

Riley-Purgatory-Bluff Creek Watershed District
Board of Managers Regular Meeting
Wednesday, October 7, 2020, 7:00pm Regular Meeting
Virtual Meeting via ZOOM

<https://us02web.zoom.us/j/81587539897>

Agenda

- | | |
|---|--------------------|
| 1. Call to Order | Action |
| 2. Approval of the agenda | Action |
| 3. Duck Lake Partnership Public Hearing continue | Action |
| 4. Fairway Woods Public Hearing continue | |
| 5. Matters of general public interest | Information |

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

- | | |
|--|---------------|
| 6. Reading and approval of minutes | Action |
| a. Board of Managers Budget Workshop, August 17, 2020 | |
| b. Board of Managers Regular Meeting Minutes, September 2, 2020 | |
| c. Board of Managers Public Hearing and Special Meeting, September 9, 2020 | |
| 7. Citizen Advisory Committee | Action |
| a. Report | |
| b. Motion | |
| 8. Consent Agenda | |
| (The consent agenda is considered as one item of business. It consists of routine administrative items or items where discussion isn't essential to understanding. Any manager may remove an item from the consent agenda for action.) | |
| a. Accept September Staff Report | |
| b. Accept September Engineer's Report | |
| c. Accept September Construction Inspection Report | |
| d. Approve Vehicle Purchase per Staff Recommendation | |
| e. Approve Pay App - Duck Lake Community Project - Outdoor Lab | |
| f. Approve Pay App - Duck Lake Community Project - Landbridge Ecological Inc | |
| g. Approve Pay App 5 - Bluff Creek Tributary | |

- h. Approve Permit 2020-056 Minnetonka High School Art Center Parking Lot as presented in the proposed board action of the permit report
- i. Approve Permit 2020-045 The Bluffs at Lake Lucy as presented in the proposed board action of the permit report

9. Action Items

Action

- a. Pulled consent items
- b. Accept August Treasurer's Report
- c. Approve Paying of the Bills
- d. Liability Coverage
- e. Barr Task Order 33 for Phase 1 Wetland Assessment
- f. Consider Adoption Duck Lake Plan Amendment - Resolution 2020-13
- g. Consider Approval of Fairway Woods Condominium Association Watershed Stewardship Grant
- h. Consider Approval of Pax Christi Catholic Community Watershed Stewardship Grant
- i. Adopt Governance Manual - Resolution 2020-14
- j. Permit # 2020-041 Eliassen Shoreline After-the-Fact Permit Consideration
- k. LLCA follow-up
- l. Adopt Change in Official Publication for Eden Prairie to Eden Prairie Sun Current - Resolution 2020-15
- m. Approval to hire Outreach Manager and Administrative Assistant to the District.
- n. Permit 2020-062 - 481 Bighorn Rule C after-the-fact permit consideration
- o. Schedule CAC Board Workshop (please bring calendars)

10. Discussion Items

Information

- a. Manager Report
- b. Administrator Report
- c. Work without a permit NOPV
- d. Chanhassen Local Surface Water Management Plan (update)
- e. Other

11. Upcoming Board Topics

- a. Public Hearing for Ordering Rice Marsh Lake Water Quality (November)
- b. St Hubert Community Cooperative agreement
- c. other

12. Upcoming Events

Information

- MPCA Smart Salting Training: Parking Lots and Sidewalks, October 13th, 9am-3pm, virtual
- Citizen's Advisory Committee Meeting meeting, October 18th, 6pm, virtual
- Metro MAWD, October 20th, virtual
- MN Water Resources Conference, October 20th & 21st, virtual
- Board of Manager's Meeting, November 4th, 7pm, virtual

Please check www.rpbcwd.org for the most current meeting details.

**Public Notice
(Official Publication)**

Notice of Public Hearing

**Riley Purgatory Bluff Creek Watershed District
Duck Lake Restoration Partnership Project
Minor Plan Amendment
And
Ordering of Improvement**

PLEASE TAKE NOTICE that the Board of Managers of the Riley Purgatory Bluff Creek Watershed District will hold a public hearing consistent with Minnesota Statutes §§103B.231 and 103B.251, on October 7, 2020, at 7:00 p.m. in order to receive public comments on a proposed minor plan amendment to its 2018 W10-Year Watershed Management Plan (Plan), and to consider whether to order the improvement of the Duck Lake Restoration Partnership Project.

Pursuant to Minnesota Statutes §13D.021, due to the COVID-19 health pandemic, this public hearing will be held by alternative electronic means in the form of a Zoom meeting. The link for the participation in the Zoom meeting may be found at the District web site: www.rpbcwd.org

The amendment identifies a road reconstruction project that will enable reconnection of historically disconnected sections of Duck Lake, enable restoration of Duck Lake habitat, reduce wetland fill, and improve floodplain impacts by increasing Duck Lake storage volume. This project falls under the Opportunity Project Program in the District's Plan.

The District will fund \$1,175,000 of this project by means of its watershed-wide ad valorem tax levy. The District proposes to pay for the project from the District's ad valorem property tax levy authorized by Minnesota Statutes § 103B.241 for the implementation of its water management plan. Approximately 77% of this levy will be paid by properties in Hennepin County, and 23% by properties in Carver County.

All interested parties are invited to appear at the public hearing via Zoom to offer comments and ask questions in order to advise the Board of Managers on whether to adopt the proposed plan amendment and to order the proposed improvement. Further information is available by contacting the District Administrator, Claire Bleser, cbleser@rpbcwd.org, 952-607-6512, or by visiting the District website: www.rpbcwd.org.

To review the full text of the amendment, please visit the District's website at www.rpbcwd.org.

Dated: September 10, 2020

BY ORDER OF THE BOARD OF MANAGERS

David Ziegler, Secretary

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
DRAFT MINOR PLAN AMENDMENT

9.13.b Duck Lake Restoration Partnership Project

Need

In 2019, the City of Eden Prairie (Eden Prairie) approached the Riley Purgatory Bluff Creek Watershed District (District) with a unique partnership opportunity to restore Duck Lake, located in the northwest corner of Eden Prairie, as part of an Eden Prairie road reconstruction project.

Duck Lake was historically disconnected, negatively impacting water quality and habitat in the lake, and this road project would enable reconnecting two sections of the lake and result in myriad environmental benefits. Currently, two water body crossings bisect Duck Lake. One is Duck Lake road, built in 1930s, on the west side of Duck Lake, and the other is the Twin Cities and Western Railroad Line on the east side of Duck Lake.

The environmental benefits affiliated with the road reconstruction project include:

- Enabling restoration of 7,050 square feet of lake bed;
- Minimizing the amount of wetland fill required to improve public transportation and pedestrian safety;
- Enabling improved establishment of shoreline vegetation by reducing the wetland bounce on the western bay of Duck Lake;
- Removing habitat fragmentation within Duck Lake and allowing aquatic organisms to move freely between the two divided sections; enabling plant communities to become established in the newly connected corridor; and providing habitat for macroinvertebrates, fish, and amphibians;
- Improving floodplain impacts by increasing storage volume of Duck Lake by 0.33 acre feet (approximately 107,000 gallons), and reducing the 100-year flood level on the western portion of Duck Lake by approximately 0.4 feet and on the eastern portion of Duck Lake by approximately 0.05 feet (about 0.5 inches); and
- Connecting the public to Duck Lake, the watershed of which is home to over 300 residents, with the additional nearby communities of Prairie View Elementary School (730 students, ~70 staff) and Eden Prairie High School (3,000 students, ~200 staff).

Description

The Eden Prairie road reconstruction project will remove and replace 235 feet (length) by 30 feet (width) of an existing two way road (a total of 7,050 square feet of roadway) with a bridge. The Duck Lake Restoration Partnership Project presents a unique, once-in-a-lifetime opportunity to restore the water quality and habitat health of Duck Lake.

The District will provide \$1,175,000 over five years for the road reconstruction project and related water quality and habitat benefits. Ongoing collaboration between Eden Prairie and the

District will guide the implementation of best management practices for the project and provide an integrated approach to restoring Duck Lake's water quality and habitat.

Eden Prairie anticipates the following construction and implementation schedule for the project:

Project implementation is anticipated in 2021 with final completion in 2022.

The District will also contribute review, comment on the project design as well as education materials and signage.

Estimated Cost: \$4,700,000; the District's contribution of \$1,175,000 will be used for the road reconstruction project and related water quality and habitat benefits.

Funding

The District would expect to fund this project by means of its watershed-wide ad valorem levy. However, if there are cost-sharing or grant opportunities with other public agencies, the District would explore these as sources of funding as well.

Subject: RE: RPBCWD Plan Amendment - Duck Lake Partnership
Date: Friday, August 14, 2020 at 11:17:30 AM Central Daylight Time
From: Christopher, Steve (BWSR)
To: Claire Bleser
Attachments: image002.png

Claire,

Thank you for keeping the Riley Purgatory Bluff Creek Watershed District plan up to date. We encourage the District's participation in the Duck Lake Restoration project and its continued coordination with DNR for design and permitting.

Steve Christopher | Board Conservationist

Minnesota Board of Water and Soil Resources (BWSR)

520 Lafayette Road North

St. Paul, MN 55155

651-249-7519

[Web](#) | [Twitter](#) | [Facebook](#)

From: Claire Bleser <cbleser@rpbcwd.org>

Sent: Monday, August 10, 2020 4:13 PM

To: Christopher, Steve (BWSR) <steve.christopher@state.mn.us>

Cc: Leslie Stovring <LStovring@edenprairie.org>; Mike Wanous <mwanous@co.carver.mn.us>; Sventek, Judy <judy.sventek@metc.state.mn.us>; Bob Bean <bobbe@bolton-menk.com>; Mulcahy, Joe <joe.mulcahy@metc.state.mn.us>; Holleran, Juline (MPCA) <juline.holleran@state.mn.us>; Neuendorf, Beth (DOT) <beth.neuendorf@state.mn.us>; Paul Moline <PMoline@co.carver.mn.us>; Daniels, Jeanne M (DNR) <jeanne.daniels@state.mn.us>; Matt Clark <mclark@chaskamn.com>; Louis Smith <Smith@smithpartners.com>; ssobiech@barr.com; Claire Bleser <cbleser@rileywd.org>; Drewry, Kate (DNR) <kate.drewry@state.mn.us>; Freitag, John (MDH) <john.freitag@state.mn.us>; Berg, Jeffrey (MDA) <jeffrey.berg@state.mn.us>; Karen Galles <Karen.Galles@hennepin.us>; Karen.s.Voz@state.mn.us; Sventek, Judy <judy.sventek@metc.state.mn.us>; ranhorn@ninemilecreek.org; Linda Loomis <naiadconsulting@gmail.com>; Yolanda Clark <Yolanda.Clark@hennepin.us>; Dave Hemze <dhemze@co.carver.mn.us>; Will Manchester <wmanchester@eminnetonka.com>; Clark, Renae <RClark@ci.chanhassen.mn.us>; Alyson Fauske <AFauske@wsbeng.com>; Michelle Jordan <mjordan@rpbcwd.org>; Terry Jeffery <tjeffery@rpbcwd.org>; dick@equitypropertygrp.com; Patrick Sejkora <psejkora@edenprairie.org>; Spiegel, Jason (DNR) <jason.spiegel@state.mn.us>; Wedel, Jason <JWedel@ci.chanhassen.mn.us>; Howley, Charles <CHowley@ci.chanhassen.mn.us>; Unmacht, Matt <MUnmacht@ci.chanhassen.mn.us>; Distel, Jack <jdistel@BloomingtonMN.gov>; Gurney, Steve <sgurney@BloomingtonMN.gov>; Gruidl, Bryan <bgruidl@bloomingtonMN.gov>; Mary Krause <MKrause@edenprairie.org>

Subject: RPBCWD Plan Amendment - Duck Lake Partnership

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Minnesota Department of Natural Resources
Ecological and Water Resources Division
Central Region Headquarters
1200 Warner Road, St Paul MN 55106

09/02/2020

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

Re: Plan Amendment – Duck Lake Restoration Partnership Project

The DNR appreciates the opportunity to review and comment on the Riley-Purgatory-Bluff Creek plan amendment.

Staff reviewed the plan amendment and provided the following comments:

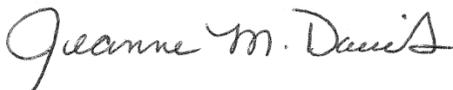
- The plan amendment aligns well with the goals in the District's 10 year plan.
- The plan amendment aligns well with the goals of DNR to restore public waters.
- DNR has been involved in early coordination on this project proposal.
- An individual Public Water Work Permit will be required for excavation of the Duck Lake Road and installation of a bridge.

Thank you for the opportunity to comment!

As needed, feel free to contact one of our Area Hydrologists:

Taylor Huinker taylor.huinker@state.mn.us or 651-259-5754 (Dakota, Scott and Carver Counties)
Lucas Youngsma lucas.youngsma@state.mn.us or 651-259-5822 (Anoka and Hennepin Counties) and
Joe Richter joe.richter@state.mn.us or 651-259-5877 (District GroundwaterAppropriation Hydrologist)

Sincerely,



Jeanne Daniels, District Manager
Jeanne.daniels@state.mn.us
651-259-5784

cc. Dan Lais, EWR
Jack Gleason, EWR
Lucas Youngsma, EWR
Taylor Huinker, EWR
Steve Christopher, BWSR

Date: Monday, August 10, 20
To: Cities, Counties, Met Council, and State Review Agencies
From: Claire Bleser, Riley-Purgatory-Bluff Creek Watershed District
Re: Plan Amendment – 30 days comment

Hi Everyone,

Please find a draft amendment to the District's 2018 10-Year Plan. **The amendment identifies a partnership with the City of Eden Prairie on Duck Lake.** This project falls under our opportunity project program in which was created specifically to address previously unidentified projects and partnerships. Hearing on this project is scheduled for September 2, 2020.

RPBCWD will be accepting comments on this amendment until September 9, 2020.

Please direct any comments or questions to Claire Bleser at:

Riley-Purgatory-Bluff Creek Watershed District

18681 Lake Drive East

Chanhassen, MN 55317

cbleser@rpbcd.org

Sincerely,

Claire

 **Dr. Claire Bleser**
District Administrator
Riley-Purgatory-Bluff Creek Watershed District
18681 Lake Drive East, Chanhassen, MN 55317
cbleser@rpbcd.org | 952-607-6512

Subject: Duck Lake Road bridge proposal

Date: Tuesday, September 29, 2020 at 7:38:48 PM Central Daylight Time

From: Arlene Jullie

To: Claire Bleser

Dear Claire Bleser,

After over forty years of living a block away from Duck Lake Rd. and driving/walking on the road several times a day, we support the idea of the **bridge proposal**. We have rescued countless turtles walking across the road, as well as seen lifeless turtles and waterfowl on the road. This section of Duck Lake Road is dangerous for anyone walking on the road because of the amount of traffic and the absence of a shoulder, as well as being dangerous for people fishing or biking to the elementary school. It gets tiring that every year they have to patch the road because it buckles, which is merely a band-aid measure.

A bridge would allow the water from Duck Lake to flow underneath from one part of the lake to the other. Ducks, geese and turtles could swim rather than cross on an asphalt road, and children could walk or bike to school without the danger of being hit and possibly hurt or killed. Adults would also be safe when walking on this section of the road, as they take daily walks.

?

Forty years from now, people who are living in this neighborhood will appreciate and thank you and us, the tax-payers of Eden Prairie for building a bridge and making it safe for Eden Prairie residents and animals.

I trust that the Watershed District will approve some funds for this project at your meeting next week.

Thank you!

Arlene and Joe Jullie residents since 1979

17041 Prairie Lane

Eden Prairie, MN 55346

(952) 934-3015

Arlene Jullie, President
Demystifying, Inc.
17041 Prairie Lane
Eden Prairie, MN 55346
(952) 934-3015
ajullie@comcast.net

Subject: Duck Lake Road Improvements

Date: Wednesday, September 30, 2020 at 3:44:50 PM Central Daylight Time

From: Duane Hookom

To: Claire Bleser

Hi Claire,

I'm a longtime resident of the Duck Lake area. My family moved to Prairie Lane 60 years ago. As kids we swam, boated, and fished the lake. In the spring there were times when we had to walk to the corner of Duck Lake Rd and Duck Lake Tr to catch the school bus because the road wasn't fit for buses.

I hope we can maintain the most natural environment. I see families fishing on the east side of the road once in a while and would hope we can make a small fishing pier available. I believe Option 3 with the 235' bridge is the best option for the future. It doesn't require a variance and has the least impact on wetlands.

I bicycle through this fairly regularly and would probably stick to the road rather than any shared use space. For serious bikers traveling 15-20 mph this is preferred and safer. I'm sure more recreational riders, joggers, and walkers will appreciate the hard surfaces off the roadway.

Thanks for your attention.

Duane Hookom

952 210-1048

Subject: Duck Lake Road project

Date: Wednesday, September 30, 2020 at 10:40:39 AM Central Daylight Time

From: Deb Campbell

To: Claire Bleser

Claire,

We are so excited to finally see plans for the Duck Lake Road improvement project. Walking or biking on this stretch of road is dangerous, especially for the elementary school kids. We favor either of the two bridge options!

Thank you,

Deb and Eric Campbell

17040 S. Shore Ln.

Subject: The DL Road project

Date: Tuesday, September 29, 2020 at 7:38:24 PM Central Daylight Time

From: r fisher

To: Claire Bleser

Hi Claire,

I asked Mary Krause at the city about this bridge project, and she said it depends on your board approving some funds. I've updated our neighborhood, so I hope you hear from some of us. I encourage the funding, as this is our unique chance to return this lake to something like it's natural state.

Thanks

Rod

Rod Fisher, Ph.D.

Eden Prairie, MN

[Citizens' Climate Lobby](#)

[En-ROADS Climate Ambassador](#)

952-913-8095

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Thanks

Rod

Rod Fisher, Ph.D.

Eden Prairie, MN

Citizens' Climate Lobby

En-ROADS Climate Ambassador

952-913-8095

**Public Notice
(Official Publication)
Notice of Public Hearing
Riley Purgatory Bluff Creek Watershed District
Watershed Stewardship Grant**

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 October, 7th 2020 at 7:00 p.m. at via the Zoom web conferencing system (link to join can be found on the District website rpbewd.org) to consider awarding a grant through its Watershed Stewardship Grant program to provide financial assistance for best management practice implementation to local units of government, private property owners, nonprofits, lake and homeowners associations and other interested parties, for the following project:

- Fairway Woods Condominium Association – Total cost \$30,650.00; grant request: \$20,000. The proposed project is to remove an existing tennis court, fences, posts, net, net posts, and a walking path, remove invasive species in the surrounding woodland areas, and to plant a native prairie.

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 pilot projects. Further information is available by contacting the District Administrator, Claire Bleser, cbleser@rpbewd.org, or 952-607-6512, or by visiting the District website: www.rpbewd.org.

Dated: August 17, 2020

BY ORDER OF THE BOARD OF MANAGERS

David Ziegler, Secretary

October 1, 2020

To: The RPBCWD Board of Managers

Re: Fairway Woods Condominium Association Application for a Watershed Stewardship Grant

The District received has received one application for a Watershed Stewardship Grant for an amount greater than \$10,000. As per the updated grant process, the application was reviewed by the Stewardship Grant Application Review Committee and a funding recommendation made. The application is now being presented to the Board of Managers for a final approval decision. In addition, because the grant request is greater than \$20,000, a public hearing will be necessary.

Applicant: Fairway Woods Condominium Association

Project Title: Fairway Woods Meadow Lands Creation

Description: An asphalt tennis court was installed on the property around 1980 and has since fallen into disrepair. The tennis court borders a wetland and a woodland area rich in wildlife. In order to restore the area a demolition company, Bituminous Roadways, Inc. will remove the hard surface areas in the area including the tennis court, a walking trail, fencing and posts, and net posts. The same company will grade the area to create a natural flow pattern. A conservation fence will be constructed during the construction period. Presently there are invasive species in the tennis court and surrounding areas. Invasive species will be removed. A cover crop of oat will be planted along with a seed mix of native grasses and meadow flowers. The invasive species removal, planting and maintenance will be done by Seed to Site, LLC.

Total eligible costs: \$28,970.00

Grant request: \$20,000.00

Recommended Grant Amount: \$20,000.00

Recommendation rationale:

Upon review, the Stewardship Grant Application Review Committee identified that this project meets water quality goals identified in the 10-Year Plan by incorporating habitat protection and enhancement, establishing a natural corridor for wildlife habitat and migration, and minimizes pollutant loading to nearby water resources. The project also meets water quantity goals identified in the 10-year plan by promoting infiltration. The project site is located at the bottom of a slope, adjacent to Purgatory creek and as such provides the benefit of slowing and infiltrating water before it reaches the creek. In addition, the project site falls within the 100 year flood plain, and as such this conversion of impervious surface to native prairie has the potential to store water and reduce the impact of potential floods.

Please find attached the application for your consideration.

Sincerely,

B Lauer
Groundwater and Stewardship Program Coordinator

It was moved by Manager _____ and seconded by Manager _____ to fund/not fund Fairway Woods Condominium Association's application for Fairway Woods Meadowland Creation at up to \$_____.



October 1, 2020

To: The RPBCWD Board of Managers

Re: Fairway Woods Condominium Association Application for a Watershed Stewardship Grant

Below you will find the breakdown of costs for the proposed project at Fairway Woods Condominium Association.

Item	Eligibility	Total Price	Cost eligible for reimbursement
Silt fence installation	Y	\$ 950.00	\$ 950.00
Mobilization	Y	\$ 870.00	\$ 870.00
Fence removal	Y	\$ 6,500.00	\$ 6,500.00
Excavation	Y	\$ 9,100.00	\$ 9,100.00
Restore landscape and install topsoil	Y	\$ 9,400.00	\$ 9,400.00
Seed	Y	\$ 300.00	\$ 300.00
Seeding and design	Y	\$ 200.00	\$ 200.00
Mowing	Y	\$ 150.00	\$ 150.00
Monitoring (4 seasons)	N	\$ 1,960.00	\$ -
Prescribed burn (year 3 or 4)	N	\$ 600.00	\$ -
Removal and management of buckthorn (5 seasons)	1 YEAR	\$ 1,980.00	\$ 900.00
Removal and Management of garlic mustard (4 seasons)	1YEAR	\$ 1,200.00	\$ 600.00
Total		\$ 33,210.00	\$ 28,970.00

Expenses that are ineligible for reimbursement under the Watershed Stewardship Grant Program include monitoring, a prescribed burn, and removal and management of invasive species beyond one year from the time of funding agreement finalization. These activities fall under the category of maintenance which is not covered under this program. This is in accordance with the precedents set by past project approvals as well as the program guidelines.

Sincerely,

B Lauer
Groundwater and Stewardship Program Coordinator

Watershed Stewardship Grant Application Report

Form: Watershed Stewardship Grant Application

Applicant type	Residential (homeowner)
Name	Janie Paulus (Fairway Woods Assoc)
Mailing address	14398 Fairway Drive, 1, 14398 Faairway Drive, Eden Prairie, 55433
Phone	6127025694
Email	janepaulus@edinarealty.com
Primary contact information is the same as above	true
Name	Janie, Paulus
Phone	
Email	janepaulus@edinarealty.com
Have you had a site visit with the CCSWCD (Seth Ristow) or Watershed District technician?	Yes
Project title	Fairway Woods Meadow Lands Creation
Projected total project cost (\$)	30180.00
Grant amount requested (\$)	20000.00
Estimated start date	01-Oct-2020
Estimated completion date	26-Oct-2020
Type of project	Habitat restoration
if you selected "other", please describe:	Convert asphalt tennis court to a meadow land
My project is within the Riley Purgatory Bluff Creek Watershed District	true

Project address	Fairway Drive, 14398 Fairway Dr, Eden Prairie,, 55344
Property ID number (PID)	200000
Please describe the current condition of the property, relevant site history, and past management	The asphalt tennis court was installed in around 1980 and has fallen into disarray. It is an underused part of the association. It does border a wetlands and nature area with much wildlife. It is the desire of the association to remove the tennis courts and fencing and create a meadow land where the wildlife can live and residents can enjoy a quiet place to reflect and enjoy nature.
Please describe the project in detail, including any site issues you are hoping to address through it.	A demolition company will remove the hard surface areas of this area including a walking trail, tennis courts, fencing and posts, and net posts within the tennis court. The same company after removal will use the bobcat to create a grade that is a natural runoff to the wetlands. A conservation fence will be erected during this construction period. At this point, until the court surface is removed, we do not know what fill is below the asphalt. We are budgeting for clean top soil to be brought in prior to seeding. The removal of the asphalt surface will help with water runoff that comes off the three hills surrounding the tennis court. The trail presently floods after rains due to poor drainage. Presently, evasive species, have been identified growing in the area and harming the wetlands. These plants would be removed and the area maintained to be free of these plants.
Summarize your workplan. How will the project be completed?	The demolition company would remove present hard surfaces, fencing and posts, Soil would be prepared for seed planting. Oat seeds would be planted along with the natural grass seed 70% and 30% meadow land flowers. The oat seeds would be a cover crop helping the grass and flower seeds to get established.
Who will be completing the work, and where will you be purchasing supplies/ equipment from?	Bituminous Roadways, Inc. 1520 Commerce Drive, Mendota Heights will do the demolition and removal of debris and soil prep. Seed to Site, of Saint Peter will do the seeding and maintaining of the meadow lands for five years. They will be supplying all the seeds.

<p>Which water quality goals from the District's 10-year plan does your project meet? My project...</p>	<p>Minimizes the negative impacts of erosion and sedimentation through the District's regulatory, education and outreach, and incentive programs, Incorporates habitat protection or enhancement into development and redevelopment projects, Establishes and preserves natural corridors for wildlife habitat and migration, Uses natural materials and bioengineering for the maintenance and restoration of shorelines and streambanks, Minimizes pollutant loading to water resources</p>
<p>Which water quantity goals from the District's 10-year plan does your project meet? My project...</p>	<p>Enhances the natural function of the floodplain and maintains floodplain storage volume, Promotes infiltration, where feasible, as a best management practice to reduce runoff volume, improve water quality, and promote aquifer recharge., Implements conservation practices (e.g. water reuse) to protect creeks, lakes and wetlands.</p>
<p>How will your project increase awareness of water resource issues and/ or clean water practices/ projects?</p>	<p>Residents and those walking through the neighborhood will see how to integrate a townhouse association that when built in the 1980's use much asphalt and did not do a natural blending of the residences to the wetlands and wildlife. Though the complex over the years has attempted to take the land from its prairie beginnings, the prairie and its wildlife continues to thrive. The creation of this meadow will show residents and visitors that it is never to let to allow nature to restore itself to its original state.</p>
<p>May we share your project with the community on our website, social media, or other media?</p>	<p>Yes</p>
<p>Could we highlight your project on a tour or training event? (with prior notice and agreement)</p>	<p>Yes</p>
<p>I understand that if my project is approved for funding, I/ my organization will enter into a maintenance agreement with the Riley Purgatory Bluff Creek Watershed District</p>	<p>true</p>
<p>How will the project be monitored and maintained?</p>	<p>There is a garden committee of the association that will work with Seed to Site to be trained on maintaining of a meadow land. The garden committee will monitor the meadow lands and not the landscaping company hired by the association.</p>

<p>I understand that if my project is approved for funding I must submit a project report within 30 days of completing my project and a yearly report containing updates on maintenance and function of the project.</p>	<p>true</p>
<p>What variables will track and report? How will you track these variables?</p>	<p>Photos will be taken to show the growth pattern of the grasses and natural plants. Where noted, reseedling will be done to keep the meadow thriving. When advised a burn will take place to help the meadows thrive.</p>
<p>File Upload</p>	<p style="text-align: center;">  4505_Balfanz_Scan.pdf </p>
<p>Name</p>	<p>Janie Paulus</p>
<p>Role</p>	<p>Committee chair</p>
<p>Date</p>	<p>07-Jul-2020</p>
<p>I/ we submit this application for consideration for a 2020 Watershed Stewardship Grant</p>	<p>true</p>
<p>Added Time</p>	<p>08-Jul-2020 09:48:04</p>
<p>Referrer Name</p>	<p>http://www.rpbcwd.org/grants/watershed-stewardship-grants-1/stewardship-grant-application/watershed-stewardship-grant-application</p>
<p>Task Owner</p>	<p>mswope@rpbcwd.org</p>



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To:	FAIRWAY WOODS TOWNHOMES	Contact:	JANE PAULUS
Address:	14308 FAIRWAY DRIVE EDEN PRAIRIE, MN 55344	Phone:	(612) 702-5694
Project Name:	FAIRWAY WOODS TENNIS COURT REMOVAL	Bid Number:	
Project Location:	14353 FAIRWAY DRIVE, EDEN PRAIRIE, MN	Bid Date:	6/5/2020
Attachments:	Tennis Court Takeoff.pdf		

Item Description	Estimated Quantity	Unit	Total Price
TENNIS COURT RESTORATION			
Silt Fence Installation - Install Silt Fence In Location Outlined In Drawing	280.00	LF	\$950.00
Mobilization (1 Each) - Mobilization	1.00	EACH	\$870.00
Fence Removal - Remove Existing Fence And Dispose Of At Approved Site.	30.00	CY	\$6,500.00
Excavation - Excavate Existing Asphalt And Class 5 On Tennis Court And Trail To Accommodate Topsoil Replacement. Dispose Of Material Off-site.	1,160.00	SY	\$9,100.00
Restore Landscape And Install Topsoil - Landscape Restoration, Including Topsoil And Grading. Excludes Maintenance.	1,160.00	SY	\$9,400.00
Total Price for above TENNIS COURT RESTORATION Items:			\$26,820.00

Notes:

- All work to be completed in 2020.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope.
- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 15 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS</p> <p>Authorized Signature: _____</p> <p>Estimator: Jack Peterson (651) 600-1210 petersonj@bitroads.com</p>
---	---



06/15/2020

Pollinator Patch
Purgatory Creek Grant Proposal
c/o Janie Paulson
14398 Fairway Drive
Eden Prairie, MN 55344

Thank you for showing interest in improving the ecological quality of your neighborhood and watershed! You have a unique opportunity to remove impervious surface and return it to native plants that will benefit water quality, provide food and homes for pollinators and increase the beauty of your living space.

A prairie is not a quick installation, but it will require less maintenance than a formal garden as it matures. The important steps are site preparation, seed mix selection, monitoring and management. Seed to site is a professional native landscaper with experience in all steps of this process.

The preliminary assessment revealed the need for invasive species management before installment and during establishment. Buckthorn and Garlic mustard are present in the adjacent woodlands and would undoubtedly encroach on your new prairie. We recommend cutting and treating buckthorn in the fall of 2020, followed by pulling seedlings each spring for 4 seasons. Garlic mustard should likewise be pulled each spring to deplete the seed bank.

The following quote encompasses all steps in the process of your new addition except for concrete removal and black dirt addition.

Prairie (6000ft²)

Seed.....	\$300
Seeding and design.....	\$200
Mowing.....	\$150
Monitoring (4 seasons).....	\$1,960
Prescribed Burn (year 3 or 4)*	\$600

Invasive Species removal and management

Buckthorn (5 seasons).....	\$1,980
Garlic mustard (4 seasons).....	\$1200

Total.....\$6,390

* Seed to Site LLC contracts with a professional, licensed burn crew for all prescribed fires.



Fairway Woods, Eden Prairie, MN
Mesic, short to mid-height Prairie/Savanna mix

Grasses

Side-oat's grama (*Bouteloua curtipendula*)
Kalm's brome (*Bromus kalmii*)
Bicknell's sedge (*Carex bicknellii*)
Short-beaked sedge (*Carex brevior*)
Canada wild rye (*Elymus canadensis*)
Bottlebrush grass (*Elymus hystrix*)
Silky wild rye (*Elymus villosus*)
June grass (*Koeleria macrantha*)
Little bluestem (*Schizachyrium scoparium*)

Forbs

Yarrow (*Achillea millefolium*)
Blue hyssop (*Agastache foeniculum*)
Leadplant (*Amorpha canescens*)
Thimbleweed (*Anemone cylindrica*)
Columbine (*Aquilegia canadensis*)
Canada milkwetch (*Astragalus canadensis*)
American bellflower (*Campanulastrum americanum*)
Partridge pea (*Chamaecrista fasciculata*)
White Prairie Clover (*Dalea candida*)
Purple Prairie Clover (*Dalea purpurea*)
Large-leaved aster (*Eurybia macrophylla*)
Prairie alumroot (*Heuchera richardsonii*)
Round-headed bushclover (*Lespedeza capitata*)
Rough blazing star (*Liatris aspera*)
False Solomon's seal (*Maianthemum racemosum*)
Wild bergamot (*Monarda fistulosa*)
Virginia mountain mint (*Pycnanthemum virginianum*)
Prairie rose (*Rosa arkansana*)
Black-eyed Susan (*Rudbeckia hirta*)
Zig-Zag goldenrod (*Solidago flexicaulis*)
Gray goldenrod (*Solidago nemoralis*)
Upland white goldenrod (*Solidago ptarmicoides*)
Lindley's aster (*Symphotrichum ciliolatum*)
Calico aster (*Symphotrichum lateriflorum*)
Early meadow rue (*Thalictrum dioicum*)
Hoary vervain (*Verbena stricta*)
Culver's root (*Veronicastrum virginicum*)
Golden Alexander (*Zizia aurea*)





Fairway woods tennis court and
asphalt trail to be removed and
meadowland established.



Wet lands adjoining the tennis court
property.



Habitat next to the tennis
court. look closely and you
will see a deer.



This picture demonstrates how 3 hills have runoff to the tennis court. Water presently pools. Meadow land will restore proper drainage.

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

August 17, 2020, RPBCWD Board of Managers Special Meeting

PRESENT:

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

Staff: Amy Bakkum, Administrative Assistant
Claire Bleser, RPBCWD Administrator
B Lauer, Groundwater and Stewardship Program Coordinator
Louis Smith, Attorney, Smith Partners
Scott Sobiech, Engineer, Barr Engineering Company

Note: this meeting was held remotely via meeting platform Zoom in abidance with state mandates in response to Covid-19.

1. Call to Order

1 President Ward called to order the Monday, August 17, 2020, Board of Managers Special
2 Monthly Meeting at 9:10 a.m. The meeting was held remotely via meeting platform Zoom.

2. Budget Workshop

3 Administrator Bleser displayed the 2021 draft budget spreadsheet and said she will focus on
4 presenting the proposed levy and proposed budget. She reminded the Board it decided at it's
5 August 5th meeting the levy for 2021 should be either the same as the 2020 levy amount or less,
6 and she went through the other assumptions she used to create the proposed 2021 levy.

7 Administrator Bleser went through the details of the proposed levy, including investment income,
8 noting that because the market has changed, the District is expecting less revenue from its
9 certificate of deposits in 2021. She explained staff expects lower permit income for 2021 as well.
10 Administrator Bleser announced the District has been awarded a grant by the Minnesota Pollution
11 Control Agency in the amount of \$150,000 to work on the community resiliency project in the
12 City of Eden Prairie. She said the proposed levy estimates the District will receive \$3,800,000 in
13 revenue in 2021.

14 Administrator Bleser went through the proposed 2021 budget of \$1,288,000. She said the 2021
15 operating budget includes a larger budget for staff costs in 2021 compared to 2020 in anticipation
16 of hiring staff in 2021. She asked the Board if it wants accounting and audit to be split into

17 separate items in the budget. The Board directed Administrator Bleser to ask Treasurer Crafton
18 for an opinion. Manager Koch spoke in favor of having separate line items for accounting and
19 audit services.

20 Manager Koch asked why there was an increase in the advisory committee expenses.
21 Administrator Bleser explained the increase is to cover education expenses by CAC members and
22 due to the fact there is a larger number of committee members. The Board agreed the advisory
23 committee budget should not increase for 2021 and instead should be the same amount it was in
24 2020. Manager Koch asked about the per diem increase, and Administrator Bleser said the
25 \$30,000 budget increase is to account for all managers submitting their claims. There was
26 discussion about the proposed 2021 office costs, and the Board directed Administrator Bleser to
27 increase the 2021 office costs budget to \$190,000.

28 The Board talked about staff costs and decided for now to leave the 2021 budget at \$660,000.
29 Manager Koch said he would like to see the Board in the future come up with a cap for salary
30 increases. Manager Ziegler said he doesn't want the District to put itself in a situation where it is
31 not keeping up with the market and finds itself in a situation where it is hard to keep staff or fill
32 staff positions. The Board directed Administrator Bleser to obtain from the Personnel Committee
33 the Committee's recommendations on staffing for 2021 and for staff to prepare a
34 recommendation on staffing and staff budget increases for 2021 and to bring it to the Board.

35 There was discussion about how to reflect grant funds. President Ward summarized that Manager
36 Koch is asking for a segregation of fund sources per project. Manager Koch said he provided staff
37 a detailed set of recommended changes and asked the Administrator to take his recommendations
38 to the accountant and auditor. President Ward reminded the Board that a manager can't give the
39 Administrator direction, but when the Administrator receives a recommendation from a manager,
40 the Administrator should share the recommendation with the full Board.

41 There was a discussion about the potential impact of CVOID on Hennepin and Carver counties'
42 tax base and property tax collection in 2021. President Ward said his opinion is that the District
43 needs to show its understanding of the situation and slightly decrease its 2021 levy request
44 instead of holding it at the same amount as 2020. Manager Koch said he agrees and believes the
45 District can get the levy to approximately \$3,500,00 and still accomplish its goals. He said he will
46 forward his ideas to Administrator Bleser. Manager Crafton said she would like to see the levy
47 remain the same for 2021 now and look for areas where there could be reductions and where the
48 District could lower the levy request later in the year. Manager Pedersen agreed it would be better
49 for the District to come in a little lower with the 2021 levy. The managers and Administrator
50 discussed ideas of possible budget adjustments. Administrator Bleser said she will bring back to
51 the Board a proposed draft 2021 levy in the amount of \$3,500,000/

52 Administrator Bleser revisited the idea discussed earlier about splitting the accounting and audit
53 budgets into two line items and asked Treasurer Crafton for her opinion. Treasurer Crafton said
54 splitting the two would provide an easier way to track the costs for each. The Board was in
55 consensus to split accounting and audit into two budget line items.

3. MAWD Resolutions

56
57
58
59
60
61

a. Pesticides

President Ward summarized that this resolution bans the use of herbicides and pesticides on residential and commercial lawns. Manager Koch moved to adopt the resolution and forward to MAWD for consideration. Manager Pedersen seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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b. Wakeboat

Administrator Bleser suggested adding into the wakeboat resolution the support for the St. Anthony Falls Lab research.

Manager Koch moved to adopt the resolution with the addition of the SAFL research and authorize Dr. Bleser to add such language to the resolution and forward to MAWD for consideration. Manager Ziegler seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

71
72
73

c. Groundwater Irrigation in Urban Areas

Ms. B Lauer went through the resolution and talked about the research that she used as a

74 basis. Manager Koch remarked a friend in Eagan shared that Eagan requires irrigation
 75 systems to be inspected every three years. He said it might be something to consider,
 76 although adding it to this resolution may muddy it up. Manager Pedersen said the District
 77 should do what it can to help facilitate a common irrigation policy to be adopted by all
 78 cities in the metropolitan area. She talked about the important role of homeowner
 79 education. Ms. Lauer talked about her findings from expert sources regarding the
 80 difference between residential and smaller irrigation systems and systems for golf courses
 81 and larger commercial properties. She said because of the complexity of the larger
 82 systems, the District may anticipate reservations or push back from those commercial
 83 entities.

84 Manager Ziegler suggested the Board consider adding language to the proposed resolution
 85 to exempt water reuse systems if they are not using groundwater. Engineer Sobiech said
 86 another aspect to consider is water quality because potable water contains polyphosphate,
 87 which is added to water to prevent corrosion of water pipes and is a source of nutrients,
 88 specifically phosphorous, to the lawns.

89 Manager Koch moved to forward the resolution to MAWD with the following change to
 90 be drafted by staff that exemptions be provided for water reuse systems. Manager Crafton
 91 seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

92

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

93

94 **a. Soil Health**

95 Administrator Bleser talked about the resolution and said she wasn't sure what call to
 96 action the Board wants to include in the resolution about soil health aside from raising
 97 awareness. Manager Koch suggested the District task the University of Minnesota with
 98 developing guidelines for incorporating soil health as applicable into permits. There was
 99 discussion about the goal of a resolution about soil health. Attorney Smith said the
 100 resolution needs to communicate the strong correlation between soil health and water
 101 quality and/or water quantity, and if it isn't evident, then a task should be further research.
 102 Administrator Bleser said she hears Manager Crafton saying the call to action she's
 103 recommending is for MAWD , with funds from the state, to determine how healthy the

104 soils are and how much loss there is from capturing the water, focusing on urban areas.

105

106 Manager Pedersen moved to direct District staff to reorganize the resolution to clearly
 107 state the primary objectives are to improve knowledge and promote information exchange
 108 and develop and implement best practices for soil restoration management and carbon
 109 sequestration and long term use of the state’s resources to improve water quality and to
 110 forward the resolution to MAWD. Manager Ziegler seconded the motion. Attorney Smith
 111 said if the Board focuses on the metropolitan area, the water management planning law
 112 and the rules the Minnesota Board of Water and Soil Resources has adopted to guide how
 113 watershed districts do their planning already include as an inventory of resources in
 114 watershed plans soil as an element, but what is missing is in the establishment, in a
 115 watershed plan, of goals about soil health. He said it seems that to advance the ball, the
 116 District would propose that watershed plans include a soil health goal. Manager Pedersen
 117 accepted Attorney Smith’s comments as a friendly amendment and added it to her motion.
 118 Manager Ziegler accepted the friendly amendment. Upon a roll call vote, the motion
 119 carried 5-0 as follows:

120

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

121

122 Attorney Smith remarked the Board had discussed at a previous meeting the possibility of
 123 a resolution about the watershed’s role on a technical evaluation panel when it’s not the
 124 Wetland Conservation Act local governmental unit. He asked if this is still of interest to
 125 the Board. Manager Crafton noted that resolution didn’t pass last year. Attorney Smith
 126 said it was a resolution put forward by Prior Lake-Spring Lake and his recollection is it
 127 did not pass. Manager Crafton said she is in favor of bringing it back. Administrator
 128 Bleser said the District could move the resolution forward and have both organizations as
 129 co-authors.

130 Manager Koch moved to direct staff to see if there are any other sponsors interested in this
 131 resolution and to forward the resolution to MAWD. Manager Crafton seconded the
 132 motion. Upon a roll call vote, the motion carried 5-0 as follows:

133

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

134

4. Fairway Woods Condominium Meadowland

135 Ms. B Lauer reminded the Board that for cost-share grants \$20,000 and over, a public hearing is
 136 required. She provided an overview of the proposed cost-share project, explaining the
 137 condominium association proposes to remove an existing tennis court, remove invasive species in
 138 the adjacent area, and restore the hardscape area to a native prairie. Ms. Lauer said the grant
 139 review committee and staff have identified in the proposed project four strategies to achieve
 140 goals. She listed the four strategies. She noted the tennis court is within the 100-year flood plain
 141 and explained the removal of the impervious surface has the potential to increase the holding
 142 capacity of the area. Ms. Lauer said the estimated project cost is \$30,180, and the requested grant
 143 amount is \$20,000. Ms. Lauer said the bid includes replacing the walking path, but Ms. Lauer has
 144 confirmed with the applicant that the walking path will not be replaced, and so the project cost
 145 will likely be lower, and she is getting a revised bid.

146 President Ward said staff is proposing holding a public hearing on this cost-share grant
 147 application on September 2. Ms. Lauer confirmed it. Manager Ziegler asked if the updated bid
 148 will be available by September 2. Ms. Lauer said if it isn't, she will make sure the public hearing
 149 is scheduled for after the information is available. Manager Crafton asked about the District's
 150 cost-share budget and funds expended and remaining, and Ms. Lauer provided the details.

151 Manager Koch raised his concerns with funding the removal of the impervious surface.

152 Manager Crafton moved to take the cost-share project to a public hearing. Manager Pedersen
 153 seconded the motion. Manager Koch said he would like to see more project details including how
 154 the project will accomplish soil health goals and how will the public see this project. Manager
 155 Crafton made a friendly amendment that this project be used for a pilot project to collect data on
 156 the impact on solid organic matter and water storage capacity and track the project over time.
 157 Manager Pederson agreed to the friendly amendment. Manager Koch added a friendly
 158 amendment that the District and its agents have access to this project for purposes of studying the
 159 effectiveness of this project. Managers Crafton and Pedersen agreed to the friendly amendment.

160 Upon a roll call vote, the motion carried 5-0 as follows:

161

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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163

5. Adjournment

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165
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Manager Crafton moved to adjourn the meeting. Manager Ziegler seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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The meeting adjourned at 11:03 a.m.

Respectfully submitted,

David Ziegler, Secretary

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

September 2, 2020, RPBCWD Board of Managers Monthly Meeting

PRESENT:

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

Staff: Amy Bakkum, Administrative Assistant
Claire Bleser, RPBCWD Administrator
Terry Jeffery, Watershed Planning Manager
B Lauer, Groundwater and Stewardship Program Coordinator
Josh Maxwell, Water Resources Coordinator
Louis Smith, Attorney, Smith Partners
Scott Sobiech, Engineer, Barr Engineering Company

Other attendees: Jan Callison, Hennepin County Board of Commissioners
Greg Hawks
Joan Palmquist, CAC

Note: this meeting was held remotely via meeting platform Zoom in abidance with state mandates in response to Covid-19.

1. Call to Order

1 President Ward called to order the Wednesday, September 2, 2020, Board of Managers Regular
2 Monthly Meeting at 6:59 p.m. The meeting was held remotely via meeting platform Zoom.

3

2. Approval of Agenda

4 Manager Koch requested removing from the Consent Agenda items 7a – Accept August Staff
5 Report – and 7f – Approve Resolution 2020-012 Authorizing Administrator to Sign Quit Claim
6 Deed and Related Forms for Parcel Exchange with Chanhassen TH1010.

7 Manager Ziegler moved to approve the agenda as amended. Manager Crafton seconded the
8 motion. Upon a roll call vote, the motion carried 5-0 as follows:

9

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

10

3. Update from Hennepin County Commissioner Jan Callison

11 President Ward introduced Hennepin County Commissioner Jan Callison. Commissioner Callison
 12 shared a PowerPoint Presentation, “Hennepin County Update 2020,” and talked about COVID-
 13 19, Minneapolis recovery, 2020 elections, the preview of the County’s 2021 budget, a look at
 14 2009-2020 in review. The managers thanked Commissioner Callison for her report and for her
 15 years of service.

4. Matters of General Public Interest

16 No matters of general public interest were raised.

5. Reading and Approval of Minutes

17 **a. August 5, 2020, RPBCWD Board of Managers Monthly Meeting**

18 Manager Ziegler moved to accept the minutes as presented. Manager Pedersen seconded
 19 the motion. Upon a roll call vote, the motion carried 5-0 as follows:

20

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

21

6. CAC

22 Ms. Joan Palmquist reported the CAC discussed at its most recent meeting the issues Ms.
 23 McCotter reported to the Board at its August meeting. Ms. Palmquist said the CAC plans to hold
 24 a workshop to identify areas where the CAC can have most impact. She noted that the CAC
 25 envisions the workshop as a way to move forward positively. She reported Administrator Bleser
 26 presented to the CAC the draft 2021 budget. Ms. Palmquist shared the CAC’s plans about
 27 updating information in the City of Chanhassen’s New Homeowners Guide to more clearly
 28 communicate to homeowners that there are watershed regulations in place, the regulations need to
 29 be followed, and how to obtain more information about them.

30 Manager Crafton said she attended the CAC meeting, and she shared her view that she heard a lot
 31 of frustration, as communicated by Ms. McCotter in August. President Ward remarked on the
 32 various ways the Board is working to keep the communication open and moving forward.

7. Consent Agenda

33 Manager Crafton moved to approve the Consent Agenda. Manager Pedersen seconded the
 34 motion. The Consent Agenda included item 6b – Accept August Engineer’s Report, 6c – Accept
 35 August Construction Inspection Report, 6d – Approve Pay App #2 Duck Lake Rain Gardens, and
 36 6e – Approve Pay App #9 Scenic Heights. Manager Koch thanked Barr Engineering for the
 37 excellent work in preparing the pay application information and thanked Barr and staff for the
 38 format of the construction inspection report. Upon a roll call vote, the motion carried 5-0 as
 39 follows:

40

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

41

8. Action Items

42 a. Pulled Consent Agenda items

43 i. Accept August Staff Report

44 Manager Koch commented he would have issues with turning over any part of the

45 District’s regulatory program to the City of Chanhassen. He said the District
 46 should retain its permitting authority and not delegate it. Mr. Jeffery responded
 47 that staff will be looking closely at the proposed language. Manager Koch asked if
 48 the District conducts regularly scheduled maintenance on its equipment for the
 49 lake level readings. Administrator Bleser responded yes, and Mr. Maxwell
 50 provided details. Manager Koch asked if staff has any preliminary findings
 51 regarding the effectiveness of the iron-enhanced sand filtration. Mr. Maxwell said
 52 the University of Minnesota collected the past few months of data and has the
 53 data. Manager Koch asked if there are results to report about the effectiveness of
 54 the Lake Susan spent lime treatment. Mr. Maxwell responded yes, the system is
 55 having good results and is working well.

56 Manager Koch moved to accept the August staff report as presented. Manager
 57 Ziegler seconded the motion. Upon a roll call vote, the motion carried 5-0 as
 58 follows:

59

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

60

61

62 ii. **Approve Resolution 2020-012 Authorizing Administrator to Sign Quit**
 63 **Claim Deed and Related Forms for Parcel Exchange with Chanhassen**
 64 **TH1010.**

65 Manager Koch asked questions specific to the documents included in the Board
 66 packet and provided to the managers for this agenda item. He provided a
 67 suggestion about including a metes and bounds description or a survey
 68 determination. Attorney Smith noted that the most recent version includes the plat
 69 map.

70 Manager Koch moved to authorize Approve Resolution 2020-012, with any
 71 refinements legal counsel deems necessary, to authorize the Administrator to sign
 72 the quit claim deed and related forms for parcel exchange with Chanhassen
 73 TH1010 and to authorize the Board President or Administrator to sign all related
 74 documents for the parcel exchange. Manager Ziegler seconded the motion. Upon

75 a roll call vote, the motion carried 5-0 as follows:

76

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

77

78 **b. Accept July Treasurer’s Report**

79

80

Treasurer Crafton communicated that she reviewed the July Treasurer’s report, and she moved to accept the report as submitted. Manager Pedersen seconded the motion.

81

82

83

Manager Koch asked about the monthly cost of accounting services and asked staff and the Board to consider if the proposed 2021 budget proposed for audit services is sufficient. Upon a roll call vote, the motion carried 5-0 as follows:

84

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

85

86 **c. Approve Paying of the Bills**

87

88

Manager Crafton moved to approve paying of the bills. Manager Ziegler seconded the motion. Upon a roll call vote, the motion carried 5-0.

89

90

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

91

92

d. Liability Coverage

93

Attorney Smith reminded the Board that the state sets liability limits for watersheds and the District can waive the limits. He said the District’s historical practice has been to not waive the limits. Manager Koch asked what the cost is to the District to go to the maximum limit of \$2,000,000, and he said once he knows the District’s costs for such, he will be able to form his opinion on whether the District should or should not waive the limits. The Board tabled the item until a future meeting to give staff an opportunity to gather the information Manager Koch requested.

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9. Discussion Items

101

a. Manager Reports

102

No manager report updates.

103

b. Administrator Report

104

No Administrator report updates.

105

c. Personnel Committee

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Manager Pedersen presented information about the process the Personnel Committee undertook to secure services to conduct the Administrator review. She asked the Board to approve Sharon Klump conducting the review, reminding the Board Ms. Klump conducted this process for the District in 2019. Manager Pedersen moved to approve Sharon Klump conducting the Administrator review at a cost not to exceed \$5,500.

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Manager Crafton seconded the motion. Attorney Smith pointed out the contract language states the cost is not to exceed \$5,000 and authorizes the Board President or District Administrator to execute the agreement. Manager Pedersen made the friendly amendment to her motion for the NTE amount to be \$5,000. Manager Crafton accepted the friendly amendment. Upon a roll call vote, the motion carried 5-0 as follows:

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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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Manager Pedersen reported the last Personnel Committee meeting was rescheduled for September 3, and she asked the September 9th special meeting agenda to include an agenda item for a discussion about the District’s staffing organizational chart.

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d. Schedule Governance Committee Meeting

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President Ward provided a brief update, noting draft revisions and additions. Attorney Smith said he will bring the updates to the Board at its October meeting.

