

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

Board of Managers Regular Meeting

*Wednesday, December 5, 2018*

**5:30 Board Workshop**

**7:00pm Regular Board Meeting**

DISTRICT OFFICE

18681 Lake Drive East

Chanhausen

### **Agenda**

1. **Call to Order**
2. **5:30pm Duck Lake Road Workshop**
3. **7:00 pm Approval of the Agenda (Additions/Corrections/Deletion)** **Action**
4. **Budget Informational Meeting**
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**  
Board of Manager Meeting, October 3, 2018

7. **Consent Agenda**  
(The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Any manager may remove an item from the consent agenda for action.)
  - a. Accept November Staff Report
  - b. Accept November Engineer's Report (with attached Inspection Report)
  - c. Pay App #4 Scenic Heights Restoration
  - d. Pay App #3 Lake Susan Park Pond
  - e. Pay App #2 Chanhausen High School
  - f. Permit #2018-067 Hennepin County Library - Eden Prairie Branch Refurbishment  
- Approve with staff recommendations

- g. Permit #2015-036 Saville West - Approve after the fact permit modification with staff recommendations

8. Citizen Advisory Committee

**Information**

9. Action Items

**Action**

- a. Accept October Treasurer's Report
- b. Approve Paying of the Bills
- c. Approve Auditor Engagement Letter
- d. LSWMP City of Minnetonka
- e. Hiring of HR Consultant
- f. Personnel Committee: Salary Adjustments
- g. Comprehensive Legal Review

10. Discussion Items

**Information**

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

11. Upcoming Events

**Information**

- Citizen Advisory Committee monthly meeting, December 17, 6:00 pm, 18681 Lake Drive East, Chanhassen.
- District is closed on December 24, 2018
- Board Workshop and Regular Board Meeting, January 2, 2018, 7:00pm, 18681 Lake Drive East, Chanhassen
- Meet and Greet the Board, February 6, 2018, 6:00pm, 18681 Lake Drive East, Chanhassen
- Regular Board Meeting, February 6, 2018, 7:00pm, 18681 Lake Drive East, Chanhassen

Budget Description	2018 LEVY	2018 Budget	End of Year 2018 forecast	Carry Over estimates	Plan	2019 Levy	2019 Proposed Budget
<b>LEVY</b>							
REVENUES							
Plan Implementation Levy	\$ 3,420,000.00	\$ 3,420,000.00			\$ 3,605,500.00	\$ 3,602,500.00	\$ 3,602,500.00
Permit	20000	20,000.00				25,000.00	25,000.00
Grant Income		\$373,175.27				\$400,000.00	\$400,000.00
Data Collection Income							
Other Income							
Investment Income							
Past Levies		\$ 1,736,968.00				\$ 2,889,992.00	\$ 2,889,992.00
2018 Partner Funds		\$ 445,000.00					
<b>TOTAL REVENUE</b>	<b>\$ 3,440,000.00</b>	<b>\$ 5,995,143.27</b>				<b>\$ 6,917,492.00</b>	<b>\$ 6,917,492.00</b>
<b>EXPENDITURES</b>							
<i>Administration</i>							
1 Accounting and Audit	\$ 40,000.00	\$ 40,000.00	\$ -		\$ 42,000.00	\$ 42,000.00	\$ 42,000.00
2 Advisory Committees	\$ 4,000.00	\$ 4,000.00	\$ -		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
3 Insurance and bonds	\$ 12,000.00	\$ 12,000.00	\$ -		\$ 13,000.00	\$ 20,000.00	\$ 20,000.00
4 Engineering Services	\$ 103,000.00	\$ 103,000.00	\$ -		\$ 106,000.00	\$ 106,000.00	\$ 106,000.00
5 Legal Services	\$ 75,000.00	\$ 75,000.00	\$ -		\$ 78,000.00	\$ 78,000.00	\$ 78,000.00
6 Manager Compensation	\$ 19,000.00	\$ 19,000.00	\$ -		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
7 Dues and Publications	\$ 8,000.00	\$ 8,000.00	\$ -		\$ 9,000.00	\$ 12,000.00	\$ 12,000.00
8 Office Cost	\$ 100,000.00	\$ 100,000.00	\$ -		\$ 103,000.00	\$ 144,000.00	\$ 144,000.00
9 Permit Review and Inspection	\$ 90,000.00	\$ 90,000.00	\$ -		\$ 93,000.00	\$ 135,000.00	\$ 135,000.00
10 Recording Services	\$ 15,000.00	\$ 15,000.00	\$ -		\$ 16,000.00	\$ 10,000.00	\$ 10,000.00
11 Staff Cost	\$ 434,000.00	\$ 434,000.00	\$ -		\$ 448,000.00	\$ 550,000.00	\$ 550,000.00
Subtotal	\$ 900,000.00	\$ 900,000.00	\$ -		\$ 933,000.00	\$ 1,122,000.00	\$ 1,122,000.00
<i>Programs and Projects</i>							
<i>District Wide</i>							
12 10-year Management Plan	\$ 5,000.00	\$ 9,661.91	\$ (21,000.00)		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
13 AIS Inspection and early response	\$ 75,000.00	\$ 75,000.00	\$ 13,000.00		\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
14 Chloride Initiative						\$ 19,000.00	\$ 119,000.00
15 Cost-share*	\$ 200,000.00	\$ 200,000.00	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00	\$ 100,000.00	\$ 200,000.00
16 Creek Restoration Action Strategies Phase 2*	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
17 Data Collection and Monitoring	\$ 180,000.00	\$ 180,000.00			\$ 186,000.00	\$ 186,000.00	\$ 186,000.00
18 District Wide Floodplain Evaluation - Atlas 14/SMM model*	\$ 30,000.00	\$ 30,000.00	Carry over	\$ 20,000.00			\$ 20,000.00
19 Education and Outreach	\$ 115,000.00	\$ 115,000.00			\$ 119,000.00	\$ 119,000.00	\$ 119,000.00
20 Plant Restoration - U of M	\$ 40,000.00	\$ 40,000.00	\$ -		\$ 40,000.00	\$ 42,000.00	\$ 42,000.00
21 Repair and Maintenance Fund*		\$ 177,005.00	Carry Over	\$ 177,005.00			\$ 177,005.00
22 Survey and Analysis Fund*		\$ 13,464.00	\$ -				
23 Wetland Management*	\$ 150,000.00	\$ 150,000.00	Carry Over	\$ 110,000.00	\$ 100,000.00	\$ 25,000.00	\$ 135,000.00
24 Groundwater Conservation*	\$ 130,000.00	\$ 130,000.00	Carry Over	\$ 130,000.00	\$ 100,000.00		\$ 130,000.00
25 Lake Vegetation Implementation	\$ 75,000.00	\$ 75,000.00	\$ 25,000.00		\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
26 Opportunity Project*	\$ 100,000.00	\$ 100,000.00	Carry Over	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00
27 Stormwater Pond		\$ 22,092.00	\$ -			\$ 22,000.00	\$ 22,000.00
28 TMDL - MPCA	\$ 10,000.00	\$ 10,000.00	Carry over	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00
Subtotal	\$ 1,130,000.00	\$ 1,347,222.91		\$ 647,005.00	\$ 1,030,000.00	\$ 788,000.00	\$ 1,535,005.00
<i>Bluff Creek</i>							
29 Bluff Creek Tributary*		\$ 236,741.00	Carry over	\$ 180,000.00		\$ 50,000.00	\$ 230,000.00
30 Wetland Restoration and Flood Mitigation*					\$ 350,000.00	\$ 450,000.00	\$ 750,000.00
31 Chanhassen High School *	\$ 75,000.00	\$ 282,478.00	Carry over	\$ 20,000.00			\$ 20,000.00
Subtotal	\$ 75,000.00	\$ 519,219.00		\$ 200,000.00	\$ 350,000.00	\$ 500,000.00	\$ 1,000,000.00
<i>Riley Creek</i>							
32 Lake Riley - Alum Treatment 1st dose *		\$ 22,424.13	Carry over	\$ 20,000.00			\$ 20,000.00
33 Lake Susan Improvement Phase 1*		\$ 7,105.72	\$ -				
34 Lake Susan Water Quality Improvement Phase 2 **	\$ 80,000.00	\$ 353,365.58	Carry over	\$ 50,000.00			\$ 50,000.00
35 Rice Marsh Lake in-lake phosphorus load	\$ 150,000.00	\$ 150,000.00	Carry over	\$ 50,000.00			\$ 50,000.00
36 Rice Marsh Lake Water Quality Improvement Phase 1*					\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
37 Riley Creek Restoration (Reach E and D3) **	\$ 400,000.00	\$ 1,427,987.00	Carry over+ 100K from Purgatory Creek at 101	\$ 1,477,987.00	\$ 300,000.00	\$ 250,000.00	\$ 1,727,987.00
38 Upper Riley Creek Stabilization and Restoration*					\$ 425,000.00	\$ 425,000.00	\$ 425,000.00
Subtotal	\$ 630,000.00	\$ 1,960,882.43		\$ 1,597,987.00	\$ 875,000.00	\$ 825,000.00	\$ 2,422,987.00
<i>Purgatory Creek</i>							
39 Fire Station 2 (Eden Prairie)*		\$ 100,262.00	\$ -				\$ -
40 Purgatory Creek Rec Area- Berm/retention area - feasibility/design*		\$ 50,000.00	Carry over	\$ 50,000.00			\$ 50,000.00
41 Lotus Lake in-lake phosphorus load control*	\$ 345,000.00	\$ 345,000.00	Carry over	\$ 95,000.00			\$ 95,000.00
42 Lotus Lake - Feasibility Phase 1		\$ 18,802.00	\$ 18,802.00				\$ -
43 Purgatory Creek at 101*		\$ 246,258.40	126259 - 100K to Lower Riley Creek				\$ -
44 Silver Lake Restoration - Feasibility Phase 1*		\$ 11,093.00	\$ -				\$ -
45 Scenic Heights*		\$ 208,957.00	Carry over	\$ 80,000.00	\$ 167,500.00	\$ 167,500.00	\$ 167,500.00
46 Hyland Lake in-lake phosphorus load control	\$ 20,000.00	\$ 20,000.00	Carry over	\$ 20,000.00	\$ 150,000.00	\$ 100,000.00	\$ 120,000.00
47 Duck Lake watershed load*	\$ 220,000.00	\$ 220,000.00	Carry over	\$ 200,000.00			\$ 200,000.00
Subtotal	\$ 585,000.00	\$ 1,220,282.40		\$ 445,000.00	\$ 317,500.00	\$ 267,500.00	\$ 712,500.00
48 Reserve	\$ 100,000.00	\$ 99,628.00			\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
<b>TOTAL EXPENDITURE</b>	<b>\$ 3,420,000.00</b>	<b>\$ 6,047,234.74</b>		<b>\$ 2,889,992.00</b>	<b>\$ 3,605,500.00</b>	<b>\$ 3,602,500.00</b>	<b>\$ 6,892,492.00</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b> \$ 20,000.00							
<b>ESTIMATED FUND BALANCE BEGINNING</b>							
<b>ESTIMATED FUND BALANCE ENDING</b>							

Final September 31 2018

\* Denotes multi-year projects and programs - please see budget description sheet for further details

County	Payable 2018 Net Tax Capacity	Net Tax Capacity Percent Distribution	Apportionable Payable 2019	Apportionable Payable 2019
Carver	\$ 33,472,720	23.2869%	\$ 838,910.57	\$ 838,910.57
Hennepin	\$ 110,268,094	76.7131%	\$ 2,763,589.43	\$ 2,763,589.43
<b>Watershed Total</b>	<b>\$ 143,740,814</b>	<b>100.00%</b>	<b>\$ 3,602,500.00</b>	<b>\$ 3,602,500.00</b>

BOARD WORKSHOP: August 27, 2018  
PUBLIC HEARING: September 17, 2018  
DECEMBER BOARD MEETING: December 5, 2018

transfer 100K from Purgatory Creek at 101 to

Budget Description Number	Item & Description	Budget Amount	Change from '18 Plan increase (decrease)
1	<b>Accounting and Audit</b> Preparation of the District's annual audit, provide monthly accounting services.	\$ 42,000.00	\$ -
2	<b>Advisory Committees</b> Budget to cover Miscellaneous expenses related to the duties and activities of District advisory Committees.	\$ 5,000.00	\$ -
3	<b>Insurance and bonds</b> District general liability, workers compensation, property/casualty, public official liability insurance. <b>The increase reflect in the amount of expenditure increase, increase in staff numbers.</b>	\$ 20,000.00	\$ 7,000.00
4	<b>Engineering Services</b> Oversight of all District Engineerins activities. Engineering attendance at meetings of the District - covers board and related project meetings, mini case studies, assisting in District water management planning activities, and other matters requiring District Engineer.	\$ 106,000.00	\$ -
5	<b>Legal Services</b> Legal advice at meetings, research on various issues for Board consideration, preparation and publication of legal notices, preparation of Board resolutions, and other matters requiring legal counsel.	\$ 78,000.00	\$ -
6	<b>Manager Compensation</b> Manager per diems for regular and special meeting attendance. Manager expenses incurred in the performance of official manager duties, such as attendance at conferences and meetings and related expenses.	\$ 20,000.00	\$ -
7	<b>Dues and Publications</b> Dues for appropriate organization memberships (MAWD, League of Minnesota Cities, etc. ) and for purchase of necessary publications and reference materials. <b>Due membership for MAWD have shaply increased (\$4,000 to \$7,500). We will see a dues increase with the League as well.</b>	\$ 12,000.00	\$ 3,000.00
8	<b>Office Cost</b> Rent, Office supplies, utilities, purchase additional office equipment, janitorial expenses, compter software, telecommunications and postage. <b>Utilities 850, Telecommunication 800, Rent 7600, Cleaning Costs 350, Miscellaneous Costs \$1400</b> <b>Current Budget runs around 11,000 per month for expenses.</b>	\$ 144,000.00	\$ 41,000.00
9	<b>Permit Review and Inspection</b> Provides for engineering assistance in review of permit applications, clarifying problems with the developer, meet developer on-site, coordinate permit issues with communities, counties, and other regulatory bodies. Inspects projects.	\$ 135,000.00	\$ 42,000.00

Enhance data base cost (estimated 35,000 ). Please see separate spreadsheet for further details.

10	<b>Recording Services</b> Recording Services for the District. 2019 will include publication of official notices.	\$ 10,000.00	\$ -
11	<b>Staff Cost</b> Includes salary, taxes, insurance, benefits and employee expenses (mileage, parking, professional development and supplies) for existing full time staff as well as interns). We hired one additional staff member and 4 interns over the summer. This budget includes an allowance for salary increases and benefit costs. Salary (380,000) with Benefits 532,000 with 1.4 multiplier. \$18,000 left for traveling expenses, continuing education, professional development.	\$ 550,000.00	\$ 102,000.00
12	<b>10-year Management Plan</b> Update the 10-year plan as needed.	\$ 5,000.00	\$ -
13	<b>AIS Inspection and early response</b> Support AIS inspections in Chanhassen and Eden Prairie. Support early rapid response to new infestation.	\$ 75,000.00	\$ -
14	<b>Chloride Initiative</b> This is a new budget item. The District is taking the lead on a chloride initiative for Hennepin County.	\$ 19,000.00	\$ 19,000.00
15	<b>Cost-share*</b> Provides technical assistance and funds for our cost-share program.	\$ 200,000.00	\$ -
16	<b>Creek Restoration Action Strategies Phase 2*</b> Provide funds to determine causes and solution to the deterioration of creek reaches. The funds allow us to conduct pre-feasibilities analysis.	\$ 20,000.00	\$ -
17	<b>Data Collection and Monitoring</b> Monitor and collect water quality data as identifies in our lakes and creeks report as well as collecting data for potential CIP sites and monitoring effectiveness of implmented CIPs.	\$ 186,000.00	\$ -
18	<b>District Wide Floodplain Evaluation - Atlas 14/SMM model*</b> Maintain and update SWMM model.	\$ 20,000.00	\$ 20,000.00
19	<b>Education and Outreach</b> Develop education materials to raise awareness. Fund master water stewards program. Support programs that engage our community from youth to local decision makers. Maintain and enhance website.	\$ 119,000.00	\$ -
20	<b>Plant Restoration - U of M</b> Partner with the University of Minnesota to implement plan restoration measures on Lake Susan, Lake Riley, Mitchell Lake and Staring Lake.	\$ 42,000.00	\$ 2,000.00
21	<b>Repair and Maintenance Fund *</b>	#REF!	#REF!

	Develop and implement grant program that LGU can use to repair and maintain stormwater infrastructure. <i>This is a multi year program that has a balance of \$102,005. Next levying is expected in 2020.</i>		
22	<b>Survey and Analysis Fund *</b> Funds in this category are funds dedicated in helping the District survey its resources as well as for analysis <i>This is a multi year program that has a balance of \$13,837.</i>	\$ 177,005.00	\$ 177,005.00
23	<b>Wetland Management*</b> The District will have enough carry over from 2018 that it will not need all of 2019 plan allocation. Work currently is in the surveying of watershed and identifying function and values of the wetlands.	\$ 135,000.00	\$ 35,000.00
24	<b>Groundwater Conservation*</b> Groundwater Conservation as also identified as part of our 10 year plan process. The funds will be used in for project and studies.	\$ 130,000.00	\$ 30,000.00
25	<b>Lake Vegetation Implementation</b> Funds in this category are to cover expenses for approved lake vegetation plans.	\$ 75,000.00	\$ -
26	<b>Opportunity Project*</b> Funds in this category are for new opportunity projects that were not identified in the 10 year plan CIP program.	\$ 200,000.00	\$ 100,000.00
27	<b>Stormwater Pond</b> <i>The District is partnering with the University of Minnesota and the Cities of Bloomington, Chanhassen, Eden Prairie and Shorewood on a research project to identify if ponds are internally contributing phosphorus and if iron filings could reduce internal loads.</i>	\$ 22,000.00	\$ 22,000.00
28	<b>TMDL - MPCA</b> Assist and provide input in the TMDL process.	\$ 10,000.00	\$ -
29	<b>Bluff Creek Tributary*</b> Based on finalizing design for the project an additional \$50,000 is being allocated for the implementation of this project. <i>This project is made in partnership with the City of Chanhassen.</i>	\$ 230,000.00	\$ 230,000.00
30	<b>Wetland Restoration and Flood Mitigation*</b> <i>This project will rehabilitate a wetland complex on the northwest corner of Pioneer and 101. The funds identified in here are for the purchases of two of three homes that would need to be removed. The City of Chanhassen will be purchasing the third home through the help of the Department of Natural Resources. In addition, the District will be receiving targeted funds for restoration purposes only for close to 300K. The City of Chanhassen, Department of Natural Resources, Clean Water Legacy Funds, Carver County Soil and Water Conservation District.</i>	\$ 750,000.00	\$ 400,000.00
31	<b>Chanhassen High School *</b>	\$ 20,000.00	\$ 20,000.00

Implement capture and reuse project at Chanhassen High School.

*This is a multi-year project that is funded by a Stormwater Metropolitan Council Grant (\$200,000) with a District match of \$50,000. Additional funds are needed for this project in order to implement as bids came back higher than expected. The District is levying an additional \$75,000. Chanhassen will be contributing as well.*

<p><b>32 Lake Riley - Alum Treatment 1st dose *</b></p> <p>Alum treatment was implemented in 2016. District will be monitoring but no additional funds are needed at this time. <i>This is a multi-year project. No additional funds are needed at this time. Monitoring will continue to assess longevity at efficacy of the treatment.</i></p>	<p>\$ 20,000.00</p>	<p>\$ 20,000.00</p>
<p><b>33 Lake Susan Improvement Phase 1 *</b></p> <p>The Spent Lime project will be completed in 2016 and the District will be monitoring in 2017 through their data collection program. The City of Chanhassen was a partner on this project. No additional funds are needed at this time. <i>Monitoring technology through Data Collection. Project is complete.</i></p>	<p>\$ -</p>	<p>\$ -</p>
<p><b>34 Lake Susan Water Quality Improvement Phase 2 *~</b></p> <p>Lake Susan Water Quality project is looking at capturing and reusing water from towncenter. <b>Project is currently being implemented.</b></p> <p><i>This is a multi-year project funded by the Clean Water Legacy Funds (\$233,400) and with \$150,000 District funds levied in 2015. The City of Chanhassen is a partner on this project. Based on Recent Bids an additional \$80,000 was identified as needed.</i></p>	<p>\$ 50,000.00</p>	<p>\$ 50,000.00</p>
<p><b>35 Rice Marsh Lake in-lake phosphorus load</b></p> <p>Alum treatment is anticipated to be implemented in 2018 if conditions are right.</p>	<p>\$ 50,000.00</p>	<p>\$ 50,000.00</p>
<p><b>36 Rice Marsh Lake Water Quality Improvement Phase 1*</b></p> <p>The Rice Marsh Lake Water Quality Improvement Phase 1 is to address external loads that are coming from the subwatershed northwest of Rice Marsh Lake.</p>	<p>\$ 150,000.00</p>	<p>\$ -</p>
<p><b>37 Riley Creek Restoration (Reach E and D3) *~</b></p> <p>Provide funds to implement restoration of Reach E and D3 on Riley Creek. Additional funds are needed to complete the project. <i>This is a multi-year project. The District is levying an additional \$400,000 in 2018 for this project. Anticipated cost for the project is \$1,515,000. The City of Eden Prairie and the Lower Riley Creek Watershed District will be partnering in this effort but funds (anticipate \$300,000 and \$150,000 respectively).</i></p>	<p>\$ 1,727,987.00</p>	<p>\$ 1,427,987.00</p>
<p><b>38 Upper Riley Creek Stabilization and Restoration*</b></p> <p>This project will be levied over several years. The anticipated cost of this project is 1,625,000.</p>	<p>\$ 425,000.00</p>	<p>\$ -</p>
<p><b>39 Fire Station 2 (Eden Prairie)*</b></p>	<p>\$ -</p>	<p>\$ -</p>

Implement a project to capture and reuse water at fire station 2 in Eden Prairie.

*This is a multi-year project that is funded by a Stormwater Metropolitan Council Grant (\$99,287), City of Chanhassen and the District match of \$19,206.50 each. Project anticipated to be completed in 2017. No additional funds needed.*

<p><b>40 Purgatory Creek Rec Area- Berm/retention area - feasibility/design*</b></p> <p>The District and the City of Eden Prairie will be doing a feasibility to design phase to determine maintenance and repairs needed for this area.</p>	<p>\$ 50,000.00</p>	<p>\$ 50,000.00</p>
<p><b>41 Lotus Lake in-lake phosphorus load control*</b></p> <p>Pending feasibility study and invasive species check, internal control of phosphorus is anticipated in Lotus Lake in 2018.</p>	<p>\$ 95,000.00</p>	<p>\$ 95,000.00</p>
<p><b>42 Lotus Lake - Feasibility Phase 1</b></p> <p>The UAA identified management of internal loads to Lotus Lake.</p>	<p>\$ -</p>	<p>\$ 95,000.00</p>
<p><b>43 Purgatory Creek at 101*</b></p> <p>Project will be implemented in 2016 - no additional funds are needed for the creek restoration on Purgatory Creek near highway 101. The City of Minnetonka was a partner on this project. <i>Project completed.</i></p>	<p>\$ -</p>	<p>\$ -</p>
<p><b>44 Silver Lake Restoration - Feasibility Phase 1*</b></p> <p>Implement stabilization project north of pleasant view rd.</p>	<p>\$ 167,500.00</p>	<p>\$ -</p>
<p><b>45 Scenic Heights*</b></p> <p>This is water quality and habitat restoration located on the School of Forest grounds at Scenic Heights Elementary School. <i>This is a multi-year project. Partners include Minnetonka School District (\$45,000), City of Minnetonka and Hennepin County (\$50,000).</i></p>	<p>\$ 80,000.00</p>	<p>\$ 80,000.00</p>
<p><b>46 Hyland Lake in-lake phosphorus load control</b></p> <p>This project is intended to stabilized an existing gully that is delivering sediment to Silver Lake. In conjunction with the channel stabilization, storm sewer improvements will be made to reduce the scour force of the runoff. Ditch checks with iron filing will be installed within the channel to reduce phosphorous loading to Silver Lake as well. <i>Three River Park District is a partner on this project.</i></p>	<p>\$ 120,000.00</p>	<p>\$ (30,000.00)</p>
<p><b>47 Duck Lake watershed load*</b></p> <p>The project has change to focus on implementing watershed load reductions in the subwatershed and working with our stakeholders.</p>	<p>\$ 200,000.00</p>	<p>\$ 200,000.00</p>
<p><b>48 Reserve</b></p> <p>Contingency funds.</p>	<p>\$ 100,000.00</p>	<p>\$ -</p>

## MEETING MINUTES

### Riley-Purgatory-Bluff Creek Watershed District

#### November 7, 2018, Board of Managers Governance Workshop and Monthly Meeting

#### PRESENT:

Managers: Jill Crafton, Treasurer

Larry Koch

Dorothy Pedersen, Vice President

Dick Ward, President

David Ziegler, Secretary

Staff: Zach Dickhausen, Water Resources Technician

Terry Jeffery, Project and Permit Manager

Michelle Jordan, Community Outreach Coordinator

Joshua Maxwell, Water Resources Coordinator

Scott Sobiech, Engineer (Barr Engineering Company)

Maya Swope, RPBCWD Staff

Michael Welch, Attorney (Smith Partners)

Other attendees: Paul Bulger, CAC

Ryan Majkrzak, Lake Riley Improvement Assoc.

Cole Harrison, Homestead Partners

Bryan Maloney, LRIA

Greg Hawks, Chanhassen Env.  
Commission

Laurie Susla, LLCA

### 1. Call to Order

1 Manager Ward called to order the Wednesday, November 7, 2018, Board of Managers Monthly Meeting at 7:01  
2 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

### 2. Approval of the Agenda

3 President Ward noted that the Board had previously cancelled the Board Workshop on the Permitting Program  
4 that had originally been scheduled for 5:30 p.m. tonight. He said it will be rescheduled, and he added it as agenda  
5 item 9d – Reschedule Permitting Workshop. President Ward removed from the agenda item 8j – Personnel  
6 Committee: Salary Adjustments, which will be on the December agenda. He added item 9e – Watershed  
7 Development Workshop. Manager Crafton requested adding a discussion item about tracking ecological services  
8 that are lost. President Ward added it as agenda item 9f.

9 Manager Koch requested removing 6a – Accept October Staff Report, 6b – Accept October Engineer’s Report  
0 with Attached Inspection Report, and 6c – Pay App #2 Lake Susan Park Pond – from the Consent Agenda.

1 Manager Koch requested an update on the Peterson contracts and being brought up to date on the Chanhassen  
2 High School and Lake Susan Park Pond projects during the discussion of the Engineer’s Report. President Ward  
3 added these items as 9g, 9h, and 9i respectively. Manager Koch requested that a discussion about the annual audit

4 and the auditor be added to the agenda for this month or the December agenda. The Board agreed to add it to the  
5 December agenda.

6 Mr. Jeffery reported that the City of Eden Prairie requested the Board remove agenda item 8g – Approve  
7 Cooperative Agreement with the City of Eden Prairie for Lower Riley Creek.

8 Attorney Welch pointed out that the Board may want to hear the project status update before acting on the Pay  
9 App #2.

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

### 3. Matters of General Public Interest

2 President Ward explained the procedure for raising matters of general public interest and opened the floor.

3 Mr. Paul Bulger of 15807 Southlawn Road, Eden Prairie and president of the CAC asked the Board to please use  
4 the microphones during the meeting. He commented he found the meeting minutes from the TAC extremely  
5 helpful and encouraged the Board to adopt said practices moving forward.

6 Mr. Ryan Majkrzak of 9001 Lake Riley Boulevard and president of the Lake Riley Improvement Association  
7 commented about the discovery of zebra mussels in Lake Riley. He extended his appreciation for the watershed’s  
8 spirit of collaboration about the zebra mussel discovery and communication about next steps. Mr. Majkrzak  
9 remarked that this could be used as an opportunity to learn and improve for the future. He said one area to focus  
0 on is inspections, and he talked about how Lake Riley had a part-time inspection schedule. Mr. Majkrzak  
1 commented that other lakes in the watershed are at a great risk of zebra mussel infestation now due to the risk of  
2 zebra mussels being carried from Lake Riley to other lakes. He went into different ideas of a more robust  
3 inspection program. He commented that education is another area for focus. There was a brief discussion of what  
4 could have been done more effectively to engage the lakeshore homeowners regarding prevention and monitoring.

5 Ms. Laurie Susla of 7008 Dakota Avenue, Chanhassen, commented that she does not understand any scenario in  
6 which part-time inspections are worthwhile. She said her plea is that the watershed steps up its involvement  
7 because prevention is the only way. She encouraged the watershed to work with the cities and county to  
8 encourage them to step up their involvement. Manager Koch noted that residents of Lotus Lake contribute their  
9 own funds to pay for additional inspection time. Ms. Susla said that since 2012, residents around Lotus Lake have  
0 been paying for additional inspection time. She said that Christmas Lake residents privately fund inspections to  
1 the tune of \$40,000 per year.

### 4. Reading and Approval of Minutes

#### a. October 3, 2018, RPBCWD Board of Managers Monthly Meeting

2 Manager Ziegler asked for a correction on page 10, line 354 so the sentence reads, “...submissions and...”  
3

4 Manager Crafton requested that on page 2, line 19 the word “was” be inserted so the sentence reads “the  
5 vote was taken.” She also asked that on page 5, line 135, the minutes be edited to correctly identify the  
6 Technical Advisory Committee. Manager Crafton noted a correction on page 3, line 59 to change the word  
7 “explaining” to “explain.”  
8

9 Manager Pederson noted that on page 4, line 122, the word “approved” should be corrected to “approve.”  
0 She also requested that on page 5, line 160 the words “give that” be replaced with “because,” and on page  
1 8, line 267 insert the word “was” so that the sentence reads, “...that was the intention.”

2 Manager Koch requested a change on page 7, line 215 to change “retains” to “will retain.” He also noted a  
3 change to be made on page 8, line 292 to replace the word “satisfactory” with “substantial.”

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

## 5. Consent Agenda

6 President Ward read aloud the Consent Agenda item: 6a – Approve Permit 2017-047 Fawn Hill Modification with  
7 Staff Recommendations [previously item 6d].

8 Manager Ziegler moved to approve the Consent Agenda. Manager Koch seconded the motion. Upon a vote, the  
9 motion carried 5-0.

## 6. Citizen Advisory Committee (CAC)

0 Mr. Paul Bulger, CAC President, reported that the CAC had a meeting in October and an item of note was the  
1 discussion of the Cost-Share Program. He noted that Ms. Jordan led the discussion. Mr. Bulger said that the  
2 details are in the CAC’s meeting minutes.

3 Ms. Jordan summarized what will be discussed at the CAC’s November 19<sup>th</sup> meeting.

4 Manager Koch requested the Board hold a workshop on the Cost-Share Program and policy. There was  
5 discussion about the idea of a workshop and the timeline for the updates to the Cost-Share Program. Ms. Jordan  
6 noted that the plan is to bring a first draft to the Board at its January meeting. President Ward directed staff to  
7 schedule a workshop for the same evening as the Board’s January monthly meeting. Ms. Jordan noted that the  
8 District typically holds workshops at 5:30 p.m.

9 Manager Pedersen asked Mr. Bulger if the CAC discussed the number of members it would like to have on the  
0 CAC in 2019. He said no. Manager Pedersen asked his opinion on the best number of CAC members for a  
1 functioning committee. Mr. Bulger responded that there are 12 appointed CAC members now and the committee  
2 struggles to get 8 members to show up. He said that he doesn’t see a need to restrict the committee to 12  
3 members.

## 7. Action Items

### a. Accept September Treasurer’s Report

4 Treasurer Crafton communicated that the report has been reviewed in accordance with the District’s  
5 internal controls and procedures. Manager Ziegler moved to approve the Treasurer’s Report. Manager  
6 Pedersen seconded the motion. Manager Koch had a question about the Landbridge item. Mr. Jeffery  
7 respond that the Landbridge check represents two previous checks that were never received by the  
8 company, so the District voided them and is reissuing payment in one check. Manager Koch went through  
9 his additional questions about the Treasurer’s Report. Attorney Smith pointed out the motion should be to  
0 accept the Treasurer’s Report instead of approve it. Managers Ziegler and Crafton accepted that friendly  
1 amendment to the motion. Upon a vote, the motion carried 5-0.  
2  
3

### b. Approve Paying of Bills

4 Manager Crafton moved to pay the bills. Manager Koch asked Engineer Sobiech for details about Pay  
5 App#2, the adjustment, and how the total payment amount of \$104,250 was configured. Engineer Sobiech  
6 responded with details about how the Pay App #2 was adjusted. Manger Ziegler seconded the motion.  
7

8 Attorney Welch noted that the Board is considering Pay App #2 before Paying the Bills. Manager Ziegler  
9 withdrew his second. Manager Crafton withdrew her motion to pay the bills.

0 Manager Crafton moved to approve Pay App #2 Lake Susan Park Pond Watershed Treatment and  
1 Stormwater Reuse Project. Manager Ziegler seconded the motion. Attorney Welch asked the managers if  
2 they were all comfortable with the nature of the revision of this motion. The managers responded yes.  
3 Upon a vote, the motion carried 5-0.

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

6 **c. Release Call for Application to 2019 Citizen Advisory Committee**

7 Ms. Jordan noted that the meeting packet included the application materials the District used last year,  
8 and the recommendations made last year by the subcommittee established to look at the CAC  
9 appointment process. The managers discussed their opinions about the language in the notice for  
0 applications and the number of CAC members to appoint.

1 Attorney Smith clarified that the purview of the CAC is defined by the CAC, and the CAC can take up  
2 any watershed issues it wants. He added that he doesn't see any legal issues with the Board expressing in  
3 its notice what might be interests that the CAC will consider. Attorney Smith stated that statute requires  
4 the membership to include at least five members. He commented that he doesn't see a legal concern with  
5 the notice language as it is written. He explained that overall the language as written strikes him as  
6 descriptive and inviting, not limiting.

7 Mr. Bulger recommended the Board reconsider the need for a CAC quorum. Attorney Smith remarked the  
8 need for a CAC quorum was established by the CAC in its Bylaws, so if the CAC wants to modify that  
9 item, it needs to revisit its Bylaws.

0 There was further discussion.

1 Manager Ziegler moved to grant staff flexibility with the language in the notice for CAC applications and  
2 provide staff flexibility to make such minor edits as needed including about the length of time to keep the  
3 application process open. Manager Crafton seconded the motion. Manager Koch moved to amend the  
4 motion to limit the number of CAC members to 12. Manager Pedersen seconded the motion to amend.  
5 Upon a vote, the motion to amend carried 5-0.

6 Upon a vote, the motion made by Manager Ziegler, seconded by Manager Crafton, carried 5-0. Ms.  
7 Jordan asked if the Board is also directing staff to issue the notice. The Board indicated yes.

8  
9 **d. Approve 2018 Annual Communication**

0 Ms. Jordan mentioned that staff plan to print some copies of the communication in-house to bring to  
1 MAWD in December, and then the piece will be updated with final numbers at the end of the year. She  
2 asked the Board for feedback on the 2018 Annual Communication. Managers provided their comments  
3 about the piece. Manager Pedersen recommended including information about the recent discovery of  
4 zebra mussels in Lake Riley.

