

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

August 2, 2017, Board of Managers Plan Workshop and Monthly Meeting

PRESENT:

Managers: Mary Bisek, Secretary

Richard Chadwick

Perry Forster, President

Leslie Yetka, Vice President

Staff: Claire Bleser, District Administrator

Zach Dickhausen, Water Resources Technician

Terry Jeffery, Project and Permit Coordinator

Michelle Jordan, Community Outreach Coordinator

Josh Maxwell, Water Resources Coordinator

Louis Smith, Attorney (Smith Partners)

Scott Sobiech, Engineer (Barr Engineering Company)

Other attendees: Ryan Anderson, ISG*

Terence McGrotty, Chanhassen Resident*

Evan Christianson, Barr Engineering*

Dave Modrow, City of Eden Prairie*

Megan Jester, Eden Prairie Resident*

Dorothy Pedersen, CAC

Larry Koch, Chanhassen Resident

David Ziegler, CAC

Sharon McCotter, CAC*

* Indicates attendance at the board meeting only

1. Plan Workshop

President Forster called to order the Wednesday, August 2, 2017, Board of Managers 10-Year Plan and 2018 Budget Workshop at 5:46 p.m. in the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

Administrator Bleser introduced Ms. Jordan to present on the District's Education and Outreach Plan (EOP) including the process undertaken to develop the plan and the current status of the plan.

Ms. Jordan handed out two copies of the EOP to each manager. She explained that one copy showed the tracked changes made based on Citizen Advisory Committee feedback and the other copy incorporated the changes and did not show the tracking. Ms. Jordan reviewed the process undertaken to develop the EOP and walked the Board through the plan's structure and content. Ms. Jordan collected manager feedback.

Administrator Bleser handed out the most recent version of the District's draft 10-year plan. She pointed out changes to be made to this version including under Plan Strategy 9 on page 55 to insert the word "Programs" so that the strategy states, "to implement projects and programs to meet District's goals."

Administrator Bleser went through the draft plan's table of contents and the layout of the plan, and she described the updates made since the previous version of the draft plan. Administrator Bleser asked the managers to provide

feedback on the draft prior to the next monthly meeting. She said that staff will incorporate the feedback and will provide the updated version to the CAC and Technical Advisory Committee (TAC) for their September meetings.

Administrator Bleser moved on to the District's proposed 2018 budget. She noted that the budget was identified in the CIP table included in the draft 10-year plan and that the Board has already seen this proposed budget a few times. Administrator Bleser listed the items included in the proposed 2018 budget and noted that no budget numbers have changed from what the managers saw listed in the implementation table.

Administrator Bleser reported that the District's public hearing on the proposed 2018 budget will be held here at the District office on September 6. She reminded the Board that the District will hold its second public hearing on the budget in November at which time the Board could act to lower the amount of its levy request. Administrator Bleser noted that the levy request needs to be certified by September 15 to both Hennepin and Carver counties. She responded to questions and stated that she would present this budget along with the line item descriptions at the Board's September monthly meeting.

Manager Chadwick moved to adjourn the workshop. Manager Yetka seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote]. President Forster adjourned the Plan Workshop at 6:58 p.m.

2. Monthly Board Meeting Call to Order

President Forster called to order the Wednesday, August 2, 2017, Board of Managers Monthly Meeting at 7:11 p.m. in the District Office, 18681 Lake Drive East, Chanhassen, MN 55317. He reported that on July 17 the managers met in closed session to evaluate Administrator Bleser's performance for the past 12 months. President Forster noted that all managers, including managers Bisek, Chadwick, Crafton, Yetka, and himself, were present at the meeting. He explained that the foundation of the evaluation was a document sent to the managers for each manager to complete and be used as the discussion points for the evaluation. President Forster reported that the meeting took approximately two hours and at the end of the time the managers determined that Administrator Bleser had exceeded the performance requirements of the job. He stated that the managers discussed a salary change for the Administrator for the coming year and approved a motion to increase Administrator Bleser's salary to \$97,500. President Forster noted that the salary increase will take place on the anniversary of Administrator Bleser's employment. He thanked Manager Bisek for her time and work coordinating and organizing the evaluation data.

