

# Riley-Purgatory-Bluff Creek Watershed District

Board of Managers Regular Meeting

*Wednesday, August 7, 2019*

**7:00pm Board Meeting**

DISTRICT OFFICE

18681 Lake Drive East

Chanhasen

## Agenda

### **Regular Meeting will begin at 7:00pm**

- |  |                    |
|--|--------------------|
| <b>1. Call to Order</b>                      | <b>Action</b>      |
| <b>2. Approval of the Agenda</b>             | <b>Action</b>      |
| <b>3. Matters of general public interest</b> | <b>Information</b> |

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.

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|---|---------------|
| <b>4. Reading and approval of minutes</b>   | <b>Action</b> |
| <i>a. Board of Manager Meeting, July 10, 2019</i>   |               |
| <b>5. Citizen Advisory Committee</b>  | <b>Action</b> |
| <i>a. Report</i>  |               |
| <i>b. Motion</i>  |               |
| <b>6. Consent Agenda</b>  |               |
| (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 June Staff Report   |               |
| b. Accept June Engineer's Report (with attached Inspection Report)  |               |
| c. Permit 2019-026 Ridgewood Church– Approve permit as presented in the proposed board action of the permit report  |               |
| d. Permit 2018-044 Smith Village - Approve permit as presented in the proposed board action of the permit report  |               |

- |                        |               |
|------------------------|---------------|
| <b>7. Action Items</b> | <b>Action</b> |
|------------------------|---------------|

- a. Pulled consent items
- b. Accept June Treasurer's Report
- c. Approve Paying of the Bills
- d. Select District Auditor for 2019
- e. MAWD Governance Workshop September 12-13
- f. Per Diem - Meeting preparation - *Manager Koch*

**8. Discussion Items**

**Information**

- a. Manager Report
- b. Report of Personnel Committee
- c. Anniversary Event August 28
- d. Rules Revisions
- e. 2020 Draft Budget

**9. Upcoming Board Topics**

- a. September Public Hearing: Silver Lake Water Quality Improvement Project
- b. September Public Hearing: St Hubert Catholic School Retrofit
- c. Authorization of release of rules for 45-day comment period

**10. Upcoming Events**

**Information**

- Project WET training, August 6, 9am-3pm, Nine Mile Creek Watershed District
- Shoreline Restoration Volunteer/ Continuing Education Opportunity, August 14th, 6-8pm, Timber Lakes Homeowners Association
- Citizen Advisory Committee Meeting, August 19, 2019, 6:00pm, 18681 Lake Drive East, Chanhassen
- Smart Salting for Property Managers, August 21st, 9am-1:30pm, 18681 Lake Drive East
- Celebrating the Community: RPBCWD 50th Anniversary Celebration, August 28, 6-8pm, Riley Jacques Barn, Eden Prairie
- Public Hearing and Board Meeting, September 4, 2019, 7:00pm, 18681 Lake Drive East, Chanhassen
- Governance Workshop (MAWD/MASWCD), September 12-13, Airport Marriott, Bloomington

## MEETING MINUTES

### Riley-Purgatory-Bluff Creek Watershed District

#### July 10, 2019, RPBCWD Board of Managers Budget 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

Michelle Jordan, Communication and Project Manager

Louis Smith, Attorney, Smith Partners

Scott Sobiech, Engineer, Barr Engineering Company

Other attendees: Jan Callison, Hennepin Co. Commissioner\*    Pete Iversen, CAC\*

Greg Hawks, Chanhassen Environment Commission\*    Lori Tritz, Chair, CAC\*

Amy Herbert, Recorder

\*Indicates attendance at monthly meeting only

#### 1. Call to Order

1 President Ward called to order the Wednesday, July 10, 2019, Board of Managers Budget Workshop Meeting at  
2 5:30 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

#### 2. Budget Workshop

3 Administrator Bleser introduced the draft 2020 District budget and levy. She pointed out that in the draft budget  
4 table handed out, the yellow cells indicate areas in which the draft budget deviates from what is in the District's  
5 10-year plan. She explained that the numbers in bold font in the table indicate the proposed increases.

6 Administrator Bleser said the only change to the structure of the budget document this year from last year is that  
7 she has broken the chloride component in to two initiatives: Hennepin County Chloride Initiative and Lower  
8 Minnesota River Grant Program. She provided more details about the grant program. She announced that the  
9 proposed 2020 levy is \$3,703,000, which is a 2.8% increase over the 2019 levy. She went through the draft  
0 budget line by line. She received comments from the managers and noted corrections and edits to be made to the  
1 draft budget and the PowerPoint presentation. The Board agreed it wanted to see an updated version at the  
2 Board's August monthly meeting. Administrator Bleser noted that the draft budget and levy will go to the CAC  
3 on Monday, and staff will add the budget and levy to the Board's August meeting agenda. She said she will send  
4 the managers updated documents in the next few weeks. Manager Ziegler asked her to calculate, for the August  
5 meeting, what the proposed 2.8% increase in the levy means for the average taxpayer. Manager Pedersen  
6 requested staff to put together a one-page document explaining about multi-year projects and fund holdovers to  
7 accompany the budget and levy documents so taxpayers can understand about the fund carry-overs.

8 Manager Ziegler moved to adjourn the workshop. Manager Crafton seconded the motion. Upon a vote, the motion  
9 carried 5-0.

0 President Ward announced that Manager Ziegler has been re-appointed to this Board by Hennepin County and  
1 will serve a three-year appointment term, effective yesterday.

### 3. Call to Order

2 President Ward called to order the Wednesday, July 10, 2019, Board of Managers Monthly Meeting at 7:00 p.m.  
3 at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

### 4. Approval of the Agenda

4 President Ward noted that Manager Koch has requested to remove from the Consent Agenda items 8a – Accept  
5 Staff Report; 8b- Accept June Engineer’s Report (with attached Inspection Report); 8c – Award Lower Riley  
6 Streambank Stabilization Project as presented in Engineer’s Recommendation Memo; 8f – Permit 2019-022  
7 Woodcrest Place-Approve permit as presented in the proposed Board action of the permit report; and 8h –  
8 Approve to Amend and Extend Website and Technical Agreement with HDR.

9 Manager Ziegler moved to accept the agenda as amended. Manager Crafton seconded the motion. Upon a vote,  
0 the motion carried 5-0.

### 5. Hennepin County Update

1 Hennepin County Commissioner Jan Callison updated the Board on issues including news about the water  
2 contamination around Big Island in Lake Minnetonka last week and the revised location plans for the Medical  
3 Examiner office. She reported that the office is now planned to be situated on the southwest corner of the property  
4 in Minnetonka because it will provide better access and less environmental impact. Commissioner Callison said  
5 the plans will be presented to the City of Minnetonka soon. She announced that the Hennepin County Board of  
6 Commissioners will likely vote at the end of this month on the issue of raising the double wheelage tax from \$10  
7 to \$20. Commissioner Callison said the Board delayed taking action on this issue previously in order to gather  
8 more information about the impacts of increase. She noted that the increased fee is estimated to raise  
9 approximately \$10 million dollars, of which half would be used for road costs and half would be used for property  
0 tax relief.

### 6. Matters of General Public Interest

1 There were no matters of general public interest raised.

### 7. Approval of Minutes

#### 2 a. June 5, 2019, RPBCWD Board of Managers Regular Monthly Meeting

3 Manager Pedersen noted a correction on page 5, under section 8b, to change the word “proposes” to  
4 “proposed,” so the sentence reads, “...to work through the proposed changes...” Manager Crafton moved  
5 to accept the minutes as revised. Manager Pedersen seconded the motion. Upon a vote, the motion carried  
6 5-0.

## 8. Citizen Advisory Committee (CAC)

Ms. Lori Tritz, CAC Chair, updated the Board about the CAC's previous meeting, explaining the main discussion topic was the proposed rule changes. She reported the CAC supports the District's move to make the rules less onerous. Ms. Tritz said the CAC had specific suggestions and provided those suggestions to Terry Jeffery and documented them in the CAC's meeting minutes.

## 9. Consent Agenda

Manager Pedersen moved to accept the Consent Agenda as previously amended. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0. The items on the Consent Agenda included: 8d – Release St. Hubert Plan Amendment; 8e – Approve Pay App #5 – Scenic Heights School of Forest Restoration; and 8g – Permit 2019-023 Minnetonka Library – Approve Permit as Presented in the Proposed Board Action of the Permit Report.

## 10. Action Items

### a. Pulled Consent Agenda items

#### i. Accept Staff Report

Manager Koch asked if Administrator Bleser received information from an accounting firm for which he provided her contact information. She responded no and that she received information from other firms. He asked about data collection and specifically the zebra mussel monitoring results, future plans for shoreline maintenance workshops, and lake surveys. Administrator Bleser provided details about the zebra mussel data collection and noted that staff is waiting for lab results. She provided details about plans for a fall workshop on healthy lakeshores and explained how the Lotus Lake survey is part of the District's data collection, not the University of Minnesota program, and about herbicide treatment considerations. Manager Koch moved to accept the staff report as presented. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

#### ii. Accept June Engineer's Report (with attached inspection report)

Manager Koch asked if the Lake Susan spent lime treatment project is operational. Engineer Sobiech replied it is not and will not be until materials can be replaced, which would need to happen when the ground is frozen to access the site. Manager Koch also commented that he would like the District to track permit issues and to figure out a way the District can charge the permit holders for their violations regarding District costs and time spent on such issues. Manager Ziegler moved to accept the June Engineer's Report as submitted. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

#### iii. Award Lower Riley Streambank Stabilization Project as Presented in Engineer's Recommendation Memo

Engineer Sobiech noted that the managers have in front of them staff's recommendation to award the contract for the project to Rachel Contracting Inc. Engineer Sobiech talked about the bid process, the bid alternate, which was in conjunction of the City of Eden Prairie for installing a pedestrian bridge, the bids received, the recommendation for awarding the bid, and next steps. Engineer Sobiech and Attorney Smith responded to questions, including questions about retainage. Manager Koch moved and Manager Ziegler seconded the motion to approve awarding the contract to Rachel Contracting Inc., as set forth in the Engineer's Memo, to:

- Award the project to Rachel Contracting, Inc. at the bid price of \$1,651,247.04, which includes the base bid price of \$1,520,497.04 and the alternative bid item price of \$120,750.00.
- Authorize the Administrator to sign the notice of award, as well as the form of agreement and notice to proceed on satisfaction of all conditions precedent for each.
- Authorize the administrator to execute change orders increasing the contract price up to an aggregate total of 10% of the contract amount as necessary to implement the project as ordered.

Upon a vote, the motion carried 5-0.

iv. **Permit 2019-022 Woodcrest Place – Approve permit as presented in the proposed Board action of the permit report**

Manager Koch recommended adopting the resolution set forth in the permit review report included in the meeting packet, with the one caveat that the permit fee be documented as comprising an application fee and a field inspection fee as provided under Minnesota statutes and is documented as being referred to by the District as “the permit fee.” Attorney Smith said it is a semantic issue and it is the Board’s discretion to use the language it wants.

Manager Ziegler moved to approve permit 2019-022 as recommended by staff and including the recommendations by Manager Koch. Manager Koch seconded the motion. Upon a vote, the motion carried 5-0.

v. **Approve to Amend and Extend Website and Technical Agreement with HDR**

Manager Koch asked if the agreement has been reviewed by Legal Counsel. Administrator Bleser said the agreement that is in existence will be updated to the new language being adopted with the rest of the District’s professional services agreements, which are currently undergoing those updates. Manager Koch remarked he is not happy with the District’s website because it is too difficult to find information on it and does not represent the District well. He said he wants legal counsel to make sure the District owns all the intellectual property rights for the website and its contents. There was a lengthy discussion about the website, the CAC’s involvement in the recent website update, how HDR had been selected to design and continue to do the District’s website work, and that it is helpful for managers to share their comments with staff and the CAC regarding what is not working on the website.

Manager Koch moved to amend the contract and extend it month-to-month during the time that staff solicits comments on the website. The motion failed due to lack of a second. Manager Pedersen moved to approve accepting the agreement with HDR to amend and extend the website and technical agreement with HDR to July 15, 2020 as proposed. Manager Crafton seconded the motion. Manager Koch moved to amend the motion to revise the proposed agreement with the District’s new template for its contracts. Manager Ziegler seconded the motion. President Ward asked if any staff knows if the contract is valid at this moment. Staff indicated they did not know. Upon a vote, the motion to amend the motion carried 5-0. President Ward called the question on the amended motion. Upon a vote, the motion carried 5-0.

b. **Accept May Treasurer’s Report**

Treasurer Crafton communicated that the report has been reviewed in accordance with the District’s internal controls and procedures. She moved to accept the Treasurer’s Report as presented. Manager Ziegler seconded the motion. Manager Koch asked a series of questions about the report, including asking for more details about the adjustments listed on the bottom of page 1. Manger Crafton provided an explanation. Manager Koch also asked about a large expense categorized under Miscellaneous. Administrator Bleser explained it was the property purchase for the flood mitigation project, but the District does not have an accounting code for property purchases. The Board directed staff to set up an accounting code for real estate property purchases. Upon a vote, the motion carried 4-1 [Manager Koch voted against the motion].

**c. Approve Paying of Bills**

Manager Crafton moved to pay the bills. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

**d. Adoption of Per Diem Resolution**

President Ward explained that Minnesota Governor Tim Waltz signed into law a provision that increased the compensation for watershed district managers for meetings and for performance of other necessary duties from \$75 to \$125 per day, effective July 1, 2019. Manager Koch moved to approve Resolution 2019-018 Adopting 2019 Per Diem Rate. Manager Ziegler seconded the motion.

By call of roll, the motion carried 5-0.

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

Administrator Bleser asked the Board to clarify its position on per diems in terms of managers attending city council meetings. The Board discussed per diems and agreed it needs to have the guidelines in place. Attorney Smith stated that the Board will want such activities approved by the Board ahead of time and suggested that legal counsel and staff draft language to bring to the Board. Administrator Bleser noted that the District’s Bylaws state that pre-approval is needed. The Board agreed that legal counsel and staff should draft additional guidelines on per diems and bring the issue back to the Board.

**e. Consider Variance Requests Associated with Permit Application 2019-001 The Park South**

President Ward noted that this item and the next item on the agenda relate to The Park South development, which is a 156-acre site and the proposal is to build 138 homes. Engineer Sobiech displayed a PowerPoint map of the project location and summarized the project. He provided a rule compliance summary and focused this report on the six variance requests.

Engineer Sobiech went through in detail each of the six variance requests:

Variance 1: Compensatory storage within same floodplain;

Variance 2: Landlocked basin low-floor elevation;

Variances 3, 4, 5: Required dead storage volume, no existing structure on infrastructure is at risk and proposed outlet is no part of a comprehensive plan;

Variance 6: Wetland protection – inundation duration and runoff.

Engineer Sobiech described his review for each of the variance requests and the technical basis on which the managers can rely on regarding granting the requested variances.

Manager Koch moved adoption of the six variances based on the technical basis presented by Engineer Sobiech and pursuant to Rule K, in order for the district to grant a variance from strict compliance with the requirement of a District Rule, the Board of Managers must find that, based on demonstration by the applicant, that because of unique conditions inherent to the subject property, which do not apply generally to other land or structures in the Riley-Purgatory Bluff Creek watershed, strict application of rule provision will impose a practical difficulty on the applicant, not a mere inconvenience.

For purposes of the Board of Managers' determination of whether a practical difficulty exists, the following factors will be considered:

- 1.1 How substantial the variation is from the rule provision;
- 1.2 The effect of the variance on government services;
- 1.3 Whether the variance will substantially change the character of or cause material adverse effect to water resources, flood levels, drainage or the general welfare in the District, or be a substantial detriment to neighboring properties;
- 1.4 Whether the practical difficulty can be alleviated by a technically and economically feasible method other than a variance;
- 1.5 Economic hardship alone may not serve as grounds for issuing a variance if any reasonable use of the property exists under the terms of the District rules.
- 1.6 How the practical difficulty occurred, including whether the landowner, the landowner's agent or representative, or a contractor, created the need for the variance; and,
- 1.7 In light of all of the above factors, whether allowing the variance will serve the interest of justice;

Now therefore, the Board, having considered the information provided by the applicant and the factors to be considered in determining whether a practical difficulty, as well as the staff report regarding the application for a variance, hereby grants the variances as set forth in the applications.

Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

**f. Consider Approval of Permit Application 2019-001 for the Park South Development in Chanhassen as presented in the Proposed Board Action of the Permit Report**

Engineer Sobiech noted he presented his permit review and the Engineer's recommendations during the discussion of the previous agenda item regarding the variance requests, and he displayed a PowerPoint slide listing the recommendations. He explained that this is a two-year permit term because the developer anticipates Park South won't be fully built out until December of 2021. Engineer Sobiech again summarized the Engineer's recommendations, including that the amount of the financial assurance is \$476,613.



5 Manager Koch moved to approve the resolution set forth in the staff report and subject to the conditions  
6 and stipulations set forth in the recommendations. Manager Ziegler seconded the motion. Upon a vote, the  
7 motion carried 5-0.

8 **g. Select District Auditor for 2019**

9 Administrator Bleser said that in June she solicited proposals from three auditing firms that were  
0 recommended to her by other watershed districts, and two of those firms submitted proposals by July 1  
1 and their proposals are included in the meeting packet. She explained that the third firm, MMKR, hasn't  
2 submitted a proposal. Administrator Bleser added that Manager Koch also offered a suggestion of a firm,  
3 but not until July 1, at which point she had already received the two proposals in time for the Board  
4 packet.

5  
6 Manager Koch moved to give the other accounting firms an opportunity to submit their proposals and to  
7 authorize him to interview the partners in charge specifically about their process having to do with the  
8 legal checklist required by the state auditor. The motion failed due to lack of a second.

9  
0 There was a lengthy discussion about how to proceed, the Administrator's discussion with and impression  
1 of the two firms that submitted proposals, and the firms' proposals. Manager Ziegler moved to postpone  
2 the decision for a month or so until the District receives feedback from staff about the request for  
3 proposals from the firm Manager Koch suggested and any other appropriate firms. Manager Koch  
4 seconded the motion. Upon a vote, the motion carried 4-1 (Manager Crafton voted against the motion).

## 11. Discussion Items

5 **a. Manager Report on MAWD Summer Tour**

6 Managers Koch and Crafton reported about the tour and their experiences and learnings.

7 **b. Report from Personnel Committee**

8 President Ward noted that the Personnel Committee report is in the meeting packet.

9 **c. Lake Service Provider Survey**

0 Administrator Bleser said the survey summary is included in the meeting packet. She pointed out that the  
1 results from the survey led staff to take action to try to extend AIS inspections and have inspections in  
2 October, when there is a lot of lake activity taking docks out of lakes. Administrator Bleser talked about  
3 the database the District has constructed to be able to send information to lake service providers,  
4 reminding them of the importance of decontaminating equipment. She mentioned the next survey staff  
5 will send out. She said it will target lake associations and local governmental units regarding what their  
6 contributions would be in terms of rapid response to aquatic invasive species.

7 Administrator Bleser highlighted that in the survey collected, several people added comments about the  
8 water level in Duck Lake in terms of being in favor of higher water levels on the lake. Manager Pedersen  
9 said per information on the Department of Natural Resources website, only two lake service providers  
0 have gone to the decontamination certification, and in communications with the providers, the District  
1 could remind the providers about the certification workshops. Manager Koch shared about a conversation  
2 he had with the two heads of Minnesota's Natural Resources Committee regarding how currently under  
3 the law there are no means by which to punish lake service provider companies as opposed to the  
4 employees. He said those two asked the District to pull together the information for possible legislative

5 action and noted that this topic is something the Board might want to consider for a MAWD resolution.

6 **d. Anniversary Event August 28**

7 Administrator Bleser reminded the Board of the District's anniversary celebration and celebration of  
8 community event coming up on August 28 at the Riley Jacques Barn in Eden Prairie.

9 **e. BWSR Annual Report**

0 President Ward announced that there is a Board of Water and Soil Resources (BWSR) letter in the Board  
1 packet. He said BWSR is recognizing the District in terms of performance and called out three specific  
2 things. President Ward commented this recognition a great reflection upon the District's staff and the  
3 overall efforts of the watershed district.

4 **f. MAWD 2019 Resolution Request**

5 President Ward announced that the deadline for districts to submit resolution requests is September 1. He  
6 asked managers to send to Administrator Bleser any resolution suggestions so they can be included and  
7 discussed at the Board's August monthly meeting.

8 **g. MAWD Governance Workshop September 12-13**

9 Administrator Bleser stated that MAWD is planning a two-day workshop in Bloomington on September  
0 12<sup>th</sup> and 13<sup>th</sup> on the topic of governance. She said she will forward to the managers additional details  
1 when she receives them.

2 **h. Lakeshore Field Survey Update**

3 Administrator Bleser reminded the Board it had directed staff to see if it was possible to conduct some  
4 type of survey on how the watershed's lakeshores are doing. She said that with the staff's current  
5 workload, it is an endeavor staff won't be able to undertake this field season, but it is something staff  
6 could explore doing for next year's field season.

## 12. Upcoming Board Topics

7 President Ward noted that upcoming Board topics are listed on the agenda and include a public hearing in  
8 August on the Silver Lake Water Quality Improvement Project and the topic of rules revisions, which is  
9 targeted to be on the August meeting agenda.

0 Administrator Bleser took time during this part of the meeting to commend District staff Josh Maxwell  
1 and Zac Dickhausen for their recent efforts assisting a trio of youth who had capsized their kayak on  
2 Staring Lake. She said Mr. Maxwell called 9-1-1, and Mr. Dickhausen took a spare life vest via a kayak  
3 out on to the lake and out to the children, one of whom did not have a life vest. Administrator Bleser said  
4 the youth had seen the staff's bright yellow jackets and yelled for staff's attention. The Board commended  
5 the actions of Mr. Maxwell and Mr. Dickhausen and provided Administrator Bleser with suggestions of  
6 other elements of recognition that the District could pursue.

## 13. Upcoming Events

- 8
- Walk with the Watershed, July 12<sup>th</sup>, noon-1:00 p.m., Bluff Creek Trail
  - Citizen Advisory Committee Meeting, July 15, 6:00 p.m., District Office, 18681 Lake Drive East,
- 9

0 Chanhassen

- 1 • Personnel Committee Meeting, July 15, District Office, 18681 Lake Drive East, Chanhassen
- 2 • Master Water Steward Informational Session, July 23, 6:00-7:00 p.m., Smith Coffee House, Eden Prairie
- 3 • Smart Salting for Property Managers, July 24, 9:00 a.m.-1:30 p.m., District Office, 18681 Lake Drive East,
- 4 Chanhassen
- 5 • Wetland Walk, July 31, 6:00 p.m.-8:00 p.m., District Office, 18681 Lake Drive East, Chanhassen
- 6 • Project WET, August 6, 9:00 a.m.-3:00 p.m., Nine Mile Creek Watershed District
- 7 • RPBCWD Board of Managers Monthly Meeting, August 7, 7:00 p.m., District Office, 18681 Lake Drive
- 8 East, Chanhassen
- 9 • Smart Salting for Property Managers, August 21, 9:00 a.m.-1:30 p.m., District Office, 18681 Lake Drive East,
- 0 Chanhassen
- 1 • Celebrating the Community, August 28, Riley Jacques Barn, Eden Prairie

#### 14. Adjourn

2 Manager Pedersen moved to adjourn the meeting. Manager Crafton seconded the motion. Upon a vote, the motion

3 carried 5-0. The meeting adjourned at 9:09 p.m.

4

5

6

7 Respectfully submitted,

8

9 \_\_\_\_\_

0 David Ziegler, Secretary

**Minutes: Monday, July 15, 2019**  
**RPBCWD Citizen's Advisory Committee Monthly Meeting**  
**Location: RPBCWD offices: 18681 Lake Street, Chanhassen**

**CAC Members**

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

Michelle Jordan	RPBCWD staff	P
Terry Jeffrey	RPBCWD staff	P
Larry Koch	RPBCWD Manager	P

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

1. None

**Summary of discussion items for the Board of Managers:**

1. CAC is researching the worthiness of bee lawns as a stewardship grant project.
2. We have some questions on the 2020 budget:
  - What is the increase in office costs?
  - What are revenues from grants for 2019 and 2020?
  - Could we see a history of revenues from grants?

**I. Opening**

- Call CAC meeting to Order:** President Lori Tritz called the meeting to order at 6:02 p.m. Welcome
- Attendance:** As noted above.
- Matters of general public interest:** None
- Approval of Agenda:** Jan moved and Joan seconded to approve the agenda. Motion carried.
- Approval of June 17, 2019 CAC Meeting Minutes:** Jan moved and Pete seconded to approve the CAC minutes of June 17, 2019. Motion carried.

**II. Learning Presentation: Bee Lawns**

- Lori Tritz explained the idea of bee lawns is to replace sterile turf with a variety of plants that support bees and other pollinators. There has been much news about the collapse of honeybee hives, and honey bees are actually not native. There are, however, over 400 species of native bees which also deserve consideration. The plant species used in a bee lawn must serve two purposes: they need to survive mowing to a maximum of 5" and tolerate foot traffic. The plant species of a bee lawn are not necessarily native because many things that bees like are not native. A few species that meet the criteria are Dutch white clover, ground plum, lance leaf coreopsis, selfheal, and calico aster. BWSR is creating a grant for bee lawns. Should the creation of a bee lawn be worthy of a stewardship grant? Should we advertise it as a grant-worthy project or consider proposals passively? Should we refer it to other organizations that provide grants such as BSWR? Our response can be iterative. Maybe next year we can rethink. Maybe it could be considered if part of another BMP such as a rain garden.

Response to learning presentation: No one had strong feelings, but were curious about how a bee lawn would fare using our scoring process. A bee lawn could be a gateway to acceptance of native plantings. Native plants typically have deeper roots which encourage better infiltration, but deeper roots do not develop when mowed.

Summary: Should bee lawns be included in the Stewardship Grant Program? We will come to more of a recommendation after the scoring at our next meeting. Does it meet the intent of protecting water?

### III. Staff Report

- A. **2019 Budget** – A copy of the 2020 budget was handed out. A recording of Claire Bleser presented the draft 2020 budget as was presented at the Board meeting. Terry Jeffrey responded to several questions.
1. Why was there a big bump in permitting? Terry Jeffrey responded that many permit requests are from schools who pay no permitting fees.
  2. How is the data base coming? We are looking at a rollout in January of 2020 because Houston will be updating in 2019.
  3. Why are planned project costs changing? There has been a lot of turnover in city staff. The new staff are inexperienced. We cannot depend on partnerships
  4. How could we best encourage relationships with cities? We can remind cities to get the watershed district involved early on. We can hold workshops and information meetings for city staff to work on common goals and assure them we are not the obstacle.
  5. Is there anything new on the stormwater ponds study? The purpose of the study is to see if they are working as designed – are they sinks for pollutants or are they sources of pollution? John Gulliver of the UofM is looking for a simpler assessment tool, and studying possibly using lake treatments (alum and iron) on stormwater ponds.
  6. What is the wetland restoration and flood mitigation? The purchase of three properties on Pioneer Trail. The City of Chanhassen may be interested in doing something educational and creative with the restored wetlands.
  7. What is the Lotus Lake Kerber Pond Ravine? We are assessing what the current load is and what is the potential for remediation. The whole Frontier Trail area is in need of rebuilding.

Our remaining questions were:

1. What is the increase in office costs?
2. What are revenues from grants for 2019 and 2020?
3. Could we see a history of revenues from grants?

The budget will go back to Board in August. The public hearing will be September 4. The information meeting will be December 11.

### B. **Events** - Michelle reported:

1. Shoreline restoration maintenance session #2 (July 17, tomorrow, 6 pm). Come help restore the shoreline along Mitchell Lake while learning about maintenance techniques, plant identification, and other aspects of maintaining a healthy, native shoreline. At: Timber Lakes Homeowners Association, Mitchell Lake, Eden Prairie. RSVP to Maya at [mswope@rpbcwd.org](mailto:mswope@rpbcwd.org).
2. Master Water Stewards info session (July 23, 6 pm) We are in the process of recruiting the next cohort of Master Water Stewards, for 2019-2020. If you or someone you may be interested in the program, please encourage them to attend our MWS program info session on Tuesday, July 23, 6-7pm at Smith Coffee in Eden Prairie. We'll talk about program requirements and answer questions. The application and a list of other info session dates can be found at [masterwaterstewards.org](http://masterwaterstewards.org).
3. Wetland Walk (July 31, 6-8 pm) RSVP to Maya at [mswope@rpbcwd.org](mailto:mswope@rpbcwd.org)
4. Project WET training (Aug 6, 9 am – 3pm) Get trained in the Project WET kindergarten- 12<sup>th</sup> grade curriculum. If you are interested in volunteering with our youth program, this is an excellent resource. [More info and rsvp](#)
5. Cycle the creek in September 8 miles or 50 miles and get a really cool fanny pack.
6. Michelle hand delivered RPBCWD birthday party invitations for August 28.

### IV. Commission Discussion

- A. Board Meeting July 10, 2019 - Board minutes came late due to date of meeting.
  - 1. Lori reported there was much discussion on the variances requested for the former Prince property.
  - 2. Now that the website is becoming built out, it is a good time to take a second look to make sure it is working as it should. Michelle will send us different scenarios (searches) to try out before the next meeting and we will evaluate at our next meeting.
- B. Speakers Bureau Presentation: still tweaking, tabled until next meeting.
- C. We selected August 12 at 6:00 for our next learning presentation – a tour of Marilyn's native garden - 8956 Braxton Drive, Eden Prairie.

**V. Subcommittee Reports:**

- A. Education and Outreach: working on final touches. Matt asked whether rebranding a presentation by another organization is worth the trouble if we have permission to use it.? Michelle feels strongly that it needs to be district's messaging.
- B. Lakes and Streams: No updates. Denny shared a technique for blocking sediment from washing off of curb cuts with rocks.
- C. Stormwater: The subcommittee has submitted an Action Grant proposal to develop two clean up kits. Michelle will review and Claire will make the determination. The CAC will test the kits during and actual cleanup of Round Lake on September 17 from 5:30 to 7:30 pm, with September 23 as the rain date. We will modify our proposal to include stabbers as well as grabbers. Michelle will review; Claire will decide. Have chosen September 17 is the cleanup and September 23 will be rain date. 5:30 to 7:30 pm. CAC members available on September 17: Joan, Jan, Anne Jim, Lori, Sharon, Barry, Marilyn, and Denny. CAC members available on September 23: Jan Anne, Samir, Sharon, Barry, Marilyn, Matt. Meet at playground at Round Lake. Jim has extra grabbers for loan.
- D. Landscaping for Water: Elim Shores has become a spring project to restore a path and pilot a native garden and then move on to shoreline. It may also be a speaker bureau presentation this fall.

**VI. Miscellaneous**

- A. August Agenda
  - 1. 2020 Budget
  - 2. AIS and survey results
  - 3. Website
  - 4. Bee lawns
  - 5. Speakers Bureau presentation
  - 6. Learning presentation will be August 12 tour of Marilyn's yard – Native yards
- B. Jim had book recommendations for us.
- C. MAWD has requested submission of resolutions for the December 3-5 annual conference.

**VII. Upcoming Events.**

- A. Wetland Walk July 31
- B. Board of Managers meeting August 7, 7:00 pm, 18681 Lake Drive East
- C. RPBCWD CAC meeting August 19 at 6:00 pm, 18681 Lake Drive East

- VIII. Adjourn CAC meeting:** Jim moved and Jan seconded to adjourn the meeting. Motion carried. Meeting adjourned at 8:41 pm.

## RPBCWD July Staff Report

Administration		Staff update	Partners
<b>Accounting and Audit</b>	Coordinate with Accountant for the development of financial reports. Coordinate with the Auditor. Continue to work with the Treasurer to maximize on fund investments.	The Administrator requested two additional proposals. All four are included in the packet.	
<b>Annual Report</b>	Compile, finalize and submit annual report to agencies	<b>Task Completed.</b>	
<b>Internal Policies</b>	Work with Governance Manual and Personnel Committees to review bylaws and manuals as necessary	The Governance Committee did not meet in July.	
<b>Advisory Committees</b>	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 regular monthly meeting July 15th. The draft 2020 District budget was presented to the CAC for comment. The District Administrator followed up on questions generated. Minutes are included in the board packet. No TAC has been held since the June TAC. Draft minutes are included in the board packet. Upon receipt of TAC member comments after release of the draft rules, it will be determined if an additional TAC would be beneficial.	
<b>Membership</b>			
<b>District-Wide</b>			
<b>Regulatory Program</b>	Review regulatory program to maximize efficiency.	2 permit applications received. 1 permit has been issued administratively. 5 Applications are currently under review.	

	<p>Engage Technical Advisory Committee and Citizen Advisory Committee on possible rule changes. Implement regulatory program.</p>	<p>Staff Jeffery has met with potential applicant on 1 pending project which was conditionally approved in 2017 but has since expired. See table at end of document for more details.</p> <p>Duck Lake Permit Regulation. An updated draft of the model was completed. This information will be used to work with the DNR and Eden Prairie to address existing conditions versus approved conditions.</p> <p>Given the significant implications of some of the rule modifications, staff is requesting that a work session be held the third week of August to discuss the rule revisions with the release being authorized at the September meeting.</p>	
<p><b>Aquatic Invasive Species</b></p>	<p>Review AIS monitoring program Develop and implement Rapid Response Plan as appropriate Coordinate with LGUs and keep stakeholders aware of AIS management activities. Manage and maintain the aeration system on Rice Marsh Lake as per the Riley Chain of Lakes Carp Management Plan. Review AIS inspection program. Keep abreast in technology and research in AIS. 2019 zebra mussel veliger testing.</p>	<p>Lake Service Providers were sent a mailer reminding them of best practices. Over 90 LSP were contacted. AIS partner survey is delayed to August. The City of Chanhassen requested in regards to treatment on Lotus Lake for Brittle Naiad. Brittle Naiad is located in less than 2ft of water on either side of the boat launch. Staff Maxwell went to inspect proposed treatment area. The area did not contain brittle naiad. We notified the City of Chanhassen.</p>	<p>City of Chanhassen City of Eden Prairie University of Minnesota MN DNR Carver County</p>



<b>Cost-Share</b>	Review program to determine efficiencies and needs. Recommend modification as necessary. Review applications and recommend implementation.	No new applications were reviewed in July. Site visits continue to be conducted. Some of the 2019 applicants have already completed their projects.	Carver County Soil and Water Conservation District
<b>Data Collection</b>	Continue Data Collection at permanent sites. Identify monitoring sites to assess future project sites.	<p>Staff completed two creek monitoring and Two lake monitoring sampling events. Assisted Chanhassen with CAMP program on Lake Susan.</p> <p>Auto sampling units on upper Riley Creek under Powers and upper Bluff Creek under Galpin sampled multiple times this month. Staff will assess the pollutant loads and evaluate if future creek restoration is needed.</p> <p>WOMP stations: Continued bi-weekly sampling of the station.</p> <p>All EnviroDIY stations for the pond project were deployed and running in July. Staff conducted multiple pond sampling events.</p> <p>Spent lime column testing resumed this month. The spent lime/sand media had been saturated for 114 days and tested again. Continuous water pumping through the media and the use of plaster sand will be tested this month.</p> <p>Lake level sensors have been checked this month and have been working well. Lotus Lake unit will be checked for drift.</p> <p>Staff assisted 9-mile creek with two electrofishing events on Normandale.</p>	<p>Metropolitan Council</p> <p>City of Eden Prairie</p> <p>University of MN</p> <p>City of Chanhassen</p>

		Regular carp monitoring has begun this past month. No carp were found during the first electrofishing event on Lake Ann.	
<b>District Hydrology and Hydraulics Model</b>	<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>	Work is ongoing.	City of Bloomington
<b>Education and Outreach</b>	<p>Implement Education &amp; 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 hosted a Smart Salting (Parking Lots and Sidewalks) for Winter Maintenance Professionals training on July 17.</p> <p>The District hosted an Aquatic Invasive Species early detection workshop at the district offices. Participants learned about invasive plants and animals of increasing concern in MN, and looked at samples for identification.</p> <p>The District hosted a Smart Salting for Property Managers training with Fortin Consulting on July 24th. The District will also host a similar training on August 21st.</p> <p>The District held the second event in a series of shoreline maintenance restoration workshop/ volunteer events on July 22nd at the Timber Lakes Homeowner's Association restoration project.</p> <p>Master Water Stewards: the district hosted an info session for prospective stewards</p>	<p>Smart Salting Courses: MPCA (funding), Fortin Consulting</p> <p>Shoreline Workshop: Timber Lakes Homeowners Association, Natural Shores Technologies</p> <p>Master Water Stewards: Freshwater Society</p> <p>Adopt a Drain: Nine Mile Creek Watershed District, City of Eden Prairie, City of Bloomington, City of Minnetonka,</p>

		<p>on July 23rd. We will continue recruiting for stewards until applications close on September 20th.</p> <p>The district hosted a Wetland Walk on July 31st. Participants learned about wetlands at the district office, then went with staff to visit and explore nearby wetland areas. Adopt-a-dock volunteers checked their plates in early July. Lake Riley is the only lake with mussel sightings.</p> <p>Applications for Educator and Action grants continue to be received, reviewed, recommended, and processed.</p> <p>Community members continue to sign up to adopt storm drains and keep them clear of leaves, dirt, and other debris through the Adopt-a-drain.org partnership.</p>	Hamline University.
<b>Groundwater Conservation</b>	<p>Work with other LGUs to monitor assess and identify gaps.</p> <p>Engage with the Technical Advisory Committee to identify potential projects.</p> <p>Develop a water conservation program (look at Woodbury model)</p>	No new update.	TBD
<b>Lake Vegetation Management</b>	<p>Work with the University of Minnesota or Aquatic Plant Biologist, Cities of Chanhassen and Eden Prairie, lake association, and residents as well as the Minnesota Department of Natural Resources on potential treatment.</p> <p>Implement herbicide treatment as needed.</p>	<p>June peak curlyleaf point intercept sampling at Lake Susan, Lake Riley and Staring Lake was completed.</p> <p>Curlyleaf herbicide treatments were not conducted in 2019. Frequency of occurrence of curlyleaf pondweed was 33% for Lake Susan, 48% for Lake Riley and more limited at Starring</p>	<p>City of Eden Prairie</p> <p>City of Chanhassen</p> <p>University of Minnesota</p> <p>MNDNR</p>

	<p>Secure DNR permits and contract with herbicide applicator.</p> <p>Lakes the District is monitoring for treatment include: Lake Susan, Lake Riley, Lotus Lake, Mitchell Lake, Red Rock Lake and Staring Lake.</p> <p>Work with Three Rivers Park District for Hyland Lake</p>	<p>Lake at 26%. Coontail was the most abundant plant in Riley and Staring (<math>\geq</math> 50% of sites in Riley and Staring) whereas curlyleaf pondweed was the most abundant plant in Lake Susan. Eurasian watermilfoil was found in low frequency at Staring Lake (3 sites) with a slightly higher frequency in Lake Riley (10 sites). No milfoil was seen at Lake Susan.</p> <p>A watermilfoil delineation was completed for Staring during June; no treatment is needed this year but may be beneficial in 2020.</p> <p>Sediment cores were collected at Hyland; a seedbank assessment will be conducted over summer.</p>	
<b>Opportunity Projects</b>	Assess potential projects as they are presented to the District	<p>The draft plan amendment was released for public comment.</p> <p>Staff will be presenting the project to school leadership August 15th.</p> <p>Staff are pursuing funding opportunities.</p>	<p>St Hubert Catholic Community</p> <p>Carver County Soil and Water Conservation District</p>
<b>Total Maximum Daily Load</b>	<p>Continue working with Minnesota Pollution Control Agency on the Watershed Restoration And Protection Strategies (WRAPS).</p> <p>Engage the Technical Advisory Committee.</p>	No Updates	MPCA

