

**Riley-Purgatory-Bluff Creek Watershed District**  
Board of Managers Regular Meeting  
**Wednesday, January 6, 2021 7:00pm Regular Meeting**  
Virtual Meeting via ZOOM

<https://us02web.zoom.us/j/81816735602>

**Agenda**

- |  |                    |
|--|--------------------|
| <b>1. Call to Order</b>                        | <b>Action</b>      |
| <b>2. Approval of the agenda</b>               | <b>Action</b>      |
| <b>3. Summary of closed personnel meetings</b> | <b>Information</b> |
| <b>4. Matters of general public interest</b>   | <b>Information</b> |

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

- 5. 2021 Organizational Actions**
- a. Election of officers
    - i. President
    - ii. Vice-President
    - iii. Secretary
    - iv. Treasurer
  - b. Governance Committee (2 managers)
  - c. Personnel Committee (2 managers)
  - d. Appointment of the 2021 Depository of District Funds
  - e. Appointment of the 2021 Investment Bank
  - f. Appointment of the 2021 Depository for Permit and Financial Assurance
  - g. Appointment of the 2021 Official Publications
  - h. Appointment of the 2021 Technical Advisory Committee
  - i. Partial Appointment 2021 Citizen Advisory Committee
  - j. Adoption of Calendar, Meetings, and Work Sessions
- |   |               |
|---|---------------|
| <b>6. Reading and approval of minutes</b>                           | <b>Action</b> |
| a. Board of Managers Workshop and Regular Meeting, November 4, 2020 |               |
- 7. Citizen Advisory Committee** **Action**
- a. Report
  - b. Application status

- c. CAC/Board Communication Process Approval

## 8. Consent Agenda

(The consent agenda is considered as one item of business. It consists of routine administrative items or items where discussion isn't essential to understanding. Any manager may remove an item from the consent agenda for action.)

- a. Accept December Staff Report
- b. Accept December Engineer's Report
- c. Accept December Construction Inspection Report

## 9. Action Items

### Action

- a. Pulled consent items
- b. Accept November Treasurer's Report
- c. Approve Paying of the Bills
- d. Approve fund transfers
- e. Resolution 2021-001 to order Rice Marsh Lake Water Quality Improvement
- f. Approve Task Order 28b: Rice Marsh Lake - Subwatershed RM\_12a Water Quality Treatment Project
- g. Soil Plan Amendment
- h. 2021 Meet and Greet
- i. Staff Credit Card
- j. Erosion and Shoreline Erosion

## 10. Discussion Items

### Information

- a. Manager Report
  - i. Personnel Committee
- b. Administrator Report
- c. Other

## 11. Upcoming Board Topics

- a. Duck Lake Cooperative Agreement
- b. 2021 Task Orders
- c. New Member CAC Appointment
- d. Solicitations for professional services (Accounting, Audit, HR, IT, Engineering, Legal)
- e. other

## 12. Upcoming Events

### Information

- CAC Meeting, January 25, 6pm, virtual
- Board of Managers monthly work session, February 3, 5pm, virtual
- Board of Managers monthly meeting, February 3, 7pm, virtual

*Please check [www.rpbcwd.org](http://www.rpbcwd.org) for the most current meeting details.*

## 5. 2021 Organizational Actions

### a. ELECTION OF OFFICERS

- i. ***President.*** The president's responsibilities are to:
  1. preside at all meetings as chair of the Board.
  2. sign and deliver in the name of the District contracts, deeds, correspondence or other instruments pertaining to the business of the District;
  3. be a signatory to the District accounts;
  4. be a signatory to District documents if the treasurer or secretary is absent or disabled, to the same extent as the treasurer or secretary.

Call for Nominations.

Voting.

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to elect Manager \_\_\_\_\_ for President of the Riley Purgatory Bluff Creek Watershed District.**

- ii. ***Vice President.*** The vice president's responsibilities are to:
  1. preside at meetings as chair in the absence of the president;
  2. be a signatory to the District accounts.
  3. be a signatory to District instruments and accounts if the president is absent or disabled, to the same extent as the president.

Call for Nominations.

Voting.

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to elect Manager \_\_\_\_\_ for Vice President of the Riley Purgatory Bluff Creek Watershed District.**

- iii. **Secretary.** The secretary's responsibilities are to:
1. be a signatory to resolutions and other documents certifying and memorializing the proceedings of the District;
  2. be a signatory to the District accounts;
  3. maintain the records of the District;
  4. make the required public and Board notice of all meetings in accordance with Minnesota Statutes chapter 13D and other applicable laws;
  5. keep a record book in which is noted the proceedings at all meetings.

Call for Nominations.

Voting.

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to elect Manager \_\_\_\_\_ for Secretary of the Riley Purgatory Bluff Creek Watershed District.**

- iv. **Treasurer.** The treasurer's responsibilities are to:
1. be a signatory to the District accounts and financial records;
  2. present a report at the monthly meeting of the Board that includes a current check register and tracks each of the watershed district's funds and account balances;
  3. provide such other records as are necessary to inform the Board of the financial condition of the District.

Call for Nominations.

Voting.

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to elect Manager \_\_\_\_\_ for Treasurer of the Riley Purgatory Bluff Creek Watershed District.**

- b. **Governance Committee.** The Governance Committee is a standing committee of the Board of Managers and shall consist of two managers, with support from the administrator and the District's legal counsel. The

committee shall review annually the Governance Manual, and make recommendations for revisions to the Board of Managers. All meetings of the committee shall be noticed and open to the public as required by the Open Meeting Law.

Call for Nominations.

Voting.

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to elect  
Managers \_\_\_\_\_ & \_\_\_\_\_ for the Governance Committee of the Riley  
Purgatory Bluff Creek Watershed District.**

- c. ***Personnel Committee.*** The Personnel Committee is a standing committee of the Board of Managers and shall consist of two managers, with support from the administrator and the District's legal counsel. The committee shall make recommendations to the Board of Managers on personnel and human resources matters. All meetings of the committee shall be noticed and open to the public as required by the Open Meeting Law, except for meetings which are required to be closed or may be closed pursuant to the Open Meeting Law.

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to elect  
Managers \_\_\_\_\_ & \_\_\_\_\_ for the Personnel Committee of the Riley  
Purgatory Bluff Creek Watershed District.**

Call for Nominations.

Voting.

**b. APPOINTMENT OF 2021 DEPOSITORY OF DISTRICT FUNDS**

*Official Bank*

Old National  
600 West 78<sup>th</sup> Street  
Chanhassen, Minnesota 55317  
(952) 937-2265

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to hereby name Old National Bank as the 2021 official depository of District funds until an RFP for banking services be completed in 2021.**

**c. APPOINTMENT OF 2021 INVESTMENT BANK**

*Official Investment Bank*

Wells Fargo  
7900 Xerxes Ave S  
Bloomington, MN 55431  
(888) 362-5366

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to hereby name Wells Fargo for 2021 investment bank.**

It is the intention of Staff to review investment banking options and come back to the board in the spring with recommendations.

**d. APPOINTMENT OF DEPOSITORY OF PERMIT AND FINANCIAL ASSURANCES**

*Smith Partners LLC*

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to hereby name Smith Partners LLC as depository of permit and financial assurances.**

**e. APPOINTMENT OFFICIAL PUBLICATIONS**

Sun Sailor Minnesota Sun Publications 10917 Valley View Rd. Eden Prairie, MN 55344 (952) 829-0797	Deephaven, Minnetonka, Shorewood
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Sun Current Minnesota Sun Publications 10917 Valley View Rd. Eden Prairie, MN 55344 (952) 829-0797	Bloomington, Eden Prairie
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Chaska Herald Southwest Suburban Publishing Company P.O. Box 8 Shakopee, MN 55379 (952) 445-3333	Chaska
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Chanhassen Villager Southwest Suburban Publishing Company P.O. Box 8 Shakopee, MN 55379 (952) 445-3333	Chanhassen
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**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to hereby appoint the Sun Sailor, Sun Current, Chaska Herald and Chanhassen Villager as official publications.**

**f. APPOINTMENT OF TECHNICAL ADVISORY COMMITTEE**

<b>Name and Office</b>	<b>Organization</b>
Matt Clark	City of Chaska
Robert Bean Jr	City of Deephaven
Leslie Stovring/Patrick Sejkora	City of Eden Prairie
Leslie Yetka/Will Manchester	City of Minnetonka
Bryan Griudl/Jack Distel	City of Bloomington
Charlie Howley/Matt Unmacht	City of Chanhassen
Andrew Budde	City of Shorewood
Karen Galles	Hennepin County
Paul Moline	Carver County
Mellissa Jenny	US Army Corps of Engineers
Lucas Youngsma	DNR – Hennepin County
Taylor Huinker	DNR – Carver County
Mike Wanous	Carver County Soil and Water Conservation District
Steve Christopher	BSWR
Joe Mulcahy	Metropolitan Council
Linda Loomis	Lower Minnesota River Watershed District
Jordan Donatelle	Minnesota Pollution Control Agency

CAC Liason

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint the following individuals to the Technical Advisory Committee.**



**g. PARTIAL APPOINTMENT OF CITIZEN ADVISORY COMMITTEE  
(returning members)**

Sharon McCotter (Chair)-Chanhassen

Jim Boettcher (Co-Vice Chair)- Chanhassen

Heidi Groven (Co-Vice Chair)- Chanhassen

Marilynn Torkelson (Recorder)- Eden Prairie

Kim Behrens- Chanhassen

Pete Iverson- Eden Prairie

Michelle Frost- Eden Prairie

Terry Jorgenson- Eden Prairie

Jan Neville- Eden Prairie

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint the following individuals to the Citizen Advisory Committee.**

**2021 Board of Manager Regular Meeting Calendar starting at 7:00pm**

**February 3**

**March 3**

**April 7**

**May 5**

**June 2**

**June 30**

**August 4**

**September 1** Public Hearing Levy and Budget

**October 6**

**November 3**

**December 8** [Budget Information Meeting, MAWD annual meeting December 2-4 tentative]

**Work Sessions prior to board meeting starting at 5pm**

**Motion by Manager \_\_\_\_\_ seconded by \_\_\_\_\_ to adopt calendar of meeting and work sessions.**

## MEETING MINUTES

### Riley-Purgatory-Bluff Creek Watershed District

#### November 4, 2020, RPBCWD Board of Managers Monthly Meeting and CAC Workshop

#### PRESENT:

Managers: Jill Crafton, Treasurer

Larry Koch

Dorothy Pedersen, Vice President

Dick Ward, President

David Ziegler, Secretary

Staff: Amy Bakkum, Administrative Assistant

Claire Bleser, RPBCWD Administrator

Zach Dickhausen, Water Resources Technician II

Terry Jeffery, Watershed Planning Manager

B Lauer, Groundwater and Stewardship Program Coordinator

Josh Maxwell, Water Resources Coordinator

Louis Smith, Attorney, Smith Partners

Scott Sobiech, Engineer, Barr Engineering Company

Other attendees: Kim Behrens

Sharon McCotter

Elizabeth Henley

Marilynn Torkelson

Jen Koehler

*Note: this meeting was held remotely via meeting platform Zoom in abidance with state mandates in response to Covid-19.*

#### 1. Call to Order

- 1 President Ward called to order the Wednesday, November 4, 2020, Board of Managers Regular  
2 Monthly Meeting at 5:00 p.m. The meeting was held remotely via meeting platform Zoom.

#### 2. CAC Workshop

- 3 President Ward opened the CAC workshop. Manager Koch objected to the Board holding the  
4 workshop because it is a special meeting that was not noticed per statutory requirements. He said  
5 he will leave the workshop and will join the Board at its 7:00 p.m. monthly meeting. Ms. B Lauer  
6 said the purpose of the workshop is for the Board to discuss how it would like to move forward  
7 with gaining input and feedback from the CAC. Ms. Lauer noted that CAC President Sharon  
8 McCotter elected not to attend this workshop. There was discussion about whether the Board  
9 wanted input from CAC members during this workshop and whether CAC members were  
10 supposed to attend this workshop or not. Ms. Lauer said the CAC members are welcome to  
11 participate, but the purpose of the workshop is to provide opportunity for manager discussion.

12 Administrator Bleser went through the workshop agenda, explaining the workshop will include  
13 presentation of background information and context and will include polls and discussion.

14 Administrator Bleser reminded the Board of the CAC's motion in July requesting regular work  
15 direction from the Board about specific items on which the Board would like the CAC's input.  
16 She asked the Board to consider when it is most helpful to have input from the CAC.

17 Ms. Kim Behrens talked about the types of tasks the CAC engages in and how the tasks are  
18 directed. She let the Board know the CAC is interested in taking on a more active role in the work  
19 of the RPBCWD as stakeholders in projects, education and outreach strategies, grants, and new  
20 initiatives. Ms. Behrens shared that the CAC is asking that its unique knowledge is used and  
21 asked for to ensure community input is heard on decisions that impact the RPBCWD. President  
22 Ward noted that previous discussions centered around process and how it could better allow for  
23 the CAC to have the opportunity to make comments and recommendations to the Board before it  
24 acts on items.

25 The Board weighed in about topics it would like the CAC to advise the Board on. The managers  
26 discussed topics as well as formats the Board would like to receive input from the CAC and at  
27 what point in the decision-making process the Board would like to receive input from the CAC.

28 Administrator Bleser suggested she send the managers a link to this information for the managers  
29 to take time to consider the information and for the District to discuss these topics again. She  
30 recommended the District hold a 5:00 p.m. workshop on December 9<sup>th</sup>, prior to the Board's 7:00  
31 p.m. monthly meeting on December 9<sup>th</sup>. The managers indicated consent to staff setting up and  
32 noticing a workshop for 5:00 p.m. on December 9<sup>th</sup>.

33 The workshop concluded at 5:46 p.m.

### 3. Approval of Agenda

34 President Ward continued the Board of Managers Monthly Meeting at 7:00 p.m.

35 Manager Crafton moved to approve the agenda. Manager Pedersen seconded the motion.

36 Manager Koch objected to the agenda and the holding of this meeting. He said he thought this  
37 meeting was to be a regular meeting starting at 7:00 p.m.. He stated that the meeting should not  
38 be a continuation of a special meeting. Manager Koch explained his objection to the special  
39 meeting is because he didn't believe the District met its requirement to provide eight days written  
40 notice of a special meeting. He noted that the meeting agenda created confusion by stating the  
41 meeting starts at 7:00 p.m., but then listing that one of the agenda items is a workshop starting at  
42 5:00 p.m.

43 Manager Koch requested removing all items off the Consent Agenda and moving the items to 9a,  
44 including items, 8a – Accept October Staff Report , 8b – Accept October Engineer's Report, 8c –  
45 Accept October Construction Inspection Report, 8d – Approve Pay App #10 Scenic Heights, 8e –  
46 Approve Permit 2020-054 Lake Minnetonka Care Center as Presented in the Proposed Board  
47 Action of the Permit Report, and 8f – Approve Cooperative Agreement with St. Hubert Catholic  
48 Community. Manager Koch requested reversing the order of items 10a – Managers' Report – and  
49 10b – Administrator's Report – and adding to item 11c – Upcoming Board Topics – other – the

50 topics of 11ci – Budget, 11cii – 2020 Work Plan, 11ciii – Annual Review of the Administrator,  
 51 and 11civ - IT consultant that was previously approved by the Board.

52 Administrator Bleser requested adding to the agenda Action Item 9e - hire an administrative  
 53 assistant.

54 .Upon a roll call vote, the motion carried 4-1 as follows:

55

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	No
Ziegler	Aye

56

**4. Kerber Pond Ravine Feasibility Presentation**

57 Mr. Jeffery described the project’s history and introduced Ms. Jen Koehler of Barr Engineering to  
 58 present the Kerber Pond Ravine feasibility study.

59 Ms. Koehler reminded the Board that Lotus Lake is impaired for excess sediments, and she  
 60 reported that the proposed Kerber Pond Ravine project scored 34 using the District’s  
 61 prioritization tool. She displayed photos of the project area and talked about the subwatershed and  
 62 its water flow patterns. She presented the two concepts explored in the feasibility study,  
 63 including:

64 Concept 1: Channel Stabilization; and,

65 Concept 2: Low Flow Channel, High-Flow Storm Sewer.

66 She displayed a table comparing the two concepts, pointing out the estimated annual total  
 67 phosphorous reduction for both concepts is 2.9 pounds per year, and the Engineer’s opinion of  
 68 estimated annual cost per pound of phosphorous removed for Concept 1 is \$6,200 (with the +/-  
 69 range of \$3,400-\$32,400) and for Concept 2 \$10,700 (with the +/- range of \$5,800-\$55,100). She  
 70 noted that Concept 1 is the more cost effective solution. She presented the Engineer’s opinion of  
 71 total probable cost: Concept 1 was \$395,000 (\$280,000-\$590,000) and Concept 2 was \$678,000  
 72 (\$470,000-\$1,020,000).

