

# Riley-Purgatory-Bluff Creek Watershed District

Board of Managers Regular Meeting

Wednesday, February 5, 2020, 7:00pm

Meet and Greet at 5:30pm

RPBCWD DISTRICT OFFICE

18681 Lake Drive East

Chanhasen

## Agenda

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| <b>1. Call to Order</b>                      | <b>Action</b>      |
| <b>2. Approval of the Agenda</b>             | <b>Action</b>      |
| <b>3. Public Hearing: St Hubert</b>          | <b>Information</b> |
| <b>4. Wetland Report</b>                     | <b>Information</b> |
| <b>5. Annual Report</b>                      | <b>Information</b> |
| <b>6. Matters of general public interest</b> | <b>Information</b> |

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.

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| <b>7. Reading and approval of minutes</b>                 | <b>Action</b> |
| a. Board of Manager Meeting, January 8, 2020              |               |
| b. Board of Manager Meeting, September 23, 2019 (10:00am) |               |
| c. Board of Manager Meeting, September 23, 2019 (3:30pm)  |               |

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| <b>8. Citizen Advisory Committee</b> | <b>Action</b> |
| a. Report                            |               |
| b. Motion                            |               |
| c. Application updates               |               |

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| <b>9. Consent Agenda</b>  |  |
| (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 January Staff Report  |  |
| b. Accept January Engineer's Report (with attached Inspection Report)   |  |
| c. Approve Resolution 2020-001 Permit Fee Schedule  |  |
| d. Approve Change Order #1 for the Lower Riley Creek Restoration Project to extend substantial completion date  |  |

- e. Approve Payment Application #1 for the Lower Riley Creek Restoration Project
- f. Approve Payment Application #3 for the Bluff Creek Tributary Restoration

#### 10. Action Items

#### Action

- a. Pulled consent items
- b. Accept December Treasurer's Report
- c. Approve Paying of the Bills
- d. Approval to attend MAWD legislative Days
- e. Resolution 2020-002 to Order St Hubert Water Quality Project
- f. Approve Fund Transfers
- g. PID #25 0360010 (No Physical Address), City of Chanhassen, Highway 101 Right of Way, City Request for Parcel Exchange
- h. Approve the release of two full-time positions for hire
- i. IT/IT consultant (LK)
- j. Personnel/Personnel Consultant (LK)
- k. Accounting/accounting clerk (LK)
- l. Credit Cards (LK)
- m. Investment of funds (LK)
- n. Journal of votes
- o. Shoreline and erosion (LK)
- p. Meet and Greet City Officials 2020 (LK)
- q. Permit variance resolution (LK)
- r. Form of resolutions approving permit application (LK)
- s. Internal calendar (LK)
- t. Multi-year project report (LK)
- u. Minnesota Data Practices Act requests and seminars (LK)

#### 11. Discussion Items

#### Information

- a. Manager Report
  - i. Personnel Committee
  - ii. Other matters
- b. Administrator Report
- c. Other

#### 12. Upcoming Board Topics

- a. **Governance Workshop**, 5:30 March 4, 2020 at District Office
- b. Order Silver Lake Water Quality at Pleasant View Drive (On hold)

#### 13. Upcoming Events

#### Information

- Watershed Stewardship Grant Open House, February 19th, 6pm, 18681 Lake Drive E, Chanhassen
- Citizen Advisory Committee Meeting, February 24, 2020, 6:00pm, 18681 Lake Drive East, Chanhassen
- Board of Managers Meeting, March 5, 2020. 7pm, 18681 Lake Drive E, Chanhassen

**Public Notice  
(Official Publication)  
Notice of Public Hearing  
Riley Purgatory Bluff Creek Watershed District  
St Hubert Catholic School Water Quality Project**

PLEASE TAKE NOTICE that the Board of Managers of the Riley Purgatory Bluff Creek Watershed District will hold a public hearing consistent with Section 103B.251 of Minnesota Statutes, on February 5, 2020 at 7:00 p.m. at District Office, 18681 Lake Drive East, Chanhassen, MN to consider implementing the St Hubert Catholic School Water Quality Project. The project seeks to protect and improve the health of Rice Marsh Lake by implementing a suite of practices on St Hubert Catholic School Property.

The total estimated project cost for this project is \$277,000. The District proposes to pay for part of the project from the District's ad valorem property tax levy authorized by Minnesota Statutes Section 103B.241 for the implementation of its water management plan and through Metropolitan Council Grant awarded to the District for this project in the amount of \$75,000. Approximately 77% of the District's portion of the project will be paid by properties in Hennepin County, and 23% paid by properties in Carver County.

All interested parties are invited to appear at the public hearing to offer comments and ask questions in order to advise the board of managers on whether to approve the proposed project. Further information is available by contacting the District Administrator, Claire Bleser, [cbleser@rpbcwd.org](mailto:cbleser@rpbcwd.org), or 952-607-6512, or by visiting the District website: [www.rpbcwd.org](http://www.rpbcwd.org).

Dated: January 8, 2020

BY ORDER OF THE BOARD OF MANAGERS

David Ziegler, Secretary

**MEETING MINUTES**

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

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

PRESENT:

Managers: Jill Crafton, Treasurer

Larry Koch

Dorothy Pedersen, Vice President

Dick Ward, President

David Ziegler, Secretary

Staff: Amy Bakkum, MN Greencorps Member, RPBCWD

Claire Bleser, RPBCWD Administrator

B Lauer, RPBCWD Education and Outreach Assistant

Louis Smith, Attorney, Smith Partners

Scott Sobiech, Engineer, Barr Engineering Company

Other attendees: John Colford, LLCA\*

Elizabeth Henley, Smith Partners

Kris Guentzel, Hennepin County\*

Lori Tritz, CAC Chair\*

Greg Hawks, Chanhassen Environ. Comm.\*

*\*Indicates attendance at Monthly Meeting Only*

**1. Call to Order**

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

**2. Approval of Agenda**

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

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

### 3. Governance Workshop and Water Quality Report

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

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

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

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

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

77 At 7:00 p.m. President Ward called for a five-minute adjournment. At 7:05 p.m. President Ward reconvened the  
 78 meeting.  
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**4. Matters of General Public Interest**

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

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

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

**6. ORGANIZATIONAL ACTIONS**

**a. Election of Officers**

**i. President**

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

**ii. Vice President**

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

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

**iii. Treasurer**

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

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

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**iv. Secretary**

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

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

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**v. Governance Committee**

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

Governance Committee Seat 1:

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

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Governance Committee Seat 2:

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

Pedersen	Ziegler
Ward	Ziegler
Ziegler	Ziegler

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**vi. Personnel Committee**

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

Personnel Committee Seat 1:

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

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Personnel Committee Seat 2:

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

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132 **vii. CAC Appointments**

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

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

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

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

154 **viii. TAC**

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

161 **b. Designation of Official Publication**

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

165 **c. Designation of Bank**

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

173 **d. Designation of Investment Bank**

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

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

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

182 **f. 2020 Calendar of Meetings**

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

185 **7. CAC**

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

**8. Consent Agenda**

192 There were no items on the Consent Agenda.

**9. Action Items**

193 **a. Pulled Consent Agenda items**

194 **i. Accept December Staff Report**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**c. Approve Paying of Bills**

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

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

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

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

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

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

**f. Groundwater Program Fund Allocation**

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

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

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

294 Administrator Bleser said the budget for this proposed groundwater conservation program is \$180,000 for  
 295 2020, including \$120,000 to supplement the funding to the cities' Metropolitan Council grants, \$30,000  
 296 to support developing a groundwater collaborative, and \$30,000 to implement a water smart meter pilot  
 297 program. Manager Koch commented he would like to see the cities match any dollars the District  
 298 contributes. Manager Ziegler provided suggestions. Manager Pedersen remarked this initiative should be  
 299 the beginning of the District's groundwater conservation initiatives, and she will be looking for something  
 300 more substantial coming forward. Manager Pedersen moved to approve funding the Groundwater  
 301 Conservation Program, including \$30,000 for the water smart meter program, \$30,000 for the  
 302 groundwater collaborative, and \$120,000 to supplement the grant funding to the cities awarded  
 303 Metropolitan Council Water Efficiency grants. Manager Ziegler seconded the motion. President Ward  
 304 clarified that the motion approves \$180,000 in funding. Upon a vote, the motion carried 5-0.  
 305

306 **g. Approve Fund Transfers**

307 Manager Koch moved to table this item until the next monthly meeting so all the 2019 financial  
 308 information can be included. The Board agreed to table this item.  
 309

310 **h. Review of Permitting Fees**

311 Administrator Bleser reminded the Board that in March 2019 the Board directed staff to track time spent  
 312 on permits and to return to the Board with recommendations on the permit fee structure. Administrator  
 313 Bleser presented five recommendations. Manager Koch offered comments. Manager Ziegler moved to  
 314 adopt the fee structure modifications as presented. Manager Pedersen seconded the motion. Attorney  
 315 Smith requested revising the term "fixed fee" to "minimum fee deposit." Staff and managers agreed to the  
 316 revision. Manager Ziegler and Manager Pedersen agreed to the friendly amendment. Upon a vote, the  
 317 motion carried 5-0.  
 318

319 **i. Manager Koch's Per Diem**

320 Manager Koch said he is trying to reconcile what he claimed versus what he was paid. He said was not  
 321 paid for two claims: his attendance at the Carver County Treasurer meeting for the submittal of the  
 322 District's annual report and his attendance at the Lake Riley Association's annual meeting. President  
 323 Ward said it seems that Manager Koch did not get pre-approval by the Board. Manager Koch said correct,  
 324 but the Board did not get pre-approval to go to Eden Prairie, either. He said he is asking for retroactive  
 325 approval of those two per diem claims. There was discussion. Manager Koch moved to approve  
 326 retroactively his per diem claims for his attendance at the Carver County Treasurer meeting and the Lake  
 327 Riley Association meeting. The motion died due to lack of a second.  
 328

329 **j. Soil Structure Pilot Project**

330 Manager Crafton asked if there is an opportunity for the District to conduct a pilot project to research soil  
 331 structure. She described information she has heard regarding compacted soils. Manager Koch remarked  
 332 he would like to see a proposal on this as he doesn't see any information or anything on which the Board  
 333 could act. Mr. Jeffery commented on ideas the staff has talked about regarding soil health. Administrator  
 334 Bleser said her understanding is this item is being raised now for the Board to decide if it wants to direct  
 335 staff to explore ideas regarding what the District could do regarding soil health. The Board agreed that  
 336 staff should explore ideas and report back to the Board at some point.  
 337

## 10. Discussion Items

### a. Manager Report

#### i. Personnel Committee

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

### b. Administrator Report

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

### c. Status of Legal Review

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

## 11. Upcoming Board Topics

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

## 12. Upcoming Events

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

## 13. Adjournment

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

Respectfully submitted,

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370

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David Ziegler, Secretary

DRAFT

**MEETING MINUTES**

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

**September 23, 2019, Board of Managers Closed Session Administrator Review**

PRESENT:

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

Staff:

Other attendees: Sharon Klump, Baker Telly

**1. Call to Order**

1 President Ward called to order the Wednesday, September 23, 2019, Board of Managers Closed Session at 10:02  
2 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

**2. Closed Session**

3 Managers met to perform annual review of the Administrator.

**3. Adjourn**

4 The meeting adjourned at 12:20 p.m.  
5  
6  
7

8 Respectfully submitted,  
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\_\_\_\_\_  
David Ziegler, Secretary

**MEETING MINUTES**

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

**September 23, 2019, Board of Managers Closed Session Administrator Review 3:30am**

PRESENT:

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

Other attendees: Sharon Klump, Baker Telly

**1. Call to Order**

1 President Ward called to order the Wednesday, September 23, 2019, Board of Managers Closed Session at 3:30  
2 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

**2. Closed Session**

3 Managers met to perform annual review of the Administrator. The meeting took an announced 5 minute break at  
4 4:36pm.

**3. Adjourn**

5 The meeting adjourned at 5:11 p.m.  
6  
7

8 Respectfully submitted,  
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1 \_\_\_\_\_  
David Ziegler, Secretary

## **CAC Soil Health Resolution Riley Purgatory Bluff Creek Watershed**

CAC Resolution to endorse soil health assessment and aim to increase soil organic carbon (SOC) content, especially in areas where SOC content is depleted from pre settlement amounts.

Whereas excessive rainfall, flooding and resulting insecurities with regard to food, health and safety are predicted in the future due to global climate change.

Whereas a 1% increase in soil organic matter in the top 6" of soil can absorb approximately 27,000 gallons of additional water per acre, mitigating the effects of excessive rainfalls.

Whereas increasing organic carbon content in the soil provides water quality benefits, drought tolerance, flood reduction and soil erosion reduction.

Whereas the Intergovernmental Panel on Climate Change (IPCC) has indicated that limiting warming to 1.5 degrees C will require removing carbon from the atmosphere in addition to reducing emissions.

Whereas, the most environmentally, socially, and economically cost effective option to sequester carbon emissions is through photosynthesis.

Whereas use of native plants will offer co-benefits to the ecosystem especially to the 90% of herbivorous insects that can only survive on the native plants they co-evolve with, including essential pollinators.

Whereas insects are an important food source for 97% of birds, as well as many fish, amphibians and mammals.

Therefore be it resolved that the CAC hereby endorses and recommends that the Riley Purgatory Bluff Creek Watershed District adopt a policy to assess, protect and where needed, restore soil health within the district. This could include development of soil health BMPs and outreach efforts to educate staff and the public.

## Resources:

<https://www.nyuelj.org/2018/02/soil-conservation-in-california-an-analysis-of-the-healthy-soils-initiative/> “**The National Resources Conservation Service (NRCS) defines soil health as “the continued capacity of soil to function as a vital living ecosystem that sustains plants, animals, and humans.”** [18] **Attributes of healthy soils include a diverse population of beneficial organisms, high levels of decomposed organic matter, low levels of toxic compounds, adequate (rather than excessive) levels of nutrients, a sufficiently porous surface, and good tith.** [19]

The benefits of healthy soils are manifold; proper soil management has the potential not only to mitigate all the challenges described in the previous section, but also to mitigate seemingly unrelated environmental problems. **Healthy soils reduce nutrient leaching;** more nutrients are recycled and can be used by crops again. This means that less nitrogen makes its way into groundwater and other waterways, **preventing water pollution.** [20] **Healthy soil holds more water and releases less water to evaporation.** [21] Thus, fields would not have to be over-irrigated, a major cause of salinization, [22] and **would also be more resilient to drought conditions,** an important quality in drought-prone California. **Healthy soils also improve plant health and yields, have the potential to sequester and reduce greenhouse gases, reduces sediment erosion and dust, improve water and air quality, and can promote biodiversity and provide wildlife benefits.** [23]

A good summary of the well documented science can be found here:

<https://www.nature.com/scitable/knowledge/library/soil-carbon-storage-84223790/> The Nature article doesn't not take into account the latest findings that SOC actually increases much faster- at an average rate of 2.5 metric tons of carbon per acre annually. The reason behind this rapid increase in SOC is still being studied but some great information can be found here:

[https://www.nofamass.org/sites/default/files/2015 White Paper web.pdf](https://www.nofamass.org/sites/default/files/2015%20White%20Paper%20web.pdf)

**DRAFT Minutes: Monday, January 27, 2020**  
**RPBCWD Citizen's Advisory Committee Monthly Meeting**  
**Location: RPBCWD offices: 18681 Lake Street, Chanhassen**

**CAC Members** (By each name, put a P=Present, E=Excused, not present but with notification or A=Absent with no notification)

Jim Boettcher	P	Peter Iverson	P	Sharon McCotter	P	Marilynn Torkelson	P
Kim Behrens	E	Michelle Frost	P	Jan Neville	P	Lori Tritz	P
Vanessa Nordstrom	P	Terry Jorgenson	P	Joan Palmquist	E	Heidi Groven	P
Barry Hofer	P	Matt Lindon	E	Samir Penkar	A		

Claire Bleser	RPBCWD Administrator	P
B Laurer	RPBCWD staff	P

**Key MOTIONS for the Board of Managers:**

1. The CAC recommends that the Duck Lake Template of neighborhood /resident engagement and variety of BMP concentrated in a subwatershed (raingardens, stormwater drain marking, trees and downspout raingardens in a box), be actively promoted to other subwatersheds within the district.
2. The CAC proposed a resolution for Soil Health. Full resolution is given on a separate page.

**Key discussion items:**

1. Welcome new members of the CAC.

**I. Opening**

- A. **Call CAC meeting to Order:** President Lori Tritz called the meeting to order at 6:07 pm.
- B. **Attendance:** As noted above.
- C. **Matters of general public interest:** None
- D. **Approval of Agenda:** Sharon moved and Jan seconded to approve the agenda. Motion carried.
- E. **Approval of December 16, 2019 CAC Meeting Minutes:** Jim moved and Sharon seconded to approve the minutes. Motion carried.
- F. Claire announced the new [CAC@RPBCWD.org](mailto:CAC@RPBCWD.org) dedicated email address for the CAC which will be put on the RPBCWD website.
- G. Group CAC photo taken.

**II. Learning Presentation: Education and Outreach series (topic of interest identification and prioritization-preparation for 2020 series).**

- A. Claire-This would be open to the public, not just for CAC members. CAC members proposed Tree Trenches, AIS inspections, Preserve Field Trip, Water Reuse, Soil Health, Groundwater, Stormwater ponds, Salt, Who are you going to call/permits, Stewardship Grants (which is already scheduled for 2/19/20), Pesticide/Herbicide use and effect on water, Pollinators, Lawns to Legumes, Landscape 101, Water Quality Report, Where is the water coming from (sewer pump 101), Amphibians & Reptiles. Claire then had each CAC member vote on their top 3 topics.

### III. Staff Report:

- A. **Pioneer Trail Wetlands** - Claire Three houses on 7 acres have been acquired by the watershed for wetland restoration. Two houses have been demolished. BOM approved a feasibility study which is the first step in determining the cost of the restoration. Once that is complete, the feasibility study will be presented to the BOM.
- B. **Duck Lake Subwatershed Projects** - Claire Two Rain Garden agreements have been reached and there is a third RG that is still under discussion. Approx. 15 residents have chosen Rain Garden-in-a-Box a.k.a. Grattix Box. The district has 2 styles that the residents will be asked to choose from. Lori made a motion to adopt the Duck Lake Template to other subwatersheds. Jan seconded the motion. Motion carried.
- C. **Summary of Proposed Groundwater Conservation Program** -presented by B- B is developing a program for sustainable management in accordance with the watershed's 10 year plan. Six out of Seven of the WD's cities have been awarded Water Efficiency grants by the Metropolitan Council. None of the cities were awarded the full amount of their applications so the Watershed will help fill in the funding gap. Two groups will be the focus: Residents and Large Campuses. They will be offered Hi efficiency tech rebates, audience specific educational materials and programming, and new technologies. B is nearing completion of the program development and will be beginning the Implementation Phase.
- D. Youth Program Volunteer Discussion and Orientation Date Selection - Claire- CAC volunteer to help with E&O at schools.
- E. **Speakers Bureau**- next steps- Lori-Pax Christi Church and the Chanhassen Rotary Club are interested. The presentations that have been developed are on the watershed's website under Get Involved.
- F. **Community Clean Up Kit**-next steps- Sharon- Add a journal or a log to report the clean up results. She is letting cities know these kits are available for check out. Vanessa proposed having kits at various walking/jogging paths, but there are only 2 kits at this point so that is not currently an option.
- G. **Lifetime Fitness/Tennis Balls** In a clean up last summer we collected 100+ tennis balls, most from LifeTime. Sharon said that Joan is pursuing having Lifetime install a higher fence to keep the balls from their tennis courts from being hit into Purgatory Park.

### IV. Topics and Discussion

- A. **Board Meeting** – Lori Tritz attended the meeting.
- B. **Google Drive** - B gave a demonstration on how we are going to use it for group communication.
- C. **CAC Calendar**- B gave a review of the calendar and how we are going to use it going forward.

### V. Subcommittee Reports:

- A. **Education and Outreach:** Team is currently looking for venues to present: potential with Rotary Club of Chanhassen in April
- B. **Lakes and Streams:** No report
- C. **Stormwater:** Update on cleanup kit
- D. **Landscaping for Water:** In process: Owners Manual for Raingardens to support Duck Lake / subwatershed BMP initiatives

### VI. Resolution for Soil Health

- A. A resolution for soil health was written by Marilynn and read by Lori. Sharon moved to accept and Vanessa, seconded. The motion carried.