5 Manager Koch moved to approve the 2018 Annual Communication and direct staff to distribute it.  
6 Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

7 **e. Approve Permit 2018-056 Bluff Creek SW Tributary Restoration with Exception and Staff**  
8 **Recommendation**

9 Mr. Jeffery explained that this permit application is from the watershed district to improve a channel

0 tributary to Bluff Creek. He described the channel and noted the District's CRAS identified this reach as a  
1 high priority. Using PowerPoint slides he pointed out aspects of the site. Mr. Jeffery said that the District  
2 has secured an easement with the City of Chanhassen but has not yet secured one with the Bluff Creek  
3 Senior Housing. He pointed out on a map the area that does not yet have the secured easement.

4 He went through the review as related to rules B, C, D, F, and G. He talked about the project goals,  
5 including reduction of shear stress and reduction of scour.

6 Mr. Jeffery stated that staff recommended approval of the exception to Rule B and approval of the permit  
7 based on staff recommendations. Manager Ziegler asked of the easement isn't granted will the project be  
8 at risk. Mr. Jeffery responded no. Engineer Sobiech noted that the easement aspect will not impact the rest  
9 of the project. Staff answered further questions asked by the managers. Manager Pedersen noted that the  
0 included plant list comprises plants that deer love to eat, which could be an issue, and there are better  
1 plant options. She said she will be happy to send a list of more appropriate plants to Mr. Jeffery.

2 Attorney Smith provided comments including that the recommendation on the permit includes, as it is  
3 stated in Mr. Jeffery's report, that staff finds that there is adequate technical basis for the exception.  
4 Attorney Smith explained that this means all of the data supplied and all of the findings are significant in  
5 that there is a lot of technical data supporting the exception request.

6 Manager Ziegler moved to approve the exception request for permit application 2018-056 based on  
7 recommendations and review of the project by staff and based on that information provided indicating the  
8 options to the exception would lead to results worse than if the exception was granted. Manager Crafton  
9 seconded the motion. Attorney Smith asked if the Board wanted to handle both the exception and permit  
0 in the same motion. The Board indicated yes. Manager Zeigler made the friendly amendment to his  
1 motion to include approving Permit 2018-056 based on staff recommendations.

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

3 Attorney Smith stated that this is structured unusually because it is one of the requirements for complete  
4 application to have the ownership necessary. He said that given that and given the timing the applicant is  
5 looking at, the second condition listed in the information in the Board packet means if the easement is  
6 given at the time that the project needs to move forward, then this permit approves it; if the easement isn't  
7 granted, then this permit doesn't approve it but does carry on with the approval for all the rest of the  
8 project.

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

0 Mr. Jeffery noted that the City of Minnetonka provided its LSWMP to the District, and the District  
1 requested a review extension from the City. He stated that the City approved, in writing, the extension.  
2 Mr. Jeffery said staff will bring this item back to the Board at a future meeting.

3 **g. Award Bid for Bluff Creek Tributary Project**

4 Engineer Sobiech reported that on October 26, the District Engineer held the bid opening for the Bluff  
5 Creek Tributary Project. He reported on the received bids. Engineer Sobiech explained that Sunram  
6 Construction submitted the lowest bid at \$213,599, and the contractor supplied all of the required  
7 documents except for the sworn statement. He noted that the contractor did supply to Barr Engineering an  
8 electronic copy of the sworn statement by 1:30 p.m. and supplied a wet copy to the District later.  
9 Engineer Sobiech said staff recommends the Board awards the bid to Sunram Construction as the  
0 apparent low bidder and authorizes the Administrator to sign the notice of award, agreement, notice to  
1 proceed at the appropriate times, and to execute change orders not to exceed 10% cumulatively, and, if  
2 need be, execute a change order to change the project to remove from the project the watershed on the  
3 Senior Housing property is that easement is not attained.

4 Attorney Welch said that in this circumstance, the apparent lowest bidder and the second-lowest bidder  
5 neglected to include the sworn statement of responsible bidder. He said that the lowest bidder provided  
6 the sworn statement later via email and subsequently via hard copy. Attorney Smith reported that the  
7 District's Legal Counsel's analysis finds that this situation does not create a competitive advantage for  
8 Sunram and it is within the scope of irregularities that the owner, the Watershed District, reserves for  
9 itself the right to waive. He said the spirit of the oversight was corrected within hours and the letter of the  
0 oversight was corrected within days. Attorney Smith reiterated that Legal Counsel's view is that this  
1 situation in which the sworn statement was not with the bid at the time of the opening and the oversight  
2 was corrected such that the sworn statement was provided to the District is within the realm of the  
3 Board's right to waive. Additionally, Attorney Smith noted that under the contract documents, the Board  
4 can reject all bids and decline to award a contract. He reiterated that the Board is not required to award a  
5 bid.

6 Manager Koch moved to send out notice of bid award and that the District confirms its findings that the  
7 bid was submitted with the required statutory notice, the sworn statement was submitted within hours of  
8 bid opening, the Board finds the fact that the sworn statement not being included at bid opening does not  
9 give advantage to the lowest bidder in comparison to the other bidders, and the Board authorizes the  
0 Administrator to send out the notice of award and execute change orders as described and recommended  
1 by staff. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

2 **h. MAWD Annual Meeting**

3 President Ward said that the Board needs to appoint two representatives and one alternate to represent the  
4 District was the Annual MAWD meeting being held November 29-December 1. He summarized topics  
5 that will be addressed at MAWD. Mr. Jeffery noted the managers who are not delegates should make  
6 their position on the items known so the delegates can consider all information in deciding how to vote.

7 Manager Pedersen nominated Manager Crafton as a MAWD delegate. Manager Ziegler seconded the  
8 motion. Manager Koch nominated President Ward as a delegate. Manager Pedersen seconded the motion.  
9 Manager Pedersen nominated Manager Ziegler as the alternate delegate. Manager Koch moved to  
0 consolidate the motions into one motion and to approve the motion to appoint Manager Crafton and  
1 President Ward as delegates and Manager Ziegler as alternate. Manager Zeigler seconded the motion.  
2 Upon a vote, the motion carried 5-0.

3 Attorney Smith noted the Board meeting packet contains the information about the MAWD resolutions  
4 being considered at the annual meeting. He highlighted Resolution #4 that would require watershed  
5 district permits for the Department of Natural Resources. Attorney Smith described the resolution and its  
6 implications for the District. The Board briefly discussed this item. The managers agreed to send  
7 comments about the resolutions directly to Administrator Bleser.

8  
9 **8. Discussion Items**

9 **a. Upcoming Meetings**

0 President Ward noted the list of upcoming meetings and events as listed on the meeting agenda.

1 **b. Upcoming 2019 Board of Managers Regular Meeting Schedule**

2 President Ward noted that the 2019 meeting schedule is included with the meeting materials in the Board  
3 packet.

4 **c. Rescheduling Permitting Program Workshop**

5 The Board agreed to hold the permitting workshop on November 14 from 5:30 p.m. to 7:00 p.m. Mr.  
6 Jeffery mentioned the City of Eden Prairie would like to hold a meeting with the Board to discuss the  
7 Duck Lake Project. The Board directed Mr. Jeffery to coordinate a meeting with the City of Eden Prairie  
8 and to set it for a time immediately prior to the Board’s December regular monthly meeting if possible.

9 **d. Watershed Development Workshop**

0 Manager Pedersen said she thinks this watershed has made huge gains, is organized, has a great 10-year  
1 plan, has great staffing, and has been recognized for its accomplishments. She said she thinks this  
2 watershed has been working toward becoming a leader for watersheds in the state. Ms. Pedersen  
3 commented she thinks this watershed should explore what it could do to forge a path of cooperation to  
4 better use limited dollars that are available in order to start looking a little bigger, even beyond the 10-  
5 year plan. She proposed the District set up a brainstorming session with the managers, staff, the public,  
6 and other key people to discuss how to come up with projects that could involve many groups, including  
7 agencies, cities, non-profits, lake and homeowner associations, and so on. Manager Pedersen said that one  
8 example is the irrigation controllers that have been discussed at recent meetings. She said this  
9 collaboration could move forward water conservation policy.

0 Manager Pedersen moved to direct staff to coordinate a brainstorming session in the form of a watershed  
1 development workshop to discuss the topics as mentioned. Manager Crafton seconded the motion. Upon a  
2 vote, the motion carried 5-0.

3 **e. Tracking Ecological Services**

4 Manager Crafton remarked that the District has focused on water, but there are a lot of natural systems in  
5 place in the watershed. She said an example is that when a project removes trees, the functions of those  
6 trees are removed from the ecological system.

7 Manager Crafton moved to direct staff to figure out how and start tracking lost ecological services and  
8 gains, too. Manager Pedersen seconded the motion. Manager Koch moved to amend the motion to direct  
9 staff to gather the information about what is available and what could be accomplished and to report back  
0 to the Board. Manager Crafton seconded the motion to amend. The motions were acted upon in one vote.  
1 Upon a vote, the motion carried 5-0.

2 **f. Accept October Staff Report**

3 Manager Koch raised the topic of 3D imaging for data collection. Engineer Sobiech described collecting  
4 data by drone and 3D-imaging. Manager Koch said he thinks the District should review its Aquatic  
5 Invasive Species (AIS) monitoring program. He commented that he learned that zebra mussels can spread  
6 between waterbodies via transport on watermilfoil. He asked for updates on the Chanhassen High School  
7 and Lake Susan Park Pond projects. Engineer Sobiech provided the updates. Manager Koch asked for an  
8 update on the District’s wetlands work. Mr. Jeffery responded. Manager Koch asked staff to provide at a  
9 future meeting an update on the Lakes AIS meeting.

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

2 **g. Accept October Engineer’s Report**

3 Manager Koch noted his questions about the hydrologic and hydraulic model referenced in the report and  
4 asked for more information on what the Engineer is proposing. Engineer Sobiech noted the District has  
5 routinely budgeted for routine updates of that model. He said that to take it a step further, staff met with  
6 the City of Bloomington, and the City is willing to provide its model to incorporate it into the District’s  
7 model. Engineer Sobiech said this work with the model will allow finer resolution and address not only  
8 flooding but also water quality and trying to tack on protecting creeks downstream from further erosion.

9 Engineer Sobiech said the idea is to use the City of Bloomington and its model integration as a scalable  
0 pilot test and come up with an idea and go back to the TAC to discuss how it worked and benefits and  
1 enhancements and ask if other cities are interested.

2 Manager Koch asked about the status in which certain construction was taking place without a permit.  
3 Mr. Jeffery said yes, in Saville West a house was constructed, and the homeowner has brought his  
4 property into compliance by installed the stormwater reuse system that was a condition of the developer's  
5 permit from the watershed. Mr. Jeffery reported that the developer has resubmitted to the District, and  
6 Engineer Sobiech is in the process of reviewing that submittal. Mr. Jeffery said that progress is being  
7 made, but there is still a disconnect.

8 Manager Ziegler moved to accept the Engineer's Report. Manager Pedersen seconded the motion. Upon a  
9 vote, the motion carried 5-0. Upon a vote, the motion carried 5-0.

## 9. Upcoming Events

- 0 • Citizen Advisory Committee Meeting, November 19, 6:00 p.m., District Office, 18681 Lake Drive East,  
1 Chanhassen
- 2 • RPBCWD office closed, Friday, November 23, 2018.
- 3 • MAWD (Minnesota Association of Watershed Districts) Annual Meeting, November 29-December 1,  
4 Alexandria, Minnesota.
- 5 • RBCWMD Board of Managers Regular Board Meeting, December 5, 2018, 7:00 p.m., District Office, 18681  
6 Lake Drive East, Chanhassen

## 10. Adjourn

7 Manager Koch moved to adjourn the meeting. Manager Ziegler seconded the motion. Upon a vote, the motion  
8 carried 5-0. The meeting adjourned at 9:34 p.m.

9  
0 Respectfully submitted,

1  
2  
3 \_\_\_\_\_  
David Ziegler, Secretary

# **RPBCWD Staff Report**

**December 5, 2018**

## **Administrative**

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

Staff continues to prepare for 2019 events.

### **Aquatic Invasive Species**

The district is hosting an informational meeting on December 12th. The event is held in partnership with the City of Chanhassen, City of Eden Prairie, Carver County, and MNDNR. In addition to announcing to our membership the event, the District also sent to approximately the invitation to shoreline residents in the District.

### **Annual Report**

Staff has begun working on the Annual Report.

### **Audit**

Please see packet for additional information.

### **Budget**

Please see packet for further information.

### **Data Requests and Research Extension**

No requests.

### **Grants**

Metropolitan Council approved our final grant reporting for Fire Station #2. Grant is closed BWSR - Lake Susan Park Pond. We will be completing the grant this year and will be reporting for final payment.

Metropolitan Council - Chanhassen High School. We will be closing out this grant at completion of the project.

Hennepin County Chloride Initiative - Workplan was approved

Cost-share Chloride Program - Workplan was approved

Wetland Restoration at Pioneer - Workplan was approved

### **MAWD**

Staff has been preparing for the annual meeting. The District will be tableing an education and outreach program. We will be highlighting the District's canoe education tool.

### **Minnetonka Local Surface Water Management Plan**

Please see board packet for further information.

## **Citizens Advisory Committee**

### **October meeting**

The CAC met for their monthly meeting Monday, November 19. Manager Ward attended as the board representative. Staff Jordan continued work with the committee on the cost-share program revamp (see cost-share section below). CAC meeting minutes are included in the board packet.

### **2019 CAC appointments**

Cost share applications were opened November 8th, with a deadline of December 20th, 4 pm. Promotions were sent to partner orgs, general contacts, and news outlets. A press release was picked up by two news outlets. The application form is hosted on the district website. As of Nov 29, three new individuals had applied. One of these lives within the watershed district, two do not. Four of the nine current members have reapplied. The chair, Paul Bulger will not be reapplying. Staff anticipate the other four current members will reapply. The applications that have been submitted to date are included at the end of the staff report. Staff will continue to promote the open positions over the next month.

## **Programs and Projects**

### **District-Wide**

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

Updates:

Staff continued work with the Citizens Advisory Committee at their November meeting. The agenda for the discussion is included below. The last two items, the survey and looking at other programs did not fit into the meeting due to the robust conversation that was had. Staff send this information out in a follow-up email and are collecting feedback on it from the CAC. Managers discussed the idea of having a board workshop on the results of the process in January or a later date if appropriate. At this point, it looks like February might be a more timely target for that workshop. Staff will continue to update the board on the process as it continues.

Cost-share discussion: agenda

#### 1. Nuts and bolts

Walk through draft timeline as presented to the board

**Question:** What is missing

#### 2. What is the need?

Review comments and themes from previous discussion

**Question:** Are these categories reflective?

**Question:** What is missing?

Review description of the program from the 10-Year Plan

**Question:** How do your ideas and the plan align?

Review existing program description & application

**Question:** How does it align with your ideas and the plan?

3. How do we build a program that addresses that need?

Review existing program description & application

**Question:** What is getting in the way?

Review draft survey questions

**Question:** What do we most want to know?

**Question:** What is missing?

Review examples of other organizations.

**Question:** What already exists that can serve us?

4. What is already out there we can learn from?

Organization

What do you like?

What don't you like?

Nine Mile Creek WD

MWMO

Rice Creek WD

Ramsey-Washington Metro WD

Capital Region WD

Philadelphia Water Rain Check

Thrivent Action Team

Other thoughts:

5. What can we learn from our program participants?

Please review draft survey questions and submit changes and additions.

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

#### Permitting

Three (3) applications were submitted to the District's online permitting system since the November 7, 2018 Board Meeting. These include a redevelopment of a warehouse in Eden Prairie which will involve less than 50% disturbance of impervious surface, the construction of a new home in Deephaven, and CenterPoint Energy is continuing their inspection and maintenance of an existing gas pipeline. Administratively approved permits are listed in the table below.

PERMIT #	ADDRESS	PROJECT DESCRIPTION
2018-069	C.R. 101, Minnetonka	The excavation and repair of an existing pipeline. This was considered an emergency repair under Rule A. Rule C - Erosion Prevention and Sediment Control was the only rule triggered.
2018-070	4917 Vinehill Road, Deephaven	Construction of a new single family home on existing lot of record. As the project was more than 500 feet

	from a waterbody, the site only triggered Rule C.
--	---

The meeting held on November 2nd produced additional ideas about potential alternatives to achieve the required water quality removal efficiencies, including the utilization of Pond K. Eden Prairie was going to get bathymetry data to help determine if adequate water quality volume is present in Pond K. Staff Jeffery and Engineer Sobiech continue working with Eden Prairie and their consulting engineer to permit the proposed Preserve Boulevard project.

Staff Jeffery and Engineer Sobiech met with Eden Prairie Staff and their consulting engineer on November 21, 2018 to continue discussions regarding Duck Lake Road. There has been no



change in the proposed stormwater treatment, as the project still would rely on school property to treat runoff from Prairie View Elementary School and a small portion of the road leaving most of the project area untreated. A significant portion of the project area would only be treated for large solids with the use of sump manholes or similar practice. These would not address smaller sediment particles, phosphorus removal, or abstraction. RPBCWD Rule J require that the applicant “Provide for at least 60 percent annual removal efficiency for total phosphorus (TP) and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff, and no net increase in TSS or TP loading leaving the site from existing condition.” The design

team provided an exhibit, which depicts quite clearly, the limitations to infiltrating within the corridor.

The project also proposes trails on both sides of the road, resulting in significant floodplain fill and some wetland impacts. Staff Jeffery and Engineer Sobiech question if they have adequately investigated alternatives that may avoid the need for fill in the floodplain and wetland impacts. The project, as proposed, would result in several variance requests.

1. They are not providing compensatory storage for the fill in Duck Lake to construct the trail as as required by Rule B - Floodplain Management and
2. They are not treating all of the runoff from their site as required by Rule J - Stormwater Management.
3. Rule G - Waterbody Crossings and Structures must comply with Rule B necessitating a variance. (See 1)

Staff still recommends the use of a boardwalk, similar to the one near Chanhassen High School and crossing Nine Mile Creek and floodplain wetlands near Edina High School as well as other areas, to minimize wetland impacts and eliminate fill within the floodplain. Eden Prairie is hesitant as they contend it cannot be maintained in the winter. Staff is also requesting that the site be evaluated for additional opportunities to provide stormwater management and minimize impacts.

Chanhassen, MNDOT, and Carver County have begun preliminary design for the T.H. 101 reconstruction from CSAH 61 to Pioneer Trail. A kick off meeting was held on November 1, 2018. Engineer Sobiech attended on behalf of RPBCWD. A standing monthly meeting is scheduled. Staff Jeffery or Engineer Sobiech will attend these meetings.

Permitting, final design, and right-of-way acquisition is tentatively scheduled to be completed by late fall of 2019. Construction is tentatively scheduled to begin in April of 2020. There are multiple jurisdictions and permitting processes to get through. An Environmental Assessment Worksheet (EAW) has already been performed. A negative declaration was issued for the EAW. A public open house is scheduled for December 4, 2018 from 6 to 7:30PM to be held at Chanhassen City Hall in the Senior Center. More information about the project can be found here: <https://www.highway101improvements.com/>

#### Wetland Conservation Act Administration

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

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

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

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

No new updates

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

##### **Rice Marsh Aeration**

Staff posted the public aeration notice last month in the Chanhassen and Eden Prairie newspapers twice, as required for the operation of the unit during 2018-2019. Due to the fisheries benefit and common carp management plan, staff were able to waive the \$200 aeration fee. The unit will be turned on in early December. Staff attended the MN DNR aeration workshop this past month which reviewed aeration rules/regulations and highlighted current and upcoming changes to the permitting program.

##### **Summer Field Season**

Staff has finalized all physical and chemical data collected in 2018 and submitted it to Barr Engineering for an additional quality control check. Work on summarizing the data for the annual report has begun. All macroinvertebrate samples were sent to Dean Hansen of the University of Minnesota for identification. Zooplankton identification is nearing completion by staff. Staff started training under Limnotech staff on programming the Enviro DIY monitoring

stations. These units will allow the District to remotely monitor and collect continuous water quality data.

### **Common Carp Management**

Common carp surveys across the District were completed in early October, results should be available shortly and will be included in the annual report. The barrier was pulled for the winter.

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

### **Creek Restoration Action Strategy**

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

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

CRAS updates and potential additional monitoring for 2019:

- Additional bank pins installed now and in 2019 at sites that align with upcoming projects (e.g., upper riley)
- Walking 1<sup>st</sup> order tributaries that haven't been assessed
- Doing the LRAS
- Assessing additional ravine erosion areas
- Using the stream power index (SPI) to identify and assess potential areas of erosions upstream of wetland, creeks, and lakes
- Installing DIY stations
- Use CRAS2 to advance creek stability assessments. TAC suggested District assess potential areas for extended detention to address creek stability concerns rather than require public project to do channel protection as part of the contemplated potential regulatory revisions. Similar to Upper Riley Creek work. Additionally, combine CRAS2 and H&H effort could allow for a larger area assessment.

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

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

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

#### **Volunteer program**

#### Volunteer Appreciation Event December 13th

Staff will host an appreciation event for anyone who has volunteered with the district in the past year. The event will take place on Thursday, December 13th, 6:30-8pm at the Staring Lake Outdoor Center. We'll have a bonfire, refreshments, and a visit from the outdoor center's owl.

#### Service Learners

Fall service learners have begun wrapping up their service with the district. A total of 6 service learners assisted us with data collection, carp management, and countless other tasks this fall.

### Adopt a Dock Program

Most volunteers have returned their plates. Volunteers were notified of the detection of mussels on Lake Riley, and asked to check over their docks if they had not already removed them. No new siting of zebra mussels or brittle naiad were recorded. In the coming months, staff will work to engage more adopt-a-dock volunteers for next season, so as to create a more robust monitoring program.

### Master Water Stewards Program

This year's cohort of Master Water Stewards began classes in October, and has participated in 3 sessions to date. The watershed district hosted a coffee meetup on November 15th at Smith Coffee and Cafe, in which RPBCWD stewards from 4 years of the program met to share their capstone projects, talk about other ways to improve local water quality, and learn from staff about the zebra mussels recently found on Lake Riley.

### Citizen Advisory Committee

See CAC section above.

## **Communication Program**

### Annual Communication

The annual communication is completed and will be updated with final tracking numbers and then distributed to the public.

### Speakers Bureau

No new updates.

### Tabling & Meetings

No new updates

### Water Quality Fact Sheets

Work has begun to update the fact sheets for 2018.

### Website & Newsletter

The new website has been launched, and staff are continuing to update content and design on the site.

## **Youth Outreach**

### Earth Day Mini-Grants

No new updates. Applications for 2019 will open late winter of next year.

## Scenic Heights School Forest Restoration

Postcards were sent to the residents near the school updating them on the project status and plans for 2019. Text included below.



### **An exciting first year**

Scenic Heights Elementary school embarked on an exciting project this year. In partnership with other organizations including the Riley Purgatory Bluff Creek Watershed District, they are restoring the beloved school forest to healthy native habitat.

Last winter saw the removal of woody invasive plants like buckthorn and tartarian honeysuckle. In the spring, the eroded gully that brings stormwater to the pond was restored. Throughout the growing season invasive plants were managed and in the fall 1.3 acres of short grass prairie were installed.

### **A hearty thank you** (photo on front)

In the fall volunteers installed over 100 native trees and shrubs, that were grown in a gravel bed tree nursery built by an Eagle Scout candidate.

### **Good things to come**

In 2019, we will continue to manage invasive plants like garlic mustard and motherwort and the rest of the 7 acre site will be seeded with natives. A large volunteer planting event will take place in spring, contact us to participate!

### **Questions?**

**Contact Michelle:** [mjordan@rpbcwd.org](mailto:mjordan@rpbcwd.org)

## St. Hubert's 4th Graders

Staff Jordan and Swope visited three 4th-grade science classes at St. Hubert's school on November 8th. They led activities for students to practice the water cycle and learn about watersheds using the watershed sandbox. Staff worked with more than 65 students over the afternoon.



## **Continuing Education Program**

### Interfaith winter maintenance outreach.

Staff Jordan and Swope partnered with Nine Mile Creek Watershed District, Bassett Creek Watershed Management Organization, Minnehaha Creek Watershed District, and the City of Minnetonka to lead a winter salting workshop on November 14th. These workshops are designed to train those who buy or use deicing salt at places of worship and nonprofits, on proper materials and application techniques. A similar workshop will be offered on January 8th at the Nine Mile Creek Watershed District headquarters.

## **Businesses and Professionals Program**

### Professional luncheon series

No new updates.

## **Wetland Management**

### **Wetland Inventory**

The growing season has ended. Currently more than 100 wetlands have been assessed. Staff Jeffery is working on a way to import into Microsoft Access version of MNRAM. The Board of Soil and Water Resources no longer supports MNRAM and MNRAM v3.0 is not compatible with Microsoft Access 2016.

### **Wetland Conservation Act Administration**

There have been no WCA submittals for Deephaven or Shorewood since the last meeting. The District has received a notice of application for Preserve Boulevard in Eden Prairie, T.H. 101 in Chanhassen, and a request from Chanhassen to offer guidance on a late season delineation.

### **Hennepin County Chloride Initiative**

Administrator Bleser met with Freshwater Society, Fortin Consulting and Hennepin County. We discussed ways we can combine efforts in the Chloride Initiative. Workplan for the grant was approved by BWSR.

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

Administrator Bleser and

### **Bluff Creek One Water**

#### **Chanhassen High School**

The system is operational and is now being winterized. It will restart in the spring with final stabilization.

### **Bluff Creek Tributary Restoration**

Project has been awarded. Work will begin in December with substantial completion in January.

### **Riley Creek One Water**

#### **Lake Susan Park Pond**

Lake Susan Park Pond work is completed and the system has been winterize. Final closeout will happen in the Spring after site is fully stabilized.

### **Riley Creek**

The District is waiting for the bridge specs from the City of Eden Prairie. This is taking a little bit longer than anticipated and thus are delaying us in the agreement and bidding timeline. The City of Eden Prairie continues to review the cooperative agreement. They anticipate putting the agreement in front of council in January.

### **Rice Marsh Lake Alum**

Treatment is completed.

### **Purgatory Creek One Water**

#### **Duck Lake Subwatershed**

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

### **Fire Station 2**

Grant is closed.

### **Lotus Lake Alum**

Project completed.

### **Purgatory Creek at 101**

Project is closed.

### **Scenic Heights School Forest**

See updates in Youth Outreach section above.

## **Professional Workgroups and Continuing Education**

### **American Water Resources Association**

- Pre-Conference Workshop  
Administrator Bleser attended a 1 day workshop on water conflict management and transformation. The workshop included exercises to strengthen lessons learned on managing conflicts.
- Conference  
A few highlight from the conference included:
  - A panel discussion from various news sources discussed the biggest obstacles of bringing the science to the public. The idea is to unpoliticize the science and bring it to the public in a way that they can see why it matters. Delivering your own message and ensuring that the public can understand is important. You also need to make sure that you diversify your news source as your audiences look at diverse news sources. You need to keep your messaging concise. The reader needs to be able to visualize and you need to identify the people who will be impacted.

- Quantifying trees and urban forest benefits. Urban trees are desirable and affordable. Average cost benefit is \$71.18/year.
- Stormwater for Sale. Washington D.C. have a rule that retains 1.2” of rainfall on site. There are no waivers. They do have a fee in lieu structure which is calculated based on the projects they do. Their current fee is \$3.61/per gallon/year. A permit applicant can build up to 1.7” of retention and then sell .5”. The District certifies and approves the trade.
- Workshop: Administrator Bleser presented at the conference.

**To: Michelle Jordan**

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

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

I am NOT employed by the district

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Deadline: **27 November 2017**

Application:  
Citizen Advisory Committee (CAC)

Name:



Marilynn Torkelson  
8956 Braxton Dr  
Eden Prairie, MN 55347

Address w/

(Please also list address of employment)

Email:

[marilynnTorkelson@gmail.com](mailto:marilynnTorkelson@gmail.com)

Phone Number:

952 906-1482 home  
952 240-1496 cell

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

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

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

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

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

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

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

Property owners have the power to make a difference.

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

yes

no

**Position description:**  
**Citizen Advisory Committee (CAC)**

deadline: 28 Nov 2016

**Position:** Citizen Advisor

**Type:** Volunteer

**Term:** CAC memberships are renewed annually; no term limits

**Time Commitment:** CAC members meet on a regular basis. This may include monthly meetings and special topical meetings as needed. Citizen advisors are expected to attend 50% of these meetings and show commitment to volunteering.

**Reports to:** The District Administrator and the RPBCWD Board of Managers

**Purpose:** The CAC meets at the request of the RPBCWD Board of Managers to assist in developing programs and activities that help improve and protect the water resources of the RPBCWD. The CAC fulfills legislative requirements for watershed districts (Minnesota Statutes: Section 103D.331).

**Scope of Responsibilities:** Citizen Advisors provide suggestions to the RPBCWD staff and Board of Managers and volunteer for a variety of projects and activities that help the Watershed District carry out its mission of protecting, managing, and restoring water resources.

**Membership Policy**

Preference is given to applicants who:

- Are residents of the RPBCWD\*
- Represent a balance of areas across the watershed district
- Are property owners, employers or employees in the RPBCWD

\*Please check our website for District boundaries or call Michelle Jordan at 952-607-6481

**Desired Qualifications:**

- Interest in natural resource protection/management, education & outreach, planning, etc
- Ability to serve as a liaison to the RPBCWD for the area you live/work
- Ability to work and communicate effectively with others

**Benefits:**

- Learn more about the watershed and issues facing our land and water resources
- Become an engaged citizen and meet other community-minded people
- Participate in watershed activities and trainings

**Deadline:**

**28 November 2016**

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



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

Name: Jim Boettcher

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

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

Phone Number: 612-201-4381

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

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

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

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

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

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

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

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

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



## Memorandum

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing November 2018 Activities for December 5, 2018, Board Meeting  
**Date:** November 28, 2018

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 November 2018.

### General Services

- a. Reviewed the city of Minnetonka's Water Resources Management Plan and worked with Administrator Bleser and Counsel Welch to prepare review comments.
- b. Worked with Administrator Bleser to develop a task order to work in partnership with the city of Bloomington to enhance the District's Hydrologic and Hydraulic model to assess climate adaptation, flood mitigation options, and opportunities to address adverse impacts of increase precipitation as well as develop a potential prioritization process for the flood risk areas of the Purgatory Creek watershed within Bloomington.
- c. Attended a Duck Lake subwatershed assessment progress meeting on November 13<sup>th</sup> to discuss field observations, brainstorm BMP ideas, and strategize on the public outreach process for the project (including timeline).
- d. Coordinated with Administrator Bleser to start drafting a MCES grant reporting summary for the Chanhassen High School reuse project.
- e. Participated in a November 26<sup>th</sup> conference call with Permit Coordinator Jeffery and Counsel Welch focused on interpretation of how mill and overlay impacts the redevelopment provision in the stormwater rule.
- f. Prepared a presentation and participated in the November 14<sup>th</sup> permitting workshop.
- g. Participated in the November 7<sup>th</sup> regular Board of Managers meeting.
- h. Prepared Engineer's Report for engineering services performed during November 2018.
- i. Miscellaneous discussions and coordination with Administrator Bleser about lower Riley Creek cooperative agreement, revised Silver Lake subwatershed assessment, and upcoming Board meeting agenda.

### Permitting Program

- a. *Permit 2015-036: Saville West.* This project involves construction of a 5-lot single-family home subdivision in Minnetonka. The permit was conditionally approved on June 7, 2017;

- however, the conditions of approval have not yet been fulfilled. The applicant submitted a permit modification request on October 10, 2019 to replace the conditionally approved residential reuse systems with underground rock infiltration beds. The applicant was notified that the modification request was incomplete because of missing computations that matched the submitted plans. The revised submittal received on October 19<sup>th</sup> was considered complete. Completed additional reviews based on revised information submitted by the applicant on October 31<sup>st</sup>, November 15<sup>th</sup>, and November 21<sup>st</sup>. Prepared a permit review report for Board consideration at the December 5<sup>th</sup> regular meeting.
- b. Participated in a project coordination meeting on November 1<sup>st</sup> for the proposed Highway 101 project between Pioneer Trail and Flying Cloud Road. Attendees included staff from the city of Chanhassen, MnDOT, Carver County, engineering design consultant, and the Lower Minnesota River Watershed District. The discussion included project timeline, property acquisitions, slope failure concerns, budgets, and RPBCWD & LMRWD stormwater management and other permitting requirements. The city requested a separate meeting between the design engineers and watershed districts once the project reaches a 60% level of design.
  - c. Participated in a project coordination meeting on November 2<sup>nd</sup> for the proposed reconstruction of Preserve Boulevard between Anderson Lakes Parkway and Prairie Center Drive in Eden Prairie. Attendees included staff from the city of Eden Prairie, SRF (engineering design consultant), and Permit Coordinator Jeffery. The project proposes to reconstruct Preserve Boulevard, construct a pumped outlet from Eden Lake, construct a new pond and use an existing stormwater ponds for stormwater management. While this project will trigger RPBCWD Rues B, C, D and J, the discussion focused on stormwater management (Rule J) and floodplain management criteria (Rule B).
  - d. Participated in a project coordination meeting on November 21<sup>st</sup> for the proposed reconstruction of Duck Lake Road between Duck Lake Trail and Pavelka Drive in Eden Prairie. Attendees included staff from the city of Eden Prairie, Bolton & Menk (engineering design consultant), and Permit Coordinator Jeffery. The project proposes to reconstruct Duck Lake Road (including placing fill in Duck Lake to raise the roadway and provide space for a trail), replace the culvert under Duck Lake Road with a larger box culvert connecting the western basin to the main portion of Duck Lake, install a french drain to reduce the flood risk to six residences, and partner with the school district to construct an infiltration basin on school district property for stormwater management. The discussion focused on the stormwater management and floodplain management criteria of RPBCWD rules. Based on the preliminary information it appears the city might be requesting several variances for the project including compensatory storage, rate control, water body crossing no net increase in flood elevation, and abstraction n of site runoff.
  - e. Performed erosion control inspections of active sites on November 15<sup>th</sup>, 16<sup>th</sup>, and 19<sup>th</sup> (see attached inspection report).
  - f. Miscellaneous conversations with Permit Coordinator Jeffery about technical questions on permit requirements for potential development and redevelopment projects.

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

- a. Prepared, uploaded to EQUIS and verified Met Council 2018 data.
- b. Uploaded into EQUIS and verified two lab reports.
- c. Continued correspondence with RMB laboratories regarding Barr identified discrepancies and uploaded and verified three subsequently revised reports.
- d. Prepared, uploaded to EQUIS and verified 2018 RPBCWD spent lime field analyzed data. Created export tables of all spent lime data for project team analysis.

### **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. Maintenance - test replacement sampler controller.
- c. Storm event sampling – set station /check on sample at site.

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

- a. Performed construction administration tasks including construction oversight, preparation of construction observation notes, site photo review, and reviewed/processed Payment Application #3.
- b. Coordinated and participated in Pederson lead start-up/training on November 2, 2018, including site walk-through.
- c. Prepared project punch list and coordinated with Peterson Companies on punch list items completion and system winterization.
- d. Reviewed operations and maintenance manual and provided comments back to Peterson Companies (Peterson).
- e. During November Peterson completed most of the punch list item, prepared the O&M manual and delivered of hard copies/electronic files, delivered as-built drawings, and coordinated the irrigation system winterization and the removed the pond intake, thus fully winterizing the reuse system. Pederson indicated they intend to complete several other items during the week of November 26th, including installation of stainless steel strapping to secure backflow prevention valve to HDPE pipe in the creek, adding an additional strike plate for bottom door pin to be installed in treatment shelter floor at south door opening and providing shelter keys to city of Chanhassen
- f. Coordinated with the city of Chanhassen to have a lock installed on the lid of the water control structure to secure (City of Chanhassen).