3. Approval of the Agenda

President Forster noted that Administrator Bleser requested adding to the action items a Resolution to delegate certain permit approval authority to the permit coordinator. He said it could be added to the agenda as Action Item 10d. Manager Chadwick requested that Consent Agenda item 8a. Accept Staff Report ó be removed from the Consent Agenda for additional information. President Forster said it could be added as Discussion Item 11a.

Manager Yetka moved to approve the agenda as amended. Manager Chadwick seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

4. CAC Storm Drain Subcommittee Presentation

Ms. Sharon McCotter, CAC member, reported on the work undertaken by the CAC's storm drain subcommittee. She talked about working with Ms. Jordan to draft a survey and about members of the subcommittee surveying

the watershed's city leaders. Ms. McCotter said that three city leaders were very engaged, and she described the information collected from them through interviews. She explained how one city was very interested in the idea of grass clipping education for residents, another had higher interest in fall leaf clean-up efforts, and one was interested in a storm drain stenciling program. She reviewed the five subcommittee recommendations for the Board's consideration, described proposed next steps, and responded to questions. In response to the recommendations, Manager Bisek asked Ms. Jordan to come back to the Board if, as she works to help the subcommittee, she needs further direction about prioritizing her workload and time. In response to Ms. McCotter's question about how the Board would like to receive updates from the subcommittee, Manager Yetka said that she would like to see a report from the subcommittee.

Manager Yetka moved that the Board ask the subcommittee to move forward with the work proposed, use the District's administrative staff for support, and come back to the Board with updates. Manager Chadwick requested the friendly amendment that Ms. Jordan's role would be limited to an oversight and coordination role. Manager Yetka agreed to the friendly amendment. Manager Chadwick seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

5. Groundwater Presentation

Mr. Sobiech introduced Mr. Evan Christianson, PG, of Barr Engineering Company to present Mr. Christianson's Groundwater/Surface Water Interaction Study. Mr. Sobiech noted that the managers have a draft copy of the report.

Mr. Christianson went through the reasons why the study was undertaken, including the point that changes in the ground water system may affect water levels, stream flow, and water quality. He discussed the study's four tasks:

- Determine how surface water and groundwater interact in the watershed district;
- Identify surface waters in the district that may be vulnerable to changes in ground water;
- Identify areas most conducive for large-scale infiltration; and,
- Evaluate slope stability across the watershed district.

Mr. Christianson went into detail about each of the tasks and findings. He introduced the scoring system used for identifying areas most conducive for large-scale infiltration. He gave recommendations including:

- Establish base flow thresholds for the creeks within the District;
- Establish either lake stage or outlet discharge thresholds for lakes identified as vulnerable to changes in the ground water system;
- Establish target hydrographs for wetlands identified as vulnerable to changes in the ground water system; and,
- Re-establish a monitoring well network within the District and implement a monitoring program.

Mr. Christianson provided additional recommendations and responded to questions.

6. Matters of General Public Interest

President Forster explained the procedure for bringing forward matters of general public interest and opened the floor.

Mr. Larry Koch thanked the Board and staff for considering moving up the Lotus Lake alum treatment project.

President Forster called for additional comments. Upon hearing none, he moved on to the next agenda item.

7. Reading and Approval of Minutes

a. July 12, 2017, RPBCWD Board of Managers Plan Workshop and Monthly Meeting

President Forster noted a clarification on page 1 to indicate that the Board discussed a resolution in support of a boundary change but did not yet review or take action on such a resolution. He also corrected an omission on page 3, first paragraph, to correctly insert that Ms. Susla thanked Dr. Bleser for presenting at the LLCA Question and Answer meeting on June 20. President Forster also noted on page 5 under item e that the size of the commercial development should be listed as 12,000 square feet. Manager Bisek said that on page 2 in the third paragraph, the referenced staff report should be changed to the permit report. Manager Chadwick stated that on page 4, item e, paragraph 2, the sentence should reflect that he asked if the watershed and City together could approach Emerson.

Manager Chadwick moved to accept the minutes as amended. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

8. Consent Agenda

President Forster read aloud the Consent Agenda items: b. Accept Engineer's Report (with attached inspection report); c. Approve Permit Modification Request for Permit 2016-026: Foxwood Development; d. Approve Permit Modification Request for Permit 2016-030: IDI Distribution; e. Approve Permit 2017-037: The Venue with Staff Recommendations; f. Approve Review Extension Period for Permit 2017-039: Mission Hills Senior Living; g. Approve funding for Master Water Steward Capstone Project.

