

**RESOLUTION NO. 22-36  
RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS  
RESOLUTION APPROVING DISTRICT ADMINISTRATOR  
POSITION PROFILE**

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

**WHEREAS**, the District has had an interim administrator since March 15, 2021, and has retained DDA Human Resources, Inc. (DDA) to guide the search process to fill the permanent administrator position, including information gathering, development of a position profile, advertisement, recruitment, screening, interview and selection;

**WHEREAS**, DDA has prepared a detailed district administrator position profile for distribution to assist in recruiting applicants for the position, which the Board of Managers has reviewed;

**THEREFORE, BE IT RESOLVED** that the Board of Managers of the Riley-Purgatory-Bluff Creek Watershed District hereby approves the district administrator position profile and authorizes its distribution to post the position and solicit applications as described in DDA’s scope of services.

The question was on the adoption of the above resolution and there were \_\_ ayes, and \_\_nays as follows:

	A YE	N AY	ABSTAIN	ABSENT
Jill Crafton				
Larry Koch				
Dorothy Pedersen				
David Ziegler				

March 17, 2022

\* \* \* \* \*

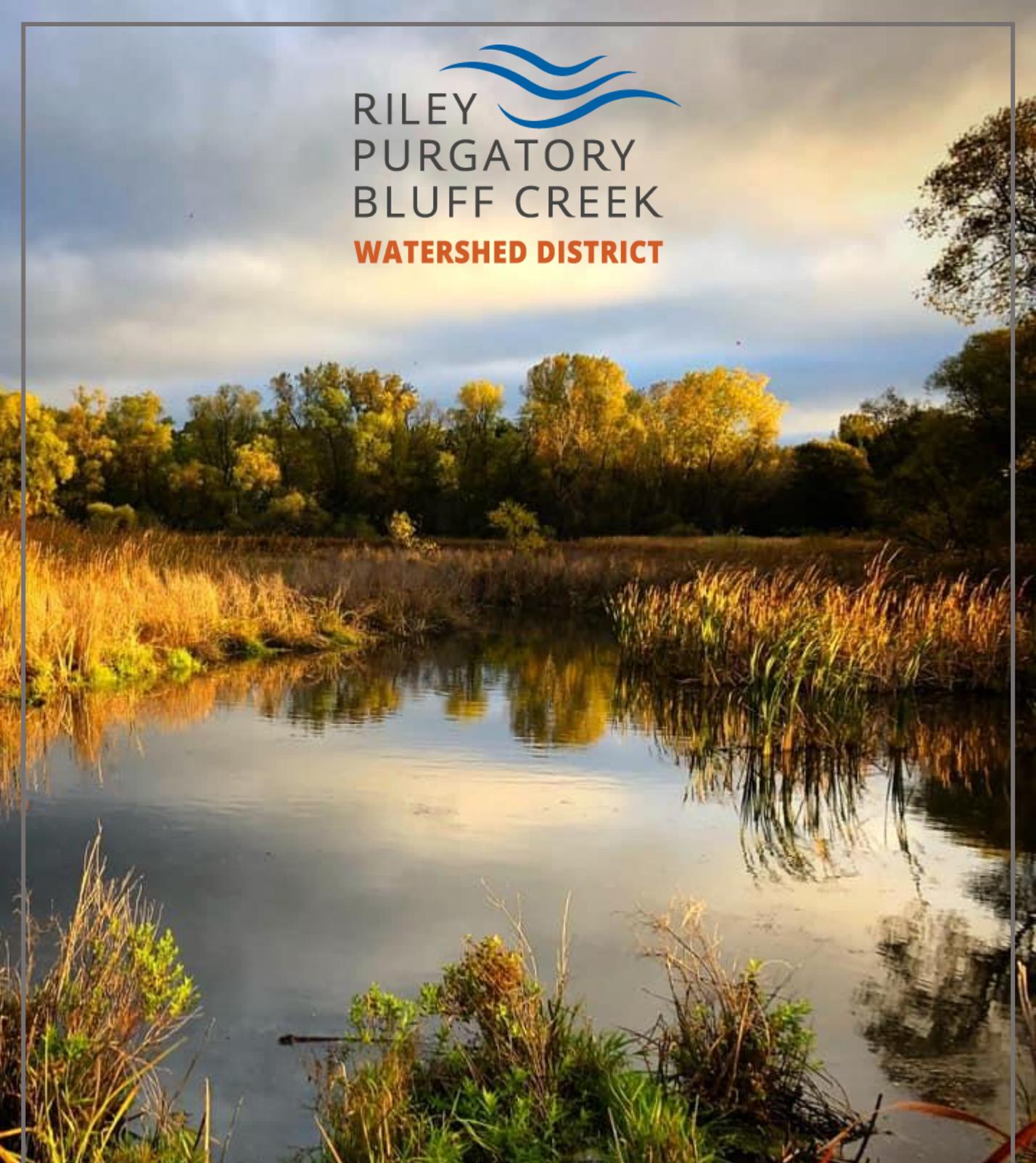
I, Dorothy Pedersen, Secretary of the Riley-Purgatory-Bluff Creek Watershed District Board of Managers, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this \_\_ day of March, 2022.