73 Ms. Koehler reported the proposed project would achieve approximately 50% of the erosion  
 74 source load reduction required by the Lotus Lake TMDL, and the District will want to monitor  
 75 pollutant loading through the ravine under existing conditions and after implementation to

76 monitor the project impacts. She explained the City of Chanhassen communicated it has a  
 77 potential street reconstruction project coming up on Frontier Trail, and if the Kerber Pond Ravine  
 78 project moves forward, the City would like it to coincide with the timing of the Fronter Trail  
 79 street reconstruction project, which could potentially occur in 2023-2025. Ms. Koehler noted the  
 80 entire project area is on private property, so coordination between the District and the City is vital  
 81 to make sure all necessary access is secured.

82 Mr. Jeffery stated staff recommends the District return the feasibility study to the City for the  
 83 City to take the lead on any project, and the District could participate through some type of cost  
 84 share. He and Ms. Koehler responded to manager questions, and Mr. Jeffery discussed in more  
 85 detail Wetland Conservation Act and Army Corps of Engineers implications.

86 Administrator Bleser said she will distribute the feasibility study to the managers.  
 87

**5. Matters of General Public Interest**

88 No matters of general public interest were raised.

**6. Reading and Approval of Minutes**

89 **a. October 7, 2020, RPBCWD Board of Managers Budget Workshop**

90 Manager Pedersen noted on line 168, the word “approved” should be corrected to  
 91 “approve,” the words “to act” should be deleted on line 176, and the word “to” should be  
 92 added to line 342. Manager Ziegler moved to accept the minutes as amended. Manager  
 93 Crafton seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

94

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

95

96 **b. October 14, 2020, RPBCWD Board of Managers Continuation of October 7<sup>th</sup> Regular**  
 97 **Monthly Meeting**

98 Manager Ziegler moved to accept the minutes as presented. Manager Pedersen seconded  
 99 the motion.

100 Manager Koch moved to amend the motion to strike the minutes and deem the meeting  
 101 null and void. He explained his objection to the Board holding the meeting is due to the  
 102 lack of adequate meeting notice. The motion died due to lack of a second. Attorney Smith  
 103 stated it was determined that the October 14<sup>th</sup> meeting was duly noticed.

104 Upon a roll call vote, the motion carried 4-1 as follows:

105

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

106

**7. CAC**

107 President Ward noted the CAC did not hold a meeting in October and there are no CAC meeting  
 108 minutes.

**8. Consent Agenda**

109 All Consent Agenda items were moved to Agenda Item 9a.

110

**9. Action Items**

**111 a. Pulled Consent Agenda Items**

**112 i. Accept October Staff Report**

113 Manager Koch said as far as he knows, the District doesn't have a full set of  
 114 internal controls and measure. He has asked for them and hasn't received them.  
 115 He said no one has shown him where they have been adopted and where they are,  
 116 and so he doesn't see how the Board can review reports based on internal controls  
 117 and measures if the District doesn't have them.

118 Manager Koch asked for more information on the discussion about Chanhassen  
 119 taking over permitting authority over the District's rules. Mr. Jeffery responded  
 120 that the City's plan is to adopt the District's rules by reference, so the City's rules  
 121 would be equally protective. Manager Koch provided his opinion about the City's

122 inability to enforce rules, and he would like the Board to discuss the issue further.  
 123 Manager Koch asked for more details about AIS monitoring and the pike netting.  
 124 Mr. Maxwell described the District’s fish monitoring schedule and said there was  
 125 no netting on Lotus Lake this year. Manager Koch asked if the District knows  
 126 when the University of Minnesota will be providing the District with a report on  
 127 the iron-enhanced sand filings project. Administrator Bleser said the University is  
 128 still doing analysis, but there may be an update coming out in January or  
 129 February. Manager Koch asked for more information about the wetland services  
 130 project, and Mr. Jeffery provided details. Manger Koch commented he is  
 131 wondering if the District could take a lead in a lidar project to monitor the  
 132 wetlands and how they expand and shrink. Mr. Jeffery responded that staff is  
 133 looking at lidar technology in relation to the District’s work.

134 Manager Ziegler moved to approve the October staff report. Manager Pedersen  
 135 seconded the motion. Manager Koch made the friendly amendment that the Board  
 136 accept the staff report rather than approve it. Managers Ziegler and Pedersen  
 137 agreed to the friendly amendment. Upon a roll call vote, the motion carried 5-0 as  
 138 follows:

139

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

140

141 **ii. Accept October Engineer’s Report**

142 Manager Koch asked about the report’s reference to a meeting about ASTM  
 143 standards for products, and he asked if there is a timeline for standards being  
 144 adopted. Engineer Sobiech said the committee is in the initial stages of being set  
 145 up and there is no timeframe set for delivering a set of standards around  
 146 manufactured treatment devices. He added that the Minnesota Pollution Control  
 147 Agency has a working group formed to set up some type of standardization to  
 148 incorporate into the Minnesota Stormwater Manual by early to mid-2021.

149 Manager Koch asked for more details about staff tracking time spent on pre-  
 150 application calls and communications, and Engineer Sobiech provided  
 151 information.

152 Manager Crafton moved to accept the October Engineer’s report. Manager  
 153 Ziegler seconded the motion.. Upon a roll call vote, the motion carried 5-0 as  
 154 follows:

155

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

156

157 **iii. Accept October Construction Inspection Report**

158 Manager Koch moved to accept the October Construction Inspection Report.  
 159 Manager Ziegler seconded the motion. Upon a roll call vote, the motion carried 5-  
 160 0 as follows:

161

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

162

163 **iv. Approve Pay App #10 – Scenic Heights**

164 Manager Koch asked for an explanation about the basis for the limitation on the  
 165 retainage. Engineer Sobiech explained the limitation has been the standard  
 166 language since the state made a revision. Manager Koch said he would like the  
 167 District to remove that limitation. Attorney Smith said the language is written in  
 168 to the specs at the front of the process, and the District is free to adjust it.  
 169 Manager Koch requested that next time staff provide options on the retainage for  
 170 the Board to consider. Attorney Smith suggested that he and Engineer Sobiech



171 prepare information on the matter to provide to the Board for its review and  
 172 discussion at a future Board meeting. The Board indicated consent to direct legal  
 173 counsel and the engineer to prepare the information to provide to the Board.

174  
 175 Manager Koch moved to approve Pay App #10 Scenic Heights. Manager Ziegler  
 176 seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

177  
 178 v. **Approve Permit 2020-054 Lake Minnetonka Care Center as Presented**  
 179 **in the Proposed Board Action of the Permit Report**

180 Manager Koch asked if there are concerns about capturing pollutants or  
 181 biohazards in underground storage and if the District has requirements to address  
 182 the issue. Engineer Sobiech said that as a private developer, the developer is  
 183 required to enter into a maintenance declaration and have it recorded on the  
 184 property. He talked further about the required maintenance, noting groundwater  
 185 monitoring is not required. Manager Koch said he thinks it is worth the District  
 186 discussing whether it should require groundwater monitoring.

187  
 188 Manager Koch moved to approve Permit 2020-054 Lake Minnetonka Care Center  
 189 with the Engineer’s recommendations and conditions presented in the Engineer’s  
 190 memo. Manager Ziegler seconded the motion. Upon a roll call vote, the motion  
 191 carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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**vi. Approve Cooperative Agreement with St. Hubert Catholic Community**

Manager Koch said there were inconsistencies within the Cooperative Agreement and terms missing, and he recommended adding to the agreement construction area controls. He recommended referring the agreement back to legal counsel for review and consideration of the comments he has made. The motion died due to lack of second.

Manager Ziegler moved to approve the Cooperative Agreement with St. Hubert Catholic Community subject to the review of the District’s legal counsel and engineer and with their non-substantive changes. Manager Pedersen seconded the motion. Manager Koch remarked he will vote no not because he is against the project but because he feels there is room in the Cooperative Agreement for significant improvement and feels it is an inadequate agreement under these circumstances Upon a roll call vote, the motion carried 4-1 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

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**b. Accept September Treasurer’s Report**

Manager Crafton moved to accept the September Treasurer’s Report. Manager Ziegler seconded the motion. Manager Koch commented he has an issue with the District cutting checks before the Board approves payment, and he asked if the procedure of issuing checks prior to their approval is documented in the District’s financial policies. Administrator Bleser responded she will review the District’s escrow agreements and the Districts policies and will report back at the Board’s December meeting. Manager Koch asked for more details about what services the District received for the invoice from Redpath and Company, and he provided comments about items that should be included in the District’s budget and how the District should be eliminating redundancies and inefficiencies and should be saving money. Manager Koch provided additional comments about the balance sheet and stated the District needs to make sure it has certification that the District’s money market account funds are all covered under FDIC. Manager Koch

223 said it is not proper accounting to report Visa as a vendor and the charges should be  
 224 reported by vendor and the amount of the Visa charge should be listed as the amount the  
 225 District owes the vendor. He recommended Administrator Bleser bring this item up to the  
 226 accountant and the auditor.

227 Upon a roll call vote, the motion carried 4-1 as follows:

228

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

229

230 **c. Approve Paying of the Bills**

231 Manager Crafton moved to pay the bills. Manager Ziegler seconded the motion. Manager  
 232 Koch said he has a hard time approving paying bills for items for which the District  
 233 doesn't have a budget, particularly the professional services. Upon a roll call vote, the  
 234 motion carried 4-1.

235

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

236

237 **d. Elect Two MAWD Delegates and an Alternate and MAWD Participation**

238 Administrator Bleser requested the managers let her know if they are planning to attend  
 239 the MAWD annual meeting. Manager Pedersen moved to elect Manager Crafton and  
 240 Manager Ziegler as the Board's delegates. Manager Koch seconded the motion.

241 Upon a roll call vote, the motion carried 5-0 as follows:

242

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

243

244 Manager Koch moved to elect President Ward as the alternate delegate. Manager Crafton  
 245 seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

246

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

247

248 **e. Administrative Assistant**

249 Administrator Bleser asked the Board to approve the District moving forward to hire an  
 250 administrative assistant. Manager Crafton stated she submitted her comments on the  
 251 role’s job description to Administrator Bleser and reported that because the Personnel  
 252 Committee meeting wasn’t noticed, the Committee hasn’t met to discuss the job  
 253 description and responsibilities.

254 Manager Koch moved to lay this item over until the Board’s December meeting, direct  
 255 the Personnel Committee to meet to discuss and finalize the job description, and direct  
 256 Administrator Bleser to update the table of anticipated positions and salaries. Manager  
 257 Crafton seconded the motion. There was a lengthy discussion about the job description,  
 258 the urgency for hiring an administrative assistant, methods of budgeting for employee

259 costs that managers have seen in other areas of their careers, and the level of detail  
 260 managers should receive regarding each employee’s benefits. Upon a roll call vote, the  
 261 motion failed 2-3 as follows:.

262

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	No
Ward	No
Ziegler	No

263

264 Manager Pedersen moved to authorize hiring an administrative assistant with the salary  
 265 range provided by Administrator Bleser and the Personnel Committee finalizing the  
 266 position description to provide to the Board at the December meeting. Manager Ziegler  
 267 seconded the motion. Manager Koch said he thinks the process should move forward as  
 268 he described. Upon a roll call vote, the motion carried 4-1.

269

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	No
Pedersen	Aye
Ward	Aye
Ziegler	Aye

270

**10. Discussion Items**

**271 a. Administrator Report**

272 Administrator Bleser noted the dates Sharon Klump is available for conducting the  
 273 Administrator review. The Board agreed to hold the Administrator review on November  
 274 16, 2020, at 9:00 a.m.

275 Administrator Bleser talked about the air purifiers now in place in the District office. She  
276 provided an update on the wrapping up of the District's field season. Administrator  
277 Bleser reported the District is coordinating a viewing of Kiss the Ground in collaboration  
278 with the City of Minnetonka and the Nine Mile Creek Watershed District. She said the  
279 viewing will likely be scheduled for December.

280 **b. Manager Reports**

281 Manager Koch asked if the District has looked for an IT consultant. Administrator Bleser  
282 talked about the IT services the City of Eden Prairie is open to sharing with the District.  
283 Manager Koch stated the District should not be relying on the City of Eden Prairie and  
284 needs to hire an outside IT consultant with a wide range of experience and advise the  
285 District on its systems, software, and security. He raised his concerns about the District  
286 missing meeting some of its statutory requirements such as timely responses to Data  
287 Practices Act requests.

288 **c. Rice Marsh Lake Update**

289 Engineer Sobiech displayed a PowerPoint presentation and reminded the Board that  
290 earlier this year staff presented the Rice Marsh Lake feasibility study to the Board. He  
291 provided background on Rice Marsh Lake, explaining the lake is impaired for excess  
292 nutrients and talking about the reductions needed to meet the water quality standard  
293 criteria. Engineer Sobiech talked about the data collected from RPBCWD monitoring,  
294 and he explained the ways in which the watershed model was modified to improve  
295 phosphorous load estimates. He described the alternatives reviewed in the feasibility  
296 study and the metrics examined. Engineer Sobiech summarized the scoring system staff  
297 applied to the metrics and reported that the alternative that scored at the top was a  
298 proprietary device by Bio Clean Environmental called the Kraken, a stormwater chamber  
299 with filtration cartridges for the water to filter through. He talked about the investigation  
300 staff undertook to evaluate the Kraken as a BMP and described the findings.

301 Engineer Sobiech said staff supports the recommendation provided in the feasibility  
302 study, which is to utilize a Kraken or similar proprietary device. He added that the City of  
303 Chanhausen is supportive of the project. Engineer Sobiech stated he suggests the Board  
304 hold a public hearing in December if the Board is interested in moving forward with the  
305 project. He explained that if the Board orders the project, the District will need a  
306 cooperative agreement with the City of Chanhausen and move forward to doing the  
307 detailed design of the project for constructing the project in late 2021, ideally.

308 Manager Koch asked several questions, and Engineer Sobiech and Administrator Bleser  
309 responded. Manager Koch remarked the District needs to get its arms around the data and  
310 nail it down. He said he would like to know if the City of Chanhausen should dredge the  
311 pond. He commented it seems the District doesn't have all the pieces of information to be  
312 able to evaluate. Manager Koch said he is leery about proprietary products and he thinks  
313 the District should wait for all the data before ordering the project. He added he is  
314 concerned about money due to the fall out of Covid-19, and he believes the District  
315 should see the economics of 2021 before ordering the project. He asked what the next  
316 steps are in getting all the information. Engineer Sobiech clarified the project process,

317 explaining the next step would be design and specifications, followed by getting bids,  
 318 followed by awarding or not awarding the project. Administrator Bleser said the District  
 319 would hold a public hearing in December to gather public comments on the proposed  
 320 project. Manager Koch said the District should be gathering the data on the effectiveness  
 321 of the alum treatment and see if the data justifies the project.

322 Manager Pedersen commented in support of moving forward with the project process.  
 323 Mr. Jeffery remarked the District needs to address the external loading to Rice Marsh  
 324 Lake.

325 Manager Pedersen moved to approve going forward with the design portion of the Pond  
 326 RML 12 sediment plan. Manager Crafton seconded the motion. Manager Koch said this  
 327 item is an informational item. Attorney Smith pointed out the Board will need to order  
 328 the public hearing if it plans to hold one in December. He explained the public hearing is  
 329 needed before ordering the project design. Manager Pedersen made the friendly  
 330 amendment to her motion to direct staff to order the public hearing to be held at the  
 331 Board’s December monthly meeting. Manager Crafton agreed to the friendly amendment.

332 Manager Koch said the District needs more data. He clarified that the motion on the table  
 333 is to approve holding a public hearing in December. President Ward said yes.

334 Upon a roll call vote, the motion carried 4-0.

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Abstain
Pedersen	Aye
Ward	Aye
Ziegler	Aye

335  
 336 **d. Plan Amendments: DEI, Rules, Soil,**  
 337 Administrator Bleser summarized the proposed plan amendments included in the meeting  
 338 packet. Ms. B Lauer presented on the proposed Diversity, Equity, and Inclusion (DEI)  
 339 amendment. Managers provided feedback, and Manager Koch said he would like to hear  
 340 the CAC’s input. He said he finds the information in the proposed plan amendment a  
 341 little vague, and he would like an opportunity for managers to have an interactive dialog  
 342 and to engage the community in an interactive dialog.

343 Ms. Sharon McCotter said the CAC believes there should be a discussion about what  
 344 constitutes equity and identify where opportunities are available. She said the CAC is  
 345 interested in being involved in these efforts.

346 President Ward asked staff what next steps are being proposed regarding the District's  
347 DEI. Administrator Bleser said she sees the next steps to be furthering the conversations  
348 about DEI by engaging the CAC in the discussion, engaging the Board in discussion, and  
349 possibly touching base with the cities for conversation. She said she is hearing the Board  
350 is in consensus with staff moving forward to engage about DEI at a broader level and  
351 then bringing the topic back to the Board.

352 **e. Other**

353 President Ward laid over any further plan amendment presentations to the Board's  
354 December monthly meeting. He noted the managers will be participating in the MAWD  
355 Virtual Annual Conference December 1-4.

356

### 11. Upcoming Board Topics

357 President Ward noted that the upcoming Board topics and events were listed on the  
358 meeting agenda and amended under item 3 – Approval of the Agenda. Upcoming topics  
359 and events include:

360 Public Hearing for Ordering Rice Marsh Lake Water Quality (December), Bloomington  
361 Flood Mapping and Prioritization Tool, Public Hearing on Rice Marsh Lake, Budget,  
362 Annual Review of the Administrator, and IT consultant as previously approved by the  
363 Board.

