MEETING MINUTES
Riley-Purgatory-Bluff Creek Watershed District
October 2, 2019, RPBCWD Board of Managers Monthly Meeting

PRESENT:
Managers: Jill Crafton, Treasurer
          Dorothy Pedersen, Vice President
          Dick Ward, President
          David Ziegler, Secretary
Staff: Claire Bleser, RPBCWD Administrator
       Terry Jeffery, Watershed Planning Manager
       Louis Smith, Attorney, Smith Partners
       Scott Sobiech, Engineer, Barr Engineering Company
Other attendees: Nancy Dalton, Bloomington CSW Condos
              Rin Porter, Bloomington resident
              Jayne Jensen, Bloomington resident
              Gretchen Schroeder, Westwood Professional Services
              Ann-Marie Naopola, Bloomington resident
              Lori Tritz, CAC

1. Call to Order
President Ward called to order the Wednesday, October 2, 2019, Board of Managers Monthly Meeting at 6:59 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

2. Approval of Agenda
Manager Pedersen requested adding to the agenda a closed session at the end of the regular meeting in order to continue discussing the Administrator review. President Ward added it as agenda item 11. President Ward announced Consent Agenda item 6d – Permit 2018-066 Castle Ridge – Approve permit as presented in the proposed Board action of the permit report – is moved to 7a – Pulled Consent Items. Manager Ziegler requested moving Consent Agenda item 6a – Accept Staff Report – to 7a – Pulled Consent Items. Manager Ziegler moved to approve the agenda as amended. Manager Pedersen seconded the motion. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

3. Matters of General Public Interest
No matters of general public interest were raised.

4. Approval of Minutes
a. September 4, 2019, RPBCWD Board of Managers Regular Monthly Meeting and Public Hearings
Manager Pedersen noted that on page 3, line 47, the minutes should include that Ms. Miller noted that homeowners dump leaves on the slopes around Christmas and Lotus lakes. Manager Pedersen also noted that on page 6, line 153, the Board recognized and thanked Ms. Jordan for her work with the Watershed
District and that it was Ms. Jordan’s last meeting with the District. Manager Crafton requested a comma be replaced with a semicolon on page 5, line 144 so the line reads, “$...10,000; so it....” She noted the word “defer” should replace “differ” on line 188 of page 7. Manager Crafton requested the removal of the word “and” on page 7, line 195 and the insertion of the word “as” on page 7, line 196 so the phrase reads, “...101 Project from Flying Cloud Drive to Pioneer Trail.”

Manager Ziegler moved to accept the minutes as amended. Manager Pedersen seconded the motion. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

5. CAC

Ms. Lori Tritz, CAC President, reported the CAC met on September 16, and the key motions from the Committee to the Board include: the CAC supports and encourages the St. Hubert project; the CAC recommends having a minimum of 12 members and maximum of 15 members on the CAC with at least two new members appointed each year and a two-year term for each CAC member; the CAC recommends that bee-safe lawns be eligible for District stewardship grants on the condition that only native plants are used in addition to fine fescues. Ms. Tritz reported that at its next meeting, the CAC will discuss its role, projects, and involvement. She said if the Board has any feedback regarding the definition of the CAC’s role and involvement to share it with the CAC before its next meeting. Manager Pedersen asked Ms. Tritz to provide a summary of the CAC members’ attendance at the Committee’s 2019 meetings and details on who missed meetings without an excuse so the Board can get an idea about who has or has not been a regular participant. The managers discussed the minimum and maximum number of CAC members and the District’s governing document language regarding the CAC membership. Attorney Smith said he hears the CAC making a recommendation to the Board about the CAC membership number. He said he recalls that the Board’s practice has been to make annual appointments for one-year CAC terms, and he can review the District’s governing documents for any language related to CAC appointments. The Board had a lengthy discussion about CAC membership.

Manager Pedersen moved to hold the current CAC membership and those who wish to stay on the CAC for another year or two years will be noted, and the number of available CAC spots will be tallied after the poll of current CAC members, and the members’ terms on the Committee will be staggered so not every member’s term ends at the same time. Manager Crafton seconded the motion. Ms. Tritz noted that there is no CAC term limit in place, and members who are interested and qualified may be interested in continuing for more than a single term. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.] Administrator Bleser commented that after the number of CAC vacancies is known, staff will advertise the openings and open the application process.

Ms. Tritz mentioned that the CAC stormwater committee organized a clean-up around Purgatory Park. She summarized the results of the clean-up, and she noted that the group were testing the clean-up kits assembled by the subcommittee.

6. Consent Agenda

Manager Crafton moved to approve the Consent Agenda. Manager Ziegler seconded the motion. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.] The items on the Consent Agenda included: 6b – Accept Engineer’s Report (with Attached Inspection Report); 6c – Approve Final Pay App for Chanhassen High School.

7. Action Items
a. Pulled Consent Agenda items

i. Permit 2018-066 Castle Ridge – Approve Permit as Presented in the Proposed Board Action of the Permit Report

President Ward said he pulled this item from the Consent Agenda so staff could provide a short description of the project. He noted it is a very significant project for the City of Eden Prairie and has been in the works for seven to eight years. Engineer Sobiech summarized the project, saying it is a redevelopment project at Prairie Center Drive and Flying Cloud Drive. He said the total project site is 19.5 acres and the lots are being replatted into three parcels: Lot 1, Outlot A, and Outlot B. Engineer Sobiech talked about the redevelopment of Lot 1 for a 275-unit senior housing development, Outlot A for a 133-unit apartment building, and the conversion of Outlot B into green space for the present time. He provided more details about the project and noted that a permit would be required to develop Outlot B. Managers provided comments, and Engineer Sobiech responded to questions.

