

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

January 6, 2016, Board of Managers Monthly Meeting

PRESENT:

Managers: Mary Bisek, Secretary

Richard Chadwick

Jill Crafton, Treasurer

Perry Forster, President

Leslie Yetka, Vice President

Staff: Claire Bleser, RPBCWD Administrator

Michelle Jordan, RPBCWD Water Quality & Outreach Coordinator

Scott Sobiech, Engineer (Barr Engineering Company)

Louis Smith, Attorney (Smith Partners)

Other attendees: Peter Iversen, CAC

Dorothy Pedersen, CAC

Larry Koch, CAC

Bill Satterness, Eden Prairie Resident

Sharon McCotter, CAC

Laurie Susla, CAC, LLCA

2 and 3. Regular Board Meeting Starts and Call to Order

President Forster called the Tuesday, December 1, 2016, Board of Managers Monthly Meeting to order at 7:03 p.m. at the RPBCWD District Office at 14500 Martin Drive, Suite 1500, Eden Prairie, MN 55344. He reported that prior to this meeting the Board met for a Management Workshop starting at 5:30 p.m. He stated that the workshop was about the Treasurer's Report and 8410 Review [Meeting Agenda Item 1].

4. Approval of the Agenda

Manager Bisek requested the addition to the agenda under Board Action an item to approve the revised budget. President Forster stated that it would be added as agenda item 12b7. Manager Crafton moved to approve the agenda as amended. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

5. Organizational Actions

a. Elections of Officers of the RPBCWD Board of Managers

President Forster opened the nominations for president. Manager Yetka moved to nominate Perry Forster for president. Manager Crafton seconded the motion. Manager Chadwick commented that he would prefer not to be an officer this year because he is new to the Board. President Forster called for nominations two more times and upon hearing none, closed the floor for nominations. Upon a vote, the motion carried 5-0.

President Forster called for nominations for vice president. Manager Bisek nominated Leslie Yetka for vice president. Manager Crafton seconded the motion. President Forster called for nominations

two more times and upon hearing none, closed the floor for nominations. Upon a vote, the motion carried 5-0.

President Forster nominated Jill Crafton for Treasurer. Manager Bisek seconded the motion. President Forster called for nominations two more times and upon hearing none, closed the floor for nominations. Upon a vote, the motion carried 5-0.

President Forster called for nominations for Secretary. Manager Chadwick moved to nominate Mary Bisek as secretary. Manager Yetka seconded the nomination. President Forster called for nominations two more times and upon hearing none, closed the floor for nominations. Upon a vote, the motion carried 5-0.

Manager Bisek asked if the Board should elect a secretary pro-tem. Attorney Smith responded that the Board could take that action at any meeting as necessary.

Administrator Bleser reminded the Board that in the past the Board has had two managers on the Personnel and Governance Committee. She asked if those two managers, Manager Bisek and Manager Crafton, would like to remain on the committee.

President Forster called for nominations for the Personnel and Governance Committee. Manager Yetka nominated Manager Bisek and Manager Crafton to be the Personnel and Governance Committee. Manager Chadwick seconded the motion. President Forster called for nominations two more times and upon hearing none, closed the floor for nominations. Upon a vote, the motion carried 5-0.

b. Designation of Official Publication

President Forster read aloud the list of the District's current list of official publications: Sun Sailor, Sun Current, Chaska Herald, Chanhassen Villager, and Eden Prairie News. Manager Bisek moved to approve the list as read as the District's designated official publications for 2016. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

c. Appointment of the Technical Advisory Committee

Administrator Bleser reviewed with the Board the list of names included in the meeting packet: Bill Monk, Robert Bean, Jr., Leslie Stovring, Will Manchester, Steve Segar, Terry Jeffery, Paul Hornby, Randy Anhorn, Paul Moline, Mellissa Jenny, Kate Drewry, Jenny Skancke, Mike Wanous, Steve Christopher, Joe Mulcahy, and Linda Loomis. Manager Yetka asked if a Mn/DOT name should be on the list. Administrator Bleser responded yes, Beth Neuendorf of Mn/DOT should be added to this list. Manager Crafton moved to approve the list as amended to serve as the District's Technical Advisory Committee. Manager Yetka seconded the motion. Upon a vote, the motion carried 5-0.

