractor to RPBCWD;

- ii. Require that the contractor for the Project name ISD 112 as an additional insured for general liability with primary and noncontributory coverage for general liability and provide a certificate showing same prior to construction;
- iii. Extend the contractor's warranties under the agreement to ISD 112.
- iv. Require the contractor to determine and obtain all permits and other regulatory approvals applicable to the Project on behalf of RPBCWD and ISD 112.

D. Construction.

- i. RPBCWD, or the RPBCWD engineer on RPBCWD's behalf, will provide construction oversight for and other oversee implementation of the Project. RPBCWD may adjust the plans and specifications for the work during implementation, as long as the revised plans do not require RPBCWD to exceed the scope of the rights granted under this agreement and such changes are made in coordination with ISD 112 to ensure compatibility of the Project with ISD 112's continued use and operation of the School Property for its customary and intended purposes.
- ii. RPBCWD will timely engage and consult ISD 112 and Chanhassen on material changes to the Project plans and specifications.
- iii. Until substantial completion of construction of the Project for the purposes intended, if RPBCWD, in its judgment, should decide that the Project is infeasible, RPBCWD, at its option, may declare the agreement rescinded and annulled. If RPBCWD so declares, all obligations herein, performed or not, will be voided, except that RPBCWD will return the School Property materially to its prior condition or to a condition agreed to by ISD 112 and RPBCWD.
- iv. RPBCWD will notify Chanhassen and ISD 112 within five business days of receipt of a certification of substantial completion from the contractor contracted to construct the Project.
- v. Within 90 days of certification of substantial completion or termination of this agreement, RPBCWD will ensure that the Project site is restored to a condition consistent with the use of the School Property for its intended purposes.

E. Maintenance.

- i. RPBCWD will contract with the RPBCWD engineer for the development in collaboration with ISD 112 of a draft plan for the post-construction maintenance of the Project (the Maintenance Plan). The Maintenance Plan will delineate routine maintenance and repair of the Project.
- ii. ISD 112 will approve the Maintenance Plan within 45 days of receipt from RPBCWD, such approval not to be unreasonably withheld. Failure by ISD 112 to timely act on its rights and obligations under this paragraph will constitute approval of the Maintenance Plan. If ISD 112 disapproves the Maintenance Plan,

all maintenance necessary to assure that the Project will continue to effectively function as designed will become the sole responsibility of ISD 112. On approval of the Maintenance Plan, ISD 112 will perform all routine maintenance and monitoring of the Project, along with reporting as may be required by the Maintenance Plan, for 15 years from the date the Project is substantially complete for its intended purposes.

- iii. ISD 112 will complete or contract for the completion, in its sole discretion, of major maintenance and repairs of the Project, as necessary, for 15 years from the date the Project is substantially complete for the intended purposes. For purposes of this agreement, major maintenance and repair of the Project is defined as work necessary to ensure the continued effective operation of the Project for its intended purposes beyond the routine maintenance and repairs defined and specified in the Maintenance Plan.
 - iv. RPBCWD may from time to time conduct monitoring of the performance of the Project.
- F. **Grant reporting.** RPBCWD will comply with any grant-reporting requirements related to the Project, except that both ISD 112 and Chanhasen will provide any data on the Project reasonably requested by RPBCWD to meet grant-reporting obligations related to the Project.

3 Costs and Compliance Credit

- A. Except for reimbursement as provided in paragraph 3C herein, each party will be responsible for the costs of performance of its obligations and exercise of its rights under this agreement.
- B. As provided in paragraph 2.E.ii herein, ISD 112 will be responsible for the costs of routine post-construction maintenance of the Project in conformance with the Maintenance Plan. In addition, ISD 112 will complete or contract for the timely completion of major maintenance and repairs at its expense, except that if ISD 112 approves and effectively implements the Maintenance Plan as provided in paragraph 2.E.ii herein, RPBCWD will reimburse 20 percent of the documented cost of major maintenance and repairs and Chanhasen will reimburse 30 percent of the documented cost of major maintenance and repairs. The reimbursement provisions of this paragraph are effective only if RPBCWD and Chanhasen approve terms for the completion of major maintenance and repairs of the Project.
- C. On receipt of documentation of payment as may be reasonably requested, Chanhasen will reimburse RPBCWD up to \$134,000 of documented costs of construction of the Project.
- D. Chanhasen will assess no fee for city permits required for the Project, if any.
- E. Except as specifically provided otherwise herein, each of the parties will bear the costs of fulfilling its responsibilities and obligations under this agreement and, in the event of

cancellation, the parties will bear all costs incurred prior to RPBCWD's issuance of notice to ISD 112 and Chanhassen in accordance with paragraph 2.D.iii herein.

- F. Chanhassen may conduct data-collection and analysis on the performance of the Project in reducing loading of sediment and other pollutants to Bluff Creek, and may apply any and all credit generated by the Project toward its obligations, goals and requirements imposed by state and federal regulatory programs, such as the National Pollutant Discharge Elimination System as applied to Chanhassen.

4 ISD 112's Further Rights and Commitments and Grant of Property-Use Rights

- A. **Encroachment agreement.** ISD 112 will obtain – and, where applicable, record with the Carver County property records office – any additional land-use rights or approvals necessary for the Project, including but not limited to the right to access and use the portions of the School Property subject to the encroachment agreement recorded in the Office of the County Recorder, Carver County, on August 28, 2008, as document number A488432. The access and use rights obtained by ISD 112 in accordance with this paragraph 4.A will include the right to assign rights, approvals and responsibilities obtained to RPBCWD and Chanhassen as needed for the Project general and specifically for purposes of effecting the License, as defined in paragraph 4P.
- B. **Grant of land-use rights.** For purposes of facilitating RPBCWD's exercise of its rights and performance of its responsibilities under this agreement, ISD 112 hereby grants and conveys to RPBCWD, its contractors, agents and assigns, and to Chanhassen an irrevocable term license over, under, upon and across the School Property to access and to use the Project Area as depicted in Exhibit B for purposes of construction and installation of the Project (the License). The License includes the right of ingress and egress and to pass over and through the School Property on foot and using motorized equipment for staging of construction, construction and implementation of the Project, and the right within the Project Area to implement the Project, which involves the installation of a system utilizing stored stormwater for irrigation of the School Property as detailed in paragraph 3.A herein. The rights granted hereby include the right to lay and maintain temporary and permanent utilities across, under and/or above the surface of the School Property in locations designated by ISD 112 and across, above and/or under the Project Area generally for purposes of implementation of the Project. The agreement may not be amended to vacate RPBCWD's access and use rights for 25 years from the date construction of the Project is certified as substantially complete for the intended purposes, except that after issuance of a certification of substantial completion of the Project, RPBCWD must provide ISD 112 notice in writing at least 24 hours prior to entry on the School Property.
 - i. ISD 112 will forbear from any activity that interferes with the RPBCWD's ability to exercise its rights or meet its obligations under this agreement, including but not limited to ISD 112's transfer of ownership of the School Property.

- ii. ISD 112's authorization hereunder is nonexclusive, except that RPBCWD, on reasonable notice to and in collaboration with ISD 112, may temporarily restrict or preclude access to the access and construction areas of the School Property to ensure safety while construction activities are under way.

C. **Ownership and Operation of the Project.** On completion of construction of the Project, ISD 112 will retain ownership of the improved School Property and all installed and constructed elements of the Project, and will operate the Project irrigation system, including but not limited to providing, at its sole expense, the electrical power necessary for operation.

- i. After completion of the Project, ISD 112 will not take any action on the School Property that could reasonably be expected to diminish the effectiveness or function of the Project for the purposes intended.

5 RPBCWD's Further Rights and Obligations

- A. RPBCWD will not be deemed to have acquired by entry into or performance under this agreement any form of interest or ownership in the School Property. RPBCWD will not by entry into or performance under this agreement be deemed to have exercised any form of control over the use, operation or management of any portion of the School Property or adjacent property so as to render RPBCWD a potentially responsible party for any contamination or exacerbation of any contamination conditions under state and/or federal law.
- B. RPBCWD will provide as-built construction drawings of the Project to ISD 112 within 90 days of certification of the Project as substantially complete for the intended purposes.
- C. RPBCWD will contract with the RPBCWD engineer for the development of the plans and specification for the Project, along with all necessary construction documentation and the Maintenance Plan. Notwithstanding the foregoing, RPBCWD makes no warranty to ISD 112 or Chanhassen regarding the RPBCWD engineer's or another non-party's performance in design, construction or construction management for the Project.

6 General Terms

- A. **Publicity and endorsement.** RPBCWD, Chanhassen and ISD 112 will collaboratively develop, produce and disseminate public education and outreach materials and conduct at least one public educational and informational meeting about the Project. Each party, at its sole expense, may develop, produce and, after approval of the other parties, distribute educational, outreach and publicity materials related to the Project. Any publicity regarding the Project must identify ISD 112, Chanhassen, RPBCWD and the Metropolitan Council as sponsoring entities. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared by or for ISD 112, Chanhassen or RPBCWD individually or jointly with others, or any subcontractors, with respect to the Project.

- B. **Data management.** All designs, written materials, technical data, research or any other work in progress will be shared among the parties to this agreement on request, except as prohibited by law. As soon as is practicable, the party preparing plans, specifications, contractual documents, materials for public communication or education will provide them to the other parties for recordkeeping and other necessary purposes.
- C. **Data Practices.** All data created, collected, received, maintained or disseminated for any purpose in the course of this agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and any state rules adopted to implement the act, as well as federal regulations on data privacy
- D. **Entire agreement.** This agreement, as it may be amended in writing, contains the complete and entire agreement between the parties relating to the subject matter hereof, and supersedes all prior negotiations, agreements, representations and understandings, if any, between the parties respecting such matters. The recitals stated at the outset are incorporated into and made a part of the agreement.
- E. **Force majeure.** RPBCWD will not be liable for failure to complete the Project if the failure results from an act of god (including fire, flood, earthquake, storm, other natural disaster or other weather conditions that make it infeasible or materially more costly to perform the specified work), embargo, labor dispute, strike, lockout or interruption or failure of public utility service. In asserting force majeure, RPBCWD must demonstrate that it took reasonable steps to minimize delay and damage caused by foreseeable events, that it substantially fulfilled all non-excused obligations, and that it timely notified Chanhassen and ISD 112 of the likelihood or actual occurrence of the force majeure event. Delay will be excused only for the duration of the force majeure.
- F. **Waivers.** The waiver by Chanhassen, ISD 112 or RPBCWD of any breach or failure to comply with any provision of this agreement by the other parties will not be construed as nor will it constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this agreement.
- G. **Notices.** Any notice, demand or communication under this agreement by any party to the others will be deemed to be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid to:

<u>Chanhassen</u>	<u>RPBCWD</u>	<u>ISD 112</u>
Paul Oehme	Claire Bleser	Mike McLaughlin
Director of Public Works	Administrator	Facilities Supervisor
7700 Market Blvd	18681 Lake Drive East	11 Peavey Road
Chanhassen, MN 55317	Chanhassen, MN 55317	Chaska, MN 55318
poehme@ci.chanhassen.mn.us	cbleser@rpbcwd.org	McLaughlinM@District112.org
952-227-1169	952-607-6512	952-556-6294

H. **Term; termination.** This agreement is effective on execution by each of the parties and will terminate three years from the date of execution of this agreement or on the written agreement of all three parties.

[SIGNATURE PAGE FOLLOWS.]

DRAFT

IN WITNESS WHEREOF, the parties have caused the agreement to be duly executed intending to be bounded thereby.

City of Chanhassen

By: Denny Laufenburger, Mayor

Date: _____

and

By: Todd Gerhardt, City Manager

Date: _____

Approved as to form & execution:

City attorney

Independent School District 112

By: [NAME], Its _____

Date: _____

Riley-Purgatory-Bluff Creek Watershed District

By: John Perry Forster, President

Date: _____

Approved as to form & execution:

RPBCWD counsel

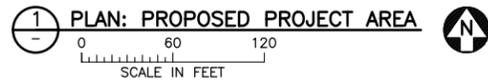
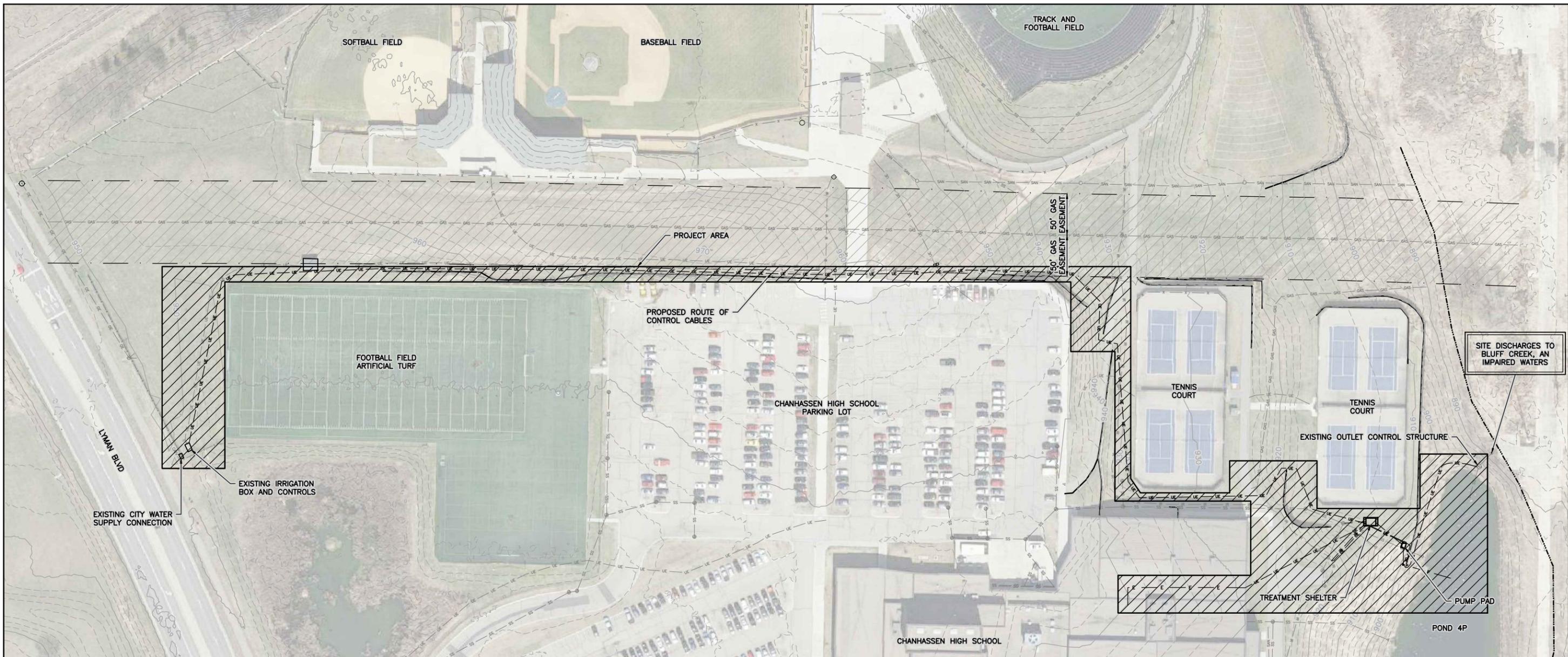
EXHIBIT A
Legal Description of the School Property

[This should come from ISD 112.]

EXHIBIT B
Project Area

[Must show project area for the project as defined in agreement and pond 4P.]

CADD USER: Bryan D. Pitterle FILE: M:\DESIGN\23270053.14\2327005314_CHAN_HIGH_LE-BDWMG PLOT SCALE: 1:2 PLOT DATE: 4/7/2017 8:39 AM
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LEGEND		LEGEND - CONTINUED	
--- --	CONSTRUCTION LIMITS	--- IR --- IR --- IR ---	PROPOSED IRRIGATION
.....	WETLAND BOUNDARY	--- P --- P --- P ---	PROPOSED PIPING
--- 920 ---	EXISTING 10' CONTOUR	--- UE --- UE --- UE ---	PROPOSED UNDERGROUND ELECTRIC
-----	EXISTING 2' CONTOUR	--- E --- E --- E ---	PROPOSED ELECTRIC
--- X --- X --- X ---	EXISTING FENCE		
--- SAN --- SAN --- SAN ---	EXISTING SANITARY SEWER		
--- SS --- SS --- SS ---	EXISTING STORM SEWER		
--- IR --- IR --- IR ---	EXISTING IRRIGATION		
--- W --- W --- W ---	EXISTING WATER SUPPLY		
--- GAS --- GAS --- GAS ---	EXISTING NATURAL GAS		
--- CATV --- CATV --- CATV ---	EXISTING TELEVISION CABLE		
--- OE --- OE --- OE ---	EXISTING OVERHEAD ELECTRIC		
--- UE --- UE --- UE ---	EXISTING UNDERGROUND ELECTRIC		
---	EXISTING WALL		
///	APPROXIMATE NATURAL GAS EASEMENT		
■	PROJECT AREA		

NOT FOR CONSTRUCTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINTED NAME _____ SIGNATURE _____ DATE _____ LICENSE # _____		CLIENT BID CONSTRUCTION RELEASED TO/FOR DATE RELEASED	4/07/17 A B C 0 1 2 3 DATE RELEASED	BARR Corporate Headquarters: Minneapolis, Minnesota Ph: 1-800-632-2277 Fax: (952) 832-2601 www.barr.com	Project Office: BARR ENGINEERING CO. 4300 MARKETPOINTE DRIVE Suite 200 MINNEAPOLIS, MN 55435 Ph: 1-800-632-2277 Fax: (952) 832-2601 www.barr.com	Scale AS SHOWN Date 04/07/2017 Drawn BDP Checked JAK2 Designed BARR Approved	RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT	CHAN HIGH SCHOOL STORMWATER REUSE CHANHASSEN, MINNESOTA EXHIBIT B PROPOSED PROJECT AREA	BARR PROJECT No. 23/27-0053.14 CLIENT PROJECT No. DWG. No. E-B REV. No. A
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Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2017-001

Received complete: January 18, 2017 (review timeline extended by Managers on 3/1/17)

Applicant: Kopesky & Associates

Consultant: Charles Howley, HTPO

Project: Kopesky 2nd Addition – Construction of an 8-lot single family home subdivision. Two biofiltration basins with elevated underdrains and two underground rock trenches will provide storm water quantity, volume and quality control.

Location: 18340 82nd Street, Eden Prairie, MN

Reviewer: Candice Kantor and Scott Sobiech, Barr Engineering

Rules: Applicable rules checked

X	Rule B: Floodplain Management		Rule H: Appropriation of Public Waters
X	Rule C: Erosion and Sediment Control		Rule I: Appropriation of Groundwater
X	Rule D: Wetland and Creek Buffers	X	Rule J: Stormwater Management
	Rule E: Dredging and Sediment Removal	X	Rule K: Variances and Exceptions
	Rule F: Shoreline/Streambank Stabilization	X	Rule L: Permit Fees
	Rule G: Waterbody Crossings	X	Rule M: Financial Assurances

Rule Conformance Summary

Rule	Issue	Conforms to RBPCWD Rules?	Comments
B	Floodplain Management and Drainage Alterations	Yes	
C	Erosion Control Plan	See Comment	See Rule Specific Permit Condition C1.
D	Wetland and Creek Buffers	See Comment	See Rule Specific Permit Condition D1.
J	Stormwater Management	Rate	Yes
		Volume	Yes
		Water Quality	Yes
		Low Floor Elev.	Yes
		Maintenance	See Comment
L	Permit Fee	Yes	\$2,250 was received on January 18, 2017.
M	Financial Assurance	See Comment	The financial assurance has been calculated at \$87,100.

Project Description

The project proposes the subdivision of the parcel into 8 single family lots and one outlier, construction of 8 single family homes, and construction of a cul-de-sac extension of existing Dove Court. An existing wetland is located on the northern portion of the site. The project includes two biofiltration basins with elevated underdrains and two underground rock trenches. The project site information is summarized below:

1. Total Site Area: 4.1 acres
2. Existing Site Impervious Area: 0.0 acres
3. New (Increase) in Site Impervious Area: 0.834 acres (36,329 square feet) (100% increase in site impervious area)
4. Total Disturbed Area: 3.0 acres

Exhibits:

1. Permit Application dated November 23, 2016.
2. Design Plan Sheets (Sheets 1-12) dated January 10, 2017 (received April 20, 2017).
3. Stormwater Management Design Memo dated January 10, 2017 (revised April 4, 2017).
4. HydroCAD Model in January 10, 2017 Stormwater Management Design Memo (revised April 20, 2017).
5. Report of Geotechnical Exploration and Review by American Engineering Testing, Inc. dated May 31, 2016.
6. Wetland Delineation Report by Kjolhaug Environmental Services Company, Inc. dated June 1, 2016 (includes MnRAM results dated May 4, 2016).
7. Existing Wetland Buffer Evaluation by Kjolhaug Environmental Services Company dated November 18, 2016.
8. P8 Model Output in January 10, 2017 Stormwater Management Design Memo.
9. P8 Model dated April 20, 2017
10. Minnesota Wetland Conservation Act Notice of Decision for Wetland Boundary and Type Determination dated July 8, 2016.
11. Minnesota Wetland Conservation Act Notice of Application for Wetland Exemption dated January 10, 2017.
12. Minnesota Wetland Conservation Act Notice of Decision for Wetland Exemption dated February 10, 2017.

Rule Specific Permit Conditions

Rule B: Floodplain Management and Drainage Alterations

Because the proposed construction involves the placement of 190 cubic yards of fill below the 100-year flood elevation of the wetland (896.93), the project activities must conform to the RPBCWD's Floodplain Management and Drainage Alterations rule (Rule B).

The proposed homes adjacent to the wetland will be constructed with low floor elevations of 903.0 or 902.7 thus providing the required two feet of freeboard above the 100-year flood elevation of the wetland complying with Rule B, Subsection 3.1. Paragraph 3.4 of the rule imposes no requirements on the project because no work in the floodplain of watercourses is proposed. The supporting materials demonstrate, and the RPBCWD Engineer concurs, that 190 cubic yards of fill will be placed and 210 cubic yards of compensatory storage will be created below the 100-year floodplain, thus providing a net increase in the floodplain storage. The compensatory storage is provided at the same elevation (+/- 1 foot) below the 100-year floodplain, thus the project conforms to Rule B, Subsection 3.2. The project will not alter surface flows (Rule B, Subsection 3.3). A note on the plan sheet indicates that activities must be conducted to minimize the potential transfer of aquatic invasive species, conforming to Rule B, Subsection 3.5. The proposed project conforms to the RPBCWD Rule B requirements

Rule C: Erosion and Sediment Control

Because the project will alter 3.0 acres (130,680 square feet) of land-surface area the project must conform to the requirements in the RPBCWD Erosion and Sediment Control rule (Rule C, Subsection 2.1).

The erosion control plan prepared by Hansen Thorp Pellinen Olson, Inc. includes installation of silt fence, inlet protection for storm sewer catch basins, a rock construction entrance, placement of a minimum of 6 inches of topsoil, decompaction of areas compacted during construction, and retention of native topsoil onsite. To conform to the RPBCWD Rule C requirements the following revisions are needed:

- C1. The Applicant must provide the name and contact information of the individual responsible for erosion and sediment control at the site. RPBCWD must be notified if the responsible party changes during the permit term.

Rule D: Wetland and Creek Buffers

Because the proposed work triggers a permit under RPBCWD Rules B and J and the onsite wetland is protected by the state Wetland Conservation Act, Rule D, Subsections 2.1a and 3.1 require buffer on the portion of the wetland downgradient from the proposed land-disturbing activities. No draining, filling of the onsite wetland is proposed (fill will only be placed within the 100-year floodplain of the wetland, not within the delineated wetland boundary).

A June 1, 2016 wetland delineation for the site was included with the submittal. The MnRAM analysis dated May 4, 2016 indicates that the wetland onsite is a medium value wetland according to Appendix D1. Rule D, Subsection 3.1.a.iii requires a wetland buffer with an average of 40 feet from the delineated edge of the wetland, minimum 20 feet. The Applicant proposed wetland buffers with an average width of 49.7 feet, minimum of 20 feet for the wetland which meet the average and minimum widths identified in Rule D, Subsection 3.1 for medium value wetlands. The Applicant is proposing buffer monument locations consistent with criteria in Rule D, Subsection 3.3. The Applicant is proposing revegetating disturbed areas within the proposed buffer with native vegetation in conformance with Rule D, Subsection 3.2. A note is included on the plan sheet indicating the project will be constructed so as to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, Eurasian watermilfoil, etc.) to the maximum extent possible conforming to Rule D, Subsection 3.5.

To conform to the RPBCWD Rule D the following revisions are needed:

- D1. Before any work subject to District permit requirements commences, buffer areas and maintenance requirements must be documented in a declaration and recorded in the office of the county recorder or registrar, after approval of a draft by the RPBCWD.

Rule J: Stormwater Management

Because the project will alter 3.0 acres (130,680 square feet) of land-surface area the project must meet the criteria of RPBCWD's Stormwater Management rule (Rule J, Subsection 2.1). The criteria listed in Subsection 3.1 apply to the entire project parcel because the project is a new development.

The developer is proposing construction of two biofiltration basins with elevated underdrains and two underground rock trenches to provide the rate control, volume abstraction and water quality management on the site. Vegetated filter strips and sump manholes will provide pretreatment for the two biofiltration basins with elevated underdrains and vegetated filter strips will provide pretreatment for the underground rock trenches.

Rate Control

In order to meet the rate control criteria listed in Subsection 3.1.a, the 2-, 10-, and 100-year post development peak runoff rates must be equal to or less than the existing discharge rates at all locations where stormwater leaves the site. The applicant used a HydroCAD hydrologic model to simulate runoff rates for pre- and post-development conditions for the 2-, 10-, and 100-year frequency storm events using a nested rainfall distribution, and a 100-year frequency, 10-day snowmelt event. The existing and proposed 2-, 10-, and 100-year frequency discharges from the site are summarized in the table below. The proposed project is in conformance with RPBCWD Rule J, Subsection 3.1.a.

Modeled Discharge Location	2-Year Discharge (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)		10-Day Snowmelt (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
North to Wetland	1.7	1.2	3.3	2.2	6.6	6.5	0.2	0.2
Dove Court (East)	1.1	0.7	2.0	1.2	3.9	2.4	0.2	0.1
Dell Road Storm Sewer	1.4	0.1	2.8	1.6	5.2	4.8	0.2	0.2
Dell Road Overland	0.3	0.2	0.6	0.5	1.1	1.0	0.0	0.0
82 nd Street West Overland (South)	0.4	0.4	0.8	0.6	1.4	1.2	0.0	0.0

Volume Abstraction

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all impervious surface of the parcel. An abstraction volume of 1,665 cubic feet is required from the 0.83 acres (36,329 square feet) of impervious area on the project for volume retention. The Applicant proposed two biofiltration basins with elevated underdrains with pretreatment of runoff provided by sump manholes and vegetated filter strips and two underground rock trenches with pretreatment of runoff provided by vegetated filter strips. The table below summarizes the volume abstraction on the site.

