

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

October 2, 2019, RPBCWD Board of Managers Monthly Meeting

PRESENT:

Managers: Jill Crafton, Treasurer

Dorothy Pedersen, Vice President

Dick Ward, President

David Ziegler, Secretary

Staff: Claire Bleser, RPBCWD Administrator

Terry Jeffery, Watershed Planning Manager

Louis Smith, Attorney, Smith Partners

Scott Sobiech, Engineer, Barr Engineering Company

Other attendees: Nancy Dalton, Bloomington CSW Condos Rin Porter, Bloomington resident

Jayne Jensen, Bloomington resident Gretchen Schroeder, Westwood Professional Services

Ann-Marie Naopola, Bloomington resident Lori Tritz, CAC

1. Call to Order

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

2. Approval of Agenda

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

3. Matters of General Public Interest

10 No matters of general public interest were raised.

4. Approval of Minutes

a. September 4, 2019, RPBCWD Board of Managers Regular Monthly Meeting and Public Hearings

11 Manager Pedersen noted that on page 3, line 47, the minutes should include that Ms. Miller noted that
12 homeowners dump leaves on the slopes around Christmas and Lotus lakes. Manager Pedersen also noted
13 that on page 6, line 153, the Board recognized and thanked Ms. Jordan for her work with the Watershed
14

15 District and that it was Ms. Jordan’s last meeting with the District. Manager Crafton requested a comma
 16 be replaced with a semicolon on page 5, line 144 so the line reads, “\$...10,000; so it...” She noted the
 17 word “defer” should replace “differ” on line 188 of page 7. Manager Crafton requested the removal of the
 18 word “and” on page 7, line 195 and the insertion of the word “as” on page 7, line 196 so the phrase reads,
 19 “as appropriate.” Manager Ziegler requested adding language on page 7, line 188, so the project title reads,
 20 “...101 Project from Flying Cloud Drive to Pioneer Trail.”

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

5. CAC

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

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

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

6. Consent Agenda

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

7. Action Items

51 **a. Pulled Consent Agenda items**

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

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

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

67 ii. **Accept Staff Report**

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

73 **b. Accept Treasurer’s Report**

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

77 **c. Approve Paying of Bills**

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

82 **d. Resolution to Adopt Plan Amendment for St. Hubert**

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

<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			

92
93 **e. Approve Manager Attendance at MAWD Annual Conference**

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

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

8. Discussion Items

108 **a. Manager Report**

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

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

114 **b. Administrator Report**

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

119 **c. Governance Committee**

120 President Ward said the Committee, comprising Manager Ziegler, Administrator Bleser, and himself, will

121 be scheduling two or three meetings prior to the Board’s November monthly meeting. He said the
122 Committee will have a report for the Board at its November monthly meeting.

123 **d. Chanhassen Project Timing**

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

9. Upcoming Board Topics

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

10. Upcoming Events

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

11. Move to Closed Meeting

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

12. Adjournment

145
146
147 Respectfully submitted,

148
149 _____
150 David Ziegler, Secretary