- g. Remaining items to be completed during winter 2018/2019 or at spring start-up
1. Prepare as-built drawings per PDFs provided by Peterson (Barr Engineering).
  2. Plant live plugs per the plans (Peterson)
  3. Coordinate with Watertronics on programming changes needed over the winter (Peterson). Re-upload system program with implemented changes to match the functional description in Div. 4090000 Section 1.09 and the requests for the HMI screen read-outs (Peterson/Watertronics)
  4. Verify system functions according to the functional description in Div. 409000 after programming modifications with Watertronics (Peterson/Barr Engineering)
  5. Dial in VFD and float set points for the iron-enhanced sand filter system (Peterson/Barr Engineering)
  6. Re-start the system and train of City staff on operations (Peterson)



**Reuse equipment inside the completed water treatment shelter**



**Completed iron-enhanced sand filter during start-up/testing**

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

- a. Continued coordinating with the city of Eden Prairie on bridge plans to be included in the construction documents and buffer signage.
- b. Provided requested information to regulators (MnDNR and USACE) who are reviewing permit applications.
- c. Provided draft technical specifications for legal review

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

- a. Worked with Peterson to finalize project punch list, which included general site clean-up, removal of erosion and sediment control, finishing final concrete work, adding additional pipe and secure caps for intake pipe storage, addition of grout at water level sensor base at outlet structure, replacing the alarm light, filling the hole in the CMU at the corner of the louvre opening on the shelter wall
- b. Reviewed and processed Payment Application #2
- c. Started developing the MCES grant reporting summary at the Administrators direction.
- d. Final payment has not been issued to Peterson Companies. Per Change Order 1, \$2,000 was held from payment until Spring 2019 when Peterson will assist the ISD112 with system start-up and will be applying fertilizer in the seeded turf area to help with establishment after frost out.

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

- a. Provided Notice of Award to Contractor
- b. Completed permit acquisition with the City and County for access of Audubon Road and work on City property.
- c. Worked with contractor to review insurance and performance and payment bonds.

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

- a. After the first round of native seeding in October, the site is now stable for the winter. Work on managing invasive species will likely begin in April or May 2019, depending on spring weather.
- b. Andrew Hartmann, an Eagle Scout candidate, recently installed a newly created sign illustrated by Minnetonka High School art student Aimi Dickel in the school forest. The sign helps highlight a large box elder stump that was left standing on site to become a habitat element. The sign helps explain how rotting stumps like this one harbor a myriad of insects and other valuable ecological life.



**Newly installed interpretive sign. 11/18/2018**

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

- a. Barr staff updated the draft feasibility study to incorporate comments provide by District staff and provided to Administrator for final review.

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing November 2018 Activities for December 5, 2018, Board Meeting  
**Date:** November 28, 2018  
**Page:** 7

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

- a. Barr staff completed a walking field evaluation of the Duck Lake watershed on November 12<sup>th</sup>. Approximately 50 sites with potential for construction of water quality improvement practices were identified based on topography, soils, proximity to storm sewer, and other site characteristics.
- b. Barr staff held project meeting #2 at Barr offices with Administrator Bleser and Community Outreach Coordinator Jordan on November 13<sup>th</sup> to review the field evaluation results, formulate a public engagement process, and discuss how to engage the city of Eden Prairie in the project.
- c. Community Outreach Coordinator Jordan contacted the city of Eden Prairie and scheduled a coordination meeting between District staff, Barr staff, and city staff for December 5<sup>th</sup> at the District office.

**To:** RPBCWD Board of Managers  
**From:** Dave Melmer  
**Subject:** November 15, 16 and 19, 2018—Erosion Inspection  
**Date:** November 28, 2018  
**Project:** 23/27-0053.14 PRMT 9016

Barr staff has inspected construction sites in the Riley Purgatory Bluff Creek Watershed District for conformance to erosion and sediment control policies. Listed below are construction projects and the improvement needed for effective erosion control. The sites were inspected from November 16, 2018.

## Site Inspections

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2015-010	<b>Children's Learning Adventure - Private - Commercial/Industrial Northwest Coerner of Highway 5 and Galpin Avenue Chanhassen, Minnesota 55317</b> Site updates completed. Areas up to wetland signage was redone and infiltration basin redone. All bare areas covered and bio-rolls installed. Will monitor vegetation growth and establishment thru spring growing season-2019.	2018-11-16
2015-016	<b>Blossom Hill - Private - Residential 10841 Blossom Rd Eden Prairie, Minnesota 55347</b> House construction at one site continues--all lots have been sold and have houses on them. BMP's look good. Additional silt fences installed at last house site. Slope to pond has been reworked and soils covered--ditch checks installed.	2018-11-15
2015-036	<b>Saville West Subdivision - Private - Residential 5325 County Road 101 Minnetonka, Minnesota 55345</b> Construction complete at 5320 Spring Ln. house site. Silt fence perimeter control in place. BMP's look good. Landscaping not complete -lot has been graded for sod or seeding. Silt fence installed on southwest and west side of development. Additional lot has silt fence perimeter control installed- no activity at this lot. Lots to south have been brushed/cleared. No change since October.	2018-11-19
2015-047	<b>Neutral Path Comm Belle Plaine to Mpls - Private - Commercial/Industrial Chaska, Chanhassen, Eden Prairie Chaska, Chanhassen, Minnesota 55317</b> Construction complete. Soils lightly covered. Will inspect next spring for vegetation growth and establishment.	2018-11-16

To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 2

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<b>2015-050</b>	<b>Arbor Glen Chanhassen - Private - Residential</b> <b>9170 GREAT PLAINS BLVD Chanhassen, Minnesota 55317</b> <b>Open CA(s): Street tracking Deadline: 11/17/2018</b>	<b>2018-11-16</b>
	Perimeter control (silt fence) installed. Heavy equipment onsite and earthwork/grading complete. Roadway and detention pond installed. All slopes have been stabilized and covered. Rock entrances being installed at some locations. BMP's adequate. Construction at multiple sites underway. Quite a bit of tracking to street observed site representative was notified for street tracking. CA opened for this.	
<b>2015-053</b>	<b>RBSC Chanhassen LLC - Private - Commercial/Industrial</b> <b>195 W. 79th Street Chanhassen, Minnesota 55317</b>	<b>2018-11-19</b>
	No construction has begun. Site was being used as lay down yard for Hwy. 5 construction. Demobilization is complete. Catch basin protection still in place. Exposed soils have been covered and now vegetation is established. Site owner was notified about getting catch basin protection removed.	
<b>2015-055</b>	<b>Hampton Inn Eden Prairie - Private - Commercial/Industrial</b> <b>11825 Technology Drive Eden Prairie, Minnesota 55344</b>	<b>2018-11-15</b>
	Site construction has begun. Building demolition complete. BMP's in place.	
<b>2016-017</b>	<b>SWLRT - Government - Other</b> <b>Varies Eden Prairie, Minnesota 55344</b>	<b>2018-11-15</b>
	SWLRT work has begun at Emerson site. BMP's installed.	
<b>2016-019</b>	<b>Powers Ridge Lot 2 - Private - Commercial/Industrial</b> <b>1361 Lake Dr. West Chanhassen, Minnesota 55317</b>	<b>2018-11-19</b>
	No construction has begun to date.	
<b>2016-020</b>	<b>Prairie View Enclave - Private - Commercial/Industrial</b> <b>12701 Pioneer Trail Eden Prairie, Minnesota 55347 55317</b>	<b>2018-11-15</b>
	No activity observed to date.	
<b>2016-026</b>	<b>Foxwood Development - Private - Residential</b> <b>9150 and 9250 Great Plains Blvd Chanhassen, Minnesota</b>	<b>2018-11-16</b>
	Multiple house construction continues-BMP's look good- silt fences and rock entrances installed/ good perimeter control. Silt fences have been installed on unsold lots. Catch basin protection has been removed for winter. Final road asphalt top coat has been laid. Bare soils onsite have been spray-tac'd. Additional silt fences have been installed across site. Tracking to streets site wide. Site representative was notified. Sites entrances where construction is occurring could use a rock refresh. Site conditions overall are good. (November - 2018)	

To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 3

---

<b>2016-028</b>	<b>Summit Place Apartments Drainage Improvements - Private - Residential</b> <b>8501 Flying Cloud Drive Eden Prairie, Minnesota 55347</b> No construction activity observed to date.	<b>2018-11-15</b>
<b>2016-030</b>	<b>IDI Distribution Building Expansion - Private - Commercial/Industrial</b> <b>8303 Audubon Road Chanhassen, Minnesota 55317</b> Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.	<b>2018-11-19</b>
<b>2016-032</b>	<b>CSAH 61 Improvements - Government - Linear</b> <b>N/A Eden Prairie, Minnesota 55347</b> Construction continues. Slopes are covered with matting or have been spray tac'd. Area near creek crossing is completed.-- BMP's look good. Construction west of Lions tap continues to Eden Prairie Road. --BMP's look good.	<b>2018-11-15</b>
<b>2016-033</b>	<b>Anderson Lakes-Purgatory Trail - Government - Other</b> <b>Anderson Lakes PKWY and Purgatory Creek Eden Prairie, Minnesota 55347</b> No construction observed to date.	<b>2018-11-15</b>
<b>2016-041</b>	<b>Chanhassen West Water Treatment Plant - Government - Other</b> <b>2070 Lake Harrison Road Chanhassen, Minnesota 55317</b> Silt fences installed on site. Construction complete. Landscaping and seeding complete--all soil covered with matting. BMP's look good. Entrance installed and paved--roadway complete. Vegetation has sprouted and growing--some bare areas--site is stable. Playground installation on north side complete.	<b>2018-11-19</b>
<b>2016-042</b>	<b>18663 St. Mellion Place--Eden Prairie (Bear Path) - Existing</b> <b>Single Family 18663 St. Mellion Place Eden Prairie, Minnesota 55347</b> Construction complete. Final grading underway. BMP's are good silt fence replaced with bio-logs. Additional biorolls are being installed until irrigation and sod installation in the spring.	<b>2018-11-15</b>
<b>2016-045</b>	<b>MCES Blue Lake Interceptor Rehab - Government - Linear</b> <b>See attached multiple , Minnesota 55354</b> Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit. , Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.	<b>2018-11-19</b>
<b>2016-045</b>	<b>MCES Blue Lake Interceptor Rehab - Government - Linear</b> <b>See attached multiple , Minnesota 55354</b> Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit. ,	<b>2018-11-19</b>

To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 4

---

Construction complete. All temporary BMP's have been removed.  
Site is stable. This will be last field inspection for this permit.

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**2017-001**                      **Kopesky 2nd Addition - Private - Residential**                      **2018-11-16**  
**18340 82nd St Eden Prairie, Minnesota 55347**

Site grading complete. Perimeter control installed. Bare soils onsite have been recently covered with straw. Biorolls need to be replaced in some areas--post straw application. BMP's are good. Infiltration basins completed. Basin protection is good. Minor street tracking observed.

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**2017-003**                      **18761 Heathcote Dr Building Addition - Existing Single-Family**                      **2018-11-19**  
**18761 Heathcote Dr Wayzata, Minnesota 55391**

House construction complete. Pool installation complete. Landscaping complete--sod and shrubs installed. Temporary BMP's have not been removed bio-logs. September 2018. Spoke with homeowners will remove biorolls. Site is stable. This will be last field inspection for this permit.

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**2017-007**                      **Cedarcrest Stables - Private - Residential**                      **2018-11-15**  
**16870 CEDARCREST DR Eden Prairie, Minnesota 55347**

No activity observed to date.

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**2017-011**                      **Galpin Blvd Watermain Improvements - Government - Linear**                      **2018-11-19**  
**Galpin Blvd & Lake Harrison Road Chanhassen, Minnesota**

Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.

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**2017-022**                      **Chanhassen High School Stormwater Reuse - Government -**                      **2018-11-16**  
**Other**  
**220 Lyman Blvd Chanhassen, Minnesota 55317**

Construction complete. BMP's in place. Soils covered and seeded. Will inspect next spring for vegetation growth and establishment. Site photos taken.

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**2017-023**                      **Eden Prairie Assembly of God - Private - Commercial/Industrial**                      **2018-11-19**  
**16591 Duck Lake Trail Eden Prairie, Minnesota 55347**

Construction complete. Perimeter control silt fence still installed. BMP's look good. Site grading is complete. Areas appear to have been sprayed. Will inspect next spring for vegetation growth and establishment.

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**2017-024**                      **Prairie Bluffs Senior Living - Private - Residential**                      **2018-11-15**  
**10280 Hennepin Town Rd Eden Prairie, Minnesota 55347**

Construction continues. Perimeter silt fence installed and bio-logs --- catch basin protection in place. BMP's look good. Minor tracking to street--site representative was contacted and stated that the street is

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To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 5

---

swept regularly. Site entrances are adequate--could use a rock entrance "refresh".

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**2017-026**                      **6135 Ridge Road 6135 - Existing Single-Family Ridge Road Shorewood, Minnesota 55331**                      **2018-11-19**

Rock entrance is good. Silt fence maintenance has been completed. Bare soils on upper half of slope have been covered with straw matting. Will have to inspect for vegetation growth and establishment in spring. Southwest corner has rock retaining landscaping completed.

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**2017-027**                      **7500 Chanhassen Road - Existing Single-Family 7500 CHANHASSEN RD Chanhassen, Minnesota 55317**                      **2018-11-19**

Construction complete. Site has been graded for landscaping and is now completed. Sod installed. Silt fences removed and 20 ft. of bio-logs still in place-- home owner will remove in spring. Site is stable. This will be last field inspection for this permit.

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**2017-029**                      **Tweet Pediatric Dentistry - Private - Commercial/Industrial 7845 Century Blvd. Chanhassen, Minnesota 55317**                      **2018-11-16**

Construction complete . BMP's are installed and good. Catch basin protection installed in this area. Infiltration areas installed. Parking lot grading and curb/gutter installation complete. Infiltration pond has bio-logs staked in to control silt. Vegetation is growing. Will inspect next spring for vegetation growth and establishment.

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**2017-030**                      **Elevate - Private - Commercial/Industrial 12900 Technology Drive Eden Prairie, Minnesota 55344**                      **2018-11-15**

Construction continues. Perimeter control installed. Catch basin protection installed. Some catch basins have bladders installed and drainage will be directed to other basins. BMP's look good. Site is well maintained.

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**2017-031**                      **Lion's Tap - Private - Commercial/Industrial 16180 Flying Cloud Drive Eden Prairie, Minnesota 55344**                      **2018-11-15**

No activity observed to date.

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**2017-032**                      **11193 Bluestem Lane - Government - Other 11193 Bluestem Lane Eden Prairie, Minnesota 55347**                      **2018-11-15**

Construction complete. All exposed soils on slope are covered and stabilized--vegetation growing--areas where seed did not sprout are observed-- matting is keeping soils stable. Bio-logs installed at toe of slope. Site is in good condition. Will monitor thru spring-2019. Site representative contacted concerning bare areas. Bio-logs can be removed.

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To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 6

---

<b>2017-034</b>	<b>Park Road Overlay Chanhassen - Government - Linear Park Road Chanhassen, Minnesota 554317</b>	<b>2018-11-19</b>
	Construction complete. All temporary BMP's have been removed. This will be last field inspection for this permit.	
<b>2017-037</b>	<b>The Venue - Private - Commercial/Industrial 525 W 78th St Chanhassen, Minnesota 55317</b>	<b>2018-11-19</b>
	Security fence installed. BMP's installed. Demolition of existing buildings complete. Construction continues. Additional BMP's installed--catch basin protection in new construction. Lower parking area complete.	
<b>2017-038</b>	<b>West Park - Private - Residential 760&amp; 781 Lake Susan Drive 8601 Great Plains Blvd Chanhassen, Minnesota 55317</b>	<b>2018-11-16</b>
	<b>Open CA(s): Street tracking on south end of project site. Deadline: 12/16/2018</b>	
	Construction continues. Street installation on north and south side completed. Rock entrance installed on south side and to individual house sites. Perimeter control installed. Catch basin protection installed. BMP's look good. Additional silt fences have been installed. Bare soils that are nit being worked have been stabilized. Heavy tracking observed on street on south end of project site. Landscaping at some sites underway or completed. BMP's look good. (November -2018) Site representative was notified for tracking.	
<b>2017-039</b>	<b>Mission Hill Senior Living - Private - Residential 8600 Grate Plains Boulevard Chanhassen, Minnesota 55317</b>	<b>2018-11-16</b>
	Construction underway. BMP's installed look good. Site perimeter control installed. Catch basin protection installed. Site is in good shape. South swale has been stabilized. Roadway installed. Grading onsite during inspection --site wide. Minor tracking to street.	
<b>2017-047</b>	<b>Fawn Hill - Private - Residential 7240 Galpin Road Chanhassen, Minnesota 55317</b>	<b>2018-11-19</b>
	Earthwork completed/roadway installed. Perimeter silt fence installed and additional silt fences installed where needed. Exposed soils blown with straw and hydroseeded-vegetation has sprouted and is growing. BMP's to date look good- (November -2018) West pond overflow installed. Homesite lot signage installed-- house construction on first site has started-rock entrance installed. Minor tracking to street.	
<b>2017-052</b>	<b>Old Excelsior Senior Living - Private - Residential 17705 Hutchins Drive Minnetonka , Minnesota 55345</b>	<b>2018-11-19</b>
	Construction continues. Perimeter control installed. BMP's in place. Tracking to street observed. Street is swept regularly. Site landscape grading underway. (November -2018)	

To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 7

---

<b>2017-053</b>	<b>Mastercraft - Private - Commercial/Industrial 17717 State Hwy 7 Minnetonka, Minnesota 55345</b>	<b>2018-11-19</b>
	Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.	
<b>2017-055</b>	<b>Scenic Heights Elementary 2018 Addns - Government - Other 5650 Scenic Heights Drive Minnetonka, Minnesota 55345</b>	<b>2018-11-19</b>
	Construction complete. All temporary BMP's have been removed with exception of catch basin protection on north side of project site. Site clean up underway.	
<b>2017-063</b>	<b>Clear Springs Elementary 2018 Gymnasium Addition - Government - Other 5621 County Road #101 Minnetonka, Minnesota 55345</b>	<b>2018-11-19</b>
	Construction continues . BMP's installed. Site is well contained. Site grading underway. Stock pile of dirt onsite not protected-may be spread soon. (November -2018)	
<b>2017-064</b>	<b>Scenic Heights Elementary School Forest Restoration - Government - Other 5650 Scenic Heights Drive Minnetonka, Minnesota 55345</b>	<b>2018-11-19</b>
	Site has been selectively cleared. Inflow area modified and BMP's installed. Restoration continues.	
<b>2017-069</b>	<b>Scheels Redevelopment - Private - Commercial/Industrial 8301 Flying Cloud Dr. Eden Prairie, Minnesota 55347</b>	<b>2018-11-15</b>
	BMP's installed. Demolition of building continues. Site earthwork and building construction has begun.	
<b>2017-072</b>	<b>O'Reilly Auto Parts Eden Prairie - Private - Commercial/Industrial 8868 AZTEC DRIVE Eden Prairie, Minnesota 55347</b>	<b>2018-11-15</b>
	No construction activity observed to date.	
<b>2017-073</b>	<b>Preserve Village - Private - Residential 9625 Anderson Lakes Pkwy Eden Prairie, Minnesota 55344</b>	<b>2018-11-15</b>
	Construction continues. Security fence installed. BMP's installed. Catch basin protection is adequate. Minor tracking to street. Site is well contained for runoff protection. Additional areas of bare soils observed--appear to have been recently worked--just not covered to date. Infiltration basin construction underway.	
<b>2018-001</b>	<b>Panera - Private - Commercial/Industrial 531 W. 79th Street Chanhassen, Minnesota 55317</b>	<b>2018-11-19</b>
	Open CA(s): Filtration basin installed-- no bio rolls at toe of basin, no outlet protection at pipe location in basin-- site representative was notified. Deadline: 12/19/2018	

To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 8

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Security fence installed. Construction trailer onsite. Demolition complete. BMP's installed. Construction continues. Parking lot installed -site grading/black dirt installed in medians. Filtration basin installed-- no bio rolls at toe of basin, no outlet protection at pipe location in basin-- site representative was notified.

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**2018-004**                      **903 Lake Drive Chanhassen - Government - Other**                      **2018-11-19**  
**903 Lake Drive Chanhassen, Minnesota 55317**

Construction continues. BMP's installed. Site is in good condition. All soils covered. Will inspect next spring through growing season.

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**2018-011**                      **Maloney Shoreline Stabilization - Existing Single-Family**                      **2018-11-16**  
**108 Pioneer Trail Chanhassen, Minnesota 55327 Unit**

No activity observed to date.

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**2018-013**                      **Soccer Field 11 at Miller Park - Government - Other**                      **2018-11-19**  
**8250 Shoreline Drive Eden Prairie, Minnesota 55344**

Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.

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**2018-014**                      **Eden Prairie Road Reconstruction - Government – Linear Eden**                      **2018-11-15**  
**Prairie, Minnesota 55344**

Construction activity observed at south end. BMP's installed. No additional work observed since last inspection. Road closed on north end. No activity observed to date.

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**2018-015**                      **Starbucks Coffee House - Private - Commercial/Industrial**                      **2018-11-19**  
**19285 Highway 7 19245 Highway 7 Shorewood, Minnesota**

Construction trailer and heavy equipment onsite. Demolition complete. BMP's installed. Curb and gutter work complete--back filling underway. Earth work and back filling to foundation underway. Minor tracking to street. Catch basin protection removed for winter.

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**2018-016**                      **Avienda - Private - Commercial/Industrial**                      **2018-11-16**  
**SW corner of Powers and Lyman Boulevard Chanhassen**

No activity observed to date.

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**2018-020**                      **9770 Sky Lane - Existing Single-Family**                      **2018-11-15**  
**9770 sky lane Eden Prairie, Minnesota 55347**

Construction continues. BMP's onsite are installed. Downstream catch basin protection installed- 2 basins downstream. Site grading underway/boulder wall installation completed. Silt fences installed and secured.

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**2018-021**                      **9810 Sky Lane - Existing Single-Family**                      **2018-11-15**  
**9810 sky lane Eden Prairie , Minnesota 55347**

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To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 9

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Construction continues. BMP's onsite are installed. Boulder retaining wall installation on west side underway. BMP's adequate. Minor tracking to street observed.

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**2018-022**                      **Sunrise Park Court Improvement - Government - Other**                      **2018-11-15**  
**9401 Bloomington Ferry Road Bloomington, Minnesota**

Construction complete. Temporary BMP's still in place. Tennis court fencing installed. All soils covered and some vegetation growth observed. Parking lot work still in progress.

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**2018-024**                      **Kittelson Pool - Existing Single-Family**                      **2018-11-19**  
**2165 Wynsong Lane Chanhassen, Minnesota 55317**

Construction complete-pool installed. Silt fence installed. BMP's look. Grading complete/rock wall installed. Will inspect spring 2019 for sod/seeding installation.

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**2018-027**                      **MAMAC - Private - Commercial/Industrial**                      **2018-11-16**  
**8189 Century Boulevard Chanhassen, Minnesota 55317**

Perimeter control silt fence installed. Temporary BMP's installed. Security fence installed. Earthwork/grading continues. BMP's adequate.

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**2018-028**                      **Oak Point Elementary School Parking Lot - Government - Other**                      **2018-11-15**  
**13400 Staring Lake Parkway Eden Prairie, Minnesota**

No construction observed to date.

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**2018-033**                      **Eden Prairie High School Trail and Railroad Crossing -**                      **2018-11-19**  
**Government - Other Eden Prairie, Minnesota 55344**

Construction completed. Bare soils have been hydro-seeded. Some growth observed. BMP's installed. Will inspect next spring for vegetation growth.

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**2018-034**                      **Basin 05-11-A Cleanout - Government - Other**                      **2018-11-19**  
**Corner of Sequioa and Ginger Eden Prairie, Minnesota 55344**

Robert Ellis-site representative stated that this work will begin in 2019.

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**2018-038**                      **Eden Prairie Senior Living - Private - Residential**                      **2018-11-15**  
**8460 Franlo Rd Eden Prairie, Minnesota 55344**

Construction continues. Perimeter control installed. BMP's look good. Minor street tracking observed. Rock entrances have been refreshed. Soils onsite are currently being worked.

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**2018-039**                      **Emerson Site Improvments - Private - Commercial/Industrial**                      **2018-11-15**  
**12001 Technology Drive Eden Prairie, Minnesota 55344**

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To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 10

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Site activity observed. BMP's in place. Area where SWLRT enters site has activity and BMP's installed here too

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**2018-040**                      **Center Point Carver Line Receiver - Private - Commercial/Industrial**                      **2018-11-19**

Construction complete. BMP's installed. Site has been graded--soils have been covered with straw matting. Will inspect next spring for vegetation growth and establishment.

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**2018-041**                      **Abra Auto Body - Private - Commercial/Industrial**  
**13075 Pioneer Trail Eden Prairie, Minnesota 55347**                      **2018-11-15**

No activity observed to date.

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**2018-043**                      **Control Concepts - Private - Commercial/Industrial**  
**8077 Century Boulevard Chanhassen, Minnesota 55317**                      **2018-11-16**

No activity observed to date.

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**2018-044**                      **Smith Village - Private - Residential**  
**16389 Glory Lane Eden Prairie, Minnesota 55347**                      **2018-11-19**

No site activity observed to date.

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**2018-047**                      **Peterson Borrow Site - Private - Commercial/Industrial**  
**15900 Flying Cloud Drive Eden Prairie, Minnesota 55347**                      **2018-11-15**

No activity observed to date.

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**2018-049**                      **D'Alessandro Home - Existing Single-Family**  
**18702 Heathcote Dr Deephaven, Minnesota 55391**                      **2018-11-19**

Construction has continues. Perimeter control installed. Bio-logs installed. Silt fence missing on west/northwest side of site. Rock entrances need to be maintained. Minor tracking to street. Terry Jefferys was notified.--I have no contact information for site representative.

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**2018-050**                      **Eden Prairie Cemetery - Private - Commercial/Industrial**  
**8810 Eden Prairie Road Eden Prairie, Minnesota 55347**                      **2018-11-15**

Construction limits have been surveyed and staked. No other activity observed to date.

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**2018-052**                      **HCRRA Culvert Replacement - Government - Linear**  
**Hennepin County Wayzata and Deephaven, Minnesota**                      **2018-11-19**

Construction complete. BMP's installed. Will inspect next spring for vegetation growth and establishment.

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**2018-053**                      **Roberts Residence - Existing Single-Family**  
**5925 Ridge Road Shorewood, Minnesota 55331**                      **2018-11-19**

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To: RPBCWD Board of Managers  
From: Dave Melmer  
Subject: November 15, 16 and 19, 2018—Erosion Inspection  
Date: November 28, 2018  
Page: 11

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Trees and brush have been cleared. BMP's installed. Earthwork underway.

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**2018-055**                      **Park Trail Improvement Project - Government - Other**                      **2018-11-15**  
**1700 W. 98th Street Bloomington, Minnesota 55431**  
Trail work has started on NW section. BMP's in place.

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**2018-056**                      **Bluff Creek Restoration - Government - Other**                      **2018-11-16**  
**Liberty on Bluff Creek, Outlot B Audubon Road Chanhassen**  
No activity observed to date.

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**2018-058**                      **Walker Home - Existing Single-Family**                      **2018-11-16**  
**9108 Stephens Pointe Eden Prairie, Minnesota 55347**  
Site has been cleared. House limits staked. No BMP's installed to date and excavation is scheduled soon. Terry Jefferys was notified as I do not have any contact information for site representative.

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**2018-059**                      **Mason Point Landscaping - Existing Single-Family**                      **2018-11-15**  
**15363 Mason Pointe Eden Prairie, Minnesota 55347**  
No construction observed to date.

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**2018-060**                      **Loichinger Residence - Existing Single-Family 16396 Stratus**                      **2018-11-15**  
**Court Eden Prairie, Minnesota 55347**  
Construction well underway. Perimeter silt fence installed. Bio-rolls installed at street side.

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**2018-061**                      **McCoy Lake Inlet Sediment Removal - Government - Other**                      **2018-11-15**  
**Mitchell Road and Cumberland Road Eden Prairie, Minnesota**  
**55347**  
No construction observed to date.

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**2018-062**                      **Lower Riley Creek Stabilization Project - Government - Other**                      **2018-11-15**  
**Ridge on Riley Creek, Outlot A Eden Prairie, Minnesota 55347**  
No activity observed to date.

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**2018-063**                      **Lake Susan Trail Rehab 2018 - Government - Other**                      **2018-11-16**  
**903 Lake Drive East Chanhassen, Minnesota 55317**  
Construction complete. BMP's in place-bio-rolls. Soils covered and seeded. Will inspect next spring for vegetation growth and establishment.

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**2018-064**                      **Balaen Home - Existing Single-Family**                      **2018-11-16**  
**18366 82nd St W Eden Prairie, Minnesota 55347**  
Foundation installed. Perimeter control installed. Rock entrance installed. BMP's look good. Minor tracking to street observed.

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**To:** RPBCWD Board of Managers  
**From:** Dave Melmer  
**Subject:** November 15, 16 and 19, 2018—Erosion Inspection  
**Date:** November 28, 2018  
**Page:** 12

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



November 14, 2018

President Dick Ward and Board of Managers  
Riley-Purgatory-Bluff Creek Watershed District  
14500 Martin Drive Suite 1500  
Eden Prairie, MN 55344

**Re: Scenic Heights Elementary School Forest Restoration Project – Pay Application #4  
Barr Project # 23/27-0053.14-023**

Dear President Ward and Board of Managers:

Enclosed is the Application for Payment #4 from Landbridge Ecological (formally Wetland Habitats Restorations) for work completed through 10/24/18, on the above-referenced project. Upon your review and approval, please sign three copies and return one copy to me, one copy to the contractor and retain the remaining copy for your files.

Major items of work covered by this pay application include seeding of 1.3 AC of short grass prairie with cover crop, the installation of straw mulch in the seeded area, and the last remaining management visit for 2018.

Barr Engineering has reviewed the application, and is recommending payment in the amount of **\$5,926.50**. Payments shall be made directly to Landbridge Ecological at 670 Vandalia Street, St. Paul, MN 55114.

Please call me at 952-832-2649 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, appearing to read "Matthew Kumka". The signature is fluid and cursive.

Matthew Kumka, PLA  
Barr Engineering Co.

c: Claire Bleser, RPBCWD  
Elissa Thompson, Landbridge Ecological

Enclosure #1 – Application for Payment – Progress Payment 4

**Scenic Heights School Forest Restoration Project  
Progress Payment Number 4**

1.0	Total Completed Through This Period	<u>\$99,698.00</u>		
2.0	Total Completed Previous Period		<u>\$7,500.00</u>	
3.0	Total Completed This Period			<u>\$6,585.00</u>
4.0	Amount Retained, Previous Period		<u>\$5,365.00</u>	
5.0	Amount Retained, This Period (See Note 1)		<u>\$658.50</u>	
6.0	Total Amount Retained		<u>\$6,023.50</u>	
7.0	Retainage Released Through This Period:			<u>\$0.00</u>
8.0	Amount Due This Period			<u><u>\$5,926.50</u></u>

Note 1: At rate of 10% until Completed to Date equals 50% of current Contract Price and a rate of 0% thereafter.

Note 2: Current Contract Price \$199,225.00

**SUBMITTED BY:**

Name: Elissa Thompson Date: 11/14/2018  
 Title: Project Manager  
 Contractor: Landbridge Ecological

Signature: 

**RECOMMENDED BY:**

Name: Matt Kumka Date: 11/14/2018  
 Title: Project Manager  
 Engineer: Barr Engineering Co.

Signature: 

**APPROVED BY:**

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

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

Scenic Heights School Forest Restoration Project  
Riley Purgatory Bluff Creek Watershed District  
Summary of Work Completed through October 24, 2018 for Progress Payment Number 4

Item	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID - LANDBRIDGE ECOL		(1) Total Completed Through This Period		(2) Total Completed Through This Period		(3) Total Completed Through This Period		(4) Total Completed Through This Period	
				UNIT COST	EXTENSION	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1.06 A	Mobilization/Demobilization	L.S.	1	\$15,500.00	\$15,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 B	Erosion Control Construction Entrance	Each	1	\$2,500.00	\$2,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 C	Desirable Plant Marking for Protection	L.S.	1	\$1,750.00	\$1,750.00	1	\$1,750.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 D	Clear and Grub Woody Invasive Plant Removal (Trees under 8")	AC	7	\$4,500.00	\$31,500.00	6	\$27,000.00	1	\$4,500.00	0	\$0.00	0	\$0.00
1.06 F	Clear and Grub Woody Invasive Plant Removal (Trees over 8")	Each	40	\$450.00	\$18,000.00	33	\$14,850.00	7	\$3,150.00	0	\$0.00	0	\$0.00
1.06 H	Remove and Dispose of Adopt-A-Plots Signs	Each	30	\$85.00	\$2,550.00	30	\$2,550.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 I	Heavy Duty Silt Fence	L.F.	85	\$15.50	\$1,317.50	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 J	Erosion Control Blanket	S.Y.	125	\$5.50	\$687.50	0	\$0.00	125	\$687.50	0	\$0.00	0	\$0.00
1.06 K	Remove and Salvage Topsoil (P)	C.Y.	80	\$45.00	\$3,600.00	0	\$0.00	80	\$3,600.00	0	\$0.00	0	\$0.00
1.06 L	Grading	L.S.	1	\$5,900.00	\$5,900.00	0	\$0.00	1	\$5,900.00	0	\$0.00	0	\$0.00
1.06 M	Rock Riffle	Each	3	\$3,500.00	\$10,500.00	0	\$0.00	3	\$10,500.00	0	\$0.00	0	\$0.00
1.06 N	Woodland Seed Mix with Cover Crop (Custom Mix)	AC	4.7	\$2,200.00	\$10,340.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 O	Prairie Seed Mix with Cover Crop (MnDOT 35-221)	AC	1.3	\$1,950.00	\$2,535.00	0	\$0.00	0	\$0.00	0	\$0.00	1.3	\$2,535.00
1.06 P	Woodland Edge Seed Mix with Cover Crop (MnDOT 36-711)	AC	1.2	\$1,850.00	\$2,220.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 Q	Wet Meadow Seed Mix with Cover Crop (MnDOT 34-261)	AC	0.5	\$3,500.00	\$1,750.00	0	\$0.00	0.3	\$1,050.00	0	\$0.00	0	\$0.00
1.06 R	Live Stake (Furnish and Install)	Each	148	\$15.50	\$2,294.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 S	#10 Cont. Tree (Furnish and Install)	Each	30	\$350.00	\$10,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 T	Shrub, Bare Root (Furnish and Install)	Each	182	\$25.50	\$4,641.00	0	\$0.00	101	\$2,575.50	0	\$0.00	0	\$0.00
1.06 U	Herbaceous Plug (Furnish, Install by others)	Each	2520	\$1.50	\$3,780.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 U	Straw Mulch	AC	7.7	\$1,550.00	\$11,935.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$1,550.00
1.06 V	Shredded Hardwood Mulch	C.Y.	45	\$65.00	\$2,925.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 W	Herbaceous Management Site Visit 2018	Each	7	\$2,500.00	\$17,500.00	0	\$0.00	3	\$7,500.00	3	\$7,500.00	1	\$2,500.00
1.06 X	Herbaceous Management Site Visit 2019	Each	7	\$2,500.00	\$17,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
1.06 Y	Herbaceous Management Site Visit 2020	Each	7	\$2,500.00	\$17,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	<b>CONSTRUCTION SUBTOTAL</b>				<b>\$199,225.00</b>		<b>\$46,150.00</b>		<b>\$39,463.00</b>		<b>\$7,500.00</b>		<b>\$6,585.00</b>



**LANDBRIDGE  
ECOLOGICAL**

**INVOICE # 2762**

670 Vandalia Street | Saint Paul, MN 55114  
612.503.4420 | [www.landbridge.eco](http://www.landbridge.eco) | [info@landbridge.eco](mailto:info@landbridge.eco)

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

**PROJECT** 17-054 Scenic Heights Restoration  
**DATE** 10/24/18  
**TERMS** Net 30

<b>DESCRIPTION</b>	<b>QTY</b>	<b>RATE</b>	<b>AMOUNT</b>
Prairie Seed Mix with Cover Crop (MnDOT 35-221) (AC)	1.3	1,950.00	2,535.00
Straw Mulch (AC)	1	1,550.00	1,550.00
Herbaceous Management Site Visit 2018 (EA)	1	2,500.00	2,500.00

TOTAL \$6,585.00

PAYMENTS / CREDITS \$0.00

**BALANCE DUE \$6,585.00**



November 14, 2018

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

**Re: Lake Susan Park Pond Watershed Treatment and Stormwater Reuse Project – Pay  
Application #3  
Barr Project # 23/27-0053.14-013B**

Dear President Ward and Board of Managers:

Enclosed is the Application for Payment #3 from Peterson Companies for work completed through 10/31/2018, on the above-referenced project. Upon your review and approval, please sign three copies and return one copy to me, one copy to the contractor and retain the remaining copy for your files.