d. 2016 Meeting Calendar

President Forster pointed out the District's proposed 2016 meeting calendar as listed in the meeting packet. He noted that there may be times throughout the year when the District will need to hold special meetings, which would be duly noticed. Manager Crafton moved to approve the District's 2016 projected meeting calendar. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

e. Designation of Bank

President Forster stated that the District's official bank has long been KleinBank, and he read aloud the address of KleinBank in Chanhassen. Manager Crafton moved to continue with KleinBank as the

District's official bank. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.

f. Designation of Depository for Permit Financial Assurances

President Forster said that the Depository for Permit Financial Assurances has been Smith Partners LLC. Attorney Smith pointed out that Smith Partners LLC does not receive any funds on behalf of the District but only receives surety documents, which are kept in a locked safe. Manager Bisek moved to approve having Smith Partners LLC continue as the District's Depository for Permit Financial Assurances. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.

6. Reading and Approval of Minutes

a. December 1, 2015, RPBCWD Monthly Meeting

Attorney Smith requested that on page 2 under the Treasurer's Report the first sentence be revised to remove the words, "have nothing to do with" and insert in their place, "are separate from." Administrator Bleser recommended that the phrase Treasurer's Report replace the phrase "financial statements" in a number of places, and she read through the specific sentences where the edit should be made.

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

7. Hearing and Discussion of Matters of General Public Interest

Larry Koch of 471 Bighorn Drive in Chanhassen commented that he had a list of items that he hopes the Board will turn into resolutions. He stated that he would like:

- The Board to secure a decent podium for meetings.
- A report on the issue about the sound from next door
- The managers to speak into the sound system microphones
- To have workshops called what they are: meetings, and to list workshops as one item on the meeting agenda with public participation in the workshop being at the managers' discretion.
- Have a least one copy of the meeting materials available to the public; even better, secure a projection system in which the meeting materials can be placed on the projector to be projected for the group to see.

Mr. Koch said that he has several comments on the Treasurer's Report and he could share these during the Treasurer's Report agenda item or now.

Manager Yetka said that she thinks it is important to have a distinction between workshops and meetings because workshops are time for the managers to discuss items without taking action, and it is important for the Board to have workshop time to go through issues. There was discussion about this issue.

Administrator Bleser provided an update on the steps being taken to improve the acoustics of the District office so that it will be easier to hear during meetings and so the space will be more functional. Manager Chadwick asked Attorney Smith whether he had an opinion on whether workshops should be included as part of the Board's regular meetings especially in light of the Open Meeting Law.

Attorney Smith responded that in terms of the Open Meeting Law, the law requires all meetings of the Board to be noticed and open to the public. He said that if the Board decides to designate a meeting as a workshop,

meaning that it is a study session and no action will be taken, what the Board calls it is really a matter of public relations regarding the public's understanding of what is happening. Attorney Smith said that in terms of the Open Meeting Law requirements, the Board has fully met them. He pointed out that the Board is required to always have a set of materials available to the public at all meetings, whether workshops or other meetings.

Manager Chadwick remarked that he agrees with Mr. Koch that the Board should have a projector because it would make the meetings easier to follow.

Administrator Bleser stated that she will look at the costs of a projector and can bring that information back to the Board next month.

Mr. Satterness said that he would like to offer a suggestion about the Plan Process, which is agenda item 12bii1.

8. Citizen Advisory Committee (CAC)

CAC President Dorothy Pedersen thanked Manager Chadwick for attending the CAC's most recent meeting and for bringing the group a copy of the handbook developed by the Minnesota Association of Watershed Districts. She reported that the CAC decided at its previous meeting to try to improve communications between the CAC's Board and the District's Board of Managers so that each group is of greater benefit to each other.

She said that the CAC now includes on the top of the CAC's minutes what items the CAC would like the Board perhaps to focus on from the CAC. Ms. Pedersen said that the CAC hopes that regarding those items that the CAC brings to the Board it will respond one way or another to the CAC. She said that the CAC feels many times that it brings stuff and gets nothing coming back in the CAC's direction and so the CAC doesn't know if the Board is interested or not or wants the CAC to work more on something or not. Ms. Pedersen said that the CAC is asking the Board for more guidance on the bullet list on the top of the CAC's minutes each month. She said that the CAC is a group of people that want very much to help the managers and help the watershed and wants a good spirit of cooperation.