### VII. Upcoming Events.

- A. RPBCWD Board of Managers meeting Feb 5, 2020 at 18681 Lake Drive East  
5:30- Meet and greet the board  
7:00- Regular Board meeting and St. Hubert's project public hearing
- B. RPBCWD CAC meeting February 24, 2020 at 6:00 pm, 18681 Lake Drive East

**VIII. Adjourn CAC meeting:** Meeting adjourned at 8:10.

## RPBCWD February Staff Report

Administration		Staff update	Partners
<b>Accounting and Audit</b>	Coordinate with Accountant for the development of financial reports. Coordinate with the Auditor. Continue to work with the Treasurer to maximize on fund investments.	Financials were submitted to Treasurer and Accountant, and has been processed for this month. Administrator Bleser has been coordinating for the Audit.	
<b>Annual Report</b>	Compile, finalize and submit an annual report to agencies	Staff have begun compiling pieces of the staff report together.	
<b>Internal Policies</b>	Work with Governance Manual and Personnel Committees to review bylaws and manuals as necessary	Governance workshop is delayed till the March Board Meeting	
<b>Advisory Committees</b>	Engage with the Technical Advisory Committee on water conservation, chloride management and emerging topics Engage with the Citizen Advisory Committee on water conservation, annual budget and emerging topics. Facilitate recruitment of CAC members for 2019.	The CAC met for their regular meeting on January 27th. Draft minutes are included in the Board Packet. An orientation was held for new CAC members just prior to the regular meeting. Staff Lauer and Administrator Bleser provided updates regarding District projects and programs. CAC members aided staff in identifying topics of interest for a public education series.	
<b>MAWD</b>		Save the Data: Legislative Days are March 18-19, 2020 Annual Meeting is December 4-6.	
<b>Membership</b>		No new updates.	
<b>District-Wide</b>			
<b>Regulatory Program</b>	Review regulatory program to maximize efficiency.	Three (3) permit applications have been received since the January meeting. Of these, two are considered incomplete	

	<p>Engage Technical Advisory Committee and Citizen Advisory Committee on possible rule changes. Implement regulatory program.</p>	<p>A permits for the removal of a temporary access to the Preserve at Bluff Creek was approved administratively. In addition to the three new applications, three (3) other permit applications are currently under review; one single family home that is only awaiting a signed escrow agreement, one three lot subdivision that is awaiting a signed application and application fee, and a memory care facility. Engineer Sobiech will be meeting with the City of Eden Prairie, the DNR and MN Dpt of Transportation to discuss the Duck Lake Rd project. No resolutions came from that meeting. Staff Jeffery is working with Dave Melmer and Engineer Sobiech to address sites with active C.A. and to close out permits that are expired or completed and the applicant did not submit request for permit close out. Staff Jeffery, Houston Engineering (HEI), and Counsel Smith have worked out language for the contract and license agreement to build the permit database. The documents are being sent by HEI to Smith Partners for final execution.</p>	
<p><b>Aquatic Invasive Species</b></p>	<p>Review AIS monitoring program Develop and implement Rapid Response Plan as appropriate Coordinate with LGUs and keep stakeholders aware of AIS management activities. Manage and maintain the aeration system on Rice Marsh Lake as per the</p>	<p>Administrator Bleser has been in discussion with the City of Chanhassen for the 2020 AIS inspection.</p>	<p>City of Chanhassen City of Eden Prairie University of Minnesota MN DNR Carver County</p>

	<p>Riley Chain of Lakes Carp Management Plan.</p> <p>Review AIS inspection program.</p> <p>Keep abreast in technology and research in AIS.</p> <p>2019 zebra mussel veliger testing.</p>		
<b>Cost-Share</b>	<p>Review program to determine efficiencies and needs.</p> <p>Recommend modification as necessary.</p> <p>Review applications and recommend implementation.</p>	<p>The District will hold a Watershed Stewardship Grant information open house on February 19th, from 6:00-7:30pm. Staff Lauer and Swope have advertised the event with local media outlets.</p> <p>Staff Lauer and Staff Jeffrey convened the Watershed Stewardship Grant Review Committee to evaluate the application scoring process and overall program performance in 2019.</p> <p>The District has received multiple site visit requests. Staff Lauer will schedule site visits with them in the spring.</p>	<p>Carver County Soil and Water Conservation District</p>
<b>Data Collection</b>	<p>Continue Data Collection at permanent sites.</p> <p>Identify monitoring sites to assess future project sites.</p>	<p>WOMP stations: Continued bi-weekly sampling of the station.</p> <p>Staff continue to QC and compile data, as well as to work on the Water Resources Report</p> <p>Rice Marsh aeration unit up and running smoothly.</p> <p>The District hosted both the annual Riley/Purg Summit and Stormwater Pond Summit in January. Cities, counties, MNDNR, consultants, researchers all came together to discuss the 2019 findings and to coordinate/direct efforts in 2020.</p>	<p>Metropolitan Council</p> <p>City of Eden Prairie</p> <p>University of MN</p> <p>City of Chanhassen</p>

<p><b>District Hydrology and Hydraulics Model</b></p>	<p>Coordinate maintenance of Hydrology and Hydraulics Model.          Coordinate model update with LGUs if additional information is collected.          Partner and implement with the City of Bloomington on Flood Evaluation and Water Quality Feasibility.</p>	<p>Staff are coordinating a meeting to go over proposed work proposal with the City of Eden Prairie. The City of Minnetonka is also interested in taking part in this initiative but looking to 2021.</p>	<p>City of Bloomington</p>
<p><b>Education and Outreach</b></p>	<p>Implement Education &amp; Outreach Plan, review at year end.          Manage partnership activities with other organizations.          Coordinate Public Engagement with District projects.</p>	<p>Staff continue to create and edit the district’s 2019 water quality fact sheets and writing articles to accompany these fact sheets.          Master Water Stewards: The District hosted a “Cocoa and Conversation” event on January 23rd for certified Master Water Stewards. Staff gained insight into what support volunteers need to be successful.          On January 22nd, Staff Swope and Lauer visited Cedar Ridge Elementary School to work with all of the school’s 3rd grade students in the outdoor learning center.          On January 25th, Staff Swope and Lauer presented and hosted a table at a Climate Conversations: Ice Harvest event hosted by Richardson Nature Center and Climate Generation.          Staff continue to plan for upcoming school visits and public tabling events this winter.          In January, Staff reviewed and processed 3 Educator Mini-grants.          Community members continue to sign up to adopt storm drains and keep them clear of leaves, dirt, and other debris through the Adopt-a-drain.org partnership.</p>	<p>Climate conversations: Three Rivers Park District, Richardson Nature Center, Climate Generation           Adopt a drain: City of Eden Prairie, City of Minnetonka, City of Bloomington, Hamline University, Nine Mile Creek Watershed District</p>

<b>MN GreenCorps Update</b>		<p>Member Bakkum tabled at the MNLA Northern Green Expo and interacted with winter maintenance professionals surrounding their use of chloride. At the expo, Member Bakkum received 264 responses to a survey which focused on end-user education. Member Bakkum is using this survey data to inform upcoming educational materials.</p> <p>Member Bakkum participated in a snowplow ride-along at the City of Bloomington in an effort to better understand the needs and concerns of winter maintenance workers and will incorporate this perspective into future public education.</p>	MPCA
<b>Groundwater Conservation</b>	<p>Work with other LGUs to monitor assess and identify gaps.</p> <p>Engage with the Technical Advisory Committee to identify potential projects.</p> <p>Develop a water conservation program (look at Woodbury model)</p>	<p>Staff Lauer and Administrator Bleser presented a proposed Groundwater Conservation Program to the Board of Managers.</p> <p>Staff Lauer met with the City of Shorewood to discuss groundwater concerns.</p> <p>Staff Lauer has begun preparing Groundwater Conservation grant program guidelines.</p> <p>Staff Lauer connected with many irrigation and turfgrass professionals at the MNLA Northern Green Expo. to gain insight into perceived barriers to proper irrigation system use.</p>	TBD
<b>Lake Vegetation Management</b>	<p>Work with the University of Minnesota or Aquatic Plant Biologist, Cities of Chanhassen and Eden Prairie, lake association, and residents as well as the Minnesota Department of Natural Resources on potential treatment.</p> <p>Implement herbicide treatment as needed.</p>	<p>The Riley Purg Summit occurred on January 15. Staff, consultants and agencies discussed the next step in the Riley and Purgatory chain of lakes including Hyland Lake.</p>	<p>City of Eden Prairie  City of Chanhassen  University of Minnesota  MNDNR</p>

	<p>Secure DNR permits and contract with herbicide applicator.</p> <p>Lakes the District is monitoring for treatment include: Lake Susan, Lake Riley, Lotus Lake, Mitchell Lake, Red Rock Lake and Staring Lake.</p> <p>Work with Three Rivers Park District for Hyland Lake</p>		
<b>Opportunity Projects</b>	<p>Assess potential projects as they are presented to the District</p>	<p>Administrator Bleser met with St Hubert. The leadership is excited and is in support of the project. There is great interest in incorporating the water treatment facilities into educational elements.</p>	<p>St Hubert Catholic Community Carver County Soil &amp; Water Conservation District</p>
<b>Total Maximum Daily Load</b>	<p>Continue working with Minnesota Pollution Control Agency on the Watershed Restoration And Protection Strategies (WRAPS). Engage the Technical Advisory Committee.</p>	<p>No new updates</p>	<p>MPCA</p>
<b>Repair and Maintenance Grant</b>	<p>Develop and formalize grant program.</p>	<p>No new update.</p>	
<b>University of Minnesota</b>	<p>Review and monitor progress on University of Minnesota grant. Support Dr John Gulliver and Dr Ray Newman research and coordinate with local partners. Keep the manager abreast to progress in the research. Identify next management steps.</p>	<p>Iron filings are being delivered first week in February. Staff Maxwell coordinated with the cities. Ice thickness on the ponds are roughly around 10-11 inches.</p>	<p>Stormwater ponds partners: Bloomington, Chanhassen, Eden Prairie, Minnetonka, Shorewood, and Limnotech. Plant Management: Chanhassen Eden Prairie</p>

<b>Watershed 50 year Anniversary</b>	Come explore with us! Finalize anniversary program for 2019. Implement anniversary events.	Community art project panels are getting varnished and will be framed in the next upcoming months. Staff continue to hand out Junior Watershed Explorer activity books.	
<b>Watershed Plan</b>	Review and identify needs for amendments.	A Public Hearing ordering the St Hubert is on Wednesday's board of Managers agenda	
<b>Wetland Conservation Act (WCA)</b>	Administer WCA within the Cities of Shorewood and Deephaven. Represent the District on Technical Evaluation Panel throughout the District	No WCA application were received for Deephaven. No WCA applications have been received in Shorewood. Staff Jeffery is preparing the BWSR annual report for Deephaven and Shorewood. The reports are due by February 3, 2020.	City of Shorewood City of Deephaven City of Chanhassen City of Eden Prairie MCWD BWSR DNR ACOE
<b>Wetland Management</b>	Identify potential restoration/rehabilitate wetlands and wetland requiring protection.	Field work has finished for the year and Chanhassen has been completed. Staff is finalizing the annual Wetland Report and writing a formal document for wetland assessment SOP's based upon lessons learned in 2019 and the above information pertaining to the MNRAM. Staff Jeffery and Staff Dickhausen are identifying the 2020 review area and will be mailing postcards to property owners in late February / early March.	City of Chanhassen MNDNR
<b>Hennepin County Chloride Initiative</b>	Phase 1: Develop a plan to target commercial and association-based sources or chloride pollution - businesses, malls, HOAs, property management companies and the private applicators that they hire. We will hire a consultant to facilitate focus	The collaborative will be meeting in February. Grant reporting has been submitted.	

	groups with private applicators, as well as those that execute contracts with private applicators. These focus groups will help identify needs and barriers for our target audience. The consultant will compile information into a plan for implementation.		
<b>Lower Minnesota Chloride Cost-Share Program</b>	The Lower Minnesota River Watersheds are coming together to offer cost-share grants.	A february meeting is scheduled in February and Grant reporting has been submitted.	
<b>Bluff Creek One Water</b>			
<b>Chanhassen High School Re-use</b>	Continue to work with all partners. Complete site restoration and start system. Finalize and implement E and O for project. Monitor Project.	The project is complete.	ISD 212 City of Chanhassen Metropolitan Council
<b>Bluff Creek Tributary Restoration</b>	Implement and finalize restoration. Monitor Project.	Most of the heavy lifting was performed and will be completed by the first week of January. Work will continue this spring for plantings.	City of Chanhassen
<b>Wetland Restoration at 101</b>	Remove 3 properties from flood zone, restore a minimum 7 acres and as many as 16 acres of wetlands, connect public with resources, reduction of volume, rate, pollution loads to Bluff Creek	All structures and appurtenances have been removed from the properties. A kick off meeting with review agencies is scheduled for February 11, 2020.	City of Chanhassen MN DNR
<b>Riley Creek One Water</b>			
<b>Lake Riley Alum</b>	Continuing to monitor the Lake.	No updates	

<b>Lake Susan Improvement Phase 2</b>	Complete final site stabilization and spring start up. Finalize and implement E and O for project. Monitor Project.	No new updates	City of Chanhassen Clean Water Legacy Amendment
<b>Lake Susan Spent Lime</b>	Replace media to improve functionality	Staff Jeffery has worked with Chanhassen Parks and Recreation Director to secure right of entry to replace media in the spent lime facility this winter.	City of Chanhassen
<b>Lower Riley Creek Stabilization</b>	Coordinate agreement and acquire easements if needed for the restoration of Lower Riley Creek reach D3 and E. Implement Project. Continue Public Engagement for project and develop signage of restoration.	Rachel Contracting will be asking for a change order on the timeline of the work as progress was slowed due to saturated wet soils.	City of Eden Prairie Lower MN River Watershed District
<b>Rice Marsh Lake Alum Treatment</b>	Continuing to monitor the Lake.	No updates.	City of Eden Prairie City of Chanhassen
<b>Rice Marsh Lake Watershed Load Project 1</b>	Conduct feasibility. Develop cooperative agreement with City of Chanhassen	District Engineer Sobiech is working with staff at Barr to complete a feasibility study for the area. This study should indicate potential BMPs, associated pollutant removals, associated cost, and potential data collection to be used for future projects as it pertains to new and emerging technologies.	City of Chanhassen
<b>Upper Riley Creek</b>	Work with City to develop scope of work (in addition to stabilizing the creek can we mitigate for climate change) Conduct feasibility Develop cooperative agreement with the City of Chanhassen Order Project	Administrator Bleser has met with Public Works Director for Chanhassen and discussed this project. Staff has shared with the feasibility for Upper Riley Creek as well as information from Lower Riley Creek. Further in-depth discussions will be held after the Water Resources Coordinator for the City of Chanhassen starts.	City of Chanhassen

	Start design		
<b>Purgatory Creek One Water</b>			
<b>PCRA Berm</b>		No new update	City of Eden Prairie
<b>Duck Lake Water Quality Project</b>	Work with the City to implement neighborhood BMP. Identify neighborhood BMP to help improve water resources to Duck Lake. Implement neighborhood BMPs.	The District will host an open house on February 13th for residents receiving downspout planter boxes. Residents will choose from between 2 prototypes and staff will be on hand to answer project questions.	City of Eden Prairie
<b>Hyland Lake Internal Load control</b>	Implement Hyland Lake Alum application.	Project is complete.	Three Rivers Park District City of Bloomington
<b>Lotus Lake – Internal Load Control</b>	Monitor treatment and plant populations.	No updates.	
<b>Scenic Heights</b>	Continue implementing restoration effort. Work with the City of Minnetonka and Minnetonka School District on Public Engagement for project as well as signage.	Final grant report was submitted to Hennepin County for Grant reimbursement.	Minnetonka Public School District City of Minnetonka Hennepin County
<b>Silver Lake Restoration</b>	Order project Design Project Work with the City of Chanhassen for Design, cooperative agreement and implementation	Delayed until new city staff are on board.	City of Chanhassen
<b>Professional Development</b>			
<b>Claire Bleser</b>	Administrator Bleser was invited by EPA region 5 in Chicago to take part in a workshop to evaluate water quality and communication that EPA has developed on April 21-22 in Chicago. Administrator Bleser was asked by SAFL to be part of a panel to discuss stormwater ponds management and research on April 23.		

## Memorandum

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing January 2020 Activities for February 5, 2020, Board Meeting  
**Date:** January 31, 2020

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 January 2020.

### General Services

- a. Participated in the January 15<sup>th</sup> Riley and Purgatory Creek summits with Administrator Bleser, Staff Maxwell, city of Eden Prairie, University of Minnesota, MN DNR, Wenck, PLM, and James Johnson to discuss vegetation and carp management as well as alum treatments in the Riley and Purgatory watersheds.
- b. Participated in the January 24<sup>th</sup> Pond summit with Administrator Bleser, Staff Maxwell, cities of Eden Prairie, Bloomington, and Chanhassen, University of Minnesota, Wenck, and Limno Tech. Key takeaways from the various research efforts include, ponds stratify, chlorides impact stratification, some ponds are anoxic most of the summer, some sensors for continuous dissolved oxygen measurement appear to drift relative to instantaneous measurements, pond sediments are prone to releasing phosphorus, ponds tend to have a net removal of phosphorus despite internal loading, inflow and outflow monitoring indicate that the internal phosphorus release may not be leaving the ponds, carp can influence pond removal efficiencies, and pond assessment methods for MS4 compliance will soon be available in the MN stormwater manual.
- c. Assisted Staff Maxwell with iron filings application methods for pond project.
- d. Participated in a January 27<sup>th</sup> meeting with city of Eden Prairie, MNDNR, MnDOT and Bolton and Menk to discussion options and ideas for the proposed reconstruction of Duck Lake Road. Discussion also focus on DNR and RPBCWD regulatory requirement for compensatory storage. Ideas discussed included box culverts, a bridge, and boardwalks (timber or more robust designs).
- e. Participated in a January 23<sup>rd</sup> meeting with Hennepin County and Watershed Planning Coordinator to discuss regulatory requirement for the replacement of the culvert crossing along Purgatory Creek between Valley View Road and Bent Creek Golf Course.
- f. Participated in the January 8<sup>th</sup> regular Board of Managers meeting.
- g. Participated in the January 8<sup>th</sup> governance workshop.
- h. Prepared Engineer's Report for engineering services performed during January 2020.

- i. Miscellaneous discussions and coordination with Administrator Bleser about CIP projects, assistance with audit questions, project staffing, Riley and Purgatory creek summit, pond summit coordination and upcoming Board meeting agenda.

### Permitting Program

- a. *Permit 2015-030: Chanhassen Retail (aka Total Wine)- Chanhassen* – This project involved construction of a specialty store with associated utilities, landscaping, site features, and stormwater management at the northwest corner of Lake Drive and Main Street in Chanhassen. The project triggered Erosion and Sediment Control and Stormwater Management permits. The applicant met the stormwater requirement by implementing pervious pavers, underground storage/infiltration and a proprietary BMP. Reviewed technical aspects of the provided close-out materials, including the required two years on monitoring data, and provided comments to Watershed Planning Manager Jeffery. The information provided demonstrates the implemented BMPs on this site provide water quality treatment consistent with RPBCWD requirements.
- b. *Permit 2020-001: The Overlook* – This project involves the construction of a low-density, single family residential home development consisting of 59 single family homes located in Eden Prairie, MN. The proposed development will include associated streets, underground utilities, and stormwater features including three infiltration basins and one sediment basin. The proposed project triggers RPBCWD's erosion prevention and sediment control, wetland and creek buffers, and stormwater management rules. The permit application was received on January 7<sup>th</sup> and the initial submittal was reviewed on January 23<sup>rd</sup>. The application was considered incomplete due to missing wetland buffer and stormwater management requirements, and review comments to the permittee were sent on January 24<sup>th</sup>. Based on initial submittal review comments, the project will likely require stormwater management redesign to ensure erosion prevention near an outlet at Riley Creek. Redesign will trigger floodplain management and drainage alterations, and waterbody crossings and structures rules.
- c. *Permit 2020-003: Moments of Chanhassen* – This project consists of the construction of a 48-unit memory care residential facility located in Chanhassen, MN. The proposed development will include associated parking areas, utilities, grading, and a stormwater feature including a filtration basin. Due to poorly infiltrating soils at the proposed development site, the applicant is seeking a restricted design designation from RPBCWD for stormwater volume control criteria. In addition, the applicant is seeking a condition of approval for soil infiltration testing. The proposed project triggers RPBCWD's erosion prevention and sediment control, wetland and creek buffers, and stormwater management rules. The permit application was received on January 22<sup>nd</sup> and the initial submittal was reviewed on January 29<sup>th</sup>. The application was considered incomplete due to missing wetland buffer and stormwater management requirements, and review comments to the permittee were sent on January 31<sup>st</sup>. Based on initial submittal review comments, the project will likely require stormwater management redesign to ensure erosion prevention near an outlet at Riley Creek.
- d. Began developing materials for rule guidance documents.

- e. Attended preapplication meeting with Church of Echankar and Watershed Planning Coordinator Jeffery on January 28<sup>th</sup>. The applicant is proposing to reconstruct a portion of the existing parking lot to improve traffic flow and add several parking spaces.
- f. Worked with Administrator Bleser, Counsel Welch and Watershed Planning Manager Jeffery on permit fee structure for the board's consideration.
- g. Conducted erosion prevention and sediment control inspection on January 16<sup>th</sup> and provided a summary of sites with open corrective actions to Watershed Planning Manager Jeffery on January 17<sup>th</sup>.
- h. Conducted a review of the existing RPBCWD permit tracking database and erosion inspection tool to identify potential enhancements to improve data collection and presentation while reducing the level of effort.
- i. Miscellaneous conversations with Watershed Planning Coordinator Jeffery and Administrator Bleser about technical questions on permit requirements for potential development and shoreline stabilization projects as well as renewal of the general permit with the MNDNR.

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

- a. Prepared, uploaded, and verified 2019 07-43-A Pond Data collected with the field app.
- b. Prepared, uploaded, and verified 2019 Eden Prairie Lake and Pond data.
- c. Attended the Twin Cities Water Monitoring and Data Assessment Group meeting on January 15, 2020 to discuss the sharing and management of water data.

#### **Repair and Maintenance**

Lake Susan spent lime filter modification

- a. Reviewed material submittal information provided by Sunram for the automated water level control valve, slotted draitile, and filter media gradation. Worked with Sunram's subcontractor for the water level control valve to adjust design to meet requirements.
- b. Sunram has not started work because of soft soil conditions adjacent to the trial and concerns about potential impacts to the bituminous trail.
- c. Conducted a preconstruction meeting with Sunram at the project site.

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

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

- a. Download and review data.
- b. Set up folders and datalogger files for 2020 monitoring.

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

- a. Download and review data.
- b. Set up folders and datalogger files for 2020 monitoring.
- c. Data QA/QC and prep for entry into database.