Major items of work covered by this pay application include:

- Site restoration, including placement of erosion control blankets, mulch, and seed mix,
- Landscape edging around the treatment shelter,
- PVC underdrain for the iron enhanced sand filter (IESF),
- Remaining piping, including IESF cleanouts and the water level control structure,
- IESF flow distribution structure,
- HDPE piping with cut openings at the surface of the IESF,
- Water treatment system skids,
- Pond intake with self-backwashing screen and associated piping,
- Irrigation box connection,
- Electrical and controls,
- Pumps and appurtenances,
- Stilling well for pond water level monitoring, and
- Miscellaneous pipe and appurtenances.

Barr Engineering has reviewed the application, and is recommending payment in the amount of **\$252,931.91**. Payments shall be made directly to Peterson Companies.

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, appearing to read "Scott Sobiech".

Scott Sobiech, P.E.  
Barr Engineering Co.

c: Claire Bleser, RPBCWD  
Andrew Marchant, Peterson Companies

Enclosure #1 – Application for Payment – Progress Payment 3

**Lake Susan Park Pond Watershed Treatment and Stormwater Reuse Project  
Progress Payment Number 3**

1.0	Total Completed Through This Period	<u>\$459,966.53</u>		
2.0	Total Completed Previous Period		<u>\$205,628.79</u>	
3.0	Total Completed This Period			<u>\$254,337.74</u>
4.0	Amount Retained, Previous Period		<u>\$10,281.44</u>	
5.0	Amount Retained, This Period (See Note 1)		<u>\$1,405.83</u>	
6.0	Total Amount Retained		<u>\$11,687.27</u>	
7.0	Retainage Released Through This Period:			<u>\$0.00</u>
8.0	Amount Due This Period			<u><u>\$252,931.91</u></u>

Note 1: At rate of 5% until Completed to Date equals 50% of current Contract Price. Retainage after 50% of current Contract Price as determined by Engineer based on character and progress of work.

Note 2: Current Contract Price \$467,460.69

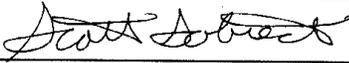
**SUBMITTED BY:**

Name: Andrew Marchant Date: 19 November, 2018  
 Title: Project Manager  
 Contractor: Peterson Companies

Signature: 

**RECOMMENDED BY:**

Name: Scott Sobiech Date: 11/19/2018  
 Title: District Engineer  
 Engineer: Barr Engineering Company

Signature: 

**APPROVED BY:**

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

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

Lake Susan Park Pond Watershed Treatment and Stormwater Reuse Project  
 Riparian Bluff Creek Watershed District  
 Summary of Work Completed through 10/31/2018 for Progress Payment Number 3

Item	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID - Peterson Companies UNIT COST	EXTENSION	(1) Total Completed Through This Period		(2) Total Completed for Pay Application #1		(1) Total Completed for Pay Application #2		(1) Total Completed for Pay Application #3	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
A	Mobilization/Demobilization	LS	1	\$36,889.00	\$36,889.00	0.9	\$33,200.10	0	\$0.00	0	\$0.00	0.4	\$14,795.60
B	Erosion Control Construction Entrance	Each	1	\$904.00	\$904.00	1	\$904.00	1	\$904.00	0	\$0.00	0	\$0.00
C	Cleaning and Grubbing	Acce	0.2	\$26,740.00	\$5,348.00	0.2	\$5,348.00	0	\$0.00	0	\$0.00	0	\$0.00
D	Erosion Control Silt Fence	LF	1400	\$2,100.00	\$2,940.00	1900	\$3,990.00	0	\$0.00	0	\$0.00	0	\$0.00
E	Erosion Control Blanket	SY	2500	\$1.85	\$4,625.00	4287	\$7,930.95	0	\$0.00	0	\$0.00	4287	\$7,930.95
F	Riprap, MnDot Class III with Filter Materials	Ton	40	\$116.25	\$4,650.00	38.52	\$4,477.95	0	\$0.00	0	\$0.00	0	\$0.00
G	Common Excavation for Iron Enhanced Sand Filler	CY	815	\$25.75	\$20,986.25	461.25	\$11,877.19	0	\$0.00	34	\$3,952.50	4.52	\$525.45
H	Site Restoration: Seed Mix	Acce	0.9	\$7,788.00	\$7,009.20	0.9	\$7,009.20	0	\$0.00	0	\$0.00	0.9	\$7,009.20
I	Site Restoration: 4 Bibex Powder Coated Landscape Edging	LF	54	\$12.00	\$648.00	60	\$720.00	0	\$0.00	0	\$0.00	60	\$720.00
J	Site Restoration: Plug Container Grass (Furnish and Install)	Each	354	\$3.60	\$1,274.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
K	Site Restoration: Gray Trap Rock Mulch	CY	1.2	\$726.70	\$872.04	1.2	\$872.04	0	\$0.00	0	\$0.00	1.2	\$872.04
L	Site Restoration: Buffer Zone Signage	Each	6	\$240.00	\$1,440.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
M	Site Restoration: Turf Reinforcement Mat (TRM)	SY	48	\$23.60	\$1,132.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
N	Polyvinyl Chloride (PVC) Underdrain Perforated Pipe and Fittings	LF	240	\$3,408.00	\$819.36	265	\$3,763.00	0	\$0.00	0	\$0.00	0	\$0.00
O	Polyvinyl Chloride (PVC) Non-Perforated Pipe and Fittings	LF	150	\$12.40	\$1,860.00	150	\$1,860.00	0	\$0.00	0	\$0.00	150	\$1,860.00
P	Geotextile	SY	790	\$2.70	\$2,133.00	533	\$1,439.10	0	\$0.00	0	\$0.00	150	\$1,439.10
Q	Chemicals: Cleanout Structure and Water Level Control Structure	LS	1	\$5,930.00	\$5,930.00	1	\$5,930.00	0	\$0.00	0	\$0.00	1	\$5,930.00
R	Iron Filings	Ton	24	\$109.20	\$2,616.00	24	\$2,616.00	24	\$2,616.00	0	\$0.00	0	\$0.00
S	Clean Washed Sand	Ton	470	\$103.20	\$48,504.00	470	\$48,504.00	0	\$0.00	0	\$0.00	0	\$0.00
T	Pea Rock	Ton	82	\$104.75	\$8,591.50	62	\$6,494.50	0	\$0.00	0	\$0.00	0	\$0.00
U	Flow Distribution Structure	LS	1	\$5,490.00	\$5,490.00	1	\$5,490.00	0	\$0.00	0	\$0.00	1	\$5,490.00
V	High Density Polyethylene (HDPE) with Cut Openings and Angle Iron	LF	240	\$46.79	\$11,208.00	240	\$11,208.00	0	\$0.00	0	\$0.00	240	\$11,208.00
W	HDPE piping	LS	1	\$6,400.00	\$6,400.00	1	\$6,400.00	0.3	\$1,920.00	0	\$0.00	0.4	\$2,560.00
X	Water Treatment Building and Foundation	LS	1	\$50,622.50	\$50,622.50	1	\$50,622.50	1	\$50,622.50	1	\$50,622.50	1	\$50,622.50
Y	Water Treatment System	LS	1	\$138,200.00	\$138,200.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Z	Underdrains/Screen Flush Pipe Install	LS	1	\$3,721.00	\$3,721.00	1	\$3,721.00	0	\$0.00	0	\$0.00	1	\$3,721.00
AA	Underdrains/Screen Flush Pipe Install	LS	1	\$26,855.00	\$26,855.00	1	\$26,855.00	0	\$0.00	0	\$0.00	1	\$26,855.00
AB	Directional Drill	LS	1	\$26,855.00	\$26,855.00	1	\$26,855.00	0	\$0.00	0	\$0.00	1	\$26,855.00
AC	Ingration Box Connection	LS	1	\$5,867.00	\$5,867.00	1	\$5,867.00	0	\$0.00	0	\$0.00	1	\$5,867.00
AD	Electric and Controls	LS	1	\$41,375.00	\$41,375.00	1	\$41,375.00	0	\$0.00	0.5	\$20,687.50	0.5	\$20,687.50
AE	Pumps and Appurtenances	LS	1	\$5,825.00	\$5,825.00	1	\$5,825.00	0	\$0.00	0	\$0.00	1	\$5,825.00
AF	Siting Wall	LS	1	\$12,913.00	\$12,913.00	1	\$12,913.00	0	\$0.00	0	\$0.00	1	\$12,913.00
AG	Miscellaneous Pipe and Appurtenances	LS	1	\$4,500.00	\$4,500.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$4,500.00
<b>CONSTRUCTION SUBTOTAL</b>						<b>\$467,490.69</b>	<b>\$459,966.53</b>	<b>\$95,096.79</b>	<b>\$110,532.00</b>	<b>\$254,337.74</b>			
<b>Subtotal</b>						<b>\$467,490.69</b>	<b>\$459,966.53</b>	<b>\$95,096.79</b>	<b>\$110,532.00</b>	<b>\$254,337.74</b>			

To(OWNER): Riley Purgatory Bluff Creek WD  
18681 Lake Drive East  
Chanhassen, MN 55317-4711

Project: Lake Susan Park Pond SW Reuse  
1651 Lake Drive  
Chanhassen, MN 55317-8583

Application No: 3  
Invoice No: 38217  
Invoice Date: 10/24/2018  
Terms: Net 30  
Due Date: 11/23/2018  
Period To: 10/31/2018  
Project No: 18080F  
Contract Date: 5/10/2018

From: Peterson Companies, Inc.  
8326 Wyoming Trail  
Chisago City, MN 55013  
(651) 257-6864

Via(Architect/  
Engineer)

For:

Contract sum.....	467,490.69
Completed to date.....	460,208.03
Retainage.....	23,010.43
Total earned less retainage.....	437,197.60
Previous billings.....	195,576.74
Current payment due.....	241,620.86
Sales tax.....	0.00
Total due.....	241,620.86

To(OWNER): Riley Purgatory Bluff Creek WD  
 18681 Lake Drive East  
 Chanhassen, MN 55317-4711

Project: Lake Susan Park Pond SW Reuse  
 1651 Lake Drive  
 Chanhassen, MN 55317-8583

Application No: 3  
 Invoice No: 38217  
 Invoice Date: 10/24/2018  
 Terms: Net 30  
 Due Date: 11/23/2018  
 Period To: 10/31/2018  
 Project No: 18080F  
 Contract Date: 5/10/2018

From: Peterson Companies, Inc.  
 8326 Wyoming Trail  
 Chisago City, MN 55013  
 (651) 257-6864

Via(Architect/  
 Engineer)

For:

AM

No.	Description	Total Quantity	Unit	Unit Cost	Total Cost	Completed Units	Current Value	Prior Value	Due This Request
A	Mobilization/Demobilization	1		17,951.00	17,951.00	0.9	16,155.90	8,975.50	7,180.40
A	Mobilization/Demobilization	1		9,230.00	9,230.00	0.9	8,307.00	4,615.00	3,692.00
A	Mobilization/Demobilization	1		9,708.00	9,708.00	0.9	8,737.20	4,854.00	3,883.20
B	Erosion Control Construction Entrance	1	EA	904.00	904.00	1	904.00	904.00	0.00
C	Clearing and Grubbing	0.2	AC	26,740.00	5,348.00	0.2	5,348.00	5,348.00	0.00
D	Erosion Control Silt Fence	1,400	LF	2.10	2,940.00	2,015	4,231.50	4,231.50	0.00
E	Erosion Control Blanket	2,500	SY	1.85	4,625.00	4,287	7,930.95	0.00	7,930.95
F	Riprap, MnDot Class III with Filter Materials	40	TN	116.25	4,650.00	38.52	4,477.95	3,952.50	525.45
G	Common Excavation for Iron Enhanced Sand Filter	615	CY	25.75	15,836.25	461.25	11,877.19	11,877.19	0.00
H	Site Restoration: Seed Mix	0.9	AC	7,788.00	7,009.20	0.9	7,009.20	0.00	7,009.20
I	Site Restoration: 4" Black Powder Coated Landscape Edging	54	LF	12.00	648.00	60	720.00	0.00	720.00
J	Site Restoration: Plug Container Grass (Furnish and Install)	354	EA	3.60	1,274.40	0	0.00	0.00	0.00
K	Site Restoration: Gray Trap Rock Mulch	1.2	CY	726.70	872.04	1.2	872.04	0.00	872.04
L	Site Restoration: Buffer Zone Signage	6	EA	240.00	1,440.00	0	0.00	0.00	0.00
M	Site Restoration: Turf Reinforcement Mat (TRM)	48	SY	23.60	1,132.80	0	0.00	0.00	0.00
N	Polyvinyl Chloride (PVC) Underdrain Perforated Pipe and Fitt	240	LF	14.20	3,408.00	265	3,763.00	0.00	3,763.00
O	Polyvinyl Chloride (PVC) Non-Perforated Pipe and Fittings	150	LF	12.40	1,860.00	150	1,860.00	0.00	1,860.00
P	Geotextile	790	SY	2.70	2,133.00	553	1,493.10	1,493.10	0.00
Q	Cleanouts, Cleanout Structure and Water Level Control Struct	1	LS	5,930.00	5,930.00	1	5,930.00	0.00	5,930.00
R	Iron Filings	24	TN	109.00	2,616.00	24	2,616.00	2,616.00	0.00
S	Clean Washed Sand	470	TN	103.20	48,504.00	470	48,504.00	48,504.00	0.00
T	Pea Rock	62	TN	104.75	6,494.50	62	6,494.50	6,494.50	0.00
U	Flow Distribution Structure	1	LS	5,490.00	5,490.00	1	5,490.00	0.00	5,490.00
V	High Density Polyethylene (HDPE) with Cut Openings and Angle	240	LF	46.70	11,208.00	240	11,208.00	0.00	11,208.00
W	HDPE piping	1	LS	6,400.00	6,400.00	1	6,400.00	3,840.00	2,560.00

To(OWNER): Riley Purgatory Bluff Creek WD  
 18681 Lake Drive East  
 Chanhassen, MN 55317-4711

Project: Lake Susan Park Pond SW Reuse  
 1651 Lake Drive  
 Chanhassen, MN 55317-8583

Application No: 3  
 Invoice No: 38217  
 Invoice Date: 10/24/2018  
 Terms: Net 30  
 Due Date: 11/23/2018  
 Period To: 10/31/2018  
 Project No: 18080F  
 Contract Date: 5/10/2018

From: Peterson Companies, Inc.  
 8326 Wyoming Trail  
 Chisago City, MN 55013  
 (651) 257-6864

Via(Architect/  
 Engineer)

For:

<u>No.</u>	<u>Description</u>	<u>Total Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Completed Units</u>	<u>Current Value</u>	<u>Prior Value</u>	<u>Due This Request</u>
X	Water Treatment Building and Foundation	1	LS	50,622.50	50,622.50	1	50,622.50	50,622.50	0.00
Y	Water Treatment System	1	LS	138,200.00	138,200.00	1	138,200.00	0.00	138,200.00
Z	Intake/Backwash/Screen Flush Pipe Install	1	LS	3,721.00	3,721.00	1	3,721.00	0.00	3,721.00
AA	Directional Drill	1	LS	26,855.00	26,855.00	1	26,855.00	26,855.00	0.00
AB	Irrigation Box Connection	1	LS	5,867.00	5,867.00	1	5,867.00	0.00	5,867.00
AC	Electric and Controls	1	LS	41,375.00	41,375.00	1	41,375.00	20,687.50	20,687.50
AD	Pumps and Appurtenances	1	LS	5,825.00	5,825.00	1	5,825.00	0.00	5,825.00
AE	Stilling Well	1	LS	12,913.00	12,913.00	1	12,913.00	0.00	12,913.00
AF	Miscellaneous Pipe and Appurtenances	1	LS	4,500.00	4,500.00	1	4,500.00	0.00	4,500.00
					467,490.69		460,208.03	205,870.29	254,337.74

18080F  
Lake Susan  
Empty

06:03 PM 9/12/2018  
Axle 1: 16280 lb  
Total: 16280 lb

Pick up  
@ PM

452 TON

06:25 AM 9/12/2018  
Axle 1: 25320 lb  
Total: 25320 lb

18080F.10  
Lake Susan  
Rip Rap



November 19, 2018

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

**Re: Chanhassen High School Stormwater Reuse Project – Pay Application #2  
Barr Project # 23/27-0053.14-019**

Dear President Ward and Board of Managers:

Enclosed is the Application for Payment #2 from Peterson Companies for work completed through 10/31/2018, on the above-referenced project. Upon your review and approval, please sign three copies and return one copy to me, one copy to the contractor and retain the remaining copy for your files.

Major items of work covered by this pay application include:

- Mobilization/demobilization,
- CMU Water treatment shelter,
- Electrical and controls,
- Water treatment system and installation,
- Pump station and foundation,
- Reconfiguration of the existing irrigation box,
- Connection to the existing irrigation line,
- Piping and appurtenances,
- Stilling well installation, and
- Seeding and restoration (erosion control blanket)

Barr Engineering has reviewed the application, and is recommending payment in the amount of **\$236,060.19**. Payments shall be made directly to Peterson Companies.

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, appearing to read "Scott Sobiech". The signature is fluid and cursive.

Scott Sobiech, P.E.  
Barr Engineering Co.

c: Claire Bleser, RPBCWD  
Andrew Marchant, Peterson Companies

Enclosure #1 – Application for Payment – Progress Payment 2

**Chanhassen High School Stormwater Reuse Project  
Progress Payment Number 2**

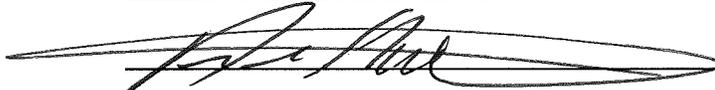
1.0	Total Completed Through This Period	<u>\$279,825.75</u>		
2.0	Total Completed Previous Period		<u>\$43,963.75</u>	
3.0	Total Completed This Period			<u>\$235,862.00</u>
4.0	Amount Retained, Previous Period		<u>\$2,198.19</u>	
5.0	Amount Retained, This Period		<u>\$0.00</u>	
6.0	Total Amount Retained		<u>\$2,198.19</u>	
7.0	Retainage Released Through This Period:			<u>\$2,198.19</u>
8.0	Amount Held this Period Until Spring 2019 (See Note 1)		<u>\$2,000.00</u>	
9.0	Amount Due This Period			<u><u>\$236,060.19</u></u>

Note 1: Per Change Order 1, \$2,000 held until completion of system start-up in Spring 2019.

Note 2: Current Contract Price \$279,685.80 (per Change Order 1)

SUBMITTED BY:

Name: Andrew Marchant Date: 11-November, 2018  
 Title: Project Manager  
 Contractor: Peterson Companies

Signature: 

RECOMMENDED BY:

Name: Scott Sobiech Date: 11/20/2018  
 Title: District Engineer  
 Engineer: Barr Engineering Company

Signature: 

APPROVED BY:

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

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



Chanhasen High School Stormwater Reuse Project  
 Riley Purgatory Bluff Creek Watershed District  
 Summary of Work Completed through 10/31/2018 for Progress Payment Number 2

Item	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	BID - Peterson Companies		(1) Total Completed Through This Period		(1) Total Completed for Pay Application #1		(1) Total Completed for Pay Application #2	
				UNIT COST	EXTENSION	Quantity	Amount	Quantity	Amount	Quantity	Amount
1 - A	Mobilization/Demobilization	LS	1	\$21,500.00	\$21,500.00	1	\$21,500.00	0.5	\$10,750.00	0.5	\$10,750.00
2 - A	Erosion Control Silt Fence	LF	320	\$2.10	\$672.00	0	\$0.00	0	\$0.00	0	\$0.00
3 - A	Sediment Control Log	LF	766	\$2.55	\$1,953.30	100	\$255.00	100	\$255.00	0	\$0.00
4 - A	Inlet protection	Each	5	\$133.00	\$665.00	1	\$133.00	1	\$133.00	0	\$0.00
5 - A	Woodchip Construction Entrance	Each	1	\$968.00	\$968.00	1	\$968.00	1	\$968.00	0	\$0.00
6 - A	<del>Water Treatment Shelter - Wood Framed Building</del>	<del>LS</del>	<del>0</del>	<del>\$18,100.00</del>	<del>\$0.00</del>	<del>0</del>	<del>\$0.00</del>	<del>0</del>	<del>\$0.00</del>	<del>0</del>	<del>\$0.00</del>
7 - A	Water Treatment Shelter Foundation	LS	1	\$21,644.00	\$21,644.00	1	\$21,644.00	1	\$21,644.00	0	\$0.00
8 - A	Water Treatment Shelter - Electrical Fixtures and Wiring	LS	1	\$3,740.00	\$3,740.00	1	\$3,740.00	0.5	\$1,870.00	0.5	\$1,870.00
9 - A	Water Treatment System	LS	1	\$66,300.00	\$66,300.00	1	\$66,300.00	0	\$0.00	1	\$66,300.00
10 - A	Pump Station & Foundation	LS	1	\$65,576.00	\$65,576.00	1	\$65,576.00	0	\$0.00	1	\$65,576.00
11 - A	24" CPEP Pipe	LF	45	\$30.75	\$1,383.75	84	\$2,583.00	0	\$0.00	84	\$2,583.00
12 - A	3" PVC Pipe	LF	115	\$22.00	\$2,530.00	110	\$2,420.00	0	\$0.00	110	\$2,420.00
13 - A	Connection to Existing Irrigation Line	LS	1	\$6,738.00	\$6,738.00	1	\$6,738.00	0	\$0.00	1	\$6,738.00
14 - A	Reconfiguration of Existing Irrigation Box	LS	1	\$6,700.00	\$6,700.00	1	\$6,700.00	0	\$0.00	1	\$6,700.00
15 - A	Stilling Well	Each	1	\$5,120.00	\$5,120.00	1	\$5,120.00	0	\$0.00	1	\$5,120.00
16 - A	Electrical & Controls	LS	1	\$37,570.00	\$37,570.00	1	\$37,570.00	0	\$0.00	1	\$37,570.00
17 - A	Irrigation Control Wires - Direct Bury	LF	1875	\$4.45	\$8,343.75	1875	\$8,343.75	1875	\$8,343.75	0	\$0.00
18 - A	Turf Seed	SY	1144	\$2.50	\$2,860.00	1144	\$2,860.00	0	\$0.00	1144	\$2,860.00
19 - A	Prairie Seed	SY	173	\$10.00	\$1,730.00	173	\$1,730.00	0	\$0.00	173	\$1,730.00
20 - A	Erosion Control Blanket	SY	520	\$3.15	\$1,638.00	1140	\$3,591.00	0	\$0.00	1140	\$3,591.00
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$257,631.80</b>		<b>\$257,771.75</b>		<b>\$43,963.75</b>		<b>\$213,808.00</b>
<b>Bid Alternates</b>											
Bid Alternate C	Water Treatment Shelter - Concrete Masonry Unit	LS	1	\$34,054.00	\$34,054.00	1	\$34,054.00	0	\$0.00	1	\$34,054.00
CO-1	Change Order 1: Credit for Project Delays	LS	1	-\$12,000.00	-\$12,000.00	1	-\$12,000.00	0	\$0.00	1	-\$12,000.00
<b>Subtotal</b>					<b>\$279,685.80</b>		<b>\$279,825.75</b>		<b>\$43,963.75</b>		<b>\$235,862.00</b>

Due to selection of Bid Alternate C (Water Treatment Shelter - Concrete Masonry Unit), Item 6-A removed from the project scope.

Peterson Companies, Inc.  
 8326 Wyoming Trail  
 Chisago City, MN 55013  
 Phone: (651) 257-6864  
 Fax: (651) 257-3393

# Letter of Transmittal



TO: Barr Engineering  
 Jennifer Koehler

RE: Chanhassen HS Stormwater Reuse

Date: 10/30/18
Project # 18071F
ATTN: Jennifer Koehler
RE: Pay App 2

We are sending you the following:  Attached  Under Separate Cover

The following items:  Submittals  Prints  Plans  Other  
 Requisitions  Change Orders  Samples

Copies	Date	No.	Description
1	10/30/2018	2	Pay Application 2

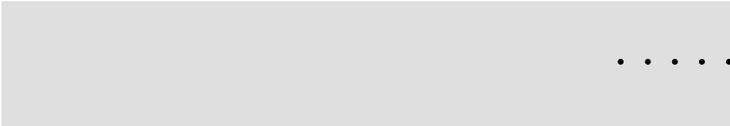
These are transmitted as indicated below:

For your use     Approval as noted     For Approval     As requested  
 Approved for Construction     For review and comment     Returned for corrections  
 For payment     Return     Corrected Prints     For bids due: \_\_\_\_\_

Remarks:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



To(OWNER): Riley Purgatory Bluff Creek WD  
18681 Lake Drive East  
Chanhassen, MN 55317-4711

Project: Chanhassen HS Stormwater Reuse  
2200 Lyman Boulevard  
Chanhassen, MN 55317-4711

Application No: 2  
Invoice No: 38218  
Invoice Date: 10/24/2018  
Terms: Net 30  
Due Date: 11/23/2018  
Period To: 10/31/2018  
Project No: 18071F  
Contract Date: 5/9/2018

From: Peterson Companies, Inc.  
8326 Wyoming Trail  
Chisago City, MN 55013  
(651) 257-6864

Via(Architect/  
Engineer)

For:

Original Contract sum.....	291,685.80
Change Orders.....	-12,000.00
Contract sum.....	279,685.80
Completed to date.....	279,825.75
Retainage.....	13,991.29
Total earned less retainage.....	265,834.46
Previous billings.....	41,765.56
Current payment due.....	224,068.90
Sales tax.....	0.00
Total due.....	224,068.90

To(OWNER): Riley Purgatory Bluff Creek WD  
 18681 Lake Drive East  
 Chanhassen, MN 55317-4711

Project: Chanhassen HS Stormwater Reuse  
 2200 Lyman Boulevard  
 Chanhassen, MN 55317-4711

Application No: 2  
 Invoice No: 38218  
 Invoice Date: 10/24/2018  
 Terms: Net 30  
 Due Date: 11/23/2018  
 Period To: 10/31/2018  
 Project No: 18071F  
 Contract Date: 5/9/2018

From: Peterson Companies, Inc.  
 8326 Wyoming Trail  
 Chisago City, MN 55013  
 (651) 257-6864

Via(Architect/  
 Engineer)

For:

AM

<u>No.</u>	<u>Description</u>	<u>Total Quantity</u>	<u>Unit</u>	<u>Total Cost</u>	<u>Total Cost</u>	<u>Completed Units</u>	<u>Current Value</u>	<u>Prior Value</u>	<u>Due This Request</u>
1-A	Mobilization/Demobilization	2		1,206.00	2,412.00	2	2,412.00	1,206.00	1,206.00
1-A	Mobilization/Demobilization	1		19,088.00	19,088.00	1	19,088.00	9,544.00	9,544.00
2-A	Erosion Control Silt Fence	320	LF	2.10	672.00	0	0.00	0.00	0.00
3-A	Sediment Control Log	766	LF	2.55	1,953.30	100	255.00	255.00	0.00
4-A	Inlet protection	5	EA	133.00	665.00	1	133.00	133.00	0.00
5-A	Woodchip Construction Entrance	1	EA	968.00	968.00	1	968.00	968.00	0.00
7-A	Water Treatment Shelter Foundation	1	LS	21,644.00	21,644.00	1	21,644.00	21,644.00	0.00
8-A	Water Treatment Shelter - Electrical Fixtures and Wiring	1	LS	3,740.00	3,740.00	1	3,740.00	1,870.00	1,870.00
9-A	Water Treatment System	1	LS	66,300.00	66,300.00	1	66,300.00	0.00	66,300.00
10-A	Pump Station & Foundation	1	LS	65,576.00	65,576.00	1	65,576.00	0.00	65,576.00
11-A	24" CPEP Pipe	45	LF	30.75	1,383.75	84	2,583.00	0.00	2,583.00
12-A	3" PVC Pipe	115	LF	22.00	2,530.00	110	2,420.00	0.00	2,420.00
13-A	Connection to Existing Irrigation Line	1	LS	6,738.00	6,738.00	1	6,738.00	0.00	6,738.00
14-A	Reconfiguration of Existing Irrigation Box	1	LS	6,700.00	6,700.00	1	6,700.00	0.00	6,700.00
15-A	Stilling Well	1	EA	5,120.00	5,120.00	1	5,120.00	0.00	5,120.00
16-A	Electrical & Controls	1	LS	37,570.00	37,570.00	1	37,570.00	0.00	37,570.00
17-A	Irrigation Control Wires - Direct Bury	1,875	LF	4.45	8,343.75	1,875	8,343.75	8,343.75	0.00
18-A	Turf Seed	1,144	SY	2.50	2,860.00	1,144	2,860.00	0.00	2,860.00
19-A	Prairie Seed	173	SY	10.00	1,730.00	173	1,730.00	0.00	1,730.00
20-A	Erosion Control Blanket	520	SY	3.15	1,638.00	1,140	3,591.00	0.00	3,591.00
C 1.4	Water Treatment Shelter - Concrete Masonry Unit	1	LS	34,054.00	34,054.00	1	34,054.00	0.00	34,054.00
CO 1-2	CO 1 Credit for LDs	1	LS	-12,000.00	-12,000.00	1	-12,000.00	0.00	-12,000.00
					279,685.80		279,825.75	43,963.75	235,862.00



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

## Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2018-067

Received complete: November 9, 2018

Board Meeting: December 5, 2018

**Applicant:** Hennepin County – ATTN: Margo Geffen

**Consultant:** BKBM Engineers – ATTN: Joel Maier

**Project:** Hennepin County Eden Prairie Library Refurbishment – Site improvements to create an outdoor area for patrons, ameliorate winter icing, and install EV Charging Stations.

**Location:** 565 Prairie Center Drive, Eden Prairie MN

**Reviewer:** Terry Jeffery, Permit Coordinator

### Applicable Rule Conformance Summary

Rule	Issue	Conforms to RBPCWD Rules?	Comments
C	Erosion Control Plan	See comment	See Rule Specific Permit Condition C1.
J	Stormwater Management	Rate	Yes
		Volume	Yes
		Water Quality	Yes
		Low Floor Elev.	Yes
		Maintenance	See comment
L	Permit Fee	See comment	Government Entity
M	Financial Assurance	See comment	Government Entity

### Proposed Board Action

It was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_ to approve permit application No. 2018-067 with the conditions recommended by staff.

## Project Description

The project involves the removal of 4,132 square feet of an existing parking lot for the creation of an outdoor area for the use of library patrons. This area will also serve as a bioretention area, providing the necessary rate control, water quality treatment, and abstraction volume as required by Rule J. In addition, the project will result in reconstruction of 1,375 square feet of concrete and bituminous surface to install electrical vehicle charging stations and to route roof drainage to avoid the icing conditions that occur at the front entrance. Sidewalks, totaling 2,305 square feet, will be added on the north and west sides of the building to provide pedestrian access to the outdoor area. These 4-foot wide sidewalks will have a downstream, pervious "buffer" area between 12 and 70 feet wide. Concurrent with this work, the remaining 1.81 acres of parking and drive aisles will be milled and overlain. The sidewalks and resurfacing work are exempt from the stormwater-treatment requirements in rule J.

The total area of disturbance for the proposed project, including the mill and overlay, is approximately 2.70 acres. The proposed improvements will result in 3,680 square feet of new or fully reconstructed impervious surface.

The project site information is summarized below:

1. Total Site Area: 4.42 acres (192,535 square feet)
2. Existing Site Impervious Area: 3.27 acre (142,441 square feet)
3. Post Construction Site Impervious: 3.21 acres (139,827 square feet)
4. Change in Site Impervious Area: -0.06 acre (- 2,614 square feet) (1.8% decrease in site impervious area)
5. Total Disturbed Area: 2.70 acres (117,612 square feet)
6. Total existing impervious area disturbed: 1.8 acres (80,345 square feet) – 56.4 percent of the existing impervious area, consisting of:
  - o 1.76 acres (76,665 square feet) mill & overlay
  - o 0.03 acres (1,375 square feet) fully reconstructed impervious
  - o 0.05 acres (2,305 square feet) trail and sidewalk<sup>1</sup>
7. Total new/reconstructed impervious surface: 3,680 square feet.
8. Total regulated impervious surface: 1,375 square feet.<sup>2</sup>

Exhibits:

1. Permit Application from Hennepin County dated October 24, 2018 (received 11/5/18)

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<sup>1</sup> In addition, the applicant proposes 710 square feet of permeable pavement. Based on review of the construction plans (showing adequate drainage underneath the permeable pavement), the RPBCWD engineer has determined that this area is not impervious for purposes of the RPBCWD rules.

<sup>2</sup> 2,305 square feet of trails are exempt under Rule J, subsection 2.2.d

2. Set of six plan sheets C100 – C600 dated August 1, 2018 (last revision 11/15/18)
3. Hydrology narrative dated October 23, 2018 (last revised 11/15/18)
4. MIDS Calculator dated November 12, 2018
5. Existing and Proposed Conditions HydroCAD Model dated October 23, 2108
6. Geotechnical Engineering Report by Gale-Tec Engineering dated April 4, 2018
7. A Stormwater Best Management Practices Operations and Maintenance Plan undated (received October 23, 2018)
8. Draft maintenance declaration dated October 11, 2018.