Soil borings performed by American Engineering Testing, Inc. show that soils in the project area are primarily clays; the MN Stormwater Manual indicates an infiltration rate of 0.06 inches per hour for such soils. The soil borings show no groundwater was observed to a boring elevation of 882.6 feet. Groundwater is at least 3 feet below the bottom of the proposed biofiltration basins with elevated underdrains and underground rock trenches (Rule J, Subsection 3.1.b.ii). The Engineer concurs that soil information, preservation of existing trees, and a wetland on the site show that the abstraction standard in Subsection 3.1 of Rule J cannot practicably be met, the site is considered a restricted site and stormwater runoff volume must be managed in accordance with Subsection 3.3 of Rule J. For restricted sites, Subsection 3.3 of Rule J requires rate control in accordance with Subsection 3.1a and that abstraction and water quality protection be provided in accordance with the following sequence: (a) Abstraction of at least 0.55 inches of runoff from site impervious surface determined in accordance with paragraphs 2.3, 3.1 or 3.2, as applicable, and treatment of all runoff to the standard in paragraph 3.1c; or (b) Abstraction of runoff onsite to the maximum extent practicable and treatment of all runoff to the standard in paragraph 3.1c; or (c) Off-site abstraction and treatment in the watershed to the standards in paragraph 3.1b and 3.1c. The table below summarizes the volume abstraction on the site. Based on information reviewed, the proposed project conforms to Rule J, Subsection 3.1.b.

Required Abstraction Depth (inches)	Provided Abstraction Depth (inches)	Provided Abstraction Volume (cubic feet)
0.55	0.66	2,011

Water Quality Management

Subsection 3.1.c of Rule J requires the Applicant provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff. The Applicant is proposing two biofiltration basins with elevated underdrains and two underground rock trenches to achieve the required TP and TSS removals and submitted a P8 model to estimate the TP and TSS removals.

Pollutant of Interest	Required Removal (%)	Estimated Removal (%)
Total Suspended Solids (TSS)	90	90
Total Phosphorus (TP)	60	77

Based on information reviewed, the proposed project conforms to Rule J, Subsection 3.1.c.

Low floor Elevation

No structure may be constructed or reconstructed such that its lowest floor elevation is less than 2 feet above the 100-year event flood elevation and no stormwater management system may be constructed or reconstructed in a manner that brings the low floor elevation of an adjacent structure into noncompliance according to Rule J, Subsection 3.6.

The low floor elevations of the structures and the adjacent stormwater management feature are summarized below.

Location Riparian to Stormwater Facility	Low Floor Elevation of Building (feet)	100-year Event Flood Elevation of Adjacent Stormwater Facility (feet)	Freeboard (feet)	Provided Distance Between Building and Adjacent Stormwater Feature (feet)	Required Separation to Groundwater based on Appendix J, Plot 1 (feet)	Provided Separation to Groundwater based on Appendix J, Plot 1 (feet)
Lot 1	902.7	896.93 (Wetland)	5.77			
Lot 1	902.7	897.13 (Rock Trench 4)	5.57			
Lot 2	903.0	901.0 (Biofiltration Basin 1)	2.0			
Lot 2	903.0	896.93 (Wetland)	6.07			
Lot 2	903.0	897.13 (Rock Trench 4)	5.87			
Lot 3	903.6	901.57 (Biofiltration Basin 2)	2.03			
Lot 4	903.6	901.57 (Biofiltration Basin 2)	2.03			
Lot 6	903.6	901.57 (Biofiltration Basin 2)	2.03			
Lot 7	904.5	901.57 (Biofiltration Basin 2)	2.93			
Lot 5	906.2	904.14 (Rock Trench 3)	2.06			
Lot 8	904.5	904.14 (Rock Trench 3)	Utilized Appendix J1	84	4	19

An analysis in accordance with Appendix J1 was completed for the proposed homes and adjacent stormwater feature when the low floor elevation of the proposed home was less than the 100-year event flood elevation of the adjacent stormwater feature.

The low floor elevation of the proposed homes at Lot 8 is less than the 100-year event flood elevation of underground rock trench 3. An analysis in accordance with Appendix J1 was completed for the home and rock trench 3. The actual distance between the home at Lot 8 and rock trench 3 is 84 feet; therefore, the required depth to groundwater at the home is 4 feet in order to be in compliance with Plot 1 in Appendix J1. The Applicant provided a soil boring that indicates the depth to groundwater at that location is 19 feet. The RPBCWD Engineer concurs that the proposed project is in conformance with Rule J, Subsection 3.6.

Maintenance

Subsection 3.7 of Rule J requires the submission of a maintenance plan. All stormwater management structures and facilities must be designed for maintenance access and properly maintained in perpetuity to assure that they continue to function as designed.

J1. Permit applicant must provide a draft maintenance and inspection plan. Once approved by RPBCWD, the plan must be recorded on the deed in a form acceptable to the District.

Rule L: Permit Fee:

Fees for the project are:

Rule B, C & J \$2,250

Rule M: Financial Assurance:

Rules C: Silt fence: 1,207 L.F. x \$2.50/L.F. = \$3,100

Restoration: 3.0 acres x \$2,500/acre = \$7,500

Rules D: Wetland Buffer: \$5,000 + \$1,000/acre over 10 acres = \$5,000

Rules J: Infiltration: 7,542 S.F. x \$6/S.F. = \$45,300

Contingency (10%) \$6,100

Administration (30%) \$20,100

Total Financial Assurance \$87,100

Applicable General Requirements:

1. The RPBCWD Administrator shall be notified at least three days prior to commencement of work.
2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.
3. Return or allowed expiration of any remaining surety and permit close out is dependent on the permit holder providing proof that all required documents have been recorded and providing as-built drawings that show that the project was constructed as approved by the Managers and in conformance with the RPBCWD rules and regulations.

Findings

1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.
2. The project conforms to Rule B requirements.

3. The proposed project will conform to Rules C, D and J if the Rule Specific Permit Conditions listed above are met.

Recommendation:

Approval, contingent upon:

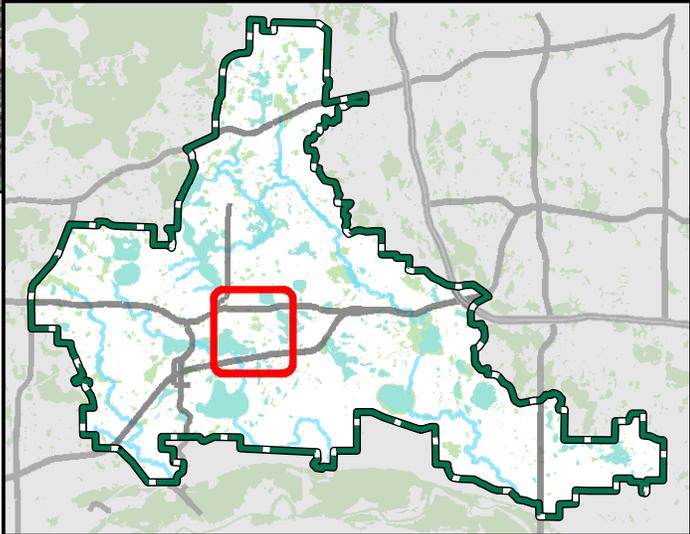
1. Continued compliance with General Requirements.
2. Financial Assurance in the amount of \$87,100.
3. Submission of the name and contact information of the individual responsible for erosion and sediment control for the site.
4. Receipt in recordation a maintenance declaration for the stormwater management facilities and wetland buffer. A draft must be approved by the District prior to recordation.

By accepting the permit, when issued, the applicant agrees to the following stipulations:

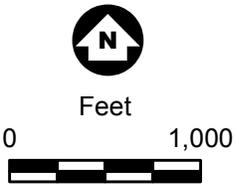
1. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications as approved by the District.
2. Single-family homes to be constructed on lots in the subdivision created under the terms of permit 2017-001, if issued, must have an impervious surface area and configuration materially consistent with the approved plans. Home design proposed that differs materially from the approved plans will be subject to re-review for compliance with all applicable regulatory requirements.

Board Action

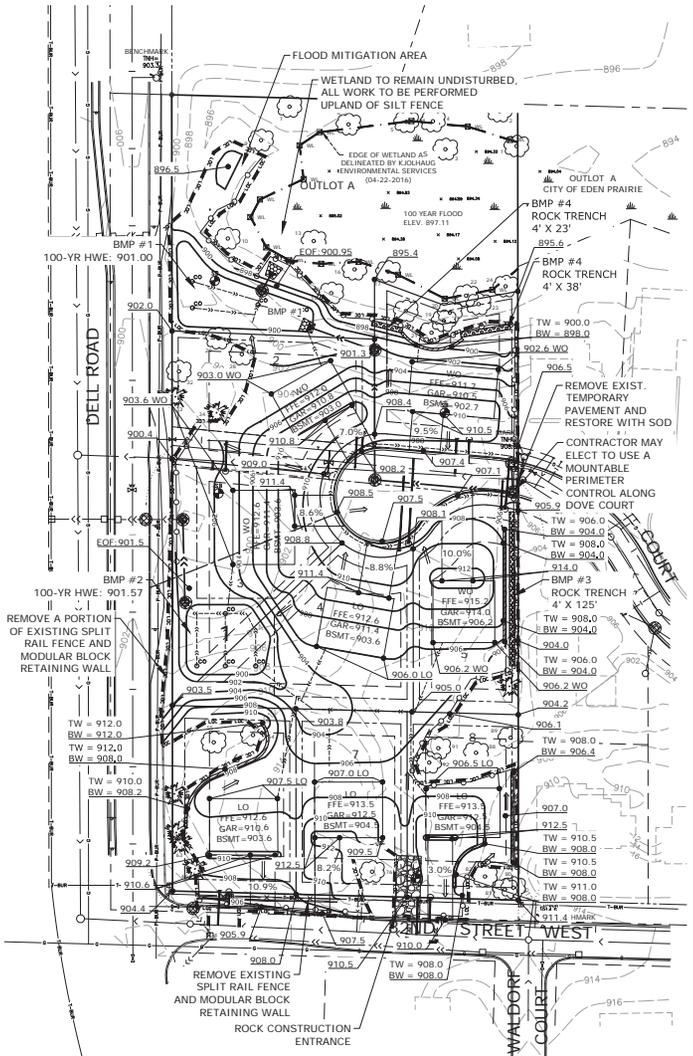
It was moved by Manager _____, seconded by Manager _____ to approve permit application No. 2017-001 with the conditions recommended by staff.



Permit Location Map



KOPESKY 2ND ADDITION
 18340 82ND STREET WEST
 EDEN PRAIRIE
Permit 2017-001
 Riley Purgatory Bluff Creek
 Watershed District



LEGEND:

- 906 — PROPOSED CONTOUR
- 905.5 — PROPOSED SPOT ELEVATION
- >>>— PROPOSED STORM SEWER
- >>>— PROPOSED DRAINAGE FLOW PATH
- [Symbol] — SOIL BORING LOCATION
- LDC — PROPOSED LIMITS OF DISTURBANCE
- [Symbol] — PROPOSED DRAINAGE STRUCTURE
- [Symbol] — PROPOSED DRAINFITTE
- [Symbol] — PROPOSED SILT FENCE
- [Symbol] — INLET PROTECTION
- [Symbol] — CLEAN OUT
- [Symbol] — WALK-OUT
- [Symbol] — CLEAN-OUT
- [Symbol] — EMERGENCY OVER FLOW
- [Hatched Box] — RETAINING WALL
- [Rock Pattern Box] — ROCK TRENCH

BENCHMARKS:

TOP NUT OF HYDRANT (TNH) AT THE INTERSECTION OF 82nd STREET WEST AND WALDORF COURT, ELEVATION = 914.5 (NAVD88), LOCATION SHOWN ON PLAN

TOP NUT OF HYDRANT (TNH) AT THE END OF DOVE COURT, ELEVATION = 908.6 (NAVD88), LOCATION SHOWN ON PLAN

TOP NUT OF HYDRANT (TNH) AT NORTH END OF PROPERTY AND DELL ROAD, ELEVATION = 903.3 (NAVD88), LOCATION SHOWN ON PLAN

EARTHWORK SUMMARY:

CUT: 6704 CY
 FILL: 7152 CY
 NET: 449 CY FILL

NOTE: GROSS NUMBERS INDICATED, NO ADJUSTMENTS DUE TO PAVEMENT OR SOIL SECTIONS INCLUDED.

FLOODPLAIN FILL VOLUME TABLE

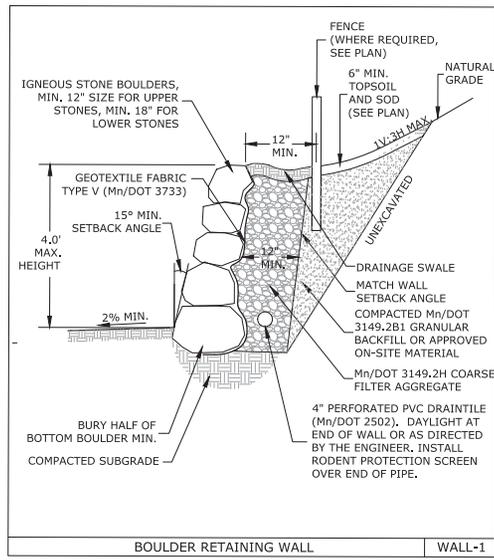
ELEV.	FILL [CY]
897	190
TOTAL	190

COMPENSATORY STORAGE VOLUME TABLE

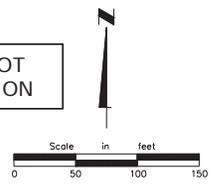
ELEV.	CUT [CY]
897	210
TOTAL	210

GENERAL NOTES:

1. SEE TREE PRESERVATION PLANS FOR SIGNIFICANT TREES (AS DEFINED BY CITY CODE) TO BE REMOVED AND PROTECTED.
2. CONTRACTOR SHALL INSTALL EROSION AND SEDIMENT CONTROL (ESC) MEASURES PRIOR TO COMMENCING CONSTRUCTION. ESC MEASURES SHALL BE INSPECTED DAILY DURING GRADING OPERATIONS AND WEEKLY UNTIL FINAL STABILIZATION IS COMPLETE. ESC MEASURES SHALL BE REPAIRED AS NEEDED OR AS DIRECTED BY THE ENGINEER. ESC MEASURES SHALL BE REMOVED FOLLOWING SITE STABILIZATION UPON APPROVAL OF THE ENGINEER.
3. CONTRACTOR SHALL FIELD VERIFY EXISTING ELEVATIONS AND TOPOGRAPHY PRIOR TO COMMENCING GRADING OPERATIONS. IF DISCREPANCIES OCCUR BETWEEN PLANS AND ACTUAL SITE CONDITIONS, NOTIFY ENGINEER IMMEDIATELY.
4. PRIOR TO GRADING ACTIVITIES, TOPSOIL, ROOTS, AND OTHER ORGANIC MATERIAL SHALL BE COMPLETELY STRIPPED IN NEW PAVEMENT AREAS AND ONLY STRIPPED AS NEEDED IN GREENSPACE AREAS. EXISTING TOPSOIL SHALL BE STOCKPILED FOR REUSE.
5. SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING SOILIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED THROUGH SOIL AMENDMENT AND/OR RIPPING TO A DEPTH OF 18 INCHES WHILE TAKING CARE TO AVOID UTILITIES. TREE ROOTS AND OTHER EXISTING VEGETATION PRIOR TO FINAL RE-VEGETATION OR OTHER STABILIZATION.
6. SEE LANDSCAPE PLAN FOR TURF ESTABLISHMENT (6" MINIMUM TOPSOIL REQUIRED IN ALL GREENSPACE AREAS OUTSIDE OF BIOFILTRATION AREAS).
7. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING EXISTING SURFACE DRAINAGE AT ALL TIMES DURING CONSTRUCTION.
8. CONTRACTOR SHALL TAKE SPECIAL CARE TO MINIMIZE COMPACTION IN PROPOSED GREENSPACE AREAS AND SHALL MINIMIZE THE DISTURBANCE INTENSITY AND DURATION OF GRADING ACTIVITIES BY PHASING THE WORK TO THE EXTENT PRACTICAL.
9. PROPOSED BIOFILTRATION AREAS SHALL NOT BE EXCAVATED TO FINAL GRADE UNTIL ALL UPLAND GRADING HAS BEEN COMPLETED AND STABILIZED.
10. BIOFILTRATION MEDIA SHALL BE MIXED AT THE LOCATION OF PRODUCTION AND NOT ONSITE. TESTING DATA OF THE MEDIA SHALL BE PROVIDED TO THE ENGINEER FOR REVIEW PRIOR TO DELIVERY OF MATERIAL TO THE SITE.
11. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 14 DAYS AFTER LAND DISTURBING WORK HAS BEEN COMPLETED OR SUSPENDED FOR A TIME GREATER THAN 48 HOURS.
12. ALL RIPRAP SHALL BE MINIMUM 6"Ø NATIVE FIELD STONE.
13. PAD GRADING SHOWN IS APPROXIMATE. FINAL LOT GRADING SHALL BE DETERMINED WITH BUILDING PERMITS.
14. REFER TO GEOTECHNICAL REPORT FOR ADDITIONAL EARTHWORK REQUIREMENTS.
15. CONSTRUCTION SITE WASTE MUST BE PROPERLY MANAGED, SUCH AS DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTER AT THE CONSTRUCTION SITE.
16. THE POTENTIAL TRANSFER OF AQUATIC INVASIVE SPECIES (E.G. ZEBRA MUSSELS, EURASIAN WATERMILFOIL, ETC.) MUST BE MINIMALIZED TO THE MAXIMUM EXTENT POSSIBLE.
17. AREA OF LAND DISTURBANCE = 3.0 ACRES.



PRELIMINARY - NOT FOR CONSTRUCTION



CALL BEFORE YOU DIG!
 MINNESOTA LAW REQUIRES EXCAVATORS TO NOTIFY THE REGIONAL NOTIFICATION CENTER AT LEAST TWO (2) BUSINESS DAYS BUT NOT MORE THAN FOURTEEN (14) CALENDAR DAYS PRIOR TO EXCAVATION.
Gopher State ONE CALL
 www.gopherstateonecall.org
 1-800-252-1166

FILE D:\PROJECTS\2016\Kopesky 2nd Addition\04 - GRADING.dwg, 11/01/17 11:56am
 SCALE: 1/8" = 1'-0"
 USER: jms
 PLOT: 11/01/17 11:56am
 PLOT SCALE: 1/8" = 1'-0"
 PLOT USER: jms

**HT Engineering • Surveying
 Landscape Architecture**
HANSEN THORP PELLINEN OLSON, Inc.
 7610 Market Plaza Drive • Eden Prairie, MN 55344
 952-820-0700 • 952-820-7100 fax

PROJECT NO.	96-066.2
DRAWN BY	JMS
DESIGN BY	ADC
CHECKED BY	CJH

DATE	ISSUES / REVISIONS
10/28/16	CITY SUBMITTAL
01/10/17	CITY/WATERSHED RESUBMITTAL
02/16/17	CITY/WATERSHED RESUBMITTAL
03/02/17	CITY/WATERSHED RESUBMITTAL
03/23/17	CITY RESUBMITTAL
03/31/17	CITY RESUBMITTAL

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Charles J. Howley
 LIC. NO. 42728 DATE: XX-XX-16

STATE AID PROJECT NO.	
STATE PROJECT NO.	
COUNTY PROJECT NO.	
CITY PROJECT NO.	
CLIENT PROJECT NO.	

GRADING AND EROSION CONTROL PLAN

KOPESKY 2nd ADDITION
 EDEN PRAIRIE, MINNESOTA

SHEET 5
 OF
 13 SHEETS

Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2017-009

Received complete: April 12, 2017

Applicant: Rosemount, Inc., Mark Anderson

Consultant: Erik Hansen, HGA

Project: Emerson Process east Renovation – Building addition and associated site work. One infiltration basin, sump manhole, and sump manhole with SAFL baffle will provide stormwater quantity, volume and quality control.

Location: 8200 Market Boulevard, Chanhassen, MN

Reviewer: Scott Sobiech, Barr Engineering

Rules: Applicable rules checked

	Rule B: Floodplain Management		Rule H: Appropriation of Public Waters
X	Rule C: Erosion and Sediment Control		Rule I: Appropriation of Groundwater
	Rule D: Wetland and Creek Buffers	X	Rule J: Stormwater Management
	Rule E: Dredging and Sediment Removal		Rule K: Variances and Exceptions
	Rule F: Shoreline/Streambank Stabilization	X	Rule L: Permit Fees
	Rule G: Waterbody Crossings	X	Rule M: Financial Assurances

Rule Conformance Summary

Rule	Issue	Conforms to RBPCWD Rules?	Comments
C	Erosion Control Plan	See Comment	See Rule Specific Permit Condition C1.
J	Stormwater Management	Rate	Yes
		Volume	Yes
		Water Quality	Yes
		Low Floor Elev.	Yes
		Maintenance	See Comment
L	Permit Fee	Yes	\$1,500 was received on February 22, 2017.
M	Financial Assurance	See Comment	The financial assurance has been calculated at \$39,800.

Project Description

The project proposes the construction of a new entrance/addition, improvements to handicap accessible parking, and improvements to sidewalks within the project area. The project includes an infiltration basin and sump manhole with SAFL baffle provide storm water quantity, volume and quality control. The project site information is summarized below:

1. Total Site Area: 57.82 acres
2. Existing Site Impervious Area: 22.8 acres (993,168 square feet)
3. New Site Impervious Area: 0.025 acres (1096 square feet) (0.11% increase in site impervious area)
4. Disturbed impervious surface: 0.185 acres (8,143 square feet) (0.81% disturbance)
5. Total Disturbed Area: 1.22 acres

Exhibits:

1. Permit Application dated February 22, 2017.
2. Design Plan Sheets dated February 8, 2017 (revisions received April 12 and 21, 2017).
3. Stormwater Management Report dated February 22, 2017 (revised April 11, 2017).
4. HydroCAD models for existing and proposed conditions dated February 21, 2017 (revised April 12, 2017)
5. SHSAM water quality computations date April 21, 2017
6. Proposed east drainage map showing sump manhole with SAFL baffle received April 21, 2017
7. Permit Application dated February 23, 2017.

Rule Specific Permit Conditions

Rule C: Erosion and Sediment Control

Because the project will alter 1.22 acres (53,163 square feet) of land-surface area the project must conform to the requirements in the RPBCWD Erosion and Sediment Control rule (Rule C, Subsection 2.1).

The erosion control plan prepared by HGS includes installation of silt fence, inlet protection for storm sewer catch basins, a rock construction entrance, placement of a minimum of 6 inches of topsoil, decompaction of areas compacted during construction, and retention of native topsoil onsite. To conform to the RPBCWD Rule C requirements the following revisions are needed:

- C1. The Applicant must provide the name and contact information of the individual responsible for erosion control at the site. RPBCWD must be notified if the responsible individual changes during the permit term.

Rule J: Stormwater Management

Because the project will alter 1.22 acres (53,163 square feet) of surface area, approval under the RPBCWD Stormwater Management Rule is required. The proposed land-disturbing activities will increase the imperviousness of the entire site by 0.11% (i.e., well less than the 50 percent increase threshold in section 2.3 for application of the stormwater criteria to all impervious area of the project site), and disturb 0.81% of the existing impervious area (i.e., less than 50 percent of the existing impervious area), therefore under the paragraph 2.3 redevelopment framework, the RPBCWD stormwater management criteria apply only to the new and disturbed impervious surface on the site.

The Applicant is proposing an infiltration basin and sump manhole with SAFL baffle to provide the required rate control, volume abstraction and water quality management on the site. Pretreatment for the infiltration basin is provided by a second sump manhole.

Rate Control

In order to meet the rate control criteria listed in Subsection 3.1.a, the 2-, 10-, and 100-year post development peak runoff rates must be equal to or less than the existing discharge rates at all locations where stormwater leaves the site. The Applicant used a HydroCAD hydrologic model to simulate runoff rates for pre- and post-development conditions for the 2-, 10-, and 100-year frequency storm events using a nested rainfall distribution, and a 100-year frequency, 10-day snowmelt event. The site includes two discharge locations from the site. The existing and proposed 2-, 10-, and 100-year frequency discharges from the site are summarized in the table below. The project modeling indicates a 0.1 cfs increase in the peak discharge for the 2-year event at one location. Because the modeled increase is within the margin of accuracy for the computer model, the proposed project conforms to RPBCWD Rule J, Subsection 3.1.a.

Modeled Discharge Location	2-Year Discharge (cfs)		10-Day Snowmelt (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
East	2.6	2.7	1.2	1.2	4.8	4.7	9.8	10
West	6.8	6.8	2.2	2.2	10.8	10.8	20	20

Volume Abstraction

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from the fully reconstructed impervious surface of the parcel. An abstraction volume of 847 cubic feet is required from the 0.21 acres (9,239 square feet) of new or reconstructed impervious area on the project for

volume retention. The Applicant proposed one infiltration basin with pretreatment of runoff provided by a sump manhole. The table below summarizes the volume abstraction on the site.

Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Volume (cubic feet)
1.1	847	946

Soil borings performed by Braun show that soils in the project area are primarily clays; the MN Stormwater Manual indicates an infiltration rate of 0.06 inches per hour for such soils. The soil borings show no groundwater was observed to a boring elevation of 831 feet. Groundwater is at least 3 feet below the bottom of the proposed infiltration basins (Rule J, Subsection 3.1.b.ii). The proposed project is in conformance with RPBCWD Rule J, Subsection 3.1.b.

Water Quality Management

Subsection 3.1.c of Rule J requires the Applicant provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff. The Applicant is proposing one infiltration basin with pretreatment provided by a sump manhole and a separate sump manhole with SAFL baffle to achieve the required TP and TSS removals and submitted P8 modeling to estimate the TP and TSS removals. The table below summarized the water quality treatment provided for the site. Based on information reviewed, the proposed project conforms to Rule J, Subsection 3.1.c.

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr) ¹	Provided Load Reduction (lbs/yr)
Total Suspended Solids (TSS)	215.3	193.8 (90%)	225 (>100%) ²
Total Phosphorus (TP)	0.7	0.42 (60%)	0.6 (86%)

¹Required load reduction is calculated based on the removal criteria in Rule J, Subsection 3.1c and the new and reconstructed impervious area site load.