She said that the CAC sent the Board a possible budget format a couple of months ago. She asked for a response to it from the Board and noted that the CAC thinks there are some pretty good things in there that the watershed could incorporate. Ms. Pedersen said that she doesn't think that the CAC's recommendations were addressed in tonight's workshop.

She provided an update on the lake matrix that the CAC is working to put together. She said that the CAC thinks this matrix will be very beneficial and the CAC hopes it will be beneficial to the managers as well as the CAC.

Ms. Pedersen reiterated that the CAC is looking for some kind of reply back to the CAC on items that the CAC is bringing to the Board. She said the reply can be in whatever manner the Board sees fit, whether it is by the Board addressing it at meetings or sending communications to the CAC between Board meetings. She remarked that the CAC is a wonderful group of people who want to try to do things for and with the Board. Ms. Pedersen thanked the Board and recorder for providing the CAC with draft minutes of the Board's meeting and said that having the minutes saved the CAC a lot of time at its meeting. She asked for questions and comments. She added that the CAC loves having Michelle Jordan as a CAC-Board liaison.

Ms. Pedersen added that the CAC is looking for specific actions to be taken on the CAC's motions out of a menu of actions including that the Board tables it, discusses it, directs it to staff, directs it to CAC, approves or denies it, or modifies it.

There was discussion about how the Board could handle the CAC's motions.

Manager Chadwick remarked that he thinks the Board needs to acknowledge the work that the CAC has done and

thank the committee for the work it has been doing. He said that he hopes the handbook from MAWD will help the Committee and the Board to speak the same language and follow the same rules.

Manager Yetka commented that it is important for the District to have a citizen body that can look at issues and provide recommendations to the Board and be the voice of the watershed. She said that the challenge is the process. Manager Yetka stated that she thinks that the information that comes to the Board should be vetted by District staff. She said that she gets concerned when staff is bypassed.

Manager Bisek asked for clarification in the CAC's language about the budget, and she wondered if the CAC is referencing the District's budget document or the Treasurer's Report.

Manager Chadwick mentioned language included in the MAWD handbook about how any person can request an item to be added to a meeting agenda as long as the request is received on week prior to the meeting, and if this requirement is met, then the Board's president decides whether the item goes on the meeting agenda.

Administrator Bleser read the language about this point directly from the MAWD handbook.

Administrator Bleser noted that there is a CAC-Board workshop in February and explained that the focus of the workshop will be on communication pathways and being a successful watershed as a whole.

9. Treasurer's Report

Manager Crafton announced that there is a change to the Treasurer's Report to reflect an additional expense for postage. She said this increases expenses by \$182.48 and decreases net income by the same amount. She talked about reconciling items from the District's 2015 budget. Manager Crafton said that in a later agenda item, staff will recommend that the Board approve moving \$80,000 from Contingency to Permit Review and Inspection, \$55,000 from Contingency to Legal Services, and that the Recording Services are separated out of Office Administration Costs and to move \$15,000 pulled from the Contingency and the Reserve funds to the new line item for Recording Services.

Manager Crafton moved to approve the Treasurer's Report as amended to reflect the additional expense of \$182.48. Manager Yetka seconded the motion.

Manager Chadwick commented on the items in the report that he has a hard time understanding, particularly multi-year projects. Administrator Bleser addressed Manager Chadwick's questions.

Mr. Koch offered his suggestions about the Board's Treasurer's Report and reporting process:

- He would like to see the detailed report available on the District's website
- He thinks it would be a best management practice to quarterly review a detailed report, particularly per project and for costs for which the District has not previously budgeted and to have footnotes for those costs to indicate what the cost was for and why it was incurred.
- He wants to confirm that there will be a follow up budget presentation to cover issues brought up previously.
- He would appreciate if the staff and accountant come up with proposed "financial statements" if the CAC can get a chance to look at them and say if these make sense.

Administrator Bleser noted that each month staff and the Engineer report on ongoing projects. She went into further detail about this information.