### **Rule Specific Permit Conditions**

#### **Rule C: Erosion and Sediment Control**

Because the project will result in 2.70 acres of land disturbance, including 1.76 acres of bituminous mill and overlay, 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 BKBM Engineers includes installation of perimeter control where appropriate, inlet protection for storm sewer catch basins, a rock construction entrance, placement of a minimum of 6 inches of topsoil, delineation of areas to be protected from compaction, decompaction of areas compacted during construction, retention of native topsoil onsite, and a plan for final stabilization including a landscaping plan. The contractor to be responsible for erosion control at the site needs to be determined. To conform to the RPBCWD Rule C requirements the following revisions are needed:

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

#### **Rule J: Stormwater Management**

Because the project will result in alteration of 2.70 acres of land surface, stormwater management must be provided under Rule J (2.1b). As summarized above, somewhat more than 50 percent of the existing impervious surface on the parcel will be disturbed for the project, which would trigger the requirement under subsection 2.3 of Rule J that the applicant provide stormwater treatment for runoff from all of the impervious area (existing and proposed) on the parcel. However, because mill and overlay is

rehabilitation that, by definition, does not disturb underlying soils, only runoff from new and fully reconstructed impervious surfaces on the property need be treated.<sup>3</sup>

Of the 3,680 square feet of new or fully reconstructed imperviousness shown in the project plans, 2,305 square feet consists of sidewalks, four (4) feet in width and bordered down gradient by a pervious area ranging in width between 12 feet and 70 feet. As this width of impervious area is more than half the width of the sidewalk, it qualifies for the exemption in Rule J section 2.2.d. Therefore, the applicant must provide for compliance with the criteria of RPBCWD’s Stormwater Management Rule for the remaining 1,375 square feet of impervious area (3,680 square feet – 2,305 square feet).

The applicant is proposing a bioretention feature (rain garden). Pretreatment will be provided through a proprietary rain guardian inlet treatment device. The rain garden will be used to provide the required rate control, volume abstraction, and water quality management on the site. Rate Control

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, as well as the 10-day snowmelt event are summarized in the following table.

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
Building	4.87	4.87	7.47	7.47	12.09	12.09	0.21	0.21
West Parking	8.44	8.44	13.43	13.43	22.59	22.59	0.39	0.39
East Parking	2.58	1.98	4.24	3.30	7.34	5.87	0.13	0.12

The proposed project conforms to RPBCWD Rule J, Subsection 3.1.a

<sup>3</sup> Subsection 2.3 of the rule states, “For purposes of this paragraph, disturbed areas are those where underlying soils are exposed in the course of redevelopment.” Otherwise in the rules, mill and overlay and other forms of impervious-surface rehabilitation are “land-disturbing activity.”

**Volume Abstraction**

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all new and disturbed impervious surface on the parcel. An abstraction volume of 126 cubic feet is required from the 1,375 square feet of regulated impervious area on the project subject for volume retention. The developer is proposing a bio-retention basin (rain garden). The table below summarizes the volume abstraction on the site.

Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Volume (cubic feet)
1.1	126	179

Soil borings performed by Gale-Tec Engineering show that soils in the location of the proposed BMP consist primarily of lean clay (CL). This soil profile is in the hydrologic group “D” and have an infiltration rate of 0.06” per hour. The design was based upon this infiltration rate of 0.06 inch/hour. No groundwater was observed to the bottom of the 14.5-foot-deep boring at an elevation of 865 feet. The bottom of the infiltration feature is set at 877 feet. As such, there is no less than 12 feet of separation to ground water at the site of the proposed rain garden. This exceeds the 3 feet minimum separation required by Rule J, Subsection 3.1.b.ii. The facility is designed to draw down within 48 hours in conformance with Rule J, Subsection 3.1.b.iii. Based on information reviewed, the proposed project conforms to Rule J, Subsection 3.1.b.

**Water Quality Management**

Subsection 3.1.c of Rule J requires the applicant provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff. The applicant is proposing a bioretention feature. The table below summarized the water quality treatment provided for the site. Based on information reviewed, the proposed project conforms to Rule J, Subsection 3.1.c.

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr) <sup>1</sup>	Provided Load Reduction (lbs/yr)
Total Suspended Solids (TSS)	30.8	27.7 (90%)	28.76 (93%)
Total Phosphorus (TP)	0.166	0.0996 (60%)	0.120 (72%)

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

**Low floor Elevation**

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

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

Location Riparian to Stormwater Facility	Low Floor Elevation of Building (feet)	100-year Event Flood Elevation of Adjacent Stormwater Facility (feet)	Freeboard (feet)	Provided Distance Between Building and Adjacent Stormwater Feature (feet)	Required Separation to Ground water based on Appndx J, Plot 1 (feet)	Provided Separation to Ground water based on Appndx J, Plot 1 (feet)
Library	882.7	880.7	2.0	NA	NA	NA

The proposed freeboard separation is compliant with Rule J, subsection 3.6.

**Maintenance**

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

- J1. Permit applicant must provide a draft maintenance agreement. Once approved by RPBCWD, the Applicant must enter into the maintenance agreement with the District. (If the applicant wishes instead to record a maintenance declaration, it may satisfy the maintenance-requirements condition by doing so, subject to the same approval process.)

**Rule L: Permit Fee:**

The applicant is Hennepin County and, as a governmental agency, are not required to pay an application fee.

**Rule M: Financial Assurance:**

The applicant is Hennepin County and, as a governmental agency, are not required to submit financial assurance.

**Applicable General Requirements:**

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

**Findings**

1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.
2. The proposed project will conform to Rule C and Rule J if the rule specific permit conditions listed above are met.

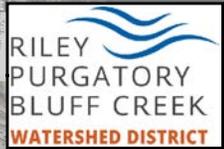
**Recommendation:**

Approval, contingent upon:

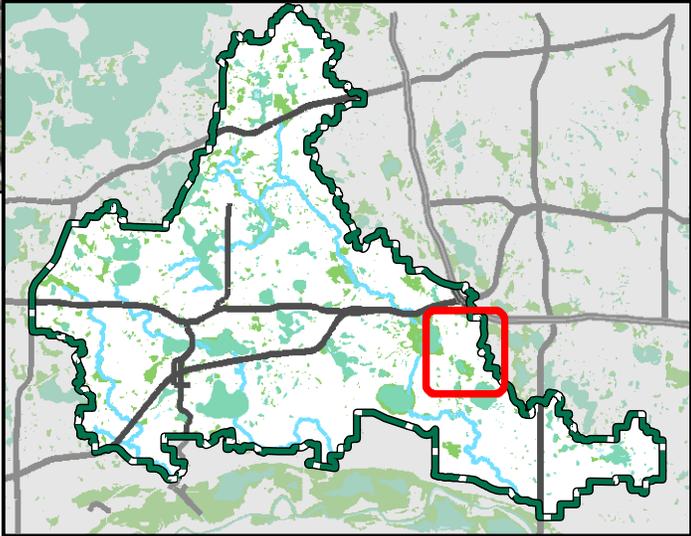
1. Continued compliance with General Requirements.
2. The Applicant must provide the name and contact information of the individual responsible for erosion and sediment control at the site. RPBCWD must be notified if the responsible party changes during the permit term.
3. The Applicant has provided an inspection and maintenance plan for the stormwater facility. A maintenance agreement covering stormwater management facilities will be required. The Applicant must provide a draft agreement to the District for review and approval and execution after approval. (If the applicant wishes instead to record a maintenance declaration, it may satisfy the maintenance-requirements condition by doing so, subject to the same approval process.)

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

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



**SITE**



Permit Location Map



Feet

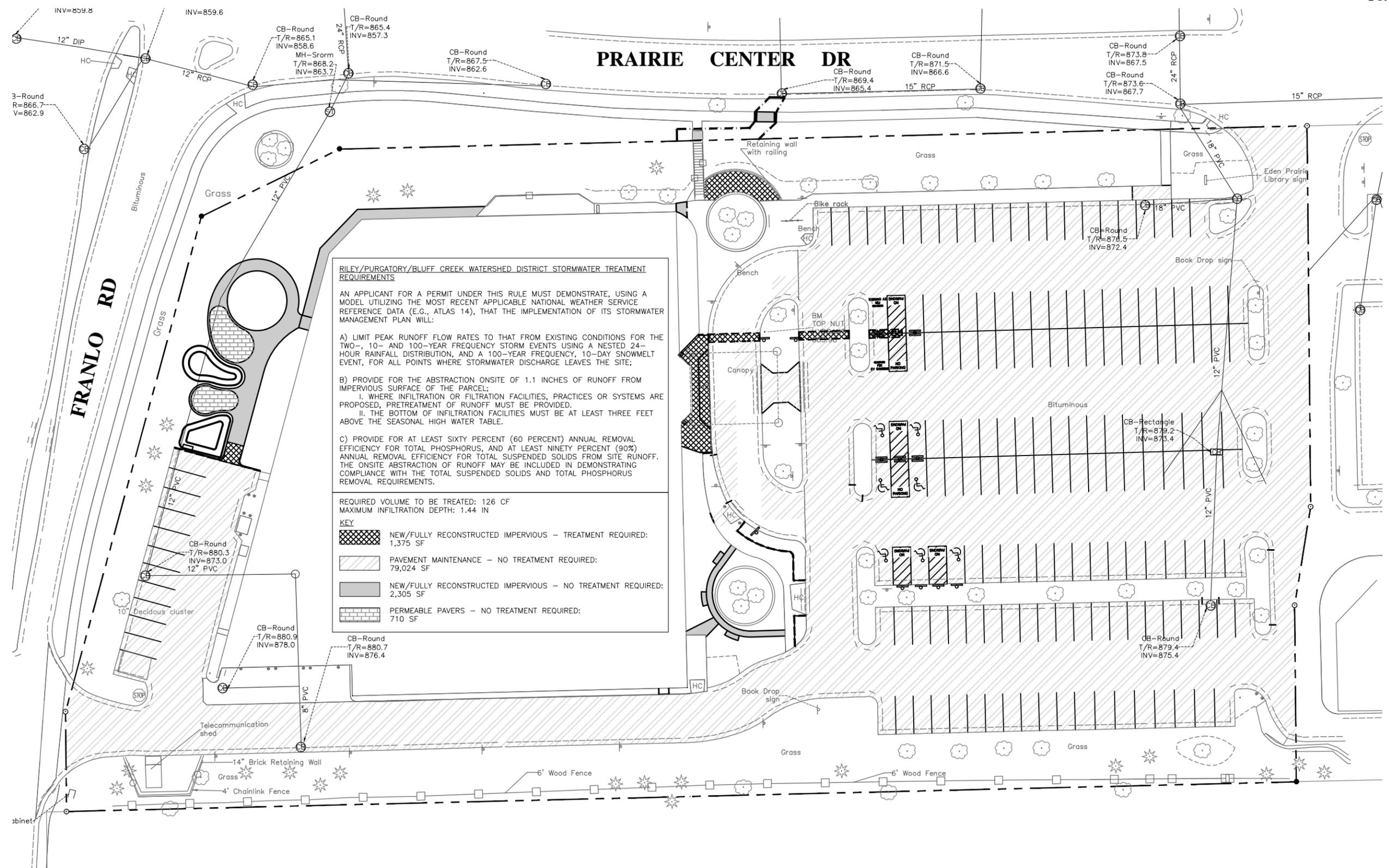


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**Permit 2018-067**  
 Riley Purgatory Bluff Creek  
 Watershed District

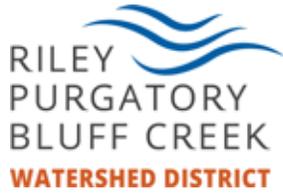








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## Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2015-036

**Considered at Board of Manager’s Meeting:** December 5, 2018

**Project Procedural History:** Permit application conditionally approved at September 1, 2016 meeting; first modification request conditionally approved at June 7, 2017 meeting; request for one-year extension of conditional approval conditionally denied, effective October 2, 2018, at the September 5, 2018 meeting; conditions were substantially met, therefore the board action denying the extension became moot and the extension became effective as a matter of law. The applicant now requests approval of a second modification of the application, which is in part an after-the-fact application, given home construction and land-disturbing activities that have already taken place.

**Modification Request #2 Received complete:** October 19, 2018

- Applicant:** Lake West Development LLC
- Consultant:** Chris Call, Landform Professional Services
- Project:** Saville West Subdivision –Construction of a 5-lot single-family home subdivision, one home/lot of which has already been constructed. Three infiltration basins, three rock infiltration trenches, vegetated swales and rainwater harvesting/reuse will provide storm water quantity, volume and quality control.
- Location:** 5325 County Road 101, Minnetonka, MN
- Reviewer:** Scott Sobiech, PE, Barr Engineering

### Proposed Board Action

It was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_ to approve the 2<sup>nd</sup> modification request, after the fact in part, for permit 2018-067 with the conditions recommended by staff.

### 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		See Comment	See rule-specific permit condition D1.
J	Stormwater Management	Rate	Yes	
		Volume	See comment.	See rule-specific permit condition J1.

Rule	Issue	Conforms to RBPCWD Rules?	Comments
	Water Quality	Yes	
	Low Floor Elev.	Yes	
	Maintenance	See Comment	See Rule Specific Permit Condition J2.
L	Permit Fee	See Comment	\$1,000 was received on July 6, 2015 and initial excess cost of recovery (\$2,860.70) was received on September 24, 2018. Excess cost recovery due \$7,004
M	Financial Assurance	See Comment	The financial assurance has been calculated at \$206,600.

### Background

The application, as modified in a request received April 20, 2017, was conditionally approved at the June 7, 2017, meeting of the RPBCWD Board of Managers. The conditions of June 2017 approval were as follows:

1. Continued compliance with General Requirements.
2. Financial assurance in the amount of \$185,700.
3. Receipt in recordation [of] a maintenance declaration for the stormwater management facilities and wetland buffer. The declaration must also include a stormwater reuse monitoring and reporting plan. A draft must be approved by the District prior to recordation.
4. Receipt of an additional permit fee of \$2,860.70 for excess cost recovery.

The conditions on approval have not, to date, been completely fulfilled. On May 9, 2018, a notice of probable violation (NOPV) was sent Lake West Development Co, alerting Lake West that work (construction of a single-family home) had been undertaken notwithstanding that the permit had not been secured. The NOPV sought immediate submission of updated site plans and a request for a permit modification for work necessary to bring the project into compliance with the terms of permit 2015-036 and RPBCWD rules.

On June 4, 2018, RPBCWD received a request from Lake West to extend the conditional approval of application 2015-036, as modified in June 2017. On June 28, 2018, Permit Coordinator Jeffery the RPBCWD engineer met with Perry Ryan Vice President of Land Development at Lake West, at the RPBCWD offices to discuss options for retrofitting compliance measures for the already constructed home and necessary steps for RPBCWD to approve another modification to the application for the completion of the proposed subdivision.

At the September 5, 2018 meeting of the Board of Managers, the Managers unanimously denied the request for a one-year permit extension for conditionally approved permit 2015-036, effective October 2, 2018, unless the applicant submitted by September 21, 2018, all of:

1. a request to extend the review period through the October meeting of the managers;
2. payment of outstanding excess cost recovery fees of \$2,860; AND
3. designs and plans demonstrating compliance of the project and property with RPBCWD rules.

On September 21, 2018, Mr. Ryan submitted an updated stormwater and grading plan for Saville West and a request to extend the review period through the October meeting of the managers, thus fulfilling items 1 and 3. Mr. Ryan provided payment of outstanding excess cost recovery fees of \$2,860 (item #2) on Monday September 24, 2018.

The existing conditional approval applies to a permit application to construct a 5-lot single family residential development within the city limits of Minnetonka, Minnesota. The original permit review report and permit modification are attached for reference. The project proposes the subdivision of three existing single-family home properties into five. The proposal includes the construction of three new homes, while two of the lots will retain the existing single-family homes; as noted, a lot for one of the three proposed new homes has been sold and the new property owner constructed (without an RPBCWD permit) a new single-family home. The property owner, Alan Au, when alerted by RPBCWD that no permit had been issued for the construction, constructed a rainwater-harvest system on the property to treat stormwater. The modification request presently before the managers relies, in part, on a rainwater-harvest system necessary for the overall redevelopment to meet RPBCWD stormwater-management requirements for the entire project. The suggested approval is conditioned, therefore, on the applicant's securing authorization to apply for the permit from Alan Au and recordation of the necessary stormwater-facility maintenance and reuse-system operation terms on the deed to the property (in addition to compliance with maintenance requirements for the other stormwater facilities, as discussed below). In addition to the rainwater-harvest system, the project includes three infiltration basins, three rock infiltration trenches and vegetated swales. The combination of these best management practices are intended to provide storm water quantity, volume and quality control. The proposed subdivision also has already occurred (i.e., the subject property is now five separate lots in the county land records). A best management practice has been or will be constructed on each of the lots in the subdivision and while the engineer has not assessed stormwater management-compliance on a lot-

by-lot basis, his professional judgment is that runoff from each lot will be effectively treated on that lot such that cross-drainage easements among the lots need not be required as a condition of approval.

Only the stormwater management facilities are proposed to be modified with this request, and analysis of the proposed modified grading plan and stormwater-management treatment is provided below (Rule C and Rule J). An existing wetland is located on the northeast portion of the site. The Wetland and Creek Buffer Rule D analysis from the original application is repeated here (below), because the factual basis for analysis and analysis itself under Rule D is unchanged from the original application. **This report and proposed terms and conditions of approval of the after-the-fact second modification request, as provided below and as may be modified by the managers, will supplant the original approval in its entirety.**

The following materials were reviewed in support of the after-the-fact 2<sup>nd</sup> permit modification request:

1. Permit Application dated July 6, 2015.
2. Construction Plan Sheets (13 sheets) dated September 21, 2018 (revised October 22, 2018, October 31, 2018; 11 sheets, November 21, 2018, and November 27, 2018).
3. Rainwater storage tank plans received October 31, 2018 and November 21, 2018
4. Stormwater Management Plan dated September 21, 2018 (revised October 22, 2018, October 31, 2018, and November 21, 2018).
5. P8 Models received on October 22, 2018 (revised October 31, 2018 and November 21, 2018).
6. MIDS calculator model received October 31, 2018 (revised November 21, 2018)
7. HydroCad models for existing and proposed conditions received October 22, 2018 (revised October 31, 2018 and November 21, 2018)
8. Response to Comments dated October 31, 2018 and November 21, 2018.

#### **Rule C: Erosion and Sediment Control**

Because the project will alter more than 1.34 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 Landform Professional Services includes installation of silt fence, inlet protection for storm sewer catch basins, a rock construction entrance, placement of a minimum of 6 inches of topsoil, decompaction of areas compacted during construction, and retention of native topsoil onsite. The applicant indicated Lake West Excavating will be responsible for all erosion control on the site. To conform to the RPBCWD Rule C requirements the following revisions are needed:

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

### Rule D: Wetland and Creek Buffers

Because the proposed work triggers a permit under RPBCWD Rules B and J and the onsite wetland is protected by the state Wetland Conservation Act, Rule D, Subsections 2.1a and 3.1 require buffer on the portion of the wetland downgradient from the proposed land-disturbing activities. No draining, filling of the onsite wetland is proposed.

A 2014 wetland delineation for the site was included with the submittal. The MnRAM analysis dated February 6, 2014 indicates that the wetland onsite is a medium value wetland according to Appendix D1. Rule D, Subsection 3.1.a.iii requires a wetland buffer with an average of 40 feet from the delineated edge of the wetland, minimum 20 feet. The applicant proposed wetland buffers for the wetland which provide a 40-foot average, 25-foot minimum consistent with the widths identified in Rule D, Subsection 3.1 for medium value wetlands. The applicant is proposing buffer monument locations consistent with criteria in Rule D, Subsection 3.3. The Applicant is proposing revegetating disturbed areas within the proposed buffer with native vegetation in conformance with Rule D, Subsection 3.2. A note is included on the plan sheet indicating the project will be constructed so as to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, Eurasian watermilfoil, etc.) to the maximum extent possible conforming to Rule D, Subsection 3.5. To conform to the RPBCWD Rule D the following revisions are needed:

- D1. 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.

### Rule J: Stormwater Management

Because the project will alter over 1.34 acres of land-surface area the project must meet the criteria of RPBCWD's Stormwater Management rule (Rule J, Subsection 2.1). The criteria listed in Subsection 3.1 will apply to the entire project parcel because the project will increase the imperviousness of the entire parcel by more than 100 percent (Rule J, Subsection 2.3). The project site information is summarized below:

	Modification Request
Total Site Area (acres)	3.81
Existing Site Impervious (acres)	0.24
New (Increase) in Site Impervious Area (acres)	0.495 (107% increase)
Total Disturbed Area (acres)	1.34

The developer is proposing construction of three infiltration basins, three rock infiltration trenches and vegetated swales, in combination with the already constructed rainwater-harvest system on the lot where the new home was constructed without a District permit to provide the rate control, volume abstraction and water quality management on the site. The rock trenches will have an elevated underdrain to promote infiltration of runoff. Vegetated filter strips and swales will provide pretreatment for the infiltration basins and rock infiltration trenches.

**Rate Control**

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

Modeled Discharge Location	2-Year Discharge (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)		10-Day Snowmelt (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
Tracy Lynn	2.8	0.1	5.3	0.6	10.1	6.2	1.6	1.2
South	1.2	0.4	2.2	0.9	4.3	4.2	0.6	0.6
Wetland	2.7	0.2	5.1	0.9	9.9	7.8	1.7	1.6

**Volume Abstraction**

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all impervious surface of the parcel. An abstraction volume of 1,975 cubic feet is required from the 0.495 acres (21,550 square feet) of impervious area on the site for volume retention. The applicant proposes to use three infiltration basins, three rock trenches, and the already-constructed rainwater harvesting/reuse irrigation system to abstract 3,436 cubic feet, 2,177 cubic feet, and 299 cubic feet, respectively, of runoff from the site. Pretreatment of runoff is provided vegetated filter strips.

Soil borings performed by Northern Technologies, Inc. show that soils in the project area are primarily clays; the MN Stormwater Manual indicates an infiltration rate of 0.06 inches per hour for such soils. The soil boring collected at the bottom of proposed infiltration basin A indicate sandy silt soils, which have an infiltration rate of 0.45 inches per hour according to the MN Stormwater Manual. The soil borings show no groundwater was observed to a boring depth of 21 feet. Groundwater is at least 3 feet below the bottom of the proposed infiltration basins and rock infiltration trench B (Rule J, Subsection

3.1.b.ii). The applicant assumed an infiltration rate of 0.06 inches per hour for the design of rock infiltration system #1 or #2 because soil boring information at those locations was not collected.

Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Depth (inches)	Provided Abstraction Volume (cubic feet)
1.1	1,975	3.3	5,912

Because the proposed water reuse irrigation systems require 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 irrigation systems to determine the ability of the system to achieve the estimated volume abstraction as presented in the design. The monitoring program must be included in the maintenance declaration that is recorded with the County. The recorded reuse volume must be submitted to the RPBCWD on a yearly basis for five years from the date of substantial completion. If it is determined that the system is not performing as designed, the applicant will need to submit a revised design and construction plan to demonstrate that the volume abstraction standard will be achieved. The engineer proposes that the conditional approval of the permit include a stipulation that \$5,000 of the financial assurance for the project will be held to secure submission of the necessary reports and data.

To conform to the RPBCWD Rule J, Subsection 3.1.b the following revision is needed:

- J1. Paragraph 4.3c of the rule requires a soil boring at the proposed infiltration sites to demonstrate that the bottoms of the filtration and infiltration basins are at least 3 feet above the water table, the soils present below the basin and confirm the infiltration capacity. The applicant must submit documentation verifying the soils present, infiltration capacity of the soil and the groundwater elevation at the proposed rock trench #1 or #2. This can be accomplished by soil boring, permeability tests, infiltrometer test, potholing or other methods. If groundwater elevation is higher than anticipated or infiltration capacity is less than anticipated, design modifications to achieve compliance with RPBCWD requirements will need to be submitted (in the form an application for a permit modification or new permit).

***Water Quality Management***

Subsection 3.1.c of Rule J requires the Applicant provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total

suspended solids (TSS) from site runoff. The Applicant is proposing three infiltration basins, three rock infiltration trenches, and vegetated swales, combined with the already-constructed rainwater harvesting/reuse practice to achieve the required TP and TSS removals and submitted a P8 model and MIDS calculator file to estimate the TP and TSS removals.

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

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr) <sup>1</sup>	Provided Load Reduction (lbs/yr)
Total Suspended Solids (TSS)	534	481(90%)	485.6 (90.9%)
Total Phosphorus (TP)	1.8	1.1 (60%)	1.53 (85%)

<sup>1</sup>Required load reduction is calculated based on the removal criteria in Rule J, Subsection 3.1c and the load generated from all the impervious area on the site.

**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. The low floor elevation of the homes and the adjacent stormwater management feature is summarized below. The project meets the requirements of Rule J, Subsection 3.6.

Location Riparian to Stormwater Facility	Low Floor Elevation of Building (feet)	100-year Event Flood Elevation of Adjacent Stormwater Facility (feet)	Freeboard (feet)
Lot 1	929.0	917.12	11.88
Lot 2	933.3	931.26	2.04
Lot 3	928.9	926.68	2.22
Lot 4	927.0	924.6	2.4
Lot 5	918.0	915.37	2.63

**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.

- J2. Permit applicant must provide a draft maintenance and inspection plan. Once approved by RPBCWD, the plan must be recorded on the deed in a form acceptable to the District.

**Rule L: Permit Fee:**

Fees for the project are:

Rule C & J ..... \$1,000

The RPBCWD permit fee schedule adopted in December 2015 provides that costs of site inspections, analysis of the proposed activities, services of consultants and compliance assurance in excess of \$2,000 for properties less than 5 acres will be charged to the permit applicant. In accordance with the adopted RPBCWD permit-fee schedule, because the engineer and legal time to review this permit exceeded \$2,000 the applicant must submit an additional permit fee of \$7,004 for excess cost recovery for the period between June 2017 through November 28, 2018 because initial excess cost of recovery (\$2,860.70) was received on September 24, 2018..

**Rule M: Financial Assurance:**

Rules C: Silt fence: 1,800 L.F. x \$2.50/L.F. = .....	\$3,700
Restoration: 3.4 acres x \$2,500/acre = .....	\$3,350
Rules D: Wetland Buffer: \$5,000 + \$1,000/acre over 10 acres = .....	\$5,000
Rules J: Infiltration basins: 10,212 sq. ft. x \$6/sq. ft. = .....	\$61,300
Rock Trenches: \$36,840 x 125% of engineer’s opinion of cost= .....	\$46,100
Water Reuse: \$20,000 x 125% of engineer’s opinion of cost = .....	\$25,000
Contingency (10%) .....	\$14,400
Administration (30%) .....	<u>\$47,700</u>
Total Financial Assurance.....	\$206,600

**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. The applicant must require the installation of water reuse irrigation system with flow meter to record the usage for each lot as part of the performance monitoring requirement of the permit.
4. Return or allowed expiration of any remaining surety and permit close out is dependent on the permit holder providing proof that all required documents have been recorded and providing as-built drawings that show that the project was constructed as approved by the Managers and in conformance with the RPBCWD rules and regulations.

**Findings**

1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.

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

**Recommendation:**

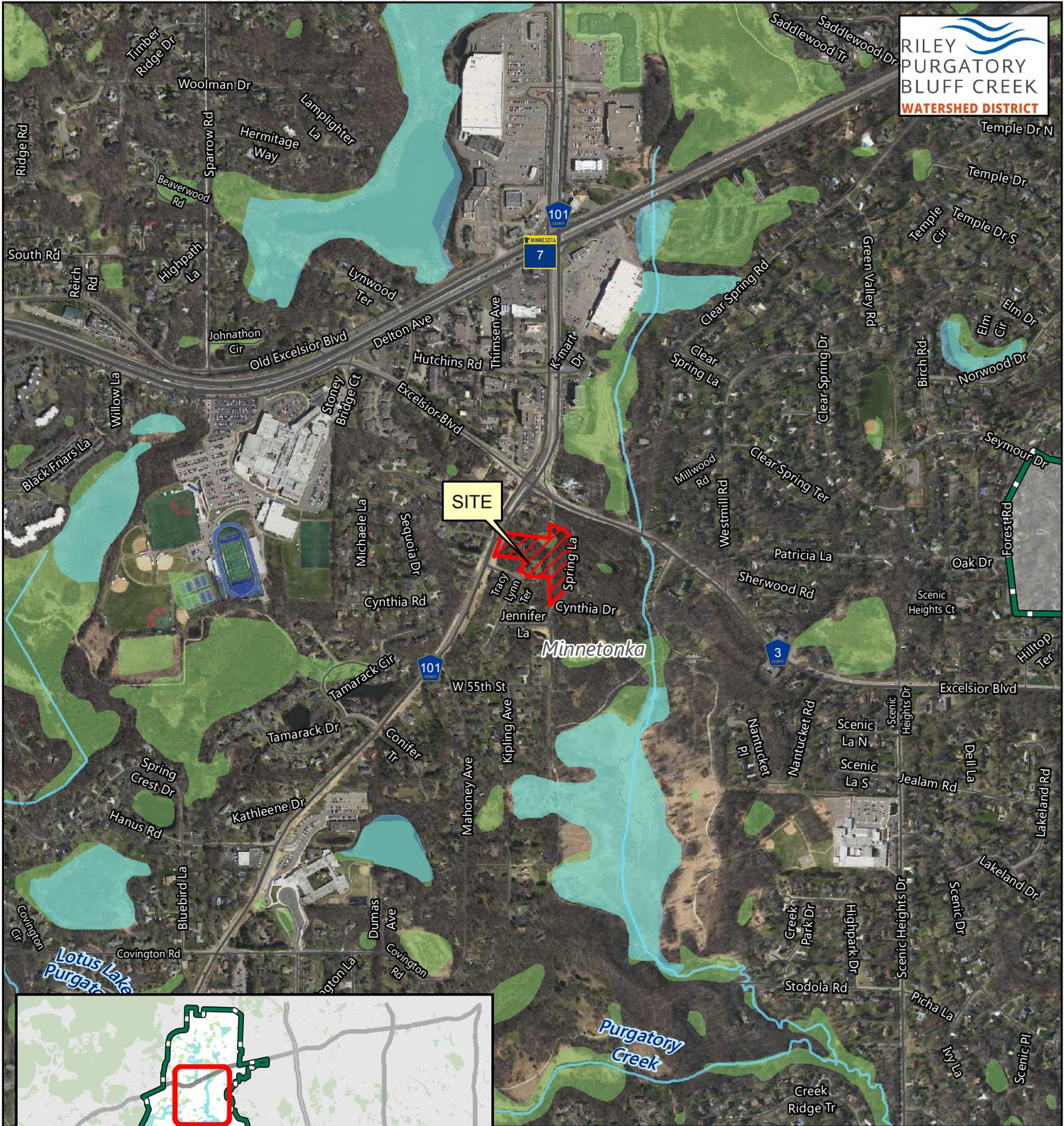
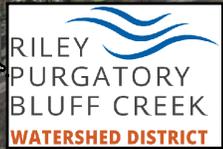
Approval of the permit issuance contingent upon:

1. Continued compliance with General Requirements.
2. Financial Assurance in the amount of \$206,600.
3. The applicant must submit authorization from Alan Au (or the owner of his property, if different) to apply for the permit modification.
4. The applicant must provide the name and contact information of the individual responsible for erosion control at the site. RPBCWD must be notified if the responsible individual changes during the permit term.
5. The applicant must submit documentation verifying the soils present, infiltration capacity of the soil and the groundwater elevation at the proposed rock trench #1 or #2. This can be accomplished by soil boring, permeability tests, infiltrometer test, potholing or other methods. If the soils, groundwater elevation is higher than anticipated or infiltration capacity is less than anticipated, design modifications to ensure compliance with RPBCWD requirements would need to be submitted (in the form an application for a permit modification or new permit).
6. Receipt in recordation a maintenance declaration for the stormwater management facilities and wetland buffer. The declaration must also include a stormwater-reuse monitoring and reporting plan, be recorded on the property owned by Alan Au (or the owner of his property, if different), and include dedication of rights to drain stormwater to and rely on treatment provided by the stormwater practice on the Au property. If Drafts of any and all documents to be recorded must be approved by the District prior to recordation.
7. Receipt of an additional permit fee of \$7,004 for excess cost recovery.

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

1. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications as approved by the District.
2. Per Rule J Subsection 2.6, performance monitoring, the applicant must monitor the proposed irrigation systems to provide the volume abstraction as presented in the design. The recorded reuse volume must be submitted to the RPBCWD annually for five years; \$5,000 of the financial assurance required above will be retained to assure timely submittal of the first and second annual reports. If it is determined that the irrigation systems are not performing as designed, a revised design must be submitted to the District for approval to demonstrate that the volume abstraction and water quality standard is achieved.

3. Single-family homes to be constructed on lots in the subdivision created under the terms of permit 2015-036, if issued, must have an impervious surface area and configuration materially consistent with the approved plans. Individual lot 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.



Permit Location Map

SAVILLE WEST SUBDIVISION  
**Permit 2015-036**  
Riley Purgatory Bluff Creek  
Watershed District



Feet







**EXISTING CONDITIONS**

- BACKGROUND INFORMATION SHOWN IS FROM SURVEY BY SLIDE LAND SURVEYING, BLOOMINGTON, TN, ON DECEMBER 13, 2013, EXPRESSLY FOR THE PROJECT, CITY OF MINNETONKA, MINNESOTA RECORD DRAWINGS AND UTILITY SERVICE PROVIDERS. LANDFORM OFFERS NO WARRANTY, EXPRESSED OR WRITTEN, FOR INFORMATION PROVIDED BY OTHERS. EXISTING PROJECT CONDITIONS SHALL BE VERIFIED PRIOR TO BEGINNING CONSTRUCTION. ERRORS, INCONSISTENCIES, OR OMISSIONS DISCOVERED SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY.
- GEOTECHNICAL BORING LOCATIONS ARE APPROPRIATE AND ARE BASED ON INFORMATION PROVIDED IN THE GEOTECHNICAL REPORT PREPARED BY NORTHERN TECHNOLOGIES INC., MINNETONKA, MN, ON MAY 26, 2016.

--- 100-YR FLOODPLAIN

**DEVELOPER**

LAKE WEST DEVELOPMENT CO., LLC.  
15400 HIGHWAY 7  
MINNETONKA, MN 55345  
TEL: 952/920-3000

**MUNICIPALITY**

City of  
**minnetonka**

**PROJECT**

SAVILLE WEST  
1ST ADDITION  
MINNETONKA, MN

**SHEET INDEX**

CS11	CIVIL TITLE SHEET
CS1	EXISTING CONDITIONS
CS11	GRADING AND EROSION CONTROL PLAN
CS2	STORMWATER DETAILS
CS11	CIVIL CONSTRUCTION DETAILS
CS2	CIVIL CONSTRUCTION DETAILS
L11	TREE PRESERVATION PLAN (NORTH)
L12	TREE PRESERVATION PLAN (SOUTH)
L13	TREE PRESERVATION TABLE
L14	TREE PRESERVATION TABLE
L15	TREE PRESERVATION TABLE

**REVISION HISTORY**

CONTROL TABLE FOR ANY PROJECTIVITY

DATE	REVISION	BY	REVIEW
28 MAR 2017	BT ADDITION CITY COMMENTS		
04 APR 2017	WATERSHED SURVEIL		
04 MAY 2017	BT ADDITION CITY COMMENTS		
10 MAY 2017	WATERSHED SURVEIL #2		
29 MAY 2017	WATERSHED SURVEIL #3		
07 AUG 2017	BT ADDITION CITY COMMENTS		
21 SEP 2016	WATERSHED SURVEIL		
29 OCT 2016	WATERSHED SURVEIL		
6 NOV 2016	WATERSHED SURVEIL		
11 NOV 2016	WATERSHED SURVEIL		

**PROJECT MANAGER REVIEW**

DATE: 11/21/2018

**CERTIFICATION**

**WATERSHED SUBMITTAL**

11-21-2018

**LANDFORM**

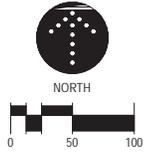
From Site to Finish

105 South Fifth Avenue Suite 513 Minneapolis, MN 55401  
Tel: 612-252-9070 Fax: 612-252-4077 Web: landform.net

FILE NAME: C101LWD001.DWG  
PROJECT NO.: LWD14001

**811**

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Call before you dig.