Manager Ziegler moved to approve Permit 2018-066 Castle Ridge as presented in the permit report. Manager Pedersen seconded the motion. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

ii. Accept Staff Report

Manager Ziegler stated that the first page of the report noted that the Governance Committee did not meet in August, but he would like the report to note that the Governance Committee, and the other District Board Managers, went to a 1.5-day seminar by MAWD and MASWCD to learn about governance. Manager Ziegler moved to accept the staff report as amended. Manager Crafton seconded the motion. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

b. Accept Treasurer’s Report

Treasurer Crafton communicated that the report has been reviewed in accordance with the District’s internal controls and procedures. She moved to accept the Treasurer’s Report as presented. Manager Ziegler seconded the motion. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

c. Approve Paying of Bills

Manager Crafton moved to pay the bills. Manager Pedersen seconded the motion. Manager Ziegler asked about the fraudulent credit card activity noted in the report. Administrator Bleser explained there was a fraudulent charge, and the bank reversed the charge and issued the District a new card. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

d. Resolution to Adopt Plan Amendment for St. Hubert

Administrator Bleser reminded the Board that last month the District held the public hearing for this plan amendment. She noted staff made one modification in response to the MPCA’s comment requesting the inclusion of the estimated pollutants removal resulting from this project. Administrator Bleser pointed out the additional information detailing what the project is estimated to achieve. Manager Ziegler moved to adopt Resolution 2019-020 Adopting the Plan Amendment for St. Hubert Opportunity Project. Manager Pedersen seconded the motion. By call of roll, the motion carried 4-0. [Manager Koch absent from vote.]
Manager Aye Nay Absent Abstain

Crafton X
Koch X
Pedersen X
Ward X
Ziegler X

e. Approve Manager Attendance at MAWD Annual Conference

President Ward stated the MAWD annual conference takes place at Arrowhead Resort in Alexandria, MN from December 5-December 7. Administrator Bleser said three CAC members have expressed interest in attending the MAWD conference, and she said typically the District asks the CAC members to attend the new member training at the conference. She added that the District has funds available for these CAC members to attend the conference. Manager Pedersen moved to approve the District’s Board of Managers and the CAC members as approved by staff to attend the MAWD Annual Conference in December. Manager Crafton seconded the motion. The Board noted that at its November monthly meeting it will appoint its two delegates and one alternate to represent the District in voting at the MAWD annual meeting. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

Manager Pedersen added that the Minnesota Water Resources Conference takes place October 15 and 16. She said she and Manager Crafton would like to attend. Manager Crafton moved to approve that any Board manager that would like to attend the Water Resources Conference on October 15 and 16 may do so. Manager Pedersen seconded the motion. Upon a vote, the motion carried 4-0. [Manager Koch absent from vote.]

8. Discussion Items

a. Manager Report

President Ward talked about the day-and-a-half-long governance workshop the five Board managers attended.

Manager Pedersen reported the managers will be sent the Administrator review report from Baker Tilly for review. She said the Board will provide a summary of the review process at the Board’s next monthly meeting.

b. Administrator Report

Administrator Bleser announced the AmeriCorps/GreenCorps member has started with the District doing education and outreach and working in the field learning about the Silver Lake watershed. She stated that staff is working to make sure all the responsibilities Ms. Jordan handled are being handled by other District staff.

c. Governance Committee

President Ward said the Committee, comprising Manager Ziegler, Administrator Bleser, and himself, will
be scheduling two or three meetings prior to the Board’s November monthly meeting. He said the Committee will have a report for the Board at its November monthly meeting.

d. **Chanassen Project Timing**

Administrator Bleser reported that the Public Works Director for the City of Chanassen will be leaving next week, and the City is still in the hiring process for its water resources coordinator. She said the District is in a hold pattern on this project due to the change happening at the City staff level. The Board discussed possible delays.

### 9. Upcoming Board Topics

President Ward noted that upcoming Board topics are listed on the agenda and include the District’s Rules Amendment public hearing, the ordering of the Silver Lake Water Quality Improvement Project, Awarding the demolition project for 730 and 750 Pioneer Trail (wetland project), and Awarding the Lake Susan Park Pond Repair and Maintenance for Spent Lime Facility.

### 10. Upcoming Events

- Walk with the Watershed, Friday, October 4, 6:00 p.m., District Office, 18681 Lake Drive East, Chanassen
- Smart Salting for Managers MPCA Training, October 17 26, 9:30 a.m.-1:30 p.m., District Office, 18681 Lake Drive East, Chanassen
- Healthy Shorelines Workshop, October 22, 6:30 p.m.-8:00 p.m., District Office, 18681 Lake Drive East, Chanassen
- Citizen Advisory Committee Meeting, October 21, 6:00 p.m., District Office, 18681 Lake Drive East, Chanassen
- Smart Salting: Winter Roads MPCA Training, October 23, 9:00 a.m.-2:30 p.m., District Office, 18681 Lake Drive East, Chanassen
- Chanassen Community Clean-Up for Water Quality, October 26, 9:30 a.m.-Noon. Meet in parking lot outside of Chanassen Senior Center.

### 11. Move to Closed Meeting

Manager Ziegler moved to enter into closed session. Manager Pedersen seconded the motion. **Upon a vote, the motion carried 4-0.** [Manager Koch absent from vote.] The meeting moved to closed session at 7:56 p.m.

### 12. Adjournment

Respectfully submitted,

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David Ziegler, Secretary