

Riley-Purgatory-Bluff Creek Watershed District
Board of Managers Monthly Meeting and Public Hearing

Wednesday, May 7, 2014 – 7:00pm
Eden Prairie City Center
8080 Mitchell Rd
Eden Prairie

Tentative Agenda

1. Call to Order
2. Approval of the Agenda **Action**
3. Reading and approval of minutes **Action**
 - Board of Manager March 5, 2014
 - Board of Manager April 3, 2014
 - Board Workshop April 16, 2014
4. Hearing and discussion of matters of general public interest **Information**

Anyone wishing to address the Board of Managers on an item not on the agenda may come forward at this time The chair will recognize the speakers one by one. Speakers are requested to state their name and address for the record. Comments will be limited to 5 minutes per speaker.
5. Citizen Advisory Committee **Information**
6. Treasurer’s Report **Action**
7. Engineer’s Report **Information**
8. Administrator’s Report **Information**
9. Board Action
 - a. **Rulemaking** **Action**
 - b. **Office Lease** **Action**
 - c. **Vehicle Purchase** **Action**

d. **CAC new Member**

Action

10. Manager's Discussion

Information

a. **Spent Lime Treatment**

b. **Governance and employee handbook**

c. **Upcoming board agenda**

11. Upcoming Events

Information

- **Board Meeting**, Wednesday, June 4, 2014, 7:00pm

12. Adjourn

Action

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

March 5, 2014, Board of Managers Monthly Meeting and Public Hearing

PRESENT:

Managers: Mary Bisek, Vice President

Perry Forster, President

Ken Wencil, Secretary

Leslie Yetka

Administrator: Claire Bleser

Staff: Scott Sobiech, Engineer (Barr Engineering Company)

Louis Smith, Attorney (Smith Partners)

Recorder: Amy Herbert

Other attendees: Lindsey Albright, RPBCWD

Jeff Lee, Barr Engineering Company

Jim Boettcher, CAC

Sharon McCotter, CAC

Craig Dawson, MCWD

Andry Ranaivoson, University of Minnesota

Mark Dittrich, MDA

Dennis Seeger, CAC

Larry Koch, Chanhassen Resident

Laurie Susla, LLCA, CAC

1. Call to Order

President Forster called the RPBCWD Board of Manager's Wednesday, March 5, 2014, Board of Managers Monthly Meeting and Public Hearing to order at 7:09 p.m. in the Council Chambers at Eden Prairie City Center, 8080 Mitchell Road, Eden Prairie, MN 55344.

2. Approval of the Agenda

Manager Bisek requested that the Board add to the Managers' Discussion a discussion of Kerber Pond. President Forster requested the addition to the Managers' Discussion an update on discussions he has been having with an advertising agency. Manager Yetka moved to approve the agenda with the changes as noted. Manager Wencil seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

3. Reading and Approval of the Minutes

President Forster requested one revision to the minutes of the February 5, 2014, RPBCWD: change the word "contacts" to "contracts" on page 6. Upon a vote, the managers approved 4-0 the minutes as amended of the February 5, 2014, RPBCWD meeting [Manager Crafton absent from vote].

4. Bioreactors

Administrator Bleser introduced Andry Ranaivoson of the University of Minnesota and explained that he will present information on bioreactors as a fairly new technique of removing phosphorous. She explained that District staff members have been having conversations with Mr. Ranaivoson and Mark Dittrich of the Minnesota Department of Agriculture (MDA) regarding the feasibility of implementing this technique in this watershed in a location near the southwest corner of Lake Susan in the 2.12 area. Administrator Bleser reported that staff has spoken with the Department of Natural Resources (DNR), the U.S. Army Corps of Engineers, and the City of Chanhassen and all three parties have been pretty receptive of using such a technique in the proposed area of the watershed.

Mr. Ranaivoson introduced himself and explained his background working with bioreactors, saying that the data he is presenting tonight comes from two bioreactors that have been tested on a daily basis. He stated that bioreactors were designed to cut nitrate loads, but it was discovered that the bioreactors also take care of phosphorous, both total phosphorous and soluble phosphorous.

Mr. Ranaivoson displayed via PowerPoint a photograph of a constructed bioreactor, which was approximately six feet wide by six feet deep by three hundred feet long and handled the drainage of approximately 150 acres. There was discussion of the construction, and Mr. Ranaivoson described it as a very simple system. He talked about the flow control box set-up and about the flow bypass, which is where water is diverted if there is too much rainfall. Mr. Ranaivoson reported that to-date the data shows that the bioreactor system is able to treat 28% of peak flow.

He described the bioreactor and the pollutants monitored including nitrates, total and soluble phosphorous, herbicides, and greenhouses gases. He showed a photo of a site's monitoring system, which records data daily, and explained the sampling program. Mr. Ranaivoson showed a photo illustrating the inflow to and outflow from the bioreactor. He walked the group through the information presented in the table, "Summary Table for Total Phosphorous Reduction," which gave data for two bioreactor sites: Dodge County and Rice County. The data included information about the site, the year, the monitoring period, the rainfall or snow depth in inches, the inlet total phosphorous, the outlet total phosphorous, the reduction of total phosphorous, and the overall reduced nitrogen concentration. Mr. Ranaivoson pointed out that the data shows that the bioreactor system resulted in a 42% reduction of nitrates and a 79% reduction of total phosphorus.

Manager Wencl asked if the NCRS would be able to assist the District financially with implementing such a project. Mr. Dittrich responded that he couldn't say if there would be an opportunity for funding through the NCRS, but he and Mr. Ranaivoson likely could help the District apply for a grant.

Mr. Wencl asked about the cost of installing the bioreactor in Dodge County. Mr. Dittrich said that it cost \$7,000 to set up the structure and described the work with the soil. He said that cost is impacted by the soil cohesion, which determines whether the soil would crumble during the digging of the trench. There was some discussion of the soil cohesion in the proposed bioreactor location in the RPBCWD watershed.

Mr. Dittrich responded to questions, such as use of this technique for urban runoff treatment, how much medium would be necessary in order for a site to be appropriate, and he explained that such information would be gathered by taking volume data and running it through a model. President Forster commented that this watershed district has a willingness to experiment and the data presented tonight is encouraging. The Board thanked Mr. Ranaivoson and Mr. Dittrich for the presentation. Administrator Bleser stated that staff will provide updates on the bioreactor and the feasibility of installing one in the Lake Susan 2.12 area as staff moved along in the process.