**EXISTING CONDITIONS**

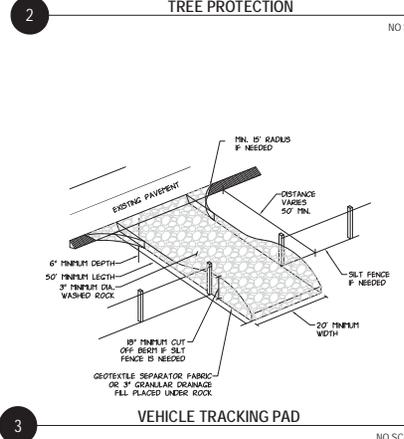
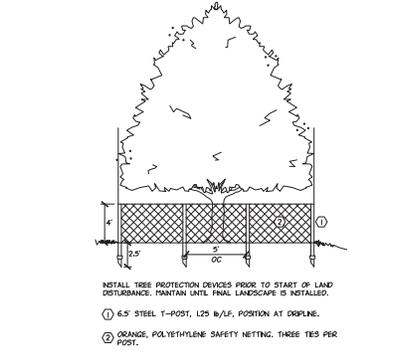
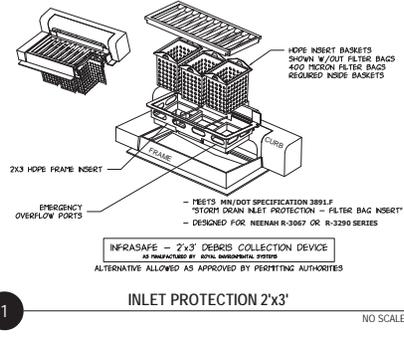
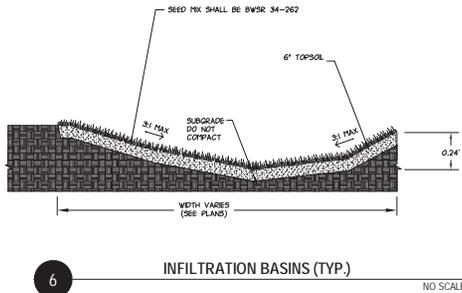
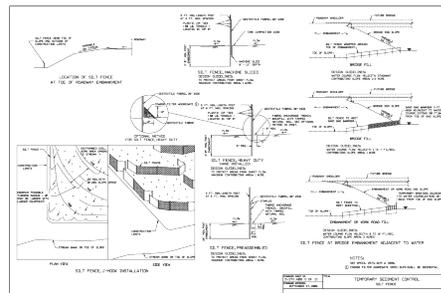
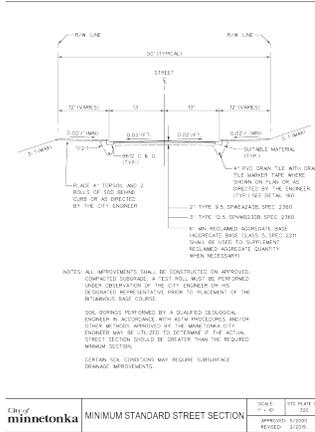
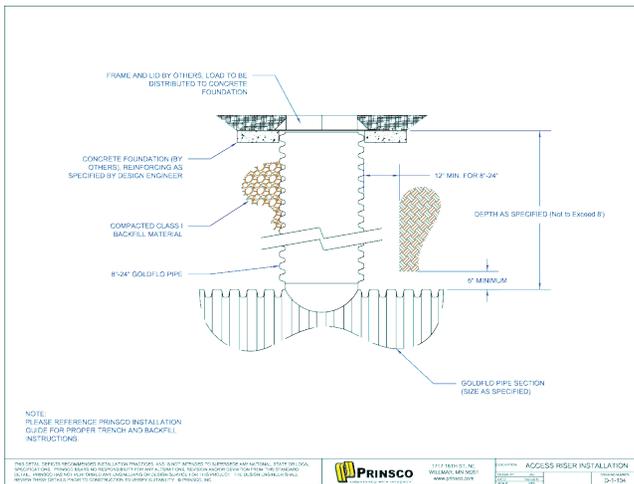
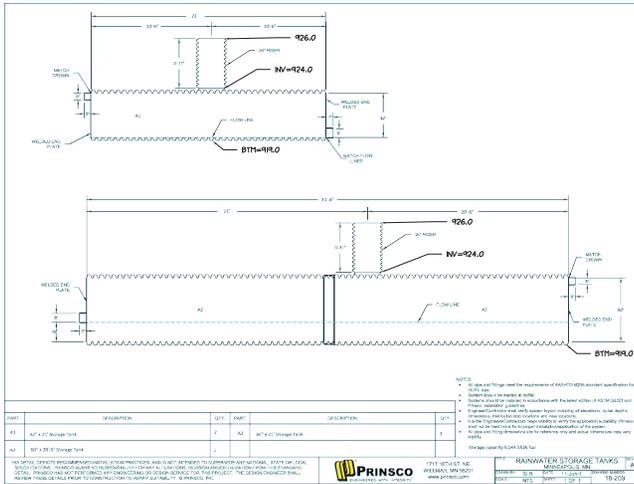
**C1.1**

SHEET NO. 2/11









**DEVELOPER**  
LAKE WEST DEVELOPMENT CO., LLC.  
15400 HIGHWAY 7  
MINNETONKA, MN 55345  
TEL: 952/938-3000

**MUNICIPALITY**  
City of  
**minnetonka**

**PROJECT**  
SAVILLE WEST  
1ST ADDITION  
MINNETONKA, MN

**SHEET INDEX**

C01	CIVIL TITLE SHEET
C11	EXISTING CONDITIONS
C12	GRADING/LAND EROSION CONTROL PLAN
C13	STORMWATER DETAILS
C14	CIVIL CONSTRUCTION DETAILS
C15	CIVIL CONSTRUCTION DETAILS
L11	TREE PRESERVATION PLAN (NORTH)
L12	TREE PRESERVATION PLAN (SOUTH)
L13	TREE PRESERVATION TABLE
L14	TREE PRESERVATION TABLE
L15	TREE PRESERVATION TABLE

1	INFRASAFE - 2'x3' DEBRIS COLLECTION DEVICE
2	STORM DRAIN INLET PROTECTION - FILTER BAG INSERT
3	VEHICLE TRACKING PAD
4	STANDARD STREET SECTION
5	SILT FENCE
6	INFILTRATION BASINS (TYP.)
7	RAINWATER REUSE LOT 3
8	RAINWATER REUSE LOT 3
9	TREE PROTECTION
10	VEHICLE TRACKING PAD

**REVISION HISTORY**

DATE	REVISION	BY
20 JUNE 2017	BT ADDITION CITY COMMENTS	
04 JUL 2017	WATERSHED SUBMITTAL	
04 JUL 2017	BT ADDITION CITY COMMENTS	
05 JUL 2017	WATERSHED SUBMITTAL	
29 JUL 2017	WATERSHED REVISION #1	
07 AUG 2017	BT ADDITION CITY COMMENTS	
21 SEP 2018	WATERSHED SUBMITTAL	
29 OCT 2018	WATERSHED SUBMITTAL	
01 NOV 2018	WATERSHED SUBMITTAL	
01 NOV 2018	WATERSHED SUBMITTAL	

**PROJECT MANAGER REVIEW**

DATE: 11/21/2018

**CERTIFICATION**

DESIGNED BY: *Russell C. Frickler*  
CHECKED BY: *Russell C. Frickler*  
DATE: 11/21/2018

IF THE ORIGINAL SEAL OR FOUR LINE SIGNATURE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED BY MICROFILM OR ANOTHER MEANS AND SHOULD BE REPRODUCED BY MICROFILM OR ANOTHER MEANS TO ENSURE ADDITIONAL SECURITY.

**WATERSHED SUBMITTAL**  
11-21-2018

**LANDFORM**  
From Start to Finish

105 South Fifth Avenue  
Suite 515  
Minnetonka, MN 55401  
Tel: 952-252-6070  
Fax: 952-252-6077  
Web: landform.net

FILE NAME: C:\01\WOOD1.DWG  
PROJECT NO.: LWD14001

**CONSTRUCTION DETAILS**

**C7.1**

SHEET NO. 5/11

1-877-903-7246 **TRENCH DRAIN SUPPLY** www.trenchdrainupply.com

Number **141105** Series **141105**  
 Manhole 6"x4" Channel  
 CFS383 Series

END VIEW

MANUFACTURER: **MECA**  
 Quality engineered trench drain systems

Specification: MCA 141105 IS AN UNFINISHED ASSEMBLY. TRENCH DRAIN CHANNEL SUPPLIED BY TRENCH DRAIN SUPPLY.

Notes: 1. THE STANDARD MANHOLE INCLUDES: HOPE BENCH, CASTING & COVER, STEPS, BASE, GATE VALVES & WATERPROOFING. ALL COMPLETE & FINISHED.

Scale: 1/2" = 1'-0" (NOT TO SCALE)

Approved: 4/2009 Revised: 3/2019

7 **TRENCH DRAIN** NO SCALE

1-877-903-7246 **TRENCH DRAIN SUPPLY** www.trenchdrainupply.com

Number **152801** Series **152801**  
 A Galvanized Steel Mesh  
 1000 Series Grates

END VIEW

MANUFACTURER: **MECA**  
 Quality engineered trench drain systems

Specification: MCA 152801 IS A GALVANIZED STEEL MESH TRENCH DRAIN GRATE WITH CLASS II LOAD RATING (3,000 LBS. TO FSU) SUPPLIED BY TRENCH DRAIN SUPPLY.

Notes: 1. ALL MECHANICAL JOINTS SHALL BE RESTRAINED BY METALS.

Scale: 1/2" = 1'-0" (NOT TO SCALE)

Approved: 4/2009 Revised: 3/2019

8 **TRENCH DRAIN GRATE** NO SCALE

**CLEAN WATER STARTS HERE**

Help protect water quality:  
**NO MOWING BEYOND THIS LINE**

RILEY PURGATORY BLUFF CREEK  
 WATERSHED DISTRICT  
 1-877-903-7246

6 **WETLAND BUFFER SIGN** NO SCALE

1-877-903-7246 **TRENCH DRAIN SUPPLY** www.trenchdrainupply.com

Number **152801** Series **152801**  
 A Galvanized Steel Mesh  
 1000 Series Grates

END VIEW

MANUFACTURER: **MECA**  
 Quality engineered trench drain systems

Specification: MCA 152801 IS A GALVANIZED STEEL MESH TRENCH DRAIN GRATE WITH CLASS II LOAD RATING (3,000 LBS. TO FSU) SUPPLIED BY TRENCH DRAIN SUPPLY.

Notes: 1. ALL MECHANICAL JOINTS SHALL BE RESTRAINED BY METALS.

Scale: 1/2" = 1'-0" (NOT TO SCALE)

Approved: 4/2009 Revised: 3/2019

3 **GATE VALVE** NO SCALE

1-877-903-7246 **TRENCH DRAIN SUPPLY** www.trenchdrainupply.com

Number **152801** Series **152801**  
 A Galvanized Steel Mesh  
 1000 Series Grates

END VIEW

MANUFACTURER: **MECA**  
 Quality engineered trench drain systems

Specification: MCA 152801 IS A GALVANIZED STEEL MESH TRENCH DRAIN GRATE WITH CLASS II LOAD RATING (3,000 LBS. TO FSU) SUPPLIED BY TRENCH DRAIN SUPPLY.

Notes: 1. ALL MECHANICAL JOINTS SHALL BE RESTRAINED BY METALS.

Scale: 1/2" = 1'-0" (NOT TO SCALE)

Approved: 4/2009 Revised: 3/2019

4 **HYDRANT** NO SCALE

1-877-903-7246 **TRENCH DRAIN SUPPLY** www.trenchdrainupply.com

Number **152801** Series **152801**  
 A Galvanized Steel Mesh  
 1000 Series Grates

END VIEW

MANUFACTURER: **MECA**  
 Quality engineered trench drain systems

Specification: MCA 152801 IS A GALVANIZED STEEL MESH TRENCH DRAIN GRATE WITH CLASS II LOAD RATING (3,000 LBS. TO FSU) SUPPLIED BY TRENCH DRAIN SUPPLY.

Notes: 1. ALL MECHANICAL JOINTS SHALL BE RESTRAINED BY METALS.

Scale: 1/2" = 1'-0" (NOT TO SCALE)

Approved: 4/2009 Revised: 3/2019

1 **SANITARY SEWER SERVICE CONNECTION** NO SCALE

1-877-903-7246 **TRENCH DRAIN SUPPLY** www.trenchdrainupply.com

Number **152801** Series **152801**  
 A Galvanized Steel Mesh  
 1000 Series Grates

END VIEW

MANUFACTURER: **MECA**  
 Quality engineered trench drain systems

Specification: MCA 152801 IS A GALVANIZED STEEL MESH TRENCH DRAIN GRATE WITH CLASS II LOAD RATING (3,000 LBS. TO FSU) SUPPLIED BY TRENCH DRAIN SUPPLY.

Notes: 1. ALL MECHANICAL JOINTS SHALL BE RESTRAINED BY METALS.

Scale: 1/2" = 1'-0" (NOT TO SCALE)

Approved: 4/2009 Revised: 3/2019

2 **WATER SERVICE CONNECTION** NO SCALE

SHEET INDEX

CS1	CIVIL TITLE SHEET
CS2	EXISTING CONDITIONS
CS3	GRADING AND EROSION CONTROL PLAN
CS4	STORMWATER DETAILS
CS5	CIVIL CONSTRUCTION DETAILS
CS6	CIVIL CONSTRUCTION DETAILS
CS7	CIVIL CONSTRUCTION DETAILS
CS8	CIVIL CONSTRUCTION DETAILS
CS9	CIVIL CONSTRUCTION DETAILS
CS10	CIVIL CONSTRUCTION DETAILS
CS11	CIVIL CONSTRUCTION DETAILS
CS12	CIVIL CONSTRUCTION DETAILS
CS13	CIVIL CONSTRUCTION DETAILS
CS14	CIVIL CONSTRUCTION DETAILS
CS15	CIVIL CONSTRUCTION DETAILS

REVISION HISTORY

DATE	REVISION	BY
20 JAN 2017	BT ADDITION CITY COMMENTS	BT
04 APR 2017	WATERPROOFING	BT
04 MAY 2017	BT ADDITION CITY COMMENTS	BT
07 MAY 2017	WATERPROOFING	BT
29 MAY 2017	WATERPROOFING	BT
07 JUN 2017	BT ADDITION CITY COMMENTS	BT
21 SEP 2016	WATERPROOFING	BT
29 OCT 2016	WATERPROOFING	BT
01 NOV 2016	WATERPROOFING	BT

PROJECT MANAGER REVIEW

DATE: 11/21/2018

CERTIFICATION

Signature: *Riley Moore*  
 Riley Moore, P.E.  
 Professional Engineer  
 State of Minnesota

REVISION HISTORY

DATE	REVISION	BY
20 JAN 2017	BT ADDITION CITY COMMENTS	BT
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PROJECT MANAGER REVIEW

DATE: 11/21/2018

CERTIFICATION

Signature: *Riley Moore*  
 Riley Moore, P.E.  
 Professional Engineer  
 State of Minnesota

WATERSHED SUBMITTAL  
 11-21-2018

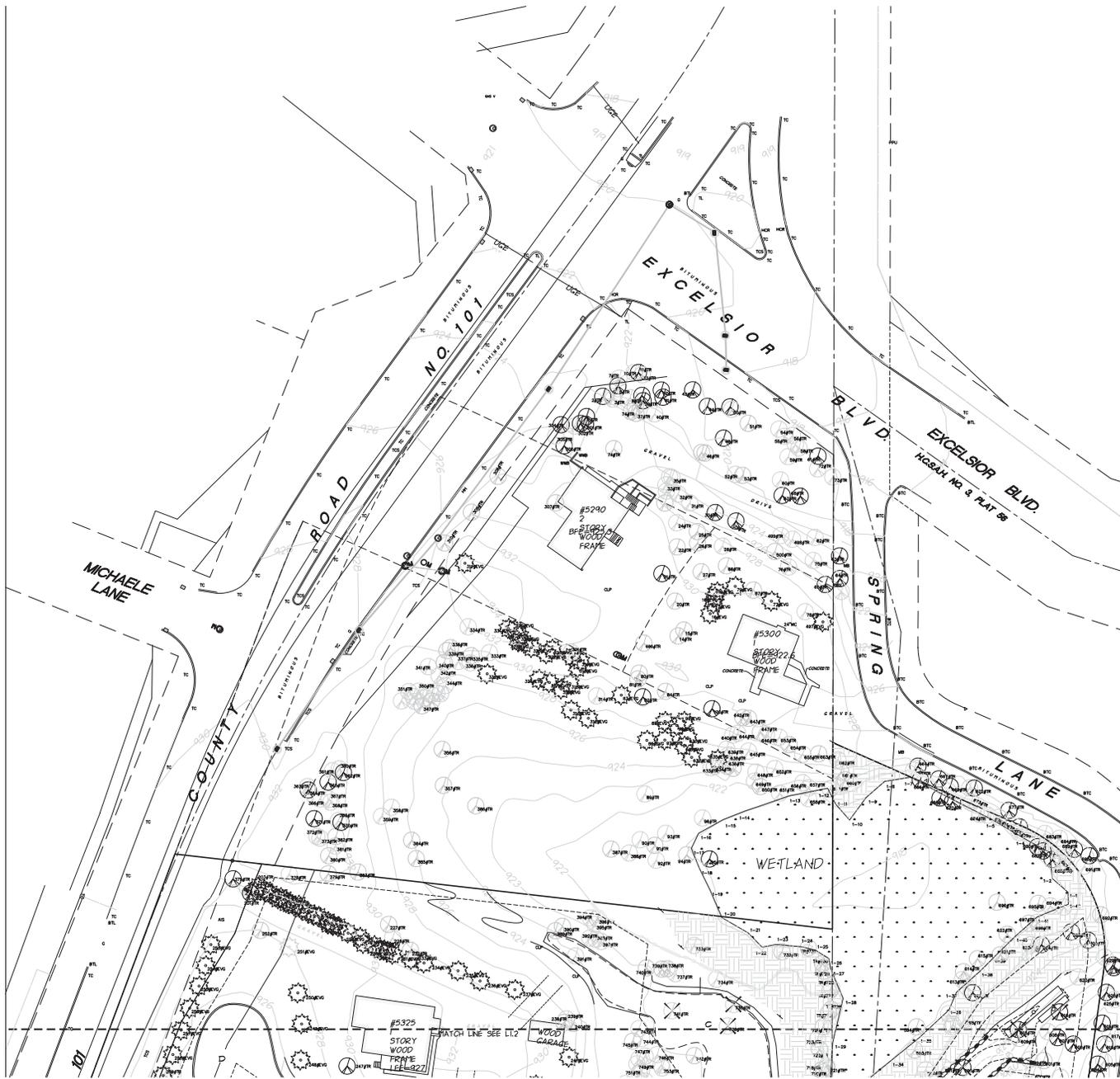
LANDFORM

From Start to Finish

105 South Fifth Avenue  
 Suite 515  
 Minneapolis, MN 55401  
 Tel: 612-252-6070  
 Fax: 612-252-6077  
 Web: landform.net

FILE NAME: C:\02\10001.DWG  
 PROJECT NO: LWD14001

CONSTRUCTION DETAILS  
**C7.2**  
 SHEET NO. 6/11



**EXISTING CONDITIONS**

TREE SURVEY INFORMATION PROVIDED BY SUDE SURVEYING, LANDFORT OFFERS NO WARRANTY, EXPRESSED OR WRITTEN, FOR INFORMATION PROVIDED BY OTHERS. EXISTING PROJECT CONDITIONS SHALL BE VERIFIED PRIOR TO BEGINNING CONSTRUCTION. ERRORS, INCONSISTENCIES, OR OMISSIONS DISCOVERED SHALL BE REPORTED TO THE ENGINEER.

- LEGEND**
- HIGH PRIORITY DECIDUOUS
  - HIGH PRIORITY CONIFEROUS
  - SIGNIFICANT TREE
  - NON HIGH PRIORITY/SIGNIFICANT TREE
  - ANTICIPATED TREE REMOVAL
  - BACK OF CURB BUFFER LINE

**EXISTING TREE SUMMARY**

EXEMPT HIGH PRIORITY TREES:	31
HIGH PRIORITY CONIFEROUS TREES:	108
HIGH PRIORITY DECIDUOUS TREES:	126
TOTAL HIGH PRIORITY TREES:	234
SIGNIFICANT TREES:	227
EXEMPT SIGNIFICANT TREES:	4
TOTAL SIGNIFICANT TREES:	223
EXEMPT TREES:	335
TOTAL ORNITE TREES:	742

TOTAL HIGH PRIORITY TREES TO BE IMPACTED: 16 OR 6.8%

**REPLACEMENT TREE SUMMARY**

ALL TREES TO BE REMOVED FALL WITHIN THE CITY OF MINNETONKA'S BASIC TREE REMOVAL AREA

**HIGH PRIORITY TREE NOTE**

LOTS 1-3 ARE TO BE CUSTOM GRADED. DEMONSTRATION X'S SHOWN ARE FOR CALCULATION PURPOSES ONLY

**DEVELOPER**

LAKE WEST DEVELOPMENT CO., LLC.  
15400 HIGHWAY 7  
MINNETONKA, MN 55345  
TEL: (952) 238-3000

**MUNICIPALITY**

City of minnetonka

**PROJECT**

SAVILLE WEST  
1ST ADDITION  
MINNETONKA, MN

**SHEET INDEX**

CS1	CIVIL TITLE SHEET
CS1.1	EXISTING CONDITIONS
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L1.2	TREE PRESERVATION (SOUTH)
L1.3	TREE PRESERVATION TABLE
L1.4	TREE PRESERVATION TABLE
L1.5	TREE PRESERVATION TABLE

**REVISION HISTORY**

NO.	DESCRIPTION	DATE
20	20 MAR 2017	BT ADDITION CITY COMMENTS
19	04 APR 2017	WATERSHED REVISED
18	04 MAY 2017	BT ADDITION CITY COMMENTS
17	10 MAY 2017	WATERSHED REVISED #2
16	29 MAY 2017	WATERSHED REVISED #3
15	07 JUN 2017	BT ADDITION CITY COMMENTS
14	21 JUN 2017	WATERSHED SURVEILL
13	29 OCT 2016	WATERSHED SURVEILL
12	16 NOV 2016	WATERSHED SURVEILL
11	16 NOV 2016	WATERSHED SURVEILL

**PROJECT MANAGER REVIEW**

DATE: 11/21/2018

**CERTIFICATION**

I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: *Russell C. Frickler*  
Russell C. Frickler, P.E.  
LANDFORM

**WATERSHED SUBMITTAL**

11-21-2018

**LANDFORM**

From Start to Finish

105 South Fifth Avenue  
Suite 515  
Minnetonka, MN 55401

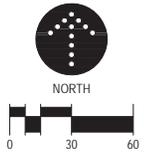
Tel: 952-252-6070  
Fax: 952-252-6077  
Web: landform.net

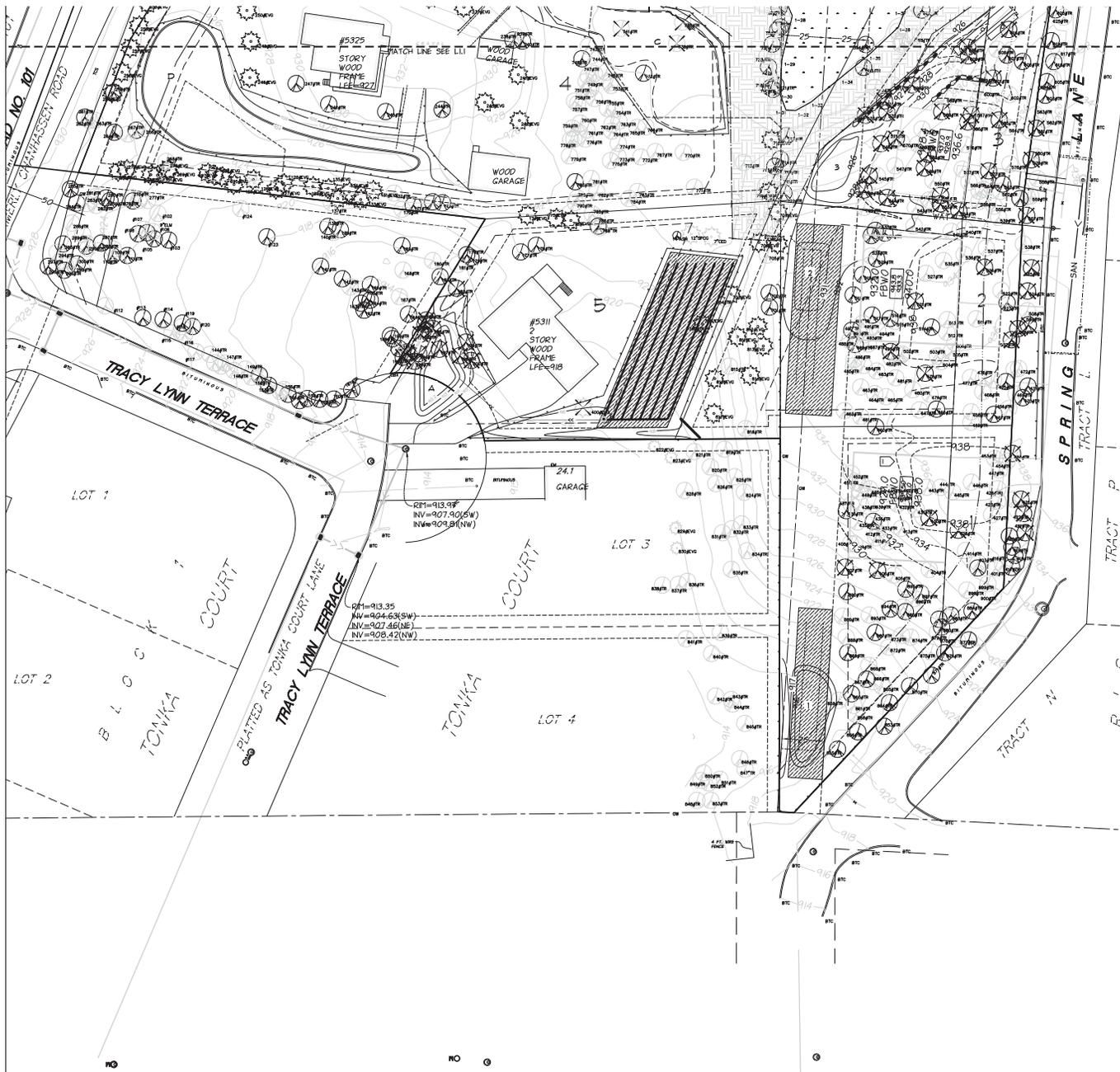
FILE NAME: L102LW014001  
PROJECT NO.: LW014001

**TREE PRESERVATION PLAN**

**L1.1**

SHEET NO. 7/11





**EXISTING CONDITIONS**

TREE SURVEY INFORMATION PROVIDED BY SUDE SURVEYING. LANDFORM OFFERS NO WARRANTY, EXPRESSED OR WRITTEN, FOR INFORMATION PROVIDED BY OTHERS. EXISTING PROJECT CONDITIONS SHALL BE VERIFIED PRIOR TO BEGINNING CONSTRUCTION. ERRORS, INCONSISTENCIES, OR OMISSIONS DISCOVERED SHALL BE REPORTED TO THE ENGINEER.

**LEGEND**

- HIGH PRIORITY DECIDUOUS
- HIGH PRIORITY CONIFEROUS
- SIGNIFICANT TREE
- NON HIGH PRIORITY/SIGNIFICANT TREE
- ANTICIPATED TREE REMOVAL
- BACK OF CLUB BUFFER LINE

**EXISTING TREE SUMMARY**

EXEMPT HIGH PRIORITY TREES	31
HIGH PRIORITY CONIFEROUS TREES	109
HIGH PRIORITY DECIDUOUS TREES	106
TOTAL HIGH PRIORITY TREES	234
SIGNIFICANT TREES	227
EXEMPT SIGNIFICANT TREES	4
TOTAL SIGNIFICANT TREES	223
EXEMPT TREES	335
TOTAL EXEMPT TREES	792

TOTAL HIGH PRIORITY TREES TO BE IMPACTED: 23 OR 10%

**REPLACEMENT TREE SUMMARY**

ALL TREES TO BE REMOVED FALL WITHIN THE CITY OF MINNETONKA'S BASIC TREE REMOVAL AREA.

**HIGH PRIORITY TREE NOTE**

LOTS 1-3 ARE TO BE CUSTOM GRADED. DEMOLITION 'X'S SHOWN ARE FOR CALCULATION PURPOSES ONLY.

**DEVELOPER**

LAKE WEST DEVELOPMENT CO., LLC  
15400 HIGHWAY 7  
MINNETONKA, MN 55345  
TEL: (952)209-3000

**MUNICIPALITY**



**PROJECT**  
**SAVILLE WEST**  
**1ST ADDITION**  
**MINNETONKA, MN**

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04 MAY 2017	BT ADDITION CITY COMMENTS	
05 MAY 2017	WATERSHED SUBMITTAL	
29 MAY 2017	WATERSHED SUBMITTAL #2	
07 JUL 2017	BT ADDITION CITY COMMENTS	
21 SEP 2017	WATERSHED SUBMITTAL	
29 OCT 2017	WATERSHED SUBMITTAL	
31 NOV 2017	WATERSHED SUBMITTAL	

**PROJECT MANAGER REVIEW**

DATE: 11/21/2018

**CERTIFICATION**

I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Professional Engineer and the holder of a valid license in MINNESOTA.

*Rene Moore*  
Rene C. Moore  
Professional Engineer  
No. 10000000

**WATERSHED SUBMITTAL**

11-21-2018



105 South Fifth Avenue  
Suite 515  
Minneapolis, MN 55401

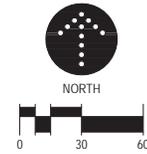
Tel: 612-252-6070  
Fax: 612-252-6077  
Web: landform.net

FILE NAME: L102.WD14001  
PROJECT NO.: LW014001

**TREE PRESERVATION PLAN**

**L1.2**

SHEET NO. 811



**Minutes: Monday, November 19, 2018**  
**RPBCWD Citizen's Advisory Committee Monthly Meeting**  
**Location: RPBCWD offices: 18681 Lake Street, Chanhassen**

**CAC Members**

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

**Others**

Michelle Jordan	RPBCWD staff	P
Dick Ward	RPBCWD Board Member	P

**I. Opening**

- A. Call CAC meeting to Order:** President Paul Bulger called the meeting to order at 6:04 p.m.
- B. Attendance:** As noted above. Curt has resigned because his life is too busy. A subcommittee to organize an exit interview will be discussed at the December meeting.
- C. Matters of general public interest:** None
- D. Approval of Agenda:** Sharon moved and Lori seconded to approve the agenda. Motion carried.
- E. Approval of October 15, 2018 CAC Meeting Minutes:** Lori moved and Sharon seconded to approve the minutes. Motion carried.

- II. Staff Report:** Michelle Jordan reported CAC applications are due Dec. 20. Appointments will be made in January with an orientation also in January. Reapplicants may submit a previous year's application by just letting Michelle know. The application is now on the website. A volunteer appreciation gathering will be held on Dec 13 at Staring Lake Outdoor Center with bonfire and an owl. The web site has been getting some feedback. Continue to send feedback to Michelle. The Adopt-a-Drain is finally happening in the spring. An information session on zebra mussels is on Dec. 12 from 6:30 – 7:30 with the DNR, U of M, and various Cities represented.

**III. Old Business**

- A.** Updates from subcommittees as available.
  - 1. Sharon provided excellent notes on the Chanhassen fall cleanup including tips for next year.
- B.** Board Meeting of November 7, 2018: Paul reported the Board of Managers discussed CAC applications and decided to keep it at 12 members. The quorum requirement is actually not a requirement for the CAC however our bylaws have the language. If we don't want to have the quorum as a requirement, we would need to amend our bylaws.
- C.** Jim mentioned the RPBCWD made the National Geographic, specifically the Lotus Lake Alum treatment. Jim also mentioned how dock service providers are notorious for spreading aquatic invasives, despite their professional training.

**IV. New Business**

- A. Cost Share Program** – Restructure and update guidelines. Michelle led a discussion based on materials that had been emailed to us ahead of time
  - 1. **Proposed Timeline** – The hope is to open cost share applications in February. Realistically it may be March with deadlines in April and June. Discussion included: the sense that it was a very ambitious timeline given the scope of what we would like to do, but we don't want to hold up projects. We would like to encourage properties to implement phased projects: starting with simple projects and building to full site projects, but developing an application and supporting information would take more time.

We added some tasks to the timeline: a list of tools and resources to help with application process, i.e. site plan drawing app, plant lists, cost calculator, designers who specialize in water

resource projects, self-evaluation tool, tools families can do together. Michelle asked us to send her tools and resources that we like.

Board requested a workshop before January meeting.

**2. Responses to “What is the need”**

a. We felt Michelle accurately reflected our responses with the 4 themes 1) Demonstration projects, 2) Water quality/quantity improvement, 3) Change mindset/habits, and 4) Education/awareness. Discussion included: Shouldn't water quality be an even higher goal? Changing mindsets will result in water quality. Changing mindsets is hard; we need to engineer clean water. Paying for projects could be the carrot that gets the minds changed.

**3. Responses to “Fullest potential”**

a. Again, Michelle accurately categorized our responses into 4 themes: 1) a community of action, 2) behaviors are normalized, 3) easy/user friendly, 4) quantifiable results. Discussion included: Concerned about fair, equitable distribution of funds.

**4. Responses to “Important projects”**

a. Michelle found 6 themes in our responses: 1) maintenance, 2) turf related, 3) Infiltration practices, 4) Restoration, 5) Beyond individuals, 6) Re-use. Discussion included: hope that reuse doesn't get lost because it scored lower than the others. Often it is larger organizations than can implement reuse projects, but homeowners can install rain barrels. Overall objective: projects that merge education/awareness with cost share program. A good example is the Sustainable Eden Prairie program which educates and saves money. <https://www.edenprairie.org/community/sustainable-eden-prairie>. It is very important that when we are listing eligible projects that we leave space for innovation.

**5. How does the existing cost share program synch up with the 10-year plan?**

a. Quite well but it is missing chloride reduction projects (S12), habitat protection (S3), bioengineering shorelines (S7). And for some reason, at this point, we talked about encouraging young people becoming involved in projects: Challenge grants for scouts, Destination Imagination (We have ideas for real projects), and senior capstone projects. Michelle added that we are hoping to do communications better, i.e. a website map that pinpoints all projects and is interactive.

**6. Existing program**

- a. **What is getting in the way?** Calculating phosphorous is laborious; not knowing how to maintain projects; timing; slow, transparency; insufficient expert guidance
- b. **What do we want to know?** Gathering stories of the myriad approaches, e.g. Matt's Story, Sharon's Story, etc.
- c. **What is missing?** Cost share for maintenance; live chat? Add pictures of eligible projects; cost calculator
- d. We like online application as opposed to paper. There is an opportunity for clicking on definitions and resources. Give opportunity to print paper copy prior to filling in online.

7. **Draft survey questions:** Michelle will email us draft questions for survey.

8. **Cost Share Programs in Other Watershed Districts:** We will review on our own and send ideas to Michelle.