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e. Lotus Lake Conservation Alliance Letter about Shoreline Stabilization Processes

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Mr. Jeffery reported that the LLCA President communicated to the District issues and questions about shoreline stabilization processes. Mr. Jeffery described the information he provided the LLCA President regarding the District’s processes, requirements, and the timelines involved. Mr. Jeffery asked the Board for direction on further response to the LLCA President. The Board discussed many points, and President Ward said the District needs to send a response letter thanking the LLCA President for his comments and to let the LLCA know the District Board and staff are working on the issues. President Ward directed staff to bring a recommendation to the Board in October regarding talking points and how to proceed and to draft a response letter for the Board’s review. Mr. Jeffery said staff will draft a letter for the Board’s review at its September 9th meeting.

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f. MAWD Resolutions

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Administrator Bleser said the four resolutions being put forward to MAWD are included in the Board meeting packet for information only. Attorney Smith reminded the Board it adopted the resolutions at its August 17th meeting.

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g. Other

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Manager Pedersen stated she would like to participate in the Minnesota Water Resources Conference, being held online October 21 and 22. Administrator Bleser provided more details about the conference and noted the AIS Research Center is hosting a one-day workshop as well. Administrator Bleser recorded the names of which managers wanted to be registered for these upcoming events and asked the managers to let her know of any additions or changes. President Ward moved to authorize any Board member to attend the

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Water Resources Conference and the AIS workshop. Manager Koch seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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10. Upcoming Board Topics

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President Ward noted upcoming Board topics and events and pointed out they are listed on the meeting agenda as well.

11. Upcoming Events

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- Personnel Committee Meeting, September 3, 2020, 1:00 p.m., virtual meeting
- Public Hearing for Duck Lake Plan Amendment, 2021 Budget, and Fairway Woods Stewardship Grant Application, September 9, 2020, 7:00 p.m., virtual meeting
- Smart Salting for Property Managers, September 16, 2020, 9:00 a.m., virtual meeting
- Citizen Advisory Committee Meeting, September 21, 2020, 6:00 p.m., virtual meeting
- Board of Managers Public Hearing and Regular Meeting, October 7, 2020, 7:00 p.m., virtual meeting

11. Adjournment

164 Manager Crafton moved to adjourn the meeting. Manager Ziegler seconded the motion. Upon a
165 roll call vote, the motion carried 5-0 as follows:

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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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The meeting adjourned at 8:56 p.m.

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Respectfully submitted,

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David Ziegler, Secretary

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

September 9, 2020, RPBCWD Board of Managers Special Meeting and Public Hearings

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
Terry Jeffery, Watershed Planning Manager
B Lauer, RPBCWD Education and Outreach Assistant
Scott Sobiech, Barr Engineering Co.

Other Attendees

Louis Smith, Attorney, Smith Partners
Elizabeth Henley, Smith Partners
Mary Krause
Tom Lindquist

Note: this meeting was held remotely via meeting platform Zoom in abidance with state mandates in response to Covid-19.

1. Call to Order

- 1 President Ward called to order the Wednesday, September 9, 2020, Board of Managers Special
2 Meeting at 7:00 p.m. The meeting was held remotely via meeting platform Zoom.

2. Approval of Agenda

- 3 Attorney Smith outlined the District's statutory requirement to adopt the District's budget and levy
4 by September 15th. He explained state statute provides for further public input on the budget and
5 levy at the end of the year, and at that time the District may choose to keep the 2021 levy the same
6 as adopted or to reduce the levy. He explained there was a problem with the second public hearing
7 notice publication in two of the District's official publications, and he recommended the Board
8 convene the public hearings for the two hearings not about the 2021 budget and levy and continue
9 those two hearings until its October 7th monthly meeting. Attorney Smith recommended the Board
10 conduct its public hearing tonight for the 2021 budget and levy because the District is required by
11 statute to adopt the budget and levy by September 15th.

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13 Manager Ziegler moved to approve the agenda. Manager Pedersen seconded the motion.
 14 Manager Koch provided comments on his issues with the public hearing notice and proposed to lay
 15 over this public hearing. Administrator Bleser went into more detail about the multiple channels
 16 the District used to notify constituents of tonight’s 2021 budget and levy public hearing. Manager
 17 Koch asked Attorney Smith to clarify with the Minnesota Department of Administration on
 18 whether the District could proceed.

19 Attorney Smith explained the problem raised by laying over the 2021 budget and levy public
 20 hearing is that there wouldn’t be adequate time to publish the public hearing notice in the District’s
 21 official publications for two subsequent weeks in order to hold a public hearing in time for the
 22 District to meet the statutory requirement of adopting its budget and levy by September 15th.
 23 Attorney Smith recommended the District proceed with this public hearing and explained the
 24 process provides the District to receive additional input from the public later in the year and take
 25 action to reduce its levy. He addressed Manager Koch’s comments regarding the content of the
 26 public hearing notice and said the notice content was adequate.

27 Upon a roll call vote, the motion carried 4-1 as follows:
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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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3. 2021 Budget and 2021 Levy Public Hearing

31 Administrator Bleser noted Hennepin County provided the District with information indicating the
 32 County forecasts it might provide the District with approximately \$180,000 less than the District’s
 33 2021 levy request due to the anticipated level of tax payments to the County. Administrator Bleser
 34 described how the District could manage for this anticipated absence of \$180,00 of incoming levy
 35 dollars from the County.

36 Manager Koch asked how the County determined the disparity. Administrator Bleser said the
 37 County provided notice to the District. Attorney Smith pointed out the District certifies the levy
 38 and the County is responsible for levying it.

39 Administrator Bleser detailed changes staff made to the proposed 2021 budget and levy being
 40 presented tonight, noting the changes are in response to the Board’s feedback at its budget and levy
 41 workshop. Administrator Bleser reported on information the Board requested at its last meeting,
 42 including more detail on the proposed 2021 District personnel costs. She went through the
 43 District’s organizational chart and described anticipated staff changes.

44 Manager Koch provided detailed comments about the proposed budget, pointed out specific lines
 45 items that seem to be represented incorrectly, such as the accounting line item. Manager Koch
 46 remarked the CPI trailing is 0.7%, so he finds it difficult to agree to a 4.5% salary increase in 2021
 47 for staff. He noted he has not received the schedule of staff positions and salaries that he had
 48 previously requested. Manger Koch stated he thinks the District’s levy should be \$3,500,000, and
 49 the District should adjust its 2021 budget to provide for that levy amount.

50 Manager Crafton agreed the Personnel Committee should take Manager Koch’s comments under
 51 advisement and the Committee can meet and prepare recommendations for the Board regarding
 52 2021 staffing and personnel costs.

53 Manager Koch recommended the District adopt a 2021 budget of \$6,720,000 and certify the 2021
 54 levy for \$3,500,000.

55 Manager Ziegler moved to adopt Resolution 2020-013 to Adopt the 2021 Budget as presented in
 56 the amount of \$6,795,000 and to look for areas of reduction and come prepared to make reductions
 57 when the Board revisits the budget and levy later in the year. Manager Pedersen seconded the
 58 motion.

59 Attorney Smith noted that the Board wants to provide time now for the public to comment.
 60 President Ward called for comments. Upon hearing none, President Ward called the vote. Upon a
 61 roll call vote, the motion carried 4-1 as follows:

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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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64 President Ward said he heard the Board communicate it expects to reduce this adopted budget
 65 number in December. Attorney Smith agreed. President Ward asked the Personnel Committee to
 66 bring its recommendations on staffing and 2021 personnel costs to the Board at its November
 67 monthly meeting.

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Manager Ziegler moved to adopt Resolution 2020-014 to Adopt the 2021 Metropolitan Surface Water Management Act Levy with the levy as presented in the amount of \$3,680,000 and to look for areas of reduction and come prepared to make them when the Board revisits its budget and levy later in the year. Manager Pedersen seconded the motion. Upon a roll call vote, the motion carried 4-1 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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Manager Crafton moved to close the 2021 budget and 2021 levy public hearing. Manager Ziegler seconded the motion. Upon a roll call vote, the motion carried 4-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Abstain
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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4. Duck Lake Partnership Plan Amendment Public Hearing

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President Ward stated the Board will continue this item at its October 7th meeting, but the public can provide comments now as well. Manager Koch commented he doesn't believe there has been

83 any clear presentation of the proposal that would result in the District putting all this money into a
 84 Duck Lake project. He asked to see more details about the costs, specifically the costs of the bridge
 85 versus the culverts.

86 Manager Ziegler said he would like to see the latest plans the City has developed. Engineer
 87 Sobiech said he can secure those plans.

88 Administrator Bleser reminded the Board the District received comments from the Minnesota
 89 Department of Natural Resources that it is in favor of this plan amendment.

90 Manager Pedersen moved to adjourn the public hearing. Manager Ziegler seconded the motion.
 91 Attorney Smith stated the Board planned to continue the public hearing until the Board’s October
 92 7th meeting. Manager Pedersen and Manager Ziegler agreed to Attorney Smith’s friendly
 93 amendment. Upon a roll call vote, the motion carried 5-0 as follows:

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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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5. Fairway Woods Meadowland Creation Condominium Public Hearing

97 President Ward opened the hearing and called for comments. Manager Koch said that with the
 98 information provided on page one of the recommendations included in the meeting packet, he is
 99 having a hard time reconciling costs. He asked to be provided a spreadsheet of the costs to identify
 100 what is and isn’t being included and asked to be provided the information prior to the next Board
 101 meeting.

102 Manager Crafton spoke in support of the project.

103 Attorney Smith added that when the Board discusses this plan next, the Board needs to discuss
 104 ensuring the District has access to the project for an appropriate amount of time.

105 Manager Crafton moved to continue the public hearing until the Board’s October 7th meeting.

106 Manager Pedersen seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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6. Adjournment

110 Manager Crafton moved to adjourn the special meeting and public hearings. Manager Ziegler
111 seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:
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<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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The meeting adjourned at 8:06 p.m.

Respectfully submitted,

David Ziegler, Secretary

DRAFT Minutes: Monday, September 21, 2020
RPBCWD Citizen’s Advisory Committee (CAC) Monthly Meeting
Location: VIRTUAL VIA ZOOM OR TELEPHONE

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	E	Sharon McCotter	P	Marilynn Torkelson	P
Kim Behrens	P	Michelle Frost	P	Jan Neville	P		
Vanessa Nordstrom	A	Terry Jorgenson	E	Joan Palmquist	P	Heidi Groven	P
Barry Hofer	P	Matt Lindon	P				

Claire Bleser	RPBCWD Administrator	P
B Laurer	RPBCWD staff	P
Dick Ward	Board of Managers	P

Key MOTIONS for the Board of Managers: None

Key CONSENSUS items: We resolve to support BOM’s efforts to prevent unauthorized shoreline projects through education and to provide consequences for implementing shoreline projects without the appropriate permits. The CAC will modify the existing “New Lake Home Owners Guide and update to indicate consequences for doing work without appropriate permits. The CAC will also tailor the guide for different water bodies, including lakes, retention ponds... etc.

Key DISCUSSION items: None

- I. **Opening**
 - A. **Call CAC meeting to Order:** President Sharon McCotter called the meeting to order at 6:05 pm.
 - B. **Attendance:** As noted above. CAC member updates: Vanessa has not responded to emails and has missed too many meetings-she is to be presumed dropped out of the CAC. Pete has been in touch and is Excused indefinitely due to personal matters. He will resume active participation when he can.
 - C. **Matters of general public interest:** None
 - D. **Approval of Agenda:** This meeting has been shortened to accommodate workshop at 6:30. Jim moved and Joan seconded to approve the agenda . Motion carried.
 - E. **Approval of August 17, 2020 CAC Meeting Minutes:** Jan moved and Joan seconded to approve the minutes as written. Motion carried.

- II. **Board Meeting Recap and Discussion** -Joan Palmquist attended September’s BOM meeting. Jan Callison, the retiring Hennepin County Commissioner for District 6, gave an excellent presentation on the County Commissioner’s role.

III. Program and Project Updates; Staff Engagement with CAC; CAC Business; Subcommittee Reports – 6:15 – 6:28

- Suggested next steps on updating the existing **Your Watershed Awareness sheet** and expanding the sheet to other audiences.
 - Harvest any specifics for the existing Your Watershed Awareness sheet so we don't lose important input. Suggestions are as follows:
 1. Correct contact information for Cost Share Grants from Michelle Jordan to B Lauer.
 2. correct native spelling typo.
 3. The front side of the **Your Watershed Awareness sheet** under Use best practices refers to “a list of ideas” (of Best Management Practices) on the backside of the YWA sheet, but on the backside of the sheet there is not an area identified as Best Practices. There is a **How can I help my lake?** section. Change wording to be consistent. Add more ideas such as Install a 20 foot deep native plant buffer. Install a rain garden. Replace salt as a deicer in the winter with other techniques. (have a link that explains why salt use should be eliminated or greatly reduced and outline alternative techniques to stay safe in icy conditions, provide a link to What are native plants?
 4. This sheet is aimed at Lake property owners-title specific to lakeshore owners. Develop other **Awareness Sheets** for homeowners on wetlands, creeks and retention ponds.
 - Hold on adding consequences until after the Board of Managers finalizes these moving parts; actively being discussed now by the Managers
 - Hold on final updates until new E&O staff is hired, trained and in place to accomplish the work
 - Before creating similar sheets for other audiences, work with Staff to understand what education has taken place in this arena in the past i.e. workshops for realtors, contractors, shoreline owners/workers, etc.
 - Then prepare a motion for Manager and Staff approval on what the CAC would like to see for the additional groups and how the CAC might be able to help
- Update on Barr's production and then the distribution plan for the Raingarden Maintenance Manual
 - Both versions of the manual (Michelle Jordan's and Lori/Marilynn's) have been turned over to BARR to be used as guides and inspiration for the final product
 - The Duck Lake project had two raingardens so the final product needs to be something that can be personalized/customized for future raingarden owners
 - Other logistics like copyrights need to be researched and confirmed.
 - Since the season for the rain gardens is winding down, a likely deliverable for a final manual will be in Spring 2021(or possibly sooner per Claire). That would also give the new E&O person time to get hired, trained and in place.
- Marilyn asked about Native Plant Benefits and recommendations. B clarified not all handouts are on the RPBCWD website.

IV. Upcoming Events; Close out of regular meeting (workshop to follow) – 6:28 – 6:30

1. RPBCWD Board of Managers October 7, 2020; 7:00 PM Regular board meeting – virtual Zoom meeting - Matt to attend on behalf of the CAC
2. RPBCWD CAC Meeting October 19, 2020; 6:00 PM – virtual Zoom meeting; Manager Ward to attend on behalf of the managers
3. Saturday, October 24 (rain date is Sunday, October 25) – Chanhassen Clean-Up for Water Quality. 9:30-12 – Removing leaves from curbs and storm drains by Lotus Lake. Meet at Carver Beach Road and Cree Drive. Sponsored by the City of Chanhassen. Sharon McCotter contact 952-388-9209
4. Joan Palmquist is resigning effective immediately due to personal matters.

V. Joan made a motion to adjourn, Jim seconded. CAC meeting adjourned at 6:39pm Workshop on CAC’s role immediately followed.

B initiated Workshop 6:40pm

Board meeting date	CAC member to attend
Jan. 8 - 7 PM	Lori Tritz
Feb. 5 - 7 PM	Marilynn Torkelson
Mar. 4 - 7 PM	Matt Lindon
Apr. 1 - 7 PM	Sharon McCotter
May 6 - 7 PM	Barry Hofer
June 3 - 7 PM	Lori Tritz
July 8 - 7 PM	Marilynn Torkelson
Aug. 5 - 7 PM	Sharon McCotter
Sept. 2 - 7 PM	Joan Palmquist
Oct. 7 - 7 PM	Matt Lindon
Nov. 4 - 7 PM	Sharon McCotter

Dec. 9 - 7 PM

Jan Neville

RPBCWD September Staff Report

Administration		Staff update	Partners
Accounting and Audit	Coordinate with Accountants for the development of financial reports. Coordinate with the Auditor. Continue to work with the Treasurer to maximize on fund investments.	Administrator Bleser worked with Staff Bakkum on internal controls and finances. Treasurer Crafton reviewed materials in accordance to District internal controls.	
Administration		Administrator Bleser is identifying additional COVID best practices and looking at adding air purifiers in common areas and offices. The District is currently looking at including 8 purifiers in the common areas as well as 7 more in offices. The air purifiers have filter sizes that would trap the coronavirus. The purchase of the purifiers come at a time when staff is no longer able to aerate offices due to cold temperatures. Staff Bleser is also updating staff on COVID best practices at weekly staff meetings. Password manager software has been obtained after review of available products on market. This software will securely store shared passwords and enhance efficiency. Training to use software to occur within the month.	
Annual Report	Compile, finalize and submit an annual report to agencies	Completed	
BWSR	Discuss Targeted Watershed Grant Distribution	<ul style="list-style-type: none"> BWSR staff has asked RPBCWD some further details in the funding of one of three options for targeted watershed grant. 	9-Mile WD Eden Prairie BWSR Bloomington

			Chanhassen Carver Co. Hennepin Co. LMRWD Minnetonka Waconia
DEI	Diversity, Equity and Inclusion	<p>Staff are adding language to the personnel handbook regarding diversity, equity and inclusion.</p> <p>Administrator Bleser has engaged Smith Partners to fortify the Governance Manual with language surrounding diversity, equity, and inclusion.</p> <p>Staff Lauer, Equity Officer, has been sending bi-weekly emails to all staff containing information and resources regarding equity topics. These are intended to continue staff learning and help foster continued conversation.</p> <p>Staff have begun exploring strategies to integrate diversity, equity and inclusion into the work of the District in the following ways:</p> <ul style="list-style-type: none"> ● Identifying the ways in which the District may act as a barrier to increased Diversity in our communities ● Identifying ways in which we can expand and make more accessible District programs and communications ● Exploring how the District can help inspire the next generations or diverse water resource managers ● Exploring what role equity can play in project prioritization 	

		Staff Lauer has begun work on a detailed process report, containing the framework that staff have used to have DEI conversations thus far and recommendations for next steps for the District.	
Human Resources	General Human Resources	Staff Bleser has participated in a COVID training	
Internal Policies	Work with Governance Manual and Personnel Committees to review bylaws and manuals as necessary	The Governance manual is included in the board packet.	
Advisory Committees	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.	Staff Lauer met with CAC member Kim Behrens to brainstorm the purpose and strategies for the requested CAC workshop. The Citizen's Advisory Committee met on September 21st. Staff Lauer prepared and led CAC members through a workshop to define what the work of the CAC is, the tasks associated with that work, and who is responsible for directing different types of work.	
Local Surface Water Management Plan		Staff continues with the City of Chanhasen on the possibility of taking on some of the regulatory program.	
MAWD		Resolutions have been submitted to MAWD. The District is a finalist for Program of the Year Award and Project of the Year Award. The District also submitted	
District-Wide			
Regulatory Program	Review regulatory program to maximize efficiency.	Staff has provided comments to Chanhasen and will be meeting with Chanhasen staff so they can walk through what changes have been made to their local controls	

	<p>Engage Technical Advisory Committee and Citizen Advisory Committee on possible rule changes. Implement a regulatory program.</p>	<p>Staff have been using the new database to enter permit applications and have provided feedback to HEI for incorporation into the database. HEI is programming the public interface application.</p> <p>Staff have just begun to use the inspections application. As the full permit database is not yet complete, there are some aspects of the permit inspections application that are not fully operational. Staff is excited for the full roll out of both applications. The application was constructed to allow for us to create our own modules for applications such as tracking District constructed BMPs, District projects, etc.</p> <p>Six permit applications have been submitted since the September meeting. Three of these permits only trigger Rule C (EPSC) and can be processed administratively. Another is a violation that otherwise would have been eligible for administrative review, however, because it is a violation it must come to the board. This is on the agenda this evening. There were no permits administratively approved since the September meeting.</p>	
<p>Aquatic Invasive Species</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</p>	<p>The Purgatory Creek fish barrier was pulled again this month to be cleaned and reset.</p> <p>Regular carp monitoring began at the end of July and will continue through early October: Fyke Netting (completed):</p> <ul style="list-style-type: none"> • 16 young of year (YOY) carp were captured in lower Purgatory Creek Recreational Area 	<p>City of Chanhassen City of Eden Prairie University of Minnesota MN DNR Carver County</p>

	<p>Riley Chain of Lakes Carp Management Purgatory Chain of Lakes Carp Management Review AIS inspection program. Keep abreast in technology and research in AIS. Zebra mussel adult and veliger monitoring.</p>	<p>wetland (PCRA) indicating some limited recruitment did occur. Additionally, not many other fish were captured in lower PCRA.</p> <ul style="list-style-type: none"> • All other lakes sampled had no YOY captured. These lakes include Rice Marsh, Lucy, and Staring. Rice Marsh and Lucy bluegill populations increased since the past winterkills and the overall size structure seemed to have improved. <p>Electrofishing:</p> <ul style="list-style-type: none"> • All electrofishing transects have been completed this month with the exception of Lake Riley which was saved for last. • Without diving into the analysis, it appears carp levels have increased in Staring. These fish most likely shifted down from the Rec Area as Rec Area carp levels appear to have decreased. • Very low carp levels were again observed on Lake Susan in 2020. <p>Zebra mussel veliger sample results were received last month for all lakes. Veligers were only found on Lake Riley. A second sample was collected on Lotus and we are waiting on the results from RMB labs.</p> <p>Staff conducted an adult mussel scan on Lotus at the end of July and did not find any. Staff may conduct another scan when boat lifts and docks are pulled. Carver County sent in three water samples collected by RPBCWD to test for zebra mussel eDNA. Only one eDNA water sample tested positive which was</p>	
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		located in the deep water near the boat launch (this sample also tested positive in 2019).	
Cost-Share	<p>Schedule and coordinate site visits.</p> <p>Review applications and recommend implementation.</p>	<p>As site visits requests continue to be made, Staff Lauer schedules them with the CCWMO technician and follows up with requestees.</p> <p>The District received two applications for Watershed Stewardship Grants in the month of September. Staff Lauer is working with multiple homeowners, and homeowner/ condominium associations to brainstorm and refine projects.</p> <p>Staff Lauer has been working with the application review committee to begin the annual program evaluation.</p> <p>Staff Lauer continues to refine and update the Watershed Stewardship Grant database.</p>	<p>Carver County Soil and Water Conservation District</p>
Data Collection	<p>Continue Data Collection at permanent sites.</p> <p>Identify monitoring sites to assess future project sites.</p>	<p>Staff completed two rounds of regular stream and lake sample collection in September.</p> <p>WOMP stations: samples were collected 3 times this month for the Metropolitan Council.</p> <p>Lake level sensors were checked at the end of the month.</p> <p>Pond data has been collected biweekly since the end of May. The EnviroDIY monitoring stations have been working better this year. Staff have been cleaning the sensors during every visit and calibrating the sensors when needed. One unit became submerged during the last major rain event and was pulled. An additional unit was pulled this month due to muskrat damage.</p> <p>Stream EnviroDIY stations were checked (checked biweekly) and have been working.</p>	<p>Metropolitan Council</p> <p>City of Eden Prairie</p> <p>University of MN</p> <p>City of Chanhassen</p> <p>MNDNR</p> <p>City of Minnetonka</p>

		Upper Bluff Creek auto sampling unit to assess upstream pollutant loading has been working since the August repair. Only a couple of rain events triggered the unit this month.	
District Hydrology and Hydraulics Model	<p>Coordinate maintenance of Hydrology and Hydraulics Model.</p> <p>Coordinate model update with LGUs if additional information is collected.</p> <p>Partner and implement with the City of Bloomington on Flood Evaluation and Water Quality Feasibility.</p>	<p>Administrator Bleser has been discussing updates to workplan for the MPCA grant.</p> <p>Administrator has reached out to the City of Eden Prairie to confirm in-kind match as part of the grant.</p>	<p>City of Bloomington</p> <p>City of Minnetonka</p> <p>City of Eden Prairie</p> <p>City of Deephaven</p> <p>City of Shorewood.</p>
Education and Outreach	<p>Implement Education & Outreach Plan, review at year end.</p> <p>Manage partnership activities with other organizations.</p> <p>Coordinate Public Engagement with District projects.</p>	<p>Staff Toavs will be taking over coordinating pick up of Adopt-A-Dock plates.</p> <p>Staff continue to coordinate with MPCA and Fortin Consulting to host online Smart Salting trainings. Next training is Parking Lots and Sidewalks training October 13th.</p> <p>Staff Lauer will be temporarily assuming coordination of Action and Educator Mini Grants.</p> <p>Staff Lauer and Administrator Bleser reviewed the Rain Garden Owner’s Manual from Barr engineering and will send feedback promptly.</p> <p>Staff Lauer coordinated with Hennepin Co. Libraries to create signage for the Eden Prairie Library BMP retrofit.</p> <p>Intern Olivia Holstine continues assisting staff with select projects.</p>	<p>Adopt a drain: City of Eden Prairie, City of Minnetonka, City of Bloomington, Hamline University, Nine Mile Creek Watershed District, MPCA, Fortin Consulting</p>

<p>Groundwater Conservation</p>	<p>Work with other LGUs to monitor, assess, and identify gaps. Engage with the Technical Advisory Committee to identify potential projects. Develop a water conservation program (look at Woodbury model)</p>	<p>Staff Lauer has engaged a graphic designer to assist with the production of the Blue Guide for Water Conservation. Staff Lauer reviewed a project proposal from the City of Minnetonka for the Smart Water Meter Pilot Program.</p>	<p>Metropolitan Council City of Eden Prairie City of Shorewood City of Bloomington City of Minnetonka City of Chanhassen</p>
<p>Lake Vegetation Management</p>	<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. Implement herbicide treatment as needed. Secure DNR permits and contracts with herbicide applicators. Lakes the District is monitoring for treatment include: Lake Susan, Lake Riley, Lotus Lake, Mitchell Lake, Red Rock Lake and Staring Lake. Work with Three Rivers Park District for Hyland Lake</p>	<p>Administrator Bleser met with Wenck and BARR to discuss Lake Vegetation Management Plans update for Red Rock and Mitchell. Wenck is analysing vegetation surveys, herbicide treatments as well as harvesting to identify successes and shortfalls of the plan. We are also discussing this with the City and plan to engage the community of both of these lakes in December.</p> <p>The City of Eden Prairie conducted a vegetation survey on Duck Lake last month as part of the District’s regular vegetation sampling schedule. Unfortunately Eurasian Watermilfoil was found during the survey (mainly on the east side of the lake). As part of the District’s rapid response plan, Staff applied for and received a permit to hand pull plants as it appeared to be early in the infestation. Shortly after staff began hand pulling it became clear it was more established and staff stopped, but mapped the infestation.</p>	<p>City of Eden Prairie City of Chanhassen University of Minnesota MNDNR</p>
<p>Opportunity Projects</p>	<p>Assess potential projects as they are presented to the District</p>	<p>No new updates</p>	<p>ISG Staring Lake Outdoor Center The Preserve Association</p>

Total Maximum Daily Load	Continue working with Minnesota Pollution Control Agency on the Watershed Restoration And Protection Strategies (WRAPS). Engage the Technical Advisory Committee.	No new updates	MPCA
Repair and Maintenance Grant	Develop and formalize grant program.	No new update.	
University of Minnesota	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.	Iron filing ponds are being monitored biweekly and with continuous monitoring stations.	Stormwater ponds partners: Bloomington, Chanhassen, Eden Prairie, Minnetonka, Shorewood, and Limnotech. Plant Management: Chanhassen Eden Prairie
Watershed Plan	Review and identify needs for amendments.	Duck Lake Plan Amendment is in the board packet.	
Wetland Conservation Act (WCA)	Administer WCA within the Cities of Shorewood and Deephaven. Represent the District on Technical Evaluation Panel throughout the District	No WCA applications have been received in Deephaven. No WCA applications have been received in Shorewood. Staff Jeffery has provided comment on applications in Chanhassen, and Eden Prairie.	City of Shorewood City of Deephaven City of Chanhassen City of Eden Prairie MCWD BWSR DNR ACOE
Wetland Management	Assess known existing wetlands, identify previously unknown wetlands, and identify potential restoration and rehabilitate wetlands	Staff Jeffery, Staff Dickhausen and staff Nicklay continue to perform the assessments throughout southern Eden Prairie and Bloomington. They will wrap up field work on	City of Chanhassen City of Eden Prairie Hennepin County Carver County

	and wetland requiring additional protection.	or around October 15 and begin the update of the MNRAM Access database recently updated by Barr. Staff Jeffery has received a few inquiries from residents and the feedback has been positive and supportive. Staff Jeffery, Administrator Bleser, Engineer Sobeich, and Joe Bischoff of Barr met to discuss a workplan to establish a plan to use ecological services in the wetland assessment program.	MNDNR BWSR
Hennepin County Chloride Initiative	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 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.	No additional updates.	
Lower Minnesota Chloride Cost-Share Program	The Lower Minnesota River Watersheds are coming together to offer cost-share grants.	Grant eligibility has been finalized and calls for application will be released soon. Information should be available at the September meeting.	
Bluff Creek One Water			

Bluff Creek Tributary Restoration	Implement and finalize restoration. Monitor Project.	Contractor is working on plantings and erosion control.	City of Chanhassen
Wetland Restoration at 101	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	Work continues on the restoration project. The delineation is being provided to Chanhassen for review and approval. Steff Jeffery collected survey data on the site and throughout the ditch to Bluff Creek to the west.	City of Chanhassen MN DNR Carver County
Riley Creek One Water			
Lake Riley Alum	Continuing to monitor the Lake.	Alum was successfully applied in June. Staff continues to monitor water quality.	
Lake Susan Improvement Phase 2	Complete final site stabilization and spring start up. Finalize and implement E and O for the project. Monitor project.	No updates	City of Chanhassen Clean Water Legacy Amendment
Lake Susan Spent Lime	2020 startup and monitoring.	Monitoring is continuing to assess total phosphorus removal efficiencies. The unit appears to be removing anywhere from 50-90% of total phosphorus concentrations based on sample analysis.	City of Chanhassen
Lower Riley Creek Stabilization	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.	Trees from our tree nursery will be used in the Lower Riley Creek Project.	City of Eden Prairie Lower MN River Watershed District

Rice Marsh Lake Alum Treatment	Continuing to monitor the Lake.	No new updates.	City of Eden Prairie City of Chanhassen
Rice Marsh Lake Watershed Load Project 1	Conduct feasibility. Develop cooperative agreement with City of Chanhassen	Public Hearing has been delayed.	City of Chanhassen
Upper Riley Creek	Work with City to develop scope of work (in addition to stabilizing the creek can we mitigate for climate change) Conduct feasibility Develop cooperative agreement with the City of Chanhassen Order Project Start design	Staff and engineering continue to work with the City and State agencies on aspects of the corridor enhancement plan.	City of Chanhassen
Middle Riley Creek	Work with Bearpath HOA/Golf Course to develop scope of work (in addition to stabilizing the creek can we mitigate for climate change and provide for an improved recreational experience) Draft feasibility report Develop cooperative agreement with Bearpath Order Project Start design	Surveying and delineation of Middle Riley is complete. Administrator Bleser and engineering consultant are working with the City of Chanhassen on the corridor enhancement plan. Staff Dickhausen and Nicklay have finished the MNRAM assessments for the wetlands within Bearpath including those within the Middle Riley project area. These MNRAMS, in addition to their other functions, will be used to determine applicable buffer areas during the design phase of the project. A delineation report will be prepared and submitted to Eden Prairie for design purposes.	Bearpath Neighborhood Association. City of Eden Prairie Dept. of Natural Resources
St Huber Water Quality Project		Working with St Hubert school for final design elements. The project was put on temporary hold to allow school staff to focus on start of school.	CCSWCD Metropolitan Council City of Chanhassen

Purgatory Creek One Water			
PCRA Berm		No new update.	City of Eden Prairie
Duck Lake Water Quality Project	Work with the City to implement neighborhood BMP. Identify neighborhood BMP to help improve water resources to Duck Lake. Implement neighborhood BMPs.	Staff is preparing a final communication to community members in the partnering with the District in the protection of Duck Lake.	City of Eden Prairie
Lotus Lake – Internal Load Control	Monitor treatment and plant populations.	No new updates	
Scenic Heights	Continue implementing restoration effort. Work with the City of Minnetonka and Minnetonka School District on Public Engagement for project as well as signage.	District volunteer work on the site is currently on hold, due to social distancing measures.	Minnetonka Public School District City of Minnetonka Hennepin County
Silver Lake Restoration	Order project Design Project Work with the City of Chanhassen for Design, cooperative agreement and implementation	No new updates.	City of Chanhassen
Professional Development	Multiple staff members attended a three part series of online workshops focused on hosting online events and ways to better foster online engagement. Staff Lauer attended a water supply webinar put on by the Met council. Multiple staff members attended an online training about enhancing opportunities for socially vulnerable populations in climate resilience planning. Staff Maxwell presented Staring Lake Response to Common Carp Management at the Minnesota Aquatic Invasive Species Conference this month and was part of a panel which highlighted University and local government partnerships.		

	<p>Administrator Bleaser was invited by the Environmental Law Institute to take part in an EPA workshop identifying and advancing effective ways to communicate with and better engage a diverse audience on water quality issues. The workshop will be October 5-7 virtually.</p>
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Memorandum

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
From: Barr Engineering Co.
Subject: Engineer's Report Summarizing September 2020 Activities for October 7, 2020, Board Meeting
Date: September 30, 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 September 2020.

General Services

- a. Working with MPCA staff on the Environmental Assistance Climate Adaptation Grant work plan and budget. Prior to finalizing the grant agreement, MPCA staff requested a revision to the work plan to include reference to the recently published Flood Factor study. The Flood Factor study is a free online tool developed by the First Street Foundation that maps inundation areas and discusses flood-risk. The MPCA requested that as part of the grant, the District provide a comparison of inundation areas from the District's model to those published in the study. The Flood Factor site can be found here: <https://www.floodfactor.com/about>
- b. Refined the draft Rain Garden Owner's Manual development by the CAC to fill in missing components and provided to District staff for review.
- c. Participated in virtual meeting on September 28th to discuss Chanhassen's local surface water management plan and intention to pursue implementing RPBCWD regulatory requirements as part of updated ordinances.
- d. Participated in a September 15th virtual meeting with Administrator Bleser and Watershed Planning Coordinator Jeffery to discuss potential enhancements to the District's wetland program.
- e. Work with RPBCWD staff to develop a three phase work plan to develop a wetland assessment methodology based on ecosystem services to achieve three primary objectives including a) Developing a method and metrics for assessing wetlands to identify high priority wetlands for rehabilitation and/or protection. b) developing a method and metrics to identify high priority areas for wetland restoration and creation and c) developing a technique and metrics for prioritizing wetland rehabilitation, protection, and creation across the watershed. Currently, the District has identified the following seven (7) Ecosystem services for evaluation. 1) Biodiversity, 2) Habitat, 3) Nutrient Cycling and Soil Health, 4) Community Resiliency (i.e., Flood Control and stream protection), 5) Groundwater Interaction and Baseflow, 6) Carbon Sequestration and 7) Recreation Opportunities.
- f. Participated in the September 9th Budget public hearing.
- g. Participated in the September 2nd regular Board of Managers meeting.

- h. Prepared Engineer's Report for engineering services performed during September 2020.
- i. Miscellaneous discussions and coordination with Administrator Bleser about the status of current CIP projects, project staffing, and upcoming Board meeting agenda.

Permitting Program

- a. *Permit 2020-031: Prairie Heights*: This project involves the construction of 24 new single-family homes, extension of sanitary sewer, watermain, and sidewalk through the development. The proposed development is split between RPBCWD and LMRWD. Stormwater management facilities, including three infiltration basins, will be constructed within the RPBCWD to provide volume control, water quality, and rate control for runoff prior to discharging offsite. Worked with District staff for permit issuance.
- b. *Permit 2020-045: The Bluffs at Lake Lucy* – This project is an approximately 33-acre development that consists of 31 residential lots, with new impervious areas (6.07 acres) including roads, sidewalks, trails, and buildings. Stormwater management facilities include one detention pond with an infiltration bench and a second wet detention pond. The triggers RPBCWD's Floodplain Rule (Rule B), Waterbody Crossing (Rule G) and Stormwater Management Rule (Rule J) and there are wetlands downgradient of the activities, the project must conform to district Rule D-Wetland and Creek Buffers. Reviewed the applicant revised submittals dated September 4th, 17th, 23rd, 25th and 29th. Drafted the permit report for the Board's consideration at the October 7th regular meeting.
- c. *Permit 2020-049: 901 Carver Beach Rd* – This project involves subdividing a lot to allow the existing home to remain on one lot and the construction of a new home on the second lot. The triggers RPBCWD's Erosion Prevention and Sediment Control (Rule C), Wetland and Creek Buffers (Rule D) and Stormwater Management Rule (Rule J). Reviewed the applicants revised submittal dated September 11th and provided comments on September 17th indicate the submittal remains incomplete because of missing wetland protection analysis. The applicant submitted an email indicate they are to not pursuing the project at this time, thus the permit is considered closed.
- d. *Permit 2020-051: BIOLYPH Parking* – This project is a 0.55-acre parking lot expansion at the BIOLYPH building in Chaska, MN. Stormwater management facilities include an underground storage system with hydrodynamic separators to provide pretreatment. Due to low infiltrating soils, volume abstraction is not being considered by the permit applicant. The permit triggers RPBCWD's Stormwater Management Rule (Rule J). Reviewed a September 21st submittal and infiltration testing received September 24th showing very minimal infiltration capacity at the site. Provided comments to the applicant on restricted sites criteria and the need to provide abstraction to the maximum extent practicable (i.e., doable). On September 25th the applicant requested consideration of a tree trench with four trees be considered the maximum extent practicable without providing supporting computation or sequencing analysis to support that the tree trench was the only doable abstraction BMP. Provided comments requesting additional information on the tree trench, alternative abstraction method (e.g., retrofit the existing irrigation system to reuse, and additional tree installation along impervious surfaces. Because water quality computations have not been received supporting the wetland protection criteria the application remain incomplete.

- e. *Permit 2020-054: Lake Minnetonka Care Center* – This project consists of constructing a new building, parking lot, drive, sidewalks, and related utilities at 16913 State Hwy 7 in Minnetonka. A subsurface stormwater management system will provide stormwater rate, volume and water quality control. The project triggers the erosion prevention, wetland buffers, and sediment control rule and the stormwater management rule. Review comments were provided on August 31st indicating the submittal was incomplete because of missing infiltration testing data, wetland buffers, and wetland protection analysis. Discussed review comments with applicants engineer on September 1st.
- f. *Permit 2020-056: Minnetonka High School Arts Center Parking Lot* – This project consists of construction of a new parking area, including new bituminous pavement, concrete curb and gutter, and storm sewer on the Minnetonka High School property. A subsurface stormwater management system will provide stormwater rate, volume and water quality control. The project triggers the erosion prevention and sediment control rule and the stormwater management rule. The complete permit application was submitted on September 11th and review comments were sent on September 23rd. The applicant submitted revisions and a permit report was drafted for the Board's consideration at the October 7th meeting.
- g. *Permit 2020-057: Bluff 25 Culvert Rehabilitation* – This project consists of rehabilitating the culvert crossing where Purgatory Creek passes below the Minnesota River Bluffs LRT Regional Trail just downstream of Valleyview Road. The project triggers RPBCWD's Rule B (Floodplain Management and Drainage Alterations), Rule C (Erosion Prevention and Sediment Control), Rule D (Wetland and Creek Buffers), and Rule G (Waterbody Crossings and Structures). The permit application was submitted on August 31st and is considered incomplete, because it is missing floodplain compensatory storage evaluation, MNRAM for impacted wetland on the site, creek buffer areas and marker locations, and identification of the 100-year floodplain. Reviewed and provided comments on the incomplete application on September 9th. Participated in a virtual meeting on September 25th with the applicant to review their draft responses to comments. The application remains incomplete because the applicant did not provided wetland and creek buffers because they were hoping the project was exempt. Discussion of the Rule D criteria clarified that the project does not meet the exemption requirements.
- h. Fielded miscellaneous calls from developer's engineers with questions about floodplain compensatory storage requirement, buffer criteria, shoreline stabilization requirements, and storm water management criteria.
- i. Participated in a virtual meeting with Houston Engineering and staff Jeffry to review the new regulatory database and provide input on revisions.
- j. Conducted erosion prevention and sediment control inspection on September 15-16 for permits in Hennepin County only because district staff inspected all permits in Carver County this month. Provided a summary of sites with open corrective actions to Watershed Planning Manager Jeffery on September 17th. Watershed Planning Manager Jeffery plans to incorporate the information into a combined, standalone construction site inspection report. Please see the separate item
- k. Preapplication review for a potential shoreline stabilization project on Lake Riley at 9641 Meadowlark Lane, including review of erosion intensity worksheet, site photos, and sending comments to the property owner on September 11th. Also met with District staff on

September 10th to discuss the implication of the stewardship grant application and past permit requirement to provide buffers at this site.

- i. Developed a shoreline and streambank review/submittal checklist to aid applicants in understanding the needed information to meet the requirements in Rule F. The draft checklist was provided to Watershed Planning Manager Jeffery for review and comment on September 29th.
- m. Miscellaneous conversation with Watershed Planning Manager Jeffery about rules, shoreline fast-track maintenance permits, permit database status, financial assurances, and inspections.

Data Management/Sampling/Equipment Assistance

- a. Prepared, loaded, and verified 19 RMB laboratory (RMB) reports.
- b. Prepared field data collected with the Survey123 mobile application for the Ponds and Lakes monitoring programs.
- c. Developed a macro in Microsoft Excel to increase efficiency of preparing and loading data collected with Survey123.
- d. Worked with RMB to correct electronic data deliverables.
- e. Drafted a summary of results for the water quality data and sediment core in stormwater pond RML12 investigation.

Task Order 6: WOMP Station Monitoring

Purgatory Creek Monitoring Station at Pioneer Trail

- a. Download and review data.

Purgatory Creek Monitoring Station at Valley View Rd

- a. Download and review data.
- b. Storm event sampling.
- c. Maintenance – troubleshoot and correct loss of modem connection (phone line repair).
- d. Maintenance – pest control in monitoring building.

Task Order 14b: Lower Riley Creek Final Design

- a. Coordinated with the contractor regarding follow up reseeding, replanting, and stabilization efforts that is still to occur this fall during favorable weather conditions.

Task Order 21B: Bluff Creek Stabilization Project

- a. Prepared payment application #5 for Board consideration at the October 7th meeting.
- b. Worked with city of Chanhassen to review requested tree substitutions.

Task Order 23: Scenic Heights School Forest Restoration

- a. The final months of the contracted management work are underway. There will be two more site visits to control invasive herbaceous species throughout the site. Spot mowing with weed whips and the careful application of herbicide is being performed over the 7 acres of the site. In October, the final critical cut and herbicide overspray of the small patches of remaining buckthorn resprouts will be completed. Barr staff has coordinated closer with the management crews and a final site walk-through before the last treatment is being planned.

Task Order 24B: Silver Lake Water Quality Improvement Project

- a. Continued developing 60% design and plan set of proposed system design, including review of City standard plates and details, site grading, and development of IESF design details.
- b. Discussion of wetland restoration options at downstream end of ravine.
- c. b. Discussion of wetland restoration options at downstream end of ravine.
- d. c. Submitted wetland delineation report to agency staff for review and coordination for Technical Evaluation Panel for review/approval.

Task Order 25: Duck Lake Water Quality Improvement Project

- a. Processed final payment applications from Landbridge Ecological and Outdoor Lab for fabrication and installation of ten downspout planters at Duck Lake watershed residences, fabrication and delivery of three downspout planters to the district office, and downspout planter prototype development and fabrication.
- b. Coordination with Administrator Bleser on requested assistance to develop simplified signs for the two rain garden locations.
- c. The construction phase of the Duck Lake Water Quality Improvement Project is now complete. Barr staff will inspect the two recently constructed rainwater gardens annually through the fall of 2022 to ensure they are properly maintained.
- d. Project accomplishments include:
 - a. Forty trees planted (2019)
 - b. Ten downspout planter boxes installed (2020)
 - c. Two rainwater gardens constructed (2020)
 - d. Public meetings with area residents to raise awareness of the impacts of stormwater runoff on water quality in Duck Lake

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

- a. Staff completed applying the prioritization framework to areas within Bloomington that include commercial land use. Areas with commercial land use were not well represented in the initial pilot area. The draft prioritized list of flood-prone areas was provided to Administrator Bleser and City of Bloomington staff for review.

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Date: September 30, 2020
Page: 6

- b. Following receipt of comments, preliminary results will be discussed with Administrator Bleser and City of Bloomington staff to evaluate if further adjustments to the framework are recommended when also considering areas that include commercial land use.

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

- a. No activity this month.

Task Order 29B: Middle Riley Creek (Reach R3) Stabilization Project Design

- a. Communicated with RPBCWD administrator on 9/2/2020 regarding project schedule, as well as coordination with Bearpath. Need to obtain full agreement on stream restoration, required buffers, and golf course work before proceeding with 90% design.
- b. Completed tree survey and additional site survey (including alternate access routes, golf course features, and additional channel/floodplain data) September 16 - 18, 2020
- c. Met Kevin Cashman at Bearpath on September 16, 2020, reviewed access routes and golf course line-of-sight areas
- d. RPWCD staff conducted additional wetland delineation on September 16-17, currently completing MNRAMs to determine buffer widths within potential project footprint .

Task Order 30B: Pioneer Trail Wetland Restoration Design

- a. Development of restoration plans is on hold until wetland delineation, and groundwater monitoring data collected by RPBCWD staff become available.

Task Order 31A: Kerber Pond Ravine Stabilization Feasibility

- a. Finalized draft feasibility report for the Kerber Pond Ravine Stabilization project and submitted to City and District Staff for review and comment on September 24th.

Task Order 032A: Upper Riley Creek Ecological Enhancement Plan

- a. Submitted wetland delineation report to LGU requesting concurrence with delineation findings. Site visit with LGU is scheduled for week of September 28th.
- b. Requested utility easements from City of Chanhassen and Metropolitan Council. Are currently digitizing easements due to lack of digital easement information.
- c. Drafted project description for use in adjacent landowner coordination efforts.
- d. Continued work on the Ecological Enhancement Plan.

PROJECT NAME	PERMIT #	DATE INSPECTED	COMPLIANT	CORAC	DATE TO COMPLY	FOLLOW UP	COMPLIANT	NOTES
Saville West Subdivision	2015-036	9/16/2020	YES	NA	NA			No Activity as they have not fulfilled permit obligations.
Hampton Inn Eden Prairie	2015-055	9/15/2020	YES	NA	NA			See 2018-0005
SWLRT	2016-017	9/15/2020	YES	NA	NA			
County Rd 61	2016-032	9/16/2020	YES	NA	NA			
Kopsky 2nd Addition	2017-001	9/16/2020	YES	NA	NA			
Cedarcrest Stables	2017-007	9/16/2020	YES	NA	NA			
Prairie Bluffs Sr Living	2017-024							Ready for closeout
Tweet Pediatric Dental	2017-029	9/20/2020	YES	NA	NA			
Elevate	2017-030	CLOSED	YES	NA	NA			
Lion's Tap	2017-031	8/12/2020	YES	NA	NA			
Lake Susan Hills	2017-033	8/14/2020	YES	NA	NA			
Basin 0512C Cleanout	2017-040	8/12/2020	YES	NA	NA			
Fawn Hills	2017-047	8/13/2020	YES	NA	NA			
EP 2017 Overlay Project	2017-048	8/13/2020	YES	NA	NA			
O'Reilly	2017-072	9/15/2020	NO	YES	ASAP	10/2/2020		
Hampton Inn	2018-005	9/15/2020	YES	NA	NA			SITE IS READY FOR CLOSEOUT
ECE I, LLC	2018-012	9/28/2020	YES	NA	NA			
Soccer Field #11	2018-013	CLOSED						
Eden Prairie Road	2018-014	9/15/2020	YES	NA	NA			
Starbucks Coffee Shop	2018-015	CLOSED						
Avienda	2018-016	9/29/2020	YES	NA	NA			NO WORK YET
Eden Prairie ASC Parking Expans	2018-017							
MAMAC Systems	2018-027	CLOSED						
Oak Point ES School	2018-028	9/15/2020	YES	NA	NA			
Eden Prairie Senior Living	2018-038	9/28/2020	YES	NA	NA			Site finished. A few clean up items then close out
Smith Village	2018-044	9/16/2020	YES	NA	NA			
CSAH 61 - Peterson Borrow	2018-047	9/28/2020	YES	NA	NA			
Kampe Landscape	2018-048	CLOSED						
D'Alessandro Home	2018-049	CLOSED						
Cedarcrest Stables	2018-051	9/29/2020	YES	NA	NA			Requested LC reduction. Have pond repairs to make that will be done the week of 10/5
HCRRA Culvert Replacement	2018-052	9/28/2020	YES	NA	NA			Site ready for closeout
Bluff Creek Tributary	2018-056	9/21/2020	YES	NA	NA			
Walker Home	2018-058	CLOSED						
McCoy Lake Sediment Removal	2018-061	EXPIRED						
Lower Riley Creek Stabilization	2018-062	6/16/2020	YES	NA	NA			
Castle Ridge	2018-066	9/15/2020	YES	NA	NA			
Hennepin Cnty Library - EP	2018-067	8/14/2020	YES	NA	NA			
Dristeem	2018-068	CLOSED						
CR 101 Pipeline Repair	2018-069	CLOSED						
4917 Vine Hill Rd	2018-070	8/12/2020	YES	NA	NA			
Minnetonka HS LAX fields	2018-071	CLOSED						
Hiland Park Parking Lots	2018-072	9/15/2020	YES	NA	NA			
Preserve Blvd Recon	2018-073	8/13/2020	YES	NA	NA			
Ground Storage Reservoir	2018-074	9/16/2020	YES	NA	NA			
The Park	2019-001							
Shelingski Home	2019-002	CLOSED						

PROJECT NAME	PERMIT #	DATE INSPECTED	COMPLIANT	CORAC	DATE TO COMPLY	FOLLOW UP	COMPLIANT	NOTES
Stable Path	2019-003	9/16/2020	YES	NA	NA			Contacted RPECWD about educational signage
Duck Lake Rd	2019-004	PENDING						
Singletree Lane Streetscape	2019-005	CLOSED						
2019 Will and Overlay	2019-006	CLOSED						
Beverly Hills	2019-007	9/16/2020	YES	NA	NA			
Staring Lake Pavilion	2019-008							
5995 Ridge Rd Remodal	2019-009	9/16/2020	YES	NA	NA			PERMIT EXPIRED
Chan HS Concession San Service	2019-010	CLOSED						
Westwind Plaza: Chase Bank	2019-011	9/16/2020	YES	NA	NA			
Lake Drive East M&O	2019-015	CLOSED						
MNTKA Blvd Natural Gas Pipe	2019-016	CLOSED						
6650 Pawnee Dr	2019-017	9/21/2020	YES					
6657 Deerwood Dr	2019-018	9/21/2020	YES					
Sheldon Place Townhomes	2019-019	9/16/2020	YES	NA	NA			
3993 Hillcrest	2019-020	9/16/2020	YES	NA	NA			Ready for closeout
2019 Misc Drainage Improvements	2019-021	8/13/2020	YES	NA	NA			
Woodcrest	2019-022	9/16/2020	NO ACTIVITY					
Minnetonka Library Improvemen	2019-023	9/21/2020	YES	NA	NA			
Conifer Heights	2019-024	9/16/2020	YES	NA	NA			
Homestead Ct Sump Collection	2019-025	9/16/2020	YES	NA	NA			Ready for closeout
Ridgewood Church	2019-026	9/16/2020	YES	NA	NA			
EP M&O	2019-027	CLOSED						
LifeTime Parking Expansion	2019-028	CLOSED						
Sheldon Ave Storm Sewer	2019-029	NO ACTIVITY						
Koepfen Shoreline	2019-030	CLOSED						
Leddy Shoreline	2019-031	CLOSED						
Applebees Parking Lot	2019-032	9/29/2020	YES	NA	NA			
Spring Rd Ped Improvements	2019-033	8/14/2020	YES	NA	NA			Have requested closeout. Still have vegetation to establish and silt fence to remove.
Leon's Tap	2019-034	9/28/2020	YES	NA	NA			
Lot 2, Block 1, Shadowood 3rd	2019-035							
Miller Pool	2019-036	9/21/2020	YES	NA	NA			SITE IS READY FOR CLOSEOUT
Maple Leaf Drive SPSC	2019-037	9/21/2020	YES	NA	NA			
Costco Fuel Facility Expansion	2019-038	WITHDRAWN						
Maple Leaf Drive Draintile	2019-039	8/14/2020	YES	NA	NA			
Homez By Legacy	2019-040	9/16/2020	YES	NA	NA			
Englestad Pool	2019-041	8/13/2020	YES	NA	NA			
TH 101	2019-042	NO ACTIVITY						
Cedarcrest Stables	2019-043	9/16/2020	YES	NA	NA			Some street tracking. Dan Blake to address
Magnolia	2019-046	9/21/2020	YES	NA	NA			Ready for closeout
Vogelburg Demolition	2019-047	CLOSED						
EPPS-CMS Addition	2019-048	9/15/2020	NO	YES	9/29/2020			Exposed slopes with not protection
Powers Turn Lanes	2019-049	9/15/2020	YES	NA	NA			
SP 8825-629	2019-050	CLOSED						
Berrosipid Addition	2019-051	NO ACTIVITY						
5545 Kipling Ave	2019-052	9/16/2020	YES	NA	NA			
The Overlook	2020-001	WITHDRAWN						

PROJECT NAME	PERMIT #	DATE INSPECTED	COMPLIANT	CORAC	DATE TO COMPLY	FOLLOW UP	COMPLIANT	NOTES
Lennar Drive Removal	2020-002	CLOSED						
Moments of Chanhassen	2020-003	PENDING						
Doan Home (Dove Ct)	2020-004	9/21/2020	YES	NA	NA			Ready for closeout
Silver Home	2020-005	9/16/2020	YES	NA	NA			
TH S Regional Trail	2020-007	NO ACTIVITY						
Eden Ridge, LLC	2020-008	9/16/2020	YES	NA	NA			
ECKANKAR	2020-009	CLOSED						
Ginder Home	2020-010	9/16/2020	YES	NA	NA			
Mitcka HS 2020 Parking Lot EXP	2020-011	9/16/2020	YES	NA	NA			Ready for closeout
PMP Street Maintenance	2020-012	NO ACTIVITY						
Hillcrest Drive	2020-013	9/16/2020	YES	NA	NA			Ready for closeout
Johnson Shoreline	2020-014	CLOSED						
Vassallo Shoreline	2020-015	CLOSED						
2020 HSIP Project	2020-016	NO ACTIVITY						
Deephaven 2020 Street Maintenance	2020-017	9/16/2020	YES	NA	NA			Ready for closeout
Deerfield Trail	2020-018	9/16/2020	YES	NA	NA			Ready for closeout
CR 101 Paving	2020-019	NO ACTIVITY						
Lakeview Rd Pool	2020-020	CLOSED						
Purgatory Park Pipe Replacement	2020-021	CLOSED						
Elim Shores Trail	2020-022	9/21/2020	YES	NA	NA			Ready for closeout
2020 SPCS - Kimberly & Chennault	2020-023	CLOSED						
2020 SPCS - Kristie Ln	2020-024	9/16/2020	YES	NA	NA			
Homesstead Cr Sump Collection	2020-025	CLOSED						
Target ADA Ped Improvements	2020-026	9/28/2020	YES	NA	NA			
Pleasantview Rd Drainage Imp	2020-027	9/16/2020	YES	NA	NA			Ready for closeout
UHG Tech Drive Pipe Replacement	2020-028							
CORTRUST Bank	2020-029	PENDING						
Vinehill and Purgatory Park	2020-030	CLOSED						
Prairie Heights	2020-031	NO ACTIVITY						
Henderson Pool	2020-032	9/21/2020	YES	NA	NA			Ready for closeout
Chan 2020 Pavement Rehab	2020-033	WITHDRAWN						
Lake Lucy Rd Rehab	2020-034	WITHDRAWN						
Honeysuckle	2020-035	9/16/2020	YES	NA	NA			
EP 2020 PMP	2020-036	CLOSED						
Oster Sand Blanket	2020-037	CLOSED						
Jones Shoreline	2020-038	PENDING						
Berkshire Townhomes Ret Wall	2020-039	CLOSED						
Doolling shoreline	2020-040	9/16/2020	YES	NA	NA			
Eliassen rip rap	2020-041	9/16/2020	YES	NA	NA			
Brady Home - Cedarcrest	2020-042	9/16/2020	YES	NA	NA			
GBM Realty Parking Lot	2020-043	9/29/2020	YES	NA	NA			
Barry Home	2020-044	9/16/2020	YES	NA	NA			
Galpin Project	2020-045							
Tenner Pool	2020-046	9/21/2020	YES	NA	NA			
Abdul Landscaping Project	2020-047	9/16/2020	YES	NA	NA			
Pogge Project	2020-048	9/21/2020	YES	NA	NA			Ready for closeout

PROJECT NAME	PERMIT #	DATE INSPECTED	COMPLIANT	CORAC	DATE TO COMPLY	FOLLOW UP	COMPLIANT	NOTES
Meres and Bounds 901 Carver Beach Rd	2020-049	WITHDRAWN						
Parkhurst Addition	2020-050	NO ACTIVITY						
Biolyph Parking Lot Addn	2020-051	PENDING						
White Pool	2020-052	9/29/2020	YES	NA	NA			
	0 2020-053	WITHDRAWN						
Minnnetonka Care Center	2020-054	PENDING						
Warmuth Project	2020-055	WITHDRAWN						
Minnnetonka High School 2021 Arts Center Parking Lo	2020-056	PENDING						
Bluff 25 Culvert Rehab Project	2020-057	PENDING						
Eagle Ridge Dr Drain Tile	2020-058	PENDING						LOC returned
Billings Pool	2020-059	PENDING	NO ACTIVITY					
Christian Brothers Automotive	2020-060	PENDING						
Purgatory Creek Estates 2nd Addition	2020-061	PENDING	NO ACTIVITY					
481 Bighorn	2020-062	9/30/2020	NO	YES	10/7/2020			Working without a permit.

RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT

Additional Vehicle Purchase

Currently the District has a vehicle fleet of three:

- 2014 Dodge Ram 1500 - 31,000 miles - Data Collection
- 2006 Ford F150 - 153,000 miles - Data Collection
- 2018 Toyota Rav 4 - 8,000 miles - Education and Outreach/Wetlands/Permitting

The primary reasons for the purchase of a vehicle is to provide an additional vehicle for District use and to have flexibility for all departments in general, but also be available in case a vehicle goes down. We are the second owner of the 2006 F150 which does have wear and tear. Currently both pickups are utilized for data collection and are unavailable to others, specifically during the summer growing season. The Rav 4 was primarily purchased as an enclosed vehicle for education and outreach activities but has mainly been utilized for wetlands and permitting recently. Having an additional vehicle would reduce the multiple uses of the Rav 4 while providing flexibility for other department use. Additionally, due to Covid-19 protocols, District staff have been limiting one person per vehicle and have been utilizing personal vehicles for travel to prevent the spread of the virus. Having an additional vehicle would reduce the use of personal vehicles for work related activities while maintaining Covid-19 guidelines. The flexibility of the vehicle to be used in the field for data collection and permitting would be a must. Options that would be needed would include 4-wheel drive and a larger enclosed space for hauling gear and flexibility to be used for education and outreach (minimal crew cab).

The District is part of the State of Minnesota Cooperative Purchasing Venture and the District requested quotes from multiple vendors. The following is a list of the responses:

- 2021 F150's will have to be rebid and pricing is not available. Ford of a bringing out a new design and will not carry over the pricing for the year.
- 2020 Jeep Grand Cherokee - \$24,982
- 2020 Ram 1500 Classic 4x4 Crew Cab - \$22,634
- 2021 GMC 1500 Crew Cab pickup - \$31,508

In order to purchase an additional vehicle, available funds within the Data Collection Funds would be utilized. All of the vendors could not provide me an official quote but said it would be available this coming month due to the state pricing timeline. The prices quoted were thought to be close to a final price, but pricing flexibility should be given.

Staff recommends the purchase of a 2021 Ram 1500 Classic 4x4 Crew Cab not to exceed \$28,000.

BOARD ACTION

It was moved by Manager _____, seconded by Manager _____ to approve using Data Collection funds not exceeding _____, to purchase a _____ vehicle.

September 22, 2020

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

**Re: Duck Lake Watershed Downspout Planter Construction – Pay Application
Barr Project # 23/27-0053.14-025**

Dear President Ward and Board of Managers:

Enclosed is an invoice from Outdoor Lab Landscape Design, Inc. for work completed through August 19, 2020 on the above-referenced project. Upon your review and approval, please sign and return one copy to me. Barr will distribute a scan to the contractor and RPBCWD Administrator for district files.

Major items of work covered by these invoices include:

- Construction, delivery, and installation of six (6) downspout planters at homes within the Duck Lake watershed
- Furnish and installation of perennial plantings at the six (6) installed downspout planters
- Construction and delivery of one (1) downspout planter to the district office

Barr Engineering has reviewed the application for payment, confirmed that the work for which payment is requested has been performed, believes to the best of our knowledge that the work has been performed in accordance with the terms of the contract with the Riley Purgatory Bluff Creek Watershed District (except for the planter box foundations which it is our understanding the contractor worked directly with homeowners as required), and is recommending payment in the amount of **\$8,343.00**. Payments should be made directly to Outdoor Lab Landscape Design, Inc.

Please call me at 612-250-1449 if you have any questions or concerns about the application for payment, or about any other related matters.

Sincerely,

A handwritten signature in cursive script that reads "Greg Fransen".

Greg Fransen
Barr Engineering Co.

c: Claire Bleser, RPBCWD
Charles Hanna, Outdoor Lab Landscape Design, Inc.

Enclosure #1 – Application for Payment – Invoice #20-106
Enclosure #2 – Inspection Summary Memorandum

**Duck Lake Watershed Downspout Planter Boxes
Progress Payment Number 2**

1.0	Total Completed Through This Period	<u>\$9,343.00</u>	
2.0	Total Completed Previous Period		<u>\$1,000.00</u>
3.0	Total Completed This Period		<u>\$8,343.00</u>
4.0	Amount Retained, Previous Period		<u>N/A</u>
5.0	Amount Retained, This Period (See Note 1)		<u>N/A</u>
6.0	Total Amount Retained		<u>N/A</u>
7.0	Retainage Released Through This Period:		<u>N/A</u>
8.0	Amount Due This Period		<u><u>\$8,343.00</u></u>

Note 1: No retainage was required for this project.

Note 2: Current Contract Price \$9,343.00

SUBMITTED BY:

Name: Chuck Hanna Date: 9/22/2020
 Title: Owner
 Contractor: Outdoor Lab Landscape

Signature: _____


RECOMMENDED BY:

Name: Greg Fransen Date: 9/22/2020
 Title: Project Manager
 Engineer: Barr Engineering Co.

Signature: _____


APPROVED BY:

Name: Dick Ward Date: _____
 Title: President
 Owner: Riley-Purgatory-Bluff Creek Watershed District

Signature: _____

Downspout Planter Box - Outdoor Lab						(1) Total Completed this Period		(2) Total Completed this Period		Total Completed	
Item	Description	Unit	Estimated Quantity	Unit Price	Extension	Estimated Quantity	Amount	Estimated Quantity	Amount	Estimated Quantity	Amount
AA	Downspout Box Prototype	LS	1	\$1,000.00	\$1,000.00	1	\$1,000.00	0	\$0.00	1	\$1,000.00
A	Mobilization	LS	1	\$300.00	\$300.00	0	\$0.00	1	\$300.00	1	\$300.00
B	Downspout Planter Box Furnished and Installed, including all materials and downspout connections as described in the Technical Requirements below	EA	6	\$1,175.00	\$7,050.00	0	\$0.00	6	\$7,050.00	6	\$7,050.00
C	Downspout Planter Box Furnished and Delivered to District Office, including all materials and downspout connections as described in the Technical Requirements below	EA	1	\$650.00	\$650.00	0	\$0.00	1	\$650.00	1	\$650.00
D	#4 Pot Perennial (Furnished and Installed, No warranty)	EA	49	\$7.00	\$343.00	0	\$0.00	49	\$343.00	49	\$343.00
Total					\$8,343.00	Pay App #1	\$1,000.00	Pay App #2	\$8,343.00	Total	\$9,343.00

Outdoor Lab Landscape Design, Inc.

1196 7th Street East
St. Paul, MN 55106-4014
(651) 202-3662
www.outdoorlab.net



INVOICE

BILL TO

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

INVOICE # 20-106

DATE 08/19/2020

DUE DATE 08/19/2020

TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Mobilization	1	300.00	300.00
6 Raingarden Downspout Planters	6	1,175.00	7,050.00
Down Spout Planter Box Delivered to District Office	1	650.00	650.00
4# Perennials (No Warranty)	49	7.00	343.00

Thank you for your business!

BALANCE DUE

\$8,343.00

Memorandum

To: Dr. Claire Bleser
From: Greg Fransen and Matt Kumka
Subject: Duck Lake Watershed Downspout Planter Box Inspections
Date: September 18, 2020
Project: 23/27-0053.14-025
c: Scott Sobiech, P.E.

This memorandum provides documentation of inspections of ten (10) downspout planter boxes by Barr Engineering Co. (Barr) staff at homes within the Duck Lake watershed. The planter boxes were constructed off-site, delivered, installed, and planted by two contractors – Landbridge Ecological, Inc. and Outdoor Labs – as part of the above-referenced project.

During January 2020 each contractor constructed a prototype planter box and delivered it to the district office for inspection and approval. Duck Lake watershed residents were then allowed to select their favored design for installation at their home. Six residents chose the Outdoor Labs design while four residents chose the Landbridge Ecological design.

Between May 2020 and July 2020, the contractors constructed and installed the planter boxes. Construction of the Outdoor Labs boxes was delayed because the plastic tank liners used in that design were initially unavailable due to Covid-19-related supply chain issues. Installation of plants in the Landbridge Ecological boxes was delayed due to miscommunications regarding the plant varieties requested by the residents.

RPBCWD Education and Outreach Coordinator Swope informed Barr on August 13, 2020 that all the planter boxes had been installed and planted. Barr Landscape Architect Matt Kumka inspected the sites on August 19, 2020 and August 24, 2020 to confirm that each box was installed and planted according to specifications included in the contract documents. The following issues were noted:

- 16940 South Shore (Landbridge) – The planter box was not fully planted or connected at the request of the homeowner due to ongoing home renovation work being done by the homeowner. Barr confirmed that the homeowner is satisfied with the planter box.
- Several planter boxes were not installed on the specified gravel base. It is Barr's understanding that the contractors worked with the homeowners to install the planters to the homeowners' satisfaction. It is Barr's opinion that all the planters were stable and level, as installed.

Photos of the installed boxes are included on the following pages.

6687 Countryside – Outdoor Labs



6712 Sunburst – Outdoor Labs



6791 Idlewood – Outdoor Labs



6818 Boyd – Outdoor Labs



16927 Honeysuckle Lane – Outdoor Labs



16964 Honeysuckle – Outdoor Labs



16680 Honeysuckle Lane – Landbridge



16710 Baywood Terrace – Landbridge



16940 South Shore – Landbridge



17030 Honeysuckle – Landbridge



September 22, 2020

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

**Re: Duck Lake Watershed Downspout Planter Construction – Pay Application
Barr Project # 23/27-0053.14-025**

Dear President Ward and Board of Managers:

Enclosed are invoices from Landbridge Ecological, Inc. for work completed through July 24, 2020 on the above-referenced project. Upon your review and approval, please sign and return one copy to me. Barr will distribute a scan to the contractor and RPBCWD Administrator for district files.

Major items of work covered by these invoices include:

- Construction, delivery, and installation of four (4) downspout planters at homes within the Duck Lake watershed
- Furnish and installation of perennial plantings at the four (4) installed downspout planters
- Construction and delivery of two (2) downspout planters, including downspout connections and other installation materials, to the district office
- Construction and delivery of one (1) downspout planter **prototype** to the district office

Barr Engineering has reviewed the application for payment, confirmed that the work for which payment is requested has been performed, believes to the best of our knowledge that the work has been performed in accordance with the terms of the contract with the Riley Purgatory Bluff Creek Watershed District (except for the planter box foundations which it is our understanding Landbridge worked directly with homeowners as required), and is recommending payment in the amount of **\$7,196.00**. Payments should be made directly to Landbridge Ecological, Inc.

Please call me at 612-250-1449 if you have any questions or concerns about the application for payment, or about any other related matters.

Sincerely,

A handwritten signature in cursive script that reads "Greg Fransen".

Greg Fransen
Barr Engineering Co.

c: Claire Bleser, RPBCWD
Elissa Thompson, Landbridge Ecological, Inc.

Enclosure #1 – Application for Payment – Invoice #4124
Enclosure #2 – Application for Payment – Invoice #4125
Enclosure #3 – Inspection Summary Memorandum

**Duck Lake Watershed Downspout Planter Boxes
Progress Payment Number 1**

1.0	Total Completed Through This Period	<u>\$7,196.00</u>	
2.0	Total Completed Previous Period		<u>\$0.00</u>
3.0	Total Completed This Period		<u>\$7,196.00</u>
4.0	Amount Retained, Previous Period		<u>N/A</u>
5.0	Amount Retained, This Period (See Note 1)		<u>N/A</u>
6.0	Total Amount Retained		<u>N/A</u>
7.0	Retainage Released Through This Period:		<u>N/A</u>
8.0	Amount Due This Period		<u><u>\$7,196.00</u></u>

Note 1: No retainage was required for this project.

Note 2: Current Contract Price \$7,196.00

SUBMITTED BY:

Name: Elissa Thompson Date: 9/22/2020
 Title: Project Manager
 Contractor: Landbridge Ecological

Signature: *Elissa Thompson*

RECOMMENDED BY:

Name: Greg Fransen Date: 9/22/2020
 Title: Project Manager
 Engineer: Barr Engineering Co.

Signature: *Greg Fransen*

APPROVED BY:

Name: Dick Ward Date: _____
 Title: President
 Owner: Riley-Purgatory-Bluff Creek Watershed District

Signature: _____

Downspout Planters - Landbridge Ecol.						(1) Total Completed this Period	(2) Total Completed this Period	Total Completed			
Item	Description	Unit	Estimated Quantity	Unit Price	Extension	Estimated Quantity	Amount	Estimated Quantity	Amount	Estimated Quantity	Amount
A	Downspout Box Prototype	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1,000.00	\$0.00	\$0.00	\$1.00	\$1,000.00
A	Mobilization	LS	1	\$300.00	\$300.00	\$0.00	\$0.00	\$1.00	\$300.00	\$1.00	\$300.00
B	Downspout Planter Box (Metal Tub Version) Furnished and Installed, including all materials and downspout connections as described in the Technical Requirements below	EA	1	\$750.00	\$750.00	\$0.00	\$0.00	\$1.00	\$750.00	\$1.00	\$750.00
C	Downspout Planter Box (Metal Tub Version) Furnished and Delivered to District Office, including all materials and downspout connections as described in the Technical Requirements below	EA	1	\$650.00	\$650.00	\$0.00	\$0.00	\$1.00	\$650.00	\$1.00	\$650.00
D	Downspout Planter Box (Wooden Clad Metal Tub Version) Furnished and Delivered to District Office, including all materials and downspout connections as described in the Technical Requirements below	EA	3	\$1,050.00	\$3,150.00	\$0.00	\$0.00	\$3.00	\$3,150.00	\$3.00	\$3,150.00
E	Downspout Planter Box (Wooden Clad Metal Tub Version) Furnished and Delivered to District Office, including all materials and downspout connections as described in the Technical Requirements below	EA	1	\$850.00	\$850.00	\$0.00	\$0.00	\$1.00	\$850.00	\$1.00	\$850.00
F	#4 Pot Perennial (Furnished and Installed, No warranty)	EA	32	\$15.50	\$496.00	\$0.00	\$0.00	\$32.00	\$496.00	\$32.00	\$496.00
TOTAL					\$7,196.00	Pay App #1	\$1,000.00	Pay App #2	\$6,196.00	Total	\$7,196.00



INVOICE # 4124

670 Vandalia Street | Saint Paul, MN 55114
612.503.4420 | www.landbridge.eco | info@landbridge.eco

BILL TO Riley Purgatory Bluff Creek WD
18681 Lake Dr. E.
Chanhassen, MN 55317

PROJECT 20007 Down Spout Planter Box
DATE 7/24/20
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Down Spout Planter Box Prototype (LS)	1	1,000.00	1,000.00

TOTAL \$1,000.00

PAYMENTS / CREDITS \$0.00

BALANCE DUE \$1,000.00



LANDBRIDGE ECOLOGICAL

670 Vandalia Street | Saint Paul, MN 55114
612.503.4420 | www.landbridge.eco | info@landbridge.eco

INVOICE # 4125

BILL TO Riley Purgatory Bluff Creek WD
18681 Lake Dr. E.
Chanhassen, MN 55317

PROJECT 20007 Down Spout Planter Box
DATE 7/24/20
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Mobilization (LS)	1	300.00	300.00
Downspout Planter Box (Metal Tub Version) Furnished and Installed, including all materials and downspout connections as described in the technical requirements below (EA)	1	750.00	750.00
Downspout Planter Box (Metal Tub Version) Furnished and Delivered to District Office, including all materials and downspout connections as described in the technical requirements below (EA)	1	650.00	650.00
Downspout Planter Box (Wooden Clad Metal Tub Version) Furnished and Delivered to District Office, including all materials and downspout connections as described in the technical requirements below (EA)	3	1,050.00	3,150.00
Downspout Planter Box (Wooden Clad Metal Tub Version) Furnished and Delivered to District Office, including all materials and downspout connections as described in the technical requirements below (EA)	1	850.00	850.00
#4 Pot Perennial (Furnished and Installed, No Warranty) (EA)	32	15.50	496.00

TOTAL \$6,196.00

PAYMENTS / CREDITS \$0.00

BALANCE DUE \$6,196.00

Memorandum

To: Dr. Claire Bleser
From: Greg Fransen and Matt Kumka
Subject: Duck Lake Watershed Downspout Planter Box Inspections
Date: September 18, 2020
Project: 23/27-0053.14-025
c: Scott Sobiech, P.E.

This memorandum provides documentation of inspections of ten (10) downspout planter boxes by Barr Engineering Co. (Barr) staff at homes within the Duck Lake watershed. The planter boxes were constructed off-site, delivered, installed, and planted by two contractors – Landbridge Ecological, Inc. and Outdoor Labs – as part of the above-referenced project.

During January 2020 each contractor constructed a prototype planter box and delivered it to the district office for inspection and approval. Duck Lake watershed residents were then allowed to select their favored design for installation at their home. Six residents chose the Outdoor Labs design while four residents chose the Landbridge Ecological design.

Between May 2020 and July 2020, the contractors constructed and installed the planter boxes. Construction of the Outdoor Labs boxes was delayed because the plastic tank liners used in that design were initially unavailable due to Covid-19-related supply chain issues. Installation of plants in the Landbridge Ecological boxes was delayed due to miscommunications regarding the plant varieties requested by the residents.

RPBCWD Education and Outreach Coordinator Swope informed Barr on August 13, 2020 that all the planter boxes had been installed and planted. Barr Landscape Architect Matt Kumka inspected the sites on August 19, 2020 and August 24, 2020 to confirm that each box was installed and planted according to specifications included in the contract documents. The following issues were noted:

- 16940 South Shore (Landbridge) – The planter box was not fully planted or connected at the request of the homeowner due to ongoing home renovation work being done by the homeowner. Barr confirmed that the homeowner is satisfied with the planter box.
- Several planter boxes were not installed on the specified gravel base. It is Barr's understanding that the contractors worked with the homeowners to install the planters to the homeowners' satisfaction. It is Barr's opinion that all the planters were stable and level, as installed.

Photos of the installed boxes are included on the following pages.

6687 Countryside – Outdoor Labs



6712 Sunburst – Outdoor Labs



6791 Idlewood – Outdoor Labs



6818 Boyd – Outdoor Labs



16927 Honeysuckle Lane – Outdoor Labs



16964 Honeysuckle – Outdoor Labs



16680 Honeysuckle Lane – Landbridge



16710 Baywood Terrace – Landbridge



16940 South Shore – Landbridge



17030 Honeysuckle – Landbridge





September 15, 2020

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 #5
Barr Project # 23/27-0053.14-021**

Dear President Ward and Board of Managers:

Enclosed is the Application for Payment #5 from Sunram Construction Company for work completed through 8/15/2020, on the above-referenced project. Upon your review and approval, please sign and return one copy to me. Barr will distribute a scan to the contractor and RPBCWD Administrator for district files.

Major items of work covered by this pay application include:

- Installation of an additional rock riffle
- Additional bank grading and stabilization to flatten steep slope adjacent to tributary channel
- Placing topsoil, seeding disturbed areas, and installation of erosion control blanket and straw mulch.

The Contractor also corrected the turf reinforcement mat installation on the adjacent tributary channel at no cost to the District. Barr continues to work with the Contractor and city of Chanhassen on the timing for the installation of the trees and shrubs. Barr Engineering has reviewed the application for payment, confirmed that the work for which payment is requested has been performed, believes to the best of our knowledge that the work has been performed in accordance with the terms of the contract with the Riley Purgatory Bluff Creek Watershed District, and is recommending payment in the amount of **\$38,875.01**. Payments should 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 fluid and cursive, with the first and last names being clearly legible.

Scott Sobiech, P.E.
Barr Engineering Co.

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

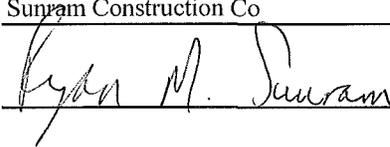
Enclosure #1 – Application for Payment – Progress Payment 5

**Bluff Creek Southwest Branch Stabilization and Restoration Project
Progress Payment Number 5**

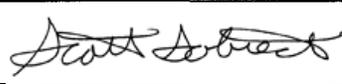
1.0	Total Completed Through This Period	<u>\$244,969.25</u>	
2.0	Total Completed Previous Period	<u>\$206,094.23</u>	
3.0	Total Completed This Period		<u>\$38,875.01</u>
4.0	Total Amount Retained, Through Previous Period	<u>\$10,207.71</u>	
5.0	Amount Retained, This Period (See Note 1)	<u>\$0.00</u>	
6.0	Total Amount Retained	<u>\$10,207.71</u>	
7.0	Retainage Released This Period:		<u>\$0.00</u>
8.0	Total Retainage Released Through This Period:	<u>\$4,088.36</u>	
8.0	Retainage Held by District:	<u>\$6,119.35</u>	
9.0	Amount Due This Period		<u><u>\$38,875.01</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: 9/15/20
 Title: Project Manager
 Contractor: Sunram Construction Co
 Signature: 

RECOMMENDED BY:

Name: Scott Sobiech Date: 9/15/2020
 Title: District Engineer
 Engineer: Barr Engineering Company
 Signature: 

APPROVED BY:

Name: Dick Ward Date: _____
 Title: President
 Owner: Riley Purgatory Bluff Creek Watershed District
 Signature: _____

Bluff Creek Southwest Branch Stabilization and Restoration Project
Piley Purgatory Bluff Creek Watershed District
Summary of Work Completed Through January 31, 2020- for Progress Payment Number

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 During Period 3		(5) Total Completed During Period 4		(6) Total Completed This Period	
						Quantity	Amount		Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
A	Mobilization/Demobilization	LS	1	\$ 15,300.85	\$ 15,300.85	1.00	\$15,300.85	100%	0.25	\$3,825.21	0.25	\$3,825.21	0.25	\$3,825.21	0	\$0.00	0.25	\$3,825.21
B	Control of Water	LS	1	\$ 1,500.00	\$ 1,500.00	1.00	\$1,500.00	100%	0	\$0.00	0.5	\$750.00	0.5	\$750.00	0	\$0.00	0	\$0.00
C	Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00	1.00	\$1,500.00	100%	0	\$0.00	0.5	\$750.00	0.5	\$750.00	0	\$0.00	0	\$0.00
D	Rock Construction Entrance	Each	1	\$ 1,500.00	\$ 1,500.00	1.00	\$1,500.00	100%	1	\$1,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
E	Sediment Log	LF	200	\$ 4.00	\$ 800.00	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
F	Silt Fence	LF	50	\$ 5.00	\$ 250.00	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
G	Floating Silt Curtain	Each	1	\$ 400.00	\$ 400.00	1.00	\$400.00	100%	0	\$0.00	1	\$400.00	0	\$0.00	0	\$0.00	0	\$0.00
H	Tree Protection Fencing	LF	100	\$ 5.00	\$ 500.00	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
I	Inlet Protection	Each	5	\$ 150.00	\$ 750.00	1.00	\$150.00	20%	0	\$0.00	1	\$150.00	0	\$0.00	0	\$0.00	0	\$0.00
J	Street Sweeping	LS	1	\$ 1,000.00	\$ 1,000.00	1.00	\$1,000.00	100%	0	\$0.00	0.5	\$500.00	0.5	\$500.00	0	\$0.00	0	\$0.00
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	0	\$0.00	0	\$0.00
L	Remove and Dispose of Trash and Non-Woody Debris	LS	1	\$ 2,750.00	\$ 2,750.00	1.00	\$2,750.00	100%	0	\$0.00	0.5	\$1,375.00	0.5	\$1,375.00	0	\$0.00	0	\$0.00
M	Remove Storm Sewer	LS	1	\$ 850.00	\$ 850.00	1.00	\$850.00	100%	0	\$0.00	0	\$0.00	1	\$850.00	0	\$0.00	0	\$0.00
N	Furnish and Install Manhole	Each	1	\$ 4,500.00	\$ 4,500.00	1.00	\$4,500.00	100%	0	\$0.00	0.5	\$2,250.00	0.5	\$2,250.00	0	\$0.00	0	\$0.00
O	Furnish and Install Manhole Casing	Each	1	\$ 500.00	\$ 500.00	1.00	\$500.00	100%	0	\$0.00	0.5	\$250.00	0.5	\$250.00	0	\$0.00	0	\$0.00
P	Furnish and Install Storm Sewer	LF	20	\$ 155.00	\$ 3,100.00	16.00	\$2,480.00	80%	0	\$0.00	0	\$0.00	16	\$2,480.00	0	\$0.00	0	\$0.00
Q	Furnish and Install Flared End Section	Each	1	\$ 2,500.00	\$ 2,500.00	1.00	\$2,500.00	100%	0	\$0.00	0.5	\$1,250.00	0.5	\$1,250.00	0	\$0.00	0	\$0.00
R	Common Excavation (P)	CY	2,200	\$ 10.80	\$ 23,760.00	2200.00	\$23,760.00	100%	0	\$0.00	1100	\$11,880.00	1100	\$11,880.00	0	\$0.00	0	\$0.00
S	Grading (P)	SY	7,240	\$ 1.40	\$ 10,136.00	7240.00	\$10,136.00	100%	0	\$0.00	3620	\$5,068.00	3620	\$5,068.00	0	\$0.00	0	\$0.00
T	Furnish and Install Riprap (CL I)	Ton	0	\$ 100.00	\$ -	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
T	Furnish and Install Riprap (CL III)	Ton	325	\$ 76.25	\$ 24,781.25	345.00	\$26,306.25	106%	0	\$0.00	250	\$19,062.50	50	\$3,812.50	0	\$0.00	45	\$3,431.25
U	Furnish and Install Granular Backfill	Ton	12	\$ 73.00	\$ 876.00	12.00	\$876.00	100%	0	\$0.00	12	\$876.00	0	\$0.00	0	\$0.00	0	\$0.00
V	Clear and Salvage Trees and Install as Root Wad	Each	19	\$ 445.00	\$ 8,455.00	24.00	\$10,680.00	126%	18	\$8,010.00	0	\$0.00	6	\$2,670.00	0	\$0.00	0	\$0.00
W	Import and Install Root Wad	Each	19	\$ 445.00	\$ 8,455.00	24.00	\$10,680.00	126%	0	\$0.00	0	\$0.00	24	\$10,680.00	0	\$0.00	0	\$0.00
X	Furnish and Install Boulder Vane	LF	200	\$ 100.00	\$ 20,000.00	200.00	\$20,000.00	100%	0	\$0.00	68.5	\$6,850.00	131.5	\$13,150.00	0	\$0.00	0	\$0.00
Y	Turf Reinforcement Mat	SY	103	\$ 12.00	\$ 1,236.00	223.00	\$2,676.00	217%	0	\$0.00	0	\$0.00	103	\$1,236.00	120	\$1,440.00	0	\$0.00
Z	Import Topsoil	CY	5	\$ 100.00	\$ 500.00	16.00	\$1,600.00	320%	0	\$0.00	0	\$0.00	5	\$500.00	0	\$0.00	11	\$1,100.00
AA	Seed Area	Acre	1	\$ 6,300.00	\$ 6,300.00	2.06	\$12,978.00	139%	0	\$0.00	0	\$0.00	1.48	\$9,324.00	0	\$0.00	0.58	\$3,654.00
BB	Seed Mix - Cover Crop	LB	152	\$ 0.55	\$ 83.60	170.00	\$93.50	112%	0	\$0.00	0	\$0.00	152	\$83.60	0	\$0.00	18	\$9.90
BB	Seed Mix - Floodplain Forest Mix	LB	48	\$ 115.00	\$ 5,520.00	56.00	\$6,440.00	117%	0	\$0.00	0	\$0.00	48	\$5,520.00	0	\$0.00	8	\$920.00
BB	Seed Mix - Upland Construction Mix	LB	8	\$ 95.00	\$ 722.00	7.60	\$722.00	100%	0	\$0.00	0	\$0.00	7.6	\$722.00	0	\$0.00	0	\$0.00
CC	Plant Shrubs	Each	150	\$ 64.00	\$ 9,600.00	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
DD	Plant Trees	Each	15	\$ 240.00	\$ 3,600.00	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
EE	Furnish and Install Erosion Control Blanket	SY	5,772	\$ 2.45	\$ 14,141.40	4069.00	\$9,969.05	70%	0	\$0.00	0	\$0.00	2200	\$5,390.00	0	\$0.00	1869	\$4,579.05
FF	Furnish and Install Straw Mulch	SY	1,643	\$ 0.30	\$ 492.90	6162.00	\$1,848.60	375%	0	\$0.00	0	\$0.00	1643	\$492.90	1667	\$500.10	2852	\$855.60
GG	Furnish and Install Buffer Markers	Each	15	\$ 200.00	\$ 3,000.00	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
HH	Vegetation Establishment and Warranty Period	LS	1	\$ 6,765.00	\$ 6,765.00	0.00	\$0.00	0%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total of Extensions =					\$ 213,599.00		\$213,794.25			\$49,195.21		\$55,236.71		\$89,047.21		\$1,940.10		\$18,375.01

Change Orders

1.04 Item	Description	Unit	Estimated Quantity	Unit Price	Extension	Quantity	Amount			Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
II	CO#1 - Project Delay (Wage and Material Cost Increase)	LS	1	\$ 10,675.00	\$ 10,675.00	1.00	\$10,675.00	100%	0	\$0.00	0	\$0.00	1	\$10,675.00	0	\$0.00	0	\$0.00
	CO#2 - Additional Rock Riffle and Steep Slope Grading (Mobilization, Access, & Grading)	LS	1	\$ 20,500.00	\$ 20,500.00	1.00	\$20,500.00	100%	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$20,500.00
Total of Extensions =					\$ 244,774.00		\$244,969.25			\$49,195.21		\$55,236.71		\$99,722.21		\$1,940.10		\$38,875.01



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

Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2020-056

Considered at Board of Managers Meeting: October 7, 2020

Received complete: September 11, 2020

Applicant: ISD #276, Paul Bourgeois

Consultant: Inspec, Inc., Cliff Buhman

Project: Minnetonka High School 2021 Arts Center Parking Lot Addition – Construction of a new parking area, including new bituminous pavement, concrete curb and gutter, and storm sewer on the Minnetonka High School property. A subsurface stormwater management system will provide stormwater rate, volume and water quality control.

Location: 18301 Highway 7, Minnetonka, MN

Reviewer: Scott Sobiech, P.E., Barr Engineering

Proposed Board Action

Manager _____ moved and Manager _____ seconded adoption of the following resolutions based on the permit report that follows and the presentation of the matter at the October 7, 2020 meeting of the managers:

Resolved that the application for Permit 2020-056 is approved, subject to the conditions and stipulations set forth in the Recommendations section of the attached report;

Resolved that on determination by the RPBCWD administrator that the conditions of approval have been affirmatively resolved, the RPBCWD president or administrator is authorized and directed to sign and deliver Permit 2020-056 to the applicant on behalf of RPBCWD.

Upon vote, the resolutions were adopted, _____ [VOTE TALLY].

Applicable Rule Conformance Summary

Rule	Issue	Conforms to RBPCWD Rules?	Comments	
C	Erosion Control Plan	See Comment.	See Rule Specific Permit Condition C1	
D	Wetland and Creek Buffers	Yes.		
J	Stormwater Management	Rate	Yes	
		Volume	See Comment	See Rule Specific Permit Condition J1
		Water Quality	Yes	
		Low Floor Elev.	Yes	
		Maintenance	See Comment	See Rule Specific Permit Condition J2
		Chloride Management	See Comment	See Stipulation #3
L	Permit Fee Deposit	NA	Governmental Agency.	
M	Financial Assurance	NA	Governmental Agency.	

Background

The proposed redevelopment includes the addition of a new parking area adjacent to the Arts Center at Minnetonka High School, 18301 Highway 7, Minnetonka, MN. Proposed work includes a bituminous parking area, concrete curb and gutter, utility improvements, grading and landscaping. The proposed bituminous parking area addition will tie in with the existing parking area located east of the Arts Center.

Stormwater management will be provided by a subsurface stormwater management facility beneath the proposed parking area addition. The subsurface stormwater management system will provide stormwater rate, volume and water quality control. The proposed subsurface stormwater management system consists of open-bottom corrugated wall stormwater collection chambers surrounded by free draining stone to promote infiltration below the facility outlet. The subsurface stormwater management system will accept runoff from the proposed parking area addition and convey runoff to an existing storm sewer system tributary to an off-site, downstream wetland.

Surface runoff from the proposed land-disturbing activities to construct the additional parking lot at the Minnetonka High School Arts Center does not drain via overland flow to the on-site, downgradient Wetland Conservation Act (WCA) protected wetland for which wetland buffers were previously provided under approved Permit 2016-010 for work at the Minnetonka High School property in conformance with Rule D criteria. However, the treated runoff leaving the site from the subsurface stormwater management system is conveyed via storm sewer directly to an off protected wetland.

Six permits have previously been issued for work at the Minnetonka High School property. Relevant project site information is provided below.

Site Information	Permit 2015-048	Permit 2016-010	Permit 2016-012	Permit 2017-036	Permit 2018-071	Permit 2020-011	Permit 2020-056 (Current)	Site Aggregate (Includes Seven Projects)
Total Site Area ³ (acres)	96.88	96.88	96.88	96.88	96.88	96.88	96.88	96.88
Existing Site Impervious Area (acres)	32.88	33.68	33.78	34.35	34.50	35.82	35.97	32.88 ¹
New (increase) in Site Impervious Area	0.81	0.10	0.57	0.15	1.32	0.15	0.14	3.23
Percent Increase in Impervious Surface	2.4	0.3	1.7	0.4	3.8	0.4	0.4	9.8 ²
Disturbed Site Impervious Area (acres)	1.52	0.10	0.20	0	0	0.06	0	1.9
Percent Disturbance of Existing Impervious Surface	4.6	0.3	0.6	0	0	0.2	0	5.7 ²
Total Disturbed Area (acres)	1.84	0.22	0.80	0.30	1.49	0.24	0.24	5.14

¹Pre-2015 project existing conditions

²Calculated based on pre-2015 project existing conditions (Common Scheme of Development Rule J, Subsection 2.5)

³Minnetonka High School property comprises five adjacent parcels under common or related ownership.

Exhibits Reviewed:

1. Permit Application dated September 29, 2020.
2. Stormwater Management Plan dated September 1, 2020.
3. Design Plans Sheets 1 through 8 dated September 11, 2020 (sheet C2 revised September 28, 2020)
4. Geotechnical Exploration Report prepared by Northern Technologies, LLC (NTI) dated August 3, 2020, including infiltration testing
5. Existing and Proposed Conditions HydroCAD models received September 14, 2020 (updated September 25, 2020)
6. MIDS modeling received September 14, 2020
7. Draft maintenance agreement received September 11, 2020

Rule C: Erosion Prevention and Sediment Control

Because the project will involve 0.24 acres of land-disturbing activity, the project must conform to the requirements in the RPBCWD Erosion Prevention and Sediment Control rule (Rule C, Subsection 2.1).

The erosion and sediment control plan prepared by Inspec, Inc. includes installation of bioroll, inlet protection for storm sewer catch basins, a stabilized rock construction entrance, decompaction of areas compacted during construction, six inches of topsoil, and retention of native topsoil onsite. To conform to RPBCWD Rule C requirements, the following revisions are needed:

- C1. The Applicant must provide the name and contact information of the general contractor responsible for erosion prevention and sediment control at the site. RPBCWD must be notified if the responsible party changes during the permit term. This information is required prior to issuance of the permit.

Rule J: Stormwater Management

Because the project will disturb 0.24 acres of land-surface area, the project must meet the criteria of RPBCWD's Stormwater Management rule (Rule J, Subsection 2.1). Under paragraph 2.5 of Rule J, Common Scheme of Development, activities subject to Rule J on a parcel or adjacent parcels under common or related ownership will be considered in the aggregate, and the requirements applicable to the activity under this rule will be determined with respect to all development that has occurred on the site or on adjacent sites under common or related ownership since the date this rule took effect (January 1, 2015). Because six projects have been permitted since the rules took effect (RPBCWD Permit 2015-048, 2016-010, 2016-012, 2017-036, 2018-071, and 2020-011), the current activities proposed must be considered in aggregate with the activities proposed under this application, Permit 2020-056.

The criteria listed in Subsection 3.1 will only apply to the disturbed areas on the project site because the project, when considered in aggregate with the other permitted activities at the site, increases the imperviousness by 9.8 percent and disturbs a combined 5.7 percent of the existing impervious surface on the site (Rule J, Subsection 2.3) (See table above). The aggregate extents of disturbance and imperviousness increase are well under the 50 percent disturbed or expanded impervious area threshold for applicability of stormwater management requirements to the entire site.

The applicant is proposing construction of a subsurface stormwater management system to provide the rate control, volume abstraction and water quality management for the disturbed areas and additional impervious surface on the site resulting from activities permitted under the current project. Pretreatment is being provided by two sump manholes.

Rate Control

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

Modeled Discharge Location	2-Year Discharge (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)		10-Day Snowmelt (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
Storm Sewer	0.3	<0.1	0.7	0.1	1.4	0.4	0.1	<0.1

Volume Abstraction

Subsection 3.1.b and 2.3 of Rule J require the abstraction onsite of 1.1 inches of runoff from all disturbed and additional impervious surface of the site. An abstraction volume of 559 cubic feet is required from the 0.14 acres of new and reconstructed impervious area on the project for volume retention.

Northern Technologies, LLC (NTI) advanced four (4) borings in the location of the proposed subsurface detention and infiltration practice. The soil borings performed by NTI on July 23, 2020 show that soils in located of the proposed subsurface stormwater management system are primarily clayey sands (SC). The four borings indicated Type D soils at the infiltration elevation of the facility and to a depth of more than five feet below this elevation. Two double ring infiltrometer tests were performed by NTI at the proposed location of the stormwater management facility. The observed infiltration rate was measured as 0.06 inches per hour (in/hr) at both testing locations. The engineer concurs with the applicants use of design infiltration rate of 0.06 in/hr beneath the infiltration basin based on rates measured at the site. With these infiltration rates, the infiltration BMP will drawdown within the required 48 hours.

The table below summarizes the volume abstraction for the site. The proposed project is in conformance with Rule J, Subsection 3.1.b.

Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Depth (inches)	Provided Abstraction Volume (cubic feet)
1.1	559	1.5	786

Because groundwater was not observed at the termination depth of the borings (elevations 932-943 feet), the groundwater level is assumed to be no higher than elevation 943 feet. The bottom of the proposed subsurface stormwater management system is set at 948.5 feet, thus providing the required three feet of vertical separation (Rule J, subsection 3.1biiA).The engineer concurs with the modeling and finds that the proposed project conforms with Rule J, Subsection 3.1.b. However, the following revision is need to align the proposed construction drawings with the modeling:

- J1. Permit applicant must provide undated construction drawing to align the outlet elevation from the underground system with the elevation in the HydroCAD model (el 949.22).

Water Quality Management

Subsection 3.1.c of Rule J requires the Applicant provide volume abstraction in accordance with 3.1b or least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff, and no net increase in TSS or TP loading leaving the site from existing conditions. Because the BMPs proposed by the applicant provide more volume abstraction than is require by 3.1b and the engineer concurs with the modeling, the engineer finds that the proposed project is in conformance with Rule J, Subsection 3.1.c.

Low floor Elevation

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

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

Structure	Low Floor Elevation (feet)	100-year Event Flood Elevation (feet)	Freeboard (feet)
Art Center	958.1	949.84	8.26

Maintenance

Subsection 3.7 of Rule J requires the submission of a maintenance plan. All stormwater management structures and facilities must be designed for maintenance access and properly maintained in perpetuity to assure that they continue to function as designed. A draft maintenance was provided by the applicant on September 11, 2020 for review. To conform to the RPBCWD Rule J the following revisions are needed:

- J1. Permit applicant must work with district staff and engineer to revise the maintenance and inspection agreement to incorporate the facilities proposed under this application, including the appropriate permit number, pre-treatment facilities and the subsurface stormwater management system.

Wetland Protection

In accordance with Rule J, subsection 3.10a, there is no proposed activity subject to Rule J that will alter the site in a manner that increases the bounce in water level, duration of inundation, or change the runout elevation in the subwatershed, for the wetland receiving runoff from the land disturbing activities. Because the applicant’s HydroCAD model results demonstrate, and the engineer concurs, that the proposed flow rate and volumes flowing towards the off-site wetland are less than the under

existing conditions, the bounce and inundation will not increase, thus the project meets the Bounce and Inundation criterion.

Rule J, Subsection 3.10b requires that treatment of runoff to high and exceptional value wetlands archive 90 percent total suspended solids removal and 75 percent total phosphorus removal. Because the value of the off-site wetland is unknown, the applicant assumed the wetland is exceptional value. P8 modeling results show the proposed subsurface stormwater management system provides 93.7% TSS and 90.5% TP removals, thus the engineer finds that the proposed project is in conformance with Rule J, Subsection 3.10b.

Chloride Management

Subsection 3.8 of Rule J requires the submission of chloride management plan that designates the individual authorized to implement the chloride management plan and the MPCA-certified salt applicator engaged in implementing the plan. To close out the permit, the permit applicant must provide a chloride management plan that designates the individual authorized to implement the chloride management plan and the MPCA-certified salt applicator engaged in implementing the plan at the site.

Applicable General Requirements:

1. The RPBCWD Administrator and Engineer shall be notified at least three days prior to commencement of work.
2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.
3. Construction must be consistent with the plans, specifications, and models that were submitted by the applicant that were the basis of permit approval. The date(s) of the approved plans, specifications, and modeling are listed on the permit. The grant of the permit does not in any way relieve the permittee, its engineer, or other professional consultants of responsibility for the permitted work.
4. The grant of the permit does not relieve the permittee of any responsibility to obtain approval of any other regulatory body with authority.
5. The issuance of this permit does not convey any rights to either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, state, or local laws or regulations.
6. In all cases where the doing by the permittee of anything authorized by this permit involves the taking, using or damaging of any property, rights or interests of any other person or persons, or of any publicly owned lands or improvements or interests, the permittee, before proceeding therewith, must acquire all necessary property rights and interest.
7. RPBCWD's determination to issue this permit was made in reliance on the information provided by the applicant. Any substantive change in the work affecting the nature and extent of

applicability of RPBCWD regulatory requirements or substantive changes in the methods or means of compliance with RPBCWD regulatory requirements must be the subject of an application for a permit modification to the RPBCWD.

8. If the conditions herein are met and the permit is issued by RPBCWD, the applicant, by accepting the permit, grants access to the site of the work at all reasonable times during and after construction to authorized representatives of the RPBCWD for inspection of the work.

Findings

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

Recommendation:

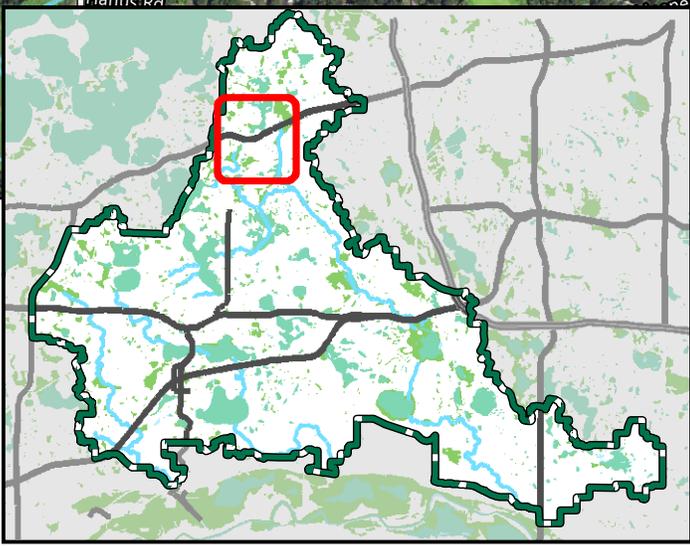
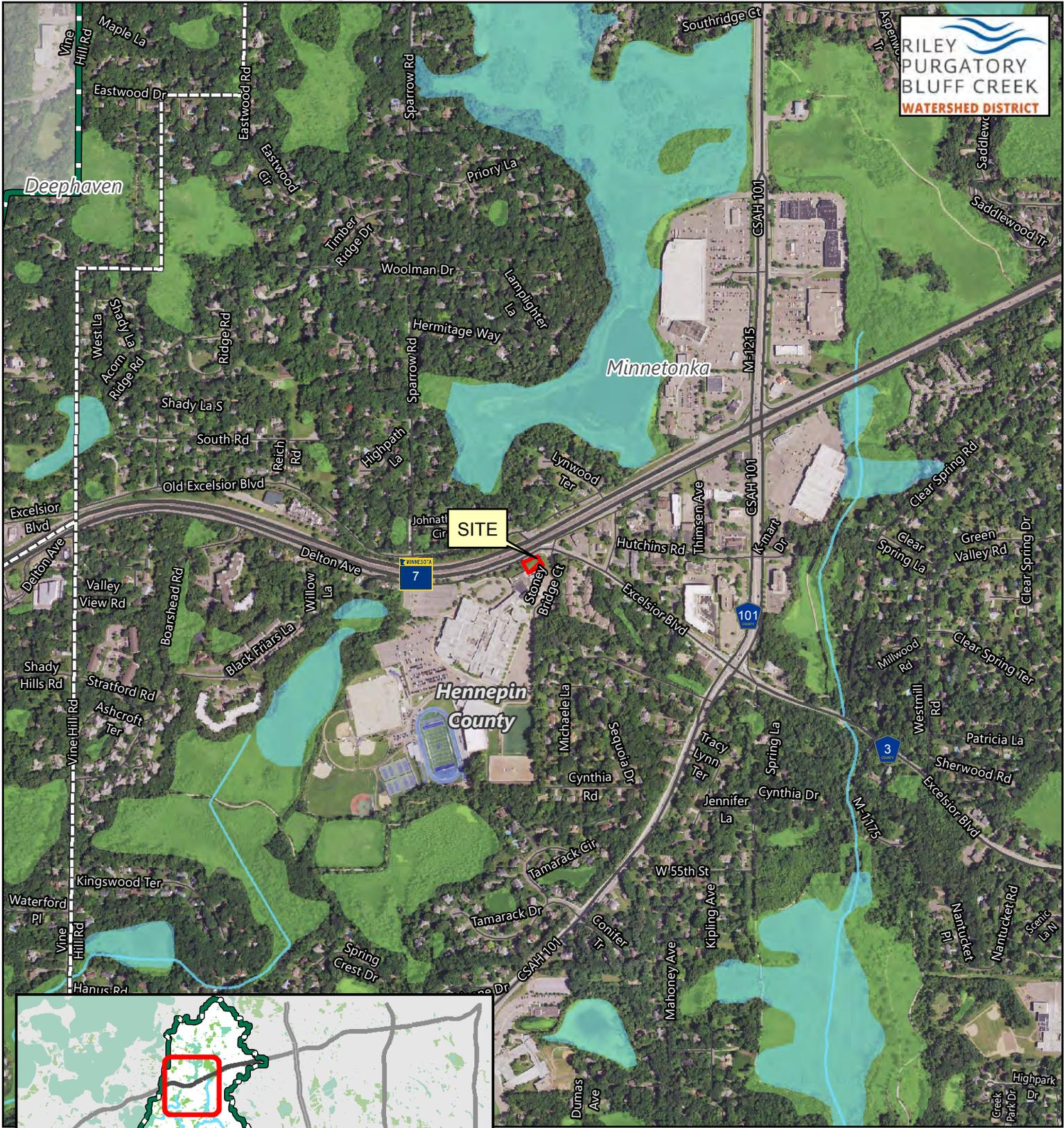
Approval, contingent upon:

1. Continued compliance with General Requirements.
2. The applicant providing the name and contact information of the general contractor responsible for erosion prevention and sediment control at the site.
3. Permit applicant must provide undated construction drawing to align the outlet elevation from the underground system with the elevation in the HydroCAD model (el 949.22).
4. The applicant working with district staff and engineer to revise the maintenance and inspection agreement as needed and applicant must execute the revised agreement after approval by RPBCWD staff and engineer.