Upon a vote, the motion carried 4-0 (Manager Chadwick abstained from vote).

Manager Crafton moved to approve paying the bills. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.

Administrator Bleser stated that the District incurred some costs in 2015 that were higher than what was allocated in its 2015 budget. She went through the information in front of the Board about the Contingency Fund and went through the document she handed out titled "Treasurer Report"

Administrator Bleser proposed, as Manager Crafton described earlier, that the Board take action to move \$55,000 from Contingency to Legal Services, move \$80,000 from Contingency to Permit Review and Inspection, move Recording Services out of Administration to its own line named Recording Services, move \$15,000 from Contingency to Recording Services. She added that \$16,500 would remain in Contingency after these proposed transfers. Administrator Bleser also requested that the Board take action in the Projects budget to move \$8,000 from the Lake Riley-Lake Susan Curlyleaf Pondweed Treatment item to the Starring Lake Plant Management line item in relation to the Eurasian Watermilfoil.

Manager Crafton moved to approve the changes as proposed by Administrator Bleser. Manager Chadwick seconded the motion. . Upon a vote, the motion carried 5-0.

Administrator Bleser requested that the Board approve closing its safety deposit box at the Chanhassen KleinBank because the box is empty, the District is being charged for it, and staff doesn't foresee needing to use it. Manager Bisek moved to approve closing the KleinBank safety deposit box. Manager Crafton seconded the motion. There was a short discussion. Manager Chadwick requested that staff contact KleinBank to see if in the future the District needs a safety deposit box, whether it could be provided to the District free of charge based on the District's long history and account with the bank. Upon a vote, the motion carried 5-0.

Administrator Bleser raised the topic of looking into holding the District's reserve funds within financial products that earn more return than the District's checking account and that fit into the government guidelines. She shared that Nine Mile Creek Watershed does this with some of its funds. President Forster said that he would like to see more information on the products and their schedules and terms. Manager Bisek said that she would like the Administrator to get Legal Counsel's opinion on whether or not this is something that the District should be doing. Administrator Bleser said that it sounds like the Board is in favor of her gathering information on this and talking to Legal Counsel. The Board indicated consent with this direction to staff. Administrator Bleser said that she would bring information to the Board at the February meeting. Attorney Smith commented that it is a prudent practice and that the Board will want the documentation presented.

10. Engineer's Report

Manager Yetka asked for more details on the next steps for Task Order 12: Downtown Chanhassen BMP Retrofit Assessment. She asked if the City or Barr Engineering is leading the coordination of a public/property owner engagement process. Engineer Sobiech responded it is through a grant and Barr Engineering is leading the process.

President Forster remarked that many permit applications seem to be missing information. He asked if a checklist could be added to the permit application. Engineer Sobiech said that yes, a checklist can be added to the online application system. He said that he thinks the missing information is due to the applicants not having all of the information gathered but still wanting to get the permit process started.

Manager Crafton moved to approve the Engineer's Report as submitted. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

11. Administrator's Report

President Forster announced that two of the projects that were finalists for Project of the Year at the Minnesota Association of Watershed Districts conference were RPBCWD projects and one of those was the winner: the Creek Restoration Action Strategy project.

Administrator Bleser said that Michelle Jordan is seeking Board feedback about the District's Cost-Share Program. Ms. Jordan summarized potential changes to the program and its format, including changes to the program's requirements about exclusive use of native plant materials. Ms. Jordan recommended that the program move away from that requirement and instead adopt an approved plant list to be used in the water quality Best Management Projects. She recommended that the approved plant list include native plants, native cultivars, and some non-natives. Ms. Jordan explained that the goal of this new procedure would emphasize selecting the right plant for the right space. She said that to move forward with this recommendation, staff could develop two plant list sheets, using information shared from Nine Mile and working with Barr Engineering to help pull the information together.

There was lengthy discussion about plants, pollinators, the development and maintenance of plant lists and the time involved, and concerns about the source of the plants. The Board directed staff to move forward with the development of the information presented by Ms. Jordan and to bring the details back to the Board at a future meeting.

There was a short discussion about the data request for water quality and lake level data.