364

### 12. Upcoming Events

- 365
- Citizen Advisory Committee Meeting, November 16, 2020, 6:00 p.m., virtual meeting
  - 366 • Explore Your Waterway with the U.S. EPA, Webinar, November 17, 2020, 12:00 p.m., virtual
  - 367 • MAWD Virtual Annual Conference, December 1-4, 2020, virtual
  - 368 • Board of Managers Public Hearing and Regular Meeting, December 9, 2020, 7:00 p.m., virtual

369

### 13. Adjournment

370 Manager Crafton moved adjourn the meeting. Manager Pedersen seconded the motion. Upon a  
371 roll call vote, the motion carried 5-0 as follows:

372



373

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

374

375

The meeting adjourned at 10:22 p.m.

376

377

378

379

Respectfully submitted,

380

381

382

383

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David Ziegler, Secretary

**rough Draft Minutes: Monday, December 14, 2020**  
**RPBCWD Citizen’s Advisory Committee Monthly Meeting**  
**Virtual Via Zoom**

**CAC Members** (By each name, put a P=Present, E=Excused, not present but with notification or A=Absent with no notification)

Jim Boettcher	P	Peter Iverson	E	Sharon McCotter	P		
Kim Behrens	P	Michelle Frost	P	Jan Neville	P		
Heidi Groven	P	Terry Jorgenson	P	Vanessa Nordstrom	A		
Barry Hofer	P	Matt Lindon	P	Marilynn Torkelson	P		

Claire Bleser	RPBCWD Administrator	P
B Lauer	RPBCWD staff	P
Dorothy Pedersen	Board of Manager	P

**Key MOTIONS for the Board of Managers:**

1. Kim moved and Jan seconded to support option 3 of the Shoreline and Streambank Stabilization Section 3.4 Proposed Modification “OPTION 3. Allow for reconstruction of existing shoreline stabilization practice, including rip-rap provided there is no increase in length of shoreline being treated.” Motion carried.

**Key discussion items:**

1. CAC Officer Election and members retiring this year. Sharon McCotter agreed to stay on as Chair of the CAC. Jim Boettchar and Heidi Groven agreed to be co-Vice Chairs. Marilynn Torkelson will continue as recorder. Matt Lindon and Barry Hofer have indicated they will not be returning next year.

**I. Opening**

- A. Call CAC meeting to Order:** President Sharon McCotter called the meeting to order at 6:02 pm.
- B. Attendance:** As noted above.
- C. Matters of general public interest:** None
- D. Approval of Agenda:** Heidi moved and Jim seconded to approve the agenda. Motion carried.
- E. Approval of November 16, 2020 CAC Meeting Minutes:** Jan moved and Terry seconded to approve the minutes. Motion carried.

**II. Board Meeting Recap and Discussion - 6:10 – 6:55**

A. Highlights from the December managers meeting – Jan Budget, staff requirements, projects were discussed. Soil Health 10 year plan amendment, Lotus Lake Vegetation Maintenance plan and shoreline stabilization amendment were postponed for CAC feedback. CAC applications will be solicited for 2021.

B. Highlights from the continuing board workshop on CAC roles – B What?, How? and When? on the following: Grant Process, 10 year plan amendments, Projects and CIPs (before and after feasibility), and

Education and Outreach Strategies. Our feedback will be relayed back to the BOM via CAC meeting minutes, written reports, and/or have CAC members present at the following BOM meeting.

- C. Details about the three requests from the Board of Managers - Terry
  - 1. Shoreland and Streambank Stabilization Rule: Terry proposes that shoreline repair that is already ripped but does not comply with current standards will be handled under maintenance if not increasing length or going from natural to rip rapped even if soil is disturbed to do so. They will still have to submit a plan that is compliant with Rule F section 3. It just won't require the same rigor to prove they need riprap.
  - 2. **Lotus Lake Vegetation Management Plan** Alum treatment for internal load control has been conducted and it has been treated for invasive curly leaf pondweed. How is native plant ecology?
  - 3. Soil Health Amendment to 10 year plan to be discussed next month.
- D. Questions from CAC and/or highlights (if needed) - Claire what MAWD resolutions were passed?:
  - 1. wakeboarding restrictions passed
  - 2. pesticide ban did not pass
  - 3. groundwater conservation passed
  - 4. soil health resolution passed

**III. Learning Presentation – DEI (Diversity, Equity, Inclusion) – B 6:55-7:30** Diversity is a quantitative measure. Inclusion qualitative measure-everyone can be their full and authentic self. Equity not everyone starts from the same place because of historical legacy and current realities of oppression and prejudice that marginalized communities experience.

**IV. Program and Project Updates; Staff Engagement with CAC; CAC Business – 7:25 – 8:25**

- A. MAWD conference – Highlights from Heidi and Marilynn
- B. Confirm CAC members for 2021 – 2-year terms – who is not returning? Matt and Berry are resigning from CAC, all others present tonight are willing to return. Pete plans to return eventually too. Heidi asks how we are going to address diversity on CAC? Application period will close Jan 15 and applicants reviewed at the Feb BOM meeting. Existing returning members do not have to reapply. New members will likely join CAC for our Feb mtg.
- C. CAC officer election for 2021; job descriptions are on our shared Google Drive. Sharon remains chair, Heidi & Jim to be co Vice Chairs, Marilynn to remain recorder.
- D. Determined meeting dates for January CAC meeting in lieu of Martin Luther King Day (January 18<sup>th</sup>) and February CAC meeting in lieu of Presidents Day (February 15<sup>th</sup>). January 25<sup>th</sup> and February 22<sup>nd</sup> were proposed as the alternates. Marilynn made a motion to approve alternate dates and Heidi seconded. Motion carried.
- E. **2021 Calendars**
  - A. District calendar (dates and topics) is put together in January

B. CAC planning can be done for January and February; likely January we'll continue DEI work and input to managers with February being new CAC orientation pending board approval of appointees; also review by-laws and make updates

F. Getting to know you segment for our meetings – Send suggestions to Sharon. Sign on at 5:55PM for get to know you segments.

**V. Upcoming Events and Meeting Close.**

A. RPBCWD Board of Managers meeting January, 6 2021; 7:00 PM Regular board meeting – virtual Zoom meeting - Kim to attend on behalf of the CAC

B. RPBCWD CAC Meeting January 25, 2021; 6:00 PM – virtual Zoom meeting; Manager President Ward to attend on behalf of the managers

C. Jan made a motion to adjourn Jim seconded. Meeting adjourned at 8:25pm.

Managers,

Beginning in the summer of 2020, the CAC and Board of Managers have worked to strengthen the processes through which matters are brought to the CAC and through which advice and feedback are provided to the Board of Managers from the CAC.

At a workshop in November, Managers identified four priority areas of District work where the CAC can contribute: Grants, 10-Year Plan, Projects and CIPs, and Education and Outreach Strategies. Between the November and December meetings, Managers were asked to further define the processes through which the Board and CAC will work together on the identified topics individually. At the December workshop a compilation of those answers was presented to the Board for discussion. The main goals of that workshop were to discuss each topic area and come to a consensus on each process.

Below is a summary of the consensus items from the December workshop. The CAC seeks final approval of these consensus items if it is the pleasure of the Board to do so. YES/NO options have been provided next to each statement for ease.

## Grants

- What within the grant programs would you like the CAC to review/ comment on?
  - Review applications **YES/NO**
  - Make recommendations for funding **YES/NO**
- How would you like this feedback/ these comments to be provided to the Board?
  - Information regarding grants we may use as a District **YES/NO**
  - Written/ verbal reports to the Board of Managers **YES/NO**
- At what point in the grant program timeline would you like the CAC to provide feedback/ comments?
  - In accordance with the grant schedule **YES/NO**

## 10-Year Plan

- What within the 10-Year Plan would you like the CAC to review/ comment on?
  - Comment on recommended changes **YES/NO**
  - Help with ecosystem assessment (do you mean have the CAC member volunteer their time to assist staff with ecosystem assessment? OR is this the proposed development of a new Citizen Science Program unrelated to the CAC?) **YES/NO**

- Assess the success of cost-shares **YES/NO**
- Evaluate means to protect/ maintain/ restore native plantings **YES/NO**
- Project prioritization **YES/NO**
- How would you like this feedback/ these comments to be provided to the Board?
  - Written/ verbal reports to the Board of Managers **YES/NO**
  - Presentations by CAC members when necessary **YES/NO**
  - Captured in CAC minutes (which are provided to the Board of Managers in the monthly Board Packets) **YES/NO**
- At what point in the 10-Year Plan timeline would you like the CAC to provide feedback/ comments?
  - Before the Board of managers makes decisions **YES/NO**
  - On-going **YES/NO**
  - See diagram on page 4 **YES/NO**

### **Projects and CIPs**

- What within the Projects and CIPs would you like the CAC to review/ comment on?
  - Review for compliance with the 10-Year Plan **YES/NO**
  - Propose project ideas **YES/NO**
  - CAC should comment on what they are interested in commenting on as it pertains to Projects and CIPs **YES/NO**
- How would you like this feedback/ these comments to be provided to the Board?
  - Written/ verbal reports to the Board of Managers during allotted time at Regular Board Meetings **YES/NO**
  - Captured in CAC minutes (which are provided to the Board of Managers in the monthly Board Packets) **YES/NO**
- When in the Project and CIP timeline would you like the CAC to provide feedback/comments?
  - For opportunity projects, the CAC will be asked to provide comment and feedback before feasibility and after.
  - For CIPs, see diagram on page 5 **YES/NO**

### **Education and Outreach Strategies**

- What within Education and Outreach strategies would you like the CAC to review/ comment on?
  - Review proposed programs **YES/NO**
  - Propose ideas **YES/NO**
  - Extend Staff capacity **YES/NO**
  - CAC should engage with Education and Outreach Strategies as they are interested
- How would you like this feedback/ these comments to be provided to the Board?
  - Written/ verbal reports to the Board of Managers during allotted time at Regular Board Meetings **YES/NO**
  - Incorporate comments/ feedback into annual Education and Outreach Plan **YES/NO**
- When in the Education and Outreach timeline would you like the CAC to provide feedback/comments?

- Before programs have begun **YES/NO**
- On-going **YES/NO**

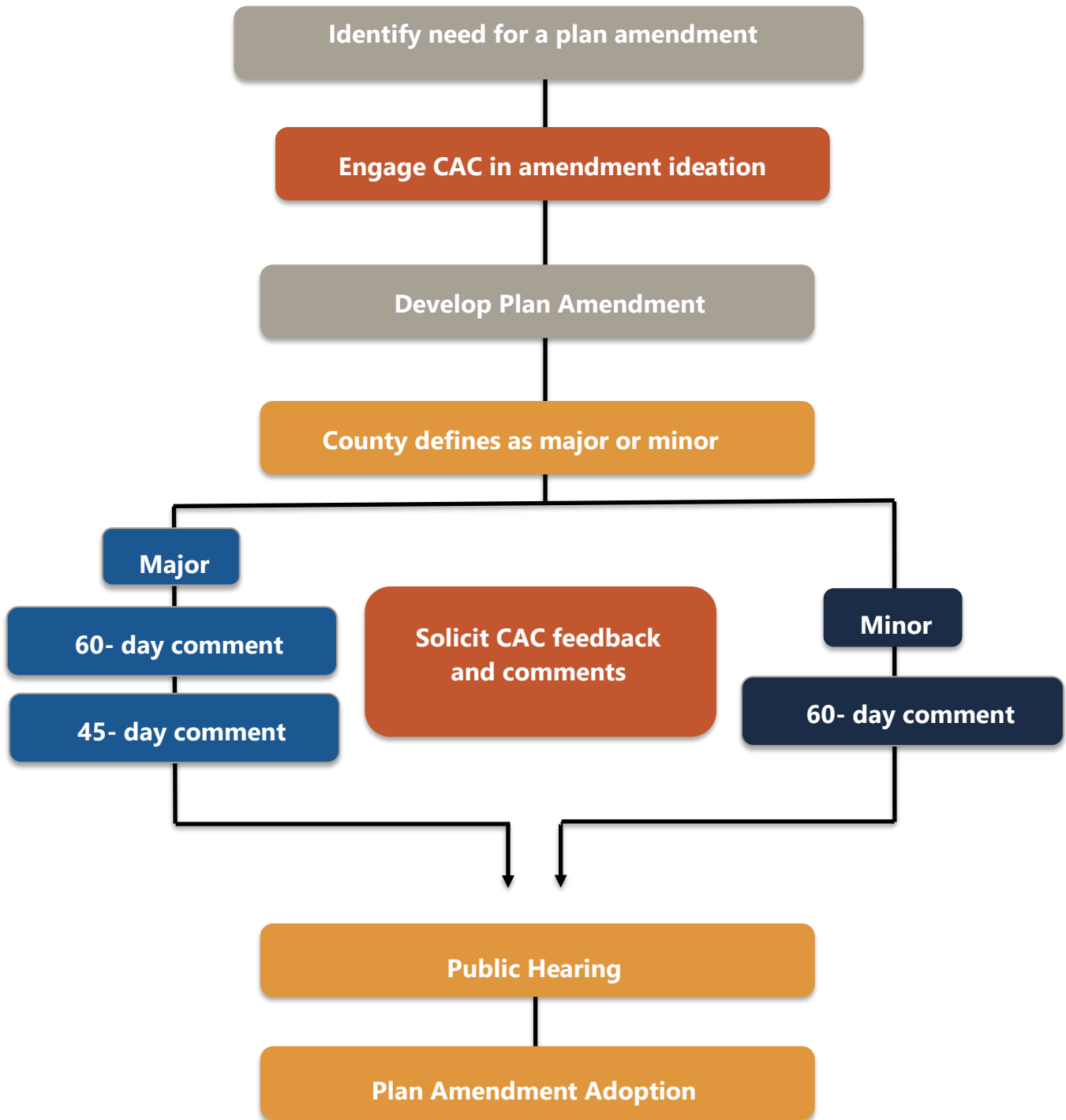
**Other consensus items:**

- The Board of Manager is interested in receiving feedback and comments from the CAC and utilizing the expertise housed within.

**Outstanding questions:**

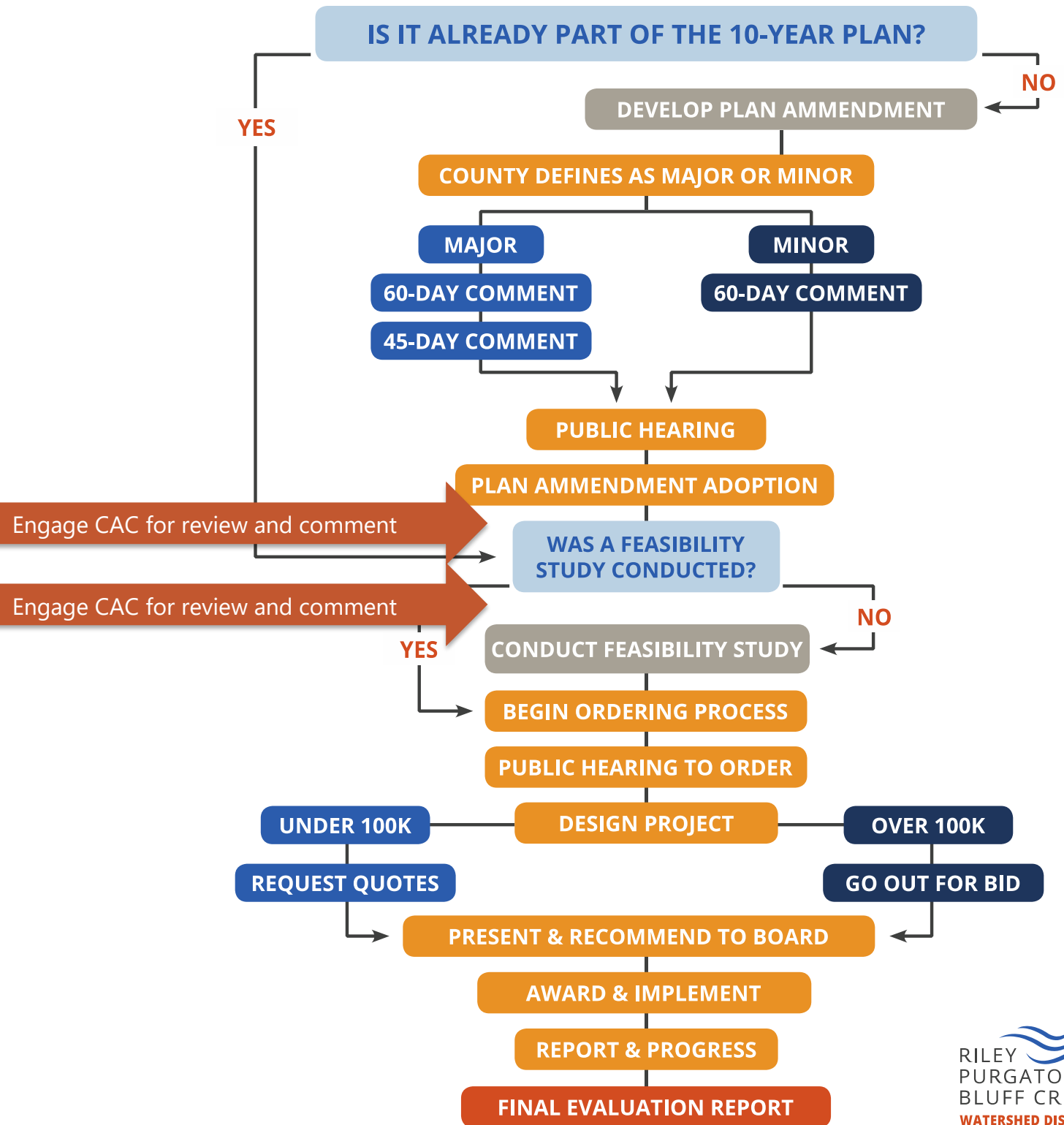
- Does the Board of Managers want the CAC to review the Board packet before the Board of Managers meet? **YES/NO**
- Though the CAC sets their own meeting time as an independent body, would the Board of Managers like to request that the CAC move shift their regular meeting times so as to be nearer to the regular meeting time of the Board of Managers? **YES/NO**
- Should CAC members be briefed on 10-year plan projects at the beginning of the year to determine if carrying out these projects still makes sense? **YES/NO**
- Should a section be added to the Board of Managers agenda under the CAC section called “CAC Follow Up” **YES/NO**