5. Aquatic Invasive Species

Craig Dawson of the Minnehaha Creek Watershed District (MCWD) described his background including his service with the RPBCWD, his work at the City of Eden Prairie, and his time as the City Manager of Shorewood. He described his current role with the MCWD and talked about the start of the MCWD's Aquatic Invasive Species (AIS) Management Program that the MCWD began three years ago. Mr. Dawson noted that he had provided the Board and staff with the Executive Summary of the MCWD's AIS Management Plan, and he summarized the process the MCWD has gone through to establish its AIS Management Program.

Mr. Dawson talked about how the MCWD stresses partnerships in its program, especially with the funding of program activities and about the MCWD's philosophy that it is better to spend funds on activities over regulations. He described the MCWD's approach to AIS as positive and facilitative and how it has the goal of getting people to take personal responsibility to help prevent AIS introductions and spread. Mr. Dawson explained that the MCWD's plan includes components on prevention, containment, and control of AIS.

He highlighted what the MCWD is doing under its 2014 AIS management program, such as funding a roving inspector who will be able to get to lakes that otherwise would not have an inspection program, and providing grants for water improvement access that would add prompts, visuals and positive messages at water accesses on more of the 26 access in the Minnehaha Creek Watershed. Mr. Dawson said that there are 29 lakes and 6 streams in that watershed and the MCWD is hoping to get more monitoring data.

He talked about the Equinox trial and study and said that it will be applied in the fall in a small area in Lake Minnetonka. Mr. Dawson said that flowering rush is an invasive species in the watershed and so far it has been able to be pulled out of the lake by hand. He mentioned the alum treatment of Curlyleaf Pondweed on Gleason Lake and that he hopes the MCWD will work with Peter Sorenson on a two-and-a-half-year carp study in the Six Mile Creek subwatershed. Mr. Dawson also touched on the legislative testimony that the MCWD is participating in, the District's education and outreach, and its 2015 AIS Management Program.

Mr. Dawson responded to Board questions. The Board thanked him for coming.

6. Operations and Maintenance Plan – Purgatory Recreation Area

Jeff Lee of Barr Engineering Company introduced himself and said he will be providing an overview of the status of the draft Operations and Maintenance Plan for the Purgatory Creek Conservation Area. He said that he has been working over the past five months with RPBCWD staff, the City of Eden Prairie, and the Department of Natural Resources (DNR) to put this draft plan together. He explained that the plan is required as a condition of a 1995 DNR permit to work in protected waters and as an oversight the plan was not put in place, so the plan being discussed tonight will fulfill those permit requirements.

He reviewed the plan's major points, including maintaining flood storage capability, with some flexibility for modifying the water level for fisheries purposes. Mr. Lee stated that the current outlet structure elevation of 815.7 will become the new normal water elevation for the Purgatory Creek Conservation Area, essentially what the normal water elevation has been for the past 10 to 15 years. He noted that the plan also will ask the DNR to allow for up to 12-inch adjustments periodically in order to manage fish populations.

Mr. Lee talked about the proposed placement of a fish barrier and trash rack at the upstream end of the current CCA outlet structure and said that the City of Eden Prairie is working to finish the design, get it fabricated, and get it installed this spring. He described the second part of the fisheries program, which is to fill the scour hole that currently exists below the outlet structure and that acts as a refuge for fish seeking deeper water.

Mr. Lee addressed aquatic invasive species such as the Brittle Nead and said that the plan would provide direction as to appropriate chemicals if the City of Eden Prairie would chose to pursue chemical treatment of the Brittle Nead. He noted additional items that the plan addresses as well as general comments included. Mr. Lee said that the plan mentions developing an effective management plan for Staring Lake. He described next steps including the public process and the submission of the plan to the DNR and the U.S. Army Corps of Engineers for comment and upon approval this plan becomes the operating plan and satisfies the conditions of the District's permit.

Mr. Lee responded to Board questions.

7. Stormwater Ponds

Administrator Bleser provided background on the Stormwater Ponds Report. Lindsey Albright, RPBCWD, stated that the report is available online. Ms. Albright provided a detailed presentation on the stormwater pond sampling program, in which ponds were sampled in 2012 and 2013. She explained that the goal of the work was to answer specific questions that would answer the overreaching question, "Are stormwater ponds in the watershed a source of pollution in the RPBCWD?" She described the research and findings, including that the data show that 18 of the ponds had phosphorous levels of great than 1 milligram per liter.

Administrator Bleser talked about next steps included continuing the sampling program in 2014 in order to have three years of data and options such as pond retrofitting that the District may want to consider if, after the third year of data, the data stays consistent in its findings of which ponds have high levels of phosphorous.

Manager Yetka stated that she thinks it is important to put the data into context with what the waterbody is and how it is functioning in relation to the greater subwatershed and watershed.

President Forster said that the staff did a great job of condensing such a large amount of data into information that is very understandable and workable.

8. Hearing and Discussion of Matters of General Public Interest

Lori Susla said she wanted to talk about two very different processes that the District has undertaken, and she described it as a tale of two different priorities. She said that the one process was the watershed rules process, which was a very large effort undertaken over the past nine months. Ms. Susla summarized the goals of the rules and commented that the District went through a very logical process in the development of the rules and detailed different components of that process. She read her comments on that process including that a plan was created and followed to get the rules created and finalized prior to 2014 building season. Ms. Susla said the process to get the rules created and adopted happened quickly, thoroughly, and professionally.

Ms. Susla said that now she will present the tale of the lower priority of the District, which is AIS management. She provided her description of AIS as a man-made threat and its consequences. Ms. Susla said that since early 2011 citizens have been asking the District to develop a policy, plan, and strategy to deal with the AIS issue, but to date it has not been done. She mentioned an AIS resolution that was passed two years ago as well as two separate sets of recommendations that the CAC's AIS subcommittee has submitted to the Board. Ms. Susla said that neither set of recommendations have been part of a RPBCWD Board meeting discussion. She talked about the AIS management plan developed by an engineering firm and that cost \$15,000 and took five months to complete. She said that unfortunately there was not much in the report that was not already known, but even so, the recommendations in the study are not being followed. Ms. Susla pointed out that the report has not been discussed at a Board meeting. She described funding provided to the cities of Eden Prairie and Chanhassen by the District in

the last two years to help fund a part-time inspection program. Ms. Susla commented that the part-time nature of the inspection program leaves the lakes of the District highly exposed. She remarked that unlike the District's rule development process, there has been no similar process done for AIS prevention. Ms. Susla said that according to tonight's meeting agenda, the Board is about to discuss doing the exact same program for the third year in a row, implementing nothing from the learnings from the past two years and continuing to expose the lakes to a threat much more damaging than any of the threats covered in the rules. She said that in her mind this begs the question of why the two situations are being handled so differently. Ms. Susla said that in both 2012 and 2013, the Lotus Lake Conservation Alliance spent more money than the cities of Chanhassen and Eden Prairie individually on trying to protect Lotus Lake and the LLCA does not know if it can keep this up, although it will do the best it can to keep it going. She asked when will the District set timeline to develop the needed policies, goals, and strategies for a comprehensive AIS prevention and management plan and said hopefully not after one of the lakes is infested.