Manager Yetka moved to accept the Engineer's Report as presented. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

12. Board Action

a. Consent Items: i. Task Order 6c: WOMP Station; ii. Carver County Soil and Water Conservation District Renewal; iii. Rice Marsh Lake and Lake Susan Alum Task Order

Manager Yetka moved to remove from the Consent Agenda item ii. Carver County Soil and Water Conservation District Renewal. Manager Crafton moved to approve consent items i. and iii. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

ii. Carver County Soil and Water Conservation District Renewal

Manager Yetka stated that regarding the contract renewal with the Carver County Soil and Water Conservation District, in the contract under the Scope of Services, item 3, it states that "Carver County SWCD will also inspect the installation of the BMP and complete reporting or maintenance inspections as requested by Riley Purgatory." Manager Yetka wanted to clarify that the District isn't paying Carver County SWCD to do maintenance and that the requirements of the landowner regarding maintenance isn't being usurped. Administrator Bleser said no, the cost-share maintenance requirements are not being bypassed or duplicated. She said that what the language Manager Yetka pointed out comes into play for projects like the Family of Christ Lutheran Church's rain garden project to ensure it is put in place correctly. Administrator Bleser said that the Cost-Share Program needs more expertise than the District staff is available to provide and the contract provides the flexibility to provide the expertise.

Manager Yetka moved approval of the service agreement between the Riley Purgatory Bluff Creek Watershed District and the Carver County Soil and Water Conservation District. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

b. Non-Consent Items

i. Appointment of the Citizen Advisory Committee

Ms. Jordan described the application process and the applications received. She provided a variety of options for the Board to consider. There was discussion about the time commitment involved in the role of a citizen advisor, the CAC's attendance policy, and the geographic distribution of representation on the CAC.

Manager Bisek moved to appoint Douglas Bruce, David Ziegler, David Paulson, and Dennis Yockers to the RPBCWD CAC with the caveat that when staff meets with the appointees, if any indicate that he can't make the required time commitment then the appointments are reduced by that member/that number of appointees. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

Manager Crafton moved to reappoint the current CAC members. Manager Crafton seconded the motion. President Forster read the names into the record: Jim Boettcher, Sharon McCotter, Laurie Susla, Larry Koch, Peter Iversen, Matt Lindon, Laurie Hable, Paul Bulger, Dorothy Pedersen, and Bob Adomaitis. Upon a vote, the motion carried 5-0.

ii. 10-Year Plan

1. Plan Process

Administrator Bleser introduced the Board to the Draft Plan Update process and the stakeholder engagement matrix. She talked about the first stage, which is to develop an issues identification process, and she went into detail about what this entails.

Administrator Bleser explained that the draft process includes engaging the public with an online survey and through a set of three meetings in May, each meeting targeting one of the three watersheds in the District.

Administrator Bleser talked about the process of prioritizing the issues, and she pointed out that the updated plan builds upon the current 10-year plan. She discussed the plan development phase and the development of the implementation plan. Administrator Bleser continued by talking about the plan review and approval phase.

She said that staff is presenting this draft plan process to the Board to see if there are any comments or concerns about the procedures outlined. Administrator Bleser also pointed out the draft notification letters included in the meeting materials. She explained that the notification letters are required in order for the District to kick-off its 10-year plan refresh.

Administrator Bleser reminded the Board that it received in late November a letter from the Southwest Lake Coalition asking to be part of the planning process. She pointed out that the stakeholder engagement matrix does not include a list of all of the lake associations for the reason that those members are part of the general public.

Administrator Bleser said that all members of the public have an equal role in sharing their input about water resources issues.

Administrator Bleser responded to questions.

Bill Satterness remarked that he has been pleased that the word process has been

mentioned at this evening's meeting as it is a word he has been saying here at the Board meetings for three or four years. He stated that the matrix introduced by Administrator Bleser is a huge step forward in improving the process, in developing a systematic and thoughtful way that everything is going to happen. Mr. Satterness said that the process is the foundation and everything else comes later, including goals, priorities, projects. He noted that if the process is inappropriate then it would be unlikely to get satisfactory outcomes.

