

Riley-Purgatory-Bluff Creek Watershed District
Board of Managers Workshop and Regular Meeting

Wednesday, December 6, 2017
7:00pm Regular Board Meeting
DISTRICT OFFICE
18681 Lake Drive East
Chanhausen

Please note that the District will be hosting an informational session on the release of the 10-year Plan for comments at 6:00pm

Agenda

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

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

4. **Reading and approval of minutes** **Action**
Board of Manager Meeting, November 1, 2017
5. **Consent Agenda**
(The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Any manager may remove an item from the consent agenda for action.)
 - a. Accept Staff Report
 - b. Accept Engineer's Report (with attached Inspection Report)
 - c. 2015-010 Approve Letter of Credit reduction for Children's Learning Adventure
6. Citizen Advisory Committee **Information**
7. Action Items **Action**
 - a. Accept October Treasurer's Report
 - b. Approve Paying of the Bills

- c. Avienda Wetland Conservation Act Application comment letter
- d. Award Scenic Heights Project and enter into cooperative agreement with Minnetonka Public School District
- e. CAC Application update
- f. Hire of Outreach and Office Assistant
- g. 2018 Levie
- h. Chanhassen High School Additional Fund Request

8. Discussion Items **Information**

- a. Upcoming Meeting

9. Upcoming Events **Information**

- Community Celebration of volunteers and friends, December 14, 6:30pm, Bent Creek Golf Course
- Citizen Advisory Committee monthly meeting, December 18, 6:30pm, 18681 Lake Drive East, Chanhassen
- Workshop and Regular Meeting, January 6, 6:00 pm, 18681 Lake Drive East, Chanhassen

10. Close Session: Review of Professional Services - Accounting

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

November 1, 2017, Board of Managers Plan Workshop and Monthly Meeting

PRESENT:

Managers:

Richard Chadwick, Secretary
Jill Crafton, Treasurer
Dorothy Pedersen, Vice President
Dick Ward
Leslie Yetka, President*

Staff:

Claire Bleser, District Administrator
Zach Dickhausen, Water Resources Technician
Terry Jeffery, Project and Permit Coordinator
Michelle Jordan, Community Outreach Coordinator
Josh Maxwell, Water Resources Coordinator
Louis Smith, Attorney (Smith Partners)
Scott Sobiech, Engineer (Barr Engineering Company)

Other attendees:

Adam Besse, LHB, Inc. *	Sharon McCotter, CAC*
Paul Bulger, CAC, Eden Prairie Resident	Dave Modrow, City of Eden Prairie*
Peter G. Inversen, Eden Prairie Resident	Laurie Susla, LLCA President*
Larry Koch, Chanhassen Resident	David Ziegler, CAC

*Indicates attendance at the monthly board meeting but not the plan workshop

1. Workshop

President Yetka called to order the Wednesday, November 1, 2017, Board of Managers Plan Workshop at 5:39 p.m. in the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

a. 10-Year Plan

Administrator Bleser reported that the District is in the final steps of its 10-year plan drafting process. She said that the complete draft is in the binder she handed out to managers. She talked further about the draft plan's Executive Summary, content, and format.

Administrator Bleser updated the Board about the meeting that District staff held the previous day with the Minnesota Pollution Control Agency about MS4s' wasteload allocations for watershed district projects. She reminded that Board that the TAC requested the District to look into how MS4s can get credit for watershed projects. She summarized the MPCA's message that the credit goes to the city in which the project is located. Administrator Bleser said that the District could pursue the conversation further by going to the MPCA's Stormwater group.

Administrator Bleser highlighted a new section in the draft plan: section 9.16, which addresses coordination with the MPCA. Administrator Bleser used PowerPoint slides to display the new section as well as the PRAP Level II review form and the RPBCWD project report card template.

Engineer Sobiech noted that the appendices were provided to the Citizens Advisory Committee (CAC) and that the CAC provided feedback to staff. Administrator Bleser noted that at tonight's monthly meeting, the Board will have opportunity to providing comments on the final draft plan and staff will be seeking authorization to release the plan for review. She said that an informational meeting will be scheduled to update residents and stakeholders about the final draft plan and the process undertaken and next steps. Administrator Bleser announced that a hard copy of the plan is available in the District's office and will be posted on the District's website. She noted that people will be able to provide feedback online about the plan.

b. Rules Update

Terry Jeffery stated that he has been working with Attorney Michael Welch on the proposed rules updates. He said that the intention of this work is to clear up language and address issues with the rules. Mr. Jeffery went through the proposed changes rule by rule, including changes to the following rules:

- Rule B; Floodplain Management and Drainage Alterations
- Rule C: Erosion Prevention: Sediment Control
- Rule D: Wetland and Creek Buffers
- Rule F: Shoreline and Streambank Stabilization
- Rule J: Stormwater Management

There was a lengthy discussion about chloride use and management and property owners' concerns about accident liability. Attorney Smith talked about legislation being introduced that proposes to remove that liability for snow removal contractors if they are certified and follow best management practices. He suggested the Board, staff, and TAC think about the issue of requiring salt application training and the issue of enforcement.

Mr. Jeffery noted that the proposed rules updates will be presented to the TAC on November 15, the CAC on November 27, and then will come in front of the Board at its December 6th monthly meeting. He said he anticipates that on December 15th the SONAR will be updated for internal review, on January 3, 2018, the Board will be asked to authorize distribution of the proposed rules updates, on February 7th the Board will hold a public hearing on the proposed updates, and on March 7 the Board will take action on the rules and if adopted, the rules could take effect on April 1, 2018.

Manager Ward moved to adjourn the workshop. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0. The workshop adjourned at 6:34 p.m.

2. Monthly Board Meeting Call to Order

President Yetka called to order the Wednesday, November 1, 2017, Board of Managers Monthly Meeting at 7:02 p.m. in the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

3. Approval of the Agenda

Attorney Smith requested the addition of his report on his review of the letter of auditing services agreement from Redpath and Co. President Yetka added it as item 9i. She also added an update of the CAC appointment process as item 9j. Manager Pedersen moved to approve the agenda as submitted. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

4. Public Comment to Board on RPBCWD's 2018 Levy and Budget

Mr. Larry Koch of Bighorn Drive, Chanhassen, said he would like to repeat the concerns he raised at last month's Board meeting. He said he was concerned about the District's budget for Education and Outreach. Mr. Koch stated that the budget description for the Education and Outreach line item lacked the description to justify the budget amount set. He said that the District should only authorize budgeting funds that are identified for specific items. Mr. Koch stated that the 6% increase in the 2018 budget over last year's budget is excessive. He said it is difficult to make budget decisions without information on what the District will spend in the remainder of 2017 and that such information could be used to reflect on the appropriateness of the 2018 budget. He raised the issue of designating funds as restricted or non-restricted and pointed out that the District's Governance Manual requires the District to have a fund balance report.

Ms. Laurie Susla of Dakota Avenue, Chanhassen, commented that the insurance and bonds line item, line 3, has \$12,000 budgeted for 2018 but there is \$6,400 remaining of its 2017 budget. Ms. Susla remarked that budget line item 9, permit reviews and inspections, may need another look given the 2017 expenditures. She wondered if the 2018 Education and Outreach budget of \$115,000 is appropriate since in 2017 \$114,000 was budgeted and only \$55,000 has been spent. She asked for more information about line 51, the Riley Creek Restoration Reaches E and D3, and how the numbers on the project work. Ms. Susla stated that she thinks that since the District has \$4 million in the bank it could get by without increasing the 2018 budget over 2017. She agreed with Mr. Koch that it is important to have all the information in order to make budget decisions and is necessary to have the information about projected year-end expenditures.

Mr. Paul Bulger of Southlawn Road in Eden Prairie said he shares Mr. Koch's concerns about justifying the amounts budgeted for the coming year based on the prior year's expenditures. He said he is in favor of the District's Education and Outreach efforts and would like to see them increase. Mr. Bulger remarked that he is in favor of the new budget line items for ground water and wetland protection. He said it is important to have the details to back up the numbers. Mr. Bulger said that the Education and Outreach annual plan could be added to the budget as an appendix.

Administrator Bleser responded to comments, noting that the Riley Creek Restoration Project is a multi-year project with an estimated cost of \$1.5 million. She pointed out that the total amount in the District's reserves is not available for projects. She went into detail about how the funds in the District's reserves are earmarked including \$1.65 million for multi-year projects and \$1.3 million for current year projects plus half of the next year's budget. She responded to questions.

Attorney Smith reminded the Board that it doesn't need to take any action because in September the Board acted to adopt its 2018 budget and certify its levies. He said the Board could take into consideration comments received tonight and any other comments and in December take action to reduce the budget and levy or take no action.

5. Matters of General Public Interest

President Yetka read aloud the procedures for this portion of the meeting and opened the floor for matters of general public interest.

Ms. Laurie Susla, Chanhassen resident, thanked District staff for identifying the Brittle naiad in Lotus Lake and quickly responding with an herbicide to treat it. She stated that the Lotus Lake Conservation Association (LLCA) is hoping to get homeowner buy-in about micro-projects that could take place around Lotus Lake. Ms. Susla said

that there are a lot of areas around the lake where untreated storm water enters the lake and the group is holding a meeting in February to talk further about possible projects.

Mr. Paul Bulger, Eden Prairie resident and CAC member, commented that two permit applications in tonight's meeting packet have reuse components, which he supports. He said he encourages the District to promote more of those types of components in projects. Mr. Bulger noted that the permit review report's language about the annual reporting on the reuse system seemed passive and reactive. He encouraged the District to develop a best practice or template to guide applicants through the reporting process. Mr. Bulger also voiced his concern about the disclaimer included in language about the system reusing water for flush toilets. He encouraged the District to have prior arrangements with the cities so all parties could support such projects.

Mr. Larry Koch, Chanhassen resident, thanked staff for responding to the Brittle Naiad issue.

6. Reading and Approval of Minutes

a. October 4, 2017, RPBCWD Board of Managers Monthly Meeting

Manager Crafton requested a change on page 3, changing the number from 15 to 5. She also noted that the correct the ending date of the MAWD meeting is December 2, not December 1 as listed on page 6.

Manager Pedersen requested the removal of the word "is" on page 2 under item C. She requested the rewording of the sentence on page 1, item a, to more clearly state that the Board discussed that the rocks are not needed to prevent erosion.

Manager Ward moved to approve the September 6, 2017, meeting minutes as amended. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

7. Consent Agenda

Manager Chadwick requested the removal of Consent Agenda item a - Accept Staff Report. President Yetka added the item as Action items 9k. She removed Consent Agenda item c – Approve Permit 2017-069: Scheels with Staff Recommendation and added it as Action item 9l. President Yetka read aloud the Consent Agenda: item b. Accept Engineer's Report (with attached inspection Report).

Manager Ward moved to approve the Consent Agenda as amended. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

8. Citizen Advisory Committee (CAC)

Mr. Ziegler, CAC President, reported that the committee discussed CAC-member term lengths. He said that the CAC feels that a one-year term length is appropriate and doesn't cause any problems. Mr. Ziegler said that the CAC thinks it is a problem for members who want to continue serving beyond the year to have to reapply. He said the CAC would like its members who want to continue for the following year to be able to email staff member Michelle Jordan to indicate interest and for that email to serve as the reapplication. Mr. Ziegler noted that the CAC application states that CAC members need to attend 50% of the meetings but the bylaws state attendance is required at 2/3s of the meetings. He asked that the application be changed to reflect the bylaws. He reported that the CAC reviewed the amendments to the draft 10-year plan and is in favor of the direction of the plan draft. Mr. Ziegler requested that the CAC receive a copy of the Plan's Executive Summary so the CAC can discuss it at its next meeting.

9. Action Items

a. **Accept Treasurer's Report**

Manager Crafton stated that as per the District's internal controls and procedures, the Administrator and Treasurer reviewed the report. She went through the points of explanation from the accountant. Manager Chadwick reported that there were four fraudulent charges on the District's KleinBank credit card and that KleinBank is reversing the charges and issuing the District a new card. She moved to accept the Treasurer's Report as presented. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

b. **Approve Paying of Bills**

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

c. **Chanhassen Comprehensive Plan**

Administrator Bleser explained that the City of Chanhassen's Comprehensive Plan refers to its Local Surface Water Management Plan (LSWMP), which won't be available until 2018. She said that the District staff can't review the City's Comprehensive Plan until it's complete with the LSWMP. Administrator Bleser requested Board authorization to send a letter tomorrow communicating this information to City of Chanhassen. She noted that the draft letter is in the Board packet.

Manager Ward moved to direct Administrator Bleser to send the letter to the City of Chanhassen. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

d. **Permit 2017-039: Mission Hills Senior Living with Staff Recommendation**

Engineer Sobiech noted that some of the managers were on the Board when this permit application was approved originally in 2015. He said that the applicant did not move forward with fulfilling any of the conditions of the permit and let the conditional approval expire. The applicant has submitted a new permit application and has made modifications to the site plan including changing the size of the building, adding features, and moving features around. Engineer Sobiech went through the Engineer's review of the plan. He noted that it took additional staff time to review components due to the review extension requests from the applicant so the District's excess cost and recovery provision is activated for this review. He stated that he recommends approval of the permit with the conditions, as listed in the review memo, of financial assurance, excess cost recovery, identify who is responsible for erosion control, add soil boring information for basins 2, 3, and 4, and finalization of the maintenance declaration and recorded it on the property. There was discussion about the abstraction needs for the site and the plan for monitoring and reporting on the project's reuse system for irrigation.