²The TSS and TP removal is higher than required removal because the infiltration system combined with the sump manhole with SAFL baffle treats a larger, undisturbed area of the existing impervious area.

Low floor Elevation

No structure may be constructed or reconstructed such that its lowest floor elevation is less than 2 feet above the 100-year event flood elevation and no stormwater management system may be constructed or reconstructed in a manner that brings the low floor elevation of an adjacent structure into noncompliance according to Rule J, Subsection 3.6.

The low floor elevations of the structures and the adjacent stormwater management feature are summarized below. The RPBCWD Engineer concurs that the proposed project is in conformance with Rule J, Subsection 3.6.

Stormwater Facility	Low Floor Elevation of Building (feet)	100-year Event Flood Elevation (feet)	Freeboard (feet)
Proposed Infiltration Basin	845	836.76	8.24
Existing NE Wetland	845	840.04	4.96

Maintenance

Subsection 3.7 of Rule J requires the submission of a maintenance plan. All stormwater management structures and facilities must be designed for maintenance access and properly maintained in perpetuity to assure that they continue to function as designed.

- J1. Permit applicant must provide a draft maintenance and inspection plan/declaration. Once approved by RPBCWD, the plan must be recorded on the deed in a form acceptable to the District.

Rule L: Permit Fee:

Fees for the project are:

Rule C & J \$1,500

Rule M: Financial Assurance:

Rules C: Silt fence: 1,360 L.F. x \$2.50/L.F. = \$3,400

Restoration: 1.22 acres x \$2,500/acre = \$3,100

Rules J: Infiltration: 3,550 sq. ft. x \$6.00/sq. ft. = \$21,300

Contingency (10%) \$2,800

Administration (30%) \$9,200

Total Financial Assurance..... \$39,800

Applicable General Requirements:

1. The RPBCWD Administrator shall be notified at least three days prior to commencement of work.
2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.
3. Return or allowed expiration of any remaining surety and permit close out is dependent on the permit holder providing proof that all required documents have been recorded and providing as-built drawings that show that the project was constructed as approved by the Managers and in conformance with the RPBCWD rules and regulations.

Findings

1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.
2. The proposed project will conform to Rules C and J if the Rule Specific Permit Conditions listed above are met.

Recommendation:

Approval, contingent upon:

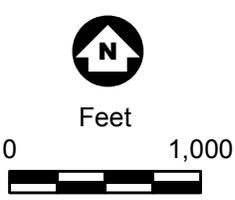
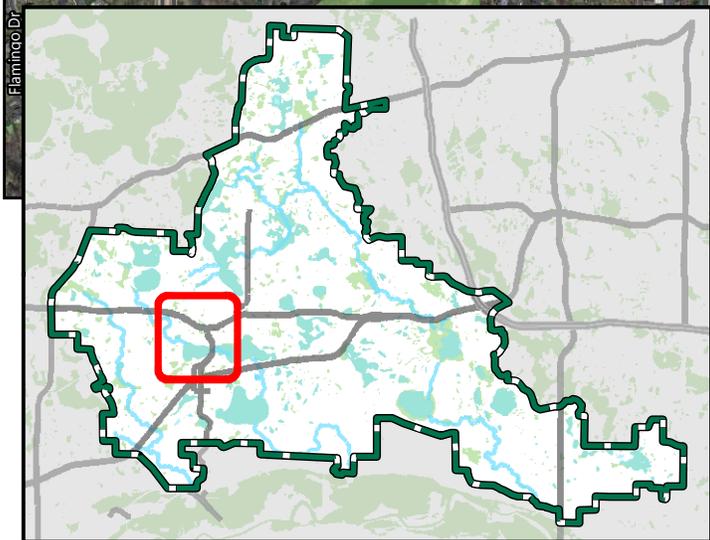
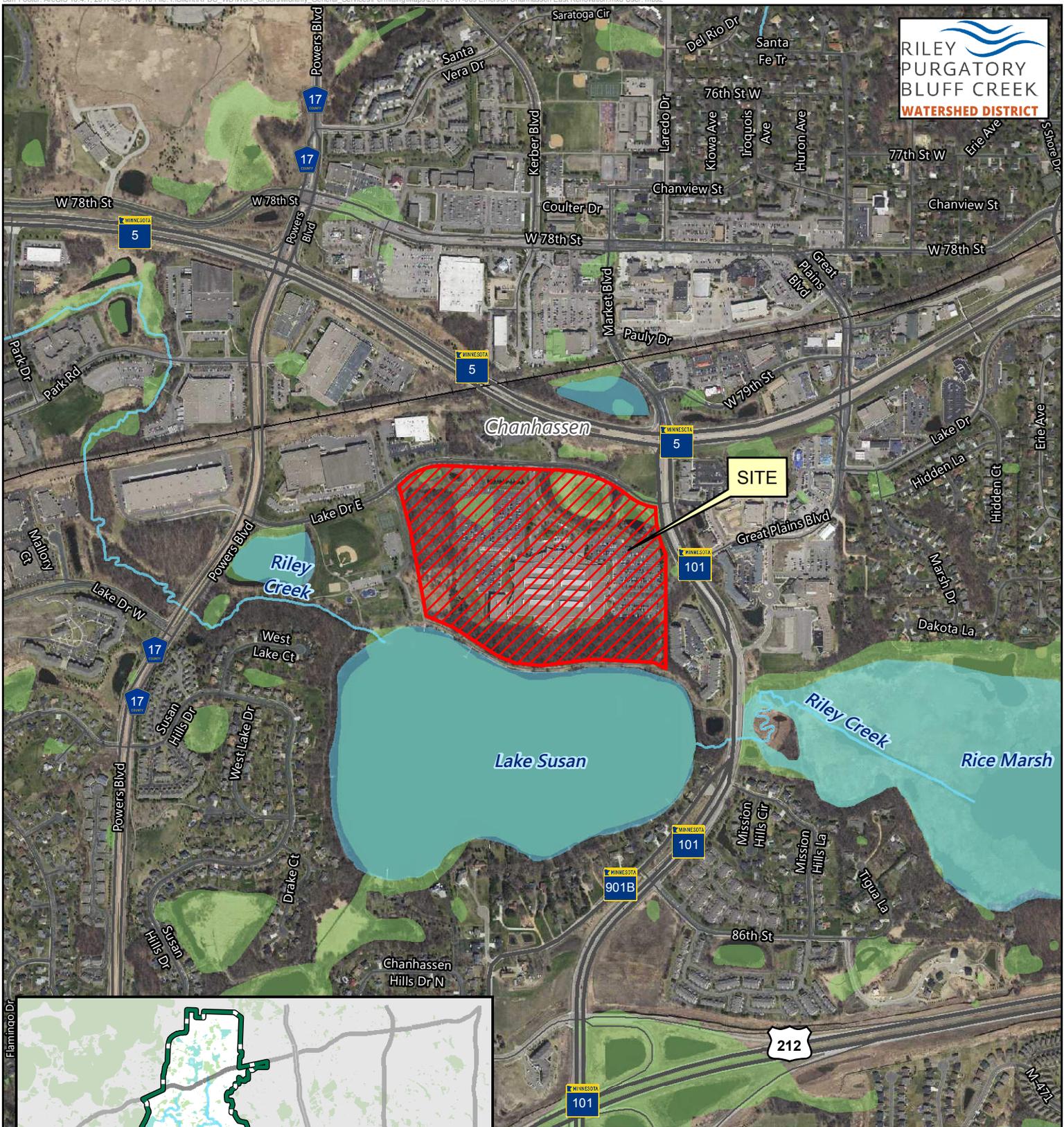
1. Continued compliance with General Requirements.
2. Financial Assurance in the amount of \$39,800.
3. Applicant providing the name and contact information of the individual responsible for erosion and sediment control for the project.
4. Submission of a receipt showing recordation of a maintenance declaration for the storm water management facilities. A draft of the declaration must be approved by the District prior to recordation.

By accepting the permit, when issued, the applicant agrees to the following stipulations:

1. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications as approved by the District.

Board Action

It was moved by Manager _____, seconded by Manager _____ to approve permit application No. 2017-009 with the conditions recommended by staff.



Permit Location Map
EMERSON CHANHASEN
EAST RENOVATION
Permit 2017-009
Riley Purgatory Bluff Creek
Watershed District

Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2017-011

Received complete: April 3, 2017

Applicant: City of Chanhassen (Paul Oehme)

Consultant: Laura Messman, WSB & Associates, Inc.

Project: Galpin Blvd. Watermain Improvements – The proposed project will make improvements to the watermain along Galpin Blvd. and Lake Lucy Road.

Location: Galpin Blvd. and Lake Harrison Road, Chanhassen

Reviewer: Candice Kantor and Scott Sobiech, Barr Engineering

Rules: Applicable rules checked

X	Rule B: Floodplain Management		Rule H: Appropriation of Public Waters
X	Rule C: Erosion and Sediment Control		Rule I: Appropriation of Groundwater
X	Rule D: Wetland and Creek Buffers		Rule J: Stormwater Management
	Rule E: Dredging and Sediment Removal		Rule K: Variances and Exceptions
	Rule F: Shoreline/Streambank Stabilization		Rule L: Permit Fees
	Rule G: Waterbody Crossings		Rule M: Financial Assurances

Rule Conformance Summary

Rule	Issue	Conforms to RPBCWD Rules?	Comments
B	Floodplain Management and Drainage Alterations	Yes	
C	Erosion Control Plan	Yes	
D	Wetland and Creek Buffers	Yes	
L	Permit Fees	NA	Governmental Agency
M	Financial Assurances	NA	Governmental Agency

Project Description

The proposed project will complete watermain improvements along Galpin Blvd. and Lake Lucy Rd. in Chanhasen to serve the new West Water Treatment Plant (RPBCWD Permit 2016-041). The improvements include directional drilling of a new raw watermain along the east edge of Galpin Blvd. from Longacres Dr. to Lake Lucy Rd. and the south edge of Lake Lucy Rd. to Galpin Blvd. and the directional drilling of a new finished watermain along the west edge of Galpin Blvd. from Longacres Dr. to Lake Lucy Rd. The raw watermain will be 6,600 feet long and the finished watermain will be 2,600 feet long. The watermains will carry raw water from the west well field to the water treatment plant and treated water from the water treatment plant to the distribution pipes. The project site information is summarized below:

1. Total Site Area: 12.25 acres (533,600 square feet)
2. Existing Site Impervious Area: 3.67 acres (160,080 square feet)
3. Existing Impervious Area Disturbed: 0.11 acres (4,916 square feet) (3.1% disturbance)
4. Proposed Impervious Area: 0.11 acres (4,916 square feet) (0% increase)
5. Total Disturbed Area: 0.34 acres (14,810 square feet)
6. Volume of Excavation/Fill: 4,350 cubic yards

Exhibits:

1. Permit Application dated February 17, 2017.
2. Design Plans (Sheets D01 – C11) dated September 20, 2016.
3. Erosion Control Plans (Sheets EC01-EC11) dated February 16, 2017 (revised received April 13, 2017).
4. Response to Comments dated April 3 & 14, 2017.
5. Copy of Sheet C-10 dated September 20, 2016 from RPBCWD Permit Application 2016-041.

Rule Specific Permit Conditions

Rule B: Floodplain Management and Drainage Alterations

Because the proposed project involves land-disturbing activities (grading) below the 100-year flood elevation of the wetland at the northwest corner of Galpin Blvd. and Lake Harrison Road (Elevation 976.82), the project activities must conform to the RPBCWD's Floodplain Management and Drainage Alterations rule (Rule B).

No structures will be constructed or reconstructed as part of the project such as would require analysis of compliance with Rule B, Subsection 3.1. The supporting materials demonstrate, and the RPBCWD Engineer concurs, that no fill will be placed below the 100-year floodplain, thus providing no net decrease in the floodplain storage, thus the project conforms to Rule B, Subsection 3.2. The project grading within the floodplain is proposed to be restored to existing elevations and vegetation conditions. As a result, the grading will not cause an adverse offsite impact and will not adversely affect flood risk, basin or channel stability, groundwater hydrology, stream base flow, water quality or aquatic or riparian habitat because the project will restore the graded area to match existing conditions (Rule B, Subsection 3.3). The project does not involve work with 100 feet of a water course; therefore no analysis of compliance with Rule B, Subsection 3.4 is required. The construction notes shown on the plans directs the contractor to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, eurasian watermilfoil, etc.) to the maximum extent possible, thus conforming with Rule B, Subsection 3.5. The proposed project conforms with the RPBCWD Rule B requirements

Rule C: Erosion and Sediment Control

Because the project will alter more than 4,350 cubic yards of material the project must conform to the requirements in the RPBCWD Erosion and Sediment Control rule (Rule C, Subsection 2.1).

The erosion and sediment control plans prepared by WSB & Associates, Inc. include installation of silt fence, sediment control log, inlet protection for storm sewer catch basins, placement of a minimum of 6 inches of topsoil, decompaction of pervious areas compacted during construction, and retention of native topsoil onsite. The proposed project conforms with the RPBCWD Rule C requirements.

Rule D: Wetland and Creek Buffers

Because the proposed work triggers a permit under RPBCWD Rule B and there is a regulated feature onsite, analysis of the applicability of the RPBCWD buffer provision is warranted. The proposed construction activities will not disturb the wetland at the northwest quadrant of Galpin Blvd. and Lake Harrison Road, but will take place upgradient from it. Rule D, Subsections 2.1a and 3.1 therefore require buffer around the portion of the wetland downgradient from the land-disturbing activities.

The Applicant provided a wetland delineation report, including type and boundary determination, based on a wetland monitoring report dated August 10, 2010. A MNRAM for the site has been completed, and the wetland value was determined to be medium. Rule D, Subsection 3.1.a.iii requires a wetland buffer with an average of 40 feet from the delineated edge of the wetland, minimum 20 feet. The Applicant is providing an average buffer width of 50 feet, minimum 37 feet in accordance with Rule D, Subsection 3.1a, exceeding the average and minimum buffer width requirement.

The Applicant is proposing revegetating disturbed areas within the proposed buffer with native vegetation in conformance with Rule D, Subsection 3.2; however, the plans indicate fertilizing the buffer vegetation.

The city provided a maintenance agreement for the wetland buffer area required for this project as part of the permit for the Chanhassen West Water Treatment Plan Project, RPBCWD Permit 2016-041; therefore the project is in compliance with Rule D, Subsection 3.4 The construction notes shown on the plans directs the contractor to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, eurasian watermilfoil, etc.) to the maximum extent possible, thus conforming with Rule D, Subsection 3.5. The proposed project conforms with the RPBCWD Rule D requirements.

Rule J: Stormwater Management

Because the project will involve 4,350 CY of excavation/ fill the project must conform to the requirements in the RPBCWD Stormwater Management (Rule J). The project is a linear project that entails construction or reconstruction creating less than 5,000 square feet (4,916 square feet) of new and/or fully reconstructed impervious surface. The project is therefore exempt from the requirements of RPBCWD Rule J as defined by RPBCWD Rule J, Subsections 2.2d and 2.4.

Applicable General Requirements:

1. The RPBCWD Administrator shall be notified at least three days prior to commencement of work.
2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.

Findings

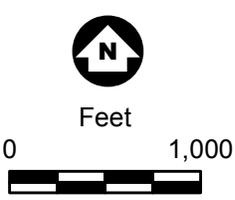
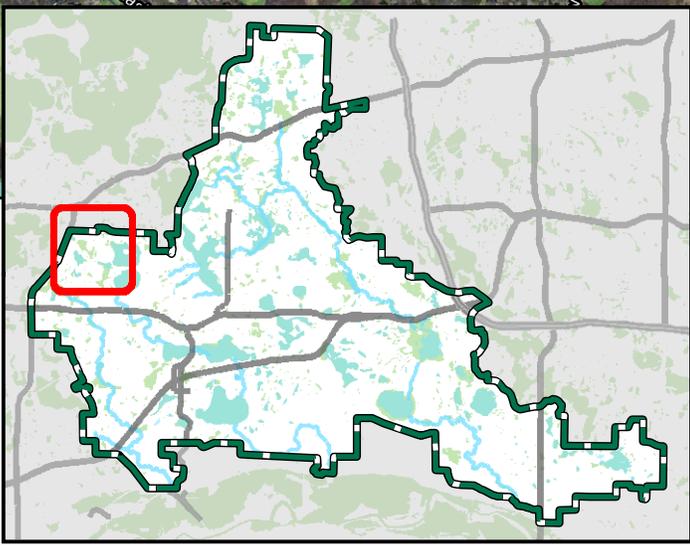
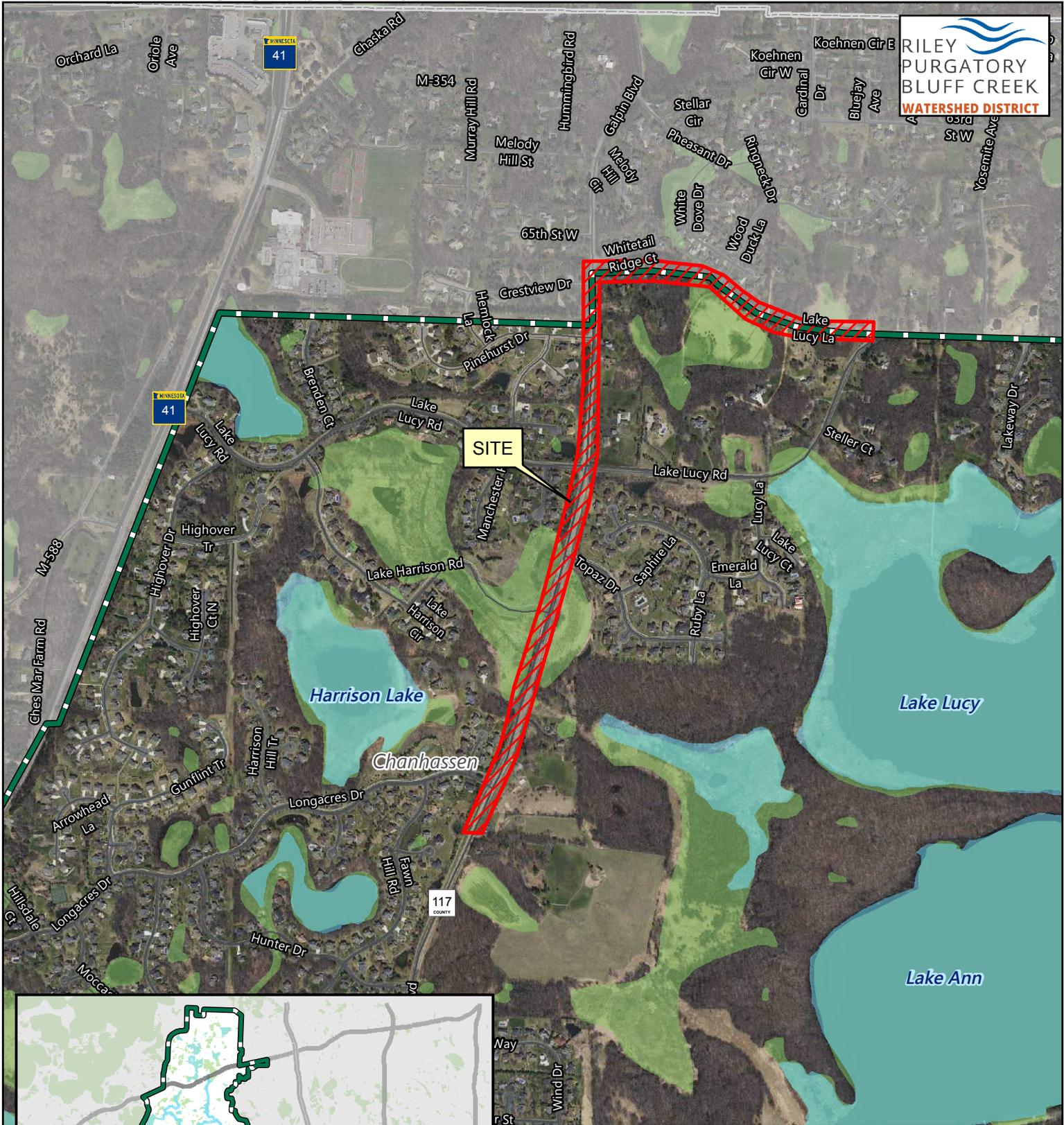
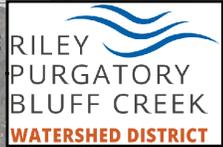
1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.
2. The proposed project conforms to Rules B, C, and D requirements.

Recommendation:

1. Approval, contingent upon:
 1. Continued compliance with General Requirements

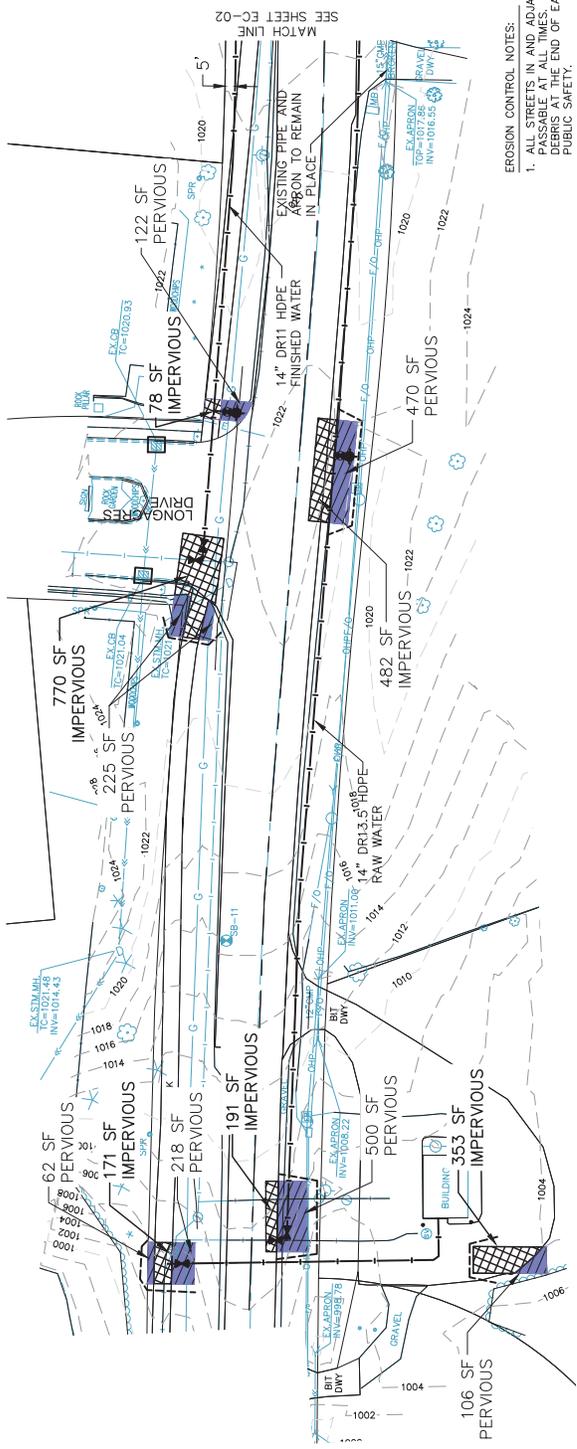
Board Action

It was moved by Manager _____, seconded by Manager _____ to approve permit application No. 2017-011 with the conditions recommended by staff.



Permit Location Map
GALPIN BOULEVARD
WATERMAIN IMPROVEMENTS
Permit 2017-011
Riley Purgatory Bluff Creek
Watershed District

GALPIN BOULEVARD



- LEGEND**
- WETLAND BOUNDARY
 - ▨ PERVIOUS SURFACE
 - ▩ IMPERVIOUS SURFACE
 - ▧ SEDIMENT CONTROL SILT FENCE
 - ▧ SEDIMENT CONTROL LOG (WOOD FIBER)
 - INLET PROTECTION (MODEL C022/CITY PLATE NO. 5302A)
 - ▨ EROSION CONTROL BLANKET TYPE CATEGORIES 3 (WOOD FIBER, 25) (TEMPORARY)
 - ▨ EROSION CONTROL BLANKET TYPE CATEGORIES 3 (WOOD FIBER, 25) WITH MADOT SEED MIX 35-641 @ 12 LBS/ACRE (PERMANENT) (FOR USE IN WETLAND BUFFER AREAS)
 - ▨ WETLAND BUFFER

NOTE:
 USE EROSION CONTROL BLANKET TYPE CATEGORIES 3 (WOOD FIBER, 25) WITH MADOT SEED MIX 35-641 @ 12 LBS/ACRE AND FERTILIZER TYPE 3 (SLOW RELEASE @ 350 LBS/ACRE (22-5-10) FOR (PERMANENT))
 NOTE: HYDRO-MULCH TYPE 3884/B-2 (TEMPORARY) TO BE USED IN STOORPLE AREAS (SEE NOTE 4)

- CONSTRUCTION NOTES:**
- CONSTRUCTION WITHIN AND ADJACENT TO THE WETLAND BUFFER(S) MUST BE LIMITED TO THE MINIMUM NECESSARY TO COMPLETE THE PROJECT. ALL WETLANDS MUST BE STABILIZED AS SOON AS POSSIBLE, BUT IN NO CASE LATER THAN 14 DAYS AFTER WORK TEMPORARILY OR PERMANENTLY CEASES.
 - EROSION CONTROL AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). ALL AMENDMENTS TO THE ORIGINAL PLAN MUST BE RECORDED WITH THE PROJECT DOCUMENTS.
 - THE POTENTIAL TRANSFER OF AQUATIC INVASIVE SPECIES (E.G., ZEBRA MUSSELS, WATERMILFOIL, ETC.) MUST BE MINIMIZED TO THE MAXIMUM EXTENT POSSIBLE.