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

1. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, the pretreatment manholes and subsurface stormwater facility conform to design specifications and function as intended and approved by the District. As-built/record drawings must be signed by a professional engineer licensed in Minnesota and include, but not limited to:
 - a) the surveyed bottom elevations, water levels, and general topography of all facilities;
 - b) the size, type, and surveyed invert elevations of all stormwater facility inlets and outlets;
 - c) the surveyed elevations of all emergency overflows including stormwater facility, street, and other;
 - d) other important features to show that the project was constructed as approved by the Managers and protects the public health, welfare, and safety.
2. Providing the following additional close-out materials:
 - a) Documentation that constructed infiltration and filtration facilities perform as designed. This may include infiltration testing, flood testing, or other with prior approval from RPBCWD

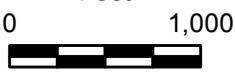
- b) Documentation that disturbed pervious areas remaining pervious have been decompacted per Rule C.2c criteria
- 3. To close out the permit, the permit applicant must provide a chloride management plan that designates the individual authorized to implement the chloride management plan and the MPCA-certified salt applicator engaged in implementing the plan at the site.



Permit Location Map



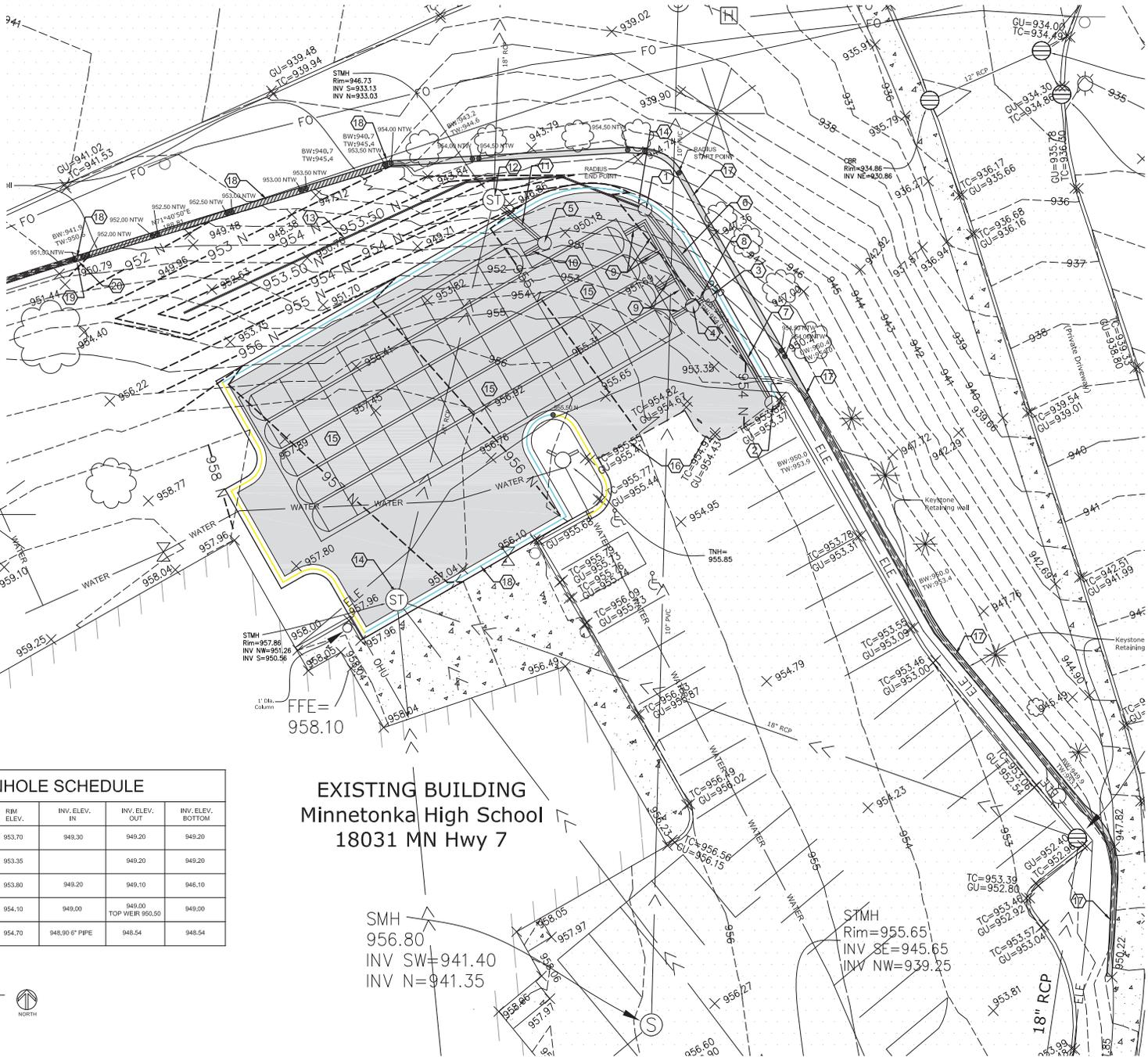
Feet



MINNETONKA HIGH SCHOOL
2021 ARTS CENTER PARKING LOT
Permit 2020-056
Riley Purgatory Bluff Creek
Watershed District

KEYED NOTES:

- 1 NEW MANHOLE #1, 48" DIA. CONCRETE MONOLITHIC MANHOLE WITH NEENAH R-2335 INLET FRAME AND GRATE. SEE DETAIL X/CX.
 - 2 NEW MANHOLE #2, 48" DIA. CONCRETE MONOLITHIC MANHOLE WITH NEENAH R-2335 INLET FRAME AND GRATE. SEE DETAIL X/CX.
 - 3 NEW MANHOLE #3, 48" DIA. CONCRETE MONOLITHIC MANHOLE WITH NEENAH R-2335 INLET FRAME AND GRATE. WITH 3" SUMP AND SNOOUT AT OUTLET. SEE DETAIL X/CX.
 - 4 NEW MANHOLE #4, 72" DIA. CONCRETE MONOLITHIC MANHOLE WITH CONCRETE WEIR. SEE DETAIL X/CX.
 - 5 NEW MANHOLE #5, 48" DIA. CONCRETE MONOLITHIC MANHOLE. SEE DETAIL X/CX.
 - 6 NEW 12" DIA. HDPE DW PIPE, APPROX. 22 L.F. SEE DETAIL X/CX.
 - 7 NEW 12" DIA. HDPE DW PIPE, APPROX. 24 L.F. SEE DETAIL X/CX.
 - 8 NEW 12" DIA. HDPE DW PIPE, APPROX. 5 L.F. SEE DETAIL X/CX.
 - 9 NEW 24" DIA. HDPE DW PIPE, APPROX. 42 L.F. SEE DETAIL X/CX.
 - 10 NEW 6" DIA. HDPE DW PIPE, APPROX. 5 L.F. SEE DETAIL X/CX.
 - 11 NEW 6" DIA. HDPE DW PIPE, APPROX. 12 L.F. SLOPE PIPE 0.5% TO EXISTING DOWNSTREAM MANHOLE, APPROX. INVERT ELEVATION INTO EXISTING MANHOLE 948.85.
 - 12 EXISTING MANHOLE. ADJUST AS REQUIRED TO MATCH TOP OF NEW GRADE.
 - 13 NEW 4" DIA. HDPE PERFORATED PIPE IN SOCK, APPROX. 90 L.F. SEE DETAIL X/CX.
 - 14 NEW 4" DIA. PVC PIPE, APPROX. 20 L.F. SEE DETAILS X/CX.
 - 15 NEW STORMTECH MC-300 UNDERGROUND STORM CHAMBERS. SEE UNDERGROUND STORM CHAMBERS DETAIL PLAN, SHEET C5.
 - 16 TOP OF NEW PAVEMENT TO MATCH EXISTING.
 - 17 NEW RETAINING WALL AND FENCE. SEE DRAWING C4 AND DETAILS.
 - 18 REMOVE THE TOP COURSE AND CAPSTONE OF THIS SECTION OF EXISTING KEYSTONE RETAINING WALL AND REPLACE WITH NEW KEYSTONE RETAINING WALL AND CAPSTONE AS REQUIRED. (SEE LAYOUT AND RETAINING WALL ELEVATION DRAWINGS).
 - 19 NEW RETAINING WALL TO MATCH EXISTING.
 - 20 STATION 0+00 ON RETAINING WALL ELEVATION DRAWING C7.
- DENOTES NEW SPOT ELEVATION
 — DENOTES NEW SURMOUNTABLE OUTPUT CURB AND GUTTER
 — DENOTES NEW SURMOUNTABLE INPUT CURB AND GUTTER
 T DENOTES NEW ELEVATION, ALL OTHER ELEVATIONS ARE EXISTING UNLESS NOTED OTHERWISE.
 NTW DENOTES NEW TOP OF RETAINING WALL
 QUANTITIES ARE APPROXIMATIONS. CONTRACTOR IS RESPONSIBLE FOR VERIFYING.



CATCH BASIN/MANHOLE SCHEDULE						
MH #	TYPE	INLET FRAME/GRATE	RIM ELEV.	INV. ELEV. IN	INV. ELEV. OUT	INV. ELEV. BOTTOM
MH #1	48" DIA. CONC. MONOLITHIC	NEENAH R-2329 WITH TYPE C GRATE	953.70	949.30	949.20	949.20
MH #2	48" DIA. CONC. MONOLITHIC	NEENAH R-2329 WITH TYPE C GRATE	953.35		949.20	949.20
MH #3	48" DIA. CONC. MONOLITHIC WITH 3" SUMP	NEENAH R-2329 WITH TYPE C GRATE	953.80	949.20	949.10	946.10
MH #4	72" DIA. CONC. MONOLITHIC WITH CONCRETE WEIR	NEENAH R-2380 HEAVY DUTY WITH SOLID LID	954.10	949.00	949.00	949.00
MH #5	48" DIA. CONC. MONOLITHIC	NEENAH R-2380 HEAVY DUTY WITH SOLID LID	954.70	948.90 6" PIPE	946.54	948.54

EXISTING BUILDING
Minnetonka High School
18031 MN Hwy 7

SMH
 Rim=956.80
 INV SW=941.40
 INV N=941.35

STMH
 Rim=955.65
 INV SE=945.65
 INV NW=939.25



PRELIMINARY
NOT FOR CONSTRUCTION

Signature: _____

Issues and revisions:

ISSUE LEVEL / REVISION:	DATE:	No.:
LEVEL	DATE	

THIS LINE SCALES 1" ON FULL SIZE SHEETS

Client:
MINNETONKA PUBLIC SCHOOLS

5621 COUNTY ROAD 101
 MINNETONKA, MINNESOTA 55345

MINNETONKA HIGH SCHOOL

18301 HIGHWAY 7
 MINNETONKA, MINNESOTA 55345

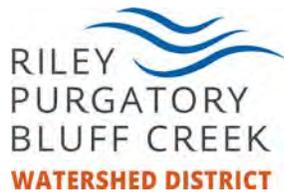
Project title:
2021 HIGH SCHOOL ARTS CENTER PARKING LOT ADDITION

18301 HIGHWAY 7
 MINNETONKA, MINNESOTA 55345

Sheet control:

DATE: 9-11-20
 CLIENT PROJECT No.:
 INSPEC PROJECT No.:
 PROJECT MGR: CB
 DRAWN BY: BT
 CHECKED BY: BB

Sheet No.: **C3**



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

Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2020-045

Considered at Board of Managers Meeting: October 7, 2020

Received complete: September 29, 2020

Applicant: Chan Three Development, Inc. – Craig Allen

Representative: Sathre-Bergquist, Inc. – Tom Welchinger

Project: The Bluffs at Lake Lucy Development is an approximately 33-acre development that consists of 31 residential lots, with new impervious areas (6.07 acres) including roads, sidewalks, trails, and buildings. Stormwater management facilities include one pond with an infiltration bench and a wet pond and stormwater reuse system to provide volume control, water quality, and rate control for runoff prior to discharging offsite into existing wetlands. The project also involves replacing an existing 18" CMP waterbody crossing.

Location: 6921 Galpin Blvd Chanhassen, Minnesota 55317

Reviewer: Leslie DellAngelo and Scott Sobiech, P.E., Barr Engineering

Proposed Board Action

Manager _____ moved and Manager _____ seconded adoption of the following resolutions based on the permit report that follows and the presentation of the matter at the October 7 meeting of the managers:

Resolved that the application for Permit 2020-045 is approved with a two-year term, subject to the conditions and stipulations set forth in the Recommendations section of the attached report;

Resolved that on determination by the RPBCWD administrator that the conditions of approval of the variances and permit have been affirmatively resolved, the RPBCWD president or administrator is authorized and directed to sign and deliver to the applicant, Permit 2020-045 on behalf of RPBCWD.

Upon vote, the resolutions were adopted, _____ [VOTE TALLY].

Applicable Rule Conformance Summary

Rule	Issue	Conforms to Rule?	Comments	
B	Floodplain Management and Drainage Alteration	Yes		
C	Erosion Control Plan	Yes		
D	Wetland and Creek Buffers	See comment.	See rule-specific permit condition D1.	
G	Waterbody Crossings	See comment.	See rule-specific permit condition G1 & G2.	
J	Stormwater Management	Rate	Yes	
		Volume	Yes	
		Water Quality	Yes	
		Low Floor Elev.	Yes	
		Maintenance	See comment.	See rule-specific permit condition J1.
		Chloride Management	See comment.	See rule-stipulations 1
		Wetland Protection	Yes	
K	Variations and Exceptions	None		
L	Permit Fee	Yes.	\$3,500 received July 28, 2020.	
M	Financial Assurance	See comment.	The financial assurance is calculated at \$295,566	

Background

The applicant proposes construction of a 31-lot single-family residential development on approximately 33 acres west of Lake Lucy. The site is located 0.5 miles north of Highway 5 on the east side of Galpin Blvd in Chanhassen, MN. There are two wetlands onsite. The large wetland (Wetland 1) along the southern site boundary will be preserved and receives stormwater runoff from the upland areas. Flows leaving this wetland are conveyed to Lake Lucy by a natural channel. Wetland 2 is in the western corner of the site and received runoff upland areas. The stormwater management system includes two wet detention ponds, one with an infiltration bench, and a rainwater reuse system. the combination of these best management practices will provide volume control, water quality, and rate control for runoff prior to discharging offsite into existing wetlands.

The following water resources are within the project site or downgradient of the proposed activities. Table 1 provides a brief explanation of how each resource is implicated in the permit application review process.

Table 1. Water resource impacted by project

Water Resource	Potential resource impacts
Lake Lucy	Receives treated stormwater and better site design preserved wooded shoreline
Wetland 1	Wetland is downgradient from proposed land-disturbing activities
Wetland 2	Wetland is downgradient from proposed land-disturbing activities
Watercourse	There is an existing watercourse connecting the piped discharge from wetland 2 to wetland 1

The project site information is summarized in Table 2

Table 2. Project site information

Project Site Information	Area (acres)
Total Site Area	32.0
Existing Site Impervious	0.0
Post Construction Site Impervious	6.07
New (Increase) in Site Impervious Area	6.07
Sidewalk and Trail Exempt Impervious Area (acres)	0.51
Disturbed impervious surface (acres)	0.0
Total Disturbed Area	19.5

Exhibits:

1. Project Plan set dated July 8, 2020 (revised July 29, 2020, August 27, 2020, September 4, 2020, September 14, 2020, September 23, 2020, grading plan revised September 29, 2020)
2. Preliminary Landscape Plan dated August 6, 2020
3. Storm Water Management Plan dated July 22, 2020 (revised September 3, 2020, September 23, 2020)

4. Wetland Delineation Report dated September 27, 2017 (Kjolhaug Environmental Services Company, Inc.)
5. MnRAM Assessment dated August 12, 2020
6. Alta Survey dated June 5, 2018 (Pioneer Engineering)
7. Alta Survey dated July 22, 2020 (Sathre-Bergquist, Inc.)
8. Tree Preservation Easement dated July 29, 2020 (Sathre-Bergquist, Inc.)
9. Draft Plat Map received September 23, 2020 (Sathre-Bergquist, Inc.)
10. Project narrative dated July 22, 2020
11. Double-Ring Infiltrometer Testing Report dated December 6, 2019 (Braun Intertec Corporation)
12. Double-Ring Infiltrometer Testing Results dated August 18, 2020 (Haugo GeoTechnical Services)
13. Existing and Proposed HydroCAD Models received July 22, 2020 (revised September 3, 2020, September 23, 2020)
14. P8 Existing and Proposed Conditions Models received July 22, 2020 (revised September 3, 2020, September 23, 2020)
15. Plan Review Responses received September 4, 2020
16. Plan Review Responses dated September 18, 2020
17. Plan Review Responses dated September 29, 2020
18. Engineers Estimates for Site Grading, Utilities and Street construction dated September 4, 2020
19. Tree Conservation Exhibit received September 17, 2020
20. Drainage Map dated July 8, 2020 (revised July 29, 2020, August 27, 2020, September 4, 2020)
21. Specifications dated July 24, 2020
22. Buffer Slope Exhibit received September 23, 2020 (revised September 29,2020)
23. Wetland #1 Buffer Mitigation Exhibit received September 23, 2020 (revised September 29,2020)
24. Figure 4 Irrigation Areas dated September 24, 2020
25. The Bluffs at Lake Lucy Floodplain Fill and Compensatory Storage Exhibit dated September 29, 2020

Rule Specific Permit Conditions

Rule B: Floodplain Management and Drainage Alterations

Because the proposed development project involves the placement of a total of 4.8 cubic yards of fill below the 100-year flood elevation of the channel downstream of the outlet from wetland 2 the project activities must conform to the RPBCWD's Floodplain Management and Drainage Alterations rule (Rule B).

Table 3 summarizes the low floor analysis for the one proposed structure adjacent to the watercourse. The lowest proposed structure elevations meet the freeboard requirement in Rule B, Subsection 3.1 by providing at least two feet of freeboard.

Table 3. Low Floor Analysis

Waterbody or Stormwater Facility	Relevant 100-year Flood Elevation (feet)	Proposed Lowest Floor Elevation (feet)	Freeboard (feet)
Watercourse	966	980.1	14.1

Placement of fill below the 100-year flood elevation is prohibited unless fully compensatory storage is provided within +/- 1 foot of the elevation of the fill in the floodplain of the watercourse (Rule B, Subsection 3.2a). The supporting materials demonstrate, and the RPBCWD Engineer concurs, that an aggregate total of 4.8 cubic yards of fill will be placed and 27 cubic yards of compensatory storage will be created below the 100-year flood elevation of 966 msl, thus providing a net increase in the floodplain storage and meeting Rule B, subsection 3.2)

Because the impervious surface that will be constructed within 100 feet of the creek is associated with a waterbody crossing regulated under Rule G, Rule B, subsection 3.4 does not apply to the activities. The applicant oversized the pipe and incorporated class II riprap into the design to dissipate the flow energy. The engineer concurs with the modeling that demonstrates that the proposed conditions velocity (4 feet per second) will be less than the existing velocity (5 feet per second), thus the proposed project is not reasonably likely to have an adverse impact on channel stability or aquatic habitat. Because the proposed design accommodates the unchanged flow rate from wetland 2, at the same control elevation, the project will not impact baseflows and is not reasonably likely to adversely impact water quality in the watercourse. The applicant provided pre- and post-project water quality modeling to demonstrate no adverse impact to water quality. The modeling results show the total suspended solids and total phosphorus load leaving the site after the development will be less than the existing load leaving the site. (Rule B, Subsection 3.3).

A note on the cover sheet requires the construction to be conducted to minimize the potential transfer of aquatic invasive species conforming to Rule B, Subsection 3.6.

Rule C: Erosion and Sediment Control

Because the project will alter 19.5 acres of land-surface area the project must conform to the requirements in the RPBCWD Erosion and Sediment Control rule (Rule C, Subsection 2.1).

The erosion control plan prepared by Sathre-Bergquist, Inc. includes installation of silt fence, inlet protection for storm sewer catch basins, rock berm construction entrances, daily inspection, placement of a minimum of 6 inches of topsoil, decompaction of areas compacted during construction, and retention of

native topsoil onsite. The drawings indicate that Craig Allen, Chan Three Development, Inc. (952-270-443; craig@gonyeacompany.com) will be responsible for erosion prevention and sediment control for the site must be provided. The proposed project conforms to the Rule C criteria.

Rule D: Wetland and Creek Buffers

Because the proposed work triggers a permit under RPBCWD Rule B, Rule G, and Rule J and two wetlands (wetland 1 and 2) protected by the state Wetland Conservation Act are downgradient from the proposed construction activities, Rule D, Subsections 2.1a and 3.1 require buffer on the edges of the wetlands that are downgradient from the land-disturbing activities (a wetland map is provided below for reference). (No disturbance of the wetlands themselves is proposed.)



A Minnesota Wetland Conservation Act Notice of Decision, dated May 29, 2019, was submitted for a previous project (Permit 2019-001 The Park) which also covered this area. The MnRAM analysis submitted indicates Wetland 1 is an exceptional value wetland. Rule D, Subsection 3.1.a.i requires a wetland buffer with an average of 80 feet from the delineated edge of the wetland, minimum 40 feet. A MnRAM analysis was submitted on September 17, 2020 and indicates that Wetland 2 is a medium value wetland. Rule D, Subsection 3.1.a.iii requires a wetland buffer with an average of 40 feet from the delineated edge of the wetland, minimum 20 feet. The buffer widths are summarized in the Table 4 below. The proposed buffer for Wetland 1 intersects a steep slope, as defined in the rule. Per Rule D, subsection 3.2b, the buffer must encompass all or part of a slope averaging 18% or greater. Because the buffer area extends to the top of slopes that average steeper than 18% the project conforms to Rule B, subsection 3.2b. As shown in the

table below, the required buffer width to conform to Rule B, subsection 3.2b, is greater than the required buffer width to conform to Rule D, subsection 3.2.a.i; both requirements are met.

Table 4. Wetland Buffer Analysis Summary

Wetland ID	RPBCWD Wetland Value	Required Minimum Width ¹ (ft)	Required Average Width ¹ (ft)	Provided Minimum Width (ft)	Provided Average Width (ft)
1	Exceptional	40	80	40	102.7
2	Medium	20	40	20	40

¹ Average and minimum required buffer width under Rule D, Subsection 3.1.a.

The plan requires revegetating disturbed areas within the proposed buffer with Board of Water and Soil Resources native vegetation seed mix for wetlands to conform with Rule D, Subsection 3.2. A note is included on the plan sheet indicating the project will be constructed so as to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, Eurasian watermilfoil, etc.) to the maximum extent possible conforming to Rule D, Subsection 3.5.

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

- D1. Buffer areas and maintenance requirements must be documented in a declaration recorded after review and approval by RPBCWD in accordance with Rule D, Subsection 3.4. Permit applicant must provide a maintenance declaration. A draft declaration must be provided for District review prior to recording.

Rule G: Waterbody Crossings and Structures

Because the applicant proposes to replace an existing waterbody crossing in the bed and bank of a watercourse, the project must conform to RPBCWD’s Waterbody Crossings and Structures Rule (Rule G). (Rule F: Stormwater and Streambank Stabilization is not triggered because the riprap being installed in bank of the watercourse is to prevent erosion more so than stabilize the bank.)

This work represents a public benefit by replacing a deteriorating culvert and providing transportation access to the site (Rule G, Subsection 3.1a)

The proposed crossing was modeled in HydroCAD by the applicant. The analysis shows that the proposed 100-year frequency flood elevation upstream of the crossing (973.6 msl) will be slightly lower than the existing elevation 973.7 msl, thus confirming the project retains adequate hydraulic capacity and will not increase the flood stage of the existing water body conforming to Rule G, Subsection 3.2a. This watercourse is not used for navigation, thus the requirement of Rule G, Subsection 3.2b does not apply to this project. The project is not reasonably likely to adversely affect water quality or cause increased scour or erosion

because the Class II riprap materials are sized and designed appropriately to withstand the erosion potential at the outfall to the watercourse consistent with the criteria in Rule G, Subsection 3.2c.

Because this replacement involves a similar pipe and the design reduces the velocity of the water in the pipe from 5.1 fps to 4.0 fps wildlife continues to be able to use the watercourse as it is used under pre-project conditions, thus preserving wildlife passage consistent with Rule G, Subsection 3.2d.

A no-build option would result in continued reliance on a deteriorating corrugated metal pipe, a portion of which the alignment is unknown. The applicant also considered moving the discharge location directly to Wetland 1, thus bypass the watercourse. This option was dismissed because of the potential adverse impact to the riparian habitat. By replacing the existing pipe with a similarly size system and discharging near the same location the integrity of the proposed roadway will be maintained for the long-term, the amount of fill in the watercourse is minimized, and water will continue to flow through the watercourse, thus having the minimal impact to the area and the watercourse which is consistent with Rule G, Subsection 3.2e.

As discussed in the Rule B narrative above, the project complied with the District floodplain rule, as required by subsection 3.5c.

Based on the crossing construction stabilization methods, the culvert replacement structure is not reasonably likely to cause adverse effects to water quality and the physical or biological character of the waterbody because the applicant installed the proposed flared end section near the existing discharge location and will install riprap adequately sized withstand the anticipated flow velocities leaving the pipe, thus conforming to Rule G, Subsection 3.5d.

Because the watercourse is not shown on the MNDNR protected waters maps Rule G, Subsection 3.7a is not applicable. A note is included on the plan sheet indicating the project will be constructed so as to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, Eurasian watermilfoil, etc.) to the maximum extent possible conforming to Rule G, Subsection 3.7c.

Construction drawings submitted confirm that riprap is sized appropriately in relation to the erosion potential. Riprap is sized at 12 inches in diameter which is appropriately sized to withstand the designed discharge velocity 4 feet per second, thus conforming to Rule F, Subsection 3.3b (i). Drawings confirm the proposed crossing will follow the existing alignment of the watercourse (Rule F, Subsection 3.3b (ii) and 3.3b (iv)). The standard riprap detail included with the drawings indicate that a granular transitional layer and a geotextile fabric will be placed, thus conforming to Rule F, Subsection 3.3b (iii). The riprap design reflects energy dissipation and stabilization necessary to minimize erosion at the watercourse and is not placed for cosmetic purposes per Rule F, Subsection 3.3b (vi).

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

- G1. Please add a note on the plans requiring disturbed areas near and along the banks of the watercourse be immediately stabilized after completion of the work (Rule G, Subsection 3.7b).
- G2. Permit applicant must provide a draft maintenance declaration for the waterbody crossing, in accordance with Rule G, Section 5, and record after approval of RPBCWD administrator.

Rule J: Stormwater Management

Because the project involves new development that will alter 19.5 acres of land-surface area, the project must meet the criteria of RPBCWD’s Stormwater Management rule (Rule J, Subsection 2.3) for all the impervious surface on the site.

The project includes construction of one pond with an infiltration bench and a wet pond and stormwater reuse system and a vegetated buffer to provide runoff volume abstraction, water-quality treatment, and rate control. Pretreatment of runoff prior to entering the infiltration area is provided by a wet detention pond.

Rate Control

In order to meet the rate control criteria listed in Subsection 3.1.a, the 2-, 10-, and 100-year post development peak runoff rates must be equal to or less than the existing discharge rates at all locations where stormwater leaves the site. The applicant used a HydroCAD hydrologic model to simulate runoff rates for pre- and post-development conditions for the 2-, 10-, and 100-year frequency storm events using a nested rainfall distribution, and a 100-year frequency, 10-day snowmelt event. The existing and proposed 2-, 10-, and 100-year frequency discharges from the site are summarized in Table 5. The proposed project is in conformance with RPBCWD Rule J, Subsection 3.1.a.

Table 5. Rate control summary

Discharge Location	2-Year Discharge (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)		10-Day Snowmelt (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
Wetland 1	27.5	26.5	68.3	67.1	191.9	188.4	25.1	23.9
Pond LU 10-2	13.9	13.6	30.2	29.0	64.4	61.9	1.2	1.2

Volume Abstraction

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from the impervious surface of the parcel. An abstraction volume of 0.51 acre-feet (22,201 cubic feet) is required from the 5.56 acres of impervious area. In accordance to Subsection 2.2.d of Rule J, the 0.51 acres of new impervious area is exempt from the abstraction calculation because the new impervious areas are trails or sidewalks that do not exceed 10 feet with width and are bordered downgradient by a pervious area extending at least half the trail width. The project includes an infiltration bench with pretreatment to provide runoff volume abstraction, water quality treatment, and rate control. Pretreatment of runoff prior to entering the

infiltration area is provided by a wet detention ponds to conform to Rule J, Subsection 3.1b.ii.2. The applicant is also proposing ab stormwater reuse system to provide abstraction of runoff.

Braun Intertec performed three onsite infiltration tests in November 2018 and dug 6 test pits in the proposed locations of Ponds #1 and #2. The results indicated infiltration rates of 0.0 inches per hour and mostly clay soils. However, some soil horizons of sand and silty sand were observed in the test pits. An additional two onsite infiltration tests were conducted in August 2020 by Haugo GeoTechnical Services and the results indicate infiltration rates of 1.67 to 0.72 inches per hour below proposed Pond #2. Groundwater was observed 22 feet below the proposed bottom of the Pond #2 basin. The infiltration area/bench of Pond #2 was designed with an infiltration rate of 0.72 inches per hour based on the site-specific testing.

While Pond 2 is large enough to provide all the project's required abstraction the elevation and location of Pond 2, adjacent grades, and wooded areas prevented all the project's impervious surfaces from being routed to Pond 2. The western portion of the site's impervious surfaces are tributary to Pond 1, where infiltration testing shows an infiltration rate of 0.0 in/hr. Because of the site topography, low infiltration testing results, and tree preservation areas, the RPBCWD engineer determines that the site qualifies as restricted under subsection 3.3. of Rule J.

For restricted sites, subsection 3.3 of Rule J requires rate control in accordance with subsection 3.1.a and that abstraction and water-quality protection be provided in accordance with the following sequence: (a) Abstraction of at least 0.55 inches of runoff from site impervious surface determined in accordance with paragraphs 2.3, 3.1 or 3.2, as applicable, and treatment of all runoff to the standard in paragraph 3.1c; or (b) Abstraction of runoff onsite to the maximum extent practicable and treatment of all runoff to the standard in paragraph 3.1c; or (c) Off-site abstraction and treatment in the watershed to the standards in paragraph 3.1b and 3.1c.

The applicant conducted a sequencing analysis to determine the abstraction to the maximum extent practicable. The applicant considered infiltration at Pond 1, relocating Pond 1, impervious surface reduction, tree preservation, and stormwater reuse. Based on the results of the analysis the engineer concurs that the proposed infiltration in Pond 2 and stormwater reuse system from Pond 1 will provide abstraction to the maximum extent practicable. The abstraction achieved by the project is summarized in Table 6. The proposed project is in conformance with Rule J, Subsection 3.1.b.

Table 6. Volume abstraction summary

Stormwater Practice	Tributary Impervious Area (acres)	Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Depth (inches)	Provided Abstraction Volume (cubic feet)
Wet Pond with Infiltration Bench	2.5	1.1	9,982	2.8	25,485
Reuse System	2.94	1.1	11,739	0.5	5,285

Because the proposed stormwater reuse system requires consistent use at a specified rate to meet District requirements, performance monitoring for the site will be required to ensure that the project is able to meet the RPBCWD volume abstraction requirement as has been proposed. In accordance with Rule J, Subsection 2.6 performance monitoring, and as a stipulation of issuing a permit for this project, the Applicant must submit an operations plan and monitor the proposed stormwater reuse system to determine the ability of the system to achieve the estimated volume abstraction as presented in the design. The operations and monitoring program must be included in the maintenance declaration or declarations that are recorded on the deed. A report on reuse volume must be submitted to the RPBCWD annually.

Water Quality Management

Subsection 3.1.c of Rule J requires the Applicant to provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff. The Applicant is proposing two wet detention ponds, with one of them having an infiltration bench, and a vegetated buffer to provide water-quality treatment and rate control for runoff prior to discharging offsite. A P8 water quality model was developed to estimate the TP and TSS loading from the watersheds and the removal capacity of the proposed BMPs. The results of this modeling are summarized in Tables 7 and 8 below. The engineer concurs with the modeling and finds that the proposed project will be in conformance with Rule J, Subsection 3.1.c.

Table 7. Annual TSS and TP removal summary:

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr) ¹	Provided Load Reduction (lbs/yr)
Total Suspended Solids (TSS)	5852	5267 (90%)	5523 (94.4%)
Total Phosphorus (TP)	18.6	11.2 (60%)	16.0 (86.0%)

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

Table 8. Summary of net change in TSS and TP leaving the site

Pollutant of Interest	Existing Site Loading (lbs/yr)	Proposed Site Load after Treatment (lbs/yr)	Change (lbs/yr)
Total Suspended Solids (TSS)	999	329	-670
Total Phosphorus (TP)	3.3	2.6	-0.7

Low floor Elevation

No structure may be constructed or reconstructed such that its lowest floor elevation is less than 2 feet above the 100-year event flood elevation according to Rule J, Subsection 3.6. Table 9 summarized the low floor analysis for the proposed lowest structure adjacent to the respective floodplain of interest. Because the lowest proposed structure elevations meet the freeboard requirement in Rule J, Subsection 3.6a and 3.6c by providing at least two feet of freeboard, the proposed project conforms to the low floor criteria.

Table 9. Summary Low Floor Analysis

Location	Normal Water Level	100-Year HWL	Lowest Nearby Structure Elev.	Freeboard (ft)
Pond 1	973.0	977.0	WO, 981.6	4.6
Pond 2	964.0	967.3	WO, 1001.4	34.1
Pond LU 2-4 ¹	974.0	976.5	WO, 981.6	5.1
CB 9	1010.0	1010.5	FB, 1014.5	4.0
CB 11	997.5	997.8	WO, 1002.1	4.3
CB 13A	1014.0	1014.1	No adjacent structures	
CB 22	978.5	978.6	LO, 982.1	3.5
CB 23	978.5	978.6	WO, 981.6	3.0
CB 24	979.0	979.1	WO, 984.1	5.0
CB 25	981.0	981.1	WO, 986.6	5.5
CB 26	983	983.2	WO, 988.6	5.4
CB 27	986.0	986.2	WO, 992.1	5.9
CB 28	995.0	995.2	WO, 998.1	2.9
CB 29	997.0	997.1	WO, 1001.6	4.5
CB 30	1000.0	1000.2	LO, 1006.8	6.6
CB 37	1004.0	1004.4	FB, 1007.8	3.4

Maintenance

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

assure that they continue to function as designed. The applicant plans to complete and submit the plan prior to the grading pre-construction meeting.

- J1. Permit applicant must provide a maintenance and inspection declaration. A draft declaration must be provided for District review prior to recording.

Wetland Protection

Because the proposed activities discharge to wetlands on the site and alter the discharge the wetland receive from the site, the proposed activities must conform to RPBCWD wetland protection criteria (Rule J, subsection 3.10). The applicant provided and the Engineer concurs with the below analysis of potential wetland impacts based on Table J1 of RPBCWD Rule J.

The wetlands remaining on site under the proposed conditions have been assessed as medium value (Wetland 2) and exceptional value (Wetland 1). Table 11 summarizes the allowable change in bounce and inundation duration from Table J1 of RPBCWD Rule J. The information summarized in Table 10 summarizes the applicant’s analysis for wetland protection and the potential impacts on the wetlands.

Table 10: Summary of allowable impacts on onsite wetland from Rule J, Table J1

Wetland Value/ Waterbody	Permitted Bounce for, 10-Year Event	Inundation Period for 1- and 2-Year Event	Inundation Period for 10-Year Event	Runout Control Elevation
Exceptional	Existing	Existing	Existing	No change
Medium	Existing + 1.0 feet	Existing+2 days	Existing +14 days	0 to 1.0 ft above existing runoff

Table 11: Impacts of Project on Wetlands

Wetland	RPBCWD Wetland Value	Change in Bounce for, 10-Year Event (feet)	1-year change in Inundation Period (days)	2-year change in Inundation Period (days)	10-year change in Inundation Period (days)	Runout Control Elevation
Wetland 1	Exceptional	0.0	0	0	0	No change
Wetland 2	Medium	-0.1	0	0	0	No change

The proposed project conforms to the wetland bounce and inundation requirements.

The applicant’s water quality analysis, summarized in Table 7, demonstrates the proposed best management practices will treat the site runoff prior to discharge to onsite wetlands in accordance with Rule J, subsection 3.10b.

Chloride Management

Subsection 3.8 of Rule J requires the submission of chloride management plan that designates the individual authorized to implement the chloride management plan and the MPCA-certified salt applicator engaged in implementing the plan. The RPBCWD chloride-management plan requirement applies to the streets and common areas of the project site, but not the individual single-family homes. Because the streets within the proposed residential development will be within public right of way that will be maintained by the city of Chanhassen, as a stipulation of approval, the applicant must secure commitment from the city to include the common areas (including streets) within the scope of operation of the city’s existing chloride management plan, implemented by its designated state-certified chloride applicator to conform with Rule J, subsection 3.8.

Rule L: Permit Fee:

The RPBCWD permit fee schedule adopted in February 2020 requires permit applicants to submit a permit-fee deposit of \$3,000 to be held in escrow and applied to reimburse RPBCWD for the permit-application processing fee and permit review and inspection-related costs. When the permit application is approved, the deposit must 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. A permit fee deposit of \$3,500 was received on July 28, 2020.

Rule M: Financial Assurance:

Rule C:

Perimeter Control: 9,525 L.F. x \$2.50/L.F. =	\$23,813
Restoration: 19.5 acres x \$2,500/acre =	\$48,750
Inlet Protection: 35 x \$100/each =	\$3,500
Construction Entrance: 2 x \$250/each =.....	\$500

Rule D:

Wetland and Creek Buffer: \$5,000 + \$1,000/acre over 10 acres =	\$5,000
--	---------

Rules G & J:

Waterbody crossing and stormwater facilities : 125% of Engineer’s Opinion of Cost (1.25*\$145,706) =	\$182,133
Chloride Management Plan =	\$5,000
Contingency (10%)	\$26,870
Total Financial Assurance.....	\$295,566

Applicable General Requirements:

1. The RPBCWD Administrator and Engineer shall be notified at least three days prior to commencement of work.

2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.
3. Construction must be consistent with the plans, specifications, and models that were submitted by the applicant that were the basis of permit approval. The date(s) of the approved plans, specifications, and modeling are listed on the permit. The grant of the permit does not in any way relieve the permittee, its engineer, or other professional consultants of responsibility for the permitted work.
4. The grant of the permit does not relieve the permittee of any responsibility to obtain approval of any other regulatory body with authority.
5. The issuance of this permit does not convey any rights to either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, state, or local laws or regulations.
6. In all cases where the doing by the permittee of anything authorized by this permit involves the taking, using or damaging of any property, rights or interests of any other person or persons, or of any publicly owned lands or improvements or interests, the permittee, before proceeding therewith, must acquire all necessary property rights and interest.
7. RPBCWD's determination to issue this permit was made in reliance on the information provided by the applicant. Any substantive change in the work affecting the nature and extent of applicability of RPBCWD regulatory requirements or substantive changes in the methods or means of compliance with RPBCWD regulatory requirements must be the subject of an application for a permit modification to the RPBCWD.
8. If the conditions herein are met and the permit is issued by RPBCWD, the applicant, by accepting the permit, grants access to the site of the work at all reasonable times during and after construction to authorized representatives of the RPBCWD for inspection of the work.

Findings

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

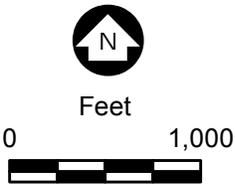
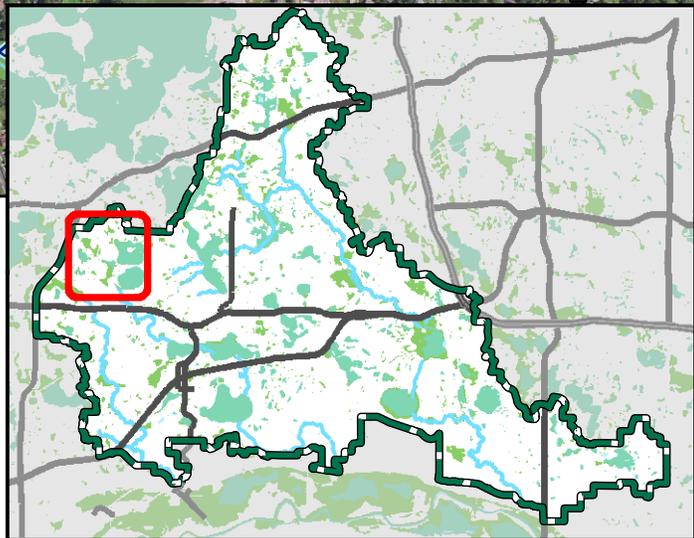
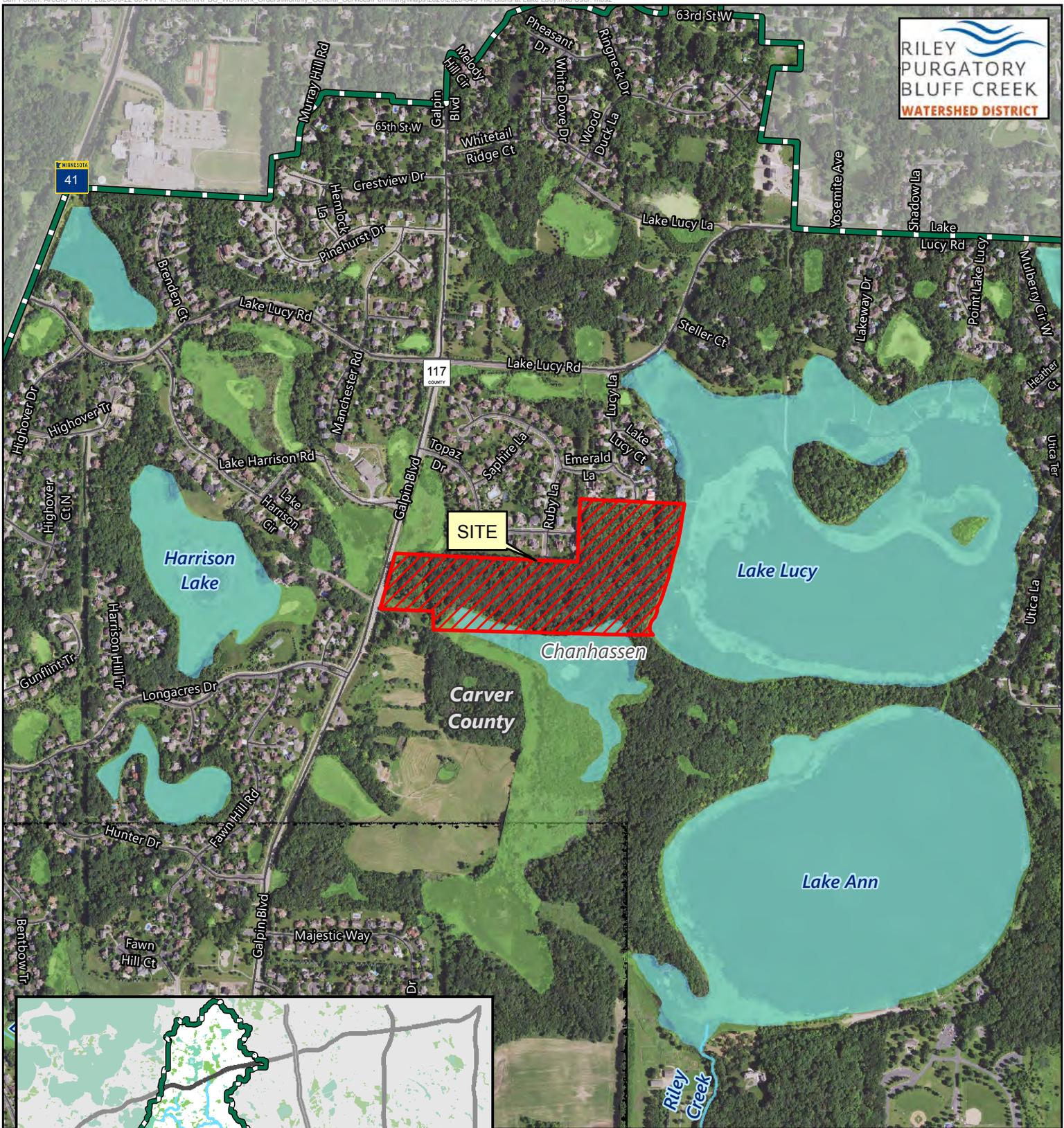
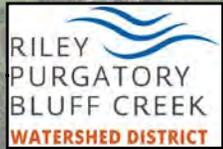
Recommendation:

1. A two-year permit term is recommended since the construction is anticipated to continue through 2022.
2. Approval of the permit contingent upon:
 - a. Continued compliance with General Requirements.
 - b. Financial Assurance in the amount of \$295,566.

- c. Receipt in recordation a maintenance declaration for the operation and maintenance of the buffer, waterbody crossing and stormwater management facilities. A draft must be approved by the District prior to recordation. If transfer of any portion of the site to the City of Chanhassen occurs prior to the applicant's compliance with this condition, applicant will need to secure city's execution of a maintenance agreement (after approval by RPBCWD administrator) to comply with this condition.

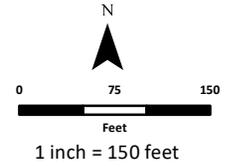
By accepting the permit, when issued, the applicant agrees to the following stipulations:

1. Proof showing the streets within the proposed residential development are dedicated within public right of way and will be maintained by the city of Chanhassen. In addition, a chloride management plan with the applicable city information must be provided.
2. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, the pretreatment manholes and subsurface stormwater facility conform to design specifications and function as intended and approved by the District. As-built/record drawings must be signed by a professional engineer licensed in Minnesota and include, but not limited to:
 - a) the surveyed bottom elevations, water levels, and general topography of all facilities;
 - b) the size, type, and surveyed invert elevations of all stormwater facility inlets and outlets;
 - c) the surveyed elevations of all emergency overflows including stormwater facility, street, and other;
 - d) other important features to show that the project was constructed as approved by the Managers and protects the public health, welfare, and safety.
3. Providing the following additional close-out materials:
 - a) Documentation that constructed infiltration and reuse facilities perform as designed. This may include infiltration testing, flood testing, or other with prior approval from RPBCWD
 - b) Documentation that disturbed pervious areas remaining pervious have been decompacted per Rule C.2c criteria
4. The work on the Bluffs at Lake Lucy development under the terms of permit 2020-045, if issued, must have an impervious surface area and configuration materially consistent with the approved plans. Design that differs materially from the approved plans (e.g., in terms of total impervious area) will need to be the subject of a request for a permit modification or new permit, which will be subject to review for compliance with all applicable regulatory requirements.
5. Per Rule J Subsection 2.6, performance monitoring, the Applicant must submit an operations plan and monitor the proposed stormwater reuse system to determine the ability of the system to achieve the estimated volume abstraction as presented in the design. The recorded reuse volume must be submitted to the RPBCWD annually.



Permit Location Map

THE BLUFFS AT LAKE LUCY
Permit 2020-045
Riley Purgatory Bluff Creek
Watershed District



Locator Map Not to Scale

Chanhassen
Carver County, MN

Figure 4
**IRRIGATION
AREAS**

**THE BLUFFS
AT LAKE LUCY**

Date: 9/24/2020

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Information depicted may include data unverified by AE2S. Any reliance upon such data is at the user's own risk. AE2S does not warrant this map or its features are either spatially or temporally accurate.
Coordinate System: NAD 1983 HARN Adj MN Carver Feet | Edited by: lwehr | C:\Users\LWehr\AE2S\Sathre - Galphin\GIS\Fig4_IrrigationAreas.mxd

DRAWING NAME	NO.	BY	DATE	REVISIONS
07/28/20				
CHECKED BY	04	MAV	08/16/20	CITY COMMENTS
DESIGNED BY	03	MAV	08/16/20	CITY COMMENTS
DRAWN BY	02	MAV	08/27/20	PREVIOUS COMMENTS
DATE	01	MAV	07/29/20	LAYOUT REVISIONS

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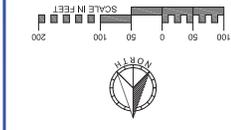
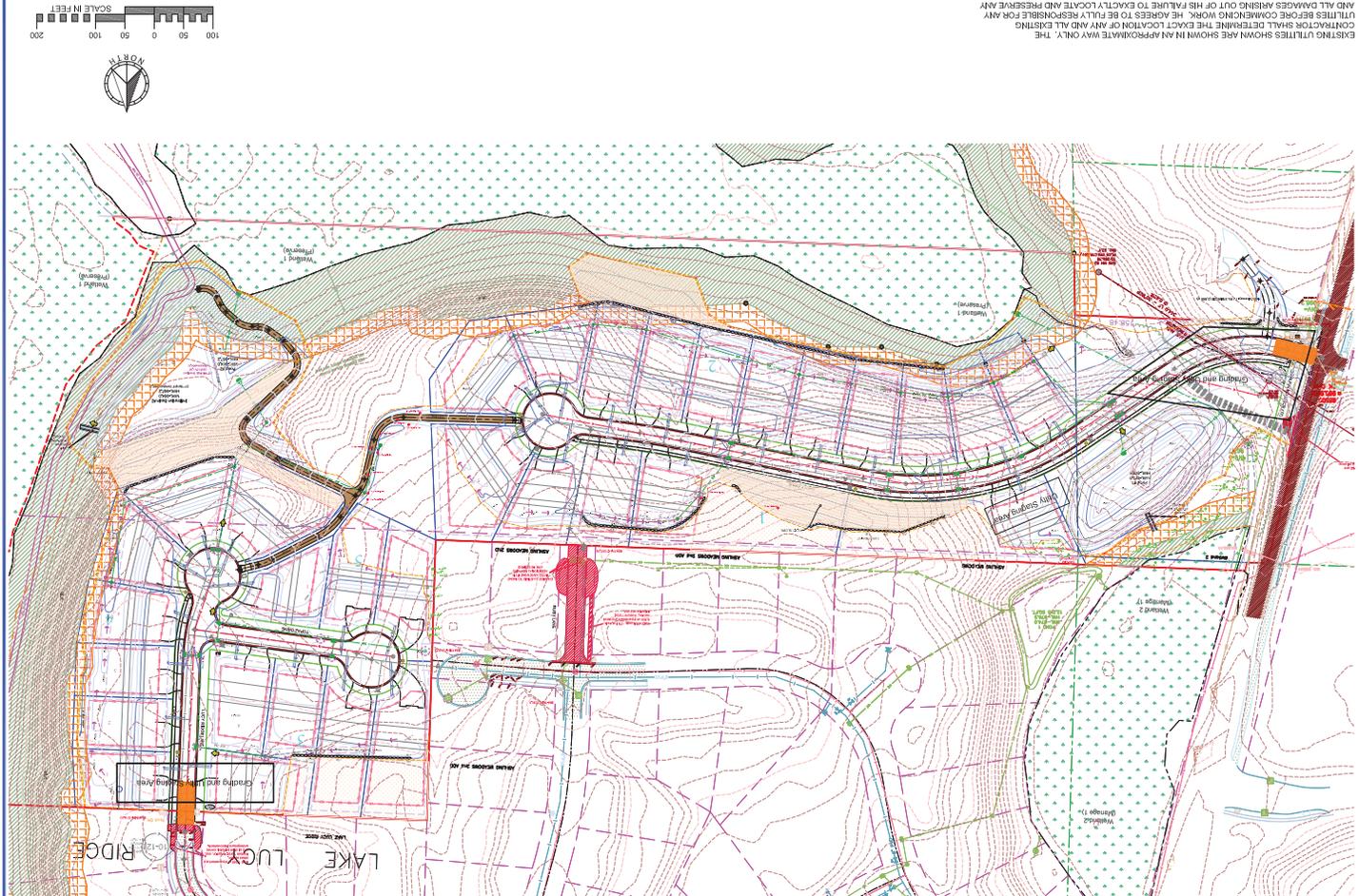
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 150 SOUTH BROADWAY WAZATA, MN 55391 (952) 476-8000

CHANNASSEN MINNESOTA
 CITY PROJECT NO. 2020-12

CHANNASSEN MINNESOTA
 10550 Old County Road 15
 Suite 200
 Plymouth, MN 55441
 Call: 612-270-4473
 Email: craig@g9nyrecompany.com



- Developer Contact Information:**
 Chan Three Development, Inc.
 10550 Old County Road 15
 Suite 200
 Plymouth, MN 55441
 Call: 612-270-4473
 Email: craig@g9nyrecompany.com
- Activities must be conducted so as to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, Eurasian watermilfoil, etc.) to the maximum extent possible.**
- a.** Natural topography and soil conditions must be preserved, including retention on-site of native topsoil to the greatest extent possible.
- b.** Construction shall include maintenance of the disturbance intensity and duration, including piling of debris to minimize quantity of disturbed area at any one time.
- c.** Additional measures, such as hydraulic mulching and other practices as specified by the District must be used on slopes of 3:1 (1:1) or steeper to provide adequate stabilization.
- d.** Final site stabilization measures must specify that at least six inches of topsoil or organic matter be spread and incorporated into the underlying soil during final site preparation.
- e.** Soil surfaces completed during construction and remaining pervious areas upon completion of construction must be decomposed to achieve:
 1. a soil composition (bulk) pressure of less than 1,400 kPa (200 psi) or 200 pounds per square foot of soil;
 2. a bulk density of less than 1.4 grams per cubic centimeter or 87 pounds per cubic foot to the upper 12 inches of soil.
- f.** Construction site waste such as discarded building materials, concrete truck washout, concrete, floor and sanitary waste must be properly managed.
- g.** All temporary erosion and sediment control BMPs must be maintained until completion of construction and vegetation is established sufficiently to ensure stability of the site, as determined by the District.
- h.** All temporary erosion and sediment control BMPs must be removed upon final stabilization.
- i.** Soil surfaces completed during construction and remaining pervious areas upon completion of construction must be decomposed to achieve:
 1. a soil composition (bulk) pressure of less than 1,400 kPa (200 psi) or 200 pounds per square foot of soil;
 2. a bulk density of less than 1.4 grams per cubic centimeter or 87 pounds per cubic foot to the upper 12 inches of soil.
- j.** All disturbed areas must be stabilized within 7 calendar days after land-disturbing work has temporarily or permanently ceased or a property that opens to an impervious water body. 20% in the first year, six years (where possible), and 25% beyond the first year.
- k.** The permittee must, at a minimum, inspect, maintain and repair all disturbed surfaces and all erosion and sediment control facilities and soil stabilization measures every day works are performed on the site and at least weekly until land-disturbing activity has ceased. The permittee must perform these responsibilities at least weekly until the permittee has removed all disturbed areas and all erosion and sediment control facilities are removed. The permittee will maintain a log of activities under this section for inspection by the District on request.