Manager Chadwick moved to approve the permit based on the Engineer's findings, recommendations, and conditions as described. Managers Pedersen and Yetka asked questions and Engineer Sobiech responded. Manager Ward seconded the motion. Upon a vote, the motion carried 5-0. The Board directed staff to bring back in front of the Board in one year the topic of reporting for reuse systems.

e. **Approve 10-Year Plan for release**

Manager Crafton moved to release the 10-year plan for comment. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

f. **Scenic Heights School Forest Restoration**

Administrator Bleser stated that this item is an informational update. She said that bids have come in and

are lower than estimated. She reported that District staff is working with the school district on fine tuning the Cooperative Agreement. Administrator Bleser said the Agreement will go in front of the school board tomorrow and pending the school board's approval, the Agreement should come in front of this Board at its December monthly meeting. She reported that the school district is in favor of contributing the \$45,000 to the three-year project but is concerned about what to do in the case that maintenance needs arise that beyond what the school district could cover through its in-kind effort. The school district is asking the RPBCWD to consider a 50%-50% match of cash services for such maintenance. Administrator Bleser stated that staff suggests the RPBCWD set a cap of \$5,000 annual match, which would be funding up to \$50,000 over the next 10 years. She explained that staff doesn't foresee that much maintenance for this project.

Manager Ward raised the issue of setting a precedent for funding long-term maintenance of projects. Attorney Smith recommended that the Board make clear, as a policy matter, in what kind of cases it is appropriate to fund project maintenance. Manager Ward asked what would happen if the RPBCWD agreed to move forward with the project but not agree to contribute to the long-term maintenance. Administrator Bleser said it might kill the project. There was discussion. Attorney Smith summarized the discussion and the issues in front of the Board.

Manager Ward moved that for the Scenic Heights Elementary School Forest Restoration Project the District commit to a 50-50 cost sharing basis at a cap of \$5,000 per annum for a 10-year commitment for a total maximum exposure of \$50,000. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

g. Approve Release of 2017 Annual Communication

Administrator Bleser noted that the draft annual communication is in the meeting packet and every two years the communication is a calendar. She noted some changes that will be made to it, and she asked for managers' comments to be provided to her or Michelle Jordan by the next week and asked for authorization to print and distribution the final version of the communication. Manager Ward moved to approve the release of the final version of the annual communication. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

h. MAWD Delegates and Resolutions

Manager Crafton moved to appoint Manager Crafton and Manager Pedersen as delegates and Manager Chadwick as alternate delegate for the upcoming MAWD meeting. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.

Administrator Bleser introduced the resolutions and explained that these are the resolutions that delegates will be taking action on at the MAWD annual meeting. She noted that she anticipates another resolution coming from Nine Mile Creek about chloride. She and Attorney Smith provided more information about the anticipated resolution and the motivation behind it.

The Board took action on each resolution as follows:

- Manager Crafton moved to not support the resolution aligning commercial carp fishing regulations with Clean Water goals and promoting markets for invasive carp. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.
- Manager Crafton moved to support the resolution to limit the terms of service of Board members to three consecutive terms. Manager Ward seconded the motion. Upon a vote, the motion carried 5-0.

- Manager Crafton moved to not support as this time the resolution that the MAWD Board composition includes Administrators. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.
- Manager Crafton moved to not support the resolution about MAWD Board representation based on dues. Manager Chadwick seconded the motion. Upon a vote, the motion carried 5-0.
- Manager Crafton moved to support the resolution about the MAWD dues structure. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

i. Letter of Auditing Services Agreement from Redpath

Attorney Smith handed out a memo and a draft services agreement with Redpath. He explained that the letter of engagement the District received from Redpath was missing a few key terms but what it did provide was fine. Attorney Smith recommended that the District create an agreement with Redpath and attach the letter from Redpath as the scope as an exhibit. He went through the draft agreement. Attorney Smith recommended that the Board authorize the execution of the agreement and authorize the Administrator and Legal Counsel to approve any minor or non-substantive changes to the agreement requested by Redpath and bring any substantive changes back to the Board.

Manager Pedersen moved to approve the agreement as written and to authorize the District's Legal Counsel to review and approve any non-substantive changes from Redpath and to bring in front of the Board any substantive changes. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

j. Update on CAC Appointment Process

President Yetka noted that the Board members were handed out a revised CAC application along with a cover letter. She talked about the changes included in this version such as maintaining the one-year term for CAC members and that CAC members could indicate that they want to reapply and that information will come to the Board in January along with the new applications. President Yetka said that in January the Board will decide how many CAC members to appoint and who to appoint. Administrator Bleser updated the group on how the District has publicized the request for CAC applications.

k. Accept Staff Report

Manager Chadwick pointed out one correction to be made to the report to change a reference to Executive Committee to Executive Summary. He asked for more information on the District's action on Brittle naiad in Lotus Lake and what the District plans to do regarding Aquatic Invasive Species (AIS) in 2018. Administrator Bleser responded. Manager Chadwick asked if the staff report could include more information about the data requests that the District receives including who is requesting what information. Attorney Smith responded that he will review the issue but his recollection is that the identity of the requester is not public information. He said that he will work with the Administrator to clarify what is the appropriate and public data to include in the report. Manager Chadwick asked for more information about the permits that were administratively approved, about staff's site inspections, and Master Water Stewards capstone projects. Mr. Jeffery and Administrator Bleser responded.

Manager Ward moved to accept the staff report. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

1. Permit 2017-069: Scheels (with Staff Recommendation)

President Yetka said that she pulled this permit application off of the Consent Agenda to highlight that this is a reuse system and the first one of its type in this watershed district. She said that this project proposes to use gray water for toilet flushing. She asked Engineer Sobiech for more information on the soil contamination on the site. Engineer Sobiech responded and clarified that the soil contamination is the jurisdiction of the Minnesota Pollution Control Agency.

Manager Crafton moved to approve permit 2017-069: Scheels based on the findings and recommendations of the District Engineer. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

10. Discussion Items

a. Upcoming Meetings

President Yetka noted the upcoming meetings including the CAC meeting on November 20, the MAWD Annual Meeting November 29-December 2 in Alexandria, the Board's monthly meeting on December 6 with no workshop prior to the meeting, the Community Celebration on December 14, and the TAC meeting on November 15.

11. Upcoming Events

- Citizen Advisory Committee Monthly Meeting, Monday, November 20, 6:30 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Minnesota Association of Watershed Districts (MAWD) Annual Meeting, Wednesday, November 29- Friday, December 2, Arrowwood Resort, Alexandria, MN
- Board of Managers Regular Monthly Meeting, Wednesday, December 6, 7:00 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Community Celebration of Volunteers and Friends, December 14, 6:30 p.m., Bent Creek Golf Course

12. Adjourn

Manager Crafton moved to adjourn the meeting of the Board of Managers. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0. The meeting adjourned at 9:29 p.m.

Respectfully submitted,

Richard Chadwick, Secretary

RPBCWD Staff Report

December 6, 2017



Purgatory Creek at Southwest Station

Administrative

10-Year Plan

Timeline

November 15 – release of the plan out for comments

December 6 – 6:00pm Informational session

January 15 – end of written comment period

February 7 - response to comments to board for approval (we need 10 days in between response and public hearing)

March 7 – Public Hearing

April 4 – release for 90 day

Administration

Staff had a work session to identify needs and improvement on how we function internally and improvements that we should think about. The work session went from looking at what the District could do wrong (how can we be the worst district) to identifying actions that we could currently improve on and how we can improve. Through this worksession, we have identified the need to developing a file structure, improve internal team dynamics, and also the need to reach a greater audience in our outreach efforts to name a few. We also focused on how we could improve efficiencies in the permitting program as well as how we can enhance the data collection program. In the next month, staff will be working on an organizational structure for

our internal workings and programs. However, one element that we do not have is more time. Over the past few months and through 10 year plan process, we have heard of the need to have more education and outreach, however, staff is not able to dedicate more time unless we hire additional help. You will find in your packet a job description for an office and outreach assistant.

Aquatic Invasive Species

No new updates

Budget

No new updates

Data Request

None

Grants

No new updates

Permitting

No permits were issued administratively in October. There have been preliminary inquiries and requests for comments. Most notably Avienda proposed for the southwest corner of Lyman Boulevard and Powers Boulevard in Chanhassen

Avienda in Chanhassen is proceeding through the Wetland Conservation Act process with their application for Sequencing Determination and Application for Replacement Plan. The development plan calls for 100% impact to eight (8) wetlands totaling 4.59 acres. The applicant is arguing that in order for the development to meet the City's guidance for a "regional lifestyle center", they must fill these wetlands.

The Minnesota Wetland Conservation Act offers clear guidance on how a Local Unit of Government (LGU) is to evaluate sequencing arguments.

The Minnesota Wetland Conservation Act was passed in 1991 (MN Statute 103A and MN Rule Chapter 8420) with the purpose of;

- achieving "no net loss in the quantity, quality, and biological diversity of Minnesota's existing wetlands";
- increasing "the quantity, quality, and biological diversity of Minnesota's wetlands by restoring or enhancing diminished wetlands";
- avoiding "direct or indirect impacts from activities that destroy or diminish the quantity, quality, and biological diversity of wetlands;" and
- replacing "wetland values where avoidance is not feasible and prudent."

It is very important to note that MN Rules part 8420.520. Subpart 3.C (2) clearly defines what is “feasible and prudent” as follows.

“An alternative is considered feasible and prudent if it meets all of the following requirements:

- (a) it is capable of being done from an engineering point of view;
- (b) it is in accordance with accepted engineering standards and practices;
- (c) it is consistent with reasonable requirements of the public health, safety, and welfare;
- (d) it is an environmentally preferable alternative based upon a review of social, economic, and environmental impacts; and
- (e) it would create no truly unusual problems.”

That subpart goes on to describe the city’s obligations under when reviewing avoidance alternatives.

“(3) The local government unit **must** consider the following in avoidance alternatives as applicable:

- (a) whether the basic project purpose can be reasonably accomplished using one or more other sites in the same general area that would avoid wetland impacts....
- (b) The general suitability of the project site and alternate sites considered by the applicant to achieve the purpose of the project;
- (c) **Whether reasonable modification of the size, scope, configuration or density of the project would avoid impacts to wetlands;**
- (d) Efforts by the applicant to accommodate or remove constraints on alternatives imposed by zoning standards or infrastructure, including requests for conditional use permits, variances, or planned unit developments;
- (e) The physical, economic, and demographic requirements of the project. Economics alone do not make an alternative not feasible and prudent; and
- (f) The amount, distribution, condition, and public value of wetlands and associated resources to be affected by the project and the potential for direct and indirect effects over time.

(4) If the local government unit determines that a feasible and prudent alternative exists that would avoid impacts to wetlands, it must deny the replacement plan.

If it is determined that there is no feasible and prudent alternative that would avoid impacts as described above, then Chanhassen must determine if the applicant has demonstrated that they have minimized impacts to the wetlands.

Comments are due December 12, 2017 with a decision expected December 18, 2017 at the regularly scheduled Chanhassen City Council meeting. It is unknown what the Technical Evaluation Panel (TEP) Findings of Fact and Recommendation will be but staff does not feel that the sequencing argument has been met by the applicant. Staff is preparing a comment letter for the City and the acting TEP representative, Andrea Moffatt of WSB and Associates, Inc.

Citizens Advisory Committee

November meeting

The Citizens Advisory Committee met Monday, November 20th, for their regular monthly meeting. The meeting began early with a presentation from District staff member Terry Jeffery. The presentation was on the proposed District rule changes. Minutes are included in the board packet.

Applications

All eight current CAC members have reapplied for the CAC. Two new applications were received. Applications are included in the board packet, with a note indicating if they are new or returning applicants.

Technical Advisory Committee

Staff presented the proposed rule updates at the November 15, 2017 meeting. This is discussed in greater detail below. No subsequent TAC has been schedule as of the time of this writing.

Programs and Projects

District-Wide

Cost-share program

A handful of site visits have continue to be conducted as the ground is still clear of snow. Staff have been looking into contact management software to help with tracking, managing, and reporting on cost-share program activity.

MPCA Community Resiliency Grant

No new updates.

Rules Update

Staff Jeffery, Engineer Sobiech, and District Counsel Welch presented the proposed rules update to the Technical Advisory Committee (TAC) on Wednesday, November 15, 2017. In general, the comments were largely clarifying in nature although some concerns were put forward by the TAC members. The comments focused on guidance and standard operating procedures as well as finding a method by which municipalities may perform "routine maintenance" without undue time and expense. Staff will present detailed minutes from the TAC meeting to the Board of Managers at the the January 2018 meeting.

Staff Jeffery presented to the Citizen Advisory Committee (CAC) on Monday, November 20, 2017. CAC minutes are included in your packet. The CAC was generally supportive of the efforts. They did indicate a desire to see further exploration of expanded buffer requirements as well as chloride management requirements.

In general, the schedule for the rules update is as follows:

January 3, 2018	Present final version of draft rules to Board of Managers and request authorization of release for 60 day agency review.
March 7, 2018	Adopt rule revisions.
April 1, 2018	New rules go into effect.

Total Maximum Daily Load

No new updates.

Data Collection (J. Maxwell)

Rice Marsh Aeration

An aeration permit will be approved this month and notices have been sent for publication in Eden Prairie and Chanhassen newspapers. The aeration unit has been pulsed and we are waiting for sufficient ice to place thin ice signs and turn on the unit.

