

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

May 15, 2017, Board of Managers Public Hearing and Special Meeting

PRESENT:

Managers: Mary Bisek, Secretary
Richard Chadwick
Jill Crafton, Treasurer
Perry Forster, President

Staff: Claire Bleser, District Administrator
Terry Jeffery, Project Permit Manager
Michelle Jordan, Community Outreach Coordinator
Louis Smith, Attorney (Smith Partners)
Scott Sobiech, Engineer (Barr Engineering Company)

Other attendees: Tom Dietrich, City of Minnetonka Jeff Sandberg, WSB & Assoc.
Max Fagan, Chanhassen High School Dennis Yockers, CAC
Adam Galler, Chanhassen High School David Ziegler, CAC
Shelly Manning, Resident

*Indicates attendance at the monthly board meeting and public hearing but not the plan workshop

1. Call to Order

President Forster called to order the Monday, May 15, 2017, Board of Managers Public Hearing and Special Meeting at 6:07 p.m. in the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

2. Public Hearing: Bluff Creek Tributary Plan Amendment

Administrator Bleser explained that the process for this project started when the District was trying to find an alternative to the Bluff Creek Fish Passage project. She described the project and the section of the Bluff Creek where the project is located. Administrator Bleser noted that the District received comments on the project from the Minnesota Department of Natural Resources (DNR). She added that the City of Chanhassen is supportive of the project but did not submit comments within the comment period.

[Attorney Smith arrived].

Administrator Bleser reviewed with the group the materials in the meeting packet and noted that the plan amendment includes the revisions staff made based on the DNR's comments. She talked about the DNR's comments and read aloud the proposed plan amendment.

President Forster called for comments.

Attorney Smith stated that the plan amendment lists construction costs at \$200,800 but District staff now have updated information and that cost needs to be adjusted. Engineer Sobiech said that the estimated costs should be revised to \$258,000. President Forster said that the Plan Amendment will be updated to reflect the change.

Upon hearing no other comments, President Forster requested a motion to close the public hearing. Manager Crafton moved to close the public hearing. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Yetka absent from vote].

Manager Crafton moved to adopt the Plan Amendment for the Bluff Creek Southwest Branch Stabilization and Restoration Project. Manager Bisek seconded the motion. Manager Chadwick commented that he thinks that the Board is moving fast on this project. He also asked if the District could find any partners from this project like the City of Chanhassen, Mn/DOT, and the Lower Minnesota River Watershed District. Administrator Bleser said that she will contact those parties and see if they are willing to financially partner on this project and she will bring the information back to the Board.

Attorney Smith addressed the comment about partners and about the concern about the project schedule. He said the Board could consider adopting the plan amendment, proceed to hold the public hearing on whether or not to order the project and proceed to approve ordering the project but add some conditions to direct the Administrator to investigate partnering opportunities and come back with a Cooperative Agreement.

Upon a vote, the motion carried 4-0 [Manager Yetka absent from vote].

3. Public Hearing: Order Bluff Creek Tributary Project

Administrator Bleser said that this is a follow-up to the information just presented. She noted that the project cost is \$258,000 and that by ordering the project, it would go into design. She described the project again. President Forster called for comments. Upon hearing none, Manager Crafton moved to close the public hearing. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Yetka absent from vote].

Manager Chadwick asked that a condition be placed that the Administrator is directed to make inquiries to try and secure contributions as possible from the City of Chanhassen, Mn/DOT, and the Lower Minnesota River Watershed District to help fund this project. Attorney Smith said that he has just drafted possible language to add and he read aloud the additional paragraph. The Board indicated that the attorney's language was satisfactory. President Forster noted that the project cost should be revised to \$258,000.

Manager Crafton moved to pass resolution to order the Bluff Creek Southwest Branch Stabilization and Restoration Project as revised and with the additional language. Manager Chadwick seconded the motion. Upon a vote, the motion carried 4-0 [Manager Yetka absent from vote].

4. Approve Task Order 21b-Bluff Creek Reach BT3A Stabilization Project-Final Design and Construction Administration

Engineer Sobiech explained that this task order is to provide engineering, design, and construction observation services. He provided a breakdown of anticipated costs and pointed out the anticipated project schedule is included in the packet. Engineer Sobiech said that hopefully construction would begin this fall. He stated that the estimated cost for this task order is \$65,700. President Forster said that would be the cost if the Board agrees to the environmental assessment optional task.