<b>Repair and Maintenance Grant</b>	Develop and formalize grant program.	No Updates	
<b>University of Minnesota</b>	<p>Review and monitor progress on University of Minnesota grant.</p> <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>Field season has begun. May 2019 activities included getting gear ready and planning for sampling. Curly leaf pondweed assessments and delineations for possible herbicide treatment were conducted for Lakes Riley, Susan and Staring. It was recommended that treatments be held off for this year for curlyleaf pondweed due to finding low abundances in Staring and Susan and limited areas in Riley. Foregoing treatment may promote further native plant recovery. Very few Eurasian watermilfoil plants were seen in Lake Riley but assessment and delineation for treatment will be conducted in June. Watermilfoil was seen in Staring and will need to be monitored.</p>	<p>Stormwater ponds partners: Bloomington, Chanhassen, Eden Prairie, Minnetonka and Shorewood Plant Management: Chanhassen Eden Prairie</p>
<b>Watershed 50 year Anniversary</b>	<p>Come explore with us!</p> <p>Finalize anniversary program for 2019.</p> <p>Implement anniversary events.</p>	<p>District intern Olivia continues her research on district history. She will continue research throughout the summer and will compile a display for the 50th Anniversary Celebration on August 28th. The District will host a 50th Anniversary Celebration on August 28th, 6-8pm at the Riley Jaques Barn at Lake Riley.</p>	

		The District will host Cycle the Creek: 50th Anniversary Edition on Saturday, September 28th. Participants can bike 50 miles throughout the district, or 8 miles along bluff creek.	
<b>Watershed Plan</b>	Review and identify needs for amendments.	No changes were identified at this time.	
<b>Wetland Conservation Act (WCA)</b>	Administer WCA within the Cities of Shorewood and Deephaven. Represent the District on Technical Evaluation Panel throughout the District	<p>No WCA application were received forDeephaven.</p> <p>No WCA applications have been received in Shorewood.</p> <p>A notice of application was received from the City of Chanhassen for work on the MCES Interceptor Line located east of Galpin Blvd and north of TH5. Chanhassen is the LGU. The District will be providing comments.</p> <p>Staff Jeffery investigated a potential WCA violation in Shorewood. After walking the site with the property owner, it was concluded that no violation had occurred. The property owner was offered guidance as to what would constitute a violation and will be providing a list of plants suitable to replace the buckthorn being removed.</p> <p>A potential WCA violation was reported in Eden Prairie. Upon investigation, both Staff Jeffery and the WCA LGU concluded that no violation had occurred.</p> <p>A notice of Decision for wetland boundary and type determination was issued for a property of West 78th Street in</p>	<p>City of Shorewood</p> <p>City of Deephaven</p> <p>City of Chanhassen</p> <p>City of Eden Prairie</p> <p>MCWD</p> <p>BWSR</p> <p>DNR</p> <p>ACOE</p>

		<p>Chanhassen. The decision concurred with the boundary as revised. Staff Jeffery was part of the review TEP. Chanhassen was the LGU.</p> <p>Staff Jeffery is working with other LGU and Watersheds to address the lack of BWSR support for MNRAM. He is also evaluating other assessment tools.</p>	
<b>Wetland Management</b>	Identify potential restoration/rehabilitate wetlands and wetland requiring protection.	<p>Staff notified residents in the southwest portion of the district, and has begun assessing wetlands in this area.</p> <p>Four residents contacted the District with questions. Staff Jeffery has addressed or is in the process of addressing comments.</p>	City of Chanhassen MNDNR
<b>Hennepin County Chloride Initiative</b>	Phase 1: Develop a plan to target commercial and association-based sources or chloride pollution - businesses, malls, HOAs, property management companies and the private applicators that they hire. We will hire a consultant to facilitate focus groups with private applicators, as well as those that execute contracts with private applicators. These focus groups will help identify needs and barriers for our target audience. The consultant will compile information into a plan for implementation.	<p>Administrator Bleser has been working with Fortin Consulting and U of M Researched on the interview guide for parking lots and sidewalks applicator. At the same time, Administrator Bleser is part of committee to help develop ordinances for cities to adopt winter best practices. Administrator Bleser is part of a committee that is developing/reviewing smart salting for property managers.</p>	
<b>Lower Minnesota Chloride Cost-Share Program</b>	The Lower Minnesota River Watersheds are coming together to offer cost-share grants.	No new updates	

<b>Bluff Creek One Water</b>			
<b>Chanhassen High School Re-use</b>	Continue to work with all partners. Complete site restoration and start system. Finalize and implement E and O for project. Monitor Project.	The site is operational and site is stabilized.	ISD 212 City of Chanhassen Metropolitan Council
<b>Bluff Creek Tributary Restoration</b>	Implement and finalize restoration. Monitor Project.	USACE is processing the permit for one more comment period. We anticipate issuance of the permit to be early september.	City of Chanhassen
<b>Wetland Restoration at 101</b>	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	We are working with homeowners at 750 Pioneer to purchase home. We anticipate this to be happening in early August. The City will be closing on third property in August.	City of Chanhassen MN DNR
<b>Riley Creek One Water</b>			
<b>Lake Riley Alum</b>	Continue to monitor the waters.	No updates	
<b>Lake Susan Improvement Phase 2</b>	Complete final site stabilization and spring start up. Finalize and implement E and O for project. Monitor Project.	The system is operational. Plugs were replaced and are establishing.	City of Chanhassen Clean Water Legacy Amendment
<b>Lower Riley Creek Stabilization</b>	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.	Project is moving forward. Tentative start after start of October.	City of Eden Prairie Lower Minnesota Watershed District



<b>Rice Marsh Lake Alum Treatment</b>	Monitor Project.	No updates.	City of Eden Prairie City of Chanhassen
<b>Rice Marsh Lake Watershed Load Project 1</b>	Conduct feasibility. Develop cooperative agreement with City of Chanhassen	Working with new staff from the City of Chanhassen. Project delayed due to staff turnover.	City of Chanhassen
<b>Upper Riley Creek</b>	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	Administrator Bleser and staff Jeffery have had conversations with the City of Chanhassen. Further discussion of this project will be on hold till the new water resources coordinator is hired.	City of Chanhassen
<b>Purgatory Creek One Water Berm</b>			
		Staff Jeffery met with the city and there are still some questions that remain unanswered. The District will be getting a surveyor to determine if the sheet pile is subsiding.	
<b>Duck Lake Water Quality Project</b>	Work with the City to implement neighborhood BMP. Identify neighborhood BMP to help improve water resources to Duck Lake. Implement neighborhood BMPs.	Design has begun on the rain gardens, with continued coordination with Eden Prairie.	City of Eden Prairie
<b>Hyland Lake Internal Load control</b>	Implement Hyland Lake Alum application.	Project is complete.	Three Rivers Park District City of Bloomington
<b>Lotus Lake – Internal Load Control</b>	Monitor treatment and plant populations.	No updates.	
<b>Scenic Heights</b>	Continue implementing restoration effort.	Growing season management continues.	Minnetonka Public School District City of Minnetonka

	Work with the City of Minnetonka and Minnetonka School District on Public Engagement for project as well as signage.		Hennepin County
<b>Silver Lake Restoration</b>	Order project Design Project Work with the City of Chanhassen for Design, cooperative agreement and implementation	Task Order will be presented at the September meeting. Due to staff turnover at the City of Chanhassen this item will be tabled to September. Based on conversation with the City of Chanhassen, project implementation will occur in 2021 to match street project.	City of Chanhassen
<b>Professional Development</b>			
<b>Administrator Bleser and Staff Jordan</b>	Administrator Bleser and Staff Jordan will be attending and presenting at the American Water Resources Association Annual Meeting. Bleser will be presenting on lake management decision tree and staff Jordan on engaging the public in projects.		
<b>MAWD</b>	Administrator Bleser submitted an abstract titled " <b>Hennepin County Chloride Partnership: Developing a strategic plan to increase adoption of best management practices with private applicators</b> ". Staff will also be submitting for Program and Project of the year award in mid-August.		
<b>North American Lake Management Annual Conference</b>	Minnesota is hosting the 2020 NALMS Conference in November. Administrator Bleser was asked to be part of the planning Committee. In addition, Administrator Bleser was		

	<p>invited to submit an abstract for the 2019 conference to discuss the District's Lake Management Decision Tree. Her abstract was accepted and will be presenting on the first day of the conference. She will also be attending a full day workshop on internal load and cyanobacteria. Cyanobacteria are also known as blue-green algae some can be toxic and this has been an emerging topic of concern.</p>
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## Regulatory Program

PERMIT #	APPLICAN T	PROJECT	DATE SUBMITTED ON-LINE  PAPER  COMPLETE	STATUS	RULES
2018-044	United Properties	(r)Smith Village mixed use - Eden Prairie	6/8/18 6/29/18   June 5, 2019	Incomplete-comments provided 7/9/18 & 12/11/18 & 5/21/19 On 6/5/19 received complete submittal. Rates don't conform	C-EPSC J-Stormwater
2018-066	Presbyterian Homes	(r) Castle Ridge - Eden Prairie	10/18/18  10/23/18	Application was on-hold per email correspondence w/ engineer 11/9/18 & 11/28/18 due to Eden Prairie review comments. Additional materials provided 4/5/19. Currently under review.	C-EPSC D-Buffers J-Stormwater
2018-071	MNTKA Public Schools	LAX Field Construction	12/6/18	Approved - conditions met Construction begun	C - EPSC J-Stormwater
2018-072	Three Rivers Park District	Parking - Bloomington	12/20/18   12/28/18	Approved - conditions met Construction begun.	C-EPSC D- Buffers J-Stormwater
2018-073	Eden Prairie - Streets	Preserve Blvd Reconstruction	12/20/18	Approved - conditions met. Construction begun.	B-Floodplain C-EPSC D-Buffers J-Stormwater
2018-074	Eden Prairie - Utilities	Ground Storage Reservoir	12/21/18   12/26/18   1/28/19	Approved - conditions met	C-EPSC J-Stormwater
2019-001	Lennar	(r) Nelson Property - Galpin Ave, Chanhassen  "The Park"	1/11/19   1/11/19	Revised submittal received on 5/21/19. Permit conditionally approved on 7/10/19. FA and MD received. Permit issued on 8/1/19	B-Floodplain C-EPSC D-Buffers G-Water X-ing J-Stormwater K-Variances

PERMIT #	APPLICANT	PROJECT	DATE SUBMITTED ON-LINE  PAPER  COMPLETE	STATUS	RULES
2019-002	Shelangoski	Single family	1/8/19	Administratively approved Construction begun	C-EPSC
2019-003	Wooddale Builders	(r) Stable Path	1/16/19   1/16/19	Conditionally Approved 4/3/19. Working with City and Developer to resolve maintenance agreement. Conditions met.	C-EPSC, J-Stormwater
Not Assigned	City of Chanhassen/ MNDOT	T.H. 101 Reconstruction	No application submitted.	In design and permit application phase. There have been 5 stakeholder meetings held.	B-Floodplain C-EPSC D-Buffers G-Water X-ing J-Stormwater
Not Assigned	Moments of Chanhassen, LLC	(r) Moments Senior Living	No application submitted.	Pre-application meeting w/ city & developer held on 12/20/18. WCA delineation approved 7/19/19	C-EPSC D-Buffers J-Stormwater
2019-004	Eden Prairie - Engineering	Duck Lake Road	1/16/19   1/18/19	Tabled at the request of Eden Prairie until further notice.	B-Floodplain C-EPSC D-Buffers G-Water X-ing J-Stormwater K-Variances
2019-005	Eden Prairie - Engineering	Single Tree Ln Improvements	1/17/19   1/22/19	Administratively approved 2/5/19 Under construction.	C-EPSC
2019-006	Minnetonka - Engineering	2019 Mill & Overlay Project	1/14/19   1/14/19	Administratively approved on 1/15/19	C-EPSC
2019-007	Great Oaks 2nd, LLC	Beverly Hills	1/25/19   2/28/19   3/08/19	Conditionally approved at 4/3/19 meeting. Awaiting FA and MD.	C-EPSC, J-Stormwater

PERMIT #	APPLICANT	PROJECT	DATE SUBMITTED ON-LINE  PAPER  COMPLETE	STATUS	RULES
2019-008	Eden Prairie Parks	Staring Lake Pavilion	2/19/19   1/21/19	Conditionally approved 4/3/19 meeting. Conditions met	C-EPSC, J-Stormwater
2019-009	Marcus Reidel	Reidel Home Addition	2/18/19   2/6/19   2/19/19	Administratively approved 2/22/19	C-EPSC, J-Stormwater
2019-010	ISD #112	Chan HS Sanitary Service Repair	2/22/19   2/25/19	Administratively approved 3/1/19. Completed.	C-EPSC
2019-011	Bre Retail Residual Owner 6	Chase Bank	3/12/19   3/14/19	Conditionally approved at 5/1/19 meeting.	C-EPSC, J-Stormwater
2019-012	Andrew Costigan	Outbuilding	3/21/19   3/28/19   3/28/19	Administratively approved 4/8/19	C-EPSC, J-Stormwater
2019-013	Adam & Kelly Cozine	Pool	3/22/19   3/25/19	Administratively approved 4/26/19	C-EPSC, J-Stormwater
2019-014	Eden Prairie - Engineering	Hennepin Town Rd Turn Lane	3/7/19   3/7/19	Administratively approved on 3/22/19	C-EPSC
2019-015	Chanhassen - Engineering	Lake Dr. East M & O	3/26/19   3/28/19	Administratively approved 3/28/19	C-EPSC
2019-016	Center Point	Minnetonka Boulevard	4/3/19   4/10/19	Administratively approved on 4/10/19	C-EPSC
2019-017	ANE Group	6650 Pawnee Dr	NOPV Issued 4/12/19   4/17/19	On 5/1/19 meeting. Conditionally approved	C-EPSC, J-Stormwater
2019-018	ANE Group		NOPV Issued 4/12/19   4/17/19	On 5/1/19 meeting. Conditionally approved	C-EPSC, J-Stormwater

PERMIT #	APPLICANT	PROJECT	DATE SUBMITTED ON-LINE  PAPER  COMPLETE	STATUS	RULES
2019-019	Timothy Brown	Sheldon Place Townhomes	4/24/19  4/26/19	Conditionally approved at 6/5/19 meeting	C-EPSC, J-Stormwater
2019-020	Lecy Bros	3993 Hillcrest	5/3/19  5/4/19  5/4/19	Approved. Conditions Met	C-EPSC, J-Stormwater
2019-021	Minnetonka _ Sarah Schweiger	2019 Misc Improvements	4/23/19  4/23/19  4/24/19	Administratively approved Under construction	C-EPSC
2019-022	Timothy Brown	Woodcrest	5/23/19	Under review	
2019-023	Hennepin County Library	Minnetonka Library Improvements	5/29/19	Pre-submittal meeting w/ BKBM on 3/19/19. Under review.	C-EPSC, J-Stormwater
2019-024	Capital Development LLC	Conifer Heights	5/23/19	Pre-submittal meeting w/ Wenck on 3/22/19	C-EPSC, D-Buffers, J-Stormwater
2019-025	Eden Prairie	Homestead Circle Sump Pump Collection	5/22/19	Administratively approved 6/11/19	C-EPSC
2019-026	Stephen Oliver	Ridgewood Church	5/29/19	Conditionally approved at 7/10/19 meeting	C-EPSC, D-Buffers, J-Stormwater
2019-027	Eden Prairie	EP Pavement Management	6/6/19   6/6/19   6/6/19	Administratively approved on 6/6/19	C-EPSC
2019-028	Lifetime - Justin Schmidt	LifeTime Parking Expansion	6/25/19   6/26/19	Under review	

PERMIT #	APPLICANT	PROJECT	DATE SUBMITTED ON-LINE  PAPER  COMPLETE	STATUS	RULES
2019-029	Eden Prairie	Sheldon Ave Imp	6/28/19	Under review	Rule C - EPSC
2019-030	Matt Koeppen	Koeppen Shoreline	6/13/19	Conditionally approved.	
2019-031	Nicholas Leddy	Leddy Shoreline	4/17/19	Conditionally approved. Conditions met.	Rule F-Shoreline and Streambank Stabilization
2019-032	Solomon Group	Applebees Parking Lot Expansion	x/x/xx   7/23/19	Under review	Rule C-EPSC, G-Floodplain, J-Stormwater
2019-033	Eden Prairie	Spring Road Pedestrian Improvements	x/x/xx   7/18/19   7/18/19	Administratively Approved 8/1/19	Rule C- EPSC



**To:** RPBCWD Board of Managers  
**From:** Dave Melmer  
**Subject:** July 17 and 18, 2019—Erosion Inspection  
**Date:** July 25, 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 July 17<sup>th</sup> and 18<sup>th</sup>, 2019.

## Site Inspections

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<b>2015-010</b>	<b>Children's Learning Adventure - Private - Commercial/Industrial Northwest Corner of Highway 5 and Galpin Avenue Chanhassen, Minnesota 55317</b> No change since last monthly inspection. Construction complete . Temporary BMP's are installed. Infiltration areas installed. Parking lot grading and curb/gutter installation complete. Infiltration pond has bio-logs staked in to control silt.	<b>2019-07-18</b>
<b>2015-014</b>	<b>12420 Sunnybrook Road - Private - Residential 12420 SUNNYBROOK ROAD Eden Prairie, Minnesota 55347</b> No activity observed to date.	<b>2019-07-17</b>
<b>2015-016</b>	<b>Blossom Hill - Private - Residential 10841 Blossom Rd Eden Prairie, Minnesota 55347</b> House construction at last site in development completed. All lots have been sold and have houses on them. BMP's look good. Additional silt fences installed at last house site-east side . Slope to pond has been reworked and soils covered--ditch checks installed. Rock entrance at last home site installed. Landscaping at last home site is underway.	<b>2019-07-17</b>
<b>2015-036</b>	<b>Saville West Subdivision - Private - Residential 5325 County Road 101 Minnetonka, Minnesota 55345</b> No change since last inspection. CA still open. Construction complete at 5320 Spring Ln. house site. Silt fence perimeter control is down on NW side near pond. Landscaping not complete -lot has been graded for sod or seeding. Silt fence installed on southwest and west side of development. Additional lot has silt fence perimeter control installed- no activity at this lot. Lots to south have been brushed/cleared.	<b>2019-07-18</b>
<b>2015-050</b>	<b>Arbor Glen Chanhassen - Private - Residential 9170 GREAT PLAINS BLVD Chanhassen, Minnesota 55317</b> Perimeter control (silt fence). Roadway and detention pond installed. All slopes have been stabilized and covered. Rock entrances	<b>2019-07-18</b>

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refreshed-installed regularly. Tracking to street/sediment at gutter--is cleaned up regularly. Catch basin protection installed. Bio-rolls installed where needed. Landscaping at some sites underway. BMP's good.

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**2015-055 Hampton Inn Eden Prairie - Private - Commercial/Industrial 11825 Technology Drive Eden Prairie, Minnesota 55344 2019-07-17**

No change since last monthly inspection. Site construction continues. BMP's in place.

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**2016-017 SWLRT - Government - Other Varies Eden Prairie, Minnesota 55344 2019-07-17**

No change since last monthly inspection. Construction has begun along 95% of route. BMP's look good thru out entire site/route to date.

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**2016-019 Powers Ridge Lot 2 - Private - Commercial/Industrial 1361 Lake Dr. West Chanhassen, Minnesota 55317 2019-07-18**

No site activity observed to date

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**2016-020 Prairie View Enclave - Private - Commercial/Industrial 12701 Pioneer Trail Eden Prairie, Minnesota 55347 2019-07-17**

No activity observed to date.

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**2016-026 Foxwood Development - Private - Residential 9150 and 9250 Great Plains Blvd Chanhassen, Minnesota 55317 2019-07-18**

Minor tracking to street observed-- site is swept regularly. Multiple house construction has continues-BMP's look good- silt fences and rock entrances installed/ good perimeter control. Catch basin protection re-installed. Silt fences have been installed on unsold lots.

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**2016-028 Summit Place Apartments Drainage Improvements - Private - Residential 8501 Flying Cloud Drive Eden Prairie, Minnesota 55344 2019-07-17**

Bio-rolls have been removed and repairs complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.

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**2016-032 CSAH 61 Improvements - Government - Linear N/A Eden Prairie, Minnesota 55347 2019-07-17**

No change since last monthly inspection. Construction continues. Slopes are covered with matting or have been spray tac'd. Area near creek crossing is completed.-- BMP's look good.

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<b>2016-033</b>	<b>Anderson Lakes-Purgatory Trail - Government - Other Anderson Lakes PKWY and Purgatory Creek Eden Prairie, Minnesota 55344</b> No construction observed to date.	<b>2019-07-17</b>
<b>2016-041</b>	<b>Chanhassen West Water Treatment Plant - Government - Other 2070 Lake Harrison Road Chanhassen, Minnesota 55317</b> No change since last monthly inspection. Silt fences installed on site. Construction complete. Landscaping and seeding complete--all soil covered with matting. BMP's look good. Entrance installed and paved--roadway complete. Vegetation is growing--some bare areas--site is stable. Playground installation on north side complete. South slope has sparse vegetation growing-- matting in place to control erosion. South slope vegetation is filling in.	<b>2019-07-18</b>
<b>2016-042</b>	<b>18663 St. Mellion Place--Eden Prairie (Bear Path)</b>  BMP's adequate. Silt fences removed-biorolls installed. Sod has been installed on west side of site. 70% still needs landscaping completed.	<b>2019-07-17</b>
<b>2017-001</b>	<b>Kopesky 2nd Addition - Private - Residential 18340 82nd St Eden Prairie, Minnesota 55347</b> No change since last monthly inspection. Site grading complete--house construction continues at two sites. Perimeter control installed. BMP's are good. Infiltration basins completed. Basin protection is good. Landscaping at house on north end complete.	<b>2019-07-17</b>
<b>2017-023</b>	<b>Eden Prairie Assembly of God - Private - Commercial/Industrial 16591 Duck Lake Trail Eden Prairie, Minnesota 55346</b> Construction complete. Perimeter control silt fence still installed. BMP's in place. Vegetation is established. Site is stable.	<b>2019-07-17</b>
<b>2017-024</b>	<b>Prairie Bluffs Senior Living - Private - Residential 10280 Hennepin Town Rd Eden Prairie, Minnesota 55347</b> <b>Open CA(s): Overtopping of silt fence at wetland. Site representative was notified. Deadline: 8/1/2019</b>  Construction continues. CA remains opened for lack of bio-rolls at back of curb and street tracking --sediment build up at curb. Site representative was notified in May and is aware of situations. CA will remain open. Site grading underway on south side of site. Some landscaping underway on north end of project site.	<b>2019-07-17</b>
<b>2017-026</b>	<b>6135 Ridge Road</b>  No change since last monthly inspection. Rock driveway good. Silt fence maintenance has been completed--down in one section--slope is stable in this area. Bare soils on upper half of slope have been	<b>2019-07-18</b>

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covered with straw matting-vegetation is growing and filling in. Will have to inspect for vegetation establishment in months ahead. Southwest corner has rock retaining landscaping completed.

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**2017-029**                      **Tweet Pediatric Dentistry - Private - Commercial/Industrial**                      **2019-07-18**  
**7845 Century Blvd. Chanhassen, Minnesota 55317**

Construction complete . Temporary BMP's are installed. Catch basin protection installed in this area. Infiltration areas installed. Parking lot grading and curb/gutter installation complete. Infiltration pond has bio-logs staked in to control silt. Vegetation is established and site is stable. Site representative was notified about catch basin protection and bio-roll removal.

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**2017-030**                      **Elevate - Private - Commercial/Industrial**                      **2019-07-17**  
**12900 Technology Drive Eden Prairie, Minnesota 55344**

No change since last monthly inspection. Construction continues. Perimeter control installed. Catch basin protection re-installed. Some catch basins have bladders installed and drainage will be directed to other basins. BMP's look good. Site is well maintained.

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**2017-032**                      **11193 Bluestem Lane - Government - Other**                      **2019-07-17**  
**11193 Bluestem Lane Eden Prairie, Minnesota 55347**

No change since last monthly inspection. Construction complete. All exposed soils on slope are covered and stabilized--vegetation growing--areas where seed did not sprout are observed-- matting is keeping soils stable. Bio-logs installed at toe of slope. Site is in good condition. Bio-logs can be removed. New Eden Prairie site representative contacted concerning bare areas--may need to be reseeded/garlic mustard has started to invade area.

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**2017-037**                      **The Venue - Private - Commercial/Industrial**                      **2019-07-18**  
**525 W 78th St Chanhassen, Minnesota 55317**

No change since last inspection. Construction continues. BMP's installed are adequate.

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**2017-038**                      **West Park - Private - Residential**                      **2019-07-18**  
**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 to individual house sites continues. 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. Landscaping at some sites underway or completed. Recent heavy rains have eroded some prepped landscape areas--clean up underway and being address. BMP's look good.

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**2017-039**                      **Mission Hill Senior Living - Private - Residential**                      **2019-07-18**  
**8600 Grate Plains Boulevard Chanhassen, Minnesota 55317**

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Construction continues. BMP's installed look good. Site perimeter control installed. Catch basin protection installed. South swale has been stabilized. Some erosion on northwest side occurred-clean up underway. Roadway installed.

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**2017-052**                      **Old Excelsior Senior Living - Private - Residential**                      **2019-07-18**  
**17705 Hutchins Drive Minnetonka , Minnesota 55345**

Construction complete. Landscaping complete. Site is stable. All temporary BMP's have been removed. Dumpster area still needs to be paved.

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**2017-063**                      **Clear Springs Elementary 2018 Gymnasium Addition -**                      **2019-07-18**  
**Government - Other**

**5621 County Road #101 Minnetonka, Minnesota 55345**  
Construction complete. Final site grading completed. Sod installed. All temporary BMP's have been removed. All temporary BMP's have been removed. Vegetation established. This will be last field inspection for this permit.

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**2017-064**                      **Scenic Heights Elementary School Forest Restoration -**                      **2019-07-18**  
**Government - Other**

**5650 Scenic Heights Drive Minnetonka, Minnesota 55345**  
Work appears to be completed. Site is stable. Temporary BMP's have been removed. This will be last field inspection for this permit.

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**2017-069**                      **Scheels Redevelopment - Private - Commercial/Industrial**                      **2019-07-17**  
**8301 Flying Cloud Dr. Eden Prairie, Minnesota 55344**

No change since last monthly inspection. BMP's installed. Construction continues. Parking lot to west is being redone in phases--BMP's look good to date.

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**2017-072**                      **O'Reilly Auto Parts Eden Prairie - Private -**                      **2019-07-17**  
**Commercial/Industrial**

**8868 AZTEC DRIVE Eden Prairie, Minnesota 55347**  
**Open CA(s): Silt fence / runoff control on east side needs attention. Tracking to street/sediment runoff to street. Site representative was notified. Deadline: 8/10/2019**

Construction continues. Perimeter control installed. Site has been cleared. Site rock entrance installed. Inlet protection installed. BMP's good. With exception of tracking and runoff control on road side of construction site. Corrective Action opened.

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**2017-073**                      **Preserve Village - Private - Residential**                      **2019-07-17**  
**9625 Anderson Lakes Pkwy Eden Prairie, Minnesota 55344**

Construction of building complete. Landscaping is complete. Silt fence installed at toe of infiltration basin. Catch basin protection still installed. Vegetation growing. Corrective Action closed.

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<b>2018-001</b>	<b>Panera - Private - Commercial/Industrial 531 W. 79th Street Chanhassen, Minnesota 55317</b>	<b>2019-07-18</b>
	Construction complete. BMP's installed in areas where landscaping is not complete. Filtration basin installed-- final landscaping needs to be completed. Slopes on pond need stabilization. No change on pond slopes. Some final landscaping underway.	
<b>2018-004</b>	<b>903 Lake Drive Chanhassen - Government - Other 903 Lake Drive Chanhassen, Minnesota 55317</b>	<b>2019-07-18</b>
	No change since last monthly inspection. Construction completed. BMP's installed. Site is in good condition. All soils covered. Site is stable. Vegetation is growing --sparse in some areas- filling in.	
<b>2018-014</b>	<b>Eden Prairie Road Reconstruction – Government- Linear</b>	<b>2019-07-17</b>
	Additional BMP's installed along with rock for tracking control. Construction continues on roadway. Road closed on north end. Additional silt fences installed on slope where old roadway existed.	
<b>2018-016</b>	<b>Avienda - Private - Commercial/Industrial SW corner of Powers and Lyman Boulevard Chanhassen, Minnesota 55317</b>	<b>2019-07-18</b>
	No activity observed to date.	
<b>2018-020</b>	<b>9770 Sky Lane - Existing Single-Family 9770 Sky Lane Eden prairie, Minnesota 55347</b>	<b>2019-07-17</b>
	Construction complete. Site grading /boulder wall installation completed. Silt fences installed and maintenance needed. Bio-rolls at street side installed on part of front side of site-minor sediment runoff to street. Final landscaping appears to underway.	
<b>2018-021</b>	<b>9810 Sky Lane - Existing Single-Family 9810 Sky Lane Eden prairie, Minnesota 55347</b>	<b>2019-07-17</b>
	Construction complete. Site grading /boulder wall installation completed. Silt fences installed and maintenance needed. Bio-rolls at street side installed on part of front side of site-minor sediment runoff to street. Final landscaping appears to underway.	
<b>2018-022</b>	<b>Sunrise Park Court Improvement - Government - Other 9401 Bloomington Ferry Road Bloomington, Minnesota 55438</b>	<b>2019-07-17</b>
	Construction complete. Tennis court fencing installed. . Parking lot complete. Grading and seeding complete. Vegetation established. Catch basin protection is still in place and can be removed. Site representative was notified.	
<b>2018-025</b>	<b>Magellan Pipeline UCD Dig 8 through 12</b>	<b>2019-07-18</b>
	No change since last inspection. Work halted until fall-winter 2019.	

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<b>2018-027</b>	<b>MAMAC - Private - Commercial/Industrial 8189 Century Boulevard Chanhassen, Minnesota 55317</b> No change since last inspection. Construction continues. Perimeter control silt fence installed. Temporary BMP's installed. Security fence installed. BMP's are good.	<b>2019-07-18</b>
<b>2018-028</b>	<b>Oak Point Elementary School Parking Lot - Government - Other 13400 Staring Lake Parkway Eden Prairie, Minnesota 55347</b> No earth work to date. No BMP's installed to date.	<b>2019-07-17</b>
<b>2018-034</b>	<b>Basin 05-11-A Cleanout - Government - Other Corner of Sequioa and Ginger Eden Prairie, Minnesota 55346</b> No change since last monthly inspection. Robert Ellis-site representative stated that this work will begin in 2019. No activity observed to date.	<b>2019-07-18</b>
<b>2018-038</b>	<b>Eden Prairie Senior Living - Private - Residential 8460 Franlo Rd Eden Prairie, Minnesota 55344</b> <b>Open CA(s): silt fences/biorolls overtopped on west/northwest side of site. Corrective Action opened for west side of site. Site representative was notified. Deadline: 7/17/2019</b>  Construction continues. Perimeter control installed--silt fences/biorolls overtopped on west/northwest side of site. Street tracking observed. Rock entrances adequate. Soils onsite are being worked. Site representative is aware of tracking issue. CA opened for west side of site. Site representative was notified.	<b>2019-07-17</b>
<b>2018-039</b>	<b>Emerson Site Improvments - Private - Commercial/Industrial 12001 Technology Drive Eden Prairie, Minnesota 55344</b> BMP's installed. Construction completed. Area near garage has been graded and seeded-vegetation is growing. Storm water detention pond installed and BMP's are good.	<b>2019-07-17</b>
<b>2018-041</b>	<b>Abra Auto Body - Private - Commercial/Industrial 13075 Pioneer Trail Eden Prairie, Minnesota 55347</b> Construction continues. Perimeter control installed. Rock entrances installed /refreshed since last month's inspection. BMP's good.	<b>2019-07-17</b>
<b>2018-043</b>	<b>Control Concepts - Private - Commercial/Industrial 8077 Century Boulevard Chanhassen, Minnesota 55317</b> No activity observed to date.	<b>2019-07-18</b>
<b>2018-047</b>	<b>Peterson Borrow Site - Private - Commercial/Industrial 15900 Flying Cloud Drive Eden Prairie, Minnesota 55347</b>	<b>2019-07-17</b>

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No change since last monthly inspection. BMP's in place. Pit is being used. Rock ditch checks installed along with silt fences.

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**2018-049**                      **D'Alessandro Home - Existing Single-Family**                      **2019-07-18**  
**18702 Heathcote Dr Deephaven, Minnesota 55391**

Construction continues. Perimeter control installed. Bio-logs installed. Rock entrance is ok. Minor tracking to street. CA opened for NW corner - no runoff protection to wetland/bare soils. Site representative was notified. No change on corrective action item. Photo taken.

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**2018-050**                      **Eden Prairie Cemetery - Private - Commercial/Industrial**                      **2019-07-17**  
**8810 Eden Prairie Road Eden Prairie, Minnesota 55437**

Construction appears to be completed. Straw biorolls in place where needed. Vegetation growing.

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**2018-052**                      **HCRRA Culvert Replacement - Government - Linear**                      **2019-07-18**  
**Hennepin County Wayzata and Deephaven, Minnesota 55401**

No change since last monthly inspection. Construction complete. BMP's installed. Vegetation growth observed thru matting and filling in; some bare areas of no growth-matting is protecting bare soils. Site is stable.

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**2018-053**                      **Roberts Residence - Existing Single-Family**                      **2019-07-18**  
**5925 Ridge Road Shorewood, Minnesota 55331**

No change since last monthly inspection. Construction continues. BMP's installed. BMP's good.

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**2018-055**                      **Park Trail Improvement Project - Government - Other**                      **2019-07-17**  
**1700 W. 98th Street Bloomington, Minnesota 55431**

Construction complete. Grading and seeding complete. BMP's in place. Vegetation established. Bio-rolls onsite can be removed--site representative was notified.

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**2018-056**                      **Bluff Creek Restoration - Government - Other**                      **2019-07-18**  
**Liberty on Bluff Creek, Outlot B Audubon Road Chanhassen, Minnesota 55317**

Work delayed until fall-winter 2019.

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**2018-058**                      **Walker Home - Existing Single-Family**                      **2019-07-18**  
**9108 Stephens Pointe Eden prairie, Minnesota 55347**

Open CA(s): southeast silt fence side needs immediate attention--silt fence over topping at lake side--Corrective Action opened. Catch basin protection needed downstream of driveway. Site representative was notified -again along with silt fence issue. Deadline: 7/18/2019

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2018-068	<b>DriSteem Warehouse Expansion - Private - Commercial/Industrial</b> <b>14949 Technology Drive Eden Prairie, Minnesota 55344</b> Construction complete. Parking lot paved. Grading complete. Seeding completed and sprouting. Catch basin protection installed. Bio-rolls removed.	2019-07-17
2018-071	<b>Minnetonka High School Lacrosse Field - Government - Other</b> <b>18301 Highway 7 Minnetonka, Minnesota 55422</b> Construction continues. BMP's installed.	2019-07-18
2018-072	<b>Hyland Park Parking Lot Improvements - Government - Other</b> <b>10145 E Bush Lake Rd Bloomington, Minnesota 55438</b> No changes since last inspection. Construction continues. BMP's installed. Perimeter control good. Site control good. Construction limits surveyed for south parking lot construction.	2019-07-17
2018-073	<b>Preserve Boulevard Reconstruction- Government - Linear</b> <b>Preserve Boulevard Eden Prairie, Minnesota 55344</b> No change since last monthly inspection. Construction continues. BMP's good.	2019-07-17
2019-003	<b>Stable Path - Private-Residential</b> <b>9650 Stable Path Eden Prairie, Minnesota 55347</b> Site has been cleared. Construction continues. Perimeter control installed. Rock entrance installed.	2019-07-17
2019-007	<b>Beverly Hill - Private-Residential</b> <b>16540 Beverly Drive &amp; 9800 Eden Prairie Road Eden Prairie, Minnesota 55347</b> Site has been surveyed. No construction activity to date.	2019-07-17
2019-008	<b>Staring Lake Pavilion Government - Other</b> <b>Eden Prairie, Minnesota 55344</b> No change since last monthly inspection. Construction continues. Site perimeter control installed. Rock entrance installed. BMP's are good to date.	2019-07-17
2019-011	<b>Westwind Plaza Private-Commercial</b> <b>4795 County Rd. 101 Minnetonka, Minnesota 55345</b> No activity observed to date.	2019-07-18
2019-017	<b>Pawnee Drive – Private - Existing Single Family</b> <b>6650 Pawnee Dr. Chanhassen, Minnesota 55317</b> <b>Open CA(s): Catch basin protection needs attention. Heavy sediment runoff from site. Some clean up attempted. Site needs major attention to control runoff during heavy rainfall events.</b>	2019-07-18

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Corrective Action opened. Terry Jeffery notified--no contact information for site representative. Deadline: 8/4/2019

Catch basin protection needs attention. Heavy sediment runoff from site. Some clean up attempted. Site needs major attention to control runoff during heavy rainfall events. Corrective Action opened. Terry Jeffery notified--no contact information for site representative.

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**2019-018**                      **Deerwood Drive – Private - Existing Single Family**                      **2019-07-18**  
**6657 Deerwood dr Chanhassen, Minnesota 55317**

Open CA(s): Catch basin protection needs attention. Heavy sediment runoff from site. Some clean up attempted. Site needs major attention to control runoff during heavy rainfall events. Corrective Action opened. Terry Jeffery notified--no contact information for site representative. Deadline: 8/4/2019

Catch basin protection needs attention. Heavy sediment runoff from site. Some clean up attempted. Site needs major attention to control runoff during heavy rainfall events. Corrective Action opened. Terry Jeffery notified--no contact information for site representative. See photos in 2019-017 Permit (Pawnee Dr.). Both sites share same drainage and contribute to runoff issues.

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**2019-019**                      **Sheldon Place**                      **2019-07-17**

No activity observed to date.

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**2019-022**                      **Woodcrest Place**                      **2019-07-17**

No construction activity observed to date.

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**2019-023**                      **Minnetonka Library**                      **2019-07-18**

No activity observed to date.

Please contact me at 952.832-2687 or [dmelmer@barr.com](mailto: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.

## Memorandum

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing July 2019 Activities for August 7, 2019, Board Meeting  
**Date:** July 25, 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 July 2019.