Summer Field Season

Lake level sensors and auto sampling stations were pulled in November. Level sensors will be sent in for yearly evaluation and maintenance. The rain-triggered auto sampling unit north of Rice Marsh Lake has had a few technical/unit issues this year, so it may need to be sent in for repair. The spent lime treatment system monitoring equipment has been pulled and data is being evaluated. The Riley Creek Highway 101 auto sampling unit is still in place because of sufficient flow preventing freezing. Staff has begun compiling data to begin drafting the annual report.

Carp Management

Eden Prairie staff opened the carp barrier once this month due to the high water conditions caused debris blocking of stream flow. Due to the fluctuating temperatures the barrier is still closed until more consistent cold temperatures are present. Carp management data is being compiled and analyzed for both the District annual report and for the required reporting to the DNR.

During the end of October, staff tagged 11 common carp in Staring Lake and two common carp were tagged and released in both the Upper and Lower Purgatory Creek Recreational Area. Staff will track carp and most likely hire commercial fisherman to remove fish.

Creek Restoration Action Strategy

Staff Maxwell was accepted to present the CRAS at the 2018 Upper Midwest Stream Resources Symposium in Dubuque, Iowa. The presentation was placed in the session titled Tools and Techniques in Stream Restoration, beginning Monday afternoon at 3:30 pm on February 26th.

Creek walks were completed on Purgatory Creek (Lotus Ravine 2 - Powers Boulevard to Lotus Lake) and Riley Creek (R3 - Rice Marsh Lake to Lake Riley). Upon updating these stream

sections, staff will have completed nearly all of the major data gaps that remained in the CRAS. The results will be posted in the annual report. Staff will be replacing “lost” bank pins at our regular stream monitoring sites with an additional placement of pins on the south side of Silver Lake to assess erosion rates.

Barr Engineering and District staff completed an updated edition of the CRAS in June (located on website) and have been working on a future publication for a professional journal. Additionally, staff have been working on a final creek walk summary book to have on hand to easily reference stream section data.

University of Minnesota Grant

20 November 2017

Ray Newman, University of Minnesota

Riley Purgatory Bluff Creek Watershed District (RPBCWD) Aquatic Plant progress report for November 2017.

Turion sampling was completed in all lakes. Turion densities were low, ranging from 0.025/sample (1/m²) in Staring and 0.075/sample (3/m²) in Riley to 12/m² in Mitchell and 18/m² in Susan. Sprouting and viability assessment is ongoing. Data entry has been completed for all lakes (except turion results) and data are now being summarized.

Plans for the rest of November include completing turion sprouting and viability assessment, data analysis and preparation for the final report.

WOMP Station - Metropolitan Council

Staff visited the WOMP stations twice this month. Data collected on Purgatory and Riley Creek in 2017 was submitted to Metropolitan Council this month.

Volunteering

Volunteers have contributed over 85 hours to district projects and programs to date. This does not include work done on their own time, like cleaning up trash, or participating in the Adopt a Dock program, Master Water Stewards program, or Citizen Advisory Committee. Volunteers have been invited to a winter celebration to thank them for their meaningful contributions.

Service Learners

Service learners continue to support data collection this fall.

Education and Outreach (M. Jordan)

Adopt a Dock Program

2017 program results are being summarized for the annual report. Volunteers have been invited to the volunteer and friends celebration on December 14th.

AIS Jr Inspector

2017 program results are being summarized for the annual report.

Annual Communication

The annual communication was sent to the printer. It will be distributed at the annual Minnesota Association of Watershed Districts meeting. A letter is being drafted by the Administrator and will be included with the annual communication when it is mailed out the the District's official contacts list.

Cycle the Creek

Weather conditions were unfavorable for the event, dropping below 40 degrees F and including potential slick pavement. After consultation, staff decided to still hold the event to keep the third-year momentum going. Three hardy community members showed up! The path was safe for cycling and so the event was held. There were many questions from the attendees, and fun was had with only partly-chilled fingers and toes. We will likely do the same route next year, highlighting Riley Creek again. Staff are considering hosting the event a week or two earlier next year, to try to avoid the rain-out, and then almost freeze-out of this year.



Year end gathering and volunteer celebration

Official invitations have been mailed out to volunteers and friends. The invite was included in the newsletter, and email reminders will be sent. The event will be held Thursday December 14th, 6:30 pm, at the Bent Creek Golf Club in Eden Prairie. Please rsvp to Michelle: mjordan@rpbcwd.org, 952-607-6481.

Lakes and Creeks Water Quality Report

Fact sheets are being updated.

Master Water Stewards Program

2017-2018 Cohort (cohort #3)

The District hosted the November 28th class at the office. Administrator Bleser attended to speak with stewards about our District, it's structure and function.

2016-2017 Cohort (cohort #2)

Last year's cohort has been invited to the December 14th winter celebration.

Stewards at work

Stewards continue to volunteer in the community, including doing trash pickups in local lakes. Below are photos taken by two different stewards during some of their recent efforts. The first highlights some of the impacts of trash on our environment: a garter snake was killed when it became trapped inside a coffee cup. The second photo shows trash picked up using a kayak.



Website & Newsletter

Staff continue to work in the website update.

Winter & Turf Maintenance Training

The Winter Road and Parking Lots workshop was held on November 9th. Sixteen people representing public, private, and faith-based organizations attended to learn about best practices

for reducing salt pollution during winter months.



Bluff Creek One Water

Chanhasen High School

Staff and Engineer have been working on updating the plans based upon comments from the value added engineering meeting held late this summer and comments received from the School District. The value added engineering meeting indicated that the building may be a potential area for cost savings. The school district staff would prefer a site specific building, designed and engineered to provide multiple uses. Staff prefers the Rain Bird prefabricated building shown here.

Rain Bird Premium Pump Station Enclosures



Bluff Creek Tributary Restoration

Staff Bleser and Jeffery, and the Bluff Creek Engineering team met with Paul Oehme and Vanessa Strong from the City of Chanhasen met on October 26 to discuss the 60% Bluff Creek Tributary design.

Riley Creek One Water

Lake Susan Park Pond

Staff Jeffery met with Chanhassen Parks Director Todd Hoffman October 30 to discuss questions he had as he was unable to attend the meeting held the previous week with the City to discuss the project. It is requisite to the project that the building storing the pump and UV treatment system match the architecture of the dugouts. Mr. Hoffman also indicated that he wants the building in the more northerly location for several reasons including ease of access and future park improvements. Mr. Hoffman was in favor of the proposed bench location on the southern edge of the pond where the archery range was formerly located. Engineer Sobiech will be presenting to the Chanhassen Parks Commission on November 28th.

Riley Creek

Administrator Bleser, Engineer Sobiech, Staff Jeffery, as well as Jeff Weise and Adam Howard of Barr Engineering met with Dave Modrow, Leslie Stovring, and Matt Bourne of Eden Prairie to discuss the current plans for Lower Riley Creek Stabilization as well as the cooperative agreement. Eden Prairie voiced some questions as to what long-term implications there were based upon maintenance needs and obligations. The design team will continue working on the plans and cooperative agreement. A site walk is being planned for the upcoming few weeks..

Lake Riley CLP Treatment

No new updates.

Lake Riley Water Quality Project (Alum)

No new updates.

Lake Susan CLP Treatment

No new updates.

Purgatory Creek One Water

Fire Station 2

The installation of the cisterns are soon to be complete. Signage for on-site was also finalized and was sent to printer.

Purgatory Recreational Area Berm

Staff Jeffery has received direction from the United States Army Corps of Engineers regarding what would be considered maintenance under the existing permit. Provide the footprint does not increase in areal coverage, maintenance could occur under the existing permit.

Purgatory Creek at 101

No new updates.

Mitchell Lake Plant Management

No new updates

Red Rock Lake Plant Management

No new updates

Scenic Heights School Forest

Staff will be updating the board at the meeting.

Staring Lake Plant Management

No new updates.

Professional Workgroups and Continuing Education

AWRA

Administrator Bleser presented at the American Water Resources Association Conference. She presented at the lightning talk which had over 200 professionals. She then presented her talk to close to 60.

While attending the conference, Administrator Bleser took part in a field trip to Clean Water Services that restored the buffer along 120 river miles in the last 10 years. It was very interesting to learn their process of engagement and hearing about their approach working with landowners.

Talks at the conference focused on groundwater concerns as well integrated water resource management, communication, and green infrastructure.

BWSR Academy

Staff Dickhausen and staff Jordan will be attending this year's Board of Soil and Water Resources Academy Nov 1-3.

Highlights from staff Jordan's experience included insightful conversations on the buffer law in practice with representatives of soil and water conservation districts. The buffer law is not something that our watershed is much impacted by directly, yet community members often have questions pertaining to it. Staff Jordan now feels more equipped for those conversations. There were also several presentations with direct practical application, including one on how to grow presence in the media, both traditional and online, one highlighting case-studies in civic engagement, and another about how the ways we frame conservation problems can affect how we, and our communities approach them.

Highlights from staff Dickhausen's experience included a very intriguing presentation on the links between groundwater and wetlands, and how they are influenced by surrounding geology and wells. This included looking at the risk of draining a wetland based off several variables beyond a well's location to a wetland, including identifying confining layers in the soil profile as well as identifying the watertable a well penetrates in relation to nearby wetlands. Staff Dickhausen now feels more knowledgeable on how hydrology, geology and human factors can affect surrounding wetlands and groundwater. The soil and plant lab was also very

informative/helpful. Staff Dickhausen was able to get more experience identifying MN wetland plants and plant communities, as well as a refresher in identifying wetland soil profiles and soil types. Through a surface water monitoring session, staff Dickhausen was also able to meet several representatives from SWCDs and other WD to compare monitoring strategies and plans.



Memorandum

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
From: Barr Engineering Co.
Subject: Engineer's Report Summarizing November 2017 Activities for December 6, 2017, Board Meeting
Date: November 28, 2017

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 November 2017.

General Services

- a. Several conference calls with Permit Coordinator Jeffery and Counsel Welch to discuss potential revisions to the RPBCWD rules.
- b. Participated in the November 15th technical advisory committee (TAC) meeting to present and discuss potential revisions to the RPBCWD regulatory program.
- c. Participated in a November 27th meeting with Permit Coordinator Jeffery and Counsel Welch to discuss TAC comments on potential rule revisions.
- d. Assisted Administrator Bleser with refining the Scenic Height Cooperative agreement.
- e. Participated in November 1, 2017 regular Board meeting and workshop.
- f. Attended the city of Chanhassen Park & Recreation Commission meeting on November 28th to present the Lake Susan Park Pond project
- g. Prepared Engineer's Report for engineering services performed during November 2017.
- h. Regular communication and coordination with Administrator Bleser and permit coordinator Jeffery discussing status of various District projects.
- i. Project management and overall coordination of active task orders.

Permitting Program

- a. *Permit 2016-014: Chanhassen Chick-fil-a:* This project involves the demolition of an existing building and construction of a new Chick-fil-a restaurant in Chanhassen. The project triggered erosion control and stormwater management rules. Permit was conditionally approved in August 2016 and construction was finished in 2017. Reviewed applicant provided as-built drawing and provided comments to Permit Coordinator Jeffery.
- b. *Permit 2017-023: Eden Prairie Assembly of God:* This project involves construction of a 14,794 square foot building addition and an infiltration basin followed by a grassed swale to provide storm water quantity, volume and quality control. The project triggers Rules C and J. Reviewed the draft maintenance declaration and provided comments to applicant.

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator
From: Barr Engineering Co.
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- c. *Permit 2017-039: Mission Hills Senior Living:* This project involves disturbance of 8.65 acres to construct a 52,000 square foot senior housing building, eight townhome buildings and five biofiltration basins and a rainwater reuse system at the intersection of Hwy 101 and Highway 212 in Chanhassen. Notified applicant of conditional approval at the November meeting. Several discussions with applicant's engineer to answer question about permit conditions
- d. *Permit 2017-069: Scheels Redevelopment:* This project involves the removal and replacement of the much of the existing Sears building at Eden Prairie Center, reconfiguring and repave the parking areas adjacent to the building, improving walkways and adding landscaping. The applicant proposes three underground filtration systems with elevated driantile to provide infiltration and a stormwater harvesting and reuse system for irrigation and toilet flushing to provide stormwater quantity, volume and quality control. The project triggered Rules C and J and was conditionally approved at the November 1st Board meeting. Responded to applicant's questions about permit conditions.
- e. Performed erosion control inspections of active sites during the week of November 20th (see attached inspection report).
- f. Conversations with several project engineers/developers about permit requirements for potential development and redevelopment projects.

Data Management/Sampling/Equipment Assistance

- a. Uploaded and verified 8 laboratory reports to EQUIS.
- b. Standardized formatting, uploaded and verified 2017 creek and lake field data to EQUIS
- c. Created and submitted relevant creek and lake data to the MPCA in the agencies data specific format.

Task Order 6: WOMP Station Monitoring

Purgatory Creek Monitoring Station at Pioneer Trail

- a. Download and review data.
- b. Remove turbidity sensor for winter.

Purgatory Creek Monitoring Station at Valley View Rd

- a. Downloaded and reviewed data.
- b. Set station for storm event sampling.

Task Order 7b: Purgatory Creek Stabilization near Hwy 101—Construction

- a. Continued working on the final memorandum to document construction.

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

- a. Completed 30% design, preparation of plans, and preparation of enclosure cost estimate.
- b. Lead a 30% design meeting with RPBCWD and city of Chanhassen staff to discuss preliminary design and decisions regarding water treatment enclosure type and location, water treatment system intake type, iron enhanced sand filter location and operation, etc.
- c. Worked on 60% plans, design team meetings, coordination with equipment vendors. Primary activities included initiation of electrical design, further development of pumping concepts, collection of detailed information regarding water treatment equipment, and iron enhanced sand filter detailed design.
- d. Iron enhanced sand filter research and discussion around successful operation and features to minimize maintenance and implementation into design.
- e. Additional information requests and coordination with the city of Chanhassen regarding site access, utilities, and irrigation controls.