- d. Review of rating curve.

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

- a. Met with Matt Bourne (City staff), Jeremy Rose (Contractor Superintendent) on site to discuss tree removals
- b. Completed survey to stake storm sewer pipes and manholes
- c. Reviewed submittals provided by Rachel Contracting, specifically regarding the proposed dewatering plan. Rachel received approval from landowners adjacent to the project and from MNDNR and City of Eden Prairie to install dewatering pipes and pumps over private land. The dewatering discharge was installed in the new box culvert under Flying Cloud Dr to minimize erosion and included downstream stilling basin and perimeter erosion controls. This option allows the entire project reach to be dewatered, which will improve efficiency and safety during construction.
- d. The delay in dewatering the project area has caused a delay in much of the work getting started. Now that dewatering has begun, the contractor has been able to complete most of the tree removal and began with the installation of the downstream manhole/storm on January 27<sup>th</sup>.
- e. Completed site visit of installed dewatering pipes and pumping and periodic site visits to monitor tree removal progress, inspect the installation of one manhole and outlet pipe and the first rock riffle toward the upstream end of the project. The contractor is experiencing unanticipated site conditions at the downstream end of the project. The soil conditions are very soft in the downstream end of the project which has required installation modifications of the manhole structure and storm sewer. Because of the site challenges and need to adjust dewatering the contractor has mobilized additional crews to the site and is working 6 days a week to increase production rates.
- f. During the delay and permitting effort, the contractor completed an additional survey of the project area to make sure they understand how grading can be completed. The survey has determined the stream was subject to additional erosion since the previous survey was completed, however no design changes have been deemed necessary. Barr has been working with Rachel to optimize the movement of material on the site and avoid soil waste/overages. Because of the changes in surveyed sections and in accordance with the contract documents, the contractor might request additional payment of the potential quantity over the planned excavation amount. We continue to work on this with the contractor.
- g. Processed Payment Application #1 with the contractor for mobilization (bonds, construction of site access, permitting).
- h. Coordinated a meeting with Rachel Contracting, Barr and city of Eden Prairie to discuss construction challenges to soft soils and potential to request a change in project substantial completion date. Please see associated Change Order #1.
- i. Developed change order 1 to change the substantial completion date from February 24<sup>th</sup> to March 14<sup>th</sup>.
- j. Continued general coordination with contractor and City



**Beginning installation of a rock riffle toward the upstream end of the project**



**Installation of a storm sewer toward the downstream end of the project**

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

- a. Sunram Construction completed work on December 19th, such that the project is substantially complete except for final seeding and vegetation installation, which will happen in the spring. Coordinated construction quantities for work completed and developed Payment Application #3 for submittal to the Board for approval during the February meeting. While clearing for the site, the subcontractor was able to salvage more trees to use as roots

- wads than anticipated. Ten additional root wads were installed through the project area to provide additional erosion control protection.
- b. As mentioned above, final seeding, permanent erosion control features, and final plantings will be completed in the spring.

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

- a. Finalization and reporting for the Hennepin County Opportunity Fund grant this project received is being completed. The District received \$50,000 from Hennepin County for this project.

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

- a. Two contractors delivered downspout planter box prototypes. Barr staff provided *Outdoor Lab Landscape* and *Landbridge Ecological* with final planter box dimensions and a list of required features such as easy connection to a residential downspout and controlled overflow. An open house will be hosted for local residents who have signed up to receive a downspout planter box. Both designs will be reviewed and one will be selected from construction and distribution to interested homeowners in the Duck Lake watershed.
- b. Coordinated with three of the four potential rain garden site owners to discuss their review of project agreements.

#### **Task Order 26: Stormwater Model Update and Flood-Risk Area Prioritization Identification for the Bloomington Portion of Purgatory Creek**

- a. Barr staff finished developing the draft prioritization framework. The draft framework was provided to Administrator Bleser and City of Bloomington staff to review. The draft framework allows staff to adjust scoring associated with six categories to evaluate how changes in scoring affects the prioritized list. The six categories selected by District and City staff are:
  - i. Number of impacted structures
  - ii. Frequency of flooding
  - iii. Social Vulnerability Index
  - iv. Project Efficiency
  - v. Multiple Benefits
  - vi. Critical Infrastructure
- b. Staff plan to meet with Administrator Bleser and Bloomington staff on January 31<sup>st</sup> to review the draft framework and receive feedback. Following input from Administrator Bleser and City staff, Barr will update the framework to incorporate comments and prepare supporting documentation for the framework.
- c. The prioritized list of flood-prone areas is intended to provide guidance on locations to complete further study and evaluation of flood-risk mitigation options. The order of the list may change over time as project are implemented or different partners are identified.
- d. On January 22<sup>nd</sup>, the unique approach being evaluated by the RPBCWD and City of Bloomington was presented at the Minnesota Climate Adaptation Conference. The presentation was the only one to highlight a standardized methodology to prioritize evaluation

of flood-prone areas. The presentation was well received, and several conference attendees inquired about reviewing additional work the District has done to evaluate flood-prone areas (these materials are currently available on the RPBCWD website). The presentation was developed with input from Administrator Bleser and City of Bloomington staff.

#### **Task Order 28a: Rice Marsh Lake Subwatershed 12a Water Quality Project**

- a. Continued reviewing monitoring data sample timing with respect to flow data to better understand which data are suitable for model calibration.
- b. Calibrated the P8 water quality model to the suitable monitoring data within the RM\_12a watershed.
- c. Continued analyzing various best management practice options given the site constraints, estimating phosphorus removals and developing cost estimates.
- d. Request Watershed Planning Manger reach out to city of Chanhassen to request any available bathymetry data for pond RM\_12.

#### **Task Order 29A: Middle Riley Creek Stabilization Feasibility Study**

- a. The Board provided authorization to begin this study of the stabilization of Riley Creek through Bearpath in January. Barr completed an initial desktop review of the project and started developing preliminary concepts.
- b. Developed a slope stability model for Bearpath Hole 16 green, which has experienced sloughing as the stream has been eroding the toe of the slope. Developed two options for stabilizing this slope, 1) moving the stream away from the slope, and 2) installation of fieldstone boulder wall
- c. Conducted a project kickoff meeting with RPBCWD and Bearpath on January 17<sup>th</sup>. The meeting discussed the erosion issues present within this reach, the preliminary concepts, and opportunities for collaboration between RPBCWD and Bearpath. Barr and Bearpath staff visited the stream site and reviewed the draft alternatives.
- d. An agency/technical stakeholder meeting is scheduled for the first week of February.

#### **Task Order 30A: Pioneer Trail Wetland Restoration Feasibility Study**

- a. The Board provided authorization to begin this study of restoring the wetland in the northwest quadrant of the intersection of Pioneer Trail and CSAH 101 in Chanhassen. Barr completed an initial desktop review of the project and started developing preliminary concepts. The restoration includes re-grading portions of the site that have been filled and re-configuring the wetland outlet to simulate predevelopment drainage patterns on the site.
- b. Updated the Bluff Creek existing conditions PCSWMM model with survey information at the outlet of the wetland and plan sheet information from the ongoing CSAH 101 reconstruction projects. The larger model was then clipped down to just include the watershed areas upstream of the wetland and downstream of the wetland to its confluence with Bluff Creek.
- c. Modeled estimated predevelopment conditions at the site using PCSWMM to use as a guide when designing the new outlet.

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
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- d. Developed several possible outlet configurations that retain more water on the site, similar to predevelopment conditions, without causing 10-year or 100-year, 24-hour design rainfall event peak-water elevations to rise above those experienced under existing conditions.
- e. Simulated the existing, pre-development and proposed conditions using the 1950-2019 Minneapolis-St. Paul Airport climate data set to analyze approximately 70 years of rainfall. This data was then used to assess how proposed outlet configurations impact the water levels in the wetland respond over time and how closely they can simulate predevelopment conditions.
- f. These modeling results will be presented during an initial agency planning meeting in February to discuss options and request comments as we develop feasibility and conceptual design for the project.

**To:** RPBCWD Board of Managers  
**From:** Dave Melmer  
**Subject:** January 16, 2020—Erosion Inspection  
**Date:** January 31, 2020  
**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 January 16, 2020.

## Site Inspections

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2015-010	<b>Children's Learning Adventure - Private - Commercial/Industrial</b> <b>Northwest Corner of Highway 5 and Galpin Avenue</b> <b>Chanhassen, MN 55317</b> No change since last monthly inspection. Site is snow covered. Construction complete . Temporary BMP's are installed. Infiltration areas installed. Parking lot grading and curb/gutter installation complete. Infiltration pond has bio-logs staked in to control silt. Vegetation is established - sparse in some areas. Will inspect after spring snowmelt and into growing season. Terry Jeffery is aware of sparse growth and lack of native plant growth.	2020-01-16
2015-036	<b>Saville West Subdivision - Private - Residential</b> <b>5325 County Road 101 Minnetonka, MN 55345</b> No change since last monthly inspection. Construction complete at 5320 Spring Lane house site. Landscaping complete/ sod installed. Silt fence installed on southwest and west side of development. Additional lot has silt fence perimeter control installed- no activity at this lot. Lots to south have been brushed/cleared. One site has been surveyed for construction. Site is snow covered.	2020-01-16
2015-050	<b>Arbor Glen Chanhassen - Private - Residential</b> <b>9170 GREAT PLAINS BLVD Chanhassen, MN 55317</b> Site is snow covered. No change since last month inspection. CA opened for silt fence overtopping and silt into detention pond south of 715 Crossroads Court. Site representative was notified. CA remains open--no change-site representative is aware. Terry Jeffery is aware of open CA. Will have to be addressed after snowmelt.	2020-01-16
2015-055	<b>Hampton Inn Eden Prairie - Private - Commercial/Industrial</b> <b>11825 Technology Drive Eden Prairie, MN 55344</b> No change since last monthly inspection. Site construction continues--mainly on interior. BMP's in place. Majority of site is snow covered.	2020-01-16

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<b>2016-017</b>	<b>SWLRT - Government - Other Varies Eden Prairie, MN 55344</b>	<b>2020-01-16</b>
	No change since last monthly inspection. Some areas appear to be idled for winter. Construction has begun along entire route. BMP's look good thru out entire site/route to date. Majority of site is snow covered.	
<b>2016-026</b>	<b>Foxwood Development - Private - Residential 9150 and 9250 Great Plains Blvd Chanhassen, MN 55317</b>	<b>2020-01-16</b>
	Multiple new home sites still under construction. Rock entrances installed. Minor tracking to street observed prior to snowfall -- site was swept regularly. BMP's look good- silt fences and rock entrances installed/ good perimeter control. Catch basin protection removed for winter. Silt fences have been installed on unsold lots. Bare soils were sprayed prior to snowfall. Majority of site is snow covered.	
<b>2016-032</b>	<b>CSAH 61 Improvements - Government - Linear N/A Eden Prairie, MN 55347</b>	<b>2020-01-16</b>
	Major construction complete. Slopes are covered with matting or have been spray tac'd- prior to snowfall. Area near creek crossing is completed.-- BMP's look good. Will inspect after spring snowmelt.	
<b>2016-041</b>	<b>Chanhassen West Water Treatment Plant - Government - Other 2070 Lake Harrison Road Chanhassen, MN 55317</b>	<b>2020-01-16</b>
	No change since last month. Site is snow covered. Site representative was notified about silt fence and bio-roll removal. Will inspect after spring snowmelt.	
<b>2017-001</b>	<b>Kopesky 2nd Addition - Private - Residential 18340 82nd St Eden Prairie, MN 55347</b>	<b>2020-01-16</b>
	Site is snow covered. Perimeter control installed/bio rolls along infiltration basin. Infiltration basins completed. Basin protection removed for winter. New house construction underway--BMP's installed.	
<b>2017-023</b>	<b>Eden Prairie Assembly of God - Private - Commercial/Industrial 16591 Duck Lake Trail Eden Prairie, MN 55346</b>	<b>2020-01-16</b>
	Construction complete. Site vegetation is established. Site is stable. Site is snow covered--unable to determine if bio-logs have been removed. Will inspect after spring snowmelt.	

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<b>2017-024</b>	<b>Prairie Bluffs Senior Living - Private - Residential 10280 Hennepin Town Rd Eden Prairie, MN 55347</b>	<b>2020-01-16</b>
	No change since last month--site is now snow covered--will inspect after spring snow melt for issues at site described below: Construction complete. CA remains open for street tracking -- sediment build up at curb--less than last month--still needs attention. Site representative was notified in May /July and again in September and is aware. Landscaping complete. Sand delta at wetland needs to be removed. Slope to wetland covered and stabilized. No change in status of wetland work-silt delta removal from previous runoff. Terry Jeffery was notified/photo taken. CA issues are to be addressed by Terry Jeffery (RPBCWD)--issues will have to be addressed after snowmelt--spring -2020.	
<b>2017-026</b>	<b>6135 Ridge Road</b>	<b>2020-01-16</b>
	No change since last monthly inspection. Site is snow covered. Rock driveway good. Silt fence installed. Bare soils on upper half of slope have been covered with straw matting-vegetation is growing. Southwest corner has rock retaining landscaping completed. Will re-inspect after spring snowmelt.	
<b>2017-029</b>	<b>Tweet Pediatric Dentistry - Private - Commercial/Industrial 7845 Century Blvd. Chanhassen, MN 55317</b>	<b>2020-01-16</b>
	No change since last month's inspection. Construction complete . Temporary BMP's are installed. Catch basin protection installed in this area. Infiltration areas installed. Parking lot grading and curb/gutter installation complete. Infiltration pond has bio-logs staked into control silt. Vegetation is established and site is stable. Site representative was notified (July,September and again in November) about catch basin protection and bio-roll removal. Will have to inspect after snowmelt. Site is snow covered.	
<b>2017-030</b>	<b>Elevate - Private - Commercial/Industrial 12900 Technology Drive Eden Prairie, MN 55344</b>	<b>2020-01-16</b>
	Construction completed. Perimeter control removed. Some catch basins have bladders installed--can be removed. Site is stable. Site representative was contacted about removing catch basin protection. Basin protection not removed-- mostly frozen in until spring. Will continue inspection until removed --spring 2020.	
<b>2017-031</b>	<b>Lion's Tap - Private - Commercial/Industrial 16180 Flying Cloud Drive Eden Prairie, MN 55347</b>	<b>2020-01-16</b>
	Majority of Construction complete. BMP's installed. Soils on slopes were covered -- prior to snowfall.	
<b>2017-038</b>	<b>West Park - Private - Residential 760&amp; 781 Lake Susan Drive 8601 Great Plains Blvd Chanhassen, MN 55317</b>	<b>2020-01-16</b>
	No change since last month. Site is snow covered. Construction coming to completion on final sites. Street installation on north and	

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south side completed. Rock entrance installed on south side and to individual house sites continues. Perimeter control installed. Catch basin protection installed. BMP's look good. Additional silt fences have been installed. Bare soils that are not being worked have been stabilized. Landscaping at some sites underway or completed. BMP's look good. Final grading and landscaping underway prior to snowfall.

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**2017-039**                      **Mission Hill Senior Living - Private - Residential**                      **2020-01-16**  
**8600 Grate Plains Boulevard Chanhassen, MN 55317**

No change since last month. Site is snow covered. Construction winding down. BMP's installed look good. Site perimeter control installed. Catch basin protection installed. South swale has been stabilized.

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**2017-047**                      **Fawn Hill - Private - Residential**                      **2020-01-16**  
**7240 Galpin Road Chanhassen, MN 55331**

Construction continues at additional house sites. Perimeter silt fences installed and additional silt fences installed where needed. BMP's to date look good. Site is snow covered. New construction site will need stockpile protection. Site representative was notified.

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**2017-069**                      **Scheels Redevelopment - Private - Commercial/Industrial**                      **2020-01-16**  
**8301 Flying Cloud Dr. Eden Prairie, MN 55344**

No change since last month. Majority of since is snow covered. BMP's installed. Construction continues on inside. Parking lot to west is complete. Work on main parking lot is idled for winter. BMP's look good to date.

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**2017-072**                      **O'Reilly Auto Parts Eden Prairie - Private - Commercial/Industrial**                      **2020-01-16**  
**8868 AZTEC DRIVE Eden Prairie, MN 55347**

No change since last month. Site will be idled for winter. Perimeter control installed. Site has been cleared. Site rock entrance installed. Inlet protection installed but must have been removed. BMP's good. CA closed.

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**2018-014**                      **Eden Prairie Road Reconstruction**                      **2020-01-16**

Construction on roadway completed. Additional silt fences installed on slope where old roadway existed. All slopes have been recently spray-tac'd or covered with matting. Steep slopes covered with matting-prior to snowfall. BMP's installed look good. Road and curb/gutter complete. Site is snow covered.

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**2018-016**                      **Avienda - Private - Commercial/Industrial**                      **2020-01-16**  
**SW corner of Powers and Lyman Boulevard Chanhassen, MN 55317**

No activity observed to date.

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<b>2018-025</b>	<b>Magellan Pipeline UCD Dig 8 through 12</b>	<b>2020-01-16</b>
	No change since last inspection. Work halted until fall-winter 2019-20. No activity observed to date.	
<b>2018-027</b>	<b>MAMAC - Private - Commercial/Industrial 8189 Century Boulevard Chanhassen, MN 55317</b>	<b>2020-01-16</b>
	Construction has begun on infiltration basin. Perimeter control silt fence installed. Temporary BMP's installed. BMP's are good. Construction appears to have idled for winter.	
<b>2018-034</b>	<b>Basin 05-11-A Cleanout - Government - Other Corner of Sequioa and Ginger Eden Prairie, MN 55346</b>	<b>2020-01-16</b>
	No change since last monthly inspection. Robert Ellis-site representative stated that this work will begin in 2019- contacted Robert Ellis again--work should start late 2019-early 2020. No activity observed to date.	
<b>2018-038</b>	<b>Eden Prairie Senior Living - Private - Residential 8460 Franlo Rd Eden Prairie, MN 55344</b>	<b>2020-01-16</b>
	No change since last month. Site is snow covered. Will inspect after spring snowmelt. Construction completed. Perimeter control removed. <b>Corrective Action still open for west side-sediment in parking areas clean up. Site representative was notified-September/2019. CA will have to be addressed after spring thaw/snowmelt.</b>	
<b>2018-041</b>	<b>Abra Auto Body - Private - Commercial/Industrial 13075 Pioneer Trail Eden Prairie, MN 55347</b>	<b>2020-01-16</b>
	No change since last month. Site is snow covered. Construction complete. Final grading completed. Parking lot paving completed. Landscaping completed. Site is stable. Will inspect next spring for vegetation growth on covered slopes and in infiltration basins. BMP's good.	
<b>2018-043</b>	<b>Control Concepts - Private - Commercial/Industrial 8077 Century Boulevard Chanhassen, MN 55317</b>	<b>2020-01-16</b>
	No change since last monthly inspection. Construction continues. Site grading /underground work almost complete. Perimeter silt fence installed. BMP's to date look good.	
<b>2018-044</b>	<b>Smith Village - Private - Residential 16389 Glory Lane Eden Prairie, MN 55344</b>	<b>2020-01-16</b>
	Construction continues. BMP's installed. Site is snow covered.	

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<b>2018-047</b>	<b>Peterson Borrow Site - Private - Commercial/Industrial 15900 Flying Cloud Drive Eden Prairie, MN 55347</b>	<b>2020-01-16</b>
	No change since last monthly inspection. Site is snow covered. BMP's in place. Pit appears to be done being used. Soils in areas have been spray-tac'd. Entrance installation underway.	
<b>2018-052</b>	<b>HCRRRA Culvert Replacement - Government - Linear Hennepin County Wayzata and Deephaven, MN 55401</b>	<b>2020-01-16</b>
	Construction complete. BMP's installed. Vegetation growing and filling in; some bare areas of no growth-matting is protecting bare soils. Site is stable. Fence and Watershed signage installed. Will check in late spring-2020 for vegetation establishment. Silt fences and bio-rolls in place.	
<b>2018-055</b>	<b>Park Trail Improvement Project - Government - Other 1700 W. 98th Street Bloomington, MN 55431</b>	<b>2020-01-16</b>
	Site is snow covered--will inspect next spring after snow melt and into growing season. No change since last monthly inspection. Construction complete. Grading and seeding complete. Vegetation established. Bio-rolls onsite have been removed. Small area of bare soil across from Oregon Ave. --could use a reseeding--trail at Sunrise Park has bare areas at both entrances/ catch basin protection still in place at one location on west side---site representative was notified-August/2019. Reseeding may occur late spring--2020.	
<b>2018-056</b>	<b>Bluff Creek Restoration - Government - Other Liberty on Bluff Creek, Outlot B Audubon Road Chanhassen, MN 55317</b>	<b>2020-01-16</b>
	Site access completed. Brushing and tree removal completed. Rock entrance installed. No BMP's installed to date. Boulder stockpile onsite. Equipment onsite. No activity since last month's inspection.	
<b>2018-058</b>	<b>Walker Home - Existing Single-Family 9108 Stephens Pointe Eden prairie, MN 55347</b>	<b>2020-01-16</b>
	No change since last month inspection. Site is snow covered. Issues will have to be addressed after spring snowmelt. <b>CA's will remain open. See November-2019 inspection for details. Site representative is-- Ryan: 651-398-3622. Terry Jeffery (RPBCWD) is taking lead on CA's at this site.</b>	
<b>2018-059</b>	<b>Mason Point Landscaping - Existing Single-Family 15363 Mason Pointe Eden Prairie, MN 55347</b>	<b>2020-01-16</b>
	No change since last month. Construction complete. BMP's installed. Final landscaping will occur in spring 2020.	