# Amending the 10-Year Management Plan





# CAPITAL PROJECT IMPLEMENTATION SCHEMATIC



## RPBCWD December Staff Report

Administration		Staff update	Partners
<b>Accounting and Audit</b>	Coordinate with Accountants for the development of financial reports. Coordinate with the Auditor. Continue to work with the Treasurer to maximize on fund investments.	Staff Bakkum and Administrator Bleser compiled the monthly treasurer’s report electronically. Staff Bakkum and Administrator Bleser have begun initial preparation for the yearly audit.	
<b>Administration</b>		Annual Communication was released in paper, through District newsletter, and on the District website. Administrator Bleser has reached out to several LGUs for examples of Disaster Preparedness Plans.	
<b>Annual Report</b>	Compile, finalize and submit an annual report to agencies	Started compiling and QC’d data to begin drafting of the 2020 annual report.	
<b>BWSR</b>	Discuss Targeted Watershed Grant Distribution	Administrator Bleser and Staff Maxwell attended the last meeting. There was discussion in regards to prioritizing between WD and WMO and SWCD projects. A few projects were moved forward.	9-Mile WD Eden Prairie BWSR Bloomington Chanhassen Carver Co. Hennepin Co. LMRWD Minnetonka Waconia
<b>DEI</b>	Diversity, Equity and Inclusion	Staff Lauer presented to the CAC about the foundations of Diversity, Equity, and Inclusion and led a discussion.	

		Staff Lauer attended a meeting of the Personnel Committee to discuss DEI related updates to the Personnel Manual.	
<b>Human Resources</b>	General Human Resources	Administrator Bleser met with the personnel committee to discuss update to the personnel manual. Staff Lauer and Legal Counsel drafted the first draft. Staff answered questions from the personnel committee. Only a portion of the manual was reviewed. A meeting will be scheduled for later in January after officers are elected to continue the review. The manual was also sent to the City of Eden Prairie Human Resources Director to receive feedback.	
<b>Internal Policies</b>	Work with Governance Manual and Personnel Committees to review bylaws and manuals as necessary	No other update	
<b>Organizational Functions</b>		Develop a calendar of topics for 2021 work sessions.	
<b>Advisory</b>	Engage with the Technical Advisory Committee on water conservation, chloride management and emerging topics Engage with the Citizen Advisory Committee on water conservation, annual budget and emerging topics.	The CAC met for their regular meeting on the 14th of December. Staff Jeffrey presented on the proposed changes to Rule F regarding shoreline stabilization. Staff Lauer gave a brief recap of the Board Workshop regarding the CAC. Staff Lauer led a presentation and discussion surrounding DEI. Staff Lauer created and launched the online application for new CAC members. The District is accepting applications through January 15th.	
<b>Local Surface Water Management Plan</b>		No change. Awaiting Chanhassen revisions.	
<b>MAWD</b>		Administrator Bleser is on the Awards Committee.	

<b>District-Wide</b>			
<b>Regulatory Program</b>	<p>Review regulatory program to maximize efficiency.</p> <p>Engage Technical Advisory Committee and Citizen Advisory Committee on possible rule changes.</p> <p>Implement a regulatory program.</p>	<p>Four permit applications have been submitted since the December meeting. One is a private high density residential development for an apartment in Chanhassen. One is a single family residential subdivision in Eden Prairie. In addition there is an application to excavate in a wetland to convert to a type 4/5 wetland. The last is a permit to clean out a wet detention facility in Bloomington. A no loss was issued by the LGU and it will meet our maintenance exemption but will require an erosion prevention and sediment control permit.</p> <p>No permits have been issued since the December meeting.</p> <p>Staff Jeffery is working with HEI to roll out the new permit database and inspection tool in January.</p>	
<b>Aquatic Invasive Species</b>	<p>Review AIS monitoring program</p> <p>Develop and implement Rapid Response Plan as appropriate</p> <p>Coordinate with LGUs and keep stakeholders aware of AIS management activities.</p> <p>Manage and maintain the aeration system on Rice Marsh Lake</p> <p>Riley Chain of Lakes Carp Management</p> <p>Purgatory Chain of Lakes Carp Management</p> <p>Review AIS inspection program.</p> <p>Keep abreast in technology and research in AIS.</p>	<p>Staff began compiling data for the water resources report.</p> <p>Thin ice signs were placed on Rice Marsh Lake this month and the unit will be turned on in January.</p>	<p>City of Chanhassen</p> <p>City of Eden Prairie</p> <p>University of Minnesota</p> <p>MN DNR</p> <p>Carver County</p>

	Zebra mussel adult and veliger monitoring.		
<b>Cost-Share</b>	<p>Schedule and coordinate site visits.</p> <p>Review applications and recommend implementation.</p>	<p>Staff Lauer is working with the CCWMO technician to qualify the water quality impacts made by the projects funded in 2020.</p> <p>Staff Lauer has been working in the online database to further streamline communication and record keeping.</p>	<p>Carver County Soil and Water Conservation District</p>
<b>Data Collection</b>	<p>Continue Data Collection at permanent sites.</p> <p>Identify monitoring sites to assess future project sites.</p>	<p>Staff worked on data QC and compilation this month in preparation for drafting the 2020 water resources report.</p> <p>WOMP stations: samples were collected 3 times this month for the Metropolitan Council.</p> <p>Lake level sensors were checked, downloaded, and pulled in early November. Lake level troll 500 sensors were sent in for yearly maintenance and have been returned.</p> <p>Staff and Barr began a preliminary shoreline assessment on Lotus Lake this month which is based primarily on the Erosion Intensity (EI) Score Worksheet and the MNDNR Score your Shore Assessment. Staff boated around the perimeter of the lake in November to assess the shoreline based on multiple variables, and recorded video of shoreline around the lake. The assessment may be expanded to other lakes in the future.</p> <p>The YSI water quality sonde was sent in for yearly maintenance and has been returned. Hach sonde will be sent in soon.</p> <p>Phytoplankton analysis was completed by Margaret Rattei from Barr Engineering this month. Staff Maxwell completed identifying</p>	<p>Metropolitan Council</p> <p>City of Eden Prairie</p> <p>University of MN</p> <p>City of Chanhassen</p> <p>MNDNR</p> <p>City of Minnetonka</p>

		and enumerating the 2020 zooplankton samples.	
<b>District Hydrology and Hydraulics Model</b>	<p>Coordinate maintenance of Hydrology and Hydraulics Model.</p> <p>Coordinate model update with LGUs if additional information is collected.</p> <p>Partner and implement with the City of Bloomington on Flood Evaluation and Water Quality Feasibility.</p>	Staff is working on finalizing Bloomington report.	<p>City of Bloomington</p> <p>City of Minnetonka</p> <p>City of Eden Prairie</p> <p>City of Deephaven</p> <p>City of Shorewood.</p>
<b>Education and Outreach</b>	<p>Implement Education &amp; Outreach Plan, review at year end.</p> <p>Manage partnership activities with other organizations.</p> <p>Coordinate Public Engagement with District projects.</p>	<p>Staff Lauer worked with the City of Minnetonka and NMCWD to host a screening of Kiss the Ground, a documentary about soil health.</p> <p>Staff Lauer has been making regular posts to social media in order to grow the District’s online presence.</p> <p>Staff Lauer advertised the opening of applications to join the CAC via social media, city partners, and local news media outlets.</p> <p>Staff Bakkum worked with MPCA staff and NMCWD to schedule four smart salting trainings in 2021.</p> <p>Staff Bakkum has begun recruiting for the January smart salting training by reaching out to city, county, and state contacts as well as contacts made in the private winter maintenance sector during previous GreenCorps service.</p> <p>Staff Lauer, Bakkum, and Jeffrey met to discuss future shoreline outreach materials.</p> <p>Staff have begun preparations to host a virtual shoreline maintenance workshop in late February 2021 with Staff Jeffery and Engineer Sobiech as participating speakers. Paul Radomski, DNR research scientist, has agreed</p>	<p>Adopt a drain: City of Eden Prairie, City of Minnetonka, City of Bloomington, Hamline University, Nine Mile Creek Watershed District, MPCA, Fortin Consulting</p>

		to participate. Tentative agenda includes urban impacts on lake health and permitting guidelines and best practices related to healthy shorelines. Agenda and logistics to be discussed further next month.	
<b>Groundwater Conservation</b>	<p>Work with other LGUs to monitor, assess, and identify gaps.</p> <p>Engage with the Technical Advisory Committee to identify potential projects.</p> <p>Develop a water conservation program (look at Woodbury model)</p>	<p>Staff Lauer met with NMCWD staff to discuss collaborations on groundwater conservation education and outreach programming and materials.</p> <p>Staff Lauer began the creation of materials and content to be launched in the spring in concurrence with city rebate program launches.</p>	<p>Metropolitan Council</p> <p>City of Eden Prairie</p> <p>City of Shorewood</p> <p>City of Bloomington</p> <p>City of Minnetonka</p> <p>City of Chanhassen</p>
<b>Lake Vegetation Management</b>	<p>Work with the University of Minnesota or Aquatic Plant Biologist, Cities of Chanhassen and Eden Prairie, lake association, and residents as well as the Minnesota Department of Natural Resources on potential treatment.</p> <p>Implement herbicide treatment as needed.</p> <p>Secure DNR permits and contracts with herbicide applicators.</p> <p>Lakes the District is monitoring for treatment include: Lake Susan, Lake Riley, Lotus Lake, Mitchell Lake, Red Rock Lake and Staring Lake.</p> <p>Work with Three Rivers Park District for Hyland Lake</p>		<p>City of Eden Prairie</p> <p>City of Chanhassen</p> <p>University of Minnesota</p> <p>MNDNR</p>
<b>Opportunity Projects</b>	Assess potential projects as they are presented to the District	No new updates	<p>ISG</p> <p>Staring Lake Outdoor Center</p>

			The Preserve Association
<b>Total Maximum Daily Load</b>	Continue working with Minnesota Pollution Control Agency on the Watershed Restoration And Protection Strategies (WRAPS). Engage the Technical Advisory Committee.	No new updates	MPCA
<b>Repair and Maintenance Grant</b>	Develop and formalize grant program.	No new updates	
<b>University of Minnesota</b>	Review and monitor progress on University of Minnesota grant. Support Dr John Gulliver and Dr Ray Newman research and coordinate with local partners. Keep the manager abreast to progress in the research. Identify next management steps.	Stormwater Pond Summit is scheduled for January 20th. The summit will be held virtually and will include researchers, TAC, and regional LGU staff. The pond will cover research updates, results from iron filing pilot study in Chanhassen and Minnetonka, results from the Rice Marsh Lake and Lake Riley Stormwater Pond Assessment.	Stormwater ponds partners: Bloomington, Chanhassen, Eden Prairie, Minnetonka, Shorewood, and Limnotech. Plant Management: Chanhassen Eden Prairie
<b>Watershed Plan</b>	Review and identify needs for amendments.	The CAC did not have enough time at their last meeting to discuss the soil amendment and thus was tabled to January CAC meeting.	
<b>Wetland Conservation Act (WCA)</b>	Administer WCA within the Cities of Shorewood and Deephaven. Represent the District on Technical Evaluation Panel throughout the District	No WCA applications have been received in Deephaven. No WCA applications have been received in Shorewood. Staff Jeffery has provided comment on applications in Chanhassen, and Eden Prairie. one applicant is seeking a no loss determination for the excavation in a wetland located on Chanhassen property and private	City of Shorewood City of Deephaven City of Chanhassen City of Eden Prairie MCWD BWSR DNR ACOE



		<p>property. Under the MN Wetland Conservation Act excavation is allowed in Type 1, 2, and 6 wetlands. Chanhassen issued a no loss decision. Chanhassen also requires a wetland alteration permit under Article VI of Chapter 20 of Chanhassen City Code. This article does not allow for alteration of wetlands and Staff Jeffery provided comment to Chanhassen that the proposed activity would be inconsistent with their city code and with the tree preservation measures that were undertaken as part of the Fox Path development. The Chanhassen Planning Commission will be considering this at their January 5th meeting.</p>	
<p><b>Wetland Management</b></p>	<p>Assess known existing wetlands, identify previously unknown wetlands, and identify potential restoration and rehabilitate wetlands and wetland requiring additional protection.</p>	<p>Staff Jeffery, Staff Dickhausen and staff Nicklay continue updating the MNRAM Access database.</p> <p>Staff Jeffery, Engineer Sobeich, Joe Bischoff, and Karen Wold of Barr met to discuss what wetland classification schema to use: Circular 39, Cowardin, Eggers and Reed, HGM, et al. The discussion also looked at the first two ecosystem services: biodiversity and habitat provision.</p> <p>The Eggers and Reed scheme seems most useful but an evaluation of MNRAMs within a subwatershed will be more informative as to which classification scheme will be used.</p> <p>Biodiversity will be assessed using some hybridized version of the Floristic Quality Assessment. We are looking to work with the USFWS to develop animal guilds that would be</p>	<p>City of Chanhassen City of Eden Prairie Hennepin County Carver County MNDNR BWSR USFWS</p>

		most representative of different wetland communities.	
<b>Hennepin County Chloride Initiative</b>	Phase 1: Develop a plan to target commercial and association-based sources or chloride pollution - businesses, malls, HOAs, property management companies and the private applicators that they hire. We will hire a consultant to facilitate focus groups with private applicators, as well as those that execute contracts with private applicators. These focus groups will help identify needs and barriers for our target audience. The consultant will compile information into a plan for implementation.	Next meeting scheduled for late January to discuss updates on the proposed development of a chloride management plan template for property managers, review the 2020 grant, and discuss smart salting training needs.	
<b>Lower Minnesota Chloride Cost-Share Program</b>	The Lower Minnesota River Watersheds are coming together to offer cost-share grants.	The announcement of the Lower Minnesota Collaborate Chloride Reduction Grants has been circulated to partners. Staff Bakkum is serving as the contact person and coordinates communication between Collaborate members and fields questions from prospective applicants.	LMRWD, RBWMO, NMCWD
<b>Bluff Creek One Water</b>			
<b>Bluff Creek Tributary Restoration</b>	Implement and finalize restoration. Monitor Project.	On hold till Spring.	City of Chanhassen
<b>Wetland Restoration at 101</b>	Remove 3 properties from flood zone, restore a minimum 7 acres and as many as 16 acres of wetlands, connect public with resources,	No new updates.	City of Chanhassen MN DNR Carver County

	reduction of volume, rate, pollution loads to Bluff Creek		
<b>Riley Creek One Water</b>			
<b>Lake Riley Alum</b>	Continuing to monitor the Lake.	No new updates	
<b>Lake Susan Improvement Phase 2</b>	Complete final site stabilization and spring start up. Finalize and implement E and O for the project. Monitor project.	No new updates	City of Chanhassen Clean Water Legacy Amendment
<b>Lake Susan Spent Lime</b>	2020 startup and monitoring.	The unit was taken offline and winterized early this month. The unit appears to be removing anywhere from 50-90% of total phosphorus concentrations based on sample analysis.	City of Chanhassen
<b>Lower Riley Creek Stabilization</b>	Coordinate agreement and acquire easements if needed for the restoration of Lower Riley Creek reach D3 and E. Implement Project. Continue Public Engagement for project and develop signage of restoration.	On hold till Spring.	City of Eden Prairie Lower MN River Watershed District
<b>Rice Marsh Lake Alum Treatment</b>	Continuing to monitor the Lake.	No new updates	City of Eden Prairie City of Chanhassen
<b>Rice Marsh Lake Watershed Load Project 1</b>	Conduct feasibility. Develop cooperative agreement with City of Chanhassen	Resolution included in board packet	City of Chanhassen
<b>Upper Riley Creek</b>	Work with City to develop scope of work (in addition to stabilizing the creek can we mitigate for climate change) Conduct feasibility	Staff and engineer continue to move work forward on the corridor enhancement plan.	City of Chanhassen

	Develop cooperative agreement with the City of Chanhassen Order Project Start design		
<b>Middle Riley Creek</b>	Work with Bearpath HOA/Golf Course to develop scope of work (in addition to stabilizing the creek can we mitigate for climate change and provide for an improved recreational experience) Draft feasibility report Develop cooperative agreement with Bearpath Order Project Start design	Engineer and Staff continue to work with Bear Path and	Bearpath Neighborhood Association. City of Eden Prairie Dept. of Natural Resources
<b>St Hubert Water Quality Project</b>		The District will be receiving clean water funds for this project pending final approval from BWSR. The District is preparing for the e-link submission.	CCSWCD Metropolitan Council City of Chanhassen
<b>Purgatory Creek One Water</b>			
<b>PCRA Berm</b>		No new updates	City of Eden Prairie
<b>Duck Lake Water Quality Project</b>	Work with the City to implement neighborhood BMP. Identify neighborhood BMP to help improve water resources to Duck Lake. Implement neighborhood BMPs.	Cooperative agreement is being finalized	City of Eden Prairie
<b>Lotus Lake – Internal Load Control</b>	Monitor treatment and plant populations.	No new updates	
<b>Scenic Heights</b>	Continue implementing restoration effort.	Final pay app for the project is being processed this month.	Minnetonka Public School District

	Work with the City of Minnetonka and Minnetonka School District on Public Engagement for project as well as signage.		City of Minnetonka Hennepin County
<b>Silver Lake Restoration</b>	Order project Design Project Work with the City of Chanhassen for Design, cooperative agreement and implementation	Engineer is close to 60% design and will be sending plans to the City for review.	City of Chanhassen
<b>Professional Development</b>	<p>Staff took part in a virtual retreat. The retreat focused on:</p> <ul style="list-style-type: none"> <li>● Gaining a deeper self-awareness</li> <li>● Expanding understanding of how your behavioral style affects others</li> <li>● Appreciating and value style differences</li> <li>● Utilizing the DiSC Model to “read” behaviors of others to adapt</li> <li>● Analyze a team map and discuss strategies to work more effectively together</li> </ul>		

## Memorandum

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing December 2020 Activities for January 6, 2021, Board Meeting  
**Date:** December 30, 2020

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 December 2020.