Task Order 14b: Lower Riley Creek Final Design

- a. Continued 60% design, including the iterative process of determining stable channel parameters, modeling, and balancing cut and fill volumes.
- b. Worked on determining the placement of additional bank protection measures after a stable channel is created.
- c. Met with RPBCWD staff and city of Eden Prairie staff to discuss the project and the potential project impacts. Scheduled a site visit with District and City staff for early December for a field-based review.
- d. Developed initial permit drafts to begin coordination with the USACE and DNR.
- e. Design package will be updated following a consultation meeting with the USACE and DNR.

Task Order 16: Watershed Management Plan Refresh

- a. Worked with Administrator Bleser to address CAC member comments on the executive summary.
- b. Revised internal draft plan appendices based on CAC comments
- c. Prepared draft document for 60 day public review period, including hard copy production.

Task Order 19: Chanhassen High School Stormwater Reuse Design

- a. Follow-up on value engineering items with ISD112 staff including elimination of shelter and moving entire system to original pump location, modifications to pump intake, potential for radio control of system, access to treatment/pump, treatment shelter type. ISD 112 indicated a separate building for the treatment system at the location shown on the plans remains the

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priority because they are concerned about how tightly packed the prepackaged systems area and being able to store any needed tools/equipment in the building to maintain they reuse system.

- b. Coordination with WaterTronics on a prepackaged treatment system revealed that the water treatment system that Barr was quoted by WaterTronics during design was different than the system quoted to bidders during the bidding process. The system quoted to bidders during the bidding process was ~\$40,000-50,000 more expensive than the quote provided during the design process. It appears the misquote was related to a data management issue and staff turnover at WaterTronics. Regardless, we have worked through this issue with WaterTronics and they provided a new quote which is similar to the original quote. While this reflects a potential significant downward cost adjustment it will not be know for sure until the project is rebid.
- c. Attempting to coordinate the potential use of radio communication between the proposed rainwater reuse system and the ISD 112's existing irrigation controls with Arteka, ISD 112's irrigation operator. Arteka has been unresponsive to several inquiries.
- d. Over the next several months additional coordination with ISD 112 on shelter materials, design and location as well as some minor design revisions based on value engineering discussions.
- e. Rebidding project in Winter 2017/2018.
- f. The additional coordination with Magellan pipeline, ISD 112 and WaterTronics has well as the revisions to the design and upcoming rebidding were not anticipated in the original design and construction observation scope authorized by the RPBCWD Board of Managers. Even with some efficiencies realized by coordinating efforts with the Lake Susan Park Pond reuse project the unanticipated work/effort will require an adjustment to Barr's design/construction management budget previously authorized.

Task Order 20: Hyland Lake UAA Update

- a. Received and review comments from Bloomington and Three Rivers Park District on Draft UAA update. Both are supportive of report findings and recommendations.
- b. Awaiting Administrator Bleser review comments on the draft report.

Task Order 21B: Bluff Creek Feasibility Study

- a. Developed initial permit drafts to begin coordination with the USACE and DNR.
- b. Design package will be updated following a consultation meeting with the USACE and DNR.

Task Order 22: Groundwater Assessment

- a. No activity this period. Waiting for Board and Administrator feedback on draft report.

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Task Order 23: Scenic Heights School Forest Restoration

- a. Opened bids on Friday, October 27, 2017.
- b. The only bidder was Wetland Habitats Restorations, with a bid of \$199,225. Barr has worked with them on numerous occasions and deems them qualified to perform the work. The engineer's opinion of probable cost was \$218,000.
- c. Recommendation to award the bid will be provided to the Board at the December meeting.

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

- a. Completed a screening process to identify potential BMPs for the site and identified several potential options including iron enhanced sand filtration, modular wetland systems, The Kraken Filter, and StormTree system. The potential BMPs identified include both prefabricated BMPs (i.e., systems or structures that are made by a third-party and installed at the site) and non-proprietary options (i.e., BMPs that are constructed onsite by a contractor)
- b. Started developing preliminary site layouts for each of the potential BMPs identified during the screening process. The site layout identifies the location for the BMP and ancillary site modifications including approximate grading extents, location of storm sewer pipes, and ravine stabilization work. The preliminary site layouts will be used to estimate the area of wetland and upland affected by the project as well as estimate quantities to develop an opinion of probable cost for each option.
- c. Continued developing water quality models for each potential BMP to quantify the amount of phosphorus each BMP will remove.
- d. Completed an initial site investigation. During the site investigation Barr staff field verified watershed delineations, took photographs of the site, and looked for potential utility conflicts.



To: RPBCWD Board of Managers
From: Dave Melmer
Subject: November 20, 2017—Erosion Inspection
Date: November 27, 2017
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 November 20, 2017.

Site Inspections

2015-005	CSAH 101 Mntka	2017-11-21
	Construction complete site wide. All temporary BMP's have been removed. Site is stable. Site wide inspection was made. This will be last field inspection for this permit.	
2015-008	3520 Meadow Lane	2017-11-21
	Site BMP's are adequate. Silt fence is down in some areas on west side--will not affect site runoff. Site cleanup and house painting complete. Some landscaping observed on north side. (November -2017)	
2015-010	Children's Learning Adventure	2017-11-20
	Building construction complete. Inlet protection has been removed. Landscaping is complete. Sod was installed and application of spray tac to exposed soils. Vegetation growing thru mats and in spray-tac'd areas. Pond slope to west has failed-- causing slope erosion to pond downstream. Site representative was notified of Corrective Action--has been repaired. These two areas were recently spray tac'd--sparse vegetation growing to date. Photo taken. All temporary BMP's have been removed. November inspection--inlet protection observed at catch basin on Galphin-- SE corner on site side.	
2015-035	LaMettry's Chanhassen	2017-11-21
	Building complete. Parking lot on north lot has been paved. North slope grading and landscaping complete....south area	

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2015-058	Prairie Center Clinic Addition	2017-11-20
	Construction complete on building. Some BMP's have been removed for landscaping. Vegetation is established. Parking lot top coat complete. Landscaping complete. Site is stable. BMP's are still in place--silt fence. (November /2017)	
2016-004	Round Lake Park Improvements	2017-11-21
	BMP's look good. Site construction complete. Vegetation is growing. All temporary BMP's have been removed with exception of BMP's at infiltration areas and silt fence on east side. Infiltration basins have been graded spray-tac'd--vegetation is growing. November-2017	
2016-006	Soccer Field 10 at Miller Park	2017-11-21
	Site construction complete. Vegetation established. Site is stable. BMP--one catch basin--can be removed. Silt fence has been removed. Site representative was notified. (November)	
2016-015	18321 Heathcote Lane	2017-11-21
	Silt fences installed/in good condition. Driveway installed. BMP's look good. House construction complete . (November -2017)	
2016-017	SWLRT	2017-11-20
	No construction observed to date.	
2016-021	Cedar Hills Park	2017-11-20
	Construction complete. BMP's look good. Vegetation has sprouted and is growing. Some regarding and seeding has occurred in some areas.	
2016-026	Foxwood Development	2017-11-20
	Multiple house construction has begun-BMP's look good- silt fences and rock entrances installed/ good perimeter control. Silt fences have been installed on unsold lots. Catch basin protection has been removed in areas. Additional silt fences have been installed across site. Bare soils have been spray-tac'd vegetation sprouting. Rock entrance pile is at current house construction--not installed to date. (November)	

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2016-030	IDI Distribution Building Expansion	2017-11-21
	Construction of addition complete .Catch basin protection has been installed. Silt fences on north side installed. Some over topping of first row of silt fence- 2 additional fences have been installed. Rock entrance installed at new entrance has been refreshed again in August-2107. Catch basin protection at Basin east southeast of entrance has been installed. Parking on north side installed/curb and gutter installed. BMP's look good. (November-2107)	
2016-032	County Highway 61	2017-11-20
	No construction started.	
2016-033	Anderson Lakes-Purgatory Trail	2017-11-20
	No construction observed to date.	
2016-037	Prestige Day Care	2017-11-20
	Construction complete. Sod installed-all landscaping complete. All bare soils have been spray-tac'd. BMP's still in place.	
2016-039	Powers Ridge Senior Apartments	2017-11-21
	Construction complete. BMP's are good. Landscaping and sod installation complete. Bare soils covered with matting. Wetland signage installed. (November)	
2016-040	18995 Minnetonka Blvd	2017-11-21
	Construction of house continues. Silt fence in place. Slopes with vegetation mats have growth. Southwest corner has more BMP's to control sediment erosion. BMP's installed are adequate. Earthwork near front has been completed--straw mats onsite for coverage. Site representative was notified after September inspection--CA address--all exposed soils will be covered with straw. Straw was being laid on day of inspection. Slight tracking to street.	
2016-041	Chanhassen West Water Treatment Plant	2017-11-20
	Silt fences installed on site. Construction continues. Rock entrance good. BMP's look good. Street cleanup conducted regularly. November -2017	

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2016-042	18663 St. Mellion Place--Eden Prairie (Bear Path)	2017-11-20
	Construction continues. BMP's are good. Silt fence in one small area is at 40% of height. Site grading and sod installation has occurred on a large portion of site. New silt fence installed where needed.	
2016-043	Bongards Redevelopment	2017-11-21
	BMP's are adequate. Parking lot base installed-- catch basins installed and protected--pavement installation still needs to be completed. (November-2017)	
2016-044	Dell Rd & Riley Creek Repair Project	2017-11-20
	Vegetation was growing appears to have died off. Rip-rap was recently installed at dirt road edge to control erosion from road. Additional erosion prevention from road needs to be addressed. More rock installed along flow path and silt deposit at beehive catch basin removed. Representative was contacted in September and is aware of site condition. November -2017.	
2016-045	MCES Blue Lake Interceptor Rehab	2017-11-21
	Construction complete. Silt fences installed/bio-logs in place. Bare soils covered with spray-tac. No vegetation growth observed.	
2016-047	9507 Sky Lane Eden Prairie	2017-11-20
	Construction continues. Silt fences down in some areas but secondary containment is good. Catch basin protection at road needs to be maintained --it's not installed-- just laying over CB. (street side CB). Catch basin between properties has been protected. Runoff from bare soils going around and offsite from this property-- south property is landscaped. Minor tracking to street. Site representative was notified after August inspection-no corrective action taken except for landscaping of 9527 Sky Lane. Same conditions exist. Landscaping around house is complete--soil grading has occurred--no sod installed to date. Site Representative is aware of conditions. Wetland buffer signage has been installed. November-2017.	
2016-FT02	Mitchell and McCoy Lake Outlet Sediment Removal	2017-11-21
	Site construction complete. Site is stable. Bio-log still in place. Vegetation established. Site representative was notified about removing bio-log. (November)	

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2017-001	Kopesky 2nd Addition	2017-11-20
	Site has been cleared and perimeter control--silt fence has been installed. No earthwork to date.	
2017-002	7012 Dakota Ave	2017-11-21
	Construction complete. Majority of landscaping is complete. Corrective Action has been addressed. Sod has been installed. Area near street and city water shut off that needs bare soils covered. Site representative was notified.	
2017-003	18761 Heathcote Dr Building Addition	2017-11-21
	House construction complete. Pool installation complete. Landscaping continues--sod and shrubs installed. Temporary BMP's have not been removed.	
2017-006	6687 Horseshoe Curve Chanhassen	2017-11-21
	No activity observed to date.	
2017-007	Cedarcrest Stables	2017-11-20
	No activity observed to date.	
2017-008	Prairie Meadows Site Renovation	2017-11-20
	Construction complete. All temporary BMP's have been removed. Site is stable. This will be last field inspection for this permit.	
2017-009	Emerson Chanhassen East Renovation	2017-11-21
	Construction continues. BMP's installed. Rock entrance in place. Landscaping earthwork underway. West infiltration basin installed and complete-BMP's are good. Bare soils onsite covered with matting and bio-logged.	
2017-010	Riley Lake Park Renovations	2017-11-20
	Construction complete. BMP's installed and look good. Grading and landscaping in is complete. Vegetation growing in some areas. Soils have been spray-tac'd. Vegetation is sparse.	

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2017-011	Galpin Blvd Watermain Improvements	2017-11-20
	Construction complete. Soils covered with erosion control mats-some growth observed to date. Silt fences still installed in some areas. Some areas have had additional matting laid down. November -2017.	
2017-022	Chanhassen High School Stormwater Reuse	2017-11-20
	No activity observed to date.	
2017-023	Eden Prairie Assembly of God	2017-11-21
	Construction has begun. Perimeter control silt fence and rock entrance installed. BMP's look good.	
2017-024	Prairie Bluffs Senior Living	2017-11-20
	No activity observed to date.	
2017-025	735 Pleasantview Road	2017-11-21
	Construction complete. Landscaping complete with exception of small infiltration basin. All temporary BMP's have been removed.	
2017-026	6135 Ridge Road	2017-11-20
	Construction has begun. Foundation in and rock entrance installed. BMP's look good.	
2017-027	7500 Chanhassen Road	2017-11-21
	Construction continues. Silt fences and bio-logs installed. Erosion on west side went offsite-- cleaned up and more logs installed. Additional silt fence and bio-logs installed - additional BMP's look good. Some site grading underway. (November)	
2017-029	Tweet Pediatric Dentistry	2017-11-20
	Construction complete . BMP's are installed and good. Catch basin protection installed in this area. Infiltration areas installed. Parking lot grading and curb/gutter installation complete. Site grading and landscaping is continues.	
2017-030	Elevate	2017-11-20

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2017-064 **Scenic Heights Elementary School Forest Restoration** **2017-11-21**

No activity observed to date.