\_\_\_\_\_  
Dorothy Pedersen, Secretary



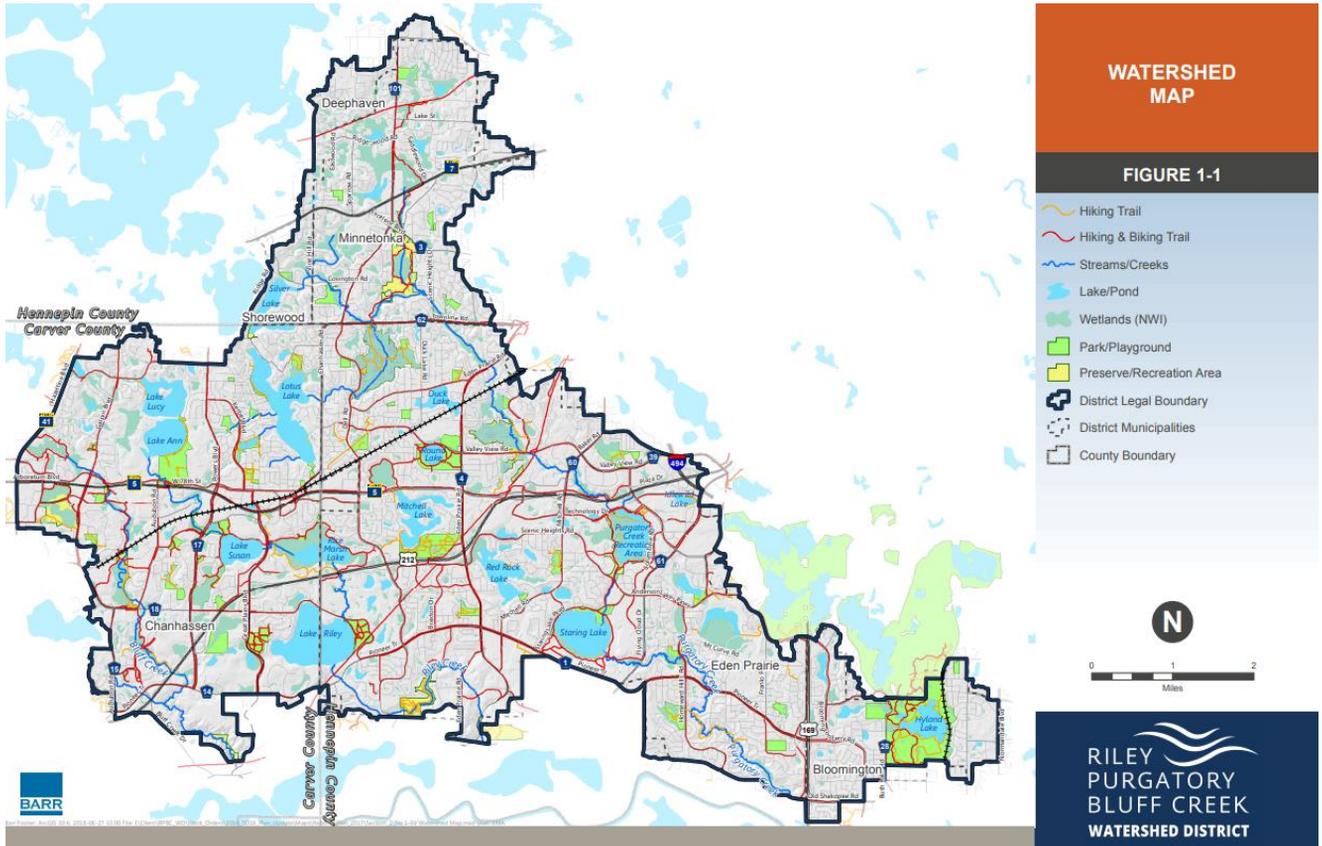
RILEY  
PURGATORY  
BLUFF CREEK  
**WATERSHED DISTRICT**



**DISTRICT ADMINISTRATOR**

**SALARY: \$95,000 TO \$142,000**

**WATERSHED DISTRICT**



The Riley Purgatory Bluff Creek Watershed District (RPBCWD) is a local unit of government tasked with protecting, managing, and restoring the water resources within its boundaries. The District was established on July 31, 1969, and is one of 65 Minnesota watershed management organizations. It is located in the southwestern portion of the Twin Cities Metropolitan Area in a largely developed urban landscape which encompasses portions of Bloomington, Chanhassen, Chaska, Deephaven, Eden Prairie, Minnetonka, and Shorewood. It covers an area close to 50 square miles and includes three distinct major watersheds: the land that drains to Riley Creek, Purgatory Creek, and Bluff Creek. Approximately 32.8 square miles of the District are within Hennepin County, and 14.5 square miles are in Carver County. The District is led by district residents and water professionals who focus on managing local water resources. The District partners with local communities to identify top priorities and plan, implement, and manage efforts to protect, manage, and restore our water resources. They educate and engage residents and the efforts they undertake benefit the quality and quantity of water in local and downstream watersheds and communities.

Multiple individuals contribute to the work of the District. These include the Board of Managers, advisory committees, staff, consultants, and volunteers. Five Managers govern the Watershed District. Four Managers are appointed by the Hennepin County Commissioners, and one Manager is appointed by the Carver County Commissioners. Each of the District's five Managers serves a three-year term.

