

Riley-Purgatory-Bluff Creek Watershed District

Board of Managers Regular Meeting

Wednesday, February 6, 2019

5:30pm Board Workshop

7:00pm Regular Board Meeting

DISTRICT OFFICE

18681 Lake Drive East

Chanhassen

Agenda

1. **Call to Order**
2. **5:30pm** **Cost-Share Program** **Information**
3. **7:00 pm Approval of the Agenda** (Additions/Corrections/Deletion) **Action**
4. **Matters of general public interest** **Information**

Welcome to the Board Meeting. Anyone may address the Board on any matter of interest in the watershed. Speakers will be acknowledged by the President; please come to the podium, state your name and address for the record. Please limit your comments to no more than three minutes. Additional comments may be submitted in writing. Generally, the Board of Managers will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on a future agenda.

5. **Reading and approval of minutes** **Action**
 - a. Board of Manager Meeting, January 2, 2019
 - b. Special Meeting, November 14, 2019
 - c. Special Meeting, August 9, 2018
6. **Organizational Actions** **Action**
 - a. Committees
 - i. Personnel
 - ii. Governance
7. **2018 Annual Report Presentation** **Information**
8. **Duck Lake Subwatershed Presentation Update** **Information**
9. **Citizen Advisory Committee** **Action**
 - a. *Report*
 - b. *Motion*

10. Consent Agenda

(The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Any manager may remove an item from the consent agenda for action.)

- a. Accept January Staff Report
- b. Accept January Engineer's Report (with attached Inspection Report)
- c. Authorize Administrator Bleser to enter into grant Agreement with BWSR for the Mitchell Lake, and Lake Riley/ Rice Marsh Lake subwatershed assessments.
- d. Approve Permit 2015-036 Saville modification with engineer recommendations
- e. Approve revised scope of work for Hennepin County Chloride Initiative

11. Action Items

Action

- a. Accept December Treasurer's Report
- b. Approve Paying of the Bills
- c. Approve Fund Balance Policy Update
- d. Approve Investment Deposit Policy
- e. Permit 2018-073 Preserve Boulevard and Eden Lake Outlet with variances
- f. Scope of services for Legal Compliance Review of the District
- g. Develop an AIS Working Group (*Manager Koch*)
- h. Hire IT consultant (*Manager Koch*)
- i. Create an Audit and Risk Committee (*Manager Koch*)
- j. Hire HR consultant LK (*Manager Koch*)

12. Discussion Items

Information

- a. Chanhassen Water Quality Opportunity/Cost-share Pleasant View Rd
- b. Upcoming March Board Meeting:
 - i. Cooperative Agreement with the City of Eden Prairie for Lower Riley Creek
 - ii. Stormwater model update, flood risk mapping, mitigation and adaptation task order
 - iii. Cost-share and Permitting Database Update
 - iv. Governance Workshop
 - v. Board and Staff Workshop
 - vi. Eden Prairie/Board Workshop March 19, 2019, 5:00pm

13. Upcoming Events

Information

- First Friday Hike with the Watershed, March 1, 12:00-1:00pm, Purgatory Creek Park, Minnetonka
- Regular Board Meeting, March 6, 2019, 7:00pm, 18681 Lake Drive East, Chanhassen
- CAC Meeting, March 18, 2019, 6:00 pm, 18681 Lake Drive E, Chanhassen
- Meet and Greet, April 10, 2019, 4:00pm-6:30pm, 18681 Lake Drive East, Chanhassen

To: Board of Managers

From: Michelle Jordan

Re: Cost-Share Program

Dear Managers,

In the following the pages, you will find supporting documentation for the redesign of the cost-share program. Included in this packet are the following:

1. Process document (this document shows the steps that have been taken to date in the revamping process)
2. Customer survey results of the cost-share program
3. Cost-share program draft titled Stewardship Grants - this is the same as the Cost-share program (Version 1)
4. Action Grants version 1 (formalized program which encompasses the earth day mini-grant and incorporates action projects)
5. Table of CAC feedback on Version 1 Stewardship and Action Grants.

At the coming board workshop, an updated version (version 2) of these programs incorporating the CAC feedback will be presented. The District is working through the comments of the CAC meeting from January 28th.

I look forward in sharing with you these exciting programs,

Sincerely,

Michelle Jordan
Community Outreach Coordinator

Timestamp	Which tier of the cost-share program did you participate in?	How did you find out about the program?	What kind of project(s) were you interested in?	Please indicate the extent of your participation	If you didn't apply for a cost-share grant, why not?	If you checked "the cost was too high", would a larger available grant amount have helped?	If you implemented a project, what tools were most helpful in the process?	What was the most enjoyable part of the grant process?	On the other hand, what if anything did you find frustrating or difficult about the grant process?	Which of the following would make the process better for you, or others in the future?	Is there anything else you'd like to tell us?
12/21/2018 11:46:12	Homeowner	City website/newsletter/etc	Shoreline restoration/buffer	Provided annual update report after implementation			Site visit/one-on-one help, Getting a design from the technical assistant, Watershed district plant lists	off setting the cost of the project. It was an expensive undertaking, and nice to get some of it paid for or we probably would not have done it.	Length of time it all took, Finding a contractor to work with us, Understanding the steps	Faster process, Easier application, Guides for maintenance, List of contractors to get a quote from	Help from Seth was very valuable.
12/21/2018 11:59:30	Homeowner	Lake Association	Shoreline restoration/buffer	Received reimbursement funding			Site visit/one-on-one help, Working with a contractor	Seeing the complete project	The paperwork, Some paperwork that was required (like map) were things contractor did not provide.	Easier application	Great program but could be a little less bureaucratic in operating
12/21/2018 12:07:41	Homeowner	From someone who got a grant	Shoreline restoration/buffer	Received reimbursement funding			Getting a design from the technical assistant	designing and putting together the plant list		Online tools for design and calculation, Examples of different kinds of projects, Examples of applications that have received funding in the past	
12/21/2018 12:11:34	Homeowner	Watershed district website	Rain garden, Shoreline restoration/buffer	Had a site visit	Could not agree on a plan for our site	The \$3000 limits most to do-it-yourself projects, which is ok with me		Since haven't submitted application, I haven't gotten to the enjoyable part yet (satisfaction of completed project!)	Length of time it all took, Length of time it all took, Unfortunate timing of appl writing... while Michelle out and could get no response from backup personnel (for detail appl questions)	Online application, "hand-holding support", as in working out the project details enough to complete the appl	I went through the Master Water Steward program (17-18) and got stalled on Capstone project... Hope to complete spring 2019
12/21/2018 14:06:26	Homeowner	Talked to a watershed staff person at a community event	Shoreline restoration/buffer	Received a grant			Site visit/one-on-one help, Getting a design from the technical assistant, Working with a contractor	initial site visit from RBPC staff	Understanding the steps	List of contractors to get a quote from	we were persistent, and that is necessary; if you want this process to be easy, then more communication is needed during the process.
12/21/2018 14:29:35	Homeowner	Watershed district website	Rain garden, Converting turfgrass to low mow or natives	I don't remember if I got a grant or reimbursement funding don't remember which. I know I received \$3000.			Site visit/one-on-one help, Watershed district plant lists, Working with a contractor	To see the plants in my raingarden the summer after fall planting!	Length of time it all took, The paperwork	Faster process, Easier application, Larger grant amount to apply for, Examples of different kinds of projects, Examples of applications that have received funding in the past	I tried to get two grants (one for a raingarden and one for prairie restoration) and was told I could only get one per year. Both projects should have received funding but only one was considered. The raingarden grant was very helpful. The garden looks great and is working as planned. I couldn't wait another year on the prairie so I carried on with a modified plan.
12/21/2018 15:13:54	Homeowner	Talked to a watershed staff person at a community event	Shoreline restoration/buffer	Provided annual update report after implementation			Site visit/one-on-one help, Getting a design from the technical assistant	Working with RPBCWD staff.	Length of time it all took, Understanding the steps	Faster process, Easier application	
12/21/2018 16:20:14	Homeowner	Talked to a watershed staff person at a community event	Other (please be specific)	Had a site visit	The project I was interested in didn't qualify/there wasn't an appropriate location for my project			While it wasn't an unpleasant process, I'm not sure there was something I would consider "enjoyable".	Lack of followup by staff member.	List of contractors to get a quote from, Examples of different kinds of projects, Examples of applications that have received funding in the past	
12/22/2018 12:34:27	Association or Non-profit	Talked to a watershed staff person at a community event	Shoreline restoration/buffer	Provided annual update report after implementation			Site visit/one-on-one help, Website resources, Working with a contractor	Seeing the plants flourish only one year after implementation	The effort to maintain a site once it is planted. Native planting may be low-maintenance... but not no-maintenance!	Online application, Guides for maintenance, List of contractors to get a quote from, Examples of different kinds of projects, Examples of applications that have received funding in the past	It was a very positive process for our project and we are very happy with the results but now that our grant money has run out, we need to figure out how support the ongoing maintenance of our site. We are looking into recruiting some master water stewards to assist if they can earn volunteer hours by helping out.
12/24/2018 9:21:14	Homeowner	From someone who got a grant	Rain garden, Shoreline restoration/buffer	Provided annual update report after implementation			Site visit/one-on-one help, Getting a design from the technical assistant, Working with a contractor	Planning and design	Length of time it all took	Faster process, Guides for maintenance, List of contractors to get a quote from, Examples of different kinds of projects	having a contact at watershed to be able to answer questions specific to project before, during, after and on going - example: contractor changed scope of project before starting - would have been nice to make contractor request those changes to district and have them approve changes as homeowner may not be best judge to approve and disprove changes - after installation good to have source to help with maintenance and changes

Timestamp	Which tier of the cost-share program did you participate in?	How did you find out about the program?	What kind of project(s) were you interested in?	Please indicate the extent of your participation	If you didn't apply for a cost-share grant, why not?	If you checked "the cost was too high", would a larger available grant amount have helped?	If you implemented a project, what tools were most helpful in the process?	What was the most enjoyable part of the grant process?	On the other hand, what if anything did you find frustrating or difficult about the grant process?	Which of the following would make the process better for you, or others in the future?	Is there anything else you'd like to tell us?
12/24/2018 9:26:58	Homeowner	Talked to a watershed staff person at a community event	Rain garden, Shoreline restoration/buffer	Provided annual update report after implementation			Site visit/one-on-one help, Getting a design from the technical assistant, Watershed district plant lists	Completing something good/for/lake and community while saving some money in the process	The paperwork, Coordinating with the city program was very confusing	Online application, Guides for maintenance, List of contractors to get a quote from, Online tools for design and calculation, I wonder if a site visit on install day or dying would help. I understand awkward but might provide some oversight or collaboration that would ultimately improve quality. Examples of benefits could have been following plan, poor groupings of plantings, spacing etc. presence alone may have helped.	I felt I had good support during process and was very appreciative
12/27/2018 17:02:08	Homeowner	the non profit organization Wild Ones: Native Plants, Natural Landscapes	Converting turfgrass to low mow or natives	Applied				No part was enjoyable.	Length of time it all took, Understanding the steps, Having to hound staff and still only getting a vague response to my grant. I also don't understand not helping out people who are part way along the process of transforming their yard into one that will absorb all the water that falls on the property.	Faster process, Online tools for design and calculation, Examples of different kinds of projects, Examples of applications that have received funding in the past, Advice, encouragement, & way to get quick answers when needed from WD staff	Have Information sessions about cost share grants. Offer open to the public tours (such as given to MWSs) of places where BMPs have been implemented not by Watershed District but at residential, churches and businesses with Q & A at each stop.
12/30/2018 3:09:33	Homeowner	Talked to a watershed staff person at a community event	Other (please be specific)	Had a site visit	Could not agree on a plan for our site			The site visit	Staff did not come up with a plan we liked. Did not listen to requests we made.	Easier application, Online application, Guides for maintenance, Larger grant amount to apply for, I had a list of contractors but many were far away, it would be nice if the list was organized by location or what they provide.	
1/3/2019 13:07:24	Homeowner	Talked to a watershed staff person at a community event	Rain garden	Provided annual update report after implementation			Site visit/one-on-one help, Getting a design from the technical assistant	Building and planting the raingarden	I wasn't frustrated with anything related to the grant process :)	Easier application, Online application, Larger grant amount to apply for, Online tools for design and calculation	Hi Michelle, hope you had a good new year! We have big plans in our backyard with the raingarden now in place. I see community events down the road once I finish the rest of the stonework.
1/4/2019 14:08:27	Homeowner	Wild Ones - Prairie Edge meeting	Rain garden	Provided annual update report after implementation			Working with a contractor	I felt my efforts were valued and that the partnership was a win-win for all involved	it all went pretty smoothly for me	List of contractors to get a quote from, Examples of different kinds of projects	Picking out plants from lists and catalogs and having the over all result look good is challenging. Working with an experienced landscape designer to create a pleasing design that complemented our home was invaluable. The funding provided for our project was very helpful to us -- thank you again.
1/6/2019 11:36:38	Homeowner	Talked to a watershed staff person at a community event	Shoreline restoration/buffer	Received reimbursement funding			Site visit/one-on-one help, Getting a design from the technical assistant, Working with a contractor	The results.	The expense, Understanding the steps	Faster process, Guides for maintenance, List of contractors to get a quote from	
1/7/2019 12:20:27	Homeowner	From a friend who applied (but didn't get) a grant	Shoreline restoration/buffer	Provided annual update report after implementation			Site visit/one-on-one help, Getting a design from the technical assistant	Working with program staff - knowledgeable, kind and helpful.	The pdf application was in an annoying format. Maybe there are better options?	Online application, Guides for maintenance, List of contractors to get a quote from	We love our marsh buffer. Tons of birds & bugs & critters, and it's beautiful year round. It also reminds me of the importance of our water (both in Minnetonka and more broadly) and that simple projects like mine can make a real difference and make a yard more beautiful.
1/7/2019 12:31:01	Homeowner	Talked to a watershed staff person at a community event	Rain garden	Implemented project			Site visit/one-on-one help, Getting a design from the technical assistant	Follow-up visit from Seth after installation to show the project.	The paperwork	Guides for maintenance	Love, love, love this project. Excited to see it growing in the spring. Couldn't have done it without the grant. Also really enjoying talking with neighbors about the process and plants.
1/7/2019 12:44:59	Homeowner	Watershed district website	Shoreline restoration/buffer	Received a grant			Site visit/one-on-one help	Seeing an invasive area get healthier	The expense	List of contractors to get a quote from, Examples of applications that have received funding in the past	
1/7/2019 20:04:35	Homeowner	Watershed district website	Shoreline restoration/buffer	I facilitated communication and planning with my in-laws, who were the homeowners and who eventually implemented the project			Site visit/one-on-one help, Getting a design from the technical assistant	My in-laws were eager and capable of implementation, just needed technical guidance. It was enjoyable to see the guidance provided efficiently and effectively to my in-laws and see them implement the project successfully.	I didn't do much heavy lifting and my in-laws seemed satisfied with the process. Fortunately it was a pretty straightforward process, they are capable, and I had some experience to guide them along with the excellent guidance provided by the District.	Guides for maintenance, Online tools for design and calculation, Examples of different kinds of projects, Examples of applications that have received funding in the past	Excited to monitor progress, thanks for offering the program.

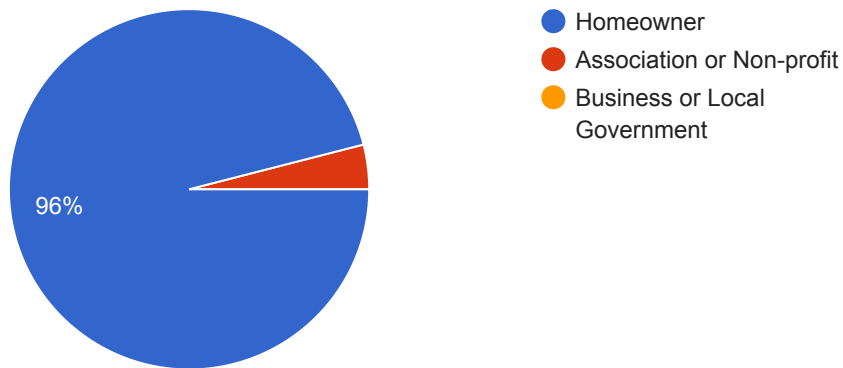
Timestamp	Which tier of the cost-share program did you participate in?	How did you find out about the program?	What kind of project(s) were you interested in?	Please indicate the extent of your participation	If you didn't apply for a cost-share grant, why not?	If you checked "the cost was too high", would a larger available grant amount have helped?	If you implemented a project, what tools were most helpful in the process?	What was the most enjoyable part of the grant process?	On the other hand, what if anything did you find frustrating or difficult about the grant process?	Which of the following would make the process better for you, or others in the future?	Is there anything else you'd like to tell us?
1/8/2019 21:16:14	Homeowner	From someone who got a grant	Rain garden	Received reimbursement funding			Site visit/one-on-one help, Website resources, Working with a contractor	I really enjoyed the educational aspects of the project. It really has me looking at water management with greater understanding now.	Length of time it all took	Online application, List of contractors to get a quote from, Examples of different kinds of projects, Examples of applications that have received funding in the past	All of the workers were so friendly and responsive. We had such a wonderful experience. Thank you!
1/9/2019 12:55:42	Homeowner	through Master Water Steward Program	Rain garden	Received reimbursement funding			Site visit/one-on-one help, Working with a contractor	The finished rain garden and the neighborhood "open house". They were all interested and supportive of the project.	The paperwork	Online application, List of contractors to get a quote from, Online tools for design and calculation, Examples of different kinds of projects, Examples of applications that have received funding in the past	I think most people don't know that grant money and help are available through the watershed district. How to increase awareness?
1/9/2019 15:52:50	Homeowner	Water Steward program	Rain garden, Other (please be specific)	Had a site visit	Life got in the way, Had difficulty connecting with city officials; wait time for site plan was too long			Envisioning possibilities for improving my landscape: water infiltration as well as improving aesthetics with pollinator-friendly plants.	Length of time it all took, The paperwork, Finding a contractor to work with us, Understanding the steps	Faster process, Online application, List of contractors to get a quote from, Online tools for design and calculation, Examples of different kinds of projects	I was surprised & frustrated by the amount of time it took to actually connect with someone from the city of Minnetonka as well as to get plans drawn up. It was my assumption that by applying for a grant, the watershed district would, in a sense, be helping to "fast track" a project (ie. directly call city officials and cut some red tape) Also, it was not totally clear to me that I could use any landscape architect/company to draw up plans. Seth seemed annoyed, put out, and not interested in the project. Had I known other vendors were available I would have taken a different course of action.
1/15/2019 23:05:20	Homeowner	From someone who got a grant	Rain garden	Implemented project			Watershed district plant lists, Help from a friend	Getting credit for in-kind labor - this made the it possible to fully fund my portion of the project with labor, a real help in a moment when I was short of \$\$\$	Length of time it all took, The paperwork, Getting a design created, Understanding the steps	Faster process, Easier application, Online application, Online tools for design and calculation, Examples of applications that have received funding in the past	
1/19/2019 14:25:36	Homeowner	From someone who got a grant	Rain garden	Received reimbursement funding			Site visit/one-on-one help, Working with a contractor	The finished result.	Nothing	Nothing, it was easy because our contractor filed everything.	

Cost-share grant program survey

25 responses

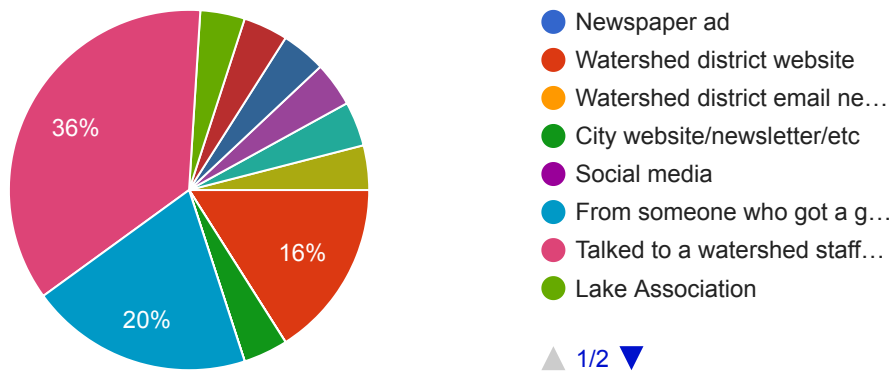
Which tier of the cost-share program did you participate in?

25 responses



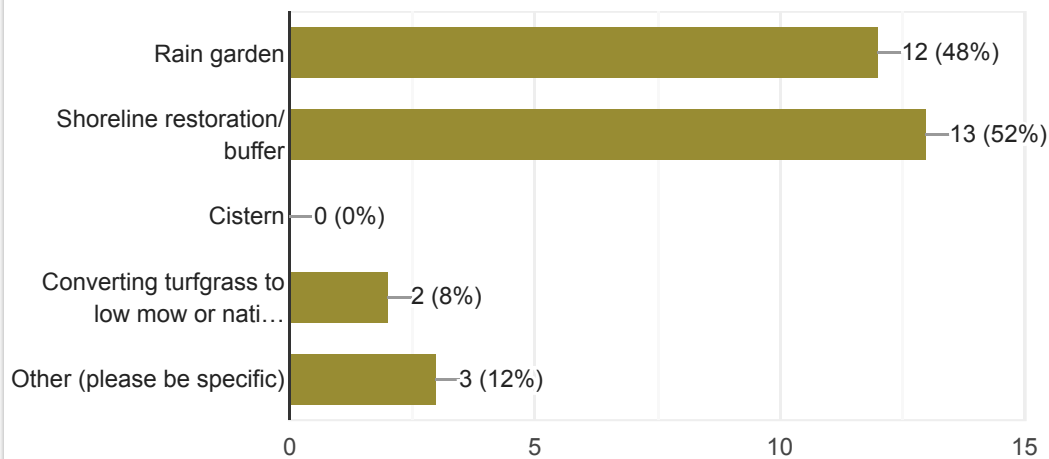
How did you find out about the program?

25 responses



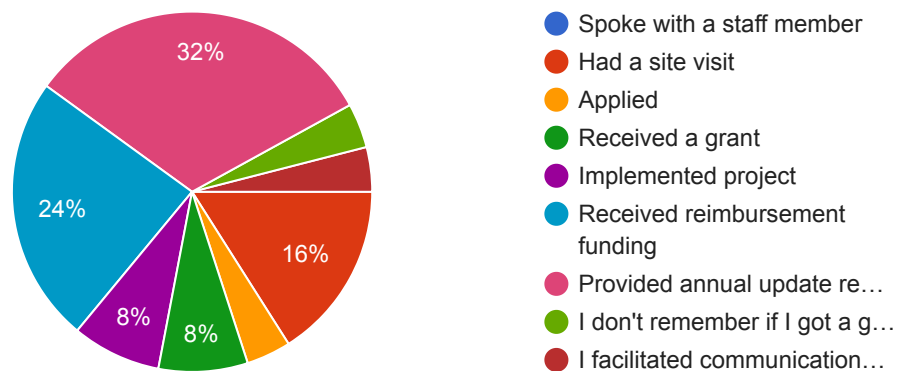
What kind of project(s) were you interested in?

25 responses



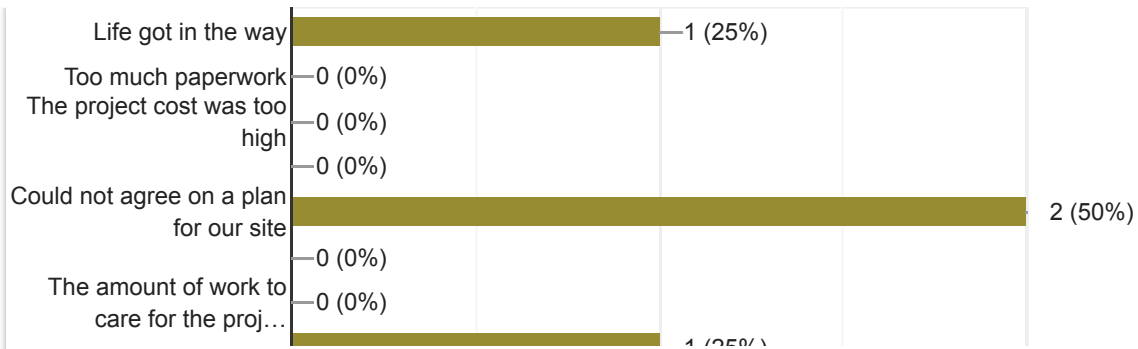
Please indicate the extent of your participation

25 responses



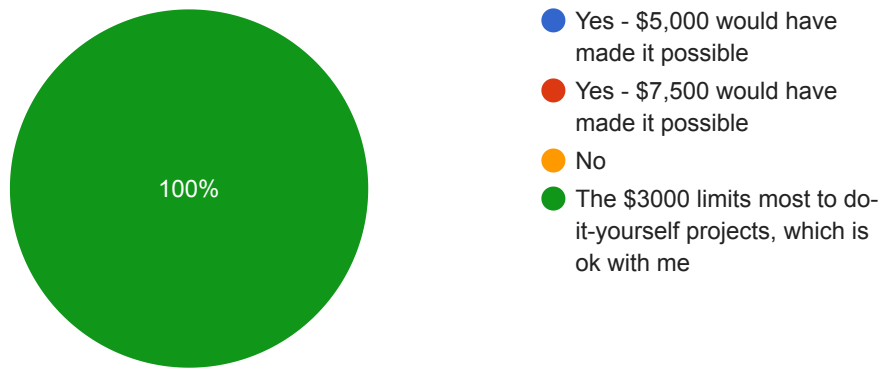
If you didn't apply for a cost-share grant, why not?

4 responses



If you checked "the cost was too high", would a larger available grant amount have helped?

1 response



If you implemented a project, what tools were most helpful in the process?

20 responses

Site visit/one-on-one help

17 (85%)

Getting a design from the

What was the most enjoyable part of the grant process?

25 responses

off setting the cost of the project. It was an expensive undertaking, and nice to get some of it paid for or we probably would not have done it.

Seeing the complete project

designing and putting together the plant list

Since haven't submitted application, I haven't gotten to the enjoyable part yet (satisfaction of completed project!)

initial site visit from RBPC staff

To see the plants in my raingarden the summer after fall planting!

Working with RPBCWD staff.

While it wasn't an unpleasant process, I'm not sure there was something I would consider "enjoyable".

Seeing the plants flourish only one year after implementation

Planning and design

Completing something good for lake and community while saving some money in the process

No part was enjoyable.

The site visit

Building and planting the raingarden

I felt my efforts were valued and that the partnership was a win-win for all involved

The results.

Working with program staff - knowledgeable, kind and helpful.

Follow-up visit from Seth after installation to show the project.

Seeing an invasive area get healthier

My in-laws were eager and capable of implementation, just needed technical guidance. It was enjoyable to see the guidance provided efficiently and effectively to my in-laws and see them implement the project successfully.

I really enjoyed the educational aspects of the project. It really has me looking at water management with greater understanding now.

The finished rain garden and the neighborhood "open house". They were all interested and supportive of the project.

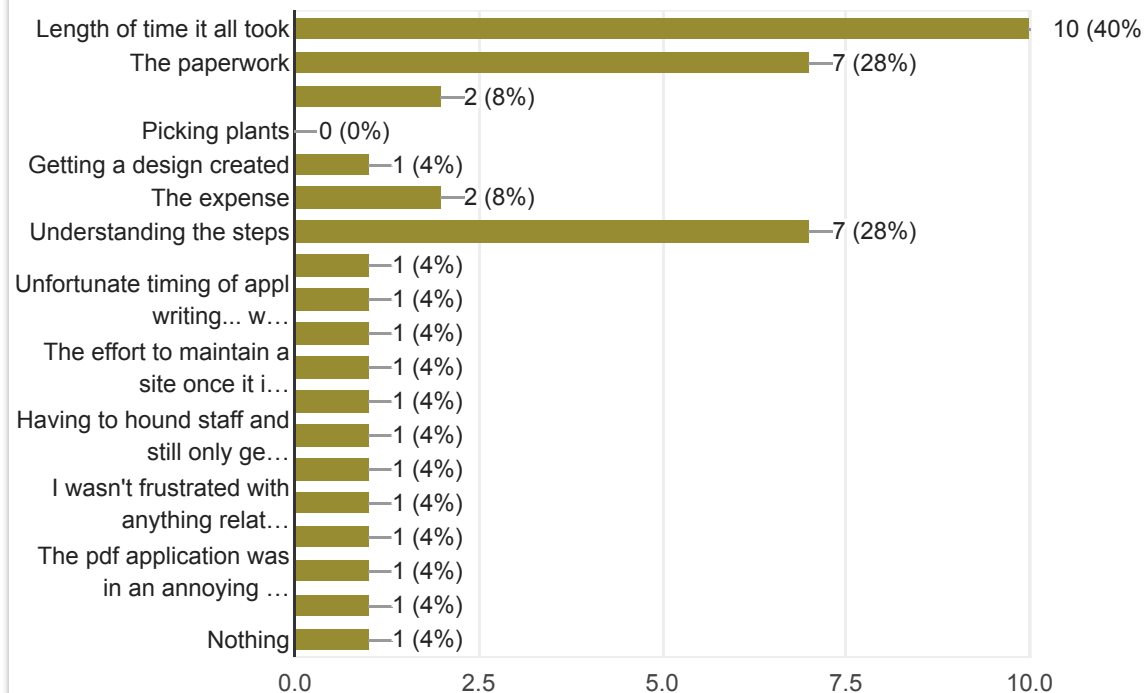
Envisioning possibilities for improving my landscape: water infiltration as well as improving aesthetics with pollinator-friendly plants.

Getting credit for in-kind labor - this made the it possible to fully fund my portion of the project with labor, a real help in a moment when I was short of \$\$\$

The finished result.

On the other hand, what if anything did you find frustrating or difficult about the grant process?

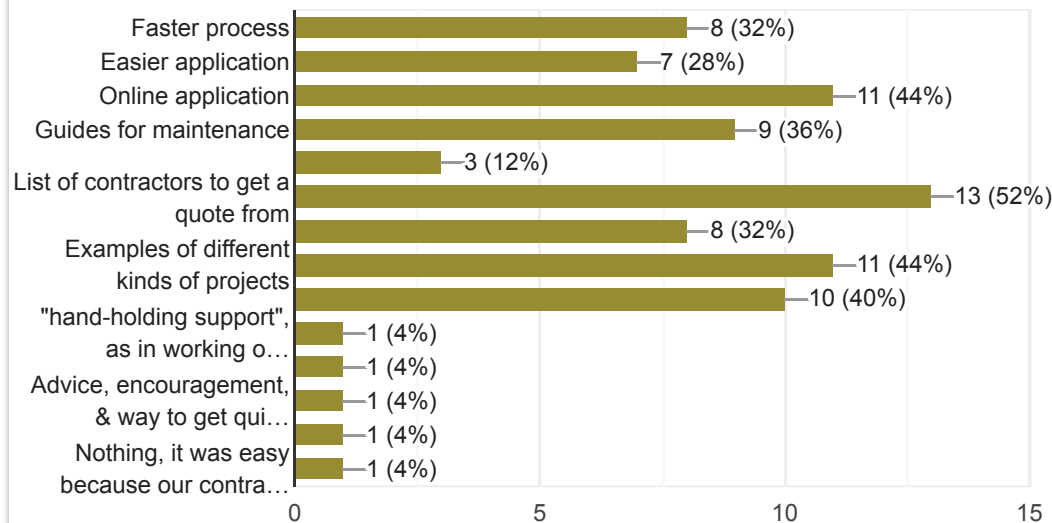
25 responses



Which of the following would make the process better for you, or others in

the future?

25 responses



Is there anything else you'd like to tell us?

17 responses

Help from Seth was very valuable.

Great program but could be a little less bureaucratic in operating

I went through the Master Water Steward program (17-18) and got stalled on Capstone project... Hope to complete spring 2019

we were persistent, and that is necessary; if you want this process to be easy, then more communication is needed during the process.

I tried to get two grants (one for a raingarden and one for prairie restoration) and was told I could only get one per year. Both projects should have received funding but only one was considered. The raingarden grant was very helpful. The garden looks great and is working as planned. I couldn't wait another year on the prairie so I carried on with a modified plan.

It was a very positive process for our project and we are very happy with the results but now that our grant money has run out, we need to figure out how support the ongoing maintenance of our site. We are looking into recruiting some master water stewards to assist if they can earn volunteer hours by helping out.

having a contact at water shed to be able to answer questions specific to project before, during, after and on going - example: contractor changed scope of project before starting - would have been nice to make contractor request those changes to district and have them approve changes as homeowner may not be best judge to approve and disprove changes - after installation good to have source to help with maintenance and changes

I felt I had good support during process and was very appreciative

Have Information sessions about cost share grants. Offer open to the public tours (such as given to MWSs) of places where BMPs have been implemented not by Watershed District but at residential, churches and businesses with Q & A at each stop.

Hi Michelle, hope you had a good new year! We have big plans in our backyard with the raingarden now in place. I see community events down the road once I finish the rest of the stonework.

Picking out plants from lists and catalogs and having the over all result look good is challenging. Working with an experienced landscape designer to create a pleasing design that complemented our home was invaluable. The funding provided for our project was very helpful to us – thank you again.

We love our marsh buffer. Tons of birds & bugs & critters, and it's beautiful year round. It also reminds me of the importance of our water (both in Minnetonka and more broadly) and that simple projects like mine can make a real difference and make a yard more beautiful.

Love, love, love this project. Excited to see it growing in the spring. Couldn't have done it without the grant. Also really enjoying talking with neighbors about the process and plants.

Excited to monitor progress, thanks for offering the program.

All of the workers were so friendly and responsive. We had such a wonderful experience. Thank you!

I think most people don't know that grant money and help are available through the watershed district. How to increase awareness?

I was surprised & frustrated by the amount of time it took to actually connect with someone from the city of Minnetonka as well as to get plans drawn up. It was my assumption that by applying for a grant, the watershed district would, in a sense, be helping to "fast track" a project (ie. directly call city officials and cut some red tape) Also, it was not totally clear to me that I could use any landscape architect/company to draw up plans. Seth seemed annoyed, put out, and not interested in the project. Had I known other vendors were available I would have taken a different course of action.

Would you like to be entered into the drawing for one of the winter maintenance tool kits?

22 responses

Sheet topic	Description	Pros/cons	Comment	Stars	
Cost-share grants: general	This is a catch-all for any thoughts/ideas not captured by the other prompts	Like	Clear!		
Cost-share grants: general		Like	Simple		
Cost-share grants: general		Like	Fast		
Cost-share grants: general		Like	Straight forward		
Cost-share grants: general		Like	The new name - stewardship grants		
Cost-share grants: general		Like	Or consider: Water Stewardship Grants	**	
Cost-share grants: general		Change	Make identification of goals and outcomes easier (like a link or list)		
Cost-share grants: general		Change	Only native plants?		
Cost-share grants: general		Change	Add maintenance to the grants		
Cost-share grants: general		Change	2 bidge? - only if out of line so can we have guidelines		
Cost-share grants: general		Change	Adding continuous education for recipients		
Cost-share grants: general		Change	Clarify post reporting: 1,2,5 or ever year; send reminder email; post projects on website		
Cost-share grants: general		Change	Define: what is an "aesthetic only" item?		
Cost-share grants: water conservation		This refers to the statement from the program description: "The grant does not fund projects that have a primary goal of drinking water conservation, for example high efficiency washers, low-flow toilets, or smart irrigation controllers/sensors. For help with these projects, check with your city and/or county." Staff were directed to look into creating a separate groundwater conservation program in partnership with cities, so does it make sense to include groundwater conservation in this program?	Lose it (and why)	Cities are covering this, do we need to?	
Cost-share grants: water conservation			Lose it (and why)	Conflict btw city selling water at higher cost and their helping people save.	
Cost-share grants: water conservation			Keep it (and why)	Consistent with our mission	*
Cost-share grants: water conservation	Keep it (and why)		If can do scoring system to help decide		
Cost-share grants: water conservation	Keep it (and why)		Minimize overlap with city programs		
Cost-share grants: water conservation	Keep it (and why)		One water - groundwater matters too		
Cost-share grants: water conservation	In-between		Clairfy "conservation": is one of the listed program missions, yet caveat about what we don't cover.		
Cost-share grants: water conservation	In-between		If remove drinking water conservation, inform user about other programs		
Cost-share grants: water conservation	In-between		Distinguish between exterior conservation and within the household conservation -> city funded		
Cost-share grants: water conservation	In-between		Would it work to offer water conservation but tied to required landscaping to reduce h2o		
Cost-share grants: improvement clause	This refers to the statement "Projects must demonstrate an improvement over existing conditions in at least two of the four categories: water quality, water conservation, habitat, and flooding." Another issue was the question of whether a project that was a bmp, but appeared to be a "step backward" should receive funding. The case in question was a school wanting to go from turf grass to a permeable pavers patio. Permeable pavers are better than an impervious surface, but they are not an improvement over vegetation. This statement is a shot at addressing this.	NA	Consideration: if we don't give the grant, what then? will they do something better?		
Cost-share grants: improvement clause		NA	Concern about change = if you the 5 year maintenance is required, it should address concern about changing it in a year or two - if they change - pay back		
Cost-share grants: improvement clause		NA	Make sure scoring process keeps best "bmps" higher than only "better" projects		
Cost-share grants: improvement clause		NA	Suggest BMP alternatives at the site	*	
Cost-share grants: improvement clause		NA	Don't fund marginal improvements	**	
Cost-share grants: improvement clause		NA	Only fund difference of highest contractor price of "bad" solution and lowest contractor price of "better" solution -> applicant should have some skin in the game.		
Cost-share grants: review process change	This refers to the sections: "How are grants awarded?", "What are the deadlines?", and "What is the process?" There are quite a few large changes in this part of the program: Previously, board members approved all grants. This would delegate the authority for some grants to the administrator. The goal here is to decrease the time and complexity of the process, as these two things were the biggest issues I heard from the CAC, and from the survey. Having a subcommittee of CAC members be on the decision committee helps alleviate some of the previous tension over differing levels of interest in and expertise for grant review. We would still need to have deadlines if the CAC are on the grant review committee, but I think there is great value in it.	Like	Use of sub-committee	**	
Cost-share grants: review process change		Like	Different thresholds for approval: Administrator <10,000 Board > 10,000	**	
Cost-share grants: review process change		Like	Monthly vs 2x per year submissions		
Cost-share grants: review process change		Like	Incomplete apps not considered	*	
Cost-share grants: review process change		Like	Improvement over existing conditions in at least 2 of the 4 categories		
Cost-share grants: review process change		Change	Add flooding/erosion	*	
Cost-share grants: review process change		Change	"Native plans are highly encouraged for >75% or more of the project		
Cost-share grants: review process change		Change	Think about a conference call or interview if there are open questions		
Cost-share grants: review process change		Change	Respond in a week - practical? 2 weeks?		
Cost-share grants: review process change		Change	What happens if more than 2 CAC members want to be on subcommittee?		
Cost-share grants: evaluation criteria	This refers to the application evaluation worksheet, and the description of project outcomes.	Like	A ranking system is a good idea	**	
Cost-share grants: evaluation criteria		Like	Numeric total will help make the decision easier	***	
Cost-share grants: evaluation criteria		Like	Having "pre-qualified" contractors if they ask for a referral	*****	
Cost-share grants: evaluation criteria		Change	2 contractor bids -> what if you intend to do the work yourself? Add: If needed, get two bids	*	
Cost-share grants: evaluation criteria		Change	Program outcome questions/criteria may be difficult to answer	**	
Cost-share grants: evaluation criteria		Change	Add site visit to eval form		
Cost-share grants: evaluation criteria		Change	Put numerical info on last page, last sentence into a table		
Action grants	General feedback on the Action grants program description	Like	It is easy	**	
Action grants		Like	Very accessible	**	
Action grants		Like	Social aspect	***	
Action grants		Like	Gateway to increased involvement in WD		
Action grants		Like	Nice way to trigger interests		
Action grants		Like	We like example of rainbarrel		
Action grants		Like	Amount is appropriate for level of approval/ease, don't want to go higher		
Action grants		Like	The whole idea		
Action grants		Change	Don't like example of rainbarrels		
Action grants		Change	Amount is very limiting	*	
Action grants		Change	Increase or offer range	*	
Action grants		Change	Examples: storm drain marking, leaf cleanup		
Action grants		Change	Should we define min size of "group"? eg >/= 3?		
Action grants		Change	More examples of projects		
Action grants		Change	Bump to \$500		
Action grants		Change	Add "materials/equipment" as eligible expense		

2018 Cost-share program update

Process document

Last updated: Jan 31, 2019

Intro

As directed by the board of managers, staff have begun working with the CAC, and soliciting input from the TAC on revising the cost-share program, including the application review process. The steps that have been taken to date as well as proposed next steps.

Note: The process below is aggressive, with the goal of opening cost-share applications in February as in previous years. It is possible that the timeline and workflow will need to be adjusted. Opening applications as late as April would likely still result in an effective program for the year, as we have usually received the majority of homeowner applications at the mid-June deadline.

Process outline

Component	Actions	Completed/anticipated
Identify the need that the cost-share program addresses	<ol style="list-style-type: none">1. Facilitate a discussion with the CAC2. Send a survey to the TAC3. Look for overlap between needs identified in 1 & 2, and the 10 Year Plan Goals/Strategies	<ol style="list-style-type: none">1. Oct 15, 2018.2. Oct 29, 2018 (currently collecting responses)3. Ongoing
Assess how the current cost-share program meets/fails to meet the identified needs	<ol style="list-style-type: none">4. Host CAC discussion/work session	<ol style="list-style-type: none">4. Nov CAC meeting
Identify barriers to participation	<ol style="list-style-type: none">4. Host CAC discussion/work session5. Send a survey to past homeowners who received cost-share grants or technical assistance	<ol style="list-style-type: none">4. Nov CAC meeting5. November
Identify existing structures that can be adapted	<ol style="list-style-type: none">6. Reach out to other watersheds to learn how their programs are working well/lessons learned	<ol style="list-style-type: none">6. Ongoing

Adjust the existing program to reflect the data gathered including scoring	7. Draft a program summary 8. Bring draft to CAC for review/workshopping 9. Bring draft to Board of Managers 10. Adjust draft per board comment. 11. 2nd draft to board	7. December 8. Dec CAC meeting 9. Jan board meeting 10. Jan, and Jan CAC meeting 11. Feb board meeting
Open updated program applications		February 2019

Updates

Nov 1, 2018

So far, staff have facilitated a discussion with the CAC, sent a survey to the TAC, and begun reaching out to other watersheds with grant programs.

CAC discussion: Members were asked three questions about the cost-share program: 1. What is the need?, 2. If this program lived up to its fullest potential, what would that look like?, What are the most important projects you could imagine being supported by the program? 114 different comments were generated for the three questions. As a part of the process, staff had members identify themes in the comments. For question 1 (what is the need?), the most common theme that came up was related to “education and awareness”, followed by “changing mindsets”, “demonstrating best practices”, and finally “improving water quality”. For question 2 (if this program lived up to its fullest potential, what would it look like?) the common themes were “easy/user friendly”, “normalize best practices”, “measurable impact/outcomes,” and “community”, for question 3 (what are the most important projects...?), turf reduction, neighborhood/community-scale actions, habitat improvement, maintenance, and stormwater bmps all came up.

TAC survey: two responses received: City of Bloomington, City of Eden Prairie

Research other programs: staff have connected with four watersheds so far.

Nov 15, 2018

Staff prepared materials for discussion with the CAC at their November 19th meeting. See meeting agenda below. The comments collected are included in the master spreadsheet and are summarized below the agenda.

CAC Meeting. Nov 19, 2018
Cost-share discussion: agenda & notes

Nuts and bolts

10 min Walk through draft timeline as presented to the board
Question: What is missing?

What is the need?

10 min Review comments and themes from previous discussion
Question: Are these categories reflective?
Question: What is missing?

10 min Review description of the program from the 10-Year Plan
Question: How do your ideas and the plan align?

10 min Review existing program description & application
Question: How does it align with your ideas and the plan?

How do we build a program that addresses that need?

10 min Review existing program description & application
Question: What is getting in the way?

10 min Review draft survey questions
Question: What do we most want to know?

10 min **Question:** What is missing?

30 min Review examples of other organizations.
Question: What already exists that can serve us?

Organization	What do you like?	What don't you like?
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Nine Mile Creek WD
MWMO
Rice Creek WD
Ramsey-Washington Metro WD
Capital Region WD
Philadelphia Water Rain Check
Thrivent Action Team
Other thoughts:

Summary of ideas and comments:

Generally, the CAC thought the proposed timeline looked good, but might need to be pushed back a bit/give more time to the process. They felt that overall, the categories that staff used to code their comments from the first meeting were reflective of what was said. For the “What are the most important projects you could imagine being supported by the program?” question, the fact that re-use only came up a few times was brought up: they felt re-use was a more important project then reflected in this coding. Members thought their ideas aligned well with the goals and strategies of the 10-Year plan, and that the

existing program already captures a number of the ideas but that some were missing or needed to be more explicitly called out: habitat restoration and conservation, chloride pollution reduction, use of natural materials/bioengineering techniques. When asked what about the existing program isn't working, members mentioned that the process was slow, the timeline was confusing, and that aspects of the application were challenging or scary (specifically the "watershed benefits" question).