Mr. Satterness said that it is evident that a lot of good thought went into the plan matrix but there is still some room for improvement. He raised the word stakeholder and said that he is pleased that this word has been part of tonight's discussion. Mr. Satterness talked about the draft notification letter included in the meeting packet. He read aloud from the letter and asked who are the local stakeholders referenced in the letter and how can the District make sure it gets appropriate input from them. Mr. Satterness talked about his work in the Best Buy strategic planning department and how, even 20 years ago, Best Buy embraced the concept of stakeholders. He described how Best Buy weighted input from its customers and how the company conducted outreach such as through phone surveys of customers and potential customers. Mr. Satterness said that for the watershed its customers are its citizens. However, he said, 90 percent of the citizens in the watershed don't know that the watershed exists and are not aware that their property taxes pay the \$2.5 million budget of the District. He stated that if the District relies on a passive online survey the District will not get a very high response rate. He went through the list of six stakeholder groups identified in the stakeholder engagement matrix and remarked that the cities and agencies are over-represented. He suggested that the District add lakeshore associations as a group to the list of stakeholders identified in the stakeholder engagement matrix. Mr. Satterness said that lakeshore associations are composed of people who are aware and engaged and also are fair and objective. He recommended that the District send a notification letter to the CAC and to each of the lake associations.

Administrator Bleser noted that this plan process is a high-level look and does not go into detail about how the District is going to reach out for input. She said that the District will not simply post a survey on its website as the strategy to gather input.

Managers provided comments on what methods of input gathering worked for other watersheds. Attorney Smith raised the concept of polling and described how the Minnehaha Watershed District conducts regular polling the District's citizens with a scientifically significant sample and uses the data to inform its planning process. He said he brings this up to point out that there is a resource out there for gathering input.

Managers commented on the idea of polling and the logistics involved. Manager Bisek suggested that staff research scientific polls and the costs involved in undertaking a scientific poll. There were several comments on the high cost of such polls.

Ms. Susla commented that the CAC will need to receive materials in a timely manner so that the CAC has time to comment. She said that hopefully the CAC will be able to see things and make recommendations before those things come to the Board so that the Board has the CAC's comments as the Board is considering materials. Ms. Susla

remarked that if the Board is saying that the CAC is representing the public here, then it is important that the CAC have the opportunity to do that.

Administrator Bleser pointed out in the table where it is proposed that the CAC takes part in the process.

Administrator Bleser said that if the Board is comfortable with the plan process presented then she would like to begin discussion with the Minnesota Board of Water and Soil Resources about the plan process as the District is mandated to do so. She said that if there are no comments about the online survey then the District would like to move forward with releasing it shortly and if there are comments on it then to contact her soon.

Manager Crafton moved to approve the plan process. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

2. Notification Letter

Manager Crafton moved to approve sending the two notification letters as presented. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.

3. Online Survey

Administrator Bleser noted that the online survey is part of the plan process that the Board approved.

4. Task Order 16: Water Management Plan

Manager Crafton moved to approve Task Order 16: Water Management Plan. Manager Yetka seconded the motion. President Forster clarified that the approval includes approving the payment of costs of \$167,000. Administrator Bleser clarified that the payment of those costs will be over two years. Upon a vote, the motion carried 5-0.

5. Southwest Lake Coalition Correspondence

President Forster directed Administrator Bleser to send the letter to the Southwest Lake Coalition notifying the group of the District's plan process and to invite the group to engage in the public meetings, and he directed her to send a copy of the letter to the managers.

6. Visioning Exercise

Administrator Bleser handed out a 10-page visioning exercise document for the managers to complete as a way to engage the managers in the planning process and to initiate their thinking on the current 10-year plan in terms of vision, long-term goals, and short-term goals and about the planning process. She went into more detail about this exercise, and she pointed out that the language captured in the document is verbatim from the District's current plan. She requested that the managers complete the exercise by the next Board meeting. Administrator Bleser said that she will distribute this workbook to the managers electronically as well. Manager Chadwick asked if this workbook has been given to the CAC as well. Administrator Bleser said no, what she wanted to do was get the managers started on this process, but it can be given to the CAC. Manager Chadwick requested that she distribute the workbook to the CAC.

iii. Task Order 14: Lower Riley Creek Stabilization Reach E and D3

Administrator Bleser reported that this Task Order was not included as a consent item because it includes an optional Phase I Environmental Assessment. She recommended the District include

the Phase I Environmental Assessment because although it is not a requirement it is a good best practice. She stated that there are funds for it. Manager Crafton moved to approve Task Order 14 with the Phase I Environmental Assessment. Manager Bisek seconded the motion. Upon a vote, the motion carried 5-0.