### General Services

- a. Met with Administrator Bleser, Watershed Planning Manager Jeffery, and Project Manager Jordan on July 2<sup>nd</sup> - 3<sup>rd</sup> about the capital improvement program. Discussion included the status of coordination with Chanhassen for the Rice Marsh Lake RM12 feasibility assessment, Bluff Creek Tributary restoration project USACE permit still under review, 101 Wetland restoration property purchase, Lake Susan Park Pond operations and vegetation, Purgatory Creek Park berm repair discussion with Eden Prairie, Silver Lake subwatershed project, the Duck Lake subwatershed project infiltration testing and tree installations, and Duck Lake outlet .
- b. Met with Watershed Planning Manager Jeffery on July 12<sup>th</sup> and 19<sup>th</sup> to review potential revisions to the regulatory program including maintenance agreements, permit fees, rule requirements. We also walked through the individual rule to identify items that would benefit from developing guidance to improve applicant's understanding of requirements. Started developing a regulatory guidance document.
- c. Met with Administrator Bleser and Project Manager Jordan on July 17<sup>th</sup> to review the Duck Lake subwatershed site surveys, infiltration tests, and initial siting. Strategized on inlet structure, agreements (City and private property), implementation timeline, requesting quotes for two scenarios (construct fall 2019 or spring 2020), and quote form development.
- d. Met with Watershed Planning Manager Jeffery and Counsel Welsh after July 23<sup>rd</sup> and 24<sup>th</sup> to review rule revisions and discuss items to include in potential guidance documents.
- e. Met with Administrator Bleser on July 11<sup>th</sup> to discuss 2020 budget line items and potential CIP project carry over from 2019 to 2020.
- f. Participated in the July 10<sup>th</sup> regular Board of Managers meeting.
- g. Participated in the July 10<sup>th</sup> budget workshop.
- h. Prepared Engineer's Report for engineering services performed during July 2019.
- i. Miscellaneous discussions and coordination with Administrator Bleser about 2020 budgeting, Duck Lake subwatershed, Bluff Creek restoration, and Lower Riley restoration projects as well as upcoming Board meeting agenda.

## Permitting Program

- a. *Permit 2019-001: Park South Development (a.k.a. Galpin Site/Nelson Property)*: The project proposes to construction of a 138 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. This project will trigger RPBCWD Rules B, C, D, and J. Informed the applicant of the board's July 10<sup>th</sup> approval of the variance requests and conditional approval of the permit. Reviewed the draft maintenance declaration and agreement, including associated exhibits, and provided comments for needed revision to the applicant..
- b. *Permit 2019-022: Woodcrest Place*: The applicant is clearing and demolishing an existing residential home and pavement along Beverly Drive in Eden Prairie. The proposed construction includes the continuation of Beverly Drive and the construction of 11 homes on 11 lots. The project includes two stormwater infiltration BMPs in the rear lots and discharging to an existing off-site wetland to the west of the site and buffers along the steep slopes adjacent to Riley Creek. The combination of these best management practices provides stormwater quantity, volume and quality control. The project triggers RPBCWD Rules C, D, and J. A Notified applicant of July 10<sup>th</sup> Board of Managers conditional approval and need to fulfill condition prior to permit release or starting construction.
- c. *Permit 2019-023: Minnetonka Library*: The project includes the full-depth replacement of the parking lot, removal and replacement of concrete sidewalks, and landscaping to improve the site aesthetics at the Minnetonka Library at 17524 Excelsior Blvd. Minnetonka. The project also includes an underground infiltration pipe system to provide water quality treatment and rate control for runoff prior to discharging offsite. The project triggers RPBCWD Rules C and J. A Notified applicant of July 10<sup>th</sup> Board of Managers conditional approval and need to fulfill condition prior to permit release or starting construction..
- d. *Permit 2019-024: Conifer Heights*: The project includes a 6-lot single-family development located at 5615 Conifer Trail and 5616 Mahoney Ave Minnetonka. The proposed development will replat the two parcels to provide for a new public roadway extension, six new single-family lots, a public stormwater management basin, and new sanitary, water, and storm utilities. The project also includes an infiltration basin for abstraction of runoff, water quality treatment and rate control for runoff prior to discharging offsite. The project triggers RPBCWD Rules C, D, and J. The submittal materials received on June 7<sup>th</sup> were incomplete because there is work proposed offsite for which the applicant did not provide information demonstrating they are authorize by that property owner and the electronic water quality model was not provided. Responded to questions from the applicant about the review comments sent on June 19<sup>th</sup> .
- e. *Permit 2019-026: Ridgewood Church Parking Lot*: The project includes the construction of a new building canopy and drop-off area, and the reconfiguration/reconstruction of a parking lot at Ridgewood Church at 4420 County Road 101, Minnetonka. A portion of the parking lot construction will include repaving only and the remaining portion will include full-depth removals with subgrade disturbances. The proposed infiltration basin is sized to capture 1.1 inches of runoff from the impervious portions of the construction that are new or include sub-grade disturbances. Rate control is incorporated in the design of the proposed infiltration basin. The project triggers RPBCWD Rules C, D, and J. An incomplete submittal was

- received on May 29<sup>th</sup>, reviewed, and comments provided to the applicant on June 11<sup>th</sup>.  
Reviewed revised submittal received on July 10<sup>th</sup> and provided comments on July 17<sup>th</sup>.  
Drafted permit report for consideration at the August 7<sup>th</sup> board of manager's meeting.
- f. *Permit 2019-032: Chanhassen Parking Lot*: The project includes the construction of a new parking lot along the south side of West 79<sup>th</sup> Street in Chanhassen. The proposed parking lot will serve as overflow parking for the restaurant in the area. The project triggers RPBCWD Rules B, C, and J. Participated in a July 19<sup>th</sup> meeting with Watershed Planning Manger Jeffery and Westwood engineering to discuss project, identify rules triggered and determine rules triggered. Began reviewing the initial submittal received on July 23<sup>rd</sup>.
  - g. Miscellaneous conversations with Permit Manager Jeffery about technical questions on permit requirements for potential development and redevelopment projects.

#### **Data Management/Sampling/Equipment Assistance**

- a. Posting of seven RMB laboratory (RMB) reports.
- b. Review of field data collected by RPBCWD using electronic "smart" device.

#### **Task Order 6: WOMP Station Monitoring**

##### ***Purgatory Creek Monitoring Station at Pioneer Trail***

- a. Download and review data.
- b. Storm event sampling – collect, prep, and deliver samples to MCES lab.
- c. Work with MCES staff on troubleshooting new sampling equipment.

##### ***Purgatory Creek Monitoring Station at Valley View Rd***

- a. Download and review data.
- b. Storm event sampling – collect, prep, and deliver samples to the MCES lab
- c. Review and approve MCES lab invoice.

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

- a. Peterson Companies installed prairie cord grass plugs around the iron-enhanced sand filter on May 6<sup>th</sup>. Barr's landscape architect visited the site on June 28<sup>th</sup> to review the planting and confirmed poor plug establishment. There were more plugs dead than alive (~70 living grass plugs out of 354 installed). It appears the plugs were never fully installed into the ground and as a result, a majority of them dried out. We have coordinated with Peterson to replace 284 plugs when weather conditions permit. The plugs have been ordered and will be installed when the hot weather breaks.
- b. The revised punch list is as follows:
  - 1. (Peterson) Provide a list of the information that the program is currently recording and the current set points (times, runtimes, flow rates, levels, all on/off levels, etc.).

2. (Peterson) Install 284 replacement prairie cord grass plugs.

#### **Task Order 14b: Lower Riley Creek Final Design**

- a. Recommended Board Approval to award the contract to Rachel Contracting, Inc., at the July Board meeting
- b. Issued the Notice of Award to the contractor.
- c. Worked with the contractor to get insurance and bond submittals completed.

#### **Task Order 21B: Bluff Creek Stabilization Project**

- a. Continued communications with the USACE regarding the cultural and historical report review.
- b. Continued communications with the contractor regarding anticipated schedule.

#### **Task Order 23: Scenic Heights School Forest Restoration**

- a. Site management and weeding continues. Landbridge Ecological has recently completed a spot mow and herbicide treatment to knock back garlic mustard seed germination and buckthorn resprouts. These inspection and maintenance visits will occur monthly for the remainder of the 2019 growing season and through the 2020 growing season.

#### **Task Order 25: Duck Lake Water Quality Improvement Project**

- a. Completed site survey on six prospective rainwater garden sites
- b. Coordinated and attended a July 17<sup>th</sup> meeting with Administrator Bleser and Project Manager Jordan to select suitable rainwater garden sites based on survey information and infiltration rate test results. Determined that five of the six prospective sites were suitable, had willing property owners, and should move forward to design phase.
- c. Worked with Administrator Bleser and Project Manager Jordan to develop a schedule for design, cost estimating, and obtaining owner maintenance agreements so that fall construction is a possibility.
- d. Worked on layout and design details for rainwater gardens.
- e. Inspected trees that were planted by the District's contractor. Most appeared to be in good condition, particularly the oak, fir, and honey locust trees. Some yellowwood and ironwood trees appeared to be suffering from minor insect damage, and one ironwood appeared to be suffering from transplant shock. Many of the owners came out to talk during the inspection and all of them seemed pleased with the process and happy with the trees.

#### **Task Order 26: Stormwater Model Update and Flood-Risk Area Prioritization Identification for the Bloomington Portion of Purgatory Creek**

- a. Developed GIS figures of inundation areas and potentially flood-prone structures in the portion of the Purgatory Creek watershed in Bloomington. Two figures were developed. The

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing July 2019 Activities for August 7, 2019, Board Meeting  
**Date:** July 25, 2019  
**Page:** 5

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first figure showed the inundation areas for the 1-, 2-, 10-, 50-, and 100-year 24-hour rainfall events and corresponding potentially flood-prone structures. The second figure showed the inundation areas corresponding to the mid-21<sup>st</sup> century moderate rainfall estimate for the 10-year and 100-year 24-hour events.

- b. Inundation figures were provided to Administrator Bleser and city of Bloomington staff. Figures will be discussed with the RPBCWD TAC during a meeting later this summer. After receiving input from the TAC regarding how to prioritize mitigation flood-risk, staff will develop a process for ranking or prioritizing flood-prone areas.

#### **Task Order 27: Duck Lake Outlet Hydrologic and Hydraulic Model**

- a. Collected survey data for the outlet of Duck Lake. The survey data indicated that the outlet diameter and elevation were different from information previously shared with the District.
- b. The stormwater model was updated with the surveyed information, and then calibrated for 2014 – 2018. During model calibration model parameters related to snow pack generation and melting, groundwater seepage, and evaporation were adjusted to simulate measured water levels.
- c. Following calibration, the stormwater model was used to simulate approximately 70-years of rainfall to evaluate water levels for the DNR approved outlet (1969 condition), and the outlet that the City is proposing. Model results will be used to develop stage-duration curves for each outlet to compare the percentage of time that the water level would exceed a given elevation.
- d. Provided Administrator Bleser a draft memorandum summarizing the evaluation and affect that modifying the lake outlet may have on water levels.





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## Riley Purgatory Bluff Creek Watershed District Permit Application Review

**Permit No:** 2019-026

**Considered at Board of Managers Meeting:** August 7, 2019

**Received complete:** July 10, 2019

**Applicant:** Stephen Oliver

**Consultant:** Rehder & Associates, Inc., Benton Ford

**Project:** Ridgewood Church Parking Lot – The project includes the construction of a new building canopy and drop-off area, and the reconfiguration/reconstruction of a parking lot at Ridgewood Church at 4420 County Road 101, Minnetonka. A portion of the parking lot construction will include repaving only and the remaining portion will include full-depth removals with subgrade disturbances. The proposed infiltration basin is sized to provide rate control, abstraction, and water quality treatment from runoff.

**Location:** 4420 county Road 101, Minnetonka, Minnesota 55345

**Reviewer:** Katie Turpin-Nagel, E.I.T and Scott Sobiech, P.E.; 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 August 7, 2019 meeting of the managers:

Resolved that the application for Permit 2019-026 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 2019-026 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	
<b>C</b>	<b>Erosion Control Plan</b>	Yes.	See rule-specific permit condition C1	
<b>D</b>	<b>Wetland and Creek Buffers</b>	Yes.	See rule-specific permit condition D1	
<b>J</b>	<b>Stormwater Management</b>	Rate	Yes.	
		Volume	See comment.	See stipulation 1.
		Water Quality	Yes.	
		Low Floor Elev.	Yes.	
		Maintenance	See comment.	See rule-specific permit condition J1
		Chloride Management	See comment.	See stipulation 4.
		Wetland Protection	Yes.	
<b>L</b>	<b>Permit Fee</b>	See comment	\$1,500 received May 29, 2019. An outstanding fee of \$500 remains.	
<b>M</b>	<b>Financial Assurance</b>	See comment.	The financial assurance is calculated at \$47,510	

**Background**

The applicant is proposing the construction of a new building canopy and drop-off area to the existing church and the reconfiguration/reconstruction of the parking lot at 4420 County Road 101, Minnetonka, MN 55345. The existing site discharges the majority of its stormwater runoff to two onsite wetlands. The project includes a surface infiltration basin with upstream sump manholes for pre-treatment. The surface infiltration basin is located on the southeast edge of the disturbed area. The overflow from the infiltration basin will discharge to one of the existing wetlands onsite. The infiltration basin provides stormwater runoff rate, volume, and quality control. The project site information is summarized below:

Project Site Information	Area (acres)
Total Site Area	7.97
Existing Site Impervious	3.79
Disturbed Site Impervious Area	0.36 acres (9.5% disturbance)
Rehabilitated Site Impervious Area	1.20 acres (pavement only)
Proposed Site Impervious Area	4.06

Project Site Information	Area (acres)
Change in Site Impervious Area	0.27 (7.1% increase)
Total Disturbed Area	1.47

The following materials were reviewed in support of the permit request:

1. Signed Application dated May 29, 2019
2. Civil Construction Plan Sheets (4 sheets) dated May 29, 2019 (Revised July 10, 2019 and July 18, 2019)
3. Stormwater Management Plan dated May 29, 2019 (Revised July 10, 2019 and July 18, 2019)
4. Electronic HydroCAD models received on July 10, 2019 (Revised July 18, 2019)
5. Electronic MIDS model received on July 10, 2019 (Revised July 18, 2019)
6. Geotechnical Exploration Report dated June 17, 2019
7. Wetland Delineation Report dated October 10, 2018
8. Management Classification Report dated July 5, 2019
9. Response to review comments dated July 18, 2019
10. Engineer's opinion of probable construction cost for the infiltration system received July 18, 2019

**Rule C: Erosion and Sediment Control**

Because the project will involve 1.0 acre of land-disturbing activity, 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 Rehder & Associates, Inc. includes installation of silt fence, inlet protection, a rock construction entrance, restoration with six inches of topsoil, decompaction of areas compacted during construction, and retention of native topsoil onsite. To conform to the RPBCWD Rule C the following revisions are needed:

- C1. The name and contact information of the general contractor responsible for the site must be provided.

**Rule D: Wetland and Creek Buffers**

Because two wetlands are downgradient from the proposed land disturbing activities, the project must conform to the requirements in the RPBCWD Wetland and Creek Buffers rule (Rule D, Subsection 3). Because the wetlands will not be disturbed by the proposed activities, buffers are needed only along the areas downgradient from the land-disturbing activity.

The wetlands downgradient from the land-disturbing activities were rated as medium value wetlands based on the MnRAM data. Rule D, subsection 3.2.a.iii, requires a buffer with an average of 40 feet from the delineated edge of a medium value wetland and a minimum of 20 feet must be created or

maintained. The 40-foot average buffer widths intersect steep slopes for portions of the upgradient areas. Per Rule D, subsection 3.2b, the buffer must encompass all or part of a slope averaging 18% or greater. Because the buffer area extends to the top of slopes that average steeper than 18% the project conforms to Rule B, subsection 3.2b. As shown in the figure attached, the required buffer extends to the top of the steep slopes, complying with Rule D, subsection 3.2b.


Plan documents show that no fill, debris, or other material will be placed within the wetland buffers and that in establishing the wetland buffer, the potential transfer of aquatic invasive species will be minimized to the maximum extent possible (subsection 3.3). As shown on Sheet C3, the buffer markers will be placed per District criteria (subsection 3.4). The following revisions are needed to conform to the RPBCWD Rule D:

- D1. Before any work subject to District permit requirements commences, buffer areas and maintenance requirements must be documented in a declaration or other document approved by the District and recorded in the office of the county recorder or registrar.

**Rule J: Stormwater Management**

Because the project will disturb 1.0 acre of land-surface area, the project must meet the criteria of RPBCWD’s Stormwater Management rule (Rule J, Subsection 2.1). Because the project will not increase the imperviousness of the entire parcel by more than 50 percent or disturb more than 50% of the existing impervious surface on the parcel, the criteria listed in Subsection 3.1 will apply only to the disturbed areas and additional impervious surface on the project parcel (Rule J, Subsection 2.3). Disturbed areas are those where underlying soils are exposed in the course of redevelopment.

The developer is proposing the construction of a surface infiltration basin to provide the rate control, volume abstraction, and water quality management on the site. Sump manholes will serve as pre-treatment for runoff prior to discharging into the surface infiltration basin.

***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 fully reconstructed and additional

impervious area are summarized in the table below. The proposed project is in conformance with RPBCWD Rule J, Subsection 3.1.a.

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
Ridgewood Road	0.1	0.1	0.2	0.2	0.4	0.4	0.02	0.02
County Road 101	0.6	0.6	1.0	1.0	2.1	1.7	0.06	0.04
Wetland 1	0.6	0.3	1.7	1.3	4.6	4.6	0.4	0.4
Wetland 2	6.1	6.1	7.7	7.7	18.1	17.6	0.8	0.8
South	0.03	0.03	0.2	0.2	0.7	0.7	0.03	0.03
West	0.05	0.05	0.4	0.4	1.8	1.8	0.1	0.1

**Volume Abstraction**

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all new or disturbed impervious surface of the parcel. An abstraction volume of 2,516 cubic feet is required from the 0.63 acres of proposed and disturbed impervious areas on the site for volume retention. The proposed infiltration basin is sized to provide 4,368 cubic feet of infiltration volume, which provides approximately 1.2 inches of infiltration from the 1.0 acres of impervious surface routed to the infiltration basin.

One soil boring was performed by Northern Technologies, LLC on May 24, 2019. The soil boring showed that the first 3.0 feet of soil primarily consisted of undocumented fill predominantly consisting of clayey sand (SC) with varying amounts of organic material. From 3.0 feet to 9.5 feet the boring showed glacial deposited soils predominantly consisting of clayey sand (SC) (3.0 – 4.5 feet), poorly graded sand with silt (SP-SM) (4.5 – 6.0 feet), and poorly graded sand (SP) (6.0 feet – 9.5 feet). Groundwater was not encountered in the soil boring to a depth of 9.5 feet. Because no groundwater was encountered to a depth of the boring termination (about elevation 900.5 MSL) and the bottom of the surface infiltration basin is proposed at elevation 904, the project will achieve the required 3-foot separation. The applicant selected a design infiltration rate of 0.6 inches per hour for poorly graded sand with silt based on guidance in the MPCA’s MN Stormwater Manual. The engineer finds that under these presumptions and design specifications, the surface basin will drawdown within 48 hours (Rule J, subsection 3.1.biii). The geotechnical report does not contain infiltration or hydraulic conductivity testing results at each infiltration BMP as required by Rule J, subsection 3.1.b.ii.C. Supporting information in the form of infiltration or hydraulic conductivity testing must be provided before project closeout. The table below summarizes the volume abstraction for the site.

	Abstraction Depth (inches)	Abstraction Volume (cubic feet)
Requirement	1.1	2,516
Provided	1.9	4,368

**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 a surface infiltration basin to achieve the required TP and TSS removals and submitted a MIDs model to estimate the TP and TSS removals. The results of this modeling are summarized in tables below showing the annual TSS and TP removal requirements are achieved and that there is no net increase in TSS and TP leaving the site. The engineer concurs with the modeling, and finds that the proposed project is in conformance with Rule J, Subsection 3.1.c.

**Annual TSS and TP removal summary:**

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr)	Provided Load Reduction (lbs/yr) <sup>1</sup>
Total Suspended Solids (TSS)	224	202 (90%)	325 (145%)
Total Phosphorus (TP)	1.24	0.74 (60%)	1.79 (144%)

<sup>1</sup> The load reduction provided is greater than 100% because more site runoff is being treated by the proposed BMP than required.

**Summary of net change in TSS and TP leaving the site**

Pollutant of Interest	Existing Site Loading (lbs/yr)	Proposed Site Load after Treatment (lbs/yr)	Change (lbs/yr)
Total Suspended Solids (TSS)	1,491	1,219	-272
Total Phosphorus (TP)	8.21	6.71	-1.50

**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 or less than 1 foot above the emergency overflow according to Rule J, Subsection 3.6. No new structures or reconstructions are proposed for this project. In addition, a stormwater-management facility must be constructed at an elevation that ensures that no adjacent habitable building will be brought into noncompliance with a standard in this subsection 3.6. The low floor elevation existing structure and the adjacent stormwater management feature is summarized below. The project meets the requirements of Rule J, Subsection 3.6.

Stormwater Facility	100-year Event Flood Elevation of Adjacent Stormwater Facility (feet)	Existing Lowest Floor Elevation (feet)	Freeboard (feet)	Required Distance Between Building and Adjacent Stormwater Feature (feet)	Provided Distance Between Building and Adjacent Stormwater Feature (feet)
Infiltration Basin	906.98	902.6	-4.38 <sup>1</sup>	10	71
<sup>1</sup> Use appendix J1, Plot 5 as alternative low floor analysis					

**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.

- J1. Permit applicant must provide a maintenance and inspection declaration. A maintenance declaration template is available on the permits page of the RPBCWD website. (<http://www.rpbcd.org/permits/>). A draft declaration must be provided for District review prior to recording.

**Wetland Protection**

The applicant has demonstrated, and the engineer concurs, that this project is in conformance with Rule J, subsection 3.10a. In the two wetlands onsite, the bounce in water level and duration of inundation have not been increased from existing conditions based on hydrologic modeling. Because the project does not propose to use the existing wetlands for stormwater treatment, Rule J, subsection 3.10b is not applicable.

**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. To close out the permit and release the \$5,000 in financial assurance held for the purpose of chloride management, the 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 at the site.

**Rule L: Permit Fee:**

Fees for the project are:

Rule C & J .....\$2,000

The RPBCWD permit fee schedule adopted in January 2019 requires a permit fee of \$1,000 for Rule C and \$1,000 for Rule J analysis for properties between 5 and 9.99 acres. Because the applicant submitted a fee of \$1,500 on May 29, 2019 the applicant must submit an additional permit fee of \$500.

**Rule M: Financial Assurance:**

Rule C: Silt fence and bio-logs: 775 L.F. x \$2.50/L.F. =.....	\$1,938
Inlet protection: 18 x \$100 =.....	\$1,800
Rock Entrance: 1.0 x \$250 =.....	\$250
Restoration: 1.00 acres x \$2,500/acre = .....	\$2,500
Rule D: Baseline= .....	\$5,000
Rule J: Subsurface Infiltration systems: \$21,362.50 x 125% of engineer’s opinion of cost= .....	\$26,703
Chloride Management Plan: .....	\$5,000
Contingency (10%) .....	<u>\$4,319</u>
Total Financial Assurance.....	\$47,510

**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. 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 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. Receipt of the additional permit fee of \$500 to result in a total permit fee of \$2,000, consistent with the fee schedule adopted in January 2019.
3. Financial Assurance in the amount of \$47,510.
4. The applicant providing the name and contact information of the general contractor responsible for the site.
5. Receipt in recordation a maintenance declaration for the stormwater management facilities. Drafts of any and all documents to be recorded must be approved by the District prior to recordation.

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

1. Per Rule J, Subsection 3.1.b.ii measured infiltration capacity of the soils at the bottom of the infiltration systems must be provided. The applicant must submit documentation verifying the infiltration capacity of the soils and that the volume control capacity is calculated using the measured infiltration rate divided by 2. If infiltration capacity is less than needed to conform with the volume abstraction requirement in subsection 3.1b, 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).
2. 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.
3. The work on the Ridgewood Church parcel under the terms of permit 2019-026, if issued, must have an impervious surface area and configuration materially consistent with the approved plans. 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.
4. To close out the permit and release the \$5,000 in financial assurance held for the purpose of the chloride management, the 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 at the site.







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## Riley Purgatory Bluff Creek Watershed District Permit Application Review

**Permit No:** 2018-044

**Considered at Board of Managers Meeting:** August 7, 2019

**Received complete:** June 5, 2019

**Applicant:** United Properties, Dave Young

**Consultant:** Adam Ginkel, Plowe Engineering

**Project:** Smith Village: site clearing and demolition of existing building and parking lot, followed by redevelopment into a senior living apartment building, six attached single-family townhome units in two buildings, and an attached unit affordable housing building on two adjacent parcels. Surface parking and appurtenant improvements will also be constructed including a raingarden, two underground infiltration practices, and a filtration basin for compliance with stormwater management requirements.

**Location:** 16389 Glory Lane and 16397 Glory Lane, Eden Prairie, MN 55344

**Reviewer:** Terry Jeffery, Watershed Planning Manager

### 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 August 7, 2019 meeting of the managers:

Resolved that the application for Permit 2018-044 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 2018-044 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	
<b>C</b>	<b>Erosion Control Plan</b>	See comment.	See rule-specific permit condition C1.	
<b>J</b>	<b>Stormwater Management</b>	Rate	Yes.	
		Volume	See comment.	See rule-specific condition J1.
		Water Quality	Yes.	
		Low Floor Elev.	Yes.	
		Maintenance	See comment.	See rule-specific permit condition J2.
		Chloride Management	See comment.	See rule-specific condition J3.
<b>L</b>	<b>Permit Fee</b>	Yes.	\$2,000 received June 29, 2018	
<b>M</b>	<b>Financial Assurance</b>	See comment.	The financial assurance is calculated at \$418,800	

**Background**

The applicant is clearing and demolishing an existing building and surface parking lot at 16389 Glory Lane in Eden Prairie. The other lot, 16397 Glory Lane, is currently vacant. Construction will include a private road, surface parking lots, and four buildings to be used for residential purposes. The project includes two stormwater infiltration BMPs and two underground infiltration practices as well as a basin to provide flood storage and detention. The combination of these best management practices provides stormwater quantity, volume and quality control.

Eden Prairie is constructing a ground storage reservoir south of the Hennepin County Railroad Authority (HCRRA) trail. The Smith Village plans propose to tie into the trail and will need to accommodate the proposed grading on the Hennepin County Railroad Authority Site. An email has also been provided from HCRRA to the applicant's engineer acknowledging and agreeing to the proposed grading on their property.

The original submittal was found to be incomplete as the submittal did not provide geotechnical information at the proposed stormwater BMP areas. Additional information was provided on November 26, 2018 but still did not include the required geotechnical exploration. The additional geotechnical information was provided on May 21, 2019 with a resubmittal. This submittal was considered incomplete as it was missing the required electronic water quantity and water quality models. On June 5, 2019, the requisite modeling was provided, and the application was considered complete at this time.

Additional information that was requested for the review was received on June 25, 2019. The permit review period was extended for sixty (60) days on July 1, 2019, by the administrator.

The project site information is summarized below:

Project Site Information	Area (acres)
Total Site Area	7.16
Existing Site Impervious	2.74
Disturbed Site Impervious Area	2.74 (100%)
Proposed Site Impervious Area	4.62
Change in Site Impervious Area	+1.88
Exempt Impervious Trail/Sidewalk	0.17
Total Disturbed Area <sup>1</sup>	7.25

<sup>1</sup> Includes 0.09 acres of land disturbance on the HCRRRA site.

The following materials were reviewed in support of the permit request:

1. Application dated June 22, 2018
2. Civil Construction Plan Sheets (29 sheets) prepared by Plowe Engineering dated May 31, 2019 (sheets C2.01, C2.08, C3.08A, and C4.03 revised on June 8, 2019)
3. Landscaping plan prepared by WSB and Associates dated March 15, 2019.
4. Stormwater and Drainage Report dated June 8, 2018 (last revised on June 25, 2019)
5. Geotechnical Exploration Report by Braun Intertec dated April 4, 2017
6. Geotechnical Exploration Report by Northern Technologies Inc dated July 23, 2018
7. Geotechnical Exploration Report by Braun Intertec dated February 16, 2019
8. Electronic HydroCAD models received on June 5, 2019 (revised June 25, 2019)
9. Electronic P8 models received on June 5, 2019 (revised June 25, 2019)
10. Phase I Environmental Site Assessment prepared by Braun Intertec dated April 18, 2017 which indicated no recognized environmental hazard.
11. Response to Watershed Comments dated November 21, 2018
12. Email from Hennepin County Railroad Authority dated February 13, 2019.
13. Engineer's Opinion of Cost dated June 25, 2019
14. Transmittal Letter for Resubmittal dated June 14, 2019

**Rule C: Erosion and Sediment Control**

Because the project will involve 7.25 acres of land-disturbing activity, 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 Plowe Engineering, LLC addresses both the demolition and construction phase of the project and includes installation of silt fence and bio-rolls, inlet protection to protect storm sewer catch basins, a rock construction entrance, erosion control blanket, ditch checks, decompaction of areas compacted during construction, rip-rap at outfalls, stabilization of steep slopes, and retention of native topsoil onsite. To conform to the RPBCWD Rule C the following revisions are needed:

- C1. The name and contact information of the general contractor responsible for the site must be provided.

**Rule J: Stormwater Management**

Because the project will disturb 7.25 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 developer is proposing construction of two underground infiltration practices and two above ground infiltration practices to provide the rate control, volume abstraction and water quality management on the site. Isolator rows will serve as pretreatment for the underground systems while sump manholes will serve as pretreatment for runoff into the infiltration basins.

**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 disturbed site area 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
To HCRRR R/W	0.51	0.29	2.76	0.96	11.41	2.99	0.84	0.10
To MNDOT Pond	9.36	5.66	14.50	14.36	22.96	22.78	1.62	1.35
To Smith Douglas House	0.01	0.0	0.11	0.0	0.53	0.0	0.03	0.0

**Volume Abstraction**

Subsection 3.1.b of Rule J requires the abstraction onsite of 1.1 inches of runoff from all new or disturbed impervious surface of the parcel. An abstraction volume of 15,595 cubic feet is required from the 3.91 acres (170,123 square feet) of new and reconstructed impervious area on the site for volume retention.

Soil borings were performed by Braun Intertec on April 14, 2017, Northern Technologies, LLC on July 23, 2018, and again by Braun Intertec on April 5, 2019. The findings are summarized in the table below:

BMP/Boring	Soil Texture / HSG	Infiltration Rate (inches/hour)	Ground Water Elevation (MSL)	Infiltration Elevation	Separation to Ground Water
ST 101	Poorly Graded Sand / SP-SM	0.45	Not observed to 21' (872.8')	883.0' MSL	≥10.2 feet
ST 102	Poorly Graded Sand / SP	0.8	Not observed to 21' (867.6')	877.5' MSL	≥9.9 feet
ST 10	Silty Sand of PGS / SP-SM	0.45	Not observed to 11' (884.3')	893.0' MSL	≥8.7 feet
ST 104	Poorly Graded Sand / SP-SM	0.45	Not observed to 14.5' MSL (864.2')	870.0' MSL	≥5.8 feet

The borings indicate that soils are suitable for infiltration and that there is adequate separation to ground water (Rule J, subsection 3.1bii). Based on the design infiltration rate of 0.45 inch per hour for silty sand, the basins will drawdown within 48 hours (Rule J, subsection 3.1biii). The table below summarizes the volume abstraction for the site based on the design infiltration rate.

	Abstraction Depth (inches)	Abstraction Volume (cubic feet)
Requirement	1.1	15,595
Provided	1.26	17,846



The borings all extended at least five (5) feet below the bottom of all proposed stormwater treatment facilities (Rule J, subsection 3.1bii). The geotechnical report does not contain infiltration or hydraulic conductivity testing results at each infiltration BMP as required by Rule J, subsection 3.1.b.ii.C. To conform to the RPBCWD Rule J, Subsection 3.1.b the following revision is needed:

- J1. The applicant must submit documentation verifying the infiltration capacity of the soil at the proposed infiltration systems. This can be accomplished by infiltrometer test, hydraulic conductivity test, or other methods. This may be provided during construction of the facilities.

***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 subsurface infiltration systems to achieve the required TP and TSS removals and submitted a P8 model to estimate the TP and TSS removals. The results of this modeling are summarized in Tables below showing the annual TSS and TP removal requirements are achieved and that there is no net increase in TSS and TP leaving the site. The engineer concurs with the modeling and finds that the proposed project is in conformance with Rule J, Subsection 3.1.c.

**Annual TSS and TP removal summary:**

Pollutant of Interest	Regulated Site Loading (lbs/yr)	Required Load Removal (lbs/yr)	Provided Load Reduction (lbs/yr)
Total Suspended Solids (TSS)	1493	1344 (90%)	13588 (91%)
Total Phosphorus (TP)	8.2	4.9 (60%)	7.0 (85%)

**Summary of net change in TSS and TP leaving the site**

Pollutant of Interest	Existing Site Loading (lbs/yr)	Proposed Site Load after Treatment (lbs/yr)	Change (lbs/yr)
Total Suspended Solids (TSS)	1493	96.9	-1396.5
Total Phosphorus (TP)	4.5	0.29	-4.21

***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 or less than 1 foot above the emergency overflow according to Rule J, Subsection 3.6. The low floor elevation of the homes and the adjacent stormwater management feature is summarized below and shows proposed project is in conformance with 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 to 100-year Event (feet)	Appendix J Minimum Separation	Appendix J Provided Separation
B1 L2	886.0	893.9	-2.1	6.5'	29.8'
B1 L3	886.0	893.9	-2.1	6.5'	16.4'
Applewood	891.0	889.0	2.0	NA	NA
Commonbond	884.5	882.5	2.0	NA	NA

**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.

- J2. Permit applicant must provide a maintenance and inspection declaration. A maintenance declaration template is available on the permits page of the RPBCWD website. (<http://www.rpbcwd.org/permits/>). A draft declaration must be provided for District review prior to recording.

**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. Because the streets within the proposed development are private, in order for the proposed development to conform with Rule J, subsection 3.8 the following will be needed:

- J3. Permit applicant must provide a chloride management plan for the site. A template is available on the District’s website.

**Rule L: Permit Fee:**

Fees for the project are:

Rule C & J ..... \$2,000

**Rule M: Financial Assurance:**

Rules C: Silt fence and bio-logs: 2,640 L.F. x \$2.50/L.F. = ..... \$6,600

Inlet protection: 7 x \$100 = ..... \$700

Rock Entrance: 1.0 x \$900 = ..... \$900

Restoration: 7.2 acres x \$2,500/acre = ..... \$18,000

Rules J: Infiltration systems: \$280,000 x 125% of engineer’s opinion of cost= ..... \$376,200

Contingency (10%) ..... \$37,600

Rules J: Chloride Management Plan: \$5,000= .....	\$5,000
Total Financial Assurance.....	\$418,800

**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. 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 will conform to Rules C, D and J if the Rule Specific Permit Conditions listed above are met.

**Recommendation:**

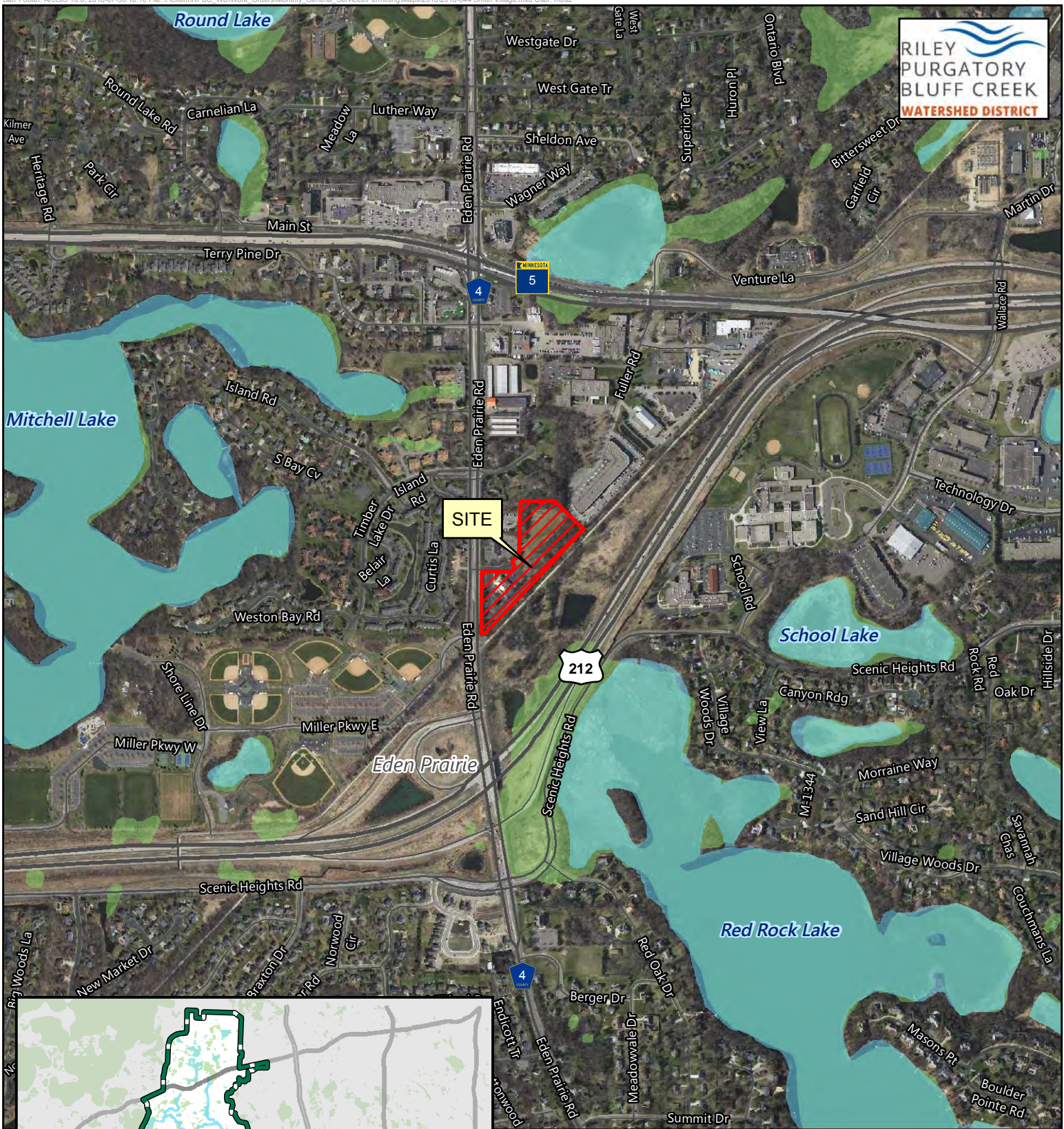
Approval of the permit issuance contingent upon:

1. Continued compliance with General Requirements.
2. Financial Assurance in the amount of \$418,800.
3. The applicant providing the name and contact information of the general contractor responsible for erosion and sediment control at the site.
4. Receipt in recordation a maintenance declaration for the stormwater management facilities. Drafts of any and all documents to be recorded must be approved by the District prior to recordation.