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<b>2018-060</b>	<b>Loichinger Residence - Existing Single-Family 16396 Stratus Court Eden Prairie, MN 55347</b> Construction complete. Perimeter controls removed. Landscaping completed. Silt fence on north side still in place. Site is stable. Site is snow covered. Will inspect after spring snowmelt.	<b>2020-01-16</b>
<b>2018-062</b>	<b>Lower Riley Creek Stabilization Project - Government - Other Ridge on Riley Creek, Outlot A Eden Prairie, MN 55344</b> Tree removal continues and equipment/supply staging continues. Construction limits being surveyed in. Pads and site access underway--ground still not frozen--slowing progress. No BMP's installed to date.	<b>2020-01-16</b>
<b>2018-066</b>	<b>Castle Ridge Redevelopment - Private - Residential 615-635 Prairie Center Drive Eden Prairie, MN 55344</b> Construction continues. Demolition and earthwork/grading underway. Perimeter controls installed. BMP's to date look good. Work has slowed for winter. Minor tracking to street. Site representative notified.	<b>2020-01-16</b>
<b>2018-067</b>	<b>Hennepin Co Library - Eden Prairie Branch Refurb - Government - Other 565 Prairie Center Drive Eden Prairie, MN 55344</b> Construction appears to be completed. Site is snow covered. Will inspect after spring snowmelt. Perimeter controls installed. Soils on slopes covered-landscaping underway. BMP's look good to date.	<b>2020-01-16</b>
<b>2018-068</b>	<b>DriSteem Warehouse Expansion - Private - Commercial/Industrial 14949 Technology Drive Eden Prairie, MN 55344</b> No change since last monthly inspection. Construction complete. Parking lot paved. Grading complete. Seeding completed and growing. Catch basin protection removed. Bio-rolls removed. Will inspect next spring for vegetation establishment. Site is snow covered.	<b>2020-01-16</b>
<b>2018-072</b>	<b>Hyland Park Parking Lot Improvements - Government - Other 10145 E Bush Lake Rd Bloomington, MN 55438</b> Site has idled for winter. Site is snow covered. Will inspect after spring snow melt and into growing season.	<b>2020-01-16</b>
<b>2018-073</b>	<b>Preserve Boulevard Reconstruction - Government - Linear Preserve Boulevard Eden Prairie, MN 55344</b> Construction idled for winter. Minor tracking on onsite due to grading work underway prior to snowfall. Final grading still needs to be completed. Bare soils covered for winter-sprayed. BMP's good.	<b>2020-01-16</b>

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<b>2018-074</b>	<b>Eden Prairie Ground Storage Reservoir - Government - Other XXXX Eden Prairie Road Eden Prairie, MN 55344</b> Perimeter control installed. BMP's to date are good. Soils covered in plastic or with spray-tac'd prior to snowfall. Construction continues. Site is snow covered.	<b>2020-01-16</b>
<b>2019-001</b>	<b>Park-Galpin Nelson Property - Private - Residential 7141 Galpin Blvd Chanhassen, MN 55317</b> Grading complete. Perimeter silt fence installation complete BMP's to date are good. Roadway beds installed and paved. All bare soils have been covered with straw. Site is snow covered. Multiple house sites under construction.	<b>2020-01-16</b>
<b>2019-003</b>	<b>Stable Path - Private - Residential 9650 Stable Path Eden Prairie, MN 55347</b> Additional home sites under construction. Roadway and curb/gutter installed. Most bare soils covered with straw. Infiltration basin installed and slopes covered in some areas. BMP's installed where needed. Heavy tracking to street/ Catch basin protection removed for winter. <b>CA opened for tracking. Site representative was notified. Site is snow covered. CA will remain open until spring.</b>	<b>2020-01-16</b>
<b>2019-007</b>	<b>Beverly Hill - Private - Residential 16540 Beverly Drive &amp; 9800 Eden Prairie Road Eden Prairie, MN 55347</b> Construction continues on new home sites. Perimeter controls installed. Site grading completed and roadway construction completed. BMP's to date look good. First two houses are under construction. Site is snow covered.	<b>2020-01-16</b>
<b>2019-008</b>	<b>Staring Lake Pavilion - Government - Other 14800 Pioneer Trail Eden Prairie, MN 55347</b> Construction complete. Site perimeter control removed. Final grading completed and sod installed. Parking lot work complete BMP's are good to date. Will inspect next spring for vegetation growth.	<b>2020-01-16</b>
<b>2019-017</b>	<b>6650 Pawnee Drive - Existing Single-Family 6650 Pawnee Dr. Chanhassen, MN 55317</b> Catch basin protection area needs clean up along with street-- snow plows have removed some sediments. Corrective Action remains open. Site has been landscaped and is stable. No change since last month. Site is snow covered. <b>CA's will remain open thru spring 2020. Terry Jeffery is aware of open CA's</b>	<b>2020-01-16</b>
<b>2019-018</b>	<b>6657 Deerwood Drive - Existing Single-Family 6657 Deerwood dr Chanhassen, MN 55317</b> Heavy sediment runoff /tracking from site --snow plows have removed most. Site still needs attention to control runoff during heavy rainfall events and after each rainfall event(spring-2020).	<b>2020-01-16</b>

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Corrective Action remains opened. See photos in 2019-017 Permit (Pawnee Dr.). Both sites share same drainage and contribute to runoff issues. Some issues being addressed but not completed. Site grading appears to be underway. **CA's will remain open thru spring -2020. Site is snow covered. Terry Jeffery is aware of CA's.**

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**2019-019 Sheldon Place - Private - Residential 2020-01-16**  
**7960 Eden Prairie Rd Eden Prairie, MN 55347**

BMP's installed. Construction continues. Site is snow covered.

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**2019-022 Woodcrest Place - Private - Residential 2020-01-16**  
**17170 Beverly Drive Eden Prairie, MN 55347**

House tear down is completed. No BMP's installed to date. Site is snow covered.

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**2019-023 Minnetonka Library - Government - Other 2020-01-16**  
**17524 Excelsior Blvd. Minnetonka, MN 55345**

No change since last monthly inspection. Construction complete. BMP's in place. All bare soils have been sprayed prior to snowfall. Site is snow covered.

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**2019-024 Conifer Heights - Private - Residential 2020-01-16**  
**5615 Conifer Trail 5616 Mahoney Ave Minnetonka, MN 55345**

No change since last monthly inspection. Site has been surveyed and some brush clearing completed. No construction activity observed to date. Silt fences have been installed in some areas. Site is snow covered.

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**2019-026 Ridgewood Church Parking Lot 2020-01-16**  
**4420 County Road 101 Minnetonka, MN 55345**

Construction complete. Perimeter controls installed. BMP's installed. Bare soils covered at infiltration basin. Final grading at back of curbs underway. Site is snow covered. Will inspect after spring snowmelt.

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**2019-028 Lifetime Parking Lot Chanhassen - Private - 2020-01-16**  
**Commercial/Industrial**  
**2970 Water Tower Place Chanhassen, MN 55317**

Rock parking lot pad installed--completed. Bio rolls installed around pad. Site is stable. Bio-rolls will stay in place --many have pavement over top. Curb/gutter, underground storage for runoff still need to be installed. Activity appears to have idled for winter.

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**2019-032 West 79th St Chanhassen Parking Lot - Government - Other 2020-01-16**  
**Unassigned - W. 79th St and Market Blvd Chanhassen, MN 55317**

Construction complete. BMP's in place. All bare soils have been sprayed prior to snowfall. Site is snow covered. Will inspect after spring snowmelt.

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**2019-042**

**CSAH 101-Chanhassen**

**2020-01-16**

No change since last monthly inspection. House demolition underway. Construction limits surveyed.

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

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

Permit Fee Schedule Update

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

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

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

**WHEREAS** Minnesota Statutes section 103D.345, subdivisions 2 and 3, provide that a watershed district may charge inspection fees to private applicants (only) to cover actual costs related to the permitting of projects conducted within its jurisdiction, including the cost of staff and consultant services; to cover actual costs related to a field inspection, including investigation of the area affected by the proposed activity, analysis of the proposed activity, services of a consultant and any required subsequent monitoring of the proposed activity; and, further, that costs of monitoring an activity authorized by permit may be charged and collected as necessary after issuance of the permit;

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

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

**WHEREAS** RPBCWD adopted amended rules on December 11, 2019, that affirmed the established policy for RPBCWD’s recovery of its costs of permitting, inspection and analysis through the collection of permit fees from project applicants;

**WHEREAS** RPBCWD review and analysis of the costs of administering permit applications has shown that RPBCWD’s current permit fees do not provide adequately

for the recovery of the costs of applications and permits, and the board of managers finds that revision of the permit fee schedule is necessary to adhere to the principles and goals outlined here and in RPBCWD Rule L – Permit Fees.

**WHEREAS** the board of managers finds that it is necessary to adopt a revised permit fee structure that best ensures recovery of actual costs of permitting.

**NOW THEREFORE BE IT RESOLVED** that the RPBCWD Board of Managers adopts the attached Permit Fee Deposit & Rate Schedule, effective for all applications completed on or after February 6, 2020, and establishes RPBCWD policy requiring:

1. That permit fee deposits will held in escrow and applied to reimburse RPBCWD for permit inspection-related costs incurred at the rates stated below;
2. that when a permit application is approved, the deposit will be replenished to the applicable deposit amount by the applicant before the permit will be issued to cover actual costs incurred to monitor compliance with permit conditions and the RPBCWD Rules;
3. that no permit will be modified, renewed or extended if the applicable permit fee deposit balance is negative; and
4. that the RPBCWD administrator will return any unused portion of an applicant's permit fee deposit to the permittee within 45 days of notice from the permittee that the permitted work has been completed, unless RPBCWD determines that the work has not been completed in accordance with the applicable permit.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the RPBCWD Board of Managers hereby adopts a policy requiring that all permit applicants and permittees replenish the permit fee deposit to the original amount or such lesser amount as the RPBCWD administrator deems sufficient within 45 days of receiving notice that such deposit is due, and directing the administrator to close out the relevant application or permit and revoke prior approvals, if any, if the permit-fee deposit is not timely replenished;

**NOW THEREFORE BE IT FURTHER RESOLVED** that the RPBCWD Board of Managers directs the administrator to ensure that the RPBCWD permit-application instructions and associated materials, including this resolution and the Permit Fee Deposit & Rate Schedule, are readily available to advise applicants of the amended permit-fee structure; and

**NOW THEREFORE BE IT FINALLY RESOLVED** that the RPBCWD Board of Managers will continue to periodically review and, if necessary and warranted, revise the Permit Fee Deposit & Rate Schedule based on a review and analysis of cost of services of consultants, analysis of activities and field inspection of permitted projects.

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

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

Upon vote, the chair declared the resolution adopted.

Dated: February 5, 2020.

\* \* \* \* \*

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

IN TESTIMONY WHEREOF, I set my hand this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
David Ziegler, Secretary

# Riley-Purgatory-Bluff Creek Watershed District Permit Fee Deposit and Rate Schedule

*Effective February 6, 2020*

The following permit-fees deposits will be required from permit applicants to complete or continuing processing an application or permit, in keeping with established RPBCWD policy.

## ***Deposits***

For land-disturbing activities on record single-family residential property: \$200

For Wetland Conservation Act-only approvals \$500

For subdivision of land and all other projects: \$3,000

Applicants requesting a variance or exception under Rule K – Variances and Exceptions must submit an additional deposit of \$2,000.

## ***Rates***

Application processing fee \$10

Inspection, services of consultants, monitoring –  
RPBCWD staff \$41

Consulting engineer/technician *contracted rate*

Counsel *contracted rate*

*Electronic recordkeeping, postage, mailing, contracted administrative services and other miscellaneous services will be billed at cost.*



## Memorandum

**To:** Claire Bleser – RPBCWD Administrator  
**From:** Scott Sobiech, PE – Barr Engineering  
**Subject:** Lower Riley Creek Project – Change Order #1  
**Date:** January 31, 2020  
**Project:** 23/27-0053.14 014B  
**c:** Ryan Winge, Rachel Contracting, Inc.

Enclosed is Change Order 1 from Barr Engineering for work related to the above-referenced project, installing creek stabilization measures along Lower Riley Creek in Eden Prairie, Minnesota. Upon your review and approval, please sign three copies and return one copy to me, one copy to the contractor (Rachel Contracting, Inc.) and retain the remaining copy for your files.

Items included by this change order include the following:

1. Substantial Completion Time Extension

Barr Engineering is recommending approval of Change Order 1. There is no change in contract price as a result of the changes noted above.

Please call me at 952-832-2755 if you have any questions or concerns about the change order, or about any other related matters.

Sincerely,

A handwritten signature in black ink that reads "Scott Sobiech". The signature is written in a cursive, flowing style.

Scott Sobiech, PE  
Barr Engineering Company

*Enclosures:*  
Lower Riley Creek – Change Order 1

# Change Order

No. 1

Date of Issuance: 02/05/2020

Effective Date: 02/05/2020

Project: Lower Riley Creek Project	Owner: RPBCWD	Owner's Contract No.:
Contract: Lower Riley Creek Project	Date of Contract: July 23, 2019	
Contractor : Rachel Contracting, Inc.	Engineer's Project No.:23/27-0053.14-014B	

**The Contract Documents are modified as follows upon execution of this Change Order:**

**Description:**

The Contractor is hereby directed to make the following changes in the Contract Documents for the Lower Riley Creek Project in Eden Prairie, MN. The following items are included in this change order:

**CO1-1. Contract Time Extension**

**Description:** Contractor requested an extension in contract time on 1/29/2020, conceding that the original contract date for substantial completion of 2/24/2020 would not be met.

**Reason for Change:** The Control of Water/dewatering plan originally submitted by Contractor called for working in smaller section of the creek while bypass pumping around the active work areas. During tree clearing operations in late November, soft areas were encountered within the creek that were not solid enough to hold excavation or clearing equipment. The Control of Water plan was revised to call for installation of larger pumps at the upstream Project boundary and pumping around the entire Project area. The process of revising the Control of Water plan and obtaining the necessary approvals from the city of Eden Prairie and Minnesota Department of Natural Resources resulted in a delay to the Project of approximately six weeks. At this time Contractor has completed clearing operations and is actively pursuing Project operations with multiple crews and is working 6-day weeks, but anticipates requiring additional time to complete the Project. The adjusted date for Substantial Completion will remain in compliance with the Minnesota Department of Natural Resources restrictions on Work in Waters.

**Change in Contract Price:** This item does not result in a change of Contract Price.

**Change in Contract Time:** This item does result in a change in Contract Time. The following changes apply:

- Substantial completion (all work with the exception of final plantings) by 3/14/2020.
- Ready for Final Payment 6/15/2020, at which point the vegetation warranty period will commence.

**Attachments (list documents supporting change):**

Attachment 1–Rachel Contracting, Inc. Letter

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$ 1,651,247.04

Original Contract Times:  Working days  Calendar days  
Substantial completion (days or date): 2/24/2020  
Ready for final payment (days or date): 6/15/2020

[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0:

\$ N/A

[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0:

Substantial completion (days): N/A  
Ready for final payment (days): N/A

Contract Price prior to this Change Order:

\$ 1,651,247.04

Contract Times prior to this Change Order:

Substantial completion (days or date): 2/24/2020  
Ready for final payment (days or date): 6/15/2020

Increase of this Change Order:

\$ 0.00

Increase of this Change Order:

Substantial completion (days or date): 3/14/2020  
Ready for final payment (days or date): N/A

Contract Price incorporating this Change Order:

\$ 1,651,247.04

Contract Times with all approved Change Orders:

Substantial completion (days or date): 3/14/2020  
Ready for final payment (days or date): 6/15/2020

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: 1/31/2020

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

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

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Date: 01.31.2020



December 31, 2019

President Dick Ward and Board of Managers  
Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhausen, MN 55317

**Re: Riley Creek Branch Stabilization Project – Pay Application #1  
Barr Project # 23/27-0053.14-014**

Dear President Ward and Board of Managers:

Enclosed is the Application for Payment #1 from Rachel Contracting, Inc. for work completed through 12/31/19, on the above-referenced project. Upon your review and approval, please sign three copies and return one copy to me, one copy to the contractor and retain the remaining copy for your files.

Major items of work covered by this pay application include project mobilization. Work completed under this item include bond acquisition, project setup, survey, locates, and widening of trail access along Cedarcrest Dr.

Barr Engineering has reviewed the application, and is recommending payment in the amount of **\$43,959.83**. Payments shall be made directly to Rachel Contracting, Inc.

Please call me at 952-832-2755 if you have any questions or concerns about the application for payment, or about any other related matters.

Sincerely,

A handwritten signature in black ink that reads "Scott Sobiech". The signature is fluid and cursive.

Scott Sobiech, P.E.  
Barr Engineering Co.

c: Claire Bleser, RPBCWD  
Ryan Winge, Rachel Contracting, Inc.

Enclosure #1 – Application for Payment – Progress Payment 1

**Riley Creek Stabilization Project  
Progress Payment Number 1**

1.0	Total Completed Through This Period	<u>\$46,273.50</u>		
2.0	Total Completed Previous Period		<u>\$0.00</u>	
3.0	Total Completed This Period			<u>\$46,273.50</u>
4.0	Amount Retained, Previous Period		<u>\$0.00</u>	
5.0	Amount Retained, This Period (See Note 1)		<u>\$2,313.68</u>	
6.0	Total Amount Retained		<u>\$2,313.68</u>	
7.0	Retainage Released Through This Period:			<u>\$0.00</u>
8.0	Amount Due This Period			<u><u>\$43,959.83</u></u>

Note 1: At rate of 5% until Completed to Date equals 50% of current Contract Price and a rate of 0% thereafter.

SUBMITTED BY:

Name: Ryan Winge Date: 1/16/20  
 Title: Project Manager  
 Contractor: Rachel Contracting, LLC

Signature: 

RECOMMENDED BY:

Name: Scott Sobiech Date: 1/17/2020  
 Title: District Engineer  
 Engineer: Barr Engineering Company

Signature: 

APPROVED BY:

Name: Dick Ward Date: \_\_\_\_\_  
 Title: President  
 Owner: Riley Purgatory Bluff Creek Watershed District

Signature: \_\_\_\_\_

**Riley Creek Stabilization Project**  
**Piley Purgatory Bluff Creek Watershed District**  
**Summary of Work Completed Through December 31st, 2020- for Progress Payment Number 1**