### General Services

- a. Participated in December 10<sup>th</sup> virtual meetings with Administrator Bleser, ISD 112, and Peterson Construction to discuss the 2020 operations of the reuse system at the Chanhassen High School. The system performed much better in 2020 after the UV system settings were adjusted in early 2020 and a telemetry system was installed. The telemetry system allows users to receive text and email notifications if a system alarm is triggered. The system applied roughly 900,000 gallons of reuse water. There remains a challenge with the system faulting due to power supply surges from the high school. This will be discussed again in spring with the possible upgrade in the surge protection. The high school also expressed an interest in the potential for a wet well to be installed to reduce the operations/maintenance efforts (e.g., intake installation/removal efforts).
- b. Reviewed several published lake shoreline assessment methods for their relevance to the District's goals established in the Plan. Presented a summary memo outlining the various methods (Score Your Shore, Minnesota's Sensitive Lakeshore Identification, Lake Shoreland & Shallows Habitat Monitoring Field Protocol, Indices for Lakeshore and Littoral Habitat Condition, Score the Shore, Erosion Intensity Worksheet (EIW) and Shoreline Rapid Assessment Model) and the recommended hybrid approach (MNDNR's Score Your Shore plus EIW) to RPBCWD Administrator and staff on December 17<sup>th</sup>. The outcome of the meeting was the District staff plans to implement the assessments over the next few years. The outcome of the lakeshore assessment program could be used for the following:
  - Providing riparian owners information on the interconnected upland and lake ecosystems while also highlighting of the advantages of stabilizing shorelines and providing vegetative buffers.
  - Identifying high score sites for awards
  - Recommending lower score sites for restoration (e.g., prioritize stewardship grants for low score site or implement capital improvement projects)
  - Setting lake-wide goals for habitat improvement (ex. increase average score by 10 points over next 3 years).
  - Informing riparian owners of the erosion intensity
- c. Participated in an December 8<sup>th</sup> virtual meeting with Administrator Bleser, Counsel Smith and President Ward to review the December 9<sup>th</sup> meeting agenda

To: Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
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- d. Participated in the December 9<sup>th</sup> regular Board of Managers meeting.
- e. Development and delivery of a second draft rain garden maintenance document to District staff for comment and review.
- f. Prepared Engineer's Report for engineering services performed during December 2020.
- g. Miscellaneous discussions and coordination with Administrator Bleser about the project staffing, soil health plan amendment, shoreline considerations and upcoming Board meeting agenda.

### Permitting Program

- a. *Permit 2020-066: Chase Bank*– This project consists of redevelopment of a 0.62-acre site into a Chase Bank building and associated parking at 928 Prairie Center Drive, Eden Prairie, MN. A subsurface stormwater management system will provide stormwater rate, volume and water quality control. The project triggers the erosion prevention and sediment control rule and the stormwater management rule. Reviewed December 21<sup>st</sup> revised submittal and provided comments on December 23<sup>rd</sup> .the primary outstanding items relate to the need for information to support the restricted sites determination, abstraction to the maximum extent practicable, and updated water quality modeling.
- b. *Permit 2020-068: Minnetonka High School Einer Anderson Field Site Improvements* – This project consists of proposed site improvements along the northwest side of the Minnetonka High School Einer Anderson Field, located at 18301 Highway 7 in Minnetonka. Site improvements include construction of new sidewalks, retaining walls, grading, landscaping and related utilities. A subsurface stormwater management system will provide stormwater rate, volume and water quality control. The project triggers the erosion prevention and sediment control rule and the stormwater management rule. The RPBCWD staff reviewed the November 25, 2020 application submittal for the proposed site improvements and provided incompleteness comments to the applicant on December 4, 2020. The applicant has not provided a revised submittal in response to review comments.
- c. *Permit 2020-070 Lake Place*– This project consists of constructing a new apartment building, parking lot, drive, sidewalks, and related utilities at 1361 Lake Drive West in Chanhassen. A combination of a surface biofiltration basin and a subsurface stormwater management system will provide stormwater rate, volume and water quality control. The project triggers the floodplain management rule, erosion prevention and sediment control rule, wetland and creek buffer rule, and the stormwater management rule. Reviewed December 4<sup>th</sup> submittal. Provided review comments to applicant on December 10<sup>th</sup> and informed the applicant the submittal was incomplete because a signed application was not submitted, the permit deposit fee was not provided, the applicant did not provided information relative to the floodplain management or wetland buffer rules.
- d. Miscellaneous conversations with Watershed Planning Manager Jeffery about rules, shoreline rule revisions, permit database status, and rule application to wetland dredging.

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

- a. Prepared, loaded, and verified field data collected by Eden Prairie for Mitchell Lake and Red Rock Lake.
- b. Prepared, loaded, and verified field data collected with the Survey123 mobile application for the Lakes monitoring programs.

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

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

- a. Download and review data.

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

- a. Download and review data.
- b. File management – lab submission forms.
- c. Review and approve MCES Laboratory invoice.

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

- a. Responded to contractors request for partial release of retainage indicating the retainage will not be released at this time.
- b. Conducted a site review to observe the corrected restoration work identified in early fall 2020.

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

- a. Reviewed site after contractor corrected some tree/shrub installations and placed required mulch. This involved two separated site visits. The corrective work and mulch placement aligns with the project specifications
- b. Also reviewed the site for the installation of the required buffer signs as requested in pay application #6 but no signs were located. Working with contractor to resolve buffer sign installation.

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

- a. The project is complete. A final summary document will be produced for District use and to formally close-out the project with numerous partners.

### **Task Order 24: Duck Lake Water Quality Improvement Project**

- a. Development of draft informative signage to be installed near two rain gardens associated with this project.

### **Task Order 24B: Silver Lake Water Quality Improvement Project**

- a. Revisions to 60% design plan set based on review meeting with district and city staff.
- b. Development technical specifications & review/revisions to the front-end documents.



- c. Develop summary of project area soil conditions and health.

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

- a. Presented preliminary prioritization framework and prioritized flood-prone areas at the MAWD 2020 virtual conference.
- b. Presented preliminary results at the December Board of Managers meeting.
- c. Began preparing documentation summarizing the process for developing the prioritization framework, source information, and initial prioritized list of flood-prone areas. Barr anticipates providing the draft report for District staff review in January.

#### **Task Order 28B: Rice Marsh Lake (RM\_12a) Water Quality Improvement Project**

- a. Presented at the public hearing on this potential capital improvement project at the December 9<sup>th</sup> regular board of managers meeting.

#### **Task Order 29B: Middle Riley Creek (Reach R3) Stabilization Project Design**

- b. On November 25<sup>th</sup>, Bearpath provided a CAD file from the Nicklaus group to incorporate into a combined file. The updated combined file includes delineated wetland boundaries and buffer zones from RPBCWD, preliminary golf course design from Nickalus, and preliminary stream design layouts from Barr.
- c. On December 3<sup>rd</sup> Barr requested and received additional information from Nicklaus group (via Bearpath) regarding the coordinate system of their design CAD file.
- d. Barr staff is currently working to modify the stream design to best fit with the preliminary golf course design and wetland boundaries and buffers. The group continues to work toward assembling a design for RPBCWD board approval in March 2021, with a bid package in April. Construction is tentatively slated for September 2021, with a goal of finishing the tee areas by October 1<sup>st</sup>, with stream work construction wrapping up sometime after that date, ideally by November/December 2021.

#### **Task Order 30B: Pioneer Trail Wetland Restoration Project**

- a. Incorporating District survey into the existing conditions hydrologic model of the wetland and contributing drainage area.
- b. Using the recommendation to the District in the TO30A feasibility report as a base design, Barr is developing preliminary plan sheets and optimizing the proposed wetland restoration design to reduce bounce in the wetland, decrease peak flows to downstream Bluff Creek, and increase native wetland vegetation.

#### **Task Order 032A: Upper Riley Creek Ecological Enhancement Plan**

- a. Assisted Administrator Bleser with drafting a stakeholder engagement letter targeting adjacent private property owners.

**To:** Riley-Purgatory-Bluff Creek Watershed District Board of Managers and District Administrator  
**From:** Barr Engineering Co.  
**Subject:** Engineer's Report Summarizing December 2020 Activities for January 6, 2021, Board Meeting  
**Date:** December 30, 2020  
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- b. Provided a draft Ecological Enhancement Plan to District and city of Chanhassen staff for preliminary review.

**Task Order 033: Wetland Assessment – Phase 1**

- a. Conducted first meeting to address wildlife habitat and biodiversity/floristic quality. District staff and Barr developed an approach that relies on floristic quality assessments and District staff are going to estimate the level of effort and cost to include these in wetland assessments. For habitat, we are proposing to rely on management efforts under way by the USFWS for the Minnesota River Valley National Wildlife Refuge.
- b. Discussed wetland classification scheme for the wetland assessment program. There are a number of options, so we are staying flexible as we move through the different ecosystem services.
- c. Began preparations for the next meeting to address water quality and carbon sequestration ecosystem services.



December 29, 2020

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

Dear Claire:

Enclosed please find the checks and Treasurer's Report for Riley Purgatory Bluff Creek Watershed District for the one month and eleven months ending November 30, 2020.

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

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Mark Gibbs".

Mark C. Gibbs, CPA  
Enclosure



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

### **Accountant's Opinion**

The Riley Purgatory Bluff Creek Watershed District is responsible for the accompanying November 30, 2020 Treasurer's Report in the prescribed form. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review promulgated by the Accounting and Review Services Committee of AICPA. We did not audit or review the Treasurer's Report nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Riley Purgatory Bluff Creek Watershed District. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Treasurer's Report.

### **Reporting Process**

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

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

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

REDPATH AND COMPANY, LTD.

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

St. Paul, Minnesota  
December 29, 2020

# **RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**

## **Treasurers Report**

**November 30, 2020**

### **REPORT INDEX**

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Cash Disbursements**  
**November 30, 2020**

**Accounts Payable:**

Check #	Payee	Amount
5444	Barr Engineering	38,480.20
5445	B9 Polar Waters, LLC	7,593.28
5446	Carver Soil & Water Conservation District	180.00
5447	Career Enhancement Options	2,000.00
5448	Carver County Property Tax Department	36.96
5449	CenterPoint Energy	287.18
5450	Coverall of the Twin Cities	316.76
5451	Jill S. Crafton	1,387.05
5452	Dunn & Semington, LLC	221.28
5453	ECM Publishers, Inc.	404.60
5454	HAB Aquatic Solutions	1,200.00
5455	HDR Engineering, Inc.	1,808.68
5456	HealthPartners	3,326.99
5457	Amy Herbert, LLC	510.00
5458	Iron Mountain	162.57
5459	Larry Koch	1,154.38
5460	Todd & Sarah LaFrance	2,060.00
5461	Metro Sales, Inc.	245.13
5462	Principal Life Insurance Company	404.01
5463	Gene & Lois Sipprell	4,111.76
5464	Smith Partners	12,163.20
5465	Southwest News Media	1,153.84
5466	SRF Consulting Group, Inc.	26,216.86
5467	Wenck, Inc.	1,296.90
5468	What Works, Inc.	2,242.50
5469	Christine Wick & John Hanke	5,000.00
5470	Xcel Energy	34.93
<b>Total Accounts Payable:</b>		<b><u><u>\$113,999.06</u></u></b>

**Payroll Disbursements:**

Payroll Processing Fee	209.55
Employee Salaries	38,890.93
Employer Payroll Taxes	3,629.60
Employer Benefits (H.S.A. Match)	466.66
Employee Benefit Deductions	(494.40)
Staff Expense Reimbursements	310.44
PERA Match	2,916.83
<b>Total Payroll Disbursements:</b>	<b><u><u>\$45,929.61</u></u></b>
VISA - 11/12/20	31.88
VISA - 11/25/20	7,291.40
Surety Refund - Ck.#5460 - Todd & Sarah LaFrance	(2,060.00)

**TOTAL DISBURSEMENTS:**

**\$165,191.95**

**Memos**

The 2020 mileage rate is .575 per mile. The 2019 rate was .58  
Old National VISA will be paid on-line.

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Fund Performance Analysis - Table 1**  
**November 30, 2020**