The Board of Managers appoints two advisory committees, the Citizen Advisory Committee (CAC), and the Technical Advisory Committee (TAC) to provide recommendations on matters affecting the District including all contemplated projects and improvements. The Watershed District works regularly with various other units of state and regional government involved in regulating water resource related activities that have some jurisdiction overlapping that of the District.

## Protect. Manage. Restore Water Resources.

The Riley Purgatory Bluff Creek Watershed District views all the following elements as essential for achieving its mission:

### Administration

The District is challenged to achieve its goals through efficient and effective operation. This requires making informed and sound management decisions and balancing responsibilities among the District Administrator and staff, cities, cooperating agencies, and consultants. The District is funded by public dollars collected via an ad valorem tax levy. The District has a duty to its taxpayers to spend its funds in a responsible manner that considers the relative benefits, per dollar, of its actions.



### Data Collection

Accurate monitoring data allows the District to identify potential water resource management issues (e.g., lake water quality) and track changes over time. Research, modeling, and feasibility studies allow the District to identify factors contributing to water resource management issues and develop targeted solutions. This process requires continued data collection as well as accurate and unbiased interpretation of that data using best professional judgement.

### Education and Outreach

Education and outreach provide opportunities for the District to raise awareness of its role in managing water resources and increase public confidence in its expertise. The District and cities also use education and outreach to raise awareness of the impact that individuals, businesses, and organizations can have on the watershed, both positive and negative. Education and outreach provide opportunities for the District to develop watershed stewards who demonstrate and promote watershed best management practices.