9. Send Michelle all thoughts on anything.

**V. Upcoming Events**

- A. RPBCWD Board of Managers meeting December 5 at 7:00 pm, 18681 Lake Drive East
- B. Zebra Mussel info meeting December 12 from 6:30 – 7:30
- C. Volunteer gathering Dec 13 at Staring Lake Outdoor Center 6:30-7:30
- D. RPBCWD CAC meeting December 17 at 6:00 pm, 18681 Lake Drive East

- E. District is closed on November 23, 2018
- F. Minnesota Association of Watershed District Annual Meeting, November 29 – December 1, Alexandria, MN (Marilyn and Joanne representing the CAC)

**VI. Topics for next month**

- A. Exit interviews from past members
- B. MAWD recap
- C. Cost share (big chunk; Michelle will share her frustrations/aggravations with existing program so we can make sure to address in revised program)
- D. CAC topic calendar – resurrection
- E. Lori mentioned the EP Conservation district is likely picking the theme of “water” for next year, would like to possibly do joint projects with RPBCWD.

**VII. Adjourn CAC meeting:** Motion to adjourn by Sharon with second by Jim. Motion carried. Meeting adjourned at 8:33 pm.

DRAFT



November 27, 2018

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 ten months ending October 31, 2018.

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

Sincerely,

REDPATH AND COMPANY, LTD.

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

Mark C. Gibbs, CPA  
Enclosure



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

### **Accountant's Opinion**

The Riley Purgatory Bluff Creek Watershed District is responsible for the accompanying October 31, 2018 Treasurer's Report in the prescribed form. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review promulgated by the Accounting and Review Services Committee of AICPA. We did not audit or review the Treasurer's Report nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Riley Purgatory Bluff Creek Watershed District. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Treasurer's Report.

### **Reporting Process**

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

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

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

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

REDPATH AND COMPANY, LTD.  
St. Paul, Minnesota  
November 27, 2018

# **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

## **Treasurers Report**

**October 31, 2018**

### **REPORT INDEX**

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Cash Disbursements**  
**October 31, 2018**

**Accounts Payable:**

<u>Check #</u>	<u>Payee</u>	<u>Amount</u>
4637	Barr Engineering	44,497.47
4638	CenterPoint Energy	194.50
4639	CenturyLink	122.63
4640	Coverall of the Twin Cities	267.37
4641	Jill S. Crafton	1,644.42
4642	CSM Financial, LLC	7,353.70
4643	EPR Properties	215,410.00
4644	HDR Engineering, Inc.	2,572.14
4645	HealthPartners	4,455.79
4646	Amy Herbert, LLC	1,416.00
4647	Iron Mountain	89.95
4648	Landbridge Ecological Services	5,926.50
4649	League of MN Cities Trust	797.00
4650	Limnotech	461.65
4651	Lincoln National Life Insurance	448.21
4652	Kelly Lindstrom	3,000.00
4653	Metro Sales, Inc.	476.22
4654	Peterson Companies	488,992.10
4655	Purchase Power	452.06
4656	Redpath & Company	1,524.00
4657	RMB Environmental Laboratories	1,443.00
4658	Smith Partners	12,859.14
4659	Southwest News Media	315.56
4660	SRF	1,929.18
4661	Three Rivers Park District	280.00
4662	Wenck, Inc.	1,892.50
4663	Xcel Energy	402.99
4664	David Ziegler	309.31
<b>Total Accounts Payable:</b>		<b><u><u>\$799,533.39</u></u></b>

**Payroll Disbursements:**

	Payroll Processing Fee	177.57
	Employee Salaries	31,223.54
	Employer Payroll Taxes	2,893.77
	Employer Benefits (H.S.A. Match)	525.00
	Employee Benefit Deductions	(396.26)
	Staff Expense Reimbursements	148.64
	PERA Match	2,087.51
<b>Total Payroll Disbursements:</b>		<b><u><u>\$36,659.77</u></u></b>
Check #4643	Escrow Refund	(215,410.00)
EFT	Klien Bank - VISA	6,111.87
<b>TOTAL DISBURSEMENTS:</b>		<b><u><u>\$626,895.03</u></u></b>

**Memos**

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Fund Performance Analysis - Table 1**  
**October 31, 2018**

	2018 Budget	Fund Transfers	Revised 2018 Budget	Current Month	Year-to-Date	Year-to Date Percent of Budget
<b>REVENUES</b>						
Plan Implementation Levy	\$3,420,000.00		\$3,420,000.00	22.31	1,900,951.11	55.58%
Permit	20,000.00		20,000.00	3,260.00	52,061.50	260.31%
Grant Income	373,175.00		373,175.00	-	10,488.27	2.81%
Data Collection Income	-		-	-	171.78	---
Other Income	-		-	800.00	20,833.05	---
Investment Income	-		-	1,492.91	25,646.39	---
Past Levies	1,736,968.00		1,736,968.00	-	-	0.00%
Partner Funds	445,000.00		445,000.00	-	-	0.00%
<b>TOTAL REVENUE</b>	<b>\$5,995,143.00</b>	<b>\$0.00</b>	<b>\$5,995,143.00</b>	<b>\$5,575.22</b>	<b>\$2,010,152.10</b>	<b>33.53%</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
Accounting and Audit	40,000.00		40,000.00	1,701.57	34,553.30	86.38%
Advisory Committees	4,000.00		4,000.00	-	1,311.46	32.79%
Insurance and bonds	12,000.00		12,000.00	797.00	20,862.00	173.85%
Engineering Services	103,000.00		103,000.00	8,338.50	79,051.92	76.75%
Legal Services	75,000.00		75,000.00	3,843.77	44,603.94	59.47%
Manager Per Diem/Expense	19,000.00		19,000.00	2,388.90	6,366.19	33.51%
Dues and Publications	8,000.00		8,000.00	-	8,439.00	105.49%
Office Cost	100,000.00		100,000.00	10,175.81	107,629.94	107.63%
Permit Review and Inspection	90,000.00		90,000.00	9,113.94	139,137.62	154.60%
Recording Services	15,000.00		15,000.00	1,416.00	6,179.25	41.20%
Staff Cost	434,000.00		434,000.00	17,193.31	360,234.59	83.00%
<b>Subtotal</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$900,000.00</b>	<b>\$54,968.80</b>	<b>\$808,369.21</b>	<b>89.82%</b>
<b>Programs and Projects</b>						
<b>District Wide</b>						
10-year Management Plan	9,662.00		9,662.00	-	34,301.91	355.02%
AIS Inspection and early response	75,000.00		75,000.00	476.93	29,821.55	39.76%
Cost-share	200,000.00		200,000.00	-	25,507.05	12.75%
Creek Restoration Action Strategies Phase	20,000.00		20,000.00	-	-	0.00%
Data Collection and Monitoring	180,000.00		180,000.00	23,408.67	145,664.05	80.92%
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00		30,000.00	-	-	0.00%
Education and Outreach	115,000.00		115,000.00	14,490.37	90,922.95	79.06%
Plant Restoration - U of M	40,000.00		40,000.00	-	15,457.77	38.64%
Repair and Maintenance Fund *	177,005.00		177,005.00	-	-	0.00%
Survey and Analysis Fund *	13,464.00	(13,464.00)	-	-	-	---
Wetland Management*	150,000.00		150,000.00	3,123.77	28,657.73	19.11%
District Groundwater Assessment	-		-	-	166.38	---
Groundwater Conservation*	130,000.00		130,000.00	-	-	0.00%
Lake Vegetation Implementation	75,000.00		75,000.00	-	17,368.26	23.16%
Opportunity Project*	100,000.00		100,000.00	-	-	0.00%
TMDL - MPCA	10,000.00		10,000.00	-	-	0.00%
Stormwater Ponds - U of M	-	22,092.00	22,092.00	-	-	0.00%
<b>Subtotal</b>	<b>\$1,325,131.00</b>	<b>\$8,628.00</b>	<b>\$1,333,759.00</b>	<b>\$41,499.74</b>	<b>\$387,867.65</b>	<b>29.08%</b>
<b>Bluff Creek</b>						
Bluff Creek Tributary*	236,741.00		236,741.00	4,927.46	35,608.90	15.04%
Chanhassen High School *	282,478.00		282,478.00	243,798.19	338,617.29	119.87%
<b>Subtotal</b>	<b>\$519,219.00</b>	<b>\$0.00</b>	<b>\$519,219.00</b>	<b>\$248,725.65</b>	<b>\$374,226.19</b>	<b>72.07%</b>
<b>Riley Creek</b>						
Lake Riley - Alum Treatment*	22,424.00		22,424.00	-	17,423.96	77.70%
Lake Susan Improvement Phase 1 *	7,106.00		7,106.00	-	-	0.00%
Lake Susan Water Quality Improvement Phase 2 *	353,365.00	100,000.00	453,365.00	260,908.28	536,343.21	118.30%
Rice Marsh Lake in-lake phosphorus load	150,000.00		150,000.00	946.25	75,552.84	50.37%
Riley Creek Restoration (Reach E and D3) *	1,427,987.00		1,427,987.00	6,489.38	116,983.45	8.19%
<b>Subtotal</b>	<b>\$1,960,882.00</b>	<b>\$100,000.00</b>	<b>\$2,060,882.00</b>	<b>\$268,343.91</b>	<b>\$746,303.46</b>	<b>36.21%</b>
<b>Purgatory Creek</b>						
Fire Station 2 (Eden Prairie)	100,262.00		100,262.00	1,929.18	101,216.18	100.95%
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00		50,000.00	-	-	0.00%
Lotus Lake in-lake phosphorus load control	345,000.00		345,000.00	946.25	238,761.94	69.21%
Lotus Lake - Feasibility Phase 1	18,802.00		18,802.00	-	-	0.00%
Purgatory Creek at 101*	246,259.00	(100,000.00)	146,259.00	-	24,249.38	16.58%
Silver Lake Restoration - Feasibility Phase 1	11,003.00		11,003.00	1,932.00	9,944.50	90.38%
Scenic Heights	208,957.00		208,957.00	6,504.00	97,258.32	46.54%
Hyland Lake in-lake phosphorus load control	20,000.00		20,000.00	-	-	0.00%
Duck Lake watershed load	220,000.00		220,000.00	2,045.50	2,045.50	0.93%
<b>Subtotal</b>	<b>\$1,220,283.00</b>	<b>(\$100,000.00)</b>	<b>\$1,120,283.00</b>	<b>\$13,356.93</b>	<b>\$473,475.82</b>	<b>42.26%</b>
<b>Reserve</b>	<b>\$99,628.00</b>	<b>(\$8,628.00)</b>	<b>91,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$6,025,143.00</b>	<b>\$0.00</b>	<b>\$6,025,143.00</b>	<b>\$626,895.03</b>	<b>\$2,790,242.33</b>	<b>46.31%</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(\$30,000.00)</b>	<b>\$0.00</b>	<b>(\$30,000.00)</b>	<b>(\$621,319.81)</b>	<b>(\$780,090.23)</b>	

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

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

**October 31, 2018**

	Total Project	FUNDING SOURCE			Month Ended 10/31/18	Year To-Date	Lifetime Costs	Remaining
		District funds	Partner Fund	Grants				
<b>Programs and Projects</b>								
<b>District Wide</b>								
10-year Management Plan	\$187,000.00	\$187,000.00	-	-	-	34,301.91	\$211,640.00	(\$24,640.00)
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00	30,000.00	-	-	-	-	-	30,000.00
Repair and Maintenance Fund	202,005.00	177,005.00	-	-	-	-	25,000.00	177,005.00
Survey and Analysis Fund	23,792.00	23,792.00	-	-	-	-	23,792.00	-
Wetland Management	150,000.00	150,000.00	-	-	3,123.77	28,657.73	28,657.73	121,342.27
Groundwater Conservation	130,000.00	130,000.00	-	-	-	-	-	130,000.00
Opportunity Project*	100,000.00	100,000.00	-	-	-	-	-	100,000.00
Stormwater Ponds - U of M	64,092.00	22,092.00	42,000.00	-	-	-	-	64,092.00
<b>Subtotal</b>	<b>\$886,889.00</b>	<b>\$819,889.00</b>	<b>\$42,000.00</b>	<b>\$0.00</b>	<b>\$3,123.77</b>	<b>\$62,959.64</b>	<b>\$289,089.73</b>	<b>597,799.27</b>
<b>Bluff Creek</b>								
Bluff Creek Tributary*	292,362.00	242,362.00	50,000.00	-	4,927.46	35,608.90	90,230.36	202,131.64
Chanhassen High School *	368,000.00	118,000.00	50,000.00	200,000.00	243,798.19	338,617.29	449,139.16	(81,139.16)
<b>Subtotal</b>	<b>\$660,362.00</b>	<b>\$360,362.00</b>	<b>\$100,000.00</b>	<b>\$200,000.00</b>	<b>\$248,725.65</b>	<b>\$374,226.19</b>	<b>\$539,369.52</b>	<b>\$120,992.48</b>
<b>Riley Creek</b>								
Lake Riley - Alum Treatment 1st dose *	260,000.00	260,000.00	-	-	-	17,423.96	254,999.83	5,000.17
Lake Susan Improvement Phase 1 *	275,000.00	275,000.00	-	-	-	-	267,894.28	7,105.72
Lake Susan Water Quality Improvement Phase 2 *	662,491.00	330,000.00	99,091.00	233,400.00	260,908.28	536,343.21	646,377.63	16,113.37
Rice Marsh Lake in-lake phosphorus load	150,000.00	150,000.00	-	-	946.25	75,552.84	75,552.84	74,447.16
Riley Creek Restoration (Reach E and D3) *	1,565,000.00	1,265,000.00	300,000.00	-	6,489.38	116,983.45	178,209.05	1,386,790.95
<b>Subtotal</b>	<b>\$2,912,491.00</b>	<b>\$2,280,000.00</b>	<b>\$399,091.00</b>	<b>\$233,400.00</b>	<b>\$268,343.91</b>	<b>\$746,303.46</b>	<b>\$1,423,033.63</b>	<b>\$1,489,457.37</b>
<b>Purgatory Creek</b>								
Fire Station 2 (Eden Prairie)	139,287.00	20,000.00	20,000.00	99,287.00	1,929.18	101,216.18	120,241.54	19,045.46
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	50,000.00	-	-	-	-	-	50,000.00
Lotus Lake in-lake phosphorus load control	345,000.00	345,000.00	-	-	946.25	238,761.94	238,761.94	106,238.06
Purgatory Creek at 101*	561,094.00	561,094.00	-	-	-	24,249.38	439,084.98	122,009.02
Scenic Heights	260,000.00	165,000.00	45,000.00	50,000.00	8,549.50	99,303.82	150,346.76	109,653.24
Duck Lake watershed load	220,000.00	220,000.00	-	-	-	-	-	220,000.00
<b>Subtotal</b>	<b>\$1,575,381.00</b>	<b>\$1,361,094.00</b>	<b>\$65,000.00</b>	<b>\$149,287.00</b>	<b>\$11,424.93</b>	<b>\$463,531.32</b>	<b>\$948,435.22</b>	<b>\$626,945.78</b>
<b>Total Multi-Year Project Costs</b>	<b>\$6,035,123.00</b>	<b>\$4,821,345.00</b>	<b>\$606,091.00</b>	<b>\$582,687.00</b>	<b>\$531,618.26</b>	<b>\$1,647,020.61</b>	<b>\$3,199,928.10</b>	<b>\$2,835,194.90</b>

**Riley Purgatory Bluff Creek Watershed District**  
**Balance Sheet**  
**As of October 31, 2018**

**ASSETS**

**Current Assets**

General Checking-Klein	\$994,195.36
Checking-Klein/BMW	1,307,940.90
Investments-FMV	2,580.73
Investments-Standing Cash	1,069.66
Investments-Wells Fargo	3,161,548.17
Accrued Investment Interest	8,670.64
Due From Other Governments	135,536.00
Taxes Receivable-Delinquent	20,556.16
Pre-Paid Expense	49,450.82
Security Deposits	7,244.00

**Total Current Assets:** \$5,688,792.44

**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	\$1,423,975.25
Retainage Payable	13,469.38
Salaries Payable	15,714.02
Permits & Sureties Payable	805,316.00
Deferred Revenue	20,556.16
Unavailable Revenue	6,666.16

**Total Current Liabilities:** \$2,285,696.97

**Capital**

Fund Balance-General	\$4,183,185.70
Net Income	(780,090.23)

**Total Capital** \$3,403,095.47

**Total Liabilities & Capital** \$5,688,792.44

**RILEY PURGTORY BLUFF CREEK WATERSHED DISTRICT**  
**Klein Bank VISA Activity**  
**October 31, 2018**

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
10/21/18	Verizon	349.30	Phone Service	10-00-4240	Y
10/25/18	MAWD	570.00	MAWD Conference	10-00-4800	Y
10/25/18	MAWD	1,255.00	MAWD Conference	10-00-4010	Y
10/25/18	MAWD	885.00	MAWD Conference	10-00-4265	Y
10/25/18	MAWD	200.00	MAWD Conference	10-00-4265	Y
11/07/18	Mariott Inner Harbor	845.26	Training & Education	10-00-4265	Y
		<b>\$4,104.56</b>	<b>General Administration Total</b>		
10/13/18	Crumb	140.97	MWS Tour	20-08-4260	N
10/18/18	Amazon	234.22	Outreach Supplies	20-08-4205	Y
10/26/18	Office Depot	390.82	Outreach Supplies	20-08-4205	Y
10/26/18	Office Depot	109.02	Software Purchase	20-05-4203	Y
10/29/18	Speedway	17.89	Gas for Vehicle	20-05-4322	Y
10/29/18	Best Buy	1,469.99	Office Supplies	20-05-4200	Y
10/30/18	Office Depot	638.76	Outreach Supplies	20-08-4205	Y
10/31/18	Hologram	50.00	Refill Account Balance	20-05-4201	Y
11/01/18	Speedway	31.67	Gas for Vehicle	20-05-4322	Y
11/02/18	Office Depot	10.68	Education Supplies	20-08-4205	Y
11/02/18	Amazon	17.99	Training & Education	20-13-4275	Y
11/02/18	Amazon	466.08	Field Supplies	20-05-4201	Y
11/03/18	Boris Chernin	38.41	Taxi Ride to Conference	20-08-4205	Y
11/03/18	GoPro	1,236.39	Outreach Supplies	20-08-4201	Y
11/04/18	Mariott Inner Harbor	22.32	Training & Education	20-08-4265	Y
11/04/18	Adobe	16.10	Computer Software	20-08-4203	Y
11/04/18	Mariott Baltimore F + B	5.00	Training & Education	20-08-4265	N
11/07/18	Delta	25.00	Baggage Fee	20-08-4265	Y
11/07/18	Yellow Cab of Balitmore	38.80	Training & Education	20-08-4265	N
11/09/18	National Camera Exchange	1,092.70	Outreach Supplies	20-08-4201	Y
		<b>\$6,052.81</b>	<b>District-Wide Total</b>		
		<b>\$10,157.37</b>	<b>GRAND TOTAL</b>		



June 20, 2018

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

Enclosed are two copies of our engagement letter for auditing services for the year ending December 31, 2018 for the Riley Purgatory Bluff Creek Watershed District.

### **Services**

The scope of services are the same as for 2017 and are summarized as follows:

- Audit the basic financial statements of the Riley Purgatory Bluff Creek Watershed District as of and for the year ending December 31, 2018.
- Preparation, copying and binding of the Annual Financial Report.
- State Legal Compliance Audit.

### **Fees**

We are proposing to complete the services described above for an estimated basic audit fee of \$14,250 and assisting with the GASB 68 (Pensions) workpaper preparation for an additional fee of \$550. This fee is based on anticipated cooperation from District personnel, their completion of the workpapers per the client to prepare list and the assumption that unexpected circumstances will not be encountered. If significant additional time is necessary, we will discuss it with you and arrive at a new estimate.

Upon the approval of this agreement by your Board and execution, please return one copy to our office and retain the other copy for your files. If you have any questions, please don't hesitate to call.

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Peggy Moeller".

Peggy A. Moeller, CPA



June 20, 2018

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

We are pleased to confirm our understanding of the services we are to provide the Riley Purgatory Bluff Creek Watershed District for the year ended December 31, 2018. The scope of services includes the following:

- We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Riley Purgatory Bluff Creek Watershed District as of and for the year ended December 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as budgetary comparison schedules, to supplement the Riley Purgatory Bluff Creek Watershed District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Riley Purgatory Bluff Creek Watershed District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:
  - Budgetary Comparison Schedule
  - Schedule of Proportionate Share of Net Pension Liability
  - Schedule of Pension Contributions

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Introductory section
- Other information section
  
- State Legal Compliance Audit
- Presentation of audit results at Board meeting (if requested)

#### Other Services

As part of this engagement we will also provide the following nonaudit services:

- Preparation, copying and binding of the Annual Financial Report.
- Assistance with GASB 68 workpaper preparation (Accounting and Financial Reporting for Pensions)

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the minimum procedures for auditors as prescribed by M.S. 6.65, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Riley Purgatory Bluff Creek Watershed District's financial statements. Our report will be addressed to the Honorable Managers of the Riley Purgatory Bluff Creek Watershed District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about

whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures – Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Riley Purgatory Bluff Creek Watershed District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

The Minnesota Legal Compliance Audit Guide for Political Subdivisions requires that we test whether the auditee has complied with certain provisions of Minnesota Statutes. Our audit will include such test of the accounting records and other procedures as we consider necessary in the circumstances.

### **Other Services**

We will also assist in preparing the financial statements of Riley Purgatory Bluff Creek Watershed District in conformity with U.S. generally accepted accounting principles and assist with the preparation of workpapers relating to GASB 68 (pensions) based on information provided by you and provided by PERA. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services and GASB 68 workpaper assistance previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements, that are free from material misstatements, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or

suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Administration, Fees and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request, and will locate any documents selected by us for testing.

Unless additional work is requested, or circumstances require additional work, we agree that our estimated basic audit fee for these services, including expenses (such as report reproduction, postage, etc.), will be \$14,250. We also agree that the basic fee for assistance with GASB 68 workpaper preparation will be \$550. Courier and confirmation fees are not included in the basic audit fee. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 120 days or more overdue and may not resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our

reports. You are obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel, completion of workpapers per the client to prepare list by your personnel, and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary due to a change in scope of services or delays in receiving audit information requests, we will discuss it with you and arrive at a new fee estimate. Examples of an increase in the scope of service include additional audit procedures resulting from certain accounting issues or events, new contractual agreements, new accounting and auditing standards, legal requirements for new bond issues, if there is an indication of misappropriation or misuse of public funds, or difficulties encountered due to lack of accounting records, incomplete records, inaccurate records or turnover in Riley Purgatory Bluff Creek Watershed District's staff.

We appreciate the opportunity to be of service to the Riley Purgatory Bluff Creek Watershed District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

REDPATH AND COMPANY, LTD.



Peggy A. Moeller, CPA

PAM/ajf

**Response**

This letter correctly sets forth the understanding of the Riley Purgatory Bluff Creek Watershed District:

Management signature:

Governance (Board) signature:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Nonaudit Services**

The employee(s) assigned to oversee the nonaudit services is Claire Bleser unless indicated below:

Employee (name and title): \_\_\_\_\_

To: **Board of Managers – Riley-Purgatory-Bluff Creek Watershed District**  
From: **Claire Bleser, Administrator**  
Subject: **Draft Minnetonka Water Resources management Plan**  
Date: Thursday, November 29, 2018

## Background

In accordance with Minnesota Statutes section 103B.235, subdivision 3, Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) staff have reviewed the City of Minnetonka's draft Water Resources Management Plan (WRMP) for conformity with RPBCWD's watershed management plan, *Planning for the Next Ten Years* (RPBCWD Plan), which was adopted in 2018. The WRMP is a substantial work, and reflects Minnetonka's longstanding commitment to understanding and addressing water-quality and flooding issues in the city. This memo presents staff's findings on the WRMP, and has been prepared in consultation with RPBCWD's engineering and legal advisers.

Notes pertaining to the WRMP in general and to issues of particular significance are provided first, followed by comments and notes on specific text, tables or figures in the WRMP. The memo identifies changes to the WRMP that must be made to conform to the RPBCWD Plan, which are underlined, and issues and observations the city should consider in finalizing the WRMP.

RPBCWD received the Metropolitan Council's October 26, 2018, comments on the WRMP and considered them in its review of the WRMP.

## General Notes

- **Compliance with state rule.** The WRMP includes the provisions required by Minnesota Rules 8410.0160, though as noted this memo describes both required and suggested revisions and clarifications needed to hone the WRMP's compliance with state rule and statute, and conform to the RPBCWD Plan. Overall, the WRMP does a good job of providing a water management tool for the city to follow and implement over the next 10 years. It meets the requirements of Minnesota Rule 8410.0160 by including an executive summary, identifying water resource management objectives, identifying existing and proposed physical environment and land-use, providing a very good summary of the drainage characteristics for the major drainage areas within the city – including drainage areas, runoff volumes, flow rates, identifying problem areas where the design standards are currently not being met, flood elevations, water quality modeling and recommendations for improvements to comply with current requirements.
- **Baseline data update needed.** Stormwater management, quantity and quality, presented in the WRMP is based on modeling completed for past city management

plans using the U.S. Weather Bureau’s Technical Paper 40 precipitation data. RPBCWD has adopted the revised National Oceanic and Atmospheric Administration precipitation frequency estimates referred to as Atlas 14 for purposes of stormwater management. Table 6-2 identifies a task for updating the hydrology and hydraulic modeling of the city’s existing and future stormwater infrastructure using Atlas 14 in 2018-2020. Further specification of the start and completion dates for this task must be provided. RPBCWD underscores the importance of current stormwater and flood modeling, and appreciates Minnetonka’s commitment to completing the modeling update as soon as possible.

- **Funding.** In several places<sup>1</sup> the WRMP conditions the city’s ability to achieve water-resource protection and improvement on the availability of the necessary resources. RPBCWD fully understands that raising and allocating funds to projects and programs is always a challenge for governmental entities, but the WRMP should make an unconditional commitment to implementation, which is required by state law – Minnesota Statutes section 103B.235, subdivision 4.
- **Regulatory Authority.** The WRMP discusses allocation of regulatory authority in several different places<sup>2</sup> without articulating a clear and unambiguous determination as to whether the city or RPBCWD will exercise regulatory authority in the portion of the city within the Purgatory Creek watershed. The Executive Summary states that the city intends to “[a]cquire and retain full permitting authority city-wide,” but Table 6-2 states that the city will not update its ordinances (official controls) to provide protection of water resources and flood-risk mitigation equal to or more effective than RPBCWD’s rules until 2020. But Appendix A (referenced as providing the framework for the city’s regulatory program) does not include the detailed set of ordinance amendments that would be needed for RPBCWD to approve a plan under which the city would assume exercise of sole regulatory authority. The WRMP must be revised to provide a clear statement of the city’s intent with regard to exercise of regulatory authority; the city must include such further provisions in the WRMP as are needed to clearly provide for implementation of its decision. (See also, please, Minnesota Rules 8410.0160, subpart 3(4), and the RPBCWD Plan, subsection 6.2.1, noting that local water management plans must include a definitive statement of a plan and structure for implementation of official controls to protect water resources and prevent flooding.)

It is not for RPBCWD to direct the city as to what its decision on this point should be. But the WRMP must be clear and complete, and RPBCWD recommends strongly that the city revise the WRMP for present purposes to state that RPBCWD will continue to exercise regulatory authority in accordance with Minnesota Statutes section 103B.211, subd. 1(a)(3)(ii) until such time as the city may decide to amend its plan to provide for exercise of sole regulatory authority. Further, the city is urged in making revisions to consider

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<sup>1</sup> See, e.g., introduction to section 2.2; policy 2.1.9.

<sup>2</sup> In addition to the specific WRMP provisions discussed in this memo: Executive Summary, pp. vii, viii; policies 2.1.1, 2.1.5, 2.1.6, 2.1.10, 2.1.13, 2.1.16 and 2.1.17; subsection 4.2.3; Table 6-2; section 6.7; Appendix A, section 4.1 and subsection 4.2.3.

subsection 6.2.1 of the RPBCWD Plan, which provides a very specific framework to ensure that RPBCWD and the city maintain a cohesive and protective regulatory program, as well as specifics on local-water-plan elements needed for RPBCWD approval if the city later decides to exercise sole regulatory authority. The WRMP must not only commit to submitting ordinances for a determination by RPBCWD that they are at least as protective as RPBCWD rules, but also that they will be amended within six months of notice of amendment of the RPBCWD rules. The WRMP would also need to note that the plan and ordinances would have to provide that variances from standards adopted to achieve consistency with watershed organization rules will be provided to RPBCWD for review (when applicable to land within RPBCWD's jurisdiction).

### **Section 1.0 Introduction**

1. Section 1.6 should recognize that the city has entered into a cooperative agreement with RPBCWD providing for property use, construction and maintenance for each of the Purgatory Creek restoration and Scenic Heights restoration projects.

### **Section 2.0 Goals and Polices**

1. Under policy 2.1.4 the WRMP states that the city will require development to comply with the conditions and policies of the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System permit surface water pollution prevention plan and the WRMP. Setting aside the uncertainty as to whether *redevelopment* (much more prevalent in the already fully developed city) would also be required to comply, the MS4 SWPPP pertains to city operations and neither document can be enforced on landowners unless codified by the city.
2. Policy 2.1.28: If the city intends to exercise sole regulatory authority, it will need to amend its ordinances to require permanent recorded maintenance obligations on private properties hosting stormwater best management practices and wetland buffers.
3. Policy 2.3.13 includes a commitment to inspect Preserve-classified wetlands in the Bassett Creek watershed and attempt to control invasive species, but is silent on wetlands in the Purgatory Creek watershed. Please clarify why Preserve wetlands in RPBCWD's jurisdiction are not of equal importance for protection.
4. Policy 2.6.5 et seq.: Reference here and throughout in the plan to the Minnesota Pollution Control Agency's 2013 Construction Storm Water permit should be updated to reflect the MPCA's adoption of the updated permit in August 2018.
5. Policy 2.7.4 states that the city will continue to regulate to ensure erosion and sediment control, but commits only to ensuring consistency with state guidance, not RPBCWD standards.

### **Section 3.0 Physical Environment Inventory**

1. Section 3.10.1.2 Wetland Classification – RPBCWD's wetland buffer rule is not referenced. A comparison of the city's Preserve and Manage 1-3 wetland classifications should be made here to RPBCWD's low, medium, high and exceptional classification system or completion of such comparison should be identified as a task in Table 6-2.

2. Table 3-22 includes a footnote reference to RPBCWD’s updated hydrologic and hydraulic model, but the reference is not shown in the table. Please update the table to reflect the RPBCWD PCSWMM modeling completed in 2015 and/or the more recent modeling effort to address the Atlas 14 uncertainty in 2016. In addition, RPBCWD completed some coarse P8 modeling in Minnetonka as part of the 2016 Lotus, Silver, Duck, Round, Mitchell, Red Rock Use Attainability Analysis Update; Lake Idlewild and Staring Lake Use Attainability Analysis; and Lower Purgatory Creek Stabilization Study.
3. Figure 3-23 and impairment references reflect the 2016 impaired waters list. The figure and associated impairment should be updated to reflect the MPCA’s 2018 impaired waters list.

### **Section 5.0 Assessment of Issues**

1. Section 5.2.5 suggests Purgatory Creek is not impaired. While this is true for the portion of the creek within Minnetonka, consider revising this section to acknowledge that the draft 2018 impaired waters (303(d)) list includes new impairments in Purgatory Creek downstream, below Staring Lake, for aquatic macroinvertebrate bioassessments and *Escherichia coli*. Please update the WRMP to reflect these new impairments.
2. Section 5.3.4 must be updated to reference the recent PCSWMM modeling and floodplain mapping based on Atlas 14 precipitation amounts and associated uncertainties.
3. Section 5.4.5 must be updated to remove “high-quality” as an issue for RPBCWD because RPBCWD intends to protect all wetlands within the subject watersheds.
4. Section 5.5.4 should acknowledge RPBCWD’s desire to improve the understanding of creek baseflow.
5. Section 5.8.4 should be undated to include groundwater-surface water impacts on wetlands.

### **Section 6.0 Implementation Program**

1. Section 6.2 states the city’s dedication to addressing chloride contamination through attention to road-salt application rates and systems. This language could be expanded to include awareness of RPBCWD’s chloride-management education and training efforts, as well as the chloride-use management requirement added to RPBCWD’s rules in 2018.
2. Table 6-2
  - a. RPBCWD includes projects to implement improvements to Purgatory Creek in the capital improvements program in the RPBCWD Plan. The city should consider clarifying, in Table 6-2, whether and how it wishes and anticipates working with RPBCWD to implement improvements to the creek.
  - b. A line item should be added to Table 6-2, Implementation Program of the WRMP, for developing a model for the remaining areas within the Riley-Purgatory-Bluff Creek Watershed District that do not have P8 models developed.
  - c. Table 6-2 states (as does policy 2.3.1) that the city will continue to serve as the Wetland Conservation Act Local Government Unit. At a minimum, the WRMP must address how the provisions of RPBCWD’s Wetland and Creek Buffers Rule will be implemented when Minnetonka is rendering a WCA

determination. In particular, notwithstanding the difference between the wetland classifications used by the city<sup>3</sup> and RPBCWD,<sup>4</sup> RPBCWD's wetlands-buffer requirements<sup>5</sup> are more protective than the city's ordinance,<sup>6</sup> and the city does not presently require creek buffers, as RPBCWD does. (Reference also, please, policies 2.1.17 and 2.3.2.) Stormwater management, quantity and quality, presented in the Plan is based on modeling completed for past City management plans using U.S. Weather Bureau's Technical Paper (T.P. 40) precipitation data. The District has adopted the management of stormwater using revised National Oceanic and Atmospheric Administration precipitation frequency estimates referred to as Atlas 14.

- d. Discussion of groundwater conservation should also reflect the coordination with RPBCWD on groundwater conservation and establishment of groundwater thresholds as outlined in section 9.12 of the RPBCWD Plan.
  - e. While the city pursues regular updates to the city's stormwater quantity and quality models to reflect ongoing development and newly implemented projects, as well as flood mitigation-prioritization strategies, RPBCWD encourages the city to look beyond Atlas 14 in an effort to develop a more resilient community for the changing climate. This may represent another area for partnership with RPBCWD and other cities in the watersheds for a regional effort.
  - f. Projects 879, 885, 901, 805 and 853/859 are listed as unfunded and are not prioritized; no indication of an implementation timeline is given. Please clarify funding and potential timeline for these projects.
  - g. Project 853/859 is listed as being funded by RPBCWD. Does the city plan on being a partner on this project and/or contribute financially? In addition, the description should be updated to StL\_21 with a budget of \$450,000 and an implementation year of 2021 to align with RPBCWD's plan.
3. Section 6.7 describes the official controls that comprise a critical element in the city's implementation plan. (See Minn. R. 8410.0160.0105, subp. 6; 0160, subp. 3E(4).) The list of controls here includes the WRMP and city design standards, neither of which constitutes an official control (i.e., neither may be applied as a requirement to property owners other than the city).
  4. Section 6.9 includes a bullet that states minor revisions will not require watershed organization approval and can be made by city staff, but will be supplied to watershed organizations for their information. Examples of minor changes include, "[r]evisions to

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<sup>3</sup> Subsection 3.1.10.2.

<sup>4</sup> RPBCWD Wetland and Creek Buffers Rule, Appendix D1.

<sup>5</sup> *Id.*, subsection 3.4.1, requiring buffers averaging 60 feet in width on high-value wetlands, 40 feet on medium-value wetlands and 20 feet on low-value wetlands.