In addition to comments on questions asked by staff, the CAC offered general feedback and ideas. These tended to be about who the audience is and how to connect with them, tools for applicants/how to make things easier, One that generated consideration was the idea of a multi-layered program, with actions/projects from easy/quick to more involved/longer term. The discussion also touched on getting kids and groups involved.

CAC Meeting. Dec 17, 2018
Grant program elements

These pieces were generated at the December CAC meeting, utilizing information collected through the previous meetings.

Needs statement:

The water we have is the only water we are going to get. To protect and care for it we need an informed and empowered community, committed to making change and taking action.

Add in

-Idea of engineering success. How do you build the change in so you aren't always asking people to change their behavior over and over again.

Purpose:

To normalize the behaviors of protecting and conserving water to create a community of action that achieves measurable results through a variety of projects water resource protection and improvement projects.

Principles:

The grant program should be:

- Speedy
- Easy
- Well-supported with resources/education
- Community building
- Equitable

- Highly visible
- Proactive
- Sustained impact

Audience:

Individuals (homeowners and renters)
 Landlords/property management organizations
 Groups and troupes
 Associations/Nonprofit
 Businesses/Local government

Outcomes:

- Physical, constructed projects, as well as community engagement projects that have quantifiable benefits to water quality, conservation, and habitat, and support the district’s 10-Year-Plan goals.
- A pool of example projects to use in promoting and normalizing these behaviors
- A community of individuals and organizations connected by their shared actions
- Increased awareness of water quality issues
- Increased visibility and general knowledge of best practices

Process

What is the structure for achieving those outputs

(promotion, technical assistance, application, review, approval, implementation, reporting, celebration -> promotion...)

We want to create program guidelines that will produce the outcomes we’ve identified.

Some questions to consider:

1. What do we want the user’s workflow to look like?
2. What do we want the watershed’s workflow to look like?
3. How are we going to define our “benefits”?
 - a. benefits to water quality,
 - b. benefits to water conservation
 - c. benefits to habitat
4. How specific do we want to get in evaluating?
 - a. A checklist?
 - b. A rubric?
 - c. A calculator?

- d. Something else?
 - e. How do we include the goal and benefit of education/awareness into that?
5. Where is the intersection of “easy” and “quantifiable”? “easy” and “ideal”?d

Resources:

Much of the conversation, and many of the ideas to date have been about resources that need to be made, collected, or better communicated. These include: tools for applicants to use in project planning and maintenance and tools for the watershed to use in promoting/increasing visibility. Some of the ideas are listed below:

Applicant tool ideas:

- Example projects
- How-to videos
- Online application
- Maintenance guides
- Lessons-learned videos
- Long-term property plan

Watershed tool ideas:

- Project tours
- Map of existing projects
- Highlighted existing projects

CAC Meeting. Jan 28, 2019

Staff lead a discussion of the draft versions of the updated cost-share grant program, and a newly solidified mini-grant program. Feedback was transcribed and shared with members. Staff will work to incorporate CAC feedback into a second draft of the program descriptions.

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Stewardship grants

Financial assistance, resources and tools to help you take action for healthy water resources in your neighborhood, city, watershed, and beyond. Join a community of stewards who are changing norms and building the future of clean water.

Program summary

The Stewardship Grant program offers financial support and resources for clean water projects to people who live, or organizations that are located in the watershed district. These are projects like raingardens, native plant buffers, wetland restoration, rainwater reuse, and tree trenches.

The mission of the watershed district is to protect, manage, and restore the water resources in its boundaries. We can't do this work alone though. We need an informed and empowered community to help create meaningful change with real results for clean water. The Stewardship Grant program exists to help grow and support this community.

Who can apply?

- Individual homeowners
- Non-profits (*including home & townhome associations*)
- Schools
- Businesses
- Local government

Individual homeowners must live in the watershed district. Projects must take place on property owned by the individuals or organization, and within the watershed.

How much are the grants?

These are cost-share grants. That means that the watershed district covers part of the project cost, and the award recipient covers part. There are three different grant amounts depending on the applicant:

- Homeowners: \$5000 max, up to 75% of the project cost
- Non-profits: \$20,000 max, up to 75% of the project cost
- Gov/school/busi: \$50,000 max, up to 50% of the project cost

The applicant is eligible for up to the max award per year. This means one application may include more than one practice (ex: a raingarden and a cistern), or the applicant may apply for two separate projects in one year, but the total amount they are awarded may not exceed the maximum listed above.

What projects get funded?

The Stewardship Grants fund physical water resource improvement and protection projects (*best management practices - bmp*) that have quantifiable benefits to water quality, conservation, and habitat, and flooding. Examples of projects include:

Stormwater infiltration & filtration: turfgrass alternatives, raingardens, vegetated swales, tree trenches, pervious pavers, underground storage, pretreatment

Pollution reduction: road salt pretreatment equipment or retrofit

Rainwater harvesting: cisterns, stormwater capture and reuse

Habitat restoration: native plant buffers, converting turfgrass to native plants, creek restoration, wetland restoration (priority is given to restoration of aquatic habitats)

How are grants awarded?

Applications are reviewed by a committee of watershed district staff and technical advisors, including a sub-committee of two members of the Citizen Advisory Committee. Projects are evaluated for how well they address the program outcomes below. Highly technical or complicated projects may be referred to the watershed district consulting engineer for review and recommendation.

Homeowner applications, and non-profit applications with a request below \$10,000 that are recommended for funding by the committee are sent to the District Administrator for final approval.

Local government and business applications, and non-profit requests of \$10,000 or more that are recommended for funding are brought to the District Board of Managers for consideration and approval.

Program outcomes:

The stewardship grant program funds projects that:

- have quantifiable benefits to water quality, conservation, and habitat, and flooding
- support the watershed district's 10-Year-Plan goals

Projects are also evaluated on whether they:

- are examples that the district can share with others
- increase awareness of water resource issues
- increase visibility and general knowledge of clean water projects
- build community connected by shared actions for clean water

The grant does not fund projects that have a primary goal of drinking water conservation, for example high efficiency washers, low-flow toilettes, or smart irrigation controllers/sensors. For help with these projects, check with your city and/or county.

Projects must demonstrate an improvement over existing conditions in at least two of the four categories: water quality, water conservation, habitat, and flooding.

Plants: restoration projects must use only native plants. Stormwater bmps like raingardens can use select native cultivars and non-natives that are included in the watershed's native plant list.

The cost of invasive species removal is covered if it is a part of a restoration or other bmp project.

Responsibility to our community

As a local government organization, funded by taxpayer dollars, it is the responsibility of the watershed district to ensure program funds are used effectively. Therefore, applications will also be closely evaluated for whether they use cost-effective methods and materials.

Draft. v 1

Last updated: Jan 24, 2019

You can find the evaluation sheet used by the committee, including a list of 10-Year Plan goals on page on the Stewardship Grants webpage. Use this to help design your project to address the project outcomes and increase your chance of receiving a grant.

What are the deadlines?

Applications are accepted monthly throughout the year, excluding December and January. Completed applications are due the second Wednesday of each month. Applicants will typically be notified of the committee's decision the following week. Applications that are brought to the Board of Managers will be reviewed at their next monthly meeting.

What is the process?

The watershed district works in partnership with the Carver County Soil and Water Conservation District (CSWCD) to offer guidance on projects ideas and designs. The CCSWCD technician is one of several people you will work with during this process, including the watershed Community Outreach Coordinator. Please reach out with questions to either of them along the way.

Before you apply

1. Visit the Stewardship Grant Webpage for resources and ideas
2. Once you have your idea, fill out the online project interest form
3. We will contact you to schedule a site visit with CCSWCD
4. Work with the technician or a private company to develop a project plan
5. If you work with a private company, submit the plan to technician for review and calculation of water quality benefits (if applicable). Highly technical or complicated projects may be referred to the watershed district consulting engineer for review
6. Assemble all the grant materials and apply

To apply: fill out or provide

- Grant application form
- Project designs including location map and plant list (*if applicable*)
- 2 contractor bids
- Project cost estimate

Incomplete applications will not be considered. If the application is received prior to the due date, staff will notify the applicant and request the missing material. If it is received by the due date, the application will be considered. If not, the applicant may reapply for a later deadline.

If your project is approved

1. We will send you a contract. Once this is signed, you can get started!
2. Keep track of your expenses including all receipts
3. Issues come up. If you think you need to make a change to your plan, contact us for approval.
4. Take photos! You'll need these for submitting your project report
5. You've got one year from approval to finish

After you've completed it

1. Submit the project reimbursement form online
2. Send in copies of all your receipts, including from any contractors you worked with

Draft. v 1

Last updated: Jan 24, 2019

3. The CCSWCD technician will stop out to do a project check-out
4. Financials are processed once a month at the watershed. Get your completed project report in by the 15th of the month in order to have a check issued the first Wednesday of the following month (example: submit report July 12th, financials processed July 15th, check issued August 7th and mailed out soon after)

Long-term

1. Take care of your project (visit the Stewardship Grant webpage for maintenance resources)*
2. Complete the online project report every year to let us know how things are going
3. At the end of year two, the SCCWD technician will stop out for a progress visit

**Applicants are required to maintain their projects for the number of years specified in the "Maintenance" section.*

More details

These pieces are less exciting than everything above, but they are important to understand. Please read through carefully. Make note of anything you have questions about and contact us.

Permits

Key points: You might need a permit, but you won't need to pay for it. Grant money can't be used for a project that you already have to do.

If a project triggers a watershed district rule, the applicant will need to apply for a permit. However, the permit fee will be waived. District staff will work with the applicant on the permit process.

Grants cannot be used for work that is required as a part of a permit from the watershed district or any other organization. However, grants can be used for projects, or parts of projects that go above and beyond permit requirements (ex: a permit requires you to put in a 15 foot buffer, but you decide you would like to do a 25 foot buffer. You may apply for funding for the extra 10 feet, but not for the initial 15 feet).

Reimbursable costs

Key points: Don't spend money until your project is approved. Things that are pretty, but not functional, are not covered. You can count your work. Maintenance isn't covered.

Expenses incurred prior to project approval are not reimbursable (do not get started until you have signed a contract). The exception is design costs. If you pay a designer to create a plan for you, you can include that in your application estimate and reimbursement request. If the final cost is less than the approved estimate, the reimbursement will be the applicable percentage of the actual cost. Reimbursements cannot be more than the original approved amount, even if you actually spent more. Aesthetic elements are not reimbursable.

In-kind labor and materials: Labor and other in-kind contributions can be used for the required 25% match at a rate of \$10 per hour for unskilled labor and \$20 for skilled.

Maintenance: Maintenance costs including labor and materials are not reimbursable

Funding agreement

Key point: You need to sign a grant agreement, and stick to it.

Program participants enter into a binding agreement with RPBCWD providing the terms under which cost-share funding is provided. After approval of the project, the agreement is signed by both the participant and on behalf of RPBCWD, and a copy given to the participant. Amendment of any of the terms of the agreement will be by mutual agreement signed by all parties to the original contract. The agreement includes, but is not limited to, promoting and acknowledging RPBCWD sponsorship, reporting, payment schedule, terms of agreement and use of funds, cost overruns, and cancellation. The agreement also allows RPBCWD access to the project area for evaluation and promotion.

Maintenance requirements

Key point: *You need to take care of your project. If you don't, we can ask for our money back.*

Maintenance of the project is the responsibility of the grant recipient. Local government and businesses are required to maintain their projects for 10 years. Nonprofits and homeowners are expected to maintain their projects for 5 years. Homeowners and local government sign a maintenance schedule as a part of the funding agreement. Businesses and non-profits must also record a maintenance declaration on the deed to their property. RPBCWD reserves the right to request repayment of a grant if the project maintained.

Public hearing

Key point: *If you are asking for a lot of money, the public gets to review the project.*

Projects requesting \$20,000 or greater will go to a public hearing prior to final approval. At the hearing, members of the public, including the applicant, may express opinion on whether the project should receive funding. The information and opinions expressed at the meeting will be considered by the Board of Managers in their final funding decision.

Schedule

Project installation must be completed within one year of the agreement being signed. If unforeseen circumstances delay a project, the participant can request an extension in writing.

Payment

Reimbursement is made after completion of the project. The participant must document completion and have it confirmed by RPBCWD staff via inspection. Applicants must provide copies of paid invoices and receipts for all costs and reasonable documentation of labor hours contributed. Claimed expenses will be verified by RPBCWD as reasonable.

Conformance to plans

Key point: *you need to build what you agreed to build in order to be reimbursed.*

RPBCWD will not reimburse costs expended for construction of the project that does not substantially conform to the approved plans, designs, and/or specifications. RPBCWD will not reimburse costs expended for partial completion of the project. However, RPBCWD staff will work in earnest with participants to address unexpected conditions, changes in conditions or other eventualities that affect the construction or implementation of a project and will present a modification of the cost-share agreement to the Administrator of Board of Managers when necessary.

Submitted information

Key point: *your application is public data.*

All information, including but not limited to applications, conceptual designs, contractor bids, cost estimates, final decisions and specifications, copies of permits and proof of expenditures is subject to disclosure to the public when submitted to RPBCWD, except where specifically protected as non-public by state law.

Reporting

The applicant will submit a project summary report to RPBCWD within 30 days of completing the project. Update reports will be submitted after year 1, 3, and 5. Additional reporting will be required after year 9 for projects receiving more than \$10,000.

Resources

How can I find a contractor?

The watershed district keeps a lists of contractors who have responded to a request for proposals (RFP) for your convenience. The contractors on the list met the following specifications in the RFP:

- 1.
- 2.
- 3.

The watershed district does not recommend any of these service providers, but provides them as a resource for applicants.

Where can I buy native plants?

The non-profit Wild Ones currates a list of native plants nurseries. You can find their list here:

How do I pick the right plants?

Reference several resources.

What does a “good” application look like?

Reference to previously funded applications and to the evaluation sheet.

What does a “good” project look like?

Reference to previously funded projects

How do I maintain my project?

List of tools

APPLICATION EVALUATION WORKSHEET

Reviewer instructions

Please be specific when commenting. Include application sections/quotations where possible.

Section 1: Applicant information

Name	Address	Applicant type
Project type	Project cost	Amount requested

Section 2: Eligibility

If yes, score a 1. If no, score a 0 and do not forward to grant review committee.

1. Does the project take place within the watershed district?..... _____
2. Are the following application pieces included? (check all present) _____
 - Grant application form Project designs including map and plant list (if applicable)
 - 2 contractor bids Project cost estimate

Section 3: Project design

If yes, score a 1. If no, score a 0.

3. Are the designs thorough and provide adequate detail? _____
Explain:
4. Are the cost estimate and bids reasonable?..... _____
Explain:

Section 4: Program outcomes

For #5 circle the goals it supports on page two. If none, score a zero and stop reviewing. Application does not qualify for funding. If 1-3 goals, score a 1. If >3 goals, score a 2. For the other outcomes, score a 1 if the project addresses it.

5. Does the project support any of the 10-Year Plan goals? _____
6. Does the project have quantifiable benefits to water quality, conservation, habitat, flooding?..... _____
Explain:
7. Will the project increase awareness of water resource issues? _____
Explain:
8. Will the project increase visibility and general knowledge of clean water projects? _____
Explain:
9. Is the applicant willing to have the project shared (on website, social media, tours etc)? _____
10. Will the project contribute to growing a community of action? _____
Explain:

Total _____

If total >= 9: recommend funding. If between 8 and 5, applicant invited to address issues and resubmit to staff. If below 5 do not fund.

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Action Grants

Financial assistance, resources and tools to help you take action for healthy water resources in your neighborhood, city, watershed, and beyond. Join a community of stewards who are changing norms and building the future of clean water.

Program summary

Action grants are small, easy-to-access grants for projects to protect clean water. Want to install a rainbarrel? Plant some native flowers in your front yard? Hold a community cleanup? Get up to \$250 and tools to help you make your project a reality.

The catch? You can't do it alone! In order to get a grant, you have to find at least one other person to join your team. Want to buy a rainbarrel? See if your neighbor wants one too. That native plant garden? Invite friends over to help you plant them.

The goal of Action Grant program is to use fun, easy projects as a way to grow awareness, and community in our watershed.

Who can apply?

- Residents
- Students
- Groups and troops

Residents must live in the watershed district, and projects must take place in the district.

How much are the grants?

Up to \$250

What projects get funded?

The Action Grant program funds projects that seek to improve water quality, conserve water, improve habitat, reduce flooding, and grow community through stewardship.

Projects must be social in nature, involving a teaming. And they should be fun!

Some examples: three neighbors all getting rainbarrels, a girl-scout troop hosting an Earth Day cleanup, a group of friends planting prairie plants, an individual hosting a garden party to show off a raingarden the previously installed.

How are grants awarded?

Applications are by watershed district staff and approved by the district Administrator.

What are the deadlines?

There are no deadlines. Applications are accepted year-round on a rolling basis until funds are used up. Applicants will typically be notified within 7 business days of the review decision.

How are funds awarded?

The grant is a reimbursement, so you pay for things up front and then receive a check when you are done. You will be reimbursed for the materials and activities that were approved when your applied. Funds can be used to purchase snacks for events/volunteers, but not for alcohol.

What is the process?

Before you apply

1. Visit the Action Grant Webpage for resources and ideas
2. Assemble your team!
3. Apply online (you'll need a project description, how much you think it will cost, and your team members names)

If your project is approved

1. We will send you an info packet with resources.
2. Buy your materials and do your project!
3. Keep your receipts and take lots of photos.
4. Have fun!

After you've completed it

1. Submit the project reimbursement form online
2. Send in copies of all your receipts
3. Financials are processed once a month at the watershed. Get your completed project report in by the 15th of the month in order to have a check issued the first Wednesday of the following month (example: submit report July 12th, financials processed July 15th, check issued August 7th and mailed out soon after)

Long-term

1. Want to do more? Check out our Stewardship Grant program. You can also apply for another Action Grant the next year.
2. Spread the word! Let others know about the grants.

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

January 9, 2019, Board of Managers 2019 Workplan/Visioning Workshop and Monthly Meeting

PRESENT:

Managers: Jill Crafton, Treasurer

Larry Koch

Dorothy Pedersen, Vice President

Dick Ward, President

David Ziegler, Secretary

Staff: Claire Bleser, RPBCWD Administrator

Zach Dickhausen, RPBCWD Water Resources Technician

Terry Jeffery, Project and Permit Manager

Michelle Jordan, RPBCWD Community Outreach Coordinator*

Josh Maxwell, RPBCWD Water Resources Coordinator

Scott Sobiech, Engineer (Barr Engineering Company)

Maya Swope, RPBCWD Outreach and Office Assistant*

Michael Welch, Smith Partners

Other attendees: John Koch, Chanhassen Resident*

Joan Palmquist, CAC*

Denny Kopfmann, Chanhassen Resident*

Patrick Sejkora, City of Eden Prairie*

Bryan Maloney, LRIA*

Laurie Susla, LLCA

*Indicates meeting only

1. 2019 Workplan Workshop and Visioning Exercise

1 President Ward called to order the Wednesday, January 9, 2019, Board of Managers 2019 Workplan Workshop
2 and Visioning Exercise at 5:30 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

3 Administrator Bleser briefly reviewed the District's 13 goals as identified in the RPBCWD's 10-year Plan. She
4 noted which category each goal falls under out of eight categories: Administration, Data Collection, Education &
5 Outreach, Planning, Regulation, Water Quality, Groundwater, and Water Quantity.

6 Administrator Bleser asked the managers, "What does success look like to you over the next year in terms of the
7 District's stated goals." She asked the managers to record their thoughts by writing as many responses as they
8 wanted but keeping one response per sticky note. The managers took time recording their thoughts, and then
9 Administrator Bleser asked the managers to share their thoughts.

10 Some of the ideas shared by the managers included: Visioneering, entrepreneurial thinking, new ideas, working
11 with stakeholders, conducting a customer satisfaction survey for stakeholders, becoming known in the industry as
12 having very strong leadership; hearing from the cities, addressing climate change, managers getting more
13 involved in communicating with the cities and seeking more public and private partnerships; sharing data with
14 stakeholders; completing all scheduled projects on time and on budget, 50% reduction in salt use; execute what is

15 planned for in the District's 10-Year Plan and measure outcomes, implement BMPs, have transparency in
16 finances and operations, engage and work collaboratively with constituents, following District policies, measure
17 and evaluate what the District does, and increase opportunities to interact with city and county representatives.

18 Administrator Bleser asked the managers to organize their ideas by categorizing each idea into one of the
19 District's 13 goals or as an idea that does not fit into the 13 goals. After that exercise, Administrator Bleser asked
20 the managers to each write down their thoughts on what, out of the ideas identified, are the top three priorities the
21 District should focus on for success in 2019. Each manager shared her or his thoughts on District priorities for
22 2019, and Administrator Bleser wrote them down. President Ward noted that the Board needs to talk about next
23 steps in this process.

24 President Ward adjourned the workshop at 6:51 p.m.

2. Call to Order

25 President Ward called to order the Wednesday, January 9, 2019, Board of Managers January Monthly Meeting at
26 7:00 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317. He took time to reiterate the
27 District's mission statement: To protect water resources. President Ward said that going forward into the new
28 year, the Board and staff need to remember that this is the focus of the District.

3a. Approval of the Agenda

29 Manager Koch moved to approve the agenda with the following changes: Add under Organizational Actions an
30 item to appoint Committees and Committee memberships; Remove the Consent Agenda and keep the items in
31 place as numbered but identify them as Initial Action Items; Under item 8 - Citizen Advisory Committee add
32 three sub-items including 8a – Report by CAC; 8b – Motion to Address Issue Raised by CAC in Minutes; 8c –
33 Appoint 2019 CAC members [to replace 9c – Appoint 2019 CAC members]; Layover until the Board's February
34 monthly meeting item 9d – Approve Fund Balance Policy Update and item 9e – Approve Investment Deposit
35 Policy; Add Action Item 9i – AIS Working Group; Add Action item 9j – IT Consultant; Add Action item 9k –
36 Direct Staff to Coordinate a Meet & Greet; Add Discussion item 10aiii – Cost-Share Workshop in February.

37 Manager Ziegler seconded the motion. There was a discussion about when the Board would address the topic of
38 District Committees. The Board agreed to discuss committees at its February monthly meeting and not as part of
39 this meeting's organizational actions. Upon a vote, the motion carried 4-1. [Manager Pedersen voted against the
40 motion].

41 Manager Pedersen expressed she finds it difficult to organize thoughts toward a good decision on agenda items
42 when items are added, or information is shared, the day of the Board meetings. She asked if the Board would end
43 its recent practice of introducing new items the day of the Board meeting. Manager Koch responded that he will
44 have tonight a point of discussion and a motion for consideration about the District's calendar, which is an item
45 on the meeting agenda. He said he thinks it would be appropriate for the Board to have a discussion.

4. Matters of General Public Interest

46 Mr. Bryan Maloney, Vice President of the Lake Riley Improvement Association (LRIA)), commented that he is
47 speaking on behalf of the LRIA about opportunities for enhancements to the Lake Riley boat ramp inspection
48 program. He thanked Administrator Bleser and the District for putting on the zebra mussel information session in
49 December. Mr. Maloney said the LRIA thinks that the public boat launch on Lake Riley is a way that zebra

50 mussels enter the lake, and the LRIA would like the inspection program at the public boat launch to be enhanced
51 and improved. He referred many times to the email, and data in it, that the President of the LRIA sent to the
52 RPBCWD Board. Mr. Maloney asked if there is an opportunity for the watershed to engage local government and
53 community organizations to try to get full-time inspections at the boat launch starting this season. He responded
54 to manager comments and questions.

55 Mr. Patrick Sejkora introduced himself and announced he is the new water resources specialist at the City of
56 Eden Prairie.

57 Ms. Laurie Susla of 7008 Dakota Avenue, Chanhassen, reiterated the recommendation she brought to the Board at
58 the December monthly meeting: The District should consider establishing a CAC that carries out that statutory
59 responsibilities and a separate citizen volunteer committee. She explained that she reviewed the CAC's 2018
60 meeting minutes and found only one motion that was advisory in nature. Ms. Susla said that the CAC's advisory
61 role is legally necessary and is not happening. She commented that by establishing two committees, the District
62 would avoid the conflict of one CAC dividing focus between advising and volunteering.

5. Reading and Approval of Minutes

a. Minutes of Board of Managers Meeting, December 5, 2018

63 Manager Crafton noted that on page 3, paragraph 1, line 4, the extra word “move” should be deleted.
64 She said that on page 5, paragraph 6, line 6, identify the attorney in attendance as Attorney Welch not
65 Smith – and to replace throughout the minutes any mentions of Attorney Smith with Attorney Welch.
66 Manager Pedersen asked for a correction in the same line to replace the word great with “greatly.”
67

68 Manager Crafton stated that on page 7, line 5, paragraph h, to clarify the sentence so it reads, “...be
69 based in order to be comparable to employers...” Manager Pederson requested a change on page 2,
70 paragraph 6, to add language as the second sentence in line 2 to read, “Manager Pedersen noted that this
71 issue was created years ago when a road was allowed to be built through a wetland and a lake.” She also
72 asked for a correction on page 4, item 9a, sentence 2, remove the word “in” so the sentence would read
73 “...lots 4 and 5 of the development.” Manager Pedersen asked for a comma to be inserted on page 5,
74 paragraph 8, sentence 3, so the sentence reads, “...those items are stipulations, not conditions, on the
75 permit...”

76 Manager Ziegler asked that the line numbers be corrected so that they are continuous. He noted a
77 correction on page 2, line 5, to put the phrase “...to reach the TSS and TP reductions...” at the end of the
78 sentence. Manager Ziegler asked for a correction in the same paragraph, line 7, to add the words “all of”
79 so the sentence reads, “...it won't treat all of the road runoff.” Manager Welch requested that the
80 recorder's name be added to the list of attendees. He noted that on page 2, paragraph 7, to add the word
81 application so that the sentence reads, “...the permit application...” Attorney Welch noted that on page
82 3, item 4, a sentence should be added at the bottom of that item to read, “The managers thanked the
83 commenters for their comments.”

84 Attorney Welch pointed out an edit needed on page 4, sentence 3, to add the word “salary” so the
85 sentence reads, “...regard to the staff salary increases...” He also noted a correction on page 4, item 9a,
86 that the words “At Mr. Jeffery's request should be added to the beginning of the section so the sentence
87 reads, “At Mr. Jeffery's request, Mr. Perry Ryan...” Attorney Welch that in the same section, sentence
88 6, the words “constructing storm water facilities,” so the sentence reads, “...a large amount of money
89 constructing storm water facilities on lots...” Attorney Welch had a correction in paragraph 1, sentence

2, to replace the words “permit holder’s” with “applicant’s.” He noted that on page 5, paragraph 3, Mr. Curt Fretham should be identified as being part of Lake West. Attorney Welch stated that on page 5, paragraph 6, sentence 3 should read, “...the District has a variance and exceptions rule...” Attorney Welch requested adding to page 5, paragraph 8, to read, “Attorney Welch explained that the Board can only act on the application that is in front of it at the meeting tonight, though the Board can condition its approval. He added that the statutory timeframe for permit decisions requires that the Board take some action on the application at tonight’s meeting.”

Manager Ziegler moved to approve the December 5, 2018, meeting minutes as amended. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

b. Minutes of Board of Managers Meeting, December 18, 2018

Manager Crafton noted that Terry Jeffery should be added to the list of attendees. Manager Crafton noted an edit to be made on page 3, lines 72 and 73 so the sentence would read, “Manager Crafton recommended the District reach out to the Metropolitan Council for additional funding for the project.” Manager Pedersen commented that a correction should be made on page 1, line 10 to delete the word “the.” Manager Crafton moved to accept the December 18, 2018, minutes as amended. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

6. Organizational Activities

a. Election of Officers

Manager Crafton moved to re-appoint President Ward as Board President. Manager Pedersen seconded the motion. Manager Crafton moved to appoint Vice President Pedersen as Vice President. Manager Ziegler seconded the motion. The Board discussed electing officers by nominating an entire slate and decided they would proceed by nominating a slate of officers. Managers Pedersen and Ziegler withdrew their seconds of Manager Crafton’s motions. Manager Crafton withdrew her two motions.

Manager Crafton moved to elect the following slate of officers to the Board of Managers: Manager Ward as President, Manager Pedersen as Vice President, Manager Crafton as Treasurer, and Manager Ziegler as Secretary. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

b. Designation of Official Publications

Manager Koch moved to designate the District’s official publications as listed in the Board’s meeting packet: Sun Sailor, Sun Current, Chaska Herald, Chanhassen Villager, and Eden Prairie News. Manager Zeigler seconded the motion. Upon a vote, the motion carried 5-0.

c. Appointment of Technical Advisory Committee

Manager Koch moved to appoint as members of the District’s Technical Advisory Committee the people identified on page 3 of the 2019 Organizational Actions document included in the meeting packet: Matt Clark, Robert Bean Jr., Leslie Stovring, the City of Eden Prairie Water Resources Engineer, The City of Minnetonka’s Water Resources Coordinator, Will Manchester, Steve Segar, the City of Chanhassen’s Water Resources Coordinator, Paul Oheme, Allison Fauske, Karen Galles, Paul Moline, Mellissa Jenny, Kate Drewry, Jenny Skancke, Mike Wanous, Steve Christopher, Joe Mulcahy, Linda Loomis, Chris Zadak, and a representative of Minnesota Pollution Control Agency upon Chris Zadak’s departure from the MPCA. Manager Zeigler seconded the motion. Upon a vote, the motion carried 5-0.

d. Designation of Bank

129 Manager Koch moved to appoint Klein Bank in Chanhassen and Wells Fargo in Bloomington as the
130 District's official depositories for District funds. Manager Ziegler seconded the motion. Upon a vote, the
131 motion carried 5-0.

132 **e. Designation of Depository for Permit Financial Assurances**

133 Manager Koch moved to designate Smith Partners LLC as the District's depository for non-cash permit
134 financial assurances and Klein Bank or Wells Fargo as the District's depository for cash permit financial
135 assurances. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

136 **f. 2019 Calendar of Meetings**

137 Manager Ziegler moved to approve the District's 2019 meeting calendar as presented in 2019
138 Organizational Actions document in the Board's meeting packet and with the understanding that changes
139 to the calendar may be directed by the Board during the year. Manager Crafton seconded the motion.
140 Attorney Welch reminded the Board that agenda items can be added to the Board's regular monthly
141 meetings, but the Board's special meetings are required to only address the agenda items as publicly
142 noticed.

143 Manager Ziegler withdrew his motion and Manager Crafton withdrew her second. Manager Ziegler
144 moved to approve the District's 2019 meeting calendar as presented in 2019 Organizational Actions
145 document in the Board's meeting packet and direct the Administrator to file the calendar for record.
146 Manager Crafton seconded the motion. Manager Koch moved to amend the meeting calendar to add to
147 the February 6th meeting a report on the District's year-end financial statement, add a District finance
148 workshop on April 3, add a fund balance report, data practices review, and property report to July, move
149 the public hearing for the budget to August, have the final approval of the levy on September 4, at the
150 December meeting have the final budget review and levy approval. Administrator Bleser noted she will
151 not be at the April 3 meeting. Manager Koch moved to amend his motion so that the finances workshop
152 would be held April 4. Managers voiced their conflicts with dates in April. President Ward commented
153 that at this time the action in front of the Board is to set the 2019 calendar of meetings and not to set the
154 meeting agendas. Manager Pedersen seconded the motion to amend. Manager Koch suggested he amend
155 his motion to amend. Manager Pedersen called the vote. Upon a vote, the motion to amend failed 1-4
156 [Manager Koch voted in favor.]

157 Manager Pedersen called the question on the motion to approve the District's 2019 meeting calendar as
158 presented in 2019 Organizational Actions document in the Board's meeting packet and direct the
159 Administrator to file the calendar for record carried 4-1 [Manager Koch voted against the motion.]

3b. Agenda (Revisited)

160 Staff and Board discussed whether to handle as the next order of business the items formerly on the
161 Consent Agenda, which were amended to become Initial Action Items, or the Citizen Advisory
162 Committee. Manager Koch moved to amend the meeting agenda to move Citizen Advisory Committee
163 ahead of the Initial Action items. Manager Ziegler seconded the motion. Upon a vote, the motion carried
164 5-0.

7. Citizen Advisory Committee

a. Report from CAC

Ms. Joan Palmquist reported that the CAC requests receiving the minutes from the Board's monthly

167 meeting sooner so that the CAC members have the opportunity to review the minutes prior to the
168 CAC's monthly meeting. There was discussion and it was decided that the minutes of Board
169 meetings would be delivered to the Administrator no later than a week plus one day after the
170 meeting.

171
172 Ms. Palmquist reported the CAC will be conducting exit interviews with departing CAC members.
173 Ms. Palmquist said the CAC discussed the CAC's role, topic calendar, and expectations of the CAC.
174 She noted that in 2018 the CAC spent a lot of time on the District's 10-Year Plan and there was a lot
175 of CAC member turnover, including members who left the CAC to become Board members.
176 Manager Koch asked Ms. Palmquist if she saw any problems with the Board appointing everyone
177 who applied to be part of the CAC. She responded that the CAC could bring in more than 12
178 members and more would be beneficial because there is usually member attrition.

179
180 Manager Koch reported on the workshop held prior to tonight's monthly meeting and asked Ms.
181 Palmquist if the CAC would like to be involved in the discussion about what the District would
182 consider success in 2019. Ms. Palmquist responded the CAC could discuss it. Manager Koch moved
183 to adopt the resolution [Resolution 2019-001] he prepared stating the draft of the minutes of the
184 meeting of the managers of the Riley Purgatory Bluff Creek Watershed District be prepared and
185 disseminated to the District Administrator, Managers, and Citizen Advisory Committee not later
186 than the seventh business day after such meeting. Manager Ziegler seconded the motion. There was
187 discussion about whether this action needed to be a resolution since staff has been directed to the
188 action already. Manager Koch requested adding to the governance meeting in March a discussion of
189 the process the Board and staff want to go through for taking action at its meetings. Upon a vote, the
190 motion carried 5-0.

191
192 **b. CAC Appointments for 2019**

193 The Board, staff, and Ms. Palmquist discussed the number of applications, the number of members
194 to appoint to the CAC, and who to appoint. Manager Koch moved to appoint to the CAC all the
195 applicants except for the two who don't reside in the watershed district. He noted that the CAC has
196 the authority to change its bylaw regarding the CAC quorum. Manager Ziegler seconded the motion.
197 Manager Pedersen said that when she was on the CAC, there were four meetings in which the
198 Committee did not have a quorum. She said she thinks it is important to find out the commitment
199 level of the applicants. She said she is in favor of adding a few more CAC members, but not all of
200 the applicants. There was further discussion about the number to appoint. Upon a vote, the motion
201 carried 3-2 [Managers Crafton and Pedersen voted against the motion].

202
8. Initial Action Items

203 **a. Accept December Staff Report**

204 Manager Koch asked staff to bring him up to speed on the Frontier Trail permit issue. Mr. Jeffery
205 provided the information. Staff responded to Manager Koch's follow-up questions. Manager Koch
206 asked for information on two grants reported in the staff report. Administrator Bleser provided
207 details on the two grants. Manager Koch asked if the District's insurance covers the District's
208 service learners. Administrator Bleser provided details about the service learners and responded yes,

209 the District’s insurance covers volunteers. Manager Ziegler moved to accept the December staff
210 report. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.
211

212 **b. Accept December Engineer’s Report (with Attached Inspection Report)**

213 Manager Koch raised many detailed questions about the report. Staff answered his questions.
214 Manager Ziegler moved to accept the December Engineer’s Report with attached inspection report.
215 Manager Crafton seconded. Upon a vote, the motion carried 5-0.
216

217 **c. Authorize Administrator to Execute Contract with Freshwater Society for the**
218 **Hennepin County Chloride Initiative**

219 Manager Koch asked if District Legal Counsel has reviewed the contracts. Attorney Welch said he
220 has only reviewed it to the extent that it was included in the meeting packet. He stated he
221 recommends the Board does not approve the contract with the Freshwater Society as is because it
222 lacks a number of items that are required. He said the Board could authorize the Administrator to, on
223 the advice of Legal Counsel, enter an agreement and staff to work out the scope of work based on
224 terms and conditions that staff and Legal Counsel work out. Manager Koch moved to authorize the
225 Administrator and staff to work with District Legal Counsel and proceed with the contract with
226 Freshwater Society for the Hennepin County Chloride Initiative. Manager Ziegler seconded the
227 motion. Upon a vote, the motion carried 5-0.
228

229 **d. Authorize Administrator to Execute Contract with Freshwater Society for the Master**
230 **Water Stewards Program**

231 Manager Crafton moved to authorize the Administrator to execute the contract with the Freshwater
232 Society for the Master Water Stewards program. Manager Pedersen seconded the motion. Manager
233 Koch asked Attorney Smith if he reviewed the contract. Attorney Welch said it is based on a
234 template that he helped create originally, but he has not reviewed the contract with a fine-tooth
235 comb. Manager Koch moved to amend the motion to provide that Administrator execute the contract
236 with any changes that the District Legal Counsel suggests. Manager Ziegler seconded the motion to
237 amend. Upon a vote the motion to amend carried 3-2 [Managers Koch, Ward, and Ziegler voted in
238 favor. Managers Crafton and Pedersen seconded the motion.]
239

240 Upon a vote, the amended motion carried 5-0.
241

242 **e. Release Request for Proposal for Legal Services**

243 Manager Crafton moved to release the Request for Legal Services. Manager Ziegler seconded the
244 motion. Manager Koch moved to amend the motion to change language in the Request for Legal
245 Services so the fifth line from the bottom of the Request reads, “...and reserves to itself the right to
246 reject any and all proposals and otherwise take such action...” Manager Koch commented that this
247 change would make the Request consistent with the language in the other Requests for Proposals
248 that the District has prepared. Manager Ziegler noted that the Request doesn’t ask applicants to
249 include specific information about expertise in watershed districts. Manager Ziegler seconded the
250 motion. Manager Koch asked how the Requests will be distributed. Administrator Bleser said
251 through the District’s official publications. Manager Koch commented that the distribution of the
252 District’s official publications isn’t very wide. Manager Koch amended his motion to include the

253 language directing respondents to include background profile information and specific expertise in
254 watershed issues. Manager Ziegler seconded the motion. Upon a vote, the motion to amend carried
255 5-0.

256
257 Upon a vote, the amended motion carried 5-0.

258
259 **f. Release Request for Proposal for Auditing Services**

260 Manager Ziegler moved to authorize staff to release the Request for Auditing Services. Manager
261 Koch seconded the motion. Upon a vote, the motion carried 5-0.

262
263 **g. Release Request for Proposal for Accounting Services**

264 Manager Koch moved to authorize staff to release the Request for Accounting Services. Manager
265 Crafton seconded the motion. Upon a vote, the motion carried 5-0.

266 **h. Release Request for Proposal for Consulting Services**

267 Manager Ziegler moved to authorize staff to release the Request for Consulting Engineering
268 Services. Manager Koch seconded the motion. Upon a vote, the motion carried 5-0.

269
9. Action Items

270 **a. Accept November Treasurer's Report**

271 Treasurer Crafton reported she and the Administrator reviewed the report in accordance to the
272 District's controls and procedures and moved to accept the November Treasurer's Report. Manager
273 Ziegler seconded the motion. Manager Koch asked about the permit income reflected in the report
274 and asked if that balance is approximately where staff thinks the permit revenues will end up for
275 2018. Administrator Bleser responded yes. Manager Koch noted that the expenses for the
276 Chanhassen High School storm water project is at 102%. He asked staff if it anticipates the project
277 expenses going higher. Administrator Bleser said no and in addition, the District received \$100,000
278 in partner funds, instead of the budgeted \$50,000, so actually the report should reflect that the
279 project is running under budget. Administrator Bleser said this change will be reflected in the next
280 month's report. She noted additional costs to be paid out for the project, such as signage costs.
281 Manager Koch had a few other questions clarifying his understanding of the information reflected in
282 the report under the Lake Riley section and a few questions about the outgoing checks for this
283 month's bills. Upon a vote, the motion carried 5-0.

284
285 **b. Approve Paying the Bills**

286 Manager Crafton moved to pay the bills. Manager Koch seconded the motion. President Ward stated
287 that the checks have not arrived but should arrive by Friday. Administrator Bleser added that if the
288 checks do not arrive by Friday, the checks will be reissued, so the check numbers will not match the
289 numbers listed in the November Treasurer's Report.

290
291 **c. Engagement of Human Resources Consultant**

292 Manager Koch moved to adopt his drafted resolution, included in his January 3, 2019,
293 memorandum, to engage a human resources consultant to review and revise policies and procedures

294 and direct the Administrator to solicit consultant services from a minimum of three consultants and
295 for the consultant to complete the work within 60 days. Manager Crafton commented that there is a
296 manager on the Board who has 15 years of human resources experience. The motion died for lack of
297 a second.

298
299 President Ward moved that the Board authorize the President and Administrator to solicit proposals
300 from at least three human resources consultants to design and implement a professional 360-degree
301 or multi-source performance assessment of the administrator to include feedback from managers,
302 staff, and other stakeholders as well as a self-assessment by the Administrator and present these
303 proposals and a recommendation for the Board's consideration at the Board's next regularly
304 scheduled Board meeting. He said he thinks the previous motion stemmed from discussion and
305 concern about the performance evaluation conducted in fall 2018. President Ward said he thinks this
306 would be a good remedy on a go-forward basis. Manager Ziegler seconded the motion. Manager
307 Pedersen said she thinks having a third-party would be a much fairer way to do the evaluation of the
308 District Administrator.

309
310 Manager Koch said he is not certain a 360-degree review is the right process to utilize in this case.
311 He said he wants to go on record saying that the Board was given to opportunities to do this in a nice
312 way, but he wants to say that the review of the Administrator was the worst review process that he
313 has witnessed in 41 years of practicing. Manager Koch said that to his knowledge no official
314 recordings were made of that meeting, which is his understanding is a violation of the Open Meeting
315 Law. He said he was told before that meeting, which was a meeting of the managers, that he should
316 not, could not say anything, which he objected to. Manager Koch said that during the evaluation
317 there was a suggestion to call Attorney Smith, and he agreed to it, and then once he agreed to it, the
318 suggestion was rejected. Manager Koch said that when he asked to go out and discuss the matter, he
319 was refused. Manager Koch said the meeting started out as blatant attacks on the reviewee, who was
320 given no opportunity to respond. He said it appeared to him that the result of the evaluation was a
321 foregone conclusion and there was not even a recess for the managers to discuss the results.
322 Manager Koch said in his opinion, based on his 41 years of experience of not only reviewing people
323 but being reviewed and counseling people on reviewing, this review of the Administrator was an
324 absolute violation, an abomination of every best practice when it comes to reviews. He said for this
325 reason his motion was to authorize the Board to figure out how to go about the review process and
326 get advice from the District Legal Counsel about how it should all be done. He said it is his
327 understanding that the Board has created a real barrier between the staff and the Board by the
328 Board's conduct.

329
330 Manager Koch said he thinks it will be difficult to repair the relationship between the Board and
331 staff at least with the current members serving on the Board's Personnel Committee. Manager Koch
332 said his suggestion is that the Board work with a professional to review the Board's entire process to
333 figure out how to go about it. He said no RPBCWD manager has the experience to make this
334 determination, and in his opinion, human resources experience pre-1990 is no longer relevant.
335 Manager Koch said his suggestion is to bring in a professional to guide the Board in what to do and
336 then to help the Board do it. He said he thinks it is clear to see the animosity certain people involved
337 have toward other people involved, and he thinks it is getting in the way with the Board's
338 relationships between itself and its staff and consultants. Manager Koch moved to amend President

339 Ward’s motion to solicit services from a human resources professional to advise the Board on what
340 evaluation process to undertake, which might be a 360-evaluation, and how to go about it. Manager
341 Ziegler seconded the motion to amend. Upon a vote, the motion failed 2-3 [Managers Koch and
342 Ziegler voted in favor. Managers Crafton, Pedersen, and Ward voted against.]

343
344 The motion carried 4-1 [Manager Koch voted against the motion.]

345
346 **d. Resolution to Adopt Permit Fee Schedule Amendment**

347 Mr. Jeffery pointed out a few edits to be made to the Permit Fee Schedule document included in the
348 meeting packet. Attorney Welch and Mr. Jeffery noted the resolution for this item is Resolution
349 2019-004 Permit Fee Schedule Amendment. Manager Koch moved adopt Resolution 2019-004 to
350 adopt the Permit Fee Schedule Amendment as presented and to give District Legal Counsel the
351 discretion of numbering the resolutions to ensure they are numbered as appropriate. Manager
352 Ziegler seconded the motion. Mr. Jeffery and Attorney Welch responded to questions about the
353 schedule including the excess cost recovery. Upon a roll call vote, the motion carried 5-0.