# WHAT DOES RPBCWD DO?

## Planning

Effective watershed management requires planning to ensure that District projects, programs, and actions achieve the greatest possible benefit. Thoughtful evaluation and prioritization of projects and activities are necessary to deliver targeted benefits from limited resources. Transparent and defensible project prioritization methods are also critical for building partnerships and stakeholder trust.



## Water Quality

Improving and protecting water quality is a primary focus of the District. Maintaining clean, safe groundwater supplies is critical to human and environmental health and to the economic and social vitality of communities.



## Regulation

The District is one of several government entities with water resource management responsibilities and regulatory authority within the watershed. The District has adopted rules to ensure that land-disturbing activities do not degrade water quality, increase risk of flooding, or otherwise negatively affect water resources. Consistent enforcement and periodic evaluation of District rules is critical to protect valuable resources while not placing unnecessary burdens on developers, residents, and cities.



## Water Quantity

Managing the risk of flooding is also a primary focus of the District. As development and redevelopment occur within the watershed, appropriate rate and volume controls are necessary to avoid creating future flooding issues or exacerbating existing flooding issues.

## WATERSHED DISTRICT

As a recent MAWD Watershed District of the Year, RPBCWD is a leader in several initiatives. The organization's work in innovative creek assessment tools, wetland inventorying, carp management, chloride reduction, junior aquatic invasive species inspectors program, and stormwater pond studies are just a few areas in which RPBCWD has led the charge and is looked to for inspiration and guidance by other organizations.

RPBCWD typically has several large projects going at once in some stage of pre-construction, construction, or in completion. Staff members frequently present at conferences and meetings including for the U of M Water Resources Conference, Minnesota Association of Watershed Districts, Minnesota Aquatic Invasive Species Research Center, and many more.