1.04 Item	Description	Unit	Estimated Quantity	Unit Price	Extension	(1) Total Completed Through This Period		Percent Complete	(2) Total Completed This Period	
						Quantity	Amount		Quantity	Amount
A	Mobilization	L.S.	1	\$ 132,210.00	\$ 132,210.00	0.35	\$46,273.50	35%	0.35	\$46,273.50
B	Control of Water	L.S.	1	\$ 118,950.00	\$ 118,950.00	0	\$0.00	0%	0	\$0.00
C	Traffic Control	L.S.	1	\$ 6,240.00	\$ 6,240.00	0	\$0.00	0%	0	\$0.00
D	Rock Construction Entrance	Each	2	\$ 24,270.00	\$ 48,540.00	0	\$0.00	0%	0	\$0.00
E	Silt Fence, Type MS	L.F.	3,600	\$ 4.20	\$ 15,120.00	0	\$0.00	0%	0	\$0.00
F	Sediment Control Log, Type Compost	L.F.	8,900	\$ 4.80	\$ 42,720.00	0	\$0.00	0%	0	\$0.00
G	Floating Silt Curtain	Each	1	\$ 1,390.00	\$ 1,390.00	0	\$0.00	0%	0	\$0.00
H	Inlet Protection	Each	6	\$ 317.00	\$ 1,902.00	0	\$0.00	0%	0	\$0.00
I	Street Sweeping	L.S.	1	\$ 7,170.00	\$ 7,170.00	0	\$0.00	0%	0	\$0.00
J	Temporary Stream Crossing	Each	1	\$ 18,270.00	\$ 18,270.00	0	\$0.00	0%	0	\$0.00
K	Clearing and Grubbing (Medium Density)	Acre	3	\$ 8,110.00	\$ 25,952.00	0	\$0.00	0%	0	\$0.00
L	Select Tree Removal and Salvage with Root Wad (8-12" Diameter)	Each	63	\$ 156.50	\$ 9,859.50	0	\$0.00	0%	0	\$0.00
L	Select Tree Removal and Salvage with Root Wad (Greater than 12" Diameter)	Each	63	\$ 197.00	\$ 12,411.00	0	\$0.00	0%	0	\$0.00
M	Channel Clean-up, Debris Removal and Disposal	L.S.	1	\$ 4,530.00	\$ 4,530.00	0	\$0.00	0%	0	\$0.00
N	Remove Storm Sewer (12" to 27" RCP and FES)	L.F.	93	\$ 58.80	\$ 5,468.40	0	\$0.00	0%	0	\$0.00
O	Remove Storm Sewer Manhole (48" Diameter)	Each	2	\$ 2,360.00	\$ 4,720.00	0	\$0.00	0%	0	\$0.00
P	Remove Bituminous Path	S.Y.	590	\$ 8.60	\$ 5,074.00	0	\$0.00	0%	0	\$0.00
Q	Furnish & Install Manhole (48" Diameter)	Each	2	\$ 5,780.00	\$ 11,560.00	0	\$0.00	0%	0	\$0.00
Q	Furnish & Install Manhole (60" Diameter)	Each	2	\$ 8,040.00	\$ 16,080.00	0	\$0.00	0%	0	\$0.00
R	Connect to Existing Manhole	Each	1	\$ 1,950.00	\$ 1,950.00	0	\$0.00	0%	0	\$0.00
S	Salvage and Install Manhole Casting	Each	2	\$ 710.00	\$ 1,420.00	0	\$0.00	0%	0	\$0.00
T	Furnish & Install Manhole Casting	Each	2	\$ 849.00	\$ 1,698.00	0	\$0.00	0%	0	\$0.00
U	Furnish & Install Storm Sewer, 15" RC Pipe Class III	L.F.	59	\$ 100.00	\$ 5,900.00	0	\$0.00	0%	0	\$0.00
V	Furnish & Install Storm Sewer, 15" RC FES	Each	2	\$ 2,890.00	\$ 5,780.00	0	\$0.00	0%	0	\$0.00
U	Furnish & Install Storm Sewer, 27" RC Pipe Class III	L.F.	27	\$ 159.00	\$ 4,293.00	0	\$0.00	0%	0	\$0.00
V	Furnish & Install Storm Sewer, 27" RC FES	Each	1	\$ 3,980.00	\$ 3,980.00	0	\$0.00	0%	0	\$0.00
U	Furnish & Install Storm Sewer, 36" RC Pipe Class III	L.F.	27	\$ 237.00	\$ 6,399.00	0	\$0.00	0%	0	\$0.00
V	Furnish & Install Storm Sewer, 36" RC FES	Each	2	\$ 6,780.00	\$ 13,560.00	0	\$0.00	0%	0	\$0.00
W	Common Excavation (P)	C.Y.	5,650	\$ 10.70	\$ 60,455.00	0	\$0.00	0%	0	\$0.00
X	Grading (P)	S.Y.	23,480	\$ 1.70	\$ 39,916.00	0	\$0.00	0%	0	\$0.00
Y	Furnish & Install Class II Fieldstone Riprap	Ton	3,320	\$ 54.90	\$ 182,268.00	0	\$0.00	0%	0	\$0.00
Y	Furnish & Install Class III Fieldstone Riprap	Ton	230	\$ 54.90	\$ 12,627.00	0	\$0.00	0%	0	\$0.00
Z	Furnish & Install Granular Filter Aggregate	Ton	2,120	\$ 51.30	\$ 108,756.00	0	\$0.00	0%	0	\$0.00
AA	Furnish & Install Boulder Vane, no Footers	L.F.	560	\$ 73.30	\$ 41,048.00	0	\$0.00	0%	0	\$0.00
AA	Furnish & Install Boulder Vane, with Footers	L.F.	1,230	\$ 73.30	\$ 90,159.00	0	\$0.00	0%	0	\$0.00
BB	Install Log Vane	Each	54	\$ 262.50	\$ 14,175.00	0	\$0.00	0%	0	\$0.00
CC	Install Toe Wood	L.F.	540	\$ 45.80	\$ 24,732.00	0	\$0.00	0%	0	\$0.00
DD	Furnish & Install VRSS	L.F.	4,190	\$ 27.70	\$ 116,063.00	0	\$0.00	0%	0	\$0.00
EE	Import Topsoil	C.Y.	2,110	\$ 18.30	\$ 38,613.00	0	\$0.00	0%	0	\$0.00
FF	Seed Area	Acre	5	\$ 637.00	\$ 3,325.14	0	\$0.00	0%	0	\$0.00
GG	Cover Crop Seed Mix	Lbs.	140	\$ 1.70	\$ 238.00	0	\$0.00	0%	0	\$0.00
GG	Floodplain Forest Seed Mix	Lbs.	80	\$ 86.90	\$ 6,952.00	0	\$0.00	0%	0	\$0.00
GG	Upland Construction Seed Mix	Lbs.	17	\$ -	\$ -	0	\$0.00	0%	0	\$0.00
HH	Plant Shrub, Bare Root	Each	1,934	\$ 11.00	\$ 21,274.00	0	\$0.00	0%	0	\$0.00
HH	Plant Shrub, #2 Container	Each	309	\$ 64.30	\$ 19,868.70	0	\$0.00	0%	0	\$0.00
II	Plant Tree, Bare Root	Each	43	\$ 41.10	\$ 1,767.30	0	\$0.00	0%	0	\$0.00
II	Plant Tree, 2.5" Ball & Burlap	Each	53	\$ 666.00	\$ 35,298.00	0	\$0.00	0%	0	\$0.00
JJ	Furnish & Install Erosion Control Blanket Category 3N	S.Y.	20,000	\$ 2.40	\$ 48,000.00	0	\$0.00	0%	0	\$0.00
KK	Furnish & Install Straw Mulch	S.Y.	5,220	\$ 2.60	\$ 13,572.00	0	\$0.00	0%	0	\$0.00
LL	Bituminous Path	S.Y.	590	\$ 60.70	\$ 35,813.00	0	\$0.00	0%	0	\$0.00
MM	Furnish & Install Buffer Markers	Each	76	\$ 227.50	\$ 17,290.00	0	\$0.00	0%	0	\$0.00
NN	Vegetation Establishment and Warranty Period (Three Years)	L.S.	1	\$ 14,590.00	\$ 14,590.00	0	\$0.00	0%	0	\$0.00
PP	Import Boulders	Ton	750	\$ 67.40	\$ 50,550.00	0	\$0.00	0%	0	\$0.00
<b>Total Base Bid:</b>						<b>\$ 1,530,497.04</b>				

Bid Add Alternate						(1) Total Completed Through This Period		Percent Complete	(4) Total Completed This Period	
Item	Description	Unit	Estimated Quantity	Unit Price	Extension	Quantity	Amount		Quantity	Amount
OO	Pre-Fabricated Pedestrian Birdge and Footings	L.S.	1	\$ 120,750.00	\$ 120,750.00	0	\$0.00	0%	0	\$0.00
<b>Total Including Alternate:</b>						<b>\$ 1,651,247.04</b>	<b>\$46,273.50</b>			<b>\$46,273.50</b>



December 31, 2019

President Dick Ward and Board of Managers  
Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317

**Re: Bluff Creek Southwest Branch Stabilization and Restoration Project – Pay Application #3  
Barr Project # 23/27-0053.14-021**

Dear President Ward and Board of Managers:

Enclosed is the Application for Payment #3 from Sunram Construction Company for work completed through 12/31/19, on the above-referenced project. Upon your review and approval, please sign three copies and return one copy to me, one copy to the contractor and retain the remaining copy for your files.

Major items of work covered by this pay application include:

- Grading of the channel banks and bed to repair erosion and establish the proposed grade
- Furnishing and installing storm sewer to discharge stormwater at the new channel grades and dissipate flow energy
- Installation of root wads, boulder vanes, and rock riffles to provide habitat features and improve stream stability.
- Installation of seeding and turf reinforcement mat for vegetation establishment
- Clearing and grubbing of trees and brush. Additional area was cleared in consultation with the City and Engineer staff to ensure the work could be completed in accordance with the drawings and to remove additional buckthorn that was heavily present on the site.

Barr Engineering has reviewed the work and it has been performed in accordance with the plans and specifications to the best of our knowledge. We recommend payment in the amount of **\$94,736.10**. Payments shall be made directly to Sunram Construction Company.

Please call me at 952-832-2755 if you have any questions or concerns about the application for payment, or about any other related matters.

Sincerely,

A handwritten signature in black ink that reads "Scott Sobiech". The signature is written in a cursive, flowing style.

Scott Sobiech, P.E.  
Barr Engineering Co.

c: Claire Bleser, RPBCWD  
Ryan Sunram, Sunram Construction Company

Enclosure #1 – Application for Payment – Progress Payment 3

**Bluff Creek Southwest Branch Stabilization and Restoration Project  
Progress Payment Number 3**

1.0	Total Completed Through This Period	<u>\$204,154.14</u>	
2.0	Total Completed Previous Period		<u>\$55,236.71</u>
3.0	Total Completed This Period		<u>\$99,722.21</u>
4.0	Amount Retained, Previous Period		<u>\$2,761.84</u>
5.0	Amount Retained, This Period (See Note 1)		<u>\$4,986.11</u>
6.0	Total Amount Retained		<u>\$10,207.71</u>
7.0	Retainage Released Through This Period:		<u>\$0.00</u>
8.0	Amount Due This Period		<u><u>\$94,736.10</u></u>

Note 1: At rate of 5% until Completed to Date equals 50% of current Contract Price and a rate of 0% thereafter.

**SUBMITTED BY:**

Name: Ryan Sunram Date: 1-16-20  
 Title: Project Manager  
 Contractor: Sunram Construction Co

Signature: *Lee Sunram, President*

**RECOMMENDED BY:**

Name: Scott Sobiech Date: 1/17/2020  
 Title: District Engineer  
 Engineer: Barr Engineering Company

Signature: *Scott Sobiech*

**APPROVED BY:**

Name: Dick Ward Date: \_\_\_\_\_  
 Title: President  
 Owner: Riley Purgatory Bluff Creek Watershed District

Signature: \_\_\_\_\_

**Bluff Creek Southwest Branch Stabilization and Restoration Project**  
**Piley Purgatory Bluff Creek Watershed District**  
**Summary of Work Completed Through December 31, 2019- for Progress Payment Number 3**

1.04 Item	Description	Unit	Estimated Quantity	Unit Price	Extension	(1) Total Completed Through This Period		Percent Complete	(2) Total Completed During Period 1		(3) Total Completed During Period 2		(4) Total Completed This Period	
						Quantity	Amount		Quantity	Amount	Quantity	Amount	Quantity	Amount
A	Mobilization/Demobilization	LS	1	15,300.85	15300.85	0.75	\$11,475.64	75%	0.25	\$3,825.21	0.25	\$3,825.21	0.25	\$3,825.21
B	Control of Water	LS	1	1,500.00	1,500.00	1	\$1,500.00	100%	0	\$0.00	0.5	\$750.00	0.5	\$750.00
C	Traffic Control	LS	1	1,500.00	1,500.00	1	\$1,500.00	100%	0	\$0.00	0.5	\$750.00	0.5	\$750.00
D	Rock Construction Entrance	Each	1	1,500.00	1,500.00	1	\$1,500.00	100%	1	\$1,500.00	0	\$0.00	0	\$0.00
E	Sediment Log	LF	200	4.00	800.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
F	Silt Fence	LF	50	5.00	250.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
G	Floating Silt Curtain	Each	1	400.00	400.00	1	\$400.00	100%	0	\$0.00	1	\$400.00	0	\$0.00
H	Tree Protection Fencing	LF	100	5.00	500.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
I	Inlet Protection	Each	5	150.00	750.00	1	\$150.00	20%	0	\$0.00	1	\$150.00	0	\$0.00
J	Street Sweeping	LS	1	1,000.00	1,000.00	1	\$1,000.00	100%	0	\$0.00	0.5	\$500.00	0.5	\$500.00
K	Clearing and Grubbing	Acre	1.5	16,300.00	24,450.00	2.46	\$40,098.00	164%	2.2	\$35,860.00	0	\$0.00	0.26	\$4,238.00
L	Remove and Dispose of Trash and Non-Woody Debris	LS	1	2,750.00	2,750.00	1	\$2,750.00	100%	0	\$0.00	0.5	\$1,375.00	0.5	\$1,375.00
M	Remove Storm Sewer	LS	1	850.00	850.00	1	\$850.00	100%	0	\$0.00	0	\$0.00	1	\$850.00
N	Furnish and Install Manhole	Each	1	4,500.00	4,500.00	1	\$4,500.00	100%	0	\$0.00	0.5	\$2,250.00	0.5	\$2,250.00
O	Furnish and Install Manhole Casing	Each	1	500.00	500.00	1	\$500.00	100%	0	\$0.00	0.5	\$250.00	0.5	\$250.00
P	Furnish and Install Storm Sewer	LF	20	155.00	3,100.00	16	\$2,480.00	80%	0	\$0.00	0	\$0.00	16	\$2,480.00
Q	Furnish and Install Flared End Section	Each	1	2,500.00	2,500.00	1	\$2,500.00	100%	0	\$0.00	0.5	\$1,250.00	0.5	\$1,250.00
R	Common Excavation (P)	CY	2,200	10.80	23,760.00	2200	\$23,760.00	100%	0	\$0.00	1100	\$11,880.00	1100	\$11,880.00
S	Grading (P)	SY	7,240	1.40	10,136.00	7240	\$10,136.00	100%	0	\$0.00	3620	\$5,068.00	3620	\$5,068.00
T	Furnish and Install Riprap (CL I)	Ton	0	100.00	0.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
T	Furnish and Install Riprap (CL III)	Ton	325	76.25	24,781.25	300	\$22,875.00	92%	0	\$0.00	250	\$19,062.50	50	\$3,812.50
U	Furnish and Install Granular Backfill	Ton	12	73.00	876.00	12	\$876.00	100%	0	\$0.00	12	\$876.00	0	\$0.00
V	Clear and Salvage Trees and Install as Root Wad	Each	19	445.00	8,455.00	24	\$10,680.00	126%	18	\$8,010.00	0	\$0.00	6	\$2,670.00
W	Import and Install Root Wad	Each	19	445.00	8,455.00	24	\$10,680.00	126%	0	\$0.00	0	\$0.00	24	\$10,680.00
X	Furnish and Install Boulder Vane	LF	200	100.00	20,000.00	200	\$20,000.00	100%	0	\$0.00	68.5	\$6,850.00	131.5	\$13,150.00
Y	Turf Reinforcement Mat	SY	103	12.00	1,236.00	103	\$1,236.00	100%	0	\$0.00	0	\$0.00	311	\$1,236.00
Z	Import Topsoil	CY	5	100.00	500.00	5	\$500.00	100%	0	\$0.00	0	\$0.00	16	\$500.00
AA	Seed Area	Acre	1	6,300.00	9,324.00	1.48	\$9,324.00	100%	0	\$0.00	0	\$0.00	1.48	\$9,324.00
BB	Seed Mix - Cover Crop	LB	152	0.55	83.60	152	\$83.60	100%	0	\$0.00	0	\$0.00	152	\$83.60
BB	Seed Mix - Floodplain Forest Mix	LB	48	115.00	5,520.00	48	\$5,520.00	100%	0	\$0.00	0	\$0.00	48	\$5,520.00
BB	Seed Mix - Upland Construction Mix	LB	8	95.00	722.00	7.6	\$722.00	100%	0	\$0.00	0	\$0.00	7.6	\$722.00
CC	Plant Shrubs	Each	150	64.00	9,600.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
DD	Plant Trees	Each	15	240.00	3,600.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
EE	Furnish and Install Erosion Control Blanket	SY	5,772	2.45	14,141.40	2200	\$5,390.00	38%	0	\$0.00	0	\$0.00	2200	\$5,390.00
FF	Furnish and Install Straw Mulch	SY	1,643	0.30	492.90	1643	\$492.90	100%	0	\$0.00	0	\$0.00	1643	\$492.90
GG	Furnish and Install Buffer Markers	Each	15	200.00	3,000.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
HH	Vegetation Establishment and Warranty Period	LS	1	6,765.00	6,765.00	0	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00
II	5% Cost of Living Increase	LS	1	10,675.00	\$ 10,675.00	1	\$10,675.00	100%	0	\$0.00	0	\$0.00	1	\$10,675.00

**Total of Extensions = \$ 224,274.00                      \$204,154.14                      \$49,195.21                      \$55,236.71                      \$99,722.21**



January 30, 2020

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

Dear Claire:

Enclosed please find the checks and Treasurer's Report for Riley Purgatory Bluff Creek Watershed District for the one month and twelve months ending December 31, 2019.

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

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Mark C. Gibbs".

Mark C. Gibbs, CPA  
Enclosure



To The Board of Managers  
Riley Purgatory Bluff Creek Watershed District  
Chanhassen, Minnesota

### **Accountant's Opinion**

The Riley Purgatory Bluff Creek Watershed District is responsible for the accompanying December 31, 2019 Treasurer's Report in the prescribed form. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review promulgated by the Accounting and Review Services Committee of AICPA. We did not audit or review the Treasurer's Report nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Riley Purgatory Bluff Creek Watershed District. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Treasurer's Report.

### **Reporting Process**

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

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

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

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

REDPATH AND COMPANY, LTD.

St. Paul, Minnesota

January 30, 2020

# **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

## **Treasurers Report**

**December 31, 2019**

### **REPORT INDEX**

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Cash Disbursements**  
**December 31, 2019**

**Accounts Payable:**

<u>Check #</u>	<u>Payee</u>	<u>Amount</u>
4534V	NCI, Inc. - VOID	(\$26.58)
4726V	Coverall of the Twin Cities - VOID	(373.67)
5077	Amy Bakkum	113.65 <b>2020</b>
5078	Barr Engineering	40,956.34
5079	Carver County	150.00 <b>2020</b>
5080	CenterPoint Energy	331.62
5081	CenturyLink	301.36
5082	City of Chanhassen	16.53
5083	Coverall of the Twin Cities	316.76
5084	CSM Financial, LLC	7,492.38 <b>2020</b>
5085	Hach Company	95.00
5086	HealthPartners	3,958.88 <b>2020</b>
5087	Olivia R. Holstine	500.15
5088	In-Situ, Inc.	2,680.77
5089	Iron Mountain	129.95
5090	Larry Koch	979.07
5091	Metro Sales, Inc.	590.31
5092	MVEC	47.62
5093	Outdoor Lab	1,000.00 <b>2020</b>
5094	ProTech	236.56
5095	Redpath & Company, Ltd.	2,358.81
5096	Carol Reno	249.92
5097	Smith Partners	15,807.96
5098	University of Minnesota	9,189.23
5099	Wenck, Inc.	8,453.40
5100	Xcel Energy	457.11
5101	David Ziegler	1,499.84
5102	Connelly-GPM, Inc.	10,930.96 <b>2020</b>
5103	Olivia R. Holstine	611.74 <b>2020</b>
5104	Larry Koch	235.94 <b>2020</b>
5105	Rachel Contracting, Inc.	43,959.83 <b>2020</b>
5106	Southwest News Media	361.95 <b>2020</b>
5107	Sunram Construction, Inc.	94,736.10 <b>2020</b>

**Total Accounts Payable:** \$248,349.49

**Payroll Disbursements:**

Payroll Processing Fee	194.55
Employee Salaries	34,113.77
Employer Payroll Taxes	3,215.95
Employer Benefits (H.S.A. Match)	375.00
Employee Benefit Deductions	(294.10)
Staff Expense Reimbursements	578.45
PERA Match	2,568.98

**Total Payroll Disbursements:** \$40,752.60

VISA	9,455.58
Refund - Recording Services:	(1,021.00)
Less 2020 Expenses:	(163,411.20)

**TOTAL DISBURSEMENTS:** \$134,125.47

**Memos**

The 2019 mileage rate is .58 per mile. The 2018 rate was .54.5  
Old National VISA will be paid on-line.