<i>Manager</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
Crafton	X			
Pedersen	X			
Ward	X			
Ziegler	X			
Koch	X			

355
356 **e. Resolution to Adopt Financial Assurance Rate Schedule**

357 Mr. Jeffery explained in detail what has changed. Manager Koch recommended that for the rules
358 with 125% to insert the words “approved/accepted design engineer’s opinion.” Manager Koch
359 moved to adopt the financial assurance schedule with the change he requested. Attorney Welch said
360 Manager Koch makes a good point, but his recommendation as the District’s Legal Counsel was to
361 not have it be subject to the District Engineer’s approval. He said the District Engineer has the
362 ability to work back and forth with an applicant and with the applicant’s engineer on an ongoing
363 basis. Attorney Welch described the process. He stated the mechanism in place is that the Engineer
364 can bring it to the Board instead of putting the Engineer in the position of having to negotiate back
365 and forth. Manager Koch responded. Attorney Welch went into further detail about the District’s
366 financial assurances and said he doesn’t think the District is warranting anything about the
367 applicants’ costs. He said the only approval the Board is giving is that the District’s Engineer
368 reviewed the design and if the project is built as designed, it will achieve compliance with the
369 District’s rules. Attorney Welch explained the financial assurance is kept by the District for two
370 purposes: To encourage compliance and to provide the District a mechanism to obtain funds to go in
371 and stabilize a site in the event the property owner doesn’t do what it says it is going to do. Engineer

372 Sobiech noted that staff member Terry Jeffery also does a lot of the review work. There was an
373 extensive discussion. Manager Koch’s motion died due to lack of a second.
374

375 Manager Crafton moved to adopt the Resolution 2019-005 to adopt the Financial Assurance Rate
376 Schedule, effective for all applications completed after January 10, 2019, as presented including the
377 changes explained by Mr. Jeffery. Manager Ziegler seconded the motion. Upon a roll call vote, the
378 motion carried 4-1.
379

<i>Managers</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
Crafton	X			
Pedersen	X			
Ward	X			
Ziegler	X			
Koch		X		

380
381 **f. Resolution to Adopt Third Amendment to the Delegation to the Administrator of**
382 **Certain Permit-Approval Authority**

383 President Ward introduced this item, explaining it is an amendment to an existing resolution.
384 Manager Crafton moved to adopt Resolution 2019-006 to adopt the Third Amendment to the
385 Delegation to the Administrator of Certain Permit-Approval Authority as presented in the meeting
386 packet. Manager Pedersen seconded the motion. Upon a roll call vote, the motion carried 5-0.
387

<i>Manager</i>	<i>Aye</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
Crafton	X			
Pedersen	X			
Ward	X			
Ziegler	X			
Koch	X			

388
389 **g. AIS Working Group**

390 President Ward noted that the managers have a copy of the proposal provided to the Board late this
391 afternoon by Manager Koch regarding an AIS (Aquatic Invasive Species) Working Group. Manager

392 Koch moved to adopt Resolution 2019-007 regarding an AIS Working Group as detailed in his
393 December 16, 2018, memo. The motion died for lack of a second.
394

395 **h. IT Consultant**

396 President Ward and Manager Pedersen said they have not seen information about this item. Manager
397 Koch said his memo on this item was submitted and is also on the table in front of them. He moved
398 the adoption of Resolution 2019-008 to authorize the Administrator of RPBCWD to inquire of other
399 watershed districts, MAWD, BWSR, and other organizations regarding their IT policies and
400 procedures' consultants and provide the results of such inquiry to the Board of Managers and for the
401 District Administrator to solicit proposals from that list to create to review the District's IT systems
402 and processes within 60 days. Manager Koch read aloud his resolution. The resolution died for lack
403 of a second.
404

405 **i. Direct Staff to Coordinate Meet & Greet**

406 Manager Koch moved to adopt Resolution 2019-009 to authorize and direct the District
407 Administrator to arrange for one or more Meet and Greet events with local officials and that the
408 costs would come out of the District's Education and Outreach budget. Manager Koch read aloud
409 his resolution. Manager Ziegler seconded the motion. The Board and staff discussed the proposed
410 meet and greet. Upon a vote, the motion carried 5-0.
411

10. Discussion Items

412 **a. Upcoming Board Meeting – February Monthly Meeting:**

413 President Ward noted that the District will hold a Cost-Share Workshop prior to its February
414 Regular Monthly Board Meeting.

- 415 **i. Delayed - Cooperative Agreement with City of Eden Prairie for Lower Riley Creek**
 - 416 **ii. Stormwater Model Update, Flood Risk Mapping, Mitigation and Adaptation Task Order**
 - 417 **iii. Cost-Share Workshop**
 - 418 **iv. Fund Balance Policy**
 - 419 **v. Investment Deposit Policy**
 - 420 **vi. District Committees**
- 421

11. Upcoming Events

- 422 • Citizen Advisory Committee Monthly Meeting, January 28, 2019, 6:00 p.m., District Office,
423 18681 Lake Drive East, Chanhassen
- 424 • RPBCWD Snowshoeing and Community Mural at Lake Ann February Fest, February 2, 2019,
425 12-3:00 p.m., Lake Ann Park, Chanhassen
- 426 • RPBCWD Board of Managers Workshop, February 6, 2019, 5:30 p.m., District Office, 18681
427 Lake Drive East, Chanhassen
- 428 • Meet and Greet the RPBCWD Board of Managers, February 6, 2019, 6:30 p.m., District Office,
429 18681 Lake Drive East, Chanhassen
- 430 • RPBCWD Regular Monthly Board Meeting, February 6, 2019, 7:00 p.m., District Office, 18681

431
432
433
434

- Lake Drive East, Chanhassen
- Fresh Water Society’s Road Salt Symposium, February 7, 2019, 8:30 a.m. – 2:45 p.m., Plymouth Creek Center, 14800 34th Avenue North, Plymouth, MN 55447

12. Adjourn

435
436
437

Manager Pedersen moved to adjourn the meeting. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0. The meeting adjourned at 10:00 p.m.

438
439

440
441

Respectfully submitted,

442
443

444

David Ziegler, Secretary

1 **MEETING MINUTES**

2
3 **Riley-Purgatory-Bluff Creek Watershed District**

4
5 **November 14, 2018 Workshop Meeting**

6
7 **PRESENT:**

8
9 **Managers:** Jill Craffron, Treasurer
10 Dorothy Pedersen, Vice President
11 Larry Koch
12 Dick Ward, President
13 David Ziegler, Secretary

14
15 **Staff:** Claire Bleser, Administrator
16 Terry Jeffery, Project and Permit Manager
17 Scott Sobiech, Engineer
18 Louis Smith, Counsel

19
20 **1. Call to Order**

21
22 President Ward called the special workshop meeting to order on Wednesday, November 14,
23 2018, at 5:30 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317. He
24 noted that the sole item on the workshop agenda was to review the District's permitting program.

25
26 **2. Permitting Program Discussion**

27
28 Administrator Bleser noted that Mr. Sobiech and Mr. Jeffery had prepared a presentation for the
29 Board of Managers on the District's permitting program. They reviewed the process steps in
30 receiving and reviewing permit applications; the threshold activities that trigger the main District
31 permit requirements; delegation of approval authority for some categories of permits; permit fees
32 and financial assurances; and issues that the Technical Advisory Committee discussed at its
33 October 24 meeting.

34
35 Manager Koch asked if the proposed permits should be included in the meeting packets. Mr.
36 Jeffery noted that the conditions to permit issuance are an important consideration, and that the
37 more critical information for the Board of Managers is reflected in the permit report. Manager
38 Koch suggested that actions on permits should perhaps be presented in draft resolutions for the
39 Board's consideration.

40
41 Mr. Sobiech reviewed the October 24 discussion of the Technical Advisory Committee, which
42 included a discussion of the District's cost share program as it may relate to city projects;
43 education about groundwater conservation; improvements to hydraulic and hydrologic
44 monitoring; and alternatives to potentially simplify the District's stream protection rule. He
45 noted that there are challenges to infiltration in much of the watershed, and alternatives to
46 infiltration include reuse, evapotranspiration, and other water abstraction measures. Mr. Sobiech
47 noted that the Board has considered some of these issues in the earlier rules amendment process,
48 but had set this issue aside for further study. He noted that city representatives on the TAC had

49 concerns with seeking more flexibility given the difficulty of incorporating infiltration within the
50 right of way for road projects. Another possibility is to consider credit for the
51 abstraction/ecosystems services provided by trees. Mr. Sobiech also noted that with more
52 intense storm events, there will be a greater sensitivity to erosion issues along the streams in the
53 District.

54
55 Manager Koch asked if specific rule amendments are to be considered at this time, and Mr.
56 Jeffery stated that the staff is interested in raising the issue with the Board and hearing
57 conceptual direction before working further on specific rule changes. Manager Pedersen stated
58 that she feels the District needs to push forward, because we are operating behind the ecosystem
59 changes. Manager Koch stated that he felt more information and data would be helpful.
60 President Ward stated that generally the regulated community does not like frequent changes in
61 the rules. Mr. Jeffery suggested that addressing these issues could be part of a sequencing
62 process, and that the District's H&H model could assist in demonstrating the value of alternative
63 approaches.

64
65 Mr. Jeffery noted that the staff has generally not placed all permits on the Discussion Agenda,
66 but focused more on those permit applications involving a variance, exception, or otherwise
67 involve more significant impacts in terms of imperviousness, tree loss, land use changes, or other
68 rules interpretation or policy issues.

69
70 Mr. Jeffery reviewed the Board's delegation of permitting authority to the Administrator, and the
71 possibility of updating that delegation to include dredging permits, a subject of interest to cities.

72
73 Mr. Jeffery reviewed the permit fees schedule and potential updating to that schedule. Mr. Smith
74 reviewed the statutory authority for the District to recover the costs associated with inspection
75 and analysis of permitted projects. He noted that watershed districts take several different
76 approaches to recovering these costs pursuant to the statute. Some track the specific costs
77 incurred for each individual permit; other districts track their total permit costs on an annual
78 basis and calculate a conservative average cost based on different types of projects and permits.
79 Mr. Smith said that taking the latter approach requires a solid record so that the Board has a
80 reasonable basis to allocate inspection and analysis costs.

81
82 Mr. Jeffery reviewed the financial assurances amounts and said that staff would be working on
83 updated figures. Mr. Smith explained that these amounts need to be set so that if a project is
84 abandoned at the worst possible point of construction, the District has the resources to step in
85 and implement the necessary remedy. He noted that the engineer's approval of the assurance
86 amount is therefore important.

87
88 There being no further business, the meeting of the Board of Managers was adjourned at 7:15
89 p.m.

90
91 Respectfully submitted,

92
93
94 David Ziegler
95 Secretary

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

August 09, 2018, Special Board of Managers Meeting : Closed Session Administrator Review

PRESENT:

Managers: Larry Koch
David Ziegler, Secretary
Jill Crafton, Treasurer
Dick Ward, President
Dorothy Pedersen, Vice President

Staff: Claire Bleser, District Administrator

1. Call to Order

Dick Ward called to order the Thursday, August 09, 2018, Board of Managers Special Meeting at 9:09 a.m. at District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

2. Closed Session

Managers met to perform annual review of the Administrator.

3. Adjourn

Manager Pedersen moved to adjourn the meeting of the Board of Managers. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0. The meeting adjourned at 10:30 a.m.

Respectfully submitted,

David Ziegler, Secretary

Minutes: Monday, January 28, 2019
RPBCWD Citizen's Advisory Committee Monthly Meeting
Location: RPBCWD offices: 18681 Lake Street, Chanhassen

CAC Members

Jim Boettcher	P	Barry Hofer	P	Matt Lindon	P	Samir Penkar	P
Scott Bryan	P	Peter Iverson	P	Sharon McCotter	P	Marilynn Torkelson	P
Paul Bulger	P	Daryl Kirt	P	Jan Neville	P	Lori Tritz	P
Anne Deuring	P	Denny Kopfmann	P	Joan Palmquist	P	Ali Tuttle	P

Others

Michelle Jordan	RPBCWD staff	P
David Zeigler	RPBCWD Board Member	P
Dorothy Pedersen	RPBCWD Board Member	P

Summary of key actions/motions for the Board of Managers:

1. **Motion:** None

I. Opening

- A. Call CAC meeting to Order:** President Paul Bulger called the meeting to order at 6:19 pm. Welcome
- B. Attendance:** As noted above.
- C. Welcome to New Members and CAC Meeting Practices:** Chair Paul Bulger welcomed new members and explained our general operating procedures: agenda, attendance expectations, emailing of materials.
- D. Matters of general public interest:** None
- E. Approval of Agenda:** Joan moved and Sharon seconded to approve the agenda as presented. Motion carried.
- F. Approval of December 17, 2018 CAC Meeting Minutes:** Sharon moved and Joan seconded to approve the minutes. Sharon who was not present at the December meeting asked about the status of our discussion on the Adopt-a-Waterbody topic. Michelle explained that she had presented options and it was for the CAC to decide if they would like to adopt a waterbody as a group. We will discuss at the February meeting. Paul highly endorsed the Conservation Corps option. Motion carried.

II. Staff Report:

- A. Annual CAC photo was taken.
- B. Michelle reported that the Watershed District is celebrating its 50th Anniversary. The tag line is "Come explore with us." There will be many low impact events - hiking, boating, cycling - encouraging people to participate. A community art project will be present at the events. All events are on the website. The first event, Snowshoeing at Lake Ann, is this Saturday. Still to come is a pledge challenge, e.g. plant a tree, have a conversation, etc. Let Michelle know if you have an idea for a pledge item. A flyer will be mailed to local leaders, volunteers and other contacts, and will be made available at libraries and other community meeting locations.

Michelle is working with the web designer on some mostly cosmetic changes to the webpage.

We have a "Watershed 101" presentation prepared. For anyone wishing to be part of the Speakers Bureau willing to present to groups, there will be a training before our next meeting from 5:00 to 6:00 pm.

III. Old Business

- A. Updates from subcommittees:** Sharon is looking to work with Silver Lake on the next phase of their storm drain project. It will depend on the metro-wide Adopt-A-Drain program that is still pending.

Michelle is coordinating it from the RPBCWD hopefully to include drain stencils specific to RPBCWD water bodies.

- B. Board Meeting of January 9, 2019:** Joan attended the meeting. There was nothing specific to report. We are now receiving the Board minutes promptly. Yay! CAC members are encouraged to attend the Board meetings to fully understand the topics and to relay the information to the CAC.

IV. New Business

- A. **Amend CAC bylaws:** The amendments to the CAC bylaws are essentially changing the meeting time from 6:30 pm to 6:00 pm, and spelling out the responsibilities of a CAC member. See addendum. These minutes will serve as public notice. We will vote at our February meeting. Dorothy answered the question of whether anyone looked at attendance records - Attendance records are looked at when reappointing CAC members. We suggested "supporting" might be a less intimidating word than "technical" in the third open bullet: "Responding in a timely manner to requests for feedback from the Board, Staff or other Committee members, including detailed supporting reports and plans."
- B. **CAC Subcommittees:** A long but not exhaustive list of potential special interests was distributed for review by CAC members. There are things we have to do and then there are things we want to do. Subcommittees are a vehicle for diving deeper into areas that the whole group cannot effectively engage. Evaluate and sign up during February meeting. Talk it over with other members. Michelle will send everyone's email addresses tomorrow.
- C. **Exit interviews from past members:** We thought some form of exit interview whenever someone leaves the CAC would be a good way to learn how to improve the CAC experience. Sharon has begun an emailable questionnaire. Marilyn, Jan and Anne will work with Sharon to finalize it.
- D. **Cost Share Program Revamp:** Michelle provided the background on why the Board of Managers requested a revamp of the Cost Share Program. After surveying past program participants and several months of brainstorming, we discovered the biggest hurdles with the old program were timing and complexity. The proposed program addresses these hurdles.
1. A new program, Action Grants, are easy, quick with one stipulation that they be executed in community (with at least two people).
 2. The cost share program has been renamed Stewardship Grants. The old program had several levels of recommendations and approvals. The proposed program could allow smaller cost projects to be approved administratively with a small committee, with larger cost projects still needing to go to the Board of Managers. This change would require an amendment to the 10-year plan.

We divided into groups and provided responses to specific aspects of the program.

1. Action grants: like | change (suggested \$5000 total at \$250 max a piece.)
2. Improvement clause: How should we treat projects that aren't ideal, but better than the alternative?
3. Review Process: like | change
4. Evaluation criteria: like | change
5. Cost share grants: like | change
6. Conservation: lose it | keep it

Michelle will type up all responses and send it to us for more comments if we wish.

The questions arose whether we are trying to expand the program. Yes, we do not expend the allotted budget for cost share grants. Maxing out cost share grants would indicate water benefits.

Michelle asked what we thought of only two CAC members being on the grant review committee. We would like to still remain aware of the projects but don't all need to weigh in on them. Marilyn and Denny expressed interest in being on the review subcommittee.

The Board workshop next week will focus on the revamped program. Draft #2 will come back to the CAC in February. The second draft will be presented to the Board in March, with the hope to roll the program out later that month.

- E. **2019 Meeting Calendar:** A calendar of 2019 CAC meetings was distributed. The CAC meets every third Monday except January and February when we meet the fourth Thursday due to holidays.
- F. **Electing officers for 2019**
 - 1. Joan nominated Lori for chair. Motion carried.
 - 2. Joan nominated Sharon as vice chair. Motion carried.
 - 3. Paul nominated Anne for recorder. Motion carried.

Thanks to Paul for serving as chair so ably.

IV. **Upcoming Events**

- A. RPBCWD Board of Managers meeting February 6 at 7:00 pm, Board workshop on the Cost Share program starting 5:30 pm, 18681 Lake Drive East
- B. RPBCWD CAC meeting February 25 at 6:00 pm, 18681 Lake Drive East

V. **Topics for next month**

- A. Cost share draft #2
- B. Subcommittees
- C. Exit interviews
- D. Adopt-a-drain
- E. How to quantify water improvements (Michelle will investigate clarify)
- F. Retention ponds with tar sealants

- V. **Adjourn CAC meeting:** Joan moved and Jim seconded to adjourn the meeting. Motion carried. Meeting adjourned at 8:48 pm.

BYLAWS OF THE RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
CITIZENS ADVISORY COMMITTEE
Duties, Operating Procedures, and Expectations

Adopted October 20, 2014
Amended February 25, 2019

The Riley Purgatory Bluff Creek Watershed District Citizens Advisory Committee (CAC) is a citizen volunteer advisory board to the Riley Purgatory Bluff Creek Watershed District Board of Managers.

Scope of Responsibility

In accordance with Minnesota Statutes § 103D.331, the CAC is organized to advise and assist the Riley Purgatory Bluff Creek Watershed District Board of Managers on all matters affecting the interests of the watershed, and to make recommendations to the managers on all projects and improvements.

The duties of the CAC include:

- supporting the mission and goals of the Riley Purgatory Bluff Creek Watershed District (RPBCWD);
- reviewing and commenting on reports, minutes, activities, programs and projects of the RPBCWD;
- considering issues pertinent to the functions and purposes of the RPBCWD;
- advising in decision-making;
- raising issues of concern from the public;
- providing guidance on and assisting with coordination of volunteer activities;
- reporting to the Board of Managers on the content of CAC meetings and resulting recommendations.

Membership and Appointment Process

The Board of Managers solicits applications to serve on the CAC annually, and seeks to appoint citizen advisors who fairly represent the broad interests and geography of the watershed. By law, the advisory committee consists of at least five members, and if practicable, the members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization, and a member of a farm organization. The advisory committee members must be residents of the watershed, except representatives from soil and water conservation districts and counties. The Board of Managers will typically limit the membership to 12 individuals. The CAC members serve at the pleasure of the Board of Managers.

Board Liaison and Staff Support

Each member of the Board of Managers is invited and encouraged to attend CAC meetings.

The RPBCWD administrator will support the work of the CAC. The principal role of staff is to anticipate and recommend where CAC input would provide particular value and to facilitate the flow of information among the committee, the RPBCWD Board of Managers, and staff.

Meetings

The CAC will establish a meeting schedule and meet approximately 10 times per year, typically on the third Monday of the month at 6:00 p.m. Unless scheduled in advance for another location, the CAC will meet at the RPBCWD offices. Notice of meetings of the CAC will be posted on the RPBCWD website and all meetings will be open to the public.

At the regular meeting, the CAC will elect a chair, vice chair and recorder from its membership. In the absence of the chair at any particular meeting, the vice chair will act as chair. In the event of the absence of the chair and the vice chair, a chair pro tem will be elected by the attending members. The recorder will take minutes and have them available for inclusion in draft form in the packet for the next Board of Managers and for review and approval at the subsequent meeting of the CAC. The CAC chair or other representative chosen by the chair will report to the managers on the content of the CAC meetings.

A majority of the appointed members will constitute a quorum to do business. Any action taken by the CAC will be by a majority vote of members present. No member may appoint a proxy for any vote.

CAC Member Expectations and Commitments

The RPBCWD believes the CAC will work most productively when its members are committed and knowledgeable, and work together as a team, and therefore has the following expectations of CAC members:

- Commit to contribute to the RPBCWD’s efforts to improve, protect and restore water resources in the watershed;
- Attend a new-member orientation to become familiar with the RPBCWD’s mission and understand the roles and relationships of the committee, staff and RPBCWD Board of Managers;
- Make a serious commitment to prepare and actively participate in the committee’s work; including but not limited to the following:
 - Carefully reviewing the minutes of the previous months RPBCWD Board meeting—identifying those areas where the CAC should be advising, assisting or making recommendations, and be prepared to discuss them at the next CAC meeting
 - Reviewing draft minutes of previous month’s CAC meeting for approval or modifying before the next monthly meeting
 - Responding in a timely manner to requests for feedback from the Board, Staff or other Committee members, including detailed supporting reports and plans.
 - Participation in sub-committee or other work as possible, in alignment with interests.
- Develop a strong working relationship with other committee members;
- Regularly attend committee meetings, and notify the RPBCWD administrator in advance if unable to attend a meeting; A member’s record of attendance will be considered during the annual CAC member appointment process, and a member’s unexcused absence from two or more regular meetings in a year or absence from one-third or more of the regular meetings in a year may be reported, at the CAC’s discretion, to the Board of Managers;
- Each member of the CAC is encouraged to attend the meetings of the Board of Managers; as often as possible, but at least once a year.
- Consider the perspectives of the watershed’s diverse constituency in committee discussions and decision-making processes, taking care to disclose any time when an issue before the CAC would substantially affect the member’s economic interests or those of an associated business; and
- Refrain from making public comments or statements that misrepresent the RPBCWD, its decisions or policies, including written or verbal comments to the media, on blogs, websites, or other forums where it is reasonably foreseeable that the comments will become known to the public at large.

All members are responsible for their own good conduct when participating in the CAC and are expected to know and understand these Bylaws, Duties, Operating Procedures, and Expectations.

These bylaws may be amended by a two thirds majority vote of the CAC members following 30 days written notice of the proposed amendment.

I understand and agree to the Bylaws, Duties, Operating Procedures, and Expectations of the RPBCWD Citizens Advisory Committee.

Name: _____ Date: _____

Signature: _____

RPBCWD February staff report

<i>Administration</i>		Staff update	Partners
Accounting and Audit	Coordinate with Accountant for the development of financial reports. Coordinate with the Auditor. Continue to work with the Treasurer to maximize on fund investments.	Administrator Bleser worked with both the Accountant and Auditor this month.	
Internal Policies	Work with Governance Manual and Personnel Committees to review bylaws and manuals as necessary	No committee have been established yet for 2019. However, an Investment Policy and Governance Manual amendment are being proposed this month.	
Advisory Committees	Engage with the Technical Advisory Committee on water conservation, chloride management and emerging topics Engage with the Citizen Advisory Committee on water conservation, annual budget and emerging topics. Facilitate recruitment of CAC members for 2019.	The CAC met for their annual monthly meeting. Staff Jordan facilitated a cost-share workshop. The CAC reviewed the first draft of cost-share program. Staff Jordan also led the new member orientation. No TAC meetings this month.	
<i>District-Wide</i>			
Regulatory Program	Review regulatory program to maximize efficiency. Engage Technical Advisory Committee and Citizen Advisory Committee on possible rule changes. Implement regulatory program.	Staff Jeffery met with the City of Eden Prairie to discuss efficiencies in the permitting process. 6 permit applications received. 2 permits have been issued administratively.	
Aquatic Invasive Species	Review AIS monitoring program Develop and implement Rapid Response Plan as appropriate	The Riley Purgatory Summit has been postponed to January due to weather conditions. The summit bring state and LGUs together with	City of Chanhassen City of Eden Prairie University of Minnesota

	<p>Coordinate with LGUs and keep stakeholders aware of AIS management activities.</p> <p>Manage and maintain the aeration system on Rice Marsh Lake as per the Riley Chain of Lakes Carp Management Plan.</p> <p>Review AIS inspection program.</p> <p>Keep abreast in technology and research in AIS.</p>	<p>Consultants and university researchers together to identify next steps in the management of AIS.</p> <p>The aeration unit is still functioning at Rice Marsh Lake.</p> <p>Administrator Bleser is working with the City of Eden Prairie to adjust/modify inspection program in Eden Prairie.</p> <p>Administrator Bleser reviewed a draft MN DNR about Lake Service Provider fact sheet.</p>	<p>MN DNR Carver County</p>
Cost-Share	<p>Review program to determine efficiencies and needs.</p> <p>Recommend modification as necessary.</p> <p>Review applications and recommend implementation.</p>	<p>Staff Jordan drafted an updated cost-share program based on input from the CAC and will be presenting to the board in February.</p> <p>The City of Chanhassen has inquired about the cost-share program and applying for it.</p>	
Creek Restoration Action Strategy	<p>Review updates to the field CRAS analysis.</p>	<p>Staff has been active in finalizing report as part of the Water Quality Report</p>	
Data Collection	<p>Continue Data Collection in permanent sites.</p> <p>Identify monitoring sites to assess future project sites.</p>	<p>Staff have been working to complete the annual data collection report this month. Staff has also completed a round of monthly lake sampling on the Purgatory Chain of Lakes, the Upper and Lower Purgatory Creek Recreation Area, the stormwater ponds draining the City of Eden Prairie Center to Purgatory Creek, and Rice Marsh Lake. On top of winter sampling, staff is monitoring the winter aeration unit on Rice Marsh Lake weekly</p>	<p>Metropolitan Council</p>

		to ensure it is working properly, keeping dissolved oxygen levels healthy within the lake. The unit is running properly and there is still open water around the aeration discs. Staff visited the WOMP stations twice this month for baseline sample collection. Staff received 14 radio tags for tracking common carp this winter and have implanted four tags in fish in the upper purgatory creek recreational area and ten in Staring Lake. Two of the tags are experimental in that they are easier to find but have a shorter battery life. Staff will be going out to track these fish next month.	
District Hydrology and Hydraulics Model	<p>Coordinate maintenance of Hydrology and Hydraulics Model.</p> <p>Coordinate model update with LGUs if additional information is collected.</p> <p>Partner and implement with the City of Bloomington on Flood Evaluation and Water Quality Feasibility.</p>		
Education and Outreach	<p>Implement Education & Outreach Plan, review at year end.</p> <p>Manage partnership activities with other organizations.</p> <p>Coordinate Public Engagement with District projects.</p>	<p>The district co-sponsored smart salting workshop.</p> <p>Staff Swope coordinated logistics for upcoming turf and salt workshops.</p> <p>Staff Swope is also updating 2019 Water Quality Fact Sheets.</p> <p>Staff Jordan and Swope attended January Master Water Stewards Class.</p>	<p>Smart Salting Workshop partners: NMCWD, MCWD, City of Minnetonka, BCWMC</p>
Groundwater Conservation	<p>Work with other LGUs to monitor assess and identify gaps.</p>	<p>Due to staff turnover in our cities we are slowing down this imitative.</p>	<p>TBD</p>

	Engage with the Technical Advisory Committee to identify potential projects. Develop a water conservation program (look at Woodbury model)		
Lake Vegetation Management	Work with the University of Minnesota or Aquatic Plant Biologist, Cities of Chanhassen and Eden Prairie, lake association, and residents as well the Minnesota Department of Natural Resources on potential treatment. Implement herbicide treatment as needed. Secure DNR permits and contract with herbicide applicator. Lakes the District is monitoring for treatment include: Lake Susan, Lake Riley, Lotus Lake, Mitchell Lake, Red Rock Lake and Staring Lake. Work with Three Rivers Park District for Hyland Lake	The Riley Purgatory Summit has been postponed to January due to weather conditions. The summit bring state and LGUs together with Consultants and university researchers together to identify next steps in the management of AIS. Administrator Bleser is working with Wenck to develop a scope of work to reevaluate the lake vegetation plant management plans for Mitchell and Red Rock Lakes.	City of Eden Prairie City of Chanhassen University of Minnesota
Opportunity Projects	Assess potential projects as they are presented to the District	Staff Jordan is working with SRF and Saint Hubert on an opportunity project on school grounds that would benefit Lake Susan.	St Hubert Catholic Community
Total Maximum Daily Load	Continue working with Minnesota Pollution Control Agency on the Watershed Restoration And Protection Strategies (WRAPS). Engage the Technical Advisory Committee .	No Updates	MPCA
Repair and Maintenance Grant	Develop and formalize grant program.	No Updates	
University of Minnesota	Review and monitor progress on University of Minnesota grant.	Coring for the Gulliver Project will begin the week of February 4 th .	Stormwater ponds partners: City of

	<p>Support Dr John Gulliver and Dr Ray Newman research and coordinate with local partners.</p> <p>Keep the manager abreast to progress in the research.</p> <p>Identify next management steps.</p>	<p>Dr Newman will be sharing findings from 2018 at the Riley Purgatory Summit.</p>	<p>Bloomington, Chanhassen, Eden Prairie, Minnetonka and Shorewood Plant Management: City of Chanhassen City of Eden Prairie</p>
<p>Watershed 50 year Anniversary</p>	<p>Come explore with us! Finalize anniversary program for 2019. Implement anniversary events.</p>	<p>Staff Swope is coordinating the first event for the District's Anniversary. (Snowshoeing at Lake Ann Feb 2) Staff Jordan created a mailer highlighting the District's history and are being mailed to our community partners. This mailer will also be sent to local leaders with an invitation to the meet and greet. A webpage was developed for this year's celebration.</p>	<p>Snowshoe event partners: City of Chanhassen Carver County Three Rivers Park District</p>
<p>Watershed Plan</p>	<p>Review and identify needs for amendments.</p>	<p>No updates</p>	
<p>Wetland Conservation Act (WCA)</p>	<p>Administer WCA within the Cities of Shorewood and Deephaven. Represent the District on Technical Evaluation Panel throughout the District</p>	<p>Staff Jeffery has been participating on the TEP for the Trail along TH5 to the Arboretum.</p>	<p>City of Shorewood City of Deephaven</p>
<p>Wetland Management</p>	<p>Identify potential restoration/rehabilitate wetlands and wetland requiring protection.</p>	<p>Summary of the 2018 field season is being finalized and will be included in the water quality report</p>	

Bluff Creek One Water			
Chanhassen High School Re-use	Continue to work with all partners. Complete site restoration and start system. Finalize and implement E and O for project. Monitor Project.	No update	ISD 212 City of Chanhassen Metropolitan Council
Bluff Creek Tributary Restoration	Implement and finalize restoration. Monitor Project.	The project was delayed due to USACE requiring further investigation that cannot be performed under current weather conditions. Postcards were mailed to nearby residents to let them know that there was a delay in the project. Website was updated.	City of Chanhassen
Wetland Restoration at 101	Remove 3 properties from flood zone, restore a minimum 7 acres and as many as 16 acres of wetlands, connect public with resource, reduce volume, rate, pollution loads to Bluff Creek	The District is working with the City of Chanhassen as well as the property owners with the acquisition of all three properties.	City of Chanhassen MN DNR
Riley Creek One Water			
Lake Riley Alum	Continue to monitor the waters.	No updates	
Lake Susan Improvement Phase 1	Continue to monitor spent lime treatment facility. (This item will be rolled into our Data Collection Program)	The District is monitoring the medium and looking at switching it out to increase efficiency.	City of Chanhassen
Lake Susan Improvement Phase 2	Complete final site stabilization and spring start up. Finalize and implement E and O for project. Monitor Project.	No updates	City of Chanhassen Clean Water Legacy Amendment

Lower Riley Creek Stabilization	Coordinate agreement and acquire easements if needed for the restoration of Lower Riley Creek reach D3 and E. Implement Project. Continue Public Engagement for project and develop signage of restoration.	The District continues to work with the City of Eden Prairie on the Cooperative Agreement. The City has had some staff turnover and the District is working with them to get them up to speed on the project.	City of Eden Prairie Lower Minnesota Watershed District
Rice Marsh Lake Alum Treatment	Monitor Project.	No updates	City of Eden Prairie City of Chanhassen
Rice Marsh Lake Watershed Load Project 1	Conduct feasibility. Develop cooperative agreement with City of Chanhassen	On hold until Public Works Director and Water resources Coordinator have been hired.	City of Chanhassen
Upper Riley Creek	Work with City to develop scope of work (in addition to stabilizing the creek can we mitigate for climate change) Conduct feasibility Develop cooperative agreement with the City of Chanhassen Order Project Start design	On hold until Public Works Director and Water resources Coordinator have been hired.	City of Chanhassen
<i>Purgatory Creek One Water</i>			
Duck Lake Raingarden Project	Work with the City to implement neighborhood BMP. Identify neighborhood BMP to help improve water resources to Duck Lake. Implement neighborhood BMPs.	Staff Jordan has been coordinating with the City. BMP goals have been identified. Letters to Duck Lake Watershed residents were mailed.	City of Eden Prairie
Fires Station 2	Monitor Project.	No updates	Metropolitan Council City of Eden Prairie

Hyland Lake Internal Load control	Implement Hyland Lake Alum application.	Administrator Bleser is working with Wenck associates on a Task Order	Three Rivers Park District City of Bloomington
Lotus Lake – Internal Load Control	Monitor treatment and plant populations.	No updates	
Scenic Heights	Continue implementing restoration effort. Work with the City of Minnetonka and Minnetonka School District on Public Engagement for project as well as signage.	Staff Jordan and Swope are working with Boy Scouts in implementing projects that are complementary to the restoration. Administrator Bleser will be presenting to the school board an update on the project in February.	Minnetonka Public School District City of Minnetonka Hennepin County
Silver Lake Restoration	Order project Design Project Work with the City of Chanhassen for Design, cooperative agreement and implementation	No Updates	City of Chanhassen
Professional Development			
Impact Magazine & 2019 Specialty Conference	Staff Jordan was asked to submit an article to IMPACT magazine on her upcoming presentation at the Setting Conditions for the Success of Integrated Water Resources Management Conference held in Omaha. Her presentation is titled “Weaving education and outreach into your projects: an integral part of creating success.”		
National Monitoring Conference	Staff Maxwell and Dickhausen will be attending the National Monitoring Conference in Denver, CO. The conference is held every three years and cover innovative monitoring techniques as well as lessons learned.		
Data Collection	Staff attended the Twin Cities Water Monitoring and Data Assessment Group’s winter event/speaker session on January 15 th . Water resource professionals from all over the metro area were in attendance. Presentations included sessions on best management practice (BMP) performance assessment, trends, and communicating science to a wider audience.		
Staff presentations	Staff Bleser was invited to be a guest presenter for the Twin Cities Water Monitoring and Data Assessment Group		

Memorandum

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
From: Barr Engineering Co.
Subject: Engineer's Report Summarizing January 2019 Activities for February 6, 2019, Board Meeting
Date: January 31, 2019

The purpose of this memorandum is to provide the Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) Board of Managers and the District Administrator with a summary of the activities performed by Barr Engineering Co., serving in the role of District Engineer, during January 2019.

General Services

- a. Responded to Board of Soil and Water Resources (BWSRs) comment to finalize the Clean Water Fund grant reporting for the Lake Susan Park Pond Reuse and Water Quality Improvement Project.
- b. Attended a Duck Lake subwatershed assessment progress meeting on January 7th with Administrator Bleser, Community Outreach Coordinator Jordon, and Leslie Stovring (Eden Prairie) to discuss potential communication timing and messaging, possible alternative offerings to sites not suitable for rainwater gardens (e.g., a tree, rain barrels, or planters), and strategize on the public outreach process for the project (including timeline).
- c. Assisted Administrator Bleser with review and comment on Chanhassen's revised local surface water management plan.
- d. Met with Administrator Bleser and watershed staff to discuss possible workload and responsibility adjustments on January 24th and 25th.
- e. Participated in January 28th regroup meeting with Administrator Bleser, Counsel Smith, Manager Pedersen, and staff Jeffery.
- f. Participated in the January 9th workshop about 2019 planning.
- g. Participated in the January 9th regular Board of Managers meeting.
- h. Prepared Engineer's Report for engineering services performed during January 2019.
- i. Miscellaneous discussions and coordination with Administrator Bleser about Hydrologic and Hydraulic model enhancement scope of work, potential aquatic invasive species rapid response plan task order, Silver Lake watershed BMP design task order, and upcoming Board meeting agenda.

Permitting Program

- a. *Permit 2015-036: Saville West:* This project involves construction of a 5-lot single-family home subdivision in Minnetonka. The permit was conditionally approved on June 7, 2017; however, the conditions of approval have not yet been fulfilled. The applicant submitted a

- permit modification request on October 10, 2018 to replace the conditionally approved residential reuse systems with underground rock infiltration beds. The applicant was notified of the Board's conditional approval of the modification request at the December 5th meeting. Met with applicant on January 9th to discuss potential avenues to reduce the need for stormwater facilities on subdivision parcels with no planned development. Reviewed January 22nd permit modification request and drafted review memo for consideration at February 6, 2019 regular meeting.
- b. *Permit 2016-017: Southwest Green Line LRT Extension:* This project involves the construction of a light rail transit line between Eden Prairie and downtown Minneapolis. The portion of the project within the RPBCWD jurisdiction includes approximately 1.5 miles of proposed rail track and two stations. The project adds approximately 5 acres of impervious surface within the RPBCWD. Stormwater BMPs designed for compliance with RPBCWD rules include pervious pavement, infiltration basins, wetland buffers, vegetated swales, planter boxes, and detention ponds. The project triggers RPBCWD Rules B, C, D, E, G, and J. The permit was conditionally approved by the RPBCWD Board of Manager's at the December 31, 2016 regular meeting with a 5-year permit term. Reviewed permit modification request, drafted review summary for Administrator Bleser review/approval based on Boards 2016 approval. Notified applicant of Administrator approval of modification request on January 11th. Worked with applicant to review updated maintenance agreement to reflect permit modification.
- c. *Permit 2018-073: Preserve Boulevard and Eden Lake Outlet:* The project proposes to reconstruct Preserve Blvd from Anderson Lakes Pkwy to Prairie Center Drive, replace the Eden Lake outlet with a stormwater pumping station discharging to Neil Lake, fill a portion of the Eden Lake floodplain, and provide wetland buffers. Stormwater management facilities including one wet pond, a propriety stormwater filter chamber and the use of an existing city maintained stormwater pond to provide water quality treatment and rate control for runoff prior to discharging offsite. This project will trigger RPBCWD Rules B, C, D, G, and J. The applicant is requesting a variance from rate control requirements because of the proposed pumped outlet from Eden Lake, wetland protection criteria, 2-foot freeboard requirement, and the minimum buffer width. Reviewed December 26th submittal and provided review comments on January 8th, including information about why the application was incomplete. Meet with applicant on January 16th to discuss incomplete items and responses to review comments. With the approval of Administrator Bleser, additional detail was incorporated into the District existing conditions hydrologic and hydraulic model to confirm the applicants flood level estimates. The proposed Eden Lake outlet was incorporate into the model to help the applicant assess potential adverse impact to Purgatory Creek of the proposed modifications. Received revised submittal on January 24th, reviewed materials, worked with applicant on outstanding items, drafted permit review summary, worked with Counsel Welch on rule applicability and variances items, and prepared review report for consideration at the February 6th regular Board of Managers meeting.
- d. *Permit 2019-001: Galpin Site/Nelson Property:* The project proposes to construction of a 191 lot single family residential development on approximately 161 acres west of Lake Ann and Lake Lucy (formerly the Prince property). The site is located 0.5 miles north of Highway 5 on the east side of Galpin Blvd in Chanhassen, MN. There are 14 wetlands onsite, some of which the city of Chanhassen, the local governmental unit responsible for WCA, will allow to

- be filled and mitigated. The large wetland complex in the center of the site will be preserved and receives all stormwater runoff from the upland areas. This wetland is directly connected to Lake Ann and Lake Lucy. The site will be mass graded prior to construction of public improvements for urban development, including storm sewer and six stormwater basins. No development is proposed along the Lake Lucy and Lake Ann shorelines. This project will trigger RPBCWD Rules B, C, D, G, and J. Discussed permit application with Permit Manager Jeffery and received materials on January 24th. Started reviewing submittal materials for completeness.
- e. *Permit 2019-003: Stable Path:* The project proposes to create a 17 lot subdivision of detached single-family homes on +/- 5.9 acres of land located along Stable Path in Eden Prairie, MN. This project will trigger RPBCWD Rules for erosion prevention and sediment control (Rule C) and stormwater management (Rule J). Reviewed preliminary comments Permit Manager Jeffery provided the applicant, discuss permit application with Permit Manager Jeffery and received materials on January 24th, reviewed the January 16th submittal, and provided review comments to applicant on February 1st.
 - f. *Permit 2019-004: Duck Lake Road reconstruction:* The project includes full reconstruction of Duck Lake Road from Duck Lake Trail to Mallard Court in Eden Prairie, MN. The project also includes replacing the culvert under Duck Lake Road, installing a backyard drain behind the homes along pardons Drive, constructing an infiltration basin, and filling a portion of the floodplain of Duck Lake with only partial compensatory storage proposed). This project will trigger RPBCWD Rules B, C, D, F, G, and J. The applicant is requesting a variance from the requirement to provide compensatory storage (Rule B, subsection 3.2), the minimum wetland buffer width requirement (Rule D, subsection 3.2), no net increase in flood stage associated with a waterbody crossing (Rule G, subsection 3.2), no increase in peak discharge (Rule J, subsection 3.1a), water quality treatment of all site runoff (Rule J, subsection 3.1c), and wetland protection criteria (Rule J, subsection 3.10bii). Began reviewing the January 22, 2019 submittal.
 - g. Met with Permit Manager Jeffery on January 24th to discuss permit workload, receive 5 permit submittals for Barr's review, and a summary of the District's meeting with Eden Prairie about the Duck Lake Road project.
 - h. Performed erosion control inspections of active sites on January 21st and 22nd. (see attached inspection report).
 - i. Miscellaneous conversations with Permit Manager Jeffery about technical questions on permit requirements for potential development and redevelopment projects.

Data Management/Sampling/Equipment Assistance

- a. Uploaded and verified five lab reports into EQULS.
- b. Continued correspondence with RMB laboratories regarding Barr identified discrepancies.
- c. Uploaded and verified 2017 and 2018 Hyland Lake data sampled by Three Rivers Park District.
- d. Uploaded and verified 2018 City of Eden Prairie sampled field and laboratory results.

Task Order 6: WOMP Station Monitoring

Purgatory Creek Monitoring Station at Pioneer Trail

- a. Download and review data.
- b. File management –lab submission sheets.
- c. Setup files for 2019.

Purgatory Creek Monitoring Station at Valley View Rd

- a. Download and review data.
- b. File management –lab submission sheets.
- c. Maintenance - work on opening door lock at station and purchase supplies for station winterization.
- d. Data QA/QC.

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

- a. Performed construction administration tasks including review of as-built drawings and update of plan set to reflect changes. Record drawings will be submitted to the City of Chanhassen and RPBCWD in early February.
- b. Coordination with Peterson on electrical as-built drawings and control panel schematics to ensure what was installed is reflected on the drawings.
- c. All punch list items, with the exception of the items noted under the following item (c) have been completed by Peterson.
- d. Remaining items to be completed during winter 2018/2019 or at spring start-up
 1. Prepare as-built drawings per PDFs provided by Peterson (Barr Engineering).
 2. Plant live plugs per the plans (Peterson)
 3. Coordinate with Watertronics on programming changes needed over the winter (Peterson). Re-upload system program with implemented changes to match the functional description in Div. 4090000 Section 1.09 and the requests for the HMI screen read-outs (Peterson/Watertronics)
 4. Verify system functions according to the functional description in Div. 4090000 after programming modifications with Watertronics (Peterson/Barr Engineering)
 5. Dial in VFD and float set points for the iron-enhanced sand filter system (Peterson/Barr Engineering)
 6. Re-start the system and train of City staff on operations (Peterson)

Task Order 14b: Lower Riley Creek Final Design

- a. We are continuing to coordinate with the city of Eden Prairie about incorporating the plans and specifications into the construction documents.

- b. We are also continuing to coordinate with the City regarding final language and format of buffer signs.
- c. We communicated with regulators to seek an update on permit applications and reviews. On January 2, the US Army Corps of Engineers issued a letter stating that an additional investigation for cultural resources would be required for the project. We responded to the Corps with information showing that we already completed the investigation. On January 30, the Corps responded that the additional investigation will not be required after all, so we were able to successfully avoid additional expense and delay.
- d. The City was scheduled to approve the project cooperative agreement in January, which needs to be done prior the project being advertised for bids; however, final approval has not yet been completed. Approval is anticipated in February.

Task Order 19: Chanhassen High School Stormwater Reuse Design

- a. No activity during January.

Task Order 21B: Bluff Creek Stabilization Project

- a. We continued communications with the Corps to discuss their requirements for an additional investigation into potential cultural resources on the site. After the site visit in December and additional consideration, they confirmed that an investigation is required.
- b. We communicated with the contractor that there will be a delay to construction due to the Corps' requirements.

Task Order 23: Scenic Heights School Forest Restoration

- a. Planning continued for the 2019 work. On-going site management will be again in the spring, followed by seeding as soon as conditions allow. A large volunteer event is currently being planned for June. This event will convene a large number of volunteers to install over 2,000 herbaceous plugs, comprised mostly of flowering plants to increase plant diversity and support pollinator habitat. Discussions and guidance continued with several Eagle Scout candidates that are potentially interested in project at the school forest. Options include a native pollinator hotel, trail planning, and a small crossing over the ephemeral stream.