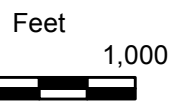
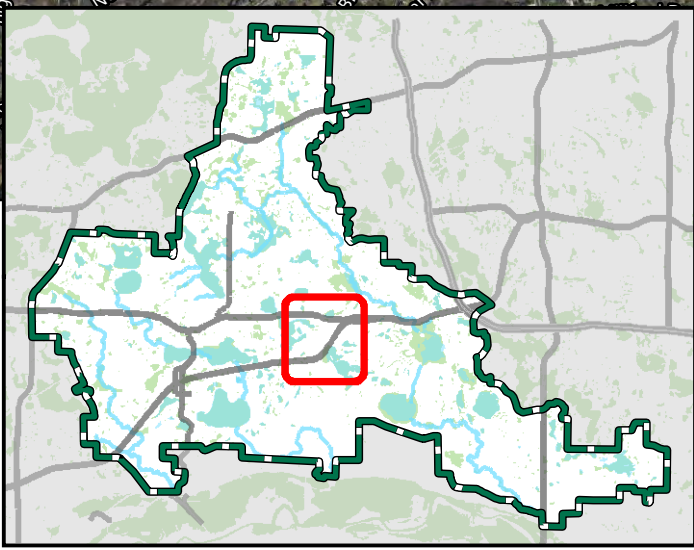
By accepting the permit, when issued, the applicant agrees to the following stipulations:

1. Per Rule J, Subsection 3.1.b.ii measured infiltration capacity of the soils at the bottom of the infiltration systems must be provided. The applicant must submit documentation verifying the infiltration capacity of the soils and that the volume control capacity is calculated using the measured infiltration rate divided by 2. If infiltration capacity is less than needed to conform with the volume abstraction requirement in subsection 3.1b, 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).

2. 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. This includes underground facilities.
3. The work on the Smith Village parcel under the terms of permit 2018-044, if issued, must have an impervious surface area and configuration materially consistent with the approved plans. 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**



Permit Location Map

**SMITH VILLAGE**  
**Permit 2018-044**  
Riley Purgatory Bluff Creek  
Watershed District

# SMITH VILLAGE GRADING & DRAINAGE PLAN (OVERALL SITE)

## GENERAL NOTES

1. THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.
2. CALL "811" AT LEAST 48 HOURS PRIOR TO ANY EXCAVATIONS FOR EXISTING UTILITIES LOCATIONS.
3. THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.
4. INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.
5. STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.
6. NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
7. ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING, MAINTAINING TRAFFIC CONTROL, SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS, AS NECESSARY TO CONTROL THE MOVEMENT OF TRAFFIC.

## GRADING NOTES

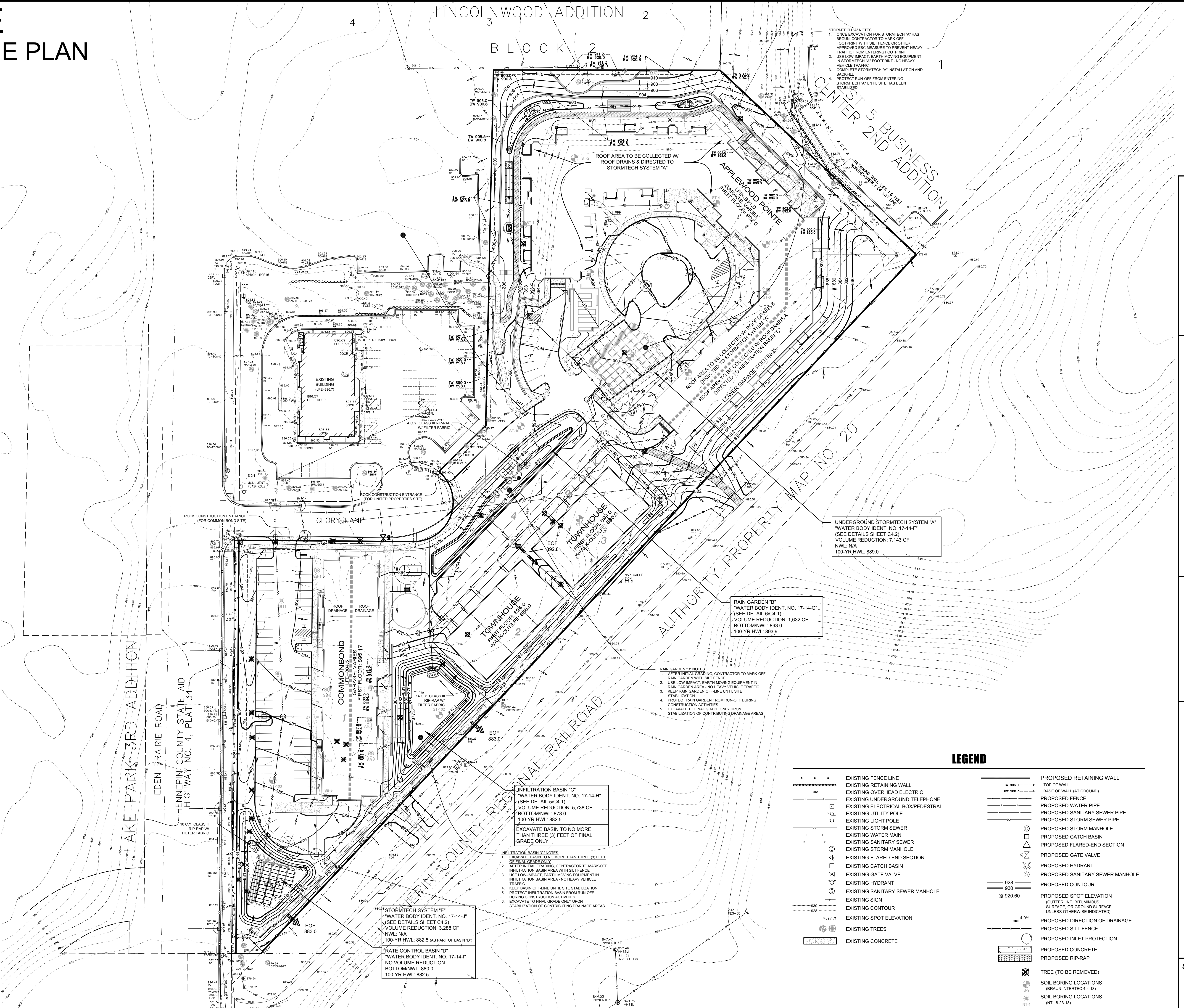
1. N.P.D.E.S. PERMIT REQUIRED. THE CONTRACTOR SHALL ADHERE TO THE TERMS AND CONDITIONS OF THE GENERAL N.P.D.E.S. PERMIT FOR STORMWATER DISCHARGE AND EROSION AND SEDIMENT CONTROL.
2. CONTRACTOR TO INSTALL CONSTRUCTION ENTRANCE (LOCATIONS TO BE DETERMINED - COORDINATE WITH OWNER) AND PERIMETER SILT FENCE AS SHOWN ON PLAN. ADDITIONAL SILT FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE.
3. NO PROPOSED SLOPES ARE GREATER THAN 3:1.
4. THE CONTRACTOR SHALL PERFORM SITE GRADING ON AN AREA-BY-AREA BASIS TO MINIMIZE UNSTABILIZED AREAS. AS EACH AREA IS COMPLETED, ALL EXPOSED SOILS MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR PERMANENT COVER WITHIN SEVEN (7) DAYS.
5. THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES IN PLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.
6. DISTURBED AREAS TO BE SEEDED OR SOODED WITHIN SEVEN (7) DAYS. SEE LANDSCAPE PLAN FOR ADDITIONAL INFORMATION.
7. SEE LANDSCAPE PLAN FOR TREE PROTECTION LOCATIONS.

## RPBCWD STANDARD EROSION CONTROL NOTES

- NATURAL TOPOGRAPHY AND SOIL CONDITIONS MUST BE PROTECTED, INCLUDING RETENTION ON-SITE OF NATIVE TOPSOIL TO THE GREATEST EXTENT POSSIBLE.
- ADDITIONAL MEASURES, SUCH AS HYDRAULIC MULCHING AND OTHER PRACTICES AS SPECIFIED BY THE DISTRICT MUST BE USED ON SLOPES OF 3:1 (H:V) OR STEEPER TO PROVIDE ADEQUATE STABILIZATION.
- FINAL SITE STABILIZATION MEASURES MUST SPECIFY THAT AT LEAST SIX INCHES OF TOPSOIL OR ORGANIC MATTER BE SPREAD AND INCORPORATED INTO THE UNDERLYING SOIL DURING FINAL SITE TREATMENT WHEREVER TOPSOIL HAS BEEN REMOVED.
- CONSTRUCTION SITE WASTE SUCH AS DISCARDED BUILDING MATERIALS, CONCRETE TRUCK WASHOUT, CHEMICALS, LITTER AND SANITARY WASTE MUST BE PROPERLY MANAGED.
- ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPS MUST BE MAINTAINED UNTIL COMPLETION OF CONSTRUCTION AND VEGETATION IS ESTABLISHED SUFFICIENTLY TO ENSURE STABILITY OF THE SITE, AS DETERMINED BY THE DISTRICT.
- ALL TEMPORARY EROSION AND SEDIMENT CONTROL BMPS MUST BE REMOVED UPON FINAL STABILIZATION.
- SOIL SURFACES COMPACTED DURING CONSTRUCTION AND REMAINING PERVIOUS UPON COMPLETION OF CONSTRUCTION MUST BE DECOMPACTED 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 THE SOIL PROFILE WHILE TAKING CARE TO PROTECT UTILITIES, TREE ROOTS, AND OTHER EXISTING VEGETATION.
- ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDAR DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED ON A PROPERTY THAT DRAINS TO AN IMPAIRED WATER, WITHIN 14 DAYS ELSEWHERE.
- THE PERMITTEE 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 PERMITTEE MUST PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATIVE COVER IS ESTABLISHED. THE PERMITTEE WILL MAINTAIN A LOG OF ACTIVITIES UNDER THIS SECTION FOR INSPECTION BY THE DISTRICT ON REQUEST.

LINCOLNWOOD ADDITION

BLOCK 2



**STORMTECH "A" NOTES**  
 1. ONCE EXCAVATION FOR STORMTECH "A" HAS BEGUN CONTRACTOR TO MARK-OFF FOOTPRINT WITH SILT FENCE OR OTHER APPROVED ESC MEASURE TO PREVENT HEAVY TRAFFIC FROM ENTERING FOOTPRINT.  
 2. USE LOW-IMPACT EARTH MOVING EQUIPMENT IN STORMTECH "A" FOOTPRINT. NO HEAVY VEHICLE TRAFFIC.  
 3. COMPLETE STORMTECH "A" INSTALLATION AND BACKFILL.  
 4. PROTECT RUN-OFF FROM ENTERING STORMTECH "A" UNTIL SITE HAS BEEN STABILIZED.

**UNDERGROUND STORMTECH SYSTEM "A"**  
 "WATER BODY IDENT. NO. 17-14-P"  
 (SEE DETAILS SHEET C4.2)  
 VOLUME REDUCTION: 7,143 CF  
 NWL: N/A  
 100-YR HWL: 889.0

**RAIN GARDEN "B"**  
 "WATER BODY IDENT. NO. 17-14-G"  
 (SEE DETAIL S/C4.1)  
 VOLUME REDUCTION: 1,632 CF  
 BOTTOMNWL: 893.0  
 100-YR HWL: 893.9

**RAIN GARDEN "B" NOTES**  
 1. AFTER INITIAL GRADING, CONTRACTOR TO MARK-OFF RAIN GARDEN WITH SILT FENCE.  
 2. USE LOW-IMPACT EARTH MOVING EQUIPMENT IN RAIN GARDEN AREA. NO HEAVY VEHICLE TRAFFIC.  
 3. KEEP RAIN GARDEN OFF-LINE UNTIL SITE STABILIZATION.  
 4. PROTECT RAIN GARDEN FROM RUN-OFF DURING CONSTRUCTION ACTIVITIES.  
 5. EXCAVATE TO FINAL GRADE ONLY UPON STABILIZATION OF CONTRIBUTING DRAINAGE AREAS.

**INFILTRATION BASIN "C"**  
 "WATER BODY IDENT. NO. 17-14-H"  
 (SEE DETAIL S/C4.1)  
 VOLUME REDUCTION: 5,738 CF  
 BOTTOMNWL: 878.0  
 100-YR HWL: 882.5  
 EXCAVATE BASIN TO NO MORE THAN THREE (3) FEET OF FINAL GRADE ONLY

**INFILTRATION BASIN "C" NOTES**  
 1. EXCAVATE BASIN TO NO MORE THAN THREE (3) FEET OF FINAL GRADE ONLY.  
 2. AFTER INITIAL GRADING, CONTRACTOR TO MARK-OFF INFILTRATION BASIN AREA WITH SILT FENCE.  
 3. USE LOW-IMPACT EARTH MOVING EQUIPMENT IN INFILTRATION BASIN AREA. NO HEAVY VEHICLE TRAFFIC.  
 4. KEEP BASIN OFF-LINE UNTIL SITE STABILIZATION.  
 5. PROTECT INFILTRATION BASIN FROM RUN-OFF DURING CONSTRUCTION ACTIVITIES.  
 6. EXCAVATE TO FINAL GRADE ONLY UPON STABILIZATION OF CONTRIBUTING DRAINAGE AREAS.

**STORMTECH SYSTEM "E"**  
 "WATER BODY IDENT. NO. 17-14-J"  
 (SEE DETAILS SHEET C4.2)  
 VOLUME REDUCTION: 3,288 CF  
 NWL: N/A  
 100-YR HWL: 882.5 (AS PART OF BASIN "D")

**RATE CONTROL BASIN "D"**  
 "WATER BODY IDENT. NO. 17-14-I"  
 NO VOLUME REDUCTION  
 BOTTOMNWL: 880.0  
 100-YR HWL: 882.5

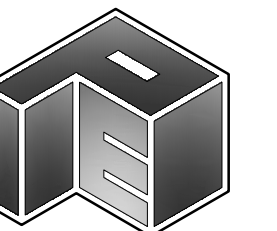
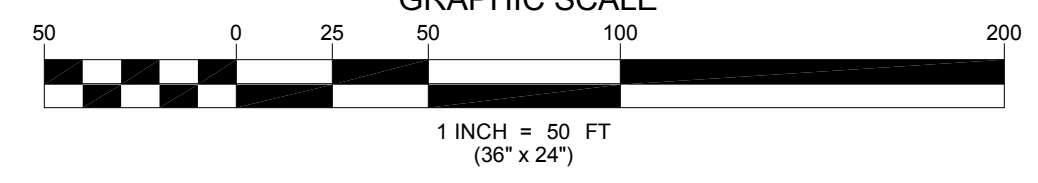
## LEGEND

- |     |                                  |     |  |
|-----|----------------------------------|-----|--|
| --- | EXISTING FENCE LINE              | --- | PROPOSED RETAINING WALL  |
| --- | EXISTING RETAINING WALL          | --- | TOP OF WALL (AT GROUND)  |
| --- | EXISTING UNDERGROUND ELECTRIC    | --- | BASE OF WALL (AT GROUND)   |
| --- | EXISTING UNDERGROUND TELEPHONE   | --- | PROPOSED FENCE   |
| --- | EXISTING ELECTRICAL BOX/PEDESTAL | --- | PROPOSED WATER PIPE  |
| --- | EXISTING UTILITY POLE            | --- | PROPOSED SANITARY SEWER PIPE   |
| --- | EXISTING LIGHT POLE              | --- | PROPOSED STORM SEWER PIPE  |
| --- | EXISTING STORM SEWER             | --- | PROPOSED STORM MANHOLE   |
| --- | EXISTING WATER MAIN              | --- | PROPOSED CATCH BASIN   |
| --- | EXISTING SANITARY SEWER          | --- | PROPOSED FLARED-END SECTION  |
| --- | EXISTING FLARED-END SECTION      | --- | PROPOSED STORM MANHOLE   |
| --- | EXISTING GATE VALVE              | --- | PROPOSED GATE VALVE  |
| --- | EXISTING HOLE                    | --- | PROPOSED CATCH BASIN   |
| --- | EXISTING HYDRANT                 | --- | PROPOSED SANITARY SEWER MANHOLE  |
| --- | EXISTING SANITARY SEWER MANHOLE  | --- | PROPOSED SPOT ELEVATION  |
| --- | EXISTING SIGN                    | --- | 928  |
| --- | PROPOSED CONTOUR                 | --- | 930  |
| --- | EXISTING CONTOUR                 | --- | 920.60   |
| --- | EXISTING SPOT ELEVATION          | --- | PROPOSED SPOT ELEVATION  |
| --- | EXISTING TREES                   | --- | (GUTTERLINE, BITUMINOUS SURFACE, OR GROUND SURFACE UNLESS OTHERWISE INDICATED) |
| --- | EXISTING CONCRETE                | --- | PROPOSED SILT FENCE  |
| --- |                                  | --- | PROPOSED DIRECTION OF DRAINAGE   |
| --- |                                  | --- | PROPOSED INLET PROTECTION  |
| --- |                                  | --- | PROPOSED CONCRETE  |
| --- |                                  | --- | PROPOSED RIP-RAP   |
| --- |                                  | --- | TREE (TO BE REMOVED)   |
| --- |                                  | --- | SOIL BORING LOCATIONS (BRAUN INTERTEC 4.4-58)                                  |
| --- |                                  | --- | SOIL BORING LOCATIONS (NTI 8-23-18)  |



Know what's below.  
Call before you dig.

GRAPHIC SCALE



**PLOWE**  
 ENGINEERING, INC.  
 6776 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014  
 PHONE: (651) 361-8210  
 FAX: (651) 361-8701

NO.	DATE	DESCRIPTION
1	6/28/19	HUD SUBMITTAL
2	6/28/19	PERMIT SET
3	6/28/19	RPBCWD COMMENTS
4		
5		
6		

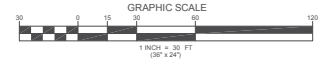
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 ADAM GINKEL  
 License No. 49963  
 Date: 05.31.2019

**SMITH VILLAGE**  
 CITY OF EDEN PRAIRIE  
**GRADING & DRAINAGE PLAN (OVERALL)**  
 PREPARED FOR: UNITED PROPERTIES

SHEET  
**C2.01**



# SMITH VILLAGE "APPLEWOOD POINTE" UTILITY PLAN - STORM SEWER



Know what's below.  
Call before you dig.



**PLOWE**  
ENGINEERING, INC.  
6776 LAKE DRIVE  
SUITE 115  
LIND LAKE, MN 55014  
PHONE: (651) 381-8210  
FAX: (651) 361-8701

NO.	DATE	DESCRIPTION
1	JAN 6, 2018	ISSUED FOR PERMIT
2		
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PRELIMINARY  
ADAM GIBREL  
Date: 03/27/2019 License No. 43983

SMITH VILLAGE  
"APPLEWOOD POINTE"  
CITY OF EDEN PRAIRIE  
UTILITY PLAN - STORM SEWER  
PREPARED FOR: UNITED PROPERTIES

SHEET  
C3.05

## LEGEND

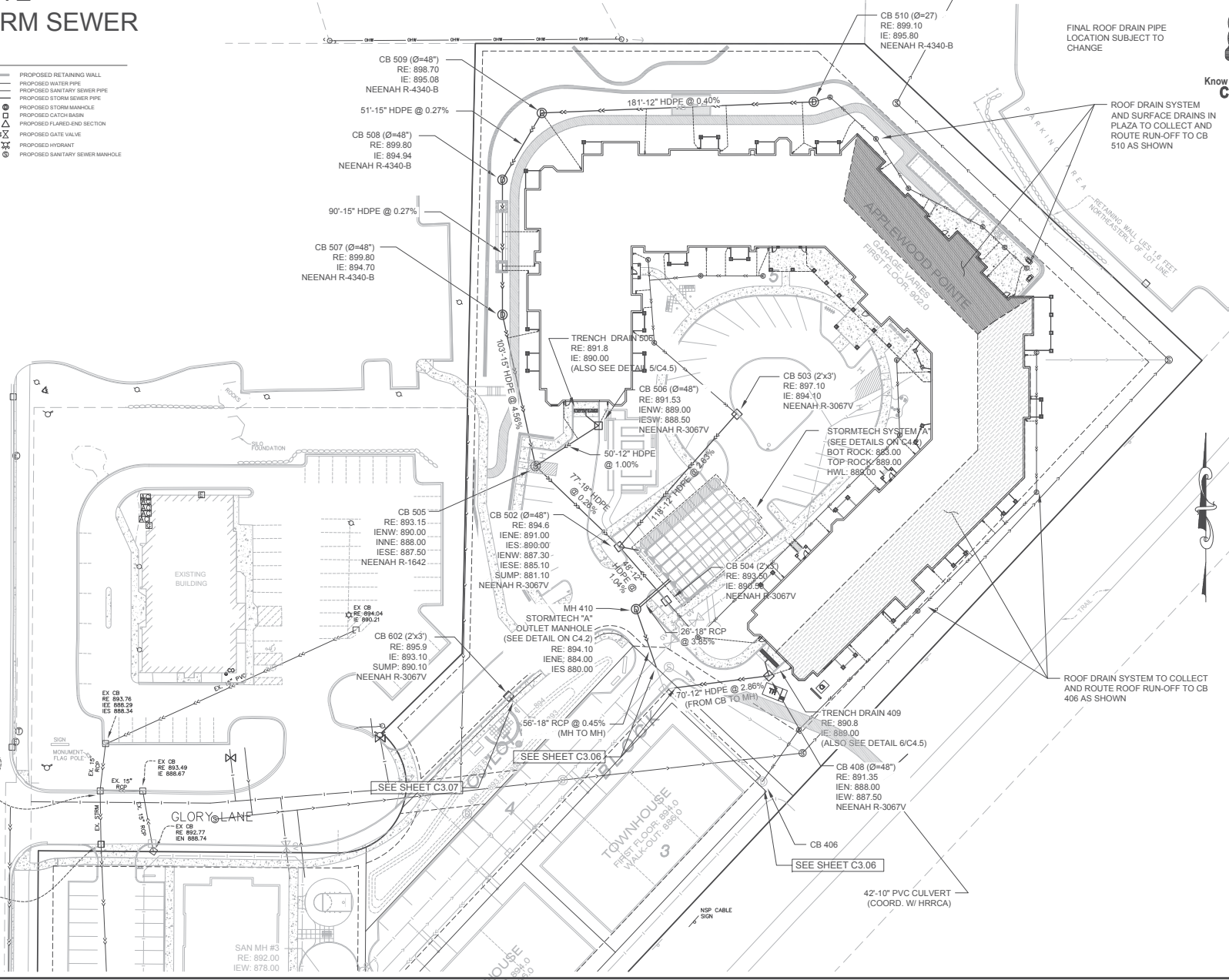
	EXISTING FENCE LINE		PROPOSED RETAINING WALL
	EXISTING RETAINING WALL		PROPOSED WATER PIPE
	EXISTING OVERHEAD ELECTRIC		PROPOSED SANITARY SEWER PIPE
	EXISTING UNDERGROUND TELEPHONE		PROPOSED STORM SEWER PIPE
	EXISTING ELECTRICAL BOX/PEDESTAL		PROPOSED STORM MANHOLE
	EXISTING UTILITY POLE		PROPOSED CATCH BASIN
	EXISTING STORM SEWER		PROPOSED FLARED-END SECTION
	EXISTING WATER MAIN		PROPOSED GATE VALVE
	EXISTING SANITARY SEWER		PROPOSED HYDRANT
	EXISTING STORM MANHOLE		PROPOSED SANITARY SEWER MANHOLE
	EXISTING FLARED-END SECTION		
	EXISTING CATCH BASIN		
	EXISTING GATE VALVE		
	EXISTING HYDRANT		
	EXISTING SANITARY SEWER MANHOLE		
	EXISTING SIGN		
	EXISTING CONCRETE		

## GENERAL NOTES

- THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.
- CALL "811" AT LEAST 48 HOURS PRIOR TO ANY EXCAVATIONS FOR EXISTING UTILITIES LOCATIONS.
- THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.
- INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.
- STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.
- NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
- ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING MAINTAINING TRAFFIC CONTROL, SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN, AND LIGHTS, AS NECESSARY TO CONTROL THE MOVEMENT OF TRAFFIC.

## STORM SEWER NOTES

- PROPOSED STORM SEWER PIPE SHALL BE:
  - REINFORCED CONCRETE PIPE (RCP) WITH 4 GASKETS AND;
  - HIGH DENSITY POLYETHYLENE PIPE (HDPE). HDPE PIPE SHALL MEET THE REQUIREMENTS OF ASTM 1248 TYPE 2 WITH WATER TIGHT CONNECTIONS. USE SAND OR GRANULAR MATERIAL FOR BACKFILLING AND COMPACTION OF HDPE PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF ASTM 1248.
- FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
- STORM SEWER LENGTHS INCLUDE THE LAYING LENGTH OF THE FLARED-END SECTION. LAYING LENGTH OF APRON TO BE DEDUCTED FROM PAYMENT LENGTH OF PIPE.
- ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MN FLOWING CODE, CH 11, SECTION 1103.0.



FINAL ROOF DRAIN PIPE LOCATION SUBJECT TO CHANGE

ROOF DRAIN SYSTEM AND SURFACE DRAINS IN PLAZA TO COLLECT AND ROUTE RUN-OFF TO CB 510 AS SHOWN

ROOF DRAIN SYSTEM TO COLLECT AND ROUTE ROOF RUN-OFF TO CB 406 AS SHOWN

SEE SHEET C3.07

SEE SHEET C3.06

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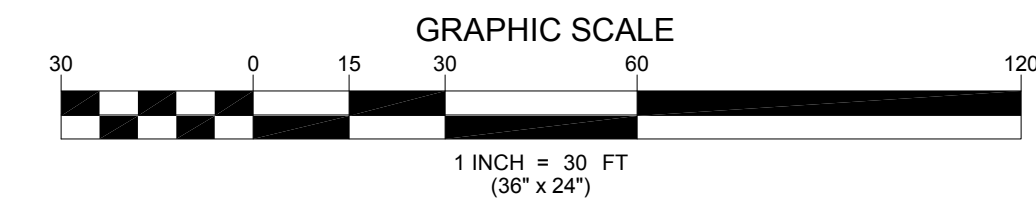
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# SMITH VILLAGE "COMMON BOND" UTILITY PLAN - STORM SEWER



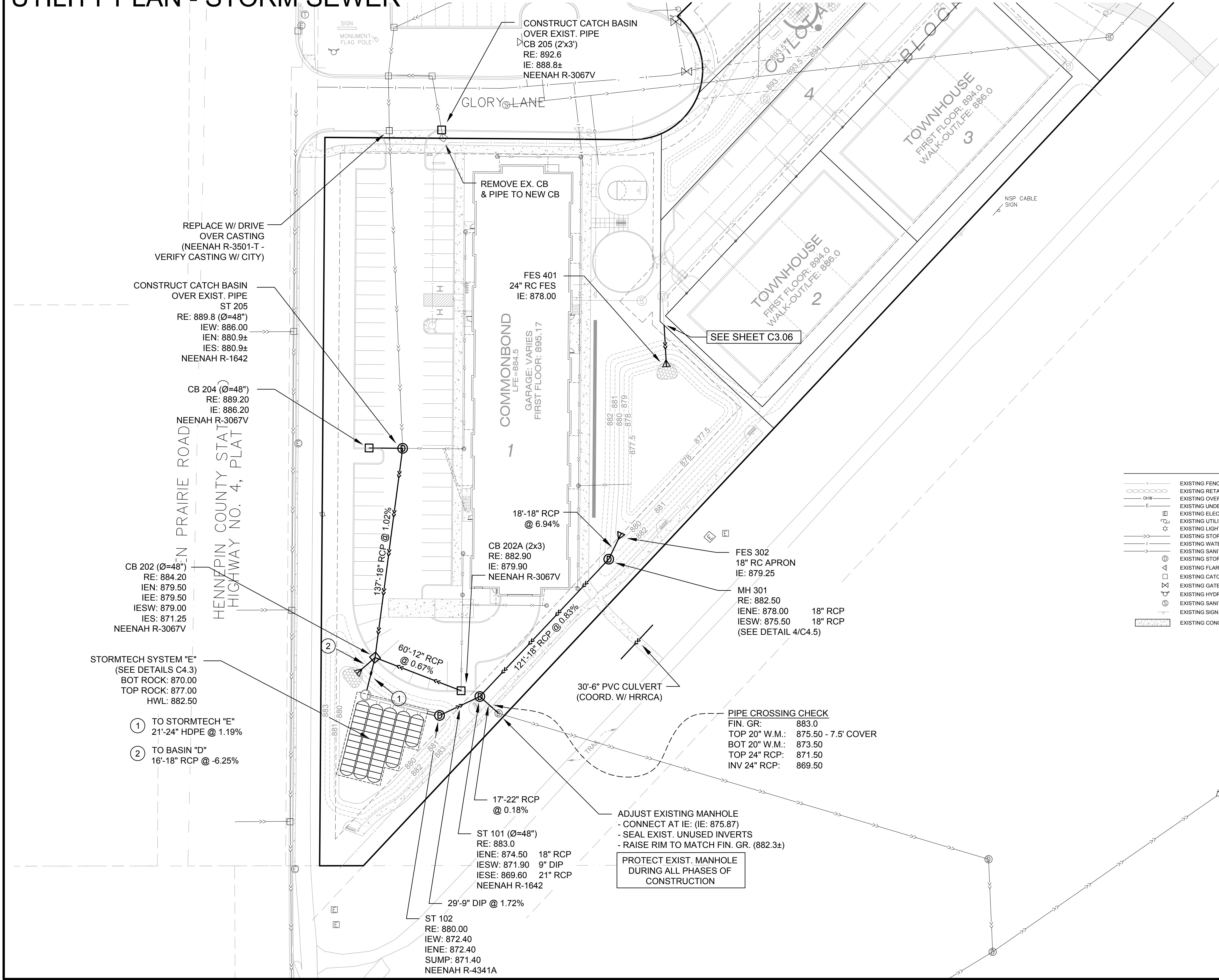
**PLOWE**  
ENGINEERING, INC.  
6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701

NO.	DATE	DESCRIPTION
1	6/28/19	CONTRACT
2	5/31/19	PERMIT SET
3	6/28/19	RFCWD COMMENTS
4		
5		
6		

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
ADAM GRIKEL  
Date: 06.25.2019 License No. 49963

**SMITH VILLAGE  
"COMMON BOND"  
CITY OF EDEN PRAIRIE**  
UTILITY PLAN - STORM SEWER  
PREPARED FOR: UNITED PROPERTIES

SHEET  
**C3.08a**



### LEGEND

	EXISTING FENCE LINE		PROPOSED RETAINING WALL
	EXISTING RETAINING WALL		PROPOSED WATER PIPE
	EXISTING OVERHEAD ELECTRIC		PROPOSED SANITARY SEWER PIPE
	EXISTING UNDERGROUND TELEPHONE		PROPOSED STORM SEWER PIPE
	EXISTING ELECTRICAL BOX/PEDESTAL		PROPOSED STORM MANHOLE
	EXISTING UTILITY POLE		PROPOSED CATCH BASIN
	EXISTING LIGHT POLE		PROPOSED FLARED-END SECTION
	EXISTING STORM SEWER		PROPOSED GATE VALVE
	EXISTING WATER MAIN		PROPOSED HYDRANT
	EXISTING SANITARY SEWER		PROPOSED SANITARY SEWER MANHOLE
	EXISTING STORM MANHOLE		
	EXISTING FLARED-END SECTION		
	EXISTING CATCH BASIN		
	EXISTING GATE VALVE		
	EXISTING HYDRANT		
	EXISTING SANITARY SEWER MANHOLE		
	EXISTING SIGN		
	EXISTING CONCRETE		

- ### GENERAL NOTES
- THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.
  - CALL "811" AT LEAST 48 HOURS PRIOR TO ANY EXCAVATIONS FOR EXISTING UTILITIES LOCATIONS.
  - THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.
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  - STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.
  - NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
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- ### STORM SEWER NOTES
- PROPOSED STORM SEWER PIPE SHALL BE:
    - 1.1. REINFORCED CONCRETE PIPE (RCP) WITH R-4 GASKETS; AND,
    - 1.2. HIGH-DENSITY POLYETHYLENE PIPE (HDPE). HDPE PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M294, TYPE S WITH WATERTIGHT CONNECTIONS. USE SAND/GRANULAR MATERIAL FOR BACKFILLING AND COMPACTION OF HDPE PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF ASTM 2321.
  - FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
  - STORM SEWER LENGTHS INCLUDE THE LAYING LENGTH OF THE FLARED-END SECTION. LAYING LENGTH OF APRON TO BE DEDUCTED FROM PAYMENT LENGTH OF PIPE.
  - ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MN PLUMBING CODE, CH 11, SECTION 1109.0.

### PIPE CROSSING CHECK

FIN. GR:	883.0
TOP 20" W.M.:	875.50 - 7.5' COVER
BOT 20" W.M.:	873.50
TOP 24" RCP:	871.50
INV 24" RCP:	869.50

ADJUST EXISTING MANHOLE  
- CONNECT AT IE: (IE: 875.87)  
- SEAL EXIST. UNUSED INVERTS  
- RAISE RIM TO MATCH FIN. GR. (882.3±)  
**PROTECT EXIST. MANHOLE DURING ALL PHASES OF CONSTRUCTION**

- TO STORMTECH "E"  
21'-24" HDPE @ 1.19%
- TO BASIN "D"  
16'-18" RCP @ -6.25%

REPLACE W/ DRIVE OVER CASTING (NEENAH R-3501-T - VERIFY CASTING W/ CITY)

CONSTRUCT CATCH BASIN OVER EXIST. PIPE ST 205  
RE: 889.8 (Ø=48")  
IEW: 886.00  
IEN: 880.9±  
IES: 880.9±  
NEENAH R-1642

CB 204 (Ø=48")  
RE: 889.20  
IE: 886.20  
NEENAH R-3067V

CB 202 (Ø=48")  
RE: 884.20  
IEN: 879.50  
IEE: 879.50  
IESW: 879.00  
IES: 871.25  
NEENAH R-3067V

STORMTECH SYSTEM "E"  
(SEE DETAILS C4.3)  
BOT ROCK: 870.00  
TOP ROCK: 877.00  
HWL: 882.50

CONSTRUCT CATCH BASIN OVER EXIST. PIPE  
CB 205 (2'x3')  
RE: 892.6  
IE: 888.8±  
NEENAH R-3067V

REMOVE EX. CB & PIPE TO NEW CB

FES 401  
24" RC FES  
IE: 878.00

COMMONBOND  
LFE=884.5  
GARAGE: VARIES  
FIRST FLOOR: 896.17

18'-18" RCP @ 6.94%

CB 202A (2x3)  
RE: 882.90  
IE: 879.90  
NEENAH R-3067V

FES 302  
18" RC APRON  
IE: 879.25

MH 301  
RE: 882.50  
IENE: 878.00  
IESW: 875.50  
18" RCP  
18" RCP  
(SEE DETAIL 4/C4.5)

30'-6" PVC CULVERT (COORD. W/ HRRCA)

PIPE CROSSING CHECK  
FIN. GR: 883.0  
TOP 20" W.M.: 875.50 - 7.5' COVER  
BOT 20" W.M.: 873.50  
TOP 24" RCP: 871.50  
INV 24" RCP: 869.50

ADJUST EXISTING MANHOLE  
- CONNECT AT IE: (IE: 875.87)  
- SEAL EXIST. UNUSED INVERTS  
- RAISE RIM TO MATCH FIN. GR. (882.3±)  
**PROTECT EXIST. MANHOLE DURING ALL PHASES OF CONSTRUCTION**

ST 101 (Ø=48")  
RE: 883.0  
IENE: 874.50 18" RCP  
IESW: 871.90 9" DIP  
IESE: 869.60 21" RCP  
NEENAH R-1642

29'-9" DIP @ 1.72%

ST 102  
RE: 880.00  
IEW: 872.40  
IENE: 872.40  
SUMP: 871.40  
NEENAH R-4341A

SEE SHEET C3.06

TOWNHOUSE 1  
FIRST FLOOR: 894.0  
WALK-OUT/LFE: 896.0

TOWNHOUSE 2  
FIRST FLOOR: 894.0  
WALK-OUT/LFE: 896.0

TOWNHOUSE 3  
FIRST FLOOR: 894.0  
WALK-OUT/LFE: 896.0

GLORY LANE

HENNEPIN COUNTY STATE HIGHWAY NO. 4, PLAT NEENAH R-3067V

PRAIRIE ROAD

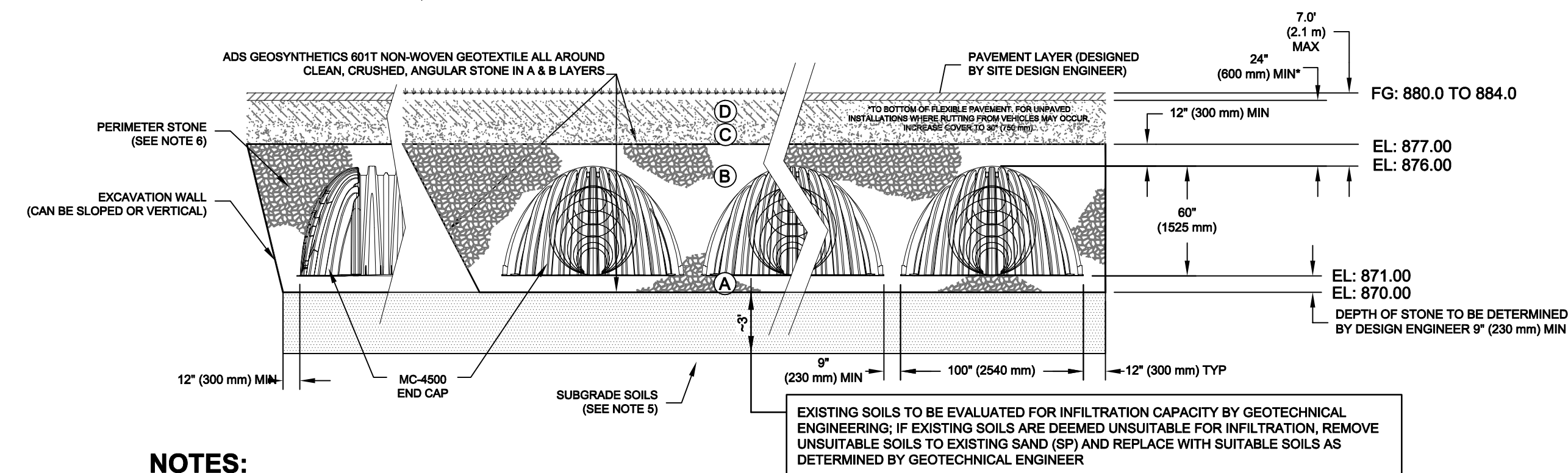
NSP CABLE SIGN

# SMITH VILLAGE DETAILS

## ACCEPTABLE FILL MATERIALS: STORMTECH MC-4500 CHAMBER SYSTEMS

MATERIAL LOCATION	DESCRIPTION	AASHTO MATERIAL CLASSIFICATION	COMPACTION/DENSITY REQUIREMENT
D	FINAL FILL: FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF 'C' LAYER TO THE BOTTOM OF THE FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER.	N/A	PREPARE PER SITE DESIGN ENGINEER'S PLANS. PAVED INSTALLATIONS MAY HAVE STRINGENT MATERIAL AND PREPARATION REQUIREMENTS.
C	INITIAL FILL: FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE ('B' LAYER) TO 18" (450 mm) ABOVE THE TOP OF THE CHAMBER. NOTE THAT PAVEMENT SUBBASE MAY BE A PART OF THE 'C' LAYER.	AASHTO M145 <sup>1</sup> A-1, A-2-4, A-3  OR AASHTO M43 <sup>1</sup> 3, 3S7, 4, 467, 5, 56, 57, 6, 67, 68, 7, 78, 8, 89, 9, 10	BEGIN COMPACTIONS AFTER 24" OF MATERIAL OVER THE CHAMBERS IS REACHED. COMPACT ADDITIONAL LAYERS IN 12" MAX LIFTS TO A MIN. 95% PROCTOR DENSITY FOR WELL GRADED MATERIAL AND 95% RELATIVE DENSITY FOR PROCESSED AGGREGATE MATERIALS. ROLLER GROSS VEHICLE WEIGHT NOT TO EXCEED 12,000 lbs. DYNAMIC FORCE NOT TO EXCEED 20,000 lbs.
B	EMBEDMENT STONE: FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE ('A' LAYER) TO THE 'C' LAYER ABOVE.	AASHTO M43 <sup>1</sup> 3, 4	NO COMPACTION REQUIRED
A	FOUNDATION STONE: FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.	AASHTO M43 <sup>1</sup> 3, 4	PLATE COMPACT OR ROLL TO ACHIEVE A FLAT SURFACE. **

- PLEASE NOTE:
- THE LISTED AASHTO DESIGNATIONS ARE FOR GRADATIONS ONLY. THE STONE MUST ALSO BE CLEAN, CRUSHED, ANGULAR. FOR EXAMPLE, A SPECIFICATION FOR #4 STONE WOULD STATE: "CLEAN, CRUSHED, ANGULAR NO. 4 (AASHTO M43) STONE".
  - STORMTECH COMPACTION REQUIREMENTS ARE MET FOR 'A' LOCATION MATERIALS WHEN PLACED AND COMPACTED IN 9" (230 mm) (MAX) LIFTS USING TWO FULL COVERAGES WITH A VIBRATORY COMPACTOR.
  - WHERE INFILTRATION SURFACES MAY BE COMPROMISED BY COMPACTION, FOR STANDARD DESIGN LOAD CONDITIONS, A FLAT SURFACE MAY BE ACHIEVED BY RAKING OR DRAGGING WITHOUT COMPACTION EQUIPMENT. FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.