<sup>6</sup> Minnetonka Code of Ordinances, section 300.23(5), requiring buffers 50 feet in width on Preserve wetlands, 25 feet on Manage 1 wetlands, 16.5 feet on Manage 2 wetlands, and no buffer on Manage 3 wetlands. Further, the city ordinance requires no buffer around type 1 wetlands.

the city's design guidelines and standards (Appendix A) to reflect any WMO rules changes or changes to the city's NPDES MS4 permit, as appropriate." Such amendments would not be administrative and cannot be approved without following the process provided in Minnesota Statutes section 103B.235, subdivision 5, and need to conform to the review process defined in subsection 6.2.1 of the RPBCWD Plan.

5. Subsection 6.10.2.3 states Minnetonka "does not have permitting authority within the RPBCWD watershed," which is not, strictly speaking, accurate; rather the WRMP should state here that Minnetonka does not presently exercise regulatory authority where RPBCWD rules apply. (Section 4.2.4. of Appendix A contains a similar statement that should be corrected.)
6. RPBCWD's regulatory program does not include lake buffers. Please revise subsection 6.10.2.4 accordingly.

Recommendations for RPBCWD staff salary adjustments

The Human Resources Committee undertook a review of staff compensation this spring, and determined our base salaries had not been analyzed since 2015. With unemployment rates at an all-time low, and with the changes RPBCWD has seen since then, we determined it necessary to undertake a compensation survey. The compensation survey completed in July 2018 by Noah and Associates, and included comp info from League of Minnesota Cities, surveys conducted for professional, administrative, and technical non-profit positions in the Twin Cities and North Central regions, as well as survey info from the State of Minnesota, and MAWD. Our positions are ranked into grade levels with a suggested minimum, midpoint, and maximum. The survey looked at the current salary ranges of our staff, and recommended five adjustments to keep us competitive in the marketplace, as retention is critical. Please note: *adjustments are NOT based on individuals and their performance, only on job responsibilities in comparison to similar positions in the marketplace.* As a result of recommendations from Noah and Assoc. and input from the District Administrator, we are recommending the following effective December 1, 2018:

Grade 9	District Administrator	~2% adjustment (+\$1,989/yr)
Grade 8	Program/Project Mgr III	~4% adjustment (+\$3,200/yr)
Grade 7	Program/Project Mgr II	
	Technical Specialist III	~26% adjustment (+14,375/yr)
Grade 5	Education/Outreach Coor II	~7% adjustment (+\$4,000/yr)
Grade 4	Tech Specialist II	~10% adjustment (+\$4,000/yr)

Total cost of these adjustments to the bottom line is: \$27,564. These increases would bring us more in line with the 2018-19 salary survey data. Smaller adjustments might be necessary next year, depending on data from that time.

In addition, our current Merit Increase Guideline chart uses Zones with a recommended amount of service per zone (see attached chart). Although it does propose increases based on job performance, we find the use of time in service to keep those individuals of average performance employed by the District. Therefore, we would recommend the elimination of the "years of service" from the chart to reward job performance more fully. The Salary Range on the Merit Increase Guideline chart is defined as follows:

1. Minimum Salary - The Salary normally paid an individual hired for or promoted to a given position.
2. Zone 1: The pay zone for individuals new in a position and/or who are acquiring the experience needed to perform effectively in all areas for which accountable.
3. Zone 2: The Pay zone for individuals who are fully qualified for the position and have proven ability to perform effectively in all areas for which accountable.
4. Zone 3: The pay zone reserved for individuals who perform assigned accountabilities and responsibilities in a consistently "outstanding" manner over a significant period of time.
5. Maximum Salary: the highest salary which can be justified under normal circumstances, for a position within a given grade level.

# MEMORANDUM

DATE: November 27, 2018

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

FROM: Larry A. Koch, manager RPBCWD

RE: Engagement of Human Resources Consultant

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

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

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

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

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

Based on my review of the anticipated revenue and expenditures for 2018 compared to our budget for general legal services, there should be more than \$10,000 of the budget for general legal services for 2018 that will be unspent.

Therefore, I moved the adoption of the following resolutions:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") engage a human resources consultant (HRC) to (a) review the District's human resources practices, (b) prepare and present a report of results of its review to the managers which report shall at a minimum set forth, (i) all instances of failures to follow applicable laws, rules, etc., (ii)

recommendations as to how to remedy any such violations and to avoid a repeat of such violations, (iii) all instances where the HRC believes that the District's human resources operations are not consistent with best management practices, (iv) recommended changes to the District's human resources practices such that the District's human resources practices will conform with best management practices, and (v) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, and reviews.

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

**From:** [Larry](#)  
**To:** [Larry A. Koch, JD, LLM](#)  
**Subject:** HR Needs  
**Date:** Tuesday, August 21, 2018 1:56:41 PM  
**Attachments:** [HRAssessment.docx](#)  
[larry morgan bio 2018.doc](#)

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Hi Larry, a pleasure speaking with you this afternoon.

Here is some material on my background and the HR assessment project.

Here is also a link to the U of M HR programs. Persons can enroll in courses individually. I teach the Intro to HR Practices and the Compensation Courses in addition to the SHRM Professional Certification program. <https://ccaps.umn.edu/human-resource-generalist-certificate>

*Larry Morgan, MAIR, SPHR, SHRM-SCP, GPHR  
Orion HR Group, LLC  
[www.orionhr.com](http://www.orionhr.com)  
[larry.morgan@orionhr.com](mailto:larry.morgan@orionhr.com)  
952-210-0742*



## Orion HR Group HR Assessment

Many organizations struggle with complex and rapidly changing employment compliance regulations and diverse Human Resource needs. In short, organizations ask themselves “Are we doing things right” AND “Are we doing the right things”?

An outside review of your HR practices will result in recommendations for a more efficient HR function which aligns with strategic goals and reviews compliance with federal and state regulations. The net impact is improved operational effectiveness and compliance resulting in hard and soft cost savings, avoidance of costly legal settlements, fines and negative publicity.

**The HR Assessment** is a diagnostic tool which will provide management with critical insight into your organizations human resource issues and operations. The assessment process includes a questionnaire for management, interviews with senior executives, management and staff, as well as a review of existing data, the organizations employee handbook, facilities tour and practice review.

**Benefits.** The assessment assists the organization by insuring that it’s human resource practices further organization goals and strategies while remaining compliant with state and federal requirements. More critically, the assessment will help you compare your programs against benchmark standards in the industry.

### **Examples of areas covered in the assessment include:**

- A review of how your HR programs align with key business goals and strategies,
- A review of compensation and benefit programs against the competitive marketplace
- A review of training and development programs for employees and management staff
- A review of employee data collection including employee files, employment application, required filings, required postings
- Review of employee handbook and supervisor manuals with suggested edits
- Review of performance appraisal and disciplinary procedures
- Compliance with Department of Labor regulations, state wage/hour programs, benefit program compliance
- Compliance with FLSA, ADA, FMLA, HIPAA, OSHA, EEOC, ERISA and COBRA regulations
- Review of current recruitment, selection process, employee retention programs
- Review of employee payroll and tax withholding programs
- Review of turnover information
- Review of severance programs
- Review of current HR processes

**What you receive:**

A document of approximately 20 pages in length, which details findings, observations and recommendations and an in-person discussion to review the findings and clarify any of the recommendations. The assessment also provides guidance regarding prioritization of the recommendations. Many of the recommendations will be easy to correct and may be implemented by existing staff. An example might include the placement of a required employment law poster in the company lunchroom, performing required discrimination testing of Section 125 pre-tax benefit programs, suggestions for effective employee engagement and retention.

Other recommendations may be addressed as part of a longer-range strategic plan or require a separate project plan. Examples of these longer term recommendations might include revisions to your compensation and benefits package, performance appraisal and evaluation process changes, combining your employee initiatives (service awards, recognition, profit sharing, etc.), standardizing selection/hiring processes, use of social media to recruit and communicate with employees or creating a central salary administration process.

**Staffing:**

The assessment will be conducted by Larry Morgan, MAIR, SHRM-SCP, SPHR and GPHR who has over 35 years of human resource experience working with a wide range of industries.

**Cost:**

The cost of the assessment is \$2500, payable at the completion of the assessment.

***The HR Assessment will help you maximize your investment in human capital.***



## **Larry Morgan, Orion HR Group, LLC Biography**

Larry Morgan has a BA from Augsburg College in Communications and Political Science with a minor in Psychology and an M.A. in Industrial Relations from the University of Minnesota. He holds the Senior Professional and Global Professional in Human Resources (SPHR and GPHR) and the SHRM – SCP (Senior Certified Professional) designations and has over 35 years of HR experience with a broad range of industries including consulting, professional services, retail, engineering, high tech, medical device, health care, manufacturing, transportation, insurance, financial services, public sector and not for profit organizations.

Larry is the owner of Orion HR Group, LLC, an independent consulting organization specializing in the alignment of compensation and benefit programs with business strategies. This work includes advising organizations on leadership development, staff assessment, organization structure, performance management and staff accountabilities.

Larry has worked for a variety of organizations in lead Compensation roles including Best Buy, Lawson Software, HB Fuller, JD Edwards, Grant Thornton public accounting where he served as national practice leader for Compensation Consulting, CUNA Mutual Group Insurance and National Car Rental where he served as HR generalist for employees in the eastern half of the United States.

Larry teaches a variety of courses for the University of Minnesota including the SHRM PHR/CP, SPHR/SCP and GPHR exam preparation, Introduction to HR Practices, Intro to Compensation, total rewards strategy, employee benefits, job descriptions / analysis and HR Technology. He is also a community faculty member with Metropolitan State University and St. Mary's University where he teaches HR Management, International Human Resources and employee compensation and benefits curriculum. He also teaches for the International Foundation of Employee Benefits organization in compensation and executive compensation courses. Larry also teaches for the Minnesota Society of CPA's and the Twin Cities SHRM Association on a variety of HR issues.

He has served on the Board of the Twin Cities Compensation Network (TCCN), the Twin Cities Human Resources Association and the Board of the Human Resources Executive Forum. He currently serves on the Board of the Center for Human Resources and Labor Studies.

Larry regularly presents at local, regional and national HR conferences including World at Work, TCCN, HRP of Minnesota, State/National SHRM and other conferences.

He has been quoted in *HR Magazine*, *World at Work*, *Upsize Magazine*, *WCCO TV*, *Minneapolis Star and Tribune*, *St. Paul Pioneer Press*, *Employee Benefits Planner Magazine*, *Minnesota Society of CPA's Magazine*, *Twin Cities Public Television* and *Business Week* magazine. Larry was presented with the Lifetime Recognition Award by the Twin Cities Compensation Network in 2017 for his work in compensation and human resources.

# MEMORANDUM

DATE: November 27, 2018

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

FROM: Larry A. Koch, manager RPBCWD

RE: legal review of operations of our RPBCWD

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

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

I have discussed a legal review with Louis Smith. He estimates that his firm could perform a legal review of the district's operations for approximately \$2,500. Based on my review of the anticipated revenue and expenditures for 2018 compared to our budget for general legal services, there should be more than \$10,000 of the budget for general legal services for 2018 that will be unspent.

Therefore, at our next meeting of the managers, I currently intend to moved the adoption of the following resolutions:

1. That the firm of Smith Partners be engaged to conduct a thorough legal review of the Riley Purgatory Bluff Creek Watershed District's (the "District") operations and documentation.
2. That such review be completed during the first quarter of 2019.
3. That the fee for such engagement not exceed \$2,500.
4. That such engagement require Smith Partners to prepare and present a written report of results of its review to the managers which report shall at a minimum set forth, (a) all instances of failures to follow applicable laws, rules, etc., (b) recommendations as to how to remedy any such violations and to avoid a repeat of such violations, (c) all instances where Smith Partners believes that the District's operations are not consistent with best management practices, (d) recommended changes to the District's practices such that the District's practices will comfort with best management practices, and (e) such other observations and recommendations as they

seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices.

5. That such review and report be completed and presented to the managers and District administrator not later April 1, 2019.
6. That such report be put on the agenda for the March 2019 meeting of the managers.
7. That the 2019 budget be amended to include a separate line item in the amount of \$5000 for expenses to be incurred in connection with such review.

# RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

## SURVEY SOURCE LISTING

July 2018

Survey  
Code

Survey - \_\_\_\_\_

- 1                    2018 League of Minnesota Cities Salary Survey which includes data from Twin Cities counties, municipalities and city governments. Data effective July 2018. Data updated 1.5% to January 2019.

Breakout(s) provided:

Population Size:        Metro-Wide Cities Combined  
                                 Suburbs <100,000  
                                 Suburbs <50,000  
                                 Suburbs <25,000

- 2                    2017 Professional Technical and Operations Report conducted by Willis Towers Watson. Report includes data from over 600 for-profit and non-profit organizations nationwide. Data effective February 2017. Data updated 5.7% to January 2019.

Breakout(s) provided:

Industry:            All Non-Profit Organizations  
                                 All For-Profit Organizations  
Location:            Twin Cities; North Central Region; National

- 3                    2016 Management Compensation Report for Not-For-Profit Organizations conducted by PRM. Report includes data from over 300 non-profit organizations nationwide. Data effective July 2016. Data updated 7.5% to January 2019.

Breakout(s) provided:

Budget Size:            \$4.0 - \$7.9 million  
  
Location:                National, Midwest  
  
Industry:                Non-Profit Organizations

4 2017 Professional Administrative and Sales Report conducted by Willis Towers Watson. Report includes data from over 600 for-profit and non-profit organizations nationwide. Data effective February 2017. Data updated 5.7% to January 2019.

Breakout(s) provided:

Industry: All Non-Profit Organizations  
All For-Profit Organizations  
Location: Twin Cities; North Central Region; National

5 2017 Technical Support and Production Report conducted by Willis Towers Watson. Data effective February 2017. Data updated 5.7% to January 2019.

Breakout(s) provided:

Industry: All Non-Profit Organizations  
All For-Profit Organizations  
Location: Twin Cities; North Central Region; National

6 2017 Confidential Salary Survey of Nonexempt positions. Survey includes data from over 100 larger companies in the Twin Cities. Data effective May 2017. Data updated 5.0% to January 2019.

Breakout(s) provided:

Industry: All For-Profit Companies Combined  
Location: Twin Cities

7 2017 Confidential Salary Survey of Exempt positions. Survey includes data from over 100 larger companies in the Twin Cities. Data effective May 2017. Data updated 5.0% to January 2019.

Breakout(s) provided:

Industry: All For-Profit Companies Combined  
Location: Twin Cities

8 2018 Salary Plans for the State of Minnesota. Numbers reported under the survey mean and median represent the maximum of the salary range for a position. Salary figures are effective through July 2019 and are not updated to January 2019.

9 2017 Office and Business Support Report conducted by Willis Towers Watson. Report includes data from over 600 for-profit and non-profit organizations nationwide. Data effective February 2017. Data updated 5.7% to January 2019.

Breakout(s) provided:

Industry: All Non-Profit Organizations  
All For-Profit Organizations  
Location: Twin Cities; North Central Region; National

10 2017 Supervisory and Middle Management Report conducted by Willis Towers Watson. Report includes data from over 600 for-profit and non-profit organizations nationwide. Data effective February 2017. Data updated 5.7% to January 2019.

Breakout(s) provided:

Industry: All Non-Profit Organizations  
All For-Profit Organizations  
Location: Twin Cities; North Central Region; National

11 2015 Minnesota Association of Watershed Districts Salary Survey of watershed positions conducted by Noah & Associates, Inc. Report includes data from 32 watershed districts across the state of Minnesota. Data effective March 2015. Data updated 11.5% to January 2019.

Breakout(s) provided:

Budget: Budget > \$5.0 million  
Location: Twin Cities; Minnesota

**RILEY PRGATORY BLUFF CREEK WATERSHED DISTRICT**

**2018/2019 Salary Structure**

<b>Grade Level</b>	<b>Zone 1</b>	<b>Zone 2 (Midpoint)</b>	<b>Zone 3</b>	<b>% Spread Minimum To Maximum</b>
9	\$92,000-\$103,500	\$103,501-\$126,500 (\$115,000)	\$126,501-\$138,000	50%
8	66,400-74,700	74,701-91,300 (83,000)	91,301-99,600	50
7	57,600-64,800	64,801-79,200 (72,000)	79,201-86,400	50
6	52,000-58,500	58,501-71,500 (65,000)	71,501-78,000	50
5	47,200-53,100	53,101-64,900 (59,000)	64,901-70,800	50
4	36,000-40,500	40,501-49,500 (45,000)	49,501-54,000	50

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Salary Action Guideline Chart**  
 Effective July 2018

Performance Category	ZONE 1	ZONE 2	ZONE 3
V Outstanding	5-7%	5-6%	4-5%
IV Exceeds Requirements	4-6%	3-5%	3-4%
III Meets Requirements	3-4%	2-3.5%	1-2%
II Needs Improvement	0-2%	0%	0%
I Unacceptable	0%	0%	0%

Represents approximately 4.0% overall salary action budget.

## SALARY STRUCTURES AND PRINCIPLES OF APPLICATION

### A. Salary Structures

1. To facilitate effective administration, a salary structure covering all positions has been established.
2. The salary structure consists of base salary ranges, which progress in an orderly arrangement from lowest to highest.

Sufficient grade levels have been established to recognize important relative differences in position responsibilities and requirements.

### B. Salary Ranges

All salary ranges are divided into three Zones: Zone One is 25%, Zone Two is 50% and Zone Three equal to 25% of the range dollars.

### C. Each part of any Salary Range is defined as follows:

1. Minimum Salary - The salary normally paid an individual hired for or promoted to a given position.
2. Zone 1 - The pay zone for individuals new in a position and/or who are acquiring the experience needed to perform effectively in all areas for which accountable.
3. Zone 2 - The pay zone for individuals who are fully qualified for the position and have proven ability to perform effectively in all areas for which accountable.
4. Zone 3 - The pay zone reserved for individuals who perform assigned accountabilities and responsibilities in a consistently "outstanding" manner over a significant period of time.
5. Maximum Salary - The highest salary which can be justified under normal circumstances, for a position within a given grade level.

### D. The salary structure will be reviewed periodically and adjustments made, when justified, to ensure competitiveness on an ongoing basis.

# Riley Purgatory Bluff Creek Watershed District

## Summary Compensation Analysis July 2018

Grade Level	Classification Title	Survey		2018 Salary	2017 Midpoint	Minimum	Proposed 2018-2019		Compa-Ratio
		Mean Avg.	Median Avg.				Midpoint	Maximum	
9	Administrator	\$114,830	\$114,975	\$97,500	-	\$92,000	\$115,000	\$138,000	0.85
8	Program/Project Mgr III	83,164	83,520	79,800	-	66,400	83,000	99,600	0.96
7	Program/Project Mgr II Technical Specialist III	73,881 70,912 72,397	73,161 71,691 72,426	- 55,125	-	57,600	72,000	86,400	0.00 0.77
6	Program/Project Mgr I Educ/Outreach Coord III	65,570 65,090 65,330	64,541 65,134 64,838	-	-	52,000	65,000	78,000	0.00 0.00
5	Technical Specialist II Educ/Outreach Coord II	58,256 59,364 58,810	58,580 58,844 58,712	- 51,975	-	47,200	59,000	70,800	0.00 0.88
4	Educ/Outreach Coord I Technical Specialist I	45,463 44,452 44,958	44,928 44,227 44,578	37,500 38,850	-	36,000	45,000	54,000	0.83 0.86

# RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Salary Survey Information  
 July 2018  
 (Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	Sur Mean 1/19	Sur Median 1/19	Current Base
9	Administrator	1-001	City Mgr/Admin/City Admin.	95	Cities <100,000	Twin Cities	131,451	136,414	97,500
	Administrator	1-002	City Mgr/Admin/City Admin.	85	Cities <50,000	Twin Cities	124,423	128,688	
	Administrator	1-003	City Mgr/Admin/City Admin.	70	Cities <25,000	Twin Cities	118,335	119,112	
	Administrator	1-006	Dir. of Planning	11	Cities <100,000	Twin Cities	110,189	110,189	
	Administrator	1-007	Dir. of Planning	6	Cities <50,000	Twin Cities	103,092	103,092	
	Administrator	1-008	Community Devel. Dir.	47	Cities <100,000	Twin Cities	123,149	124,091	
	Administrator	1-009	Community Devel. Dir.	35	Cities <50,000	Twin Cities	116,790	116,592	
	Administrator	1-010	Community Devel. Dir.	14	Cities <25,000	Twin Cities	106,619	101,160	
	Administrator	8-001	NR Program Mgr	n/a	State Gov't	Minnesota	115,258	115,258	
	Administrator	8-002	NR Regional Mgr-Waters	n/a	State Gov't	Minnesota	103,607	103,607	
	Administrator	8-003	NR Section Mgr	n/a	State Gov't	Minnesota	111,249	111,249	
Administrator	11-001	District Administrator	10	Metro W/Ds	Twin Cities	116,449	113,043		
Administrator	11-002	District Administrator	6	Budget > \$5.0 mil	MN W/Ds	112,179	112,179		
				379			114,830	114,975	

Includes:  
 District Administrator

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Salary Survey Information**

July 2018  
(Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	2018		
							Sur Mean 1/19	Sur Median 1/19	Current Base
8	Program/Project Mgr III	1-003	Planner-Experienced	64	Metrowide Cities	Twin Cities	86,124	88,400	79,800
	Program/Project Mgr III	1-004	Natural Resource Mgr	3	Metrowide Cities	Twin Cities	85,159	85,159	
	Program/Project Mgr III	1-005	GIS Coordinator	18	Metrowide Cities	Twin Cities	86,275	86,275	
	Program/Project Mgr III	7-412	Project Mgr	25	All For-Profits Comb	Twin Cities	83,187	84,825	
	Program/Project Mgr III	8-001	NR Prog Coord	n/a	State Govt	Minnesota	81,082	81,082	
	Program/Project Mgr III	8-002	Project Consultant-Sr	n/a	State Govt	Minnesota	81,083	81,083	
	Program/Project Mgr III	8-003	NR Program Consultant	n/a	State Govt	Minnesota	89,251	89,251	
	Program/Project Mgr III	8-004	Project Team Leader	n/a	State Govt	Minnesota	83,100	83,100	
	Program/Project Mgr III	8-005	Environm Res Scientist	n/a	State Govt	Minnesota	86,112	86,112	
	Program/Project Mgr III	11-001	Program Mgr-Exp	7	Budget >\$5.0 mil	MN WD's	77,093	77,093	
Program/Project Mgr III	11-002	Program Mgr-Exp	9	Metro WDS	Twin Cities	76,340	76,340		
				126			83,164	83,520	

Includes:  
Permitting & NR Proj Mgr

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
 Salary Survey Information

July 2018  
 (Data Updated to 1/19)

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	2018		
							Sur Mean 1/19	Sur Median 1/19	Current Base
7	Program/Project Mgr II	1-003	Planner-Experienced	64	Metrowide Cities	Twin Cities	86,124	88,400	-
	Program/Project Mgr II	1-002	Planner-Genl	59	Metrowide Cities	Twin Cities	61,342	63,014	
	Program/Project Mgr II	1-005	Environ/NR Spectst	48	Metrowide Cities	Twin Cities	67,298	62,178	
	Program/Project Mgr II	3-108	Program Mgr	20	All Non-Profits Comb	Midwest	68,370	62,350	
	Program/Project Mgr II	8-001	NR Prog Coord	n/a	State Govt	Minnesota	81,082	81,082	
	Program/Project Mgr II	8-002	Project Consultant	n/a	State Govt	Minnesota	71,874	71,874	
	Program/Project Mgr II	8-003	Environmental Anlyst-L3	n/a	State Govt	Minnesota	69,367	69,367	
	Program/Project Mgr II	8-004	Environm Spectst-L4	n/a	State Govt	Minnesota	79,917	79,917	
	Program/Project Mgr II	11-001	Program Mgr-Exp	7	Budget >\$5.0 mil	MN WD's	77,093	77,093	
	Program/Project Mgr II	11-002	Program Mgr-Exp	9	Metro WDS	Twin Cities	76,340	76,340	
				207			73,881	73,161	

Includes:  
 No Assigned Staff

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

Salary Survey Information  
July 2018  
(Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	Sur Mean	Sur Median	Current
							1/19	1/19	Base
7	Technical Specist III	1--001	Engineering Tech-Experienced	158	Metrowide Cities	Twin Cities	72,229	76,311	55,125
	Technical Specist III	1--002	GIS Tech-Experienced	30	Metrowide Cities	Twin Cities	71,381	75,402	
	Technical Specist III	1--003	Stormwater Specist	10	Metrowide Cities	Twin Cities	72,979	72,979	
	Technical Specist III	2--777	Environmental Engr-L2	59	All For-Profit Orgs Comb	National	72,933	70,608	
	Technical Specist III	2--782	Environmental Engr-L2	49	All Non-Profit Orgs Comb	National	79,381	86,991	
	Technical Specist III	5--562	Inspector-L4	72	All For-Profit Cos Comb	NoCent Reg	66,908	63,526	
	Technical Specist III	6--192	Technician-Sr.	520	All For-Profits Comb	Twin Cities	62,010	62,127	
	Technical Specist III	8--001	NR Specist-Sr	n/a	State Govt	Minnesota	70,346	70,346	
	Technical Specist III	8--002	Environm Analyst-L3	n/a	State Govt	Minnesota	69,367	69,367	
	Technical Specist III	8--003	Environm Specist-L4	n/a	State Govt	Minnesota	79,917	79,917	
Technical Specist III	8--004	NR Specist Sr-Fisheries	n/a	State Govt	Minnesota	71,874	71,874		
Technical Specist III	11--001	Technical Specialist-Adv	8	Metro WDS	Twin Cities	66,608	66,608		
Technical Specist III	11--002	Technical Specialist-Adv	6	Budget >\$5.0 mil	MN WDS	65,928	65,928		
				912			70,912	71,691	

Includes:  
Water Res Coord

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
 Salary Survey Information

July 2018  
 (Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	Sur Mean	Sur Median	Current
							1/19	1/19	Base
6	Program/Project Mgr I	1--002	Planner-Genl	59	Metrowide Cities	Twin Cities	61,342	63,014	-
	Program/Project Mgr I	1--003	Planner-Genl	20	Cities<100,000	Twin Cities	63,327	63,432	
	Program/Project Mgr I	1--004	Planner-Genl	14	Cities<50,000	Twin Cities	66,149	66,253	
	Program/Project Mgr I	1--005	Environ/NR Speclst	48	Metrowide Cities	Twin Cities	67,298	62,178	
	Program/Project Mgr I	3--108	Program Mgr	20	All Non-Profits Comb	Midwest	68,370	62,350	
	Program/Project Mgr I	8--001	Project Specialist	n/a	State Gov't	Minnesota	65,417	65,417	
	Program/Project Mgr I	11--001	Program Mgr-Genl	11	Metro WDS	Twin Cities	69,089	69,089	
	Program/Project Mgr I	11--002	Program Mgr-Genl	11	Budget->\$5.0mil	Minnesota WDS	69,089	69,089	
	Program/Project Mgr I	11--003	Educ/Outreach Specs-Exp	4	Metro WDS	Twin Cities	60,046	60,046	
					187			65,570	64,541

Includes:  
 No Assigned Staff

# RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Salary Survey Information

July 2018

(Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	Sur Mean 1/19	Sur Median 1/19	Current Base
6	Educ/Outreach Coord III	1--001	Volunteer Coord	12	Metrowide Cities	Twin Cities	68,219	68,219	-
	Educ/Outreach Coord III	1--002	Events Coord	6	Metrowide Cities	Twin Cities	72,463	72,463	
	Educ/Outreach Coord III	1--003	Commun Specs/Info Offic	17	Metrowide Cities	Twin Cities	71,542	71,542	
	Educ/Outreach Coord III	4--099	Commun. Speclst-L2	325	All For Profits Comb	NoCent Reg	57,607	58,452	
	Educ/Outreach Coord III	4--123	Commun. Speclst-L2	539	All Non-Profits Comb	NoCent Reg	59,192	58,875	
	Educ/Outreach Coord III	4--372	Training Genlst-L2	80	All For Profits Comb	Twin Cities	62,786	63,314	
	Educ/Outreach Coord III	7--120	Training Speclst-Intmed	62	All For Profits Comb	Twin Cities	66,120	64,638	
	Educ/Outreach Coord III	7--260	Meeting Planner	17	All For Profits Comb	Twin Cities	65,094	66,006	
	Educ/Outreach Coord III	8--001	Training & Devt Specs-L2	n/a	State of Minnesota	Minnesota	63,277	63,277	
	Educ/Outreach Coord III	8--002	Information Officer-L2	n/a	State of Minnesota	Minnesota	63,277	63,277	
	Educ/Outreach Coord III	8--003	Educ Prog Speclst	n/a	State of Minnesota	Minnesota	79,918	79,918	
	Educ/Outreach Coord III	8--004	Interpretive Naturist-L3	n/a	State of Minnesota	Minnesota	69,337	69,337	
	Educ/Outreach Coord III	8--005	Information Officer-L3	n/a	State of Minnesota	Minnesota	69,337	69,337	
	Educ/Outreach Coord III	11--001	Educ/Outreach Speclst-Exp	4	Metro Watershed Districts	Twin Cities	60,046	60,046	
				1027			65,090	65,134	

6

Includes:

No Assigned Staff

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
 Salary Survey Information  
 July 2018  
 (Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	Sur Mean		Sur Median		Current Base
							1/19	1/19	1/19	1/19	
5	Technical Speclist II	1--001	Engrg Tech-Genl	71	Metrowide Cities	Twin Cities	57,101	57,916	-	-	
	Technical Speclist II	1--002	GIS Tech-L1	10	Metrowide Cities	Twin Cities	63,032	63,032			
	Technical Speclist II	1--003	Env/Nat Res Speclist	64	Metrowide Cities	Twin Cities	67,478	67,478			
	Technical Speclist II	5--500	Technician Skilled-L2	215	All For-Profit Cos Comb	Twin Cities	51,582	50,630			
	Technical Speclist II	5--510	Technician Skilled-L2	1772	All Non-Profit Cos Comb	NoCent Reg	52,956	53,590			
	Technical Speclist II	5--562	Inspector-L3	144	All For-Profit Cos Comb	NoCent Reg	53,061	56,127			
	Technical Speclist II	8--001	NR Specialist	n/a	State Gov't	Minnesota	61,072	61,072			
	Technical Speclist II	8--002	NR Tech-Fisheries	n/a	State Gov't	Minnesota	57,002	57,002			
	Technical Speclist II	8--003	NR Tech-Trails & Waterways	n/a	State Gov't	Minnesota	58,649	58,649			
	Technical Speclist II	11--001	Technical Specialist-Exp	12	Metrowide WD's	Twin Cities	58,379	58,379			
	Technical Speclist II	11--002	Technical Specialist-Exp	7	Budget >\$5.0 mil	MN WDs	60,501	60,501			
					2295			58,256	58,580		

Includes:  
 No Staff Assigned

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

Salary Survey Information

July 2018

(Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	Sur Mean		Sur Median	Current Base
							1/19	1/19		
5	Educ/Outreach Coord II	4-177	Publ Relns Rep-L2	15	All For Profits Comb	NoCent Reg	57,924	58,452	51,975	
	Educ/Outreach Coord II	4-746	Training Genist-L2	81	All Non-Profits Comb	NoCent Reg	58,769	59,192		
	Educ/Outreach Coord II	4-108	Commun. Speclst-L2	55	All For Profits Comb	Twin Cities	55,704	56,021		
	Educ/Outreach Coord II	7-256	Commun. Speclst-Intmed	15	All For Profits Comb	Twin Cities	57,456	52,554		
	Educ/Outreach Coord II	8-001	Training & Devt Speclst-L2	n/a	State of Minnesota	Minnesota	63,277	63,277		
	Educ/Outreach Coord II	8-003	Interpretive Naturst-L2	n/a	State of Minnesota	Minnesota	62,369	62,369		
	Educ/Outreach Coord II	11-001	Educ/Outreach Speclst-Exp	4	Metro Watershed Districts	Twin Cities	60,046	60,046		
				170			59,364	58,844		

Includes:  
Commun Outreach Coord

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
 Salary Survey Information  
 July 2018  
 (Data Updated to 1/19)

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	2018		
							Sur Mean 1/19	Sur Median 1/19	Current Base
4	Educ/Outreach Coord I	1-001	Office Support Tech-L1	267	Metrowide Cities	Twin Cities	46,289	46,289	37,500
	Educ/Outreach Coord I	3-110	Program Asst	47	Budget \$3.0-\$6.9 mil	National	42,759	40,581	
	Educ/Outreach Coord I	4-099	Commun. Specialist-L1	120	All For Profits Comb	National	48,516	50,313	
	Educ/Outreach Coord I	4-123	Commun. Specialist-L1	234	All Non-Profits Comb	NoCent Reg	48,833	47,459	
	Educ/Outreach Coord I	4-365	Training Generalist-L1	109	All For Profits Comb	NoCent Reg	47,671	46,191	
	Educ/Outreach Coord I	4-108	Commun. Specialist-L1	26	All For Profits Comb	Twin Cities	52,533	50,419	
	Educ/Outreach Coord I	8-001	Training & Devt Specialist-L1	n/a	State of Minnesota	Minnesota	40,715	40,715	
	Educ/Outreach Coord I	8-002	Information Officer-L1	n/a	State of Minnesota	Minnesota	40,715	40,715	
	Educ/Outreach Coord I	8-003	Office & Admin Spect	n/a	State of Minnesota	Minnesota	46,467	46,467	
	Educ/Outreach Coord I	8-004	Interpretive Naturalist-L1	n/a	State of Minnesota	Minnesota	40,130	40,130	
				803			45,463	44,928	

Includes:  
 Office & Outreach Asst

# RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

## Salary Survey Information

July 2018

(Data Updated to 1/19)

2018

Prop. Grade	Classification Title	Survey Code	Survey Job Title	No. Rates	Scope and Measure	Comments	2018		
							Sur Mean 1/19	Sur Median 1/19	
4	Technical Specist I	5--562	Inspector-L2	364	All For-Profits Comb	NoCent Reg	45,768	45,451	38,850
	Technical Specist I	5--500	Technician Skilled-L1	53	All For-Profits Comb	Twin Cities	44,605	42,069	
	Technical Specist I	5--510	Technician Skilled-L1	327	All Non-Profits Comb	NoCent Reg	43,443	44,500	
	Technical Specist I	6--191	Technician-Intmed	945	All For-Profits Comb	Twin Cities	46,449	46,215	
	Technical Specist I	8--001	NR Specialist-L1	n/a	State Govt	Minnesota	43,573	43,573	
	Technical Specist I	8--002	NR Tech-Trails & Waterways	n/a	State Govt	Minnesota	46,759	46,759	
	Technical Specist I	8--003	Environm Specist-L1	n/a	State Govt	Minnesota	40,733	40,733	
	Technical Specist I	11--001	Technical Specialist-Genl	12	Metro WDS	Twin Cities	44,055	44,055	
	Technical Specist I	11--002	Technical Specialist-Genl	11	Budget>\$5.0 mil	MN WDS	44,686	44,686	
					1712			44,452	44,227

Includes:  
Water Resource Tech

Riley-Purgatory-Bluff Creek Watershed District

Merit Increase Guideline Chart

Performance Category	ZONE 1 (0-5 years of service) 12-Month Reviews	ZONE 2 (6-10 years of service) 12-Month Reviews	ZONE 3 (> 10 years of service) 12-Month Reviews	OVER MAX. 12-Month Reviews (Not added to base)
I Outstanding	5%	4%	3%	3%
II Exceeds Requirements	4%	3%	2%	2%
III Satisfactory	3%	2%	1%	1%
IV Needs Improvement	0-2%	0-1%	0%	0%
V Unacceptable	0%	0%	0%	0%

Adopted by RPBCWD Board on April 17, 2015