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

- a. The final feasibility study report was provided to the Managers at the December Board meeting. Barr staff are working with Administrator Bleser to prepare a Task Order for completing the next phase of work.

Task Order 25: Duck Lake Water Quality Improvement Project

- a. Barr staff held project meeting #4 at District offices with Administrator Bleser, Community Outreach Coordinator Jordan, and City of Eden Prairie Environmental Coordinator Leslie Stovring on January 7th. The primary purpose of the meeting was to outline the public engagement plan to help promote the project to residents. Meeting participants drafted a tentative schedule and assigned follow-up tasks to Barr, District, and City staff.

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- b. Barr staff provided rainwater garden inlet concept sketches to District and City staff for their review. The concepts were intended to provide sufficient stormwater capacity while maintaining the existing curb profile and allowing easy access for maintenance.

To: RPBCWD Board of Managers
From: Dave Melmer
Subject: January 21 and 22, 2019—Erosion Inspection
Date: January 31, 2019
Project: 23/27-0053.14 PRMT 9016

Barr staff has inspected construction sites in the Riley Purgatory Bluff Creek Watershed District for conformance to erosion and sediment control policies. Listed below are construction projects and the improvement needed for effective erosion control. The sites were inspected from January 21 and 22, 2019.

Site Inspections

2015-010	Children's Learning Adventure - Private - Commercial/Industrial Northwest Corner of Highway 5 and Galpin Avenue Chanhassen, Minnesota 55317 No change since December inspection.	2019-01-22
2015-016	Blossom Hill - Private - Residential 10841 Blossom Rd Eden Prairie, Minnesota 55347 No change since December inspection.	2019-01-21
2015-036	Saville West Subdivision - Private - Residential 5325 County Road 101 Minnetonka, Minnesota 55345 No change since December inspection.	2019-01-21
2015-050	Arbor Glen Chanhassen - Private - Residential 9170 GREAT PLAINS BLVD Chanhassen, Minnesota 55317 Perimeter control (silt fence). Roadway and detention pond installed. All slopes have been stabilized and covered. Rock entrances installed at sites. Erosion control practices are adequate. Construction at multiple sites underway. Street tracking appears to have been addressed.	2019-01-21
2015-053	RBSC Chanhassen LLC - Private - Commercial/Industrial 195 W. 79th Street Chanhassen, Minnesota 55317 No change since December inspection.	2019-01-22
2015-055	Hampton Inn Eden Prairie - Private - Commercial/Industrial 11825 Technology Drive Eden Prairie, Minnesota 55344 Site construction has begun. Building demolition complete. Erosion control practices are in place. Piling currently being installed along with excavation activity.	2019-01-21
2016-017	SWLRT - Government - Other Varies Eden Prairie, Minnesota 55344 SWLRT work continues at Emerson site. BMP's installed.	2019-01-21
2016-019	Powers Ridge Lot 2 - Private - Commercial/Industrial 1361 Lake Dr. West Chanhassen, Minnesota 55317 No construction has begun to date.	2019-01-22

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2016-020	Prairie View Enclave - Private - Commercial/Industrial 12701 Pioneer Trail Eden Prairie, Minnesota 55347 No activity observed to date.	2019-01-21
2016-026	Foxwood Development - Private - Residential 9150 and 9250 Great Plains Blvd Chanhassen, Minnesota 55317 Open CA(s): Lot #10 needs protection on NNW side of lot excavation. Spoils pile on lot #11 needs protection. CA opened. Site representative was notified and concern corrected Multiple house construction has begun-BMP's look good- silt fences and rock entrances installed/ good perimeter control. Silt fences have been installed on unsold lots. Catch basin protection has been removed in areas. Additional silt fences have been installed across site.	2019-01-21
2016-032	CSAH 61 Improvements - Government - Linear N/A Eden Prairie, Minnesota 55347 Construction continues. Slopes are covered with matting or have been spray tac'd with erosion control products. Area near creek crossing is completed.-- BMP's look good. Construction west of Lions tap continues to Eden Prairie Road. --BMP's look good. (January -2019)	2019-01-21
2016-033	Anderson Lakes-Purgatory Trail - Government - Other Anderson Lakes PKWY and Purgatory Creek Eden Prairie, Minnesota 55344 No construction observed to date.	2019-01-21
2016-041	Chanhassen West Water Treatment Plant - Government - Other 2070 Lake Harrison Road Chanhassen, Minnesota 55317 No change since December inspection.	2019-01-22
2016-042	18663 St. Mellion Place--Eden Prairie (Bear Path) Construction halted for winter. BMP's are good. Silt fence in one small area is at 40% of height. Site grading and sod installation has occurred on a large portion of site. New silt fence installed where needed. Site is snow covered-December, 2018. Will inspect after snowmelt-spring/2019.	2019-01-21
2017-001	Kopesky 2nd Addition - Private - Residential 18340 82nd St Eden Prairie, Minnesota 55347 Site grading complete. Perimeter control installed. Bare soils onsite have been recently covered with straw. Biorolls need to be replaced in some areas-post straw application. BMP's are good. Infiltration basins completed. Basin protection is good. Minor street tracking observed. Site is partially snow covered.	2019-01-21
2017-006	6687 Horseshoe Curve Chanhassen No activity observed to date.	2019-01-21
2017-007	Cedarcrest Stables - Private - Residential 16870 CEDARCREST DR Eden Prairie, Minnesota 55347 No activity observed to date.	2019-01-21

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2017-022	Chanhassen High School Stormwater Reuse - Government - Other 220 Lyman Blvd Chanhassen, Minnesota 55317 No change since December inspection.	2019-01-21
2017-023	Eden Prairie Assembly of God - Private - Commercial/Industrial 16591 Duck Lake Trail Eden Prairie, Minnesota 55346 No change since December inspection.	2019-01-22
2017-024	Prairie Bluffs Senior Living - Private - Residential 10280 Hennepin Town Rd Eden Prairie, Minnesota 55347 Open CA(s): Silt fence down in some areas/bare soils not covered/stabilized. CA opened for silt fence maintenance and bare soils. Site representative was notified. Deadline: 2/21/2019 Construction continues. Perimeter silt fence installed and bio-logs --catch basin protection in place. BMP's look good. Minor tracking to street--site representative was contacted and stated that the street is swept regularly. Site entrances have "refreshed" with another layer of rock.	2019-01-21
2017-026	6135 Ridge Road - Existing Single-Family 6135 Ridge Road Excelsior, Minnesota 55331 Site is snow covered.	2019-01-22
2017-029	Tweet Pediatric Dentistry - Private - Commercial/Industrial 7845 Century Blvd. Chanhassen, Minnesota 55317 No change since December inspection.	2019-01-22
2017-030	Elevate - Private - Commercial/Industrial 12900 Technology Drive Eden Prairie, Minnesota 55344 Construction continues. Perimeter control installed. Catch basin protection installed. Some catch basins have bladders installed and drainage will be directed to other basins. BMP's look good. Site is well maintained.	2019-01-21
2017-031	Lion's Tap - Private - Commercial/Industrial 16180 Flying Cloud Drive Eden Prairie, Minnesota 55347 No activity observed to date.	2019-01-21
2017-032	11193 Bluestem Lane - Government - Other 11193 Bluestem Lane Eden Prairie, Minnesota 55347 Construction complete. All exposed soils on slope are covered and stabilized--vegetation growing--areas where seed did not sprout are covered with matting to keep soils stable. Bio-logs installed at toe of slope. Site is in good condition. Will monitor thru spring-2019. Site representative contacted concerning bare areas. Bio-logs can be removed.	2019-01-21
2017-037	The Venue - Private - Commercial/Industrial 525 W 78th St Chanhassen, Minnesota 55317 Construction continues. BMP's installed. Construction continues. Additional BMP's installed--catch basin protection removed for winter in some locations. Lower parking area complete. Minor tracking to parking lot.	2019-01-22

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2017-038	West Park - Private - Residential 760& 781 Lake Susan Drive 8601 Great Plains Blvd Chanhassen, Minnesota 55317 Construction continues. Street installation on north and south side completed. Rock entrance installed on south side and construction continues at two house sites. Perimeter control installed. Catch basin protection installed. BMP's look good. Additional silt fences have been installed. Bare soils that are not being worked have been stabilized. Heavy tracking observed on street on south end of project site. Landscaping at some sites underway or completed. BMP's look good. Site representative was notified for tracking - November (2018). Tracking has not been addressed. CA will stay open. Site representative notified again January 2019.	2019-01-21
2017-039	Mission Hill Senior Living - Private - Residential 8600 Grate Plains Boulevard Chanhassen, Minnesota 55317 Construction continues. BMP's installed look good. Site perimeter control installed. Catch basin protection installed. Site is in good shape. South swale has been stabilized. Roadway installed. Grading for additional onsite stormwater pond underway. Minor tracking to street.	2019-01-21
2017-047	Fawn Hill - Private - Residential 7240 Galpin Road Chanhassen, Minnesota 55331 Earthwork completed/roadway installed. Perimeter silt fence installed and additional silt fences installed where needed. Exposed soils blown with straw and hydroseeded-vegetation has sprouted and is growing. Erosion control practices to date look good- (December-2018) West pond overflow installed. Home site lot signage installed-- house construction on first site has started-rock entrance installed. Second house site underway--spoils pile protected and silt fence added as requested from December inspection.	2019-01-22
2017-052	Old Excelsior Senior Living - Private - Residential 17705 Hutchins Drive Minnetonka , Minnesota 55345 Exterior Construction complete. Perimeter control installed. BMP's Site landscape grading halted for winter. Protection installed on south side of site requested after December inspection.	2019-01-22
2017-055	Scenic Heights Elementary 2018 Addns - Government - Other 5650 Scenic Heights Drive Minnetonka, Minnesota 55345 Construction complete. All temporary BMP's have been removed. Site is stable. Site clean up completed. This will be last field inspection for this permit.	2019-01-21
2017-063	Clear Springs Elementary 2018 Gymnasium Addition - Government - Other 5621 County Road #101 Minnetonka, Minnesota 55345 Construction complete. Site is well contained. Final site grading to be completed after spring snowmelt.	2019-01-21
2017-064	Scenic Heights Elementary School Forest Restoration - Government - Other 5650 Scenic Heights Drive Minnetonka, Minnesota 55345 Site has been selectively cleared. Inflow area modified and BMP's installed. Restoration continues.	2019-01-21

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2017-069	Scheels Redevelopment - Private - Commercial/Industrial 8301 Flying Cloud Dr. Eden Prairie, Minnesota 55344 BMP's installed. Demolition of building complete. Site earthwork and building construction has begun.	2019-01-21
2017-072	O'Reilly Auto Parts Eden Prairie - Private - Commercial/Industrial 8868 AZTEC DRIVE Eden Prairie, Minnesota 55347 No construction activity observed to date.	2019-01-21
2017-073	Preserve Village - Private - Residential 9625 Anderson Lakes Pkwy Eden Prairie, Minnesota 55344 Open CA(s): Uncovered bare soils. Bare soils need to be stabilized. Site representative was notified. Deadline: 2/21/2019 Construction of building complete. BMP's installed. Catch basin protection is adequate. Minor tracking to street. Site is well contained for runoff protection. Additional areas of bare soils observed-not covered to date. . Infiltration basin construction continues.	2019-01-21
2018-001	Panera - Private - Commercial/Industrial 531 W. 79th Street Chanhassen, Minnesota 55317 Construction complete. BMP's installed in areas where landscaping is not complete. Filtration basin installed-- no bio rolls at toe of basin, no outlet protection at pipe location in basin-- site representative was notified after November (2018) inspection. CA remains open --ground frozen and snow covered.	2019-01-22
2018-004	903 Lake Drive Chanhassen - Government - Other 903 Lake Drive Chanhassen, Minnesota 55317 Construction appears to be completed. BMP's installed. Site is in good condition. All soils covered. Will inspect next spring through growing season.	2019-01-22
2018-011	Maloney Shoreline Stabilization - Existing Single-Family 108 Pioneer Trail Chanhassen, Minnesota 55327 No activity observed to date.	2019-01-21
2018-014	Eden Prairie Road Reconstruction - Government – Linear Eden Prairie, Minnesota 55347 Construction activity observed at south end. BMP's installed. Construction has begun on roadway. Road closed on north end. (January-2019)	2019-01-21
2018-015	Starbucks Coffee House - Private - Commercial/Industrial 19285 Highway 7 19245 Highway 7 Shorewood, Minnesota 55401 Construction continues. BMP's installed. Curb and gutter work complete--back filling completed. Minor tracking to street. Catch basin protection removed for winter.	2019-01-22
2018-016	Avienda - Private - Commercial/Industrial SW corner of Powers and Lyman Boulevard Chanhassen, Minnesota 55317 No activity observed to date.	2019-01-21

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2018-020	9770 Sky Lane - Existing Single-Family 9770 Sky Lane Eden Prairie, Minnesota 55347 Construction continues. Erosion control practices are installed. Site grading underway/boulder wall installation completed. Silt fences installed and secured.	2019-01-21
2018-021	9810 Sky Lane - Existing Single-Family 9810 Sky Lane Eden Prairie, Minnesota 55347 Construction continues. Erosion control practices are installed. Boulder retaining wall installation on west side completed.	2019-01-21
2018-022	Sunrise Park Court Improvement - Government - Other 9401 Bloomington Ferry Road Bloomington, Minnesota 55438 Construction complete. Temporary erosion control practices remain in place. Tennis court fencing installed. All soils covered and some vegetation growth observed. Parking lot work still in progress. Work may have suspended for winter.	2019-01-21
2018-024	Kittelsohn Pool - Existing Single-Family 2165 Wynsong Lane Chanhassen, Minnesota 55317 Construction complete-pool installed. Silt fence installed. BMP's look. Grading complete/rock wall installed. Will inspect spring 2019 for sod/seeding installation.	2019-01-22
2018-025	Magellan Pipeline UCD Dig 8 through 12 Survey markers observed within southern boundaries. No construction activity observed.	2019-01-21
2018-025	Magellan Pipeline UCD Dig 8 through 12 Survey markers observed within southern boundaries. No construction activity observed.	2019-01-21
2018-027	MAMAC - Private - Commercial/Industrial 8189 Century Boulevard Chanhassen, Minnesota 55317 Construction continues. Perimeter control silt fence installed. Temporary erosion control practices are installed. Security fence installed. Earthwork/grading continues.	2019-01-22
2018-028	Oak Point Elementary School Parking Lot - Government - Other 13400 Staring Lake Parkway Eden Prairie, Minnesota 55347 No construction observed to date.	2019-01-21
2018-034	Basin 05-11-A Cleanout - Government - Other Corner of Sequioa and Ginger Eden Prairie, Minnesota 55346 Robert Ellis-site representative stated that this work will begin in 2019.	2019-01-21
2018-038	Eden Prairie Senior Living - Private - Residential 8460 Franlo Rd Eden Prairie, Minnesota 55344 Open CA(s): Soils onsite are not covered/stabilized. CA opened for bare soils. Site representative was notified. Deadline: 2/21/2019 Construction continues. Perimeter control installed. BMP's look good. Minor street tracking observed. Rock entrances have been refreshed.	2019-01-21

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2018-039	Emerson Site Improvements - Private - Commercial/Industrial 12001 Technology Drive Eden Prairie, Minnesota 55344 Site activity observed. Erosion control practices are in place. Area where SWLRT enters site has activity and BMP's installed here too. Storm water detention pond installed.	2019-01-21
2018-040	Center Point Carver Line Receiver Construction complete. BMP's installed. Site has been graded--soils have been covered with straw matting. Will inspect next spring for vegetation growth and establishment.	2019-01-22
2018-041	Abra Auto Body - Private - Commercial/Industrial 13075 Pioneer Trail Eden Prairie, Minnesota 55347 No activity observed to date.	2019-01-21
2018-043	Control Concepts - Private - Commercial/Industrial 8077 Century Boulevard Chanhassen, Minnesota 55317 No activity observed to date.	2019-01-22
2018-044	Smith Village - Private - Residential 16389 Glory Lane Eden Prairie, Minnesota 55344 No site activity observed to date.	2019-01-22
2018-047	Peterson Borrow Site - Private - Commercial/Industrial 15900 Flying Cloud Drive Eden Prairie, Minnesota 55347 Erosion control practices are installed. Pit is being used.	2019-01-21
2018-049	D'Alessandro Home - Existing Single-Family 18702 Heathcote Dr Deephaven, Minnesota 55391 Open CA(s): Silt fence missing on west/northwest side of site--no protection. Deadline: 2/22/2019 Construction has continues. Perimeter control installed. Bio-logs installed.	2019-01-22
2018-050	Eden Prairie Cemetery - Private - Commercial/Industrial 8810 Eden Prairie Road Eden Prairie, Minnesota 55437 Construction limits have been surveyed and staked. No other activity observed to date.	2019-01-21
2018-052	HCRRA Culvert Replacement - Government - Linear Hennepin County Wayzata and Deephaven, Minnesota 55401 Construction complete. BMP's installed. Will inspect next spring for vegetation growth and establishment.	2019-01-22
2018-053	Roberts Residence - Existing Single-Family 5925 Ridge Road Shorewood, Minnesota 55331 Trees and brush have been cleared. BMP's installed. Construction continues.	2019-01-22
2018-055	Park Trail Improvement Project - Government - Other 1700 W. 98th Street Bloomington, Minnesota 55431 Trail work has started on NW section. Erosion control practices are installed. SE section has been surveyed. Work may have suspended for winter.	2019-01-21

To: RPBCWD Board of Managers
From: Dave Melmer
Subject: January 21 and 22, 2019—Erosion Inspection
Date: January 31, 2019
Page: 8

2018-056	Bluff Creek Restoration - Government - Other Liberty on Bluff Creek, Outlot B Audubon Road Chanhassen, Minnesota 55317 Survey stakes observed. No construction activity observed to date.	2019-01-21
2018-058	Walker Home - Existing Single-Family 9108 Stephens Pointe Eden prairie, Minnesota 55347 Perimeter control installed. Rock entrance is installed. Excavation and foundation complete. BMP's look good to date. Minor tracking to street.	2019-01-21
2018-059	Mason Point Landscaping - Existing Single-Family 15363 Mason Pointe Eden Prairie, Minnesota 55347 Trees within construction area have been marked. No other activity observed to date.	2019-01-21
2018-060	Loichinger Residence Construction well underway. Perimeter silt fence installed. Biorolls installed at street side where needed. Rock entrance has been installed.	2019-01-21
2018-061	McCoy Lake Inlet Sediment Removal - Government - Other Mitchell Road and Cumberland Road Eden Prairie, Minnesota 55347 Access to site completed. No BMP's installed to date. No construction to date.	2019-01-21
2018-063	Lake Susan Trail Rehab 2018 - Government - Other 903 Lake Drive East Chanhassen, Minnesota 55317 Construction complete. Erosion control practices are installed. Soils covered and seeded. Will inspect next spring for vegetation growth and establishment.	2019-01-21
2018-064	Balaen Home - Existing Single-Family 18366 82nd St W Eden Prairie, Minnesota 55347 Construction continues. Perimeter control installed. Rock entrance installed. BMP's look good. Minor tracking to street observed.	2019-01-21
2018-067	Hennepin Co Library - Eden Prairie Branch Refurb No activity observed to date.	2019-01-21
2018-068	DriSteem Warehouse Expansion Site has been surveyed. Biorolls installed. No construction to date.	2019-01-21

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

**FY 2019 STATE OF MINNESOTA
 BOARD OF WATER and SOIL RESOURCES
 CLEAN WATER FUND COMPETITIVE GRANTS PROGRAM
 GRANT AGREEMENT**

Vendor:	0000201936	VN#:	
PO#:	3000010211	Date Paid:	

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Riley-Purgatory-Bluff Creek WD, 18681 Lake Drive E, Chanhassen Minnesota 55317** (Grantee).

<i>This grant is for the following Grant Programs :</i>		
C19-2903	Lake Riley and Rice Marsh Lake Subwatershed Assessment	\$55,000
C19-2904	Mitchell Lake Subwatershed Assessment	\$70,000

Total Grant Awarded: \$125,000

Recitals

1. The Minnesota Laws of 2017, Chapter 91, Article 2, Section 7, appropriated Clean Water Funds (CWF) to the Board for the FY 2019 Clean Water Fund Competitive Grants Program.
2. The Board adopted the FY19 Clean Water Fund Implementation Program Policy and authorized the policy through Board Order #18-33.
3. The Board adopted Board Order #18-72 to allocate funds for the FY 2019 Clean Water Fund Competitive Grants Program.
4. The Grantee has submitted a BWSR approved work plan for this Program which is incorporated into this agreement by reference.
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.
6. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State’s Authorized Representative is Marcey Westrick, Clean Water Coordinator, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, (651) 284-4153, or his/her successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee’s Authorized Representative is:

**Claire Bleser, Administrator
 18681 Lake Drive East
 Chanhassen
 952-607-6512**

If the Grantee’s Authorized Representative changes at any time during this Grant Agreement, the Grantees must immediately notify the Board.

Grant Agreement

1. **Terms of the Grant Agreement.**
 - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The State will notify the Grantee when this grant agreement has been executed. The Grantee must not begin work under this grant agreement until it is executed.**
 - 1.2. **Expiration date:** December 31, 2021, or until all obligations have been satisfactorily fulfilled, whichever comes first.

1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Publicity and Endorsement; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 19. Intellectual Property Rights.

2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

2.1. **Implementation:** The Grantee will implement their work plan, which is incorporated into this Agreement by reference.

2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.

2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board. All individual grants over \$500,000 will also require a reporting expenditure by June 30 of each year.

2.2.2. The Grantee will prominently display on its website the Clean Water Legacy Logo and a link the Legislative Coordinating Commission website.

2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2022 or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.

2.3. **Match:** The Grantee will ensure any local match requirement will be provided as stated in Grantee's approved work plan.

3. **Time.**

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Terms of Payment.**

4.1. Grant funds will be distributed in three installments: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. An eLINK Interim Financial Report that summarizes expenditures of the first 50% must be signed by the Grantee and approved by BWSR. Selected grantees may be required at this point to submit documentation of the expenditures reported on the Interim Financial Report for verification. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met. The final, 10% payment must be requested within 30 days of the expiration date of the Grant Agreement. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the grantee and approved by BWSR.

4.2. All costs must be incurred within the grant period.

4.3. All incurred costs must be paid before the amount of unspent funds is determined. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.

4.4. The obligation of the State under this Grant Agreement will not exceed the amount listed above.

4.5. This grant includes an advance payment of 50 percent of the grant's total amount. Advance payments allow the grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. **Conditions of Payment.**

5.1. All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as set forth in this Agreement and in the BWSR approved work plan for this program. Compliance will be determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, *FY19 Clean Water Fund Implementation Program Policy*, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

5.2. Minnesota Statutes §103C.401 (2018) establishes BWSR's obligation to assure program compliance. If the noncompliance is severe, or if work under the grant agreement is found by BWSR to be unsatisfactory or performed in violation of federal, state, or local law, BWSR has the authority to require the repayment of grant funds or withhold payment on grants from other programs.

6. **Assignment, Amendments, and Waiver**

6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

- 6.2. **Amendments.** Any amendments to this Grant Agreement must be in writing and will not be effective until it has been approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original agreement or any amendments thereto.
- 6.3. **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. **Liability.**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. **State Audits.**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

9. **Government Data Practices.**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

10. **Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. **Publicity and Endorsement.**

11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement.

11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services

12. **Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate State of federal court with competent jurisdiction in Ramsey County, Minnesota.

13. **Termination.**

13.1. The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2. In the event of a lawsuit, an appropriation from a Clean Water Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

13.3. The State may immediately terminate this grant contract in the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of

Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14. Data Disclosure.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

15. Prevailing Wage.

It is the responsibility of the Grantee or contractor to pay prevailing wage for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at a rate not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

16. Municipal Contracting Law.

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

17. Constitutional Compliance.

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding the use of Clean Water Funds to supplement traditional sources of funding.

18. Signage.

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

19. Intellectual Property Rights.

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Riley-Purgatory-Bluff Creek WD

Board of Water and Soil Resources

By: _____
(print)

By: _____

(signature)

Title: _____

Title: _____

Date: _____

Date: _____



Accelerated Implementation Grant Application

Grant Name - Lake Riley and Rice Marsh Lake Subwatershed Assessment

Grant ID - C19-2903

Organization - Riley-Purgatory-Bluff Creek WD

Allocation	Accelerated Implementation Grant 2019	Grant Contact	Claire Bleser
Total Grant Amount Requested	\$55,000.00	County(s)	Carver ,Hennepin
Grant Match Amount	\$17,500	12 Digit HUC(s)	
Required Match %	25%	Applicant Organization	Riley-Purgatory-Bluff Creek WD
Calculated Match %	32%	Application Submitted Date	
Other Amount			
Project Abstract	<p>The Riley-Purgatory-Bluff-Creek Watershed District (RPBCWD) and the City of Eden Prairie (City) are working together to implement projects to remove Lake Riley and Rice Marsh Lake from the impaired waters list. A primary objective in the RPBCWD's plan is to identify opportunity projects based on emerging science and additional assessment. One key emerging issue is to evaluate potential internal phosphorous loading within stormwater ponds in the lakes' subwatersheds. The adaptive management strategy proposed in this application will target opportunity projects to assess the contribution of internal loading in storm water ponds, an emerging issue in urban stormwater systems. This project will also use updated pond data from the City's intensive pond inspection program to identify other phosphorus reduction opportunities. The proposed assessment will quantify formerly undocumented P loading to Rice Marsh Lake and Lake Riley with the goal of protecting a previously completed in-lake sediment inactivation treatment and bolster an improving water quality history which has positioned Lake Riley on the verge of being delisted from the MPCA 303d list.</p>		
Proposed Measurable	Achieve an estimate 277 lb/yr of phosphorous in surface water through identification effective treatment of		

Outcomes	internal P loading within the subwatershed.
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Narrative

Questions & Answers	
<p>Does your organization have any active CWF grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.</p>	<p>The Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) received a Community Partners grant in FY 2015. Less than 50 percent of the grant was spent. The project is in the middle of construction. We anticipate spending these funds by December 2018.</p>
<p>Our organization is able to take on additional CWF grant dollars from both a financial and staffing perspective. This grant specifically targets a capital-improvement project rather than seeking applications from nonprofits. The RPBCWD has six full-time staff, all of whom have advanced degrees in natural resources management fields. Wenck associates adds to that expertise, providing more than 100 water and natural resource professionals skilled at civil engineering, hydrogeology, limnology, fisheries, biology, water quality, groundwater modeling, water supply planning, education and outreach, geographic information systems, geotechnical, structural, electrical, and water resource engineering. The District also uses BARR engineering as District Engineer to pull in additional resources as needed. With these combined resources we are able to cost-effectively take on additional CWF grant dollars.</p>	<p>Our organization is able to take on additional CWF grant dollars from both a financial and staffing perspective. This grant specifically targets a capital-improvement project rather than seeking applications from nonprofits. The RPBCWD has six full-time staff, all of whom have advanced degrees in natural resources management fields. Wenck associates adds to that expertise, providing more than 100 water and natural resource professionals skilled at civil engineering, hydrogeology, limnology, fisheries, biology, water quality, groundwater modeling, water supply planning, education and outreach, geographic information systems, geotechnical, structural, electrical, and water resource engineering. The District also uses BARR engineering as District Engineer to pull in additional resources as needed. With these combined resources we are able to cost-effectively take on additional CWF grant dollars.</p>
<p>Clarity of Program Goals and Projected Impact: 1. (10 points) Explain the project, the changes that will result from the successful completion of your project, and the rationale for the need. How will the proposed project go above and beyond existing controls or operations?</p>	<p>The Riley Purgatory Bluff Creek Watershed District (RPBCWD) recently completed a Use Attainability Analysis (UAA) for Lake Riley and Rice Marsh Lake that sets forth required phosphorus load reductions to meet state water quality standards. The UAA was completed prior to a pond volume assessment completed by City of Eden Prairie as a part of their pond inspection program. Further, the UAA identifies internal phosphorus loading in stormwater ponds as a potential source of phosphorus to the lake that was not accounted for in that study. The District, through their pond monitoring program, consistently observes that monitored phosphorous concentrations are significantly higher than that of modeled P concentrations and loads. Our estimates suggest that internal phosphorus loading from ponds could easily offset all the phosphorus reduction benefits of stormwater ponds. Consequently, there could be an undocumented risk to Lake Riley and Rice Marsh Lake leading to a mis-allocation and/or prioritization of treatment efforts and funds. The goal of this project is to provide updated priorities and cost estimates for select subwatersheds including updated pond volumes and including stormwater pond internal phosphorus loading.</p>
<p>XP-SWMM, P8, pond water quality and sediment phosphorus data will be used to estimate the load of phosphorus attributable to stormwater pond internal phosphorus loading, assess discrepancies in pond volumes with newly collected pond volume data, and provide an updated list of phosphorus reduction projects. The assessment will include prioritizing ponds that demonstrate the greatest risk for internal phosphorus loading to maximize the phosphorus reduction potential with selected projects.</p>	<p>XP-SWMM, P8, pond water quality and sediment phosphorus data will be used to estimate the load of phosphorus attributable to stormwater pond internal phosphorus loading, assess discrepancies in pond volumes with newly collected pond volume data, and provide an updated list of phosphorus reduction projects. The assessment will include prioritizing ponds that demonstrate the greatest risk for internal phosphorus loading to maximize the phosphorus reduction potential with selected projects.</p>

Questions & Answers

Clarity of Program Goals and Projected Impact: 2. (15 points) Describe the process, technology, or tools your project would use to accelerate on-the ground projects and practices.

The focus of this study is to use the updated P8 models to evaluate opportunities for P reduction and to determine the magnitude of internal phosphorus release from ponds to these lakes including restoration costs. The City of Eden Prairie has already updated the P8 model with results of the pond inspection program. This project will use the updated P8 model to identify key ponds in the watershed and identify specific phosphorus reduction projects. P8 results along with morphometric and watershed data will also be used to identify key ponds in the treatment train at the greatest risk for internal loading. Analysis will include residence time, water quality data, and watershed area. Ponds identified as having a potentially high internal load will be targeted for detailed assessment. The detailed assessment includes continuous dissolved oxygen monitoring, water chemistry and sediment chemistry. These data will be used to model and estimate the magnitude of internal phosphorus loading in these ponds and identify control strategies to reduce phosphorus loading to downstream water bodies.

The next step is to use these tools to develop a list of practices, their costs, and the expected phosphorus load reduction. The prioritized list of ponds that now includes an internal phosphorus loading assessment will be used to evaluate appropriate practices to reduce or eliminate the internal load. The P8 model will be used to identify other practices, costs, and effectiveness to develop a list of Best Management Practices and projects for the City and RPBCWD to pursue to reduce watershed phosphorus loading. Further, the project will provide a watershed level estimate of stormwater pond internal phosphorus loading delivered to the waterbodies.

Clarity of Program Goals and Projected Impact: 3. (15 points) How will this project benefit the general public? Describe the benefits from a local, regional and state perspective.

The project will identify the most feasible, cost-effective projects and practices that can be implemented in these subwatersheds and the existing resources that can be directed to that implementation. This project will improve water quality to the downstream lakes and streams by:

- protecting the District's investment from a previous P reduction treatment in Lake Riley
- building on the UAA assessment to achieve removal of Lake Riley from the MPCA's 303d.
- Providing accurate and cost-effective P reductions within the watershed which will protect public and private investment by more efficiently allocating treatment and funds throughout the watershed.

From a local perspective, the general public, District and cities can gain confidence that the identified BMPs are the "right" actions to take, worthy of public and private investment, and that they will have a positive impact on the lakes and streams in their communities. From a regional and state perspective, regulators can be assured that local governments are moving forward in a systematic and scientific way and making progress toward meeting required load reductions and improving impaired waterbodies. The project will also assure state grant managers that projects proposed for grant funding are truly high priority, feasible, and cost-effective.

Questions & Answers

The project will include Education and Outreach from the District to help “build the reach” and stewardship of District water resources. Outreach will include meetings with citizens and Lake Associations to discuss the role of ponds, the health of their water resources, and build stewardship of the resources. This project will help increase public awareness of urban stormwater systems building public connection to stormwater management.

Relationship to Plan: 4a. (25 points) Identify the specific water management plan reference by plan organization, plan title, section and page number. If applicable, also identify specific supporting plans such as a TMDL Implementation Plan, a WRAPS document, or Clean Water Partnership Diagnostic Study.

In addition to the plan language, provide a brief description regarding how the activities in this application relate to the plan reference(s).

RPBCWD Watershed Management Plan 2018-2027 Goals and Strategies:

- **3.2.2.1 Data Collection Goal: “Collect data and use the best available science to recommend and support management decisions.” (pg. 3-3)**
- **Plan S2: “The District will use an adaptive management approach to protect, manage, and Restore District-managed resources.” (pg. 3-6)**
- **“The District will continue to identify opportunities and actions to protect, restore, and enhance District resources.” (pg. 3-9)**
- **8.3 Opportunity Projects: “Other potential management techniques that address these goals can be identified in Table 8-3. These opportunity projects could be identified through additional data collection, future study efforts and innovation.” (pg. 8-6)**

Eden Prairie Local Water Management Plan

- **“Water quality should be protected or improved as needed to protect or manage recreational opportunities while maintaining water quality goals.” (pg. 4-7, Table 4.2)**
- **Table 6.2: “Lakes and stream in the City are listed on...303(d) TMDL List... The CIP includes, and periodically will be updated to include, pollutant load and runoff volume reduction projects to address listed impairments and NPDES permit requirements.” (pg. 6-9)**

Lake Riley Use Attainability Analysis Update (2016)

- **“RPBCWD identified that some of the constructed stormwater ponds and natural wetlands can also experience internal loading ... can act as sources of phosphorus to the downstream lakes, rather than phosphorus sinks.” (Pg. 20)**
- **“While the RPBCWD has collected water quality data in several ponds within the Rice Marsh Lake and Lake Riley watersheds, the internal loading within the ponds and wetlands was not evaluated for this study.” (Pg. 48)**

Relationship to Plan: 4b. Provide web links to all plans referenced.

Rice Marsh Lake and Lake Riley UAA

http://www.rpbcwd.org/files/4114/5332/1752/Riley_RiceMarsh_UAAUpdate_FINAL-012016_v1_combined_r.pdf

Riley Purgatory Bluff Creek WD Plan

<http://www.rpbcwd.org/library/wmp/>

Questions & Answers

Eden Prairie Local Plan:

<http://www.edenprairie.org/community/sustainable-eden-prairie/water/lakes-streams-and-wetlands/water-quality-planning>

Means and Measures: 5. (10 points) Describe how the outcomes of your project would be integrated into day-to-day operations and become the new normal standard of operation or procedure. What are the anticipated results?

The current approach for assessing stormwater pond effectiveness for phosphorus reduction is to use a model that estimates the amount of phosphorus that settles out during runoff events. This approach assumes that settled phosphorus is permanently sequestered in pond sediments and ignores the potential for sediment phosphorous release. This project changes the approach for estimating the effectiveness of stormwater ponds for phosphorus reduction by including an assessment of internal phosphorus loading in the ponds as a potentially significant source of phosphorus to receiving waters. This project allows the District and the City to address this important source of phosphorus loading in their management of stormwater ponds. The anticipated outcome is more wholistic assessment of phosphorus sources and management in the watershed including solutions that will address the issue of sediment phosphorus loading in urban stormwater ponds.

Education and outreach activities will include newsletters, social media, and meetings to build public understanding of stormwater system management. These materials will guide the message to residents regarding the complexity of the stormwater system and resources as well as their connection to downstream waters. This message will help build stewardship and improve the ability of the District and City to successfully improve water resources.

Means and Measures: 6. (5 points) How will the outputs of this project lead to more effective or efficient implementation of on-the-ground water quality projects and practices?

The subwatershed assessment will identify the most effective locations for BMPs so that resources can be focused on achieving the greatest load reductions rather than undertaking the easiest or most expedient projects. Further, this project identifies stormwater ponds that are currently contributing or are at high risk of contributing large phosphorus loads as a result of sediment phosphorus release. This information will improve the effectiveness of additional practices by addressing a key limitation of stormwater ponds.

Means and Measures: 7. (5 points) What evaluation procedures will you use to assess the results of your project?

Success of this project will be assessed by the RPBCWD by tracking the number of BMPs installed and the resulting load and volume reductions. The District and City of Eden Prairie have ongoing lake and stream monitoring program, and success will be demonstrated by measured improvements in water quality in the lakes and streams. The results of the project are expected to bring Lake Riley and Mitchell Lake in compliance with state water quality standards.

Timeline for Implementation: 8. (15 points) Provide an anticipated timeline for completion of application activities, including important milestones for your project.

Partner Kickoff Meeting	April 2019
Preliminary System Evaluation	May 2019
Field Work and Pond Assessment	May- November 2019

Questions & Answers

Data Analysis and Modeling	November 2019 – February 2020
Partner Update Meeting	February 2020
Subwatershed Assessment and BMP identification	February-May 2020
Preliminary Report	July 2020
Final Report and Completion	September 2020

The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.

Hydrologic and water quality modeling was completed by the RPBCWD and the City of Eden Prairie as a part of their plan activities and stormwater pond inspection program. This modeling did not include internal phosphorus loading in stormwater ponds or internal loading in the lakes. The existing models include updated pond volume data through the City of Eden Prairie. Modeling at the fine scale necessary to identify management practices including internal phosphorus loading is beyond the scope of traditional state funding available to complete TMDL studies or stormwater management requirements.

Application Budget

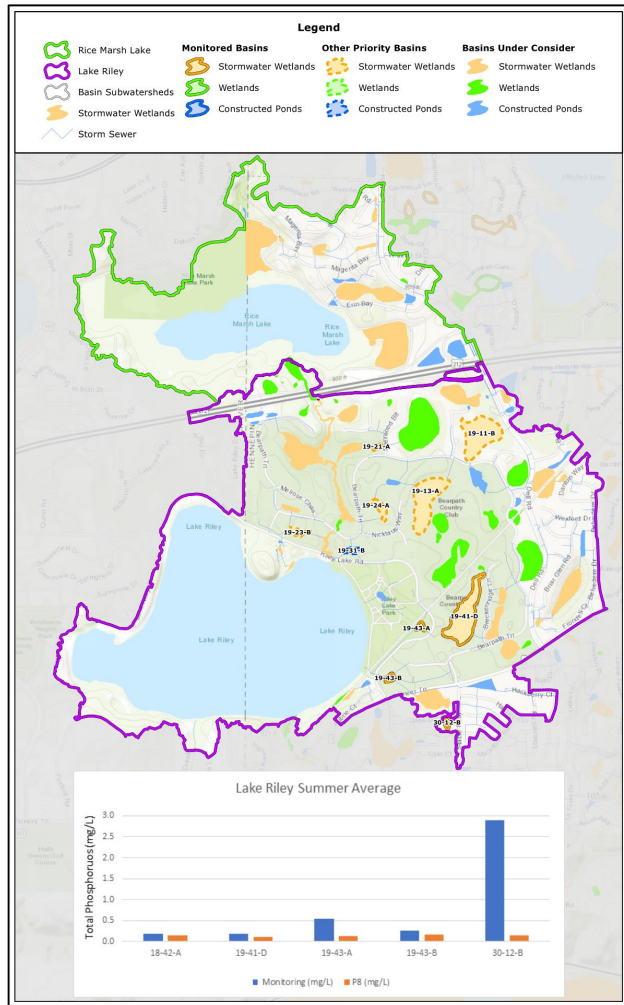
Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Assessment of subwatershed interal loading in Stormwater Ponds		URBAN STORMWATER MANAGEMENT PRACTICES	\$55,000.00	2

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Assessment of subwatershed interal loading in Stormwater Ponds	PHOSPHORUS (EST. REDUCTION)	277 LBS/YR	Lake Riley	Other	average release rate (RPBCWD) and Rice Marsh Lake

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
					and Lake Riley UAA

Application Image



Map Image



Accelerated Implementation Grant Application

Grant Name - Mitchell Lake Subwatershed Assessment

Grant ID - C19-2904

Organization - Riley-Purgatory-Bluff Creek WD

Allocation	Accelerated Implementation Grant 2019	Grant Contact	Claire Bleser
Total Grant Amount Requested	\$70,000.00	County(s)	Hennepin
Grant Match Amount	\$17,500	12 Digit HUC(s)	
Required Match %	25%	Applicant Organization	Riley-Purgatory-Bluff Creek WD
Calculated Match %	25%	Application Submitted Date	
Other Amount			
Project Abstract	<p>The Riley-Purgatory-Bluff-Creek Watershed District (RPBCWD) and the City of Eden Prairie (City) are working together to implement projects to remove Mitchell Lake from the impaired waters list. A primary objective in the RPBCWD’s plan is to identify opportunity projects based on emerging science and additional assessment. One key emerging issue is to evaluate potential internal phosphorous loading within stormwater ponds in the lakes’ subwatersheds. The adaptive management strategy proposed in this application will target opportunity projects to assess the contribution of internal loading in storm water ponds, an emerging issue in urban stormwater systems. Further, this project will develop an internal load strategy and cost for Lake Mitchell, a previously identified issue for the lake. This project will also use updated pond data from the City’s intensive pond inspection program to identify other phosphorus reduction opportunities. The proposed assessment will quantify formerly undocumented P loading to Lake Mitchell to bolster an improving water quality history which has positioned Mitchell Lake on the verge of being delisted from the MPCA 303d list.</p>		
Proposed Measurable	Achieve an estimate 239 lb/yr of phosphorous in surface water through identification effective treatment of		

Outcomes	internal P loading within the subwatershed.
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Narrative

Questions & Answers
<p>Does your organization have any active CWF grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.</p>
<p>The Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) received a Community Partners grant in FY 2015. Less than 50 percent of the grant was spent. The project is in the middle of construction. We anticipate spending these funds by December 2018.</p>
<p>Our organization is able to take on additional CWF grant dollars from both a financial and staffing perspective. This grant specifically targets a capital-improvement project rather than seeking applications from nonprofits. The RPBCWD has six full-time staff, all of whom have advanced degrees in natural resources management fields. Wenck associates adds to that expertise, providing more than 100 water and natural resource professionals skilled at civil engineering, hydrogeology, limnology, fisheries, biology, water quality, groundwater modeling, water supply planning, education and outreach, geographic information systems, geotechnical, structural, electrical, and water resource engineering. The District also uses BARR engineering as District Engineer to pull in additional resources as needed. With these combined resources we are able to cost-effectively take on additional CWF grant dollars.</p>
<p>Clarity of Program Goals and Projected Impact: 1. (10 points) Explain the project, the changes that will result from the successful completion of your project, and the rationale for the need. How will the proposed project go above and beyond existing controls or operations?</p>
<p>The Riley Purgatory Bluff Creek Watershed District (RPBCWD) recently completed a Use Attainability Analysis (UAA) for Mitchell Lake that sets forth required phosphorus load reductions to meet state water quality standards. The UAA was completed prior to a pond volume assessment completed by City of Eden Prairie as a part of their pond inspection program. Further, the UAA identifies internal phosphorus loading in stormwater ponds as a potential source of phosphorus to the lake that was not accounted for in that study. The District, through their pond monitoring program, consistently observes that monitored phosphorous concentrations are significantly higher than that of modeled P concentrations and loads. Our estimates suggest that internal phosphorus loading from ponds could easily offset the benefits of stormwater ponds. The goal of this project is to provide updated priorities and cost estimates for select subwatersheds including stormwater pond internal phosphorus loading, develop a cost estimate and approach to reduce internal loading in Mitchell Lake, provide a priority list of projects, and to develop a road map for improving water quality in Mitchell Lake.</p>
<p>XP-SWMM, P8, and sediment phosphorus data will be used to estimate the load of phosphorus attributable to stormwater pond internal phosphorus loading, Mitchell Lake internal phosphorus loading, and provide an updated list of phosphorus reduction projects. The assessment will include prioritizing ponds that demonstrate the greatest risk for internal phosphorus loading to maximize the phosphorus reduction potential with selected projects. The outcomes of the project will be detailed costs estimates for sediment phosphorus inactivation in Mitchell</p>

Questions & Answers

Lake and a detailed project list with costs for watershed phosphorus reductions.

Clarity of Program Goals and Projected Impact: 2. (15 points) Describe the process, technology, or tools your project would use to accelerate on-the-ground projects and practices.

The focus of this study is to use the updated P8 models to evaluate opportunities for P reduction and to determine the magnitude of internal phosphorus release from ponds and Mitchell Lake including restoration costs. The City of Eden Prairie has already updated the P8 model with results of the pond inspection. This project will use the updated P8 model to identify key ponds in the watershed and identify specific phosphorus reduction projects. P8 results along with morphometric and watershed data will be used to identify key ponds in the treatment train at the greatest risk for internal loading. Ponds Identified as having a potentially high internal load will targeted for detailed assessment. The detailed assessment includes continuous dissolved oxygen monitoring, water chemistry and sediment chemistry. These data will be used to estimate the magnitude of internal phosphorus loading in these ponds and identify control strategies to reduce phosphorus loading to downstream water bodies.

Costs and phosphorus load reductions from controlling internal phosphorus loading in Mitchell Lake will be determined by the collection and analysis of intact sediment cores to determine mobile phosphorus fractions and release rates. Cores analyzed to determine the appropriate amount of alum needed to inactivate 90% of the mobile phosphorus. The assessment will result in a design cost, estimated life span, and expected internal phosphorus load reductions.