- EROSION CONTROL NOTES:**
- ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES. ADJACENT STREET CURB LINE TO BE SWEEP FREE OF DEBRIS AT THE END OF EACH WORK DAY, OR AS OFTEN AS NEEDED TO ENSURE PUBLIC SAFETY.
 - THE CONTRACTOR SHALL PROVIDE PERIMETER CONTROL DAY-TO-DAY AT DISTURBED UNSTABILIZED AREAS WHERE EROSION OR SEDIMENTATION CAN BE AN ISSUE.
 - IN THE EVENT THAT DEMATERING OPERATIONS NEED TO OCCUR, A DEMATERING PLAN MUST BE SUBMITTED AND APPROVED BY THE ENGINEER BEFORE ANY DEMATERING OPERATIONS MUST BE DEVELOPED IN ACCORDANCE WITH WATERSHED DISTRICT REQUIREMENTS.
 - ALL STOORPLES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED THROUGHOUT CONSTRUCTION. SEDIMENT CONTROL MUST BE MAINTAINED THROUGHOUT CONSTRUCTION AND MUST BE TEMPORARILY STABILIZED WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
 - NATURAL TOPOGRAPHY AND SOIL CONDITIONS MUST BE PROTECTED, INCLUDING RETENTION ON-SITE OF NATIVE TOPSOIL TO THE GREATEST EXTENT POSSIBLE.
 - FINAL SITE STABILIZATION MUST SPECIFY AT LEAST SIX INCHES OF TOPSOIL OR ORGANIC MATTER BE SPREAD AND INCORPORATED INTO THE UNDERLYING SOIL DURING FINAL SITE TREATMENT WHEREVER TOPSOIL HAS BEEN REMOVED.
 - CONSTRUCTION SITE WASTE MUST BE PROPERLY MANAGED, SUCH AS DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTE AT THE CONSTRUCTION SITE.
 - ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE MAINTAINED UNTIL COMPLETION OF CONSTRUCTION AND VEGETATION IS ESTABLISHED SUFFICIENT TO ENSURE SALUBRITY OF THE SITE, AS DETERMINED BY THE WATERSHED DISTRICT.
 - PERMANENT EROSION AND SEDIMENT CONTROL BMPs MUST BE REMOVED UPON FINAL STABILIZATION.
 - SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERVIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED THROUGH SOIL AMENDMENT AND/OR RIPPING TO A DEPTH OF 18 INCHES WHILE TAKING CARE TO AVOID UTILITIES, TREE ROOTS AND OTHER EXISTING VEGETATION PRIOR TO FINAL REVEGETATION OR OTHER STABILIZATION.
 - ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDAR DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
 - THE PERMITTEE MUST, AT A MINIMUM, INSPECT, MAINTAIN AND REPAIR ALL EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION. INSPECTIONS AND SOIL STABILIZATION MEASURES EVERY DAY WORK IS PERFORMED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER, THE PERMITTEE MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATIVE COVER IS ESTABLISHED. THE PERMITTEE WILL BE RESPONSIBLE FOR OBTAINING A LETTER OF APPROVAL FROM THE WATERSHED DISTRICT ON REQUEST.

FOR THE CITY OF CHANHASSEN MINNESOTA

GALPIN BLVD WATERMAIN IMPROVEMENTS

DATE: 02-16-2017 UC NO: 43260

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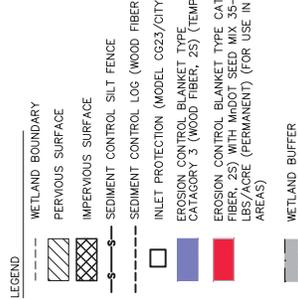
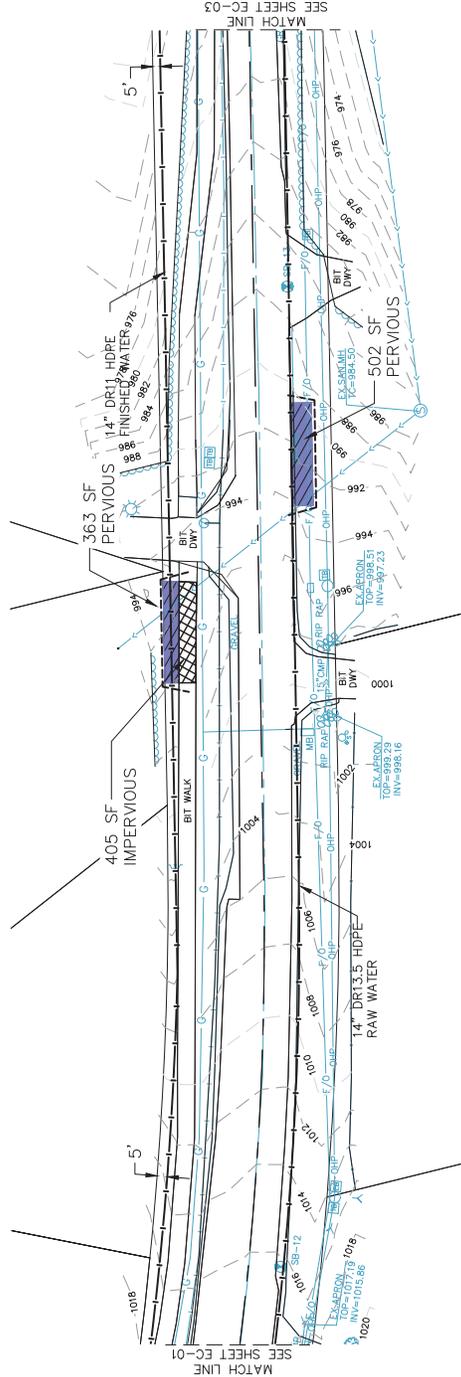
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- THE CONTRACTOR SHALL PROVIDE PERIMETER CONTROL DAY-TO-DAY AT DISTURBED UNSTABILIZED AREAS WHERE EROSION OR SEDIMENTATION COULD BE AN ISSUE.
- IN THE EVENT THAT DEWATERING OPERATIONS NEED TO OCCUR, A DEWATERING PERMIT MUST BE OBTAINED AND APPROVED BY THE ENGINEER BEFORE ANY OPERATIONS TAKE PLACE. THE PLAN MUST BE DEVELOPED IN ACCORDANCE WITH WATERSHED DISTRICT REQUIREMENTS.
- ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPROVED AND MAINTAINED AT ALL TIMES. STOCKPILES WILL RECEIVE TEMPORARY STABILIZATION WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
- NATURAL TOPOGRAPHY AND SOIL CONDITIONS MUST BE PROTECTED, INCLUDING RETENTION ON-SITE OF NATIVE TOPSOIL TO THE GREATEST EXTENT POSSIBLE.
- FINAL SITE STABILIZATION MUST SPECIFY AT LEAST SIX INCHES OF TOPSOIL OR ORGANIC MATTER BE SPREAD AND INCORPORATED INTO THE UNDERLYING SOIL DURING FINAL SITE TREATMENT WHEREVER TOPSOIL HAS BEEN REMOVED.
- CONSTRUCTION SITE WASTE MUST BE PROPERLY MANAGED, SUCH AS DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTE AT THE CONSTRUCTION SITE.
- ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE MAINTAINED UNTIL COMPLETION OF CONSTRUCTION AND VEGETATION IS ESTABLISHED BY THE WATERSHED DISTRICT.
- ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE REMOVED UPON FINAL STABILIZATION.
- SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERVIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED THROUGH SOIL AMENDMENT AND/OR RIPPING TO A DEPTH OF 18 INCHES WHILE TAKING CARE TO AVOID UTILITIES, TREE ROOTS AND OTHER EXISTING VEGETATION PRIOR TO FINAL REVEGETATION OR OTHER STABILIZATION.
- ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDAR DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
- THE PERMITTEE MUST, AT A MINIMUM, INSPECT, MAINTAIN AND REPAIR ALL EROSION CONTROL MEASURES AND STABILIZATION MEASURES DURING THE PERMIT TERM. INSPECTIONS AND SOIL STABILIZATION MEASURES EVERY DAY WORK IS PERFORMED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER, THE PERMITTEE MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATION COVER HAS BEEN ESTABLISHED. THE PERMITTEE WILL MAINTAIN LOGS DURING THE PERMIT TERM. THIS SECTION FOR INSPECTION BY THE WATERSHED DISTRICT ON REQUEST.



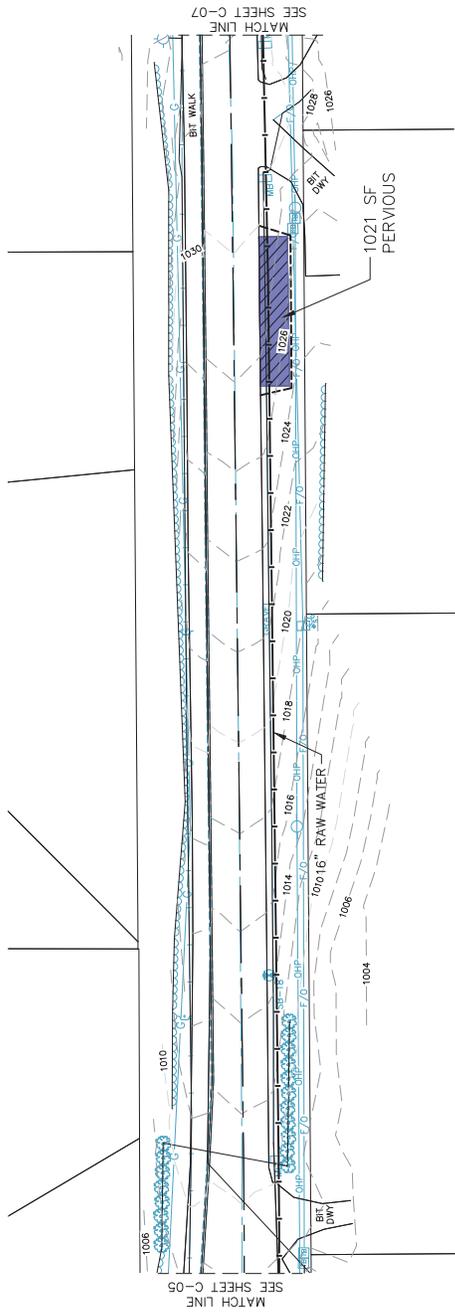
DATE: 02-16-2017 UC NO: 43260
 CHECKED BY: [Signature]
 PROJECT NO: D1684-72
 DRAWN BY: [Signature]
 SCALE: AS NOTED
 1. VERIFY CENTER LINE THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY OR UNDER THE CLOSE PERSONAL SUPERVISION AND CONTROL OF A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHANNASSEN MINNESOTA
FOR THE CITY OF
GALPIN BLVD WATERMAIN IMPROVEMENTS

175 Keokuk Avenue South, Suite 300
 Minneapolis, MN 55416
 Tel: (763) 544-0000 • Fax: (763) 541-1700
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GALPIN BOULEVARD



- LEGEND**
- WETLAND BOUNDARY
 - PERVIOUS SURFACE
 - IMPERVIOUS SURFACE
 - SEDIMENT CONTROL SILT FENCE
 - SEDIMENT CONTROL LOG (WOOD FIBER)
 - INLET PROTECTION (MODEL G23/CITY PLATE NO. 5302A)
 - EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) (TEMPORARY)
 - EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) WITH W/DOT SEED MIX 35-641 @ 12 LBS/ACRE (PERMANENT) (FOR USE IN WETLAND BUFFER AREAS)
 - WETLAND BUFFER
- NOTE:**
- USE EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) WITH W/DOT SEED MIX 25-141 @ 59 LBS/ACRE AND FERTILIZER TYPE 3 (SLOW RELEASE @ 350 LBS/ACRE (22-5-10) FOR (PERMANENT)
 - HYDRO-MULCH TYPE 3884B.2 (TEMPORARY) TO BE USED IN STOCKPILE AREAS (SEE NOTE 4)

- CONSTRUCTION NOTES:**
- CONSTRUCTION WITHIN AND ADJACENT TO THE WETLAND BUFFER(S) MUST BE CONDUCTED TO MINIMIZE DISTURBANCE TO THE BUFFER(S), AND EXPOSED SOILS MUST BE COVERED WITHIN 14 DAYS AFTER WORK TEMPORARILY OR PERMANENTLY CEASES.
 - EROSION CONTROL AMENDMENTS AND SITE PLANS MUST BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). ALL OWNER-ACCEPTED AND DENIED EROSION CONTROL AMENDMENTS AND SITE PLANS MUST BE RECORDED IN WRITING AND RETAINED WITH THE PROJECT DOCUMENTS.
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- ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES. ADJACENT STREET CURB LINE TO BE SWEEP FREE OF DEBRIS AT THE END OF EACH WORK DAY, OR AS OFTEN AS NEEDED TO ENSURE PUBLIC SAFETY.
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 - THE EVENT THAT DEWATERING OPERATIONS NEED TO OCCUR, A DEWATERING IN PLAN SHALL BE SUBMITTED AND APPROVED BY THE ENGINEER BEFORE OPERATIONS TAKE PLACE. THE PLAN MUST BE DEVELOPED IN ACCORDANCE WITH WATERSHED DISTRICT REQUIREMENTS.
 - ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED AT ALL TIMES. STOCKPILES WILL RECEIVE TEMPORARY STABILIZATION WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
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 - ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE MAINTAINED SUFFICIENT TO ENSURE STABILITY OF THE SITE, AS DETERMINED BY THE WATERSHED DISTRICT.
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 - SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERVIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED THROUGH SOIL AMENDMENT AND/OR RIPPING TO A DEPTH OF 18 INCHES WHILE TAKING CARE TO REMOVE ROOTS AND/OR OTHER STABILIZATION.
 - ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDAR DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
 - THE PERMITTEE MUST, AT A MINIMUM, INSPECT, MAINTAIN, AND REPAIR ALL DISTURBED SURFACES AND ALL EROSION AND SEDIMENT CONTROL FACILITIES AND SOIL STABILIZATION MEASURES EVERY DAY WORK IS PERFORMED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED.
 - HEREAFTER, THE PERMITTEE SHALL BE RESPONSIBLE FOR THE STABILIZATION OF AT LEAST MAINTAIN A LOG OF ACTIVITIES UNDER THIS SECTION FOR INSPECTION BY THE WATERSHED DISTRICT ON REQUEST.

1. VERIFY CENTER LINE THAT THIS PLAN, SPECIFICATIONS OR REPORT WAS PREPARED BY OR UNDER THE DIRECT SUPERVISION OF AN ENGINEER REGISTERED IN THE STATE OF MINNESOTA.

SCALE: AS NOTED

REVISION NO. EXPLANATION DATE

DATE: 02-16-2017 LIC. NO. 43260

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DATE: 01-28-17

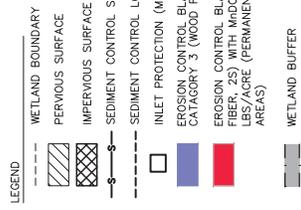
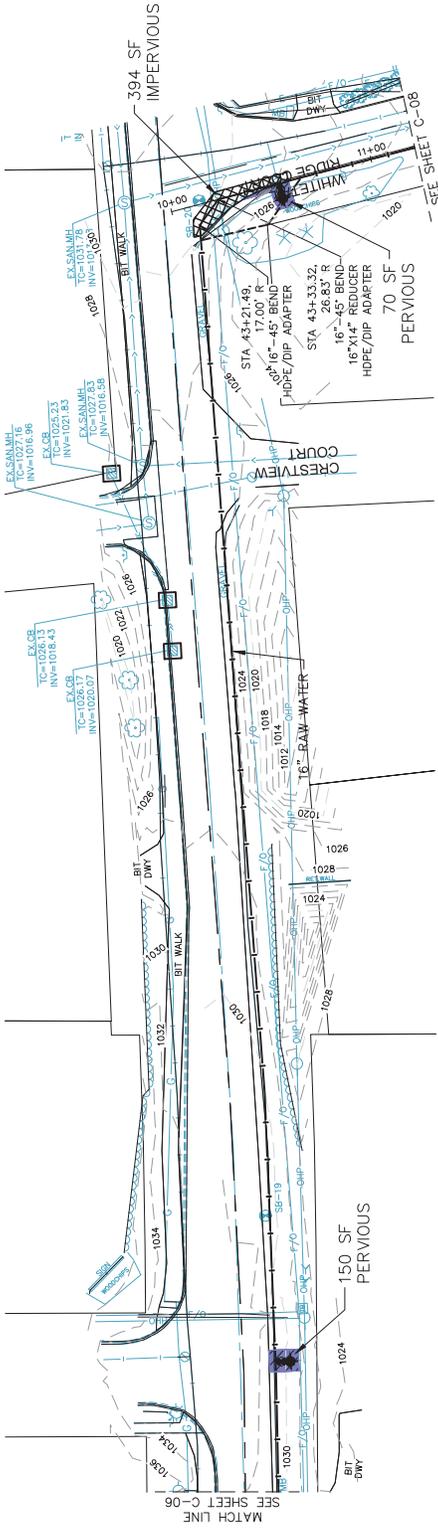
PROJECT NO. 15-03

PROJECT NAME: GALPIN BLVD WATERMAIN IMPROVEMENTS FOR THE CITY OF CHANHASSEN MINNESOTA

733 Knox Avenue South, Suite 300
 Minneapolis, MN 55416
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NOTE:
 USE EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) WITH MIDOT SEED MIX 35-6R1 @ 1/2 LBS/ACRE (PERMANENT) FOR USE IN WETLAND BUFFER AREAS.
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NOTE:
 HYDRO-MULCH TYPE 3684-6.2 (TEMPORARY) TO BE USED IN STOCKPILE AREAS (SEE NOTE 4)

CONSTRUCTION NOTES:

1. CONSTRUCTION WITHIN AND ADJACENT TO THE WETLAND BUFFERS(S) MUST BE CONDUCTED TO MINIMIZE DISTURBANCE TO THE BUFFERS(S) AND STOCKPILES MUST BE STABILIZED AS SOON AS POSSIBLE, BUT IN NO CASE LATER THAN 14 DAYS AFTER WORK TEMPORARILY OR PERMANENTLY CEASES.
2. EROSION CONTROL AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). ALL AMENDMENTS MUST BE RECORDED IN WRITING AND RETAINED WITH THE PROJECT DOCUMENTS.
3. THE POTENTIAL TRANSFER OF AQUATIC INVASIVE SPECIES (E.G., ZEBRA MUSSELS, EMERALD WATERMILFOIL, ETC.) MUST BE MINIMIZED TO THE MAXIMUM EXTENT POSSIBLE.

EROSION CONTROL NOTES:

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3. IN THE EVENT THAT DEWATERING OPERATIONS NEED TO OCCUR, A DEWATERING PLAN MUST BE SUBMITTED AND APPROVED BY THE ENGINEER BEFORE ANY DEWATERING OPERATIONS TAKE PLACE. DEWATERING OPERATIONS MUST BE CONDUCTED WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
4. ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED THROUGHOUT THE PROJECT. TEMPORARY STABILIZATION WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
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8. ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE MAINTAINED UNTIL COMPLETION OF CONSTRUCTION AND VEGETATION IS ESTABLISHED SUFFICIENTLY TO ENSURE SALUBRITY OF THE SITE, AS DETERMINED BY THE MAINTENANCE DISTRICT.
9. ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE REMOVED UPON FINAL STABILIZATION.
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11. ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDAR DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
12. THE PERMITTEE MUST, AT A MINIMUM, INSPECT, MAINTAIN AND REPAIR ALL DISTURBED AREAS THROUGHOUT THE PROJECT. INSPECTION AND REPAIRS AND SOIL STABILIZATION MEASURES EVERY DAY OF WORK PERFORMED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER, THE PERMITTEE MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATIVE COVER IS ESTABLISHED. THE PERMITTEE WILL BE RESPONSIBLE FOR OBTAINING THIS SECTION FOR INSPECTION BY THE WATERSHED DISTRICT ON REQUEST.

1. VERIFY CENTER LINE THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY OR UNDER THE CLOSE PERSONAL SUPERVISION AND CONTROL OF AN ENGINEER REGISTERED IN THE STATE OF MINNESOTA.

DATE: 02-16-2017 UC. NO. 43260

PROJECT NO. 15-03

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DESIGNED BY: [Signature]

SCALE: AS NOTED

EXPLANATION

REGION NO. DATE

REVISION NO. DATE

REVISION DESCRIPTION

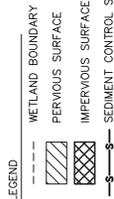
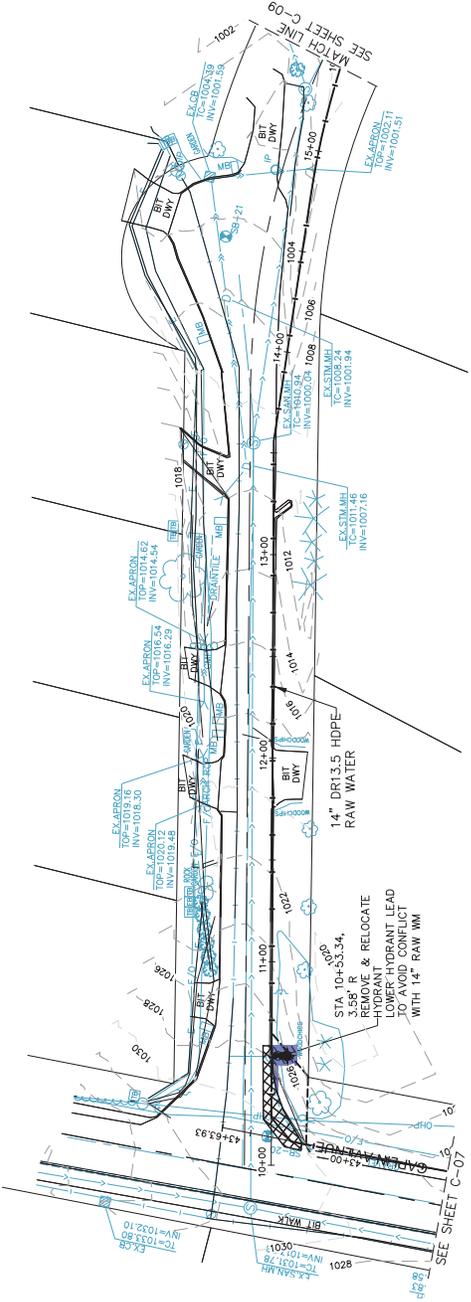
GALPIN BLVD WATERMAIN IMPROVEMENTS FOR THE CITY OF CHANHASSEN MINNESOTA

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WHITETAIL RIDGE COURT



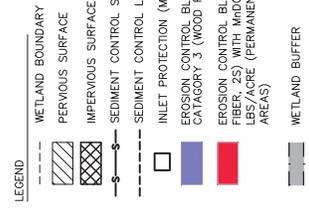
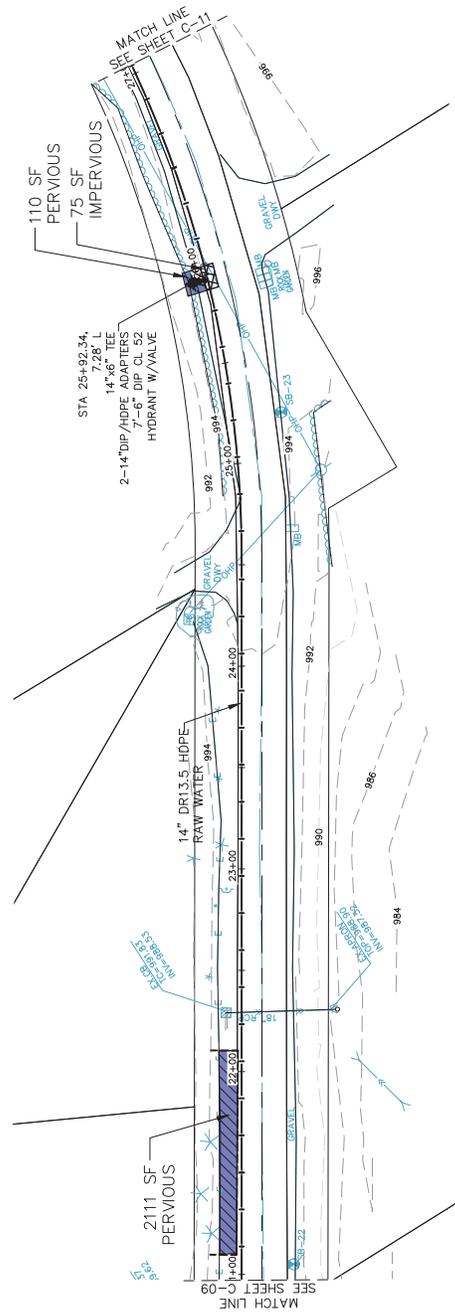
- CONSTRUCTION NOTES:**
- CONSTRUCTION WITHIN AND ADJACENT TO THE WETLAND BUFFER(S) MUST BE CONDUCTED TO MINIMIZE DISTURBANCE TO THE BUFFER(S), AND EXPOSED SOILS MUST BE STABILIZED AS SOON AS POSSIBLE, BUT IN NO CASE LATER THAN 14 DAYS AFTER WORK TEMPORARILY OR PERMANENTLY CEASES.
 - EROSION CONTROL AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE PROJECT OWNER, WITHIN 14 DAYS OF THE PROJECT START DATE. ALL OWNER-ACCEPTED AND DENIED EROSION CONTROL AMENDMENTS AND SITE PLANS MUST BE RECORDED IN WRITING AND RETAINED WITH THE PROJECT DOCUMENTS.
 - THE POTENTIAL TRANSFER OF AQUATIC INVASIVE SPECIES (E.G., ZEBRA MUSSELS, EURASIAN WATERMILFOIL, ETC.) MUST BE MINIMIZED TO THE MAXIMUM EXTENT POSSIBLE.
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- INLET PROTECTION (MODEL C623/CITY PLATE NO. 5302A)
 - EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) (TEMPORARY)
 - EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) WITH MADOT SEED MIX 35-641 @ 12 LBS/ACRE (PERMANENT) (FOR USE IN WETLAND BUFFER AREAS)
 - WETLAND BUFFER
- NOTE:**
- USE EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) WITH MADOT SEED MIX 25-141 @ 59 LBS/ACRE AND FERTILIZER TYPE 3 (SLOW RELEASE @ 350 LBS/ACRE (22-9-16) FOR (PERMANENT))
 - HYDRO-MULCH TYPE 3884-B.2 (TEMPORARY) TO BE USED IN STOCKPILE AREAS (SEE NOTE 4)

DATE: 02-16-2017	LC. NO. 43260
DESIGNER: <i>Mark R. Buda</i>	REVISION: 02-16-2017
CHECKED BY: <i>Mark R. Buda</i>	DATE: 02-16-2017
PROJECT NO. 15-03	PROJECT NAME: WHITETAIL RIDGE COURT
SCALE: AS NOTED	EXPLANATION:



- EROSION CONTROL NOTES:**
- ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES. ADJACENT STREET CURB LINE TO BE SWEEP FREE OF DEBRIS AT THE END OF EACH WORK DAY, OR AS OFTEN AS NEEDED TO ENSURE PUBLIC SAFETY.
 - THE CONTRACTOR SHALL PROVIDE PERIMETER CONTROL DAY-TO-DAY AT DISTURBED UNSTABILIZED AREAS WHERE EROSION OR SEDIMENTATION COULD BE AN ISSUE.
 - IN THE EVENT THAT DEWATERING OPERATIONS NEED TO OCCUR, A DEWATERING PLAN MUST BE SUBMITTED AND APPROVED BY THE ENGINEER BEFORE ANY DEWATERING OPERATIONS MUST BE DEVELOPED IN ACCORDANCE WITH WATERSHED DISTRICT REQUIREMENTS.
 - ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND ALL STAINED MULCH STOCKPILES MUST RECEIVE TEMPORARY STABILIZATION WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
 - NATURAL TOPOGRAPHY AND SOIL CONDITIONS MUST BE PROTECTED, INCLUDING RETENTION ON-SITE OF NATIVE TOPSOIL TO THE GREATEST EXTENT POSSIBLE.
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 - CONSTRUCTION SITE WASTE MUST BE PROPERLY MANAGED, SUCH AS DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTE AT THE CONSTRUCTION SITE.
 - UNTIL COMPLETION OF CONSTRUCTION AND VEGETATION IS ESTABLISHED, SUFFICIENT MEASURES MUST BE TAKEN TO ENSURE STABILITY OF THE SITE, AS DETERMINED BY THE WATERSHED DISTRICT.
 - ALL PERVIOUS SURFACES AND SEDIMENT CONTROL BMPs MUST BE REMOVED UPON FINAL STABILIZATION.
 - SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERVIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED THROUGH SOIL AMENDMENT AND/OR RIPPING TO A DEPTH OF 18 INCHES WHILE TAKING CARE TO AVOID UTILITIES, TREE ROOTS AND OTHER EXISTING VEGETATION PRIOR TO FINAL VEGETATION OR OTHER STABILIZATION.
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 - THE PERMITTEE MUST, AT A MINIMUM, INSPECT, MAINTAIN AND REPAIR ALL DISTURBED AREAS TO PREVENT EROSION AND SEDIMENTATION. ALL EROSION AND SOIL STABILIZATION MEASURES EXERCISED DURING CONSTRUCTION MUST BE RECORDED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER, THE PERMITTEE MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATIVE COVER IS ESTABLISHED. THE PERMITTEE WILL BE RESPONSIBLE FOR OBTAINING AND MAINTAINING THIS SECTION FOR INSPECTION BY THE WATERSHED DISTRICT ON REQUEST.