	ROCK ENTRANCE BERM
	POST GRADING SILT FENCE
	SILT FENCE
	CONCRETE WASHOUT
	EROSION BLANKET

Construction Schedule:
 Site Grading including tree clearing: 6-7 weeks
 Utility Construction: 4-5 weeks
 Street Construction: 3 weeks
 Minor Utility Restoration: 2 weeks
 Stormwater and Final Restoration: 2 weeks

Anticipated Start Date: April 15, 2021

DRAWING NAME	NO.	BY	DATE	REVISIONS
SHEETS DRAINAGE	01	MAV	07/22/20	LAYOUT REVISIONS
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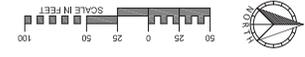
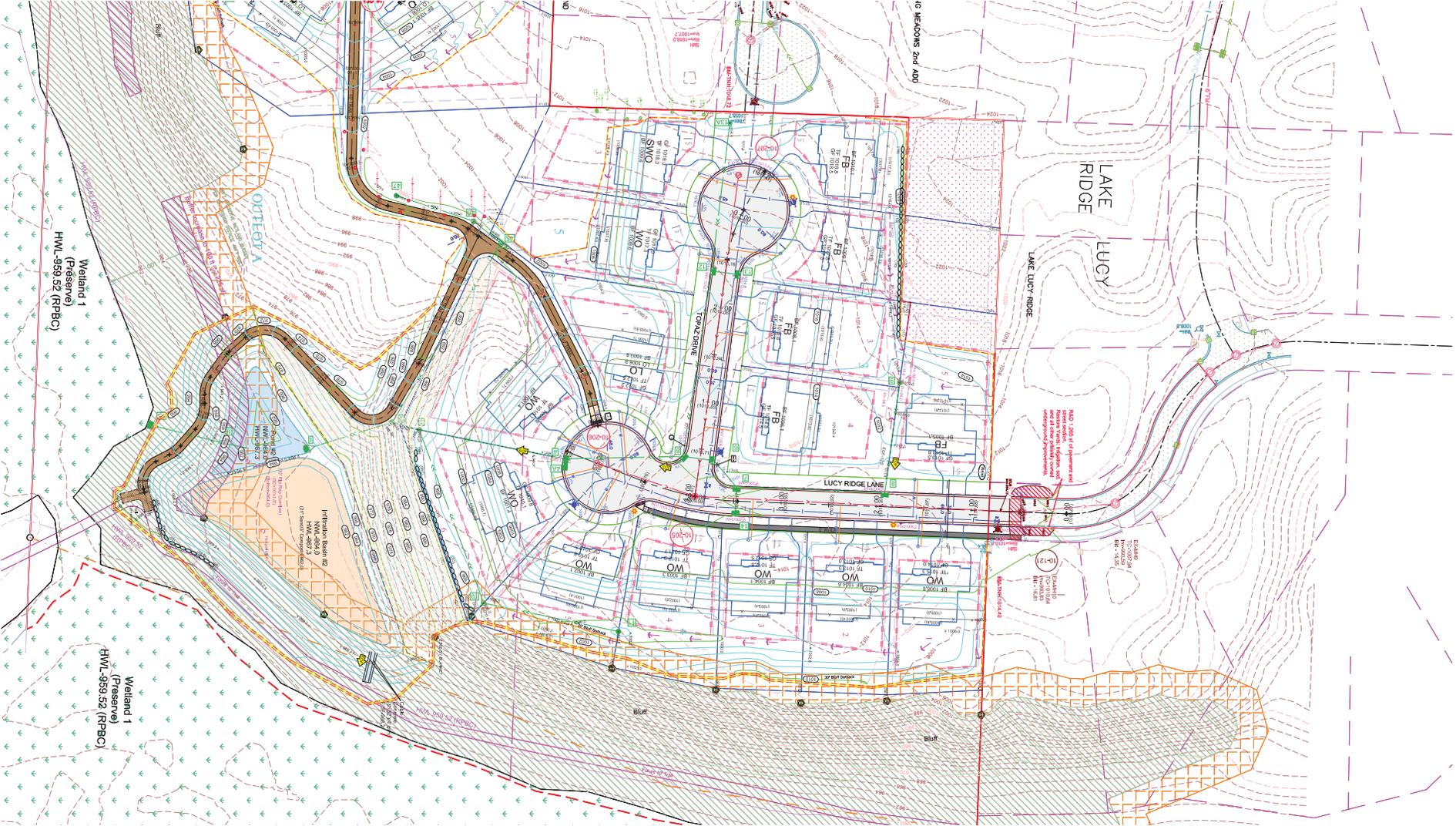


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CHANNASSEN MINNESOTA
 CITY PROJECT NO. 2020-12

THE BLUFFS AT LAKE LUCY
 CHAN THREE DEVELOPMENT, INC.

FILE NO. 3120-079
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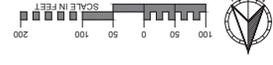
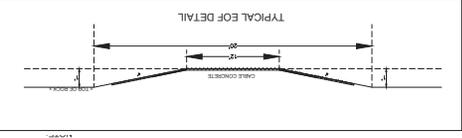
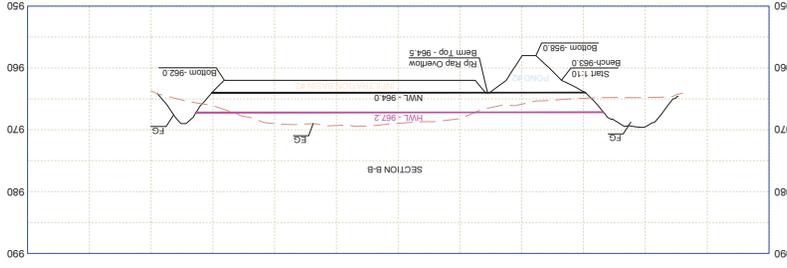
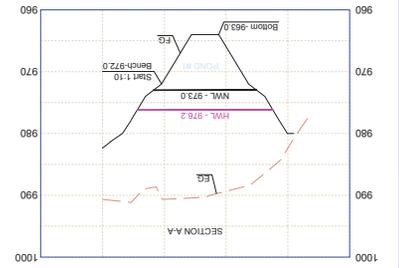
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MINNESOTA PLANNERS & ENGINEERS
 SAHRE-BERGQUIST, INC.
 150 SOUTH BROADWAY WAYZATA, MN 55391 (952) 476-8000
 CHANHASSEN, MINNESOTA
 CITY PROJECT NO. 2020-12

FILE NO. 3120-079
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 CHAN THREE DEVELOPMENT, INC.
 THE BLUFFS AT LAKE LUCY
 STORM SEWER PLAN

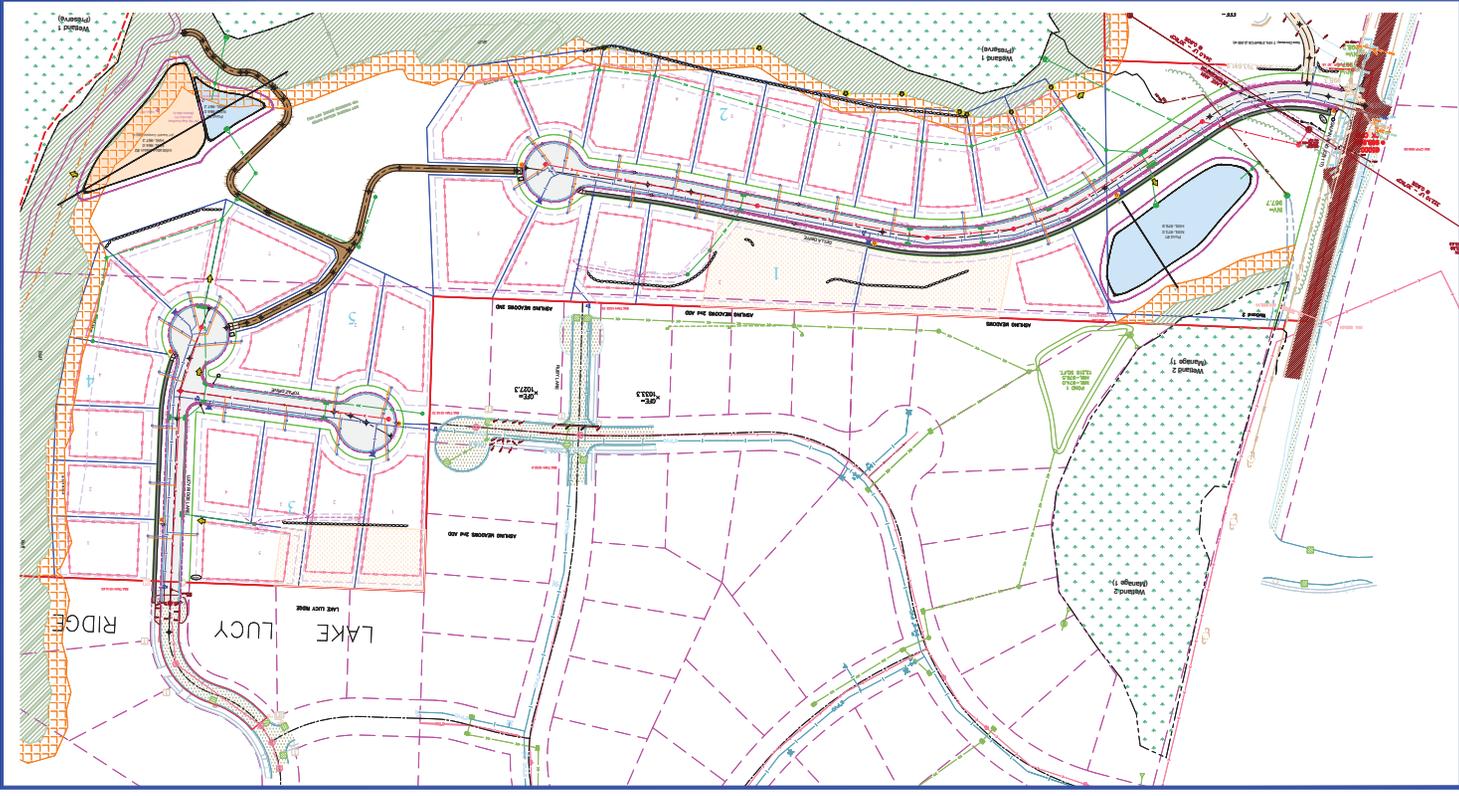
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Structure Name	TYPE	SIZE (IN.)	INV.	FES
1	FES	30	984.0	12
15	FES	18	959.8	10
16	FES	30	973.0	17
40	FES	27	963.5	14
42	FES	12	987.7	9

Structure Name	TYPE	SIZE (IN.)	INV.	FES
16	OC	961.5	970.50	16
43	OC	970.5	970.50	43

STRUCTURE NAME	TYPE	DIAMETER	RIM	BUILD	INV.	CASTING	NOTES
2	CBMH	48.0"	976.5	12.5	964.2	R-4342	
3	CBMH	48.0"	995.0	9.0	986.0	R-4342	
4	CBMH	48.0"	1007.1	8.7	998.4	R-3067-VB	
4A	CB	24"	1007.2	4.5	1002.9	R-3067-V	
5	CBMH	48.0"	1009.9	5.3	1004.6	R-3067-V	
6	CBMH	48.0"	1010.2	5.4	1004.8	R-3067-V	
7	CBMH	48.0"	1009.6	4.6	1005.0	R-3067-V	
8	CBMH	48.0"	1010.8	4.7	1006.1	R-3067-V	
9	CBMH	48.0"	1010.0	3.5	1006.5	R-4342	
10	CBMH	48.0"	996.0	4.5	991.7	R-4342	
11	CB	27.0"	999.0	4.5	994.7	R-4342	
12	CBMH	48.0"	1014.3	4.5	1009.4	R-3067-V	
13	CB	24"	1014.3	4.5	1010.0	R-3067-V	
13A	CB	27.0"	1014.0	4.0	1010.0	R-4342	
14	CBMH	48.0"	1009.6	4.5	1005.3	R-3067-V	
19	CBMH	48.0"	981.4	12.3	969.1	R-3067-VB	4' SLUMP
19A	CB	24"	981.5	4.5	977.2	R-3067-V	
20	CBMH	48.0"	981.4	8.5	973.2	R-3067-VB	
20A	CB	24"	981.5	4.5	977.2	R-3067-V	
21	CBMH	48.0"	979.0	5.6	973.4	R-4342	
22	CBMH	48.0"	978.0	4.2	973.8	R-4342	
23	CBMH	48.0"	978.5	4.1	974.4	R-4342	
24	CBMH	48.0"	979.0	4.5	974.7	R-4342	
25	CBMH	48.0"	981.0	4.5	976.7	R-4342	
27	CBMH	48.0"	986.0	4.5	981.7	R-4342	
28	CBMH	48.0"	995.0	4.5	990.7	R-4342	
29	CBMH	48.0"	987.0	4.5	982.7	R-4342	
30	CB	27.0"	1000.0	4.5	995.7	R-4342	
31	CBMH	48.0"	985.2	4.5	980.9	R-3067-V	
32	CBMH	48.0"	988.2	4.6	983.6	R-3067-V	
33	CBMH	48.0"	990.6	4.6	986.2	R-3067-V	
34	CBMH	48.0"	999.3	4.6	994.7	R-3067-V	
35	CBMH	48.0"	999.3	4.5	995.0	R-3067-V	
36	CBMH	48.0"	1006.1	6.6	999.5	R-4342	
37	CB	27.0"	1004.0	4.5	999.7	R-4342	
38	CB	24"	988.2	4.5	983.9	R-3067-V	
39	CB	24"	990.8	4.5	986.0	R-3067-V	
41	STM	60.0"	980.1	14.1	966.0	R-1642	



DRAWING NAME	NO.	BY	DATE	REVISIONS
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REVISIONS	02	MAJ	09/16/20	
CITY COMMENTS	03	MAJ	09/22/20	
CITY COMMENTS	04	MAJ	09/16/20	
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Robert S. Mathias

Robert S. Mathias, P.E. Lic. No. 070870

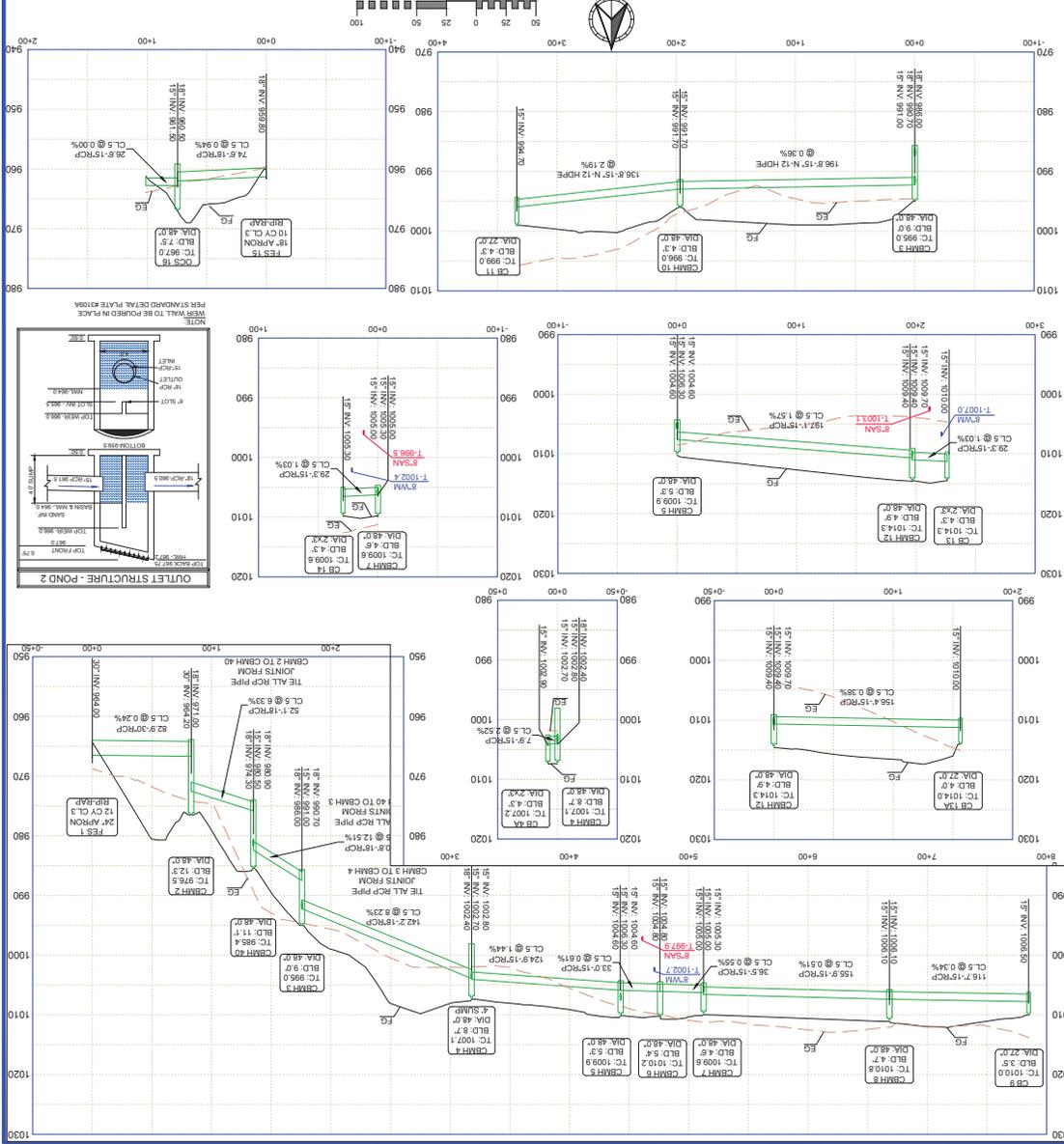
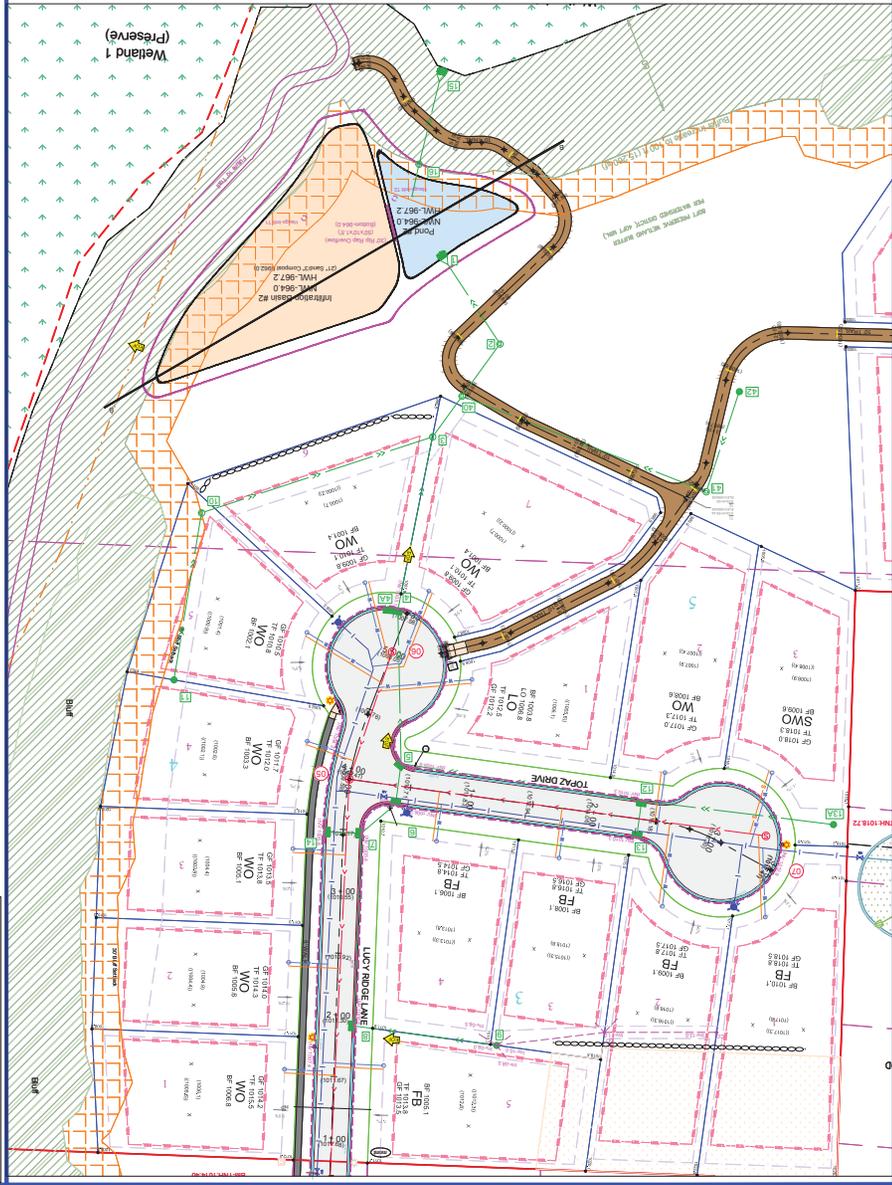


SATHRE-BERGQUIST, INC.
150 SOUTH BROADWAY WAZAYATA, MN 55381 (952) 476-8000

MINNESOTA
CHANNASSEN
2020-12
CITY PROJECT NO.

THE BLUFFS AT LAKE LUCY
CHAN THREE DEVELOPMENT, INC.

FILE NO. 3120-079
9
30



DRAWING NAME	NO	BY	DATE	REVISIONS
SHEETS NUMBER	01	MAY	07/29/20	LAYOUT REVISIONS
DRAWN BY	02	MAY	08/27/20	REWORK COMMENTS
CHECKED BY	03	MAY	09/04/20	CITY COMMENTS
RSM	04	MAY	09/16/20	CITY COMMENTS
DATE				FROM ILLEGITIMATE USE.

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Robert S. Bergquist
 Robert S. Bergquist, P.E.
 Lic. No. 070870

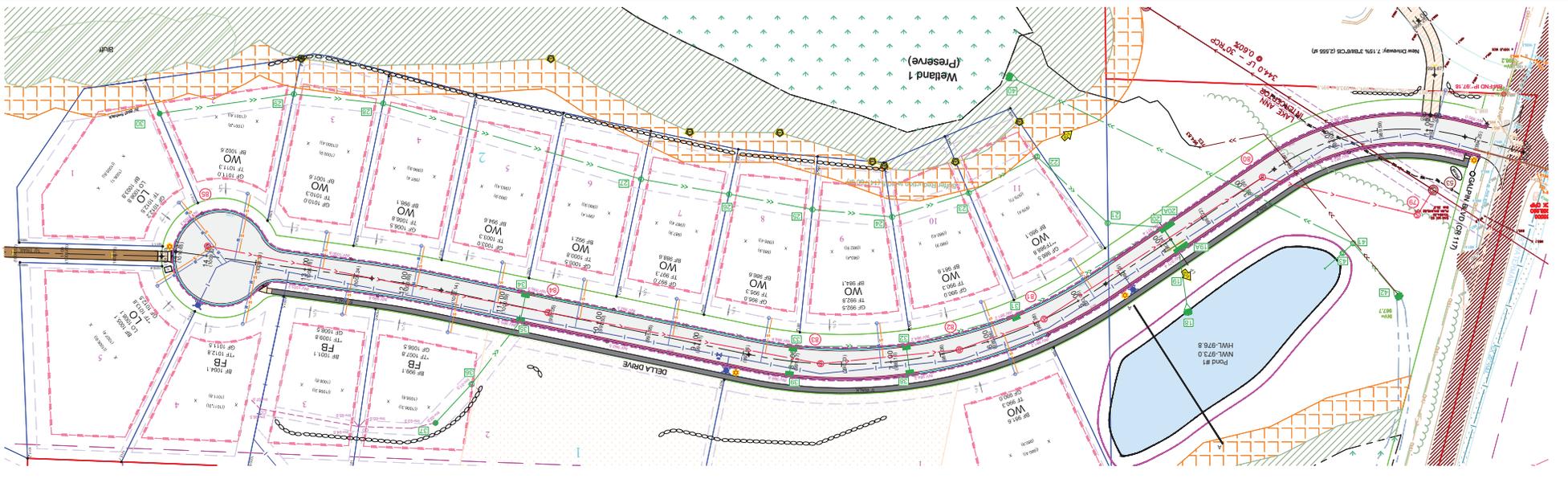
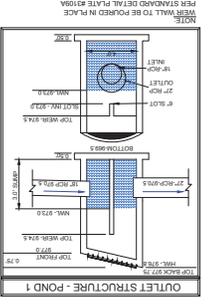
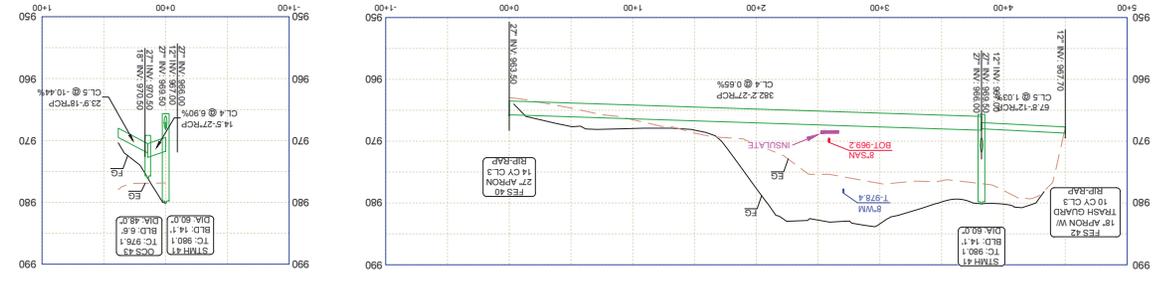
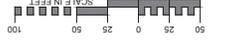


150 SOUTH BROADWAY WAZATA, MN 55391 (952) 476-8000
SATHRE-BERGQUIST, INC.

MINNESOTA
CHANNASSETT
 CITY PROJECT NO. 2020-12

THE BLUFFS AT LAKE LUCY
STORM SEWER PLAN
 CHAN THREE DEVELOPMENT, INC.

FILE NO. 3120-079
 12
 30





September 29, 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 eight months ending August 31, 2020.

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 August 31, 2020 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.

REDPATH AND COMPANY, LTD.

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

St. Paul, Minnesota
September 29, 2020

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Treasurers Report

August 31, 2020

REPORT INDEX

<u>Page #</u>	<u>Report Name</u>
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
August 31, 2020

Accounts Payable:

<u>Check #</u>	<u>Payee</u>	<u>Amount</u>
5333	Barr Engineering	\$62,359.17
5334	B9 Polar Waters, LLC	7,593.28
5335	Carver Soil & Water Conservation District	8,525.00
5336	CenturyLink	396.69
5337	Coverall of the Twin Cities	316.76
5338	Dunn & Semington, LLC	999.67
5339	ECM Publishers, Inc.	2,032.00
5340	Peter Gausman	250.00
5341	HDR Engineering, Inc.	652.52
5342	HealthPartners	4,760.09
5343	Amy Herbert, LLC	1,215.00
5344	Rnadall Hildreth	5,000.00
5345	Olivia R. Holstine	376.44
5346	Houston Engineering, Inc.	23,500.00
5347	Iron Mountain	129.95
5348	Kari Jo Johnson	825.00
5349	Landbridge Ecological Services	7,196.00
5350	League of MN Cities Ins. Trust P & C	14,980.00
5351	League of MN Cities Ins. Trust	1,975.00
5352	Metro Sales, Inc.	583.80
5353	Outdoor Lab	8,343.00
5354	Preserve Association	4,918.88
5355	Preserve Association	4,918.88
5356	Principal Life Insurance Company	404.01
5357	ProTech	236.57
5358	Redpath & Company	2,384.95
5359	RMB Environmental Laboratories, Inc.	1,064.00
5360	RMB Environmental Laboratories, Inc.	1,916.00
5361	Sharper Management	10,334.00
5362	Smith Partners	12,874.07
5363	SRF Consulting Group, Inc.	915.07
5364	Sunram Construction, Inc.	38,875.01
5365	Maria Vallavicencio	246.35
5366	Wenck, Inc.	3,627.20
5367	What Works, Inc.	3,607.50
5368	Xcel Energy	657.34
Total Accounts Payable:		<u><u>\$238,989.20</u></u>

Payroll Disbursements:

Payroll Processing Fee	222.80	
Employee Salaries	49,414.94	
Employer Payroll Taxes	3,998.54	
Employer Benefits (H.S.A. Match)	466.66	
Employee Benefit Deductions	(494.40)	
Staff Expense Reimbursements	627.30	
PERA Match	2,933.99	
Total Payroll Disbursements:		<u><u>\$57,169.83</u></u>
VISA - 8/11/20		5,095.68

TOTAL DISBURSEMENTS:

\$301,254.71

Memos

The 2020 mileage rate is .575 per mile. The 2019 rate was .58
Old National VISA will be paid on-line.

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
Fund Performance Analysis - Table 1
August 31, 2020

	2020 Budget	Fund Transfers	Revised 2020 Budget	Current Month	Year-to-Date	Year-to-Date Percent of Budget
REVENUES						
Plan Implementation Levy	\$3,703,000.00	-	\$3,703,000.00	-	1,916,340.82	51.75%
Permit	25,000.00	-	25,000.00	6,250.00	46,674.00	186.70%
Grant Income	346,719.00	-	346,719.00	3,500.00	75,950.00	21.91%
Investment Income	75,000.00	-	75,000.00	2,809.25	50,982.22	67.98%
Past Levies	3,699,097.00	-	3,699,097.00	-	-	0.00%
Miscellaneous Income	-	-	-	-	3,488.84	---
Reimbursements	-	-	-	-	119,179.05	---
Partner Funds	612,698.00	-	612,698.00	-	-	0.00%
TOTAL REVENUE	\$8,461,514.00	-	\$8,461,514.00	\$12,559.25	\$2,212,614.93	26.15%
EXPENDITURES						
Administration						
Accounting and Audit	\$42,000.00	-	\$42,000.00	\$2,607.75	40,549.81	96.55%
Advisory Committees	5,000.00	-	5,000.00	-	137.48	2.75%
Insurance and bonds	20,000.00	-	20,000.00	14,980.00	14,980.00	74.90%
Engineering Services	109,000.00	-	109,000.00	6,663.50	64,071.19	58.78%
Legal Services	84,000.00	-	84,000.00	10,636.70	71,778.87	85.45%
Manager Per Diem/Expense	20,000.00	-	20,000.00	-	10,369.76	51.85%
Dues and Publications	14,000.00	-	14,000.00	3,117.00	12,237.00	87.41%
Office Cost	150,000.00	-	150,000.00	14,156.40	114,171.31	76.11%
Permit Review and Inspection	135,000.00	-	135,000.00	10,225.09	124,108.34	91.93%
Permit and Grant Database	39,900.00	-	39,900.00	23,500.00	23,500.00	58.90%
Professional Services	-	-	-	3,607.50	8,092.00	---
Recording Services	17,000.00	-	17,000.00	1,215.00	8,049.48	47.35%
Staff Cost	600,000.00	-	600,000.00	44,465.29	337,470.15	56.25%
Subtotal	\$1,235,900.00	-	\$1,235,900.00	\$135,174.23	\$829,515.39	67.12%
Programs and Projects						
District Wide						
10-year Management Plan	\$5,000.00	-	\$5,000.00	452.20	11,481.92	229.64%
AIS Inspection and early response	85,000.00	-	85,000.00	-	2,783.52	3.27%
Cost-share	398,723.00	-	398,723.00	36,589.60	84,726.66	21.25%
Data Collection and Monitoring	192,000.00	-	192,000.00	25,248.70	122,582.65	63.85%
Community Resiliency	63,130.00	-	63,130.00	4,359.00	10,166.00	16.10%
Education and Outreach	123,000.00	-	123,000.00	8,852.23	72,012.21	58.55%
Plant Restoration - U of M	58,762.00	-	58,762.00	-	13,534.43	23.03%
Repair and Maintenance Fund *	267,730.00	-	267,730.00	340.00	54,799.58	20.47%
Wetland Management*	165,685.00	-	165,685.00	857.52	15,065.08	9.09%
Groundwater Conservation*	179,750.00	-	179,750.00	-	120.00	0.07%
Lake Vegetation Implementation	125,937.00	-	125,937.00	-	33,526.58	26.62%
Opportunity Project*	287,501.00	-	287,501.00	-	13,666.29	4.75%
Stormwater Ponds - U of M	79,985.00	-	79,985.00	739.00	32,568.96	40.72%
Hennepin County Chloride Initiative	114,830.00	-	114,830.00	-	21,859.46	19.04%
Lower Minnesota Chloride Cost-Share	217,209.00	-	217,209.00	-	-	0.00%
Subtotal	\$2,364,242.00	-	\$2,364,242.00	\$77,438.25	\$488,893.34	20.68%
Bluff Creek						
Bluff Creek Tributary*	65,037.00	-	65,037.00	39,407.26	54,211.91	83.36%
Wetland Restoration at Pioneer	308,674.00	-	308,674.00	84.97	30,920.29	10.02%
Subtotal	\$373,711.00	-	\$373,711.00	\$39,492.23	\$85,132.20	22.78%
Riley Creek						
Lake Riley - Alum Treatment*	305,000.00	-	305,000.00	260.00	255,914.74	83.91%
Rice Marsh Lake in-lake phosphorus load	60,568.00	-	60,568.00	-	14,307.26	23.62%
Rice Marsh Lake Water Quality Improvement Phase 1	300,000.00	-	300,000.00	-	15,742.50	5.25%
Riley Creek Restoration (Reach E and D3)	1,773,623.00	-	1,773,623.00	858.06	1,936,956.37	109.21%
Lake Riley & Rice Marsh Lake Subwatershed Assessment	29,961.00	-	29,961.00	1,769.60	30,509.57	101.83%
Upper Riley Creek Stabilization	1,100,000.00	(250,000.00)	850,000.00	5,704.50	36,271.02	4.27%
Middle Rice Creek	-	268,900.00	268,900.00	9,425.50	63,412.05	23.58%
Lake Ann Wetland Restoration	150,000.00	(100,000.00)	50,000.00	-	-	0.00%
St. Hubert Water Quality Project	-	100,000.00	100,000.00	915.07	26,561.38	26.56%
Subtotal	\$3,719,152.00	\$18,900.00	3,738,052.00	\$18,932.73	\$2,379,674.89	63.66%
Purgatory Creek						
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	-	50,000.00	-	12,359.28	24.72%
Lotus Lake in-lake phosphorus load control	104,106.00	-	104,106.00	-	24,880.41	23.90%
Silver Lake Restoration - Feasibility Phase 1	255,931.00	-	255,931.00	5,876.50	27,668.18	10.81%
Scenic Heights	55,459.00	-	55,459.00	210.00	2,557.50	4.61%
Hyland Lake in-lake phosphorus load control	1,388.00	-	1,388.00	-	-	0.00%
Duck Lake watershed load	125,422.00	-	125,422.00	18,734.67	89,655.82	71.48%
Micell Lake Subwatershed Assessment	46,203.00	-	46,203.00	1,597.60	50,191.07	108.63%
Lotus Lake Kerber Pond	30,000.00	-	30,000.00	3,798.50	10,496.00	34.99%
Subtotal	\$668,509.00	\$0.00	668,509.00	\$30,217.27	\$217,808.26	32.58%
Reserve	\$100,000.00	(\$18,900.00)	81,100.00	-	-	0.00%
TOTAL EXPENDITURE	\$8,461,514.00	\$0.00	\$8,461,514.00	\$301,254.71	\$4,001,024.08	47.28%
EXCESS REVENUES OVER (UNDER) EXPENDITURES	\$0.00	\$0.00	\$0.00	(\$288,695.46)	(\$1,788,409.15)	

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

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Multi-Year Project Performance Analysis - Table 2

August 31, 2020

	Total Project	FUNDING SOURCE			Month Ended 08/31/20	Year To-Date	Lifetime Costs	Remaining
		District funds	Partner Fund	Grants				
Programs and Projects								
District Wide								
Community Resiliency	98,000.00	98,000.00	-	-	4,359.00	10,166.00	45,035.50	52,964.50
Repair and Maintenance Fund	277,005.00	277,005.00	-	-	340.00	54,799.58	89,075.08	187,929.92
Wetland Management	200,000.00	200,000.00	-	-	857.52	15,065.08	74,380.14	125,619.86
Groundwater Conservation	180,000.00	180,000.00	-	-	-	120.00	370.00	179,630.00
Opportunity Project*	300,000.00	300,000.00	-	-	-	13,666.29	26,165.29	273,834.71
Stormwater Ponds - U of M	106,092.00	64,092.00	42,000.00	-	739.00	32,568.96	58,675.97	47,416.03
Hennepin County Chloride Initiative	120,800.00	19,000.00	-	101,800.00	-	21,859.46	27,829.77	92,970.23
Lower Minnesota Chloride Cost-Share	217,209.00	20,000.00	-	197,209.00	-	-	-	217,209.00
Subtotal	\$1,499,106.00	\$1,158,097.00	\$42,000.00	\$299,009.00	\$6,295.52	\$148,245.37	\$321,531.75	1,177,574.25
Bluff Creek								
Bluff Creek Tributary*	436,750.68	386,750.68	50,000.00	-	39,407.26	54,211.91	375,924.69	60,825.99
Wetland Restoration at Pioneer	857,820.00	450,000.00	-	407,820.00	84.97	30,920.29	580,068.31	277,751.69
Subtotal	\$1,294,570.68	\$836,750.68	\$50,000.00	\$407,820.00	\$39,492.23	\$85,132.20	\$955,993.00	\$338,577.68
Riley Creek								
Lake Riley - Alum Treatment 1st dose *	560,000.00	560,000.00	-	-	260.00	255,914.74	510,914.57	49,085.43
Rice Marsh Lake in-lake phosphorus load	150,000.00	150,000.00	-	-	-	14,307.26	103,740.07	46,259.93
Rice Marsh WQ 1	300,000.00	300,000.00	-	-	-	15,742.50	15,742.50	284,257.50
Riley Creek Restoration (Reach E and D3) *	2,168,148.00	1,615,000.00	553,148.00	-	858.06	1,936,956.37	2,205,088.64	(36,940.64)
Lake Riley & Rice Marsh Lake Subwatershed Assessment	72,500.00	12,500.00	5,000.00	55,000.00	1,769.60	30,509.57	73,048.54	(548.54)
Upper Riley Creek Stabilization	450,000.00	1,100,000.00	0.00	-	5,704.50	36,271.02	36,271.02	413,728.98
Subtotal	\$3,700,648.00	\$3,737,500.00	\$558,148.00	\$55,000.00	\$8,592.16	\$2,289,701.46	\$2,944,805.34	\$755,842.66
Purgatory Creek								
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	50,000.00	-	-	-	12,359.28	12,359.28	37,640.72
Lotus Lake in-lake phosphorus load control	345,000.00	345,000.00	-	-	-	24,880.41	265,773.75	79,226.25
Silver Lake Restoration Project WQ1	268,013.00	268,013.00	-	-	5,876.50	27,668.18	39,750.01	228,262.99
Scenic Heights	260,000.00	165,000.00	45,000.00	50,000.00	210.00	2,557.50	207,098.75	52,901.25
Hyland Lake Internal Load	150,000.00	130,000.00	20,000.00	-	-	-	128,612.41	21,387.59
Duck Lake watershed load	220,000.00	220,000.00	0.00	0.00	18,734.67	89,655.82	184,232.84	35,767.16
Mitchell Lake Subwatershed Assessment	87,500.00	12,500.00	5,000.00	70,000.00	1,597.60	50,191.07	91,487.71	(3,987.71)
Subtotal	\$1,380,513.00	\$1,190,513.00	\$70,000.00	\$120,000.00	\$26,418.77	\$207,312.26	\$929,314.75	\$451,198.25
Total Multi-Year Project Costs	\$7,874,837.68	\$6,922,860.68	\$720,148.00	\$881,829.00	\$80,798.68	\$2,730,391.29	\$5,151,644.84	\$2,723,192.84

Riley Purgatory Bluff Creek Watershed District
Balance Sheet
As of August 31, 2020

ASSETS

Current Assets

General Checking-Old National	\$1,663,768.42
Checking-Old National/BMW	23,256.03
Investments-Standing Cash	3,364,108.14
Investments-Wells Fargo	669,054.65
Accrued Investment Interest	21,874.72
Due From Other Governments	51,116.73
Taxes Receivable-Delinquent	36,003.36
Pre-Paid Expense	24,742.32
Security Deposits	7,244.00

Total Current Assets: \$5,861,168.37

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$399,638.00
Retainage Payable	12,521.39
Salaries Payable	19,557.15
Permits & Sureties Payable	648,789.50
Deferred Revenue	36,003.36
Unearned Revenue	199,470.00

Total Current Liabilities: \$1,315,979.40

Capital

Fund Balance-General	\$6,333,598.12
Net Income	(1,788,409.15)

Total Capital \$4,545,188.97

Total Liabilities & Capital \$5,861,168.37

RILEY PURGTORY BLUFF CREEK WATERSHED DISTRICT
OLD NATIONAL BANK VISA ACTIVITY
August 31, 2020

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
08/17/20	Kowalski's Market, Eden Prairie	29.99	Team Meeting Supplies	10-00-4205	Y
08/19/20	Kowalski's Market, Eden Prairie	23.58	Team Meeting Supplies	10-00-4205	Y
08/19/20	Na's Thai Café	210.73	Team Meeting Supplies	10-00-4205	Y
08/19/20	Na's Thai Café	18.88	Team Meeting Supplies	10-00-4205	Y
08/21/20	Verizon Wireless	442.69	Telecommunications	10-00-4240	Y
08/22/20	Amazon Mktp.	32.98	Office Supplies	10-00-4200	Y
08/26/20	Randy's Sanitation	99.07	Monthly Sanitation Services	10-00-4220	Y
08/27/20	USPS	190.25	Postage Supplies	10-00-4280	Y
09/01/20	Lands End Bus. Outfitters	428.95	Office PPE	10-00-4200	Y
09/03/20	SQ*Fe Security LLC	439.21	Update/Programming LTE	10-00-4203	Y
09/04/20	Adobe Acropro Subs.	16.10	Software	10-00-4203	Y
09/10/20	Microsoft	134.41	Software	10-00-4203	Y
		\$2,066.84	General Administration Total		
08/17/20	Hach Company	1,673.50	Data Collection Supplies	20-05-4201	Y
08/18/20	Holiday Stations	83.75	Fuel for Vehicle	20-05-4322	Y
08/19/20	Hologram	100.00	Data Collection Supplies	20-05-4201	Y
08/24/20	Northern Tool & Equipment	53.74	Data Collection Supplies	20-05-4201	Y
08/26/20	Gulf Oil	24.09	Fuel for Vehicle	20-13-4322	Y
08/26/20	Northern Tool & Equipment	159.12	Data Collection Supplies	20-05-4201	Y
08/28/20	Forestry Suppliers, Inc.	110.55	Data Collection Supplies	20-05-4201	Y
08/31/20	Hach Company	539.95	Data Collection Supplies	20-05-4201	Y
09/02/20	MSU Payments	875.00	Wetlands Training	20-13-4265	Y
09/02/20	Menards Eden Prairie	5.35	Wetlands Supplies	20-13-4201	Y
09/04/20	Baseline Equipment Com.	87.39	Wetlands Supplies	20-13-4201	Y
09/07/20	Amazon Mktp.	28.98	Office Supplies	20-13-4201	Y
09/08/20	Amazon Mktp.	51.97	Textbook	20-13-4265	Y
09/09/20	Frattalone's Eden Prairie	4.29	Data Collection Supplies	20-05-4201	Y
09/10/20	Speedway	22.94	AIS Fuel	20-02-4322	Y
09/10/20	Speedway	54.83	Data Collection Fuel	20-05-4322	Y
09/12/20	Amazon Mktp.	52.29	Office Supplies	20-03-4200	Y
		\$3,927.74	District-Wide Total		
		\$5,994.58	GRAND TOTAL		

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

TASK ORDER No. 33
Phase 1 - RPBCWD Wetland Assessment
Pursuant to Agreement for Engineering Services
Riley Purgatory Bluff Creek Watershed District and Barr Engineering Company.
October 1, 2020

This Task Order is issued pursuant to Section 1 of the above-cited engineering services agreement between the Riley Purgatory Bluff Creek Watershed District (District) and Barr Engineering Company (Engineer) and incorporated as a part thereof.

1. Background:

During the development of RPBCWD's 10-year management plan (Plan) the District conducted extensive community outreach to ensure the District's plan reflected the community's concerns. One of the engagement methods was a community survey. Of the 408 respondents to the survey, 176 of them considered wetlands to be one of the most valuable water resources. This was second most selected water resource among all choices. With this knowledge, the District's plan acknowledges that the management, protection, and restoration of wetlands is tremendously important. The near-term goal of the wetland program will be the identification of high-priority wetland areas for restoration, enhancement, and preservation.

In its Watershed Management Plan, the RPBCWD identified a goal to "preserve and enhance the quantity, as well as the functions and values of District wetlands. (WQual 2)". To advance this goal, the District implements a wetland program aimed at addressing the actions outlined in various section of the Plan and summarized below:

- The District will develop a program to identify potential restorable wetlands and prioritize the restoration of those identified wetlands. The first step will be to develop an inventory of the wetlands within the District as described in the data collection strategy (DC S1)
- Assessing the number, location and functions and values of wetlands in the watershed (utilizing and, where necessary, updating existing data and analyses), then will identify specific subwatersheds within which hydrologically integrated wetland systems (groundwater/surface water interactions) can be preserved and/or restored.
- Using the Minnesota Routine Assessment Methodology for Evaluating Wetland Functions (MnRAMs) completed by other LGUs, where possible or prudent, to begin to develop a database of wetland locations, areas, public values, and functions within the District boundaries. These assessments will be used to determine if the potential exists for a wetland to be rehabilitated to provide additional – or enhance existing - functions and values and improve the understanding of functions and value being protected. These assessments, and additional functional assessments will also be used to identify high-priority areas and wetland protection areas.

Since the RPBCWD staff began implementing the wetland program in 2018 the District has collected available data from the cities of Chanhassen and Minnetonka. As of the end of 2019, District staff have also completed assessments to determine the wetland management classification for the portion RPBCWD that lies within Carver County has been assessed. A total of 282 wetlands were within the assessment area of which 24 wetlands are unassigned a management classification. Five of the unassigned wetlands were not assessed as they were inaccessible. The remaining 19 are either being compared to MNRAMs performed by others or have discrepancies in the data that are being evaluated. In 2020, District staff have focused on determining the management classification

of the 24 unclassified wetlands and expanding the assessment in the remaining portion of the watershed south of Highway 5. In 2021, District staff are planning to continue assessment for the remainder of the watershed north of Highway 5

It is our understanding that the District would like to continue the current assessment efforts for the remainder of the watershed and advance the wetland program by expanding the data collection and developing a wetland assessment methodology based on ecosystem services to achieve three primary objectives including:

1. Developing a method and metrics for assessing wetlands to identify high priority wetlands for rehabilitation and/or protection.
2. Developing a method and metrics to identify high priority areas for wetland restoration and creation and
3. Developing a technique and metrics for prioritizing wetland rehabilitation, protection, and creation across the watershed.

Several wetland assessment methods have been published with various aspects of wetland health assessed and variables considered to complete the assessment, including but not limited to:

- Minnesota Routine Assessment Methodology for Evaluating Wetland Functions (MnRAM) is used to assess the quality of wetlands based upon their functions and values (vegetation diversity, habitat [amphibian, fish, shoreline, wildlife], stormwater sensitivity, recreational, etc.).
- Hydrogeomorphic (HGM) classification system developed by Brinson (1993). The HGM system classifies a wetland based on its setting in the landscape (landscape position), its source of water, and its hydrodynamics (inflow, outflow, flow-through, etc.).
- The floristic quality assessment (FQA) is a vegetation-based ecological assessment approach that the MPCA uses for wetland monitoring. The rapid FQA incorporates a simplified sampling approach that relies on a limited plant species checklist and meander-type sampling that can be done rapidly.
- The Wetland Health Evaluation Program (WHEP) is an environmental monitoring program focusing on assessing the condition and health of wetlands using the MPCA's multi-metric indexes.

While these methods provide valuable information, they are missing assessment aspects and prioritization methods that fully incorporated the Districts established goals without significant levels of additional work.

While the primary goal is to preserve and enhance wetlands in the District, wetlands also play a primary role in community resiliency and ecosystem health (e.g., habitat provision, groundwater recharge, nutrient cycling, etc.). Because of the overarching impacts of wetlands on watershed functions, additional RPBCWD goals will also be considered when collecting data and developing the methods, including but not limited to:

- a. Protect, manage, and restore water quality of District lakes and creeks to maintain designated uses. (WQual 1)
- b. Preserve and enhance habitat important to fish, waterfowl, and other wildlife. (WQual 3)
- c. Promote the sustainable management of groundwater resources. (Ground 1)
- d. Protect and enhance the ecological function of District floodplains to minimize adverse impacts. (WQuan 1)

- e. Limit the impact of stormwater runoff on receiving waterbodies. (WQuan 2)

2. **Description of Services:**

In general, this workplan is split into three separate phases

- Phase 1 – Pilot Ecosystem Services Approach using available resource (i.e., Proof of concept)
- Phase 2 – Wetland Ecosystem Services Assessment for entire District (future work)
- Phase 3 – Periodic assessment updates (future work)

To achieve the District’s goals, Barr will work with the District and their partners to develop a scoring scheme for the wetlands based on the ecosystem service approach. The Ecosystem Services approach is currently used worldwide to establish the scientific basis for actions to enhance the contribution of ecosystems to human well-being without undermining their long-term productivity.” (Millenium Ecosystem Assessment 2003; <https://www.millenniumassessment.org/en/index.html>).