The final step is to use these tools to develop a list of practices, their costs, and the expected phosphorus load reduction. The prioritized list of ponds that now includes an internal phosphorus loading assessment will be used to evaluate appropriate practices to reduce or eliminate the internal load. The P8 model will be used to identify other practices, costs, and effectiveness to develop a list of projects to reduce watershed phosphorus loading.

Clarity of Program Goals and Projected Impact: 3. (15 points) How will this project benefit the general public? Describe the benefits from a local, regional and state perspective.

The project will identify the most feasible, cost-effective projects and practices that can be implemented in these subwatersheds and the existing resources that can be directed to that implementation. This project will improve water quality to the downstream lakes and streams by:

- Building on the UAA assessment to achieve removal of Mitchell Lake from the MPCA's 303d.
- Providing accurate and cost-effective P reductions within the watershed which will protect public and private investment by more efficiently allocating treatment and funds throughout the watershed.

From a local perspective, the general public, District and cities can gain confidence that the identified BMPs are the "right" actions to take, worthy of public and private investment, and that they will have a positive impact on the lakes and streams in their communities. From a

Questions & Answers

regional and state perspective, regulators can be assured that local governments are moving forward in a systematic and scientific way and making progress toward meeting required load reductions and improving impaired waterbodies. The project will also assure state grant managers that projects proposed for grant funding are truly high priority, feasible, and cost-effective.

The project will include Education and Outreach from the District to help “build the reach” and stewardship of District water resources. Outreach will include meetings with citizens and Lake Associations to discuss the role of ponds, the health of their water resources, and build stewardship of the resources. This project will help increase public awareness of urban stormwater systems building public connection to stormwater management.

Relationship to Plan: 4a. (25 points) Identify the specific water management plan reference by plan organization, plan title, section and page number. If applicable, also identify specific supporting plans such as a TMDL Implementation Plan, a WRAPS document, or Clean Water Partnership Diagnostic Study.

In addition to the plan language, provide a brief description regarding how the activities in this application relate to the plan reference(s).

RPBCWD Watershed Management Plan 2018-2027 Goals and Strategies:

- Projects are assigned a score on how effective the BMP(s) reduce loading to downstream water bodies. (pg. 4-7)
- o Projects ML_1, ML_4 and ML_3 were identified as potential projects for reducing P loading to Mitchell.
- o “Demonstration and pilot-scale water quality treatment projects.” (pg. 7-11)

Eden Prairie Local Water Management Plan :

- “Ongoing stormwater system maintenance needed to protect and improve surface waters, ensure system integrity, and fulfill NPDES permit obligations.” (pg. 4-7, Table 4.2)
- “Water quality should be protected or improved as needed to protect or manage recreational opportunities while maintaining water quality goals.” (pg. 4-7, Table 4.2)
- Table 6.2: “Lakes and stream in the City are listed on...303(d) TMDL List... The CIP includes, and periodically will be updated to include, pollutant load and runoff volume reduction projects to address listed impairments and NPDES permit requirements.” (pg. 6-9)

Mitchell Use Attainability Analysis Update (2017)

- The District has identified Lake Mitchell as producing internal loading and has prioritized alum treatment in the future (Pg. 16)
- “RPBCWD and the city of Eden Prairie identified that some of the constructed stormwater ponds and natural wetlands can also experience internal loading ... can act as sources of phosphorus to the downstream lakes, rather than phosphorus sinks.” (Pg. 14)

Relationship to Plan: 4b. Provide web links to all plans referenced.

UAA

http://www.rpbcwd.org/files/4414/9339/4880/LotusSilverDuckRoundMitchellRedRock-UAAUpdate_LakeIdlewildSt.pdf

Riley Purgatory Bluff Creek WD Plan

Questions & Answers

<http://www.rpbcwd.org/library/wmp/>

Eden Prairie Local Plan:

<http://www.edenprairie.org/community/sustainable-eden-prairie/water/lakes-streams-and-wetlands/water-quality-planning>

Means and Measures: 5. (10 points) Describe how the outcomes of your project would be integrated into day-to-day operations and become the new normal standard of operation or procedure. What are the anticipated results?

The current approach for assessing stormwater pond effectiveness for phosphorus reduction is to use a model that estimates the amount of phosphorus that settles out during runoff events. This approach assumes that settled phosphorus is permanently sequestered in pond sediments and ignores the potential for sediment phosphorous release. This project changes the approach for estimating the effectiveness of stormwater ponds for phosphorus reduction by including an assessment of internal phosphorus loading in the ponds as a potentially significant source of phosphorus to receiving waters. This project allows the District and the City to address this important source of phosphorus loading in their management of stormwater ponds. The anticipated outcome is more wholistic assessment of phosphorus sources and management in the watershed including solutions that will address the issue of sediment phosphorus loading in urban stormwater ponds.

Education and outreach activities will include newsletters, social media, and meetings to build public understanding of stormwater system management. These materials will guide the message to residents regarding the complexity of the stormwater system and resources as well as their connection to downstream waters. This message will help build stewardship and improve the ability of the District and City to successfully improve water resources.

Means and Measures: 6. (5 points) How will the outputs of this project lead to more effective or efficient implementation of on-the-ground water quality projects and practices?

The subwatershed assessment will identify the most effective locations for BMPs so that resources can be focused on achieving the greatest load reductions rather than undertaking the easiest or most expedient projects. Further, this project identifies stormwater ponds that are currently contributing or are at high risk of contributing large phosphorus loads as a result of sediment phosphorus release. This information will improve the effectiveness of additional practices by addressing a key limitation of stormwater ponds.

Means and Measures: 7. (5 points) What evaluation procedures will you use to assess the results of your project?

Success of this project will be assessed by the RPBCWD by tracking the number of BMPs installed and the resulting load and volume reductions. The District and City of Eden Prairie have ongoing lake and stream monitoring program, and success will be demonstrated by measured improvements in water quality in the lakes and streams. The results of the project are expected to bring Mitchell Lake in compliance with state water quality standards.

Timeline for Implementation: 8. (15 points) Provide an anticipated timeline for completion of application activities, including important milestones for your project.

Partner Kickoff Meeting	April 2019
Preliminary System Evaluation	May 2019

Questions & Answers

Field Work and Pond Assessment	May- November 2019
Data Analysis and Modeling	November 2019 – February 2020
Partner Update Meeting	February 2020
Subwatershed Assessment and BMP identification	February-May 2020
Preliminary Report	July 2020
Final Report and Completion	September 2020

The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.

Hydrologic and water quality modeling was completed by the RPBCWD and the City of Eden Prairie as a part of their plan activities and stormwater pond inspection program. This modeling did not include internal phosphorus loading in stormwater ponds or internal loading in the lakes. The existing models include updated pond volume data through the City of Eden Prairie. Modeling at the fine scale necessary to identify management practices including internal phosphorus loading is beyond the scope of traditional state funding available to complete TMDL studies or stormwater management requirements.

Application Budget

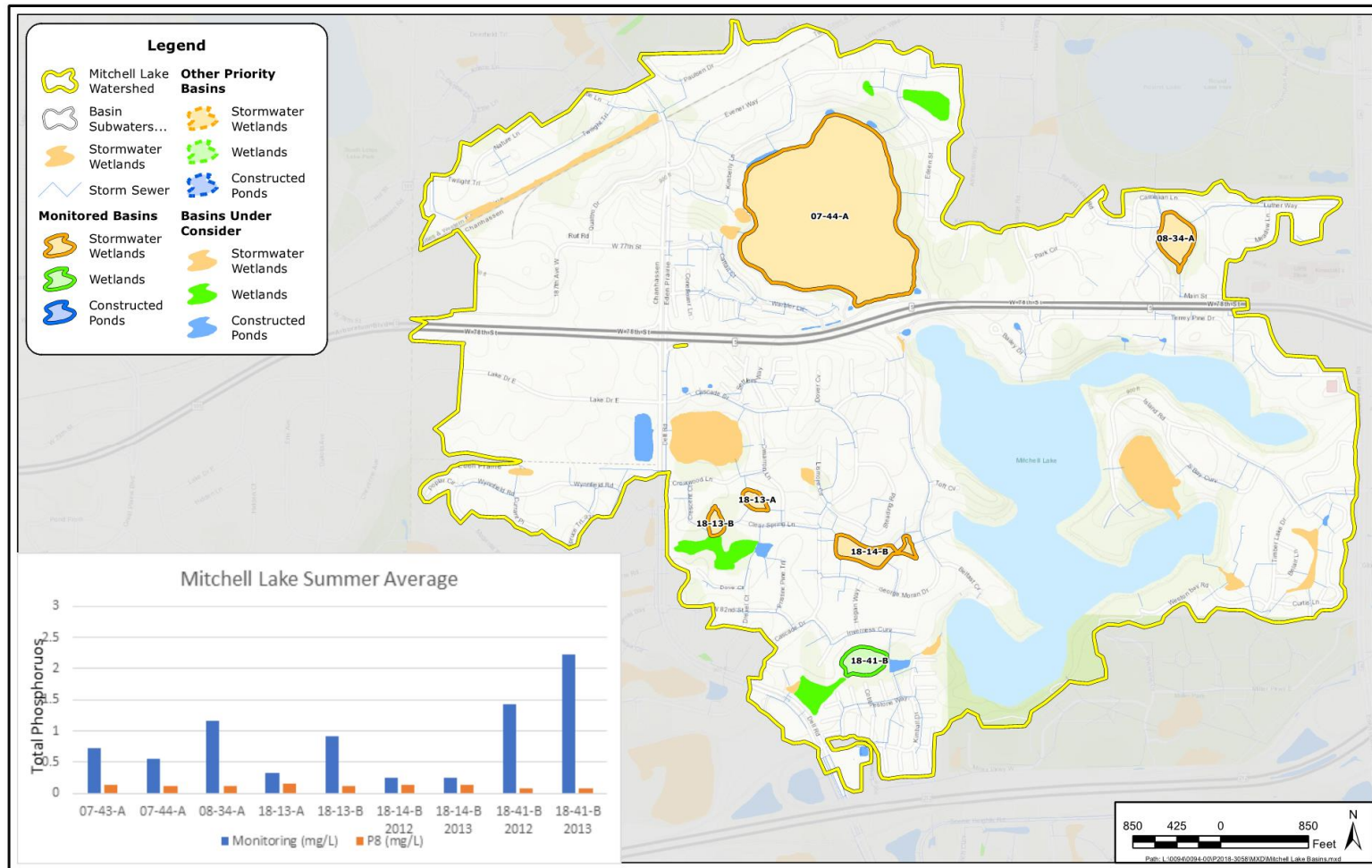
Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Mitchell Lake Subwatershed Assesment of Internal Phosphorous Loading Potential in Storm Water Ponds		URBAN STORMWATER MANAGEMENT PRACTICES	\$70,000.00	2

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Mitchell Lake Subwatershed Assesment	PHOSPHORUS (EST. REDUCTION)	239 LBS/YR	Mitchell Lake	Other	average release rate

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
of Internal Phosphorous Loading Potential in Storm Water Ponds					(RPBCWD) and Mitchell Lake Watershed Basin Inventory, Maintenance Assessment

Application Image



Map Image

FRESHWATER

Hennepin County Chloride Initiative - Stakeholder Engagement and Strategic Plan

Scope of Services

Freshwater will work with the Hennepin County chloride workgroup to identify and implement a stakeholder engagement process and develop a strategic plan for coordinating and implementing chloride reduction strategies.

Need: Increase awareness about chloride impacts to our environment, and reduce the use of chloride on private property, including commercial, institutional, and multi-family housing areas.

Project Purpose: Develop a strategic plan to determine the best path forward to move the needle on reducing chloride use by private applicators, property managers, and property owners. This will be achieved by gaining a better understanding of what private applicators do and why they do it (knowledge, attitudes, beliefs, and behaviors) which will guide project and program implementation, coordination and consistency of messaging, build connections among stakeholders, and provide a model for other counties to implement in an effort to reduce chloride pollution.

PART 1: Project Planning

Freshwater will coordinate with the Hennepin County chloride workgroup to develop a specific project workplan to implement as Part 2, below.

Timeline: Executed agreement – March 1, 2019

Activities:

1. Host and facilitate one 2-hour meetings with the Hennepin County chloride workgroup to finalize a stakeholder engagement workplan, including:
 - a. Articulation of needs, purpose, priorities, goals and objectives
 - b. Completion of a stakeholder analysis
 - c. Identification of engagement activities, including semi-structured interviews, a focus group, and an electronic survey for use in by multiple organizations via targeted outreach
 - d. Development of a project timeline

Deliverable:

- Final stakeholder engagement workplan with activities, resource needs, participants, timeline, and expected outcomes

Assumptions:

- Hennepin County chloride workgroup members will participate in planning meeting and may participate in engagement activities as necessary based on outcomes of the stakeholder engagement planning work.
- Any technical assistance provided by Fortin Consulting will be at the direction of Hennepin County, and covered under a separate contract with Fortin Consulting.

Part 1 Budget: \$2,000

PART 2: Project Implementation

Freshwater will work with the Hennepin County chloride workgroup to implement the stakeholder engagement activities identified during the planning phase. These activities will be designed to gather input on barriers to adopting chloride reduction best practices, along with strategies for addressing those barriers. Information gathered will be used to develop a strategic plan that will guide the Hennepin County chloride workgroup as it begins to implement projects and programs addressing county-wide chloride use and reduction.

Timeline: March 1, 2019 – June 30, 2019

Activities: To be finalized in Part 1, but likely consisting of:

1. Develop electronic survey to be used during outreach events or via online websites, with assistance by Freshwater, Master Water Stewards, and organizations involved in the chloride workgroup.
2. Plan and conduct up to 10 individual interviews with representatives of stakeholder groups identified in Part 1 (e.g. small private applicators, large business landowners, faith-based communities, public institutions) to gather individual-level data on knowledge, attitudes, beliefs, and behaviors related to winter maintenance and chloride use.
3. Plan and conduct one focus group made up of individuals that represent stakeholder groups to gather information related to cross-sector beliefs and norms¹, including decision-making related to winter maintenance and chloride use.
4. Review and analyze all data gathered (including data gathered at the 2019 Road Salt Symposium extended work session on chloride behaviors) using qualitative and quantitative data analysis techniques to generate a summary report of stakeholder engagement activities.
5. Develop a written report and strategic plan guiding the Hennepin County chloride workgroup in addressing chloride use county wide, including goals, objectives, priorities, strategies, resources, and timeline for implementation.

Deliverables:

- Electronic survey managed by Freshwater; data compiled with interview and focus group data for transcription and analysis
- Written summary of up to 10 individual stakeholder interviews to gather input on knowledge, attitudes, beliefs, and behaviors related to chloride and best practices
- Written summary of one focus group representing relevant stakeholder groups

¹ Hennink, M. H., & Hutter, I. (2011). Bailey, A. *Qualitative research methods*. London: SAGE Publications Ltd.

- Written strategic plan guiding the Hennepin County chloride workgroup in addressing chloride use county wide, including goals, objectives, and strategies, resources, and timeline for implementation

Assumptions:

- Electronic survey will be utilized through a variety of channels, including websites and outreach events conducted by organizations involved in the Hennepin County chloride workgroup
- Qualitative data transcription and coding will be provided through Hennepin County via their collaborative effort with the University of Minnesota, which will be handled through a separate contract.
- Any technical assistance provided by Fortin Consulting will be at the direction of Hennepin County, and be covered under a separate contract with Fortin Consulting
- Following completion of Part 1, this contract will be reviewed and, if needed, amended to reflect expectations for Freshwater.

Part 2 Budget: \$19,000

Budget Total: \$21,000

The project will begin immediately upon signing of this agreement and it is anticipated to be completed by June 30, 2019.

Payment Agreement

Riley Purgatory Bluff Creek Watershed District (fiscal agent) will pay Freshwater Society \$21,000 for the activities described. Payment for services will occur upon receipt of invoice after completion of the deliverables for this project.

RILEY PURGATORY BLUFF CREEK
WATERSHED DISTRICT (FISCAL AGENT)

FRESHWATER SOCIETY

Print Name and Title

Print Name and Title

Signature

Date

Signature

Date



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

Riley Purgatory Bluff Creek Watershed District Permit Application Review

Permit No: 2015-036

Considered at Board of Managers Meeting: February 6, 2019

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

Modification Request #3 Received complete: January 22, 2019

Applicant: Lake West Development LLC

Consultant: Chris Call, Landform Professional Services

Project: Saville West Subdivision –Construction of a 3-lot single-family home subdivision, one home/lot of which has already been constructed. Two rock infiltration trenches and rainwater harvesting/reuse will provide storm water quantity, volume and quality control.

Location: 5320, 5324, 5328 Spring Lane, Minnetonka, MN

Reviewer: Scott Sobiech, PE, Barr Engineering

Proposed Board Action

Manager _____ moved and Manager _____ seconded adoption of the following resolutions based on the permit report that follows and the presentation of the matter at the February 6, 2019 meeting of the managers:

Resolved that the modification to the application for Permit 2015-036 is approved, subject to the conditions and stipulations set forth in the Recommendations section of the attached report;

Resolved that on determination by the RPBCWD administrator that the conditions of approval have been affirmatively resolved, the RPBCWD president or administrator is authorized and directed to sign and deliver Permit 2015-036 to the applicant on behalf of RPBCWD.

Upon vote, the resolutions were adopted, _____ [VOTE TALLY].

Applicable Rule Conformance Summary

Rule	Issue	Conforms to RBPCWD Rules?	Comments	
C	Erosion Control Plan	See comment	See rule-specific permit condition C1.	
D	Wetland and Creek Buffers	See Comment	See rule-specific permit condition D1.	
J	Stormwater Management	Rate	Yes	
		Volume	See comment.	See rule-specific permit condition J1-J2.
		Water Quality	Yes	
		Low Floor Elev.	Yes	
		Maintenance	See Comment	See Rule Specific Permit Condition J3.
		Chloride Management	See Comment	See rule-specific permit condition J4.
		Wetland Protection	Yes	
L	Permit Fee	See Comment	\$1,000 was received on July 6, 2015 and initial excess cost of recovery (\$2,860.70) was received on September 24, 2018. Excess cost recovery due \$9,185	
M	Financial Assurance	See Comment	The financial assurance is calculated at \$54,890	

Background

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

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

4. Receipt of an additional permit fee of \$2,860.70 for excess cost recovery.

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

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

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

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

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

Because the 5-lot subdivision project originally proposed would have increased the imperviousness of the entire parcel by more than 100 percent (Rule J, Subsection 2.3), the stormwater management criteria listed in Subsection 3.1 would apply to the entire 5-lot subdivision. The applicant expressed concerns about the financial assurance associated with the December 5, 2018 conditional approval and the need to provide stormwater management facilities on the two easterly parcel where no other construction activities were planned with the development. The applicant proposes to replat the five lots so that the property boundaries of the two easterly lots revert to conditions prior to RPBCWD reinstating its regulatory program in 2015. The reason the applicant is pursuing this replatting is to avoid the need to provide stormwater management facilities on the two easterly parcels where no other construction activities are currently planned. Because the replatting of the two easterly parcels has already occurred and the second re-platting to reinstate the prior configuration of the lots does not undo the first replatting but effectively withdraws, approval of the modification presented here necessarily incorporates a policy determination that an applicant can take property out of operation of the stormwater rule by so doing. The consequence for the applicant is that no work on the easterly lots will be permitted if this modification is approved, and if at some future date the lots are developed, RPBCWD stormwater-management requirements for subdivided property may apply under the common scheme of development provision in subsection 2.5 of RPBCWD Rule J.

The applicant proposes the subdivision of what was the westerly existing single-family home property when the regulatory program was reinstated into three lots. The proposal includes the construction of three new homes, a lot for one of the three proposed new homes has been sold and the new property owner constructed (without an RPBCWD permit) a new single-family home. The property owner, Alan Au, when alerted by RPBCWD that no permit had been issued for the construction, constructed a rainwater-harvest system on the property to treat stormwater. The modification request presently before the managers relies, in part, on a rainwater-harvest system necessary for the overall redevelopment to meet RPBCWD stormwater-management requirements for the entire project. The suggested approval is conditioned, therefore, on the applicant's securing authorization to apply for the permit from Alan Au and recordation of the necessary stormwater-facility maintenance and reuse-system operation terms on the deed to the Au property (in addition to compliance with maintenance requirements for the other stormwater facilities, as discussed below).

In addition to the rainwater-harvest system, the project includes two bioretention basins, two underground rock infiltration trenches and vegetated swales. The combination of these best management practices is intended to provide storm water quantity, volume and quality control. A best management practice has been or will be constructed on each of the three lots in the subdivision and while the engineer has not assessed stormwater management-compliance on a lot-by-lot basis, his professional judgment is that runoff from each lot will be effectively treated on that lot such that cross-drainage easements among the lots need not be required as a condition of approval.

This report and proposed terms and conditions of approval of the after-the-fact third modification request, as provided below and as may be modified by the managers, will supplant the prior approvals in their entirety.

The following materials were reviewed in support of the after-the-fact 3rd permit modification request:

1. Email modification request dated January 22, 2019
2. Construction Plan Sheets (6 sheets) dated January 22, 2019 (revised January 31, 2019).
3. Stormwater Management Plan dated January 22, 2019 (revised January 31, 2019).
4. P8 Models received on January 22, 2019 (revised January 31, 2019).
5. MIDS calculator model received January 22, 2019 (revised January 31, 2019)
6. HydroCad models for existing and proposed conditions received January 22, 2019 (revised January 31, 2019)
7. Engineer's opinion of cost dated January 31, 2019
8. Response to comments received January 31, 2019

Rule C: Erosion and Sediment Control

Because the project will alter more than 1 acre of land-surface area the project must conform to the requirements in the RPBCWD Erosion and Sediment Control rule (Rule C, Subsection 2.1).

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

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

Rule D: Wetland and Creek Buffers

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

A 2014 wetland delineation for the site was included with the submittal. The MnRAM analysis dated February 6, 2014 indicates that the wetland onsite is a medium value wetland according to Appendix D1 of the RPBCWD Rules. Rule D, Subsection 3.1.a.iii requires a wetland buffer with an average of 40 feet

from the delineated edge of the wetland, minimum 20 feet. The applicant proposed wetland buffers for the wetland which provide a 40-foot average, 25-foot minimum buffer. The applicant is proposing buffer monument locations consistent with criteria in Rule D, Subsection 3.3. The Applicant is proposing revegetating disturbed areas within the proposed buffer with native vegetation in conformance with Rule D, Subsection 3.2. A note is included on the plan sheet indicating the project will be constructed so as to minimize the potential transfer of aquatic invasive species (e.g., zebra mussels, Eurasian watermilfoil, etc.) to the maximum extent possible conforming to Rule D, Subsection 3.5. To conform to the RPBCWD Rule D the following revisions are needed:

- D1. Buffer areas and maintenance requirements must be documented in a declaration recorded after review and approval by RPBCWD in accordance with Rule D, Subsection 3.4.

Rule J: Stormwater Management

Because the project will alter over 1 acres of land-surface area the project must meet the criteria of RPBCWD’s Stormwater Management rule (Rule J, Subsection 2.1). The criteria listed in Subsection 3.1 will apply to the entire project site because the project will increase the imperviousness of the entire site by more than 100 percent (Rule J, Subsection 2.3). The project site information is summarized below:

	Modification Request
Total Site Area (acres)	1.19
Existing Site Impervious (acres)	0
New (Increase) in Site Impervious Area (acres)	0.26 (>100% increase)
Total Disturbed Area (acres)	1

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

Rate Control

In order to meet the rate control criteria listed in Subsection 3.1.a, the 2-, 10-, and 100-year post development peak runoff rates must be equal to or less than the existing discharge rates at all locations

where stormwater leaves the site. The applicant used a HydroCAD hydrologic model to simulate runoff rates for pre- and post-development conditions for the 2-, 10-, and 100-year frequency storm events using a nested rainfall distribution, and a 100-year frequency, 10-day snowmelt event. The existing and proposed 2-, 10-, and 100-year frequency discharges from the site are summarized in the table below. The proposed project is in conformance with RPBCWD Rule J, Subsection 3.1.a.

Modeled Discharge Location	2-Year Discharge (cfs)		10-Year Discharge (cfs)		100-Year Discharge (cfs)		10-Day Snowmelt (cfs)	
	Ex	Prop	Ex	Prop	Ex	Prop	Ex	Prop
South	1.2	0.4	2.3	0.9	4.5	4.2	0.6	0.6
Wetland	0.3	0.2	1.4	1.0	4.7	4.4	2.6	2.5

Volume Abstraction

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all impervious surface of the parcel. An abstraction volume of 1,038 cubic feet is required from the 0.26 acres (11,325 square feet) of impervious area on the site for volume retention. The applicant proposes to use two bioretention basins, two underground rock trenches and the already-constructed rainwater harvesting/reuse irrigation system to abstract 216 cubic feet, 1,200 cubic feet and 299 cubic feet, respectively, of runoff from the site. Pretreatment of runoff is provided vegetated swales and filter strips.

Soil borings performed by Northern Technologies, Inc. show that soils in the project area are primarily clays; the MN Stormwater Manual indicates an infiltration rate of 0.06 inches per hour for such soils. The applicant assumed an infiltration rate of 0.06 inches per hour for the design of the two biofiltration basins and both underground rock trench systems because soil boring information at those locations was not collected.

Required Abstraction Depth (inches)	Required Abstraction Volume (cubic feet)	Provided Abstraction Depth (inches)	Provided Abstraction Volume (cubic feet)
1.1	1,038	1.5	1,715

Because the proposed water reuse irrigation system require consistent use at a specified rate to meet District requirements, performance monitoring for the site will be required to ensure that the project is able to meet the RPBCWD volume abstraction requirement as has been proposed. In accordance with Rule J, Subsection 2.6 performance monitoring, and as a stipulation of issuing a permit for this project, the Applicant must submit an operations plan and monitor the proposed irrigation systems to determine

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

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

- J1. Subsection 3.1.b.ii of the rule requires a soil boring at proposed infiltration sites to demonstrate that the bottoms of the filtration and infiltration basins are at least 3 feet above the water table, the soils present below the basin, and measured the infiltration capacity. The applicant must submit documentation verifying the soils present, infiltration capacity of the soil and the groundwater elevation at the proposed bioretention basin #1, bioretention basin #2, rock trench #1 and rock trench #2. This can be accomplished by soil boring, permeability tests, infiltrometer test, potholing or other methods. If groundwater elevation is higher than anticipated or infiltration capacity is less than anticipated, design modifications to achieve compliance with RPBCWD requirements will need to be submitted (in the form of an application for a permit modification or new permit).
- J2. The downspouts for the house on lot 3 will must be redirected to Basin 1 and the inlet to the reuse system must pick up discharge from Basin 1.

Water Quality Management

Subsection 3.1.c of Rule J requires the Applicant provide for at least 60 percent annual removal efficiency for total phosphorus (TP), and at least 90 percent annual removal efficiency for total suspended solids (TSS) from site runoff, and no net increase in TSS or TP loading leaving the site from existing conditions. The Applicant is proposing two bioretention basins, two underground rock trenches, and vegetated swales, combined with the already-constructed rainwater harvesting/reuse practice to achieve the required TP and TSS removals and submitted a P8 model and MIDS calculator file to estimate the TP and TSS removals.

Based on information reviewed and summarized in the following table, the proposed project conforms to Rule J, Subsection 3.1.c.

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr) ¹	Provided Load Reduction (lbs/yr)
Total Suspended Solids (TSS)	230	207 (90%)	208.6 (90.7%)
Total Phosphorus (TP)	0.83	0.5 (60%)	0.68 (81.9%)

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

Low floor Elevation

No structure may be constructed or reconstructed such that its lowest floor elevation is less than 2 feet above the 100-year event flood elevation according to Rule J, Subsection 3.6. The low floor elevation of the homes and the adjacent stormwater management feature is summarized below. The project meets the requirements of Rule J, Subsection 3.6.

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

Maintenance

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

- J3. Permit applicant must provide a draft maintenance and inspection declaration incorporating the maintenance plan. Once approved by RPBCWD, the declaration must be recorded on the deed in a form acceptable to the District.

Chloride Management

Subsection 3.8 of Rule J requires the submission of chloride management plan that designates the individual authorized to implement the chloride management plan and the MPCA-certified salt applicator engaged in implementing the plan.

- J4. Permit applicant must provide a chloride management plan that designates the individual authorized to implement the chloride management plan and the MPCA-certified salt applicator engaged in implementing the plan.

Wetland Protection

Because the proposed activities discharge to a wetland on the site, the proposed activities must conform to RPBCWD wetland protection criteria (Rule J, subsection 3.10). The applicant provided and

the Engineer concurs with the below analysis of potential wetland impacts based on Table J1 of RPBCWD Rule J. The characteristics of the wetland place it in RPBCWD’s medium value category. As summarized in the table below, the design produces discharge to the wetland that meets the RPBCWD wetland protection criteria (Rule J, subsection 3.10a).

Wetland/ Waterbody	Bounce - 10 Year Event (ft)	Change in Inundation Period 1- Year Event (ft)	Change in Inundation Period 2- Year Event (day)	Change in Inundation Period 10-Year Event (day)	Runout Control Elevation (ft)
Medium Value Wetland Criteria	Existing plus 1.0 ft	Existing plus 2 Days	Existing plus 2 Days	Existing plus 7 Days	No Change
Wetland	-0.03	0	0	0	918.65 -No Change

As summarized in the water quality analysis above, the site runoff tributary to the wetland will be treated by a two bioretention basins, a underground rock trenches, and vegetated swales, combined with the already-constructed rainwater harvesting/reuse system to provide 90.4% TSS removal and 90.6% TP removal prior to discharge to onsite wetlands in accordance with Rule J, subsection 3.10b.

Rule L: Permit Fee:

Fees for the project are:

Rule C & J\$1,000

The RPBCWD permit fee schedule adopted in December 2015 provides that costs of site inspections, analysis of the proposed activities, services of consultants and compliance assurance in excess of \$2,000 for properties less than 5 acres will be charged to the permit applicant. In accordance with the adopted RPBCWD permit-fee schedule, because the engineer and legal time to review this permit exceeded \$2,000 the applicant must submit an additional permit fee of \$9,185 for excess cost recovery for the period between June 2017 through November 28, 2018 because initial excess cost of recovery (\$2,860.70) was received on September 24, 2018..

Rule M: Financial Assurance:

Rules C: Silt fence: 1,109 L.F. x \$2.50/L.F. =\$2,780

Rock Entrance: 1.0 x \$2,50/acre =\$250

Restoration: 1.0 acres x \$2,500/acre =\$2,500

Rules D: Wetland Buffer: \$5,000 + \$1,000/acre over 10 acres =\$5,000

Rules J: Biofiltration Basins and Rock Trenches: \$10,345 x 125% of engineer's opinion of cost=	\$14,370
Water Reuse: \$20,000 x 125% of engineer's opinion of cost =	\$25,000
Contingency (10%)	<u>\$4,990</u>
Total Financial Assurance	\$54,890

Applicable General Requirements:

1. The RPBCWD Administrator and Engineer shall be notified at least three days prior to commencement of work.
2. Construction shall be consistent with the plans and specifications approved by the District as a part of the permitting process. The date of the approved plans and specifications is listed on the permit.
3. The applicant must require the installation of water reuse irrigation system with flow meter to record the usage for each lot as part of the performance monitoring requirement of the permit.
4. Return or allowed expiration of any remaining surety and permit close out is dependent on the permit holder providing proof that all required documents have been recorded and providing as-built drawings that show that the project was constructed as approved by the Managers and in conformance with the RPBCWD rules and regulations.

Findings

1. The proposed project includes the information necessary, plan sheets and erosion control plan for review.
2. The proposed project conforms to will conform to Rules C, D and J if the Rule Specific Permit Conditions listed above are met.

Recommendation:

Approval of the permit issuance contingent upon:

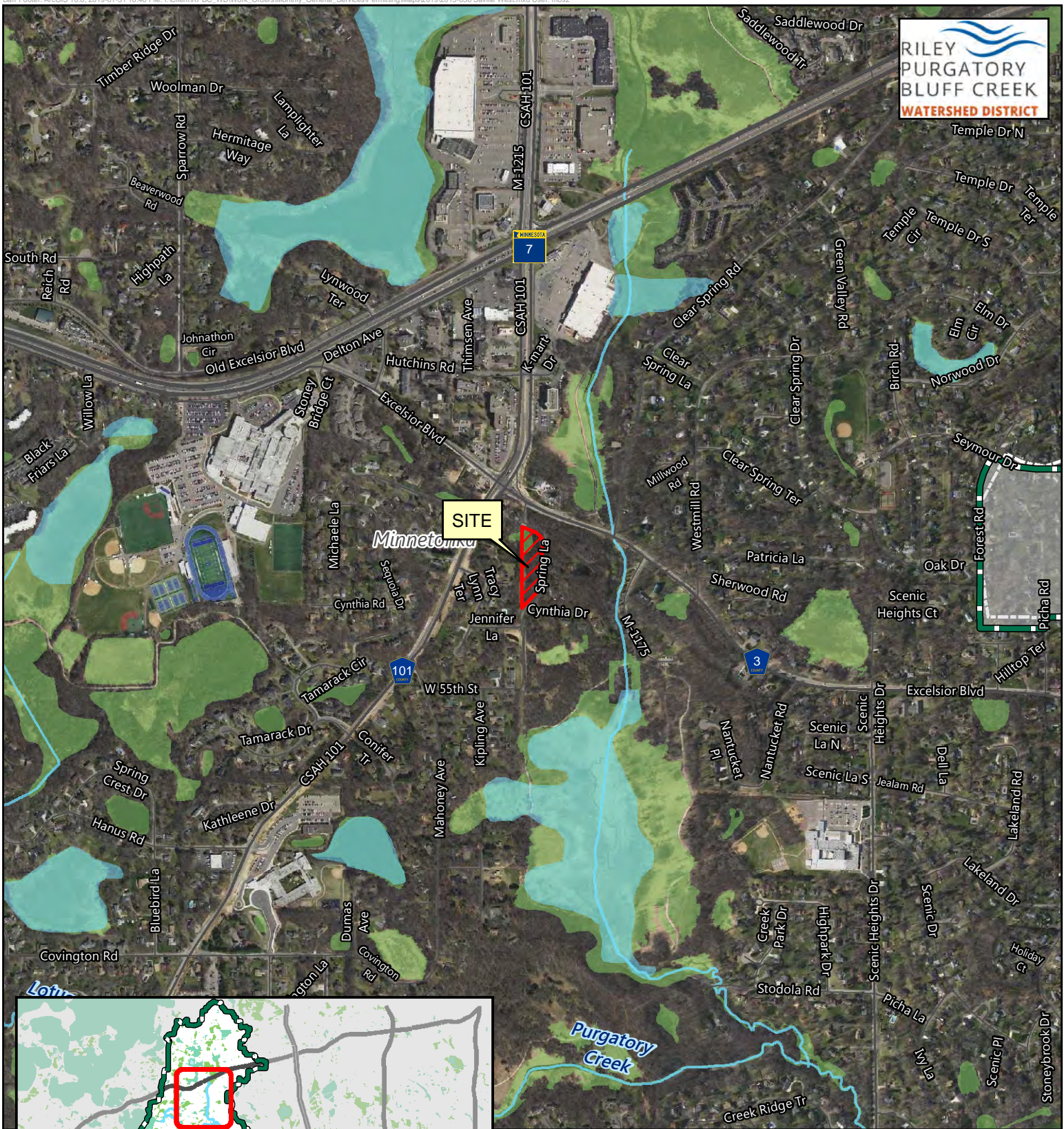
1. Continued compliance with General Requirements.
2. Financial Assurance in the amount of \$54,890.
3. The applicant must submit authorization from Alan Au (or the owner of his property, if different) to apply for the permit modification.
4. The applicant must provide the name and contact information of the individual responsible for erosion control at the site. RPBCWD must be notified if the responsible individual changes during the permit term.
5. The applicant must submit documentation verifying the soils present, infiltration capacity of the soil and the groundwater elevation at the proposed bioretention basin #1, bioretentionbasin #2, rock trench #1 and rock trench #2. This can be accomplished by soil boring, permeability tests,

infiltrometer test, potholing or other methods. If the soils, groundwater elevation is higher than anticipated or infiltration capacity is less than anticipated, design modifications to ensure compliance with RPBCWD requirements would need to be submitted (in the form of an application for a permit modification or new permit).

6. Permit applicant must provide a chloride management plan that designates the individual authorized to implement the chloride management plan and the MPCA-certified salt applicator engaged in implementing the plan.
7. Receipt in recordation a maintenance declaration for the stormwater management facilities and wetland buffer. The declaration must also include a stormwater-reuse irrigation map, reuse monitoring and reporting plan, be recorded on the property owned by Alan Au (or the owner of his property, if different), and include dedication of rights to drain stormwater to and rely on treatment provided by the stormwater practice on the Au property. Drafts of any and all documents to be recorded must be approved by the District prior to recordation.
8. Receipt of an additional permit fee of \$9,185 for excess cost recovery.

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

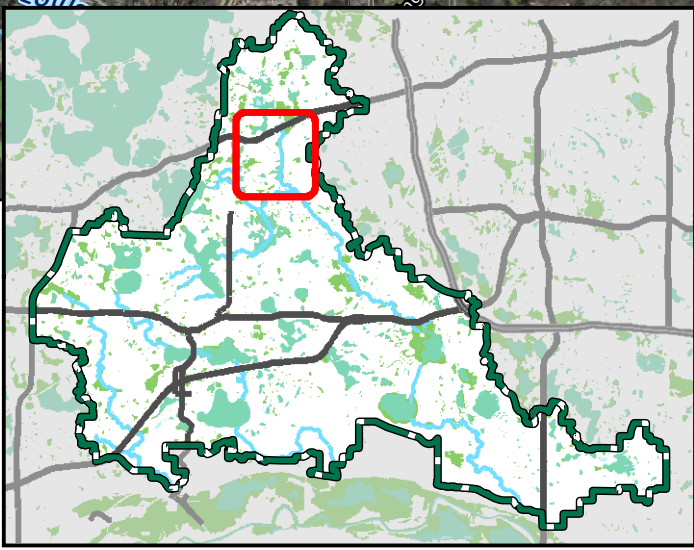
1. Per Rule J Subsection 4.5, upon completion of the site work, the permittee must submit as-built drawings demonstrating that at the time of final stabilization, stormwater facilities conform to design specifications as approved by the District.
2. Per Rule J Subsection 2.6, performance monitoring, the applicant must monitor the proposed irrigation systems to provide the volume abstraction as presented in the design. The recorded reuse volume must be submitted to the RPBCWD annually for five years; \$5,000 of the financial assurance required above will be retained to assure timely submittal of the first and second annual reports. If it is determined that the irrigation systems are not performing as designed, a revised design must be submitted to the District for approval to demonstrate that the volume abstraction and water quality standard is achieved.
3. Single-family homes to be constructed on lots in the subdivision created under the terms of permit 2015-036, if issued, must have an impervious surface area and configuration materially consistent with the approved plans. Individual lot design that differs materially from the approved plans (e.g., in terms of total impervious area) will need to be the subject of a request for a permit modification or new permit, which will be subject to review for compliance with all applicable regulatory requirements.



SITE

Minnetonka

Purgatory Creek



Permit Location Map



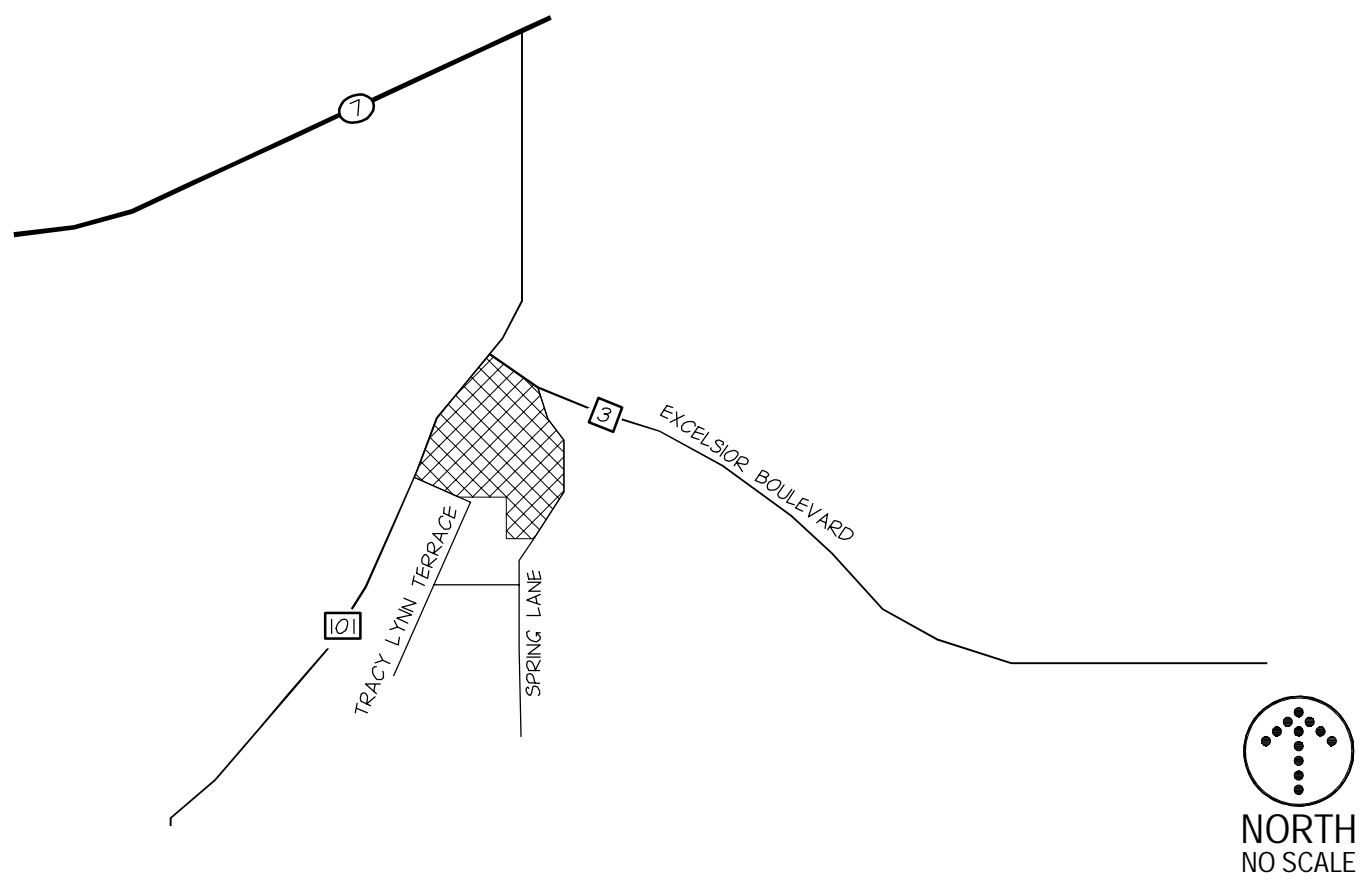
Feet



SAVILLE WEST SUBDIVISION
(REVISED)
Permit 2015-036
Riley Purgatory Bluff Creek
Watershed District

MINNETONKA, MN

AREA LOCATION MAP



ABBREVIATIONS

Table of abbreviations and their meanings, including terms like 'Angle', '100 Year Flood Elevation', 'Area Drain', 'Ar. Conditioning Unit', etc.

SYMBOLS

Table of symbols for existing and new conditions, including descriptions for 'MAJOR CONTOUR', 'BUILDING', 'CONCRETE', 'PAVING BLOCK', 'STORM SEWER LINE', etc.

EROSION CONTROL SYMBOLS

Table of erosion control symbols including 'SEDIMENT CONTROL FENCE', 'INLET PROTECTION', 'EROSION CONTROL BLANKET', and 'VEHICLE TRACKING PAD'.

DRAWING SYMBOLS

Table of drawing symbols including 'NOTE REFERENCE', 'PARKING STALL COUNT', 'LARGE SHEET DETAIL', 'COORDINATE POINT', and 'REVISED AREA (THIS ISSUE)'.

EXISTING LEGAL DESCRIPTION

Legal descriptions for parcels 1, 2, 3, 4, and 5, detailing land survey information and boundaries.

BENCHMARK

Benchmark information including 'TOP OF TOP NUT OF FIRE HYDRANT WEST SIDE OF SPRING LANE' and 'ELEVATION = 939.48 FEET'.

APPROVED BY THE CITY ENGINEER. LEE GUSTAFSON, P.E. DATE

OWNER

LAKE WEST DEVELOPMENT, 15400 HIGHWAY 7, MINNETONKA, MN 55345. CONTACT: CURT FRETAM

PROJECT CONTACTS

Contact information for Civil Engineer Landform, Surveyor Landform, and Landscape Architect Landform.

CIVIL / LANDSCAPE SHEET INDEX & REVISION MATRIX

Table showing sheet index and revision matrix with columns for sheet number, description, and revision dates.

SITE / UTILITY CONTACTS

Contact information for Building Inspections, City Planner, Gas, Engineering, and Electric services.

DEVELOPER

LAKE WEST DEVELOPMENT CO., LLC. 15400 HIGHWAY 7, MINNETONKA, MN 55345. TEL: (952)930-3000

MUNICIPALITY



PROJECT

SAVILLE WEST 1ST ADDITION MINNETONKA, MN

SHEET INDEX

Table of sheet index listing sheet numbers and titles such as 'C01 CIVIL TITLE SHEET', 'C1.1 EXISTING CONDITIONS', etc.