2017-069 **Scheels Redevelopment** **2017-11-20**

No activity observed to date.

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



18681 Lake Drive East
 Chanhassen, MN 55317
 952-607-6512
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Riley Purgatory Bluff Creek Watershed District Financial Assurance Request Review

Permit No: 2015-010 (expired)
Applicant: ECE I, LLC
Consultant: David Todd, CEI Engineering Associates, Inc.
Project: Children’s Learning Adventure
Reason: Letter of Credit Reduction
Reviewer: Terry Jeffery, RPBCWD Permit Coordinator

Requested LOC Reduction

David Todd of CEI Engineering, on behalf of ECE I, LLC (Children’s Learning Adventure – Chanhassen) has requested a reduction of the financial assurance required by RPBCWD for permit 2015-010. The request is included on the attached letter. The table below lists the original financial assurance for this project under Rule M.

Rule	ITEM	ORIGINAL	REDUCTION	REMAINING
C	Silt Fence/Curtain	\$8,700	\$8,700	\$0
C	Inlet Protection	\$3,800	\$3,800	\$0
C	Restoration	\$17,900	\$10,000	\$7,900
D	Buffer	\$5,000	\$0	\$5,000
J	Infiltration	\$91,100	\$0	\$91,100
J	Detention Pond	\$76,600	\$50,000	\$26,600
	SUBTOTAL	\$203,100	\$72,500	\$130,600
	Contingency 10%	\$20,300	\$7,250	\$13,050
	Administration 30%	\$67,100	\$23,925	\$43,175
	TOTALS	\$290,500	\$103,675	\$186,825

Project Status

The stormwater facilities have all been constructed and appear to be constructed to design. The site is 100% stabilized. The infiltration basins are not drawing down as assumed and, as a result, the site is not achieving the required abstraction and, subsequently, the appropriate removal efficiencies. CEI Engineering is working on a retrofit to bring the facilities into compliance. Conversations with the contractor for the project indicate that perched ground water was

encountered near the southern infiltration basin. It may be that infiltration will not be achievable in that basin. It is unknown the cause of the northern basins failure to draw down. The detention pond is functioning per design. No financial assurance related to infiltration basins will be released with this reduction. Further, \$26,600 will be retained towards the detention basin in case the basin must be further excavated to provide the required removal efficiencies.

The buffer is not in compliance. Currently the buffer area is sodded and one of the required buffer monuments is missing. For this reason, none of the buffer financial assurance will be released. Further, although the site is 100% stabilized, \$7,900 of the \$17,900 put up for site restoration will be retained to assure that any ancillary site restoration resulting from forthcoming changes are performed per District requirements.

Recommendation:

Staff recommends reducing the letter of credit to \$186,825. The table on the preceding page indicates the recommended reduction and assurance to be retained. Staff does not recommend any further reductions until the site is in compliance with District Rules including conditions associated with any new permit.

The reduced financial assurance will be retained until staff confirms that all improvements on the site are compliant with District rules. The applicant will need to provide a new application and that will need to be reviewed and approved by the Board of Managers.

Board Action

It was moved by Manager _____, seconded by Manager _____ to approve reduction of the financial assurance for permit No. 2015-010 from \$290,500 to \$186,825



ENGINEERS ■ SURVEYORS ■ PLANNERS
 LANDSCAPE ARCHITECTS ■ ENVIRONMENTAL SCIENTISTS

3108 SW Regency Parkway, Suite 2
 Bentonville, AR 72712
 479.273.9472 Fax 479.273.0844

November 20, 2017

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

Attn: Terry Jeffrey, Project & Permit Manager

Re: Chanhassen MN Children’s Learning Adventure

Dear Mr. Jeffrey:

On behalf of ECE I, CEI requests that the financial assurance provided to the District for the Children’s Learning Adventure facility at Trunk Highway and Galpin Road in Chanhassen, MN, a project covered by District Permit No. 2015-10, be reduced. This financial assurance was originally provided by Americana Community Bank. This was re-assigned to ECE I (see attached document) on November 9, 2015.

The amount of financial responsibility originally provided was \$290,500.00. We request that this be reduced by \$103,675.00, leaving \$186,825.00 in place. This is calculated as follows.

Components of Financial Assurance		Original	Reduction	Remaining
Rule C	Silt Fence	8700	8700	0
	Inlet Protection	3800	3800	0
	Restoration	17900	10000	7900
Rule D	Buffer	5000	0	5000
Rule J	Infiltration	91100	0	91100
	Detention pond	76600	50000	26600
	Subtotal	203100	72500	130600
Contingency	0.1	20300	7250	13050
	Subtotal	223400	79750	143650
Administrative	0.3	67100	23925	43175
Total		290500	103,675	186825

The rest should remain in place until a few issues with the wetland buffer and the biofiltration ponds are taken care of. We have discussed this with District staff, and believe they are in agreement with this request.

Best regards,

David A Todd
 CEI Engineering Associates Inc.

Providing Consolidated Land Development Services

CALIFORNIA ■ ARIZONA ■ TEXAS ■ ARKANSAS ■ MINNESOTA ■ GEORGIA ■ PENNSYLVANIA ■ LOUISIANA

Minutes: Monday November 20, 2017
RPBCWD Citizen's Advisory Committee Monthly Meeting
Location: RPBCWD offices: 18681 Lake Street, Chanhassen

CAC Members

Anne Deuring	P	Peter Iverson	P	Joan Palmquist	P
Jim Boettcher	P	Matt Lindon	P	David Ziegler	P
Paul Bulger	P	Sharon McCotter	P		

Others

Michelle Jordan	District Liaison	P
Terry Jeffery	RPBCWD staff	P
Dorothy Pedersen	RPBCWD Board Member	P

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

- Motion:** The CAC supports revisiting the buffer part of the rules pertaining to lake buffers, the next time the district updates regulations.
- Motion:** The CAC recommends that in the next revision of rules that the board considers a chloride discharge limit that must conform to 3.8 for those sites that trigger rule J.
- Motion:** The CAC supports the direction of the 2017/2018 rule changes, with the suggestions (#1 and #2 above) made to the board for specifics to address the next time the rules are altered.
- Feedback requested:** As noted below, the CAC would like to change the time of our regular meetings, to begin earlier, at 6:00 p.m. We would like to confirm that this is acceptable to the Board, since a Board member is usually present at CAC meetings. We would like to ask legal counsel if we need to change the CAC bylaws in order to change the normal meeting time. Please advise if this creates a problem for the Board. Thank you.

Agenda

- Call CAC Meeting to Order:** President Ziegler called the meeting to order at 6:04 p.m.
- Attendance:** As noted above
- Matters of general public interest:** None
- Approval of Agenda:** Motion was made by Boettcher/McCotter to approve Agenda and passed unanimously.
- Approval of previous (October) CAC Meeting Minutes:** Edits, to item #7: fixing spelling of responsibilities. Motion to approve minutes, as edited, by McCotter/Bugler and passed.
- Proposed permit rule changes (Terry Jeffery)**

Terry and Scott Sobiech, from Barr Engineering have been working on updates to the rules for the past six months and Terry provided an overview of the rule changes to the CAC. The suggested changes will go to the RPBCWD Board in January, to approve distribution for 60-day review. Then in March they will be approved to go into effect in April. So, this is a work in progress, and efforts have been made to be consistent with Nine Mile Creek.

Background: Watershed Districts are required under MN Rules to develop rules. Rules were first issued in 1974 and were suspended in 2009, with the rationale that cities had regulations and so watershed district rules were redundant. Rules were put back into effect in 2015.

Significant changes include inclusion of storm water management and adding chloride management requirements. The following is a summary of changes, and specific rule changes can be obtained from Terry if desired.

- 100-year flood elevation has been extended to include storm water management facilities. This impacts developers and requirements to make sure any storage facilities are maintained or replaced.
- For Creeksides, there cannot be an enclosed structure within 100 feet of centerline of a watercourse, and no impervious surfaces within 50 feet.
- Compaction has to be measured at less than 200 pounds per square inch in the upper 12 inches (instead of ripping to 18 inches).
- Buffers can't be averaged on a steep slope and the plan must include when the developer will install the buffer.
- The District is moving to electronic submittal and a "fast track" approval has been implemented for people who have an approved shoreline and want to maintain it (not increasing length, width, depth).
- Also, clarifications are proposed for estimating shoreline erosive forces: Originally shoreline and streambanks were treated the same in the rules. Under proposed changes for shorelines, the rules are modeled after the Wisc. DNR guidelines, with a simplified way with more direct guidance on how to do calculations. The process for streambanks it is more complicated, with the District providing the necessary requirements and the applicant has to demonstrate how they meet those requirements.
- The proposed waterbody crossing rules update requires provision for wildlife passing and must demonstrate that the proposed crossing is constructed using the least impactful method.
- A storm water management plan is not needed if no more impervious surface is being added.
- There is further clarification on where infiltration systems can be used. Proposed changes to Rule J will require specific infiltration data; so, if the applicant is proposing a raingarden it's not enough to do a single boring—rather we need to project what we honestly expect the infiltration rate to be. The homeowner would get help from the district or contractor for this.
- Under proposed changes to Rule J, water quality treatment must achieve 90% TSS removal efficiency and 60% total phosphorous (TP) removal efficiency or no net increase in TSS or TP loading leaving the site compared to existing; whichever is more restrictive.
- Also, rules sets limits on bouncing water levels in downstream wetlands contingent upon management classification based upon guidance from the Board of Water and Soil Resources (BWSR).
- Further clarifications are included on reuse systems which require a plan to demonstrate that forecasts are being met—or if not, the plan will need to be revisited.
- It is proposed that chloride management requirements will be added onto rule J, storm water management. Must have someone on staff that is trained in salt management. New rules require that a Chloride management plan must be included, and they must have a MPCA agency certified salt applicator engaged. Cities are already in compliance with a plan and this change will likely impact commercial properties the most. Individual homeowners are exempted. Note: We do not have any chloride impairments in our district waterbodies, currently, although we know chloride is accumulating.

Discussion: McCotter asked if we revisited the buffer rules, which was a major source of disagreement when rules were reinstated in 2015. A motion was made Palmquist/Boettcher and passed that "The CAC supports revisiting the buffer part of the rules pertaining to lake buffers, the next time the district updates regulations." Matt clarified that language was added as to where buffers apply but widths have

not been changed. The change in rules for lake buffers was controversial and highly emotionally charged issue and there was a lot of misinformation distributed.

Motion Approved: The CAC recommends that in the next revision of rules that the board consider a chloride discharge limit that must confirm to 3.8 for those sites that trigger rule J, (Bulger/McCotter).

Motion Approved: The CAC supports the direction of the 2017/2018 rule changes, with the suggestions made to the board for specifics to address the next time the rules are altered. (Palmquist/Iverson)

7. Draft Ten Year Plan Executive Summary and Appendix review (All)

- a. Comments: none additional from CAC
- b. Recommendations for board and staff review

Update: The 10-year plan is now out for public comment; to close January 15. Michelle asked us to review it and specifically to look at how our comments were addressed, so we can review at the next meeting. At that time, we will determine if there are still areas to address. In addition, there will be an informational public meeting on the plan on Dec. 6 before the Board Meeting.

8. Updates from subcommittees as available

- a. **Storm Drain** (Sharon, Matt): Freshwater Society has a new kit on how to do storm drain/community cleanups and is looking for people to pilot it. Sharon has requested the information from them and hopes to review it in Dec. Then she will meet with Chanhassen and Shorewood. Dorothy indicated that the Silver Lake homeowner's association will volunteer to pilot it.
- b. **Ground Water** (Paul) No update
- c. **Silt Sock** (Anne): Definitive no from Minnetonka on anything that is above ground as they consider it a safety hazard. The silt sock was always designed as an interim solution to create awareness and involvement. The ideal solution would be to get the city to provide filter sacks, or get Watershed funds allocated for this purpose. A suggestion was made to focus on the drains that drain directly to water bodies without being treated (MS4 outlets that enter lakes directly) and that perhaps in the future the Watershed could require that all new storm drains must have a filter that has to be maintained on an annual basis. We discussed whether anyone had successfully addressed this and Michelle indicated there are baffles, and there is something that removes solids, etc. but they all have costs associated with them. A sump that collects is fairly common but they need to be cleaned out. Matt asked if the adopt a drain program could include something like the sack, collecting materials, and asking people to maintain them. A major problem is that the storm drains cover weighs 75 pounds and requires a special tool to lift it. It might be possible that something like a "Dandy Bag" could serve as an interim solution until a more permanent solution can be found. Joan will ask Leslie how much it cost the city to clear the Red Rock build up on Palmquist's lot and Joan will try to find out. Anne will work with Terry on wording possible way to frame an interim solution, working towards a longer-term solution and present back the sub-committees recommendation at an upcoming meeting.
- d. **Speaker's Bureau** (Joan) No update
- e. **Lake Associations** (David) No update

9. Input for training for new CAC members: materials to provide, classes, presentations, resources, etc. (All)

The CAC recommends the manual prepared by Michelle in 2017 be used again in 2018. There was a question about if cost share form was in the manual we got and Michelle will check and make sure it is. We reviewed the list of items included in the briefing last year, and agreed that those were relevant and we suggested we also include:

- Waters in the district and ratings of them in terms of impairment, etc. at high level
- 10-year plan

Also, Ann and Joan will review the materials before the orientation, to provide feedback on what was most helpful to us when we joined the CAC.