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Fund Performance Analysis - Table 1**  
**December 31, 2019**

	2019 Budget	Fund Transfers	Revised 2019 Budget	Current Month	Year-to-Date	Year-to Date Percent of Budget
<b>REVENUES</b>						
Plan Implementation Levy	\$3,602,500.00	-	\$3,602,500.00	1,735,872.48	3,581,485.08	99.42%
Minnesota Market Value Credit	-	-	-	35.20	57.61	---
Permit	50,000.00	-	50,000.00	3,950.00	44,343.50	88.69%
Grant Income	708,079.00	-	708,079.00	-	540,609.57	76.35%
Investment Income	35,000.00	-	35,000.00	5,894.08	109,652.44	313.29%
Miscellaneous Income	-	-	-	23,028.00	24,530.65	---
Past Levies	2,511,789.00	-	2,511,789.00	-	-	0.00%
Partner Funds	432,000.00	-	432,000.00	-	-	0.00%
<b>TOTAL REVENUE</b>	<b>\$7,339,368.00</b>	<b>\$0.00</b>	<b>\$7,339,368.00</b>	<b>\$1,768,779.76</b>	<b>\$4,300,678.85</b>	<b>58.60%</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
Accounting and Audit	42,000.00	-	42,000.00	2,553.36	43,195.09	102.85%
Advisory Committees	5,000.00	-	5,000.00	229.78	1,958.46	39.17%
Insurance and bonds	20,000.00	-	20,000.00	-	13,848.00	69.24%
Professional Services	-	-	-	-	6,524.80	---
Engineering Services	106,000.00	-	106,000.00	8,619.00	106,311.70	100.29%
Legal Services	78,000.00	-	78,000.00	8,591.12	70,428.61	90.29%
Manager Per Diem/Expense	20,000.00	-	20,000.00	5,288.56	21,756.79	108.78%
Dues and Publications	12,000.00	-	12,000.00	-	13,678.08	113.98%
Office Cost	144,000.00	-	144,000.00	3,120.13	136,571.92	94.84%
Permit Review and Inspection	135,000.00	-	135,000.00	9,221.34	160,543.69	118.92%
Permit and Grant Database	-	39,900.00	39,900.00	-	-	0.00%
Recording Services	10,000.00	-	10,000.00	(1,021.00)	9,390.66	93.91%
Staff Cost	550,000.00	-	550,000.00	35,759.72	547,903.78	99.62%
<b>Subtotal</b>	<b>\$1,122,000.00</b>	<b>\$39,900.00</b>	<b>\$1,161,900.00</b>	<b>\$72,362.01</b>	<b>\$1,132,111.58</b>	<b>97.44%</b>
<b>Programs and Projects</b>						
<b>District Wide</b>						
10-year Management Plan	5,000.00	-	5,000.00	4,517.24	31,353.11	627.06%
AIS Inspection and early response	75,000.00	-	75,000.00	-	6,201.31	8.27%
Cost-share	267,193.00	-	267,193.00	5,175.84	64,544.02	24.16%
Creek Restoration Action Strategies Phase	-	-	-	-	-	---
Data Collection and Monitoring	186,000.00	-	186,000.00	14,964.92	198,009.60	106.46%
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00	18,000.00	48,000.00	3,527.00	34,869.50	72.64%
Education and Outreach	119,000.00	-	119,000.00	(2,070.73)	116,617.05	98.00%
Plant Restoration - U of M	42,000.00	-	42,000.00	-	25,238.45	60.09%
Repair and Maintenance Fund *	177,005.00	-	177,005.00	1,015.00	9,275.50	5.24%
Wetland Management*	145,272.00	-	145,272.00	5,120.75	29,586.75	20.37%
District Groundwater Assessment	-	-	-	-	-	---
Groundwater Conservation*	130,000.00	-	130,000.00	-	250.00	0.19%
Lake Vegetation Implementation	75,000.00	-	75,000.00	9,189.23	24,062.99	32.08%
Opportunity Project*	200,000.00	-	200,000.00	-	9,999.00	5.00%
TMDL - MPCA	10,000.00	-	10,000.00	-	-	0.00%
Stormwater Ponds - U of M	86,092.00	-	86,092.00	-	26,107.01	30.32%
Hennepin County Chloride Initiative	120,800.00	-	120,800.00	-	4,828.25	4.00%
Lower Minnesota Chloride Cost-Share	217,209.00	-	217,209.00	-	-	0.00%
<b>Subtotal</b>	<b>\$1,885,571.00</b>	<b>\$18,000.00</b>	<b>\$1,903,571.00</b>	<b>\$41,439.25</b>	<b>\$580,942.54</b>	<b>30.52%</b>
<b>Bluff Creek</b>						
Bluff Creek Tributary*	291,091.00	-	291,091.00	3,874.54	121,109.43	41.61%
Chanhassen High School *	41,905.00	-	41,905.00	-	3,609.50	8.61%
Wetland Restoration at Pioneer	561,870.00	-	561,870.00	722.98	545,924.78	97.16%
<b>Subtotal</b>	<b>\$894,866.00</b>	<b>\$0.00</b>	<b>\$894,866.00</b>	<b>\$4,597.52</b>	<b>\$670,643.71</b>	<b>74.94%</b>
<b>Riley Creek</b>						
Lake Riley - Alum Treatment*	5,000.00	-	5,000.00	-	-	0.00%
Lake Susan Water Quality Improvement Phase 2 *	13,420.00	-	13,420.00	112.50	23,452.26	174.76%
Rice Marsh Lake in-lake phosphorus load	73,983.00	-	73,983.00	-	13,414.87	18.13%
Rice Marsh Lake Water Quality Improvement Phase 1	150,000.00	-	150,000.00	-	-	0.00%
Riley Creek Restoration (Reach E and D3)	1,680,562.00	-	1,680,562.00	4,528.29	41,363.61	2.46%
Lake Riley & Rice Marsh Lake Subwatershed Assessment	72,500.00	-	72,500.00	4,858.80	42,538.97	58.67%
Upper Riley Creek Stabilization	425,000.00	-	425,000.00	-	-	0.00%
<b>Subtotal</b>	<b>\$2,420,465.00</b>	<b>\$0.00</b>	<b>\$2,420,465.00</b>	<b>\$9,499.59</b>	<b>\$120,769.71</b>	<b>4.99%</b>
<b>Purgatory Creek</b>						
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	-	50,000.00	-	-	0.00%
Lotus Lake in-lake phosphorus load control	105,772.00	-	105,772.00	-	1,666.30	1.58%
Purgatory Creek at 101	-	-	-	-	90.00	---
Silver Lake Restoration - Feasibility Phase 1	168,013.00	-	168,013.00	2,100.00	12,081.83	7.19%
Scenic Heights	111,226.00	-	111,226.00	210.00	55,757.25	50.13%
Hylland Lake in-lake phosphorus load control	120,000.00	-	120,000.00	-	128,612.41	107.18%
Mitchell Lake Subwatershed Assessment	87,500.00	-	87,500.00	3,594.60	41,296.64	47.20%
Duck Lake watershed load	213,955.00	-	213,955.00	322.50	88,532.52	41.38%
<b>Subtotal</b>	<b>\$856,466.00</b>	<b>\$0.00</b>	<b>\$856,466.00</b>	<b>\$6,227.10</b>	<b>\$328,036.95</b>	<b>38.30%</b>
Reserve	\$160,000.00	(\$57,900.00)	102,100.00	-	-	0.00%
<b>TOTAL EXPENDITURE</b>	<b>\$7,339,368.00</b>	<b>\$0.00</b>	<b>\$7,339,368.00</b>	<b>\$134,125.47</b>	<b>\$2,832,504.49</b>	<b>38.59%</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,634,654.29</b>	<b>\$1,468,174.36</b>	

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

**Multi-Year Project Performance Analysis - Table 2**

**December 31, 2019**

	Total Project	FUNDING SOURCE			Month Ended 12/31/19	Year To-Date	Lifetime Costs	Remaining
		District funds	Partner Fund	Grants				
<b>Programs and Projects</b>								
<b>District Wide</b>								
District Wide Floodplain Evaluation - Atlas 14/SMM model	48,000.00	48,000.00	-	-	3,527.00	34,869.50	34,869.50	13,130.50
Repair and Maintenance Fund	202,005.00	177,005.00	-	-	1,015.00	9,275.50	34,275.50	167,729.50
Wetland Management	150,000.00	150,000.00	-	-	5,120.75	29,586.75	59,315.06	90,684.94
Groundwater Conservation	130,000.00	130,000.00	-	-	-	250.00	250.00	129,750.00
Opportunity Project*	200,000.00	200,000.00	-	-	-	9,999.00	9,999.00	190,001.00
Hennepin County Chloride Initiative	120,800.00	19,000.00	-	101,800.00	-	4,828.25	4,828.25	115,971.75
Lower Minnesota Chloride Cost-Share	217,209.00	20,000.00	-	197,209.00	-	-	-	217,209.00
Stormwater Ponds - U of M	86,092.00	44,092.00	42,000.00	-	-	26,107.01	26,107.01	59,984.99
<b>Subtotal</b>	<b>\$1,154,106.00</b>	<b>\$788,097.00</b>	<b>\$42,000.00</b>	<b>\$299,009.00</b>	<b>\$9,662.75</b>	<b>\$114,916.01</b>	<b>\$169,644.32</b>	<b>984,461.68</b>
<b>Bluff Creek</b>								
Bluff Creek Tributary*	292,362.00	242,362.00	50,000.00	-	3,874.54	121,109.43	216,768.97	75,593.03
Chanhassen High School *	508,000.00	208,000.00	100,000.00	200,000.00	-	3,609.50	454,704.60	53,295.40
Wetland Restoration at Pioneer	561,870.00	450,000.00	-	111,870.00	722.98	545,924.78	545,924.78	15,945.22
<b>Subtotal</b>	<b>\$1,362,232.00</b>	<b>\$900,362.00</b>	<b>\$150,000.00</b>	<b>\$311,870.00</b>	<b>\$4,597.52</b>	<b>\$670,643.71</b>	<b>\$1,217,398.35</b>	<b>\$144,833.65</b>
<b>Riley Creek</b>								
Lake Riley - Alum Treatment 1st dose *	260,000.00	260,000.00	-	-	-	-	254,999.83	5,000.17
Lake Susan Water Quality Improvement Phase 2 *	662,491.00	330,000.00	99,091.00	233,400.00	112.50	23,452.26	672,523.06	(10,032.06)
Rice Marsh Lake in-lake phosphorus load	150,000.00	150,000.00	-	-	-	13,414.87	89,432.81	60,567.19
Riley Creek Restoration (Reach E and D3) *	1,565,000.00	1,265,000.00	300,000.00	-	4,528.29	41,363.61	221,858.76	1,343,141.24
Lake Riley & Rice Marsh Lake Subwatershed Assessment	72,500.00	12,500.00	5,000.00	55,000.00	4,858.80	42,538.97	42,538.97	29,961.03
Upper Riley Creek Stabilization	450,000.00	450,000.00	0.00	-	-	-	-	450,000.00
<b>Subtotal</b>	<b>\$3,159,991.00</b>	<b>\$2,467,500.00</b>	<b>\$404,091.00</b>	<b>\$288,400.00</b>	<b>\$9,499.59</b>	<b>\$120,769.71</b>	<b>\$1,281,353.43</b>	<b>\$1,878,637.57</b>
<b>Purgatory Creek</b>								
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	50,000.00	-	-	-	-	-	50,000.00
Lotus Lake in-lake phosphorus load control	345,000.00	345,000.00	-	-	-	1,666.30	240,893.34	104,106.66
Scenic Heights	260,000.00	165,000.00	45,000.00	50,000.00	210.00	55,757.25	204,531.01	55,468.99
Mitchell Lake Subwatershed Assessment	87,500.00	12,500.00	5,000.00	70,000.00	3,594.60	41,296.64	41,296.64	46,203.36
Duck Lake watershed load	220,000.00	220,000.00	-	-	322.50	88,532.52	94,577.02	125,422.98
<b>Subtotal</b>	<b>\$962,500.00</b>	<b>\$792,500.00</b>	<b>\$50,000.00</b>	<b>\$120,000.00</b>	<b>\$4,127.10</b>	<b>\$187,252.71</b>	<b>\$581,298.01</b>	<b>\$381,201.99</b>
<b>Total Multi-Year Project Costs</b>	<b>\$6,638,829.00</b>	<b>\$4,948,459.00</b>	<b>\$646,091.00</b>	<b>\$1,019,279.00</b>	<b>\$27,886.96</b>	<b>\$1,093,582.14</b>	<b>\$3,249,694.11</b>	<b>\$3,389,134.89</b>

**Riley Purgatory Bluff Creek Watershed District**  
**Balance Sheet**  
**As of December 31, 2019**

**ASSETS**

**Current Assets**

General Checking-Old National	\$2,135,078.94
Checking-Old National/BMW	1,373,256.03
Investments-Standing Cash	27,235.29
Investments-Wells Fargo	4,404,945.28
Accrued Investment Interest	21,874.72
Accounts Receivable	1,321.00
Due From Other Governments	25,021.73
Taxes Receivable	18,953.62
Taxes Receivable-Delinquent	29,411.16
Pre-Paid Expense	27,361.36
Security Deposits	7,244.00

**Total Current Assets:** \$8,071,703.13

**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	\$455,884.75
Retainage Payable	23,657.38
Salaries Payable	18,646.25
Permits & Sureties Payable	909,245.00
Deferred Revenue	29,411.16

**Total Current Liabilities:** \$1,436,844.54

**Capital**

Fund Balance-General	\$5,166,684.23
Net Income	1,468,174.36

**Total Capital** \$6,634,858.59

**Total Liabilities & Capital** \$8,071,703.13

**RILEY PURGTORY BLUFF CREEK WATERSHED DISTRICT**  
**Old National Bank VISA Activity**  
**December 31, 2019**

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
12/16/19	Costco	84.30	Office Expense	10-00-4200	Y
12/18/19	Amazon	31.55	Office Expense	10-00-4200	Y
12/18/19	North American Lakes Mgmt.	144.00	Professional Association Membership	10-00-4245	Y
12/18/19	Office Depot	169.87	Office Expense	10-00-4200	Y
12/19/19	US Postal Service	110.00	Office Expense	10-00-4200	Y
12/19/19	Jimmy John's	87.66	Office Expense	10-00-4200	Y
12/20/19	Verizon	375.53	Phone Bill	10-00-4240	Y
12/22/19	Amazon	14.22	Office Expense	10-00-4200	Y
12/20/19	Minnesota Association of Govern.	240.00	Professional Association Membership	10-00-4245	Y
12/26/19	Randy's Sanitation & Recycling	100.38	Trash Service	10-00-4215	Y
12/30/19	American Water Resources Assoc.	849.00	Professional Association Membership	10-00-4245	Y
12/31/19	Adobe	167.38	Software	10-00-4203	Y
12/31/19	Adobe	16.10	Software	10-00-4203	Y
01/08/20	Kowalski's	140.30	Manager Expense	10-00-4010	Y
01/11/20	Double Tree Crystal City, VA	246.90	Staff Expense	10-00-4321	Y
01/11/20	Microsoft	134.41	Software	10-00-4203	Y
01/14/20	The Websaturant Store	74.48	Office Expense	10-00-4200	Y
		<b>\$2,986.08</b>	<b>General Administration Total</b>		
12/18/19	Science First	525.53	Data Collection Supplies	20-05-4201	Y
12/19/19	City of Shoreview	25.00	Education & Outreach Space Rental	20-08-4260	Y
12/19/19	Amazon	100.00	Hennepin County Chloride Initiative	20-19-4260	Y
12/20/19	Uprooter	432.95	Education & Outreach Materials	20-08-4275	Y
12/22/19	Amazon	298.65	Data Collection Supplies	20-05-4201	Y
12/20/19	Wild Ones	255.93	Education & Outreach Materials	20-08-4275	Y
12/20/19	MaxBotix, Inc.	448.22	Data Collection Supplies	20-05-4201	Y
12/23/19	Facebook	2.90	Education & Outreach	20-08-4275	Y
12/23/19	Amazon	16.12	Education & Outreach Materials	20-08-4275	Y
12/23/19	Amazon	96.72	Education & Outreach Materials	20-08-4275	Y
12/23/19	Amazon	100.74	Education & Outreach Materials	20-08-4275	Y
12/24/19	Amazon	14.99	Education & Outreach Materials	20-08-4275	Y
12/30/19	Batteries & Bulbs	322.56	Data Collection	20-05-4201	Y
12/30/19	Prairie Moon Nursery	270.96	Education & Outreach M	20-08-4260	Y
12/30/19	Voltaic Systems	258.42	Data Collection	20-05-4201	Y
12/30/19	Hologram	35.99	Data Collection	20-05-4201	Y
12/31/19	DKC Digi Key Corp.	1,690.19	Data Collection	20-05-4201	Y
12/31/19	The Home Depot	85.96	Education & Outreach Materials	20-08-4275	Y
12/31/19	Speedway	24.83	Vehicle Fuel	20-05-4322	Y
12/31/19	Frattallone's Eden Prairie	27.95	Education & Outreach Materials	20-8-4275	Y
01/01/20	Adafruit Industries	169.60	Data Collection	20-05-4201	Y
01/02/20	Meter Group	1,980.42	Data Collection	20-05-4201	Y
01/02/19	Amazon	29.24	Education & Outreach Materials	20-08-4275	Y
01/06/20	Amazon	44.97	Education & Outreach Materials	20-08-4275	Y
01/07/20	Amazon	14.99	Education & Outreach Materials	20-08-4275	Y
01/07/20	U of M Continued Learning	100.00	Education & Outreach	20-08-4275	Y
01/07/20	MN Historical Society	6.00	Education & Outreach	20-08-4275	Y
01/07/20	Menards	94.94	Data Collection	20-05-4201	Y
01/08/20	Merlins Ace Hardware	8.50	Data Collection	20-05-4201	Y
01/08/20	MN Historical Society	2.40	Education & Outreach	20-08-4275	N
01/14/20	MN Historical Society	4.00	Education & Outreach	20-08-4275	N
01/14/20	Costco	90.97	Education & Outreach	20-08-4275	Y
01/16/20	MN Historical Society	70.00	Education & Outreach	20-08-4275	Y
		<b>\$7,650.64</b>	<b>District-Wide Total</b>		
		<b>\$10,636.72</b>	<b>GRAND TOTAL</b>		



# Legislative Briefing & Day at the Capitol

## SCHEDULE OF EVENTS

The MAWD Legislative Briefing and Day at the Capitol provide MAWD members with a great opportunity to build relationships with legislators and to advance issues important for maximizing the effectiveness of our local watershed management priorities.

MAWD will formally invite all legislators to join us for the Thursday breakfast, but follow-up invitations from constituents are very helpful.

### Wednesday, March 18

9:30 A.M. – 1:00 P.M. MN Association of Watershed Administrators Meeting  
Location: Capitol Region Watershed District, 595 Aldine St, Saint Paul MN 55104

2:00 P.M. – 5:00 P.M. MAWD Board of Directors Meeting  
Location: The DoubleTree Hotel, 411 Minnesota Street, Saint Paul, MN 55101

**6:00 P.M - 8:30 P.M. MAWD LEGISLATIVE BRIEFING (MAWD Members)**  
Location: The DoubleTree Hotel, 411 Minnesota Street, Saint Paul, MN 55101

- Overview of the 2020 MAWD legislative platform including talking points
- Presentations by lead agency staff and key legislators
- Training on effective methods of communication with elected officials

### Thursday, March 19

(Shuttles between the Double Tree Hotel and the Capitol will be available.)

**8:00 – 10:00 A.M. LEGISLATIVE BREAKFAST (MAWD Members and Legislators)**  
Location: L’Etoile du Nord Vault Room, State Capitol Basement

**10:00 A.M. – 4 P.M. DAY AT THE CAPITOL (On Your Own)**

Activities to schedule while you are in St. Paul could include the following:

- Meet with your legislators. YOUR elected officials WANT to hear and connect with you while you are in town. Please call in advance to schedule appointments - the sooner the better! Contact information can be found at [www.leg.state.mn.us/leg/legdir](http://www.leg.state.mn.us/leg/legdir). The Senate offices are in the MN Senate Building and offices for the House of Representatives are in the State Office Building.
- Attend legislative committee hearings (schedule to be posted soon)
- Meet with partners and have lunch in the Capitol Café or MnDOT Cafeteria
- Take a free guided tour of the Capitol ([www.mnhs.org/capitol/activities/tour](http://www.mnhs.org/capitol/activities/tour))

**REGISTRATION:** To register, visit: [www.mnwatershed.org/legislative-breakfast-day-at-the-capitol](http://www.mnwatershed.org/legislative-breakfast-day-at-the-capitol)

**RESOLUTION NO. 2020-002**  
**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**BOARD OF MANAGERS**

**ORDERING ST HUBERT CATHOLIC SCHOOL WATER QUALITY PROJECT**  
**DESIGN**

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

**WHEREAS** the Riley Purgatory Bluff Creek Watershed District (District) is responsible for the preparation, adoption and implementation of a watershed management plan for the Riley Purgatory Bluff Creek watershed pursuant to Minnesota Statutes section 103B.231, subdivisions 3 through 10;

**WHEREAS** in 2018, the District adopted its fourth-generation Watershed Management Plan (the Plan), which details the existing physical environment, land use and development in the watershed and establishes a plan to manage water resources and improve water quality, prevent flooding and otherwise achieve the purposes of Minnesota Statutes chapters 103B and 103D; the District's plan states a goal of addressing all impairments in water resources in the District's jurisdiction and removing all District waterbodies from the State of Minnesota impaired waters list;

**WHEREAS** in early 2016, the District completed the Rice Marsh Lake and Lake Riley Use Attainability Analysis Update which showed that Rice Marsh Lake fails to meet MPCA shallow lake water quality standards, and that 64% of phosphorus loading into the lake comes from external sources, 44% from watershed runoff and 20% from discharge from Lake Susan into Rice Marsh Lake;

**WHEREAS** in 2018, the District was contacted by St. Hubert Catholic School (St. Hubert's) in Chanhassen about possibly partnering on a rain garden on St. Hubert's campus (site), and the District's initial consultation of the site identified multiple potential best management practices;

**WHEREAS** the District's Opportunity Projects program was created with the adoption of the Plan in 2018 specifically to address previously unidentified projects and partnerships, and a stormwater retrofit of the site was identified as a potential project for this program;

**WHEREAS** in April 2019, consultant SRF, retained by the District to work with St. Hubert's stakeholders to identify potential best management practices for the site that would meet District goals, produced a memo, St. Hubert's Catholic School Opportunity Projects, identifying projects that would reduce runoff volume and rate from the site, improve water quality, enhance ecological biodiversity, and develop educational opportunities, and specifically developed four project areas and associated practices (the Project);

**WHEREAS** District staff scored the Project according to the Opportunity Project prioritization rubric in the Plan, resulting in a score of 33; the Project is expected to treat 3.6 acres runoff,

remove 455 pounds of Total Suspended Solids and 1.8 pounds of Phosphorus per year, reduce volume of stormwater runoff by 0.33 acre-ft per year, add 0.7 acres of prairie restoration, and will be visible to over 600 students, 100 staff members and over 2,600 families;

**WHEREAS** on or about August 7, 2019, the District distributed a draft amendment describing the Project and adding it to the capital improvements program in the Plan, and on September 4, 2019, the District held a duly noticed public hearing to receive public comment on the proposed minor plan amendment for the Project, and no comments were received

**WHEREAS** on October 2, 2019 the District adopted the amendment describing the Project and adding it to the capital improvements program in the Plan;

**WHEREAS** on February 8, 2020, the District held a duly-noticed public hearing to hear testimony from interested parties on whether to order the design of the Project and the managers considered the comments received;

**NOW THEREFORE BE IT RESOLVED** that the Board of Managers finds that proceeding with the design phase of the Project will be conducive to public health, will promote the general welfare, and complies with watershed law and the Plan as amended;

**BE IT FURTHER RESOLVED** that the Board of Managers hereby orders that the Project proceed to design, and that the District administrator proceed, with the advice of legal counsel, to develop any necessary and appropriate agreements and task orders for the design of the Project for due consideration and approval by the Board of Managers.

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

**Yea**                      **Nay**                      **Abstain**                      **Absent**

**CRAFTON**  
**KOCH**  
**PEDERSEN**  
**WARD**  
**ZIEGLER**

Upon vote, the president declared the resolution \_\_\_\_\_.

Dated: February 8, 2020.

\_\_\_\_\_  
David Ziegler, Secretary

\* \* \* \* \*

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

IN TESTIMONY WHEREOF, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
David Ziegler, Secretary

To: Board of Managers  
From: Claire Bleser, District Administrator  
Re: Fund Transfers

Friday, January 31, 2020

Dear Managers,

Please find recommendation to conduct fund transfers in order to balance year-to-date expenditures.

Transfer **\$6,524.80** from Reserve to Professional Service (Covers the cost of conducting administrator review).