REVISION HISTORY

Table of revision history with columns for date, revision, and review.

PROJECT MANAGER REVIEW

Signature line for Project Manager Review.

CERTIFICATION

Signature line for Certification.

WATERSHED SUBMITTAL

01-31-2019



105 South Fifth Avenue, Suite 513, Minnetonka, MN 55401. Tel: 612-252-9070, Fax: 612-252-9077, Web: landform.net

FILE NAME: C001LWD001.DWG, PROJECT NO.: LWD14001

CIVIL AND LANDSCAPE TITLE SHEET C0.1 SHEET NO. 1/11

EXISTING CONDITIONS

- BACKGROUND INFORMATION SHOWN IS FROM SURVEY BY SUNDE LAND SURVEYING, BLOOMINGTON, MN, ON DECEMBER, 13, 2013, EXPRESSLY FOR THIS PROJECT; CITY OF MINNETONKA, MINNESOTA RECORD DRAWINGS; AND UTILITY SERVICE PROVIDERS. LANDFORM OFFERS NO WARRANTY, EXPRESSED OR WRITTEN, FOR INFORMATION PROVIDED BY OTHERS. EXISTING PROJECT CONDITIONS SHALL BE VERIFIED PRIOR TO BEGINNING CONSTRUCTION. ERRORS, INCONSISTENCIES, OR OMISSIONS DISCOVERED SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY.
- GEOTECHNICAL BORING LOCATIONS ARE APPROXIMATE AND ARE BASED ON INFORMATION PROVIDED IN THE GEOTECHNICAL REPORT PREPARED BY NORTHERN TECHNOLOGIES INC., MENDOTA HEIGHTS, MN, ON MAY 26, 2015.

--- 100-YR FLOODPLAN

DEVELOPER

LAKE WEST DEVELOPMENT CO., LLC.
 15400 HIGHWAY 7
 MINNETONKA, MN 55345
 TEL (952)930-3000

MUNICIPALITY



PROJECT

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

SHEET INDEX

SHEET	TITLE
C0.1	CIVIL TITLE SHEET
C1.1	EXISTING CONDITIONS
C3.1	GRADING AND EROSION CONTROL PLAN
C3.2	STORMWATER DETAILS
C7.1	CIVIL CONSTRUCTION DETAILS
C7.2	CIVIL CONSTRUCTION DETAILS
L1.1	TREE PRESERVATION PLAN (NORTH)
L1.2	TREE PRESERVATION PLAN (SOUTH)
L1.3	TREE PRESERVATION TABLE
L1.4	TREE PRESERVATION TABLE
L1.5	TREE PRESERVATION TABLE

REVISION HISTORY

DATE	REVISION	REVIEW
28 MAR 2017	1ST ADDITION CITY COMMENTS	
04 APR 2017	WATERSHED REVISIONS	
04 MAY 2017	1ST ADDITION CITY COMMENTS	
10 MAY 2017	WATERSHED REVISION #2	
29 MAY 2017	WATERSHED REVISION #3	
07 AUG 2017	1ST ADDITION CITY COMMENTS	
21 SEP 2018	WATERSHED SUBMITTAL	
22 OCT 2018	WATERSHED SUBMITTAL	
16 NOV 2018	WATERSHED SUBMITTAL	
21 NOV 2018	WATERSHED SUBMITTAL	
22 JAN 2019	WATERSHED SUBMITTAL	

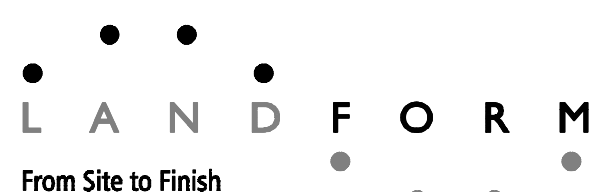
PROJECT MANAGER REVIEW

BY RCH DATE 01-31-2019

CERTIFICATION

IF THE SIGNATURE, SEAL OR FOUR LINES DIRECTLY ABOVE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED BEYOND INTENDED READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

**WATERSHED SUBMITTAL
 01-31-2019**



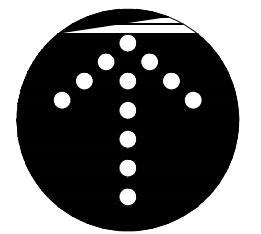
105 South Fifth Avenue Tel: 612-252-9070
 Suite 513 Fax: 612-252-9077
 Minneapolis, MN 55401 Web: landform.net

FILE NAME C101LWD001.DWG
 PROJECT NO. LWD14001

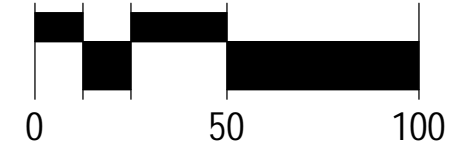
EXISTING CONDITIONS
C1.1
 SHEET NO. 2/11



Know what's Below.
 Call before you dig.



NORTH



NPDES AREA SUMMARY

	EXISTING	PROPOSED
PERVIOUS	1.19 ACRES	0.93 ACRES
IMPERVIOUS	0 ACRES	0.26 ACRES
TOTAL	1.19 ACRES	1.19 ACRES

BUILDING TYPE
 FB = FULL BASEMENT
 FBWO = FULL BASEMENT WALK OUT
 FBLO = FULL BASEMENT LOOK OUT
 LO = LOOK OUT
 SEWO = SPLIT ENTRY WALK OUT
 SLAB = SLAB ON GRADE

XXX.X : FRONT GARAGE ELEVATION
 FBWO/FB : WALKOUT UNIT / FULL BASEMENT UNIT
 XXX.X : MINIMUM BASEMENT ELEVATION
 XXX.X : REAR ELEVATION

NOTES:
 I. GARAGE LOCATION INDICATED BY DRIVEWAY.

PAD DETAIL

NO SCALE

LEGEND

SYMBOL	DESCRIPTION	ESTIMATED QUANTITY
	INLET PROTECTION	3 EACH
	SILT FENCE	420 FEET
	TREE FENCE	240 FEET
	VEHICLE TRACKING PAD	1 EACH
	PAVEMENT SAWCUT	
	CONSTRUCTION LIMITS	
	100-YR FLOODPLAN	
	SWALE	
	6" PVC DRANTILE	
	UNDERGROUND ROCK INFILTRATION TRENCH	

WETLAND INFORMATION

WETLAND - TYPE: MANAGE I
 MIN. WETLAND BUFFER = 25'
 AVG. WETLAND BUFFER AREA = 40'
 WETLAND BUFFER SETBACK = 10'
 WETLAND PERIMETER = 332 FEET
 WETLAND BUFFER AREA = 13,327 SQ. FT
 AVERAGE BUFFER PROVIDED = 13,327 / 332 = 40.1 FEET
 WETLAND BUFFER SIGNS = 10

- 1 AREA NOT INCLUDED IN WETLAND PERIMETER AND BUFFER CALCULATION DUE TO SPRING LAKE ROAD RESTRICTIONS
- 2 WETLAND BUFFER SIGN. SEE DETAIL C7.2/6

GRADING NOTES

- CONTACT UTILITY SERVICE PROVIDERS FOR FIELD LOCATION OF SERVICES 72 HOURS PRIOR TO BEGINNING GRADING.
- REFER TO THE GEOTECHNICAL REPORT PREPARED BY NORTHERN TECHNOLOGIES INC., DATED 02/18/2015, FOR ADDITIONAL INFORMATION ON BACKFILL MATERIAL AND GROUNDWATER CONDITIONS.
- REMOVE TOPSOIL FROM GRADING AREAS AND STOCKPILE SUFFICIENT QUANTITY FOR REUSE. MATERIALS MAY BE MINED FROM LANDSCAPE AREAS FOR USE ON SITE AND REPLACED WITH EXCESS ORGANIC MATERIAL WITH PRIOR OWNER APPROVAL.
- REMOVE SURFACE AND GROUND WATER FROM EXCAVATIONS. PROVIDE INITIAL LIFTS OF STABLE FOUNDATION MATERIAL IF EXPOSED SOILS ARE WET AND UNSTABLE.
- REFER TO STRUCTURAL SPECIFICATIONS FOR EARTHWORK REQUIREMENTS FOR BUILDING PADS.
- AN INDEPENDENT TESTING FIRM SHALL VERIFY THE REMOVAL OF ORGANIC AND UNSUITABLE SOILS, SOIL CORRECTION, AND COMPACTION AND PROVIDE PERIODIC REPORTS TO THE OWNER.
- PLACE AND COMPACT FILL USING LIFT THICKNESSES MATCHED TO SOIL TYPE AND COMPACTION EQUIPMENT TO OBTAIN SPECIFIED COMPACTION THROUGHOUT THE LIFT.
- COMPACT MATERIAL IN PAVED AREAS TO 95% OF MAXIMUM DRY DENSITY, STANDARD PROCTOR (ASTM D698) EXCEPT THE TOP 3 FEET WHICH SHALL BE COMPACTED TO 100%. COMPACT TO 98% DENSITY WHERE FILL DEPTH EXCEEDS 10 FEET.
- IF COMPACTION OCCURS WITHIN THE INFILTRATION BASIN OR ANY RAIN GARDENS DURING SITE PREPARATION AND CONSTRUCTION, DECOMPACTION MUST BE COMPLETED PRIOR TO FINAL GRADING OF THE SITE.
- LOTS TO BE CUSTOM GRADED. SUBMIT GRADING PLAN AT THE TIME OF BUILDING PERMIT
- UNDERGROUND ROCK INFILTRATION TRENCH. SEE DETAIL C3.2/1. BUILDERS TO DIRECT OR CONNECT GUTTER DOWNSPOUTS TO UNDERGROUND ROCK TRENCH.
- ALL GRADING THAT TAKES PLACE WITHIN THE BUFFER SHALL BE REVEGETATED WITH NAIVE VEGETATION.
- NO GRADING, STOCK PILING OF EARTH, OR SPREADING OF EARTH WILL BE ALLOWED OUTSIDE THE INFILTRATION BASIN AREAS. ANY EXTRA SOIL WILL NEED TO BE HAULLED OFF-SITE
- 6" PVC DRANTILE

EROSION PREVENTION AND SEDIMENT CONTROL NOTES

- INSTALL PERIMETER SEDIMENT CONTROLS PRIOR TO BEGINNING WORK AND MAINTAIN FOR DURATION OF CONSTRUCTION. REMOVE CONTROLS AFTER AREAS CONTRIBUTING RUNOFF ARE PERMANENTLY STABILIZED AND DISPOSE OF OFF SITE.
- LIMIT SOIL DISTURBANCE TO THE GRADING LIMITS SHOWN. SCHEDULE OPERATIONS TO MINIMIZE LENGTH OF EXPOSURE OF DISTURBED AREAS.
- MANAGEMENT PRACTICES SHOWN ARE THE MINIMUM REQUIREMENT. INSTALL AND MAINTAIN ADDITIONAL CONTROLS AS WORK PROCEEDS TO PREVENT EROSION AND CONTROL SEDIMENT CARRIED BY WIND OR WATER.
- EXCAVATE PONDS EARLY IN THE CONSTRUCTION SEQUENCE. REMOVE SEDIMENT FROM PONDS PERIODICALLY AND AFTER AREAS CONTRIBUTING RUNOFF ARE PERMANENTLY STABILIZED.
- CONTRACTOR SHALL PREVENT SEDIMENT LADEN WATER FROM ENTERING THE INFILTRATION SYSTEM UNTIL THE SITE IS COMPLETELY STABILIZED.
- ALL EXPOSED SOIL AREAS MUST BE STABILIZED WITHIN 72 HOURS OF COMPLETION OF WORK IN EACH AREA. (IF WITHIN 1 MILE OF IMPAIRED WATER USE THE FOLLOWING NOTE INSTEAD) ALL EXPOSED SOILS AREAS SHALL BE STABILIZED IMMEDIATELY TO LIMIT SOIL EROSION IN THAT PORTION OF THE SITE WHERE CONSTRUCTION HAS TEMPORARILY OR PERMANENTLY CEASED.
- SEED, SOD, MULCH AND FERTILIZER SHALL MEET THE FOLLOWING SPECIFICATIONS, AS MODIFIED:
 FERTI SOD SEED SPECIFICATION NUMBER
 MN TYPE 22-III @ 30.5 LB/AC - TEMPORARY EROSION CONTROL
 MN TYPE 25-15I @ 120 LB/AC - PERMANENT TURF
 MULCH MNDOT 38B2 (MNDOT TYPE 1 @ 2 TON/AC, DISC ANCHORED)
 FERTILIZER MNDOT 38B1/MNDOT 2575
- HYDRAULIC MULCHING AND OTHER PRACTICES MUST BE USED ON SLOPES OF 3:1 OR STEEPER TO PROVIDE ADEQUATE STABILIZATION.
- AT LEAST SIX INCHES OF TOPSOIL OR ORGANIC MATTER MUST BE SPREAD AND INCORPORATED INTO THE UNDERLYING SOIL DURING FINAL SITE TREATMENT WHEREVER TOPSOIL HAS BEEN REMOVED.
- THE CONTRACTOR MUST, AT A MINIMUM INSPECT, MAINTAIN, AND REPAIR ALL DISTURBED SURFACES AND ALL EROSION AND SEDIMENT CONTROL FACILITIES AND SOIL STABILIZATION MEASURES EVERY DAY WORK IS PERFORMED ON THE SITE AND AT LEAST WEEKLY UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER, THE CONTRACTOR MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATIVE COVER IS ESTABLISHED.
- NO SITE WORK - INCLUDING GRADING OR TREE REMOVAL - IS PERMITTED ON THE SPRING LAKE LOTS. SUCH WORK WILL BE REVIEWED AND APPROVED ONLY IN CONJUNCTION WITH INDIVIDUAL BUILDING PERMITS FOR THESE LOTS. SITE WORK FOR REMOVAL OR INSTALLATION OF UTILITY SERVICES MAY BE ALLOWED IF APPROVED IN WRITING BY CITY STAFF.
- CONSTRUCTION SITE WASTE MUST BE PROPERLY MANAGED INCLUDING DISCARDING BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTE AT THE CONSTRUCTION SITE.
- SOIL SURFACES COMPACTED DURING CONSTRUCTION MUST BE DECOMPACTIONED THROUGH SOIL AMENDMENT AND/OR RIPPING TO A DEPTH OF 18 INCHES WHILE TAKING CARE TO AVOID UTILITIES, TREE ROOTS, AND OTHER EXISTING VEGETATION PRIOR TO FINAL REVEGETATION OR OTHER STABILIZATION.
- ACTIVITIES MUST BE CONDUCTED SO AS TO MINIMIZE THE POTENTIAL TRANSFER OF AQUATIC INVASIVE SPECIES (ZEBRA MUSSELS, EURASIAN WATERMILFOL, ETC.) TO THE EXTENT POSSIBLE.
- RULE C, SUBSECTION 3.2, REQUIRES THAT SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERVIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTIONED TO ACHIEVE A SOIL COMPACTION TESTING PRESSURE OF LESS THAN 1,400 KILOPASCALS OR 200 POUNDS PER SQUARE INCH IN THE UPPER 12 INCHES OF SOIL. IN ADDITION, UTILITIES, TREE ROOTS, AND OTHER EXISTING VEGETATION MUST BE PROTECTED UNTIL FINAL REVEGETATION OR OTHER STABILIZATION OF THE SITE.

DEVELOPER

LAKE WEST DEVELOPMENT CO., LLC.
 15400 HIGHWAY 7
 MINNETONKA, MN 55345
 TEL: (952)930-3000

MUNICIPALITY



PROJECT

SAVILLE WEST
 1ST ADDITION
 MINNETONKA, MN

SHEET INDEX

SHEET	TITLE
C0.1	CIVIL TITLE SHEET
C1.1	EXISTING CONDITIONS
C3.1	GRADING AND EROSION CONTROL PLAN
C3.2	STORMWATER DETAILS
C7.1	CIVIL CONSTRUCTION DETAILS
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L1.1	TREE PRESERVATION PLAN (NORTH)
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L1.4	TREE PRESERVATION TABLE
L1.5	TREE PRESERVATION TABLE

REVISION HISTORY

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22 OCT 2018	WATERSHED SUBMITTAL	
16 NOV 2018	WATERSHED SUBMITTAL	
21 NOV 2018	WATERSHED SUBMITTAL	
22 JAN 2019	WATERSHED SUBMITTAL	

PROJECT MANAGER REVIEW

BY RCH DATE 01/31/2019

CERTIFICATION

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

Randall C. Medford
 License No: 19576 Date: 01/31/2019

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WATERSHED SUBMITTAL
 01-31-2019

LANDFORM
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 Minneapolis, MN 55401 Web: landform.net

FILE NAME C301LWD001

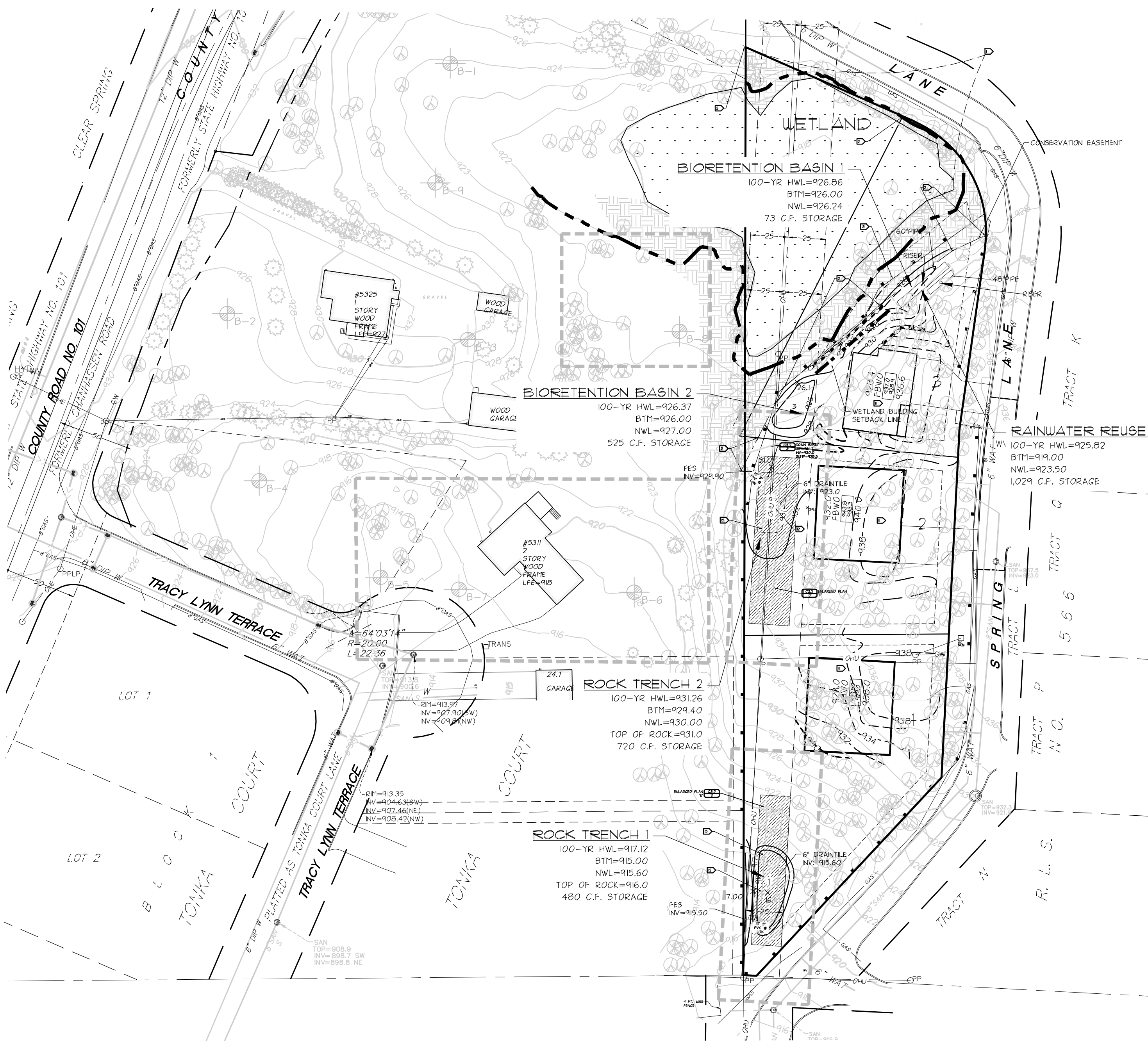
PROJECT NO. LWD14001

GRADING, DRAINAGE
 AND EROSION CONTROL

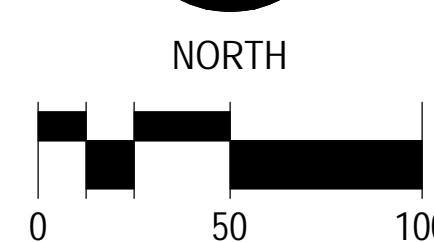
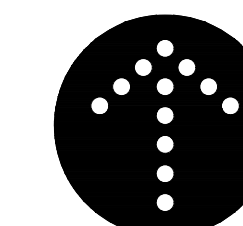
C3.1

SHEET NO. 3/11

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Know what's Below.
 Call before you dig.





SAVILLE WEST
1ST ADDITION
MINNETONKA, MN

SHEET	TITLE
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CONTACT ENGINEER FOR ANY PRIOR HISTORY

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22 OCT 2018	WATERSHED SUBMITTAL	
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21 NOV 2018	WATERSHED SUBMITTAL	
22 JAN 2019	WATERSHED SUBMITTAL	

PROJECT MANAGER REVIEW

BY RCH	DATE 01-31-2019
--------	-----------------

CERTIFICATION

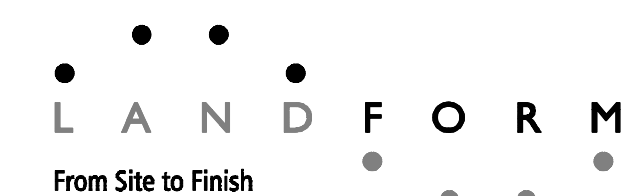
I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the state of MINNESOTA.

Randall C. Hedlund
Randall C. Hedlund
License No: 19576 Date: 01/31/2019

Signature shown as a digital reproduction of original. With signed copy of this plan on file at Landform Professional Services, LLC office and is available upon request.

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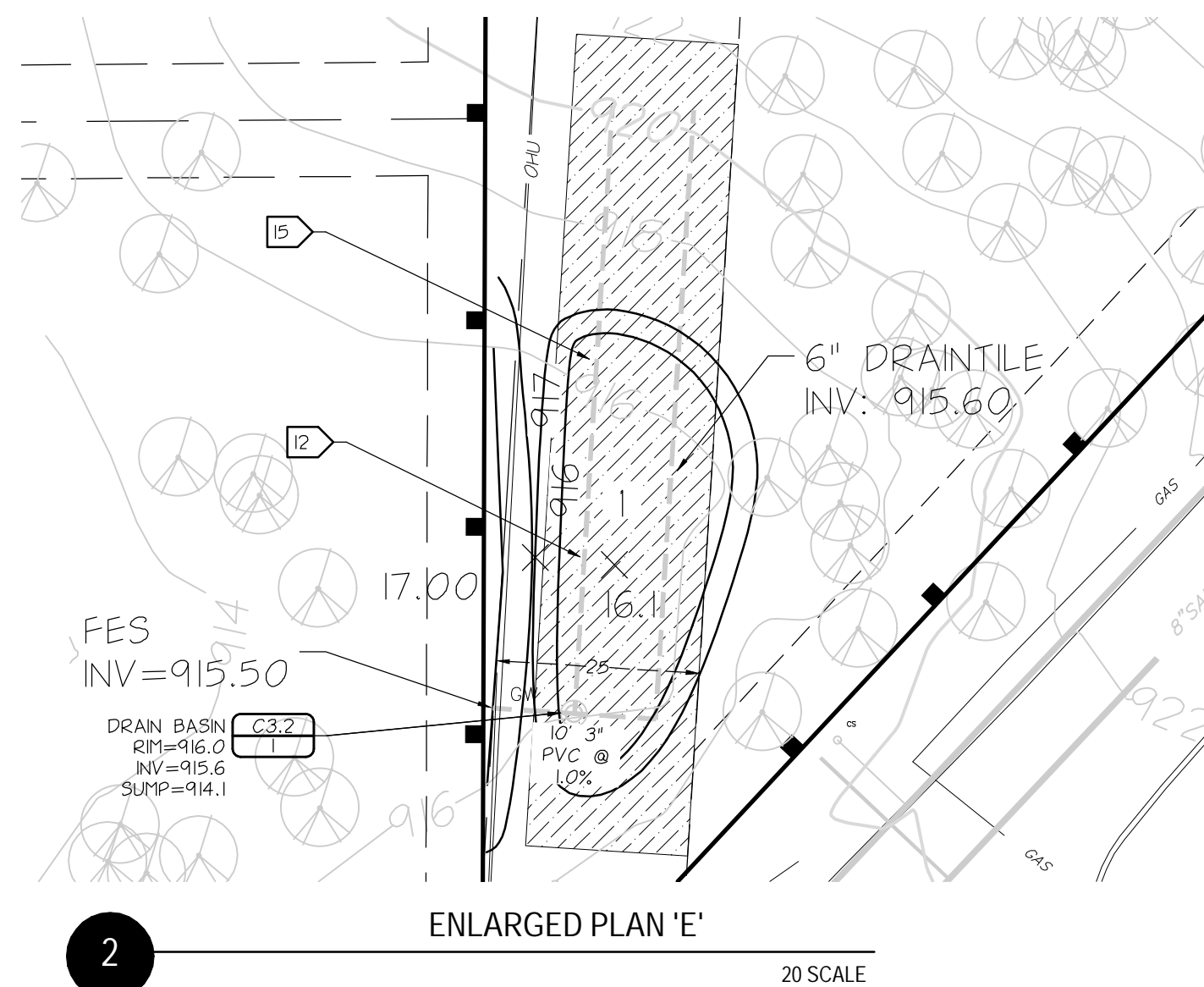
WATERSHED SUBMITTAL
01-31-2019



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Suite 513 Fax: 612-252-9077
Minneapolis, MN 55401 Web: landform.net

FILE NAME C302LWD001
PROJECT NO. LWD14001

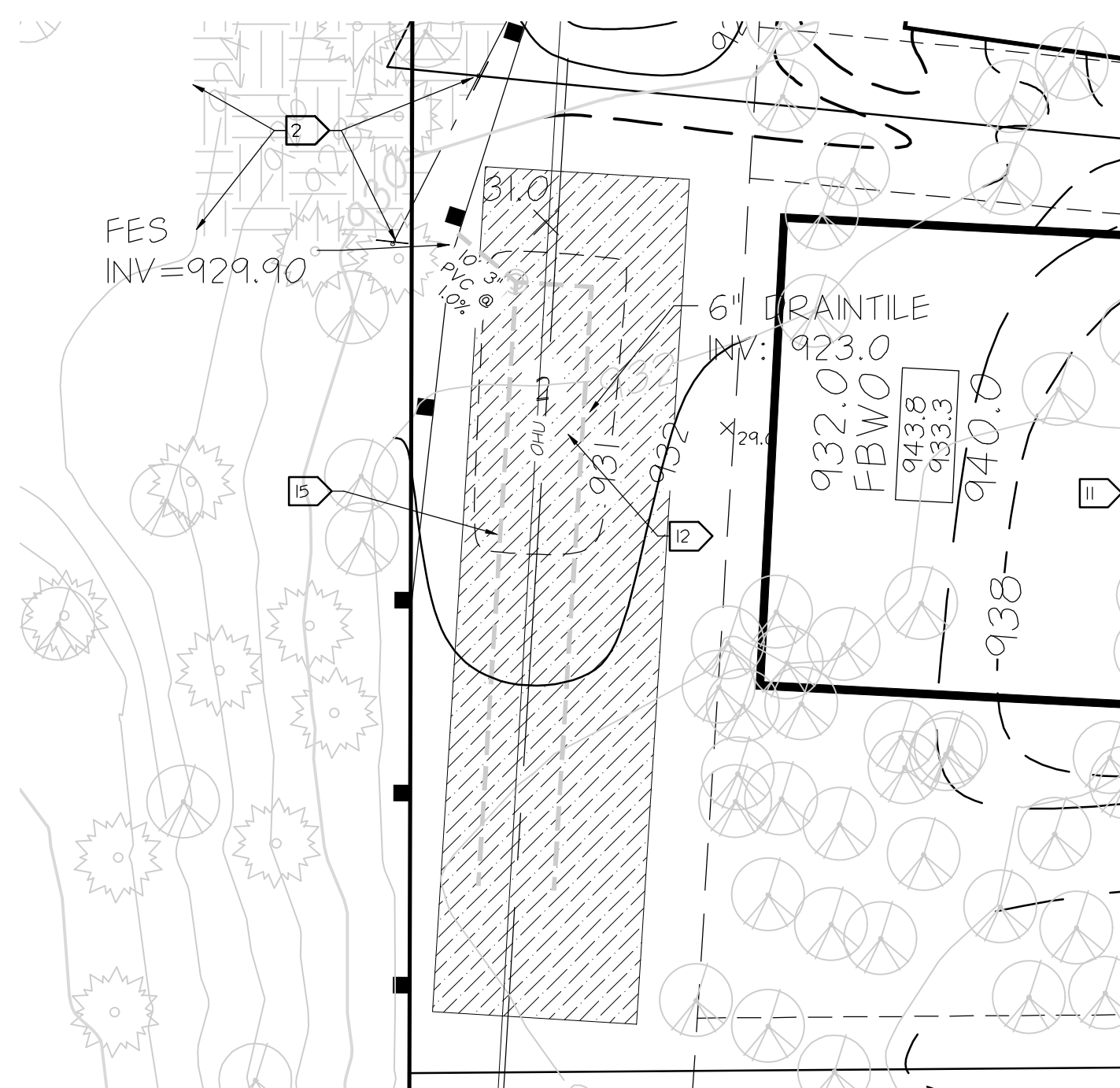
STORMWATER
DETAIL
C3.2



2

ENLARGED PLAN 'E'

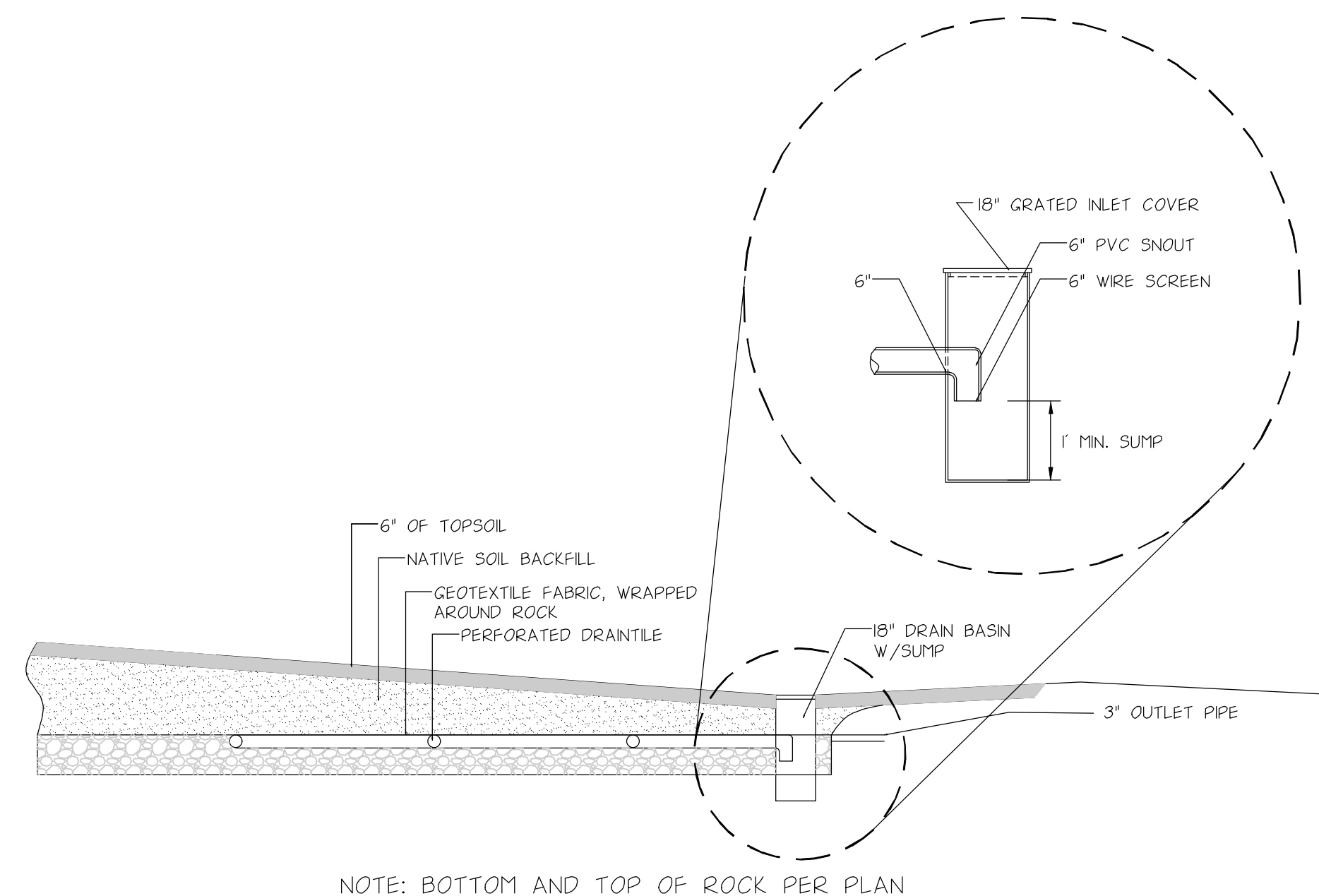
20 SCALE



3

ENLARGED PLAN 'E'