There are four primary steps to develop the wetland assessment tool to achieve the goals set out by the District. These steps include:

1. Developing the metrics and assessment framework to identify wetlands in need of enhancement or protection
2. Identification of data gaps and needs and collection of field data to fill gaps
3. Application of the assessment watershed wide to identify areas lacking the selected ecosystem services
4. Development of an assessment framework to identify areas for wetland creation to increase provision of ecosystem services where needed

3. **Scope of Services:**

Phase 1 - Pilot Ecosystem Services Approach using available resource (i.e., Proof of concept)

There are three primary objectives of this workplan for Phase 1:

1. Refine the program objectives, clearly define the ecosystem services as they apply to the District and align the ecosystem services with objectives in the District’s plan.
2. Develop a set of quantifiable metrics to measure the District’s wetlands current provision of each identified ecosystem service. This first phase will be a “proof of concept” approach using existing data where available.
3. Develop a monitoring plan to fill data gaps for the selected metrics. The monitoring plan will include rough cost estimates and staff requirements to ensure the approach is affordable.

The tasks to complete these objectives are described as follows:

Task 1. Refine Objectives and Ecosystem Services

The first step in the process is to refine the objectives of the assessment to ensure it aligns with the District’s Watershed Plan. This process includes a discussion of overall District objectives and specific ecosystem services that address those objectives. For example, flood control, which is an identified ecosystem service, is a primary District goal (WQuan 1) where wetlands play a critical role. A more detailed discussion around the current understanding of flooding issues, current models and studies available, and other pertinent information will help guide the quantification of wetlands’ role in flood control. Further, since many of these ecosystem services can be quite broad, Barr staff will

work with District staff to refine the definition as it applies in the RPBCWD. Currently, the District has identified the following seven (7) Ecosystem services for evaluation.

- Biodiversity
- Habitat
- Nutrient Cycling and Soil Health
- Community Resiliency (eg., Flood Control, Channel Protection)
- Groundwater Interaction and Baseflow
- Carbon Sequestration
- Recreation Opportunities

Barr will meet with District staff to refine the list of ecosystem services, align the services with District goals, and provide a more refined definition of the services as it applies to the RPBCWD.

Deliverables:

- One meeting with District staff to refine objectives and ecosystem services
- A refined set of goals and clearly defined ecosystem services to evaluate

Task 2. Identification of Ecosystem Service Metrics and Proof of Concept

Once the specific ecosystem services are defined, a detailed approach will be identified to measure each of the services identified. It should be noted not all of the necessary data to complete the ecosystem service assessment are currently available. Consequently, this pilot effort will use currently available data to demonstrate a proof of concept for each of the metrics. For example, regional data are available from the MPCA for their floristic quality assessments. Barr staff will utilize these data to show how they could be used to assess biodiversity prior to the District spending money and staff time collecting the data. There are a number of relevant programs and projects to review where quantitative metrics are already developed including but not limited to:

- Natural Capital Project <http://environment.umn.edu/discovery/natcap/>
- National Wetland Condition Assessment <https://www.epa.gov/national-aquatic-resource-surveys/nwca>
- Minnesota Pollution Control Agency's Floristic Quality Assessment of Wetlands <https://www.pca.state.mn.us/water/floristic-quality-assessment-evaluating-wetland-vegetation>
- Minnesota Board of Soil and Water Resources Wetland Functional Assessment <https://www.bwsr.state.mn.us/wetland-functional-assessment>
- Minnesota DNR's Watershed Health Assessment Framework <https://www.dnr.state.mn.us/whaf/index.html>

Barr staff will review these and other programs to develop a set of metrics to measure the level of provision for each of the ecosystem services. Barr envisions a series of meetings to discuss the metrics available, how they apply to different wetland types, a framework for their application, and relationship to other regulatory programs relevant to the District. The metrics will be based on available data as much as possible to limit significant monitoring costs. The metrics will be linked to other advancing projects such as the EPA's National Wetland Condition Assessment (NWCA) to ensure that rapidly improving science can be easily adopted into the framework.

Once the metrics and scoring system are developed, Barr and RPBCWD staff will apply the metrics, where data are available, on a small scale as a demonstration project. Where data are readily available or easily generated from GIS, the metrics will be calculated and summarized. Where data are not currently available such as nutrient cycling, Barr staff will use data from other programs to demonstrate how the assessment would work. Barr will work with the District to identify a relevant area where the assessment tool can be applied and then will work with District staff, District Committees, and the established TAC to review the outcomes, identify limitations or problem areas, evaluate communicability, and review the framework compared to the District's goals.

Deliverables:

- Up to three meetings with District staff to discuss metrics for each ecosystem service (Task 7)
- A set of metrics and "proof of concept" assessment for each of the metrics

Task 3. Identify Data Gaps and Collection Program

To ensure that the program is not overly expensive, District and Barr staff will develop a list of data needs, methods of collection, and a general cost estimate for each of the metrics. This step may refine which metrics are critical, how many wetlands can be evaluated on an annual basis, and possible alternatives for assessment. Barr will also develop a list of Agencies already collecting these data and work to develop partnerships to minimize cost. For example, EPA's NWCA group might be willing to analyze some data at a reduced cost to the District as it contributes to their overall program.

Deliverables:

- Data gaps analysis summary based on the selected metrics
- Summary of data collection program enhancements to fill the data gaps, including estimates of the level of effort for District staff to implement and associated analytical costs.

Task 4. Establish a Wetland Peer Advisory Committee

Because ecosystem services and their definitions can be so diverse, District and Barr staff will develop a Wetland Peer Advisory Committee to review the assessment process and outcomes. We envision inviting local experts including the University of Minnesota (wetland experts, Natural Capital Project researchers), MPCA, DNR, BWSR and others identified by Barr and District staff.

Deliverables:

- Establishment of the Peer Advisory Committee with willing participants

Task 5. Establish a Prioritization Framework

Based on the ecosystem services information and input from the WPAH, TAC, and CAC, Barr and District staff will develop a prioritization framework following a similar process to those developed for the Creek Restoration Action Strategy and CIP. Conceptually, RPBCWD and Barr Staff will use the selected prioritization criteria, which are anticipated to align with the ecosystem services, to categorize the wetlands into low, medium, and high priority wetlands for protection and restoration. Additional scoring criteria may be developed through input from the TAC and CAC. A

summary of the findings and initial rankings will be presented to the TAC and CAC to solicit input and develop consensus.

Deliverables:

- Prioritization framework for wetland restoration and enhancement
- Summary of findings
- Presentations to the TAC and CAC (Task 7)

Task 6. Report

Barr and District staff will summarize the findings and methodology in a draft and final report to the RPBCWD Board. The report will summarize the objectives of the program, review of ecosystem services, descriptions of the selected metrics and rationale, summary of results for the pilot area, data collection needs and costs, and recommendations moving forward.

Deliverables:

- A draft and final report

Task 7. Meetings

There are several meetings required to complete the project including:

- Up to 4 meetings with District staff
- Up to 3 meetings with Wetland Peer Advisory Committee
- Up to 2 meetings with RPBCWD's Technical Advisory Committee (TAC)
- Up to 2 meetings with the Citizens Advisory Committee (CAC)
- 1 meeting to present the results to the Board

Barr staff, with assistance for District staff, will prepare to lead a targeted discussion at each meeting, prepare necessary materials (PowerPoint, handouts, or other materials as needed), and provide meeting minutes.

Deliverables:

- Preparation, attendance, and meeting minutes for up to 12 meetings

Task 8. Project Management

Project Management will be required in all phases to ensure the work meets the expectations of District staff and other stakeholders, and that the work is completed in a satisfactory manner, within the project timeline and within the agreed-upon budget.

Assumptions

Several assumptions were made in preparing the scope of work for this agreement. Assumptions relating to individual work tasks are listed in the task descriptions above. Additional assumptions that do not correspond with a single work task are as follows:

- District staff will be responsible for all field data collection
- District staff will provide all available wetland delineations in GIS format

- District staff will prepare and provide MNRAMs for all wetlands already assessed by the District in a database format
- District staff will provide all monitoring cost estimates and level of effort
- District staff will coordinate the selection and invitation of the Peer Advisory Committee
- All meetings will be held virtually or at RPBCWD’s office and last no more than 2 hours.
- Meeting scheduling and coordination will be performed by District staff
- Barr will provide supporting data to RPBCWD; however, it will not be comprehensively included in the summary memorandum.
- The proposed budget includes costs for mileage reimbursement for site visits and site observation.
- The District will provide all available and applicable GIS and CAD files to Barr in electronic format.

Phase 2 – Wetland Ecosystem Services Assessment for entire District (future efforts)

Because the current effort is focused on Phase 1 and will establish the protocols and procedures, a projected timeline was developed for the Phase 2 including additional data collection, wetland assessment, and final reporting. The remaining tasks and completion timeline are summarized below.

- | | |
|---|---------------------------------|
| • Data collection | May 2021 through September 2021 |
| • Data compilation and database construction | November 2021 |
| • Wetland ecosystem service assessment | January 2022 |
| • Watershed level assessment of wetland ecosystem service needs | January 2022 |
| • Developing tool to identify wetland creation areas | January 2022 |
| • Draft Report | February 2022 |
| • Final Report | March 2022 |

Phase 3 – Periodic assessment updates (future efforts)

The District may need to periodically review and update the evaluation metrics as well as re-sort the project priority lists as new or better data are identified and evaluated as part of District studies, TMDLs, WRAPS, City implementation plans, and other sources. Some other factors affecting the potential for improving wetland ecosystem services that tend to evolve over time include coordination with the LGUs, grant opportunities, and coordination with private property owners. This is a similar approach to how RPBCWD implements its Creek Restoration Action Strategy (CRAS).

4. Budget:

Barr’s services under Phase 1 of this work plan will be compensated for in accordance with the engineering services agreement and will not exceed \$102,000, without written authorization by the Administrator. The following table provides a breakdown of the anticipated cost for major tasks associated with scope of services describe above.

Task	Task Description	Anticipated Budget	Anticipated Completion Date
1	Refine Objectives and Ecosystem Services	\$5,200	October 2020
2	Identification of Ecosystem Service Metrics and Proof of Concept	\$38,800	January 2021
3	Identify Data Gaps and Collection Program	\$4,200	February 2021
4	Establish a Wetland Peer Advisory Committee	\$2,800	October 2020
5	Establish a Prioritization Framework	\$6,100	January 2021
6	Report	\$21,000	March 2021
7	Meetings	\$21,200	October 2020 through March 2021
8	Project Management	\$2,700	October 2020 through March 2021
Task Order 33; Phase 1 Services Total		\$102,000	

5. Schedule and Assumptions Upon Which Schedule is Based

The schedule outlined above assumes project initiation will occur in October 2020. The schedule may be modified depending on actual initiation of project work, weather impacts on field work and other unforeseen conditions.

IN WITNESS WHEREOF, intending to be legally bound, the parties hereto execute and deliver this Agreement.

CONSULTANT

**RILEY PURGATORY BLUFF CREEK
WATERSHED DISTRICT**

By _____

By _____

Its Vice President

Its _____

Date:

Date:

APPROVED AS TO FORM & EXECUTION

RESOLUTION NO. 20-13
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
BOARD OF MANAGERS

ORDER AND NOTICE OF PUBLIC HEARING FOR
THE DUCK LAKE RESTORATION PARTNERSHIP PROJECT

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

WHEREAS the Riley Purgatory Bluff Creek Watershed District's (District) 2018 10-Year Watershed Management Plan (Plan) identified Duck Lake Watershed Phosphorus Load Control project, DL-3, as a Proposed Project in the Purgatory Creek Watershed (Plan, Section 7, Table 7-2);

WHEREAS the City of Eden Prairie (Eden Prairie) approached the District in 2019 with a unique partnership opportunity to restore Duck Lake as part of an Eden Prairie road reconstruction project;

WHEREAS the District has moved through an information gathering, engagement, and planning process with Eden Prairie to understand the environmental benefits affiliated with the road reconstruction project, which will remove and replace 235 feet (length) by 30 feet (width) of an existing two way road (a total of 7,050 square feet of roadway) with a bridge; environmental benefits include restoring 7,050 square feet of lake bed, minimizing wetland fill, enabling improved establishment of shoreline vegetation, removing habitat fragmentation within Duck Lake, improving floodplain impacts by increasing storage volume of Duck Lake;

WHEREAS the District proposes to provide \$1,175,000 over five years for the road reconstruction project and related water quality and habitat benefits; the District proposes to fund its share of the Project costs through the District's ad valorem property tax levy to implement its watershed management plan pursuant to Minnesota Statutes Section 103B.241, 77% of which is paid by District property taxpayers in Hennepin County and 23% is paid by District property taxpayers in Carver County;

WHEREAS the Duck Lake Restoration Partnership Project replaces the project formerly identified in the Plan as DL_3;

WHEREAS the District is prepared to set a date for and hold a public hearing on the proposed minor plan amendment for the Duck Lake Restoration Partnership Project, and to consider whether to order the improvement;

NOW THEREFORE BE IT RESOLVED that the Board of Managers hereby orders that a public hearing shall be held consistent with Minnesota Statutes § 103B.231, on the Duck Lake Restoration Partnership Project minor plan amendment, and to consider whether to order the improvement pursuant to Minnesota Statutes § 103B.251, on August 5, 2020, at 7:00 p.m.;

BE IT FURTHER RESOLVED that the Board of Managers hereby directs the Administrator to issue and publish the annexed notice of public hearing pursuant to the requirements of the District's Plan, and Minnesota Statutes §§103B.231 and .251.

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 president declared the resolution _____.

Dated: July ____, 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

**Public Notice
(Official Publication)**

Notice of Public Hearing

**Riley Purgatory Bluff Creek Watershed District
Duck Lake Restoration Partnership Project
Minor Plan Amendment
And
Ordering of Improvement**

PLEASE TAKE NOTICE that the Board of Managers of the Riley Purgatory Bluff Creek Watershed District will hold a public hearing consistent with Minnesota Statutes §§103B.231 and 103B.251, on August 5, 2020, at 7:00 p.m. in order to receive public comments on a proposed minor plan amendment to its 2018 W10-Year Watershed Management Plan (Plan), and to consider whether to order the improvement of the Duck Lake Restoration Partnership Project.

Pursuant to Minnesota Statutes §13D.021, due to the COVID-19 health pandemic, this public hearing will be held by alternative electronic means in the form of a Zoom meeting. The link for the participation in the Zoom meeting may be found at the District web site: www.rpbcwd.org

The amendment identifies a road reconstruction project that will enable reconnection of historically disconnected sections of Duck Lake, enable restoration of Duck Lake habitat, reduce wetland fill, and improve floodplain impacts by increasing Duck Lake storage volume. This project falls under an existing capital project, DL_3, in the District's Plan. DL_3 was originally identified in the Plan at an estimated 30-year cost of \$213,000. This project replaces the project formerly identified in the Plan as DL_3.

The District will fund \$1,175,000 of this project by means of its watershed-wide ad valorem tax levy. The District proposes to pay for the project from the District's ad valorem property tax levy authorized by Minnesota Statutes § 103B.241 for the implementation of its water management plan. Approximately 77% of this levy will be paid by properties in Hennepin County, and 23% by properties in Carver County.

All interested parties are invited to appear at the public hearing via Zoom to offer comments and ask questions in order to advise the Board of Managers on whether to adopt the proposed plan amendment and to order the proposed improvement. Further information is available by contacting the District Administrator, Claire Bleser, cbleser@rpbcwd.org, 952-607-6512, or by visiting the District website: www.rpbcwd.org.

To review the full text of the amendment, please visit the District's website at www.rpbcwd.org.

Dated: July 1, 2020

BY ORDER OF THE BOARD OF MANAGERS

David Ziegler, Secretary

September 1, 2020

To: The RPBCWD Board of Managers

Re: Pax Christi Catholic Community Application for a Watershed Stewardship Grant

The District received has received an application for a Watershed Stewardship Grant for an amount greater than \$10,000. As per the updated grant process, the application was reviewed by the Stewardship Grant Application Review Committee and a funding recommendation made. The application is now being presented to the Board of Managers for a final approval decision.

Applicant: Pax Christi Catholic Community

Project Title: St Francis of the Woods

Description: The church was built in 1983. Volunteer gardeners added a shrine to St. Francis on the site which was previously farmland. The area has since been overrun with invasive species. The area sees a significant amount of runoff from the adjacent parking lot. The proposed project proposal includes the removal of invasive species from a 4,000 square foot area. The area will then be replanted with a mixture of native grasses, sedges, forbs, and woodland savannah species. The work will be done by Natural Shore Technologies and members of the community will be trained in how to maintain the area.

Total eligible costs: \$14,103.00 **Grant request:** \$10,577.25

Recommended Grant Amount: \$10,577.25

Recommendation rationale:

Upon review, the Stewardship Grant Application Review Committee identified three strategies that this project uses to meet goals identified in the District's 10-Year Plan. This project incorporates natural habitat protection and enhancement (WQual S3), establishes and preserves natural corridors for wildlife habitat (WQual S6) and minimizes pollutant loading to nearby Purgatory Creek (WQual S13). This project also minimizes potential erosion on the slope caused by runoff from the adjacent parking lot. This area is also highly visible to those in the Pax Christi Community and those traveling along the Pioneer Trail walking paths.

Please find attached the application for your consideration.

Sincerely,

B Lauer
Groundwater and Stewardship Program Coordinator

It was moved by Manager _____ and seconded by Manager _____ to fund/not fund the Pax Christi Catholic Community's application for St. Francis of the Woods at up to \$ _____.

Watershed Stewardship Grant Application Report

Form: Watershed Stewardship Grant Application

Applicant type	Non-profit (association, church, etc.)
Owner Name	Pax Christi Catholic Community
Owner Mailing address	12100, Pioneer Trail, Eden Prairie, 55347
Owner Phone	9524057250
Owner Email	Kreineccius@paxchristi.com
Primary contact information is the same as above	false
Contact Name	Peg, Musegades
Contact Phone	9522213732
Contact Email	pegmusegades@gmail.com
Have you had a site visit with the CCSWCD (Seth Ristow) or Watershed District technician?	Yes
Project title	St Francis of the Woods
Projected total project cost (\$)	15717.00
Grant amount requested (\$)	15717.00
Estimated start date	21-Sep-2020
Estimated completion date	08-Nov-2021
Type of project	Habitat restoration
if you selected "other", please describe:	
My project is within the Riley Purgatory Bluff Creek Watershed District	true
Project address	12100, Pioneer Trail, Eden Prarie, 55347

Property ID number (PID)	2611622210003
Please describe the current condition of the property, relevant site history, and past management	The church was built in 1983 on a 23 acre piece of land. Previously it was farmland. Volunteers added a St Francis shrine in the wooded areas. This brought volunteer gardeners to the spot and individual gardens were added. After many years the sight became more of a weed garden filled with invasive plants. (Buckthorn, honey suckle, day lilies, sumac etc.)
Please describe the project in detail, including any site issues you are hoping to address through it.	The area needs improvement to prevent and minimize erosion from the runoff water from parking lot. By putting in native plants they provide deeper roots that will absorb water and prevent water run off to the pond below.
Summarize your workplan. How will the project be completed?	<p>Project site: NativeWoodlandGarden–4,000SF (Upper portion of garden area–closest to parking lot)</p> <ol style="list-style-type: none"> 1. Delineate and verify total restoration project area. 2. Cut any unwanted trees/shrubs out of the project area and remove from the site. 3. Remove any excess quantities of existing landscape rock that cannot be easily planted through. 4. Treat and/or remove existing ground cover species in the project site. 5. A licensed herbicide applicator from Natural Shore Technologies will apply the treatment. 6. After all site preparation work is completed, apply a 2-3” layer of shredded hardwood mulch in areas that will be planted. Mulch will only be need this one time. Plants will expand and fill in open spaces over time. 7. Lay out plants into plant zones per plan specifications. 8. We will use 1,350 – 3-4” containers planted at 1.5’ to 2.0’ spacing (higher densities closer to high profile areas). 9. A light mulch layer will be returned around the base of the plants to hold moisture. 10. Site monitoring will be conducted and appropriate maintenance will be provided throughout the 2021 growing season.
Who will be completing the work, and where will you be purchasing supplies/ equipment from?	Natural Shores Company and Members of Pax Christi will be instructed on maintaining the area.

<p>Which water quality goals from the District's 10-year plan does your project meet? My project...</p>	<p>Minimizes the negative impacts of erosion and sedimentation through the District's regulatory, education and outreach, and incentive programs, Incorporates habitat protection or enhancement into development and redevelopment projects, Establishes and preserves natural corridors for wildlife habitat and migration, Minimizes pollutant loading to water resources</p>
<p>Which water quantity goals from the District's 10-year plan does your project meet? My project...</p>	<p>Promotes infiltration, where feasible, as a best management practice to reduce runoff volume, improve water quality, and promote aquifer recharge., Implements conservation practices (e.g. water reuse) to protect creeks, lakes and wetlands.</p>
<p>How will your project increase awareness of water resource issues and/ or clean water practices/ projects?</p>	<p>By restoring the area with native plants they will:</p> <ul style="list-style-type: none"> *improve the health of the soil and capture carbon at the same time. *promote infiltration from parking lot, reduce runoff and prevent erosion with their deep roots. *attract insects, birds, butterflies and other pollinators *raise awareness of the benefits of native plants *invite the community to visit the site for educational purposes *design the area for meditation and healing *incentivize the community to create their yards to be eco friendly <p>We will include articles in our monthly magazine about the benefits of an eco friendly garden and ask comments for further improvement</p>
<p>May we share your project with the community on our website, social media, or other media?</p>	<p>Yes</p>
<p>Could we highlight your project on a tour or training event? (with prior notice and agreement)</p>	<p>Yes</p>
<p>I understand that if my project is approved for funding, I/ my organization will enter into a maintenance agreement with the Riley Purgatory Bluff Creek Watershed District</p>	<p>true</p>

<p>How will the project be monitored and maintained?</p>	<p>Site monitoring will be conducted and appropriate maintenance will be provided throughout the 2021 growing by Natural Shores. Natural Shores will instruct volunteers from Pax Christi on how to maintain the area. Pax has an Environmental Challenge Ministry as well as an Arts and Campus ministry that are interested in helping with this project.</p>
<p>I understand that if my project is approved for funding I must submit a project report within 30 days of completing my project and a yearly report containing updates on maintenance and function of the project.</p>	<p>true</p>
<p>What variables will track and report? How will you track these variables?</p>	<p>We will: use photos to document the growth of plants use wild life camera to track wild life habitat in area track visitors to site with use of camera check rain levels with rain gauge located in pond 100ft below the planted area</p>
<p>File Upload</p>	<div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; margin: 10px;">  Cost_Estimate.pdf </div> <div style="text-align: center; margin: 10px;">  Plant_List.pdf </div> <div style="text-align: center; margin: 10px;">  Project_Design.pdf </div> <div style="text-align: center; margin: 10px;">  Site_Map.pdf </div> </div>
<p>Authorized Representative Name</p>	<p>Peg Musegades</p>
<p>Role</p>	<p>Parishioner</p>
<p>Date</p>	<p>22-Aug-2020</p>
<p>I/ we submit this application for consideration for a 2020 Watershed Stewardship Grant</p>	<p>true</p>
<p>Site Visit ID</p>	
<p>Unique ID</p>	<p>WSG-2</p>
<p>Added Time</p>	<p>22-Aug-2020 09:16:02</p>

CRM Status	New Record - Record added
Referrer Name	http://www.rpbcwd.org/grants/watershed-stewardship-grants-1/stewardship-grant-application/watershed-stewardship-grant-application
Task Owner	mswope@rpbcwd.org



Restoration Proposal for:

Ms. Peg Musegades
Pax Christi Catholic Community
12100 Pioneer Trail
Eden Prairie, MN

Proposal Date: August 31, 2020

Prepared by:

Bill Bartodziej M.S., Senior Restoration Ecologist, Natural Shore Technologies, Inc.
612.730.1542 bill.b@naturalshore.com





USING ECOLOGY TO RESTORE LAND AND WATER

612.703.7581 | naturalsshore.com | Office & Nursery 1480 County Rd 90 Independence, MN 55359

August 31, 2020

Dear Peg:

Thank you again for giving Natural Shore Technologies the opportunity to bid on your project. Below is a *Project Summary* which outlines our *restoration methods* and *cost breakdown*. We would like to emphasize that we tailor our restoration approach to fit your site characteristics and specific objectives. We look forward to developing a partnership with you to produce an exceptional restoration that exceeds your expectations.

We would enjoy the chance to answer any questions that you have regarding this restoration proposal. We take great pride in our reputation and attention to customer satisfaction. After you have read through and are comfortable with the proposed plan and specified cost, please sign the contract that is provided. A down payment and a signed contract are required to book your project.

Best regards,

Bill Bartodziej, M.S.
Senior Restoration Ecologist
Natural Shore Technologies, Inc.

Project Summary

1. Project site: Native Woodland Garden – 4,000 SF (Upper portion of garden area – closest to parking lot)
2. Site assessment and plan development include: detailed site preparation methods, plant selection, and a project timeline and work schedule for our staff. Because most of projects involve the establishment of natural buffers, site drawings and planting plans are not necessary. We have found that over time, native plants will seek out the optimal micro-habitats and flourish. However, project plan drawings can certainly be provide at an additional cost upon client request.
3. Delineate and verify total restoration project area.
4. Cut any unwanted trees/shrubs out of the project area and remove from the site.
5. Remove any excess quantities of existing landscape rock that cannot be easily planted through.
6. Treat and/or remove existing ground cover species in the project site.
7. A licensed herbicide applicator from Natural Shore Technologies will apply the treatment.
8. After all site preparation work is completed, apply a 2-3” layer of shredded hardwood mulch in areas that will be planted. Mulch will only be need this one time. Plants will expand and fill in open spaces over time.
9. Lay out plants into plant zones per plan specifications.
10. We will use 1,350 – 3-4” containers planted at 1.5’ to 2.0’ spacing (higher densities closer to high profile areas).
11. A light mulch layer will be returned around the base of the plants to hold moisture.
12. Site monitoring will be conducted and appropriate maintenance will be provided throughout the 2022 growing season.

Project Cost

This bid includes project design and management, all materials, labor, and a three year maintenance plan. This is a comprehensive bid estimate and valid for thirty days. We require a 50% down payment to schedule your project.

Cost Breakdown

Site Design, Project Management, Mobilization	\$1,998.00
Site preparation, herb. trts, tree/shrub clearing, rock removal, mulch (31 CY)	\$4,980.00
Plants - 3" and 4" - 1,350 containers @ 1.5' - 2.0' spacing	\$7,125.00
Maintenance - 3 yr plan	\$2,420.00
TOTAL =	\$16,523.00

Site maintenance

Site maintenance includes three visits per year during the growing season to monitor and conduct activities that will ensure proper restoration establishment. We use the most appropriate, up-to-date maintenance techniques such as targeted herbicide application, hand pulling, mowing, and spot weed whipping to effectively control invasive weeds. Our lead maintenance supervisor has a B.S. in Biology and 10 years of field experience.

****Note we do offer long-term maintenance contracts. Over 90% of our clients use that service.***



Staff Qualifications

Our company has over 50 years of combined ecological restoration experience. We are a local company that focuses on quality ecological restoration in the Metro area. Our clients vary from private estates on Lake Minnetonka, to large corporate headquarters in Eden Prairie. We also work with many city and county governments and watershed management organizations. We are fully insured.

Our specialty is lakeshore and wetland restoration. We have restored many miles of lakeshore in Minnesota, more than any other company. Please see our portfolio for examples of our restoration projects that include; shorelines, wetlands, prairies, savannas, and rain gardens.

Please see our **project photo book** at: <http://www.blurb.com/books/6034090-natural-shore-technologies-inc-photobook>

Natural Shore Technologies Plant Material

We have commercial and retail greenhouses in Maple Plain. Our plants are Minnesota native perennials that will flourish year after year. Utilizing our own plant material in our projects assure quality control. Our wetland and prairie plants are guaranteed to establish during the first growing season. Perennial plants put most of their energy into establishing root systems so please keep in mind that the first year of growth will be mainly underground. You will see some flowering the first year, but significantly more flowering during the second year of establishment.

Information about our **retail native plant greenhouses** located in Maple Plain is also available at: www.naturalshore.com



Guarantee

We stand by our native plant material and our ecological restoration services.

Native plants that we install are guaranteed to establish during the first growing season. Any plant material that does not make it through the first growing season will be replaced at no charge to the client.

On projects that we install and manage, we will guarantee successful establishment of your ecological restoration within three full growing seasons. This proposal provides a plan for accomplishing the restoration of the project site. If successful establishment does not occur within three growing seasons, all necessary steps will be taken to ensure the eventual success of the project, at no additional charge. For purposes of this guarantee, successful establishment is defined as follows: That the presence of at least 80% of the original seeded or planted species can be found on the site, and that the overall density of vegetation is comprised of no less than 80% native species.

The only exceptions to this guarantee have to do with plant death due to acts of God (floods or drought) the actions of others (vandalism), or animal herbivory (e.g., geese, muskrats). If these extreme circumstances do happen to occur, we will work with the client at a reduced rate to make all necessary repairs.

Our goal will always be to create successful, long-term partnerships with our clients. Our guarantee is the best in the business, and provides you with a clear understanding that we are here to fully support your ecological restoration endeavor.



Contract

A down payment of \$8,250.00 is required to schedule your project.

The remainder of the project cost is due at project completion.

Please note that this proposal is valid for 30 days from the date on this Contract.

If you would like to proceed with the above outlined project, please sign the contract below.

Client name: Ms. Peg Musegades

Contract Value: \$16,523.00

Signed: Ken Rencius Date 8/31/2020

Contractor: **Natural Shore Technologies, Inc.**

Signed:

Contract Date: Contract Date for 30 Day term

William M. Bartodziej

William M. Bartodziej, M.S.

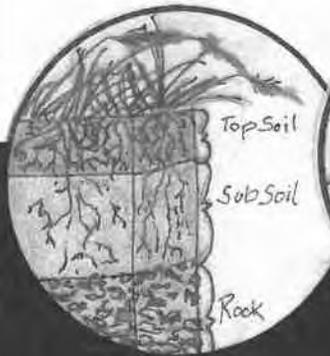
Senior Restoration Ecologist, Natural Shore Technologies

Please return a signed copy of this contract and a check to:

Natural Shore Technologies, Inc.
6275 Pagenkopf Rd.
Maple Plain, MN 55359

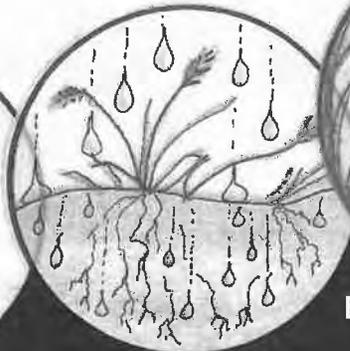


Benefits of our quality restoration work.



Conserve Soil

- Native plants:
- * Build soil health
 - * Capture carbon



Protect Water Quality

- Deep roots:
- * Promote infiltration
 - * Reduce runoff
 - * Prevent erosion from runoff & wave action



Beautiful Landscapes

- * Connect with nature
- * Enjoy your view
- * Wild experiences in your own backyard



Create Habitat

- * For: birds, fish, insects & other wildlife
- * Diverse plant communities
- * Food sources
- * Attract pollinators



Educate Future Conservationists

- * Field experience
- * Make connections between human impact & ecosystem health



Common Name	Scientific Name	Height (ft)	Color	Bloom Time	Sun Exposure					
Prairie Edge by Parking Lot										
Grasses, Sedges										
Side Oats Grama	<i>Bouteloua curtipendula</i>	1.5 to 2.5	Red-green	July - September	S PS					
Plains oval sedge	<i>Carex brevior</i>	1 to 2	Green	June-July	S PS Sh					
Canada Wild Rye	<i>Elymus canadensis</i>	3 to 4	Green	July - August	S PS					
Bottlebrush Grass	<i>Elymus hystrix</i>	2 to 3	Green	September-October	S PS					
June grass	<i>Koeleria macrantha</i>	1 to 2	Amber	May-June	S					
Little Bluestem	<i>Schizachyrium scoparium</i>	1.5 to 3	Amber	July - September	S PS					
Prairie Dropseed	<i>Sporobolus heterolepis</i>	1.5 to 3	Green	August - October	S PS					
Prairie brome	<i>Bromus kalmii</i>	3.0	Green	July-September	S PS					
Forbs										
Aromatic aster	<i>Aster oblongifolium</i>	2	Purple	August-November	S PS					
Anise Hyssop	<i>Agastache foeniculum</i>	2 to 4	Purple	June-October	S SH					
Prairie Onion	<i>Allium stellatum</i>	1 to 1.5	Pink	July - September	S PS					
Butterfly Milkweed	<i>Asclepias tuberosa</i>	1 to 2	Orange	June - September	S PS					
Harebell	<i>Campanula rotundifolia</i>	1.0	Purple	June-August	S PS					
Prairie Coreopsis	<i>Coreopsis palmata</i>	1.5 to 2.5	Yellow	June - September	S PS					
White prairie clover	<i>Dalea candida</i>	2.0	White	June - September	S PS					
Purple prairie clover	<i>Dalea purpurea</i>	2.0	Purple	July-September	S PS					
Purple coneflower	<i>Echinacea pallida</i>	4.0	Purple	July-September	S PS					
Pale purple coneflower	<i>Echinacea purpurea</i>	2 to 4	Purple	June-July	S PS					
Prairie Smoke	<i>Geum triflorum</i>	0.5 to 1	Red	May - June	S PS					
Prairie blazing star	<i>Liatris pycnostachya</i>	2 to 5	Purple	August - September	S PS					
Wild lupine	<i>Lupinus perennis</i>	2.0	Purple	May-July	S PS					
Prairie Phlox	<i>Phlox pilosa</i>	1.5 to 2	Pink	May - June	S PS					
Pasque flower	<i>Pulsatilla patens</i>	1.0	Red	May-June	S PS					
Mountain Mint	<i>Pycnanthemum virginianum</i>	2 to 3	White	July - September	S PS					
Black Eyed Susan	<i>Rudbeckia hirta</i>	2 to 3	Yellow	June - October	S PS					
Blue-eyed grass	<i>Sisyrinchium campestre</i>	0.5	blue	May-June	S PS					
Spiderwort	<i>Tradescantia obiensis</i>	2 to 4	Blue	July - October	S SH					
Golden Alexanders	<i>Zizia aurea</i>	1 to 3	Yellow	May-July	S PS					
Savanna - Woodland - Interior of site										
Jack-in-the-pulpit	<i>Arisaema triphyllum</i>	2.0	Green	April-June	PS SH					
Big Leaf Aster	<i>Aster macrophylla</i>	.5 to 1.5	Blue	August - October	SH					
Thimbleweed	<i>Anemone virginiana</i>	1 to 2	white	June-August	PS SH					
Wild Columbine	<i>Aquilegia canadensis</i>	1.5 to 3	Red	May - June	PS SH					
Sprengel's sedge	<i>Carex sprengei</i>	1 to 2	yellow	April-June	PS SH					
Wild Geranium	<i>Geranium maculatum</i>	1.5	Pink	May - June	PS SH					
Virginia bluebells	<i>Mertensia virginica</i>	1 to 2	blue	April-May	PS SH					
Jacobs Ladder	<i>Polemonium reptans</i>	0.5 to 1	blue	April-June	S SH					
Zig Zag Goldenrod	<i>Solidago flexicaulis</i>	2.0	Yellow	August - September	PS SH					

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RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT

GOVERNANCE MANUAL

Adopted as amended, May X, 2020

September 30, 2020 DRAFT

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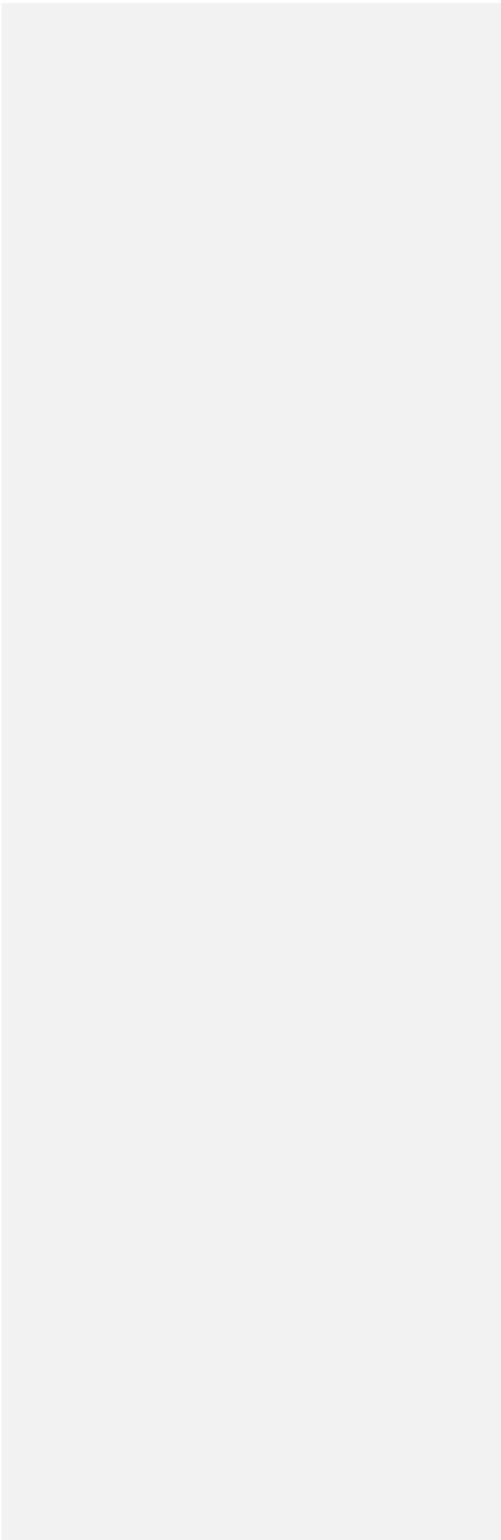
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45

TABLE OF CONTENTS

Introduction..... 1
General Governance Policies..... 3
 Contracting 3
 Per diems..... 3
 Records management and retention 3
 Delegated authority 4
 Managers’ authority..... 4
 Schedule of Regular Activities..... 5
Bylaws..... 7
Policies and Procedures for Public Access to Documents..... 11
 Protection of Private and Confidential Data on Individuals..... 14
 Private and Confidential Data – Rights of Data Subjects 16
 Data Practices Advisory/Tennessee Warning 18
 Consent to Release to an Individual..... 19
 Consent to Release to Government Entity 20
Records Retention Schedule 21
Policy for Management of Permit Fees, Financial Assurances and Abandoned Property 33
 Escrow Agreement Template..... 36
Public Purposes Expenditures Policy 42
Fund Balance Policy 45
Internal Controls and Procedures for Financial Management 48
Policy on Permit Fee Reimbursement..... 52
Appendix A: Inventory of Not-Public Data on Individuals



Riley-Purgatory-Bluff Creek Watershed District
Governance Manual – Introduction

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

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

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

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

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by the District ([Minn. Stat. §13.05](#), subdivision 1). The schedule also includes indication of whether the District stores information electronically or in hard copy form, in compliance with the Uniform Electronic Transactions Act, Minnesota Statutes section 325L.17.

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

The manual will be reviewed at the managers' annual business meeting and updated as necessary. The manual will be submitted within 60 days of adoption to the Office of the State Auditor in compliance with [Minn. Stat. § 6.756](#), as will any revisions and additional policies when adopted, [copies of which shall be attached hereto and the Secretary is authorized to amend the index as necessary to reflect such additional policies. This manual may be amended only by compliance with the same terms and conditions applicable to the amendment of the District's By-laws, i.e. by a four-fifths majority vote of the Board of Managers with thirty \(30\) days' advance written notice of the proposed change\(s\), unless such notice is waived by all the managers. Notice of any amendment is to be contained in the notice of the meeting at which the proposed amendment is to be considered.](#)

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

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Riley-Purgatory-Bluff Creek Watershed District
General Governance Policies

Adopted February 1, 2017

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

I. Contracting

- a. ~~All contracts shall be authorized by the Board of Managers, and shall be reviewed by the District's legal counsel prior to submission to the Board of Managers for consideration, unless the contract conforms to the template(s) prepared by the District's legal counsel.~~
- b. ~~All amendments to any approved contract shall be authorized by the Board of Managers, except that the Board of Managers delegates to the administrator the authority to approve work-change directives and change orders for District projects that will result in an aggregate increase of the cost of a project by no more than the lesser of (i) \$10,000 or (ii) twenty percent (20%) of the original contract amount.~~
- c. The administrator may require a District contractor to secure additional or replacement payment and/or performance bonds to cover any increased price of a District project resulting from a change order approved by the administrator.
- d. A change order approved by the administrator will be presented to the Board of Managers at its next meeting.

II. Per diems

- a. ~~Managers may receive a per diem for participation in a meeting of the Board of Managers, approved meeting and training, approved annual presentation on District activities to any city or county in the District, and for other necessary duties. An activity must be authorized or requested by the Board of Managers or requested by the administrator to be considered a necessary duty for purposes of this policy.~~
- b. ~~A manager may receive one per diem for preparation for each meeting attended by the manager.~~
- c. ~~A manager may receive one per diem for attendance at each day of the annual meeting of the Minnesota Association of Watershed Districts (MAWD), the MAWD legislative conference, the MAWD summer tour, and a meeting of the Metro chapter of MAWD.~~
- d. Managers will prepare claim forms for per diem and expenses in duplicate. The original will be submitted to the treasurer to be processed and approved in the same manner as other claims against the District. Claims for expenses should be submitted quarterly, and under any circumstances all claims for expenses in any given year must be submitted prior to January 15 of the

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following year. The manager will retain a copy for his or her personal records.

- e. A manager may receive only one per diem per day of service to the District.
- f. ~~The per diem rate shall be the maximum rate specified in Minn. Stat. § 103D.315, subdivision 8.~~
- g. ~~No manager shall be paid a per diem for the attendance at or conduct of any activity for which the manager is entitled to compensation from any other person or entity.~~

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III. Records management and retention

- a. The District will make and preserve all records necessary to ensure the availability of a full and accurate accounting of the District's official activities, in fulfillment of Minn. Stat. §§ 15.17, subdivision 1, and 138.17.
- b. The District will adopt and maintain a records retention schedule, to be approved by the State Archives Office, governing the retention and/or disposal of records created by the District, a copy of which is included in this Governance Manual.
- c. In keeping with the direction of the Uniform Electronic Transactions Act, the District has determined that it will create and retain its records in electronic form to the greatest extent possible. The District's records retention schedule includes indication of records that may be retained in hard copy form, but District policy is to retain all records in electronic form. This policy is prospective as of November 2012, and the District does not intend to convert historic records from hard copy to electronic form.
- d. The administrator is the responsible authority for purposes of District compliance with the Data Practices Act, Minnesota Statutes chapter 13. Each year, the administrator shall provide to the Board of Managers a report documenting compliance with the Data Practices Act.
- e. The administrator is the data practices compliance official for purposes of District compliance with the Data Practices Act.
- f. The District shall maintain a website and shall endeavor to make as many of its records available through the District's website as practicable, including but not limited to:
 - i. A calendar for each calendar year of District events, including known events scheduled to occur during the next twelve (12) months, which schedule is subject to change;
 - ii. The agenda and meeting packet of information provided to the managers prior to and at a meeting of the managers;
 - iii. The officially approved minutes of meetings of the Board of Managers;
 - iv. The District's annual reports, including annual financial statements, and annual communications;
 - v. The District's permitting rules;
 - vi. The Governance Manual, including all attachments;
 - vii. The District's approved annual budgets;

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viii. Pertinent information concerning the District's Governance Committee, Personnel Committee, Citizens Advisory Committee, Technical Advisory Committee and such other committees of the District in existence from time to time;

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g. The District shall maintain a database of:

i. Permit applications and permits issued;

ii. Cost share applications, approved cost share grants, and related staff reports or compilations;

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IV. Delegated authority

- a. No employee of the District may exercise authority beyond that which is allocated to the administrator by the District bylaws and policies that constitute the Governance Manual.
- b. Authority delegated to the administrator may not be delegated to other employees or contractors of the District.
- c. Duties assigned to the administrator may be delegated to other employees or contractors by the administrator, however the administrator will remain responsible to the Board of Managers for the proper execution of all delegated duties.
- d. All consultants to the District work under the direction of the administrator, except for auditors and legal counsel. The auditor's and legal counsel's primary responsibility is to the Board of Managers.
- e. Except as otherwise specifically provided for herein, the administrator may not commit funds of the District without the approval of the Board of Managers.

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V. Managers' authority

- a. The Board President is authorized to speak on behalf of the District. No other manager may speak on behalf of the District unless authorized to do so by the Board of Managers. This provision does not prevent any manager from giving his or her opinion on any matter as long as he/she makes clear he/she does not speak for the District or the Board of Managers. Managers are encouraged to withhold individual opinions on a subject pertaining to the District until the next regularly scheduled meeting of the Board of Managers or a special meeting on such matter, if sooner.
- b. No individual manager may provide direction, instructions or authorization to the administrator unless specifically authorized to do so by the Board of Managers.
- c. A manager's request for information that would require more than 15 minutes of the administrator's time must be approved by the board of managers. Cumulative requests that require more than 30 minutes of the administrator's time in one calendar month must be approved by the Board of Managers.
- d. A manager's request for information in the possession of the District, including information from consultants to the District, other than auditors or legal counsel, shall be directed through the Administrator. Manager requests for information to auditors and legal counsel may be directed to the auditor

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and legal counsel. Except in the case of allegations of wrongdoing, auditors and legal counsel shall inform the administrator of such requests for information.

- e. Individual managers cannot bind the District to agreements or expenditures unless specifically authorized to do so by the Board of Managers. An agreement shall be binding on the District only if such agreement has been signed on behalf of the District by a person authorized to do so pursuant to action by the Board of Managers.

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Schedule of Regular Activities

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

- The District conducts its annual business meeting in January. At that meeting the Board of Managers shall:
 - Approve a schedule of regular meetings of the Board of Managers and Citizens Advisory Committee for the ensuing year.
 - Reviews insurance needs and current coverage.
 - *If an odd-numbered year, authorize* the solicitation of engineering, legal, auditing, accounting and other professional services proposals, per Minnesota Statutes section 103B.227, subdivision 5.
 - *Designate:*
 - *one or more depositories for the District's funds,*
 - *a depository for permit assurance bonds, letters of credit, and cash escrows received as security from permittees,*
 - *and an official newspaper for publication of District notices.*
 - *Appoint:*
 - *individuals to serve on the District's Citizens Advisory Committee, in compliance with Minn. Stat. §103D.331, and*
 - *individuals to serve on the District's technical advisory committee in compliance with Minn. Stat. §103D.337.*
 - *Appoint managers to serve on standing committees of the Board of Managers.*
 - Reviews the District's fee and permit security schedules and *authorize such* revisions as *the Board of Managers deems appropriate,*
 - Reviews and, as necessary, directs the preparation of updates to its Governance Manual.
 - *Elect from among its members the following officers: president, vice president, secretary and treasurer.*
- The District annually publishes a newsletter or other watershed-wide communication that explains the District's programs, lists the members of the Board of Managers and notes District contact information, per Minnesota Statutes section 103B.227, subdivision 4. The District will maintain this information on its website as well.
- The District annually audits its accounts and expenditures, per *Minn. Stat. §103D.355*, subd. 1.
- The District annually submits to the Board of Water and Soil Resources a financial, activity and audit report each year by May 1 (within 120 days of the end of the District's fiscal year), per *Minn. Stat. §103B.231*, subdivision 14, and Minnesota Rules 8410.0150, subpart 1, and submits to the Office of the State Auditor an audit report by May 1 each year (within 120 days of the end of the District fiscal year), per Minnesota Rules 8410.0150, subpart 1.

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- Each February, the District administrator shall prepare and submit to the Board of Managers an end-of-year report on the financial performance of the District for the preceding year as compared to the budget.
- The District administrator annually prepares, in July, a report to the board on the status of fund balances in relation to the Fund Balance Policy.
- The administrator, as the Data Practices Act responsible authority, reviews in July each year the District's DPA policy and associated protocols to ensure harmony with current law, in accordance with Minn. Stat. §13.05, subd. 1.
- The administrator annually assesses in July each year whether the District has abandoned property and returns abandoned property, if any, in accordance with the schedule in the Policy for Management of Permit Fees, Permit Securities and Abandoned Property.
- Annually on or before September 15 the District adopts a budget for the next year and decides on the total amount of funding necessary to be raised from ad valorem tax levies to meet the budget.
- Each November, the administrator shall arrange for the review of and report on the District's information technology systems by a reputable information technology consultant and shall provide such report to the Board for review at the Board's December meeting along with any recommend changes. Such report shall include but not be limited to a review and report on the security of the District's information technology systems as well as any recommendations for the improvement of the District's information technology systems.
- Pursuant to the Truth in Taxation law, the District holds a further public informational meeting on its budget and levy at its December meeting at which the public is allowed to speak; the Board of Managers may, but need not take any action to alter the budget and levy adopted in September; it may decrease, but may not increase the levy adopted in September prior to finalization by the county auditors at the end of December.
- Each December, the administrator shall review the District's disaster preparedness plan (including provisions regarding pandemics) and provide a summary to the Board for review at the Board's December meeting along with any recommend changes.

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Riley-Purgatory-Bluff Creek Watershed District

Bylaws

Adopted as amended, May 3, 2017

These bylaws establish governing rules for the Riley-Purgatory-Bluff Creek Watershed District (District) Board of Managers (Board), in compliance with [Minn. Stat. §103D.315](#), subdivision 11.¹

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I. **Office.** The District will maintain its principal place of business and its official records at an office located within the watershed, presently 18681 Lake Drive East, Chanhassen MN 55346. The Board may change the location of its principal place of business in accordance with [Minn. Stat. §103D.321](#), subdivision 2.

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II. **Board of Managers.** The Board consists of four managers appointed by the commissioners of Hennepin County and one manager appointed by the commissioners of Carver County. Managers serve staggered three-year terms. A manager serves until his or her replacement is appointed.

a. *Vacancy.* A manager who is unable to fulfill his or her term will notify his or her county board of commissioners to allow the commissioners to appoint a replacement in a timely manner.

b. *Compensation.* The [managers shall be compensated](#) for attending meetings and performing other duties necessary to properly manage the District and reimburse managers for expenses incurred in performing official duties. Compensation will be [at the rate established by Minn. Stat. §103D.315](#), subdivision 8, [unless a lower rate is](#) established by the Board of Managers.

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c. *Bonding.* Before a manager assumes his or her duties, the District, [at the District's](#) expense, will obtain and file a bond for the manager in accordance with [Minn. Stat. §103D.315](#), subdivision 2.

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d. *Insurance.* The [District](#) will provide insurance for the managers [insuring the managers against](#) liability [arising out of or in connection with their actions as managers of the District and the operation of the District](#) on such terms and in such amounts as the Board determines.

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e. *Attendance.* Managers are expected to attend meetings of the Board. At the Board's discretion, a manager's failure to attend three consecutive regular meetings of the District may be reported to that manager's county board of commissioners.

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

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III. **Officers.** The Board annually, at its January meeting, will elect from among its members the following officers: president, vice president, secretary and treasurer. If any officer resigns or cannot complete his or her term of office, the Board shall promptly elect from among its members an individual to complete the unexpired term. An officer's term as officer continues until a successor is elected or the officer resigns. The Board, by action at an official meeting, may appoint a manager as an officer *pro tem* in the event an officer is absent or unable to act, and action by that officer is required.

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a. *President.* The president shall:

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

b. *Vice President.* The vice president shall:

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- i. preside at meetings as chair in the absence of the president;
- ii. be a signatory to the District accounts;
- iii. be a signatory to District instruments and accounts if the president is absent or unable, to the same extent as the president.

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c. *Secretary.* The secretary shall:

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- i. be a signatory to resolutions and other documents certifying and memorializing the proceedings of the District;
- ii. be a signatory on all of the District financial accounts;
- iii. maintain the records of the District;
- iv. issue the required public and Board notice of all meetings in accordance with Minnesota Statutes chapter 13D and other applicable laws;
- v. ensure that minutes of all Board meetings are recorded and made available to the Board in a timely manner and maintain a file of all approved minutes;
- vi. keep a record book in which is noted the minutes of proceedings at all meetings, including the votes of the members of the Board of Managers.