WHITETAIL RIDGE COURT



NOTE:
 USE EROSION CONTROL BLANKET TYPE CATEGORY 3 (WOOD FIBER, 25) WITH MADOT SEED MIX 35-641 @ 12 LBS/ACRE (PERMANENT) FOR USE IN WETLAND BUFFER AREAS.

NOTE:
 HYDRO-MULCH TYPE 3884 B.2 (TEMPORARY) TO BE USED IN STOCKPILE AREAS (SEE NOTE 4)

CONSTRUCTION NOTES:

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2. EROSION CONTROL AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). ALL OWNER-ACCEPTED AND DENIED EROSION CONTROL AMENDMENTS AND SITE PLANS MUST BE RECORDED IN WRITING AND RETAINED WITH THE PROJECT DOCUMENTS.
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EROSION CONTROL NOTES:

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3. IN THE EVENT THAT DEWATERING OPERATIONS NEED TO OCCUR, A DEWATERING SYSTEM MUST BE SUBMITTED AND APPROVED BY THE ENGINEER BEFORE ANY OTHER MATERIALS ARE USED. ALL DEWATERING SYSTEMS MUST BE DEVELOPED IN ACCORDANCE WITH WATERSHED DISTRICT REQUIREMENTS.
4. ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED AT ALL TIMES. STOCKPILES WILL RECEIVE TEMPORARY STABILIZATION WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
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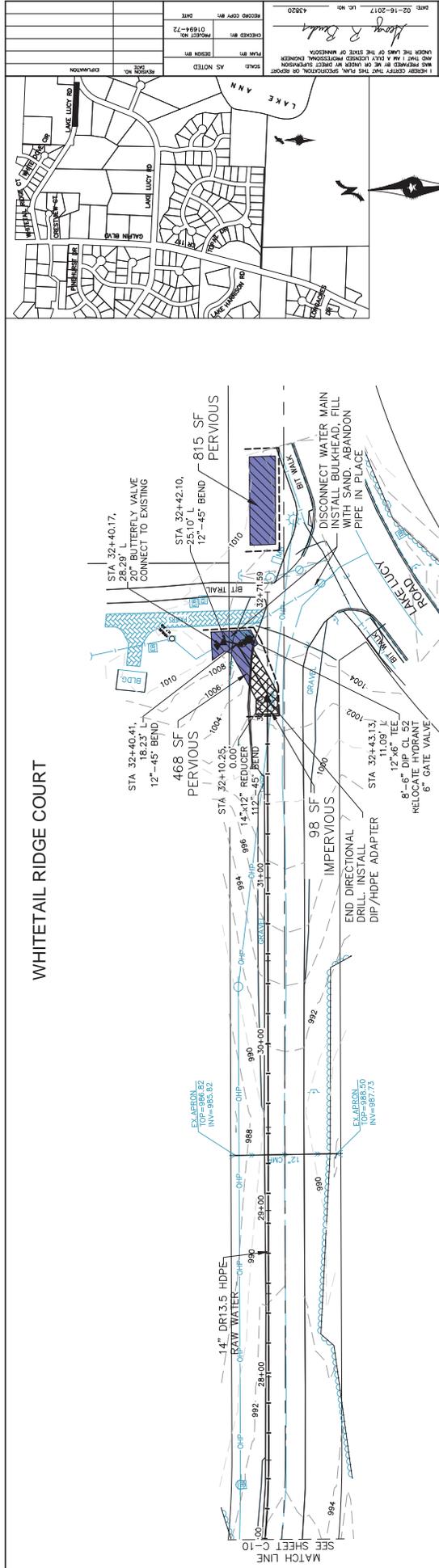
CHANNASSEN IMPROVEMENTS FOR THE CITY OF GALPIN BLVD WATERMAIN IMPROVEMENTS

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DATE: 02-16-2017 LC NO: 43260
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 PROJECT NO: D1884-72
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 SCALE: AS NOTED
 REVISION NO. EXPLANATION



WHITETAIL RIDGE COURT



EROSION CONTROL NOTES:

1. ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES. ADJACENT STREET CURB LINE TO BE SWEEP FREE OF DEBRIS AT THE END OF EACH WORK DAY, OR AS OFTEN AS NEEDED TO ENSURE PUBLIC SAFETY.
2. THE CONTRACTOR SHALL PROVIDE PERIMETER CONTROL DAY-TO-DAY AT DISTURBED UNSTABILIZED AREAS WHERE EROSION OR SEDIMENTATION COULD BE AN ISSUE.
3. IN THE EVENT THAT DEWATERING OPERATIONS NEED TO OCCUR, A DEWATERING PERMIT MUST BE OBTAINED AND ALL DEWATERING OPERATIONS MUST BE CONDUCTED IN ACCORDANCE WITH THE PERMIT. ALL DEWATERING OPERATIONS TAKE PLACE. THE PLAN MUST BE DEVELOPED IN ACCORDANCE WITH WATERSHED DISTRICT REQUIREMENTS.
4. ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED AT ALL TIMES. STOCKPILES WILL RECEIVE TEMPORARY STABILIZATION WITH HYDRAULIC MULCH IF UNWORKED FOR 14 DAYS.
5. NATURAL TOPOGRAPHY AND SOIL CONDITIONS MUST BE PROTECTED, INCLUDING RETENTION ON-SITE OF NATIVE TOPSOIL TO THE GREATEST EXTENT POSSIBLE.
6. FINAL SITE STABILIZATION MUST SPECIFY AT LEAST SIX INCHES OF TOPSOIL OR ORGANIC MATTER BE SPREAD AND INCORPORATED INTO THE UNDERLYING SOIL DURING FINAL SITE TREATMENT WHEREVER TOPSOIL HAS BEEN REMOVED.
7. CONSTRUCTION SITE WASTE MUST BE PROPERLY MANAGED, SUCH AS DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTE AT THE CONSTRUCTION SITE.
8. ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE MAINTAINED UNTIL COMPLETION OF CONSTRUCTION AND VEGETATION IS ESTABLISHED BY THE WATERSHED DISTRICT.
9. FINAL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE REMOVED UPON COMPLETION OF CONSTRUCTION.
10. SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERSISTENT UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED THROUGH SOIL AMENDMENT AND/OR RIPPING TO A DEPTH OF 18 INCHES WHILE TAKING CARE TO AVOID UTILITIES, TREE ROOTS AND OTHER EXISTING VEGETATION PRIOR TO FINAL VEGETATION OR OTHER STABILIZATION.
11. ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDAR DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
12. THE PERMITTEE MUST, AT A MINIMUM, INSPECT, MAINTAIN AND REPAIR ALL EROSION CONTROL MEASURES EVERY DAY WORK IS PERFORMED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER, THE PERMITTEE MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATION IS ESTABLISHED TO THE SATISFACTION OF THE WATERSHED DISTRICT. A LOSS OF ACTIVITIES UNDER THIS SECTION FOR INSPECTION BY THE WATERSHED DISTRICT ON REQUEST.

CONSTRUCTION NOTES:

1. CONSTRUCTION WITHIN AND ADJACENT TO THE WETLAND BUFFER(S) MUST BE CONDUCTED TO MINIMIZE DISTURBANCE TO THE BUFFER(S) AND EXPOSED SOILS MUST BE STABILIZED AS SOON AS POSSIBLE, BUT IN NO CASE LATER THAN 14 DAYS AFTER WORK TEMPORARILY OR PERMANENTLY CEASES.
2. EROSION CONTROL AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). ALL EROSION CONTROL AMENDMENTS AND SITE PLANS MUST BE PREPARED AND APPROVED BEFORE CONSTRUCTION BEGINS. ALL EROSION CONTROL AMENDMENTS MUST BE RECORDED IN WRITING AND RETAINED WITH THE PROJECT DOCUMENTS.
3. THE POTENTIAL TRANSFER OF AQUATIC INVASIVE SPECIES (E.G., ZEBRA MUSSELS, EURASIAN WATERMILFOIL, ETC.) MUST BE MINIMIZED TO THE MAXIMUM EXTENT POSSIBLE.



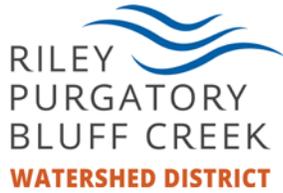
NOTE:

USE EROSION CONTROL BLANKET TYPE 3 (WOOD FIBER, 25) (TEMPORARY) SEED MAX 25-14 @ 59 LBS/ACRE AND FERTILIZER TYPE 3 (SLOW RELEASE @ 350 LBS/ACRE (22-5-10) FOR (PERMANENT) AREAS)

NOTE:

HYDRO-MULCH TYPE 8884 B.2 (TEMPORARY) TO BE USED IN STOCKPILE AREAS (SEE NOTE 4)

Engineering Planning • Environmental • Construction
 WSB
 173 Keokuk Avenue South, Suite 300
 Minneapolis, MN 55416
 Tel: (763) 541-0000 • Fax: (763) 541-1700
 www.wsb.com



18681 Lake Drive East
 Chanhassen, MN 55317
 952-607-6512
 www.rpbcd.org

Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2017-022

Received complete: April 4, 2017

Applicant: Eastern Carver County Schools – Chanhassen High School (Michael McLaughlin)

Consultant: Jen Koehler, Barr Engineering

Project: Chanhassen High School Stormwater Reuse –construct a stormwater reuse system to use stormwater from an existing pond to reduce groundwater demand for irrigation purposes. A water reuse system will provide storm water quantity, volume and quality control.

Location: 220 Lyman Blvd., Chanhassen, MN

Reviewer: Candice Kantor and Scott Sobiech, Barr Engineering

Rules: Applicable rules checked

	Rule B: Floodplain Management		Rule H: Appropriation of Public Waters
X	Rule C: Erosion and Sediment Control		Rule I: Appropriation of Groundwater
	Rule D: Wetland and Creek Buffers	X	Rule J: Stormwater Management
	Rule E: Dredging and Sediment Removal		Rule K: Variances and Exceptions
	Rule F: Shoreline/Streambank Stabilization		Rule L: Permit Fees
	Rule G: Waterbody Crossings		Rule M: Financial Assurances

Rule Conformance Summary

Rule	Issue	Conforms to RBPCWD Rules?	Comments
C	Erosion Control Plan	Yes	
J	Stormwater Management	Rate	Yes
		Volume	Yes
		Water Quality	Yes
		Low Floor Elev.	Yes
		Maintenance	Yes
L	Permit Fee	NA	Governmental Entity
M	Financial Assurance	NA	Governmental Entity

Project Description

The project proposes the construction of a stormwater reuse system to pump stormwater from an existing pond to irrigate the athletic fields and landscaped areas on the school grounds. The project includes a stormwater reuse system to provide storm water quantity, volume and quality control. The primary function of this project is to construct the stormwater reuse system at Chanhassen High School so that the school can reduce its groundwater use for irrigation by instead reusing water from an existing pond on-site. The project will be completed in cooperation between the school district, RPBCWD, and City of Chanhassen. Because the project is designed as a water quality project, the stormwater treatment provided goes well above and beyond the treatment required for the small amount of infrastructure constructed as part of the project. The project site information is summarized below:

1. Total Site Area: 47.6 acres
2. Existing Site Impervious Area: 12.135 acres (528,600) square feet)
3. Existing Impervious Area Disturbed: 0 acres
4. Increase in total Site Impervious Area: 0.005 acres (218 square feet) (0.04% increase in site impervious area)
5. Volume of excavation/fill: 161 cubic yards
6. Total Disturbed Area: 0.09 acres (3,800 square feet)

Exhibits:

1. Permit Application dated February 22, 2017.
2. Design Plan Sheets (Sheets G01 – E04) dated March 16, 2017.
3. Stormwater Management Memo dated March 22, 2017 (revised April 4, 2017).
4. MIDS Calculator file received March 22, 2017.
5. HydroCAD modeling files received March 22, 2017 (revised April 4, 2017).
6. Response to Comments e-mail received April 4, 2017.

Rule Specific Permit Conditions

Rule C: Erosion and Sediment Control

Because the project will excavate/fill 161 cubic yards of material the project must conform to the requirements in the RPBCWD Erosion and Sediment Control rule (Rule C, Subsection 2.1).

The erosion control plan prepared by Barr Engineering includes installation of silt fence, sediment control log, inlet protection for storm sewer catch basins, a woodchip construction entrance, placement of a minimum of 6 inches of topsoil, decompaction of areas compacted during construction, and retention of native topsoil onsite. The proposed project is in conformance with RPBCWD Rule C.

Rule J: Stormwater Management

Because the project will excavate/fill 161 cubic yards of material, approval under the RPBCWD Stormwater Management Rule is required. The proposed land-disturbing activities will increase the imperviousness of the entire site by 0.04% (i.e., well less than the 50 percent increase threshold in section 2.3 for application of the stormwater criteria to all impervious area of the project site), and disturb 0% of the existing impervious area (i.e., less than 50 percent of the existing impervious area), therefore under the paragraph 2.3 redevelopment framework, the RPBCWD stormwater management criteria apply only to the new impervious surface on the site.

The Applicant is proposing a water reuse system to provide the required rate control, volume abstraction and water quality management on the site. Pretreatment for the water reuse system is provided by a wet pond.

Rate Control

In order to meet the rate control criteria listed in Subsection 3.1.a, the 2-, 10-, and 100-year post development peak runoff rates must be equal to or less than the existing discharge rates at all locations where stormwater leaves the site. The Applicant used a HydroCAD hydrologic model to simulate runoff rates for pre- and post-development conditions for the 2-, 10-, and 100-year frequency storm events using a nested rainfall distribution, and a 100-year frequency, 10-day snowmelt event. The existing and proposed 2-, 10-, and 100-year frequency discharges from the site are summarized in the table below. The proposed project is in conformance with RPBCWD Rule J, Subsection 3.1.a.

Modeled Discharge Location	2-Year Discharge (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)		10-Day Snowmelt (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
Existing Pond	4.0	4.0	7.1	7.1	71.9	71.9	0.9	0.9

Volume Abstraction

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all new impervious surface of the parcel. An abstraction volume of 20 cubic feet is required from the 0.005 acres (218 square feet) of new impervious area on the project for volume retention. The Applicant proposed a water reuse system with pretreatment of runoff provided by a wet pond. The table below summarizes the volume abstraction on the site.

Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Volume (cubic feet)
1.1	20	9,761

Soil borings for the site were not provided to determine soils on the site. The Applicant assumed clay soils (Hydrologic Soil Group D) on the site as a conservative estimate of the infiltration capacity of the site soils; the MN Stormwater Manual indicates an infiltration rate of 0.06 inches per hour for clay soils. The irrigation application rate used in the design computations is reasonable for clay soils and was selected based on the irrigation application rate currently used successfully by the site’s irrigation system. The proposed project is in conformance with RPBCWD Rule J, Subsection 3.1.b.

Water Quality Management

Subsection 3.1.c of Rule J requires the Applicant provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff. The Applicant is proposing a water reuse system to achieve the required TP and TSS removals and submitted a MIDS calculator model to estimate the TP and TSS removals. Based on information reviewed, the proposed project conforms to Rule J, Subsection 3.1.c.

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr) ¹	Provided Load Reduction (lbs/yr)
Total Suspended Solids (TSS)	1.6	1.44 (90%)	634 (>100%) ²
Total Phosphorus (TP)	0.009	0.0054 (60%)	5.8 (>100%) ²

¹Required load reduction is calculated based on the removal criteria in Rule J, Subsection 3.1c and the new impervious area site load.

²The TSS and TP removal is higher than required removal because the water reuse system treats a larger, undisturbed area of the existing impervious area and irrigates a majority of the site’s pervious area.

Low floor Elevation

No structure may be constructed or reconstructed such that its lowest floor elevation is less than 2 feet above the 100-year event flood elevation and no stormwater management system may be constructed or reconstructed in a manner that brings the low floor elevation of an adjacent structure into noncompliance according to Rule J, Subsection 3.6.

The low floor elevations of the structures and the adjacent stormwater management feature are summarized below.

Location Riparian to Stormwater Facility	Low Floor Elevation of Building (feet)	100-year Event Flood Elevation of Adjacent Stormwater Facility (feet)	Freeboard (feet)
Treatment Shelter	912.0	896.4 (Existing Pond)	15.6
Pump Pad	902.5	896.4 (Existing Pond)	6.1

Maintenance

Subsection 3.7 of Rule J requires the submission of a maintenance plan. All stormwater management structures and facilities must be designed for maintenance access and properly maintained in perpetuity to assure that they continue to function as designed.

The project will be constructed by RPBCWD under a cooperative agreement among RPBCWD, Eastern Carver County Schools, and the City of Chanhassen. The cooperative agreement also provides for perpetual maintenance of the stormwater management structures and facilities.

Applicable General Requirements:

1. The RPBCWD Administrator shall be notified at least three days prior to commencement of work.
2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.
3. Applicant must provide the name and contact information of the individual responsible for erosion and sediment control for the project.

Findings

1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.
2. The proposed project will conform to Rules C and J if the Rule Specific Permit Conditions listed above are met.

Recommendation:

Approval, contingent upon:

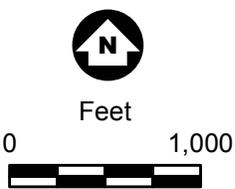
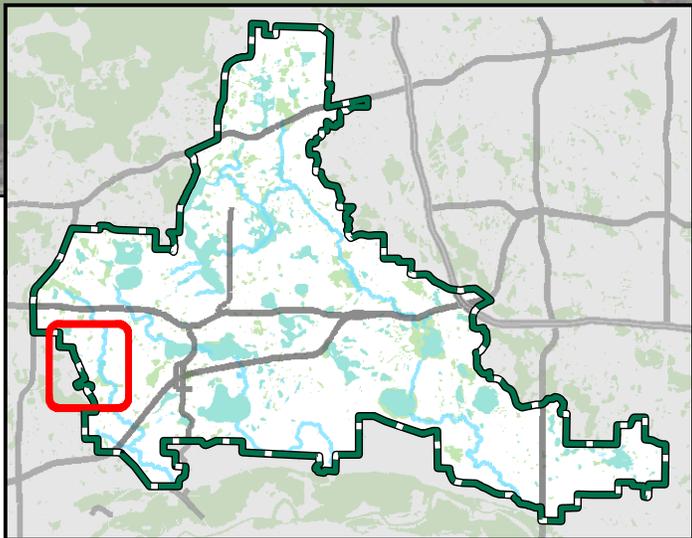
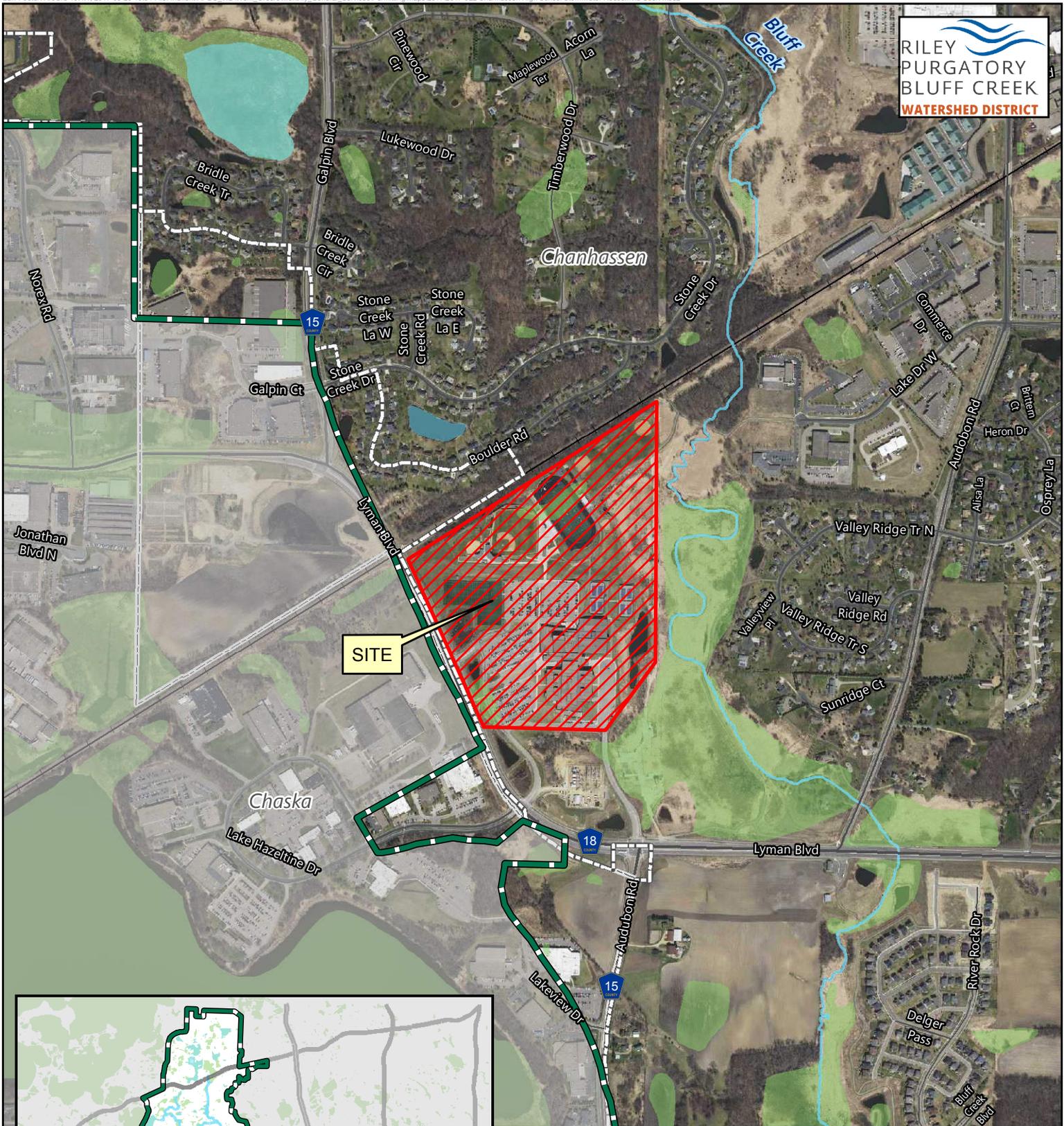
1. Continued compliance with General Requirements.

By accepting the permit, when issued, the applicant agrees to the following stipulations:

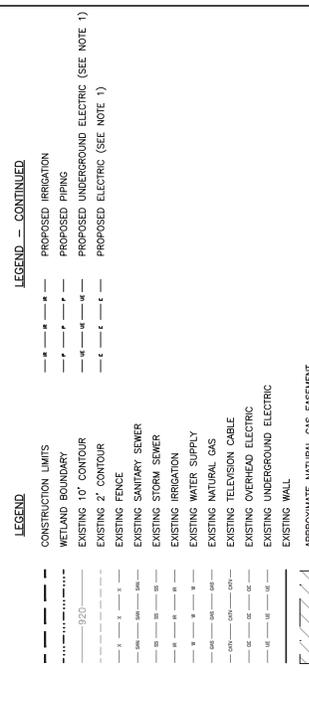
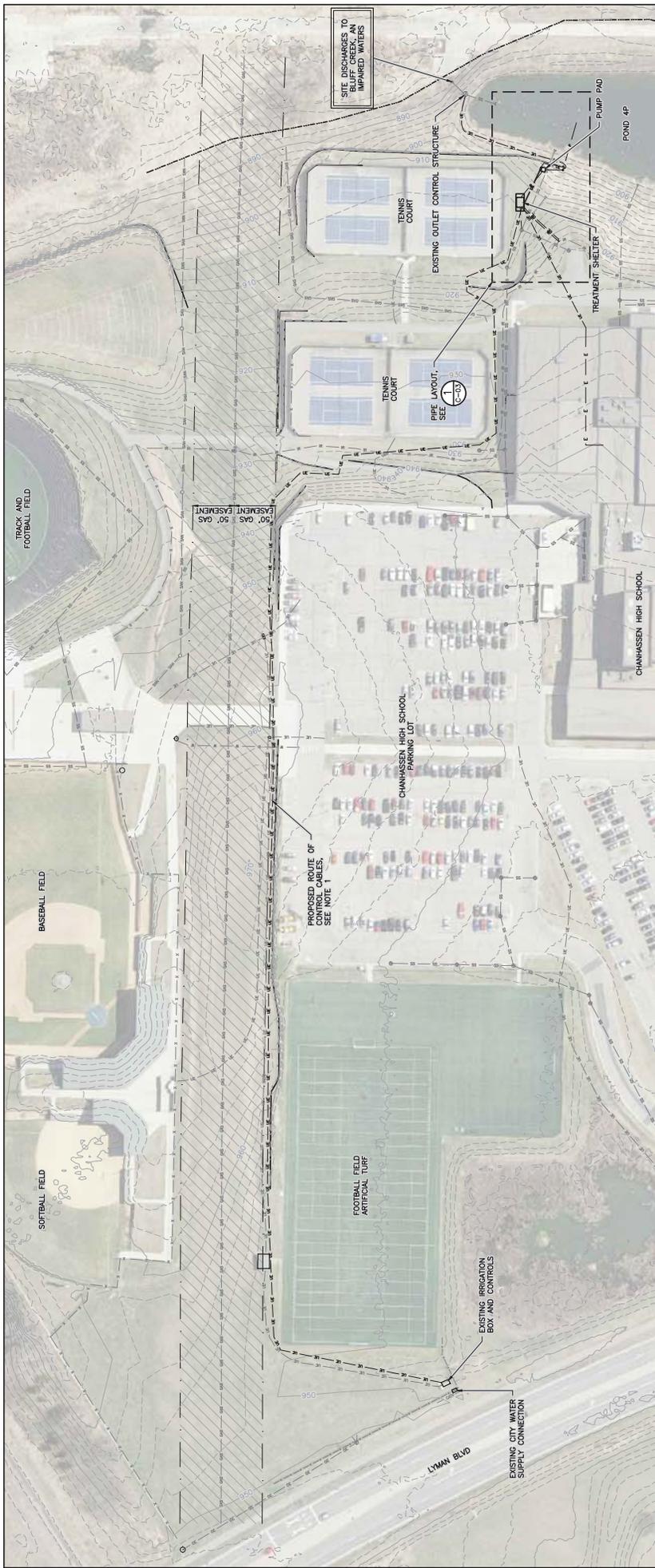
1. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications as approved by the District.