President Forster spoke about the limits to the District's jurisdictional authority, which means that the District's activities with AIS prevention and management need to be coordinated with the cities and the District can do what the cities approve doing. He said that the District is working as hard as it can on the issue of AIS and it has anted up more funding than any other party. Ms. Susla commented that she is trying to say that it is time to get some logic behind the efforts. Mr. Koch said that he lives along Lotus Lake and while he can appreciate President Forster's frustration, it is time for the District to develop a policy that it can stand behind. He recommended that the District continue its same efforts, be the leader in the communities to do the right thing on behalf of the lakes, adopt a policy that the District can stand behind and states that it will do everything it can to control AIS, but because if the District doesn't take that position then it can't expect the cities to do so either.

Manager Wencl asked if he would identify what he would like from the City of Chanhassen and the RPBCWD for Lotus Lake. Mr. Koch responded that he would like the funding to be able to have sun up to sun down inspections 7 days a week from the time that the ice goes out until it freezes over. He said that he believes that the lakeshore property owners need to be more a part of the process and need to put their actions where their mouths are. He said that he feels that there should be discussions with the City of Chanhassen and that there are ways that the discussions could be done in a very amicable, business-like manner.

Attorney Smith said that in this discussion the idea of policies and rules was brought up. He said that with regard to rules, in his work with another District he discovered that the District would be at the very outer edge of its authority if it were to adopt rules requiring more vigorous inspections of water craft as they enter lakes and would not be good investment of taxpayer resources. Attorney Smith said that it was determined to be a far better approach to work with other jurisdictions, and he would provide the same counsel here that an intense regulatory approach is not the best given the District's legal authority.

9. Treasurer's Report

Administrator Bleser provided an update on the format change of the Treasurer's Report, described the changes, and noted one adjustment made to the report in front of the Board. Manager Yetka moved to accept the Treasurer's Report. Manager Wencl seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

Manager Bisek moved to pay the bills. Manager Yetka seconded the motion. Manager Bisek thanked the Administrator and Treasurer for working to make the updates to the Treasurer's Report. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

10. Engineer's Report

President Forster commented that this report is a much more active engineer's report, and it indicates that a lot of work is happening out there.

11. Administrator's Report

a. DNR AIS Grant

Administrator Bleser reported that the District received a DNR grant, which would be basically for inspections on Lotus Lake for a total of 485 hours. She said that the District will need to contribute a match of \$3,880. She said is working on getting the grant agreement from the DNR. Administrator Bleser announced that the District received two other grants that are for the Curlyleaf Pondweed treatment for Lake Susan and Lake Riley.

b. 2014 AIS Plan

Administrator Bleser talked about the District providing for 2014 AIS inspections \$23, 234 to the City of Chanhassen with the expectation that again the City would do a \$10,000 match. She said talked about the \$2,114 came from last year's budget that the District wanted to use toward Lotus Lake AIS, and she recommended that the District use those funds toward its match for the DNR grant. She said that she reduced by \$1,766 the \$25,000 budgeted to the City of Chanhassen in order to have the additional funds needed for the DNR grant match of \$3,880.

Administrator Bleser said that the District would also provide \$25,000 to the City of Eden Prairie for 2014 AIS inspections and would require the \$10,000 match. She talked about dedicating \$3,000 out of the District's education budget to go specifically toward AIS education and outreach. She provided an update on the work of the University of Minnesota student who is working with the District on gathering information about what is out there in terms of education and outreach and then identifying gaps.

Administrator Bleser also provided an update about the West-Metro AIS Group. She said that the group is already talking about 2015 with the goal of having a united front for 2015.

c. Shallow Lakes Forum

Administrator Bleser announced the upcoming Shallow Lakes Forum.

d. Winter/Spring Newsletter

Administrator Bleser described the newsletter and its distribution and answered questions about the newsletter and where it will be distributed.

e. Plan Amendment

Administrator Bleser said that the proposed Plan Amendment is under review by the Minnesota Board of Water and Soil Resources.

f. Lake Vegetation Management Plan

Administrator Bleser provided an update on her work contacting aquatic biologists, and she said that she hopes to be receiving bids soon. She mentioned that she would bring more information to the Board at a future meeting.

12. Board Action

a. Website

Administrator Bleser talked about the cost-share grant information posted on the website and released to the cities. There was discussion about possible applications and cost-share projects. She announced that the District will need to renew its contract with the Carver County Soil and Water Conservation District and pointed out that the Carver County SWCD wants the contract for a two-year term instead of just one year like the current contract. She added that the hourly rate for the work will not increase, and the agreement with the Carver County SWCD will have a Not-to-Exceed amount of \$30,000. Administrator Bleser said that this will come in front of the Board at a future meeting.

She reported on the bid received by the District from HDR for additional website work, and she described the work. She said that the District budgeted \$15,000 for 2014 for website work and the HDR bid was for \$9,582. Administrator Bleser recommended that the Board approve hiring HDR to do the additional website work as described.