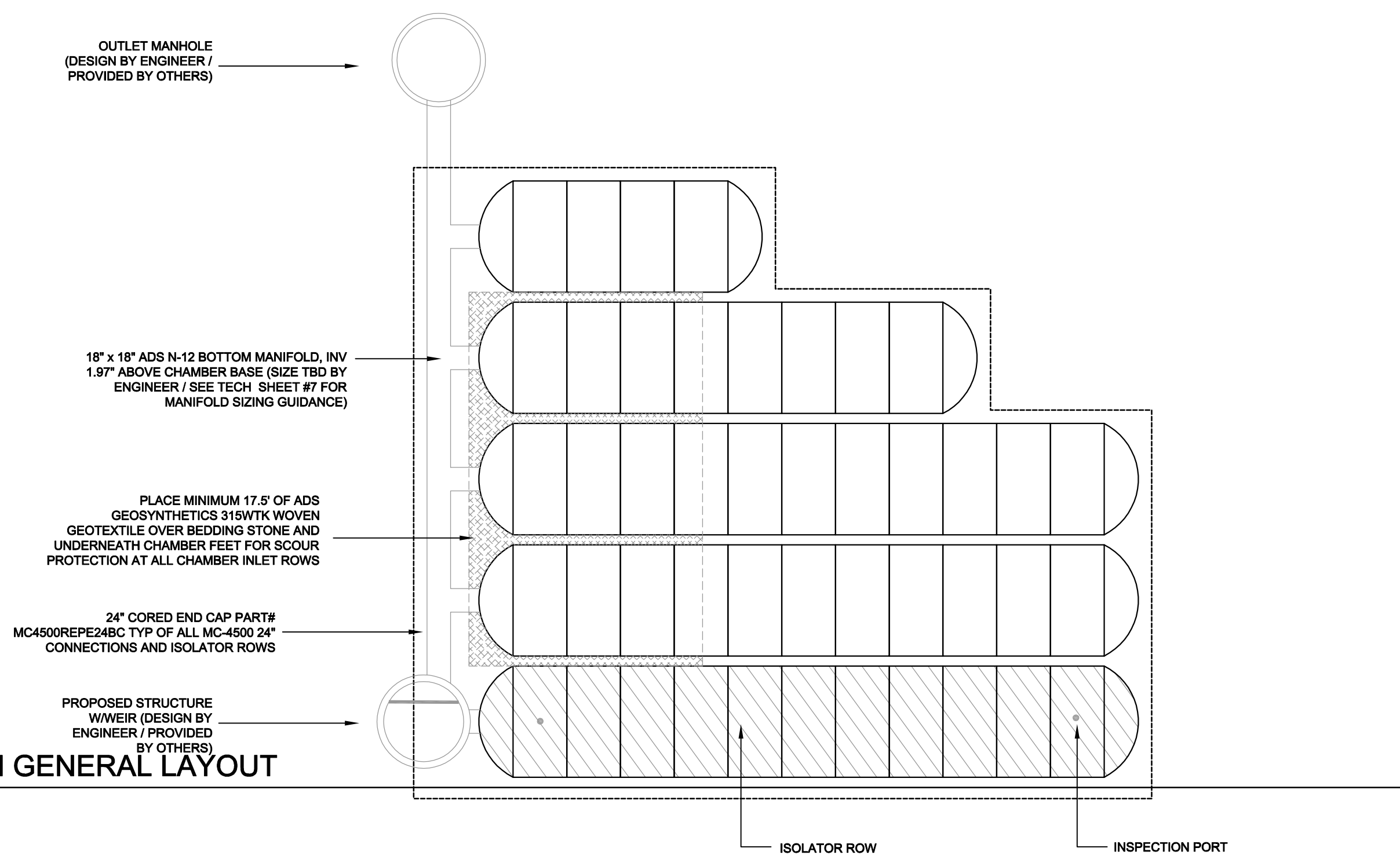


### NOTES:

- MC-4500 CHAMBERS SHALL CONFORM TO THE REQUIREMENTS OF ASTM F2418 "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
- MC-4500 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
- "ACCEPTABLE FILL MATERIALS" TABLE ABOVE PROVIDES MATERIAL LOCATIONS, DESCRIPTIONS, GRADATIONS, AND COMPACTION REQUIREMENTS FOR FOUNDATION, EMBEDMENT, AND FILL MATERIALS.
- THE "SITE DESIGN ENGINEER" REFERS TO THE ENGINEER RESPONSIBLE FOR THE DESIGN AND LAYOUT OF THE STORMTECH CHAMBERS FOR THIS PROJECT.
- THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR ASSESSING THE BEARING RESISTANCE (ALLOWABLE BEARING CAPACITY) OF THE SUBGRADE SOILS AND THE DEPTH OF FOUNDATION STONE WITH CONSIDERATION FOR THE RANGE OF EXPECTED SOIL MOISTURE CONDITIONS.
- PERIMETER STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.
- ONCE LAYER 'C' IS PLACED, ANY SOIL/MATERIAL CAN BE PLACED IN LAYER 'D' UP TO THE FINISHED GRADE. MOST PAVEMENT SUBBASE SOILS CAN BE USED TO REPLACE THE MATERIAL REQUIREMENTS OF LAYER 'C' OR 'D' AT THE SITE DESIGN ENGINEER'S DISCRETION.

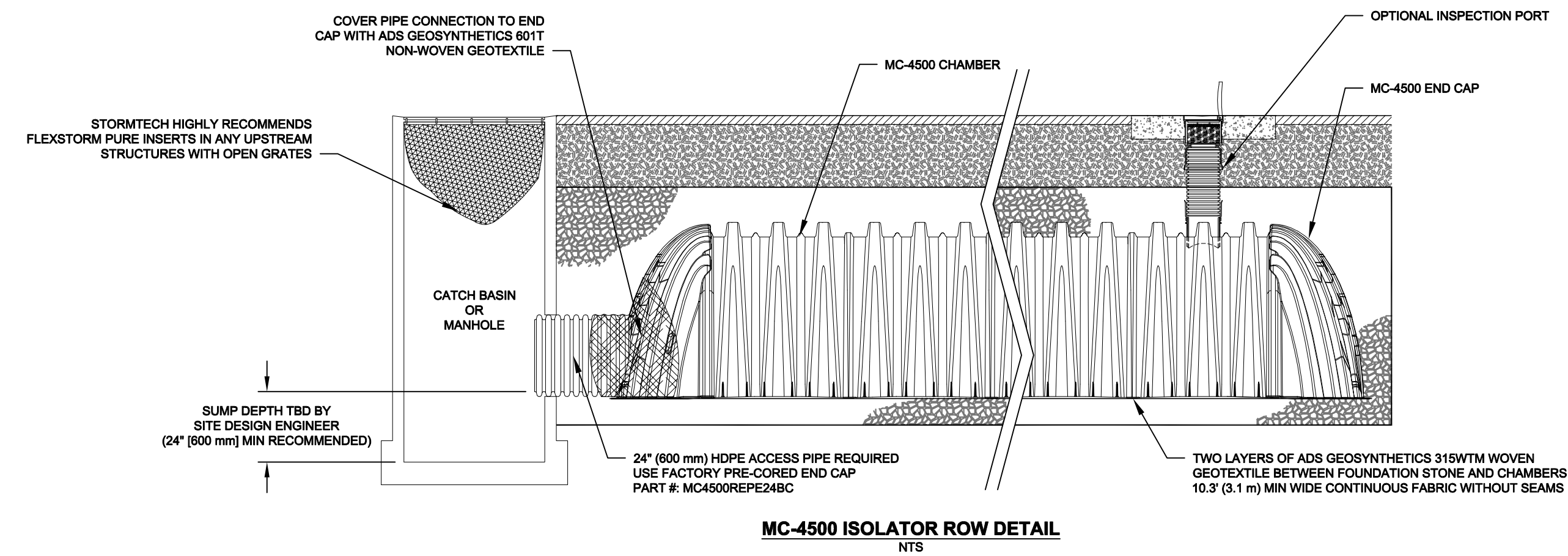
### STORMTECH ACCEPTABLE FILL MATERIALS

N.T.S.



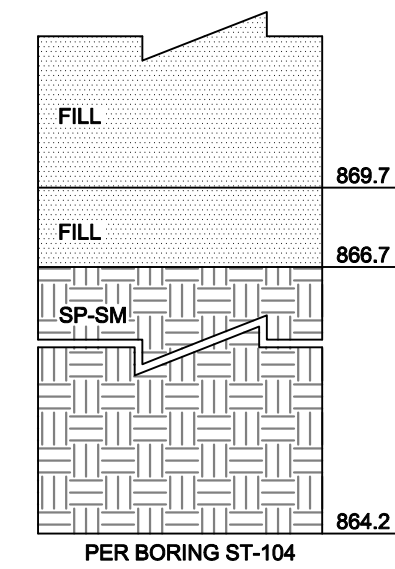
### STORMTECH GENERAL LAYOUT

N.T.S.

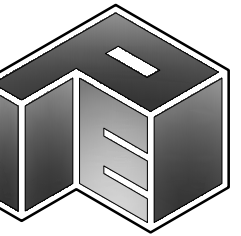


### STORMTECH ISOLATOR ROW

N.T.S.



# STORMTECH SYSTEM "E"



SITE PLANNING  
& ENGINEERING

**PLOWE**  
ENGINEERING, INC.

6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014

PHONE: (651) 361-8210  
FAX: (651) 361-8701

NO.	DATE	DESCRIPTION
1	5/29/19	HUD SUBMITTAL
2	5/31/19	PERMIT SET
3		
4		
5		
6		

DRAWN BY: AG  
CHECK BY: CWP  
JOB NO.: 17-1672  
DATE: JUNE 8, 2018

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ADAM GINKEL  
Date: 05.31.2019 License No. 43963

SMITH VILLAGE  
CITY OF EDEN PRAIRIE  
DETAILS  
PREPARED FOR: UNITED PROPERTIES

SHEET  
C4.03



July 31, 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 six months ending June 30, 2019.

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", is written over the typed name.

Mark C. Gibbs, CPA  
Enclosure



To The Board of Managers  
Riley Purgatory Bluff Creek Watershed District  
Chanhassen, Minnesota

### **Accountant's Opinion**

The Riley Purgatory Bluff Creek Watershed District is responsible for the accompanying June 30, 2019 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  
July 31, 2019

# **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

## **Treasurers Report**

**June 30, 2019**

### **REPORT INDEX**

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Cash Disbursements**  
**June 30, 2019**

**Accounts Payable:**

<u>Check #</u>	<u>Payee</u>	<u>Amount</u>	
4863	Watson Development	40,600.00	Issued 7/10/19
4864	Barr Engineering	46,895.13	
4865	CenturyLink	203.35	
4866	City of Chanhassen	16.49	
4867	City of Chanhassen	30,000.00	
4868	Coverall of the Twin Cities	258.63	
4869	Jill S. Crafton	333.44	
4870	CSM Financial, LLC	7,847.28	
4871	Dorsey & Whitney LLP	786.00	
4872	Dunn & Semington, LLC	401.00	
4873	Fortin Consulting, Inc.	700.00	
4874	HDR Engineering, Inc.	318.50	
4875	HealthPartners	4,686.56	
4876	James & Sharon Hedberg	275,000.00	
4877	Amy Herbert, LLC	783.19	
4878	Olivia R. Holstine	899.12	
4879	Olivia R. Holstine	879.35	
4880	Iron Mountain	89.95	
4881	Larry Koch	295.51	
4882	Larry Koch	562.00	
4883	Landbridge Ecological Services	20,332.50	
4884	Limnotech	10,672.07	
4885	Lincoln National Life Insurance	448.21	
4886	Metropolitan Council	707.25	
4887	Metro Conservation District	1,000.00	
4888	Dorothy E. Pedersen	1,195.79	
4889V	VOID	-	
4890	Philips HealthCare	320.10	
4891	ProTech	707.75	
4892	Purchase Power	376.91	
4893	Laura & Justin Raney	3,099.00	
4894	Redpath & Company, Ltd.	1,471.97	
4895	RMB Environmental Laboratories	1,104.00	
4896	RMB Environmental Laboratories	1,608.00	
4897	RMB Environmental Laboratories	1,731.00	
4898	Smith Partners	8,220.26	
4899	University of Minnesota	8,532.33	
4900	Water Bar & Public Studio GBC, Inc.	1,125.00	
4901	Wenck, Inc.	3,255.90	
4902	Xcel Energy	764.78	
4903	David Ziegler	515.16	
4904	Public Employees Retirement Association	22.94	
4905	Upstream Technologies, Inc.	9,950.00	
<b>Total Accounts Payable:</b>		<b>\$488,716.42</b>	

**Payroll Disbursements:**

Payroll Processing Fee	213.10
Employee Salaries	41,401.51
Employer Payroll Taxes	4,096.46
Employer Benefits (H.S.A. Match)	525.00
Employee Benefit Deductions	(396.26)
Staff Expense Reimbursements	387.24
PERA Match	2,610.07
<b>Total Payroll Disbursements:</b>	<b>\$48,837.12</b>

VISA 8,658.45

Check Issued 7/10	Robert & Betty Wold	259,000.00
Check Issued 7/10	First American Title	1,159.14
Check #4863	Watson Development-Surety Release	(40,600.00)

**TOTAL DISBURSEMENTS:** **\$765,771.13**

**Memos**

The 2019 mileage rate is .58 per mile. The 2018 rate was .54.5  
Klein Bank VISA will be paid on-line.

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Fund Performance Analysis - Table 1**  
**June 30, 2019**

	2019 Budget	Fund Transfers	Revised 2019 Budget	Current Month	Year-to-Date	Year-to Date Percent of Budget
<b>REVENUES</b>						
Plan Implementation Levy	\$3,602,500.00	-	\$3,602,500.00	1,845,612.60	1,845,612.60	51.23%
Permit	50,000.00	-	50,000.00	11,422.50	24,322.50	48.65%
Grant Income	708,079.00	-	708,079.00	-	267,940.00	37.84%
Investment Income	35,000.00	-	35,000.00	6,823.91	53,216.59	152.05%
Past Levies	2,511,789.00	-	2,511,789.00	-	-	0.00%
Partner Funds	432,000.00	-	432,000.00	-	-	0.00%
<b>TOTAL REVENUE</b>	<b>\$7,339,368.00</b>	<b>\$0.00</b>	<b>\$7,339,368.00</b>	<b>\$1,863,859.01</b>	<b>\$2,191,091.69</b>	<b>29.85%</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
Accounting and Audit	42,000.00	-	42,000.00	1,685.07	29,305.75	69.78%
Advisory Committees	5,000.00	-	5,000.00	-	931.42	18.63%
Insurance and bonds	20,000.00	-	20,000.00	-	-	0.00%
Engineering Services	106,000.00	-	106,000.00	7,942.00	57,141.40	53.91%
Legal Services	78,000.00	-	78,000.00	2,709.12	38,493.49	49.35%
Manager Per Diem/Expense	20,000.00	-	20,000.00	4,418.97	7,213.47	36.07%
Dues and Publications	12,000.00	-	12,000.00	-	11,319.50	94.33%
Office Cost	144,000.00	-	144,000.00	11,806.91	72,955.52	50.66%
Permit Review and Inspection	135,000.00	(25,000.00)	110,000.00	17,416.71	85,993.93	78.18%
Permit and Grant Database	-	39,900.00	39,900.00	-	1,480.75	3.71%
Recording Services	10,000.00	-	10,000.00	783.19	7,194.33	71.94%
Staff Cost	550,000.00	-	550,000.00	45,758.48	277,563.14	50.47%
<b>Subtotal</b>	<b>\$1,122,000.00</b>	<b>\$14,900.00</b>	<b>\$1,136,900.00</b>	<b>\$92,520.45</b>	<b>\$589,592.70</b>	<b>51.86%</b>
<b>Programs and Projects</b>						
<b>District Wide</b>						
10-year Management Plan	5,000.00	-	5,000.00	3,423.83	7,562.61	151.25%
AIS Inspection and early response	75,000.00	-	75,000.00	916.91	2,261.69	3.02%
Cost-share	267,193.00	(14,900.00)	252,293.00	36,415.66	44,055.35	17.46%
Creek Restoration Action Strategies Phase	-	-	-	-	-	---
Data Collection and Monitoring	186,000.00	-	186,000.00	18,057.81	81,486.22	43.81%
District Wide Floodplain Evaluation - Atlas 14/SMM model	30,000.00	18,000.00	48,000.00	4,282.50	26,907.00	56.06%
Education and Outreach	119,000.00	-	119,000.00	9,245.82	40,252.21	33.83%
Plant Restoration - U of M	42,000.00	-	42,000.00	-	8,295.85	19.75%
Repair and Maintenance Fund *	177,005.00	-	177,005.00	-	6,209.00	3.51%
Wetland Management*	145,272.00	-	145,272.00	6,663.30	6,743.55	4.64%
District Groundwater Assessment	-	-	-	-	-	---
Groundwater Conservation*	130,000.00	-	130,000.00	-	-	0.00%
Lake Vegetation Implementation	75,000.00	-	75,000.00	-	4,593.76	6.13%
Opportunity Project*	200,000.00	-	200,000.00	-	9,999.00	5.00%
TMDL - MPCA	10,000.00	-	10,000.00	-	-	0.00%
Stormwater Ponds - U of M	86,092.00	-	86,092.00	8,532.33	12,507.33	14.53%
Hennepin County Chloride Initiative	120,800.00	-	120,800.00	355.24	1,396.19	1.16%
Lower Minnesota Chloride Cost-Share	217,209.00	-	217,209.00	-	-	0.00%
<b>Subtotal</b>	<b>\$1,885,571.00</b>	<b>\$3,100.00</b>	<b>\$1,888,671.00</b>	<b>\$87,893.40</b>	<b>\$252,269.76</b>	<b>13.36%</b>
<b>Bluff Creek</b>						
Bluff Creek Tributary*	291,091.00	-	291,091.00	476.17	7,033.15	2.42%
Chanhassen High School *	41,905.00	-	41,905.00	82.50	493.50	1.18%
Wetland Restoration at Pioneer	561,870.00	-	561,870.00	537,025.14	539,368.66	96.00%
<b>Subtotal</b>	<b>\$894,866.00</b>	<b>\$0.00</b>	<b>\$894,866.00</b>	<b>\$537,583.81</b>	<b>\$546,895.31</b>	<b>61.11%</b>
<b>Riley Creek</b>						
Lake Riley - Alum Treatment*	5,000.00	-	5,000.00	-	-	0.00%
Lake Susan Water Quality Improvement Phase 2 *	13,420.00	-	13,420.00	-	-	0.00%
Rice Marsh Lake in-lake phosphorus load	73,983.00	-	73,983.00	-	13,414.87	18.13%
Rice Marsh Lake Water Quality Improvement Phase 1	150,000.00	-	150,000.00	-	-	0.00%
Riley Creek Restoration (Reach E and D3)	1,680,562.00	-	1,680,562.00	4,005.50	17,742.38	1.06%
Lake Riley & Rice Marsh Lake Subwatershed Assessment	72,500.00	-	72,500.00	6,942.54	23,628.87	32.59%
Upper Riley Creek Stabilization	425,000.00	-	425,000.00	-	-	0.00%
<b>Subtotal</b>	<b>\$2,420,465.00</b>	<b>\$0.00</b>	<b>\$2,420,465.00</b>	<b>\$10,948.04</b>	<b>\$54,786.12</b>	<b>2.26%</b>
<b>Purgatory Creek</b>						
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	50,000.00	-	50,000.00	-	-	0.00%
Lotus Lake in-lake phosphorus load control	105,772.00	-	105,772.00	886.50	1,666.30	1.58%
Silver Lake Restoration - Feasibility Phase 1	168,013.00	-	168,013.00	-	-	0.00%
Scenic Heights	111,226.00	-	111,226.00	682.50	51,829.25	46.60%
Hyland Lake in-lake phosphorus load control	120,000.00	-	120,000.00	-	128,612.41	107.18%
Mitchell Lake Subwatershed Assessment	87,500.00	-	87,500.00	7,289.93	24,839.22	28.39%
Duck Lake watershed load	213,955.00	-	213,955.00	27,966.50	55,694.82	26.03%
<b>Subtotal</b>	<b>\$856,466.00</b>	<b>\$0.00</b>	<b>\$856,466.00</b>	<b>\$36,825.43</b>	<b>\$262,642.00</b>	<b>30.67%</b>
<b>Reserve</b>	<b>\$160,000.00</b>	<b>(\$18,000.00)</b>	<b>142,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$7,339,368.00</b>	<b>\$0.00</b>	<b>\$7,339,368.00</b>	<b>\$765,771.13</b>	<b>\$1,706,185.89</b>	<b>23.25%</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,098,087.88</b>	<b>\$484,905.80</b>	

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Multi-Year Project Performance Analysis - Table 2**  
**June 30, 2019**

Programs and Projects	Total Project	FUNDING SOURCE			Month Ended 06/30/19	Year To-Date	Lifetime Costs	Remaining
		District funds	Partner Fund	Grants				
<b>District Wide</b>								
District Wide Floodplain Evaluation - Atlas 14/SMM model	48,000.00	48,000.00	-	-	4,282.50	26,907.00	26,907.00	21,093.00
Repair and Maintenance Fund	202,005.00	177,005.00	-	-	-	6,209.00	31,209.00	170,796.00
Wetland Management	150,000.00	150,000.00	-	-	6,663.30	6,743.55	36,471.86	113,528.14
Groundwater Conservation	130,000.00	130,000.00	-	-	-	-	-	130,000.00
Opportunity Project*	200,000.00	200,000.00	-	-	-	9,999.00	9,999.00	190,001.00
Hennepin County Chloride Initiative	120,800.00	19,000.00	-	101,800.00	355.24	1,396.19	1,396.19	119,403.81
Lower Minnesota Chloride Cost-Share	217,209.00	20,000.00	-	197,209.00	-	-	-	217,209.00
Stormwater Ponds - U of M	86,092.00	44,092.00	42,000.00	-	8,532.33	12,507.33	12,507.33	73,584.67
<b>Subtotal</b>	<b>\$1,154,106.00</b>	<b>\$788,097.00</b>	<b>\$42,000.00</b>	<b>\$299,009.00</b>	<b>\$19,833.37</b>	<b>\$63,762.07</b>	<b>\$118,490.38</b>	<b>1,035,615.62</b>
<b>Bluff Creek</b>								
Bluff Creek Tributary*	292,362.00	242,362.00	50,000.00	-	476.17	7,033.15	102,692.69	189,669.31
Chanhassen High School *	508,000.00	208,000.00	100,000.00	200,000.00	82.50	493.50	451,588.60	56,411.40
Wetland Restoration at Pioneer	561,870.00	450,000.00	0.00	111,870.00	537,025.14	539,368.66	539,368.66	22,501.34
<b>Subtotal</b>	<b>\$1,362,232.00</b>	<b>\$900,362.00</b>	<b>\$150,000.00</b>	<b>\$311,870.00</b>	<b>\$537,583.81</b>	<b>\$546,895.31</b>	<b>\$1,093,649.95</b>	<b>\$268,582.05</b>
<b>Riley Creek</b>								
Lake Riley - Alum Treatment 1st dose *	260,000.00	260,000.00	-	-	-	-	254,999.83	5,000.17
Lake Susan Water Quality Improvement Phase 2 *	662,491.00	330,000.00	99,091.00	233,400.00	-	-	649,070.80	13,420.20
Rice Marsh Lake in-lake phosphorus load	150,000.00	150,000.00	-	-	-	13,414.87	89,432.81	60,567.19
Riley Creek Restoration (Reach E and D3) *	1,565,000.00	1,265,000.00	300,000.00	-	4,005.50	17,742.38	198,237.53	1,366,762.47
Lake Riley & Rice Marsh Lake Subwatershed Assessment	72,500.00	12,500.00	5,000.00	55,000.00	6,942.54	23,628.87	23,628.87	48,871.13
Upper Riley Creek Stabilization	450,000.00	450,000.00	0.00	-	-	-	-	450,000.00
<b>Subtotal</b>	<b>\$3,159,991.00</b>	<b>\$2,467,500.00</b>	<b>\$404,091.00</b>	<b>\$288,400.00</b>	<b>\$10,948.04</b>	<b>\$54,786.12</b>	<b>\$1,215,369.84</b>	<b>\$1,944,621.16</b>
<b>Purgatory Creek</b>								
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	-	-	886.50	1,666.30	240,893.34	104,106.66
Scenic Heights	260,000.00	165,000.00	45,000.00	50,000.00	682.50	51,829.25	200,603.01	59,396.99
Mitchell Lake Subwatershed Assessment	87,500.00	12,500.00	5,000.00	70,000.00	7,289.93	24,839.22	24,839.22	62,660.78
Duck Lake watershed load	220,000.00	220,000.00	-	-	27,966.50	55,694.82	61,739.32	158,260.68
<b>Subtotal</b>	<b>\$962,500.00</b>	<b>\$792,500.00</b>	<b>\$50,000.00</b>	<b>\$120,000.00</b>	<b>\$36,825.43</b>	<b>\$134,029.59</b>	<b>\$528,074.89</b>	<b>\$434,425.11</b>
<b>Total Multi-Year Project Costs</b>	<b>\$6,638,829.00</b>	<b>\$4,948,459.00</b>	<b>\$646,091.00</b>	<b>\$1,019,279.00</b>	<b>\$605,190.65</b>	<b>\$799,473.09</b>	<b>\$2,955,585.06</b>	<b>\$3,683,243.94</b>



**Riley Purgatory Bluff Creek Watershed District**  
**Balance Sheet**  
**As of June 30, 2019**

**ASSETS**

**Current Assets**

General Checking-Klein	\$810,838.82
Checking-Klein/BMW	200,502.69
Investments-Standing Cash	2,579.19
Investments-Wells Fargo	4,372,553.61
Accrued Investment Interest	22,486.64
Accounts Receivable	3,500.00
Due From Other Governments	25,021.73
Taxes Receivable	1,845,612.60
Taxes Receivable-Delinquent	29,411.16
Pre-Paid Expense	27,361.36
Security Deposits	7,244.00

**Total Current Assets:** \$7,347,111.80

**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	\$792,968.11
Retainage Payable	23,657.38
Salaries Payable	19,004.12
Permits & Sureties Payable	830,481.00
Deferred Revenue	29,411.16

**Total Current Liabilities:** \$1,695,521.77

**Capital**

Fund Balance-General	\$5,166,684.23
Net Income	\$484,905.80

**Total Capital** \$5,651,590.03

**Total Liabilities & Capital** \$7,347,111.80

**RILEY PURGTORY BLUFF CREEK WATERSHED DISTRICT**  
**Old National Bank VISA Activity**  
**June 30, 2019**

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
06/19/19	Nas Thai	139.17	Team Meeting	10-00-4321	N
06/21/19	Verizon Wireless	274.53	Telecommunicatins	10-00-4240	Y
06/26/19	Randy's	147.26	Trash Collection	10-00-4215	Y
06/27/19	Blazer Express	25.45	Fuel for Vehciles	10-00-4322	N
06/27/19	Starbucks	7.24	Breakfast for Administrator Travel	10-00-4321	Y
06/28/19	Brown's Car	9.00	Cleaning for Vehicle	10-00-4322	N
06/28/19	Holiday Station	23.86	Fuel for Vehciles	10-00-4322	Y
07/04/19	Adobe	16.10	Software	10-00-4203	Y
07/05/19	Amazon	94.10	Office Supplies	10-00-4200	Y
07/05/19	Amazon	12.95	Office Supplies	10-00-4200	Y
07/07/19	U of M Landscape	4.83	Office Supplies	10-00-4260	Y
07/08/19	Home Depot	16.10	Office Expense	10-00-4215	Y
07/08/19	Home Depot	50.00	Office Expense	10-00-4215	Y
07/08/19	Home Depot	(23.08)	Office Expense	10-00-4215	Y
07/09/19	Amazon	50.00	Office Expense	10-00-4260	Y
07/09/19	BuccaDi Beppo	172.28	Education Meeting Supplies	10-00-4010	Y
07/10/19	Microsoft	120.96	Computer Software	10-00-4203	Y
07/10/19	Amazon	25.80	Office Supplies	10-00-4260	Y
07/13/19	Webstaurant	73.52	Bathroom Supplies	10-00-4200	Y
		<b>\$1,240.07</b>	<b>General Administration Total</b>		
06/19/19	Cabela's	645.13	Data Collection Materials	20-05-4635	Y
06/19/19	Sigma Aldrich	189.43	Data Collection Materials	20-05-4530	Y
06/19/19	Adafruit	135.32	Data Collection Materials	20-05-4635	Y
06/20/19	Voltaic	27.65	Data Collection Materials	20-05-4635	Y
06/20/19	Cabela's	86.01	Data Collection Materials	20-05-4635	Y
06/21/19	Bachmans	6.44	AIS Materials	20-02-4270	Y
06/21/19	Shell Oil	65.41	Fuel for Vehicles	20-08-4322	Y
06/23/19	Amazon	13.99	Data Collection Materials	20-05-4635	Y
06/24/19	Amazon	224.74	Data Collection Materials	20-05-4635	Y
06/24/19	Hoops & Thread	133.59	Safety Gear Personalization	20-05-4635	Y
06/24/19	The Mustard Seed	5.36	Education Meeting Supplies	20-02-4270	Y
06/24/19	Minnesota Historical Society	6.00	Anniversary Research	20-08-4260	Y
06/25/19	Silkletter	30.84	Anniversary Materials	20-08-4260	Y
06/26/19	USPS	334.60	Lake Service Provider Mailing	20-02-4280	Y
06/26/19	SuperAmerica	53.11	Fuel for Vehciles	20-08-4322	Y
06/26/19	Amazon	331.65	Camera	20-13-4635	Y
06/26/19	Amazon	109.32	Education Materials	20-08-4260	Y
06/27/19	Bulk Office Supply	432.22	Education Materials	20-08-4275	Y
06/28/19	Home Depot	117.68	Data Collection Materials	20-05-4635	N
06/28/19	The Mustard Seed	5.36	Education Meeting Supplies	20-02-4270	Y
06/28/19	Pololu	40.18	Data Collection Materials	20-05-4635	Y
06/29/19	Amazon	92.09	Data Collection Materials	20-05-4635	Y
06/29/19	Digi-Key	47.21	Data Collection Materials	20-05-4635	Y
07/01/19	Bagmaster	18.51	Anniversary Materials	20-08-4260	Y
07/01/19	Facebook	25.00	Eeducation & Outreach Post	20-08-4250	Y
07/02/19	Minnesota Historical Society	6.00	Anniversary Research	20-08-4260	Y
07/02/19	Minnesota Historical Society	42.30	Anniversary Research	20-08-4260	Y
07/02/19	Amazon	6.99	Data Collection Materials	20-05-4260	Y
07/02/19	PayPal	109.00	Education Materials	20-08-4275	Y
07/03/19	Costco	82.86	Education Meeting Supplies	20-08-4275	Y
07/03/19	Home Depot	21.87	Data Collection Materials	20-05-4260	Y
07/09/19	FastSigns	90.29	Educatiional Materials	20-08-4275	Y
07/09/19	Minnesota Historical Society	15.20	Anniversary Research	20-08-4260	Y
07/09/19	Kowalski's	33.96	Education Meeting Supplies	20-08-4275	Y

**RILEY PURGTORY BLUFF CREEK WATERSHED DISTRICT**  
**Old National Bank VISA Activity**  
**June 30, 2019**

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
07/09/19	University of Minnesota	1,600.50	Desktop Workstation/E & O	20-08-4635	Y
07/11/19	Speedway	75.00	Fuel for Vehicles	20-08-4322	Y
07/11/19	Silkletter	375.00	Anniversary Materials	20-08-4260	Y
07/12/19	Amazon	229.00	Wetland Materials	20-13-4635	Y
07/12/19	Discount Mug	28.45	Anniversary Materials	20-08-4345	Y
07/12/19	Discount Mug	278.10	Anniversary Materials	20-08-4345	Y
07/12/19	Discount Mug	278.10	Anniversary Materials	20-08-4345	Y
07/12/19	Discount Mug	249.65	Anniversary Materials	20-08-4345	N
07/12/19	Minnesota Historical Society	160.40	Anniversary Research	20-08-4260	Y
07/12/19	Minnesota Historical Society	135.60	Anniversary Research	20-08-4260	Y
07/12/19	Minnesota Historical Society	5.60	Anniversary Research	20-08-4260	Y
07/12/19	Discount Mug	86.69	Anniversary Materials	20-08-4345	N
07/12/19	Speedway	61.02	Fuel for Vehicles	20-05-4322	Y
07/12/19	Dell	26.83	Software	20-05-4260	Y
07/14/19	Amazon	42.99	Recorder for Project Interviews	20-19-4260	Y
07/14/19	Amazon	300.00	Anniversary Materials	20-08-4260	Y
07/15/19	Discount Mug	86.69	Anniversary Materials	20-08-4345	N
07/15/19	Discount Mug	86.69	Anniversary Materials	20-08-4345	N
07/15/19	Amazon	15.84	Wetland Materials	20-13-4260	Y
07/15/19	Minnesota Historical Society	2.40	Anniversary Research	20-08-4260	Y
07/15/19	Amazon	74.47	Data Collection Materials	20-05-4530	Y
07/16/19	Facebook	25.04	Education & Outreach Post	20-08-4250	Y
07/16/19	Amazon	50.86	Education Materials	20-08-4345	Y
07/17/19	Bruegger's Bagels	68.09	Parking Lot & Sidewalk Workshop	20-08-4345	Y
07/17/19	Jimmy John's	172.13	Parking Lot & Sidewalk Workshop	20-08-4345	Y
		<b>\$8,100.45</b>	<b>District-Wide Total</b>		
		<b>\$9,340.52</b>	<b>GRAND TOTAL</b>		

# Proposal for Audit Services

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## Riley- Purgatory- Bluff Creek Watershed District

June 25, 2019

Justin Nilson, CPA  
952.715.3011  
[justin.nilson@aemcpas.com](mailto:justin.nilson@aemcpas.com)

5201 Eden Avenue Suite 250 Edina, MN 55436  
P: (952) 835.9090 • F: (952) 835.3261

100 Warren Street Suite 600 Mankato, MN 56001  
P: (507) 625.2727 • F: (507) 389.9139  
[www.aemcpas.com](http://www.aemcpas.com)



June 25, 2019

Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, Minnesota 55317

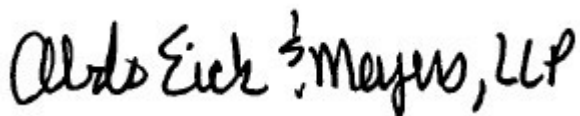
Dear Ms. Bleser,

Thank you for the opportunity to submit this proposal to Riley-Purgatory-Bluff Creek Watershed District (the District) for audit services. We appreciate the opportunity to work with you. Based on our experience with clients like you, we are confident that Abdo, Eick & Meyers, LLP (the Firm) would be a great fit.

We work hard for those who matter most—clients, employees, family, and community—and celebrate their successes as our own. Our success has been driven by our philosophy of going beyond the numbers for our clients. This belief is represented through our commitment to people and knowledge, process and you. We will utilize staff that is experienced and dedicated in the area of government. Our Process is centered on meeting your needs, exceeding your expectations, and incorporating technology to deliver unparalleled solutions. This includes delivering prompt and effective service of the highest quality to you. The quality of our service allows us an opportunity to be an integral part of your finance team. We believe this investment should make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your organization, which allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable.

The attached proposal will demonstrate to you that we will be a great service provider and partner for your District. We look forward to meeting with you to discuss our proposal, and appreciate this opportunity to present our firm for your consideration. We will follow up with you within two weeks to answer any questions or concerns you may have and to provide any further information you may need.

Sincerely,



ABDO, EICK & MEYERS, LLP  
*Certified Public Accountants & Consultants*

Justin Nilson, CPA  
Audit Manager

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# Executive Summary

We are pleased to present our proposal for audit services to the Riley-Purgatory-Bluff Creek Watershed District. We have prepared our proposal based on our understanding of your District's needs from the request for proposal we received and the very informational conversation we have had with Claire, during which we were provided with an opportunity to get to know you and your District better.

We understand that the key requirements you have of your selected advisors include:

- Demonstrate familiarity, knowledge and experience in the industry
- Provide references and experience with other Watershed Districts
- Meet reporting timeliness set by the Board, ensuring the audit is presented timely
- Deliver both concise and informative information to the Board
- Access to partners and staff for assistance in answering questions throughout the year
- Provide a timely and efficient audit

We understand that the requested work to be completed includes the following services:

- Annual Financial Statement Audit
- Management Letter
- Presentation to the Board

Based on our work with more than 100 local governments similar to yours, we confidently believe we can meet your requirements and exceed your expectations for the reasons listed below and referenced in our proposal.