	2020 Budget	Fund Transfers	Revised 2020 Budget	Current Month	Year-to-Date	Year-to-Date Percent of Budget
<b>REVENUES</b>						
Plan Implementation Levy	\$3,703,000.00	-	\$3,703,000.00	-	\$1,916,340.82	51.75%
Market Value Credit	\$0.00	-	\$0.00	-	34.51	---
Permit	25,000.00	-	25,000.00	3,050.00	62,290.15	249.16%
Grant Income	346,719.00	-	346,719.00	-	75,950.00	21.91%
Investment Income	75,000.00	-	75,000.00	-	51,264.76	68.35%
Past Levies	3,699,097.00	-	3,699,097.00	-	-	0.00%
Miscellaneous Income	-	-	-	-	3,788.84	---
Reimbursements	-	-	-	-	119,204.05	---
Partner Funds	612,698.00	-	612,698.00	-	-	0.00%
<b>TOTAL REVENUE</b>	<b>\$8,461,514.00</b>	<b>-</b>	<b>\$8,461,514.00</b>	<b>\$3,050.00</b>	<b>\$2,228,873.13</b>	<b>26.34%</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
Accounting and Audit	\$42,000.00	-	\$42,000.00	\$209.55	\$45,878.35	109.23%
Advisory Committees	5,000.00	-	5,000.00	-	337.48	6.75%
Insurance and bonds	20,000.00	-	20,000.00	-	18,287.00	91.44%
Engineering Services	109,000.00	-	109,000.00	6,039.00	86,129.69	79.02%
Legal Services	84,000.00	-	84,000.00	6,750.24	94,277.33	112.23%
Manager Per Diem/Expense	20,000.00	-	20,000.00	4,263.61	16,320.61	81.60%
Dues and Publications	14,000.00	-	14,000.00	-	12,276.00	87.69%
Office Cost	150,000.00	-	150,000.00	9,861.88	150,018.26	100.01%
Permit Review and Inspection	135,000.00	-	135,000.00	7,948.99	157,368.57	116.57%
Permit and Grant Database	39,900.00	-	39,900.00	-	23,500.00	58.90%
Professional Services	-	-	-	2,242.50	14,234.50	---
Recording Services	17,000.00	-	17,000.00	510.00	10,614.48	62.44%
Staff Cost	600,000.00	-	600,000.00	39,568.15	460,125.66	76.69%
<b>Subtotal</b>	<b>\$1,235,900.00</b>	<b>-</b>	<b>\$1,235,900.00</b>	<b>\$77,393.92</b>	<b>\$1,089,367.93</b>	<b>88.14%</b>
<b>Programs and Projects</b>						
<b>District Wide</b>						
10-year Management Plan	\$5,000.00	-	\$5,000.00	\$1,051.60	\$13,896.26	277.93%
AIS Inspection and early response	85,000.00	-	85,000.00	-	2,806.46	3.30%
Cost-share	398,723.00	-	398,723.00	12,829.26	133,779.00	33.55%
Data Collection and Monitoring	192,000.00	-	192,000.00	14,660.23	186,685.31	97.23%
Community Resiliency	63,130.00	-	63,130.00	3,259.00	26,633.57	42.19%
Education and Outreach	123,000.00	-	123,000.00	5,692.71	98,375.34	79.98%
Plant Restoration - U of M	58,762.00	-	58,762.00	-	25,903.87	44.08%
Repair and Maintenance Fund *	267,730.00	-	267,730.00	-	55,189.58	20.61%
Wetland Management*	165,685.00	-	165,685.00	9,049.74	35,890.32	21.66%
Groundwater Conservation*	179,750.00	-	179,750.00	-	120.00	0.07%
Lake Vegetation Implementation	125,937.00	-	125,937.00	1,296.90	38,541.88	30.60%
Opportunity Project*	287,501.00	-	287,501.00	-	13,666.29	4.75%
Stormwater Ponds - U of M	79,985.00	-	79,985.00	-	32,820.96	41.03%
Hennepin County Chloride Initiative	114,830.00	-	114,830.00	-	21,859.46	19.04%
Lower Minnesota Chloride Cost-Share	217,209.00	-	217,209.00	-	-	0.00%
<b>Subtotal</b>	<b>\$2,364,242.00</b>	<b>-</b>	<b>\$2,364,242.00</b>	<b>\$47,839.44</b>	<b>\$686,168.30</b>	<b>29.02%</b>
<b>Bluff Creek</b>						
Bluff Creek Tributary*	\$65,037.00	-	\$65,037.00	\$798.50	\$56,216.91	86.44%
Wetland Restoration at Pioneer	308,674.00	-	308,674.00	694.40	88,989.84	28.83%
<b>Subtotal</b>	<b>\$373,711.00</b>	<b>-</b>	<b>373,711.00</b>	<b>\$1,492.90</b>	<b>\$145,206.75</b>	<b>38.86%</b>
<b>Riley Creek</b>						
Lake Riley - Alum Treatment*	\$305,000.00	-	\$305,000.00	1,200.00	\$257,114.74	84.30%
Lake Susan Water Quality Improvement - Phase 2	-	-	-	278.83	\$278.83	---
Rice Marsh Lake in-lake phosphorus load	60,568.00	-	60,568.00	-	14,307.26	23.62%
Rice Marsh Lake Water Quality Improvement Phase 1	300,000.00	-	300,000.00	-	15,852.50	5.28%
Riley Creek Restoration (Reach E and D3)	1,773,623.00	-	1,773,623.00	-	1,937,328.37	109.23%
Lake Riley & Rice Marsh Lake Subwatershed Assessment	29,961.00	-	29,961.00	-	33,851.77	112.99%
Upper Riley Creek Stabilization	1,100,000.00	(250,000.00)	850,000.00	3,104.50	43,316.02	5.10%
Middle Rice Creek	-	268,900.00	268,900.00	867.00	75,503.65	28.08%
Lake Ann Wetland Restoration	150,000.00	(100,000.00)	50,000.00	-	-	0.00%
St. Hubert Water Quality Project	-	100,000.00	100,000.00	28,174.36	57,480.81	57.48%
<b>Subtotal</b>	<b>\$3,719,152.00</b>	<b>\$18,900.00</b>	<b>3,738,052.00</b>	<b>\$33,624.69</b>	<b>\$2,435,033.95</b>	<b>65.14%</b>
<b>Purgatory Creek</b>						
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	\$50,000.00	-	\$50,000.00	-	\$15,101.28	30.20%
Lotus Lake in-lake phosphorus load control	104,106.00	-	104,106.00	-	24,880.41	23.90%
Silver Lake Restoration - Feasibility Phase 1	255,931.00	-	255,931.00	2,767.50	42,312.86	16.53%
Scenic Heights	55,459.00	-	55,459.00	703.50	3,418.50	6.16%
Hyland Lake in-lake phosphorus load control	1,388.00	-	1,388.00	-	-	0.00%
Duck Lake watershed load	125,422.00	-	125,422.00	717.00	92,204.49	73.52%
Michell Lake Subwatershed Assessment	46,203.00	-	46,203.00	-	52,071.47	112.70%
Lotus Lake Kerber Pond	30,000.00	-	30,000.00	653.00	15,620.50	52.07%
<b>Subtotal</b>	<b>\$668,509.00</b>	<b>\$0.00</b>	<b>\$668,509.00</b>	<b>\$4,841.00</b>	<b>\$245,609.51</b>	<b>36.74%</b>
<b>Reserve</b>	<b>\$100,000.00</b>	<b>(\$18,900.00)</b>	<b>81,100.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$8,461,514.00</b>	<b>\$0.00</b>	<b>\$8,461,514.00</b>	<b>\$165,191.95</b>	<b>\$4,601,386.44</b>	<b>54.38%</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$162,141.95)</b>	<b>(\$2,372,513.31)</b>	

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

**RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT**  
**Multi-Year Project Performance Analysis - Table 2**  
**November 30, 2020**

	Total Project	FUNDING SOURCE			Month Ended 11/30/20	Year To-Date	Lifetime Costs	Remaining
		District funds	Partner Fund	Grants				
<b>Programs and Projects</b>								
<b>District Wide</b>								
Community Resiliency	\$98,000.00	\$98,000.00	-	-	\$3,259.00	\$26,633.57	\$61,503.07	\$36,496.93
Repair and Maintenance Fund	277,005.00	277,005.00	-	-	-	55,189.58	89,465.08	187,539.92
Wetland Management	200,000.00	200,000.00	-	-	9,049.74	35,890.32	95,205.38	104,794.62
Groundwater Conservation	180,000.00	180,000.00	-	-	-	120.00	370.00	179,630.00
Opportunity Project*	300,000.00	300,000.00	-	-	-	13,666.29	26,165.29	273,834.71
Stormwater Ponds - U of M	106,092.00	64,092.00	42,000.00	-	-	32,820.96	58,927.97	47,164.03
Hennepin County Chloride Initiative	120,800.00	19,000.00	-	101,800.00	-	21,859.46	27,829.77	92,970.23
Lower Minnesota Chloride Cost-Share	217,209.00	20,000.00	-	197,209.00	-	-	-	217,209.00
<b>Subtotal</b>	<b>\$1,499,106.00</b>	<b>\$1,158,097.00</b>	<b>\$42,000.00</b>	<b>\$299,009.00</b>	<b>\$12,308.74</b>	<b>\$186,180.18</b>	<b>\$359,466.56</b>	<b>1,139,639.44</b>
<b>Bluff Creek</b>								
Bluff Creek Tributary*	\$436,750.68	\$386,750.68	\$50,000.00	\$0.00	\$798.50	\$56,216.91	\$377,929.69	\$58,820.99
Wetland Restoration at Pioneer	857,820.00	450,000.00	-	407,820.00	694.40	88,989.84	638,137.86	219,682.14
<b>Subtotal</b>	<b>\$1,294,570.68</b>	<b>\$836,750.68</b>	<b>\$50,000.00</b>	<b>\$407,820.00</b>	<b>\$1,492.90</b>	<b>\$145,206.75</b>	<b>\$1,016,067.55</b>	<b>\$278,503.13</b>
<b>Riley Creek</b>								
Lake Riley - Alum Treatment 1st dose *	\$560,000.00	\$560,000.00	-	-	1,200.00	\$257,114.74	\$512,114.57	\$47,885.43
Rice Marsh Lake in-lake phosphorus load	150,000.00	150,000.00	-	-	-	14,307.26	103,740.07	46,259.93
Rice Marsh WQ 1	300,000.00	300,000.00	-	-	-	15,852.50	15,852.50	284,147.50
Riley Creek Restoration (Reach E and D3) *	2,168,148.00	1,615,000.00	553,148.00	-	-	1,937,328.37	2,205,460.64	(37,312.64)
Lake Riley & Rice Marsh Lake Subwatershed Assessment	72,500.00	12,500.00	5,000.00	55,000.00	-	33,851.77	76,390.74	(3,890.74)
Upper Riley Creek Stabilization	450,000.00	1,100,000.00	0.00	-	3,104.50	43,316.02	43,316.02	406,683.98
<b>Subtotal</b>	<b>\$3,700,648.00</b>	<b>\$3,737,500.00</b>	<b>\$558,148.00</b>	<b>\$55,000.00</b>	<b>\$4,304.50</b>	<b>\$2,301,770.66</b>	<b>\$2,956,874.54</b>	<b>\$743,773.46</b>
<b>Purgatory Creek</b>								
Purgatory Creek Rec Area- Berm/retention area - feasibility/design	\$50,000.00	\$50,000.00	-	-	-	\$15,101.28	\$15,101.28	\$34,898.72
Lotus Lake in-lake phosphorus load control	345,000.00	345,000.00	-	-	-	24,880.41	265,773.75	79,226.25
Silver Lake Restoration Project WQ1	268,013.00	268,013.00	-	-	2,767.50	42,312.86	54,394.69	213,618.31
Scenic Heights	260,000.00	165,000.00	45,000.00	50,000.00	703.50	3,418.50	207,959.75	52,040.25
Hyland Lake Internal Load	150,000.00	130,000.00	20,000.00	-	-	-	128,612.41	21,387.59
Duck Lake watershed load	220,000.00	220,000.00	-	-	717.00	92,204.49	186,781.51	33,218.49
Mitchell Lake Subwatershed Assessment	87,500.00	12,500.00	5,000.00	70,000.00	-	52,071.47	93,368.11	(5,868.11)
<b>Subtotal</b>	<b>\$1,380,513.00</b>	<b>\$1,190,513.00</b>	<b>\$70,000.00</b>	<b>\$120,000.00</b>	<b>\$4,188.00</b>	<b>\$229,989.01</b>	<b>\$951,991.50</b>	<b>\$428,521.50</b>
<b>Total Multi-Year Project Costs</b>	<b>\$7,874,837.68</b>	<b>\$6,922,860.68</b>	<b>\$720,148.00</b>	<b>\$881,829.00</b>	<b>\$22,294.14</b>	<b>\$2,863,146.60</b>	<b>\$5,284,400.15</b>	<b>\$2,590,437.53</b>



**Riley Purgatory Bluff Creek Watershed District**  
**Balance Sheet**  
**As of November 30, 2020**

**ASSETS**

**Current Assets**

General Checking-Old National	\$864,843.68
Checking-Old National/BMW	23,256.03
Investments-Standing Cash/Wells Fargo	4,033,445.33
Accrued Investment Interest	21,874.72
Due From Other Governments	51,116.73
Taxes Receivable-Delinquent	36,003.36
Pre-Paid Expense	29,172.23
Security Deposits	7,244.00

**Total Current Assets:** \$5,066,956.08

**LIABILITIES AND CAPITAL**

**Current Liabilities**

Accounts Payable	\$249,496.72
Retainage Payable	12,521.39
Salaries Payable	20,196.55
Permits & Sureties Payable	588,183.25
Deferred Revenue	36,003.36
Unearned Revenue	199,470.00

**Total Current Liabilities:** \$1,105,871.27

**Capital**

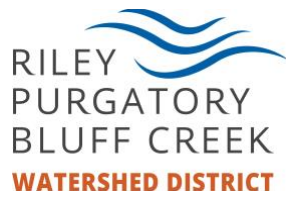
Fund Balance-General	\$6,333,598.12
Net Income	(2,372,513.31)

**Total Capital** \$3,961,084.81

**Total Liabilities & Capital** \$5,066,956.08

**RILEY PURGTORY BLUFF CREEK WATERSHED DISTRICT**  
**OLD NATIONAL BANK VISA ACTIVITY**  
**November 30, 2020**

DATE	PURCHASED FROM	AMOUNT	DESCRIPTION	ACCOUNT #	RECEIPT
11/22/20	Adobe Creative Cloud	386.42	Yearly Adobe Subscription	10-00-4203	Y
11/24/20	Creative Cloud Individ.	206.03	Yearly Adobe Subscription	10-00-4203	Y
11/25/20	MN Watershed	405.56	CAC MAWD Registration	10-00-4800	Y
11/26/20	1Password	32.93	Monthly Software Subscription	10-00-4203	Y
11/27/20	Randy's Sanitation	98.45	Monthly Trash/Recycling	10-00-4220	y
12/01/20	MSU Payments	875.00	Staff Development	10-00-4265	Y
12/06/20	Amazon.com	96.95	Refrigerator Filters	10-00-4200	Y
12/11/20	Microsoft	292.23	Software Supplies	10-00-4203	Y
		<b>\$2,393.57</b>	<b>General Administration Total</b>		
11/20/20	In Situ, Inc.	219.00	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	In Situ, Inc.	219.00	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	In Situ, Inc.	219.00	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	In Situ, Inc.	219.00	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	In Situ, Inc.	231.96	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	In Situ, Inc.	219.00	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	In Situ, Inc.	219.00	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	In Situ, Inc.	219.00	Yearly Equipment Maint. & Repair	20-05-4201	Y
11/20/20	Pilgrims Dry Cleaners	234.16	Data Collection	20-05-4260	Y
11/21/20	Amazon Mktp.	325.06	Field Gear	20-05-4635	Y
11/22/20	Adobe	644.12	Yearly Adobe Subscription	20-08-4203	Y
11/22/20	Adobe Creative Cloud	644.12	Yearly Adobe Subscription	20-08-423	Y
12/07/20	Amazon Mktp.	2,380.00	Office Equipment	20-13-4635	Y
12/08/20	SQ *Maxbotix, Inc.	421.49	DC Supplies	20-05-4201	Y
12/08/20	Zohoh-CRM	420.00	CRM Yearly Subscription	20-08-4203	Y
12/08/20	Dan S Southside Marine	4,377.17	Boat Upkeep	20-02-4322	Y
12/08/20	Menards Eden Prairie	143.76	Vehicle Equipment & Accessories	20-05-4635	Y
12/09/20	Adafruit Industries	140.77	DC Supplies	20-05-4201	Y
12/09/20	Voltaic Systems, Inc.	28.38	DC Supplies	20-05-4201	Y
12/10/20	Amazon Mktp.	33.95	Wetland Program Equipment	20-13-4635	Y
12/10/20	Amazon Mktp.	267.99	Wetland Program Equipment	20-13-4635	Y
12/11/20	DKC*Digi Key Corp.	315.37	DC Supplies	20-05-4201	Y
12/13/20	Amazon Mktp.	240.00	Wetland Program Equipment	20-13-4635	Y
12/16/20	Facebook	2.00	Education & Outreach	20-08-4250	Y
12/16/20	YSI	685.00	Field Supply Maintenance	20-05-4201	Y
12/17/20	Amazon Mktp.	25.98	DC Equipment	20-05-4635	Y
		<b>\$13,094.28</b>	<b>District-Wide Total</b>		
		<b>\$15,487.85</b>	<b>GRAND TOTAL</b>		



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

To: Board of Managers  
From: Claire Bleser, District Administrator  
Re: Fund Transfers

Thursday, December 31, 2021

Dear Managers,

Please find recommendation to conduct fund transfers in order to balance year-to-date expenditures.

Transfer \$8,000 from reserve to Accounting and Audit.

Transfer \$15,000 from Reserve to Legal Services.

Transfer \$10,000 from Reserve to 10-year Management Plan.

Transfer \$4,000 from Reserve to Lake Riley and Rice Marsh Lake Subwatershed Assessment.

Transfer \$6,000 from Reserve to Mitchell Lake Subwatershed Assessment.

Manager \_\_\_\_\_ seconded by Manager \_\_\_\_\_ to approve fund transfers out of Reserve to Accounting and Audit, Legal Services, 10-year Management Plan, Lake Riley and Rice Marsh Lake Subwatershed Assessment, Mitchell Lake Subwatershed Assessment.

**RESOLUTION NO. 2021-001  
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS**

**ORDERING THE RICE MARSH LAKE SUBWATERSHED RM\_12A WATER  
QUALITY IMPROVEMENT PROJECT**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by  
Manager \_\_\_\_\_:

**WHEREAS** the Riley Purgatory Bluff Creek Watershed District's (District) 2018 10-Year Watershed Management Plan (Plan) identified proposed projects in the Riley Creek Watershed, including RM\_12a, Rice Marsh Lake, Watershed Phosphorus Load Control;

**WHEREAS** in May 2020, the District engineer completed a feasibility report that recommends the installation of a proprietary device, similar to the Bio Clean Kraken Filter, in Rice Marsh Lake, an 83 acre, 375 acre-foot shallow lake that is aerated in the winter, as the most feasible best management practice to improve water quality, specifically to control phosphorus loading, in the RM\_12a subwatershed and Rice Marsh Lake (the "Project"); the District engineer's review of recent monitoring data and an updated model indicated that there was greater potential for removal of phosphorus and total suspended solids, such that larger treatment capacity is warranted; the District engineer also identified opportunities for soil revitalization in the site restoration process through soil amendments and native plants;

**WHEREAS** the estimated total cost of the Project in light of the increased pollutant removal capacity and soil revitalization is \$569,000; the District proposes to fund its share of the Project costs through the District's ad valorem property tax levy to implement its watershed management plan pursuant to Minnesota Statutes Section 103B.241, 77% of which is paid by District property taxpayers in Hennepin County and 23% is paid by District property taxpayers in Carver County;

**WHEREAS** on December 9, 2020, the Board of Managers held a virtual public hearing pursuant to Minnesota Statutes Sections 13D.021 and 103B.251 to consider whether to order the proposed Project, and the Board of Managers considered all comments received;

**NOW THEREFORE BE IT RESOLVED** that the Board of Managers finds that the construction of the Project is consistent with the water quality objectives of the District for the Riley Creek Watershed, and that the proposed project will be conducive to public health, will promote the general welfare, and complies with the Watershed Law, the Metropolitan Water Management Planning Law, and the District's Plan;

**BE IT FURTHER RESOLVED** that the Board of Managers hereby orders that the Project be constructed, and that the Administrator proceed, with the advice of legal counsel, to develop a cooperative agreement with the City of Chanhassen for the due consideration and approval by the Board of Managers;

The question was on the adoption of the resolution and there were \_\_\_\_\_ yeas and \_\_\_\_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>CRAFTON</b>				
<b>KOCH</b>				
<b>PEDERSEN</b>				
<b>WARD</b>				
<b>ZIEGLER</b>				

Upon vote, the president declared the resolution \_\_\_\_\_.