Manager Yetka moved to approve entering into contract with HDR for website development and updates at the amount of \$9,582. Manager Bisek seconded the motion. Administrator Bleser said she thinks it would be in the best interest of the District to have HDR amend its Task 4 as described in its proposal and put it towards permitting, specifically regarding appropriation of surface water and ground water, in order to have an automated program. Managers Yetka and Bisek agreed to amend the motion to include that Administrator Bleser make the request of HDR to amend its Task 4 as discussed. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

b. Hiring of Staff

Administrator Bleser described the two full-time staff positions that she is recommending the District create, talked about salary ranges, the type of work that the staff members would perform, and from where in the District's budget the funds would come for the salary and costs of the two new staff members. She requested that the Board take action to approve her starting the hiring process to secure a water quality specialist/ outreach coordinator and a district technician/ compliance officer. Manager Wencl moved to authorize the Administrator to hire two new staff members as discussed. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

c. Office Space

Administrator Bleser reported on the District's current office space and its need for more office space. She provided details on her research and findings regarding new office space. Manager Bisek moved to authorize the Administrator continue her discussions and examinations regarding office of space and to report back to the Board. Manager Yetka seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

13. Manager's Discussion

a. Buffer Requirements

Administrator Bleser explained that after the District's rules workshop there were some questions about buffers. She described some of the question, such as would turf be allowed as a buffer, and provided answers. Attorney Smith remarked that the rules will not require existing homeowners to convert unless they are undertaking some kind of development project.

b. Education Materials on AIS

President Forster described his discussions with an advertising professional regarding the development of

billboards with messages about stopping the spread of zebra mussels. He talked about the possibility of the District participating in such a campaign and finding partners to help develop and fund the campaign. He said that he would like the Board's approval to continue investigating this campaign approach and to approve use of some District funds on the campaign.

There was discussion, and Manager Bisek said she appreciated the work that President Forster has put into this but had concerns about the ramifications of taking on something like this campaign without receiving quotes or bids. Attorney Smith noted that the District is not legally required to seek out competitive bids for professional services. There was further discussion about the effectiveness of billboards and other methods of communicating messages. Manager Wencil requested a report on last year's boat inspections on Lotus Lake. President Forster asked Administrator Bleser to email that report to the Board members, and Administrator Bleser indicated that she would.

c. Kerber Pond Update

Administrator Bleser reported that Kerber Pond in Chanhassen has an overabundant population of goldfish, which are carp. She explained that Kerber Pond drains into Lotus Lake, and she raised the issue of these carp potentially getting into Lotus Lake. She asked the Board to consider authorizing staff to investigate what could be done to prevent these carp accessing Lotus Lake after snow melt. President Forster directed Administrator Bleser to come back in two weeks with a plan and a budget.

14. Upcoming Events

- **Project WET Workshop**, February 13, 2014, Eden Prairie Water Treatment Plant
- **Board Meeting**, Wednesday, February 5, 2014, Heritage Room, Eden Prairie City Center, 7:00 p.m.
- **Regular Board Meeting**, Wednesday, March 5, 2014, Council Chambers, 7:00 p.m.
- **Public Hearing**, Wednesday, March 19, 2014, Council Chambers, 6:00 p.m.
- **Native Plant Landscaping**, March 26, 2014, Minnetonka Community Room, 7:00 p.m.
- **Evening With the Watershed**, Thursday, April 3, 2014, Chanhassen American Legion, 7:00 p.m.
- **Shallow Lakes Forum**, Saturday, April 12, 2014 U of M Landscape Arboretum, Chanhassen, 8:30 a.m.

15. Adjournment

Manager Yetka moved to adjourn the meeting. Manager Wencil seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from the vote]. The meeting adjourned at 10:08 p.m.

Respectfully submitted,

Ken Wencil, Secretary

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

April 3, 2014, Board of Managers Monthly Meeting and Public Hearing

PRESENT:

Managers: Mary Bisek, Vice President

Jill Crafton, Treasurer

Perry Forster, President

Administrator: Claire Bleser

Staff: Scott Sobiech, Engineer (Barr Engineering Company)

Louis Smith, Attorney (Smith Partners)

Recorder: Amy Herbert

Other attendees: Lindsey Albright, RPBCWD

Norm Setter, Mitchell Lake

Bob Shurson, Mitchell Lake

Laurie Susla, LLCA, CAC

1. Call to Order

President Forster called the RPBCWD Board of Managers Thursday, April 3, 2014, Board of Managers Monthly Meeting and Public Hearing to order at 6:11 p.m. at the Chanhassen American Legion, 290 Lake Drive East, Chanhassen, MN 55317.

2. Approval of the Agenda

Manager Crafton moved to approve the agenda. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Managers Wencil and Yetka absent from vote].

3. Reading and Approval of the Minutes

Corrections were requested by President Forster, Manager Bisek, and Manager Crafton to the minutes of the March 19, 2014, RPBCWD meeting, including: Replace the name Attorney Smith with the name Attorney Welch; on page 3 change the second reference of 1-inch to 1.1-inch; and revise the wording on page 5 under Agenda item 6 to "the District appoint the three new CAC members for a two-year term."

Manager Crafton moved to approve the March 19, 2014, meeting minutes as amended. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencil absent from vote].

4. Hearing and Discussion of Matters of General Public Interest

There were no matters raised.

5. Treasurer's Report

Administrator Bleser noted some adjustments on page 2 regarding education and outreach. Manager Crafton moved to approve the report with the adjustments noted. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencil absent from vote].

Manager Crafton moved to pay the bills as presented. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencil absent from vote].

6. Engineer's Report

Manager Crafton moved to accept the Engineer's Report as presented. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencil absent from vote].

7. Administrator's Report

a. Office Space

Administrator Bleser provided an update about the office space and said that she will bring a proposal to the Board's April 16th workshop. She described the possible office space, the proposed layout of the space and remodeling work, and she answered questions.

b. Shallow Lakes Forum

Administrator Bleser announced the upcoming Shallow Lakes Forum being held on Saturday, April 12th at 8:00 a.m. at the University of Minnesota's Landscape Arboretum in Chanhassen.

c. Plant Management Plan

Administrator Bleser said that she has met with Terry Jeffrey regarding the Plant Management Plan, and she has also met with the Minnesota Department of Natural Resources, the West Metro AIS (Aquatic Invasive Species) group, Ray Newman, and Chip Welling to talk about next steps.

d. Hydraulics and Hydrology Model

Administrator Bleser said that she has had preliminary discussions with Engineer Sobiech about the District's hydraulics and hydrology model and she mentioned work that will need to be done. Engineer Sobiech noted that Barr Engineering will compile for the Board a list of items that should be corrected with the model.

8. Board Action

a. Task Order 7A: Purgatory Creek Restoration

Administrator Bleser explained that the project is the Purgatory Creek restoration in Minnetonka, east of Highway 101 and north of Highway 62. She said that this task order is for Phase 1 of the project and the task cost, in the amount of \$42,700, will come out of the District's basic water management fund.