- We provide timely services and currently adhere to an 18 day turnaround time from fieldwork for the delivery of draft financial statements to the client.
- Our audit presentation uses ratios and comparisons of trends that give snapshots of metrics for your District through graphs and charts.
- We have a dedicated team of 40 partners, managers and staff that serve governments exclusively.
- Our government experience extends beyond just audit and compliance. We also provide the following services to government organizations.
  - Human Resource solutions
  - Payroll solutions
  - One-on-one personalized and group-focused training opportunities
  - Process improvement- lean process and process evaluation
  - Arbitrage services
- Integral to our mission is a philosophy that we help organizations reach their maximum potential through open communications and teamwork. **We enjoy answering questions any time of the year, and at no cost!**

We commit to providing an excellent level of client service and helping you move beyond the numbers through communication, support and customized guidance. As you review the details of this proposal, please do not hesitate to contact us with questions or for clarification. We look forward to partnering with the Riley-Purgatory-Bluff Creek Watershed District.



# Government Experience

You can have confidence in our 55 years of quality auditing services and partnership in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in governmental auditing.

Out of our 160-strong, talented staff, over 40 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your District.

Our expertise affords you an audit experience that's painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

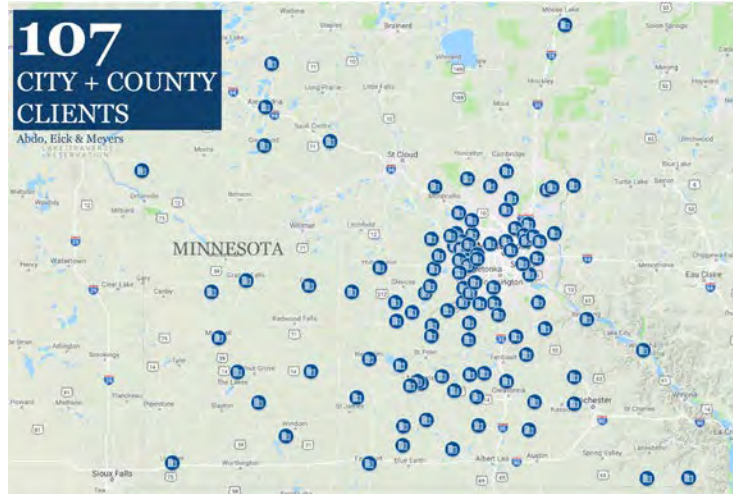
## OUR PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our audit experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a finance director role. We don't believe in a one-size-fits-all mentality so together, we'll focus on the needs that are relevant to your District and provide the right services to meet them with a tailored audit approach. We're focused on efficiency and deliver the audit draft within 3 weeks of completing fieldwork is completed bringing you accuracy and value.

## OUR FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving various governmental entities. We spend more than 100 hours training and onboarding to ensure success for our clients.

We truly hope that you allow us to be your partner. Together, we'll go beyond the numbers to best support your District.



## OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- We speak and train on government accounting and auditing topics
- Audit services for over 100 cities, as well as 3 separate Watershed Districts
- We've assisted many cities in preparing for the GFOA's *Certificate of Achievement for Excellence* awards in financial reporting
- Our clients represent top tier governments with 19 municipal clients receiving the GFOA's *Certificate of Achievement for Excellence in Financial Reporting*
- Audit services for EDA's and HRA's







# Audit Approach

## AUDIT SERVICES THAT MOVE RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT BEYOND THE NUMBERS

We deliver auditing services that are more than just a compliance service. We exceed what's considered "standard audit support," placing a strong emphasis on a relationship-driven approach that facilitates a partnership with your District. We work together to ensure we have a clear understanding of your District's needs, challenges and financial information. Together with your District's team, we'll help to leverage this information to increase efficiency and effectiveness.

### PARTNERSHIP

Integral to our mission is a philosophy that we help organizations reach their maximum potential through open communication and teamwork. **We enjoy answering questions any time of the year, and at no cost!** We also believe in:

- Consistent, clear, proactive communication that offers suggestions and makes your work easier
- Returning phone calls and questions promptly
- Gathering information through dialog, not checklists
- Conducting listening calls with you outside of the engagement to understand your District, build a long-term relationship with you and learn how we can improve.

### PEOPLE

Our value comes from our experience and the education we can provide. Our professionals go beyond the required standards to make sure we have a clear understanding of your District. We work with your management team to leverage this information to increase efficiency and profitability. You can learn more about your audit team in the team section.

### PROCESS

While we will audit the financial statements of your District for the year ended December 31, 2019, in accordance with the applicable regulatory standards, our process is designed to go far beyond that. Our process enables us to gain a thorough understanding of the processes, procedures, and general operations of your District.

1. Client Understanding

2. Planning & Interim Fieldwork

3. Year-end Audit Fieldwork

4. Reporting



# Audit Approach *continued*

## 1. Client Understanding

Your leadership team plays an important role in your financial reporting. We always begin our process with a face-to-face conversation to gain a thorough understanding of your District, internal controls, processes and procedures. Our experience with Districts like yours allows us to develop a customized audit and communications plan. We will prepare an audit timeline detailing significant steps in the audit process from beginning to end.

## 2. Audit Strategy Design

The Riley-Purgatory-Bluff Creek Watershed District is unique and therefore your audit plan will be tailored to your operations and will include the relevant and appropriate standards. Your audit strategy is based on our understanding of your District. It will also encompass:

- Leadership concerns and expectations
- Risk Assessment
- Detailed testing of transactions
- Understanding of internal controls

## 3. Audit Plan Execution

Our execution of your audit strategy begins with fieldwork and ends with a presentation of your draft financial statements. Your team, including partners and managers, will be present during fieldwork and we'll be in continuous communication with your staff.

Fieldwork is where we document internal controls, conduct walkthroughs, and obtain audit evidence to support financial statement amounts and disclosures. Our paperless audit approach allows us to do much of the fieldwork from our office. We will discuss your preference for the amount of onsite work and agree on a mutually beneficial schedule.

During fieldwork, we will discuss any potential audit adjustments with your staff to ensure we agree on the need for the audit adjustment and amount. We will also address any potential internal control deficiencies to verify our understanding and discuss potential solutions. We want to be problem solvers, not problem reporters.

After reviewing the financial statements, notes and supplementary schedules, if any, we prepare a draft of the financial statements for your review and approval. We will also send a list of audit adjustments noting the reasons for each adjustment.



# Audit Approach *continued*

## 4. Audit Completion

After the previous segments mentioned are complete, we will be ready to finalize the audit. We will report the results of your audit to the Board of Directors. We will also deliver a management letter that identifies critical financial trends and recommendations for improvement, provides required communications, and discusses changes in the environment in which Riley-Purgatory-Bluff Creek Watershed District operates.

During this stage we will also complete the following procedures:

- Complete subsequent events review procedures and review legal and representation letters
- Complete final overall analytical review procedures
- Communicate significant deficiencies and material weaknesses
- Conduct an exit conference
- Issue an audit opinion

## 5. Additional Approach Details

### **Analytical Procedures**

Analytical procedures are defined in Statement on Auditing Standards No. 56, “Analytical Procedures” as evaluations of financial information made by a study of plausible relationships around both financial and non-financial data. They are required in the planning and final review stage, but our Firm encourages staff to use in substantive testing where possible. Our Firm management directs the use of analytical procedures as follows:

#### Planning

The objective for analytical procedures at this stage is to direct attention to likely misstatements. We use trend analysis to meet our objective in planning. Examples of trend analysis would be a comparison to the budget for funds that adopt a budget and/or comparison to prior year. We also may consider a comparison among three to five years. Additional testing may result if the expectations established at the start of the trend analysis are not met.

#### Substantive Testing

The objective of analytical procedures at this stage is to support or refute financial statement account balances. We have found that analytical procedures are more efficient and can be more effective than tests of details. Depending on the make-up of the account, we will use trend analysis, ratio analysis and/or modeling.

#### Final Review

The objective is to review the reasonableness of financial statement account balances. We use trend analysis to meet our objectives. This trend analysis is completed on final audited amounts.



# Audit Approach *continued*

## 5. Additional Approach Details (Continued)

### **Approach to be Taken to gain and document an understanding of the District's internal control structure**

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes, and procedures. The completion of these elements allows us to minimize the fieldwork required to complete the audit.

### **Approach to be Taken in Determining Laws and Regulations Subject to Audit Test Work**

We are required to obtain an understanding of the possible financial statement effect of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The determination of laws and regulations are addressed in the planning stage through reading available grant documentation, client inquiries, and a preliminary review of finance system accounts and search of the Board minutes. We also have a working knowledge of the types of laws and regulations Minnesota governments operate under. Further discussion is provided in the section Firm Qualifications and Experience. In addition, we obtain further information about federal laws and regulations through the *Catalog of Federal Domestic Assistance* (CFDA) and the U.S. Office of Management and Budget (OMB) Compliance Supplement.

### **Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance**

Since each program or grant agreement is different, we use a variety of statistical designs in our compliance testing. The size of the sample considers many program factors; size, maturity, complexity, level of oversight and prior audit findings. Ultimately, our professional judgment determines that a representative number of transactions have been selected. You can be confident in our judgment because only senior level (partner, president, manager, and supervisor) staff makes decisions on planned compliance testing.

### **Identification of Anticipated Potential Audit Problems**

At this time, we do not anticipate any potential audit problems. If problems did arise, we carefully work with the District to resolve the matter.



# Technology

**AEM Technology** We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and keep everyone's data more secure. Our use of technology in financial statement preparation enables us to streamline our work. It also helps us to automate certain functions of our audit, so we are free to spend more time analyzing our results and working directly with you.

Some of the technology we use to enhance our client experience are:

- Utilize Engagement Organizer for customized to-do lists via a secure online web based portal.
- MindBridge is a data analytics software used to quickly identify unusual transactions and potential errors.
- Utilize Zoom technology to enhance remote work relationships with clients and team members.



Wolters Kluwer



zoom



MindBridge™



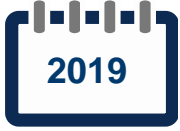
AEM takes the security of our data and our client's data very seriously. Many systems are in place to ensure the safety of your District's data with us. We operate in a completely remote hosted environment. This not only allows to work from any computer, anywhere, any time, but also provides large scale, cutting edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers.

It also means:

- All firm staff use dual authentication for every login to our remote environment
- Our data is saved on redundant servers so if one server fails the other will immediately take over
- Our data is backed up continually
- All email and embedded links are scanned for viruses prior to landing in our inbox



# Timeline




We prepare a timeline each year for our audits. Timelines are based on when organizations are able to complete their necessary year-end work. Please see below for an anticipated timeline that identifies what you can expect, and when. Once hired we will work with you on an exact timeline that fits your needs: this is an example of a typical timeline. Additionally, the table below outlines our proposed segmentation of the engagement.

NOVEMBER	DECEMBER/ JANUARY	FEBRUARY	MARCH/APRIL
<b>CLIENT UNDERSTANDING</b>	<b>PLANNING &amp; INTERIM FIELDWORK</b>	<b>YEAR-END AUDIT &amp; FIELDWORK</b>	<b>REPORTING</b>
Together, we mutually agree with staff and management on a timeline to perform the audit and present to the Board.	We will select our sample and provide information requests to management. Based on preliminary discussions we would plan to complete this work remotely.	We will have our team on-site or working remotely in a team setting to conduct our audit fieldwork. We estimate our fieldwork to take for 2-3 days.	We will provide drafted materials 18 Days subsequent to our fieldwork date and will present to the board in April



# Your Team

In assembling our team to serve Riley-Purgatory-Bluff Creek Watershed District, we have assigned experienced individuals who know and understand your unique financial accounting and tax needs. Our proposed delivery team has substantial experience working with Districts similar to yours. Our team members and their respective experience are briefly profiled below. Full biographies for the staff members are located on the following pages.

	MEMBER	TITLE	YEARS OF EXPERIENCE
	Andy Berg, CPA	Partner	24
	Justin Nilson, CPA	Manager	7
	Kendra Perpich, CPA	Senior Accountant	5
	Miranda Wynkoop, CPA	Staff Accountant	3



# Team Bios

## Member

## Background

## Expertise



### Andy Berg, CPA

*Government Partner*

andrew.berg@aemCPAs.com

Direct Line (952) 715.3003

Andy Berg joined the Firm in 1994 after graduating Cum Laude from Gustavus Adolphus College and is registered and licensed to practice as a CPA in Minnesota. His experience includes auditing municipalities, school districts, and nonprofits under government auditing standards and single audits under Uniform Guidance.

Andy stays current on issues affecting his clients by staying involved in several industry organizations. He participates on the special review committee for the Government Finance Officers Association. This committee reviews reports for acceptance into the Certificate of Achievement for Excellence in Financial Reporting program.

### Education

- Bachelor of Science in Accounting, Gustavus Adolphus College
- Continuing professional education as required by AICPA

### Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association
- Minnesota Association of School Business Officials
- Government Finance Officers Association

### Qualifications

- 24 years of experience auditing local governments in Minnesota
- Over 95 percent of billable time relates to governmental clients
- Participates on the special review committee for the Government Finance Officers Association (GFOA). This committee reviews reports for acceptance into the Certificate of Achievement of Excellence in Financial Reporting program
- MN GFOA presenter on GASB Update and CAFR review
- Experienced in Municipal Government Long Term Financial Plans
- MNCPA City Report Review Committee





# Team Bios

## Member

## Background

## Expertise



Mr. Nilson joined the Firm in 2012 after graduating with an accounting degree from St. John's University. His work experience includes assisting in the audits of several municipal, school district and Single Audits.

### Education

- Bachelor of Arts in Accounting, Saint John's University
- Continuing professional education as required by AICPA and Government Accountability Office

### Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Minnesota Government Finance Officers Association

### Qualifications

- Seven years of experience auditing local government in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Experienced in municipal government long-term financial plans
- Experienced in models for various municipal government specific areas such as utility rate, tax levy, and debt analysis

## Justin Nilson, CPA

*Audit Manager*

justin.nilson@aemCPAs.com

Direct Line (952) 715.3011



# Team Bios

## Member

## Background

## Expertise



Kendra joined the firm in 2017 as a Senior Accountant after completing her Accounting degree from North Dakota State University. She previously worked as an Auditor at a firm in Avon, Colorado.

### Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCIPA)

### Education

- Bachelor of Science in Accounting, North Dakota State University
  - ✓ Graduated Cum Laude
- Continuing professional education as required by AICPA

### Qualifications

- Five years of experience in governmental and non-profit audits
- Over 90 percent of billable time relates to governmental clients

## Kendra Perpich, CPA

*Senior Accountant*

kendra.perpich@aemCPAs.com

Direct Line (952) 939.3216



# Team Bios

## Member

## Background

## Expertise



Miranda joined the firm in 2018 as a Government Auditor after completing her Bachelor of Science in Accounting degree from St. Cloud State University. She was a government intern for Abdo, Eick & Meyers in the 2017 audit season.

### Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCIPA)

### Education

- Bachelor of Science in Accounting, St. Cloud State University
  - ✓ Minor in International Business
  - ✓ Graduated Magna Cum Laude
- Continuing professional education as required by AICPA

### Qualifications

- Experience auditing local governments and charter schools
- Works extensively with Microsoft Excel and Banyon
- Over 90 percent of billable time relates to governmental clients

## Miranda Wynkoop, CPA

*Accountant*

miranda.wynkoop@aemCPAs.com

Direct Line (952) 939.3232



# Value

We at AEM help our clients improve their District and achieve their financial goals. We heard you say that the following factors were important in our relationship.

- Demonstrate familiarity, knowledge and experience in the industry
- Provide references and experience with other Watershed Districts
- Meet reporting timeliness set by the Board, ensuring the audit is presented timely
- Deliver both concise and informative information to the Board
- Access to partners and staff for assistance in answering questions throughout the year
- Provide a timely and efficient audit

As we have described in the pages preceding this section, we will deliver services that will deliver on these factors that are important to you.

We do not believe in charging for a phone call, emails, etc. at any time during the year. We encourage clients to call us for questions, advice, or just update us on what is happening in their organization throughout the year. We want to be a resource for you throughout the year without consideration of whether or not the meter is running. When our communications identify additional service needs, we will provide you with an expected fee range.

We have not anticipated any additional hours for new audit or accounting standards. Accounting or audit standard changes may result in increased hours.

## SUMMARY SCHEDULE OF PROFESSIONAL FEES

	Year End December 31	2019	2020
Audit	Not-to-Exceed Amount	\$12,900	\$13,400



# What Our Clients Say

## Client References

We have long-term relationships with many cities in Minnesota. Our clients listed below would be a good representation of audit clients. All have partner, president, manager or supervisor staffing for the fieldwork process.

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**Comfort Lake - Forest Lake  
Watershed District**

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Mike Kinney | 651.209.9753

Engagement partner - Andrew Berg

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**Prior Lake - Spring Lake  
Watershed District**

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Diane Lynch | 952.447.4166

Engagement partner - Andrew Berg

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**South Washington  
Watershed District**

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Matt Moore | 651.714.3729

Engagement partner - Andrew Berg

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# Services Overview

## Strategic Planning

We provide strategic planning in numerous areas to maximize and protect business value. Areas include cash flow modeling and analysis, growth and profitability strategies, key employee incentives, management consulting as well as succession and exit planning strategies.

Our accounting staff has the experience and diverse skills to help identify areas of interest and strategies to achieve desired goals. We strive to build a reliable and confidential relationship, and desire to become a trusted advisor that is accessible throughout the year with any planning needs that may arise.

## Accounting & Attest

Our accounting staff performs audits, reviews and compilations and also assists our clients with all of their accounting and bookkeeping needs including adjusting entries, software issues, etc. Our goal is to maintain a close and constructive relationship with you at all times

## AEM Workforce Solutions

AEM Workforce Solutions, LLC, helps businesses and nonprofit agencies better support their most valuable resource...their people. AEM Workforce Solutions is a full service human resources and payroll provider to assist mid-size business with all of their HR and payroll needs.

Growth can't happen without the right team in place. But making decisions about people can be stressful and time consuming, not to mention emotional. Having clear and consistent HR practices, that best suit the individuality of each business, is key. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

As your partner, we can even help you evaluate and manage the myriad of risks associated with employer liability or handle the minutiae of your regulatory process—we're here to make your job easier so you can focus on growing your business.

## Management

Our management consulting goes above and beyond to help management improve performance. This happens through a collaborated effort that involves problem identification and development of improvement plans. We recognize that our most important product is prompt and effective service and strive to address all of management's needs.



# License and Independence

## LICENSED TO PRACTICE IN MINNESOTA

The Firm and its entire CPA staff hold licenses to practice in the state of Minnesota. All licenses are in good standing. The Firm and several partners and staff are licensed in other states and also are in good standing. The Firm's CPAs are all members in good standing with the Minnesota Society of CPAs and the AICPA. Our professional staff and membership in professional associations indicate that the services we provide to your District will be of the highest quality.

## INDEPENDENCE

Our standards require that we be without bias with respect to your operations. The Firm is independent of the Riley-Purgatory-Bluff Creek Watershed District as defined by auditing standards generally accepted in the United States of America.

The Firm has not been engaged by the District or any of its agencies, component units or oversight units for the past five years. Because the Firm is required to follow GAO independence standards mentioned in the previous paragraph, any prior relationships would not constitute any conflicts of interest relative to performing the proposed audits. Also, the Firm shall give the District written notice of any relevant professional relationships entered into during the period of this agreement.



# Why AEM

Abdo, Eick & Meyers, LLP, established in 1963, has a professional staff of more than 150 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries. Our services include audits, reviews and compilations, monthly accounting, tax planning and preparation, and management advisory services. In addition, Abdo, Eick & Meyers, LLP is recognized as one of the Top 150 firms in the United States and the 11th largest firm in Minnesota.

We're here because our clients need solutions to their challenges—not a commodity product. Through our dedication to teamwork, development and relationships, we will help our clients thrive. The investments into our People + Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leave you assured in the value of our deliverable.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review. Our Peer Review, was completed in 2017 and resulted in a pass rating. A copy of this letter can be found in Appendix A.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our government clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.



## WE LISTEN

You will know you're in the right hands well before delivery, but be assured that we will get you a great value for the investment of your time.



## WE ENGAGE

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your District.



## WE DELIVER

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.





# Appendix A



CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 30, 2018

To the Partners of  
Abdo, Eick and Meyers, LLP  
and the Peer Review Committee of the Minnesota Society  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA and an examination of a SOC 2 service organization.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick & Meyers, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Brady Martz". The signature is written in a cursive, flowing style.

Brady Martz and Associates, P.C.



CLA (CliftonLarsonAllen LLP)  
220 South Sixth Street, Suite 300  
Minneapolis, MN 55402-1436  
612-376-4500 | fax 612-376-4850  
CLAconnect.com

July 2, 2019

Ms. Claire Blessner, District Administrator  
Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317

Dear Ms. Blessner:

Thank you for inviting us to propose our services to you. We gladly welcome the opportunity to share our approach to continuing to help Riley-Purgatory-Bluff Creek Watershed District (“the District”) meet your needs for assurance and compliance services. The enclosed proposal responds to your request for auditing services for the fiscal year ending December 31, 2019 and 2020.

At CliftonLarsonAllen LLP (CLA), our greatest strengths correspond to your most critical needs; we possess the full spectrum of resources needed to most effectively help the District’s management team meet their goals – all at a very competitive rate. We believe we are the most qualified firm to audit Riley-Purgatory-Bluff Creek Watershed District because of:

- ***Specialized Government Insight and Resources.*** As the one of the nation’s leading professional services firms, and one of the largest firms who specialize in the public sector, CLA has the experience and resources to assist the District with their audit needs. In addition to your experienced local engagement team, the District will have access to one of the country’s largest and most knowledgeable pools of public sector resources.
- ***OMB Uniform Guidance (UG) Experience.*** CLA performs single audits for hundreds of organizations annually, ***ranking top in the nation for the number of single audits performed by any CPA firm.*** The single audit requires a specific set of skills in order to properly perform the procedures. As such, we have developed a group of professionals who specialize in providing single audit services.
- ***Strong Methodology and Responsive Timeline.*** In addition to the 300 governmental entities in Minnesota we serve, we currently serve more than 2,700 governmental organizations nationally. Our staff understands your complexities not just from a compliance standpoint, but also from an operational point of view. We have developed a work plan that takes into consideration your unique needs as a governmental entity in Minnesota. The work plan also minimizes the disruption of your staff and operations, and provides a blueprint for timely delivery of your required reports.
- ***Communication and Proactive Leadership.*** the District will benefit from a high level of hands-on service from our team’s senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team will stay abreast of key issues at the District, and take an active role in addressing them.

- ***A Focus on Providing Consistent, Dependable Service.*** We differ from other firms in that our corporate practice focuses on the needs of public sector clients. CLA is organized into industry teams, affording our clients with specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, the District will enjoy the service of members of our state and local government services team who understand the issues and environment critical to governmental entities.

Thank you for this opportunity to present our letter of interest. If you have any questions about our offerings, please do not hesitate to contact me.

Sincerely,

***CliftonLarsonAllen LLP***



Christopher Knopik, CPA, CFE

Principal

612-397-3266

[Christopher.Knopik@claconnect.com](mailto:Christopher.Knopik@claconnect.com)



## Firm Qualifications and Experience

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, outsourcing, audit, tax, and consulting services. Our broad professional services allow us to serve clients more completely — from startup to succession and beyond.

Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With more than 6,100 people, more than 120 U.S. locations, and a global affiliation, we bring a wide array of approaches to help clients in all markets, foreign and domestic.



CLA serves more than 2,700 governmental entities across the country of which more than 300 are located within Minnesota. Our client base across the United States includes full state wide audits, federal departments, counties, cities, school districts, and special districts.

We respond to your stated needs in a thorough and easy-to-follow manner. We understand your most important and relevant needs are:

- **A team of professionals carefully-selected for compatibility with Minnesota State Armory Building Commission's needs and circumstances** — Your service team understands the strategic, operational, and regulatory issues impacting local governments and non-profit organizations. These professionals dedicate a substantial percentage of their time assisting public sector entities with financial, regulatory, and information security matters.
- **Efficiency** — Our goal is to provide exceptional client service at the lowest possible cost. A well-planned and well-executed engagement by an experienced service team will minimize disruption to your staff and enable timely completion of all deliverables.
- **Industry experience** — By engaging CLA, you will be served by an engagement team with enthusiasm and desire to meet and exceed expectations. We are confident that our industry experience will reveal new ideas, new approaches, and new opportunities for the Building Commission
- **We are local!** — All of the personnel assigned to your engagement team are located in our Minneapolis, Minnesota office, so we are available to meet with you at your request without additional constraints for travel and additional costs.
- **A high principal/staff ratio** — One of the indicators of audit quality is principal/staff ratio. The Building Commission can count on one point of contact, Christopher Knopik, and greater principal attention than many other firms provide. Our principal/staff ratio of 1-to-6 allows CLA to provide a high level of executive attention with national reach and resources.
- **Competitive professional fees** — CLA's professional fees are comparable to other national firms, and we have national resources available to assist with local engagements.

## Location from which work will be performed

Your engagement will be managed from our Minneapolis, Minnesota office. The location of the office is as follows:

**CliftonLarsonAllen LLP**  
220 South Sixth Street, Suite 300  
Minneapolis, MN 55402



## ENGAGEMENT TEAM QUALIFICATIONS AND EXPERIENCE

The professionals at CLA operate as a team. We have found that the best way to thoroughly meet the needs of our clients is to work together, utilizing each other’s areas of specialty. Our principals and managers stay closely involved with all of our clients so that you know your engagement will be handled with the highest degree of accuracy and professionalism.

Christopher G. Knopik, CPA, CFE	
<b>Position</b>	<b>Audit Principal</b>
<b>Functional Responsibility</b>	Chris will oversee all engagement responsibilities for Riley-Purgatory-Bluff Creek Watershed District.
<b>Professional Certifications</b>	Certified Public Accountant, licensed in Minnesota Certified Fraud Examiner(national certificate)
<b>Professional Affiliations</b>	American Institute of Certified Public Accountants Minnesota Society of Certified Public Accountants Minnesota Government Finance Officers Association Association of Certified Fraud Examiners National Association of College and University Business Officers
<b>Education</b>	Bachelor of science, accounting, Bemidji State University
<b>Years of Experience</b>	15
<b>Relevant Experience</b>	Chris works exclusively with state and local government clients, including cities, towns, counties, colleges and universities, and special districts, and has extensive experience with single audits of federal grant programs under the Uniform Guidance. A sampling of his governmental clients includes: <ul style="list-style-type: none"> <li>• City of Avon</li> <li>• City of Delano (including Fire Relief Association)</li> <li>• City of Eden Prairie (including Fire Relief Association) (GFOA award recipient)</li> <li>• City of Elk River (including Fire Relief Association) (GFOA award recipient)</li> <li>• City of Gem Lake</li> <li>• City of Lakeville (including Fire Relief Association) (GFOA award recipient)</li> <li>• City of Little Canada (GFOA award recipient)</li> <li>• City of Mahtomedi (GFOA award recipient)</li> <li>• City of Stillwater (GFOA award recipient)</li> <li>• Minnesota State Colleges and Universities</li> <li>• Stillwater Water Commission</li> <li>• White Bear Township (GFOA award recipient)</li> <li>• Dakota County (GFOA award recipient)</li> <li>• Sherburne County (GFOA award recipient)</li> <li>• Carver County (GFOA award recipient)</li> <li>• Turtle Creek Watershed District</li> <li>• Cedar River Watershed District</li> <li>• Brown’s Creek Watershed District</li> <li>• Vadnais Lake Water Management Organizaiton</li> </ul>





## Lucas Chase, CPA

<b>Position</b>	<b>Manager</b>
<b>Functional Responsibility</b>	Lucas will be the manager for the audit and manage all fieldwork personnel.
<b>Professional Certifications</b>	Certified Public Accountant, licensed in Minnesota
<b>Professional Affiliations</b>	<ul style="list-style-type: none"> <li>• American Institute of Certified Public Accountant, member</li> <li>• Minnesota Society of Certified Public Accountants</li> <li>• Minnesota Government Finance Officers Association</li> </ul>
<b>Education</b>	Bachelor of Science, Accounting, Bemidji State University, Minnesota
<b>Years of Experience</b>	6
<b>Relevant Experience</b>	<p>Lucas works exclusively with state and local government clients (including: cities, towns, counties, and special districts) and has extensive experience with audits under the Uniform Guidance for federal grant programs. A sample of past and current clients, include:</p> <ul style="list-style-type: none"> <li>• City of Elk River (GFOA award recipient), including Fire Relief Association</li> <li>• City of Lakeville (GFOA award recipient), including Fire Relief Association</li> <li>• Washington County (GFOA award recipient)</li> <li>• City of Eden Prairie (GFOA award recipient), including Fire Relief Association</li> <li>• City of Minnetrista (GFOA award recipient)</li> <li>• City of Mahtomedi (GFOA award recipient)</li> <li>• City of Stillwater (GFOA award recipient)</li> <li>• White Bear Township (GFOA award recipient)</li> <li>• Dakota County (GFOA award recipient)</li> <li>• Sherburne County (GFOA award recipient)</li> <li>• Carver County (GFOA award recipient)</li> <li>• Brown’s Creek Watershed District</li> </ul>
<b>Relevant Continuing Professional Education</b>	<ul style="list-style-type: none"> <li>• Single Audit Training</li> <li>• Yellow Book Training</li> <li>• MN School Districts internal training</li> <li>• Government conference internal training</li> <li>• Annual A&amp;A updates</li> </ul>

### Commitment to staff continuity

We are committed to providing continuity throughout this engagement. It is our policy to maintain the same staff throughout an engagement, providing maximum efficiency and keeping the learning curve low. We are also flexible in exploring alternative strategies to non-mandatory rotation policies. In any business, however, turnover is inevitable. When it happens, we will provide summaries of suggested replacements and will discuss re-assignments prior to finalizing. We have an adequate number of qualified staff members to provide the District with top service over the term of the engagement.



## Audit Experience

Riley-Purgatory-Bluff Creek Watershed District will be served by knowledgeable CPAs who are committed to serving local governments. This is our focus – it is not an “off-season” sideline. Our firm has more than 30 years of experience in government auditing. Our experience includes providing auditing and consulting services to more than 200 governmental entities across Minnesota; we are the largest Minnesota-based public accounting firm with a very heavy emphasis in servicing local governments.

In addition to audit services, we have assisted our government organizations with the following services:

- Assistance in retaining the Certificate of Achievement for Excellence in Financial Reporting Award
- Tax consultation availability for income, sales and use, and payroll related matters (including the Affordable Care Act)
- Close monitoring of the ongoing activity of the Minnesota Legislature to keep abreast of the latest legislative intents and proposals in order to be a resource to our clients when they are evaluating the impacts of pending legislation

## Governmental experience

CLA offers the credibility, reputation, and resources of a leading professional services firm — without sacrificing the small-firm touch. We bring unsurpassed levels of technical excellence, commitment, and dedication to our clients, which have made us one of the most successful CPA firms serving governmental entities. Our strong reputation for serving state and local government units provides the District the confidence in their decision to select CLA as their professional service provider.

CLA has one of the largest governmental audit and consulting practices in the country, serving more than 2,100 governmental clients nationwide. Public sector clients represent approximately one-quarter of all firm-wide revenue, and each of the government



services team members are thoroughly versed in the issues critical to complex governmental entities.

Our professionals have deep, technical experience in serving governmental entities. As a CPA firm experienced in serving state and local units of government, we are very aware of the financial and legal compliance requirements that government officials are faced with daily. This creates complexities and service issues within a unique operational and regulatory environment. Because of our

experience, we have become adept at providing our clients with insights in this environment not typical of other CPA firms.

*Our continuous growth in working with the government sector has come about because we continually provide assistance to our clients in meeting their objectives.*

*We have been constructive and supportive with as little interruption to their activities as is possible. We have pointed out inefficiencies, poor accounting practices, and in some instances, suspected fraud.*



## Experience with tax-exempt bonds

Our firm is routinely involved with the issuance of government debt, both large and small. We are very familiar with both the underlying professional standards and underwriter requirements. We understand the need for acting expeditiously when opportunities present themselves to our clients, and we stand ready to serve our clients. Any request by Riley-Purgatory-Bluff Creek Watershed District to provide comfort letters associated with any debt offerings will be considered at the time such request is made, giving consideration to environmental and regulatory factors and the nature of the items on which we are requested to provide “comfort.” Comfort letters represent a report of our firm, as do our audit opinions, and are therefore subject to the same quality review processes and procedures as our audits.

## Accessibility

CLA’s success is based on providing clients with excellent service on a timely basis. Therefore, Christopher Knopik, the principal-in-charge of your engagement will be available for routine questions – whether addressed in person, via telephone, or email – at no additional charge – a welcome investment in an ongoing relationship. All of our principals and managers have constant access to e-mail. In addition, you will be provided with cell phone numbers of every member of your engagement team. Team members will respond to all questions and requests on the same day that the request is made whenever possible.

***The close, personal attention from our senior level personnel, combined with our low principal-to-staff ratio, sets CLA apart from many other CPA firms.***



# Billing Rates

We propose a fee of \$15,450 and \$15,950 (including out-of-pocket expenses) to perform the audit and draft the financial statements and notes for the year ended December 31, 2019 and 2020, respectively. See the detail rate and fee schedule below:

Schedule of Professional Fees and Expenses			
December 31, 2019 and 2020 Financial Statement Audit – Riley-Purgatory-Bluff Creek Watershed District			
2019			
	Hours	Discounted Hourly Rate	Total
Principal	15	\$220	\$3,300
Manager	20	170	3,400
Staff	80	105	8,400
Administrative	5	70	350
<b>Subtotal</b>			\$15,450
Out-of-pocket expenses			-
Transportation			-
<b>Total-All-Inclusive Maximum 2019</b>			\$15,450
<b>Total-All-Inclusive Maximum 2020</b>			\$15,950

- Note 1:** Rate charged for accounting services will be at the discounted rates indicated above.
- Note 2:** Additional fees related to federal awards (single audit) are estimated to be **\$2,750** per major grant, if required.
- Note 3:** The amounts shown above include al out-of-pocket expenses.
- Note 4:** The amounts above include assistance with filing the OSA financial reporting form, if requested.
- Note 5:** The amounts above include assistance with calculation and recording of the GASB 68 liabilities

Our last word on fees – we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss with you the scope of our audit plan.

*At CliftonLarsonAllen, it's more than just getting the job done.*



# Partial Listing of Government Clients

A partial listing of our 300+ governmental clients for the fiscal year ending **December 31, 2018**, follows:

Municipality	County	Public Utilities
Bennington Township	Aitkin County	Aitkin Public Utilities
Buffalo Township	Becker County	BENCO Electric Cooperative
City of Adams	Beltrami County	Brainerd Public Utilities
City of Alden	Benton County	Delano Water Light and Power Commission
City of Austin	Blue Earth County - 2019	Glencoe Light and Power Commission
City of Avon	Bois De Sioux Watershed District	Nobles Cooperative Electric
City of Barnesville	Carver County	Northland Connect Broadband LLC
City of Bigfork	Cottonwood County	Renville-Sibley Cooperative Power Association
City of Blue Earth	Countryside Public Health Services	Runestone Electric Association
City of Brainerd	Crow Wing County	Stearns Electric Association
City of Brandon	Dakota County	Steele-Waseca Cooperative Electric
City of Breezy Point	Des Moines Valley Health and Human Services	Traverse Electric Coop Inc.
City of Brooklyn Park	Dodge County	Water and Light Commission of the City of Moose Lake
City of Browns Valley	Douglas County	
City of Buffalo	East Central Regional Development Commission	
City of Carlos	Freeborn County	<b>Other Governmental Entities</b>
City of Clarks Grove	Gateway Corridor Commission	Alexandria Firemen's Volunteer Relief Association
City of Conger	Goodhue County	Becker County EDA
City of Courtland	Hennepin County Environmental Services	Buffalo Firemen's Relief Association
City of Crosby	Horizon Public Health	Cedar River Watershed District
City of Crosslake	Human Services Of Faribault & Martin Counties	Courtland Firemen's Relief Association
City of Deerwood	Itasca County	City of Hastings Fire Relief Association
City of Delano	Jackson County	Delano Fire Department Relief Association
City of Dexter	Kanabec County	Destination Medical Center Corporation
City of Eden Prairie	Lac qui Parle County	Eden Prairie Firefighters Relief Association
City of Elk River	Lincoln County	Elk River Fire Relief Association
City of Fifty Lakes	Lyon County	Hayward Fire Department Relief Association
City of Garfield	Mower County	Lafayette Community Fire Protection Association
City of Garrison	Nobles County	Lake Johanna Firefighter Relief Association
City of Gem Lake	Pine County	Lakeville Fire Relief Association
City of Glencoe	Pope-Douglas Solid Waste	Little Canada Firefighter's Relief Association
City of Grant	Ramsey County	Minnesota Armory Building Commission
City of Greenwood	Ramsey/Washington Suburban Cable Commission	Minnesota Municipal Money Market Fund
City of Hayfield	Region 4 South Adult Mental Health	Onamia Firemen's Relief Association
City of Hopkins	Rice County	Pequot Lakes Firemen's Relief Association
City of Independence	Rice-Steele Consolidate Dispatch	Sauk Centre Fire Department Relief Association
City of Ironton	Rock County	SE Minnesota Emergency Communications Board
City of Kenyon	Rock County Rural Water	Sourcewell
City of Kimball	Rock Soil & Water Conservation District	Southeast Minnesota Violent Crime Enforcement Team
City of Lakeville	Rock-Nobles Community Corrections	Stillwater Board of Water Commissioners
City of Little Canada	Sherburne County	Turtle Creek Watershed
City of Littlefork	Southwestern MN Adult Mental Health Consortium	
City Of Mahtomedi	St Louis County	
City of Marine on St. Croix	Swift County	<b>Special Districts</b>
City of Minnetrista	Stearns County	Minnesota Sports Facilities Authority
City of Moose Lake	Todd County	Ramsey/Washington Suburban Cable Commission
City of North Branch	Todd Soil & Water Conservation District	Sherburne Wright County Cable Communications Commission
City of Onamia	Todd-Wadena Community Corrections	Viking Library System
City of Orono	Wadena County	<b>Airport and Transit Authority</b>
City of Ortonville	Washington County	Albert Lea Port Authority
City of Owatonna	Western Lake Superior Sanitary Sewer District	Port Authority of the City of St. Paul
City of Ranier	Wright County	
City of Redwood Falls		
City of Rice Lake		
City of Royalton		
City Of Sauk Centre	<b>Housing Authorities</b>	
City of Stillwater	Austin Housing & Redevelopment Authority	
City of Trimont	Bluff Country HRA	
City of Warren	Brainerd Housing & Redevelopment Authority	
City of Windom	Chippewa County Housing & Redevelopment Authority	
Foster Township	Crosby Housing & Redevelopment Authority	
Franklin Township	Crow Wing County HRA	
Grafton Township	Cuyuna Range Housing, Inc.	
Laketown Township	Housing & Redevelopment Authority Of Moose Lake	
Marysville Township	Mower County Housing & Redevelopment Authority	
Mission Township	Owatonna Housing & Redevelopment	
New Market Township	Sauk Centre Housing and Redevelopment Authority	
Ravenna Township	St. Croix Chippewa Housing Authority	
Sylvan Township		
Town of May		
Vadnais Lake Area Water Management Organization		
White Bear Township		GFOA Certificate Program CAFR





**PROPOSAL FOR PROFESSIONAL AUDITING SERVICES  
FOR  
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

**FOR FISCAL YEARS ENDING  
DECEMBER 31, 2019 AND 2020**

DUE DATE: JULY 23, 2019

**JACLYN M. HUEGEL CPA, PRINCIPAL  
E-MAIL: JHUEGEL@MMKR.COM  
952.545.0424**

**MMKR**  
MALLOY  
MONTAGUE  
KARNOWSKI  
RADOSEVICH  
& Co., P.A.  
CERTIFIED PUBLIC  
ACCOUNTANTS  
5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416  
Telephone: 952-545-0424 Fax: 952-545-0569  
website: www.mmkrc.com



PRINCIPALS

Thomas A. Karnowski, CPA  
Paul A. Radosevich, CPA  
William J. Lauer, CPA  
James H. Eichten, CPA  
Aaron J. Nielsen, CPA  
Victoria L. Holinka, CPA/CMA  
Jaclyn M. Huegel, CPA

July 23, 2019

Dr. Claire Bleser  
Riley Purgatory Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317

Dear Dr. Bleser:

We are pleased to submit this proposal to provide auditing services for Riley Purgatory Bluff Creek Watershed District (the District) for the fiscal years ending December 31, 2019 and 2020.