Engineer Sobiech replied that the District Engineer recommends the optional task to be included and provided the reasons why. He responded to questions and noted that the optional task is included within the \$258,000 estimated project cost.

Manager Bisek moved to approve Task Order 21b-Bluff Creek Reach BT3A Stabilization Project including the option of the Phase 1 Environmental Assessment. Manager Crafton seconded the motion. Upon a vote, the motion carried 4-0 [Manager Yetka absent from vote].

5. Permit 2017-010: Lake Riley Park Improvement with Variance Request

Engineer Sobiech described the project, the Engineer's review of the permit application, and the conditions recommended by the District Engineer including a condition that the applicant will submit the project-specific permit from the DNR for District review.

There was a discussion.

Manager Crafton moved to approve permit 2017-010 with the conditions recommended by staff. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Manager Yetka absent from vote. Manager Chadwick abstained from the vote.]

6. Permit 2017-029: Tweet Dental

Terry Jeffery discussed the review of the permit application and staff recommendations. Mr. Jeffery and Engineer Sobiech responded to manager questions.

Manager Chadwick moved to approve permit 2017-029 contingent on the Engineer's recommendations. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Yetka absent from vote].

7. Repair and Maintenance Fund Request Minnetonka – Covington Road

President Forster highlighted the letter the District received from the City of Minnetonka. Administrator Bleser displayed PowerPoint photos of the area and described the site and issues. She said that the City estimates the project cost to be \$75,000 and is requesting a grant of \$25,000 from the District. Administrator Bleser reported that currently the District has approximately \$202,000 in its Repair and Maintenance Fund.

President Forster commented that he thinks this project is worthy of the District's support. Administrator Bleser and Mr. Tom Dietrich of the City of Minnetonka responded to questions.

Manager Bisek moved to approve the Repair and Maintenance Fund request from the City of Minnetonka for the Covington Road pipe replacement and to use up to \$25,000 from the District's Repair and Maintenance funds. Manager Crafton seconded the motion. Upon a vote, the motion carried 4-0.

8. Accept the Treasurer's Report

Treasurer Crafton said that this report was pulled from the District's May 3rd meeting because all of the information had not yet been received. She said that all of the information has now been received and reviewed in line with the District's processes and internal controls. She moved to accept the Treasurer's Report as submitted. Manager Bisek seconded the motion.

Administrator Bleser pointed out that she is working with the Accountant on a few items. She described the specific discrepancies that will be corrected. President Forster noted that he, Administrator Bleser, and Treasurer Crafton will be meeting with the auditor on Wednesday.

Manager Chadwick requested that future meeting packets contain a letter from the Administrator and Treasurer

indicating that they have reviewed the material. Manager Chadwick asked for clarification about the invoice from Life Time. Administrator Bleser said that it is the return of Life Time's escrow. Administrator Bleser pointed out an additional expense of \$6,000 from the Clearwater Watershed District for monitoring equipment. President Forster commented that this invoice would be covered under the paying of the bills.

Upon a vote, the motion carried 4-0.

9. Approve Paying of the Bills

President Forster noted that with the additional invoice in the amount of \$6,000 would make the total accounts payable \$130,974.05 plus \$6,000, which would also be reflected in the total disbursements.

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

10. Approve Boundary Changes with Carver County Watershed Management Organization

Administrator Bleser explained that this conversation with the Carver County Watershed Management Organization (WMO) began two years ago when staff discovered that some parcels are not hydrologically linked to this watershed's resources. She described the review process undertaken by District staff, and she said that these boundary changes are what the District staff and Carver County WMO have agreed upon regarding the western boundaries. Administrator Bleser stated that this information will go to the Minnesota Board of Water and Soil Resources, who will handle the process. She requested that this resolution be renumbered as 2017-004.

Manager Crafton moved to pass resolution 2017-004. Manager Chadwick seconded the motion. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Abstain	Absent
Bisek	X			
Chadwick	X			
Crafton	X			
Yetka				X
Forster	X			

11. Approve Signage Proposal for District Office

Administrator Bleser talked about the signage options and their costs. She recommended the non-lit option, stated that the cost is approximately \$6,000, and said that it would take four to six weeks for installation. Administrator Bleser announced that this summer she will likely ask the Board for more budget for office expenditures.

12. Adjourn

Manager Chadwick moved to adjourn the meeting of the Board of Managers. Manager Crafton seconded the motion. Upon a vote, the motion carried 4-0[Manager Yetka absent from vote]. The meeting adjourned at 7:12 p.m.

Respectfully submitted,

Mary Bisek, Secretary