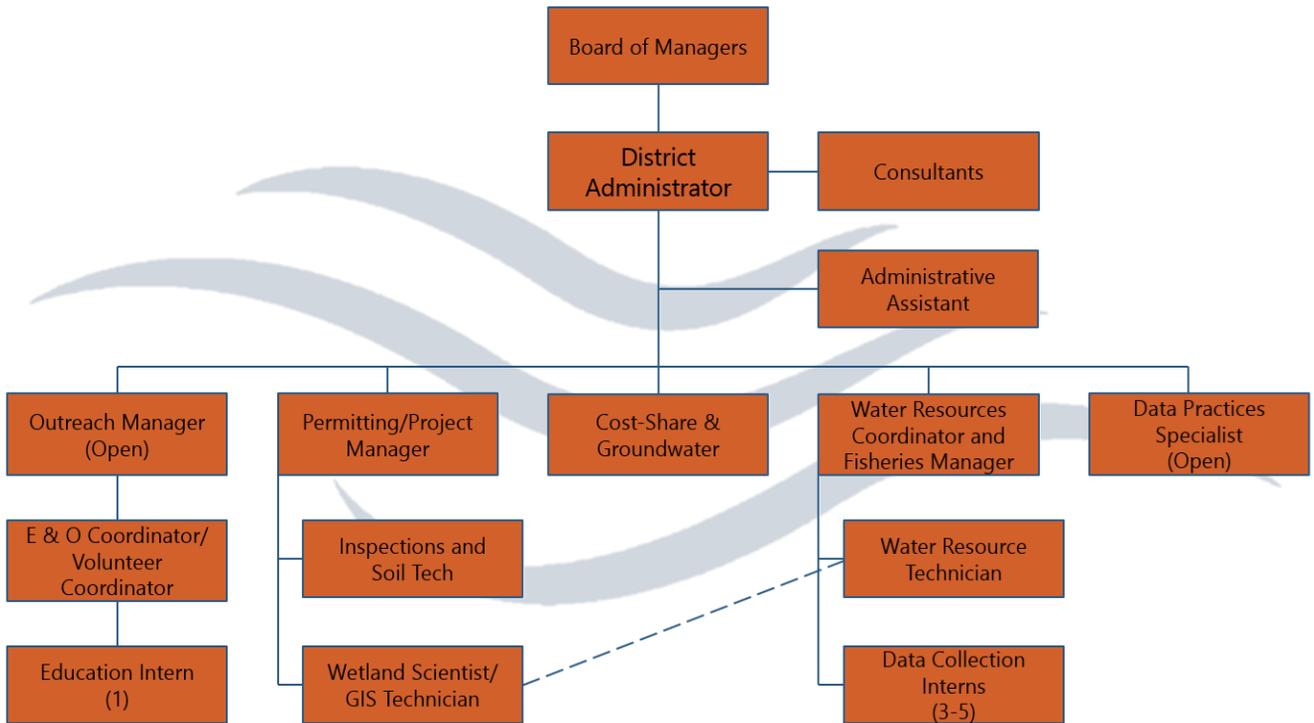


RPBCWD is very fortunate to have solid existing relationships with its cities, the DNR, the County, and many others who really value the role of the district. RPBCWD has a wonderful partnership with a local outdoor center where they collaborate several times a year on youth education programs. The organization is a trusted source of information for city publications and continuing education programs and is a part of a strong network of watershed districts who collaborate and share resources across boundaries. Community members, as well as the engaged and dedicated Citizen Advisory Committee, are actively engaged in the district's work, and Public Access and Education is a key metric that RPBCWD looks at when prioritizing projects. The organization also has strong connections with the University of Minnesota, and it hosts undergraduate students each year as service learners.



Many projects were started in the district that have been adopted by others – Creek Restoration Action Strategy (MAWD Project of the Year in 2015), Common Carp Management, Enviro DIY Monitoring, Alum Treatments (one of the early adopters), Aquatic Plants U of M Partnership, and Stormwater Pond U of MN Partnership.

# ORGANIZATIONAL STRUCTURE



## BUDGET SUMMARY

	2021 Budget	2022 Proposed
<b>Total Revenues</b>	7,558,007	7,328,991
Administration	1,470,054	1,575,581
Programs and Projects	2,239,379	2,009,000
Bluff Creek	812,536	603,933
Riley Creek	2,141,166	1,906,000
Purgatory Creek	714,872	960,058
<b>Total Expenditures</b>	<b>7,558,007</b>	<b>7,284,572</b>

## WATERSHED DISTRICT

- Oversees District programs and project implementation; supervises staff.
- Participates in regular and special Board meetings; ensures implementation of Board policy; promptly and regularly informs Board of all matters of importance in the affairs of the District, recommends and/or indicates an appropriate course of action, or obtains Board guidance, policy interpretation, or decisions as necessary; communicates with the Board promptly as to their direction, clarifies, if necessary, and follows through.
- Recommends goals, programs, policies, and priorities to the Board of Managers to ensure prudent use and management of water and related land resources in the District. Provides staff leadership for strategic planning and other business processes the District engages in.
- Proposes the annual work plan, budget, contract renewals, and District projects, communicates work plan items in the staff report, and keeps Board informed of progress regularly; ensures completion of prior year's performance goals; directs and oversees the implementation of the Watershed Management Plan.
- Manages District budgets and finances to ensure that resources are available to accomplish District goals and objectives and to maintain financial stability; manages District investments; coordinates the District's annual report on activities and financial audit with staff, and ensures these reports meet statutory requirements. Manages District properties, including fleet, real estate, office lease, and contents.
- Manages research program with third parties and implements in-lake water quality projects; coordinates with partners, secures permits as necessary, and reports as necessary; participates on Technical Environmental Panel and research committees; coordinates research projects with partners and reports to Board and partners progress and finding.



## WATERSHED DISTRICT

- Oversees grant applications, executes grants with Board approval, tracks grant expenses, and submits reporting as required. Invoices partners as per agreements.
- Implements Human Resources programs. Creates an environment which encourages employee development, retention, and accountability for performance; monitors and evaluates the performance of employees, explains policies and procedures, determines training needs, and creates an atmosphere in which employees are motivated to perform at their highest levels; manages benefits package and all worker's compensation claims; supervises all staff; functions as staff liaison to the Board of Managers. Hires seasonal staff as necessary.
- Represents the District in the community. Meets with stakeholders and other community leaders as needed to represent the District. Coordinates program activities with agencies and organizations of interest to the District; pursues cooperative partnerships to expand reach and leverage funds further. Oversees and maintains public identity of the District including strategic communication regarding District activities, policies, and mission inclusive of data privacy and open meeting law.
- Stays abreast in the field of Water Resource Management. Recommends changes to District's short- and long-range programs/plans to the Board of Managers in response to scientific data and community need.