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d. *Treasurer.* The treasurer shall:

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

IV. **Committees.** All standing and special committees of the Board will be appointed by majority vote of the managers. Membership on standing committees of the Board (e.g. Governance, Personnel) will be determined in January of each year. Other special committees may include persons who are not managers, but no member of a committee who is not a manager may offer a motion or vote on a matter put before the committee. It is the duty of a committee to act promptly and faithfully in all matters referred to it and to prepare minutes of any votes taken by the committee on recommendations to the Board of Managers, and otherwise to make reports as directed on the date established by the chair or Board. No committee may provide direction, instructions or authorization to the administrator unless specifically authorized to do so by the Board of Managers. A complete and accurate copy of committee minutes of votes and written reports will be made by the secretary and filed and recorded in the office of the Board.

a. Governance Committee. The Governance Committee is a standing committee of the Board of Managers and shall consist of two managers, with support from the administrator and the District's legal counsel. The committee shall review annually the Governance Manual, and make recommendations for revisions to the Board of Managers. All meetings of the committee shall be noticed and open to the public as required by the Open Meeting Law.

b. Personnel Committee. The Personnel Committee is a standing committee of the Board of Managers and shall consist of two managers, with support from the administrator and the District's legal counsel. The committee shall make recommendations to the Board of Managers on personnel and human resources matters. All meetings of the committee shall be noticed and open to the public as required by the Open Meeting Law, except for meetings which are required to be closed or may be closed pursuant to the Open Meeting Law.

c. *Citizens Advisory Committee.* In accordance with Minn. Stat. §103D.331, there is established a District citizens' advisory committee. The committee is known as the Citizens Advisory Committee (CAC). The CAC shall perform the duties set forth in Minnesota Statutes section 103D.331. The CAC will meet according to a schedule set by its members each year and at such other times as the members of the CAC may determine. All meetings of the CAC are open to the public.

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d. Technical Advisory Committee. In accordance with Minn. Stat. §103D.337, there is established a technical advisory committee (TAC) to the Board. The TAC is convened as necessary and appropriate to advise the Board on regulatory, watershed planning and other technical matters.

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e. Audit and Finance Committee. A committee known as the Audit and Finance Committee is hereby established. The Committee shall consist of two managers appointed by the Board. The purpose of the committee shall to be to review monthly the financial condition of the District, to assist in the preparation for and review of the results of the annual audit of the District's financial statements.

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f. The Board shall not delegate supervision of the District administrator or any District employee to a committee.

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

a. Special meetings and emergency meetings may be called by the chair or any manager. Notice of a special or emergency meeting will be issued and published by the secretary or the secretary's designee in accordance with the Open Meeting Law, Minnesota Statutes chapter 13D.

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b. All meetings of the Board will be open to the public, except that a meeting or portion of a meeting may be closed in accordance with the Open Meeting Law.

c. At all meetings of the Board, a majority of the members appointed will constitute a quorum necessary to do business, but a minority may adjourn from day to day.

d. Agenda. The agenda for the meetings of the Board of Managers will generally follow the order and format set forth in Exhibit X, subject to revisions by the Board as provided herein. Managers, staff and the public may submit items to be considered for inclusion in the proposed agenda. The administrator will prepare a draft proposed agenda and the President shall set the proposed agenda to be distributed with the meeting packet. The meeting agenda shall be set at the meeting by a majority vote of the Board of Managers.

e. Board Meeting Packet. No later than 5:00 p.m. of the third business day preceding a meeting of the Board of Managers, the administrator shall prepare a copy of all materials which are to be presented or discussed at the upcoming meeting, and post these materials to the District website. Other than materials classified by law as other than public as defined in Minnesota Statutes chapter 13, or to materials relating to the agenda items of a closed meeting held in accordance with the procedures in Minn. Stat. §13D.03 or other law permitting the closing of meetings, at least one copy of any printed

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materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and distributed at the meeting, before the meeting, or available in the meeting room to all members of the Board of Managers shall be available in the meeting room for inspection by the public as required by the Open Meeting Law.

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- f. *Conduct of meetings.* At the time appointed for a meeting, the members will be called to order by the president as chair or, in his or her absence, the temporary chair, noting managers in attendance. On determination of a quorum, the Board will proceed to do business in accordance with the agenda, as may be amended and approved by the Board.
- i. The chair will preserve order and decide questions of order, subject to an appeal by any member. The chair may make motions, second motions, or speak on any question. The chair will be entitled to vote in the same manner as other members of the Board.
 - ii. The order of business for a meeting may be varied by the chair, but no public hearing convened by the Board will be closed before the time specified for the hearing in the notice.
 - iii. Every member before speaking will address the chair and will not proceed until recognized by the chair. A member called to order will immediately suspend his or her remarks until the point of order is decided by the chair.
 - iv. Any person may address the Board on a matter properly before the Board. The chair may limit the time allowed for a manager or other person addressing the Board to speak.
 - v. Any person may request that a matter be heard by the Board. The Board will consider such request and determine whether and, if approved, when to take up the matter or to defer the matter pending receipt of additional information thereon and direct the administrator to obtain such information.
 - vi. Every member will act with courtesy, civility and respect in all interactions as a member of the Board of Managers, maintaining an open mind, and participating in open communication; members should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members, staff or any member of the public.
- g. *Appeal of a chair ruling.* A manager may appeal to the Board from a ruling of the chair. If the appeal is seconded, the manager may speak once solely on the question involved and the chair may explain his or her ruling, but no other manager will participate in the discussion. The appeal will be sustained if it is approved by a majority of the managers present, exclusive of the chair.

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- h. *Meeting rules.* In all points not covered by these rules, the conduct of a meeting of the Board will be governed by the current edition of *Robert's Rules of Order*. *Robert's Rules* may be temporarily suspended by consent of a majority of the managers present at the meeting.
- i. *Resolutions.* Other than procedural motions, the Board shall take action only by the adoption of a resolution properly before the Board by a majority vote of the managers present at a duly called meeting at which a quorum is present. The proponent of any action to be taken by the Board shall prepare and submit a written draft resolution for such proposed action for consideration by the Board of Managers. For actions not proposed by a member of the public or an individual manager, the administrator shall prepare and include in the Board meeting packet for each action item on the proposed agenda a proposed written resolution for consideration by the Board of Managers. The Board may order that staff prepare a resolution reflecting action taken by the Board on any item for which there is not a written resolution. The material terms of a resolution must be stated in the motion to adopt. Each resolution passed by the Board will be signed by the secretary and filed in the official minutes and records of the District maintained at the District office.
- j. *Minutes and Records.* Minutes of all meetings of the Board and committees will be made by the secretary or, with respect to a committee meeting, the Board member responsible for making the minutes. When approved and signed, the minutes will constitute the official record and journal of the Board proceedings. Except in extenuating circumstances, at the regular meeting of the Board, draft minutes of the preceding Board meeting will be reviewed by the Board and adopted as may be amended. A copy of the adopted minutes as amended shall be reduced to writing showing the changes made to the draft minutes and a copy of the adopted minutes without designation of changes will be presented to the Board of Managers at the next meeting and unless further corrected by a majority vote of the Board of Managers, shall be signed by the Secretary or the Secretary Pro Tem in that form. The signed copy of the adopted minutes shall be kept at the District office and posted to the District's website. All written communications addressed to the Board, other materials included in a Board meeting packet, and all documents and materials submitted to the record in the course of a Board meeting will be filed in the District office with the minutes of the meeting in the meeting folder, including in electronic form.
- k. *Voting.* When the chair puts a question to the Board, every manager present will vote, except as a manager elects to abstain. The manner of voting on any business coming before the Board may be by voice vote. An affirmative or negative vote by any member will be entered in the minutes on his or her request. Affirmative and negative votes will be recorded on any motion at the request of a manager and the results entered in the minutes. Unless provided

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otherwise by law, any vote or ballot completed by a manager, whether binding or not, will be disclosed at the meeting at which it is taken; a survey of managers shall be presented at the next scheduled meeting at which the relevant item of business is considered, including the vote results and vote of each member. [All resolutions of the Board of Managers shall be assigned a number which notes the year of the action and a sequential number based on the order of action.](#)

VI. **Conflict of Interest.** The Board seeks to operate in accordance with high ethical standards and wishes to establish clear guidelines for the ethical conduct of District business. Ensuring that conflicts of interest do not affect District proceedings is an essential element of maintaining high ethical standards. Therefore, to specify and supplement its commitment to compliance with the Ethics in Government Act, [Minn. Stat. §10A.07](#), the Board adopts the following conflict of interest policy:

- a. *Disclosure of conflicts.* A manager who has a personal financial interest, or other private interest or relationship that limits the manager's ability objectively to consider, deliberate or vote, in a matter scheduled to come before the Board must prepare a written statement describing the matter requiring action and the nature of the potential conflict. The manager affected will deliver the statement to the president of the Board before the Board considers or takes action on the matter. If a potential conflict arises and a manager does not have sufficient time to prepare a written statement, the manager must orally inform the Board before the matter is discussed.
- b. *Abstention.* A manager must abstain from chairing any meeting, participating in any vote, offering any motion, or participating in any discussion on any matter that may substantially affect the manager's financial interests or those of an associated business or family member, unless the effect on the manager is no more than on any other member of the manager's business classification, profession or occupation. A manager also must abstain from chairing any meeting, participating in any discussion, offering any motion, or voting on any matter in which a private interest or relationship of the manager limits the manager's ability objectively to consider, deliberate or vote. The manager's nonparticipation in the matter will be recorded in the minutes.

VII. **Bylaws compliance, suspension and amendment.** These bylaws are adopted to facilitate the transaction of Board business. They should not be permitted to divert or hinder the expressed intent and desire of the Board. Informal compliance and substantial performance will be sufficient under the foregoing provisions in the absence of an objection seasonably taken. An objection will be deemed not seasonably taken as to any procedural matter provided for herein if a manager present at the meeting fails to object and request compliance with these bylaws during the meeting. To be seasonably taken by an absent member, an objection must be taken at the next regular meeting of the Board.

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- a. Any provision of these bylaws may be suspended temporarily by a vote of all members of the Board present at the meeting, except a provision that preserves the right of an absent manager.
- b. These bylaws may be amended by a four-fifths (4/5) majority of the Board on 30 days written notice of the proposed change(s), unless such notice is waived by all managers. Notice of any amendment is to be contained in the notice of the meeting at which the proposed amendment is to be considered. An amendment to these bylaws must be approved by a four-fifths (4/5) majority of the Board.
- c. Interpretation of the bylaws and any amendment thereto will rest with the Board. The bylaws are to be interpreted as consistent with the state watershed laws, Minnesota Statutes chapters 103B and 103D, and other governing laws. In the event of a conflict, the governing laws control.
- d. These bylaws will be reviewed by the Board at least once every three years.
- e. These bylaws govern internal conduct of the business of the District and neither create nor elucidate any right in any third party.

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I, _____, secretary of the Riley-Purgatory-Bluff Creek Watershed District Board of Managers, certify that the attached are true and correct copies of the bylaws of the Riley-Purgatory-Bluff Creek Watershed District, which were properly adopted by the Board of Managers [January 8, 2020].

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 David Ziegler, Secretary

Date: _____

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Riley-Purgatory-Bluff Creek Watershed District

Code of Conduct Policy

Adopted January 8, 2020

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A. DECLARATION OF POLICY

The proper operation of democratic government requires that the public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not is used for personal gain; and that the public have confidence in the integrity of its government.

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In recognition of these goals, the Board of Managers has established this Code of Conduct for all public officials and employees of the District.

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Public officials hold office on behalf of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Minnesota. Public officials must carry out impartially the laws of the nation, state and District in fostering respect for all government and otherwise faithfully discharge the duties of their office.

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Public officials shall be dedicated to fulfilling their responsibilities of office. They shall be dedicated to the public purpose and all programs developed by them shall be in the community interest. Public officials shall not exceed their authority or breach the law or ask others to do so. They shall work in full cooperation with other public officials and employees unless prohibited from doing so by the law.

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B. BOARD OF MANAGERS CONDUCT WITH DISTRICT STAFF

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1. Board authority. The Board of Managers member's statutory duties are generally to be performed by the Board of Managers as a whole. The Board of Managers, and not individual members, supervises the administrator, and the administrator supervises staff. As individuals, Board of Managers members have no administrative authority. They cannot give orders or otherwise supervise District employees, unless specifically directed to do so by the Board of Managers. The full Board of Managers, however, holds the ultimate authority over all administrative affairs in the District.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Disrespectful behavior, conduct that does not respect abilities, experience, and dignity, toward staff is not accepted.

2. Limitations on contact with District staff.

(a) Questions of District staff and requests for information shall be directed to the administrator. Materials supplied to a Board of Managers member in response to a request will be made available to all members of the Board of Managers.

(b) Board of Managers members shall not express concerns about the performance of a District employee in public, to the employee directly, or to the employee's supervisor. Comments about staff performance shall be made solely to the administrator through private correspondence or conversation.

(c) Individual Board of Managers members must not attempt to influence staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development

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applications, or granting District permits outside of Board action at a Board meeting.

(d) Request by a manager for staff support, even in high priority or emergency situations, shall be made to the administrator who is responsible for allocating District staff resources in order to maintain a professional, well-run organization.

C. MANAGERS CONDUCT WITH THE PUBLIC

1. No signs of partiality, prejudice, or disrespect will be tolerated on the part of individual Board of Managers members toward an individual participating in a public forum.

2. The ~~President~~ (or ~~Vice-President~~ in the ~~President's~~ absence) will determine and announce limits on speakers at the start of the public meeting. Generally, each speaker will be allocated three (3) minutes. If many speakers are anticipated, the ~~President~~ may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No speaker will be turned away unless exhibiting inappropriate behavior, such as discourteous or abusive conduct or verbal attacks affecting the decorum of the meeting.

3. Only the ~~President~~ (or ~~Vice-President~~ in the ~~President's~~ absence), and not individual Board of Managers members, can interrupt a speaker during a presentation. Questions by the Board of Managers members of the public shall seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Board of Managers member's personal opinions or inclinations about upcoming votes shall not be revealed.

4. The District attorney serves as advisory parliamentarian for the District and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the ~~President~~, subject to the appeal of the full Board of Managers.

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47 D. MANAGERS CONDUCT IN UNOFFICIAL SETTINGS

- 48 1. It is appropriate for Board of Managers members to give a brief overview
49 of the District policy when asked about a specific issue by constituents
50 and to refer individuals to District staff for further information. It is
51 inappropriate to overtly or implicitly promise Board of Managers action,
52 or to promise that District staff will perform or expedite a specific service
53 or function (monitor lake, rush a permit etc.).
- 54
- 55 2. It is acceptable to publicly disagree about an issue, but it is unacceptable to
56 make derogatory comments about District staff, other Board of
57 Managers members, their opinions and actions.
- 58
- 59 3. Board of Managers members are constantly being observed by the
60 community every day that they serve in office. Their behaviors serve as
61 models for proper behavior in the District. Honesty and respect for the
62 dignity of each individual should be reflected in every word and action
63 taken by Board of Managers members, 24 hours a day, seven days a
64 week. It is a serious and continuous responsibility.

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E. INCLUSION AND DIVERSITY

The District embraces and values diversity and seeks to expand the District's internal awareness of the opportunities and challenges related to creating a more diverse and inclusive environment. The District seeks to deepen relationships with many communities, including traditionally underserved communities, by increasing outreach and project planning to benefit these communities. The District is committed to increasing its organizational diversity and inclusion efforts by increasing recruitment, promotion, and retention of candidates who truly represent our District for staff, CAC and service providers. We believe that a diverse mix of employees enrich the workplace and enhance the quality of our service. We will be innovative in our approaches to communities who truly represent our District. We will continue to collaborate across differences. We will be open to the challenges our community presents as it relates to diversity and inclusion. We will approach our efforts of inclusion with the same level of passion as water resource protection.

F. USE OF CONFIDENTIAL INFORMATION

A public official or employee of the District shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

G. USE OF PROPERTY

A public official or an employee shall not use or allow the use of District time, supplies, or District owned or leased property and equipment for the employee's private interest or any other use not in the interest of the District, except as provided by law and with prior administrator approval for such use and the use is of minimal value.

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

Adopted as amended [January 8, 2020](#)

Deleted: February 4, 2015

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

112

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

126

127

Procedure for Review of District Documents

128

129

130 [In order to insure that requests for government data are received and complied with in an](#)
131 [appropriate and prompt manner, all](#) requests to inspect or receive copies of District data, and all
132 other inquiries regarding the DPA, must be [submitted on a form provided by the District](#) and
133 delivered to the "Data Practices Compliance Official," at the following address:

Deleted: A

Deleted: in writing

134

135

Riley-Purgatory-Bluff Creek Watershed District
18681 Lake Drive East
Chanhassen, MN 55346

136

137

138

139 The [Administrative Assistant](#) is designated as the Data Practices Compliance Official and
140 Responsible Authority.

Deleted: District administrator

141

142 The District is able to most efficiently and completely respond to requests that are specific and
143 detailed. The Data Practices Compliance Official will help to ensure that documents of interest
144 have been gathered, that documents not subject to inspection pursuant to the DPA have been

Deleted: Requests to inspect or obtain copies of District data must be in writing to ensure that the District's response is timely and complete. ...

152 segregated, and assistance is available to the requesting party. The District will provide requested
153 data for inspection at the District office, or other location to be specified by the Data Practices
154 Compliance Official. District files may not be removed from the District office.

155

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

160

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

164

165 [The District will comply with the Data Practices Act in protecting “trade secret information” as](#)
166 [defined in the Act.](#)

167

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

172

173 **Costs**

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

181

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

186

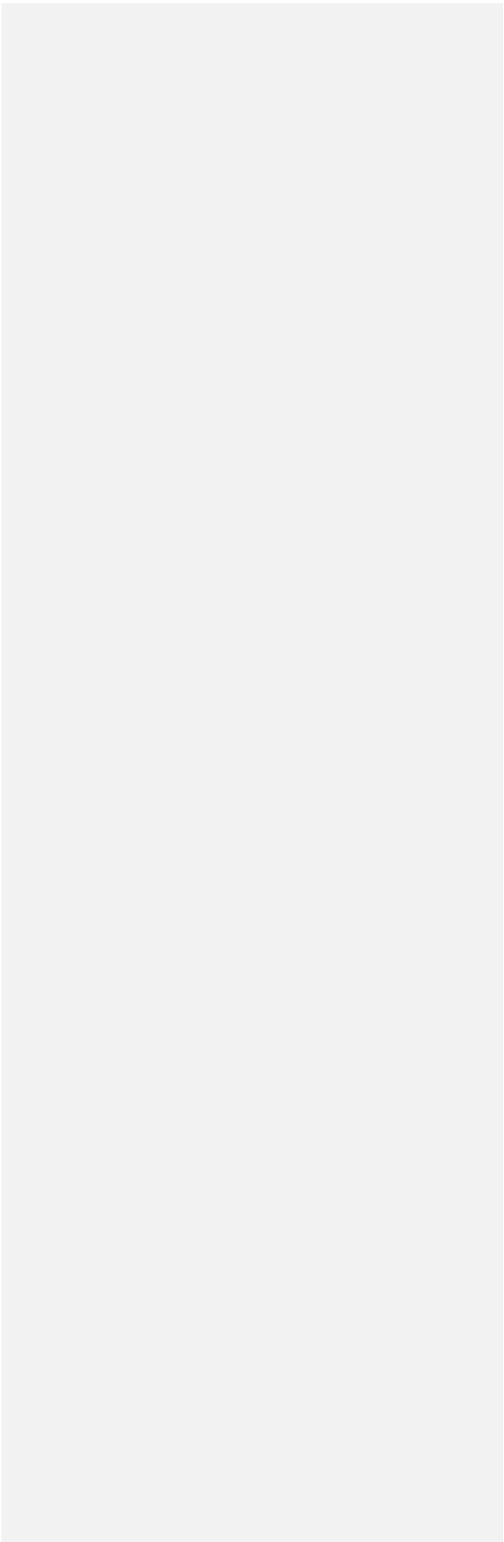
187 An individual requesting copies or the electronic transmittal of more than 100 pages of data is
188 responsible to pay the District the actual cost, including the cost of staff time to search for and
189 retrieve data and to make, certify, compile and transmit copies. Staff-time cost will be assessed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

192

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

197

198 When an individual asks for a copy of data that have commercial value and were developed with
199 a significant expenditure of public funds by the District, the District may charge a reasonable fee
200 that relates to the actual cost of developing the data. As a condition of making certain
201 commercially valuable data available, the District may require execution of a license agreement
202 defining allowable use or further distribution.
203
204
205



206 **Riley-Purgatory-Bluff Creek Watershed District**
207 **Security and Protection of Not-Public Data on Individuals**
208

209 The Riley-Purgatory-Bluff Creek Watershed District establishes the following protocols pursuant
210 to and in satisfaction of the requirement in [Minn. Stat. §13.05](#), subdivision 5, that the District
211 establish procedures ensuring appropriate access to not-public data on individuals. By
212 incorporating employee access to not-public data in the District's Inventory of Data on
213 Individuals, in the individual employee's position description, or both, the District limits access
214 to not-public data to employees whose work assignment reasonably requires access.

Deleted: Minnesota Statutes section

215
216 **Implementing Procedures**
217

218 *Data inventory*

219 Pursuant to Minnesota Statutes section 13.025, subdivision 1, the District has prepared a data
220 inventory that identifies and describes all not-public data on individuals it maintains. To comply
221 with the requirement in section 13.05, subdivision 5, the District has includes indication of the
222 managers and employees who have access to not-public data. (*See Appendix A: Inventory of Not-*
223 *Public Data on Individuals.*)
224

225 In the event of a temporary duty as assigned by the administrator or a department director, an
226 employee may access certain not-public data for as long as the work is assigned to the employee.
227

228 In addition to the employees listed in the data inventory, managers, the Responsible Authority/
229 Data Practices Compliance Official and counsel may have access to *all* not-public data maintained
230 by the District if necessary for specified duties. Any access to not-public data will be strictly
231 limited to the data necessary to complete the work assignment.
232

233 *Employee position descriptions*

234 Position descriptions may contain provisions identifying any not-public data accessible to the
235 employee when a work assignment reasonably requires access.
236

237 *Data sharing with authorized entities or individuals*

238 State or federal law may authorize the sharing of not-public data in specific circumstances. Not-
239 public data may be shared with another entity if a federal or state law allows or mandates it.
240 Individuals will have notice of any sharing in an applicable Tennessee warnings or the District
241 will obtain the individual's informed consent. Any sharing of not-public data will be strictly
242 limited to the data necessary or required to comply with the applicable law.
243

244 To ensure appropriate access, the District will:

- 245
- 246 • Assign appropriate security roles, limit access to appropriate shared network
 - 247 drives and implement password protections for not-public electronic data;
 - 248 • Password protect employee computers and lock computers before leaving
 - 249 workstations;
 - 250 • Secure not-public data within locked work spaces and in locked file cabinets
 - 251 • Shred not-public documents before disposing of them.

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Penalties for unlawfully accessing not-public data

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

Protection of Private and Confidential Data on Individuals

Private and Confidential Data are governed by the following requirements:

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

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Accuracy and Currency of Data

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

Data Safeguards

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

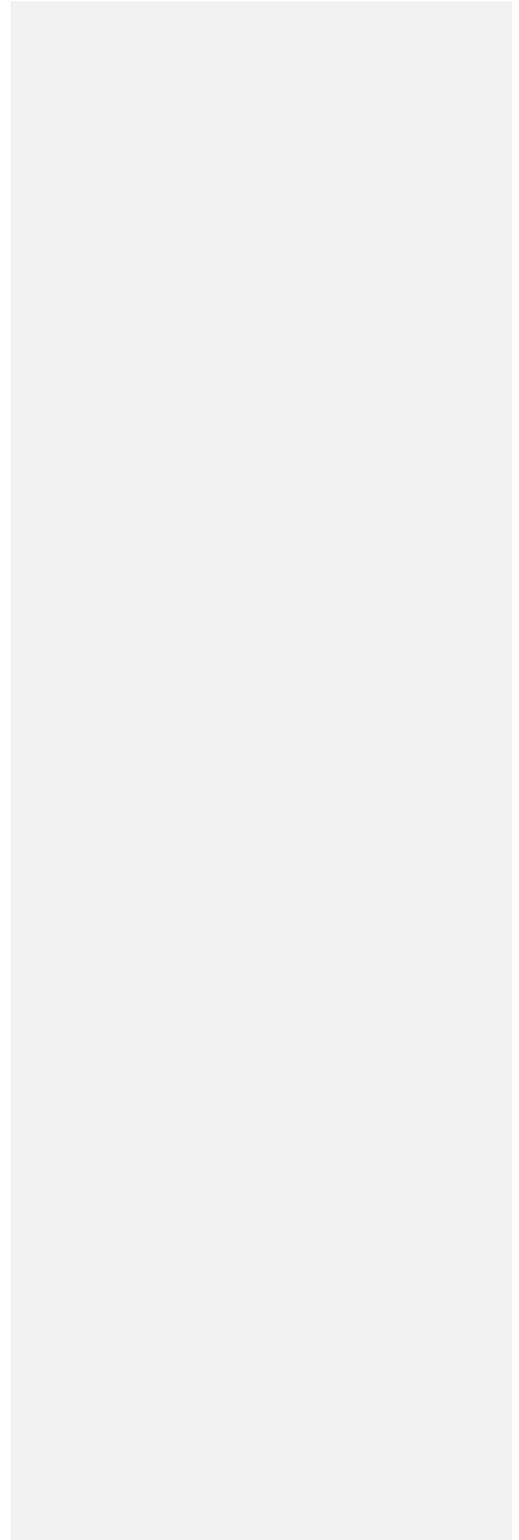
The District administrator, as Responsible Authority, reviews forms used by the District to collect data on individuals and ensures that the District collects private or confidential data only as necessary for authorized District purposes.

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

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

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299 When a contract with an outside entity requires access to private or confidential information
300 retained by the District, the contracting entity is required by the terms of its agreement with the
301 District to use and disseminate such information in a manner consistent with the DPA and the
302 District's Policies and Procedures for Public Access to Documents.
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306



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

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

316 **Rights to Access Government Data**

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

322 You have the right to:

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

342

Commented [CB1]: Are these required and are they up to date.

Commented [LS2]: Yes and all reflected in current statute.

343 **Security of Private and Confidential Data**

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

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

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

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

Commented [LS3]: "Confidential data" are inaccessible to the individual subject of that data. Performance reviews are private personnel data.

Commented [CB4]: Can you define what the difference is – what are those situation. Performance review are confidential.

364
365
366

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

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

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

373 _____
374 _____
375 _____
376 _____
377 _____
378 _____
379 _____
380 _____

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

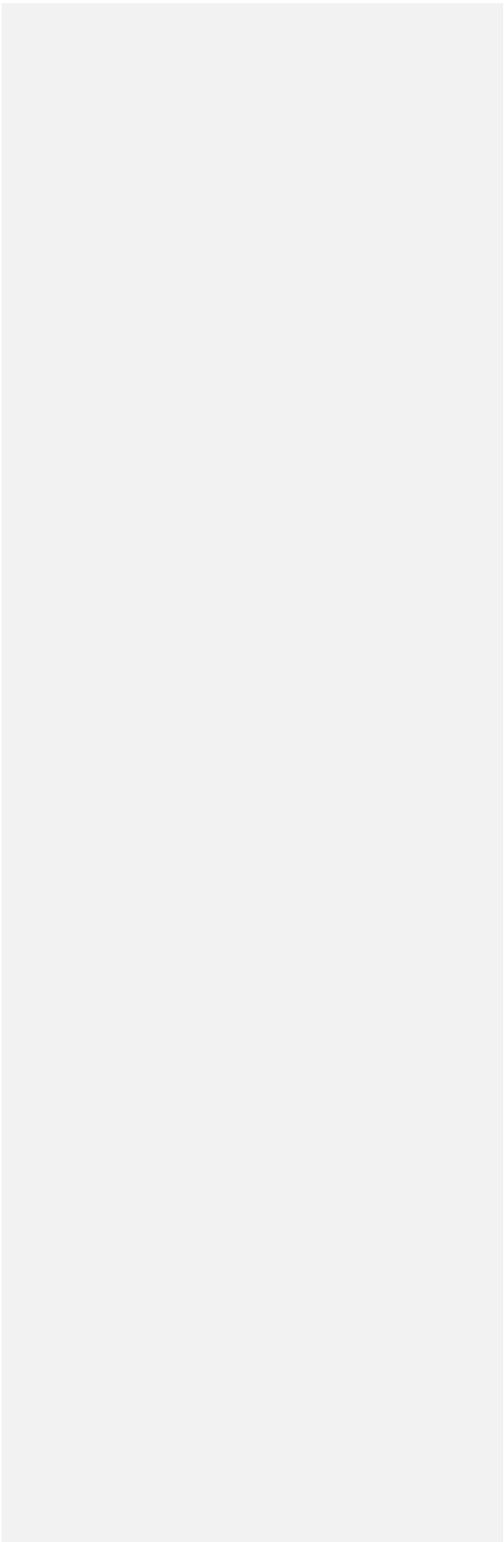
382 Your failure or refusal to supply the information will have the following consequences:

383 _____
384 _____
385 _____
386 _____
387 _____
388 _____
389 _____
390 _____

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

392 _____
393 _____
394 _____
395 _____
396 _____
397 _____
398 _____

399



400 **Riley-Purgatory-Bluff Creek Watershed District**
401 Consent to Release – Request from an Individual
402

403
404 **Explanation of Your Rights**

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

407 _____
408
409 I, [*name of individual data subject*], give my permission for the Riley-Purgatory-Bluff Creek
410 Watershed District to release data about me to [*name of other entity or person*] as described on
411 this form.

412
413 **1.** The specific data I want the Riley-Purgatory-Bluff Creek Watershed District to release are
414 [*explanation of data*].

415
416 **2.** I have asked Riley-Purgatory-Bluff Creek Watershed District to release the data.

417
418 **3.** I understand that although the data are classified as private while in the possession of the
419 Riley-Purgatory-Bluff Creek Watershed District, the classification/treatment of the data at [*name*
420 *of other entity or person*] depends on laws or policies that apply to [*name of other entity or*
421 *person*].

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

423
424 Individual data subject's signature _____

425 Date _____

426
427
428 Parent/guardian's signature [*if needed*] _____

429 Date _____

447 **Riley-Purgatory-Bluff Creek Watershed District**
448 Consent to Release – Request from a Government Entity
449

450 **Explanation of Your Rights**
451

452 You have the right to choose what data we release. This means you can let us release all of the
453 data, some of the data, or none of the data listed on this form. Before you give us permission to
454 release the data, we encourage you to review the data listed and described here.
455

456 You have the right to let us release the data to all, some, or none of the persons or entities listed
457 on this form. This means you can choose which entities or persons may receive the data and
458 what data they may receive.
459

460 You have the right to ask us to explain the consequences for giving your permission to release
461 the data.
462

463 You may withdraw your permission at any time. Withdrawing your permission will not affect
464 the data that we have already released because we had your permission to release the data.
465

466 If you have a question about anything on this form, or would like more explanation, please talk
467 to the District administrator before you sign it.
468

469
470 I, [*name of individual data subject*], give my permission for the Riley-Purgatory-Bluff Creek
471 Watershed District to release data about me to [*name of other entity or person*] as described on
472 this form. I understand that my decision to allow release of the data to [*name of other entity or*
473 *person*] is voluntary.
474

475 **1.** The specific data that the Riley-Purgatory-Bluff Creek Watershed District may release to
476 [*name of other entity or person*] are: [*description, explanation of data*].
477

478 **2.** I understand the Riley-Purgatory-Bluff Creek Watershed District would release the data
479 [*explanation*
480 *of reason for the release*].
481

482 **3.** I understand that although the data are classified as private at the Riley-Purgatory-Bluff Creek
483 Watershed District, the classification/treatment of the data at [*name of other entity or person*]
484 depends on laws or policies that apply to [*name of other entity or person*]. [*Include other known*
485 *consequences.*]
486

487 This authorization to release the data expires [*date/time of expiration*].
488

489 Individual data subject's signature _____
490

490 Date _____
491

491 Parent/guardian's signature (*if data subject is a minor*) _____
492

492 Date _____
493

494
495
496
497

Riley-Purgatory-Bluff Creek Watershed District
Records Retention Schedule
Adopted February 1, 2017

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

500 **Administration**

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

501

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

502

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

503

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

504

505

506

507 **Real Estate**

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

508

509

510 **Bonds**

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

511

² Retain copy if original returned to provider.

512 **Financial/Accounting**

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

513

514

515 **Insurance**

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

516

517

518 **Permits**

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

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521 **Personnel**

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

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523 **Projects**

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

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526 **Programs**

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

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Riley-Purgatory-Bluff Creek Watershed District

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

Adopted July 2, 2014

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

- 1. Permit fee payments. The District will accept, process and maintain Permit Fees in accordance with District rules and the following protocols.
a. The District will not accept cash in payment of permit fees.
b. Checks received by the District in payment of permit fees will be deposited within 5 business days of receipt.
2. Financial assurance deposits. The District will catalogue and maintain Financial Assurances in accordance with the following protocols:
a. Financial Assurances received by the District will be logged in the Financial Assurance Log created for such purposes, then copied. A copy will be filed at the District offices. The Financial Assurance Log will include, at a minimum, the following information:
i. Permit number for which the financial assurance instrument is provided;
ii. Name of the permittee/escrow provider;
iii. Name, for bonds and letters of credit, of the surety;
iv. Amount(s) of the financial assurances provided;
v. Expiration date, if any, of the financial assurance;
vi. Location of the financial assurance instrument or deposit.
b. Original Financial Assurance instruments will be deposited for safekeeping at a location to be designated annually by the District Board of Managers.
c. When the permittee provides cash as its Finance Assurance, the Permittee shall enter into a cash escrow agreement with the District that specifies the terms and conditions under which the District accepts and holds the funds in escrow, as well as the circumstances under which the District may use the escrowed funds.
i. The District, with the advice of counsel, will maintain a cash escrow agreement template for use by permittees/escrow providers.
ii. The District will accept only checks or wire transferred funds when they are cleared funds and not able to be recalled, reversed or otherwise nullified by the entity on which such check is drawn, or which initiated the transfer.
iii. Permit approval may be revoked for failure to comply with this requirement, including if a check or transfer is withdrawn, reversed or

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Deleted: Submittal of checks to satisfy financial assurance requirements is disfavored by the District. But when, in the judgment of the District administrator, it is not reasonable to require a permit applicant to obtain a bond or letter of credit, the applicant may submit a check for deposit by the District to serve as the permit financial assurance. In such circumstances, the permittee/escrow provider will be required as a condition of permit issuance, transfer or renewal to

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revoked or otherwise nullified by the entity on which such checks are drawn or which initiated such transfer.

- d. No check will be accepted by the District to serve as a financial assurance to secure performance of permit conditions until District staff has verified receipt of an associated executed escrow agreement, specifying the required deposit amount and permit to be secured by the escrow. The check must be in the amount specified in the associated escrow agreement and must bear the number of the District permit(s) to be secured.
- e. Checks received by the District as financial assurances will be deposited within 10 business days of receipt in an account designated by the administrator exclusively for permit escrows. The account will be at a Board-designated depository institution.

3. **Maintenance of valid Financial Assurances.** To ensure that the District has the capacity to assure compliance with its rules and protect the District’s water resources in the event of noncompliance with permit conditions and/or rules, District staff will follow the protocols below to ensure that Financial Assurances remain valid and enforceable:

- a. District compliance with the protocols in this section will be the responsibility of the District administrator.
- b. The administrator will maintain the Financial Assurance Log.
- c. The administrator will review the Financial Assurance Log monthly to ensure the continuing validity of financial assurances provided for active permits by identifying bonds and letters of credit that will expire within the ensuing 90 days.
- d. The administrator will determine – in the course of his or her monthly review of the Financial Assurance Log – whether replacement of the financial assurance is needed for a particular project, and, if so, alert the permittee to the need to provide a replacement instrument at least 60 days prior to the expiration of the existing instrument.
- e. If deemed necessary in response to a permittee’s unwillingness or inability to provide a replacement financial assurance, the administrator will contact counsel at least 30 days prior to the expiration of the financial assurance to initiate procedures to draw on the existing financial assurance.
 - i. The administrator will ensure that proper authorization for a financial assurance draw is secured in a timely manner, with a priority on the protection of District water resources.

4. **Return of Financial Assurances.** Financial Assurance instruments will be returned in accordance with applicable District rules, including sections 5.5 and 12.4.

- a. The administrator will monthly designate financial assurances that may be returned in whole or in part to the surety (with notice to the principal/permittee) and, upon receipt of required documentation, take the steps necessary to return such instruments and/or funds.
- b. The administrator will maintain record of returned financial assurances in the Financial Assurance Log and retain a copy of original financial assurance documents in compliance with the District records retention schedule.

5. **Abandoned property procedures.** State law imposes requirements applicable to any intangible asset in the District’s possession that remains unclaimed for three years or more after the asset is no longer needed for District purposes (e.g., three years after a

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654 permitted project is completed and the associated financial assurance becomes eligible
655 for release in accordance with District rules). To ensure compliance with abandoned-
656 property requirements, the District establishes the following protocols.

657 a. The District will annually assess whether cash escrows remain on deposit after
658 completion of the applicable permitted work and attempt to return them. For cash
659 escrows that have been in the District's possession for three years or more,
660 unclaimed by the owner, staff will commence unclaimed property return
661 procedures as follows.

662 i. By July 1 of each year, District staff will take reasonable steps to notify
663 owners by mail of unclaimed property. A letter should be sent to all
664 known addresses on file for the owner, notifying owner of the amount still
665 held by the District and describing steps necessary to claim the property.
666 Staff need not send such a letter if documentation in the District's
667 possession indicates that the address(es) it has for the owner are
668 inaccurate.

669 ii. If the owner cannot be found, the assets are deemed legally abandoned and
670 the District will remit them to the state Commissioner of Commerce, along
671 with the report required by Minnesota Statutes section 345.41, as may be
672 amended, containing information on the identity of the owner of the
673 unclaimed assets in the District's possession, a description of the assets,
674 the date the assets became payable or returnable to the owner and any
675 other information that may be required by the commissioner. Formatting
676 and filing of the report will be in compliance with Department of
677 Commerce guidance.

678 iii. By October 31 each year, the required report, verified by the
679 administrator, should be filed with the commissioner and all assets
680 unclaimed as of the preceding June 30 should be remitted to the
681 commissioner, [and a copy of such report shall be provided to the Board of](#)
682 [Managers](#).

683 iv. The District may deduct a service charge from the unclaimed assets
684 remitted to cover costs of attempting to locate an owner and, if necessary,
685 reporting and paying the unclaimed funds to the commissioner only if the
686 escrow provider has agreed to the deduction of such charges.

687 **ESCROW AGREEMENT**

688
689 **Between the Riley Purgatory Bluff Creek Watershed District**
690 **and _____**

691
692 This agreement is made by and between the Riley Purgatory Bluff Creek Watershed
693 District, a watershed district under Minnesota Statutes chapters 103B and 103D
694 (RPBCWD), and _____, a _____ (Permittee), to
695 establish a cash escrow in fulfillment of financial assurance requirements under
696 RPBCWD permit no. _____.

697
698 **Recitals**

699
700 A. Pursuant to Minnesota Statutes section 103D.345, the RPBCWD has adopted and
701 implements rules governing development and other activity within the boundaries of
702 the RPBCWD that may have an impact on water resources.

703
704 B. RPBCWD rules require that as a condition of permit approval a permittee must
705 provide and maintain a financial assurance in the form of a bond, letter of credit or
706 cash escrow for the purpose of covering costs the RPBCWD may incur in monitoring
707 and inspecting activity under the permit and in responding, if necessary, to violations
708 of a watershed statute or RPBCWD rule, permit or order.

709
710 C. This agreement documents that a cash escrow has been submitted by Permittee or
711 on Permittee’s behalf to fulfill a financial assurance obligation under permit no.
712 _____ and specifies the conditions and procedures under which the RPBCWD will
713 hold and may draw on the escrow. Permittee and the RPBCWD, in executing this
714 agreement, concur that it is legally binding.

715
716 **Agreement**

717
718 1. Permittee has submitted a cash escrow in the amount of \$ _____. The
719 RPBCWD will hold the escrow in an escrow account where it may be commingled with
720 escrow funds held by the RPBCWD on behalf of parties other than Permittee. The
721 RPBCWD need not hold the funds in an interest-bearing account and Permittee will not
722 be entitled to interest on the escrow. If the escrow is submitted in a form other than
723 cash and the escrow amount is not credited promptly to the RPBCWD account, the
724 RPBCWD may declare this agreement null and void by written notice to Permittee.

725
726 2. Unused escrowed funds will be released to Permittee and additional escrow funds
727 will be submitted by Permittee or on Permittee's behalf in accordance with the RPBCWD
728 rules and duly adopted resolutions and policies of the RPBCWD Board of Managers.
729
730 3. Escrow funds will become the sole property of the RPBCWD, and Permittee agrees to
731 relinquish all legal and equitable interest therein, as follows:

- 732 a. The RPBCWD may invoice Permittee for permit review, compliance monitoring
733 and other eligible costs in accordance with duly established RPBCWD
734 procedures.
- 735 b. If after notice and opportunity to be heard the RPBCWD finds violation of a
736 watershed statute or RPBCWD rule, permit or order, the RPBCWD may give
737 written notice to Permittee. The notice will describe the violation and the action
738 required to correct it. If within twenty (20) days of notice delivery the violation
739 has not been corrected and arrangements acceptable to the RPBCWD have not
740 been made, without further notice the RPBCWD may take steps it deems
741 reasonable to correct the violation, and may have access to the property during
742 reasonable times for that purpose, provided that the RPBCWD will give 24 hours'
743 notice before entry and exercise due care to avoid unnecessary disturbance or
744 damage to the property. If the RPBCWD finds that entry is required to address
745 an occurring or imminent threat to water resources, it may enter and correct
746 without prior hearing or opportunity to cure, but only to the extent reasonably
747 necessary to address the threat.
- 748 c. The RPBCWD may invoice Permittee for reasonable costs incurred for activity
749 under paragraph 3b. If payment is not made within 30 days, the RPBCWD may
750 transfer funds from the escrow account into RPBCWD accounts and credit
751 Permittee accordingly.

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

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

763

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

773

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

777

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

784

785 8. This agreement is effective on the signature of the parties and terminates when the
786 RPBCWD releases the escrow or declares the agreement null and void under paragraph
787 1, above. The agreement may be amended only in a writing signed by the parties. An
788 increase or decrease in the amount of escrow funds held by the RPBCWD for permit no.
789 _____ does not constitute an amendment.

790

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

797

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

799

800 **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

801

802

803 By _____ Date:

804 Administrator

805

806 **PERMITTEE**

807

808

809 By: _____ Date:

810 *[print name here]*

811 as _____ of _____.

812

813

State of Minnesota

County of :

814 This instrument was acknowledged before me on _____,

815 by _____, as _____

816 of _____.

_____ (Signature of notarial officer)

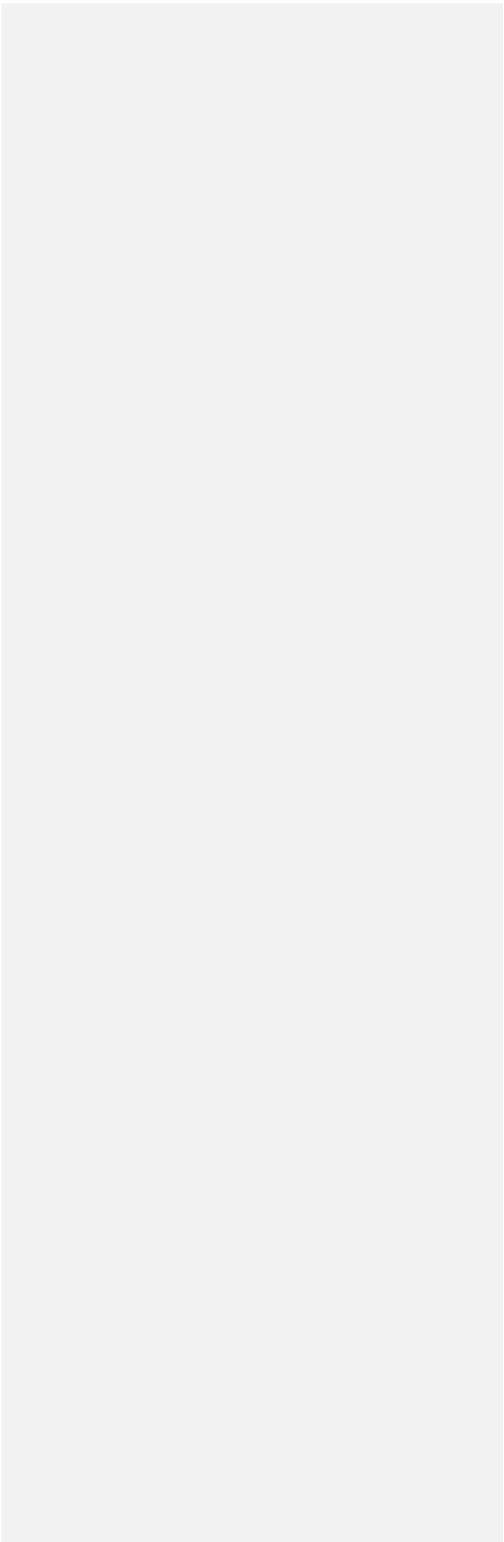
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Notary Public

My commission

expires:

817



818

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ESCROW PROVIDER ACKNOWLEDGEMENT & RELEASE

820

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

827

828

829 Acknowledged, intending to be legally bound:

830

831

832 _____ Date:

833 By: *[print name]*

834 Title _____

835 Company _____

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837

State of Minnesota

County of :

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This instrument was acknowledged before me on _____,

839

by _____, as _____

840

of _____.

_____ (Signature of notarial officer)

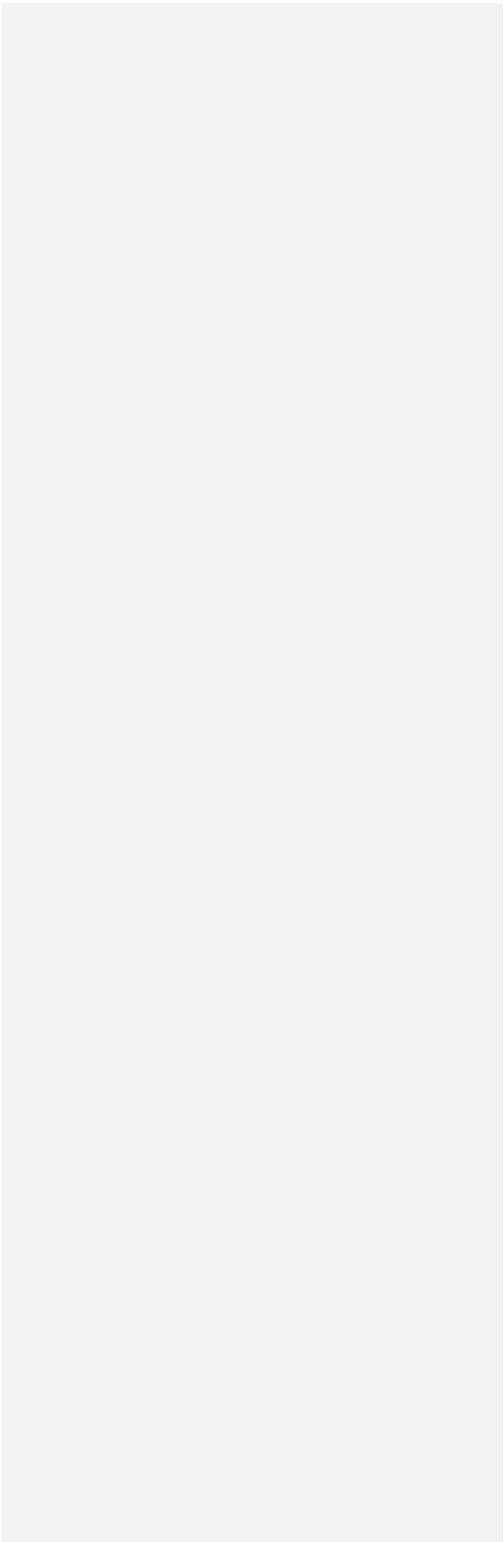
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Notary Public

My commission expires:

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

Adopted as amended June 29, 2015

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

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

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- 898 ii. Registration for conferences, seminars and other events pertaining to
899 District business;
900 iii. Mileage and parking – use of personal vehicle (only) will be reimbursed at
901 the tax-deductible mileage rate set by the federal Internal Revenue Service
902 and the cost of renting an automobile will be reimbursed only if necessary
903 to conduct District business reimbursed to airport and back using personal
904 vehicle;
905 iv. Meals (excluding alcoholic beverages);
906 v. Gratuities (not to exceed 20 percent of expenses incurred);
907 vi. Lodging;
908 vii. Other actual and reasonable expenses.
- 909 2. **Employee and manager training.** The District may pay reasonable registration, tuition,
910 travel and incidental expenses (including lodging and meals) for education, development
911 and training when expenditures are directly related to the performance of duties.
912 Expenditures must be approved in advance by the administrator (for employees) or Board
913 (for managers and the administrator). Each person attending such training shall report on
914 the purpose of the training, the skills and knowledge obtained as a result of the training
915 and implementation recommendations, and recommendations on the value of future
916 attendance of such training. The administrator shall maintain a log of training paid for by
917 the District and include a report on staff and manager training in the monthly staff report.
- 918 3. **Safety and health programs.** The District may pay for safety and health programs that
919 promote healthier and more productive employees and reduce costs to watershed
920 taxpayers, including costs associated with workers’ compensation and disability benefits
921 claims, insurance premiums and lost time resulting from employee absences.
- 922 4. **Manager and employee recognition and appreciation.** The District may pay for
923 programs that recognize managers and employees for significant contributions to the
924 District’s performance and demonstrated commitment to the District’s effective and
925 efficient fulfillment of its purposes in accordance with an annual plan and budget for such
926 events, approved by the Board. The District may pay for occasional manager and
927 employee appreciation events or activities conducted in accordance with an annual plan
928 and budget for such events, approved by the Board. No expenditure for manager or
929 employee recognition will be made under this policy unless and until the structure,
930 purposes and criteria for recognition are approved by the Board.
- 931 a. The District will not pay employees direct non-salary payments (i.e., bonuses)
932 except as conditioned on achievement of performance goals specified in a written
933 employment agreement.
- 934 5. **Food and beverages.** The District may pay for food and beverages when necessary to
935 ensure meaningful, efficient and effective participation of employees, managers or the
936 public in activities, events and functions directly related to District purposes.
937 Circumstances under which District expenditures for food and beverages will be allowed
938 include:
- 939 a. Food and/or beverages provided as part of a structured agenda of a conference,
940 workshop, work session, outreach meeting or seminar, when the topic or subject
941 of which relates to the official business of the District and the majority of the
942 participants are not District employees or managers;

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- 944 b. Food and/or beverages may be provided as part of a workshop or formal meeting
945 primarily for District employees or managers where food and/or beverages are
946 necessary to facilitate the conduct of the meeting, to ensure continuity and support
947 the participation of employees, managers and other participants. Examples of
948 potential qualifying events include:
- 949 i. An extended planning or operational analysis meeting;
 - 950 ii. An extended meeting to develop long-term strategic plans;
 - 951 iii. A structured training session for employees generally; or
 - 952 iv. Official meetings of the District Board, a committee, task force or
953 advisory group.
- 954 c. Food and/or beverages may be provided for occasional employee or manager
955 recognition and appreciation events and activities, when approved by the Board in
956 accordance with a District employee recognition and appreciation plan and
957 budget.
- 958 d. The District may pay for food and/or beverage expenses incurred in connection
959 with a meeting or event attended by employees and/or managers, the primary
960 purpose of which is to discuss, negotiate or evaluate a plan, program, project or
961 other endeavor directly related to District purposes.
- 962 e. District meetings, workshops and training sessions will be scheduled to avoid the
963 need to provide food whenever possible.
- 964 6. **Outreach and stakeholder involvement.** The District may pay for community and
965 stakeholder outreach and involvement programs to ensure that efficient and effective
966 District programs, projects and meetings are conducted to gather public and
967 intergovernmental input and participation in District planning, research, rulemaking and
968 program or project design.
- 969 7. **Membership, donations.** The District may pay for membership in the Minnesota
970 Association of Watershed Districts in accordance with Minnesota Statutes section
971 103D.335, subdivision 20. District funds may be expended for membership in other
972 professional organizations if the organization is an association of a civic, educational or
973 governmental nature and its activities are directly related to District purposes or the
974 improvement of District operations. District funds may not be donated to any
975 professional, technical or charitable organization, person or private institution. The
976 District may contract for services rendered by such organizations.
- 977 8. **Protocols.** The following protocols are established to ensure compliance with above
978 policies:
- 979 a. For employees other than the administrator, the written approval of the
980 administrator must be secured prior to an event or activity to qualify as a District
981 expenditure.
 - 982 b. All invoices or reimbursement requests must include or be accompanied by a
983 copy of the administrator's written approval and must include itemized receipts or
984 other appropriate documentation of expenses incurred. Documentation also must
985 include the date the expense(s) were incurred, location, purpose, participating or
986 attending individuals and relevant affiliation, explanation of the need for food
987 and/or beverage for the meeting, event or activity, and any other relevant
988 information.