Board Action

It was moved by Manager _____, seconded by Manager _____ to approve permit application No. 2017-022 with the conditions recommended by staff.



Permit Location Map
CHANHASSEN HIGH SCHOOL
STORMWATER REUSE PROJECT
Permit 2017-022
Riley Purgatory Bluff Creek
Watershed District



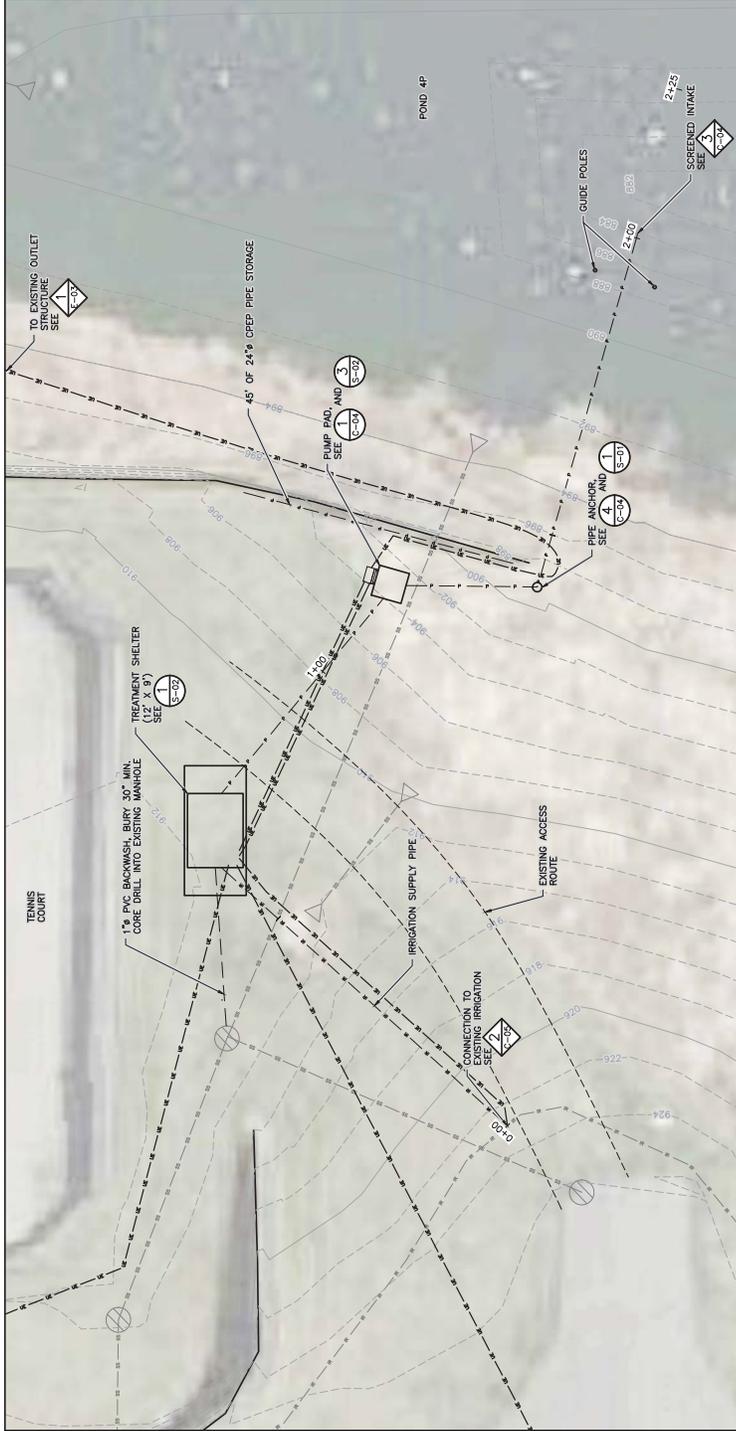
NOTES:

- SEE SHEET E-01 THROUGH E-04 FOR ADDITIONAL ELECTRICAL INFORMATION.

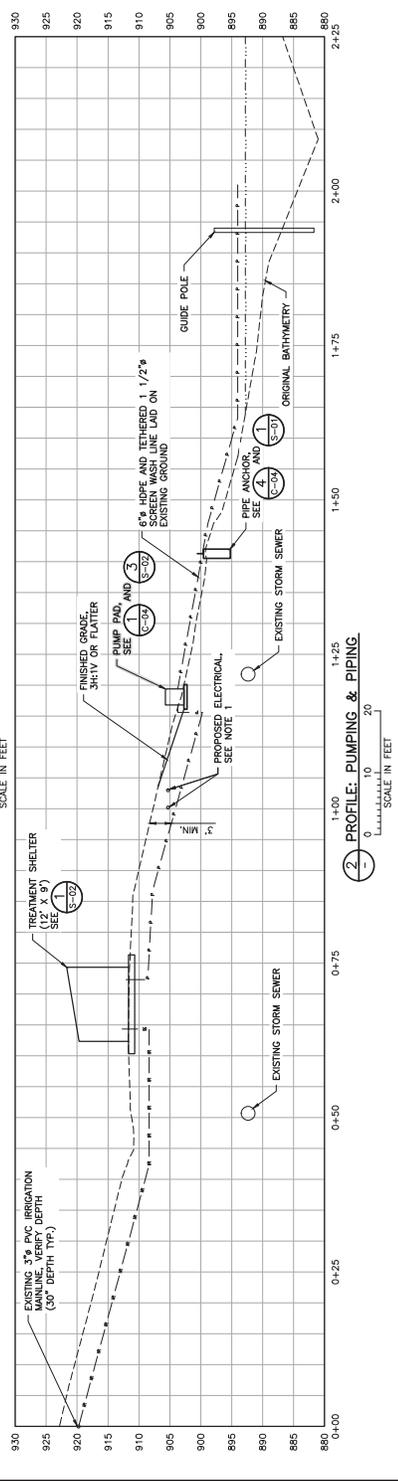
WARNING
HIGH-PRESSURE PIPELINE(S)
EXCAVATION AND/OR CONSTRUCTION PROHIBITED
WITHOUT COMPLIANCE WITH STATE ONE-CALL, AND
WITHOUT WRITTEN PERMISSION FROM
MAGELLAN PIPELINE COMPANY, L.P.
A MAGELLAN REPRESENTATIVE MUST BE PRESENT DURING
WORK AROUND PIPELINE(S)

90% DRAFT
NOT FOR CONSTRUCTION

CHAN HIGH SCHOOL STORMWATER REUSE CHANHASSEN, MINNESOTA		RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT		AS SHOWN DATE: 07/16/2017		PROJECT OFFICE BARR ENGINEERING CO. 1000 PINE DRIVE SUITE 200 MINNEAPOLIS, MN 55435 PHONE: (612) 832-2601 WWW.BARR.COM		DATE RELEASED		PROJECT NO. 23727-0053.14		CLIENT PROJECT NO.	
PROPOSED SITE PLAN OVERALL		REVISION DESCRIPTION		DATE		BY		APPROVED		DRAWN NO. C-02		REVISION NO. B	



1 PLAN: PUMPING & PIPING



2 PROFILE: PUMPING & PIPING



- LEGEND**
- CONSTRUCTION LIMITS
 - - - EXISTING 10' CONTOUR
 - - - EXISTING 2' CONTOUR
 - - - EXISTING STORM SEWER
 - - - EXISTING IRRIGATION
 - - - EXISTING UNDERGROUND ELECTRIC
 - - - EXISTING WALL
 - - - PROPOSED UNDERGROUND ELECTRIC, SEE NOTE 1
 - - - PROPOSED IRRIGATION
 - - - PROPOSED PIPING
 - - - PROPOSED BACKWASH PIPING

STRUCTURE COORDINATES

TREATMENT SHELTER PAD	
Location	Easting
Northwest	550292.384
Southwest	550292.084
Northeast	550313.084
Southeast	550313.084

PUMP PAD	
Location	Easting
Northwest	550342.193
Southwest	550340.827
Northeast	550346.040
Southeast	550344.671

- NOTES**
- SEE SHEET E-01 THROUGH E-04 FOR ADDITIONAL ELECTRICAL INFORMATION.

90% DRAFT
NOT FOR CONSTRUCTION

CHAN HIGH SCHOOL STORMWATER REUSE
CHANHASSEN, MINNESOTA
PIPE LAYOUT
PLAN AND PROFILE

RILEY-PURGATORY-BLUFF CREEK
WATERSHED DISTRICT

AS SHOWN	DATE	BY	FOR
AS SHOWN	07/16/2017	BDP	BDP
REVISION		JACZ	REVISION
APPROVAL		BARR	APPROVAL

Project Office:
BARR ENGINEERING CO.
10000 UNIVERSITY DRIVE
SUITE 200
MINNEAPOLIS, MN 55435
Minnesota, Minnesota
Tel: (952) 832-2601
Fax: (952) 832-2601
www.barr.com

NO.	BY	CHK/APP	DATE	REVISION DESCRIPTION

DATE: _____
SIGNATURE: _____
PROJECT NO.: _____
SHEET NO.: _____
DATE RELEASED: _____
DATE: _____
DATE: _____

Memorandum

To: Riley Purgatory Bluff Creek Watershed District Board of Managers
From: Scott Sobiech, PE
Subject: Permit Application 2017-023: Eden Prairie Assembly of God – Extension of Review Period
Date: April 19, 2017
Project: 23270053.14

Project Description

Permit No: 2017-023

Received complete: March 22, 2017

Applicant: Eden Prairie Assembly Of God Church, Jac Perrin

Consultant: Ben Ford, Rehder & Associates

Project: Eden Prairie Assembly of God – Construction of a 14,794 square foot addition, parking lot modifications, and a filtration basin.

Location: 16591 Duck Lake Trail, Eden Prairie

Rules Implicated:

	Rule B: Floodplain Management		Rule H: Appropriation of Public Waters
X	Rule C: Erosion and Sediment Control		Rule I: Appropriation of Groundwater
	Rule D: Wetland and Creek Buffers	X	Rule J: Stormwater Management
	Rule E: Dredging and Sediment Removal		Rule K: Variances and Exceptions
	Rule F: Shoreline/Streambank Stabilization	X	Rule L: Permit Fees
	Rule G: Waterbody Crossings	X	Rule M: Financial Assurances

Recommendation

On March 22, 2017, Rehder & Associates, on behalf of Eden Prairie Assembly of God, submitted a complete permit application for construction of a 14,794 square foot addition, parking lot modifications, and a filtration basin. The Applicant is proposing one filtration basin to provide storm water quantity, volume, and quality control. Based on the Engineer’s review of the submitted plans, the site designs and stormwater management approach do not provide the required rate control, volume abstraction, and water quality treatment.

The review period for Permit 2017-023 expires on May 21, 2017 which is before the Board’s regular June meeting. Staff recommends that the Board extend, in accordance with Minnesota Statutes section 15.99, the review period by 60 days to July 20, 2017, for permit 2017-023 Eden Prairie Assembly of God to allow the Applicant time to supply revised submissions and give the Engineer time to complete a review.

Minutes: Monday April 17, 2017

RPBCWD Citizen's Advisory Committee Monthly Meeting

Location: RPBCWD new offices: 18681 Lake Street, Chanhassen

CAC MEMBERS		Peter Iverson	P	Joan Palmquist	P
Jim Boettcher	E	Matt Lindon	P	Dorothy Pedersen	P
Paul Bulger	P	Judy McClellan	E	Dennis Yockers	P
Anne Deuring	P	Sharon McCotter	P	David Ziegler	P

Others

Michelle Jordan	District Liaison	P
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Summary of key actions/motions for the Board of Managers:

- 1. Storm Drain Program:** Manager Bisek sent information on this to Dorothy, asking if the CAC might be interested in creating/running a storm drain project. There was considerable interest and McCotter and Lindon agreed to look into it and report back to the group, coordinating with District Liaison Jordan.

Meeting

- 1. Call to Order:** President Pedersen called the April 17 meeting of the CAC to order at 6:32 p.m. Attendance noted above.
- 2. Approval of the Agenda:** Agenda updated to reflect the amended statement of general public interest passed last month, and to add discussion on salt in lakes, as point "d" under new business. Motion was made (Bulger/McCotter) and approved 9:0.
- 3. Approval of meeting minutes from March 2017:** Motion to approve minutes, as drafted without amendments, made by Ziegler/McCotter and passed unanimously.
- 4. Matters of general public interest:** None, no petitioners present.
Welcome to the RPBCW CAC regular meeting. Anyone may address the committee on any matter of interest in the watershed. Speakers will be acknowledged by the President; please step forward, 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 Citizen Advisory Council will not take official action on items discussed at this time, but may refer the matter to CAC Officers for a future report or direct that the matter be scheduled on a future agenda.
- 5. March Board of Managers meeting, if any questions (Dorothy):**
 Pedersen talked with Manager Forster on 4/17 and reported we are following the communication process set up last year. Also, a new person, Terry Jefferies, *who has considerable experience with the City of Chanhassen*, has been hired to work on permits. Dorothy asked about the status of the ten-year plan, but there was nothing new to report. Yockers reported that minutes from last month's board meeting were viewable online but not printable and reported problems accessing the board packet. Michelle confirmed website problems occurred due to size of the packet.

6. Old Business

- a. **Change “Matters of Public Interest” clause** to encourage attendance. Bulger read his recommended additions. Ziegler made a motion and Iverson seconded it to accept the additional language, (underlined below) and the motion passed unanimously. The complete statement (as amended last month with addition this month) is as follows:

Welcome to the RPBCW CAC regular meeting. Anyone may address the committee on any matter of interest in the watershed. Speakers will be acknowledged by the President; please step forward, 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 Citizen Advisory Council will not take official action on items discussed at this time, but may refer the matter to CAC Officers for a future report or direct that the matter be scheduled on a future agenda. Members of the public are welcome to attend the CAC meeting to observe and keep informed of the committee activities. The CAC requests after the “public interest” comment period is completed, any feedback be held and provided in writing to the CAC chairman for future consideration.

- b. **Subcommittees:** general discussion/decision to form/volunteers (Paul/All)
Bulger created a starting structure for subcommittee categories and topics. There are many topics, some are quite broad, and this was designed to get us started. Thank you, Paul.

Discussion points:

- Suggestions on Subcommittee Guidelines were starting points. The number of meetings, length, duration, and reporting back will ebb and flow; and will depend on the breadth of the topics, as well as urgency and number of people involved.
- Yockers asked what work will happen at monthly meetings and whether we have added another, possibly unnecessary, layer? Pedersen suggested if there is a hot topic we need to talk about, she needs to be alerted and will put it on the agenda. Then, the subcommittee will bring the information and we will discuss it as a group.
- Yockers asked, as an example, if the information that Jordan is providing on outreach and education should go to subcommittee or if it is important for us to discuss as a group.
- Citizen science monitoring keeps coming up as a topic, and seems important. Ziegler suggested this is a good example for a subcommittee to work on and bring forward recommendations to the broader group.
- Lindon asked whether subcommittees will be making decisions, or bringing focused information to the group, with a recommendation. There was agreement that having smaller groups do research and assimilate information for the group would be helpful, and acknowledgment that historically it has been hard for the CAC to work on things in meetings. We agreed again, that use of subcommittees is a way to get more done. Iverson suggested we try it for a few months and evaluate. Pederson acknowledged that, as volunteers, we have different levels of expertise on topics, and use of small groups should make us more efficient.

- Iverson wanted to make sure the subcommittees have the authority to call on others and tap into their experience.
- Previously, we agreed that we need to spend enough time on the ten-year plan and this was affirmed.
- Lindon suggested that we could break up subcommittees to align with topics/chapters in the ten-year plan. It's hard to know if this will work, until we see that plan, which will happen next month.
- Yockers: Communication could cross many topics (e.g. website, marketing, and communication), with overlap which could be overwhelming for one committee.
- Lindon: If we only have one person, they can be the lead, we don't have to have a subcommittee.
- Pedersen: Do we put subcommittees on the agenda each month? We agreed to have them on the agenda so we have time allocated, if there are things to cover. Subcommittees will report only when they have updates to share.
- Palmquist suggested that what we decide not to do is just as important as what we will do. In response, Pedersen said we don't need to worry about Water Stewards, or Cost Share this year.
- The question was asked whether we should more actively market cost sharing to get more participants. This might be something a marketing/communication group gets involved with. Ziegler mentioned that 9 Mile Creek went door-to-door soliciting involvement in a rain garden. Yockers asked how people hear about the cost sharing, and Jordan said it is publicized on website and at events. We do more projects each year, with variation in when they come in. It is a good idea to keep talking about how people come into the program.
- Yockers asked about MN lake associations and who works with them to develop associations. Lindon shared there is a published association of lake associations but there is not a governmental agency that is responsible for this in MN. Interest in lake associations seems twofold: 1) Setting them up (Ziegler and Pedersen) and 2) How to best work with them to achieve goals and objectives.
- Also note, we don't have anyone interested in budgeting specifically. We will be involved with this at a big picture level, as part of review of the ten-year plan, however. A lot of effort was spent on this in the past, to understand how the watershed is budgeting, are they budgeting accurately, how is the reporting, etc. We may not need a subcommittee this year, and so will designate this as inactive, but leave the topic on the list for the future.
- Also, no one volunteered for AIS, but there will be an emergency plan for this coming to the board. AIS is a continuous broader topic and will be addressed, even if we have no subcommittee for other invasives or aquatics.

CAC members indicated the following areas of interest:

Dorothy: Groundwater, wetlands, climate change and lake associations.

Dave: Lake association, also project/permit review (e.g. draft UAA). The permit reviews presented to the board are in depth and technical. These may need more attention from the CAC, especially if we are making a recommendation. Sometimes recommendations are made before we see the reviews and the TAC is not involved. Dave is interested in becoming more involved in these reviews.

Matt: Lake matrix, define that to lakes, creeks and river (water quality review), the lake water quality restoration efforts, and groundwater. He is also the CAC TAC representative.

Dennis: Education and outreach, wetlands and sports fishing and wildlife. Dennis also commented if a subcommittee doesn't think there is enough budget allocated to get the necessary work done, we will need to prioritize, or push back to ask for larger budget, as budgets can be modified.

Anne: Ten-year plan, and volunteerism, citizen monitoring, climate change and groundwater. She is particularly interested in storm drains and has an idea for a silk sock to provide 24/7 storm drain hygiene. She is developing a prototype, and working to address public traffic concerns, aesthetic concerns, issues with cities and plows etc. as well as the need to keep them clean, etc. She would like to work on that as a special project.

Paul: Groundwater and major reports, and website.

Pete: Wide interest in many of these including, groundwater, also lake associations and hopes that other things can be added downstream.

Joan: Interest in speaker's bureau, volunteerism, and marketing issues (which cross many of the outreach/education and volunteerism topics and the website, etc.)

Sharon: Volunteerism, and would like us to do an Earth Day clean up every year. Would also be interested in Anne's silk sock project.

- c. **Update on ten-year plan process** (Michelle)(INFORM): The first three chapters of the plan will be presented to CAC at the May meeting and they will be made available to us beforehand, if possible. The remaining chapters will be available in July. At this point, we are not sure what the first three chapters will be, but anticipate they may include the prioritization system. Jordan will ask Bleser to also include an outline of the entire plan (e.g. table of contents), if possible. Meanwhile, goals and strategies have been identified, as have audiences. Detailed Education and Outreach is an attachment to the plan.

Michelle distributed and talked the CAC through the summary of the Watershed Outreach Workshop and Teacher Summary. The objectives were to identify topics of interest, methods of accessing water resource information, and desired method of delivery. The teacher summary concluded that they have limited time and are looking for outdoor activities, hands on opportunities and guest speakers.

There was a question about if/how staff is tracking impact. Jordan reported they track contacts at events, as well as counts of materials that go out, volunteer hours, etc. and are doing more of this. The adopt-a-drain.org pilot has trackable links.

Yockers asked about the timeline for completion of Jordan's work, and where in the process she wants assistance from the CAC. She will have a skeleton by May board meeting and needs to get Bleser's input to answer his question. Yockers volunteered to help Jordan take the current information to the next level. Michelle will talk to Claire and will get back to Dennis. This also involves a larger question of how staff wants to engage the CAC annually.

Bulgar asked if the ten-year plan is a snapshot and/or if there will be updates on an ongoing basis. Michelle expects the plan won't change, and the detailed Education and Outreach is an attachment to the ten-year plan and she will build her work plan off that each year.

- d. **Website reno/feedback Round 2** (Michelle/All): Jordan shared our comments and Bleser's with web designer, who needs more information before she can do a second round. Jordan will have a more specific update at the May meeting. She asked for input on whether to customize the site to audience or topic, as it can get complicated. We need to direct them to information, not create new content—that is available elsewhere. It would be nice to know who the users are and Jordan will ask the developer what's available.

7. New Business

- a. **Climate Change forum/education** (Michelle): This idea came from a discussion at CAC last month. The Board thought it was a good idea, and decided it should be made a community wide event. On May 31 at Nine Mile Creek district offices there will be a presentation and discussion on climate change impact on a local level. Please promote it and invite others.
- b. **Adopt a Storm Drain (Dorothy/Michelle)**: Manager Bisek sent Dorothy information on this, to see if the CAC would be interested in a similar program. Ziegler, McCotter and Lindon did some work with this on their capstone projects as Water Stewards. McCotter and Lindon volunteered to pursue this, with assistance from Jordan. Will look for ways to combine this with the Clean Water MN work: adopt a drain and community cleanup tool kit. (referenced below). One question Jordan will look into is whether the cities have a list of all the drains/culverts.

Other points;

- EP has new, more durable placards available, although the shape makes them a little harder to install them on round curbs. Lindon involved neighborhood kids in an educational event, marking drains and talking to neighbors. It worked well and didn't require a lot of work. He suggested we could also move beyond the storm drain to the culverts, depending on the shape and if there is a grate. Iverson worked with his lake association and got city kits, involving children in the process.

- McCotter liked the idea of measuring what we pull out, but acknowledged the difficulty of measuring. If the drain is cleaned regularly there is not a lot to measure, and it also depends a lot on the specific drains, as well as the neighborhood, and how they treat leaf waste (raking into street).
 - Cleanwater MN, watershed districts, cities, and counties, are universities (Hamlin) are coming together to pool resources and do programs. A new website (<http://cleanwatermn.org>), identifies what individuals can do on their property to help clean water. Information for fall leaf cleanup is being updated, and there is a rollout of adopt-a-drain.org. This site lets you sign up for a specific drain, and you get a nice sign and reporting card.
- c. **AIS action plan (Michelle update):** Emergency action plan; Administrator Bleser is pulling that all together so we have a plan as to what happens if/when an AIS is identified on a specific lake. McCotter reminded us that we hired a consultant a few years ago to identify what components had to be in a plan. Michelle will remind Claire of this, to see if she can tap into that information and if she cannot find it, she will contact McCotter.
- d. **Salt levels:** A recent Star Tribune article brought attention to rising salt levels in lakes and raises the question if we know our lake's salt levels and if they are going up or down. Liaison Jordan confirmed that the district measures chloride on a rotating basis with three years of data collection per chain (so on 3 years off 6 years). The 2016 report (covering 2013-2016 in the Riley chain) shows generally decreasing levels, below the level of concern. The next three years will focus on the Purgatory Creek Chain. Monitoring occurs in the winter, as soon as the ice is in until it is unsafe to monitor. They check chloride a couple of times in the spring, as well. They also do storm water monitoring and salt levels are a lot higher in the ponds. Jordan reported that, the district participated in MN pollution control training on salt reduction and cities are also proactive. The major challenge has been more with private companies; due to concerns over liability.

Iverson shared that the City of EP would be glad to talk to us about what they are doing to reduce salt use and Yockers suggested all cities should be invited—especially since other cities are also very proactive and we have many people in the northern part of our district.

Topics for Next Month; Ten-year plan and web update

Adjournment: The motion to adjourn was made by Iverson, seconded by Lindon, and passed unanimously. Meeting was adjourned at 8:53.

Upcoming Events

I would suggest adding the rain barrel dates May 5 and 6 and the Climate Change workshop on May 31st

Board Workshop, Wednesday, May 3, 5:30 pm District Office

Regular Board Meeting, Wednesday, May 3, 7:00 pm, District Office
Next CAC meeting: May 15, 2017, District Office, 6:30 pm

Respectfully submitted by Joan Palmquist, recorder

DRAFT

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Treasurers Report

March 31, 2017

REPORT INDEX

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1	Cash Disbursements
2	Fund Performance Analysis - Table 1
4	Multi- Year Project Performance Analysis - Table 2
4	Grant and Other Income Performance Analysis - Table 3
5	Balance Sheet
6	Klein Bank Visa Activity
7	Opinion Report

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
Cash Disbursements**

March 31, 2017

Accounts Payable	Amount
Amy Herbert LLC	\$ 767.94
Barr Engineering Company	63,326.97
BlueCross BlueShield of Minnesota	3,312.50
CAPREF Eden Prairie LLC	12,900.00
Claire Bleser	205.28
David and Jill Haeg	1,851.00
Delta Dental	360.75
ECM Publishers, Inc.	2,573.25
Freshwater Scientific Services, LLC	10,000.00
Jen Heyer	240.00
JMSC Futurity, PLLC	1,395.00
John and Nancy Post	300.00
Josh Maxwell	117.55
Klein Bank Visa	9,633.41
Larson Records Management	169.40
Life Time Fitness	5,175.00
Perry Forster	1,139.29
Purchase Power	148.80
Richard Chadwick	295.78
Smith Partners PLLP	13,549.04
Southwest Newspapers	2,302.05
SRF Consulting Group	339.41
The Lincoln Nathional Life Insurance Company	864.63
Zachary Dickhausen	7.00
Total Accounts Payable	\$ 130,974.05

Payroll Disbursements	Amount
Payroll Processing Fee	\$ 145.00
Manager Payroll Taxes	91.80
Employee Salaries	18,682.42
Employee Payroll Taxes	1,351.99
PERA Match	1,401.18
Total Payroll Disbursements	\$ 21,672.39

Total Disbursements **\$ 152,646.44**

Memos

The 2016 mileage rate is 0.54¢ per mile. The 2017 mileage rate is 53.5¢. Klein Bank Visa will be paid online.