Manager Bisek moved to approve Task Order 7A. Manager Crafton seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencil absent from vote].

b. Hiring of Staff

Administrator Bleser reported that the District is still in the process of hiring staff and requested that the District authorize extending its contract with its current temporary staff until May 7th if necessary to allow

the District time to finish the hiring process for the two full-time positions. Manager Crafton moved to approve extending the contracts of the two temporary hires to May 7th if necessary. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencl absent from vote].

c. Aquatic Plant Management Plan Submitted by Joe Bischoff of Wenck

Administrator Bleser stated that at the Board's previous meeting, the Board talked about the Plant Management Plan submitted by Joe Bischoff. She said it is a proposal to look at plant management at Red Rock Lake, Mitchell Lake, and Lake Lucy. She said that the City of Eden Prairie has communicated that it would like to participate in the project for 50% of the cost of the project for the Red Rock Lake and Mitchell Lake work and the City of Chanhassen also has communicated that it will participate in 50% of the cost of the project for Lake Lucy. Administrator Bleser announced that this brings the District's share in the cost of the project to \$11,631. She said that this project had not originally been included in the District's 2014 budget and so the Board asked her to research and report back on where the funding for the project would come from. She reported that the District can take the funds from the lake-wide Curlyleaf Pondweed treatment budget because the District received grants and received a lower bid on the work than expected.

Manager Bisek moved to approve the proposal for services for Aquatic Vegetation Management in Red Rock Lake, Mitchell Lake, and Lake Lucy, and approve the funding coming from the Lake Riley and Lake Susan Curlyleaf Pondweed treatment, and directing the District's legal counsel to put together a Memorandum of Understanding for the cities that are participating in the project. Manager Crafton seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencl absent from vote].

9. Manager's Discussion

a. April 16th Board Workshop

President Forster announced that the workshop is to discuss the comments that the District received on its proposed rules. He said that the April 16th workshop will begin at 4:00 p.m.

10. Upcoming Events

- **Shallow Lakes Forum**, Saturday, April 12, 2014, U of M Landscape Arboretum, Chanhassen, 8:00 a.m.
- **Board Workshop**, Wednesday, April 16, 2014, Eden Prairie City Hall, 4:00 p.m.

11. Adjournment

Manager Crafton moved to adjourn the meeting. Manager Bisek seconded the motion. Upon a vote, the motion carried 3-0 [Managers Yetka and Wencl absent from vote]. The meeting adjourned at 6:43 p.m.

Respectfully submitted,

Ken Wencl, Secretary

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

April 16, 2014, Board of Managers Workshop

PRESENT:

Managers: Mary Bisek, Vice President

Jill Crafton, Treasurer

Perry Forster, President

Leslie Yetka

Administrator: Claire Bleser

Staff: Scott Sobiech, Engineer (Barr Engineering Company)

Michael Welch, Attorney (Smith Partners)

Recorder: Amy Herbert

Other attendees: Steve Gullickser, LLCA

Liz Stout, City of Minnetonka

Mary Krause, City of Eden Prairie

Laurie Susla, LLCA, CAC

Leslie Stovring, City of Eden Prairie

Rod Rue, City of Eden Prairie

1. Call to Order

President Forster called the RPBCWD Board of Managers on Wednesday, April 16, 2014, Board of Managers Workshop to order at 4:11 p.m. at Eden Prairie City Center, 8080 Mitchell Road, Eden Prairie, MN 55344. President Forster announced that Manager Wencil would not be attending tonight's meeting.

2. Approval of the Agenda

Manager Crafton moved to approve the agenda. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Wencil absent from vote].

3. Hiring of Staff

Manager Bisek provided an update on the District's hiring process. She reported that the positions were posted for two weeks, and the District received 21 applications for the District Technician position and 13 for the Water Quality and Outreach Coordinator position. Manager Bisek stated that the District Technician salary will be \$37,000 with the position starting May 5th. She said that the Water Quality and Outreach Coordinator salary will be \$40,000 and the position will start part-time next week, moving to full time on May 5th. She described the process that the District went through to review and interview for the positions. She requested that the Board take action to approve signing two letters of hire to extend to the two selected candidates. Manager Bisek moved to authorize the Board to sign and extend the two letters of hire. Manager Crafton seconded the motion. Upon a vote, the motion carried 4-0 [Manager Wencil absent from vote].

4. Office Space

Administrator Bleser shared information on the office space that she is recommending to the Board. She described in details the costs for retrofitting the space, the rent, including the fact that the first year's rent will be \$0, and the base rent per square foot as well as the operating cost per square foot, which together would be approximately \$13 per square foot in cost to the District. Administrator Bleser provided comparisons of these projected costs to the District for this office space with the current office and warehouse costs as well as costs of other office space she investigated.

Administrator Bleser broke down the costs to the District in the amount of \$74,900 for the recommended office space:

- \$53,000 to retrofit the office space;
- \$10,000 for furnishings and office equipment;
- \$1,400 for Internet and phones; and,
- \$10,500 for operations (such as water, gas, electricity)

Administrator Bleser brought up the idea of a District-owned utility truck and estimated the cost of such a vehicle at \$24,000. She said that the costs of the office space and a utility truck can be funded from the District's budget, where \$50,000 is available in the Bluff Creek Fund and \$50,000 from Reserve Funds. She went into more detail about the funding of the Bluff Creek Project and the funds available for the office space.

Attorney Welch recommended that legal counsel review the draft lease once the District receives it. There was discussion on the action the Board would take tonight, additional discussion of the funding of the costs of the office space, and comments on the ancillary costs to the District of owning a vehicle.

Manager Crafton moved that legal counsel draft a letter of intent to the property management company. Manager Yetka seconded the motion. Attorney Welch said that the property management company has prepared a letter of intent for the District's review and signature. Administrator Bleser said that Attorney Louis Smith has reviewed the letter on behalf of the District. Manager Crafton amended her motion to authorize the Board's President to sign the letter of intent. Manger Yetka approved the amendment. Upon a vote, the motion to authorize the Board's President to sign the letter of intent carried 4-0 [Manager Wencil absent from vote].