10. Impaired water discussion: how to blend into goals and strategies (Paul)

We agreed that as we review the changes to the plan and how they were incorporated, we will also look at how impaired waters are addressed in the plan at the same time.

11. Minnesota Association of Watershed Districts Conference (MAWD) (David, Sharon, Pete - All)

- What sessions will we want to and be able to attend?
- What sessions will we want to report back on?

Pete, Sharon and Dave will go to sessions and each of them will report back on key items at the sessions they attended at the next meeting.

12. We need Applications for 2018 CAC Members (Michelle)

- The new form is ready for new members
- Michelle will accept e-mail notes saying "I would like to reapply for 2018" from existing CAC members

13. 2017 December CAC meeting date, 2018 meeting dates and agenda items for our next meeting (December) (All)
Dec. 11, 2017, 6:00 p.m. and January 22 and Feb. 26 all at 6:00 p.m.

Currently the bylaws specify that "The CAC will establish a meeting schedule and meet approximately 10 times per year, typically on the third Monday of the month at 6:30 p.m. Unless scheduled in advance for another location, the CAC will meet at the RPBCWD offices." The motion was made (McCotter/Palmquist) to remove the designation of the specific time—so we can change the start time if desired. Specifically, we would like to start the meetings at 6:00 p.m. as long as this does not make it more difficult for the RPBCWD Managers to attend our meetings. Matt will try to find the bylaws and get the change to Michelle so she can post it to the website, if there is no objection from the Board of Managers.

The CAC is tentatively planning the 2018 CAC meetings on January 22nd, February 26th, March 19th, April 16th, May 21st, June 18th, July 16th, August 20th, September 17th, October 15th, November 19th, and December 17th at 6:00 PM. The January and February meetings are on the 4th Monday of the month due to conflicting holidays on the 3rd Monday of the month.

14. Upcoming events

- MAWD Conference, November 30th to December 2nd, 2017
- Informational meeting regarding 10-year plan: December 6th, at 6:00 PM
- Regular RPBCWD Board of Managers meeting December 6th, at 7:00 PM
- Community Celebration of volunteers and friends, December 14th, at 6:30 PM, Bent Creek Golf Course
- December CAC meeting, Dec. 11, 2017 at 6:00 p.m.

15. Adjourn CAC meeting: Motion to adjourn Jim, and Pete, approved. Meeting adjourned at 8:15.

Agenda items for next meeting

- Review our comments on 10-year plan
- Learning from MAWD



Memorandum

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers
From: Barr Engineering Co.
Subject: Scenic Heights Elementary School Forest Restoration – Recommendation to Award Project
Date: October 27, 2017
Project: 23/27-0053.14
c: Claire Bleser – RPBCWD Administrator

In 2016, the RPBCWD staff began coordinating discussions around the restoration of the 7 acre school learning forest at Scenic Heights Elementary in Minnetonka. Through a coalition of partners including Three Rivers Parks District, ISD 276, school teachers and administrators, DNR, and Minnetonka Parks and Recreation, the restoration goals for the School Forest were developed. The parcel is used as an outdoor learning facility for hundreds of school children throughout Minnetonka and several neighboring cities. A small portion of Purgatory Park (approx. 1 acre), is being included in the project to create a contiguous restoration area that will connect the nearby Purgatory Creek ecological corridor. The project proposes to remove woody and herbaceous invasive species, stabilize an eroded channel, create a wetland buffer around an existing pond, and establish native plant communities. The project also includes the design of interpretive signage to be installed in the school forest and in adjacent Purgatory Park to help residents understand the value of native plant community restorations, buffers, and the role of the District in protecting valuable water resources. In the fall of 2016 RPBCWD staff secured a \$50,000 grant from Hennepin County and the RPBCWD Board of Managers authorized final design and preparation of construction documents. ISD 276 has also agreed to provide \$45,000 in funding for the project.

At the September 2017 board meeting, the RPBCWD Board of Managers authorized Barr Engineering to solicit bids. Following the Board's authorization, an advertisement for bid was circulated in local publications and on Quest Construction Data Network (CDN). Barr Engineering facilitated a mandatory pre-bid meeting on October 13, 2017 which was attended by six contractors. Bids were opened on October 27, 2017 at the District office. One bid was received and is listed below in Table 1.

Table 1. Summary of Bid Received for the Scenic Heights School Forest Restoration Project

Bidder	Total Base Bid Entered on the Bid Form ¹
Wetland Habitat Restorations	\$199,225.00

¹Engineer's opinion of probable cost was \$218,000.

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers
From: Barr Engineering Co.
Subject: Scenic Heights Elementary School Forest Restoration – Recommendation to Award Project
Date: October 27, 2017
Page: 2

Wetland Habitat Restorations, LLC was the low bidder. Barr staff have worked with Wetland Habitat Restorations on multiple projects in the past and expressed no reservations for using them on this project. **It is recommended that the RPBCWD Board of Managers award the project to Wetland Habitat Restorations at the bid price of \$199,225.00.**

If the Board of Managers decides to award the project the following would be completed:

- An Authorized Representative signs the Notice of Award to be sent to the successful bidder
- Successful bidder provides the following information:
 - Fully executed Notice of Award
 - Three fully executed counterparts of the Form of Agreement
 - Performance and Payment Bond
 - Certificate of Insurance and all other insurance documentation identified in the Contract Documents
- Barr Engineering will coordinate with the successful bidder regarding the construction schedule
- December 2017 – Issues Notice to Proceed
- Initial Invasive Species Removal – Winter 2017-2018
- Native Species Seeding and Planting, Buffer Restoration – Spring 2018
- On-going Site Management and Native Establishment – Spring 2018 – Fall 2020

Riley-Purgatory-Bluff Creek Watershed District
 Scenic Heights Elem. School Forest Restoration
 Minnetonka, MN

BID TABULATION
 Project 23270053.14
 27-Oct-17



Item	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		WETLAND HABITAT RESTORATIONS	
				UNIT COST	ITEM COST	UNIT COST	ITEM COST
A	Mobilization/Demobilization	L S	1	\$10,000.00	\$10,000.00	\$15,500.00	\$15,500.00
B	Erosion Control Construction Entrance	Each	1	\$2,200.00	\$2,200.00	\$2,500.00	\$2,500.00
C	Desirable Plant Marking for Protection	L S	1	\$2,500.00	\$2,500.00	\$1,750.00	\$1,750.00
D	Clear and Grub Woody Invasive Plant Removal (Trees under 8" DBH)	AC	7	\$4,500.00	\$31,500.00	\$4,500.00	\$31,500.00
E	Clear and Grub Woody Invasive Plant Removal (Trees over 8" DBH)	Each	40	\$550.00	\$22,000.00	\$450.00	\$18,000.00
F	Remove and Dispose of Adopt-A-Plots Signs	Each	30	\$100.00	\$3,000.00	\$85.00	\$2,550.00
G	Heavy Duty Silt Fence	L F	85	\$20.00	\$1,700.00	\$15.50	\$1,317.50
H	Erosion Control Blanket	S Y	125	\$6.00	\$750.00	\$5.50	\$687.50
I	Remove and Salvage Topsoil (P)	C Y	80	\$50.00	\$4,000.00	\$45.00	\$3,600.00
J	Grading	L S	1	\$5,000.00	\$5,000.00	\$5,900.00	\$5,900.00
K	Rock Riffle	Each	3	\$3,200.00	\$9,600.00	\$3,500.00	\$10,500.00
L	Woodland Seed Mix with Cover Crop (Custom Mix)	AC	4.7	\$3,500.00	\$16,450.00	\$2,200.00	\$10,340.00
M	Prairie Seed Mix with Cover Crop (MnDOT 35-221)	AC	1.3	\$3,000.00	\$3,900.00	\$1,950.00	\$2,535.00
N	Woodland Edge Seed Mix with Cover Crop (MnDOT 36-711)	AC	1.2	\$3,000.00	\$3,600.00	\$1,850.00	\$2,220.00
O	Wet Meadow Seed Mix with Cover Crop (MnDOT 34-261)	AC	0.5	\$4,000.00	\$2,000.00	\$3,500.00	\$1,750.00
P	Live Stake (Furnish and Install)	Each	148	\$17.00	\$2,516.00	\$15.50	\$2,294.00
Q	#10 Cont. Tree (Furnish and Install)	Each	30	\$350.00	\$10,500.00	\$350.00	\$10,500.00
R	Shrub, Bare Root (Furnish and Install)	Each	182	\$24.00	\$4,368.00	\$25.50	\$4,641.00
S	Herbaceous Plug (Furnish, Install by others)	Each	2520	\$2.00	\$5,040.00	\$1.50	\$3,780.00
T	Straw Mulch	AC	7.7	\$2,000.00	\$15,400.00	\$1,550.00	\$11,935.00
U	Shredded Hardwood Mulch	C Y	45	\$70.00	\$3,150.00	\$65.00	\$2,925.00
V	Herbaceous Management Site Visit 2018	Each	7	\$2,800.00	\$19,600.00	\$2,500.00	\$17,500.00
W	Herbaceous Management Site Visit 2019	Each	7	\$2,800.00	\$19,600.00	\$2,500.00	\$17,500.00
X	Herbaceous Management Site Visit 2020	Each	7	\$2,800.00	\$19,600.00	\$2,500.00	\$17,500.00
	CONSTRUCTION SUBTOTAL				\$218,000.00		\$199,225.00

Applications for 2018 CAC

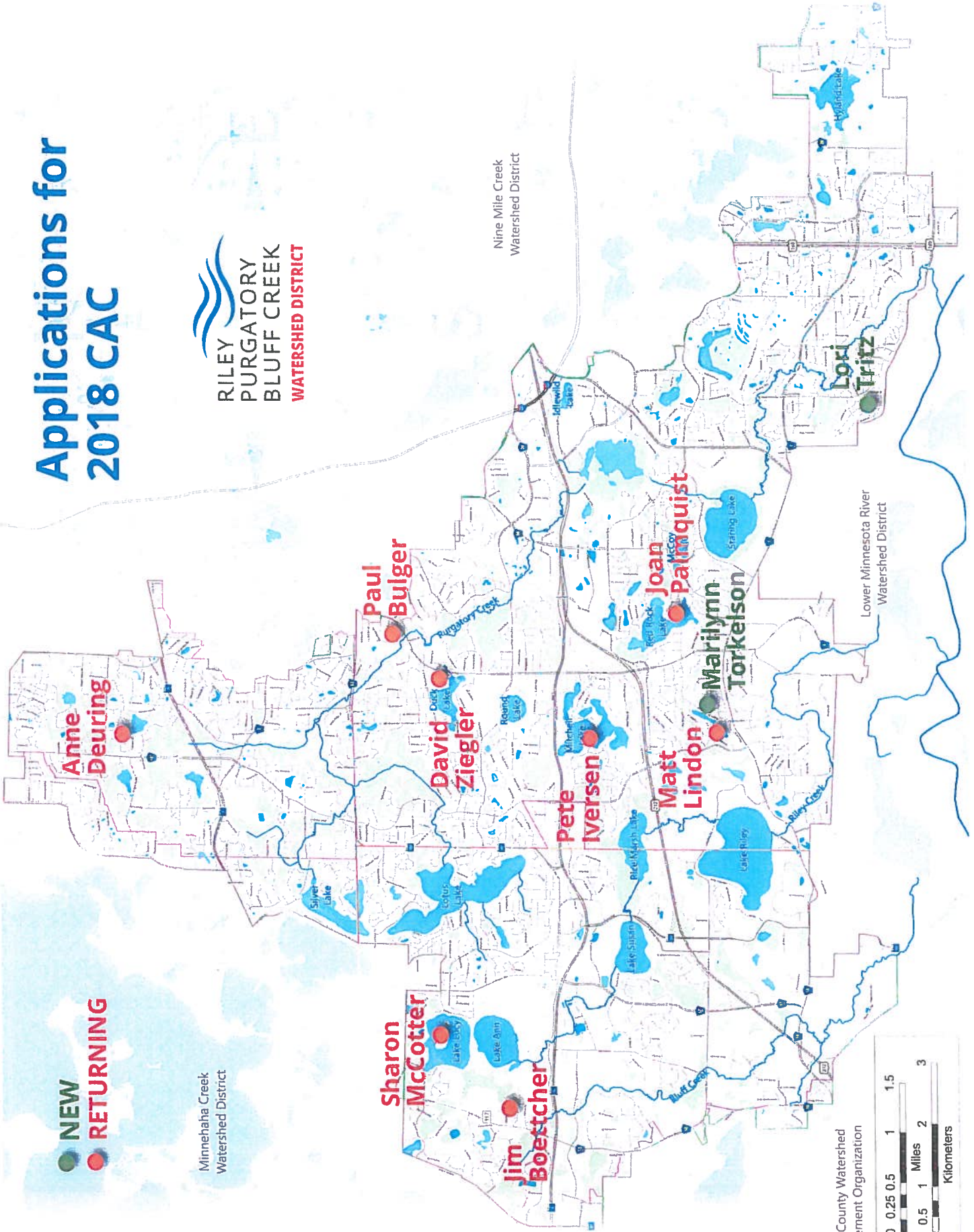
**RILEY
PURGATORY
BLUFF CREEK
WATERSHED DISTRICT**

Nine Mile Creek
Watershed District

NEW
RETURNING

Minnehaha Creek
Watershed District

Carver County Watershed
Management Organization



NEW

Please send via email to mjordan@rpbcwd.org, or to the address below:
18681 Lake Drive East, Chanhassen MN 55317



Deadline: **27 November 2017**

Application:
Citizen Advisory Committee (CAC)

Name:



Marilynn Torkelson

Address w/

8956 Braxton Dr
Eden Prairie, MN 55347

(use also list address of employment)

Email:

marilynnTorkelson@gmail.com

Phone Number:

*952 906-1482 home
952 240-1496 cell*

Why are you interested in becoming a Citizen Advisor for the Watershed District?