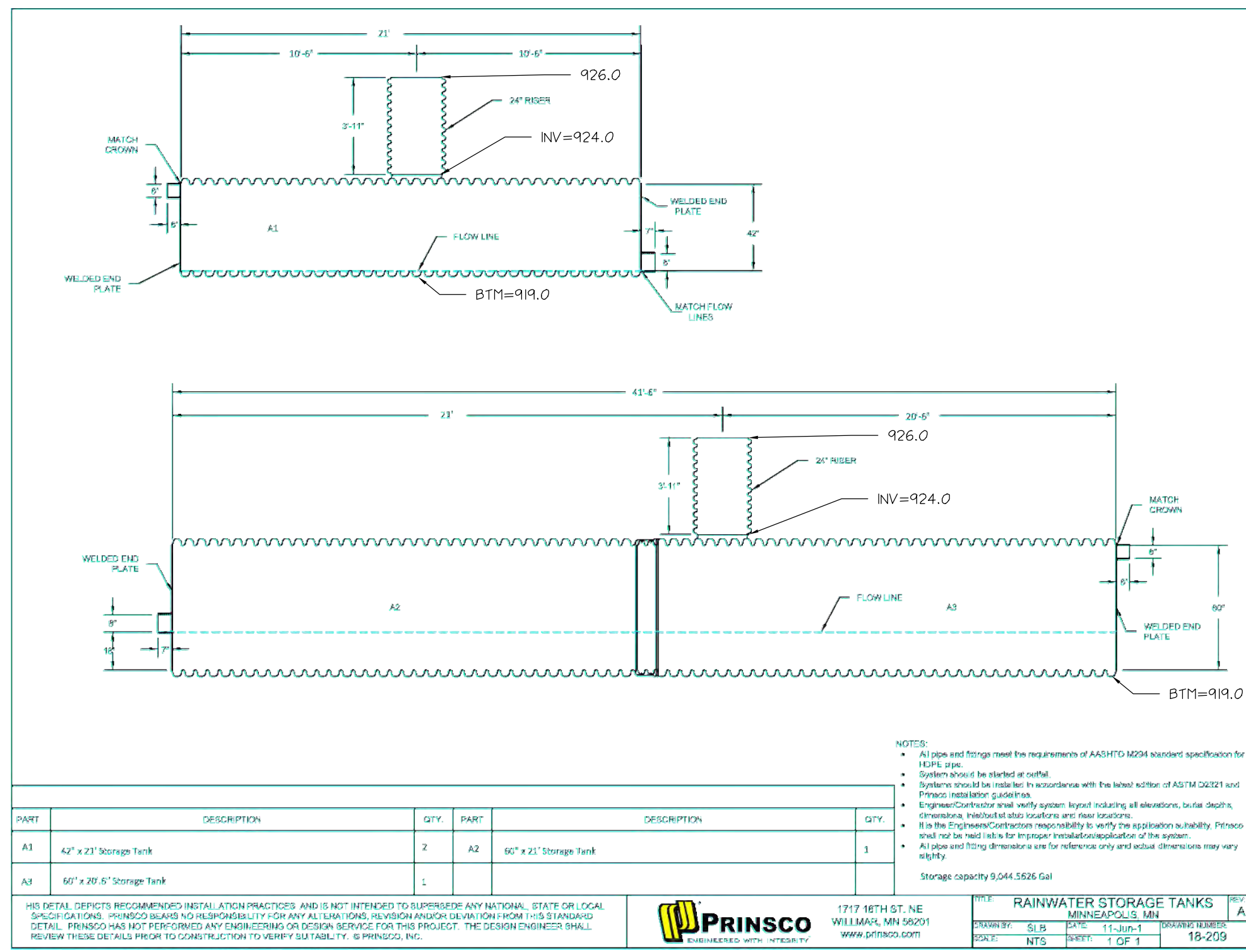
20 SCALE



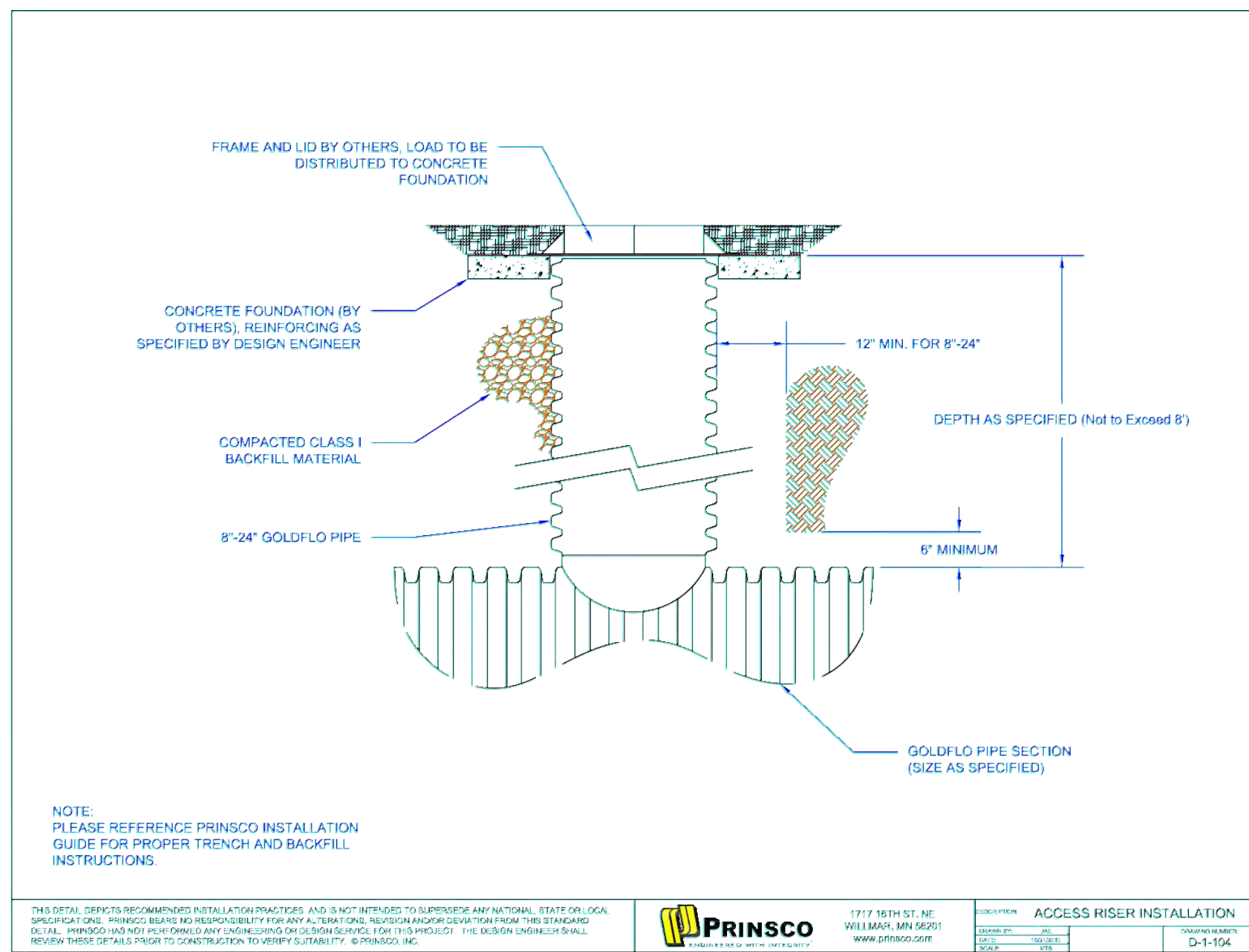
1

SECTION
UNDERGROUND ROCK INFILTRATION
BASINS

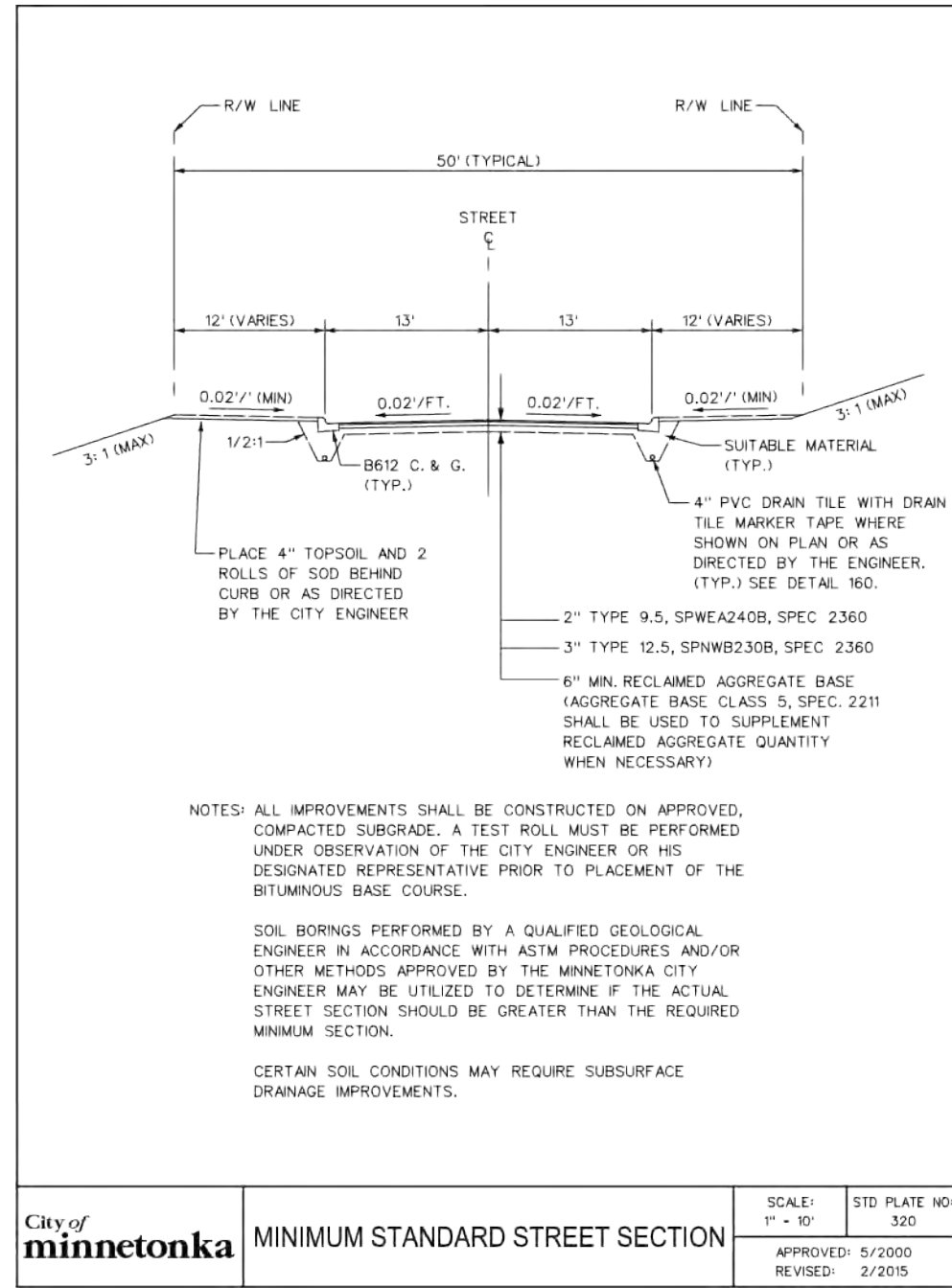
NO SCALE



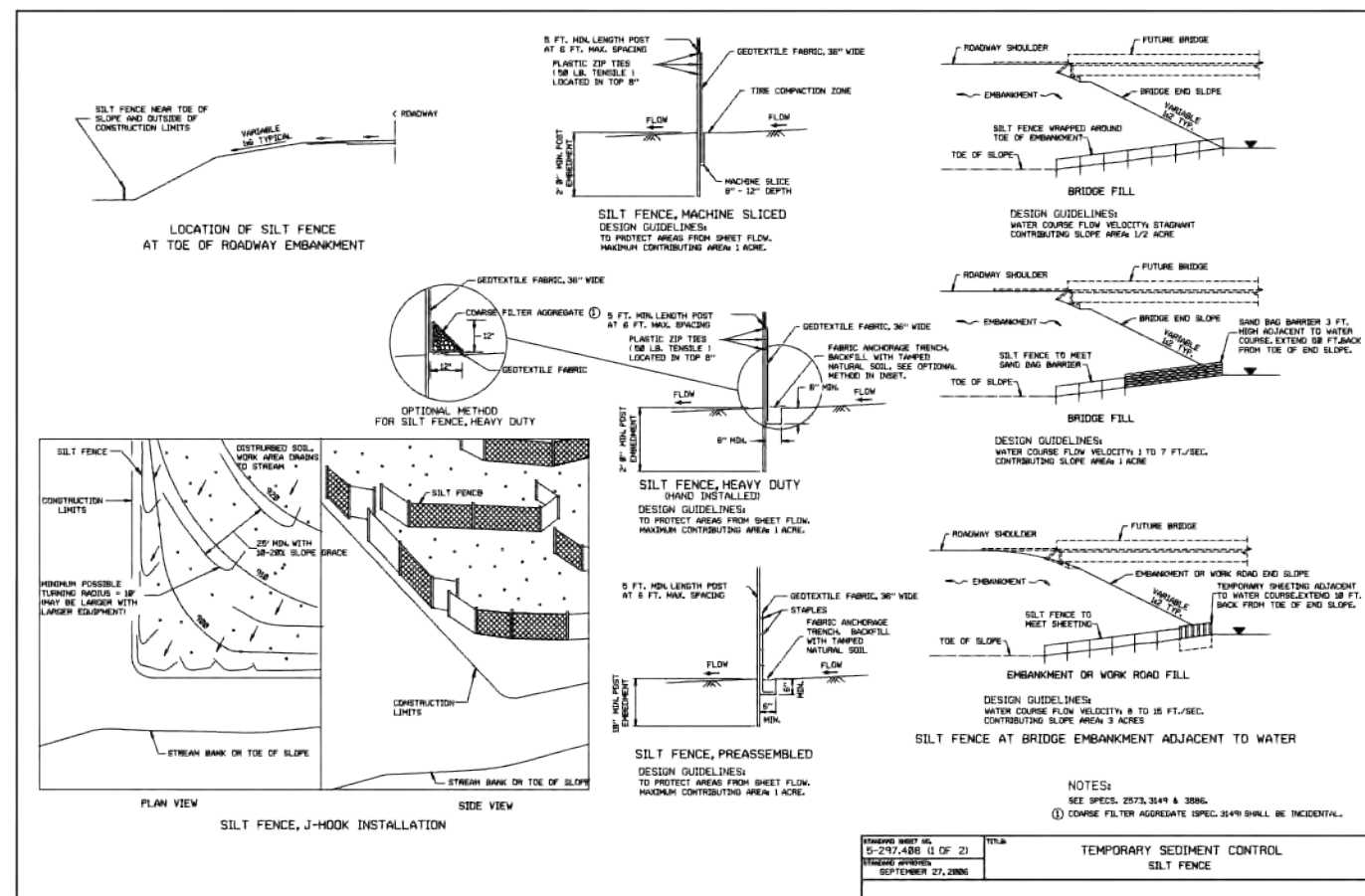
7 RAINWATER REUSE LOT 3 NO SCALE



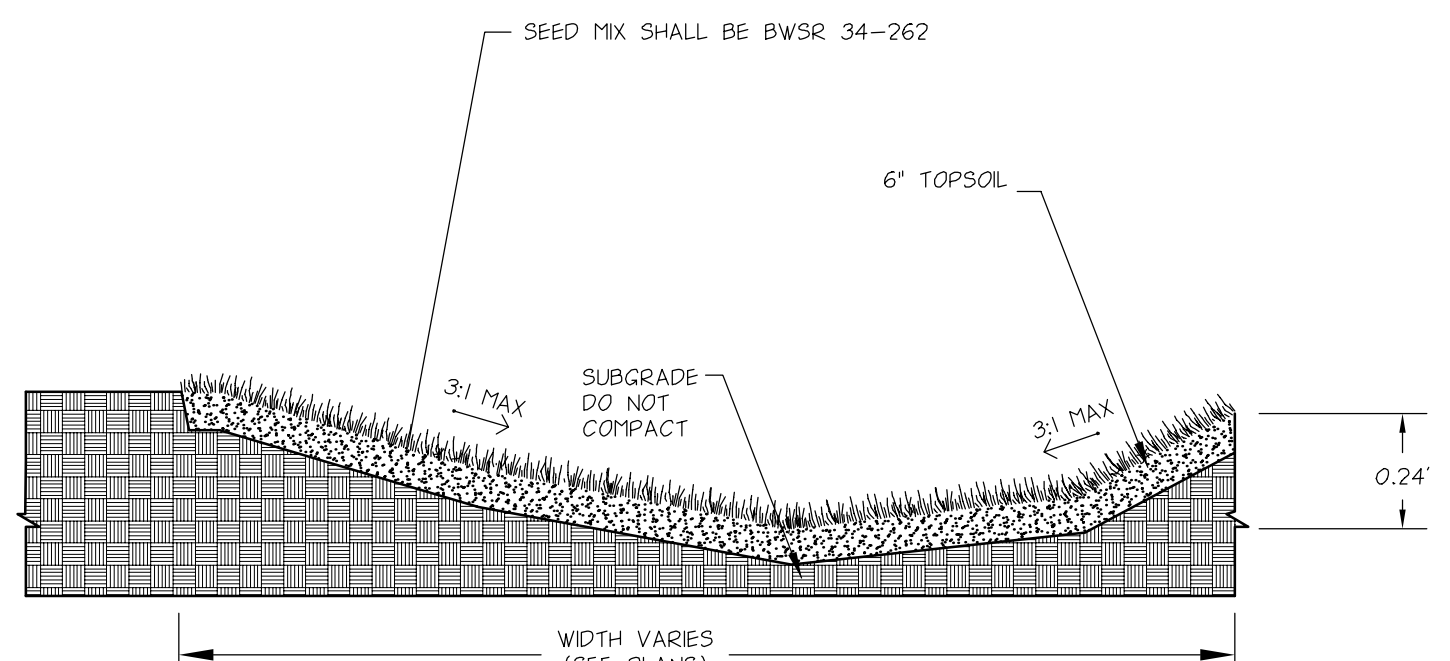
8 RAINWATER REUSE LOT 3 NO SCALE



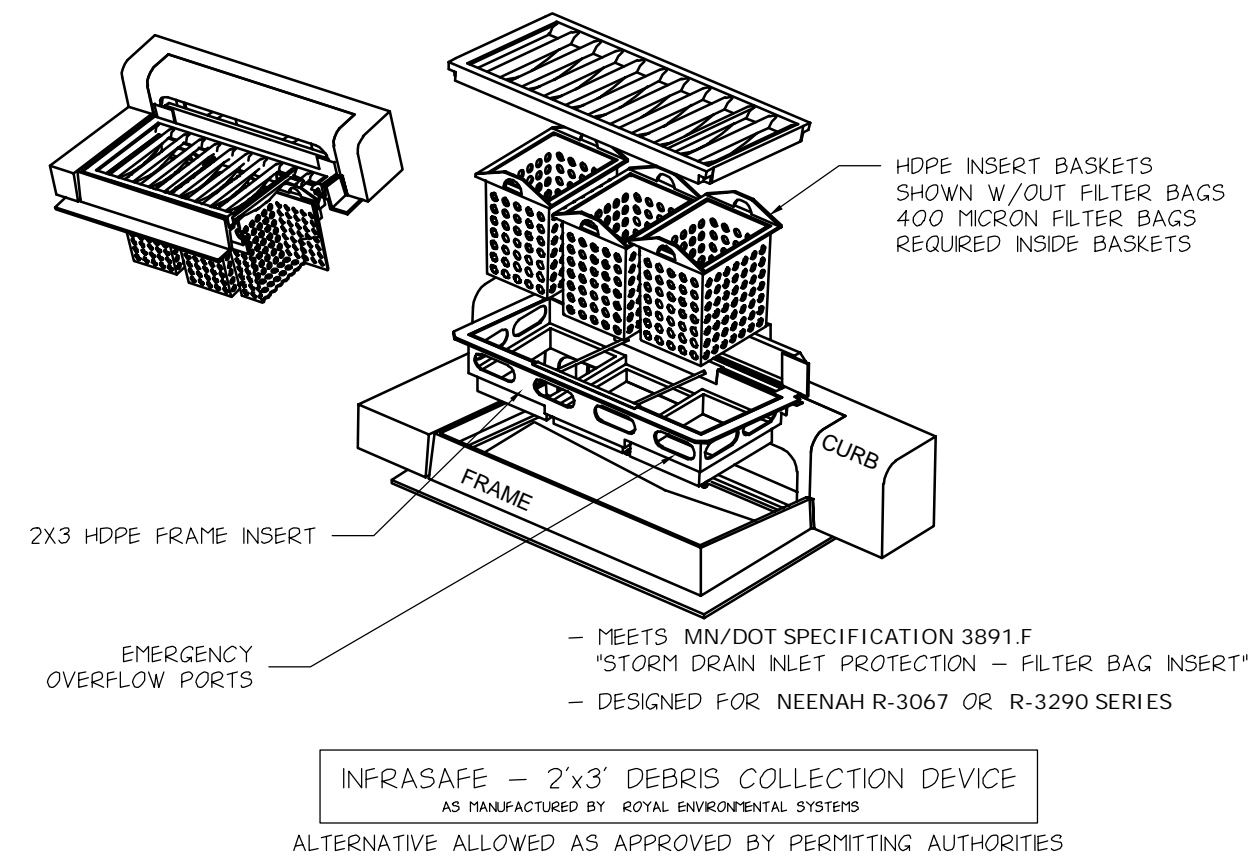
4 STANDARD STREET SECTION NO SCALE



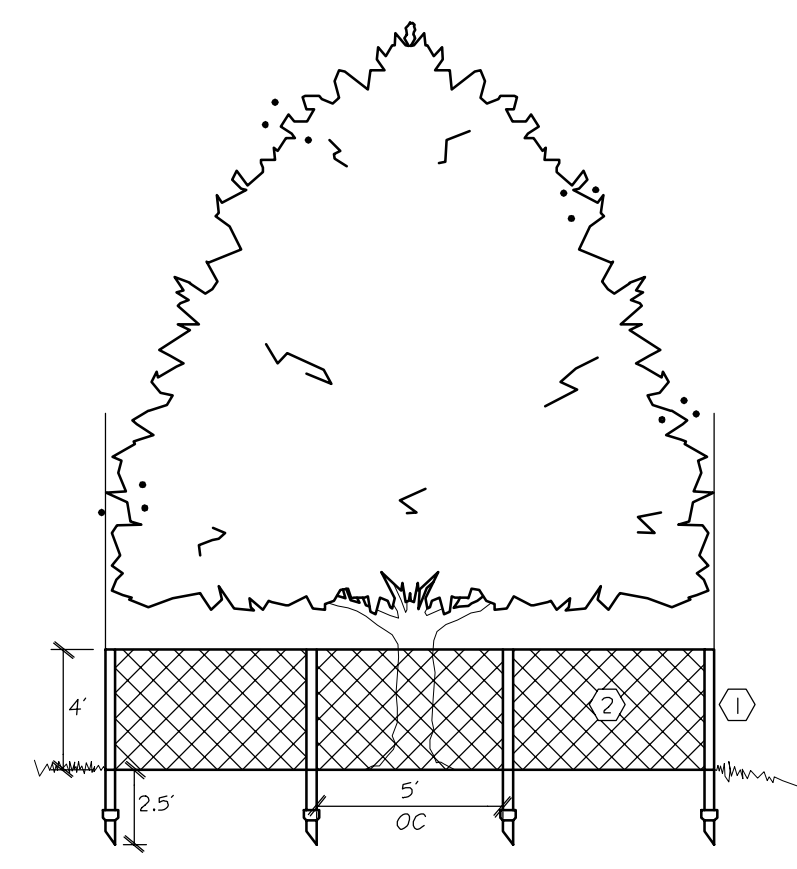
5 SILT FENCE NO SCALE



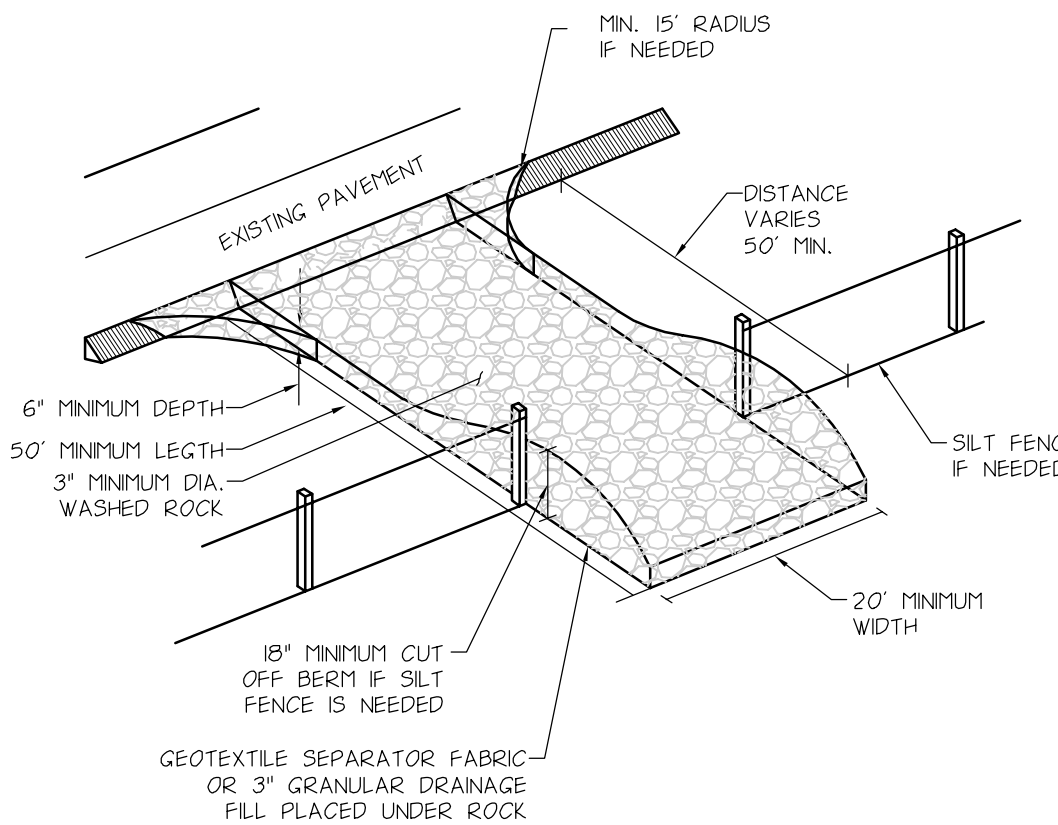
6 INFILTRATION BASINS (TYP.) NO SCALE



1 INLET PROTECTION 2'x3' NO SCALE



2 TREE PROTECTION NO SCALE



3 VEHICLE TRACKING PAD NO SCALE

SHEET INDEX

SHEET	TITLE
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PROJECT MANAGER REVIEW

BY RCH DATE: 01/31/2019

CERTIFICATION

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

Russell C. Meuland
License No: 18976 Date: 01/31/2019

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WATERSHED SUBMITTAL
01-31-2019

LANDFORM
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Minneapolis, MN 55401 Web: landform.net

FILE NAME C701LWD001.DWG

PROJECT NO. LWD14001

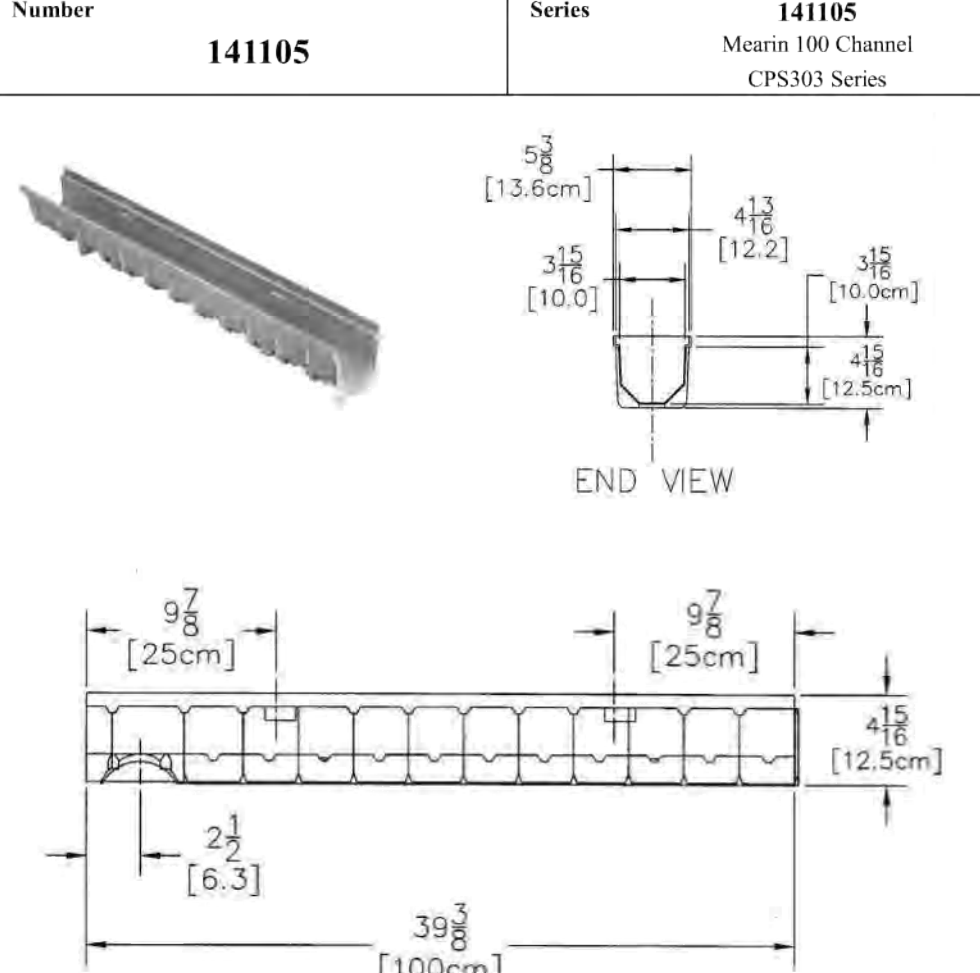
CONSTRUCTION DETAILS

C7.1

SHEET NO. 5/11

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

Number	141105	Series	141105 Mearin 100 Channel CPS303 Series
--------	--------	--------	---



Manufacturer
MEA
Quality engineered trench drain system

Specification
MEA 141105 REINFORCED FIBERGLASS TRENCH DRAIN CHANNEL, SUPPLIED BY TRENCH DRAIN SUPPLY.

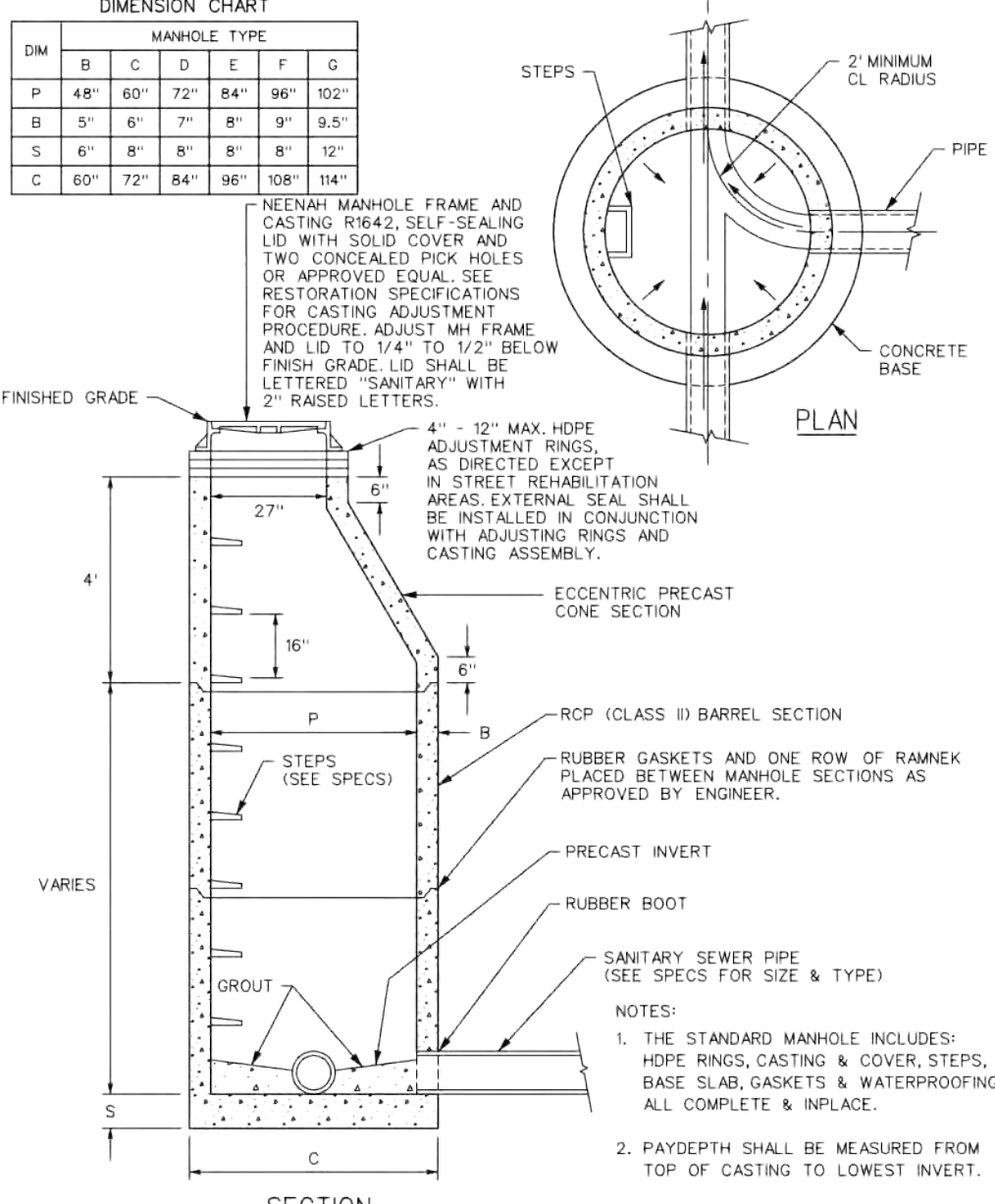
DISCLAIMER - The customer and the customer's architect, engineers, consultants, and other professionals are completely responsible for the selection, installation and maintenance of any product purchased from Trench Drain Supply and/or its manufacturers. TRENCH DRAIN SUPPLY MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE SUITABILITY, DESIGN, MERCHANTABILITY, OR FITNESS OF THE PRODUCT FOR CUSTOMER APPLICATION. The drawing and information provided remain the property and copyright of the manufacturer listed. The manufacturer reserves the right to modify specifications without notice.

Newman Corporation 7 A Trench Drain Supply - 5309 Wickhock Court - Virginia Beach, Virginia 23462 - Phone 877-903-7246 - Fax 757-298-8039 - All Rights Reserved

7 TRENCH DRAIN NO SCALE

DIMENSION CHART

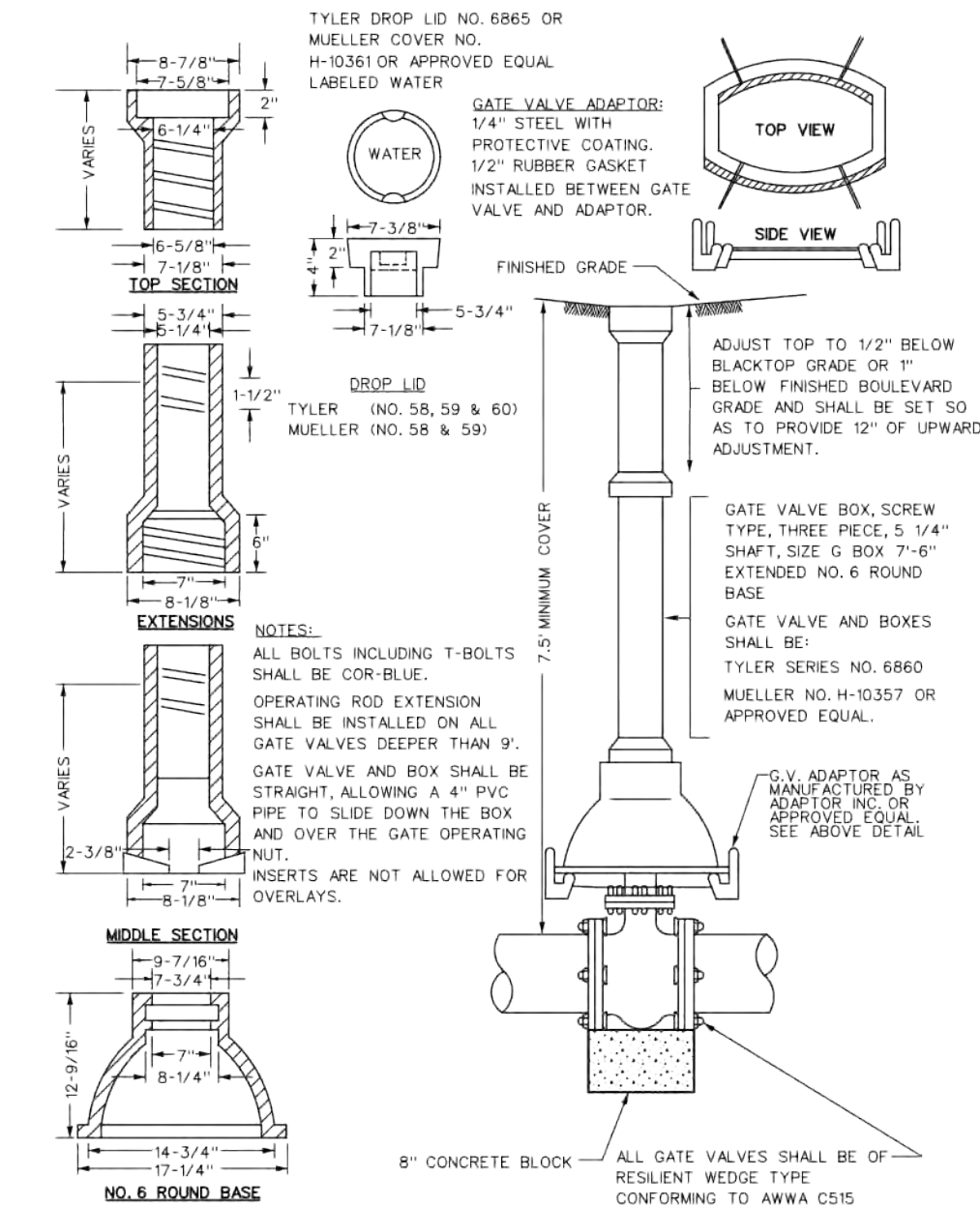
MANHOLE TYPE	B	C	D	E	F	G
P	48"	60"	72"	84"	96"	102"
B	5'	6'	7'	8'	9'	9.5'
S	6'	8'	8'	8'	8'	12'
C	60"	72"	84"	96"	108"	114"



City of minnetonka SANITARY SEWER MANHOLE

SCALE: NOT TO SCALE
STD PLATE NO: 440
APPROVED: 4/2000
REVISED: 3/2015

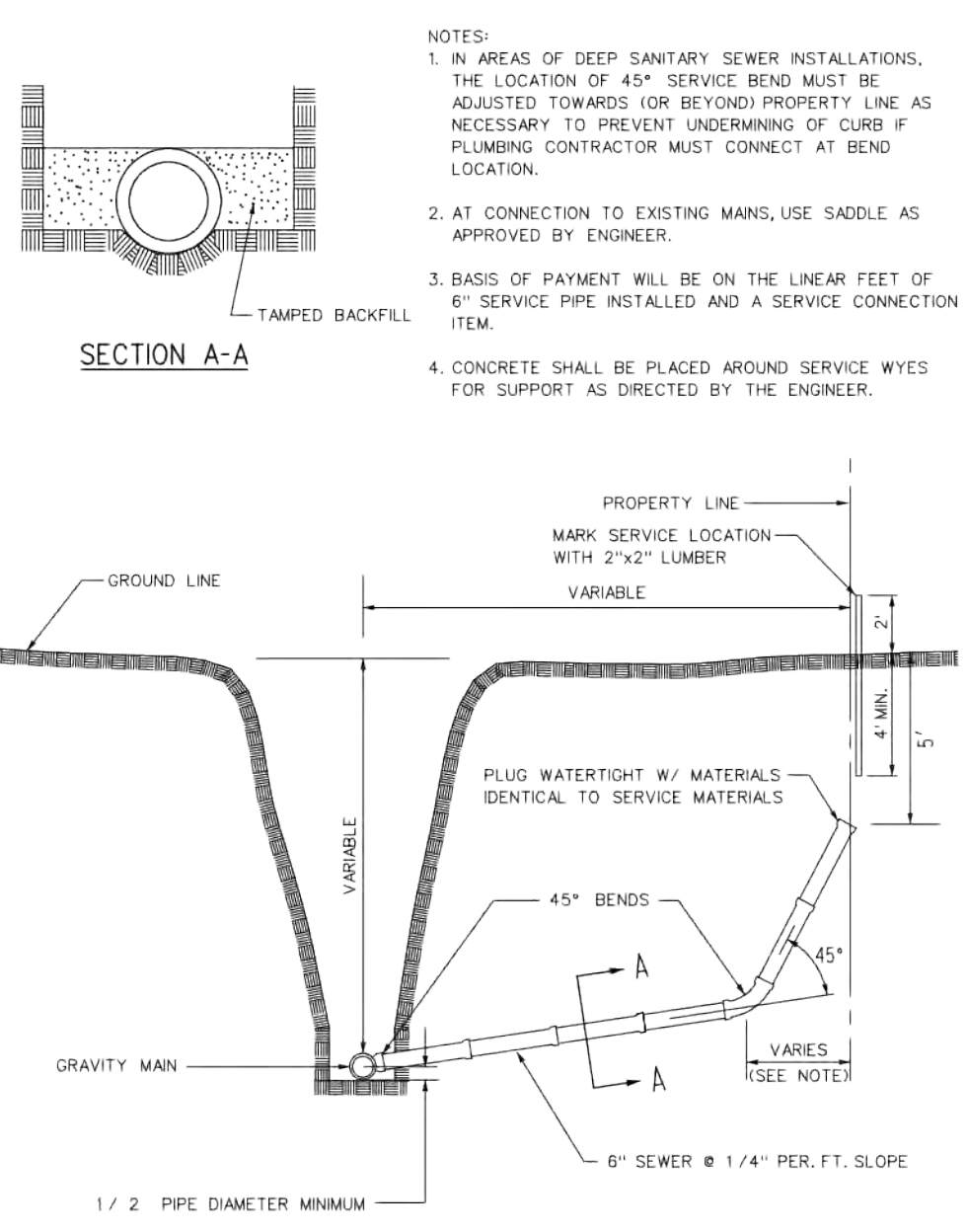
5 STANDARD SANITARY SEWER MANHOLE NO SCALE



City of minnetonka GATE VALVE

SCALE: NOT TO SCALE
STD PLATE NO: 540
APPROVED: 1/2008
REVISED: 1/2008

3 GATE VALVE NO SCALE



City of minnetonka SANITARY SEWER SERVICE CONNECTION

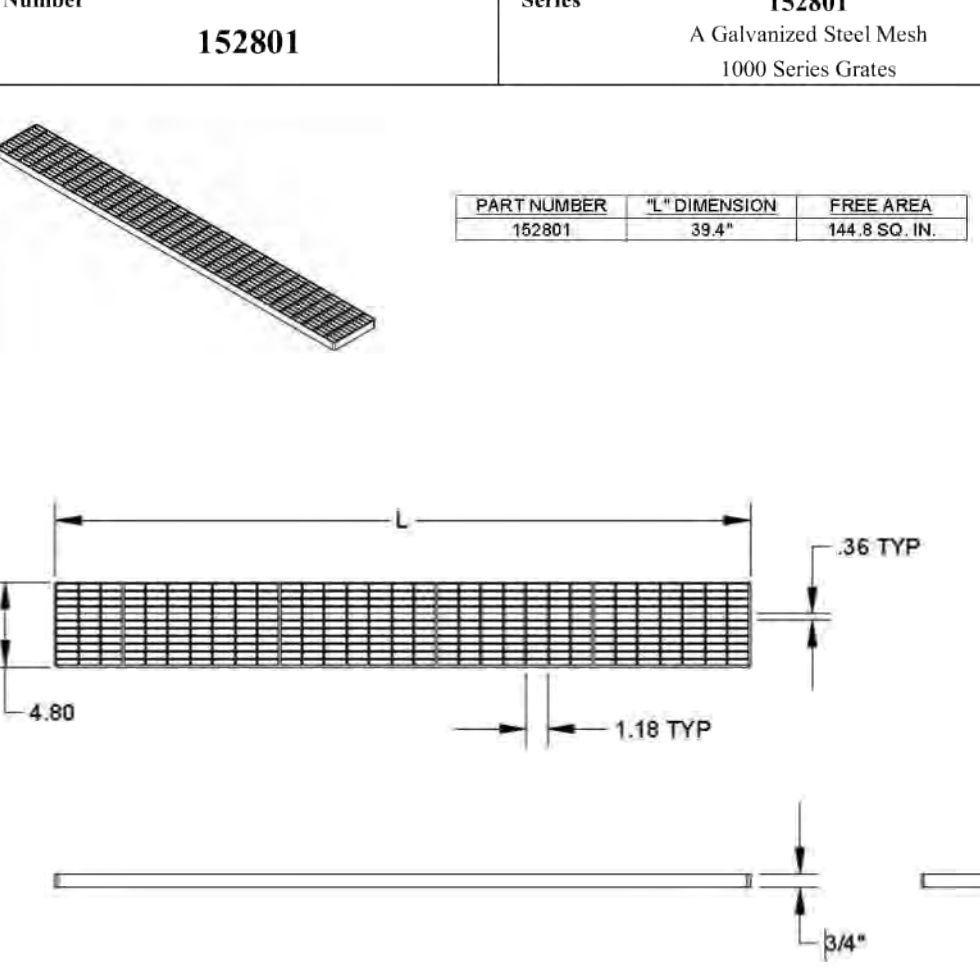
SCALE: NOT TO SCALE
STD PLATE NO: 440
APPROVED: 4/2000
REVISED: 2/2015

1 SANITARY SEWER SERVICE CONNECTION NO SCALE

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

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

PART NUMBER	"L" DIMENSION	FREE AREA
152801	39.4"	144.9 SQ. IN.



Manufacturer
MEA
Quality engineered trench drain system

Specification
MEA 152801 GALVANIZED STEEL MESH TRENCH DRAIN GRATE WITH CLASS A LOAD RATING (3,500 LBS. - 70 PSI), SUPPLIED BY TRENCH DRAIN SUPPLY.

DISCLAIMER - The customer and the customer's architect, engineers, consultants, and other professionals are completely responsible for the selection, installation and maintenance of any product purchased from Trench Drain Supply and/or its manufacturers. TRENCH DRAIN SUPPLY MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE SUITABILITY, DESIGN, MERCHANTABILITY, OR FITNESS OF THE PRODUCT FOR CUSTOMER APPLICATION. The drawing and information provided remain the property and copyright of the manufacturer listed. The manufacturer reserves the right to modify specifications without notice.

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8 TRENCH DRAIN GRATE NO SCALE



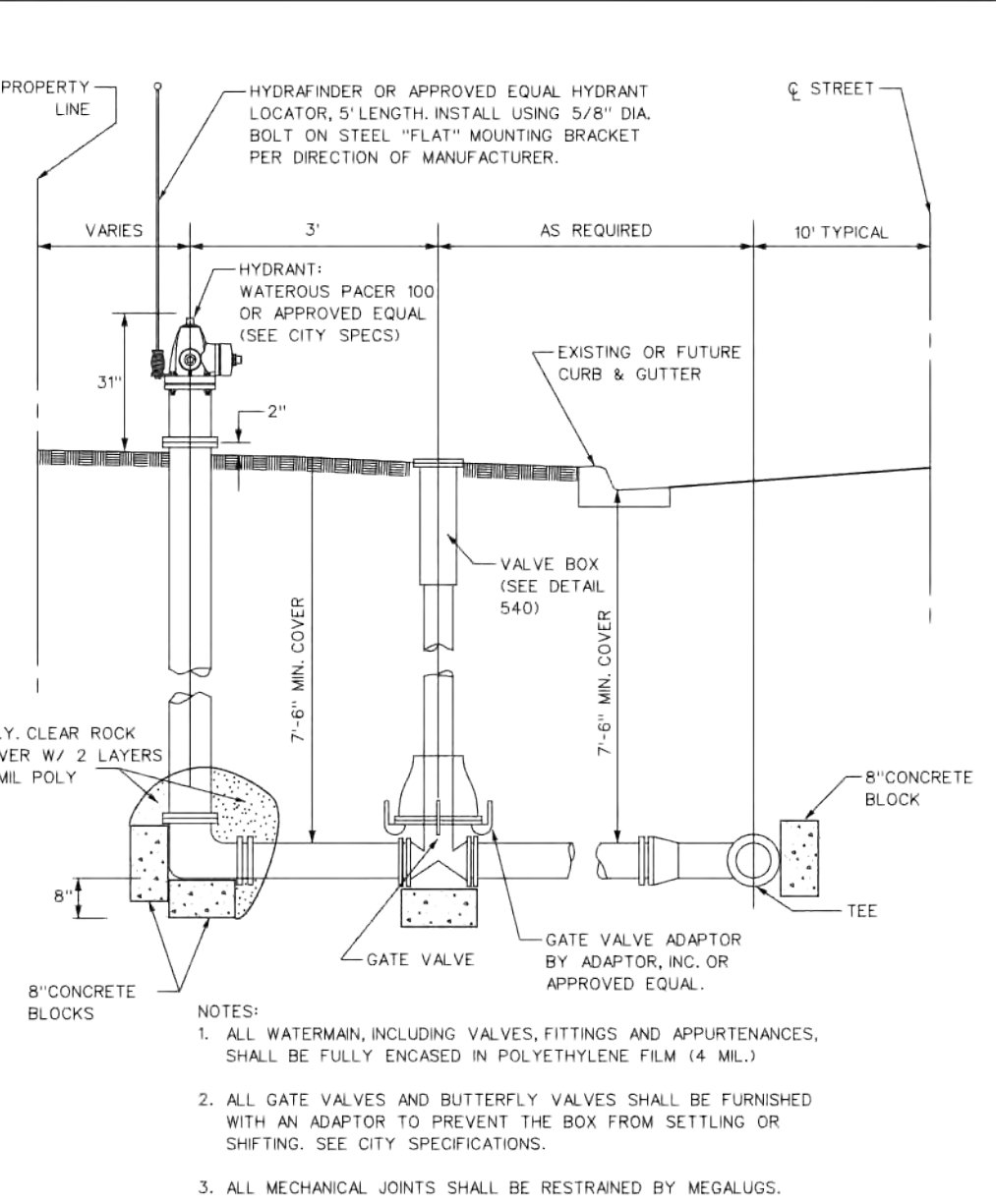
CLEAN WATER STARTS HERE

Buffers filter pollutants, reduce flooding, and provide habitat.

Help protect water quality:
NO MOWING BEYOND THIS LINE

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
rpbcdwd.org

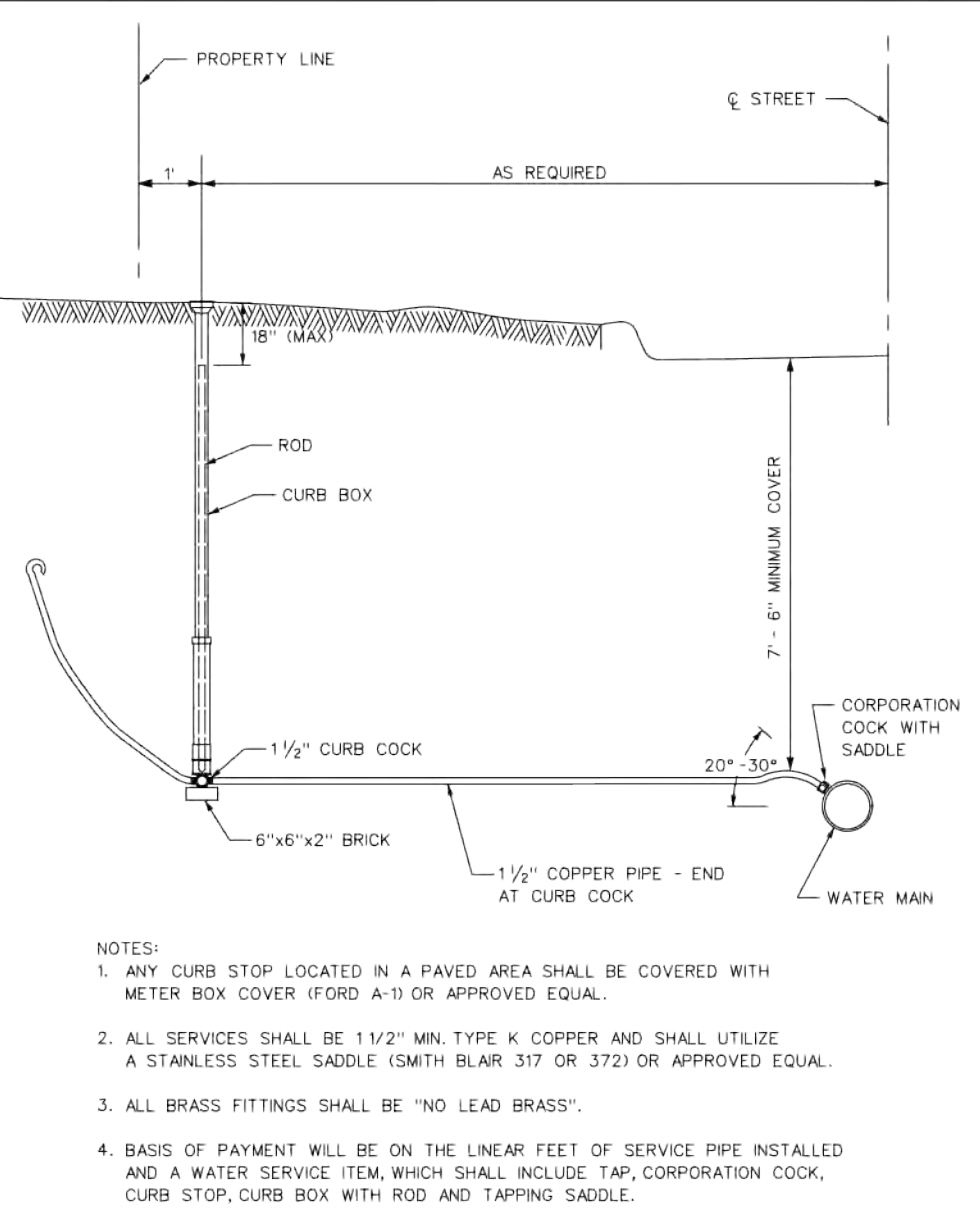
6 WETLAND BUFFER SIGN NO SCALE



City of minnetonka HYDRANT

SCALE: NOT TO SCALE
STD PLATE NO: 500
APPROVED: 5/2000
REVISED: 2/2015

4 HYDRANT NO SCALE



City of minnetonka WATER SERVICE CONNECTION

SCALE: NOT TO SCALE
STD PLATE NO: 510
APPROVED: 5/2000
REVISED: 3/2015

2 WATER SERVICE CONNECTION NO SCALE

SHEET	TITLE
C01	CIVIL TITLE SHEET
C11	EXISTING CONDITIONS
C31	GRADING AND EROSION CONTROL PLAN
C32	STORMWATER DETAILS
C71	CIVIL CONSTRUCTION DETAILS
C72	CIVIL CONSTRUCTION DETAILS
L11	TREE PRESERVATION PLAN (NORTH)
L12	TREE PRESERVATION PLAN (SOUTH)
L13	TREE PRESERVATION TABLE
L14	TREE PRESERVATION TABLE
L15	TREE PRESERVATION TABLE

REVISION HISTORY

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22 JAN 2019	WATERSHED SUBMITTAL	

PROJECT MANAGER REVIEW

BY RCH DATE: 01/31/2019

CERTIFICATION

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

Randall C. Mehlund
License No: 18976 Date: 01/31/2019

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WATERSHED SUBMITTAL
01-31-2019

LANDFORM
From Site to Finish

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Minneapolis, MN 55401
Tel: 612-252-9070
Fax: 612-252-9077
Web: landform.net

FILE NAME: C702LWD001.DWG
PROJECT NO.: LWD14001

CONSTRUCTION DETAILS

C7.2

SHEET NO. 6/11



February 1, 2019

Claire Bleser
District Administrator
Riley Purgatory Bluff Creek Watershed District
18681 Lake Drive E.
Chanhassen, Minnesota 55317

Dear Claire:

Enclosed please find the checks and Treasurer's Report for Riley Purgatory Bluff Creek Watershed District for the one month and twelve months ending December 31, 2018.