Our audits will be conducted in accordance with auditing standards generally accepted in the United States of America; the provisions of the *Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65; and any other applicable state or federal audit guide. We will review the District's internal control and test accordingly.

We anticipate issuing the following report letters in relation to the District's audit:

1. An opinion on the fair presentation of the District's basic financial statements in conformity with accounting principles generally accepted in the United States of America.
2. A report on internal control over financial reporting.
3. A report on compliance with Minnesota State Laws and Regulations.

We will also provide a management report to communicate comments and recommendations as a result of the audit. Our management report will include the formal communications to the District's audit/finance committee or its equivalent as required by Statement on Auditing Standards No. 114, *The Auditor's Communication With Those Charged With Governance*. The management report will also contain a discussion of any financial reporting, internal control, and compliance-related findings; and recommendations to management on improving its accounting system and financial reports.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control policies, the selection and application of accounting principles, and the safeguarding of assets.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Phone: 952-545-0424 • Fax: 952-545-0569 • www.mmkr.com

The assistance to be supplied by your personnel or contracted accounting services provider, including the preparation of schedules and analysis of accounts, typing all cash or other confirmations we request, and locating any invoices selected by us for testing, will be discussed and coordinated with you.

We understand that we will be responsible for preparing the initial draft of the financial statements, notes, and supplementary schedules. We will also be responsible for typing, editing, and printing the financial statements. Prior to issuance of the final audit report, we shall review the report draft, management report, internal control and compliance letters, and any other required reports with the District's management.

Our audit is not specifically designed and cannot be relied on to disclose material weaknesses or significant deficiencies in the design or operation of the internal control. However, if our audit procedures indicate that material errors, illegal acts, or other irregularities might exist, we will make an immediate, written report to the District's management, the Board of the District, and/or other District officials as appropriate.

Unless unforeseen circumstances occur (such as turnover of key district personnel), we anticipate no difficulty in meeting the time requirements for completion of the work by the scheduled deadline of June 30, 2020.

We believe we are best qualified to perform the engagement for the following reasons:

- Our wealth of experience providing auditing, accounting, and consulting services to Minnesota municipalities, fire relief associations, and other governmental and related organizations.
- Our expertise in governmental financial reporting, including the standards of the Governmental Accounting Standards Board (GASB).
- Our thorough and efficient audit process, which emphasizes effective client communications and limited disruptions to client operations.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. The anticipated fees for the indicated services are shown on the Schedule of Professional Fees and Expenses included in this proposal.

The fees charged are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we find that additional audit procedures are required, or if additional services are requested by the District, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events such as new contractual agreements, new accounting and auditing standards, or if there is an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the District's staff. We will not perform extended services at a cost to the District unless they are so authorized by the appropriate district officials.

Our proposal assumes that the District and its contracted accounting services provider will be responsible for preparing substantially all financial schedules and other information required for the audit. The cost of any additional accounting assistance performed at the request of the District will be based on the actual time required and the hourly rates of the individuals performing the services.



The current environment has placed incredible strains on local governmental and related organizations in Minnesota. In such times, you need more than just an auditor. Obtaining good advice from a reliable consultant throughout the year can be an efficient use of funds. Our history of 60+ years of service to local governments is indicated in this proposal. Our experience provides you with a valuable resource for varied management services and meaningful management reports. We are sincerely interested in working with you to improve the effectiveness and efficiency of your district's financial operations and internal controls.

To help with your evaluation, the following is a "Summary of Key Qualifications" for quick reference.

## **SUMMARY OF KEY QUALIFICATIONS**

### **A. Quality**

- Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) emphasizes quality service, accomplished by recruiting and developing high quality personnel.
- We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants (AICPA), which maintains standards for quality control in governmental audits for CPA firms nation-wide.

### **B. Experience and Expertise**

- Our firm has specialized in providing audit services to governmental entities for over 60 years. Last year we audited over 30 charter schools, 30 school districts, 25 municipalities, and numerous other governmental and related organizations.
- Because of this specialization, we have a large pool of knowledgeable and experienced governmental auditors. Our governmental auditors work with many local governments and related organizations with operations similar to yours. MMKR professionals also receive extensive continuing education, with internal and external seminars specifically for governmental audits.
- MMKR is an industry leader in providing guidance to Minnesota local governments on the accounting and reporting standards established in GASB Statements. We have assisted our local governments with the successful and often early implementation of several complex new GASB standards that have become effective in recent years. This process has provided us with a practical understanding of these new standards that can only be gained by firsthand experience.
- Our firm performs dozens of Single Audits of Federal Awards expenditures each year.
- In addition to audits, we provide our clients with a wide range of consulting services, including management and operational reviews, budget development and monitoring, cash flow projections, human resources consulting, and payroll tax and employee benefit-related matters.

- MMKR professionals are active members of many professional organizations and committees, including the Minnesota Government Finance Officers Association and the Minnesota Society of Certified Public Accountants (MNCPA). Our professionals have held various leadership positions on the MNCPA Board of Directors. We are also active in various MNCPA committees, which include planning, moderating, and presenting at the annual charter school, city, and school district audit workshops, committee work on Single Audit implementation, and quality reviews.
- On our staff we have reviewers for both the National Government Finance Officers Association (GFOA) and the Association of School Business Officials (ASBO) Certificate of Excellence in Financial Reporting Programs. We have assisted numerous clients with obtaining certificates on first-time submissions and with retaining certificates in subsequent years.
- MMKR professionals are also active members of the AICPA. This active role includes being a member of the AICPA Council; a 400-member group representing members from around the country that provides strategic planning and direction to the AICPA Board of Directors.
- Over the years, we have developed many customized audit tools, techniques, and paperless workpaper and report formats, which allow us to perform our audits efficiently and with minimal disruption to our clients' operations.

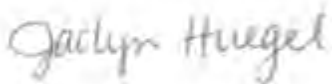
#### C. Service

- Excellent client satisfaction supported by a very high client retention record.
- We are much more than an audit firm; our clients receive many additional benefits and services.
- Our client references are our best proof of service commitment; most additions to our governmental client group are the direct result of recommendations from existing clientele who are more than satisfied with our services. A listing of our governmental audit and consulting clients is included in this proposal; please feel free to contact them.

We hope you will give our firm and proposal due consideration. We will provide the District's administration and the Board the kind of quality service you expect from your auditors. If you have any questions, please contact Jaclyn M. Huegel, Principal. This proposal covers the fiscal years ended December 31, 2019 and 2020, and is a firm and irrevocable offer for a period of ninety (90) days.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.



Jaclyn M. Huegel, CPA  
Principal

JMH:Imb

## Listing of Significant Governmental Audit Clients

The following is a list of governmental entities for which we have performed/are performing audit and accounting services within the last year. Audit clients that have applied for or been awarded the ASBO International or GFOA Certificate of Excellence in Financial Reporting are identified with an asterisk (\*).

Cities		
* City of Apple Valley	* City of Farmington	* City of Ramsey
* City of Arden Hills	* City of Golden Valley	* City of Robbinsdale
* City of Bloomington	* City of Monticello	* City of Rosemount
* City of Brooklyn Center	* City of Mounds View	City of Saint Peter
* City of Burnsville	* City of New Hope	* City of Shoreview
* City of Chaska	City of Newport	City of Spring Park
City of Circle Pines	* City of North St. Paul	* City of South St. Paul
* City of Coon Rapids	* City of Plymouth	* City of St. Michael
* City of Edina	City of Prior Lake	City of Wayzata
Fire Reliefs		
Andover Firefighters' Relief Association	Farmington Firefighters' Relief Association	Roseville Firefighters' Relief Association
Apple Valley Firefighters' Relief Association	Golden Valley Fire Department Relief Association	Savage Fire Department Firefighters' Relief and Pension Association
Centennial Fire District	Ramsey Firefighters' Relief Association	St. Michael Firemen's Relief Association
Centennial Fire Fighters' Relief Association	Rosemount Fire Relief Association	West Metro Fire-Rescue District
Chaska Fire Department Relief Association		
Other Governmental Entities		
Bassett Creek Watershed Management Commission	Local Government Information Systems Association (LOGIS)	Minnesota State Fair
Centennial Lakes Police Department	Metropolitan Library Service Agency	South Metro Public Safety Training Facility Association
Golden Valley – Crystal – New Hope Joint Water Commission		
Independent School Districts		
* ISD No. 11, Anoka-Hennepin	ISD No. 280, Richfield	* ISD No. 832, Mahtomedi
ISD No. 12, Centennial	ISD No. 283, St. Louis Park	* ISD No. 833, South Washington County Schools
ISD No. 15, St. Francis	* ISD No. 284, Wayzata	* ISD No. 834, Stillwater
* ISD No. 16, Spring Lake Park	* ISD No. 281, Robbinsdale Area Schools	ISD No. 911, Cambridge Intermediate District No. 287
ISD No. 139, Rush City	ISD No. 286, Brooklyn Center	Intermediate District No. 917
ISD No. 197, West St. Paul	ISD No. 578, Pine City	Northeast Metropolitan Intermediate School District No. 916
* ISD No. 199, Inver Grove Heights	* ISD No. 621, Mounds View	SSD No. 6, South St. Paul
ISD No. 200, Hastings	* ISD No. 622, North St. Paul	
* ISD No. 272, Eden Prairie	* ISD No. 624, White Bear Lake	
ISD No. 273, Edina	ISD No. 625, Saint Paul Public Schools	
* ISD No. 278, Orono	* ISD No. 728, Elk River	
* ISD No. 279, Osseo – Maple Grove	ISD No. 831, Forest Lake	
Charter Schools		
Achieve Language Academy	El Colegio Charter School	Oak Land Cooperative Center
Aurora Charter School	Higher Ground Academy	Rum River Special Education Cooperative
BlueSky Charter School, Inc.	International Spanish Language Academy	Technology and Information Educational Services (TIES)
City Academy	Laura Jeffrey Academy	Twin Cities Academy
Cyber Village Academy	Lionsgate Academy	Twin Cities Academy High School
DaVinci Academy	Metro Deaf School, Inc.	Universal Academy
East Central Minnesota Educational Cable Cooperative	Minnesota Math and Science Academy	West Metro Education Program
Equity Alliance MN	New City School	
East Range Academy of Technology and Science	New Heights Schools, Inc.	

# JACLYN M. HUEGEL, CPA

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## PRINCIPAL



Jackie Huegel specializes in meeting the unique accounting, auditing, and consulting needs of school districts, municipalities, and other governmental entities. Jackie has conducted audits of these groups, including those required for their associated federal financial assistance programs. Jackie has also conducted commercial audits, compiled tax returns, and performed monthly compilations.

To ensure she stays current with the latest in accounting practices, Jackie receives at least 40 hours annually of continuing professional education, a portion of which are focused on government auditing standards. This training is added to an educational foundation of Jackie's Bachelor of Arts degree in accounting and management from St. Mary's University in Winona.

## PROFESSIONAL HISTORY

- Present: Principal – Malloy, Montague, Karnowski, Radosevich & Co., P.A., Minneapolis, Minnesota

## MAJOR ASSIGNMENTS

- Annual audits of Minnesota school districts, municipalities, and various other governmental entities
- Audits of federal financial assistance programs of Minnesota school districts, municipalities, and various other governmental entities
- Assists city and school district clients to obtain and retain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Assists school district clients to obtain and retain the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting
- Assistance in the development of audit manuals for cities, school districts, fire reliefs, and federal financial assistance programs
- Various commercial and nonprofit audits and tax returns

## EDUCATION

- St. Mary's University – Winona, Minnesota  
Bachelor of Arts in Accounting and Management

## PROFESSIONAL QUALIFICATIONS

- Certified Public Accountant in Minnesota
- Receives at least 40 hours per year of continuing professional education, of which a portion of those hours are related specifically to governmental issues. This is in compliance with *Government Auditing Standards*

## JACLYN M. HUEGEL, CPA (CONTINUED)

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### PRINCIPAL

#### PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Minnesota Association of School Business Officials (MASBO)
- ASBO International
- Minnesota Chapter of Government Finance Officers Association (MnGFOA)
- GFOA of the United States and Canada

#### PROFESSIONAL ACTIVITIES

- Active member of the MNCPA, participating in various committees
- Special review committee member for the GFOA Certificate of Achievement for Excellence in Financial Reporting Program
- Has made presentations at various functions for boards, councils, and conference attendees

Riley Purgatory Bluff Creek Watershed District

Schedule of Professional Fees and Expenses  
For Professional Auditing Services

Estimated fees for the years ending December 31, 2019 and 2020:

	Year Ending December 31, 2019	Year Ending December 31, 2020
Base audit fee (including GASB 68 pension entries)	\$ 13,350	\$ 13,550
Reimbursable expenses	<u>150</u>	<u>150</u>
Total	<u>\$ 13,500</u>	<u>\$ 13,700</u>

I certify that I am entitled to represent Malloy, Montague, Karnowski, Radosevich & Co., P.A., (MMKR), empowered to submit the bid, and authorized to sign a contract with Riley Purgatory Bluff Creek Watershed District (the District).

Signed: \_\_\_\_\_

*Jaclyn Huegel*  
Jaclyn M. Huegel, CPA  
Principal

If it should become necessary for the District to request the auditor to render any additional service to either supplement the services requested in this proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or as a result of new standards, then such additional work shall be performed only if set forth in an addendum to the contract between the District and MMKR. Any such additional work agreed to between the District and MMKR shall be performed at the same rates set forth in the Schedule of Professional Fees and Expenses above. MMKR does not charge its audit clients for inquiries and technical assistance during the year that are minor in nature (those that would not require a significant amount of research or result in the issuance of a separate report letter or letter).



A proposal for professional services

## **Riley-Purgatory-Bluff Creek Watershed District**

July 24, 2019

**WIPFLI**<sup>LLP</sup>  
CPAs and Consultants

## **Table of Contents**

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## **Appendix**

Professional Profiles	A
Peer Review Opinion	B



July 24, 2019

Dr. Claire Bleser, District Administrator  
Riley-Purgatory-Bluff Creek Watershed District  
18681 Lake Drive East  
Chanhassen, MN 55317

Dear Dr. Bleser:

We appreciate the opportunity to present our proposal regarding auditing services for Riley-Purgatory-Bluff Creek Watershed District for the year ending December 31, 2019. We understand the work to be done as discussed. The strength and experience of Wipfli LLP positions us as a leader in providing the value-added services that our clients have come to expect.

The following are distinct benefits to Riley-Purgatory-Bluff Creek Watershed District in working with Wipfli as your independent certified public accountants and business advisors:

- We have significant experience serving cities, schools, villages, towns, counties, and other governmental organizations. Wipfli understands the issues that are important to Riley-Purgatory-Bluff Creek Watershed District. The team assigned to your engagement will be specifically chosen based on its experience with similar audit engagements.
- When you engage Wipfli, you are working with one of the Midwest's largest accounting and consulting firms. We are large enough to dedicate the resources and personnel to resolve the most sophisticated issue, yet small enough to give you the **personalized, responsive, and proactive service** that you deserve.
- Our reputation for delivering responsive, high quality service is due, in large part, to our commitment to senior level participation in all phases of client service. With this experienced senior management involvement, we maintain close one-on-one client relationships ensuring continuity and efficiency. We are committed to perform the work within the agreed upon time table as discussed in our proposal.
- Wipfli's commitment to the governmental service industry runs deep. We offer training in the form of webinars, onsite training, and conferences.

Based on the above bullet points, we believe that we are best qualified to perform this engagement.

This proposal is a firm and irrevocable offer for 90 days.

The person entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with Riley-Purgatory-Bluff Creek Watershed District is Lisa Desotelle, Partner.

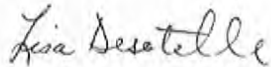
Riley-Purgatory-Bluff Creek Watershed District

Page 2

July 24, 2019

We appreciate the opportunity to propose on your audit services. If you have any questions as you review the enclosed proposal, please do not hesitate to call me at 952.548.3340 or e-mail at [LDesotelle@wipfli.com](mailto:LDesotelle@wipfli.com). Thank you again for this opportunity.

Sincerely,




Lisa Desotelle, CPA  
Partner

# Firm Background

## Firm experience: A national leader

For almost 90 years, government organizations throughout the United States have relied on the experienced professionals at Wipfli for advice. Wipfli is a multidiscipline, regional professional services firm.

Firm Facts	
 <p>Recognized leader in serving the industry.</p>	<p>Over <b>1,800</b> Wipfli associates serving <b>nine</b> industries.</p> 
<p>Member of Allinial Global, a strategic affiliation that connects Wipfli with accounting firms around the world.</p>	 <p>Meet the independence requirements as set forth in the AICPA Code of Ethics and Government Auditing Standards <i>Yellow Book</i>.</p>

For more information on Wipfli, please visit us at [wipfli.com/nonprofits](http://wipfli.com/nonprofits)

With more than 1,900 associates, 48 offices in the United States and 2 offices in India, Wipfli ranks among the top 20 accounting and business consulting firms in the nation. At Wipfli, Riley-Purgatory-Bluff Creek Watershed District will have access to the resources of a large regional firm and will receive the personal attention of a local firm.

Our focus and dedication to industry segments provides our clients' access to business experts in their industry. We offer training, webinars, products, services, and other proactive information that will help our clients shape their organizations, assist their communities, and stay in compliance.

## Membership in Allinial Global

Wipfli is a member of Allinial Global. Allinial Global is an association of independent accounting firms. Our membership in Allinial Global provides direct and indirect benefits to our clients in many ways.

- Client representation can be provided throughout the country and the world.
- Shared technical experience among member firms assures high quality work for our clients.
- Sharing of knowledge and skills among member firms permits us to provide additional expertise in the handling of any business problem. In fact, Allinial Global-affiliated Firms have a collective staff of more than 5,000 professionals in North America and more than 14,700 worldwide.
- Comprehensive, continuing professional education programs are available to the partners and staff of all Allinial Global member firms.

Membership in Allinial Global represents our continuing effort to provide the highest quality services available. It supports our philosophy of taking our clients' responsibilities seriously and recognizing the need to consistently provide services which are efficient and cost effective.

### **Quality Control and Assurance**

Our professionals must meet rigorous standards. Only graduates with high academic achievement who exhibit qualities of leadership and exceptional communication skills are considered for employment at Wipfli. Wipfli is committed to training our professionals. To accomplish this, we maintain a continuing education program for our entire staff. We provide at least 120 hours of continuing professional education every three years to all our professional staff. Professionals who perform audits in accordance with *Government Auditing Standards* (Yellow Book) meet the annual education requirements in governmental continuing education. In addition, the firm complies with the Yellow Book independence standards as well. Our professionals regularly attend in-house education programs as well as programs conducted by the American Institute of Certified Public Accountants and a variety of professional organizations.

Because Wipfli LLP operates in a highly competitive environment, it is important to set and achieve the highest standards of quality. We believe this is good business. It helps ensure we have satisfied clients, and it gives us a positive basis for differentiating Wipfli from other firms. The effectiveness of our internal quality control program and procedures are independently evaluated every three years through our participation in the peer review program. Our firm has consistently received a pass opinion, which means our system of quality control in the year of review met the objectives of quality control standards published by the AICPA and was being complied with. Our last peer review was performed for the year ended June 30, 2016. This peer review included a review of specific government engagements. A copy of our latest peer review report is included in Appendix B.

Our in-house inspection program covers all of our firm's locations. Our program encompasses all of the elements of quality control. In addition to our inspection program, our quality control review procedures provide for partner concurring reviews of selected engagements before issuance of the financial statements, post-issuance of selected financial statements, and obtaining independence statements from all of our personnel twice a year.

Ms. Stephanie Cavadeas is currently the quality control partner for our firm. It is her responsibility to administer our inspection program, and she is also responsible for leading our peer review process that occurs every three years.

## Why Work With Wipfli?

At Wipfli, our primary objective is to help our clients achieve their organizational goals. This is achieved by providing customized solutions and working hands-on to understand our clients' needs, develop a plan for action or corrective action, and implement the solution.

Our team is dedicated to the government and federally-funded industries full-time. Wipfli currently has approximately 90 individuals with governmental auditing experience. Rest assured, we understand your industry, your organization, and your day-to-day practices. We pride ourselves on efficient and effective work during on-site visits, and it is our promise to treat you as any Wipfli team member. After all, our clients are our partners. The proposed staffing for the engagement includes three individuals: a partner, senior manager, manager, and a staff accountant. These individuals are located in our Minneapolis and Rhinelander offices.


### Governmental Specialty

As a firm, Wipfli has been providing governmental services in excess of 50 years. That wealth of experience gives us the opportunity to provide a multitude of services to a variety of different governmental entities.

Wipfli's experience with governmental entities encompasses a variety of engagements such as financial and compliance audits, internal control studies, organizational studies, financial management training, and program eligibility audits. These services have presented us with the opportunity to encounter and learn a variety of municipal accounting systems which span the spectrum of manual accounting systems to large computerized systems.


We understand the appropriate General Accounting Office and other pronouncements relating to audits of governmental organizations. In order to maintain our position as a leader in providing services to governmental entities, Wipfli is committed to ongoing education for our staff so they can serve as both technical advisors and providers of quality services.

### Nonprofit and Government Practice Firm Facts




Perform more than **800** nonprofit audits annually, over half of which are for federally funded nonprofit organizations.


Perform more than **375** governmental audits annually.




Train more than **2,500** nonprofit and governmental leaders annually.



Audit experience in over **32** states.  
Consulting and training experience in ALL **50** states.



Over the past **15** years, we have trained over **22,000** nonprofit and federally funded program staff and leaders in more than **4,000** agencies.



**85+** years of experience working with nonprofit and federally funded organizations.

**15+** partners and over **75** professional staff dedicated to servicing nonprofit and government funded clients.

For more information on Wipfli, please visit us at [wipfli.com/ngp](http://wipfli.com/ngp).

Our dedicated governmental staff must meet the continuing education requirements of the *Government Auditing Standards*. In addition, they are encouraged to gain a broad range of experience with various governmental organizations. We believe this provides them with a better understanding of how governments work and how they are interrelated.

Wipfli is a member of the AICPA Government Audit Quality Center (the "Center") for CPA firms. The Center is a national community of CPA firms that demonstrate a commitment to governmental audit quality and raises awareness of the importance of governmental audits. The Center provides members with best practices, guidelines, and tools CPAs need to perform quality audits and better serve their clients.

Members of the Center demonstrate their commitment by voluntarily agreeing to adhere to the Center's membership requirements, including designating a partner responsible for its governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making the firm's peer review report findings publicly available.

### Why Choose Wipfli?



#### STAFF

- Passionate and mission driven
- **90+** dedicated nonprofit and government partners and professional staff
- **94%** staff retention
- Over **43,000** community volunteer hours in the last three years

#### DELIVERABLES

- Unmatched quality and compliance
- Commitment to over-deliver
- Audit, tax, and consulting services for **1,300+** nonprofit and government clients
- Priority on relationships





#### SERVICES

- Business advisory focus
- Ongoing best practice training and consulting
- Continuous commitment to create compliance services
- Value-added products and services for each engagement

### Our Team Approach

You can rely on a consistent, cohesive, and dedicated team of service professionals and industry-specific experts who draw from a wide range of collective knowledge and experience. Clients tell us our associates are a pleasure to work with, and they appreciate the time our associates take to understand their individual circumstances. Our partners also commit significant efforts to engagements, further ensuring client satisfaction. Team members arrive at Wipfli with considerable experience and knowledge, and they continue to develop their skills through continuing professional education. Recognizing the critical importance of engaged and satisfied associates, we regularly monitor and work to improve the engagement level of all associates.

### The Best of Both Worlds

Since 1930, Wipfli has been creating value and securing the future of our clients, their businesses, and the community at large. As we look to the future, we continue to strive to be the firm of choice, fueling the success of clients across multiple industries. With Wipfli, you gain the significant resources of a large accounting and consulting firm while enjoying the personal service of a small firm.

# Municipals Served

Some of our current government clients include:

Cities/City (Minnesota only)	
Town of Harris	City of Anoka
Town of Thompson	City of Wrenshall
City of Aitkin	City of Scanlon
City of Barnum	City of Cloquet
City of Beaver Bay	City of Proctor
City of Hermantown	

# Client References

The following are client references:

**Enterprise Minnesota, Inc.**

Component Unit - State of Minnesota  
Pat Vasatka, Controller & Director of Finance  
310 4th Avenue South, Suite 7050  
Minneapolis, MN 55415  
612.455.4204

**City of Anoka / Lower Rum River Watershed District**

Brenda Smith, Finance Director / Deputy Treasurer  
2015 First Avenue North  
Anoka, MN 55303  
763.576.2771

**City of Eagle River**

Debra Brown, Clerk/Treasurer  
525 East Maple  
Eagle River, WI 54521  
715.479.8682, ext 222

## Service Team

Wipfli enjoys an exceptionally low staff turnover rate. However, if any members of our service team were to leave our Firm through the duration of our contract, we would provide a qualified replacement. We plan to staff your engagement with one partner, one concurring review partner, one manager, one senior accountant, and one staff accountant.

The team assigned to Riley-Purgatory-Bluff Creek Watershed District is as follows (full profiles are included in the Appendix):



### **Lisa Desotelle, CPA, Partner**

Lisa is the leader of Wipfli LLP's nonprofit and government practice in the Twin Cities. She has been providing high-quality auditing and consulting services to local governments and nonprofit organizations for over 27 years. She has audit experience in a wide range of organizations, with specialized knowledge relating to governmental operations including counties, cities, villages, townships, school districts, Native American tribes, tribal casinos, and housing authorities. Lisa prides herself on thinking outside the box, offering proactive solutions to save her clients time and money, and she strives to provide exceptional service to all of her clients.



### **Jeffrey Miller, CPA, CFE, Senior Manager**

With over 14 years of experience, Jeff focuses his time on audits of various government and nonprofit entities. A significant portion of his work is performing audits under Government Auditing Standards and 2 CFR Part 200, OMB's Uniform Guidance, and he is knowledgeable about the compliance and reporting aspects of these audits. Jeff has been working with governments and nonprofits his entire career. Throughout the year, his clients rely on his expertise to provide advice related to federal regulations, internal controls best practices, and financial reporting.

### **Additional Engagement Members**

Upon the award of the engagement, your service team will be supplemented with other appropriate auditors and accountants who work within our Nonprofit and Government Practice Group. You can be assured that any staff member assigned to work with you will be experienced with government organizations.



# Nature of Services Required and Timing

We understand Riley-Purgatory-Bluff Creek Watershed District is seeking a firm to provide an annual financial audit of Riley-Purgatory-Bluff Creek Watershed District. The opinion should cover the governmental activities, the major funds, and the aggregate remaining fund information.

The proposal includes routine consultation and assistance. If Riley-Purgatory-Bluff Creek Watershed District requests assistance that is deemed to be more than routine in nature, we will advise your staff of that determination and will discuss the estimated cost for the assistance.

## Proposed Audit Time Schedule

Time Frame	Project or Task to be Completed	Level of Staff
February-March	<ul style="list-style-type: none"> <li>Conduct year-end fieldwork of the financial statements and in accordance with the requirements contained in the <i>Minnesota Legal Compliance Audit Guide</i>.</li> </ul>	Manager Staff
April-May	<ul style="list-style-type: none"> <li>Review preliminary and final draft of financial report; prepare management letter; prepare compliance reports; and prepare financial statement opinions.</li> <li>Circulate revised financial report, applicable compliance reports, and management letter; finalize each thereafter submitting final bound copies to Riley-Purgatory-Bluff Creek Watershed District Board.</li> </ul>	Partner Manager Staff Clerical

### Engagement Timetable

Please see the chart below for the estimated timetable for the December 31, 2019 audit for each step of this engagement. The schedule was designed from your specific requirements and ensures on-time deliverables. This plan can be adjusted based on the input from the audit committee or finance team.

Engagement Steps	December / January	February / March	April / May	TOTAL
Audit Strategy / Planning	10			
Fieldwork		45		
Reporting and Wrap-Up			48	
				103

# Our Approach

In order to meet your needs, Wipfli will utilize the four-step approach below.



## Step 1: Audit Strategy

We will develop a comprehensive audit strategy for Riley-Purgatory-Bluff Creek Watershed District. Our audit strategy will encompass the following:

Comprehensive understanding of the entity and its environment

Our knowledge of local units of governments and federally funded programs gives us an excellent background to efficiently update our understanding after discussions with management. Our discussions will include areas of concern that management has as well as changes in operations and funding.

Assessment of risk of misstatement

We will review the nature of prior audit adjustments, management letter recommendations, and our initial assessment of the effectiveness of controls to assess financial statement and other risks.

## Step 2: Planning

During the preliminary phase of the audit, we will request a meeting with the management team to ensure we have a clear understanding of their preferred style of communication and their expectations of Wipfli as Riley-Purgatory-Bluff Creek Watershed District's independent auditors.

The Wipfli audit team will also discuss with management recent activities that will impact financial accounting and reporting. We want to identify early any significant accounting issues and develop with management an approach to resolve them. We want to work closely with management to ensure the year-end financial close process proceeds smoothly and on time. During the planning phase, we will discuss the timing for audit fieldwork and the schedules, as well as the records to be provided by Riley-Purgatory-Bluff Creek Watershed District's staff. We will also perform initial risk assessments.

## Step 3: Year-End Fieldwork

Year-end fieldwork will encompass numerous procedures including testing of account balances, review of minutes, grant analysis, test compliance for Minnesota Legal Compliance Audit Guide, and review of financial statement supporting documents.

Certain audit procedures we perform each year will vary, and some will be unpredictable.

## Step 4: Reporting and Wrap-Up

After the completion of fieldwork, we will conduct an exit conference with appropriate personnel to discuss all significant issues.

## Why Wipfli?

2018 NONPROFIT AND GOVERNMENT PRACTICE CLIENT SATISFACTION INDEX

### Client Satisfaction

It's one thing to say client satisfaction is important; it's quite another to measure it. Wipfli continually strives to be the firm of choice by earning clients' confidence and measuring their satisfaction. Each year we survey our business clients to



NGP = 91.19%



FIRM = 90.51%

establish a client satisfaction index (CSI). The CSI calculates how successful we are in meeting expectations according to what's important to our clients. As our client you also will have the opportunity to complete the survey and provide feedback on our experience with Wipfli. In addition, we perform an engagement survey and conduct a wrap-up meeting to explore opportunities for improvement. Best of all, expect each member of your service team to regularly ask you, "Are you satisfied with our performance? What else can we do to improve?" We won't be satisfied until you're 100% satisfied.

### Minority-Owned Business

Wipfli does not qualify as a small business firm as defined by the Small Business Administration (13 CFR 121.201) because of having annual receipts for the last three fiscal years of more than \$20,500,000. Although 63 of Wipfli's 275 partners are women, we do not meet the definition of a minority or women business enterprise (51% ownership). We are above the AICPA's average for female/male partner ratios compared with other firms.

### Independence

Wipfli is independent of the Riley-Purgatory-Bluff Creek Watershed District as defined by auditing standards generally accepted in the United States and the U.S. General Accounting Office's *Government Auditing Standards*. Our firm annually obtains certifications from the professional staff regarding independence concerns with any clients. If an independence issue would surface during the contract period, it would be promptly discussed with you. We have not had any professional relationships with the Riley-Purgatory-Bluff Creek Watershed District or any of its agencies for the past five (5) years.

### License to Practice in Minnesota

Wipfli is a certified public accounting firm licensed to practice in the State of Minnesota. Wipfli and key professional staff are properly licensed to practice in Minnesota and have active licenses in good standing. Evidence of licensure is available upon request.

### Peer Review/Litigation

Wipfli is not involved in any pending litigation or federal or state desk reviews and has not been named in any litigation over the past five years which dealt with the quality of audit work or of pricing of auditing services rendered with any state regulatory body or professional organization. Our latest Peer Review is included as Appendix A.

### Disciplinary Action

No disciplinary action has been taken against Wipfli LLP, or any member of our firm by the State Board of the AICPA or any other regulatory agency.

## Relevant Experience

Wipfli is organized along specialized industry and business unit practices. Our practice group includes CPAs, dedicated information technology specialists, human resource specialists, tax experts, and other specialists. Our philosophy is to provide clients with quality, overall service tailored to meet their special needs. Our firm does not consider an audit engagement to consist of simply analyzing the records and submitting the report. We believe that identification and follow-up on problem areas, as well as maintaining a positive relationship with our clients, can be more important than the audit report itself. We believe that our continuing long-term relationships with organizations listed throughout this proposal are evidence of our service commitment.

### Federally Funded Program Specialty

Our partners and staff are highly experienced in the audit of local governments that operate federally funded programs. Our experience includes financial and compliance auditing, computer systems development and selection, program evaluation, and training. Having strong internal controls and understanding the rules governing how you can and cannot spend federal dollars are keys to fiscal management and overall compliance in your organization. In addition, the federal regulations have changed, mandating that federally funded programs comply with 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance").

We have presented training to over 5,000 attendees regarding the new Uniform Guidance that went into effect on December 26, 2014. In addition, all our governmental audit staff and partners have attended trainings on the Uniform Guidance, as we believe this information is critical for the entire engagement team. We are well aware of the need to audit programs based on the current regulations and the new regulations, possibly within the same year. Throughout the next year of audits, we have controls in place to assist clients in a seamless process, ensuring they are receiving a comprehensive audit on the regulations that apply to them at the time of the transactions within their programs. We help our clients understand the new regulations including new requirements for personnel activity reports, micro-purchasing, personally identifiable information, cost allocation options, electronic media, fund-raising, and more.

Our experience auditing local government agencies and programs has provided us with a thorough knowledge of federal, state, and locally funded programs. It also provides us with an understanding of governmental funding services and how they work. This understanding is useful in successfully dealing with funding sources on behalf of our government clients.

Our broad range of business services, concentrated industry understanding, people involvement, and targeted industry solutions add up to an effective formula to address your specific organizational needs and improve your business performance.

## Government Specialty

As a firm, Wipfli has been providing governmental audit services for more than 50 years. This wealth of experience has allowed us the opportunity to provide a multitude of services to a variety of different governmental entities including townships, municipalities, villages, cities, counties, school districts, and more.

Wipfli's experience with state and local government assignments encompasses a variety of types of engagements such as financial and compliance audits, internal control studies, organizational studies, financial management training, and program eligibility audits. These assignments have presented us with the opportunity to encounter and learn a variety of state and local government accounting systems, which span the spectrum from manual accounting systems to the largest computerized systems.

Wipfli's specialized knowledge and experience with state and local government assignments encompasses a variety of engagements such as

- Financial Statement Audits under *Government Auditing Standards*
- Compliance Audits under OMB Title 2 CFR Part 200
- Minnesota Legal Compliance Audit Guide
- Operational Audits
- Internal control studies

We have also provided financial management training and program eligibility audits. These engagements have provided us with the opportunity to learn a variety of state and local government accounting systems, which span the spectrum from manual accounting systems to the largest computerized systems.

We understand the appropriate General Accounting Office and other pronouncements regarding the audits of grants and nonprofit organizations and related publications. In order to maintain our position as a leader in governmental programs, Wipfli is committed to ongoing education for our staff in this highly technical practice area so they can serve as both technical advisers and providers of quality services.

Our dedicated governmental staff must meet the continuing education requirements of the *Government Auditing Standards*. In addition, they are encouraged to gain a broad range of experience in various government entities. We believe this provides them with a better understanding of how governments work and how they are interrelated.

Wipfli has joined the American Institute of Certified Public Accountants' (AICPA) Governmental Audit Quality Center (the "Center") for CPA firms. The Center is a national community of CPA firms that demonstrates a commitment to governmental audit quality and raises awareness of the importance of governmental audits. The Center provides members with best practices, guidelines, and tools CPAs need to perform quality governmental audits and better serve their clients.



Members of the Center demonstrate their commitment by voluntarily agreeing to adhere to the Center's membership requirements, including designating a partner responsible for the quality of our governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making the firm's peer review report findings publicly available.

Our auditors are also involved with various state CPA societies' government-related committees. Service on those committees has included leading the committee, developing model financial statements, and being discussion leaders at state-sponsored seminars.

## Additional Information

Having a CPA who can be an advisor about your diverse needs is critical. Did you know Wipfli offers more than just financial services? Our audit clients have access to additional resources to help them achieve their organizational goals. These tools are invaluable assets, allowing for better workflow, regulation management, policies and procedures, and more. Below are listings of services that Wipfli provides to governmental clients all across the country.

### **Fiscal Consulting Services**

With our comprehensive background in grant-funded organizations, along with our more than 85 years of audit experience, Wipfli is able to provide unparalleled financial consulting services. Wipfli provides fiscal consulting on:

- Software system implementation.
- Policies and procedures manuals and processes.
- Process improvement.
- Cost allocation.
- Indirect cost rates.
- Evaluating financial condition.
- Budgeting/agency-wide budgets.
- Fiscal comprehension.
- Procurement.
- Monitoring.

### **Information Technology Consulting Services**

Wipfli approaches information technology from a different angle. First, we analyze your needs. Then, we use technology as a tool to address those needs for the long-term. Our Information Technology Consulting Group specializes in planning, assessing, responding to, and implementing services such as:

- Strategic information technology planning.
- Electronic risk assessment.
- Business needs analysis.
- Project management support.
- E-business (e-commerce) planning, product selection, and implementation

### **Operations Consulting: Process Improvement and Workflow Analysis**

The interactions and connections between separate components of your operations impact the effectiveness of the whole organization. Wipfli can help close the gaps between where you are and where you want to be.

To help grow your organization and reduce costs, our operations consulting services are designed to:

- Help to understand how work gets completed currently.
- Utilize industry best practices to advise on improvements.
- Improve efficient use of people and money.
- Redesign processes and workflows to support new technology.
- Support mergers, acquisitions, and other growth strategies.
- Collect data for decision making.
- My Wipfli Membership Service:
  - Best-practice financial policy and procedures manual.

### **Cybersecurity Services**

Cyber threats are growing, and your security efforts are a moving target - one that's getting easier to hit thanks to mobile devices, outsourcing, and cloud computing that come with new business risks. It's only a matter of time before thieves and hackers strike.