I am interested in preserving/restoring aquatic plants, animals, and their habitat.

What do you hope to accomplish while serving on the committee?

I hope to provide knowledge about local native plant communities & how they help keep water clean & even restore water quality.

What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I am a Master Water Steward, Master Naturalist and President of Prairie Edge Chapter of Wild Ones. Wild Ones is a national non profit with local chapters interested in healing the earth one yard at a time.
One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

Property owners have the power to make a difference.

Are you able to commit to attending monthly meetings and special topical meetings as needed?

yes

no

1/31

1/31

NEW

Subject: Re: Applications open for members of watershed district Citizen Advisory Committee

Date: Thursday, October 26, 2017 at 8:32:29 PM Central Daylight Time

From: LORI

To: Michelle Jordan

Application: Citizen Advisory Committee (CAC) Name: Address where you reside: \

Lori Tritz

10346 Englewood Drive Eden Prairie MN 55347

NOTE: i live on the very very edge of the district but am in the tax district

if you are employed in the District, please also list address of employment
I work from home

Email: Phone Number: Why are you interested in becoming a Citizen Advisor for the Watershed District?

- I am currently the chair of the Eden Prairie Conservation Commission, and on the Water and Landscape (pollinators) work group. In addition I am a Master Water Steward. I would like to stay current with the water concerns in the district as well as encourage partnership between the city and the watershed district for water quality issues and projects.

What do you hope to accomplish while serving on the committee?

- partnership with watershed district and city to meet common goals.
- one particular goal I have is water quality improvement on Staring Lake (to start) - with removal of buckthorn and restoration of the woodland ecosystem
- later extend to all lakes in EP
- development of "local neighborhood " ownership of the lakes you live closest to

What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

- Master Water Steward
- Master Naturalist
- Background in marketing communications, graphic design; training/education, and training/education development

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

- I comment i have heard frequently is "why we need to conserve water here in MN, land of 10000 lakes and lots of rainfall. More education on aquifer recharge.
- partnering with conservation clubs at high schools
- turf vs native species

Are you able to commit to attending monthly meetings and special topical meetings as needed? Yes (as long as they are not held the 2nd Tuesday of the month)

1234

5678



Please send via email to mjordan@rpbcd.org, or to the address below:
14500 Martin Drive, Suite 1500, Eden Prairie 55344

Application:
Citizen Advisory Committee (CAC)
deadline: 28 Nov 2016

Name: Jim Boettcher

Address (if you are employed in the District, please list address of employment):
7476 Crocus Court Chanhassen, MN 55317

Email: jaboettch1@aol.com

Phone Number: 612-201-4381

Which sub-watershed are you part of? (example: Duck Lake, Riley Creek, etc. Don't know? leave blank)
Bluff Creek

Why are you interested in becoming a Citizen Advisor for the Watershed District?
Have been involved in lake/stream related issues for over 30 years, as a member of several different advisory committees and commissions in 5 states. Would like to continue that involvement to help solve water related issues in the district.

What do you hope to accomplish while serving on the committee?
Review all current and future projects in the district; take input from the public on pressing issues; provide guidance to district managers on project objectives.

What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?
Past experience with other watershed management organizations, ability to work with others in resolving issues, personal desire to see improvement in water related issues.

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?
Need to work with lake organizations to limit amount of contaminants introduced into area lakes including input from watershed district staff and research groups.

Application for Citizen Advisory Committee (CAC)**Name:** Paul Bulger**Email:** paul.bulger@bsci.com**Phone:** 952-933-2382**Which sub-watershed are you a part of?**

Purgatory Creek

Why are you interested in becoming a Citizen Advisor for the Watershed District?

I have been a life-long enthusiast of spending time outdoors and concerned about protecting earth's natural resources. I greatly enjoy the various city, county, state and national parks and other preserved lands. In particular, I appreciate that the Twin Cities metro area has an abundance of lakes, creeks and rivers, with good public access. My present home and backyard abuts the Timber Creek Conservation Area along Purgatory Creek. I frequently enjoy spending time viewing the Conservation Area, which is a great floodplain and vegetated area, with abundant wildlife. I also regularly use the trail system and kayak in the lakes, so think it is important to protect these resources.

What do you hope to accomplish while serving on this committee?

I would like to see the Watershed District continue to protect this valuable resource by maintaining responsible regulations to oversee development and land use in sensitive areas. Further, I feel it is important to have effective programs to educate the public about responsible water protection, to help a large segment of society to appreciate how their daily behaviors affect watershed protection. I am looking to use my technical skills and understanding of the regulatory process to help the District protect resources, while working with residents to find the right balance between varied interests.

What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?

My background includes a valuable mix of expertise with the natural sciences and government regulations. I obtained a BS in Geology and MS in Hydrogeology. The initial part of my career was in the area of groundwater protection, working in the environmental field for 13 years. I have continued to work with regulations for the past 15 years. This combined experience gives me solid skills to understand the District mission and help to protect creeks, rivers and lakes. I would also like to use by experience with groundwater protection to enhance the groundwater protection elements within the 10-year Plan. I have been a member of CAC in 2015 and 2016, and given the time it takes to understand the Watershed history, would like to continue contributing to the watershed.

One of the roles of CAC members is to identify education needs in the community. What is one need related to water, that you have seen?

Develop RPBCWD water resources information that is readily available and easy to understand to help the general public be aware of the lakes and creeks, what monitoring and restoration programs have been completed, and elevate a shared concern about protecting the resources for the future.

RETURNING

RILEY
PURGATORY
BLUFF CREEK
WATERSHED DISTRICT

Please send via email to mjordan@rpbcwd.org, or to the address below:
18681 Lake Drive East, Chanhassen MN 55317

Deadline: **27 November 2017**

Application:
Citizen Advisory Committee (CAC)

Name: Anne Deuring

Address where you reside: (if you are employed in the District, please also list address of employment)

17149 Chiltern Hills Rd, Moka, MN 55345

Email: adeuring@comcast.net Phone Number: 952 938 4193

Why are you interested in becoming a Citizen Advisor for the Watershed District?

I would like to continue on the CAC because I have a passion for the earth and a dispassion for the status quo, and after one year on the CAC, I barely feel like my feet are damp.

What do you hope to accomplish while serving on the committee?

I hope to continue seeking a solution to storm drain pollution and begin seeking solutions to ground water pollution and aquifer drawdown

What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

My strengths are passion and doggedness. I'm a landscape architect with a solid education in earth sciences.

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

We need to teach the real consequences of our individual actions (or inactions) and stop repeating the soft, ineffective water protection messages of the past decades, i.e., "keep storm drains clear" "minimize chemicals" "limit lawn watering"

Are you able to commit to attending monthly meetings and special topical meetings as needed?

yes

no

except I can never attend Board Mtgs because Wednesdays are choir practice nights.



Please send via email to mjordan@rpbcd.org, or to the address below:
14500 Martin Drive, Suite 1500, Eden Prairie 55344

Application:
Citizen Advisory Committee (CAC)
deadline: 28 Nov 2016

Name: Peter Iversen

Address (if you are employed in the District, please list address of employment):

Email: petegiversen@yahoo.com

Phone Number: 952-934-2454

Which sub-watershed are you part of? (example: Duck Lake, Riley Creek, etc. Don't know? leave blank)

We have lived on Mitchell Lake for 30 years

Why are you interested in becoming a Citizen Advisor for the Watershed District?

Communication to and from Mitchell Lake homeowners assn currently President, and an officer of The Mitchell Lake assn it helps all of us if I am on the CAC because it makes communication happen, I have helped to work for all and get along with the many factions. Pete

What do you hope to accomplish while serving on the committee?
Improve communications between all groups

What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?

I have worked in many groups and organizations to lead, and foster best practices and respect for all.

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

Education at the local level using the talent we already have to communicate and educate at several levels

Application:
Citizen Advisory Committee

RETURNING

Name: Matt Lindon
Email: matt.lindon@gmail.com
Phone Number: 612-812-4418

Which sub---watershed are you part of?

Riley Creek,

Why are you interested in becoming a citizen advisor for the Watershed District?

Technical background in water quality, strong understanding water issues across the state.
I have the prospective of home owner who owns Stormwater pond shore land.

What do you hope to accomplish While serving on the committee?

Make helpful suggestion to the board and offering expertise if asked.

What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?

- Three years of experience on the CAC
- One Year experience on the TAC
- Collaborator and positive about water quality
- Recently completed the Master Water Stewart class through the watershed
- An experienced limnologist with the MPCA
 - TMDL's
 - Lake Restoration
 - Blue Green Algae
 - Lake and River Eutrophication
 - Surface Water Assessment

One of the Roles of CAC members is to identify Education needs in the community.

What is one need, related to water, that you have seen?

Examples that draw people in to make their own water friendly decisions. I feel like we have huge opportunity to make improvements individual home water use and landscape practices.

RETURNING

Citizen Advisory Committee Application – October 30, 2017

Sharon McCotter – 7000 Utica Lane, Chanhassen, MN 55317
Sharon.a.mccotter@wellsfargo.com 952-934-2440

1. Why are you interested in becoming a Citizen Advisor for the Watershed District?

I am very interested in staying involved as a CAC member to continue to learn and grow my knowledge on local water issues and to provide whatever support the watershed managers need to advance protecting our waters. My longevity on the CAC has provided some value in the past. The new 10 year plan has a lot of opportunities in it and I would like to use my personal and professional expertise to assist.

2. What do you hope to accomplish while serving on the committee?

I am very excited by the direction the CAC has undertaken with its meetings and activities this year. The sub-committee approach has given CAC members the opportunity and frankly permission to participate and champion water causes that they are interested in. I've seen a renewed interest by several CAC members since taking this approach. Members feel like they are really contributing and making a difference. That excitement is contagious both within and outside the CAC. I am personally excited to be able to attend the MAWD conference at the end of 2017, meeting new people and broadening my horizons with different topic areas.

As I stated last year on my application

- Continue learning and sharing at appropriate levels within my community
- Continue improvement of CAC infrastructure i.e. on-boarding new CAC members, balancing CAC action with CAC education
- Awareness and involvement in more volunteer opportunities
- Supporting fellow CAC members with their passion projects (new opportunity in 2018 due to sub-committee creation)

3. What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

- As CAC vice chair, I've been responsible to help with agenda creation, minute review and meeting facilitation
- Strong organizational skills
- Reliable
- Developing stronger water resource network
- Becoming a better listener
- Long standing member of CAC (7+ years)
- Master Water Steward
 - Led my first storm drain leaf clean-up campaign for City of Chanhassen (fall 2017)



- After the first of the year, will start discussions with Shoreview and Chanhassen to outline 2018 storm drain campaigns
- Participated in multiple community/watershed meetings: Climate change/resiliency series, Governor Dayton's 25 x 25, Arbor Day at Starring Lake, 10 year plan review, prioritization tool review, monthly manager meetings and workshops (when available)
- Finished our MWS capstone project with David Ziegler; shoreline stabilization in EP
- Volunteered with Minnehaha Watershed two times this year and with 9 Mile once
- Utilize my learnings to be a good overall steward of our water

4. One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen? (Same answer as last year, hope you don't mind)

While there are lots of resources, it's often daunting for the average person to know where to go for answers. Many people are curious about rules, laws, etc. but are reluctant to ask, fearing there will be a spotlight on them and their property going forward. Past experiences with the DNR have not proved fruitful and have actually caused folks to take aversive action. *How do we provide a safe haven for folks to ask questions so they are armed with good information when making water related decisions?*

There needs to be a written concise way of explaining jurisdiction and whose rules take precedent over others. If it's not crystal clear to all of us and there may be a perception that there is no "safe haven" to ask questions, we aren't really fostering the spirit of compliance even when folks might want to comply.

5. Are you able to commit to attending monthly meetings and special topical meetings as needed?

YES

RETURNING

To: Michelle Jordan

Application for Citizen Advisory Committee (CAC)

Name: Joan E. Palmquist
8905 Cove Pointe Road
Eden Prairie, MN 55347

I am NOT employed by the district

Email: Joan.Palmquist@outlook.com Phone: 952-829-5316 home
612-590-9965 cell

Which sub-watershed are you a part of? Red Rock

Why are you interested in becoming a Citizen Advisor for the Watershed District?

I see this as the next level of involvement in my own journey: moving from unaware, to aware, to active on water quality and achieving sustainable uses for the lakes in our community, and the role of the Watershed District. My husband and I attended a "Evening with the Watershed District" years ago, and from that became aware of and participated in programs like the Shallow Lakes Symposium, the tour of the watershed district, and we are recipients of a cost sharing grant for lakeshore restoration (planted in spring of this year). I just retired and now have time to get more involved in topics of interest to me—like this.

What do you hope to accomplish while serving on this committee?

I hope to help educate and engage more members of our community in the importance of preserving our water quality, the vital role the watershed districts play in this important work, and what individuals can do.

What are the strengths and/or qualifications you can bring to help this committee fulfill its goals?

- Marketing and research consultant for nearly 40 years, with skills to conduct and analyze survey research as well as understand data and make it tell a story. (Retired EVP from GfK)
- Journalism training, grant writing experience
- General business management experience, (running meetings, goal setting, strategic planning, team building, writing, MS Office tools, etc.)
- Interest, enthusiasm and energy for the topic

One of the roles of CAC members is to identify education needs in the community. What is one need related to water, that you have seen?