Transfer **\$2,000** from Reserve to Dues and Publications (Cover increase in dues)

Transfer **\$25,000** from Reserve to 10-year Management Plan (cover for rules amendment)

Transfer **\$10,000** from Reserve to Lake Susan Water Quality Improvement Phase 2 (cover additional work related to project)

Transfer **\$4,000** from Reserve to Manager Per Diem (Cover per diem increase)

Transfer **\$ 25,000** from Reserve to Permit Review and Inspection (Cover permit processing)

Transfer **\$12,000** from Reserve to Data Collection (Cover additional equipment and seasonal staff)

Total transfer **\$84,524.80** from Reserve out leaving balance in reserve of \$17,575.20

Manager \_\_\_\_\_ seconded by Manager \_\_\_\_\_ to approve fund transfers out of Reserve for \$84,524.80 to \$6,524.80 – Professional Service, \$2,000- Dues and Publications, \$25,000 – 10-year Management Plan, \$10,000- Lake Susan Water Quality Improvement Phase 2, \$4,000 – Manager Per Diem, \$25,000- Permit Review and Inspection, and \$12,000 – Data Collection.

To: Board of Managers  
From: Claire Bleser, District Administrator  
Re: Staff Employment

Friday, January 31, 2020

Dear Managers,

Please find enclosed in this memo two position job descriptions. One is for Administrative Assistant position and the other is for a Groundwater Program & Stewardship Coordinator. I propose that the Groundwater Program & Stewardship Coordinator be an entry level position that can lead the groundwater conservation program as well as the stewardship program. Both of these hires would require additional funds to be allocated to salaries.

I propose that the District reallocate funds from the Upper Riley Creek Stabilization Project to cover these additional hires (2 now and 1 later). The Upper Riley Creek Stabilization Project has been put on hold into the new Public Works Director was hired for the City of Chanhassen. Staff do not anticipate expenditure for the project to exceed 100K in 2020 as the District needs to work with the City and private properties on property and maintenance agreements, ordering of the project and start of design.

Staff recommends that **\$130,000** be transferred from Upper Riley Creek Stabilization and Restoration to Staff Cost, and that the Board of Managers approve the release of Administrative Assistant and Groundwater Program and Stewardship Coordinator positions.

Adding the following staff is not atypical for Watershed District. Please find enclosed in your packet table displaying various watershed districts in the metro and staff compositions. Only full-time staff members were included in the chart. I have identified in this breakdown their administration/operations cost based on reports that could be found.

Sincerely,

Claire Bleser

Manager \_\_\_\_\_ seconded by Manager \_\_\_\_\_ approve the transfer of \$130,000 from the Upper Riley Creek Stabilization and Restoration project to Staff Cost and approves the solicitation of applications for both the Administrative Assistant Position and Communication and Community Engagement Manager Position.

	<b>MWMO</b>	<b>RWMWD</b>	<b>CRWD</b>	<b>MCWD</b>	<b>NMCWD</b>	<b>RPBCWD</b>
Administration	Executive Director Administrative Specialist Administrative Specialist Human Resources Coordinator	Administrator District Secretary Office Manager	Administrator Administrative Assistant Administrative Assistant Office Manager	Administrator Operations Manager Assistant Operations Manager	Administrator	Administrator
Data Collection	Water Resources Director Water Resources Specialist Environment Specialist Monitoring Intern Monitoring Intern	Natural Resources Specialist Natural Resources technician Natural Resources Technician Water Quality Monitoring	Water Resources Project Manager Monitoring and Research Manager Water Resources Technician Water Resources Technician Water Resources Specialist Monitoring Coordinator	Research & Monitoring Program Manager Research & Monitoring Coordinator Aquatic Ecologist Research & Monitoring Technician Research & Monitoring Field Assistant		Water Resources Manager Water Resources Tech II
Regulatory	NA	Permit Coordinator	PE Regulatory Manager BMP Inspector BMP Inspector Urban BMP Specialist	Permitting Program Manager Permitting Technician Permitting Technician Permitting Technician Permitting Assistant	Permit Coordinator	Watershed Management Planner
Projects/Planning	Capital Project and Stewardship Specilist Planning Principal Project planning and Implementation Specialist	Watershed Project Manager (grants) Water Quality Technician Water Quality Technician GIS Technician	Planning aprojects and Grant Manager Urban BMP Technician Water Resources Project Manager	Policy Planning Manager Project Planning Manager Planner - Project Manager Planner-Project Manager Policy Planning Coordinator Planner - Project Manager GIS Technician Project and Land Manager Project and Land Management Technician	Project and Program Manager	
Education/Communication	Projects and Outreach Director Communication Principal Training and Community Learning Specialist Youth and Community Outreach Specialist Stewardship and Community Outreach Specialist	Watershed Education Specialist	Community and Engagement Manager Community Outreach Coordinator Communication Associates	Communication and Education Director Education and Engagement Coordinator Education and Engagement Coordinator Communication Coordinator	Education and Outreach Coordinator	Education and Outreach Coordinator
<b>Administration/Operation</b>	\$ 1,820,000.00	\$ 2,104,000.00	\$ 3,617,000.00	\$ 1,403,000	\$ 715,000.00	\$ 1,196,000.00
<b>Implementation</b>	\$ 3,825,000.00	\$ 11,207,000.00	\$ 2,990,000.00	\$ 12,142,000.00	\$ 3,024,000.00	\$ 5,480,000.00
<b>Budget</b>	\$ 5,645,000.00	\$ 13,311,000.00	\$ 6,607,000.00	\$ 13,545,000.00	\$ 3,739,000.00	\$ 6,676,000.00

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

POSITION TITLE: Administrative Assistant  
REPORTS TO: Administrator  
TYPE: Full-time, exempt from the provisions of the Fair Labor Standards Act.  
Pay Grade: \$37,080 - \$55,620 commensuration based on experience

#### PRIMARY OBJECTIVE

Perform skilled to highly skilled administrative and secretarial support to staff as it relates to the implementation of District goals and objectives. The Administrative Assistant provides support for: scheduling conference rooms, answering phones, assisting with the preparation of Board and CAC packets, handling shipping requests, providing technical support for guests using meeting rooms, updating District website, processing contracts, binding reports and setting up meeting rooms.

#### PRIMARY DUTIES AND RESPONSIBILITIES

1. Perform administrative and support duties for the District staff.
2. Greet the public and answer/screen phone calls in a courteous and professional manner, provide information and answer questions on a variety of issues related to the District, listen to concerns/complaints, assess needs, explain procedures, route calls, and/or take messages.
3. Schedule and make arrangements for meetings for District staff. Provide support for meetings hosted at RPBCWD. Meeting support includes technology, meeting materials, refreshments and room set up and arrangements.
4. Act as a host or greeter for visitors and the general public who enter our building.
5. Uses word processing, spreadsheet, and database management software (such as Word, Excel, Access, PowerPoint, etc.) to produce correspondence, minutes, reports, forms, budget and technical information.
6. Send and route all RPBCWD mail. Perform clerical duties such as typing and data entry, copying, assembling, mass mailings, faxing, filing, mail distribution, review, etc. Request courier services for shipping and receiving, order supplies, maintain document and report archiving and library.
7. Assists with records, filing and information retrieval system, both manual and automated (computer). Compose letters, memoranda, reports, and other written communications. Assist staff with surveys and collects/researches data for special projects.
8. Promote a diverse, inclusive, culturally competent, and respectful workplace.

#### ADDITIONAL FUNCTIONS:

1. When necessary, attend and take minutes at Board of Managers meetings, prepare minutes for review.
2. Keep staff informed of meetings, events, and deadlines by disseminating written and verbal information in a timely manner. Attend and participate in staff meetings to keep abreast of staff activities and to share the same type of information with them so that work efforts can be coordinated.
3. Maintain office supplies. Perform routine maintenance, troubleshooting and staff training on office equipment (printer/copier, postage machine, phone equipment) and arrange for necessary service calls.

4. Effectively listens, speaks, and interacts tactfully in a work group or with the public.
5. Ability to manage conflict with citizens and others.
6. Follows oral and written instructions.
7. Communicates with a diverse group of co-workers, supervisors, and the public in a cooperative, effective, and respectful manner.
8. Responds promptly and develops positive working relationships with internal and external audiences
9. Selects and uses the most appropriate method of communication with the public or coworkers.
10. Produces effective and readable non-technical reports, documents, and correspondence.

*(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*

**SALARY:** Salary range is from \$37,080 - \$55,620 and initial salary depends on qualifications and experience.

**MINIMUM QUALIFICATIONS:** The employee must possess High School diploma or GED equivalent. Three years of experience as administrative assistant including regular use of a personal computer, database management, word processing and spreadsheet software.

**KNOWLEDGE, SKILLS and ABILITIES:**

General

- Performs varied and challenging detail-oriented work.
- Ability to establish priorities, balance diverse work and implement projects successfully.
- Ability to take direction from supervisor and colleagues, work successfully with considerable independence (self-motivated) and use good time management skills.
- Excellent communication.

Reports to: The Administrator Assistant reports directly to, and is supervised by, the District Administrator. The position will meet with the District Administrator regularly to prioritize project workload commitments and to discuss issues pertaining to this position.

**APPLICATION PROCESS:**

This position is open until filled (First consideration February 28). Applications received during the final stage of the search are not guaranteed consideration. Apply by email to: [cbleser@rpbcwd.org](mailto:cbleser@rpbcwd.org). Attach to the email in PDF format only the following 2 items: Cover letter and Resume with 3 professional references. Complete application submissions will be acknowledged by return email.

Reviewed by CSB, TJ, MS, JM

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

POSITION TITLE: Groundwater Program & Stewardship Coordinator  
REPORTS TO: District Administrator  
TYPE: Full-time, exempt from the provisions of the Fair Labor Standards Act  
Pay Grade: \$40,000- 60,000 commensuration based on experience

#### PRIMARY OBJECTIVE

The role of the Groundwater Program and Stewardship Coordinator is to improve and protect the water resources of the Riley Purgatory Bluff Creek Watershed District through the coordination and management of the Watershed Stewardship Grant Cost-share program and the Groundwater Conservation Program. The Groundwater Program and Stewardship Coordinator is also responsible for supporting the Communication Manager and other District Staff in the implementation of education and outreach programming. This role supports stewardship by identifying desired behavior change and barriers to those actions through the management of programs and creation of resources that help overcome those barriers.

#### PRIMARY DUTIES AND RESPONSIBILITIES

1. Manage the Watershed Stewardship Grant Cost-share Program that provides technical assistance and funding for projects that protect and conserve water resources, and increases public awareness of the vulnerability of these resources and solutions to improve them.
  - a. Develop an annual budget
  - b. Organize site visits and communicate with technician
  - c. Prepare and negotiate grant agreements
  - d. Lead grant funding recommendation committees
  - e. Prepare funding recommendation reports
  - f. Track individual projects and grant budgets
  - g. Submit reimbursement requests
  - h. Report progress and metrics
  - i. Coordinate inspections
  - j. Keep and organize electronic and paper records
  - k. Evaluate and update program regularly
  - l. Manage communication with grant applicants and awardees
  - m. Organize promotional materials, events and programming
2. Develop and Coordinate the Groundwater Conservation Program to promote the conservation of groundwater resources through education and outreach and work with cities.
  - a. Work with cities to encourage conservation practices and reduce groundwater consumption
  - b. Manage Groundwater Conservation Grant Program
  - c. Lead education programming

- d. Develop and coordinate Water Smart Meter Pilot Program
  - e. Stay abreast of local opportunities and regional efforts
  - f. Review, evaluate, and adjust program components regularly
3. Provide support for Education and Outreach programs
- a. Coordinate continuing education and volunteer opportunities for certified Master Water Stewards
  - b. Support efforts of certified Master Water Stewards and promote stewardship growth
  - c. Support youth programming
  - d. Assist with tabling and public events
  - e. Assist with creation of education and outreach related communications (newsletters, flyers, handouts, website, social media etc.)
4. Other duties and responsibilities
- a. Research and stay up to date with developments in the field of water resources
  - b. Participates as a member of the staff team for District projects and programs by cooperating with other staff and consultants, contributing ideas, providing comments when requested, and helping where needed.
  - c. Effectively represent water and watershed issues at meetings, conferences, before media, and to other local units of government, City Departments, The RPBCWD Board of Managers, partner organizations and the public
  - d. Prepare reports and summaries for the District Administrator and Board of Managers as required/ requested
  - e. Assist with day-to-day office activities such as room set-up, office supply inventory, event logistics, receipt and organization of District files and documents
  - f. Perform other tasks as assigned by the District Administrator

*(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*

**SALARY:** Salary range is from \$40,000 - \$60,000 and initial salary depends on qualifications and experience.

**MINIMUM QUALIFICATIONS:** 3 years of experience preferred implementing water resource and/or environmental education, outreach and communications programs to a variety of audiences, managing and recruiting volunteers. Bachelor's degree in natural resources with an emphasis in communication or bachelor's degree in Education with experience in natural resources. A graduate degree in a related field may be considered in lieu of work experience. Knowledge of technical and regulatory water quality and storm water issues. Demonstrated written, verbal, and presentation skills. Demonstrated networking, team-building, research, coordination, and multi-tasking skills. Ability to work with a diverse public audience. Must have a reliable vehicle and a valid US driver's license with no recent suspensions.

**DESIRED QUALIFICATIONS:** Understanding of social marketing and behavioral change strategies. Experience with non-formal, non-traditional teaching settings (e.g., outside of classroom, adult learners). Training in volunteer management. Knowledge of Adobe Suites other similar publishing software, and experience in web updates and content design. Previous experience with local units of government and stormwater education or urban environmental education.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### General

- Proficiency with a personal computer and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics, specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint, Adobe InDesign, Illustrator and Photoshop.
- Ability to effectively use email and Internet applications and other common software applications.
- Ability to take direction, work independently with a minimum of supervision, use good time management practices, possess the ability to set priorities and balance large volumes of diverse work.
- Ability to work collaboratively to develop education and outreach programming with local and agency staff, consultants and associates.
- Ability to develop and maintain effective working relationships with the District Administrator, the Community Outreach Coordinator, RPBCWD Board of Managers, Citizens Advisory Committee, city and agency staff, members of the public, and other interested parties.
- Ability to effectively communicate verbally and in written form to a wide variety of audiences ranging from elected officials to K12 students.
- Creativity in developing and presenting educational information and exhibits.

### **APPLICATION PROCESS:**

This position is open until filled (First consideration February 21). Applications received during the final stage of the search are not guaranteed consideration. Apply by email to: [cbleser@rpbcd.org](mailto:cbleser@rpbcd.org). Attach to the email in PDF format only the following 2 items: Cover letter and Resume with 3 professional references. Complete application submissions will be acknowledged by return email.

Reviewed by CSB, TJ, MS, BL, JM

# MEMORANDUM

DATE: December 23, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: IT systems review and engagement of IT Consultant

I hereby renew my recommendation regarding a review of the District's IT systems in the engagement of an IT consultant.

As I previously stated, given the importance of IT systems in the District's operations and the heightened awareness of the need for security of IT systems in order to protect confidential information of managers, employees, contractors and other who entrust their information to the District, I recommend the district engage an IT consultant to review the District's IT systems and processes, including but not limited to disaster recovery and security.

**My concern is heightened** by the stated computer glitch that prevented the district administrator from providing, me with the Excel Version of the District's 2020 budget. The district administrator has yet to provide me with an Excel version of the 2020 budget, be at the final or an earlier draft. I cannot help but believe that a proper backup system would have avoided this issue. In any event, the District's systems need to be reviewed.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District") inquire of other watershed districts, MAWD, BSWR and other organizations regarding their IT policies and procedures, and consultants and provide the results of such inquiry to the managers.
2. That the district administrator solicit proposals from not less than three notable and recognized ITCs to (a) review the District's IT systems and processes including but not limited to disaster recovery and security and (b) prepare and present not later than 60 days after their engagement, a report to the managers, of results of its review to the managers which report shall at a minimum set forth, (i) a summary of the District's IT systems and process, (ii) recommendations for improvement to the District's IT systems and processes necessary for the District to comply will all applicable laws, rules and best management practices regarding IT systems and processes, and (iii) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, reviews and equipment.

3. That the district administrator provide the managers with a detailed report of the status of the District's IT systems, the extent to which the District process IT systems comply or fail to comply with applicable state and federal laws and the steps and processes used to protect the District's IT system for discussion and at a closed session of a meeting of the managers.

# MEMORANDUM

DATE: December 23, 2019

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

FROM: Larry A. Koch, manager RPBCWD

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Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District") inquire of other watershed districts, MAWD, BSWR and other organizations regarding their IT policies and procedures, and consultants and provide the results of such inquiry to the managers.
2. That the district administrator solicit proposals from not less than three notable and recognized ITCs to (a) review the District's IT systems and processes including but not limited to disaster recovery and security and (b) prepare and present not later than 60 days after their engagement, a report to the managers, of results of its review to the managers which report shall at a minimum set forth, (i) a summary of the District's IT systems and process, (ii) recommendations for improvement to the District's IT systems and processes necessary for the District to comply will all applicable laws, rules and best management practices regarding IT systems and processes, and (iii) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, reviews and equipment.

3. That the district administrator provide the managers with a detailed report of the status of the District's IT systems, the extent to which the District process IT systems comply or fail to comply with applicable state and federal laws and the steps and processes used to protect the District's IT system for discussion and at a closed session of a meeting of the managers.

# MEMORANDUM

DATE: December 23, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Engagement of Human Resources Consultant

As managers of the RPBCWD it is our responsibility to supervise the operations of the district and ensure that the district's operations comply with the law and best management practices.

It is not possible for us to know all of the details of the operations of the district such as ours and is not possible for us to know every law and best management practices in each case. It is possible, however, for the managers to engage qualified third parties to perform reviews of the district's operations from time to time for the purpose of determining whether the district's operations comply with the law and whether the district's operations comport with best management practices. It is in the interest of the managers, staff and the public that such a review be conducted.

I believe that the district's most valuable "partners" are its employees. I believe it is extremely important that we retain our valued "partners" and treat them fairly and consistently with the best management practices. I believe it is time and it is appropriate for the district to engage a human resources consultant for the purpose of reviewing our practices regarding our valued "partners" with a view toward recommending changes in our practices so that our district utilizes best management practices with respect to its valued partners.

I have previously provided an email from human resources consultant Larry Morgan, who was recommended to me by a business consultant with over 50 years of experience in owning and operating businesses.

Mr. Morgan estimated that a review of the districts HR practices could be performed for approximately \$2,500. He also provided information on various HR and management courses that are available and relatively inexpensive.

Therefore, I moved the adoption of the following resolutions:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") engage a human resources consultant (HRC) to (a) review the District's human resources practices, (b) prepare and present a report of results of its review to the managers which report shall at a minimum set forth, (i) all instances of failures to follow applicable laws, rules, etc., (ii) recommendations as to how to remedy any such violations and to avoid a repeat of such violations, (iii) all instances where the HRC believes that the District's human resources operations are not consistent with best

management practices, (iv) recommended changes to the District's human resources practices such that the District's human resources practices will conform with best management practices, and (v) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, and reviews.

2. That the district's administrator solicit proposals from not less than three notable and recognized HRCs for a presentation to the managers for their selection of an HRC.
3. That such review and report be completed within 60 days of the engagement of the HRC and presented to the managers within 30 days of its completion for consideration at the meeting of the managers next following its presentation to the managers.
4. That the fee for such engagement not exceed \$2,500.
5. That the 2019 budget, be amended to include a separate line item in the amount of \$5000 for expenses to be incurred in connection with such engagement and any training recommended by the HRC.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Accounting and accounting clerk

It is my understanding that currently the district administrator is spending valuable time each month entering purchasing information into a spreadsheet and assigning accounts and then transmitting to accountant for entry into the books.

I believe that the District administrator's time would be better spent on other district matters, particularly those in which she is well-trained.

I recommend that the district administrator and the district's accountants, along with the district's treasurer him look into hiring an accounting clerk on a part-time basis to take over most of the accounting entry tasks, leaving the district administrator to simply review the entries once inputted. As an alternative, our accountants may have services at a reasonable rate to provide such entry of expenditures and generation of reports for review by the district administrator, rather than having the district administrator create such inputs and entries.

Besides the time savings, an accounting clerk would certainly be less expensive on an hourly basis than our district administrator.<sup>1</sup>

Therefore, I recommend that staff investigate the use of purchasing cards by all staff for payment of purchases of equipment and services for the district.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District") and the district's Treasurer are hereby authorized and directed to inquire into the use of an accounting clerk or the district's accountants to consume all or part of the ministerial accounting functions of the district and to prepare and provide to the managers, a report of the results of such inquiry.

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<sup>1</sup> \$39,522

The average Accounting Clerk I salary in the United States is \$39,522 as of November 25, 2019, but the range typically falls between \$35,240 and \$44,249.

Accounting Clerk I Salary | Salary.com

<https://www.salary.com> > research > salary > benchmark > accounting-clerk-i...

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Credit cards-purchasing cards

It is my understanding that currently the district uses a credit card to make certain purchases. In addition, the staff makes purchases. They submit reimbursements to the district. It is my understanding that such credit card purchases are recorded in the various accounts as visa purchases or reimbursements to staff and that the vendor or item is not recorded in the accounts. Whether or not this is proper accounting practice, it is not a best management practice.

Rather than using credit cards, the district could use what I refer to as “purchasing cards,” which tracked the vendor and items purchased and allows the data to be downloaded directly into the district’s accounting system. Such cards can provide that each employee be issued card and various controls can be placed on the uses of the card to a limit the possibilities of abuse. Information can be found on the NAPCP website (<https://www.napcp.org/>).