Manager Bisek moved to approve the Consent Agenda as presented. Manager Yetka seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

9. Citizen Advisory Committee (CAC)

Ms. Pedersen stated that the CAC appreciated being included in the process for providing feedback on the Education and Outreach Plan. There was a short discussion about a spreadsheet that had been presented to the CAC but not to the Board.

10. Action Items

a. Accept June Treasurer's Report

Administrator Bleser explained the adjustment in legal services in the amount of \$16,191.52 as indicated on the Treasurer's Report. She said that the services were coded correctly but had been erroneously allocated to general services instead of permitting services. She said that the adjustment was made to allocate the services correctly. Manager Chadwick commented that it might be worth adding a footnote to the Treasurer's Report to explain the adjustment. He also had comments and a question on the Engineering budget. Administrator Bleser answered his question. Manager Bisek moved to accept the Treasurer's Report as presented. Manager Chadwick seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

b. Approve Paying of Bills

Manager Yetka moved to pay the bills. Manager Chadwick seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

c. Approve Permit 2017-032: Purgatory Creek Channel Stabilization at Bluestem

Mr. Jeffery stated that the City of Eden Prairie is the permit applicant, and he went through the site map included in the Board meeting packet. He talked about the existing topography of the project site, which extends 174 linear feet along Purgatory Creek. Mr. Jeffery explained the applicant's request for variances to use type 3 rip rap at the toe of the slope and for the slope to be constructed at a 2:1 ratio instead of the 3:1 ratio required by the District's rules and finally to allow 100 cubic yards of fill in the floodplain. Mr. Jeffery described the design options considered and explained why he recommends the proposed design and the variances.

Manager Chadwick moved to approve the variances for Permit 2017-032 as described. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

Manager Chadwick moved to approve Permit 2017-032: Purgatory Creek Channel Stabilization at Bluestem. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

d. Approve Resolution 2017-05 Delegating Certain Permit Approval Authority to Permit Coordinator

Administrator Bleser presented the resolution to provide that in the absence of the Administrator of more than five days, the Permit Coordinator can review and approve, until the Administrator returns, permits that the Administrator is authorized to approve.

Manager Yetka moved to approve Resolution 2017-05 Delegating Certain Permit Approval Authority to the Permit Coordinator. Manager Bisek seconded the motion.

Upon a roll call vote, the motion carried 4-0 [Manager Crafton absent from vote].

Manager	Aye	Nay	Abstain	Absent
Bisek	X			
Chadwick	X			
Crafton				X
Yetka	X			
Forster	X			

11. Discussion Items

a. Staff Report

Manager Chadwick remarked that at the July meeting, staff requested manager feedback on the staff

report. Manager Chadwick provided his specific comments about the staff report. President Forster reminded Manager Chadwick that staff was requesting feedback about the permit report and not the general staff report. Manager Yetka moved to accept the staff report as presented. Manager Bisek seconded the motion. Upon a vote, the motion carried 4-0 [Manager Crafton absent from vote].

b. Upcoming Meetings

President Forster announced that starting with the District's next monthly meeting there will be two new Board managers: one replacing Manager Bisek and one replacing him. Manager Bisek shared her remarks about her five years on the Board. President Forster provided remarks about his history with the watershed and his service on the Board and thanked his fellow managers, District staff, and many others who assisted him during his years with the District.

12. Upcoming Events

- Project WET workshop, Thursday, August 10, 8:30 a.m. at Nine Mile Creek Watershed District, 12800 Gerard Drive, Eden Prairie, MN 553146
- Citizen Advisory Committee, Monday, August 21, 6:30 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Scenic Heights Informational Meeting, Wednesday, August 23, 6:30 p.m.
- Board of Managers Public Hearing, Regular Meeting and Workshop, Wednesday, September 6, 5:30 p.m., District Office, 18681 Lake Drive East, Chanhassen

13. Adjourn

Manager Yetka moved to adjourn the meeting of the Board of Managers. Manager Chadwick seconded the motion. Upon a vote, the motion carried 4-0 [Manager Chadwick absent from vote]. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Mary Bisek, Secretary