I see a need for education and awareness building on issues related to what individuals can do.

At the first "Evening with the Watershed" I came away with a much better understanding of the ecosystem of our shallow lake, and several ideas of things we could do like aerating, letting the grass grow longer, etc. I believe education is critical to make people aware of the big picture, but also of what they can personally do to have an impact. I'd like to help improve education and awareness, especially of those who live directly on the lakes.

This could involve, for example, articles or letters to the editor in the local papers, or a column on what people can be doing at certain times of the year, or additional survey analysis.

In addition, there are several large landscaping companies that serve our community (like C'N R) and it might be worthwhile to talk with them about including educational materials to their clients, or improved practices (e.g. cut grass longer) as part of their offerings.

RETURNING

Please send via email to mjordan@rpbcwd.org, or to the address below:
18681 Lake Drive East, Chanhassen, MN 55317



Deadline: **27 November 2017**

Application:
Citizen Advisory Committee (CAC)

Name: David Ziegler

Address where you reside: *(if you are employed in the District, please also list address of employment)*
16729 Baywood Terrace, Eden Prairie, MN 55346

Email: david_ziegler@outlook.com

Phone Number:
952-905-1889

Why are you interested in becoming a Citizen Advisor for the Watershed District?

I am interested in maintaining and improving the water quality in Duck Lake and in my watershed district. I see residents doing things that can harm our water without knowing the consequences of their decisions and actions.

What do you hope to accomplish while serving on the committee?

I hope to learn what I can do to help educate myself, and my fellow homeowners, about best practices for maintaining and improving water quality. I plan to continue to volunteer to help out with RPBCWD water quality monitoring, fish surveys, and outreach events. I plan to continue to look for invasive plants, like purple loosestrife, in Duck Lake and remove them when I see them.

What are the strengths and/or qualifications you can bring to help this committee fulfill its purpose and duties?

I have a Mechanical Engineering Degree and an MBA from the University of Minnesota. I have managed many successful engineering projects. I have completed the Master Water Stewards course and completed a Bluff and Lakeshore restoration on Duck Lake. I am a past President and an active member of Duck Lake Home Owner's Association.

One of the roles of CAC members is to identify education needs in the community. What is one need, related to water, that you have seen?

Home owners and residents in Eden Prairie and the watershed district need to better understand how their landscaping and yard maintenance decisions and actions affect the quality of our lakes, creeks, and wetlands. People need to understand that what they do does matter and it is up to all of us to help manage our water resources.

Are you able to commit to attending monthly meetings and special topical meetings as needed?

yes

no



Position description:

Citizen Advisory Committee (CAC)

Deadline: 27 Nov 2017

Position: Citizen Advisor on a committee of the Riley Purgatory Bluff Creek Watershed District (RPBCWD)

Type: Volunteer

Term: CAC memberships are renewed annually; no term limits

Time Commitment: CAC members meet on a regular basis. This may include monthly meetings and special topical meetings as needed. Citizen advisors are expected to attend at least 2/3 of these meetings and show commitment to the duties of the committee.

Reports to: The RPBCWD Board of Managers

Purpose: The CAC meets monthly to advise the RPBCWD Board of Managers, to assist in developing programs and activities that help improve and protect the water resources of the RPBCWD. The CAC fulfills legislative requirements for watershed districts (Minnesota Statutes: Section 103D.331).

Scope of duties: In accordance with Minnesota Statutes § 103D.331, the CAC is organized to advise and assist the Riley Purgatory Bluff Creek Watershed District Board of Managers on all matters affecting the interests of the watershed, and to make recommendations to the managers on all projects and improvements. The duties of the CAC include: supporting the mission and goals of the RPBCWD; reviewing and commenting on reports, minutes, activities, programs and projects of the RPBCWD; considering issues pertinent to the functions and purposes of the RPBCWD; advising in decision making; raising issues of concern from the public; providing guidance on and assisting with coordination of volunteer activities; reporting to the Board of Managers on the content of CAC meetings and resulting recommendations.

Membership Policy

Preference is given to applicants who:

- Are residents of the RPBCWD (check our website for district boundaries, or call 952-607-6512)
- Represent a balance of areas across the watershed district, and diversity of backgrounds
- Are property owners, employers or employees in the RPBCWD

Desired Qualifications:

- Interest in natural resource protection/management, education & outreach, planning, etc, and fulfilling the duties of the CAC
- Ability to serve as a liaison to the RPBCWD for the area where you live/work
- Ability to work and communicate effectively with others

Benefits:

- Learn more about the watershed and issues facing our land and water resources
- Become an engaged citizen and meet other community minded people
- Participate in watershed activities and trainings

For more information on the actions and activities of the CAC, visit:

<http://rpbcwd.org/about/citizen-advisory-committee/>

Organization: Riley-Purgatory-Bluff Creek Watershed District

Position Title: Office & Outreach Assistant

Reports To: Community Outreach Coordinator and the District Administrator

Type of Position: Full-time, exempt from the provisions of the Fair Labor Standards Act

Salary Range: \$35,000 - \$55,000 (hiring range \$35,000 - \$40,000, depending on qualifications), plus paid vacation & personal time off, PERA contributions, medical/dental insurance

POSITION OBJECTIVE

This position assists with the water resource education and outreach programs of the Riley-Purgatory-Bluff Creek Watershed District and day-to-day office activities. The primary objective of this position is to assist in the improvement and protection of the water resources of the Riley-Purgatory-Bluff Creek Watershed by providing water resource education and outreach programs and resources to citizens, community leaders, municipal staff, landowners, schools and others in the Riley-Purgatory-Bluff Creek Watershed District. The secondary objective is to assist in the day-to-day office activities such as room set-up, receipt and organization of District files and documents.

JOB DUTIES AND RESPONSIBILITIES

Outreach (60%)

1. Implement formal and informal education and outreach programs and activities.

a. Implement District education and public outreach activities as assigned, and help meet the goals, and strategies of the District's Education and Outreach Plan. Programs can include but are not limited to:

i. School presentations, fieldtrips, community tabling events, such city open houses and sustainability fairs, and presentations to nonprofits groups and other organizations

ii. Strategies for non-structural, non-point source pollution control, e.g. Water Festivals, storm drain marking projects

iii. Professional trainings for maintenance, operations, and public works staff in both the public and private sector (e.g., snow and ice removal training)

b. Assist with the development of educational materials and literature for the District

c. Coordinate registration and logistics for a wide variety of programs and events

2. Assist with formal and informal communication efforts to reach target audiences in the District.

a. Assist with website updates

b. Contribute newsletter articles and other content to the District's e-newsletter

c. Assist with the District's Annual Report and other written communications

3. Assist with the coordination of education and outreach partnering opportunities.

a. Develop and maintain positive relationships with other entities—cities, schools, universities, agencies, organizations and associations—to promote the NMCWD's mission and goals through outreach activities

Office (30%)

4. Provides administrative support to the District Administrator

- a. Assists in preparing the annual work plan, annual report, and comprehensive plan
- b. Updates website with monthly agenda, meeting minutes, public notices and other information as required
- c. Prepares all materials for Board packet, including copying, assembling, mailing, emailing
- d. Sends required Legal Notices, Requests for Proposals, etc. as needed to newspapers and posts on District website
- e. Maintains meeting minutes, agendas, resolutions, board packets, and other information in an accurate and timely manner

5. Provides general office support in an efficient and effective manner

- a. Greets and routes visitors Answers calls, takes messages and follows up as appropriate
- b. Prepares, opens and routes mail
- c. Orders and maintains office supplies
- d. Manages electronic mailing lists to assure accuracy
- e. Organizes paper and electronic files efficiently
- f. Sets up meetings, conferences, calls, accommodations, catering, and prepares agendas and handouts as necessary
- g. Maintains District directory containing information on Managers and staff
- h. Prepares correspondence and reports as required in a timely, accurate manner
- i. Coordinates office space and office equipment maintenance

Other duties and responsibilities (10%)

1. Participates as a member of the staff team for District projects and programs by cooperating with other staff and consultants, contributing ideas, providing comments when requested, and helping where needed
2. Provides educational materials and literature reviews as needed for staff, to clients, to the public, for website development, or for program evaluation
3. Works collaboratively with and provides directions as needed to consultants and interns or volunteers
4. Researches and stays up to date with developments in the field of water resources
5. Other duties include but are not limited to:
 - a. Effectively represents water and watershed issues at meetings, conferences, and to other local units of government, City Departments, the Riley-Purgatory-Bluff Creek Watershed District Board of Managers, partner organizations, and the public
 - b. Prepares reports and summaries for the Community Outreach Coordinator, District Administrator and Board of Managers as needed

MINIMUM QUALIFICATIONS: 1-2 years of experience preferred implementing water resource and/or environmental education, outreach and communications programs to a variety of audiences. Bachelor's degree in natural resources with an emphasis in communication, bachelor's degree in Education with experience in natural resources. A graduate degree in a related field may be

considered in lieu of work experience. Knowledge of technical and regulatory water quality and stormwater issues. Demonstrated written, verbal, and presentation skills. Demonstrated networking, team-building, research, coordination, and multi-tasking skills. Ability to work with a diverse public audience. Must have a reliable vehicle and a valid US driver's license with no recent suspensions.

DESIRED QUALIFICATIONS: Understanding of social marketing and behavioral change strategies. Experience with non-formal, non-traditional teaching settings (e.g., outside of classroom, adult learners). Previous experience with local units of government and stormwater education or urban environmental education.

KNOWLEDGE, SKILLS AND ABILITIES

1. Proficiency with a personal computer and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics, specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint, Adobe InDesign, Illustrator and Photoshop.
2. Ability to effectively use email and Internet applications and other common software applications.
3. Ability to take direction, work independently with a minimum of supervision, use good time management practices, possess the ability to set priorities and balance large volumes of diverse work.
4. Ability to work collaboratively to develop education and outreach programming with local and agency staff, consultants and associates.
5. Ability to develop and maintain effective working relationships with the District Administrator, the Community Outreach Coordinator, RPBCWD Board of Managers, Citizens Advisory Committee, city and agency staff, members of the public, and other interested parties.
6. Ability to effectively communicate verbally and in written form to a wide variety of audiences ranging from elected officials to K12 students.
7. Creativity in developing and presenting educational information and exhibits.

(The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.)

TO APPLY: Submit cover letter, resume, and three references by **December 29, 2017, at 4 PM** to:
Claire Bleser via e-mail to: cbleser@rpbcwd.org



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

Wednesday, November 29, 2017

Re: Chanhassen High School Change Order

Dear Managers,

As identified in the memo from BARR in regards to the reuse system for Chanhassen High School, they are requesting an additional \$18,000 dollars. Staff recommends approving the change order. Staff recommends utilizing reserve funds in the amount of \$18,000 for the Chanhassen High School. Reserve would go down to \$27,000.

Sincerely,

A handwritten signature in blue ink that reads "Claire Bleser".

Claire Bleser

Manager _____, seconded by Manager _____ move to have \$18,000 of the reserve funds to be allocated to Chanhassen High School Reuse project and approve the change order from BARR engineering.



Memorandum

To: RPBCWD Board of Managers
From: Jen Koehler and Scott Sobiech
Subject: Chanhassen High School Stormwater Reuse Project – Change Order #1
Date: November 28, 2017
Project: 23/27-0053.14 019

1.0 Background

The Chanhassen High School stormwater reuse project was bid in May 2017. However, the three bids received came in significantly higher than the engineer's opinion of probable cost for the project. The Board of Managers decided to undertake a value engineering exercise to help reduce the estimated project cost and rebid the project in the winter of 2017/2018. Through the value engineering discussions with Peterson Companies and additional follow-up with WaterTronics and ISD112 staff several ideas to improve the design and potentially reduce the project costs. Following is a summary of the changes to the design and bidding for the Chanhassen High School reuse project:

- Modify pump intake Pipe from 6" to 4" diameter and determine if the guide poles should remain,
- Make sure that WaterTronics bids the appropriate pump/treatment system (as quoted to us in October 2017, similar to original quote received in early 2017),
- Modifying the treatment system shelter from a Kelly Klosure (or similar) to a TuffShed system (similar to the shelter being considered in the Lake Susan Park reuse project), maintaining similar features requested by the ISD 112 staff including neutral color, roller doors (if available), inclusion of alarm light, overhead light/outlets, ventilation, etc.,
- Bidding the project as a line item bid rather than a lump sum bid, and
- Including a bid alternate for radio control/repeater instead of running the low voltage communication line from the pump/treatment control panel to the existing irrigation system controls.

For additional details and discussion related to the value engineering discussions and process, please see the November 2017 Monthly Engineers Report under Task Order 19.

2.0 Change Order Scope

Project redesign and rebidding, as described above, were not included in the original scope authorized by the RPBCWD managers for the Chanhassen High School reuse project. Any modifications to the design will happen in December 2017/January 2018. The project will be rebid in the winter 2017/2018 (likely February 2018). Anticipated construction would be June through August 2018.

To: RPBCWD Board of Managers
From: Jen Koehler and Scott Sobiech
Subject: Chanhassen High School Stormwater Reuse Project – Change Order #1
Date: November 28, 2017
Page: 3

develop and coordinate any education materials, signage, and/or curriculum with school staff without Barr staff assistance.

Assuming limited Barr involvement in the education and outreach as outlined above, Barr requests that the RPBCWD Board of Managers consider authorizing Barr Engineering to spend an additional budget of \$18,000 for the Chanhassen High School stormwater reuse project.