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
Fund Performance Analysis - Table 1
March 31, 2017

	<u>2017 Budget</u>	<u>Month Ended Mar. 31, 2017</u>	<u>Year to Date Mar. 31, 2017</u>
REVENUES			
Other Income - Refunds	0.00	0.00	1,875.00
Other Income - District Floodplain	0.00	0.00	22,080.00
Plan Implementation Levy	2,859,000.00	0.00	9,476.83
Permit Income	15,000.00	400.00	10,700.00
TOTAL REVENUES	\$ 2,874,000.00	\$ 400.00	\$ 44,131.83

EXPENDITURES

Administration

Accounting/Audit	\$ 39,500.00	\$ 1,540.00	\$ 4,920.00
Advisory Committee	4,000.00	611.90	3,408.83
Engineering Services	103,000.00	6,930.00	23,906.00
Insurance and Bonds	12,000.00	783.58	2,350.75
Legal Services	75,000.00	7,610.94	26,432.10
Manager Expenses	18,500.00	1,854.13	3,044.20
Dues and Memberships	8,000.00	0.00	4,000.00
Office Costs	95,000.00	15,633.76	53,376.48
Permit Review and Inspection	90,000.00	15,481.06	40,201.24
Recording Services	15,000.00	767.94	3,759.67
Employee Cost	450,000.00	25,645.55	76,799.77
Total Administration Costs	\$ 910,000.00	\$ 76,858.86	\$ 242,199.04

Programs and Projects

District Wide

‡ Education & Outreach	\$ 114,000.00	10,422.68	13,236.32
AIS Inspection and Early Response	75,000.00	0.00	0.00
Cost Share Program	200,000.00	2,112.10	3,214.88
District Wide Floodplain Eval- Atlas 14	30,000.00	0.00	0.00
Data Collection	180,000.00	2,393.55	19,732.76
U of M Plant Restoration	75,000.00	0.00	0.00
TMDL	10,000.00	150.00	1,028.00
Watershed - 10 Year Plan	75,000.00	5,535.50	20,382.94
○ Repair and Maintenance	100,000.00	0.00	0.00
○ ♦ Community Resilience MPCA	0.00	30.00	24,026.55
Creek Restoration Action Strategies Phase 2	20,000.00	2,028.00	7,382.50
District Groundwater Assessment	30,000.00	4,804.50	8,637.00
Total District Wide Costs	\$ 909,000.00	\$ 27,476.33	\$ 97,640.95

Bluff Creek One Water

○ ♦ Fish Passage Bluff Creek	\$ 0.00	4,373.01	4,373.01
○ Bluff Creek Tributary	0.00	0.00	15,709.05
○ ♦ Chanhassen HS reuse	50,000.00	20,543.90	75,017.60
Total District Wide Costs	\$ 50,000.00	\$ 24,916.91	\$ 95,099.66

Riley Creek One Water

Lake Riley EWM Treatment	\$ 25,000.00	0.00	0.00
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- Denotes Multi-Year Project - See Table 2 for details
- ♦ Grants are supplementing the projects - See table 3 for further details
- * Denotes the project will be overlapping by one year as it was not fully complete by year end.
- ‡ Includes the Master Design items - See Table 2 to details

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Fund Performance Analysis - Table 1

March 31, 2017

	<u>2017 Budget</u>	<u>Month Ended Mar. 31, 2017</u>	<u>Year to Date Mar. 31, 2017</u>
○ Lake Riley Alum Treatment	0.00	0.00	491.95
○ ♦ Lake Susan Improvement Phase 2	0.00	970.73	13,391.08
○ ♦ Chanhassen Town Center	0.00	0.00	10,644.50
Rice Marsh Lake Aeration	0.00	0.00	267.23
Lake Riley - CLP Treatment	10,000.00	0.00	0.00
Lake Susan - CLP Treatment	10,000.00	0.00	0.00
Rice Marsh Lake WQ Improvement - Phase 1	20,000.00	0.00	0.00
Rice Marsh Lake Winter Fish Kill Prevention	10,000.00	0.00	83.79
Riley Creek Restoration	600,000.00	4,449.10	9,241.10
Total Riley Creek One Water Costs	<u>\$ 675,000.00</u>	<u>\$ 5,419.83</u>	<u>\$ 34,119.65</u>
Purgatory Creek One Water			
○ Purgatory Creek Restoration	\$ 0.00	908.00	1,228.00
Mitchell Lake Plant Management	15,000.00	0.00	0.00
Red Rock Lake Plant Management	15,000.00	0.00	0.00
Starring Lake Plant Management	20,000.00	0.00	0.00
♦ Fire Station 2 Water Reuse	20,000.00	529.31	655.91
Purgatory Creek Rec Area	50,000.00	0.00	0.00
Hyland Lake UAA	20,000.00	0.00	14.00
Lotus Lake - Phase 1	20,000.00	0.00	0.00
Silver Lake Restoration - Phase 1	20,000.00	0.00	0.00
○ ♦ Scenic Heights	0.00	1,113.10	2,221.10
Total Purgatory Creek One Water Costs	<u>\$ 180,000.00</u>	<u>\$ 2,550.41</u>	<u>\$ 4,119.01</u>
Contingency Reserve			
Contingency Reserve	\$ 135,000.00	\$ 0.00	\$ 0.00
Total Contingency Reserve Costs	<u>\$ 135,000.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
TOTAL EXPENDITURES	<u>\$ 2,859,000.00</u>	<u>\$ 137,222.34</u>	<u>\$ 473,178.31</u>
Excess (Deficiency)	<u>\$ 15,000.00</u>	<u>\$ (136,822.34)</u>	<u>\$ (429,046.48)</u>

○ Denotes Multi-Year Project - See Table 2 for details

♦ Grants are supplementing the projects - See table 3 for further details

* Denotes the project will be overlapping by one year as it was not fully complete by year end.

‡ Includes the Master Design items - See Table 2 to details

See Accountants Compilation Report

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
Multi-Year Project Performance Analysis - Table 2
March 31, 2017

	<u>Total Available for Project</u>	<u>2017 Budget</u>	<u>Month Ended Mar. 31, 2017</u>	<u>Year to Date Mar. 31, 2017</u>	<u>Lifetime Costs</u>	<u>Remaining Budget Funds</u>
Projects						
○ ♦ Chanhassen Town Center	63,000.00	0.00	0.00	10,644.50	33,235.50	29,764.50
○ ♦ Fish Passage Bluff Creek	415,000.00	0.00	4,373.01	4,373.01	29,166.40	385,833.60
○ Lake Lucy Iron Enhanced	85,000.00	0.00	0.00	0.00	62.32	84,937.68
○ Lake Riley Alum Treatment	260,000.00	0.00	0.00	491.95	235,469.51	24,530.49
○ Lake Susan Improvements	275,000.00	0.00	0.00	0.00	272,134.10	2,865.90
○ ♦ Lake Susan Improvement Ph 2	383,400.00	0.00	970.73	13,391.08	30,132.86	353,267.14
○ Purgatory Creek Restoration	661,094.00	0.00	908.00	1,228.00	332,453.56	328,640.44
○ ♦ Chanhassen HS Reuse	250,000.00	50,000.00	20,543.90	75,017.60	86,154.70	163,845.30
○ ♦ Community Resilience MPCA	47,000.00	0.00	30.00	24,026.55	42,201.68	4,798.32
○ ♦ Scenic Heights	260,000.00	0.00	1,113.10	2,221.10	2,221.10	257,778.90
○ Bluff Creek Tributary	200,000.00	0.00	0.00	15,709.05	15,709.05	184,290.95
Total Multi-Year Project Costs	\$ 2,899,494.00	\$ 50,000.00	\$ 27,938.74	\$ 147,102.84	\$ 1,078,940.78	\$ 1,820,553.22
Programs						
○ Repair and Maintenance	\$102,005.00	100,000.00	0.00	0.00	0.00	102,005.00
○ Survey and Analysis	37,257.00	0.00	0.00	0.00	24,165.26	13,091.74
Total Program Costs	\$ 139,262.00	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 24,165.26	\$ 115,096.74
Other						
Total Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Multi-Year Project Costs	\$ 3,038,756.00	\$ 150,000.00	\$ 27,938.74	\$ 147,102.84	\$ 1,103,106.04	\$ 1,935,649.96

Grant and Other Income Performance Analysis - Table 3
March 31, 2017

	<u>Total Available for Project</u>	<u>Total Grant Amount</u>	<u>Required District Match</u>	<u>Additional District Funds</u>	<u>Partner Funds</u>
○ ♦ Chanhassen Town Center	\$ 63,000.00	\$ 48,000.00	\$ 12,000.00	\$ 3,000.00	\$ 0.00
○ ♦ Fish Passage Bluff Creek	415,000.00	150,000.00	168,300.00	77,500.00	19,200.00
○ ♦ Lake Susan Improvement Ph 2	383,400.00	233,400.00	58,350.00	91,650.00	0.00
♦ Metropolitan Council - WOMP	5,000.00	5,000.00	0.00	0.00	0.00
○ ♦ Chanhassen HS Reuse	250,000.00	200,000.00	50,000.00	0.00	0.00
♦ Fire Station 2 Water Reuse	98,287.00	73,715.00	24,572.00	0.00	0.00
○ ♦ Community Resilience MPCA	47,000.00	27,000.00	10,000.00	0.00	10,000.00
○ ♦ Scenic Heights	260,000.00	50,000.00	0.00	165,000.00	45,000.00
Total Grants and Other Income	\$ 1,521,687.00	\$ 787,115.00	\$ 323,222.00	\$ 337,150.00	\$ 74,200.00

○ Denotes Multi-Year Project - See Table 2 for details

♦ Grants are supplementing the projects - See table 3 for further details

* Denotes the project will be overlapping by one year as it was not fully complete by year end.

‡ Includes the Master Design items - See Table 2 to details

See Accountants Compilation Report

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**Balance Sheet****As of March 31, 2017****ASSETS****Current Assets**

Checking	\$	3,597,585.95
Money Market Savings		75,520.41
Investments		0.00

Total Current Assets \$ 3,673,106.36**Other Assets**

Security Deposit		9,744.00
Prepaid Expenses		13,957.41
Delinquent Property Taxes		17,622.16

Total Other Assets \$ 41,323.57**Total Assets** \$ 3,714,429.93**LIABILITIES AND NET ASSETS****Liabilities****Current Liabilities**

Accounts Payable	\$	263,330.92
Payroll Withholding		275.42
Accrued Payroll		10,816.15
PERA Withholding		(0.01)

Total Current Liabilities \$ 274,422.48**Other Current Liabilities**

Retainages Payable		23,786.93
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Total Other Current Liabilities \$ 23,786.93**Long-Term Liabilities**

Deferred Revenues	\$	17,622.16
Unearned Revenue		132,396.16
Permit Escrows		626,500.00

Total Long-Term Liabilities \$ 776,518.32**Total Liabilities** \$ 1,074,727.73**Net Assets**

Cumulative Fund Balance	\$	3,068,998.68
Excess (Deficiency) Current		(429,296.48)

Total Net Assets \$ 2,639,702.20**Total Liabilities and Net Assets** \$ 3,714,429.93

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
Klein Bank Visa Activity
March 30, 2017

DATE	PURCHASE FROM	AMT	DESCRIPTION	ACCT #	Rcpt	Total
6-Mar	MAWD	\$ 100.00	Conferences & Training - A	70302	y	\$ 100.00
1-Mar	26 Piada	\$ 99.37	Manager General Expenses	70402	y	
1-Mar	Cub Foods	\$ 36.09	Manager General Expenses	70402	y	\$ 135.46
22-Feb	DNR	\$ 50.00	Conferences & Training - S	71002	n	
6-Mar	MAWD	\$ 200.00	Conferences & Training - S	71002	y	
9-Mar	Northwest Environ	\$ 495.00	Conferences & Training - S	71002	y	
14-Mar	Northwest Environ	\$ (495.00)	Conferences & Training - S	71002	y	\$ 250.00
28-Feb	Kowalski's	\$ 25.16	Education & Outreach	93002	y	
6-Mar	Kowalski's	\$ 14.18	Education & Outreach	93002	n	
22-Feb	Lunds&Byerlys	\$ 12.86	Education & Outreach	93002	y	
16-Mar	Sign a Rama	\$ 56.79	Education & Outreach	93002	y	
15-Mar	SW Newspapers	\$ 72.00	Education & Outreach	93002	y	\$ 180.99
17-Mar	Capitol City Stn	\$ 51.91	Data Collection	100802	y	
24-Feb	Holiday	\$ 71.60	Data Collection	100802	y	
13-Mar	Home Depot	\$ 23.32	Data Collection	100802	y	
1-Mar	Merlins Ace Hdwe	\$ 25.94	Data Collection	100802	y	
20-Mar	Merlins Ace Hdwe	\$ 49.48	Data Collection	100802	y	
27-Feb	Mtka Minnoco	\$ 8.83	Data Collection	100802	n	
28-Feb	SuperAmerica	\$ 55.68	Data Collection	100802	y	\$ 286.76
28-Feb	26 Piada	\$ 39.28	Office Cost	170402	y	
8-Mar	Amazon	\$ 199.00	Office Cost	170402	y	
25-Feb	Bed Bath & Beyond	\$ 160.90	Office Cost	170402	y	
24-Feb	Best Buy	\$ 160.90	Office Cost	170402	y	
22-Feb	Brueggers	\$ 12.49	Office Cost	170402	y	
24-Feb	Caribou	\$ 12.16	Office Cost	170402	y	
27-Feb	Caribou	\$ 31.68	Office Cost	170402	y	
8-Mar	CenturyLink	\$ 219.60	Office Cost	170402	y	
25-Feb	Fully	\$ 755.00	Office Cost	170402	y	
6-Mar	GE Appliances	\$ 149.95	Office Cost	170402	y	
13-Mar	GE Appliances	\$ 231.09	Office Cost	170402	y	
3-Mar	General Delivery	\$ 23.58	Office Cost	170402	y	
9-Mar	General Delivery	\$ 20.92	Office Cost	170402	y	
17-Mar	General Delivery	\$ 61.16	Office Cost	170402	y	
27-Feb	Gina Maria's Pizza	\$ 58.54	Office Cost	170402	n	
24-Feb	Home Depot	\$ 103.99	Office Cost	170402	y	
7-Mar	Home Depot	\$ 54.85	Office Cost	170402	y	
7-Mar	Home Depot	\$ 487.82	Office Cost	170402	y	
28-Feb	Jr Copier	\$ 1,750.00	Office Cost	170402	n	
27-Feb	Kowalski's	\$ 26.31	Office Cost	170402	y	
27-Feb	Lakewinds	\$ 84.04	Office Cost	170402	y	
19-Mar	Microsoft	\$ 53.64	Office Cost	170402	y	
24-Feb	Milios	\$ 19.97	Office Cost	170402	y	
8-Mar	Sears	\$ (21.36)	Office Cost	170402	n	
8-Mar	Sears	\$ (566.43)	Office Cost	170402	y	
8-Mar	Sears	\$ (14.99)	Office Cost	170402	y	
28-Feb	Sova	\$ 260.35	Office Cost	170402	y	
8-Mar	Sova	\$ 91.40	Office Cost	170402	y	
24-Feb	Target	\$ 16.40	Office Cost	170402	n	
24-Feb	Target	\$ 262.81	Office Cost	170402	y	
24-Feb	Target	\$ 164.80	Office Cost	170402	y	
24-Feb	Target	\$ 3.26	Office Cost	170402	y	
25-Feb	Target	\$ 525.63	Office Cost	170402	y	
1-Mar	Target	\$ (85.48)	Office Cost	170402	y	
1-Mar	Target	\$ (27.77)	Office Cost	170402	y	



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Riley Purgatory Bluff Creek
Watershed District
Eden Prairie, MN

To the Board of Managers:

Accountant’s Opinion

The Riley Purgatory Bluff Creek Watershed District is responsible for the accompanying March 31, 2017 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 the 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 outside 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.

JMSC, PLLC
St. Louis Park, MN
April 28, 2017

Buffalo: 215 Hwy 55 East, #306 Buffalo, MN 55313 p: 763.682.6458 f: 763-682-1880
Minneapolis: 5000 West 36th Street, #240 St. Louis Park, MN 55416 p: 952-540-4340 f: 952-540-4345
Plymouth: 3020 Harbor Lane North, #101 Plymouth, MN 55447 p:763-424-8261 f: 763-404-8681

Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2017-007

Received complete: February 10, 2017 (Review period extended by Board on 4/5/17)

Applicant: Pemtom Land Company

Consultant: John Bender, Westwood Professional Services

Project: Cedarcrest Stables – Construction of a 17-lot single family home subdivision and associated site infrastructure. Four infiltration basins and a wet sedimentation basin will provide storm water quantity, volume and quality control.

Location: 16870 Cedarcrest Drive, Eden Prairie, MN

Reviewer: Candice Kantor and Scott Sobiech, Barr Engineering

Rules: Applicable rules checked

	Rule B: Floodplain Management		Rule H: Appropriation of Public Waters
X	Rule C: Erosion and Sediment Control		Rule I: Appropriation of Groundwater
	Rule D: Wetland and Creek Buffers	X	Rule J: Stormwater Management
	Rule E: Dredging and Sediment Removal	X	Rule K: Variances and Exceptions
	Rule F: Shoreline/Streambank Stabilization	X	Rule L: Permit Fees
	Rule G: Waterbody Crossings	X	Rule M: Financial Assurances

Rule Conformance Summary

Rule	Issue	Conforms to RBPCWD Rules?	Comments
C	Erosion Control Plan	See Comment	See Rule Specific Permit Conditions C1-C2.
J	Stormwater Management	Rate	See Comment
		Volume	See Comment
		Water Quality	Yes
		Low Floor Elev.	Yes
		Maintenance	See Comment
K	Variances and Exceptions	Yes	
L	Permit Fee	See Comment	\$3,000 was received on February 10, 2017. Additional \$1,640 for excess cost recovery
M	Financial Assurance	See Comment	The financial assurance has been calculated at \$102,500.

Project Description

The project proposes the construction of a 17-lot single family home subdivision, 600 feet of new roadway, conversion of 300 feet of 12-foot wide private road to a 28-foot wide public roadway, and associated site infrastructure on a site that currently includes one single-family home and commercial business. The existing open space is a combination of open grassland and wooded areas. The project includes four infiltration basins and a wet sedimentation basin to provide storm water quantity, volume and quality control. The project site information is summarized below:

1. Total Site Area: 10.7 acres
2. Existing Site Impervious Area: 1.4 acres (60,984 square feet)
3. New (Increase) in Site Impervious Area: 1.2 acres (52,272 square feet) (86% increase in site impervious area)
4. Disturbed impervious surface: 1.4 acres
5. Total Disturbed Area: 6.5 acres

Exhibits:

1. Permit Application dated February 7, 2017.
2. Design Plan Sheets (Sheets 1-5) dated February 6, 2017 (revised April 19, 2017).
3. Stormwater Management Plan dated February 3, 2017 (revised April 18, 2017).
4. P8 Model received February 10, 2017 (revised April 18, 2017).
5. HydroCAD Model received February 10, 2017 (revised April 18, 2017).
6. Geotechnical Evaluation Report by Braun Intertec dated October 28, 2014.
7. DWSMA Analysis dated January 9, 2017.
8. Green Infrastructure Narrative dated December 9, 2016.
9. Legal Description for Property dated February 8, 2017.
10. Stormwater Pollution Prevention Plan dated March 8, 2017.
11. Response to Comments Letter dated March 21, 2017.
12. Response to Comments Letter dated April 3, 2017.
13. Response to Comments Letter dated April 19, 2017.
14. Variance Request Narrative dated April 3, 2017 (revised April 19, 2017).

Rule Specific Permit Conditions

Rule C: Erosion and Sediment Control

Because the project will alter 6.5 acres (283,140 square feet) of land-surface area the project must conform to the requirements in the RPBCWD Erosion and Sediment Control rule (Rule C, Subsection 2.1).

The erosion control plan prepared by Westwood Professional Services includes installation of silt fence, inlet protection for storm sewer catch basins, a rock construction entrance, placement of a minimum of 6 inches of topsoil, decompaction of areas compacted during construction, and retention of native topsoil onsite. To conform to the RPBCWD Rule C requirements the following revisions are needed:

- C1. The Applicant must provide the name and contact information of the individual responsible for erosion control at the site. RPBCWD must be notified if the responsible individual changes during the permit term.
- C2. Permit applicant must provide documentation of authorization from property owner to complete work offsite to reconstruct Cedarcrest Drive and install a retaining wall.

Rule J: Stormwater Management

Because the project will alter 6.5 acres (283,140 square feet) of surface area, approval under the RPBCWD Stormwater Management Rule is required. The proposed land-disturbing activities will increase the imperviousness of the entire site by 156% (i.e., an increase of more than 50 percent), and disturb 100% of the existing impervious area (i.e., more than 50 percent of the existing impervious area), therefore under the paragraph 2.3 redevelopment framework, the RPBCWD stormwater management criteria apply to the entire project parcel.

The developer is proposing four infiltration basins and a wet sedimentation basin to provide the required rate control, volume abstraction and water quality management on the site. Pretreatment for the infiltration basin 1PIP is provided by sump manholes and pretreatment for infiltration basins 3PP, 7PP and 5PP is provided by vegetated filter strips.

Rate Control

In order to meet the rate control criteria listed in Subsection 3.1.a, the 2-, 10-, and 100-year post development peak runoff rates must be equal to or less than the existing discharge rates at all locations where stormwater leaves the site. The Applicant used a HydroCAD hydrologic model to simulate runoff rates for pre- and post-development conditions for the 2-, 10-, and 100-year frequency storm events using a nested rainfall distribution, and a 100-year frequency, 10-day snowmelt event. The existing and proposed 2-, 10-, and 100-year frequency discharges from the site are summarized in the table below.

Modeled Discharge Location	2-Year Discharge (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)		10-Day Snowmelt (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
1EP/1PSP	9.6	2.7	19.1	7.2	38.7	24.2	3.4	3.0
3EP/3PP	0.0	0.0	0.3	0.3	10.3	9.0	0.8	0.8
4ES/4PP	0.1	0.3	0.3	0.6	0.9	1.2	0.4	0.4
5ES/5PP	3.1	1.6	6.3	4.0	13.0	12.7	0.3	0.3
6ES/6PP	1.1	1.5	2.3	2.7	4.7	5.1	0.1	0.1

The Applicant is not meeting the rate control requirements during the 2-, 10-, and 100-year events at the southern discharge points along Cedarcrest Drive. Because of the additional impervious area created by converting Cedarcrest Drive from a private road approximately 12 feet wide to a 28-foot wide public roadway and additional driveways, the applicant is proposing to increase the discharge to the east and west at the southern parcel boundary by between 0.2 to 0.4 cubic feet per second. The overall site discharge in proposed conditions is lower than that in existing conditions. Because the Applicant cannot meet rate control requirements at the southern discharge points, approval of a variance is requested. Otherwise, the proposed project meets the rate control requirements in Rule J, Subsection 3.1a.

Volume Abstraction

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all impervious surface of the parcel. An abstraction volume of 10,382 cubic feet is required from the 2.6 acres (113,256 square feet) of impervious area on the project for volume retention. The Applicant proposes four infiltration basins with pretreatment for the infiltration basin 1PIP provided by sump manholes and pretreatment for infiltration basins 5PP, 7PP, and 8PP provided by vegetated filter strips.

Soil borings performed by Braun Intertec show that soils in the project area are clayey sand with underlying poorly graded sand; the MN Stormwater Manual indicates an infiltration rate of 0.45 inches per hour for the poorly graded sand is appropriate. The proposed BMPs will include over-excavation to reach the poorly graded sand layer. Soil borings performed by Braun Intertec show no groundwater to a boring elevation of 833.9 feet. This indicates that groundwater is at least 3 feet below grade at the proposed infiltration basins (Rule J, Subsection 3.1.b.ii). An abstraction volume of 13,070 cubic feet is

provided by the proposed infiltration basins. The table below summarizes the volume abstraction on the site. The proposed design does not provide abstraction of runoff from about 8.8% of the proposed impervious area of the parcel. The applicant proposes to compensate for the shortfall by enlarging the proposed infiltration basins to abstract runoff from some of the offsite impervious areas that flow to the site from the surrounding developed residential neighborhood. The applicant has requested a variance from the abstraction criterion, seeking to have treatment of runoff from offsite offset the shortfall from the abstraction standard (see variance discussion below).

Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Volume (cubic feet)
1.1	10,382	13,070

Water Quality Management

Subsection 3.1.c of Rule J requires the Applicant provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff. The Applicant is proposing four infiltration basins and a wet sedimentation basin to achieve the required TP and TSS removals and submitted a P8 model to estimate the TP and TSS removals. The engineer concurs with the modeling, and finds that the proposed project is in conformance with Rule J, Subsection 3.1.c.

Pollutant of Interest	Required Removal (%)	Estimated Removal (%)
Total Suspended Solids (TSS)	90	96.8
Total Phosphorus (TP)	60	67.2

Low floor Elevation

No structure may be constructed or reconstructed such that its lowest floor elevation is less than 2 feet above the 100-year event flood elevation and no stormwater management system may be constructed or reconstructed in a manner that brings the low floor elevation of an adjacent structure into noncompliance according to Rule J, Subsection 3.6.

The low floor elevations of the structure and the adjacent stormwater management feature are summarized below.