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

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink, appearing to read "Mark Gibbs". The signature is written in a cursive style with a small dot above the letter "i" in "Gibbs".

Mark C. Gibbs, CPA
Enclosure



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

Accountant's Opinion

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

Reporting Process

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

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

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

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

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota
February 1, 2019

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Treasurers Report

December 31, 2018

REPORT INDEX

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

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
Cash Disbursements
December 31, 2018

Accounts Payable:

<u>Check #</u>	<u>Payee</u>	<u>Amount</u>
4613V	Landbridge Ecological Services	(\$6,750.00)
4962V	Michael & Amber Stone	(1,035.00)
4698	Landbridge Ecological Services	6,750.00
4699	Barr Engineering	22,265.58
4700	CenterPoint Energy	910.52
4701	CenturyLink	322.52
4702	City of Chanhassen	12.47
4703	Coverall of the Twin Cities	427.36
4704	CSM Financial, LLC	7,751.68
4705	Freshwater Society	250.00
4706	HealthPartners	5,148.10
4707	Amy Herbert, LLC	1,221.19
4708	Houston Engineering	404.25
4709	Iron Mountain	89.95
4710	Limnotech	2,223.28
4711	Lincoln National Life Insurance	448.21
4712	Metro Sales, Inc.	403.86
4713	Purchase Power	476.90
4714	Redpath & Company	1,350.00
4715	RMB Environmental Laboratories	1,058.00
4716	Science Museum of MN	1,290.00
4717	Smith Partners	6,213.15
4718	Michael & Amber Stoner	1,035.00
4719	University of Minnesota	4,016.51
4720	Xcel Energy	698.09
4721	David Ziegler	790.14
Total Accounts Payable:		<u><u>\$57,771.76</u></u>

Payroll Disbursements:

Payroll Processing Fee	180.52
Employee Salaries	34,290.30
Employer Payroll Taxes	2,512.91
Employer Benefits (H.S.A. Match)	525.00
Employee Benefit Deductions	(396.26)
Staff Expense Reimbursements	314.61
PERA Match	2,125.35
Total Payroll Disbursements:	<u><u>\$39,552.43</u></u>
2019 Expenditures	(15,754.46)
Klein Bank-VISA	34,853.08

TOTAL DISBURSEMENTS:

\$116,422.81

Memos

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

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

	2018 Budget	Fund Transfers	Revised 2018 Budget	Current Month	Year-to-Date	Year-to Date Percent of Budget
REVENUES						
Plan Implementation Levy	\$3,420,000.00		\$3,420,000.00	1,507,921.79	3,408,872.90	99.67%
Permit	20,000.00		20,000.00	50.00	57,001.50	285.01%
Grant Income	373,175.00		373,175.00	300,000.00	409,775.27	109.81%
Data Collection Income	-		-	6,750.00	6,921.78	---
Other Income	-		-	1,086.75	23,739.26	---
Investment Income	-		-	1,534.82	35,309.43	---
Past Levies	1,736,968.00		1,736,968.00	-	-	0.00%
Partner Funds	445,000.00		445,000.00	114,091.00	114,091.00	25.64%
TOTAL REVENUE	\$5,995,143.00	\$0.00	\$5,995,143.00	\$1,931,434.36	\$4,055,711.14	67.65%
EXPENDITURES						
Administration						
Accounting and Audit	40,000.00		40,000.00	1,530.52	37,637.39	94.09%
Advisory Committees	4,000.00		4,000.00	1,192.50	2,803.95	70.10%
Insurance and bonds	12,000.00		12,000.00	-	20,862.00	173.85%
Engineering Services	103,000.00		103,000.00	7,001.00	94,001.42	91.26%
Legal Services	75,000.00		75,000.00	5,600.23	63,177.92	84.24%
Manager Per Diem/Expense	19,000.00		19,000.00	3,832.39	14,139.87	74.42%
Dues and Publications	8,000.00		8,000.00	849.00	9,288.00	116.10%
Office Cost	100,000.00		100,000.00	3,147.83	121,350.60	121.35%
Permit Review and Inspection	90,000.00		90,000.00	8,721.93	154,851.24	172.06%
Recording Services	15,000.00		15,000.00	228.00	7,901.25	52.68%
Staff Cost	434,000.00		434,000.00	41,798.63	442,878.73	102.05%
Subtotal	\$900,000.00	\$0.00	\$900,000.00	\$73,902.03	\$968,892.37	107.65%
Programs and Projects						
District Wide						
10-year Management Plan	9,662.00		9,662.00	-	34,542.25	357.51%
AIS Inspection and early response	75,000.00		75,000.00	-	30,759.73	41.01%
Cost-share	200,000.00		200,000.00	404.25	32,807.40	16.40%
Creek Restoration Action Strategies Phase	20,000.00		20,000.00	-	-	0.00%
Data Collection and Monitoring	180,000.00		180,000.00	19,873.63	183,154.39	101.75%
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00		30,000.00	-	-	0.00%
Education and Outreach	115,000.00		115,000.00	14,528.38	119,680.95	104.07%
Plant Restoration - U of M	40,000.00		40,000.00	4,016.51	19,474.28	48.69%
Repair and Maintenance Fund *	177,005.00		177,005.00	-	-	0.00%
Survey and Analysis Fund *	13,464.00	(13,464.00)	-	-	-	---
Wetland Management*	150,000.00		150,000.00	157.99	29,728.31	19.82%
District Groundwater Assessment	-		-	-	166.38	---
Groundwater Conservation*	130,000.00		130,000.00	-	-	0.00%
Lake Vegetation Implementation	75,000.00		75,000.00	-	17,368.26	23.16%
Opportunity Project*	100,000.00		100,000.00	-	-	0.00%
TMDL - MPCA	10,000.00		10,000.00	-	-	0.00%
Stormwater Ponds - U of M	-	22,092.00	22,092.00	-	-	0.00%
Subtotal	\$1,325,131.00	\$8,628.00	\$1,333,759.00	\$38,980.76	\$467,681.95	35.06%
Bluff Creek						
Bluff Creek Tributary*	236,741.00		236,741.00	1,292.52	41,038.08	17.33%
Chanhassen High School *	282,478.00	50,000.00	332,478.00	-	340,573.23	102.43%
Subtotal	\$519,219.00	\$50,000.00	\$569,219.00	\$1,292.52	\$381,611.31	67.04%
Riley Creek						
Lake Riley - Alum Treatment*	22,424.00		22,424.00	-	17,423.96	77.70%
Lake Susan Improvement Phase 1 *	7,106.00		7,106.00	-	-	0.00%
Lake Susan Water Quality Improvement Phase 2 *	353,365.00	100,000.00	453,365.00	-	539,036.38	118.90%
Rice Marsh Lake in-lake phosphorus load	150,000.00		150,000.00	-	76,017.94	50.68%
Riley Creek Restoration (Reach E and D3) *	1,427,987.00		1,427,987.00	-	119,269.55	8.35%
Subtotal	\$1,960,882.00	\$100,000.00	\$2,060,882.00	\$0.00	\$751,747.83	36.48%
Purgatory Creek						
Fire Station 2 (Eden Prairie)	100,262.00		100,262.00	-	101,318.90	101.05%
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00		50,000.00	-	-	0.00%
Lotus Lake in-lake phosphorus load control	345,000.00		345,000.00	-	239,227.04	69.34%
Lotus Lake - Feasibility Phase 1	18,802.00		18,802.00	-	-	0.00%
Purgatory Creek at 101*	246,259.00	(100,000.00)	146,259.00	165.00	24,414.38	16.69%
Silver Lake Restoration - Feasibility Phase 1	11,003.00		11,003.00	545.00	10,489.50	95.33%
Scenic Heights	208,957.00		208,957.00	262.50	97,730.82	46.77%
Hyland Lake in-lake phosphorus load control	20,000.00		20,000.00	-	-	0.00%
Duck Lake watershed load	220,000.00		220,000.00	1,275.00	6,044.50	2.75%
Subtotal	\$1,220,283.00	(\$100,000.00)	\$1,120,283.00	\$2,247.50	\$479,225.14	42.78%
Reserve	\$99,628.00	(\$58,628.00)	41,000.00	-	-	0.00%
TOTAL EXPENDITURE	\$6,025,143.00	\$0.00	\$6,025,143.00	\$116,422.81	\$3,049,158.60	50.61%
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(\$30,000.00)	\$0.00	(\$30,000.00)	\$1,815,011.55	\$1,006,552.54	

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

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Multi-Year Project Performance Analysis - Table 2

December 31, 2018

	Total Project	FUNDING SOURCE			Month Ended 12/31/18	Year To-Date	Lifetime Costs	Remaining
		District funds	Partner Fund	Grants				
Programs and Projects								
District Wide								
10-year Management Plan	\$187,000.00	\$187,000.00	-	-	-	34,542.25	\$211,880.34	(\$24,880.34)
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00	30,000.00	-	-	-	-	-	30,000.00
Repair and Maintenance Fund	202,005.00	177,005.00	-	-	-	-	25,000.00	177,005.00
Survey and Analysis Fund	23,792.00	23,792.00	-	-	-	-	23,792.00	-
Wetland Management	150,000.00	150,000.00	-	-	157.99	29,728.31	29,728.31	120,271.69
Groundwater Conservation	130,000.00	130,000.00	-	-	-	-	-	130,000.00
Opportunity Project*	100,000.00	100,000.00	-	-	-	-	-	100,000.00
Stormwater Ponds - U of M	64,092.00	22,092.00	42,000.00	-	-	-	-	64,092.00
Subtotal	\$886,889.00	\$819,889.00	\$42,000.00	\$0.00	\$157.99	\$64,270.56	\$290,400.65	596,488.35
Bluff Creek								
Bluff Creek Tributary*	292,362.00	242,362.00	50,000.00	-	1,292.52	41,038.08	95,659.54	196,702.46
Chanhassen High School *	458,000.00	208,000.00	50,000.00	200,000.00	-	340,573.23	451,095.10	6,904.90
Subtotal	\$750,362.00	\$450,362.00	\$100,000.00	\$200,000.00	\$1,292.52	\$381,611.31	\$546,754.64	\$203,607.36
Riley Creek								
Lake Riley - Alum Treatment 1st dose *	260,000.00	260,000.00	-	-	-	17,423.96	254,999.83	5,000.17
Lake Susan Improvement Phase 1 *	275,000.00	275,000.00	-	-	-	-	267,894.28	7,105.72
Lake Susan Water Quality Improvement Phase 2 *	662,491.00	330,000.00	99,091.00	233,400.00	-	539,036.38	649,070.80	13,420.20
Rice Marsh Lake in-lake phosphorus load	150,000.00	150,000.00	-	-	-	76,017.94	76,017.94	73,982.06
Riley Creek Restoration (Reach E and D3) *	1,565,000.00	1,265,000.00	300,000.00	-	-	119,269.55	180,495.15	1,384,504.85
Subtotal	\$2,912,491.00	\$2,280,000.00	\$399,091.00	\$233,400.00	\$0.00	\$751,747.83	\$1,428,478.00	\$1,484,013.00
Purgatory Creek								
Fire Station 2 (Eden Prairie)	139,287.00	20,000.00	20,000.00	99,287.00	-	101,318.90	120,344.26	18,942.74
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	50,000.00	-	-	-	-	-	50,000.00
Lotus Lake in-lake phosphorus load control	345,000.00	345,000.00	-	-	-	239,227.04	239,227.04	105,772.96
Purgatory Creek at 101*	561,094.00	561,094.00	-	-	165.00	24,414.38	439,249.98	121,844.02
Scenic Heights	260,000.00	165,000.00	45,000.00	50,000.00	262.50	97,730.82	148,773.76	111,226.24
Duck Lake watershed load	220,000.00	220,000.00	-	-	1,275.00	6,044.50	6,044.50	213,955.50
Subtotal	\$1,575,381.00	\$1,361,094.00	\$65,000.00	\$149,287.00	\$1,702.50	\$468,735.64	\$953,639.54	\$621,741.46
Total Multi-Year Project Costs	\$6,125,123.00	\$4,911,345.00	\$606,091.00	\$582,687.00	\$3,153.01	\$1,666,365.34	\$3,219,272.83	\$2,905,850.17

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

ASSETS

Current Assets

General Checking-Klein	\$448,798.59
Checking-Klein/BMW	1,794,170.04
Investments-FMV	2,945.39
Investments-Standing Cash	21,732.70
Investments-Wells Fargo	3,390,183.51
Accrued Investment Interest	8,670.64
Due From Other Governments	449,813.75
Taxes Receivable	21,692.65
Taxes Receivable-Delinquent	20,556.16
Pre-Paid Expense	38,906.63
Security Deposits	7,244.00

Total Current Assets: \$6,204,714.06

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$194,893.05
Retainage Payable	13,469.38
Salaries Payable	17,985.07
Permits & Sureties Payable	761,416.00
Deferred Revenue	20,556.16
Unavailable Revenue	6,666.16

Total Current Liabilities: \$1,014,985.82

Capital

Fund Balance-General	\$4,183,185.70
Net Income	1,006,542.54

Total Capital \$5,189,728.24

Total Liabilities & Capital \$6,204,714.06

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

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
12/20/18	Verizon	700.58	Phone Bill	10-00-4240	Y
12/26/18	Randy's Sanitation	65.88	Trash Expense	10-00-4215	Y
01/02/19	USPS	3.95	Certified Mail	10-00-4280	Y
01/04/19	Amazon	9.78	Office Supplies	10-00-4200	Y
01/04/19	Buca di Beppo	146.69	Board Meeting Expense	10-00-4010	Y
01/07/19	Target	70.44	Board Meeting Expense	10-00-4010	Y
01/07/19	Randy's Sanitation	65.88	Trash Expense	10-00-4215	Y
01/07/19	USPS	201.00	Postage	10-00-4280	Y
01/09/19	Crumb	90.91	Meeting	10-00-4205	Y
01/09/19	Kowalski's	11.98	Board Meeting Expense	10-00-4010	Y
01/10/19	French Meadow Bakery	19.66	Staff Expense	10-00-4321	Y
01/13/19	Hyatt House	201.14	Staff Expense	10-00-4321	Y
01/23/19	Verizon	350.29	Telecommunications	10-00-4240	Y
		\$1,938.18	General Administration Total		
12/13/18	Amazon	108.58	Educational Material	20-08-4205	Y
12/19/18	Forestry Suppliers	204.84	Data Collection Supplies	20-05-4201	Y
12/20/18	AWRA	700.00	Integrated Water Resources	20-08-4265	Y
12/20/18	ASCE	68.95	Educational Material	20-08-4205	Y
12/20/18	City of Eden Prairie	80.00	Volunteer Appreciation	20-08-4205	Y
12/20/18	Amazon	327.99	Educational Material	20-08-4205	Y
12/21/18	Microcenter	844.06	Projector Computer/Board Room	20-08-4635	Y
12/21/18	Amazon	139.90	Educational Material	20-08-4205	Y
12/21/18	Amazon	97.93	Educational Material	20-08-4205	Y
12/21/18	Dan's Southside Marine	1,715.02	Data Collection Supplies	20-05-4201	Y
12/23/18	Amazon	548.40	Educational Material	20-08-4205	Y
12/23/18	Amazon	18.99	Educational Material	20-08-4205	Y
12/26/18	In-Situ	2,842.02	Calibration of Equipment	20-05-4260	Y
12/26/18	Amazon	147.53	Educational Material	20-08-4205	Y
12/26/18	Amazon	143.10	Educational Material	20-08-4205	Y
12/27/18	L & M Fleet Supply	794.72	Educational Material	20-08-4205	Y
12/27/18	Speedway SA	28.22	Gas for Vehicle	20-08-4322	Y
12/27/18	FleetFarm	85.89	Data Collection Supplies	20-08-4208	Y
12/27/18	Home Depot	53.78	Data Collection Supplies	20-05-4201	Y
12/28/18	Amazon	139.90	Educational Material	20-08-4205	Y
12/28/18	Amazon	139.90	Educational Material	20-08-4205	Y
12/28/18	Amazon	139.90	Educational Material	20-08-4205	Y
12/29/18	Amazon	149.85	Educational Material	20-08-4205	Y
01/02/19	Amazon	55.50	Educational Material	20-08-4205	Y
01/02/19	Amazon	39.39	Educational Material	20-08-4205	Y
01/02/19	Amazon	12.29	Educational Material	20-08-4205	Y
01/04/19	Adobe	16.10	Software	20-00-4203	Y
01/08/19	Office Depot	55.94	Paper	20-05-4208	Y
01/08/19	Fast Signs	53.76	Educational Material	20-08-4208	Y
01/08/19	O'Reilly's	8.04	Car Supplies	20-05-4322	Y
01/08/19	Gander's	107.35	Data Collection Supplies	20-05-4201	Y
01/09/19	Forestry Suppliers	204.84	Data Collection Supplies	20-05-4201	Y
01/09/19	Officesupply.com	164.99	Paper	20-08-4208	Y
01/10/19	General Delivery	55.60	Delivery Service	20-05-4280	N
01/10/19	City of Eden Prairie	110.00	Educational Material	20-08-4205	Y
01/11/19	Microsoft	107.53	Software Subscription	20-00-4203	Y
01/15/19	North American Lake Mgmt.	485.00	Monitoring Conference Registration	20-05-4265	Y
01/15/19	Monitoring Conference	485.00	Monitoring Conference Registration	20-05-4265	Y
01/16/19	Blick Art Materials	105.79	Art Materials for 50th Anniversary	20-08-4260	Y
01/16/19	City of Eden Prairie	(110.00)	Reimbursement	20-08-4205	Y
01/16/19	Amazon	24.67	Data Collection Supplies	20-05-4201	Y
01/16/19	Amazon	137.20	Educational Material	20-08-4205	Y
01/18/19	Linkedin	32.20	Learning Subscription	20-08-4265	Y
01/18/19	Delta	193.60	Conference Travel	20-05-4320	Y
01/23/19	Forestry Suppliers	204.84	Data Collection Supplies	20-05-4201	Y
		\$12,069.10	District-Wide Total		
		\$14,007.28	GRAND TOTAL		

Riley-Purgatory-Bluff Creek Watershed District

Fund Balance Policy

Adopted as amended February 1, 2017

[DRAFT Amendment October 31, 2018](#)

I. Purpose

Pursuant to Statement No. 54 of the Governmental Accounting Standards Board concerning fund balance reporting and governmental-fund type definitions, and the recommendation of its auditor, the Riley-Purgatory-Bluff Creek Watershed District establishes specific guidelines the District will use to maintain an adequate fund balance to provide for cash-flow requirements and contingency needs because major revenue, most notably half of the District's annual levy, is received in the second half of the District's fiscal year.

The policy also establishes specific guidelines the District will use to classify fund balances into categories based primarily on the extent to which the District is legally required to expend funds only for certain specific purposes.

II. Classification of Fund Balances, Procedures

1. Nonspendable

- This category includes funds that cannot be spent because they either (i) are not in spendable form or (ii) are legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

- Fund balances are classified as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional revisions or enabling legislation.

3. Committed

- Fund balances that can only be used for specific purposes pursuant to constraints imposed by action of the District Board of Managers. The committed amounts cannot be used for any other purpose unless the District removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The Board of Managers will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This action must occur prior to the end of the reporting period, but the amount to be subject to the constraint may be determined in the subsequent period.

- The Board of Managers may remove a constraint on specified use of committed resources by resolution.

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4. Assigned

- Amounts for which a specified purpose has been stated, but are neither restricted nor committed. Assigned fund balances include amounts that are intended to be used for specific purposes.
- In adopting this policy, only the District board of managers has the authority to assign and remove assignments of fund balance amounts for specified purposes.
- Working capital. The District will endeavor to maintain an unassigned fund balance of an amount not less than 50 percent of the next year's budgeted expenditures for working capital. This will assist in maintaining an adequate level of fund balance to provide for cash-flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the District's fiscal year.
- A negative residual amount may not be reported for restricted, committed, or assigned fund balances.

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A residual classification that includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes. The District has established a minimum-fund balance policy consisting of the following three components:

Working capital. The District will endeavor to maintain an unassigned fund balance of an amount not less than 50 percent of the next year's budgeted expenditures for working capital. This will assist in maintaining an adequate level of fund balance to provide for cash-flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the District's fiscal year.

Emergency reserve. Beyond the working-capital reserve in the first half of the year, the District will endeavor to maintain additional funds to provide for emergencies. At the end of each fiscal year, the District will establish an emergency reserve for unforeseen expenditures equal to 5 percent of the next year's budget.

Budget stabilization. To buffer budget volatility, the District will endeavor to maintain a fund balance to help manage fluctuations in the operating budget. The District will maintain a balanced budget, and will endeavor to ensure that the carryover balance at the end of the year is 5 to 7 percent of the next year's budget. These funds could be used to cover, for example, one-time expenditures to avoid future budget increases, offset shortfalls in revenue, fund unanticipated operative expenses.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances.

III. Monitoring and Reporting

The District administrator will annually prepare a report on the status of fund balances in relation to this policy and present the report to the District managers in conjunction with the annual audit report to the State of Minnesota.

When both restricted and unrestricted resources are available for use, it is the District's general policy to first use restricted resources, then use unrestricted resources as needed. When committed, assigned or unassigned resources are available for use, it is the District's general policy to use resources in the following order; 1) committed 2) assigned and 3) unassigned.

Riley-Purgatory-Bluff Creek Watershed District

Internal Controls and Procedures for Financial Management

Adopted July 2, 2014

DRAFT Amendment October 31, 2018

This policy is adopted to provide the Riley-Purgatory-Bluff Creek Watershed District (District) with written internal controls and procedures for financial management. Adherence to this policy and procedures will ensure that the District's finances are managed in accordance with generally accepted accounting principles and best practices, and will minimize District administrative costs.

I. **Annual budget.** The administrator annually develops a proposed budget for presentation to the Board of Managers for review. After adjustments as directed by the Board, the District schedules and issues appropriate notice for a public hearing on the proposed budget. Following the public hearing but before September 15 each year, the Board of Managers adopts the annual budget and levy and certifies it to the Hennepin and Carver County auditors. Pursuant to the Truth in Taxation law, after November 15 the Board of Managers holds a further informational public meeting to consider any further public comments on the budget and levy, and may adopt a reduced levy for certification to the county auditors no later than December 28.

- a. Amounts in any approved budget category may not be reallocated or exceeded by more than 10 percent of the total program/project amount without approval of the Board of Managers.
- b. Actual expenditures may not materially deviate from the amount in an approved budget category.

II. **Annual financial statements.** Annual financial statements are accepted by the Board of Managers, then submitted to the Board of Water and Soil Resources and the Office of the State Auditor within 180 days of the end of each fiscal year.

- a. In preparation for the annual audit of the District finances, the administrator prepares the following documents:
 - i. Copies of approved budgets and all budget amendments;
 - ii. Detailed general ledger (through year-end);
 - iii. Bank reconciliation and bank statements;
 - iv. Copies of disbursements and receipts;
 - v. Copy of tax (levy) settlements from Hennepin County;
 - vi. Copy of certification levy;
 - vii. Listing of accounts payable and copies of signed checks;
 - viii. Grant and other funding agreements;
 - ix. List of capital assets, showing all deletions and additions;
 - x. Copies of invoices;
 - xi. Approved minutes.

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- b. The administrator annually presents the audit for acceptance to the Board of Managers at a monthly meeting.

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III. Monthly financial management protocols.

- a. The District contracts with a certified public accountant to reconcile the checking accounts and investment funds of the District.

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- b. The administrator receives monthly bills and invoices at the District office.

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- c. The administrator is responsible for deposit of checks or cash received at the District.

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- d. The administrator creates an Excel spreadsheet listing vendor, invoice number, invoice amount and general ledger coding; a list of deposits with coding and a list of credit card charges with coding, and emails this information to the accountant.

- e. The accountant prepares checks pursuant to these recommendations to pay the monthly bills.

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- f. Payroll is processed through a third party payroll service. The administrator submits employee hours to the payroll service for each pay period. The payroll service prepares payroll on a semi-monthly basis by direct deposit and is responsible for all tax filing requirements, tax forms, and PERA payments or filing requirements.

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- g. The accountant prepares a monthly treasurer's report that includes a listing of bills to be paid and tracks account balances. The accountant also prepares an internal report for the treasurer.

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- h. The administrator reviews the treasurer's report and distributes the report to the Board of Managers for the review prior to the Board's monthly meeting.

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- i. The treasurer also reviews the bills to determine whether to recommend payment. All bills are available for review by any member of the Board of Managers on request.

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- j. At the monthly Board meeting, the treasurer presents the treasurer's report. The Board of Managers receives and discusses, as necessary, the treasurer's report, accepts the treasurer's report, then authorizes payment of the monthly bills as presented in the check register.

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- k. Following Board authorization to pay the bills, the administrator mails payment to vendors as authorized.

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IV. Spending Authority. All expenditures by the District must be approved in advance by the Board, except that the Board by resolution may delegate to the administrator the authority to bind the District, with or without countersignature, to a purchase of goods or services, or to enter into a contract for same, when the cost thereof does not exceed \$10,000 or under other specified conditions.

- a. The Board has authorized the administrator to expend up to \$5,000 on a single purchase without prior Board approval and affirms that authority in adopting this policy.
- b. The administrator may not purchase any real estate or easements on real estate without prior authorization for the Board of Managers.

V. Banking

- a. The District maintains a current signature card at the depository bank.
- b. The administrator and treasurer may transfer funds between District accounts and may deposit funds into District accounts.
- c. Cash withdrawals from District accounts are prohibited.
- d. The administrator, in consultation with the treasurer, is authorized to invest District funds in accordance with Minnesota Statutes chapter 118A and the District's Investment and Depository Policy.
- e. All deposits to District accounts must be made intact, and the District's bank is instructed not to return cash from a deposit to a District account.

VI. Checking

- a. The administrator is not an authorized signatory of District checks.
- b. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the District shall not be valid unless signed by two managers, except that a check, draft or other order for payment of less than \$100 is valid with one manager's signature.

VII. Credit card use. The administrator is authorized to incur charges to the District credit card, with a maximum single charge of \$5,000 and allowable billing-period maximum charges totaling \$10,000.

- a. A receipt must be obtained for all District credit card purchases. Credit card purchases for which a detailed receipt is not provided must be reimbursed by the individual making the purchase.

VIII. Reporting

- a. All expenditures and investments, receipts and disbursements made must be compiled for presentation to the Board of Managers by the treasurer in a timely manner.
- b. The annual audit will be filed with the Board of Water and Soil Resources and the Office of the State Auditor within 180 days of the end of the District's fiscal year (January 1 – December 31), as well as the Special District Financial Reporting Form to the Office of the State Auditor.
- c. The administrator and treasurer will regularly review relevant records and documents for any of the following, and report to the treasurer (for the administrator) or the Board of Managers (for the treasurer) any of the following if found:
 - i. Unusual or unexplained discrepancy between actual performance and anticipated results (costs in a general expense categories well beyond the budgeted amount);
 - ii. Receipts that do not match deposit slips;
 - iii. Disbursements to unknown and/or unapproved vendors;
 - iv. A single signature on a check or pre-signed blank checks;
 - v. Gaps in receipt or check numbers;
 - vi. Late financial reports;
 - vii. Disregard of internal control policies and procedures.

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IX. Depositories and collateralization. In accordance with state law, the District names an official depository or depositories at its January meeting each year (depository bank(s)). In the event the Board of Managers does not designate a depository in any particular year, the last-designated depository will continue in that capacity. Each depository bank provides the District with a proof of collateralization in accordance with state law (Minnesota Statutes section 118.03) for an amount equal to the amount on deposit at the close of the depository bank's banking day beyond the amount covered by federal insurance, if any. The collateral provided by each depository bank will be maintained in an account in the trust department of a bank or other financial institution not owned or controlled by the same (depository) bank or in a restricted account at a federal reserve bank. *[See DRAFT Investment and Depository Policy]*

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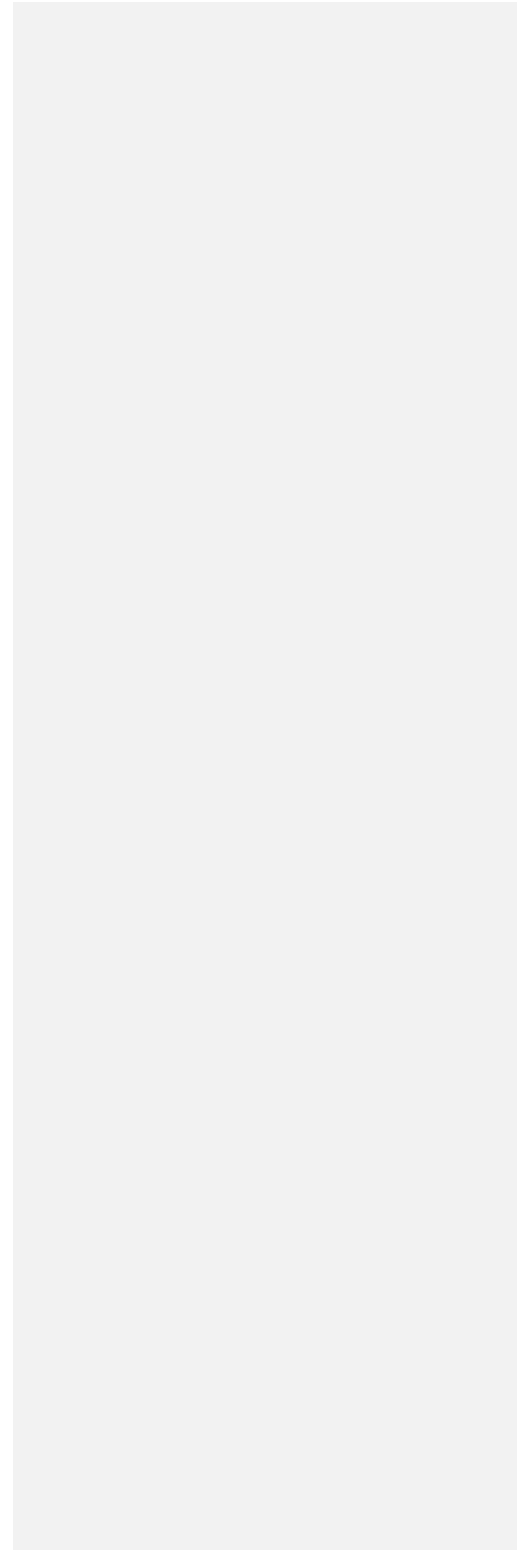
X. Financial Assurances and Abandoned Property. See District Policy for Management of Financial Assurances and Abandoned Property, adopted November 21, 2012.

XI. Miscellaneous

- a. The District will not maintain a petty cash fund.
- b. The District will not accept cash (currency) in excess of \$100 in payment of permit fees or

financial assurances.

- c. The District will not cash personal or third-party checks.
- d. The administrator must not fail to insure District property against theft and casualty loss.



RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

INVESTMENT AND DEPOSITORY POLICY

DRAFT October 31, 2018

1. PURPOSE

The purpose of this policy is to establish the Riley Purgatory Bluff Creek Watershed District's investment objectives, establish specific guidelines that the District will use in the investment of funds, and establish District depository policy. It will be the responsibility of the District administrator to invest District funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio and to ensure compliance with District policy and with statutory requirements applicable to the District's designation a depository financial institution. Investments will be made in compliance with statutory constraints and in safe, low-risk instruments that are approved by the RPBCWD Board of Managers.

2. SCOPE

This policy applies to all financial assets of the District.

3. SPECIFIC REVENUE SOURCES AND POOLING OF FUNDS

The District will report proceeds of specific revenue sources as restricted, committed or assigned for specific purposes, as applicable, and maintain its budget and accounts in a manner consistent with these designations. Except for cash in these certain restricted, committed and assigned funds, the District will consolidate cash and reserve balances from all funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

4. DESIGNATION OF DEPOSITORY AND COLLATERALIZATION

The District Board of Managers annually will designate a financial institution or institutions in the State of Minnesota as the depository of District funds. In the event the Board of Managers does not designate a depository in any particular year, the last-designated depository will continue in that capacity. Each depository will furnish collateral, as necessary, in the manner and to the extent required by Minnesota Statutes Section 118A.03, as it may be amended, and other applicable law. Collateral will be held in safekeeping in compliance with Section 118A.03, as it may be amended.

5. DELEGATION OF AUTHORITY

Minnesota Statutes Section 118A.02 provides that the governing body may authorize the treasurer or chief financial officer to make investments of funds under Sections 118A.01 to 118A.06 or other applicable law. Pursuant to Article VI of the District Bylaws and Governance Policies: Executive Limitations Policy 6, Asset Protection, the Board of Managers authorizes the District administrator to invest District funds pursuant to this policy and state law for the District.

The District administrator shall assure compliance with this policy and further develop and maintain adequate controls, procedures, and methods assuring security and accurate accounting on a day-to-day basis.

6. OBJECTIVES

At all times investments of the District shall be made and maintained in accordance with Minnesota Statutes Chapter 118A as it may be amended. The primary objectives of the District investment activities shall be in the following order of priority:

A. SECURITY

Security of principal is the foremost objective of the investment portfolio. Preserving capital and protecting investment principal shall be the primary objective of each investment transaction. Specific risks will be managed as follows:

Credit Risk. Credit risk is the risk of loss due to failure of the security issuer or backer. Designated depositories will have insurance through the Federal Deposit Insurance Corporation or the Securities Investor Protection Corporation. To ensure security when considering an investment, the District will cross-check all depositories under consideration against existing investments to make certain that funds in excess of insurance limits are not deposited with the same institution unless collateralized as outlined herein. Furthermore, the Board of Managers will approve all financial institutions, brokers and advisers with which the District will do business.

Concentration of Credit Risk. The District will diversify its investments according to type and maturity. The District portfolio, to the greatest extent feasible, will contain a mixture of short-term (shorter than one year) and long-term (more than one year) investments. The District will attempt to match its investments with anticipated cash-flow requirements. Extended maturities may be utilized to take advantage of higher yields.

Interest Rate Risk. Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The District will minimize interest rate risk by structuring its investment portfolio to ensure that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

Custodial Risk. The District will minimize deposit custodial risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance. (See section III.)

B. LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Generally, investments will have short terms and/or “laddered” maturities so that funds become available on a regular schedule. Liquid funds will allow the District to meet possible cash emergencies without being significantly penalized on investments.

C. RETURN ON INVESTMENT

The investment portfolio shall be designed to manage the funds to maximize returns consistent with items A and B above and within the requirements set forth in this policy. Subject to the requirements of the investment objectives herein, it is the policy of the District to offer financial institutions and companies within the District the opportunity to bid on investments; the District will seek the best investment yields.

7. PRUDENCE

The “prudent person” standard shall be applied in managing District investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, in accordance with this policy.

8. ELIGIBLE INVESTMENTS

All investments shall be in accordance with Minnesota Statutes section 118A.04.

9. INVESTMENT RESTRICTIONS

In addition to statutory prohibitions, investments specifically prohibited are derivative products, structured notes, inverse index bonds, repurchase agreements not authorized by statute, and other exotic products.

10. SAFEKEEPING

District investments, contracts and agreements will be held in safekeeping in compliance with Minnesota Statutes Section 118A.06. In addition, before accepting any investment of District funds and annually thereafter, the supervising officer of the financial institution serving as a broker for the District shall submit a certification stating that the officer has reviewed the District Investment and Depository Policy and incorporated statement of

investment restrictions, as well as applicable state law, and agrees to act in a manner consistent with the policy and law. The District will annually will provide the policy, as it may be amended. The certification shall also require the supervising officer to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the District. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the District funds.

11. CONFLICT OF INTEREST

Any District manager or staff member involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.

12. INTERNAL CONTROLS AND REPORTING

Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Before the District invests any surplus funds, competitive quotations shall be obtained. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations will be requested for instruments which meet the maturity requirement. The District will accept the quotation which provides the highest rate of return within the maturity required and within the limits of this policy.

The District administrator shall be limited to investing funds for up to a maximum term of seven years. The District administrator shall request approval from the District Board to authorize investment of funds for terms exceeding seven years.

Monthly, the District administrator shall provide an investments report to the District Board. Investments shall be audited and reported with financial statement annually. It shall be the practice of the District Board to review and amend the investment policy from time to time as needed.

MEMORANDUM

DATE: December 16, 2018

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

FROM: Larry A. Koch, manager RPBCWD

RE: AIS Working Group

With zebra mussels now having invaded Lake Riley, aquatic invasive species (AIS) is an even more pressing issue facing the district. The meeting sponsored by the District regarding zebra mussels was an important step in reaching out to the District's constituents. We recently received an email from Ryan Majkrzak of Lake Riley regarding their desire to work with the District and other government agencies on the issues presented by AIS.

It goes without saying that zero muscels are not the first, but last AIS that we will be dealing with AIS. I believe that zebra mussel issue provides an excellent opportunity for the District to expand on one of its main tenants, that being public outreach and education.

Therefor, I move the adoption of the following resolutions: BE IT RESOLVED:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") , administrators hereby authorized and directed to establish a "AIS Working Group" (AWG) consisting of the District's various constituents, including but not limited to those living on and using the lakes and streams in the District, the cities and the counties within the District's boundaries, together with the University of Minnesota, the Minnesota Department of Natural Resources, and such other parties as the administrator deems necessary or appropriate.
2. That the purpose of the AWG is to facilitate the sharing information regarding AIS among the District's constituents, the exploration of ways and means to prevent or limit the spread of AIS, the possible treatment and control of AIS infestations within the district and the coordination of private and governmental actions pertaining to AIS.
3. That the District administrator is authorized to incur costs in connection with the establishment and operation of the AWG, with the cost if any, incurred in connection with the shall be allocated to the education and outreach portion of the District's budget.
4. That the administrators encouraged to facilitate as many meetings and activities as possible prior to. When zero muscels are likely to be transported or reproduced so as to maximize the extent possible effectiveness of efforts to prevent or limit the spread of AIS, particularly zebra mussels with in the District.
5. That the administrator report the activities of the AWG to the managers at the managers regular monthly meetings.

MEMORANDUM

DATE: December 16, 2018

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

FROM: Larry A. Koch, manager RPBCWD

RE: Audit and Risk Committee

After having participated in the budget process for 2019, having reviewed the Treasurer's reports, and having been involved in the discussion regarding the investment and reporting of the district's fund, I believe it is appropriate and necessary to form an Audit and Risk Committee. An Audit and Risk Committee is a best management practice for providing oversight to the district's financial matters and for evaluating and managing the risks facing the District including but not limited to disaster recovery, and system security risks.

Therefore, I move the adoption of the following resolutions: BE IT RESOLVED:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") hereby established an Audit and Risk Committee (ARC) consist of two managers, the Treasurer, Larry Koch, the district's administrator and the district's auditor with only the two managers being voting members.
2. That the purpose of the ARC is to
 - (a) review and assist in supervising the district's financial matters including but not limited to (i) review the District's financial reporting, (ii) review the work of the District's auditor, (iii) supervise the solicitation of application for the position of District auditor; interview applicants for the engagement of the District's auditor, and make recommendations to the board of managers regarding such applicants for the position of auditor, (iv) make recommendations regarding the districts financial operations; (v) review and supervise the investment of the District's funds; (vi) report to the managers, all instances of failures to follow applicable laws, rules, as well as generally accepted and governmental accounting standards, (vii) provide recommendations regarding (A) how to remedy any such failures and to avoid a repeat of such violations, (B) changes such other financial matters and processes as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws generally accepted and governmental accounting standards.
 - (b) review and assist in assessing actual and potential risks facing the District, including but not limited to risk of natural disasters on District operations, the risk posed by the hacking of District's systems and that of its contractors; and making reports to the managers regarding such risks including but not limited recommendations regarding actions and methods to eliminate or minimize such risks including but not limited insurance coverage.

3. That the ARC comply with all applicable laws, rules and regulations and to the extent applicable, the provisions of the District's bylaws apply to the operation of the ARC, including the preparation of minutes of its meetings.
4. That the ARC shall (a) meet not less than quarterly, (b) shall prepare and disseminate minutes of its meetings (except to the extent they contain non-public information) and provide them to the managers not later than seven (7) days after the date of the meeting and (c) provide a report to the board of managers, not less often than quarterly as to its operations and activities and recommendations.

Basis for recommendations:

During the period of time I have been engaged with the operations of the District, I have observed,

Despite the admonition of the public a refund of fees of an engineering consultant for prior years was credited to the engineering services account. The District's auditor later confirmed that the crediting of the refund was incorrect.

Further, an audit, referred to a dispute which had been settled despite the fact that the dispute had been resolved by the managers. One can only conclude that none of the managers reviewed that draft of the audit report

Furthermore, for more than 6 years, substantial portions of the District's funds have been held in non-interest-bearing accounts when interest bearing accounts were readily available.

The district's budget process has not been and still is not in compliance with best accounting and finances practices.

There is no disaster recover plan and not IT consultant to evaluate the security of the district's systems.

MEMORANDUM

DATE: December 16, 2018

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

FROM: Larry A. Koch, manager RPBCWD

RE: IT systems review and engagement of IT Consultant

Given the importance of IT systems in the District's operations and the heightened awareness of the need for security of IT systems in order to protect confidential information of managers, employees, contractors and other who entrust their information to the District, I recommend the district engage an IT consultant to review the District's IT systems and processes, including but not limited to disaster recovery and security.

Therefore, I moved the adoption of the following resolutions: BE IT RESOLVED

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District's (the "District") inquire of other watershed districts, MAWD, BSWR and other organizations regarding their IT policies and procedures, and consultants and provide the results of such inquiry to the managers.
2. That the district's administrator solicit proposals from not less than three notable and recognized ITCs to (a) review the District's IT systems and processes including but not limited to disaster recovery and security and (b) prepare and present not later than 60 days after their engagement, a report to the managers, of results of its review to the managers which report shall at a minimum set forth, (i) a summary of the District's IT systems and process, (ii) recommendations for improvement to the District's IT systems and processes necessary for the District to comply will all applicable laws, rules and best management practices regarding IT systems and processes, and (iii) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, reviews and equipment.

MEMORANDUM

DATE: January 3, 2019

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

FROM: Larry A. Koch, manager RPBCWD

RE: Engagement of Human Resources Consultant

I renew my request that the district engage a human resources consultant to review its human resources processes. Events which have transpired regarding personnel matters have led me to again conclude that the district is not employing best management practices regarding personnel and human resources matters. I believe some of these events have led to a deterioration of moral among some of the district's employees.

I understand some of the comments by some of the managers, those managers objected to my motion because they apparently thought that my resolution called for another salary study. It did not, but in the interests of clarity I have revise my motion to expressly exclude any salary study.

Therefor, I moved the adoption of the following resolutions:

BE IT RESOLVED:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") engage a human resources consultant (HRC) to (a) review the District's human resources practices, (b) prepare and present a report of results of its review to the managers which report shall at a minimum set forth, (i) all instances of failures to follow applicable laws, rules, etc., (ii) recommendations as to how to remedy any such violations and to avoid a repeat of such violations, (iii) all instances where the HRC believes that the District's human resources operations are not consistent with best management practices, (iv) recommended changes to the District's human resources practices such that the District's human resources practices will conform with best management practices, and (v) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, and reviews but excluding any salary study.
2. That the district's administrator solicit proposals from not less than three notable and recognized HRCs for a presentation to the managers for their selection of an HRC.
3. That such review and report be completed within 60 days of the engagement of the HRC and presented to the managers within 30 days of its completion

for consideration at the meeting of the managers next following its presentation to the managers.

4. That the fee for such engagement not exceed \$2,500.
5. That the 2019 budget, be amended to include a separate line item in the amount of \$5000 for expenses to be incurred in connection with such engagement and any training recommended by the HRC.

In my opinion, the following instances substantiate the need for engaging a HR consultant.

In my opinion, the materials and the presentation to by the HR Committee to the managers regarding salary adjustments by position lacked any analysis either by them or by any HR consultant. All I received was a bunch of data and no analysis as to how the recommendations or conclusions, such as they were, were arrived at. In addition, I was also informed that the district's administrator was not consulted regarding the recommendation of the salary levels set by the Committee. In my opinion, such a process is clearly not in accordance with best management practices.

The review of the district's administrator was the worse review process I have observed in over 40 years of having been reviewed, having reviewed people I supervise, and having advised clients regarding employment matters. In short, it was an abomination. In addition, the process violated the law. Being a closed meeting, to my knowledge no recording was made by the district. The administrator had to ask to respond to accusations. It appeared to me that at least two managers had clearly already made a decision as to salary adjustment before the meeting. There was no discussion among the managers present as to what should be the result of the review should be. In addition, President Ward told me I could not ask any question despite the fact that it was meeting of the managers and that I was to sit there and not say anything. I have reported all of this to the district's legal counsel and asked him to address the matter. He has not provided me any details as to how he addressed this issue despite my repeated request. Other than Manager Zeigler and myself the other managers have served for more than a year and one form more than 6 years. All should have known that a recording was required.

Based upon a review of the career histories of the managers on the HR committee, in my opinion, neither appear to have the experience in dealing with HR matters needed to be an effective member of the HR committee. Furthermore, in my opinion, none of them have demonstrated sufficient knowledge of or application of best management practices when it comes to HR matters.