Dated: \_\_\_\_\_, \_\_\_\_, 2021.

\_\_\_\_\_  
, Secretary

\* \* \* \* \*

I, David Ziegler, secretary of the Riley Purgatory Bluff Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcription thereof.

IN TESTIMONY WHEREOF, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
David Ziegler, Secretary

**TASK ORDER No. 28B: Final Engineering and Design and Construction Observation for  
Rice Marsh Lake - Subwatershed RM\_12a Water Quality Treatment Project  
Pursuant to Agreement for Engineering Services  
Riley Purgatory Bluff Creek Watershed District and BARR Engineering Company.  
December 30, 2020**

This Task Order is issued pursuant to Section 1 of the above-cited engineering services agreement between the Riley Purgatory Bluff Creek Watershed District (District) and BARR Engineering Company (Engineer) and incorporated as a part thereof.

1. Description of Services:

Barr will complete the engineering and design of a manufactured treatment device (MTD) (e.g., the Kraken Filter or similar) designed to treat an inflow of up to 6 cfs in the Rice Marsh Lake watershed (subwatershed RM\_12a). The conceptual design, preliminary engineering and hydraulic analysis were completed in the summer of 2020 as part of Task Order 28. The services outlined in this Task Order 28B include the preparation of construction plans and specifications and bidding assistance with optional tasks for future construction administration and preparation of a final construction memorandum.

The preliminary engineering study completed as part of Task Order 28 recommends an underground manufactured treatment device (MTD) such as BioClean's Kraken Filter to treat up to 6 cfs of discharge from the upstream watershed before discharging into the RM\_12 constructed pond and ultimately to Rice Marsh Lake. The conceptual design from the preliminary engineering study includes modification of the existing storm sewer to divert low flows to the underground MTD. Treated water would re-enter the existing storm sewer discharging to the RM\_12 pond. An alternative to route directly to Rice Marsh Lake will also be considered. Disturbed soils could be rehabilitated within the construction extents and re-planted with pollinator vegetation. A curb cut could be constructed along Dakota Lane to direct runoff to the amended soil if the city of Chanhasen supports this option. The proposed system will be designed with a goal of restoring soil health and reducing the total suspended solids and phosphorous loading to Rice Marsh Lake.

The following design constraints will be considered as part of the final design process:

- Installation of permanent BMPs and modifications to the storm sewer system will remain on city of Chanhasen property or within the City right-of-way and/or storm sewer easement
- Impacts to existing upland vegetation and tree removals should be minimized
- System must be designed for reasonable maintenance access

Barr's scope of work activities is divided into three phases:

- Phase 1: Feasibility Study (Previous Task Order 28A)
- Phase 2: Final Design and Permitting (This Task Order)
- Phase 3: Construction Administration Services (Optional or Future Task Order)

## 2. Scope of Services:

Engineer's services under this task order shall include:

### **PHASE 2. FINAL DESIGN AND PERMITTING**

The final engineering and design will involve construction drawings, technical specifications, an engineer's opinion of cost, and construction request for bids package. The following services will be provided for Phase 2.

#### **Task 2-1. Kick-off Meeting, Project Meetings, and Stakeholder Meeting**

A kick-off meeting will be held with District and Barr staff to discuss the overall project, intermediate deadlines, and deliverables for each deadline. The meeting will also provide an opportunity to define initial roles to be filled by District Staff and Barr Staff. It is assumed that District Staff will lead stakeholder coordination.

District and Barr Staff will coordinate a meeting with key project stakeholders to facilitate early discussion about the project and identify critical stakeholder concerns. This task assumes one stakeholder meeting at approximately 60% design with the city of Chanhassen, MNDNR, USACE and any other public entities with a stake in the project and one public open house for residents in nearby neighborhoods. The kickoff meeting in Task 2-1 will help establish a tentative schedule for each meeting and identify key dates to provide notices and/or send information to stakeholders.

#### **Task 2-2. Site Visits**

Barr staff will complete up to three site visits to verify suitability of proposed design elements. It is anticipated that one site visit would be completed prior to 60% design and up to two additional site visits would be completed prior to final design. District and city staff will be notified of the site visits and invited to participate at their discretion.

#### **Task 2-3. Preparation of Construction Plans and Specifications**

After the site visit, review of the existing system information, and collection of survey data, Barr will prepare design drawings and specifications for construction and bidding. We anticipate there being one design review meeting with Barr, RPBCWD, and city of Chanhassen staff at approximately 60% and 90% design.

The feasibility design will be advanced based on District and stakeholder input. Hydraulic modeling will be conducted to inform the design. In particular, the model will be used to evaluate flow diversions, by-pass flow, and potential curb cuts. While a site survey was completed during the feasibility portion of this project, an additional 12 hours of survey time has been allotted to the design process to supplement any missing information. A soil boring will also need to be collected to support the design. Development of detailed design drawing for the proposed MTD include an erosion control plan, stormwater water pollution prevention plan (SWPPP), removals plan, MTD sheet and site restoration. The drawing set is anticipated to consist of approximately six to eight sheets. The 60% design drawings will be provided electronically in pdf format. The 60% design will be provided to the District Administrator and city of Chanhassen for additional feedback. It is assumed that comments will be provided within two weeks of providing the drawings.

After gaining additional input from stakeholders regarding the advanced design, Barr will continue to refine the design and prepare the 90% drawings for review by District staff and the city of



Chanhassen. Upon review and approval of the 90% design by District and city staff, Barr will complete the final construction drawings (bid-ready). The 60% and 90% drawings will be submitted to the RPBCWD administrator and the city of Chanhassen for review and comment. The 100% plans will be submitted to the RPBCWD Board of Managers for authorization to solicit bids from construction contractors.

Barr will provide technical specifications and a project bidding form for the project. Barr will develop technical specification sections using Construction Specifications Institute (CSI) format including all “upfront” sections such as general conditions, supplementary conditions, summary of work and those related to bidding and contracting. The development of the technical specification will be coordinated with the District Administrator and Counsel. Barr assumes specifications will be in CSI format with Engineers Joint Contract Documents Committee (EJCDC) general conditions. Barr reserves the right to modify budget if technical specification format is other than stated in this paragraph.

Barr will utilize other experienced staff not directly involved in the design of the project to provide QA/QC review at the 60%, 90% and final design phases.

#### **Task 2-4. Engineer’s Opinion of Probable Cost**

Upon completion of the final design, Barr will prepare an Engineers Opinion of Probable Cost. This cost estimate will accompany the finished plan set for final approval by the District. The opinion of cost will be based on costs from similar projects and previous Barr project experience and be provided at the 100% design phase.

#### **Task 2-5. Permitting Assistance**

Permitting assistance includes preparation of permitting submittals and communication with applicable agencies. The following agency reviews and/or permits are anticipated:

- City of Chanhassen – Grading permit
- RPBCWD –Erosion and Sediment Control permit

While the project could include more than 5,000 square feet of land-disturbing activities, the project should not result in the creation of new impervious areas or land alterations that alter stormwater flows at the site boundary, thus it is assumed the project is exempt from RPBCWD stormwater rule. Barr assumes that a Wetland Conservation Act (WCA) permit and City of Chanhassen wetland permit will not be needed, as attempts will be made to keep project construction outside of the wetland boundary. Barr assumes that a MnDNR Public Waters work permit will not be required because the location of the BMP is not located on a designated Public Water Inventory watercourse or basin. Barr assumes that a MPCA NPDES permit will be required because the proposed BMP is upstream of Rice Marsh Lake. Barr assumes that a Section 404 permit or a Section 401 Water Quality Certification will not be required.

It is assumed that the District and city staff will provide timely review of permit application materials prior to submittal and that permit fees will be paid by the District directly.

#### **Task 2-6. Bidding Assistance**

Barr will lead the bidding and procurement process by preparing the bid list and bidding documents for distribution, by attending the pre-bid meeting, responding to comments during the

bid period and issuing addendums as necessary, holding the bid opening, and reviewing and compiling the bid results. The required bidding period is 21 days and the project would be advertised in the District's legal papers. Barr will prepare recommendations on contractor selection, if requested.

#### **Task 2-7. Project Management**

Project Management is a key component to help meet project milestones. In addition, project management will help make sure the work meets the expectations of District staff and other stakeholders and that work is completed in a satisfactory manner within the project timeline and within the agreed-upon budget.

Barr will continue to provide updates to the project team that document project progress and coordinate tasks. Barr will provide the District with monthly progress reports and budget status updates as part of the monthly invoicing process. Barr will solicit District Staff feedback on an ongoing basis to maintain clear and timely communication.

#### **Task 2-8. City of Chanhassen Cooperative Agreement**

District staff will coordinate with the city of Chanhassen to assist District legal counsel in developing a draft agreement regarding construction and maintenance of the proposed best management practice. This task will be led by District staff and counsel, but Barr will provide input on technical components during development of the agreement. Barr will provide up to 16 hours of technical support during the development of the agreement. The agreement will specify the responsibilities of each organization, as well as the long-term inspection and maintenance of the BMP. After meeting with the City to discuss comments on the draft cooperative agreement term sheet, a draft agreement will be developed for City and Board consideration.

### **OPTIONAL PHASE 3. CONSTRUCTION ADMINISTRATION**

Phase 3 includes the tasks associated with completing construction. Individual tasks are described below. Work associated with this Phase 3 would only occur if District Managers decide to award the project and the project forward construction. It is anticipated that the construction phase will extend for a period of about four months during the summer/fall of 2021, with active construction ongoing for approximately four weeks. Services provided as part of the construction administration and support includes the following:

#### **Task 3-1. Pre-Construction Meeting**

Barr will conduct a preconstruction meeting with the selected contractor to discuss critical aspects of the project. Safety and erosion control are always key components of the preconstruction meeting. Additional items on the agenda will likely include site access, construction limits, hours of operation, and utilities in the area.

#### **Task 3-2. Construction Administration and Observation**

Barr will provide construction planning and coordination with District and contractor(s), as well as to develop final construction sequencing and schedule. Barr will review construction access and equipment/material staging areas with contractor(s) and District staff.

Barr will act as general liaison between contractor(s) and District during the construction process, providing construction oversight as necessary to confirm that all work adheres to the approved plan. Barr will schedule site visits by design team members, review work progress, and document quality and compliance through ground photos and field notes during construction. Barr will review pay requests, requests for information (RFIs), and change orders (COs) as needed. A Barr engineering representative will be onsite to observe the construction during key times. This consists of on-site support and observation during the anticipated four weeks of construction to observe and document contractor's work, attend site meetings, and coordinate engineering issues with the contractor, owner, and engineer. We have assumed one Barr staff on-site for 4 hours per visit for an average of three visits per week during the active construction period. The construction observation budget assumes a total of 70 hours of time to complete the various aspects of this task. In addition, we have allotted up to 30 hours to process RFIs, COs, requests for payment.

Upon completion of the project construction, the following documentation will be provided:

- Record Drawings –Barr will develop record drawings to document the construction. Record Drawings will include updating the Construction Drawing set with information from the post construction survey completed by the contractor including locations and elevations of structures.

### **Task 3-3. Construction Summary**

The construction summary will compile such items as formal approved technical submittals, responses to requests for information from the contractor, maintenance information, construction photos, field notes, pay applications, change orders (if applicable), and record construction drawings. We have assumed that one draft will be provided to the District Administrator for review and comment. Comments on the draft memorandum will be incorporated into the final construction memorandum.

### **Task 3-4. Project Management**

Barr will provide updates to the project team to document project progress and coordinate tasks. Barr will provide monthly progress reports and budget status updates as part of the monthly invoicing process. Barr will solicit District feedback on an ongoing basis to ensure clear and timely communication.

### **Assumptions**

Barr has made several assumptions scope of work items in this agreement. Assumptions relating to individual work tasks are listed above in the task detailed descriptions. However, additional assumptions that do not correspond with a single work task are listed below:

- One soil boring will be conducted.
- Additional survey needs will not exceed 12 hours of work.
- Post-construction survey will be completed by the selected contractor or RPBCWD staff.
- Barr will prepare one presentation for the District Board prior to final design approval before bidding the project.
- Meetings with the City and other stakeholders will last approximately 1 hour and will be held virtually or at the District's office.
- The project site is free from contamination.

- Total time required to complete construction administration and documentation will not exceed 80 hours, based on an assumed total construction timeframe of four weeks.
- No property acquisition will be needed for the project. If property acquisition is needed, those services will be coordinated with the District Administrator on a time and expense basis.
- The proposed budget includes costs for mileage reimbursement for site visits and site observation.
- The District and City will provide all available and applicable GIS and CAD files to Barr in an electronic format.
- Permit fees will be paid directly by the District. If needed to expedite the application process, Barr will pay the permit fees, if directed by District Administrator, and charge that expense to the District as needed. This effort will be coordinated with the District Administrator on a time and expense basis.
- Preparation of a Phase 1 environmental assessment will not be needed
- Preparation of an Environmental Assessment Worksheet (EAW) or Environmental Impact Statement will not be required.
- Construction contractor will be responsible for all construction staking and surveying.
- Site characterization completed as part of Task Order 28 including collection of survey data is sufficient for design and permitting.
- Contractor will be responsible for obtaining permits not identified in this task order.
- There are no utility relocations necessary to construct the BMP and the existing sanitary sewer line does not inhibit the proposed configuration.
- A maintenance plan, if needed, would be developed after construction and is excluded from task order 28B.
- Assumes up to two 1-hour long meetings during plan development with RPBCWD and city of Chanhasen staff.

3. Deliverables:

The following deliverables will be prepared and provided to the RPBCWD:

Phase 2: Final Engineering and Design

- 60% construction plans submittal
- 90% construction plans submittal
- Specifications and special provisions
- Applicable permitting submittals
- Final contract documents
- Engineer's opinion of cost
- Preparation of addenda, as necessary
- Award recommendation memo
- Monthly progress updates

Phase 3: Construction Administration and Observation

- Monthly construction progress updates
- Engineer site visits
- Reviewed and redlined construction documents such as shop drawings, RFIs, etc. completed by the end of construction (by Barr)
- Record drawings, including survey of key components to be maintained throughout construction (by Barr)

- Pay applications from contractor(s)
- Change orders (if necessary), up to two
- Record Construction drawings
- Final construction summary, including field notes and documentation during site visits, submittals, requests for information (RFIs), field memorandum and deviations, construction photos, and record drawings

4. Budget:

Services under this Task Order will be compensated for in accordance with the engineering services agreement outlined in Phase 2 and will not exceed \$70,800, without written authorization by the RPBCWD Administrator. Barr understands the importance of working as efficiently as possible while providing the services needed for design and construction. Therefore, we will look for cost saving during the entire design and construction process. The following table provides a breakdown of the anticipated cost for major tasks associated with scope of services describe above.