Therefore, I recommend that staff investigate the use of purchasing cards by all staff for payment of purchases of equipment and services for the district.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) is hereby authorized and directed to inquire into the use of purchasing cards by the district and to prepare and provide to the managers, a report of the results of such inquiry.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Journal of votes

While attending a seminar put on by the Department of Administration of the state of Minnesota, was brought to my attention that MS Section 13D.01 Subd. 4 states that “[the] votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting by this section to be open to the public must be recorded in a journal kept for that purpose.”

I then inquired of the district’s administrator and legal counsel as to whether or not the district had a journal of votes. I was told no and that the minutes of the meeting sufficed.

It was my recollection that at the seminar, the presenters stated that minutes were insufficient substitute for the required Journal of votes. I then emailed the Department of Administration regarding my recollection. In an email, copy of which is attached, it appears that it is the position of the Department of Administration that minutes are insufficient substitute for the Journal of votes and that watershed District is required to maintain a journal of votes.

Therefore, I recommend that the secretary the district with the assist the legal counsel and staff commence the maintenance of the Journal of votes as required by Minnesota law.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the secretary of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) with the assistance of the district’s Administrator and legal counsel create and maintain a journal of votes as required by Minnesota law, MS Section 13D.01 Subd. 4. beginning immediately with this meeting and all future meetings and all past meetings.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Proposal for survey of erosion of Lakeshore and wetlands

It has come to my attention that there appears to have been a significant increase in the erosion to shorelines and lake bottoms as well as wetlands as a result of certain activities on the lakes within the district. I have been in contact with two residents on Lotus Lake, Donna Burt and Joanne Syverson and, regarding erosion of their shoreline due to enhanced wakes caused by watercraft, including watercraft, which are known as “wake boats.” I have also been informed that such damage may well be occurring on Lake Riley as well.

Therefore, I recommend that staff investigate whether a route erosion to the shorelines and lake bottoms of the lakes within the district.

Therefore, I moved the adoption of the following resolution: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) is hereby authorized and directed to develop a plan for determining the amount and cause of erosion occurring to the shorelines and the lake bottoms of the lakes within the district and to prepare and provide such a plan to the managers for its review.

# MEMORANDUM

DATE: December 26, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: 2020 Meet and greet for city and county officials

Chanhassen, and possibly other cities and counties within the district have had a change in city officials. Consistent with one of the main tenants of the district's 10-year plan, namely, education and outreach, I recommended that the District host one or more meet and greets with the officials of the various cities and counties for the purposes of establishing optimal relationship with the District's partners.

Therefor, I move the adoption of the following resolutions: BE IT RESOLVED:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District"), administrator is hereby authorized and directed to arrange for one or more "meet and greet" with the officials of the various cities and counties within the District's boundaries for the purposes of extending its education and outreach to the District's partners, particularly any new councilmembers and county commissioners.
2. That the District administrator is authorized to incur reasonable costs in connection with the such "meet and greet" activities with the cost if any, incurred in connection with the shall be allocated to the education and outreach portion of the District's budget.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Form of resolutions approving permit application

It is been my experience that the managers often spend unnecessary amount of time fumbling over the wording of resolutions approving a permit application. In order to avoid wasting time fumbling over the recitation of resolutions for approving a permit application, I recommended that the district adopt the form of resolutions set forth below, and that the staff and its consultants use such form of resolutions for each and every permit application.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District"), and all consultants assisting in the preparation of staff reports pertaining to the approval of permit applications are hereby directed to use the following form of resolutions in preparing the resolutions for inclusion in the staff report on a permit application.
  - 1.1 Resolved, that after review of and based upon the staff report presented to the managers regarding the application for the issuance of Permit \_\_\_\_\_ pursuant to the District's rules, said application is hereby approved subject to the terms and conditions set forth in the Recommendations section of the staff report;
  - 1.2 Resolved, that the District Administrator is hereby authorized and directed to prepare a permit pursuant to the District's Rules consistent with the foregoing resolution;
  - 1.3 Resolved that the President of the board of managers and the district's administrator are hereby authorized to execute said permit for and on behalf of the District, and
  - 1.4 Resolved that the District administrator is hereby authorized and directed to release said permit upon the administrator's determination that the applicant has satisfied all conditions to the release of said permit.
2. That the Secretary with the assistance of the district administrator assign a number to such resolutions as adopted for inclusion in the District's Journal of Votes.

3. That the Secretary with the assistance of the district administrator include a copy of the adopted resolutions in the District's Journal of Votes.
4. That the Journal of Votes include language to the effect that "Manager [\_\_\_\_\_] moved the adoption of the [following resolutions/the proposed Resolutions set forth in the Staff Report for Permit Application [\_\_\_\_\_] , which motion was seconded by Manager [\_\_\_\_\_] On voice vote, the motion carried [\_\_\_\_\_] to [\_\_\_\_\_] [Manager(s) \_\_\_\_\_ voted no/nay."

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Form of resolutions approving variance

It is been my experience that the managers often spend unnecessary amount of time fumbling over the wording of resolutions approving a variance. In order to avoid wasting time fumbling over the recitation of resolutions for approving a variance, I recommend that the district adopt the form of resolutions set forth below, and that the staff and its consultants use such form of resolutions for each and every permit application.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District"), and all consultants assisting in the preparation of staff reports pertaining to the approval of a request for a variance from the District's rules are hereby directed to use the following form of resolutions in preparing the resolutions for inclusion in the staff report on a request for a variance from the application of the District's rules.
  - 1.1 "Pursuant to Rule K, in order for the district to grant a variance from strict compliance with the requirement of a District Rule, the Board of Managers must find that, based on demonstration by the applicant, that because of unique conditions inherent to the subject property, which do not apply generally to other land or structures in the Riley-Purgatory-Bluff Creek watershed, strict application of rule provision will impose a practical difficulty on the applicant, not a mere inconvenience.
  - 1.2 For purposes of the Board of Managers' determination of whether a practical difficulty exists, the following factors will be considered:
    - 1.2.1 1.1 how substantial the variation is from the rule provision;
    - 1.2.2 1.2 the effect of the variance on government services;
    - 1.2.3 1.3 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;
    - 1.2.4 1.4 whether the practical difficulty can be alleviated by a technically and economically feasible method other than a variance.

- 1.3 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;
  - 1.4 1.5 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
  - 1.5 1.6 in light of all of the above factors, whether allowing the variance will serve the interests of justice
  - 1.6 NOW THEREFORE, BE IT RESOLVED, THAT THE BOARD, HAVING CONSIDERED THE INFORMATION PROVIDED BY THE APPLICANT, [APPLICANT] AND THE FACTORS TO BE CONSIDERED IN DETERMINING WHETHER A PRACTICAL DIFFICULTY, AS WELL AS THE STAFF REPORT REGARDING THE APPLICATION FOR A VARIANCE, HEREBY GRANTS THE VARIANCES SET FORTH IN THE APPLICATION."
2. That the Secretary with the assistance of the district administrator assign a number to such resolutions as adopted for inclusion in the District's Journal of Votes.
  3. That the Secretary with the assistance of the district administrator include a copy of the adopted resolutions in the District's Journal of Votes.
  4. That the Journal of Votes include language to the effect that "Manager [\_\_\_\_\_] moved the adoption of the [following resolutions/the proposed Resolutions set forth in the Staff Report for Permit Application [\_\_\_\_], which motion was seconded by Manager [\_\_\_\_\_] On voice vote, the motion carried [\_\_\_\_] to [\_\_\_\_] [Manager(s) \_\_\_\_\_ voted no/nay."

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Internal Calendar

I believe that it is a best management practice to maintain an internal calendar of matters that need to be addressed during the year so as to avoid hurried or rushed deliberations of important matters and special meetings.

Therefore, I recommend that the staff with input from the managers create a calendar of important matters so as to avoid hurried or rushed deliberations of important matters and also avoid special meetings. I have attached a proposed calendar of important events which I believe need to be scheduled well in advance so as to avoid hurried or rushed deliberations of important matters as well as avoiding special meetings.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District"), with input from the managers develop a calendar of important matters to be dealt with by the managers during the year and that such calendar include the items set forth in the calendar presented by Manager Koch.



		Funding									
Project	Total Lifetime Budget	District	Partner	Grants	Current year budget	Costs Month Ended	CostsYear To Date	Total Costs To Date	Remainin g costs	District's share current year	Districts share future years

# MEMORANDUM

DATE: December 23, 2019  
TO: Managers and Administrator  
Riley Purgatory Bluff Creek Watershed District (RPBCWD)  
FROM: Larry A. Koch, manager RPBCWD  
RE: Engagement of Human Resources Consultant

As managers of the RPBCWD it is our responsibility to supervise the operations of the district and ensure that the district's operations comply with the law and best management practices.

It is not possible for us to know all of the details of the operations of the district such as ours and is not possible for us to know every law and best management practices in each case. It is possible, however, for the managers to engage qualified third parties to perform reviews of the district's operations from time to time for the purpose of determining whether the district's operations comply with the law and whether the district's operations comport with best management practices. It is in the interest of the managers, staff and the public that such a review be conducted.

I believe that the district's most valuable "partners" are its employees. I believe it is extremely important that we retain our valued "partners" and treat them fairly and consistently with the best management practices. I believe it is time and it is appropriate for the district to engage a human resources consultant for the purpose of reviewing our practices regarding our valued "partners" with a view toward recommending changes in our practices so that our district utilizes best management practices with respect to its valued partners.

I have previously provided an email from human resources consultant Larry Morgan, who was recommended to me by a business consultant with over 50 years of experience in owning and operating businesses.

Mr. Morgan estimated that a review of the districts HR practices could be performed for approximately \$2,500. He also provided information on various HR and management courses that are available and relatively inexpensive.

Therefore, I moved the adoption of the following resolutions:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") engage a human resources consultant (HRC) to (a) review the District's human resources practices, (b) prepare and present a report of results of its review to the managers which report shall at a minimum set forth, (i) all instances of failures to follow applicable laws, rules, etc., (ii) recommendations as to how to remedy any such violations and to avoid a repeat of such violations, (iii) all instances where the HRC believes that the District's human resources operations are not consistent with best

management practices, (iv) recommended changes to the District's human resources practices such that the District's human resources practices will conform with best management practices, and (v) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, and reviews.

2. That the district's administrator solicit proposals from not less than three notable and recognized HRCs for a presentation to the managers for their selection of an HRC.
3. That such review and report be completed within 60 days of the engagement of the HRC and presented to the managers within 30 days of its completion for consideration at the meeting of the managers next following its presentation to the managers.
4. That the fee for such engagement not exceed \$2,500.
5. That the 2019 budget, be amended to include a separate line item in the amount of \$5000 for expenses to be incurred in connection with such engagement and any training recommended by the HRC.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Accounting and accounting clerk

It is my understanding that currently the district administrator is spending valuable time each month entering purchasing information into a spreadsheet and assigning accounts and then transmitting to accountant for entry into the books.

I believe that the District administrator's time would be better spent on other district matters, particularly those in which she is well-trained.

I recommend that the district administrator and the district's accountants, along with the district's treasurer him look into hiring an accounting clerk on a part-time basis to take over most of the accounting entry tasks, leaving the district administrator to simply review the entries once inputted. As an alternative, our accountants may have services at a reasonable rate to provide such entry of expenditures and generation of reports for review by the district administrator, rather than having the district administrator create such inputs and entries.

Besides the time savings, an accounting clerk would certainly be less expensive on an hourly basis than our district administrator.<sup>1</sup>

Therefore, I recommend that staff investigate the use of purchasing cards by all staff for payment of purchases of equipment and services for the district.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District") and the district's Treasurer are hereby authorized and directed to inquire into the use of an accounting clerk or the district's accountants to consume all or part of the ministerial accounting functions of the district and to prepare and provide to the managers, a report of the results of such inquiry.

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<sup>1</sup> \$39,522

The average Accounting Clerk I salary in the United States is \$39,522 as of November 25, 2019, but the range typically falls between \$35,240 and \$44,249.

Accounting Clerk I Salary | Salary.com

<https://www.salary.com> > research > salary > benchmark > accounting-clerk-i...

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Credit cards-purchasing cards

It is my understanding that currently the district uses a credit card to make certain purchases. In addition, the staff makes purchases. They submit reimbursements to the district. It is my understanding that such credit card purchases are recorded in the various accounts as visa purchases or reimbursements to staff and that the vendor or item is not recorded in the accounts. Whether or not this is proper accounting practice, it is not a best management practice.

Rather than using credit cards, the district could use what I refer to as “purchasing cards,” which tracked the vendor and items purchased and allows the data to be downloaded directly into the district’s accounting system. Such cards can provide that each employee be issued card and various controls can be placed on the uses of the card to a limit the possibilities of abuse. Information can be found on the NAPCP website (<https://www.napcp.org/>).

Therefore, I recommend that staff investigate the use of purchasing cards by all staff for payment of purchases of equipment and services for the district.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) is hereby authorized and directed to inquire into the use of purchasing cards by the district and to prepare and provide to the managers, a report of the results of such inquiry.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Journal of votes

While attending a seminar put on by the Department of Administration of the state of Minnesota, was brought to my attention that MS Section 13D.01 Subd. 4 states that “[the] votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting by this section to be open to the public must be recorded in a journal kept for that purpose.”

I then inquired of the district’s administrator and legal counsel as to whether or not the district had a journal of votes. I was told no and that the minutes of the meeting sufficed.

It was my recollection that at the seminar, the presenters stated that minutes were insufficient substitute for the required Journal of votes. I then emailed the Department of Administration regarding my recollection. In an email, copy of which is attached, it appears that it is the position of the Department of Administration that minutes are insufficient substitute for the Journal of votes and that watershed District is required to maintain a journal of votes.

Therefore, I recommend that the secretary the district with the assist the legal counsel and staff commence the maintenance of the Journal of votes as required by Minnesota law.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the secretary of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) with the assistance of the district’s Administrator and legal counsel create and maintain a journal of votes as required by Minnesota law, MS Section 13D.01 Subd. 4. beginning immediately with this meeting and all future meetings and all past meetings.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Proposal for survey of erosion of Lakeshore and wetlands

It has come to my attention that there appears to have been a significant increase in the erosion to shorelines and lake bottoms as well as wetlands as a result of certain activities on the lakes within the district. I have been in contact with two residents on Lotus Lake, Donna Burt and Joanne Syverson and, regarding erosion of their shoreline due to enhanced wakes caused by watercraft, including watercraft, which are known as “wake boats.” I have also been informed that such damage may well be occurring on Lake Riley as well.

Therefore, I recommend that staff investigate whether a route erosion to the shorelines and lake bottoms of the lakes within the district.

Therefore, I moved the adoption of the following resolution: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) is hereby authorized and directed to develop a plan for determining the amount and cause of erosion occurring to the shorelines and the lake bottoms of the lakes within the district and to prepare and provide such a plan to the managers for its review.

# MEMORANDUM

DATE: December 26, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: 2020 Meet and greet for city and county officials

Chanhassen, and possibly other cities and counties within the district have had a change in city officials. Consistent with one of the main tenants of the district's 10-year plan, namely, education and outreach, I recommended that the District host one or more meet and greets with the officials of the various cities and counties for the purposes of establishing optimal relationship with the District's partners.

Therefor, I move the adoption of the following resolutions: BE IT RESOLVED:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District"), administrator is hereby authorized and directed to arrange for one or more "meet and greet" with the officials of the various cities and counties within the District's boundaries for the purposes of extending its education and outreach to the District's partners, particularly any new councilmembers and county commissioners.
2. That the District administrator is authorized to incur reasonable costs in connection with the such "meet and greet" activities with the cost if any, incurred in connection with the shall be allocated to the education and outreach portion of the District's budget.

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Form of resolutions approving permit application

It is been my experience that the managers often spend unnecessary amount of time fumbling over the wording of resolutions approving a permit application. In order to avoid wasting time fumbling over the recitation of resolutions for approving a permit application, I recommended that the district adopt the form of resolutions set forth below, and that the staff and its consultants use such form of resolutions for each and every permit application.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District"), and all consultants assisting in the preparation of staff reports pertaining to the approval of permit applications are hereby directed to use the following form of resolutions in preparing the resolutions for inclusion in the staff report on a permit application.
  - 1.1 Resolved, that after review of and based upon the staff report presented to the managers regarding the application for the issuance of Permit \_\_\_\_\_ pursuant to the District's rules, said application is hereby approved subject to the terms and conditions set forth in the Recommendations section of the staff report;
  - 1.2 Resolved, that the District Administrator is hereby authorized and directed to prepare a permit pursuant to the District's Rules consistent with the foregoing resolution;
  - 1.3 Resolved that the President of the board of managers and the district's administrator are hereby authorized to execute said permit for and on behalf of the District, and
  - 1.4 Resolved that the District administrator is hereby authorized and directed to release said permit upon the administrator's determination that the applicant has satisfied all conditions to the release of said permit.
2. That the Secretary with the assistance of the district administrator assign a number to such resolutions as adopted for inclusion in the District's Journal of Votes.

3. That the Secretary with the assistance of the district administrator include a copy of the adopted resolutions in the District's Journal of Votes.
4. That the Journal of Votes include language to the effect that "Manager [\_\_\_\_\_] moved the adoption of the [following resolutions/the proposed Resolutions set forth in the Staff Report for Permit Application [\_\_\_\_\_] , which motion was seconded by Manager [\_\_\_\_\_] On voice vote, the motion carried [\_\_\_\_\_] to [\_\_\_\_\_] [Manager(s) \_\_\_\_\_ voted no/nay."

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Form of resolutions approving variance

It is been my experience that the managers often spend unnecessary amount of time fumbling over the wording of resolutions approving a variance. In order to avoid wasting time fumbling over the recitation of resolutions for approving a variance, I recommend that the district adopt the form of resolutions set forth below, and that the staff and its consultants use such form of resolutions for each and every permit application.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District"), and all consultants assisting in the preparation of staff reports pertaining to the approval of a request for a variance from the District's rules are hereby directed to use the following form of resolutions in preparing the resolutions for inclusion in the staff report on a request for a variance from the application of the District's rules.
  - 1.1 "Pursuant to Rule K, in order for the district to grant a variance from strict compliance with the requirement of a District Rule, the Board of Managers must find that, based on demonstration by the applicant, that because of unique conditions inherent to the subject property, which do not apply generally to other land or structures in the Riley-Purgatory-Bluff Creek watershed, strict application of rule provision will impose a practical difficulty on the applicant, not a mere inconvenience.
  - 1.2 For purposes of the Board of Managers' determination of whether a practical difficulty exists, the following factors will be considered:
    - 1.2.1 1.1 how substantial the variation is from the rule provision;
    - 1.2.2 1.2 the effect of the variance on government services;
    - 1.2.3 1.3 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;
    - 1.2.4 1.4 whether the practical difficulty can be alleviated by a technically and economically feasible method other than a variance.

- 1.3 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;
  - 1.4 1.5 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
  - 1.5 1.6 in light of all of the above factors, whether allowing the variance will serve the interests of justice
  - 1.6 NOW THEREFORE, BE IT RESOLVED, THAT THE BOARD, HAVING CONSIDERED THE INFORMATION PROVIDED BY THE APPLICANT, [APPLICANT] AND THE FACTORS TO BE CONSIDERED IN DETERMINING WHETHER A PRACTICAL DIFFICULTY, AS WELL AS THE STAFF REPORT REGARDING THE APPLICATION FOR A VARIANCE, HEREBY GRANTS THE VARIANCES SET FORTH IN THE APPLICATION."
2. That the Secretary with the assistance of the district administrator assign a number to such resolutions as adopted for inclusion in the District's Journal of Votes.
  3. That the Secretary with the assistance of the district administrator include a copy of the adopted resolutions in the District's Journal of Votes.
  4. That the Journal of Votes include language to the effect that "Manager [\_\_\_\_\_] moved the adoption of the [following resolutions/the proposed Resolutions set forth in the Staff Report for Permit Application [\_\_\_\_], which motion was seconded by Manager [\_\_\_\_\_] On voice vote, the motion carried [\_\_\_\_] to [\_\_\_\_] [Manager(s) \_\_\_\_\_ voted no/nay."

# MEMORANDUM

DATE: December 27, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Internal Calendar

I believe that it is a best management practice to maintain an internal calendar of matters that need to be addressed during the year so as to avoid hurried or rushed deliberations of important matters and special meetings.

Therefore, I recommend that the staff with input from the managers create a calendar of important matters so as to avoid hurried or rushed deliberations of important matters and also avoid special meetings. I have attached a proposed calendar of important events which I believe need to be scheduled well in advance so as to avoid hurried or rushed deliberations of important matters as well as avoiding special meetings.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District"), with input from the managers develop a calendar of important matters to be dealt with by the managers during the year and that such calendar include the items set forth in the calendar presented by Manager Koch.

# MEMORANDUM

DATE: December 26, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: multiyear project report

The current report for multiyear projects included in the treasurer’s report does not indicate the districts remaining obligation for funding the project, rather it indicates only the total remaining funding obligation for the project. Without knowing what the District’s remaining obligation for funding the project is, it is not possible to determine whether or not the district has sufficient funds either on hand to meet its funding obligation.

Therefore, I recommend that staff investigate the use of purchasing cards by all staff for payment of purchases of equipment and services for the district.

Therefor, I moved the adoption of the following resolutions: BE IT RESOLVED

- That the district Administrator of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) and the district’s Treasurer are hereby authorized and directed to inquire into adding the following information to the district’s monthly multiyear expenditure table and to prepare and provide to the managers, a report of the results of such inquiry.

		Funding									
Project	Total Lifetime Budget	District	Partner	Grants	Current year budget	Costs Month Ended	Costs Year To Date	Total Costs To Date	Remaining costs	District's share current year	Districts share future years