5. Southwest Light Rail Transit (SWLRT)

Engineer Sobiech said that the Draft SWLRT Preliminary Alignment Review has been distributed to the Board members for review. He asked managers to let him know if they have any comments. He reported that based on recent discussions with the SWLRT, he feels confident that the route will go along the south alignment. He said that a resolution has been adopted selecting the south alignment, and now the project is in the early design process. President Forster said that the District needs to remain vigilant and continue working with the SWLRT on this project. Engineer Sobiech said that if the Board has no comments on the draft preliminary alignment review he will finalize it. Attorney Welch suggested looking at the draft preliminary alignment review in comparison with the District's draft rules.

6. Rules Workshop

President Forster explained that the managers have received all of the comments the District received on the proposed rules. Administrator Bleser described how the comments have been organized in the spreadsheet. She noted that there were a few rules that received more comments, including the proposed rules on floodplains, buffers, and stormwater. Attorney Welch informed the Board that there is no statutory requirement dictating how the District responds to comments. He outlined a possible process that would include:

- Staff providing to the Board at its May 17th meeting a specific scope of work outlining what staff thinks it will take to answer the questions according to the directions that the Board has given to staff;
- Staff in May doing outreach efforts to individuals, TAC members, Board members, commenters;
- The District holding in May another public informational meeting on the proposed rules; and,
- Staff bringing the final draft of the rules to the Board's June meeting for action of either adopting and setting an effective date or directing next steps.

Attorney Welch said that there were a number of comments that were based on a misunderstanding of how the rules work. He suggested that the Board hold a public informational session on the proposed rules. There was discussion of the process and ways to make the process efficient.

The Board reviewed the comments received. The Board first looked at and discussed the comments received on Rule B, the proposed floodplain rules.

Next the Board looked at the buffer rules, Rule D, and discussed what the triggers, what the rules include, and the vegetative requirements defined in the rules. There was consensus that the buffer rules include lakes, creeks, and wetland buffer. There were comments on how buffers positively impact water quality and on how aggressive the buffer rules should be.

Attorney Welch said he hears that the managers would like a pallet of options to look at regarding the buffer rules. The managers concurred. There were comments on the need for education about the buffer rules. Attorney Welch asked if the Board would like a public education event on the rules. The Board indicated yes. Manager Yetka recommended that the District individually contact the people who submitted comments to invite them to the public informational event.

Attorney Smith said that he is hearing direction from the Board to fix the language on vegetative requirements as written in the proposed rules and that the Board is not comfortable with allowing turf in the buffer.

There was discussion of the provisions in the proposed rules to allow trails and boardwalks.

Next the Board considered the comments on stormwater management, Rule J. Attorney Welch said that he is hearing that the managers want to see an option where there needs to be a slightly higher bar, like if there is a 10% increase in impervious surface then the requirement is triggered. There was discussion on what is the threshold in terms of at what point of increase in impervious surface is water quality impacted.

The managers considered the buffers and storm water treatment requirements that the proposed rules set for single family homes. Engineer Sobiech explained that if impervious surface is increased, not only would there be an increase in pollution, but also an increase in volume and rate. He added that with the stormwater rule drafted as it is, there is 75% total phosphorous removal, which would be a hard removal rate to reach through a buffer-only

method. There was a discussion of calculating performance goals. Manager Yetka voiced her concern about making sure that buffers remain intact on all regulated features.

Attorney Welch said that he thinks that this is a place to respond to the comments by changing the rule.

There was discussion of mill and overlay street reconstruction projects and their potential to disturb the underlying soil.

Next the Board discussed MIDS (Minimum Impact Design Standards). Engineer Sobiech explained some of the details of MIDS. Manager Crafton said that she is comfortable with MIDS and having it in the proposed rules. Attorney Welch announced that at the final rules presentation he will provide a recommendation about maintaining MIDS in the District's rules or not.

The Board finished its review of the received comments. Administrator Bleser stated that staff will bring to the Board's May meeting a timeline of next steps.

7. Adjournment

The meeting adjourned at 7:44 p.m.

Respectfully submitted,

Ken Wencil, Secretary

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Treasurers Report

March 31, 2014

REPORT INDEX

page #	Report Name
1	Cash Disbursements
2	Project Performance Analysis
3	Project Performance Analysis
4	Balance Sheet
5	Opinion Report

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Cash Disbursements All Funds

March 31, 2014

Accounts Payable	Amount
Aquatic Restoration LLC	\$ 869.00
Barr Engineering Company	32,051.59
Braun Intertec Corporations	1,238.00
City of Eden Prairie	200.00
Claire Bleser	212.81
HDR Engineering, Inc.	6,441.65
HLB Tautges Redpath, LTD	12,100.00
Jeff Anderson	103.04
JMSC Futurity, PLLC	1,350.00
Klein Bank Visa	1,063.61
Lindsey Albright	96.42
Medica	742.85
Perry Foster	1,604.24
Smith Partner PLLP	7,964.68
The Lock Up Storage Centers - Eden Prairie	241.00
Xcel Energy	252.79
Total Accounts Payable	\$ 66,531.68

Payroll Disbursements	Amount
Payroll Processing Fee	\$ 125.70
Manager Payroll Taxes	109.01
Administrator Salary	6,666.68
Water Quality Assistant Salary	4,400.00
Administrator Payroll Taxes	641.90
Water Quality Assistant Payroll Taxes	439.12
PERA Match	802.34
Total Payroll Disbursements	\$ 13,184.75

Total Disbursements \$ 79,716.43

Memo

The 2014 mileage rate has decreased to 56.0 cents per mile

Klein Bank Visa will be paid online.

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
ALL Funds Performance Analysis
March 31, 2014