Phase	Subtask	Anticipated Budget
<b>Phase 2 - Final Design, Permitting and Project Management</b>		
	Meetings (up to 3)	\$2,300
	Site Visits (up to 2)	\$1,200
	Soil Boring and Supplemental Site Survey	\$5,400
	Preparation of Construction Plans (60, 90, 100%) and Specifications	\$43,600
	Engineer's Opinion of Probable Cost	\$1,900
	Permitting Assistance	\$3,900
	Bidding Assistance	\$2,600
	Project Management	\$3,600
	City of Chanhasen Cooperative Agreement	\$2,600
<b>Task Order 28B Total Budget (Phase 2 Only)</b>		<b>\$67,100</b>
<b>Optional Phase 3 - Construction administration and observation</b>		
	Pre-Construction Meeting	\$800
	Site observation during construction (assume 12 hrs. per week for 4 weeks)	\$9,200
	Submittals Review	\$3,100
	Record Drawings	\$2,000
	Final Construction Summary	\$2,700
	Project Management	\$2,200
<b>Task Order 28B Total Budget (with Optional Phase 3)</b>		<b>\$87,100</b>

5. Tentative Schedule

The following proposed schedule has been developed assuming authorization in January of 2021:

Phase 2: Final Engineering and Design

- 60% construction plan submittal – Late February 2021
- 90% construction plan submittal – Late April 2021
- 100% plans and specifications, Board approval of project and solicit bids – May 2021

- Tentative bid opening – June 2021
- Board acceptance of bid, Notice of Award – July 2021

Phase 3: Construction Administration and Observation

- Contract award, review of submittals – August 2021
- Construction completion – October 2021
- Record drawings – November 2021
- Final construction summary – January 2022

**IN WITNESS WHEREOF**, intending to be legally bound, the parties hereto execute and deliver this Agreement.

**CONSULTANT**

**RILEY PURGATORY BLUFF CREEK  
WATERSHED DISTRICT**

By \_\_\_\_\_

By \_\_\_\_\_

Its Vice President

Its President

Date:

Date:

*APPROVED AS TO FORM & EXECUTION*

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## 9.17 Soil Health

The Natural Resources Conservation Service (NRCS) defines “soil health, also referred to as soil quality, as the continued capacity of soil to function as a vital living ecosystem that sustains plants, animals, and humans. This definition speaks to the importance of managing soils so they are sustainable for future generations.” Because the water resources are directly impacted by what happens on the land within the resource’s watershed, understanding and promoting soil health is an important avenue to achieving the many RPBCWD’s goals identified the 10-year plan, Planning for the Next Ten Years 2018-2027. Table 9-7 summarizes various RPBCWD goals and strategies that have some connection to healthy soils.

**Table 9-7 Soil Health Connection to RPBCWD Goals and Strategies**

Goal	Description	Applicable Strategies
EO 1	Design, maintain, and implement Education and Outreach programs to educate the community and engage them in the work of protecting, managing, and restoring water resources.	EO S4, EO S7 EO S9
Plan 2	Include sustainability and the impacts of climate change in District projects, programs, and planning.	Plan S2 Plan S3 Plan S7
WQual 1	Protect, manage, and restore water quality of District lakes and creeks to maintain designated uses.	WQual S1 WQual S3 WQual S6 WQual S8 WQual S11 WQual S13 WQual S14 WQual S18
WQual 2	Preserve and enhance the quantity, as well as the functions and values of District wetlands.	
WQual 3	Preserve and enhance habitat important to fish, waterfowl, and other wildlife.	
Ground 1	Promote the sustainable management of groundwater resources.	Ground S1 Ground S2
WQuan 1	Protect and enhance the ecological function of District floodplains to minimize adverse impacts.	WQuan S1 WQuan S2 WQuan S3 WQuan S6 WQuan S7 WQuan S8 WQuan S9 WQuan S10
WQuan 2	Limit the impact of stormwater runoff on receiving waterbodies.	

Therefore, in addition to any of the aforementioned BMPs, tilling to loosen soils and amending with compost within the construction extents of the BMPs would result in additional runoff retention and reduce TP loading to the water resources throughout the district. Typically, a soil with good structure (defined below) has 25% of the pore space

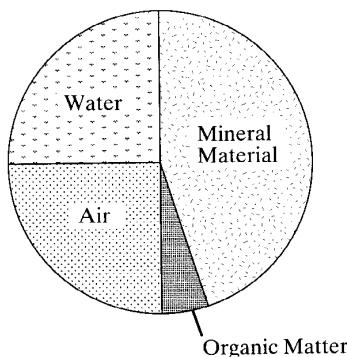
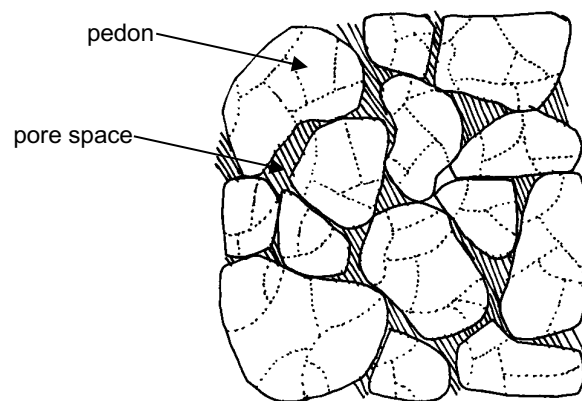
available to retain water. That means that eight inches of healthy amended/tilled soil can retain two inches of water during a storm event. This assumes that the soil is vegetated so that the water flow is slowed to allow for infiltration rather than run across the surface.

### 9.17.1 Soil Structure

Soil structure refers to how the sand, silt, and clay in soils are grouped together into aggregates called pedons. With the formation of pedons, pore space is provided in soils – the combination of pedons and pore spaces promotes the development of good soil structure.

Soil pedons are formed by:

- humus (highly decomposed compost and organic matter),
- organic glues created by fungi and bacteria in the decomposing organic matter, and
- polymers and sugars excreted from plant roots.



Soils with ideal soil structure contain 50% mineral material and 50% pore space. Water readily infiltrates into the soil and is held in this pore space. Plants grown on soils with good soil structure are healthy and resilient to stresses of flood, drought, insects, and disease.

Soil scooped from a badger mound in a prairie that has never been tilled, compacted, or otherwise disturbed. All soil processes are functioning. Pedons are visible that make up soil structure.

Much of the watershed has low infiltrating, clayey soil, and so infiltration of runoff on landscaped areas is a challenge. Clay soils have a very dense





(poor) soil structure because this soil is characterized by very small clay particles that tightly bond together to form a very dense soil. In addition, while the clay soil has a lot of tiny pore spaces, the water is held very tightly within these pore spaces. These properties make it difficult for plant roots to grow deep into the soil, for water to infiltrate, and for plants to use the water stored in the soil. Plant growth should be encouraged by tilling organic matter amendments into the soil to provide additional larger pore space and to facilitate structure enhancement by the soil food web (described below) to increase aeration and infiltration.



*Soil being tilled to incorporate organic matter in a compacted urban landscape. This method helps to provide nutrients and promote development of soil structure for plants to thrive.*

Soil compaction through mass grading, soil stripping and construction (including lawns) destroys soil structure and significantly reduces the ability of water to soak into ground. Amending lawns and landscapes with organic matter increases infiltration and facilitates

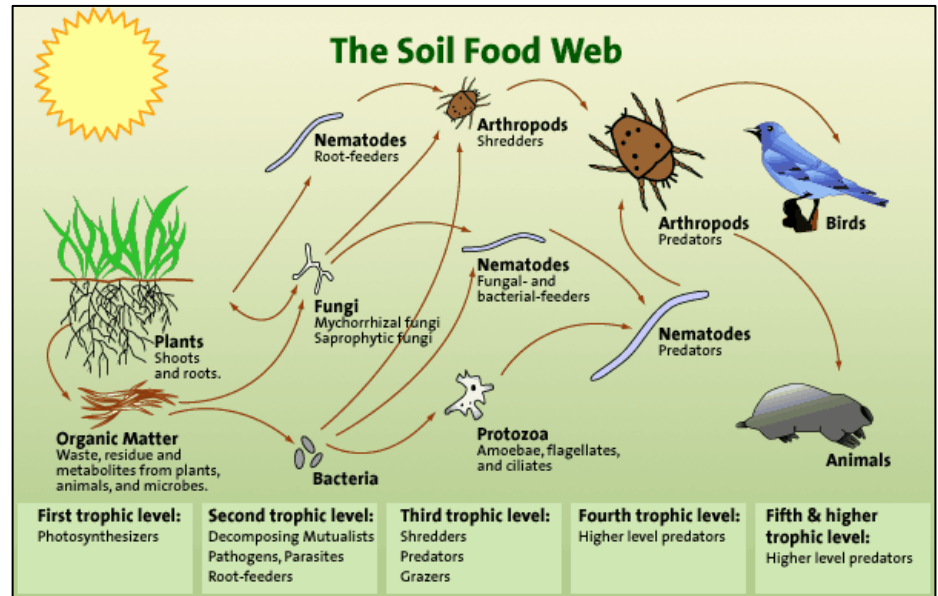


*Compost produced from yard waste by metro cities.*

pollutant removal by binding contaminants to soil particles or breakdown by microbes. In most cases, amending any soil type with organic matter is beneficial; amending sandy soil improves nutrient and water holding capacity, while amending clay soil improves drainage and aeration. Organic matter is any decomposed plant or animal material (compost, mulch, rotted manure, etc.) which improves soil structure and porosity.

There are many advantages to building soil structure by amending soils with organic matter. Good soil structure means that the porous soil will:

- Readily accept stormwater, allowing for quick infiltration of large volumes of water.
- Hold large volumes of water in the soil for future availability to plants. This makes for healthier, more resilient plantings.



- Reduce the amount of phosphorus reaching water bodies because first, large volumes of water are intercepted by soils, and second because soils readily and strongly adhere phosphorous to soil particles. Phosphorus is an essential plant nutrient. Its best held in the soil where landscape and native plants can use it rather than letting it run to lakes where it feeds algae.
- Hold oxygen in the soil. This is essential for root respiration and diversity of microbes in the soil.
- Provide nutrients to plants as compost further breaks down soil microbes.
- Provide food and habitat for microbes living in the soil which break down organic matter and supply nutrients to plants. In exchange, they consume sugars and proteins release from plant roots, therefore feeding the soil food web. Larger organisms, like nematodes and arthropods, burrow through the soil, mixing it, providing the mechanism for soil aeration, increased infiltration, and physically developing soil pedons.



*Soil under a dry lawn that is devoid of organic matter. Organic matter (black topsoil) was added as an amendment to promote plant growth and water infiltration.*

Organic matter is naturally found in the upper soil layers (topsoil). The color of the topsoil can provide some clues as to how much organic matter is in the soil. Typically, darker color soil has more organic matter caused by the carbon in the organic matter. Conversely, a lighter color soil would have less organic matter (because there is less carbon).

Organic matter acts like glue to bind soil particles into pedons, which improves the soil structure and water holding capacity. Organic matter can also reduce soil erosion by promoting infiltration (rather than runoff) and improving the stabilization of soil pedons (so pedons stay in place).

Soil structure is destroyed by:

- Compaction – through construction activities, driving vehicles, or excessive foot traffic. Compaction reduces pore space, limits oxygen circulation and plant growth, and decreases water infiltration.
- Stripping of topsoil and mass grading – which eliminates or mixes topsoil deep into the soil profile and out of reach for plants.
- Pesticides and other contaminants – which kill soil organisms that are the backbone of developing and maintaining soil structure.
- Fertilizers – which throw off the nutrient balance for microbes, and impact the soil food web by altering the function of bacteria.
- Excessive tilling – which destroys soil structure and vital fungal systems. This is mainly a problem in agricultural settings. Initial tilling of compost into a depleted or compacted soil is an essential first step in restoring soil.

While most native soils are 2 to 10 percent organic matter, urban soils typically contain a minimal amount of organic matter due to the action of mass grading and mixing soil

deep in the ground. Therefore, the addition of organic matter to feed the soil food web is a key component for soil restoration. Tilling 6 to 8 inches of compost into the top 8 inches of soil will help restore the soil food web by providing pathways for oxygen and sources of nutrition to sustain microbes, which maintain the looseness of the soil. Tilling can initially promote a flush of beneficial microbial activity in the soil, increasing the rate of decomposition. As the food webs of microbes and invertebrates (fed by the nutrients released from the decomposing organic material) in the amended soil develop and become more active, they help to improve porosity and infiltration capacity of the soil.

### **9.17.2 Soil Amendments**

Amendments such as compost, manure, biochar, or any other form of decomposed organic material can be used to amend the soil. Biochar is a charcoal-like material that is made by burning biomass (wood, grasses, etc.) in the absence of oxygen, and stores carbon, the key component of organic matter. Biochar is a stable solid that remains intact in soils for a long time. It is used as a soil amendment because it increases the water holding capacity of the soil. If soil pH is an issue, amendments to balance it include lime (raises pH and lowers acidity) and gypsum (modifies calcium) which, if used correctly, will change pH and modify the soil structure allowing better infiltration. A soil test should be conducted before adding these amendments. As landscapes and lawns are established, incorporating soil amendments helps turf, trees, and shrubs survive drought periods (because the water-holding capacity of the soil is increase) and prevents sogginess during wet periods (because water infiltrates deeper into the soil profile).

### **9.17.3 Potential District Soil Health Activities**

Some of the potential soil health activities under data collection, education and outreach, regulatory program, and groundwater conservation in **Error! Reference source not found.** include, but are not limited to, the following:

- **District capital improvement projects.** For capital projects, the district will consider incorporating eight inches of compost into the top eight inches of existing soil within the construction extents of the chosen BMP. For the surface BMP options, the amended soil would serve as an infiltration bench surrounding the basin, providing additional abstraction of runoff from basin overflow during large storm events.



- **District Assessment.** RPBCWD will work with various stakeholders and partners to undertake a study to better understand the health (structure) of soils throughout the watershed. The study could document the potential for healthy, well-structured soils to improve water quality, to reduced flood potential, and to enhance community resiliency. This study could include:
  - **Assessment of sentinel sites.** Collecting soil samples at various land use locations throughout the District to document the background health of soils. These sentinel soil sites could include both undisturbed and disturbed soils including: the "Big Woods", bluff area, wetlands west of Lake Ann, sample residential properties, parks, and commercial/industrial areas. Soil samples would be collected and analyzed for compaction, percent organic matter and microbial function.
  - **Literature review.** Extensive research exists on soil health and its effects on improved water quality. A literature review could be conducted to compile research findings and to identify best practices for soil improvement and soil guidance/policies for water quality improvement in the District.
  - **Develop recommendations.** From the soils analysis of sentinel sites and the literature review, summarize findings to include:
    - the comparison of soils in sentinel sites.
    - a summary of literature findings of soil health to water quality.
    - a summary of potential guidance and policies for soil improvement.
  - **How to guide.** Develop a primer on soil health and protocols for soil improvement could be developed for citizens of the District and contractors developing projects within the District.

Outcomes of the district soil health efforts will:

- provide data and logic behind the funding (cost-share efforts) of soil amendment projects,
- provide permit applicants a mechanism to better understand the benefits of incorporating soil amendments as a BMP for meeting volume abstraction requirements, and
- support RPBCWD groundwater and wetland function by providing means to improve surficial groundwater recharge and baseflows.

# MEMORANDUM

DATE: December 27, 2020

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

FROM: Larry A. Koch, manager RPBCWD

RE: 2021 Meet and greet for city and county officials

Chanhassen, and possibly other cities and counties within the district have had a change in city officials. Consistent with one of the main tenants of the district's 10-year plan, namely, education and outreach, I recommended that the District host one or more meet and greets with the officials of the various cities and counties for the purposes of establishing optimal relationship with the District's partners.

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

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District"), administrator is hereby authorized and directed to arrange for one or more "meet and greet" with the officials of the various cities and counties within the District's boundaries for the purposes of extending its education and outreach to the District's partners, particularly any new councilmembers and county commissioners.
2. That the District administrator is authorized to incur reasonable costs in connection with the such "meet and greet" activities with the cost if any, incurred in connection with the shall be allocated to the education and outreach portion of the District's budget.

# MEMORANDUM

DATE: December 26, 2020

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

FROM: Larry A. Koch, manager RPBCWD

RE: Credit cards-purchasing cards

It is my understanding that currently the district uses a credit card to make certain purchases. In addition, the staff makes purchases. They submit reimbursements to the district. It is my understanding that such credit card purchases are recorded in the various accounts as visa purchases or reimbursements to staff and that the vendor or item is not recorded in the accounts. Whether or not this is proper accounting practice, it is not a best management practice.

Rather than using credit cards, the district could use what I refer to as “purchasing cards,” which tracked the vendor and items purchased and allows the data to be downloaded directly into the district’s accounting system. Such cards can provide that each employee be issued card and various controls can be placed on the uses of the card to a limit the possibilities of abuse. Information can be found on the NAPCP website (<https://www.napcp.org/>).

Therefore, I recommend that staff investigate the use of purchasing cards by all staff for payment of purchases of equipment and services for the district.

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

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) is hereby authorized and directed to inquire into the use of purchasing cards by the district and to prepare and provide to the managers, a report of the results of such inquiry no later than 90 days from the date of the adoption of this resolutions.

# MEMORANDUM

DATE: December 26, 2020

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

FROM: Larry A. Koch, manager RPBCWD

RE: Proposal for survey of erosion of Lakeshore and wetlands

It has come to my attention that there appears to have been a significant increase in the erosion to shorelines and lake bottoms as well as wetlands as a result of certain activities on the lakes within the district. I have been in contact with two residents on Lotus Lake, Donna Burt and Joanne Syverson and, regarding erosion of their shoreline due to enhanced wakes caused by watercraft, including watercraft, which are known as “wake boats.” I have also been informed that such damage may well be occurring on Lake Riley as well.

Therefore, I recommend that staff investigate whether a route erosion to the shorelines and lake bottoms of the lakes within the district.

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

1. That the district Administrator of the Riley Purgatory Bluff Creek Watershed District’s (the “District”) is hereby authorized and directed to develop a plan for determining the amount and cause of erosion occurring to the shorelines and the lake bottoms of the lakes within the district and to prepare and provide such a plan to the managers for its review.