Ensure your security strategy and solutions are as fluid and agile as the evolving cyber landscape with expert assistance from Wipfli. Wipfli's comprehensive Cybersecurity Services help you proactively address mounting threats and effectively respond in the event of an incident.

Services include:

- Cybersecurity Assessments
- Penetration Testing
- Business Continuity and Disaster Recovery
- Incident Response and Digital Forensics
- Information Technology Audits
- Cybersecurity Training and Awareness

Register to access free tools and resources at [www.wipfli.com/cybersecurity](http://www.wipfli.com/cybersecurity)

### **Human Resources**

We help clients align their workforces with their goals, using our results-driven consulting process, tools, and programs with services such as:

- Strategic planning and visioning.
- Organizational development.
- Growth and change implementation.
- Succession planning.
- Professional coaching.
- Employee handbooks.
- Compensation design and benchmarking.
- My Wipfli Membership Service:
  - Best-practice human resources policy and procedures manual

### **Sustainability Services**

Sustainability is the balancing and continuous improvement of three elements: people, plant, and profit. Wipfli provides:

- Education on the value of sustainability.
- Sustainability strategy.
- Maximization of sustainable best practices.

## **Peer Review Opinion**

Wipfli maintains a quality control document, which is a comprehensive listing of policies and procedures followed to ensure compliance with professional standards in the accounting industry. Compliance with the policies and procedures set forth in the quality control document is tested during the firm's annual internal inspection and externally every three years as part of the peer review process. As a member of the AICPA, we are required to undergo a peer review of our firm's quality control system. As required by the peer review standards, this review must include reviews of government audits performed by our firm, including those audits performed under *Government Auditing Standards* and under the Single Audit Act. A copy of our latest peer review report is included in Appendix B.



## Pricing Information

While the process of conducting an audit can be very similar from accounting firm to accounting firm, the Wipfli difference includes the value you receive from our audit process. Our audit services approach is designed to deliver timely, cost-effective, high-quality professional services. It centers around service excellence, communication, and our continuing quest to be on the leading edge of industry changes. Right from the start of the audit engagement, you can expect Wipfli to understand your industry and provide expert assistance. Our well-planned approach ensures an efficient and effective audit experience.

### Fees

Professional Services	2019
Financial Statement Annual Audit for years ending December 31	\$15,500

### Billing Rates

Personnel	Standard billing rates for the last three years
Partner	325
Manager	175
Senior	140
Staff	120

### Assumptions

The quote above is based on the following assumptions:

- Riley-Purgatory-Bluff Creek Watershed District staff will be cooperative participants in the process and will effectively communicate with the auditors.
- Riley-Purgatory-Bluff Creek Watershed District staff will perform a comprehensive financial close process, and there will be minimal adjusting journal entries.
- Riley-Purgatory-Bluff Creek Watershed District staff will prepare financial statements including footnotes.
- Requested information will be provided on a timely basis.
- There will be no significant changes in the operation of Riley-Purgatory-Bluff Creek Watershed District. There will be no significant new accounting or audit requirement that will impact Riley-Purgatory-Bluff Creek Watershed District.

- Riley-Purgatory-Bluff Creek Watershed District will assist in the preparation, communication, and resolution of confirmation exceptions.

**Out-of-Pocket Expenses**

The cost of bound reports is included in expenses.

**Cost Overruns**

We work closely with management to contain the cost of professional services. We do this by:

- Making recommendations to improve efficiency and controls.
- Obtaining a comprehensive understanding of your year-end closing process. This avoids misunderstandings and inefficiencies for both you and our personnel.
- Preparing a comprehensive listing of client-prepared workpapers.
- Using technology efficiently in workpaper preparation and audit testing.

We will work with Riley-Purgatory-Bluff Creek Watershed District staff to agree on required schedules, informational needs, and due dates. It is also understood that any fee adjustments required if assumptions are not met will be discussed and agreed to by Riley-Purgatory-Bluff Creek Watershed District and Wipfli before additional work is performed.

# Appendix

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**Professional Profiles**

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**Peer Review Opinion**

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**Lisa Desotelle**  
Partner, Audit

**Current Position and Responsibilities**

Lisa Desotelle is the leader of Wipfli LLP's nonprofit and government practice in the Twin Cities. She has been providing high-quality auditing and consulting services to local governments and nonprofit organizations for more than 27 years. She has audit experience in a wide range of organizations, with specialized knowledge relating to governmental operations including counties, cities, villages, townships, school districts, Native American tribes, tribal casinos, and housing authorities. Lisa prides herself on thinking outside the box, offering proactive solutions to save her clients time and money, and she strives to provide exceptional service to all of her clients.

**Certifications:**

Certified Public Accountant  
Certified Fraud Examiner

**Specializations**

- Audits of units of local governments
- Audits of tribal casinos
- Audits of 401(k) and 403(b) employee benefit plans
- Uniform Guidance single audits
- Compliance audits of government-funded programs
- Gaming compliance audits
- Preparation of Comprehensive Annual Financial Reports (CAFR)
- Preparation of regulatory reports
- Customized consulting engagements
- Consultant/trainer in computerized accounting systems and internal controls
- Agreed-upon procedures engagements
- Title 31/Bank Secrecy Act (BSA) trainer

**Past Experience**

- Past Board member and treasurer for various nonprofit organizations
- Participant in Wipfli's annual internal inspection process in accordance with the firm's quality assurance standards

**Professional Memberships and Activities**

- American Institute of Certified Public Accountants (AICPA) - Member
- Minnesota Society of Certified Public Accountants (MNCPA) - Member
- Wisconsin Society of Certified Public Accountants (WICPA) - Member
- The Institute of Internal Auditors (IIA) - Member
- Government Finance Officers Association (GFOA) - Member
- Minnesota GFOA - Member
- Edina Chamber of Commerce - Member
- Minnesota Council of Nonprofits (MCN) - Member
- AICPA Not-for-Profit Section - Member
- MNCPA Not-for-Profit Conference Task Force - Member
- Nonprofit Financial Group (NFG) - Board member

**Education**

- Montana State University - Billings, Montana
  - Bachelor of science degree in business administration and accounting
- University of Las Vegas, International Gaming Institute - Las Vegas, Nevada
  - Casino audit training

**Contact Information:**

Please contact Lisa in our Minneapolis office.  
Office: 952.548.3340  
E-mail: Ldesotelle@wipfli.com



**Jeff Miller**  
Senior Manager

### **Current Position and Responsibilities**

With over 13 years of experience, Jeff Miller focuses his time on audits of various government and nonprofit entities. A significant portion of his work is performing audits under Government Auditing Standards and 2 CFR Part 200, OMB's Uniform Guidance, and he is knowledgeable about the compliance and reporting aspects of these audits. Jeff has been working with governments and nonprofits his entire career. Throughout the year, his clients rely on his expertise to provide advice related to federal regulations, internal controls best practices, and financial reporting. Jeff's goal is to not only provide assurance, but also assist his clients in delivering services to the public in the most efficient manner while maintaining compliance with laws and regulations.

### **Certifications:**

Certified Public Accountant  
Certified Fraud Examiner

Responsive to client requests and ensuring understanding of the requirements of his work, Jeff strives to make the audit process and financial reporting as useful and relevant as possible. Another way he strives to add value is by drawing on his experience with Interactive Data Extraction and Analysis (IDEA) software. Jeff maintains his technical proficiency by serving on the nonprofit and government practice's Technical Issues Committee. This committee is made up of a select group of auditors from across the firm who identify emerging issues and research new accounting pronouncements.

In addition, Jeff volunteers his time as a member of the Special Review Committee of the Government Finance Officers Association (GFOA). In this role, he helps GFOA evaluate submissions of Comprehensive Annual Financial Reports (CAFR) to the Certificate of Achievement for Excellence in Financial Reporting Program. The purpose of this program is to encourage and assist state and local governments to go beyond the minimum requirements of accounting principles generally accepted in the United States to prepare CAFRs that evidence the spirit of transparency and full disclosure and then recognize individual governments that succeed in achieving that goal.

### **Specializations**

- 2 CFR Part 200, OMB's Uniform Guidance audits
- Municipalities
- School districts
- Minnesota and other state agencies and political subdivisions
- Native American governments and enterprises
- Public and private institutions of higher education
- Publicly owned utilities
- IDEA software

### **Professional Memberships and Activities**

- American Institute of Certified Public Accountants (AICPA) - Member
- Wisconsin Institute of Certified Public Accountants (WICPA) - Member
- Association of Certified Fraud Examiners (ACFE) - Member
- American Water Works Association (AWWA) - Member

### **Education**

Luther College

- Bachelor of arts degree with a major in accounting and minors in music and economics

### **Contact Information:**

Please contact Lisa in our  
Minneapolis office.  
Office: 952.548.3340  
E-mail: [Ldesotelle@wipfli.com](mailto:Ldesotelle@wipfli.com)



System Review Report

To the Partners of Wipfli LLP
and the National Peer Review Committee of the AICPA

We have reviewed the system of quality control for the accounting and auditing practice of Wipfli LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based upon our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards, audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [Service Organizations Control (SOC) 1 and 2 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of Wipfli LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Wipfli LLP has received a peer review rating of pass.

Handwritten signature: Weaver and Tidwell, LLP

WEAVER AND TIDWELL, L.L.P.
Dallas, Texas
September 23, 2016

AN INDEPENDENT MEMBER OF
BAKER TILLY INTERNATIONAL

WEAVER AND TIDWELL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS AND ADVISORS

12221 MERIT DRIVE, SUITE 1400, DALLAS, TX 75251
P 972.490.1970 F 972.702.8321



December 8, 2016

Rick E Dreher  
Wipfli LLP  
10000 W Innovation Dr Ste 250  
Milwaukee, WI 53226

Dear Mr. Dreher:

It is my pleasure to notify you that on December 8, 2016 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is December 31, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Michael Fawley  
Chair—National PRC  
nprc@aicpa.org 919 4024502

cc: Terrence Everett Ford; Daniel T Szidon

Firm Number: 10077210

Review Number 462502

Letter ID: 1131944A



# Governance 101 Conference

September 12 & 13, 2019, Bloomington, MN

*A conference for Soil and Water Conservation Districts and Watershed District board members and staff to expand the basics of governance and leadership instruction to enhance your district's mission.*

The Minnesota Association of Soil and Water Conservation Districts (SWCD) is partnering with the Minnesota Association of Watershed Districts to provide governance training for our members.

If you are a new board member or district employee looking for information and guidance, or a veteran board member or employee looking to brush up on your skills, you won't want to miss this event - register today!

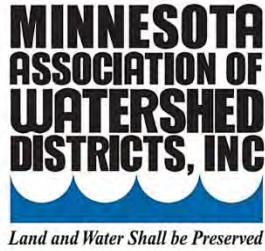
The **Governance 101 Conference for SWCDs and WDs** will take place September 12 & 13 at the Airport Marriott – 2020 American Blvd. East, Bloomington, Minnesota.

**EVENT REGISTRATION:** To register for the event, visit: [Governance 101 Registration](#). The registration deadline is August 30, 2019. The registration fee is \$250.

**LODGING RESERVATIONS:** Use the following link to make reservations for September 12 with **Minneapolis Airport Marriott** at the rate of \$151 plus tax through August 23. [Book your group rate for Governance 101 Conference](#)



Attached is the preliminary agenda for your review.



## Governance 101 Conference

Sponsored by the  
**Minnesota Association of Soil & Water Conservation Districts &  
Minnesota Association of Watershed Districts**

**September 12-13 2019**

**Minneapolis/Bloomington Airport Marriott, 2020 American Blvd. East, Bloomington, Minnesota**  
Telephone: 952-854-7441

### **Preliminary Agenda – Day One**

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#### **THURSDAY, SEPTEMBER 12, 2019**

9:00 am      **Pre – Registration**

9:25 am      **Welcome & Setting – *Roland Cleveland MASWCD President***

9:35 am      **This is MASWCD and MAWD; an overview of Minnesota’s Soil and Water Conservation Districts and Watershed Districts – *LeAnn Buck, MASWCD Executive Director and Emily Javens, MAWD Executive Director*** This session will provide you with a general overview of the history of SWCDs and WDs, how we have evolved over time, and the roles of MASWCD and MAWD.

10:00 am      Break

#### ***Breakout Sessions (MASWCD and MAWD Representatives attend their designated sessions)***

10:30 am      **SWCD Statutes & Operations 101 – *Sheila Vanney, MASWCD Assistant Director and Melissa Lewis, Assistant Section Manager, MN Board of Water & Soil Resources***  
This session will focus on SWCD governance and authorities outlined in Minnesota State Statutes including: SWCD powers and authorities, supervisor compensation, elections, reporting requirements, and campaign finance reporting. The session will also provide an overview of role of the Minnesota Board of Water and Soil Resources.

#### **SWCD Fiscal Information & Management –*Linda Donnay, Grants Compliance Specialist, MN Board of Water and Soil Resources***

In order to be successful, a SWCD must have a process for determining financial priorities and allocating resources to meet those priorities. During this session, we will provide an overview of SWCD funding sources, annual financial statements,

budgeting process, and fiduciary duties of district board members. We will also explore the role of the treasurer to increase internal control measures for the district.

10:30 am

**WD Statutes & Operations 101**

This session will focus on WD governance and authorities outlined in Minnesota State Statutes including: WD powers and authorities, manager compensation, appointment process, and reporting requirements. Attendees will learn that statutes *can be fun!*

**WD Finance Basics**

In order to be successful, a WD must have a process for determining financial priorities and allocating resources to meet those priorities. During this session, we will provide an overview of WD funding sources and fiduciary duties of district board members. We will also explore the role of the treasurer and the presentation of information during the District's monthly board meetings.

12:15 pm

**Lunch & Presentation: An Overview of Minnesota's Natural Resources – John Linc Stine, Executive Director, Freshwater Foundation**

Minnesota has a diverse geography and is home to a of variety natural resources. Having a greater understanding of our State's diverse environment will provide district officials with insights related to developing and implementing local SWCD and WD policies and programs. This session will highlight ecosystems, wetlands, watersheds and more.

1:30 pm

**Break-Out Sessions (please select one)**

**The Board-Staff Relationship (repeated)**

**Kim Boyce, U of M Extension Educator, Leadership and Civic Engagement (retired)**

Good board-staff relationships don't just happen – they get created and sustained through effort. In this session, we'll explore public board-staff roles and share tools to sustain good relationships for a more effective organization.

OR

**Locally Led: the Importance of Leadership and Priority Setting for Your SWCD & WD (repeated) – Lisa Hinz, U of M Extension Educator, Leadership and Civic Engagement**

In the words of Peter Drucker, *"Management is doing things right; leadership is doing the right things."* Effective policy development in local government requires that members of the governing body simply must take the time to formulate, articulate, and agree upon their fundamental goals and priorities. In this session you will get practical tools to set priorities and revisit your district mission and vision so that you can lead more effectively.

OR

**Group Strategic Thinking (repeated) - Donna Rae Scheffert, President Leadership Tools**

Good governance includes group conversations. Many meetings are so routinized that there is little to no time to discuss big issues or the future. Create more value by having forward-looking crucial conversations. Talking together, individuals gain other people's perspectives on critical and complex opportunities and challenges. *The Wisdom of Crowds: Why the Many Are Smarter than the Few* author argues for the power of group deliberation. Realistically, routine agenda items will continue; however, consider carving out more dedicated time for group strategic thinking to increase satisfaction and organizational success. The workshop will share examples of tools to guide you including how and what (assessments, strategic questions, and more).

3:00 pm Break

**3:15 pm Break-Out Sessions (please select one)**

**The Board-Staff Relationship (repeated)**

**Kim Boyce, U of M Extension Educator, Leadership and Civic Engagement (retired)**

Good board-staff relationships don't just happen – they get created and sustained through effort. In this session, we'll explore public board-staff roles and share tools to sustain good relationships for a more effective organization.

OR

**Locally Led: the Importance of Leadership and Priority Setting for Your SWCD (repeated) – Lisa Hinz, U of M Extension Educator, Leadership and Civic Engagement**

In the words of Peter Drucker, *“Management is doing things right; leadership is doing the right things.”* Effective policy development in local government requires that members of the governing body simply must take the time to formulate, articulate, and agree upon their fundamental goals and priorities. In this session you will get practical tools to set priorities and revisit your district mission and vision so that you can lead conservation work and local working groups more effectively.

OR

**Group Strategic Thinking (repeated) - Donna Rae Scheffert, President Leadership Tools**

Good governance includes group conversations. Many meetings are so routinized that there is little to no time to discuss big issues or the future. Create more value by having forward-looking crucial conversations. Talking together, individuals gain other people's perspectives on critical and complex opportunities and challenges. *The Wisdom of Crowds: Why the Many Are Smarter than the Few* author argues for the power of group deliberation. Realistically, routine agenda items will continue; however, consider carving out more dedicated time for group strategic thinking to increase satisfaction and organizational success. The workshop will share examples of tools to guide you including how and what (assessments, strategic questions, and more).

4:45 pm **Reception with Cash Bar – an opportunity to network with your peers**

5:45 pm ***Dinner on your own***

## ***Preliminary Agenda – Day Two***

**FRIDAY, SEPTEMBER 13, 2019**

7:15 – 7:55 am ***Breakfast***

8:00 am **Discussion of the Minnesota Government Data Practices Act– *Jen Wolf & Sonya Guggemos, Minnesota Counties Intergovernmental Trust (MCIT) Staff Counsel***  
Believe it or not, most of the letters, reports and e-mails public employees collect, create, receive, maintain or disseminate related to the government entity's operations are data subject to the Minnesota Government Data Practices Act. This session provides an overview of what SWCD and WD board members and staff need to understand about the law to facilitate compliance.

### ***Open Meeting Law – Jen Wolf & Sonya Guggemos, Minnesota Counties Intergovernmental Trust (MCIT) Staff Counsel***

This session will also discuss Minnesota's Open Meeting Law. Elected supervisors are legally required to conduct business in a public forum. A violation of the Open Meeting Law can affect the credibility of the organization and its leaders, as well as expose them to litigation, fines and penalties. We will discuss:

- what constitutes a meeting;
- when the governing body can legally close a meeting;
- how to properly notice, close and record meetings; and
- penalties that can accompany violations of the Open Meeting Law;

9:45 am ***Break***

10:00 am **Building Trust**  
***Lisa Hinz, U of M Extension Educator, Leadership and Civic Engagement***  
Research shows that trust is closely correlated to positive benefits including increased efficiency and effectiveness while lack of trust results in redundancy, disengagement, and less creativity (Horsager 2012, Reina 2007, Covey 2012). This begs the question – what can leaders do to build trust? This workshop demystifies trust through an examination of three kinds of trust (Reina 2007) and the three most common places where trust is built or lost (Gottman 2011). In addition, it considers the component of caring or authenticity. This framework provides insights into ways that trust can be built, rebuilt, and assessed. Participants will add their experiences and insights to the learning so that as leaders they are able to implement strategies to build trust as part of modeling good group relationship behaviors.

12:30 pm **Wrap Up and Adjourn – *Ruth Schaefer, MAWD President***

***A conference for local SWCD & WD board members and staff to expand the basics of governance and leadership instruction to enhance your district's mission.***

***The MASWCD is a nonprofit organization which exists to provide leadership, educational opportunities and a common voice for Minnesota's soil and water conservation districts.***

***[www.maswcd.org](http://www.maswcd.org)***

***The MAWD provides educational opportunities, information and training for watershed district managers and staff through yearly tours, meetings and regular communication. MAWD represents 45 watershed districts in the state. The watershed districts are partners in water protection and management.***

***[www.mnwatershed.org](http://www.mnwatershed.org)***

Friday, August 2, 2019

Re: 8e – 2020 Draft Budget

Dear Managers,

Please find enclosed **draft** 2020 Budget with 2020 proposed 2020 workplan and Education and outreach details for proposed expenditures. In regard to details on salaries: Anticipated 2020 salaries for full-time staff is \$435,000 with a multiplier of 1.38 to cover benefits results to \$600,000.

At the bottom of the 2020 Draft Budget draft document, you will notice updated December Board meeting information as well as tax base increase and rate of proposed levy increase.

For Education and Outreach, the District anticipates spending \$123,000 for each of the program identified in the Education and Outreach Plan as recognized in our 10-year plan as well as for CIP, administration and miscellaneous costs. Break down specifics can be found in the attached document titled 2020 Draft E&O Budget.

Sincerely,



Claire Bleser  
District Administrator.

Budget Description	2019 LEVY	REVISED 2019 Budget	End of Year 2019 forecast	Carry Over estimates	Plan	2020 Levy	2020 Proposed Budget
<b>LEVY</b>							
<b>REVENUES</b>							
Plan Implementation Levy	\$ 3,602,500.00	\$ 3,602,500.00			\$ 3,704,500.00	\$ 3,703,000.00	\$ 3,703,000.00
Permit	\$ 25,000.00	\$ 50,000.00			\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Grant Income	\$ 400,000.00	\$ 708,079.00					
Data Collection Income							
Other Income							
Investment Income		\$ 35,000.00				\$ 75,000.00	\$ 75,000.00
Past Levies	\$ 2,889,992.00	\$ 2,511,789.00					\$ 2,873,000.00
2018 Partner Funds		\$ 432,000.00					
<b>TOTAL REVENUE</b>	<b>\$ 6,917,492.00</b>	<b>\$ 7,339,368.00</b>				<b>\$ 3,803,000.00</b>	<b>\$ 6,676,000.00</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
1 Accounting and Audit	\$ 42,000.00	\$ 42,000.00	\$ -		\$ 44,000.00	\$ 42,000.00	\$ 42,000.00
2 Advisory Committees	\$ 5,000.00	\$ 5,000.00	\$ -		\$ 6,000.00	\$ 5,000.00	\$ 5,000.00
3 Insurance and bonds	\$ 20,000.00	\$ 20,000.00	\$ -		\$ 14,000.00	\$ 20,000.00	\$ 20,000.00
4 Engineering Services	\$ 106,000.00	\$ 106,000.00	\$ -		\$ 109,000.00	\$ 109,000.00	\$ 109,000.00
5 Legal Services	\$ 78,000.00	\$ 78,000.00	\$ -		\$ 81,000.00	\$ 84,000.00	\$ 84,000.00
6 Manager Compensation	\$ 20,000.00	\$ 20,000.00	\$ -		\$ 21,000.00	\$ 20,000.00	\$ 20,000.00
7 Dues and Publications	\$ 12,000.00	\$ 12,000.00	\$ -		\$ 10,000.00	\$ 14,000.00	\$ 14,000.00
8 Office Cost	\$ 144,000.00	\$ 144,000.00	\$ -		\$ 107,000.00	\$ 150,000.00	\$ 150,000.00
9 Permit Review and Inspection	\$ 135,000.00	\$ 110,000.00	\$ -		\$ 96,000.00	\$ 135,000.00	\$ 135,000.00
Permit Review and Inspection Database		\$ 39,900.00					
10 Recording Services	\$ 10,000.00	\$ 10,000.00	\$ -		\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
11 Staff Cost	\$ 550,000.00	\$ 550,000.00	\$ -		\$ 462,000.00	\$ 600,000.00	\$ 600,000.00
<b>Subtotal</b>	<b>\$ 1,122,000.00</b>	<b>\$ 1,136,900.00</b>	<b>\$ -</b>		<b>\$ 967,000.00</b>	<b>\$ 1,196,000.00</b>	<b>\$ 1,196,000.00</b>
<b>Programs and Projects</b>							
<b>District Wide</b>							
12 10-year Management Plan	\$ 5,000.00	\$ 5,000.00	\$ -		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
13 AIS Inspection and early response	\$ 75,000.00	\$ 75,000.00	\$ -		\$ 75,000.00	\$ 85,000.00	\$ 85,000.00
14 Hennepin County Chloride Initiative*	\$ 10,000.00	\$ 120,800.00	Carry over	\$ 100,000.00			\$ 100,000.00
15 Chloride Lower Minnesota*	\$ 9,000.00	\$ 217,209.00	Carry over	\$ 215,000.00			\$ 215,000.00
16 Cost Share*	\$ 100,000.00	\$ 252,293.00	Carry over	\$ 80,000.00	\$ 200,000.00	\$ 200,000.00	\$ 280,000.00
17 Data Collection and Monitoring	\$ 186,000.00	\$ 186,000.00	\$ -		\$ 192,000.00	\$ 192,000.00	\$ 192,000.00
18 Community Resiliency		\$ 48,000.00	Carry over	\$ -		\$ 50,000.00	\$ 50,000.00
19 Education and Outreach	\$ 119,000.00	\$ 119,000.00			\$ 123,000.00	\$ 123,000.00	\$ 123,000.00
20 Plant Restoration - U of M*	\$ 42,000.00	\$ 42,000.00	Carry over	\$ -	\$ 40,000.00	\$ 42,000.00	\$ 42,000.00
21 Repair and Maintenance Fund *		\$ 177,005.00	Carry Over	\$ 140,000.00	\$ 100,000.00	\$ 100,000.00	\$ 240,000.00
22 Wetland Management*	\$ 25,000.00	\$ 145,272.00	Carry Over	\$ 110,000.00	\$ 100,000.00	\$ 50,000.00	\$ 160,000.00
23 Groundwater Conservation*		\$ 130,000.00	Carry Over	\$ 130,000.00	\$ 100,000.00	\$ 50,000.00	\$ 180,000.00
24 Lake Vegetation Implementation	\$ 75,000.00	\$ 75,000.00			\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
25 Opportunity Project*	\$ 100,000.00	\$ 200,000.00	Carry Over	\$ 180,000.00	\$ 100,000.00	\$ 100,000.00	\$ 280,000.00
26 Stormwater Pond*	\$ 22,000.00	\$ 86,092.00	\$ -		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
27 TMDL - MPCA		\$ 10,000.00	Carry over	\$ 10,000.00			\$ 10,000.00
<b>Subtotal</b>	<b>\$ 788,000.00</b>	<b>\$ 1,888,671.00</b>		<b>\$ 965,000.00</b>	<b>\$ 1,110,000.00</b>	<b>\$ 1,092,000.00</b>	<b>\$ 2,057,000.00</b>
<b>Bluff Creek</b>							
28 Bluff Creek Tributary*	\$ 50,000.00	\$ 291,091.00	Carry over	\$ 150,000.00			\$ 150,000.00
29 Wetland Restoration and Flood Mitigation*	\$ 450,000.00	\$ 561,870.00	Carry over	\$ 200,000.00			\$ 200,000.00
30 Chanhassen High School *		\$ 41,905.00	\$ -	\$ 20,000.00			\$ 20,000.00
<b>Subtotal</b>	<b>\$ 500,000.00</b>	<b>\$ 894,866.00</b>		<b>\$ 370,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 370,000.00</b>
<b>Riley Creek</b>							
31 Lake Riley - Alum Treatment 1st dose *		\$ 5,000.00	Carry over	\$ -	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
32 Lake Susan Improvement Phase 1 *				\$ -			
33 Lake Susan Water Quality Improvement Phase 2 *		\$ 13,420.00	Carry over	\$ 10,000.00			\$ 10,000.00
34 Rice Marsh Lake in-lake phosphorus load*		\$ 73,983.00	Carry over	\$ 65,000.00	\$ 15,000.00		\$ 65,000.00
35 Rice Marsh Lake Water Quality Improvement Phase 1*	\$ 150,000.00	\$ 150,000.00	Carry over	\$ 125,000.00	\$ 150,000.00	\$ 150,000.00	\$ 275,000.00
36 Riley Creek Restoration (Reach E and D3) *	\$ 250,000.00	\$ 1,680,562.00	Carry over	\$ 500,000.00			\$ 500,000.00
37 Lake Ann - Westland restoration						\$ 150,000.00	\$ 150,000.00
38 Lake Riley & Rice Marsh Lake Subwatershed Assessment		\$ 72,500.00	Carry over	\$ 15,000.00			\$ 15,000.00
39 Upper Riley Creek Stabilization and Restoration*	\$ 425,000.00	\$ 425,000.00	Carry over	\$ 425,000.00	\$ 675,000.00	\$ 675,000.00	\$ 1,100,000.00
<b>Subtotal</b>	<b>\$ 825,000.00</b>	<b>\$ 2,420,465.00</b>		<b>\$ 1,140,000.00</b>	<b>\$ 1,140,000.00</b>	<b>\$ 1,275,000.00</b>	<b>\$ 2,415,000.00</b>
<b>Purgatory Creek</b>							
40 Purgatory Creek Rec Area- Berm/retention area - feasibility/design*		\$ 50,000.00	Carry over	\$ 40,000.00			\$ 40,000.00
41 Lotus Lake in-lake phosphorus load control*		\$ 105,772.00	Carry over	\$ 103,000.00			\$ 103,000.00
42 Silver Lake Restoration - Feasibility Phase 1*	\$ 167,500.00	\$ 168,013.00	Carry over	\$ 140,000.00	\$ 367,500.00	\$ 100,000.00	\$ 240,000.00
43 Scenic Heights*		\$ 111,226.00	Carry over	\$ 70,000.00			\$ 70,000.00
44 Hyland Lake in-lake phosphorus load control*	\$ 100,000.00	\$ 140,000.00	Carry over	\$ 5,000.00		\$ 10,000.00	\$ 15,000.00
45 Mitchell Lake Subwatershed Assessment*		\$ 87,500.00		\$ 20,000.00			\$ 20,000.00
46 Lotus Lake Kerber Pond Ravine						\$ 30,000.00	\$ 30,000.00
47 Duck Lake watershed load*		\$ 213,955.00	Carry over	\$ 20,000.00			\$ 20,000.00
<b>Subtotal</b>	<b>\$ 267,500.00</b>	<b>\$ 876,466.00</b>		<b>\$ 398,000.00</b>	<b>\$ 367,500.00</b>	<b>\$ 140,000.00</b>	<b>\$ 538,000.00</b>
48 Reserve	\$ 100,000.00	\$ 99,628.00	\$ -		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
<b>TOTAL EXPENDITURE</b>	<b>\$ 3,420,000.00</b>	<b>\$ 7,316,996.00</b>		<b>\$ 2,873,000.00</b>	<b>\$ 3,684,500.00</b>	<b>\$ 3,803,000.00</b>	<b>\$ 6,676,000.00</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES \$ 3,497,492.00 \$ 22,372.00</b>							
<b>ESTIMATED FUND BALANCE BEGINNING</b>							
<b>ESTIMATED FUND BALANCE ENDING</b>							

DRAFT BUDGET WORKSHOP

* Denotes multi-year projects and programs - please see budget description sheet for further details	County	Payable 2019 Net Tax Capacity	Net Tax Capacity Percent Distribution	Apportionable Payable 2020	Apportionable Payable 2019	Tax based in 2019 increased by
	Carver	\$ 35,968,053	23.3379%	\$ 864,203.69	\$ 864,203.69	7.2%
	Hennepin	\$ 118,150,359	76.6621%	\$ 2,838,796.31	\$ 2,838,796.31	Propose Levy increase
	Watershed Total	\$ 154,118,412	100.0%	\$ 3,703,000.00	\$ 3,703,000.00	2.8%

BOARD WORKSHOP: July 10, 2019  
PUBLIC HEARING: September 4, 2019  
DECEMBER BOARD MEETING: December 11, 2019

\*Denotes multi-year project



## 2020 Proposed Education & Outreach Budget

Program	Description	2020 Budget
Communications	The communication program supports District public engagement and awareness efforts. Activities include creating and distributing the Annual Communication and Lake & Creek Fact Sheets; email newsletter; website upkeep; tabling at community events; creating materials & displays; social media; reach tracking; and in-house printing.	\$24,500.00
Local leaders	This effort offers education programming, provides resources, and creates tools to assist and enable community leaders to make informed decisions regarding water resources. Activities include the bi-annual watershed tour, presentations and networking opportunities, and creation of materials.	\$7,000.00
Volunteer	The District's volunteer program engages community members in projects that protect and improve water resources, educate the community, and expand capacity. Activities include Adopt a Dock, Master Water Stewards, Adopt-a-Drain, the Speaker's Bureau, Special volunteer events, Action Grants, Service Learners, and program administration.	\$23,450.00
Continuing ed	The District offers continuing education opportunities for its audiences which may take many forms. Activities include: Winter roads workshop; Winter Parking Lots/Sidewalks trainings; the Road Salt Symposium; the Hennepin County and Lower Minnesota River Chloride initiatives; Project WET and Learning Tree trainings; Community resident programs; the business luncheon series; and new partnership opportunities.	\$20,500.00
Youth	The youth outreach program seeks to create meaningful childhood experiences connected to water resources, and increase understanding and stewardship of water resources in children and their families. Activities include: In-class presentations; the Jr Explorer program; Enviro DIY data collection; Educator Mini-grants; partnership with the Staring Outdoor Center; the Metro Children's Water Festival partnership; High school student mentorship; and responding to new opportunities.	\$15,300.00
Admin/misc	Administrative and miscellaneous activities include: working with the education & outreach intern; Metro Watershed Partners; software needs; supporting the Green-corps member; and misc materials needs.	\$20,750.00
CIP support	The Education and Outreach Program supports the E&O needs of Capital Improvement projects through communication and engagement efforts. Activities include: project update mailings; community meeting facilitation; signage and materials development.	\$11,500.00
Total		\$123,000.00

## 2020 Proposed District Workplan

<i>Administration</i>	
<b>Accounting and Audit</b>	<p>Coordinate with Accountant for the development of financial reports.</p> <p>Coordinate with the Auditor.</p> <p>Continue to work with the Treasurer to maximize on fund investments.</p>
<b>Internal Policies</b>	<p>Work with Governance Manual and Employee Committees to review bylaws and manuals as necessary</p>
<b>Advisory Committees</b>	<p>Engage with the Technical Advisory Committee on water conservation, chloride management and emerging topics</p> <p>Engage with the Citizen Advisory Committee on water conservation, annual budget and emerging topics.</p> <p>Facilitate recruitment of CAC members for 2019.</p>
<b>Employee Management</b>	<p>Hire Interns as necessary.</p> <p>Conduct performance reviews.</p> <p>Coordinate with Payroll Officer.</p> <p>Maintain cohesive and efficient work place environment.</p> <p>Update personnel handbook as necessary.</p>
<b>Office Management</b>	<p>Maintain office operational.</p>
<b>Insurance and Safety</b>	<p>Maintain District Insurance and Employee Safety Program.</p>
<i>District-Wide</i>	
<b>Regulatory Program</b>	<p>Finalize permitting database.</p> <p>Engage Technical Advisory Committee and Citizen Advisory Committee on possible rule changes.</p> <p>Implement and review regulatory Program.</p>
<b>Aquatic Invasive Species</b>	<p>Review AIS monitoring program</p> <p>Develop and implement Rapid Response Plan as appropriate</p>

	<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>Keep abreast in technology and research in AIS.</p>
<b>Cost-Share</b>	<p>Review applications and recommend implementation.</p> <p>Increase stewardship base</p>
<b>Data Collection</b>	<p>Continue Data Collection in permanent sites.</p> <p>Identify monitoring sites to assess future project sites.</p> <p>Review updates to the field CRAS analysis.</p> <p>Develop shoreline health index.</p>
<b>Community Resiliency</b>	<p>Coordinate maintenance of Hydrology and Hydraulics Model – higher resolution.</p>
<b>Education and Outreach</b>	<p>Implement Education &amp; Outreach Plan, review at year end.</p> <p>Manage partnership activities with other organizations.</p> <p>Coordinate Public Engagement with District projects.</p>
<b>Groundwater Conservation</b>	<p>Work with other LGUs to monitor assess and identify gaps.</p> <p>Engage with the Technical Advisory Committee to identify potential projects.</p> <p>Develop a water conservation program (look at Woodbury model)</p>
<b>Lake Vegetation Management</b>	<p>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.</p> <p>Implement herbicide treatment as needed.</p> <p>Secure DNR permits and contract with herbicide applicator.</p> <p>Lakes the District is monitoring for treatment include: Lake Susan, Lake Riley, Lotus Lake, Mitchell Lake, Red Rock Lake and Staring Lake.</p> <p>Work with Three Rivers Park District for Hyland Lake</p>
<b>Opportunity Projects</b>	<p>Assess potential projects as they are presented to the District</p>
<b>Total Maximum Daily Load</b>	<p>Continue working with Minnesota Pollution Control Agency on the Watershed Restoration And Protection Strategies (WRAPS).</p> <p>Engage the Technical Advisory Committee .</p>

<b>Repair and Maintenance Grant</b>	Develop and formalize grant program.
<b>University of Minnesota</b>	Review and monitor progress on University of Minnesota grant. Support Dr John Gulliver and Dr Ray Newman research and coordinate with local partners. Keep the manager abreast to progress in the research. Identify next management steps.
<b>Watershed Plan</b>	Update as necessary
<b>Wetland Management</b>	Identify potential restoration/rehabilitatable wetlands and wetland requiring protection. Build on the work from 2019 and 2018.
<b><i>Bluff Creek One Water</i></b>	
<b>Chanhasen High School Re-use</b>	Continue to monitor system.
<b>Wetland Restoration and Flood Mitigation</b>	Conduct feasibility/design for restoration. Remove buildings from sites. Begin Restoration efforts.
<b>Bluff Creek Tributary Restoration</b>	Implement and finalize restoration.
<b><i>Riley Creek One Water</i></b>	
<b>Lake Riley Alum</b>	Implement 2 <sup>nd</sup> split alum dose.
<b>Lake Susan Improvement Phase 1</b>	Continue to monitor and improve spent lime treatment facility.
<b>Lake Susan Improvement Phase 2</b>	Continue to monitor system.
<b>Lower Riley Creek Stabilization</b>	Complete restoration and monitor.
<b>Rice Marsh Lake Alum Treatment</b>	Continue to monitor.
<b>Rice Marsh Lake Watershed Load Project 1</b>	Conduct Design and implement water quality project. Develop cooperative agreement with City of Chanhasen
<b>Lake Ann – wetland restoration</b>	Complete feasibility for restoration and enhancement. Work with developer. Implement work.
<b>Lake Riley and Rice Marsh Lake subwatershed Assessment</b>	Continue working on project. Complete reporting requirements.
<b>Upper Riley Creek</b>	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 Chanhasen

	Order Project Start design
<b><i>Purgatory Creek One Water</i></b>	
<b>Duck Lake Raingarden Project</b>	Complete Duck Lake Partnership
<b>Hyland Lake Internal Load control</b>	Monitor Hyland Lake Alum application. Coordinate with Three Rivers Park District and the City of Bloomington.
<b>Lotus Lake – Internal Load Control</b>	Continue Monitoring.
<b>Silver Lake Restoration</b>	Coordinate design with the City of Chanhassen. Work with the City of Chanhassen for Design, cooperative agreement. Implementation for 2021 at the same time of street reconstruction.
<b>Scenic Heights</b>	Continue restoration effort. Continue work with the City of Minnetonka and Minnetonka School District on Public Engagement for project as well as signage.
<b>Mitchell Lake Subwatershed</b>	Continue working on project. Complete reporting requirements.
<b>Lotus Lake- Kerber pond</b>	Conduct feasibility in partnership with the City of Chanhassen.
<b><i>Professional Services</i></b>	
<b>Presentations</b>	Present District findings at local, regional and national conferences.
<b>American Water Resources Association</b>	Represent the District on AWRA Board.
<b>MAWD</b>	Represent the District.
<b>North American Lake Management Society</b>	Represent the District.
<b>Watershed Partners</b>	Represent the District.
<b>TC-WaMODOG</b>	Represent the District.