	<u>2014 Budget</u>	<u>Month Ended Mar. 31, 2014</u>	<u>Year to Date Mar. 31, 2014</u>
REVENUES			
Property Tax Levies	2,273,000.00	0.00	9,375.86
Other Income	0.00	0.00	53.47
Interest Income	0.00	0.00	0.00
Field Inspection Income	0.00	0.00	0.00
Grant Income	0.00	0.00	0.00
Clean Water Fund	0.00	0.00	0.00
Permit Income	0.00	0.00	0.00
Data Collection Income	0.00	4,500.00	4,500.00
ESO Project Income	0.00	240.00	240.00
TOTAL REVENUES	<u>\$ 2,273,000.00</u>	<u>\$ 4,740.00</u>	<u>\$ 14,169.33</u>
EXPENDITURES			
Engineering Services	\$ 96,000.00	\$ 9,151.23	\$ 35,257.11
Legal Services	82,000.00	7,964.68	33,580.13
Manager Expenses	18,500.00	1,822.26	2,718.17
Administrator Costs	115,500.00	8,897.08	27,139.42
Accounting/Audit	32,200.00	13,575.64	16,701.67
Insurance and Bonds	8,000.00	0.00	0.00
Permit Reveiw & Inspection	70,000.00	0.00	0.00
Office Costs	17,000.00	1,047.60	2,835.96
Dues and Memberships	3,500.00	0.00	3,555.00
Education & Outreach	65,000.00	202.01	3,534.97
Advisory Committee	4,500.00	0.00	0.00
Contingency Reserve	59,800.00	0.00	0.00
Projects	1,701,000.00	37,025.38	78,717.65
TOTAL EXPENDITURES	<u>\$ 2,273,000.00</u>	<u>\$ 79,685.88</u>	<u>\$ 204,040.08</u>
Excess (Deficiency)	<u>\$ 0.00</u>	<u>\$ (74,945.88)</u>	<u>\$ (189,870.75)</u>

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
ALL Funds Project Performance Analysis
March 31, 2014

Project	<u>2014 Budget</u>	<u>Month Ended Mar. 31, 2014</u>	<u>Year to Date Mar. 31, 2014</u>
AIS	\$ 50,000.00	\$ 6,441.65	\$ 8,137.07
CWF- Community Partners Grant	0.00	0.00	0.00
Cost Share Program	130,000.00	0.00	0.00
Purgatory Creek Restoration	300,000.00	0.00	0.00
Lake Riley/Susan- Curly- leaf treatment	20,000.00	0.00	0.00
Mitchell Lake Plant Management	10,000.00	0.00	0.00
Red Rock Lake Plant Management	10,000.00	0.00	0.00
Spent Lime- Lake Lucy	200,000.00	7,786.50	7,786.50
Lake Susan Improvements	225,000.00	0.00	0.00
Rice Marsh Lake	20,000.00	1,121.79	3,801.64
Fish Passage Bluff Creek Improvement	130,000.00	0.00	0.00
Stormwater Ponds Assessment	20,000.00	0.00	246.94
UAA	0.00	0.00	0.00
District Floodplain- Atlas 14	80,000.00	7,545.50	12,690.00
Data Collection	200,000.00	8,505.44	36,952.50
U of M	306,000.00	0.00	0.00
SWLRT	0.00	5,624.50	9,103.00
Total Project Costs	<u>\$ 1,701,000.00</u>	<u>\$ 37,025.38</u>	<u>\$ 78,717.65</u>

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Balance Sheet - ALL Funds

As of March 31, 2014

	ALL FUNDS
ASSETS	
Current Assets	
Checking	\$ 1,223,994.47
Money Market Savings	75,407.22
Due from County	0.00
Lotus LK Shore Line Grant A/R	37,500.00
Savings	0.00
Investments	0.00
Total Current Assets	\$ 1,336,901.69
Other Assets	
Security Deposit	\$ 400.00
Prepaid Rent	600.00
Due from Admin Fund	25,213.60
Due from 509 Fund	19,595.77
Due from BWM Fund	0.00
Due from R&M Fund	0.00
Due from Survey Fund	0.00
Taxes Receivable	9,139.47
Delinquent Property Taxes	25,495.16
509 Equipment	0.00
Land	0.00
Accumulated Depreciation	0.00
Total Other Assets	\$ 80,444.00
Total Assets	\$ 1,417,345.69
LIABILITIES AND NET ASSETS	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 66,531.68
Payroll Withholding	218.02
Accrued Payroll	3,676.60
PERA Withholding	746.99
Klein Bank Loan	0.00
Due to Admin Fund	19,595.77
Due to 509 Fund	25,213.60
Due to BWM Fund	0.00
Due to R&M Fund	0.00
Due to Survey Fund	0.00
Total Current Liabilities	\$ 115,982.66
Other Current Liabilities	
Inspection Deposits	\$ 0.00
Retainages Payable	0.00
U of M Contract Payable	0.00
Total Other Current Liabilities	\$ 0.00
Long-Term Liabilities	
Deferred Revenues	\$ 25,495.16
Unearned Revenue CWF-Grant	0.00
Total Long-Term Liabilities	\$ 25,495.16
Total Liabilities	\$ 141,477.82
Net Assets	
Cumulative Fund Balance	\$ 1,465,738.62
Excess (Deficiency) Current	(189,870.75)
Total Net Assets	\$ 1,275,867.87
Total Liabilities and Net Assets	\$ 1,417,345.69

Moving People
and
Business Forward

Riley Purgatory Bluff Creek
Watershed District
Minneapolis, MN

To the Board of Managers:

We have compiled the accompanying March 31, 2014, Treasurer’s Report of the Riley Purgatory Bluff Creek Watershed District’s statements of Cash Disbursements All Funds, All Funds Performance Analysis, All Funds Project Performance Analysis and Balance Sheet All Funds in the accompanying prescribed form. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the form prescribed by the Riley Purgatory Bluff Creek Watershed District.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with requirements prescribed by the Riley Purgatory Bluff Creek Watershed District and for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

These financial statements (including related disclosures) are presented in accordance with the requirements of the Riley Purgatory Bluff Creek Watershed District, which differ from accounting principles generally accepted in the United States of America. This report is intended solely for the information and use of the Riley Purgatory Bluff Creek Watershed District and is not intended to be and should not be used by another other than this specified party.

We are not independent with respect to the Riley Purgatory Bluff Creek Watershed District.

JMSC, PLLC

JMSC, PLLC

Certified Public Accountants

May 01, 2014
Minneapolis, MN

Memorandum

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
From: Barr Engineering Co.
Subject: Engineer's Report for April 2014 Activities – for May 7, 2014 Board Meeting
Date: April 30, 2014

The purpose of this memorandum is to provide the Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) Board of Managers and the District Administrator a summary of the activities performed by Barr Engineering Co. serving in the role of District Engineer during April 2014.