iv. Continuing Education: 2016 Local Solutions: Eastern Regional Climate Preparedness Conference

Manager Yetka and Administrator Bleser talked about the conference and responded to questions about it. Manager Crafton moved to approve sending Manager Yetka and Administrator Bleser to the conference. President Forster seconded the motion. Manager Bisek made a friendly amendment to the motion to include direction to Manager Yetka and Administrator Bleser to come back to the Board and describe the costs once they are known. Upon a vote, the motion carried 5-0.

v. Task Order 15: H and H Climate Adaption

Manager Bisek moved to approve Task Order 15. Manager Crafton seconded the motion.

Manager Bisek remarked that she thinks the information being developed, particularly in task 4, would be extremely helpful to the cities and agencies and she would like to see the District partner with them to help fund the work. Administrator Bleser clarified that tasks 1-3 are in the budget and task 4 is optional and comes with an additional cost. She said that all four tasks could be done and the budget for task 4 could come from the contingency build into the District's 2016 budget. She stated that an alternative is for the funding of the optional task to come from the District's reserve funds. Engineer Sobiech fielded questions about the tasks.

Manager Bisek clarified that her motion includes approving tasks 1-4. Upon a vote, the motion carried 5-0.

vi. Monitoring Equipment - Lake Susan Spent Lime

Administrator Bleser announced that tomorrow work begins on the southwest corner of Lake Susan to put in the spent lime treatment, which will reduce the amount of phosphorous entering Lake Susan. She explained that staff would like to purchase data collection equipment to test the efficiency of the spent lime treatment. Administrator Bleser said that the equipment could be used for testing other projects in the future. There was discussion about equipment that the District has previously used.

She noted that the District would recoup the costs in three years. She recommended a not-to-exceed amount of \$19,000. Administrator Bleser explained that for the last equipment purchase the District used funds from its survey and data analysis fund and this type of purchase meets the requirement of this fund. She stated that there is \$38,000 remaining in the survey and data analysis fund. She proposed using survey and data analysis funds to fund this monitoring equipment.

Manager Crafton moved to approve the purchase of the monitoring equipment at a not-to-exceed amount of \$19,000. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.

vii. Approval of Revised Budget

Administrator Bleser handed out the revised budget and reminded the Board that it received it electronically as well. She explained that the only change to the budget is making recording

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services a separate line item. She said recording services is now its own line item under office and staff and has a budget of \$15,000. She said that under the overall spreadsheet the managers will see a decrease of \$10,000 and a decrease of \$5,000 in contingency and reserve funds, respectively. Administrator Bleser asked the Board to approve this budget so it can be formalized as the 2016 budget

Manager Crafton moved to approve the revised budget. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 (Manager Chadwick abstained from vote).

13. Managers' Discussion

a. Meet/Greet New CAC Members

Administrator Bleser announced that the Meet and Greet will be an opportunity for the new CAC members to meet the managers, staff, and continuing CAC members. She said that the event will be held on January 20, 2016, from 4 to 6 p.m. at the RPBCWD District Office.

b. Upcoming Meetings

Administrator Bleser announced that the CAC and RPBCWD Board of Managers Workshop will be held on February 3 at 5:30 p.m. at the District Office, followed by the Board of Managers Monthly meeting at 7:00 p.m. in the same location. Administrator Bleser said that she would bring more information about the Freshwater Society's April event to the February Board meeting.

14. Upcoming Events

- CAC Meeting, Monday, January 18, 2016, 5:45 p.m., Chanhassen Public Library
- CAC/Board Workshop, Wednesday, February 3, 2016, 5:30 p.m., RPBCWD District Office
- Board Meeting, Wednesday, February 3, 2016, 7:00 p.m., RPBCWD District Office

15. Adjourn

Manager Crafton moved to adjourn the meeting. Manager Forster seconded the motion. Upon a vote, the motion carried 5-0. The meeting adjourned at 10:31 p.m.

Respectfully submitted,

Mary Bisek, Secretary