- **Ensure a complete understanding and shared vision of the role and mission of RPBCWD and its capacity to tackle 21st century challenges of water quality improvement and climate change.**
- **Protect and restore the watershed using Best Management Practices (BMPs); analyze existing policies and practices based on current scientific research and data collection**
- **Build and foster relationships with citizens and local, county, regional, and state governments and organizations through proactive outreach and ongoing communications**
  - Educate regarding impact of climate change and ecosystem protection
  - Seek opportunities for collaboration
  - Provide regulatory expertise and work with collaborators to ensure compliance and encourage proactive policies and projects that reach beyond minimum requirements
  - Strategically grow community outreach and engagement, especially in under-represented service areas
- **Coordinate existing projects/plans**
  - Ten-year plan
  - Regulatory programs
  - Creek Restoration Action Strategy (CRAS)
- **Assess needs and opportunities; plan for future**
  - Long-term strategic plan
  - Climate action plan
  - Ecology management and soil health initiatives
  - Shoreline and wetlands management plans
  - Flood mitigation
- **Build a cohesive, integrated and synergistic department**
  - Communicate a shared vision and clarity of purpose
  - Create an inclusive environment that encourages collaborative thinking and planning
  - Enhance internal and external communications
  - Delegate duties accordingly and work with staff to set professional goals
  - Maintain high ethical standards, including respectful, honest interactions and communications

# DESIRED ATTRIBUTES

## **Strong leadership skills that aligns with the organization's mission and vision**

- Is dedicated to the role and mission of RPBCWD
- Establishes and effectively communicates a shared vision
- Thinks creatively and strategically
- Understand the importance of collaboration; seeks out opportunities for partnership and forges relationships

## **High emotional and cultural intelligence**

- Nurtures a positive, collaborative environment: listens carefully; builds and sustains trust with the board of managers, staff, citizens, and stakeholders
- Communicates clearly, directly, and diplomatically
- Empowers staff in their work; provides support and direction; holds people accountable

## **Technical management skills**

- Possesses in-depth knowledgeable about water quality issues facing Minnesota, current research, and ecosystem management
- Uses data and knowledge of best practice to analyze current and future policy, make decisions and proactively propose recommendations
- Manages budgets and solicits funding opportunities



# POSITION ANNOUNCEMENT



**ORGANIZATION:** Riley Purgatory Bluff Creek Watershed District (RPBCWD) – Chanhassen, MN

**POSITION:** District Administrator

**SALARY:** \$95,000 to \$142,000

**APPLICATION DEADLINE:** 4/14/2022

**JOB SUMMARY:** Performs complex executive work responsible for implementation of the District's Mission and goals, representing the District's interest with citizens, partners and stakeholders, overseeing the administration of the District programs and services, partnering with the Board of Managers to lead and coordinate the annual and long-range budgets, strategies and priorities, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Managers. Organizational supervision is exercised over all personnel with the organization.

**MINIMUM QUALIFICATIONS:** Bachelor's degree at minimum (Master's degree preferred) with coursework in natural resources, or related field and extensive experience in public sector natural resource management in a supervisory capacity, or equivalent combination of education and experience.

APPLY: Visit <https://daviddrown.hiringplatform.com/92019-riley-purgatory-bluff-creek-watershed-district-administrator/292964-application-form/en> and complete the application process by April 14, 2022. Finalists will be selected on May 4, 2022, and final interviews will be held on May 24, 2022.

Please direct any questions to Mark Casey at [mark@daviddrown.com](mailto:mark@daviddrown.com) or 612-920-3320 x113.