General Services

- a. April 4th meeting with Administrator, Robert Ellis and Leslie Stovring to discuss format of upcoming Mitchel Lake and Red Rock Lake workshop and plant management meetings.
- b. Investigate potential locations for additional 2014 monitoring (Lake Susan LS-12.2 & Lake Lucy LU-A3.4)
- c. Assist with Water Quality Technician and Outreach interviews and second interviews.
- d. Attend April 16th Board Workshop to inform the Board on public comments and seek direction on how to proceed with responses.
- e. Attend planning meeting with President Forster, Administrator, Joe Bischoff (Wenck), and Leslie Stovring to discuss and prepare for the Mitchell Lake, Red Rock Lake, and Lake Lucy plant management stakeholder meetings.
- f. April 23rd meeting with Administrator to develop matrix of potential projects by major watershed.
- g. Prepare watershed maps for distribution to schools.
- h. Attended April 3rd regular Board of Managers meeting.
- i. Prepared Engineer's Report for April RPBCWD meeting
- j. Regular and frequent communication, meetings, collaboration, and coordination with the Administrator, including providing requested information.

Rulemaking

- a. April 1st meeting with President Forster, Administrator, and Counsel to discuss rules process
- b. Meetings with Administrator and Counsel to discuss comments received on draft rules and prepare for April 16th Board workshop.
- c. Compile comparison matrix of watershed district/MIDS wetland buffer and stormwater management rules

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
From: Barr Engineering Co.
Subject: Engineer's Report of April 2014 Activities – for May 7, 2014 Board Meeting
Date: April 30, 2014

- d. April 23rd meeting with Administrator and Counsel to develop a plan on what needs to be done to full address comments based on Board direction received at April 16th rules workshop

SWLRT (General Services)

- a. Attended April 16th TEP meeting

Plan Review

- a. *Eden Garden:* April 4th meeting with City of Eden Prairie and Westwood Development Consultants to discuss low floor guidance in draft rules. Reviewed revised information in response to meeting comments and provided review memorandum.
- b. *Bent Creek Golf Club:* April 17th meeting to discuss concerns with sedimentation in Purgatory Creek and several ponding areas, debris issues after flooding, and plans for bridge replacements.
- c. *Hwy 101 in Minnetonka:* April 2nd meeting with Hennepin County, Minnetonka, and WSB to discuss draft rules, status of project, and potential path forward to avoid impacts on project timeline.

Data Management/Sampling/Equipment Assistance

- a. Uploaded and verified the following in EQuIS:
 - Braun lab reports: 1401157, 1401536 and 1401658
 - March Riley and April Pond K Field Data
- b. Updated the MPCA 2013 submittal with Reporting Limits and PCA EQuIS Location ID #

Task Order #2: Purgatory Creek Hydrologic and Hydraulic Modeling Update

- a. Resolved subwatershed flow direction questions between Purgatory Creek and the Minnetonka, Nine Mile Creek, and Riley Creek watersheds.
- b. Corrected subwatershed divides based on updated storm sewer GIS data from the City of Chanhassen.
- c. Reviewed storm sewer as-built plans from the City of Shorewood and storm sewer maps from the City of Deephaven, and corrected the subwatershed divides within each city accordingly.
- d. Added detail to better characterize the drainage patterns in areas that will be impacted by the proposed SWLRT. As-built plans were located and reviewed to obtain the additional storm sewer information.
- e. Continued review of conduit data used in the model to characterize existing drainage patterns and documented areas where additional conduit data will be required and routing direction will need to be changed in the model.

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
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Task Order 3: SWLRT

- a. Finalize memo documenting review of SWLRT potential impacts to water resources and provided to Administrator.

Task Order 5: Lake Lucy Spent Lime

- a. Development of two conceptual designs for the spent lime treatment system
- b. Evaluation of conceptual designs to verify the designs meet City of Chanhassen wetland requirements
- c. Evaluation of conceptual designs to evaluate the TP removals
- d. Meeting with RPBCWD administrator and City of Chanhassen to discuss two conceptual designs and discuss preference
- e. Development of engineer's opinion of probable cost for two conceptual designs
- f. Estimation of the lifespan of the spent lime material
- g. Development of the Lake Lucy Spent Lime Treatment Engineer's Report

Task Order 6: WOMP Station Monitoring

Purgatory Creek Monitoring Station at Pioneer Trail

- a. Snowmelt sampling – setup sampler and datalogger to sample, collect, prep, and deliver sample to lab.
- b. Setup new datalogger files for 2014 monitoring season.
- c. Data downloads and review.
- d. Review rating curve.

Task Order 7a: Purgatory Creek Stabilization near Hwy 101 – Preliminary Engineering

- a. Finished review of background information.
- b. Began cultural and historical resources survey.
- c. Began the Phase I environmental survey.

Administrator Report

May 7th Meeting

BWSR

Staff submitted Biennial Budget Request (BBR) for 2016-2017.

Staff

Michelle Jordan has worked part-time with the District. Both Michelle Jordan and Josh Maxwell will be beginning full-time on May 5. I have also been working on setting up benefits for the District. I am working with Bearance.

Employee Handbook

I have been working with Manager Bisek to pull together an employee handbook. This handbook will be distributed along with a copy of the governance manual.

SWLRT

I have met with the City of Eden Prairie and the SWLRT project office. The SWLRT will be continuing designs all the way to the Mitchell Station. I have included in the back of this report current draft designs.

Rulemaking and Permitting

Staff has been working on rulemaking. In addition, staff has been answering questions in regards to rules and upcoming potential projects.

Office Space

Staff has been working with JBL properties. The lease agreement is currently being drafted based on the proposal that was provided to the board on April 3, 2014.

University of Minnesota

I have been working with both the Sorensen lab and Newman Lab to discuss continuing work on Lake Susan and Lake Riley, and Starring Lake respectively.

Outreach

This past month, I have been involved in various outreach activities. I helped coordinate the Shallow Lakes Forum, which had 98 participants on April 12th. I presented at the Lake Riley Improvement Association Annual Meeting.

Continuing Education

I intended a Project Learning Tree training.

Plant Management Plans

I worked with Wenck, the City of Eden Prairie, and the City of Chanhassen to coordinate mailings to residents in the Lake Lucy, Mitchell Lake and Red Rock Lake subwatersheds. The first workshops were held on the 24th.

Budget

I have been working with Engineer to develop a project list for the next five years.

Cost-share Programs

I have met with CCSWCD. I also have worked with the CAC to review the cost-shares.

CAC

I have met with the CAC. I have reviewed with the CAC cost-shares. Updates on the rules were also presented to the CAC.

Annual Report

Staff has completed the Annual Report and is included in the Board Packet.

NEMO

Staff has worked with the University of Minnesota for the upcoming NEMO programs.

Data Collection and Monitoring

I have been working with BARR in the transitioning between our temporary staff and new staff.