- 989 c. Copies of all documentation specified herein will be recorded and maintained in
990 accordance with the District records retention policy.
- 991 d. [No expenditure shall be made which will cause the aggregate expenditures in the](#)
992 [budget category to exceed the budget for that category without authorization by](#)
993 [the Board of Managers.](#)
- 994 9. **Use of District property**
- 995 a. District property, including but not limited to computers, phones, fax machines
996 and other office equipment, will be used exclusively for District business, except
997 for incidental personal use by District staff that does not interfere with or impede
998 the conduct of District business to any substantial degree.
- 999 b. District property must be used for only its intended purposes.
- 1000 c. The administrator may not dispose of any District property with a value of more
1001 than \$1,000 without prior authorization of the Board of Managers.
- 1002 10. **Miscellaneous.**
- 1003 a. The District administrator will secure an approval described above for expenses
1004 he or she will incur from the president of the Board of Managers, except that the
1005 administrator may approve or pay expenses for District-conducted programs,
1006 events and activities.
- 1007 b. The District will not pay for alcoholic beverages under any circumstances.
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Riley-Purgatory-Bluff Creek Watershed District
Fund Balance Policy

Adopted as amended February 1, 2017

[DRAFT Amendment January 8, 2020](#)

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I. Purpose

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

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

II. Classification of Fund Balances, Procedures

1. Nonspendable

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

2. Restricted

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

3. Committed

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

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

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4. Assigned

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- Amounts for which a specified purpose has been stated, but are neither restricted nor committed. Assigned fund balances include amounts that are intended to be used for specific purposes.

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- Only the District board of managers has the authority to assign and remove assignments of fund balance amounts for specified purposes.

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5. Unassigned

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- A residual classification that includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes.

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6. Other Principles and Procedures

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

Deleted: ~~Emergency reserve.~~ Beyond the working-capital reserve in the first half of the year, the District will endeavor to maintain additional funds to provide for emergencies. At the end of each fiscal year, the District will establish an emergency reserve for unforeseen expenditures equal to 5 percent of the next year's budget. ~~Budget stabilization.~~ To buffer budget volatility, the District will endeavor to maintain a fund balance to help manage fluctuations in the operating budget. The District will maintain a balanced budget, and will endeavor to ensure that the carryover balance at the end of the year is 5 to 7 percent of the next year's budget. These funds could be used to cover, for example, one-time expenditures to avoid future budget increases, offset shortfalls in revenue, fund unanticipated operative expenses.

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

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III. Monitoring and Reporting

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

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

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Riley-Purgatory-Bluff Creek Watershed District
Internal Controls and Procedures for Financial Management

Adopted July 2, 2014
~~as amended January 8, 2020~~

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

I. **Annual budget.** The administrator annually develops a proposed budget for presentation to the Board of Managers for review. After adjustments as directed by the Board, the District schedules and issues appropriate notice for a public hearing on the proposed budget. Following the public hearing but before September 15 each year, the Board of Managers adopts the annual budget and certifies it to the Hennepin County auditor.

- a. Amounts in any approved budget category may not be reallocated without approval of the Board of Managers.
- b. Actual expenditures may not materially deviate from the amount in an approved budget category.

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

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

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

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III. **Monthly financial management protocols.**

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

~~b. The administrative assistant opens the mail and receives checks, permit fees payments, monthly bills and invoices at the District office.~~

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- ~~i. The administrative assistant copies escrow checks and permit fees payments, enters them into a spreadsheet.~~

- 1160 copies checks, deposits them, and attaches deposit slips to
 1161 the spreadsheet;
 1162 ii. The administrative assistant opens invoices and places
 1163 them in a folder for the administrator’s review;
 1164 iii. The administrative assistant collects staff receipts for
 1165 expense reimbursement, including expense receipts for
 1166 credit card charges, or a weekly basis;
 1167 iv. The administrative assistant places per diem request sheets
 1168 in a folder for the administrator’s review.
 1169 c. Receipts are reviewed and approved by the administrator and invoices are
 1170 reviewed and approved by the administrator and Treasurer.
 1171 d. The administrator reviews the Excel spreadsheet prepared by the
 1172 administrative assistant, listing vendor, invoice number, invoice amount
 1173 and general ledger coding; a list of deposits with coding and a list of credit
 1174 card charges with coding, and emails this information to the accountant.
 1175 e. The accountant prepares checks pursuant to these recommendations to pay
 1176 the monthly bills.
 1177 f. Payroll is processed through a third party payroll service. The
 1178 administrator submits employee hours to the payroll service for each pay
 1179 period. The payroll service prepares payroll on a semi-monthly basis by
 1180 direct deposit and is responsible for all tax filing requirements, tax forms,
 1181 and PERA payments or filing requirements.
 1182 g. The accountant prepares a monthly treasurer’s report that includes a listing
 1183 of bills to be paid and tracks account balances. The accountant also
 1184 prepares an internal report for the treasurer.
 1185 h. The administrator reviews the treasurer’s report and distributes the report
 1186 to the Board of Managers for the review prior to the Board’s monthly
 1187 meeting.
 1188 i. The treasurer also reviews the bills to determine whether to recommend
 1189 payment. All bills are available for review by any member of the Board of
 1190 Managers on request.
 1191 j. The treasurer reviews the treasurer’s report for accuracy prior to
 1192 presentation to the Board of Managers.
 1193 k. At the monthly Board meeting, the treasurer presents the treasurer’s
 1194 report. The Board of Managers receives and discusses, as necessary, the
 1195 treasurer’s report, then authorizes payment of the monthly bills as
 1196 presented in the check register.
 1197 l. Following Board authorization to pay the bills, the administrator mails
 1198 payment to vendors as authorized.
 1199 IV. **Spending Authority.** All expenditures by the District must be approved in
 1200 advance by the Board, except that the Board by resolution may delegate to the
 1201 administrator the authority to bind the District, with or without countersignature,
 1202 to a purchase of goods or services, or to enter into a contract for same, when the
 1203 cost thereof does not exceed \$10,000 or under other specified conditions.

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- 1210 a. The Board has authorized the administrator to expend up to \$5,000 on a
 1211 single purchase without prior Board approval and affirms that authority in
 1212 adopting this policy.
- 1213 b. The administrator may not purchase any real estate or easements on real
 1214 estate without prior authorization for the Board of Managers.
- 1215 **V. Banking**
- 1216 a. The District maintains a current signature card at the depository bank.
- 1217 b. The administrator and treasurer may transfer funds between District
 1218 accounts and may deposit funds into District accounts.
- 1219 c. Cash withdrawals from District accounts are prohibited.
- 1220 d. The administrator, in consultation with the treasurer, is authorized to
 1221 invest District funds in accordance with Minnesota Statutes chapter 118A.
- 1222 e. All deposits to District accounts must be made intact, and the District's
 1223 bank is instructed not to return cash from a deposit to a District account.
- 1224 **VI. Checking**
- 1225 a. The administrator is not an authorized signatory of District checks.
- 1226 b. All checks, drafts or other orders for the payment of money, notes or other
 1227 evidence of indebtedness issued in the name of the District shall not be
 1228 valid unless signed by two managers, except that a check, draft or other
 1229 order for payment of less than \$100 is valid with one manager's signature.
- 1230 **VII. Credit card use.** The administrator is authorized to incur charges to the District
 1231 credit card, with a maximum single charge of \$5,000 and allowable billing-period
 1232 maximum charges totaling \$10,000.
- 1233 a. A receipt must be obtained for all District credit card purchases. Credit
 1234 card purchases for which a detailed receipt is not provided must be
 1235 reimbursed by the individual making the purchase.
- 1236 **VIII. Reporting**
- 1237 a. All expenditures and investments, receipts and disbursements made must
 1238 be compiled for presentation to the Board of Managers by the treasurer in
 1239 a timely manner.
- 1240 b. The annual audit will be filed with the Board of Water and Soil Resources
 1241 and the Office of the State Auditor within 120 days of the end of the
 1242 District's fiscal year (January 1 – December 31).
- 1243 c. The administrator and treasurer will regularly review relevant records and
 1244 documents for any of the following, and report to the treasurer (for the
 1245 administrator) or the Board of Managers (for the treasurer) any of the
 1246 following if found:
- 1247 i. Unusual or unexplained discrepancy between actual
 1248 performance and anticipated results (costs in a general
 1249 expense categories well beyond the budgeted amount);
- 1250 ii. Receipts that do not match deposit slips;
- 1251 iii. Disbursements to unknown and/or unapproved vendors;
- 1252 iv. A single signature on a check or pre-signed blank checks;
- 1253 v. Gaps in receipt or check numbers;
- 1254 vi. Late financial reports;
- 1255 vii. Disregard of internal control policies and procedures.

- 1256 IX. **Depositories and collateralization.** In accordance with state law, the District
 1257 names an official depository or depositories at its January meeting each year
 1258 (depository bank(s)). In the event the Board of Managers does not designate a
 1259 depository in any particular year, the last-designated depository will continue in
 1260 that capacity. Each depository bank provides the District with a proof of
 1261 collateralization in accordance with state law (Minnesota Statutes section 118.03)
 1262 for an amount equal to the amount on deposit at the close of the depository bank's
 1263 banking day beyond the amount covered by federal insurance, if any. The
 1264 collateral provided by each depository bank will be maintained in an account in
 1265 the trust department of a bank or other financial institution not owned or
 1266 controlled by the same (depository) bank or in a restricted account at a federal
 1267 reserve bank. [District funds are managed pursuant to the Investment and](#)
 1268 [Depository Policy, adopted \[January 8, 2020\].](#)
- 1269 X. **Financial Assurances and Abandoned Property.** See District Policy for
 1270 Management of Financial Assurances and Abandoned Property, adopted
 1271 November 21, 2012.
- 1272 XI. **Miscellaneous**
- 1273 a. The District will not maintain a petty cash fund.
- 1274 b. The District will not accept cash (currency) in payment of permit fees or
 1275 financial assurances.
- 1276 c. The District will not cash personal or third-party checks.
- 1277 d. The administrator must not fail to insure District property against theft and
 1278 casualty loss.
- 1279

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1281 **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

1282
1283 **INVESTMENT AND DEPOSITORY POLICY**

1284
1285 **DRAFT January 8, 2020**

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1287 **1. PURPOSE**

1288
1289 The purpose of this policy is to establish the Riley Purgatory Bluff Creek Watershed
1290 District’s investment objectives, establish specific guidelines that the District will
1291 use in the investment of funds, and establish District depository policy. It will be
1292 the responsibility of the District administrator to invest District funds in order to
1293 attain a market rate of return while preserving and protecting the capital of the
1294 overall portfolio and to ensure compliance with District policy and with statutory
1295 requirements applicable to the District’s designation a depository financial
1296 institution. Investments will be made in compliance with statutory constraints and
1297 in safe, low-risk instruments that are approved by the RPBCWD Board of
1298 Managers.

1299
1300 **2. SCOPE**

1301
1302 This policy applies to all financial assets of the District, including, as to depository
1303 policy, funds held in escrow.

1304
1305
1306 **3. SPECIFIC REVENUE SOURCES AND POOLING OF FUNDS**

1307
1308 The District will report proceeds of specific revenue sources as restricted,
1309 committed or assigned for specific purposes, as applicable, and maintain its budget
1310 and accounts in a manner consistent with these designations. Except for cash in
1311 these certain restricted, committed and assigned funds, the District will consolidate
1312 cash and reserve balances from all funds to maximize investment earnings and
1313 increase efficiencies with regard to investment pricing, safekeeping and
1314 administration. Investment income will be allocated to the various funds based on
1315 their respective participation and in accordance with generally accepted accounting
1316 principles.

1317
1318 **4. DESIGNATION OF DEPOSITORY AND COLLATERALIZATION**

1319
1320 The District Board of Managers annually will designate a financial institution or
1321 institutions in the State of Minnesota as the depository of District funds. In the
1322 event the Board of Managers does not designate a depository in any particular year,
1323 the last-designated depository will continue in that capacity. Each depository will
1324 furnish collateral, as necessary, in the manner and to the extent required by
1325 Minnesota Statutes Section 118A.03, as it may be amended, and other applicable
1326 law. Collateral will be held in safekeeping in compliance with Section 118A.03, as

1330 it may be amended.

1331
1332
1333 **5. DELEGATION OF AUTHORITY**

1334
1335 Minnesota Statutes Section 118A.02 provides that the governing body may
1336 authorize the treasurer or chief financial officer to make investments of funds under
1337 Sections 118A.01 to 118A.06 or other applicable law. Pursuant to Article VI of the
1338 District Bylaws and Governance Policies: Executive Limitations Policy 6, Asset
1339 Protection, the Board of Managers, and as otherwise permitted by law, designates
1340 the administrator as the District's chief financial officer and authorizes the District
1341 administrator to invest District funds pursuant to this policy and state law for the
1342 District.

1343
1344 The District administrator shall assure compliance with this policy and further
1345 develop and maintain adequate controls, procedures, and methods assuring security
1346 and accurate accounting on a day-to-day basis.

1347
1348 **6. OBJECTIVES**

1349
1350 At all times investments of the District shall be made and maintained in accordance
1351 with Minnesota Statutes Chapter 118A as it may be amended. The primary
1352 objectives of the District investment activities shall be in the following order of
1353 priority:

1354
1355 **A. SECURITY**

1356
1357 Security of principal is the foremost objective of the investment portfolio.
1358 Preserving capital and protecting investment principal shall be the primary
1359 objective of each investment transaction. Specific risks will be managed as
1360 follows:

1361
1362 *Credit Risk.* Credit risk is the risk of loss due to failure of the security issuer
1363 or backer. Designated depositories will have insurance through the Federal
1364 Deposit Insurance Corporation or the Securities Investor Protection
1365 Corporation. To ensure security when considering an investment, the
1366 District will cross-check all depositories under consideration against
1367 existing investments to make certain that funds in excess of insurance limits
1368 are not deposited with the same institution unless collateralized as outlined
1369 herein. Furthermore, the Board of Managers will approve all financial
1370 institutions, brokers and advisers with which the District will do business.

1371
1372 *Concentration of Credit Risk.* The District will diversify its investments
1373 according to type and maturity. The District portfolio, to the greatest extent
1374 feasible, will contain a mixture of short-term (shorter than one year) and
1375 long-term (more than one year) investments. The District will attempt to

1376 match its investments with anticipated cash-flow requirements. Extended
1377 maturities may be utilized to take advantage of higher yields.

1378
1379 *Interest Rate Risk.* Interest rate risk is the risk that the market value of
1380 securities in the portfolio will fall due to changes in general interest rates.
1381 The District will minimize interest rate risk by structuring its investment
1382 portfolio to ensure that securities mature to meet cash requirements for
1383 ongoing operations, thereby avoiding the need to sell securities on the open
1384 market prior to maturity.

1385
1386 *Custodial Risk.* The District will minimize deposit custodial risk, which is
1387 the risk of loss due to failure of the depository bank (or credit union), by
1388 obtaining collateral for all uninsured amounts on deposit, and by obtaining
1389 necessary documentation to show compliance. (See section III.)

1390
1391 B. LIQUIDITY

1392
1393 The investment portfolio shall remain sufficiently liquid to meet projected
1394 disbursement requirements. This is accomplished by structuring the
1395 portfolio so that securities mature concurrent with cash needs to meet
1396 anticipated demands. Generally, investments will have short terms and/or
1397 “laddered” maturities so that funds become available on a regular schedule.
1398 Liquid funds will allow the District to meet possible cash emergencies
1399 without being significantly penalized on investments.

1400
1401 C. RETURN ON INVESTMENT

1402
1403 The investment portfolio shall be designed to manage the funds to maximize
1404 returns consistent with items A and B above and within the requirements
1405 set forth in this policy. Subject to the requirements of the investment
1406 objectives herein, it is the policy of the District to offer financial institutions
1407 and companies within the District the opportunity to bid on investments; the
1408 District will seek the best investment yields.

1409
1410 7. PRUDENCE

1411
1412 The “prudent person” standard shall be applied in managing District investments.
1413 All investment transactions shall be made in good faith with the degree of judgment
1414 and care, under the circumstances, that a person of prudence, discretion, and
1415 intelligence would exercise in the management of their own affairs, in accordance
1416 with this policy.

1417
1418 8. ELIGIBLE INVESTMENTS

1419
1420 All investments shall be in accordance with Minnesota Statutes section 118A.04.
1421

1422 **9. INVESTMENT RESTRICTIONS**

1423
1424 In addition to statutory prohibitions, no investment of District funds shall be made
1425 in derivative products, structured notes, inverse index bonds, repurchase
1426 agreements or other exotic products or investments not authorized by statute.

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1430 **10. SAFEKEEPING**

1431 District investments, contracts and agreements will be held in safekeeping in
1432 compliance with Minnesota Statutes Section 118A.06. In addition, before
1433 accepting any investment of District funds and annually thereafter, the supervising
1434 officer of the financial institution serving as a broker for the District shall submit a
1435 certification substantially in the form attached hereto as Exhibit Y stating that the
1436 officer has reviewed the District Investment and Depository Policy and
1437 incorporated statement of investment restrictions, as well as applicable state law,
1438 agrees to act in a manner consistent with the policy and law, that the supervising
1439 officer will promptly disclose any potential conflicts of interest or risk to public
1440 funds that might arise out of business transactions between the firm and the District,
1441 and that the financial institution will undertake reasonable efforts to preclude
1442 imprudent transactions involving the District funds. The District will annually
1443 provide the policy as it may be amended to each such supervising officer.

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1446 **11. CONFLICT OF INTEREST**

1447 Any District manager or staff member involved in the investment process shall
1448 refrain from personal business activity that could conflict with proper execution of
1449 the investment program or which could impair his/her ability to make impartial
1450 investment decisions.

1451
1452
1453 **12. INTERNAL CONTROLS AND REPORTING**

1454 Internal controls are designed to prevent loss of public funds due to fraud, error,
1455 misrepresentation, unanticipated market changes, or imprudent actions. Before the
1456 District invests any surplus funds, competitive quotations shall be obtained. If a
1457 specific maturity date is required, either for cash flow purposes or for conformance
1458 to maturity guidelines, quotations will be requested for instruments which meet the
1459 maturity requirement. The District will accept the quotation which provides the
1460 highest rate of return within the maturity required and within the limits of this
1461 policy.

1462
1463
1464 The District funds shall not be invested for a term exceeding three years unless so
1465 authorized by the Board of Managers.

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1466 Monthly, the District administrator shall provide an investments report to the Board
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of Managers, including but not limited to the amount invested, the maturity date(s),
the institution with which invested or the investment type, and the interest rate.
Investments shall be audited and reported with financial statement annually. It shall
be the practice of the District Board to review and amend the investment policy
from time to time as needed, but not less than once every two years.

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Riley-Purgatory-Bluff Creek Watershed District
Policy on Permit Fee Reimbursement

Adopted July 2, 2014

1. Permit fee deposits will held in escrow and applied to reimburse the District for permit inspection-related costs incurred at the rates stated in a permit fee deposit and rate schedule established by the Board of Managers.
2. 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 District Rules.
3. No permit will be modified, renewed or extended if the applicable permit fee deposit balance is negative.
4. The 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 the District determines that the work has not been completed in accordance with the applicable permit.
5. All permit applicants and permittees shall replenish the permit fee deposit to the original amount or such lesser amount as the District administrator deems sufficient within 30 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;

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

Deleted: <#>Financial assurances provided by an applicant will be released in accordance with District Rule M12.0.¶

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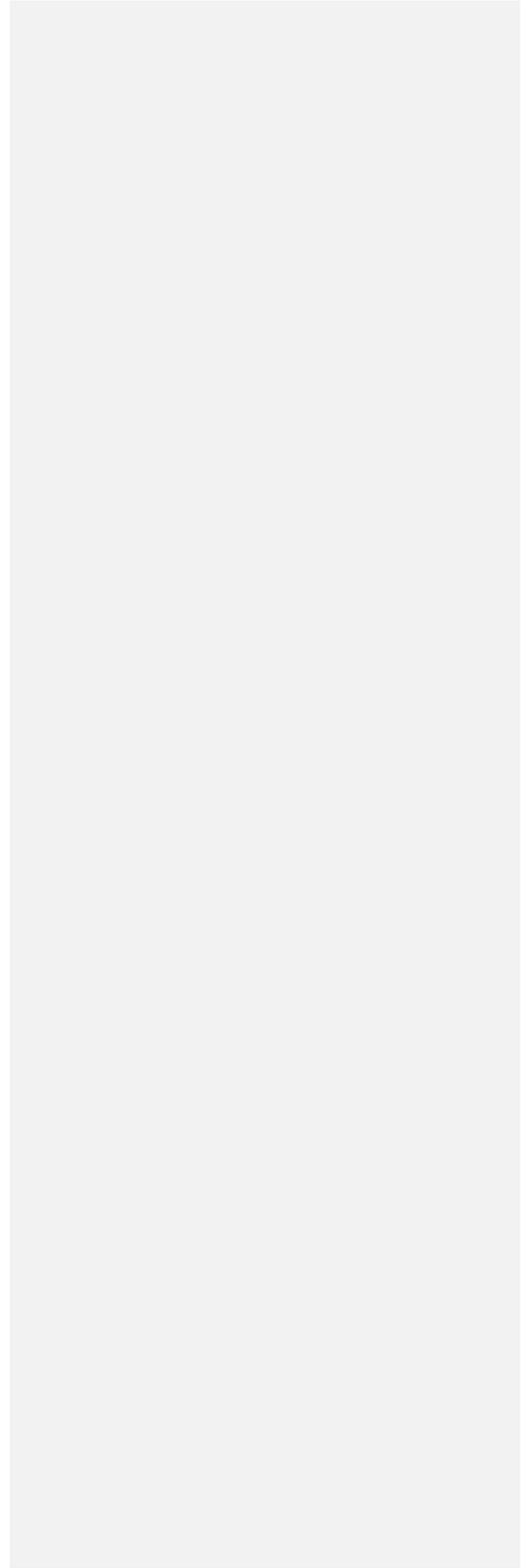
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Appendix A



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

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

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

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

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

Formatted: Numbering: Continuous

Field Code Changed

1557
1558

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

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

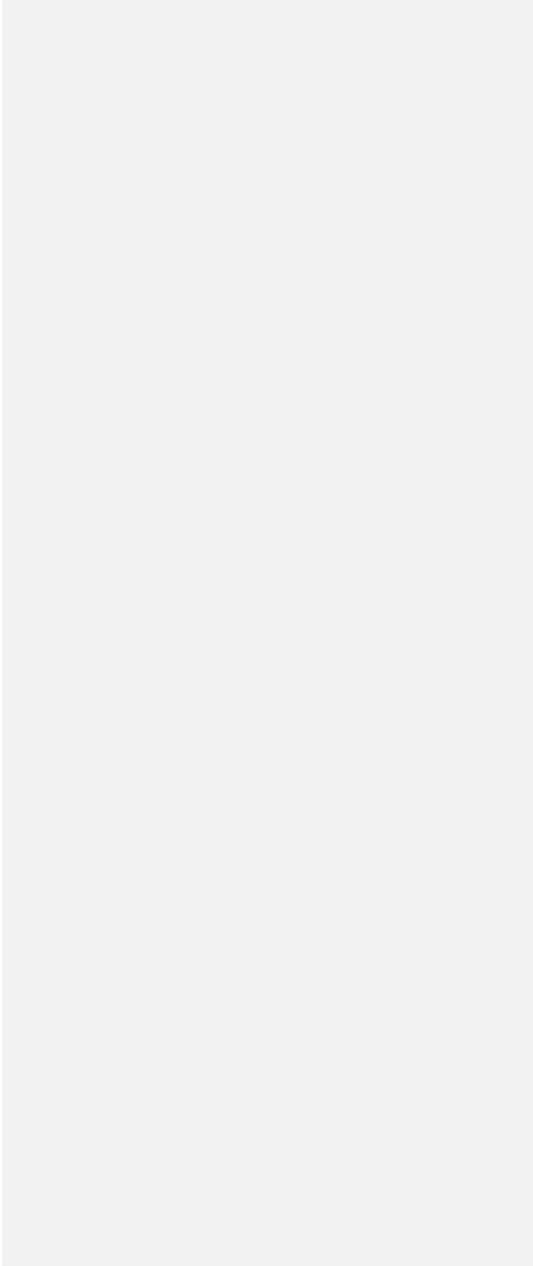
Commented [CB6]: Split these out.

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

Commented [CB7]: Split These out

Workers compensation billings	Records of billings for employees who receive workers compensation benefits	Private	MS 13.43	Administrator.
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1559
1560



14
RESOLUTION NO. 2020-08

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

**AUTHORIZING THIRTY (30) DAY NOTICE TO ADOPT PROPOSED AMENDMENTS
TO BY-LAWS AND OTHER REVISIONS TO GOVERNANCE MANUAL**

Manager _____ offered the following Resolution and moved its adoption, seconded by Manager _____ :

WHEREAS the Riley-Purgatory-Bluff Creek Watershed District Board of Managers desires to ensure that the By-laws, and other governance policies concerning the business and finances of the District are up to date;

WHEREAS the Board's Governance Committee and the Board of Managers have undertaken a careful review of the By-laws and all other governance policies of the District, identifying numerous propose revisions, as identified in the attached draft of amendments dated April 30, 2020;

WHEREAS the District's By-laws provide that they may be amended by a four-fifths majority vote of the Board of Managers on thirty (30) days written notice of the proposed changes, and the Board of Managers desires to provide such notice for all of the proposed changes to the Governance Manual, including the By-laws;

THEREFORE, BE IT RESOLVED that the Board of Managers hereby directs the administrator to issue and publish notice of these proposed amendments to the District's Governance Manual, including the By-laws, for consideration of adoption at its regular meeting on June 3, 2020.

The question was on the adoption of the Resolution and there were ___ yeas, ___ nays and ___ abstentions as follows:

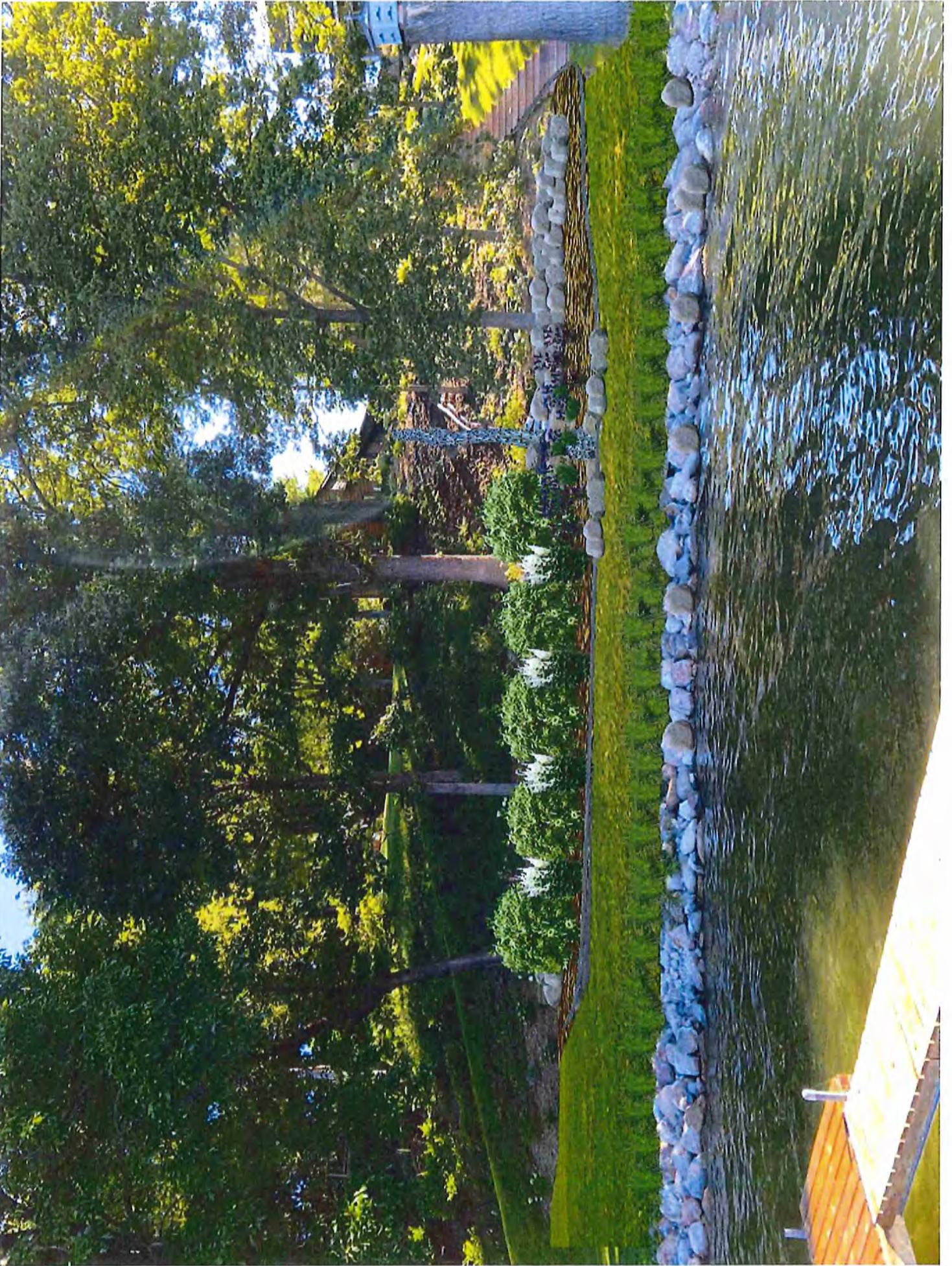
Yea

Nay

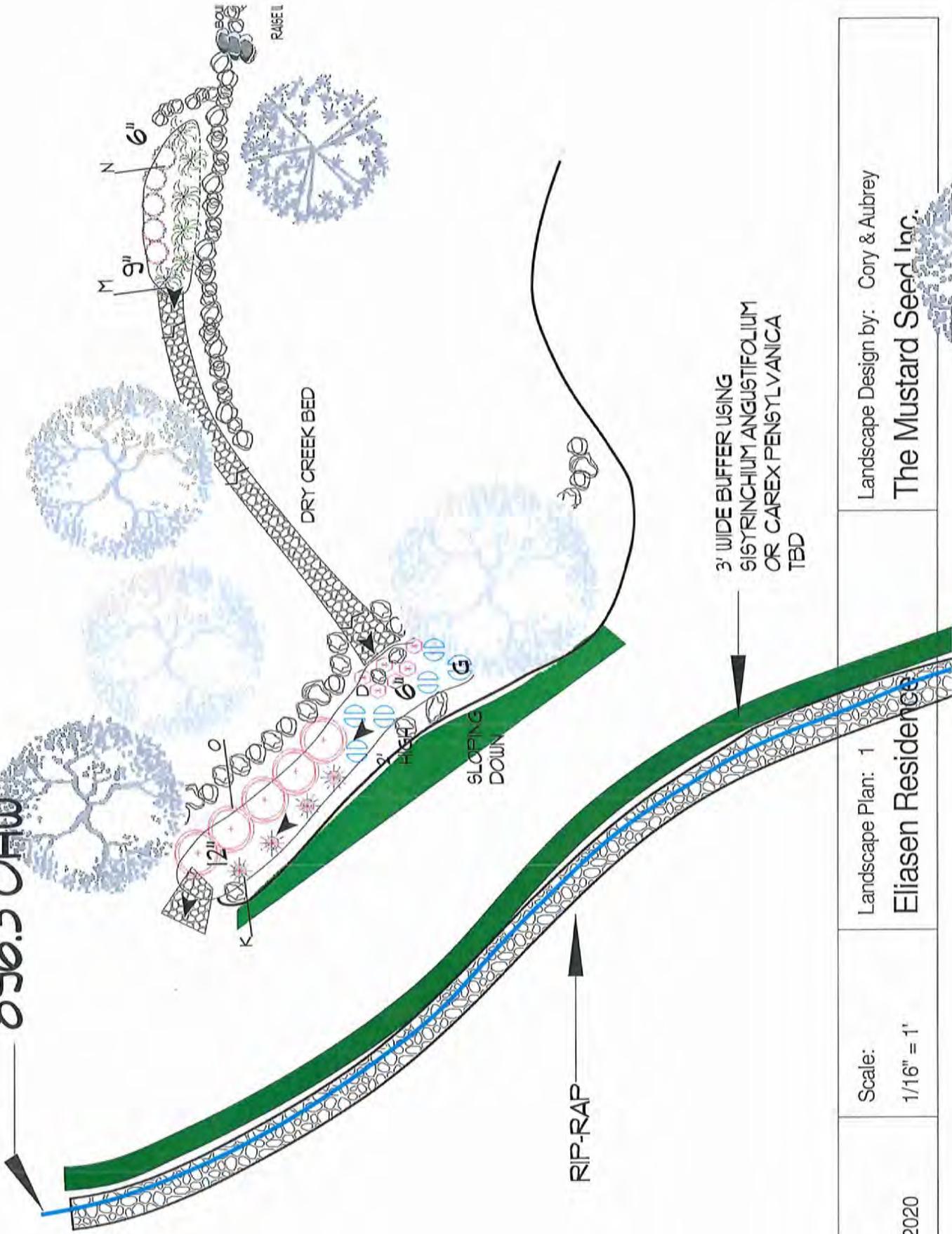
Abstain

Absent

**CRAFTON
KOCH
PEDERSON
WARD**



896.3 OHW



Revision #:

Date: 8/27/2020

Scale:

1/16" = 1'

Landscape Plan: 1

Eliassen Residence

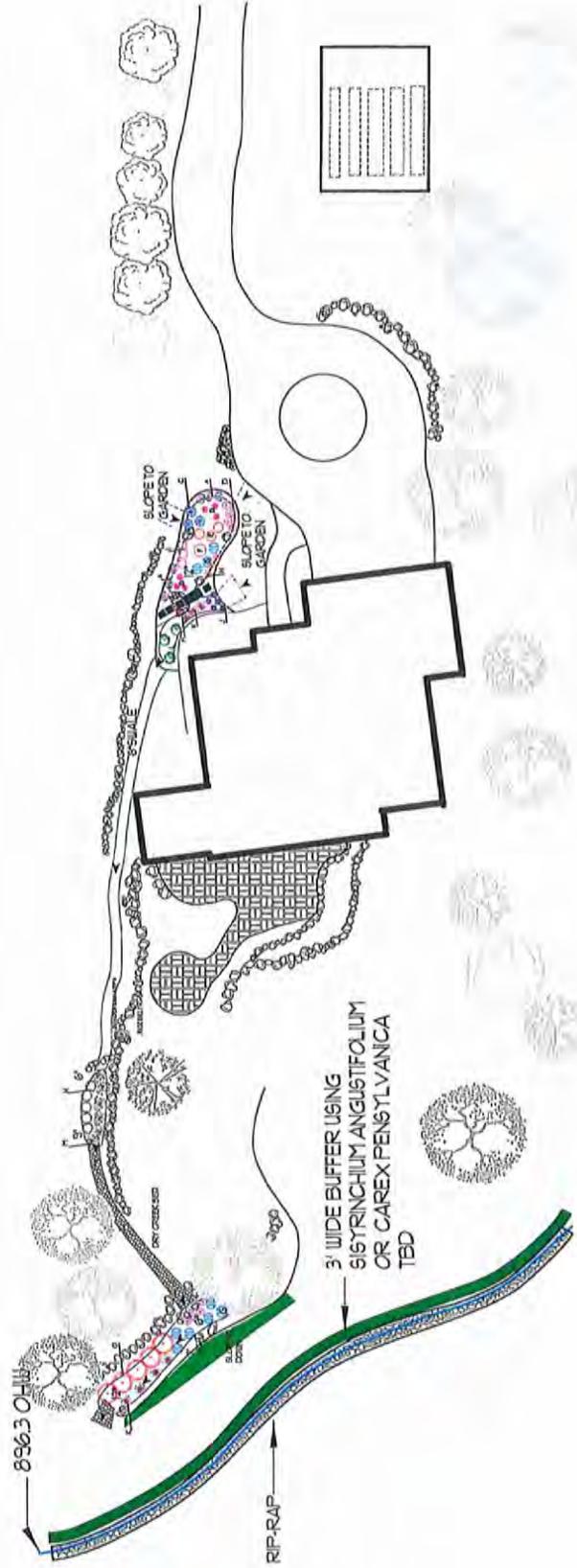
Landscape Design by: Cory & Aubrey

The Mustard Seed Inc.

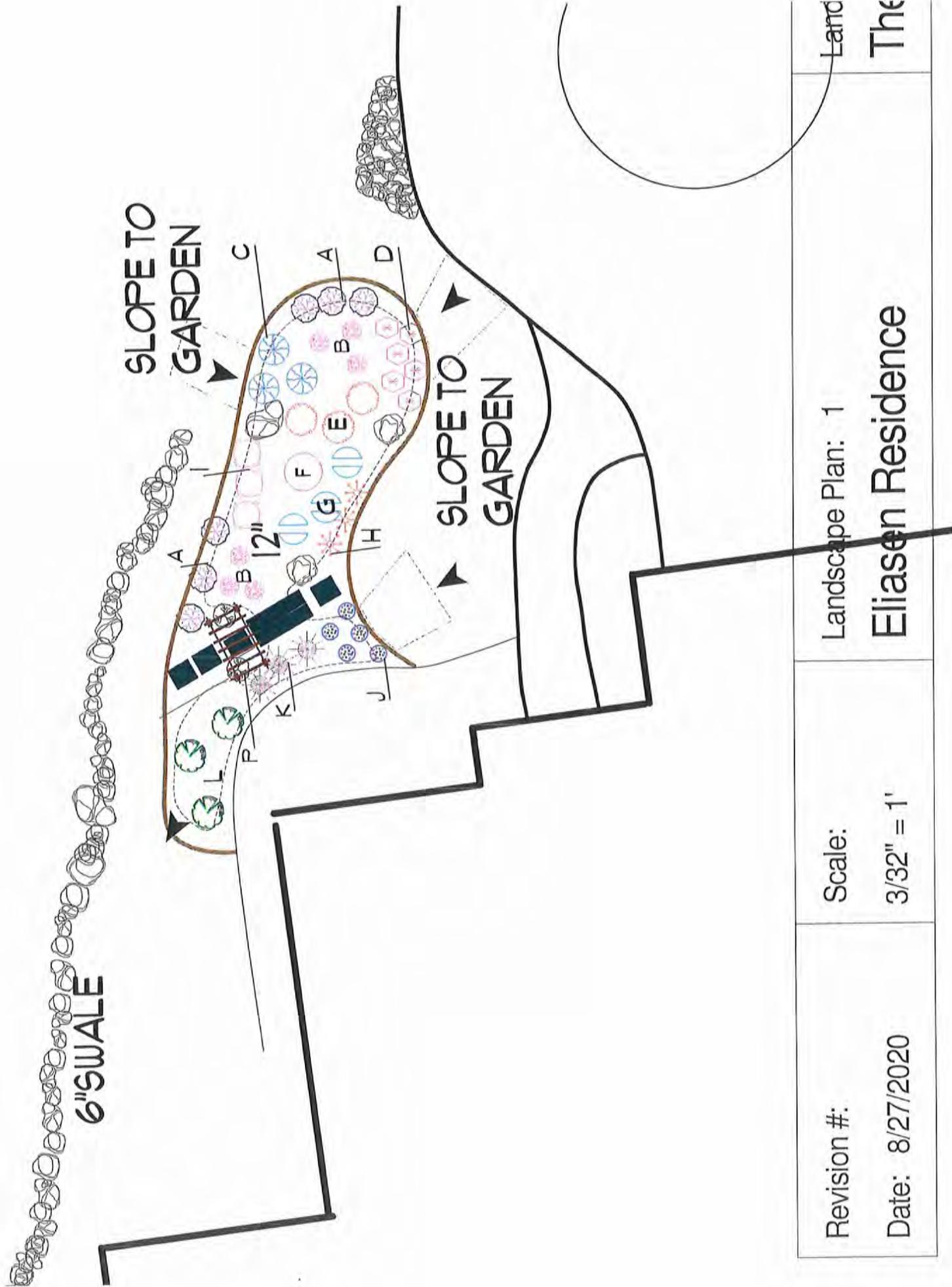
PLANT LIST

- | | | | |
|-----------------------|-----------------------------|------------------------|----------------------------------|
| A) ECHINACEA PALLIDA | E) ASCLEPIAS INCARNATA | I) MARSH LIASTRIS | M) CINNAMON FERN |
| B) LOBELIA CARDINALIS | F) MONARDA FISTULOSA | J) BLUE EYED GRASS | N) CHELONE, GLABRA |
| C) JOE PYE WEED | G) GREAT BLUE LOBELIA | K) CULVERS ROOT | O) RED TWIGGED DOGWOOD |
| D) BLUE FLAG IRIS | H) ASCLEPIAS BUTTERFLY WEED | L) PENSTEMON DIGITALIS | P) WISTERIA, KENTUCKY BLUE BLOOM |

▶ REPRESENTS WATER FLOW



Revision #:	Scale:	Landscape Plan: 1	Landscape Design by: Cory and Aubrey
Date: 8/27/2020	1/32" = 1'	Eliassen	The Mustard Seed Inc.



Land

The

Landscape Plan: 1

Eliason Residence

Scale:

3/32" = 1'

Revision #:

Date: 8/27/2020



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

September 23, 2020

Lotus Lake Conservation Alliance
c/o Paul Granos, President
P.O. Box 1061
Chanhassen, MN 55317

RE: Shoreline Protection

Dear Mr. Granos,

This letter is in response to your letter dated August 3, 2010 and addresses the same subject matter. I would like to begin by expressing, on behalf of the Riley Purgatory Bluff Creek Watershed District (RPBCWD), our appreciation for your efforts to maintain and improve the water quality of Lotus Lake for the benefit of the public.

At the September 2, 2020 regular meeting of the Board of Managers of the RPBCWD, your letter was presented and considered by the Board of Managers. It was their consensus that prior to reopening the rules for revision, staff develop an education and outreach program aimed directly at lakeshore owners throughout the RPBCWD. The goals of said outreach being to help lakeshore owners understand why the shoreline stabilization rule exists, how to develop a stabilization plan consistent with the current rules and erosive forces acting upon the shoreline, and how to apply for and procure a permit from the RPBCWD.

Over the next several months, the RPBCWD will be developing mailers to go to all of the lakeshore owners within the District. These mailers will include, among other items, information about what the applicable regulations are, forthcoming opportunities for community engagement, and resources for more information on shoreline erosion and stabilization.

The RPBCWD will also be developing web content that can be shared with lake associations and organizations such as yours which you will be free to use. We will also utilize other delivery platforms such as the Chanhassen Connection to disseminate applicable information.

In addition to these outreach methods, the RPBCWD will be working to develop a webinar which will walk lakeshore owners through the regulations, the need for the regulation, various stabilization techniques, and how to apply for a permit from the RPBCWD. Other topics might include shoreland buffers, geese management, and cost share opportunities. I would envision this being held live over Zoom and then made available in an archived format.

Finally, the RPBCWD will be looking for an opportunity to install a shoreline stabilization project utilizing bio-engineering as a demonstration. This would need to occur on public land and we

would need to allocate funding specifically to this project as funds have not been allocated as of yet.

The RPBCWD also recognizes that new recreational activities, such as wake boarding and wake surfing, have an as yet unknown contribution to shoreline stability. The RPBCWD has become a financial partner with the U of M, Saint Anthony Falls Laboratory to study the impacts of these watercraft on lakeshore erosion.

Again, the RPBCWD appreciates the LLCA and the work you do to protect our water resources for everyone. Please feel free to reach out to me with any questions, comments, or suggestions.

Sincerely,

Terry Jeffery, Watershed Planning Manager
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

RESOLUTION 20-¹⁵XX

RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT
BOARD OF MANAGERS

Revising District's List of Official Publications

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

WHEREAS Riley-Purgatory-Bluff Creek Watershed District is special-purposes un local government with purposes and powers articulated in Minnesota Statutes chap 103B and 103D;

WHEREAS Riley-Purgatory-Bluff Creek Watershed District annually designate official publications for purposes of publishing notices of public hearings and c District actions; the list for 2020 includes: Sun Sailor (Deephaven, Minneto Shorewood); Sun Current (Bloomington); Chaska Herald (Chaska); Chanhassen Vill (Chanhassen); and Eden Prairie News (Eden Prairie);

WHEREAS Southwest Newsmedia has ceased to publish Eden Prairie News, but Eden Prairie Sun covers the city of Eden Prairie;

NOW THEREFORE BE IT RESOLVED that the RPBCWD Board of Managers he revises its list of official publications by removing the Eden Prairie News and ad the Eden Prairie Sun.

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

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
CRAFTON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KOCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PEDERSEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIEGLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted.

Dated: _____, 2020

* * * * *

I, David Ziegler, secretary of the Riley-Purgatory-Bluff Creek Watershed District hereby certify that I have compared the above resolution with the original thereof a:

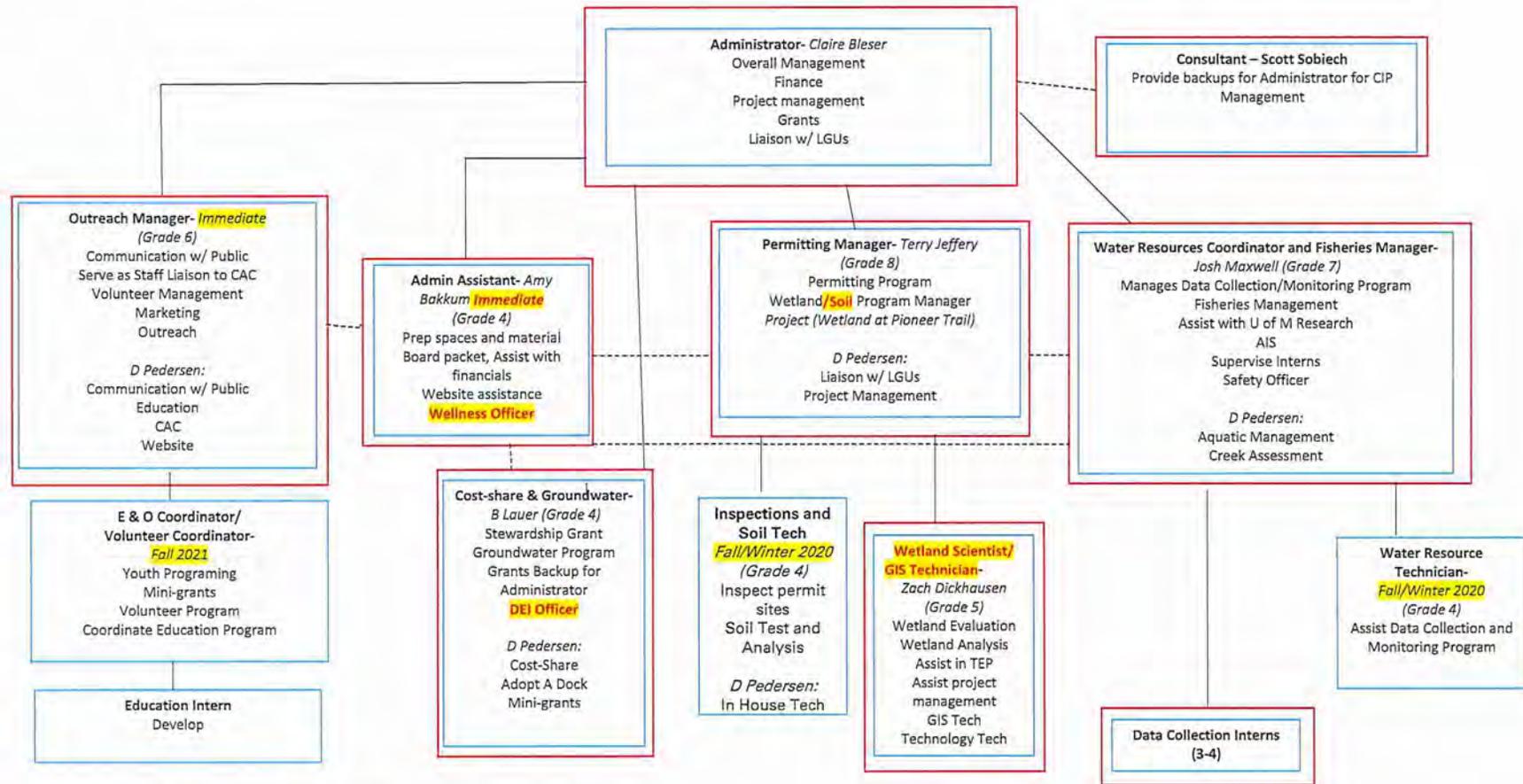
same appears of record and on file with RPBCWD and find the same to be a true correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this ____ day of _____ 2020.

David Ziegler, Secretary



RPBBC Staffing Overview – Current and Proposed (September 2020)



Blue = Administrator Bleser recommendations
Red = Manager Pedersen suggestions
Transition to new Roles or Responsibilities within organization
 ————— Direct Reporting Relationship
 - - - - - Key collaboration relationships

(Prepared August 17, 2020 by RPBCWD, revised September 8, 2020)

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

POSITION TITLE: Outreach Manager
REPORTS TO: Administrator
SUPERVISES: Education & Outreach Coordinator
TYPE: Full-time, exempt from the provisions of the Fair Labor Standards Act.
Pay Grade: \$75,000 to \$90,000 commensuration based on experience

PRIMARY OBJECTIVE

The Communication and Community Engagement Manager works in partnership with staff, consultants, stakeholders, and member communities to implement Riley Purgatory Bluff Creek Watershed District (District) communications and oversees the Education and Outreach, and Stewardship programs. The Communication Manager ensures that This position will be responsible in implementing a communication program for the District as well as supervising our education and outreach program. The individual will provide leadership

PRIMARY DUTIES AND RESPONSIBILITIES

Communication, Marketing and Outreach (65%)

- Update, implement, and evaluate annual communications plan, seeking new and creative ways to engage and penetrate our market and greater community. Annually review and measure marketing and engagement efforts; while generating creative ideas and approaches to build reach in our community. Monitor and craft strategy for the voice coming from the organization
- Manage and supervise the creation, distribution, and maintenance of new and established print and e-materials, including: e-newsletter, print newsletter, event PR & marketing, consistent and engaging posts to all social media outlets, regular updates and maintenance to our website and blog, and press releases as necessary. In all areas, the Manager will ensure integration and alignment within District projects and programs.
- Collaborate with staff and media companies on marketing projects that support the Riley Purgatory Bluff Creek Watershed District and champion our past and current accomplishments; oversee production of the Annual Report
- Work with board and staff leadership to identify media opportunities and implement campaigns around key programs and issues; manage all media contacts, press releases and op-ed
- Supervise Education and Outreach Coordinator
- Serve as liaison to the board on the Citizen Advisory Committee

Volunteer Coordination (20%)

- Assist in the development, implement the development of the Volunteer Program.
- Create and maintain volunteer manual.
- Oversee recruitment, training, and management of volunteers to help build reach and stewardship within the community.

Other (15%)

- Engage in professional development opportunities
- Attend and provide monthly reports and feedback at board meetings

- Attend and represent organization at community events
- Collaborate with other staff to plan and implement workshops, continuing education classes, and other activities for local professionals and adult community members
- Other responsibilities as needed

KNOWLEDGE, SKILLS AND ABILITIES:

REQUIRED KNOWLEDGE & SKILLS

- Master's or Bachelor's Degree in Communication, Journalism, Natural Resources, Urban Planning, Public Administration, Water Resources Science or a related field and coursework with an ecological or environmental focus. Master's degree preferred, but not required. An equivalent combination of relevant education/experience/professional licenses may be considered.
- Minimum of five (5) years of related experience including research, public education, communication, negotiations, budget development and management, watershed-based planning, urban environmental planning, development of storm water management systems, preservation/restoration of urban ecosystems.
- Creative, dynamic leadership style with a positive attitude
- Strong work ethic, excellent time-management and organizational skills, detail-orientated and requiring minimal direction.
- Foster team and cross-functional interactions.
- Highly organized and able to handle multiple tasks and corresponding deadlines.
- Experience developing and implementing communications strategies
- Experience cultivating and managing media relationships
- Experience writing, editing, and proofreading
- Experience communicating with and presenting to different targeted audiences
- Experience cultivating and managing stakeholder relationships
- Experience coordinating, implementing, and managing multiple projects
- Availability to work evenings and weekends
- Supervisory experience
- Ability to apply knowledge, skills, and experience to solve common problems on the job.
- Experience using data analytics.

DESIRED KNOWLEDGE & SKILLS

- Master's degree in above fields.
- Experience in graphic design and familiarity with Adobe Creative Suite, including InDesign, Photoshop and Illustrator.
- Experience with Concrete or other website creation software
- Knowledge of public process in government.

Reports to: The Outreach Manager 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. Applications received during the final stage of the search are not guaranteed consideration. Apply by email to: 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.

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

POSITION TITLE: Administrative Assistant
REPORTS TO: Administrator
TYPE: Full-time, non-exempt.
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. Follow internal control measures including separation of duties.
9. 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. 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.