Location Riparian to Stormwater Facility	Low Floor Elevation of Building (feet)	100-year Event Flood Elevation of Adjacent Stormwater Facility (feet)	Freeboard (feet)	Provided Distance Between Building and Adjacent Stormwater Feature (feet)	Required Separation to Groundwater based on Appendix J, Plot 1 (feet)	Provided Separation to Groundwater based on Appendix J, Plot 1 (feet)
Lot 1	853.4	849.01 (Wet Sedimentation Basin)	4.39			
Lot 2	852.2	849.01 (Wet Sedimentation Basin)	3.19			
Lot 3	852.1	849.01 (Wet Sedimentation Basin)	3.09			
Lot 4	855.9	849.01 (North Infiltration Basin-1P1S)	6.89			
Lot 5	857.2	849.01 (North Infiltration Basin-1P1S)	8.19			
Lot 6	855.5	849.01 (Wet Sedimentation Basin)	6.49			
Lot 7	855.0	849.01 (Wet Sedimentation Basin)	5.99			
Lot 8	855.3	841.71 (East Infiltration Basin-5PP)	13.59			
Lot 9	855.3	842.61 (West Infiltration Basin-7PP)	12.69			
Lot 10	857.1	842.61 (West Infiltration Basin-7PP)	14.49			
Lot 11	850.0	843.87 (West Infiltration Basin-8PP)	6.13			

Location Riparian to Stormwater Facility	Low Floor Elevation of Building (feet)	100-year Event Flood Elevation of Adjacent Stormwater Facility (feet)	Freeboard (feet)	Provided Distance Between Building and Adjacent Stormwater Feature (feet)	Required Separation to Groundwater based on Appendix J, Plot 1 (feet)	Provided Separation to Groundwater based on Appendix J, Plot 1 (feet)
Lot 12	849.0	843.87 (West Infiltration Basin-8PP)	5.13			
Lot 13	848.0	841.71 (East Infiltration Basin-5PP)	6.29			
RCR Lot 1	855.9	849.01 (Wet Sedimentation Basin)	6.89			
RCR Lot 6	851.7	849.01 (Wet Sedimentation Basin)	2.69			
9360 Shetland Rd.	845.2	841.54 (East Existing Low Area)	3.66			
9374 Shetland Rd.	839.08	841.54 (East Existing Low Area)	-2.46	66	5.25	7.1
9388 Shetland Rd.	845.0	841.54 (East Existing Low Area)	3.46			
16974 Cedarcrest Dr.	838.9	843.87 (West Infiltration Basin-8PP)	-4.97	137	1.25	6.9
16922 Cedarcrest Dr.	838.6	843.87 (West Infiltration Basin-8PP)	-5.27	130	1.5	6.6

An analysis in accordance with Appendix J1 was completed for the proposed homes and adjacent stormwater feature when the low floor elevation of the proposed home was less than the required 2 feet above the 100-year event flood elevation of the adjacent stormwater feature. There are two borings in the area of the proposed basins and houses in question. Neither of the borings showed water

in the first 19.5 feet (817.6 and 835.6), so the applicant assumed the groundwater level was at elevation 832 based on the normal water level in a nearby downstream wet pond.

The low floor elevations of the existing off-site homes at 9374 Shetland Rd., 16974 Cedarcrest Dr., and 16922 Cedarcrest Dr. are less than the required 2 feet above 100-year event flood elevation of west infiltration basin and east existing low area. The applicant completed an analysis in accordance with Appendix J1 for these homes as summarized in the above table. Based on the analysis provided the engineer concurs that the low floors of the existing structures will be in compliance with Plot 1 in Appendix J1.

The RPBCWD Engineer concurs that the proposed project is in conformance with Rule J, Subsection 3.6.

Maintenance

Subsection 3.7 of Rule J requires the submission of a maintenance plan. All stormwater management structures and facilities must be designed for maintenance access and properly maintained in perpetuity to assure that they continue to function as designed.

J1. Permit applicant must provide a draft maintenance and inspection plan. Once approved by RPBCWD, the plan must be recorded on the deed in a form acceptable to the District.

Rule K: Variances and Exceptions

The Applicant has requested two variances from the RPBCWD stormwater management rule requirements as follows:

1. The first variance request is from the requirements of Rule J, Subsection 3.1a of the stormwater management rule which states that peak runoff flow rates for proposed condition must be limited to that from existing conditions for the two-, 10- and 100-year frequency storm events using a nested 24-hour rainfall distribution, and a 100-year frequency, 10-day snowmelt event, for all points where stormwater discharge leaves the site (Rule J, subsection 3.1a). The applicant is proposing to increase the discharge to the east and west at the southern parcel boundary along the proposed Cedarcrest Drive by between 0.2 to 0.4 cubic feet per second for the southeast and southwest areas respectively.
2. The second variance request is from the requirement of Rule J, Subsection 3.1b of the stormwater management rule which states the proposed project must provide for the abstraction onsite of 1.1 inches of runoff from impervious surface of the parcel. The proposed design does not provide abstraction of runoff from roughly 8.8% of the proposed impervious area on the parcel. The applicant proposes to compensate for the shortfall by enlarging the proposed infiltration basin to abstract runoff from some of the offsite impervious areas that flow to the site from the surrounding developed residential neighborhood.

The attached variance request letter submitted on behalf of the applicant cites several facts related to the development in support of the request. Rule K requires the Board of Managers to find that because

of unique conditions inherent to the subject property the application of rule provisions will impose a practical difficulty on the Applicant. Assessment of practical difficulty is conducted against the following criteria:

1. how substantial the variation is from the rule provision;
2. the effect of the variance on government services;
3. whether the variance will substantially change the character of or cause material adverse effect to water resources, flood levels, drainage or the general welfare in the District, or be a substantial detriment to neighboring properties;
4. whether the practical difficulty can be alleviated by a technically and economically feasible method other than a variance. Economic hardship alone may not serve as grounds for issuing a variance if any reasonable use of the property exists under the terms of the District rules;
5. how the practical difficulty occurred, including whether the landowner, the landowner's agent or representative, or a contractor, created the need for the variance; and
6. in light of all of the above factors, whether allowing the variance will serve the interests of justice.

While the applicant must address these criteria to support a variance request, the following is the RPBCWD engineer's assessment of information from the request relevant to the applicant's request for a variance from the rate control criterion:

- Related to variance criterion 1 – the increased rates from both the southeast area (approximately 0.3 cfs for the 100-year storm) and the southwest (approximately 0.4 cfs for the 100-year storm) are relatively modest.
- More important and related to variance criterion 3 – In the southeast area the proposed 8-foot trail (0.02 acres) will be treated by the 4-foot vegetated boulevard between the trail and Cedarcrest Drive, and the remaining 0.04 acres of impervious will either overland flow through woods or be conveyed to existing storm sewer system via street curb and gutter to an existing stormwater basin for treatment before entering Riley Creek. In the southwest area, the proposed trail (0.04 acres) will also be treated by the boulevard between the trail and Cedarcrest Drive, and the remaining 0.17 acres of impervious will either overland flow through woods or be conveyed to the existing storm sewer system via street curb and gutter to an existing stormwater basin for treatment before entering Riley Creek. Also, the overall site discharge in proposed conditions is lower than that in existing conditions.
- Technical measures incorporated into the project plan to alleviate the practical difficulty (variance criterion 4) include directing downspouts to rear yard infiltration/treatment areas rather than toward the street, and a vegetated boulevard between the road and proposed trail to reduce the runoff rates leaving the site. The applicant also considered using pervious pavement for the street section but the city would not allow the material for a public roadway. The applicant indicated that given the close proximity of the two existing ends of Cedarcrest Drive that the project connects to (300' apart), it isn't feasible to neck the road down to a reduced width to less than 28 feet.

- With regard to variance criterion 5, the existing steep topography, existing woods and heritage trees, and the existing gas pipeline easement restrictions – site conditions that the applicant did not create or exacerbate – cause to a substantial degree the need for the variance.
- In summary, the increase in peak runoff rate from the southeast and southwest portion of the site does not present a material risk to downstream properties or infrastructure.

While the applicant must address these criteria to support a variance request, the following is the RPBCWD engineer’s assessment of information from the request relevant to the applicant’s request for a variance from the abstraction standard:

- Related to variance criterion 1 – the proposed design does not provide abstraction of runoff from roughly 8.8% of the proposed disturbed impervious area on the parcel.
- The applicant has taken measures relevant to variance criterion 4 to offset the shortfall from the abstraction requirement: The proposed site requires an abstraction volume of 10,382 cubic feet and the proposed basins have an abstraction volume of 13,070 cubic feet. Runoff from offsite impervious areas from the surrounding developed residential neighborhood will flow to the site and the basins, and runoff from the impervious areas of the site that do not run to onsite treatment facility will enter downstream treatment basins maintained by the city of Eden Prairie before entering Riley Creek. The applicant has also directed downspouts to rear yard infiltration/treatment areas rather than toward the street, and included a vegetated buffer strip between the road and proposed trail to improve treatment of the trail runoff.
- With regard to variance criterion 5, the existing steep topography, existing woods and heritage trees, and the existing gas pipeline easement restrictions – site conditions that the applicant did not create or exacerbate – cause to a substantial degree the need for the variance.
- To help demonstrate that the project will not substantially change the character of or cause material adverse effect to water resources, flood levels, drainage or the general welfare in the District, or be a substantial detriment to neighboring properties (variance criterion 3), the applicant provided computations showing a net reduction of 0.69 acre-feet in runoff volume between proposed and existing conditions for the 100-year, 24-hour event.
- In summary, although the proposed design does not provide a way for all the regulated impervious surface runoff to get to the proposed treatment areas it does provide enough capacity to abstract 13,070 cubic feet of impervious surface runoff from the site and surrounding neighborhood which currently receives no abstraction, thus not presenting a material risk to downstream properties or infrastructure.

Rule L: Permit Fee:

Fees for the project are:

Rule C & J \$3,000

The RPBCWD permit fee schedule adopted in December 2015 indicates that costs of site inspections, analysis of the proposed activities, services of consultants and compliance assurance in excess of \$5,000

for properties greater the 10 acres will be charged to the permit applicant. The review of this permit application has resulted in \$6,640 of consultant time.

- L1. In accordance with the adopted RPBCWD permit-fee schedule, because the engineer and legal time to review this permit exceeded \$5,000 the applicant must submit an additional permit fee of \$1,640 for excess cost recovery.

Rule M: Financial Assurance:

Rules C: Silt fence: 4,641 L.F. x \$2.50/L.F. =	\$11,700
Restoration: 6.5 acres x \$2,500/acre =	\$16,300
Rules J: Infiltration: 7,261 sq. ft. x \$6.00/sq. ft. =	\$43,600
Contingency (10%)	\$7,200
Administration (30%)	<u>\$23,700</u>
Total Financial Assurance.....	\$102,500

Applicable General Requirements:

1. The RPBCWD Administrator shall be notified at least three days prior to commencement of work.
2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.
3. Return or allowed expiration of any remaining surety and permit close out is dependent on the permit holder providing proof that all required documents have been recorded and providing as-built drawings that show that the project was constructed as approved by the Managers and in conformance with the RPBCWD rules and regulations.

Findings

1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.
2. The Applicant has requested a variance from compliance with the Rule J criteria related to not increasing the discharge rate at all points where stormwater runoff leaves the site.
3. The Applicant has requested a variance from compliance with the Rule J criteria related to providing 1.1 inches of volume abstraction from all impervious areas on the parcel.
4. The proposed project will conform to Rule C if the Rule Specific Permit Conditions listed above are met; the applicant is requesting a variance from the rate-control and abstraction requirements of Rule J.

Recommendation:

Approval of the variance requests and permit, contingent upon:

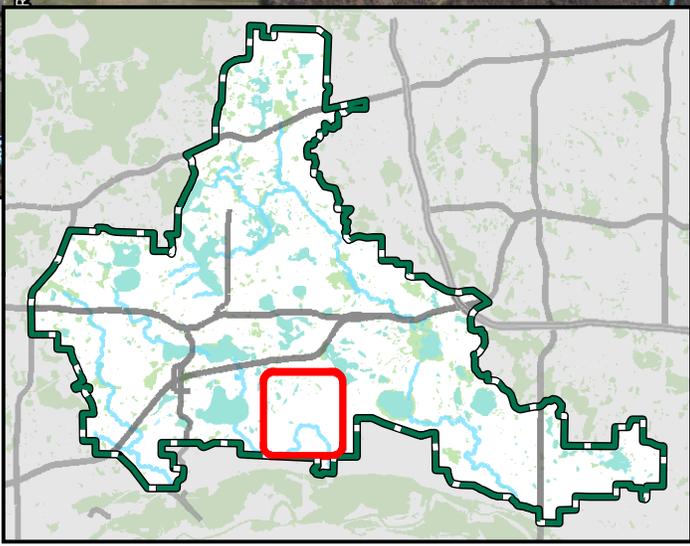
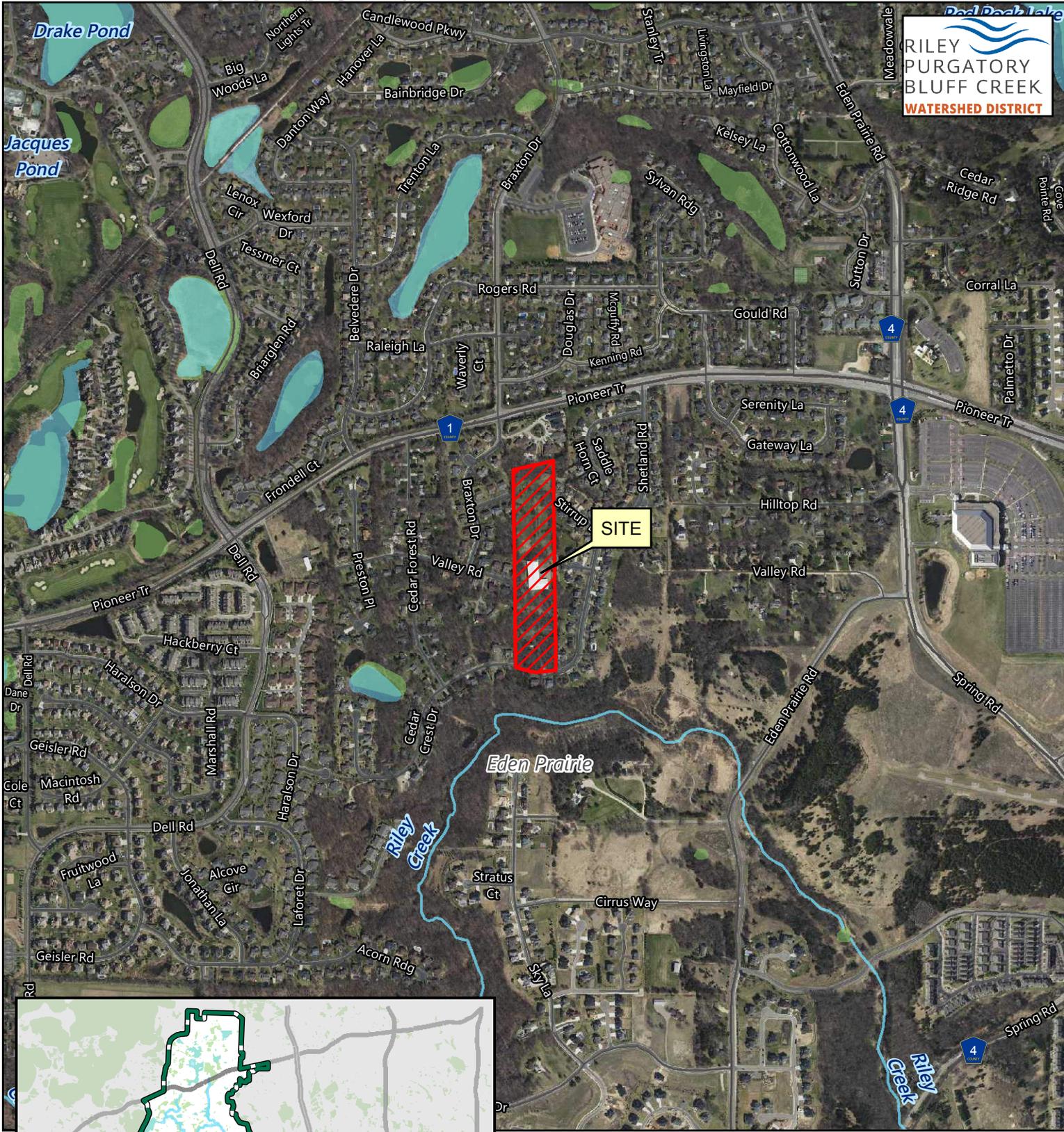
1. Continued compliance with General Requirements.
2. Financial Assurance in the amount of \$102,500.
3. Applicant providing the name and contact information of the individual responsible for erosion and sediment control at the site.
4. Applicant providing documentation of authorization to complete work offsite to reconstruct Cedarcrest Drive and install a retaining wall.
5. Submission of a receipt showing recordation of a maintenance declaration for the storm water management facilities. A draft of the declaration must be approved by the District prior to recordation.
6. Indemnification of RPBCWD against any claims related to offsite stormwater flow.
7. Receipt of an additional permit fee of \$1,640 for excess cost recovery.

By accepting the permit, when issued, the applicant agrees to the following stipulations:

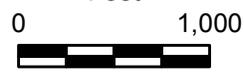
1. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications as approved by the District.
2. Single-family homes to be constructed on lots in the subdivision created under the terms of permit 2017-007, if issued, must have an impervious surface area and configuration materially consistent with the approved plans to be exempt from additional stormwater permitting requirements. Home design proposed that differs materially from the approved plans will be subject to re-review for compliance with all applicable stormwater-management (and other regulatory) requirements.
3. The downspouts for custom lots 11 – 13 must be directed to the north to the infiltration BMPs consistent with the approved plans.

Board Action

It was moved by Manager _____, seconded by Manager _____ to approve permit application No. 2017-007 with the conditions recommended by staff.



Feet



Permit Location Map

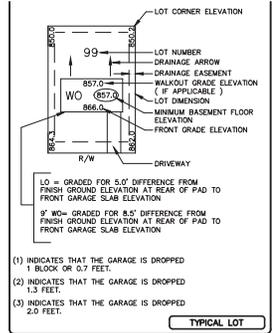
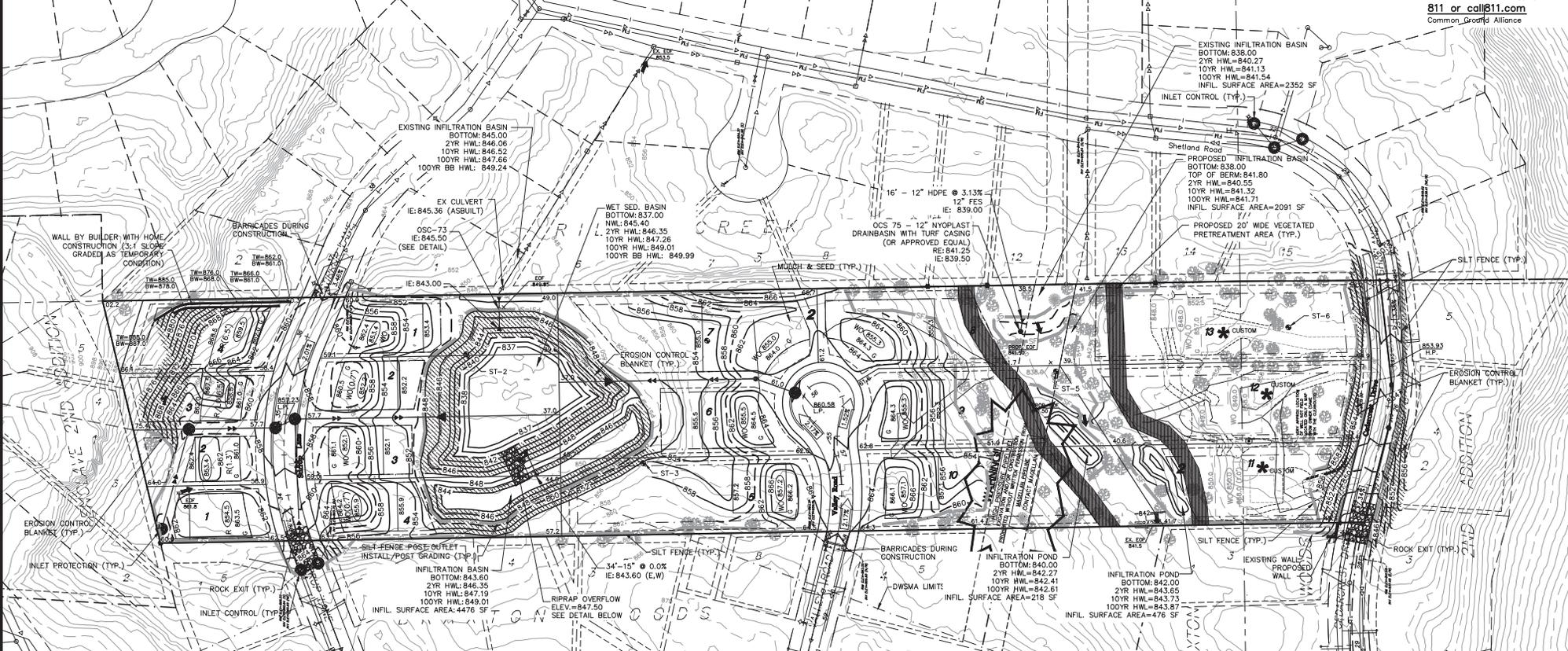
CEDARCREST STABLES

EDEN PRAIRIE

Permit 2017-007

Riley Purgatory Bluff Creek

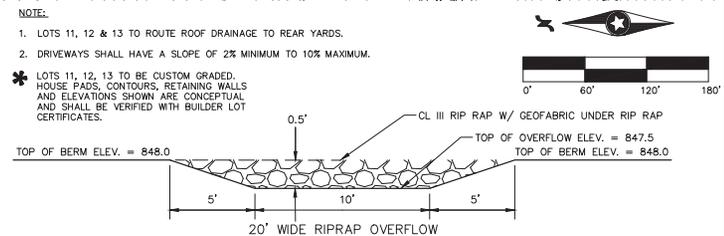
Watershed District



LEGEND:

	DENOTES SOIL BORING
	DENOTES SILT FENCE
	DENOTES HEAVY DUTY SILT FENCE
	DENOTES POST GRADING SILT FENCE
	DENOTES EXISTING CONTOURS
	DENOTES PROPOSED CONTOURS
	DENOTES EXISTING STORM SEWER
	DENOTES PROPOSED STORM SEWER
	DENOTES EXISTING TREE LINE
	DENOTES APPROXIMATE TREE REMOVAL LIMITS
	DENOTES EXISTING SPOT ELEVATION
	DENOTES PROPOSED SPOT ELEVATION
	DENOTES FILLER LOGS
	DENOTES EMERGENCY SPOT ELEVATION
	DENOTES BOULDER RETAINING WALL
	DENOTES EROSION CONTROL BLANKET
	DENOTES INLET CONTROL DEVICE
	DENOTES AREAS NOT TO BE DISTURBED

- NOTE:**
- NATURAL TOPOGRAPHY AND SOIL CONDITIONS MUST BE PROTECTED INCLUDING RETENTION ON-SITE OF NATIVE TOPSOIL TO THE GREATEST EXTENT POSSIBLE.
 - FINAL SITE STABILIZATION MEASURES MUST INCLUDE PERMANENT STABILIZATION OF ALL AREAS SUBJECT TO DISTURBANCE, SPECIFYING THAT AT LEAST SIX INCHES OF TOPSOIL OR ORGANIC MATTER BE SPREAD AND INCORPORATED INTO THE UNDERLYING SOIL DURING FINAL SITE TREATMENT WHEREVER TOPSOIL HAS BEEN REMOVED. NOTE 15 ON SHEET 8 MUST BE REVISED.
 - CONSTRUCTION SITE WASTE MUST BE PROPERLY MANAGED, SUCH AS DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTE AT THE CONSTRUCTION SITE.
 - ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE REMOVED UPON FINAL STABILIZATION.
 - SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERVIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED THROUGH SOIL AMENDMENT AND/OR RIPRAP TO A DEPTH OF 18 INCHES TAKING CARE TO AVOID UTILITIES, TREE ROOTS AND OTHER EXISTING VEGETATION PRIOR TO FINAL VEGETATION OR OTHER STABILIZATION.
 - ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDAR DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
 - THE PERMITTEE MUST, AT A MINIMUM, INSPECT, MAINTAIN AND REPAIR ALL DISTURBED SURFACES AND ALL EROSION AND SEDIMENT CONTROL FACILITIES AND SOIL STABILIZATION MEASURES EVERY DAY WORK IS PERFORMED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER, THE PERMITTEE MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATIVE COVER IS ESTABLISHED. THE PERMITTEE WILL MAINTAIN A LOG OF ACTIVITIES UNDER THIS SECTION FOR INSPECTION BY THE DISTRICT ON REQUEST.



- STORMWATER BASIN CONSTRUCTION SEQUENCING:**
- GRADE WET BASIN AND INFILTRATION BASIN WITH MASS GRADING, SEED AND MULCH AS DIRECTED.
 - INFILTRATION BASIN TO REMAIN OFF-LINE THROUGHOUT CONSTRUCTION UNTIL VEGETATION IS ESTABLISHED. THIS IS ACHIEVED BY PLUGGING THE EQUALIZATION PIPE BETWEEN THE WET BASIN AND THE INFILTRATION BASIN.
 - ONCE SITE IS STABILIZED WITH VEGETATION, INFORM THE ENGINEER. ENGINEER WILL DO SITE INSPECTION AND IF SITE IS ADEQUATELY VEGETATED, PROVIDE WRITTEN APPROVAL TO BRING THE INFILTRATION BASIN ON-LINE AT WHICH TIME THE PIPE PLUG CAN BE REMOVED.

Westwood
 Professional Services, Inc.
 Phone: (852) 937-5150 7699 Anagram Drive
 Fax: (852) 937-5621 6200 Prairie, MN 55344
 Toll Free: (888) 937-5150 www.westwood.com
 Westwood Professional Services, Inc.

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer. My license number is 43398.

John Bunker, PE
 Date: 4/19/17 License No. 43398

Revisions:

04/19/17	REVISED FOR WATERSHED
----------	-----------------------

Checked: [Signature]
 Drawn: [Signature]
 Based Drawing by/for: [Signature]

Prepared for:
The Pentom Land Company
 7699 Anagram Drive
 Eden Prairie, MN 55344

Cedarcrest Stables
 Edan Prutka, Minnesota

Grading & Erosion Control Plan

2017-2018 Professional Services

Engineering Firm	District Engineer	Watershed Management	Lake, Wetland and Stream Restoration	Stormwater BMP	Permitting	Land Surveying	GIS	Education and Outreach	Technology
BARR									
HDR									
Limnotech									
Sambatek									
SRF									
Wenck									
WSB*									

It is unclear from WSB's letter if they would like to be considered as District Engineer.

Staff's recommendation is to reappoint BARR Engineering as District Engineer and accept all other engineering firms as part of the pool.

Accounting JMISC

Legal Smith Partners