MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

September 23, 2026, RPBCWD Board of Managers Regular Monthly Meeting

Attendees:

Managers	Jill Crafton (Secretary); Tom Duevel (President); Jessica Loftus (Treasurer); Bonnie Nelson (Vice President),and Leslie Stovring
Staff/Advisors	Liz Forbes (Deputy District Administrator), Michelle Gardner (Operations Manager); Terry Jeffery (District Administrator), Louis Smith (Smith Partners), Scott Sobiech (Barr Engineering)
Other Attendees	Julie Harder (CAC); Larry Koch*; Matt Lingam*; Drew McGovern (Hennepin County); Michael Miller*; Bertie Specht; Jeff Weiss* (CAC)

Attended the meeting virtually.

Call to Order of Board of Managers Regular Monthly Meeting

President Duevel called the meeting to order at 7:00 p.m. at the District Office, 18681 Lake Drive East, Chanhassen, Hennepin County, Minnesota. Managers Crafton, Loftus, Nelson, and Stovring were in attendance.

1. Approval of Agenda

Manager Crafton moved to approve the agenda. Manager Stovring seconded the motion. Administrator Jeffery noted that item 5A – Adopt Resolution 26-035 Approving the Ecosystem Health Action Plan – is pulled from the agenda. Administrator Jeffery asked to move 6E – Approve Variance from Rule D for Permit 2026-058 and 6F – Approve Permit 2026-058, to come right after item 6B – Accepting the August Treasurer's Report and Paying the Bills. The motion carried with no managers opposing.

2. Matters of General Public Interest

Julie Harder of 541 West 78th Street, Chanhassen, commented she helps with the Learning Garden at Chanhassen Elementary School. She noted trees were recently removed in the area near the garden. She mentioned an art and water legacy event happening for a few weeks this year and could be expanded next year. She asked if the District is participating.

Administrator Jeffery said the District is not participating. He said he can send the information materials out to the managers and they can let him know if they want an item on next month's agenda to discuss possible future participation.

3. Reading and Approval of Meeting Minutes

a. Approve Minutes of the August 19, 2026, RPBCWD Board of Managers Regular Meeting

Manager Crafton moved to approve the minutes of the August 19, 2026, RPBCWD Board of Managers regular meeting. Manager Loftus seconded the motion. Manager Crafton noted an edit on line 18 to correct the votes to reflect that Manager Crafton and Manager Loftus voted for Tom Duevel. Manager Nelson requested several edits as submitted to District staff. She said the edits include moving her comments on lines 135 and 136 to between lines 149 and 150, to revise line 167 to reflect that she "proposed the Board could approve the variance;" and on line 168 to remove the word "include."

The managers consented to the edits. The motion carried with no managers opposing.

4. Committee and Member Reports

a. CAC Report

Citizen Advisory Committee (CAC) member Jeff Weiss reminded the Board the CAC meets every other month and has not met since the Board's August meeting. He said the next CAC meeting is scheduled for October 1st. Mr. Weiss reviewed some of the activities the CAC members have in progress, such as Hannah Peterson's effort to work with homeowners associations on improving stormwater management. He reported she is leading a workshop on October 27th at the Preserve Association at the Barn. He reported that CAC member Sharon McCotter is working on coordinating a meet and greet with neighboring watershed districts' CACs.

Manager Nelson volunteered to attend the CAC's October 1st meeting as the Board liaison.

5. Consent Agenda

b. Approve Modification to Permit 2025-029: Avienda Apartments as Presented in the Recommended Board Action Section of the Permit Review Report

c. Approve Permit 2026-062 6419 Beatrice Way as Presented in the Recommended Board Action Section of the Permit Review Report

d. Approve Permit 2026-067 Leona Rd. Phase 2 as Presented in the Recommended Board Action Section of the Permit Review Report

Manager Stovring moved to approve the Consent Agenda. Manager Crafton seconded the motion. The motion carried with no managers opposing.

6. New Business

a. Items moved off the Consent Agenda

No items.

b. Adopt Resolution 26-036 Accepting the August Treasurer's Report and Approving Payment of the Bills

Manager Crafton moved to adopt Resolution 26-036 Accepting the August Treasurer's Report and Approving Payment of the Bills. Manager Stovring seconded the motion.

Administrator Jeffery asked if the president or treasurer wanted to give an update about the Treasurer's Report format. Manager Loftus reported on some ideas for discussion, such as in the future putting Board approval of payment of the bills on the consent agenda and having a more detailed Treasurer's Report prepared quarterly instead of monthly.

Administrator Jeffery said the Board could direct the Audit and Finance Committee to discuss these ideas and bring a recommendation to the Board. He said alternatively a quarterly report could be prepared for the Board's October meeting to review and discuss. The managers agreed by consensus to have the detailed quarterly report prepared for the October meeting.

The motion carried with no managers opposing.

e. Approve Variance from Rule D for Permit 2026-058: Eden Prairie Road (CSAH 4) Bridge as Presented in the Potential Board Variance Action Section of the Permit Review Report

Scott Sobiech displayed the presentation, "2026-058 CSAH4 Bridge Replacement." He summarized the project, which includes a bridge replacement, pavement and trail rehabilitation, trail and retaining walls additions, storm sewer installation, and a wetland buffer. He reported the applicant is requesting a variance from the District's wetland buffer width requirements.

Mr. Sobiech walked through the compliance review. He highlighted the District Engineer's comments and condition on the proposed erosion control plan to require the applicant to provide the name and contact information for the individual responsible for the erosion control. Mr. Sobiech went into detail on the project's non-conformance to Rule D Wetland and Creek Buffers and introduced the applicant's variance request from Subsection 3.2 to allow less than then required average buffer width for the high value wetland.

Mr. Sobiech presented the Engineer's review of the variance request. He said the buffer shortfall within the right-of-way is 21.8 square feet, or 39.7%. Mr. Sobiech reviewed the alternatives examined and proposed, such as reducing trail width, reducing roadway width, and providing stormwater treatment among other alternatives. He reported that the applicant proposed reducing the trail width from ten feet to eight feet and reducing the roadway width from twelve feet with standard shoulder to eleven feet and minimal shoulders.

Mr. Sobiech summarized that the practical difficulty of this project occurred by the Hennepin County Public Works creating the circumstances by proposing a larger bridge with trails on both sides of the roadway. He explained this design resulted in the need for a retaining wall. Mr. Sobiech stated the County indicates this design is needed to comply with traffic and pedestrian safety requirements.

Mr. Sobiech commented that his variance review report included the suggestion that the Board discuss potentially including a requirement to protect the high-quality wetlands, such as a non-degradation requirement for water quality. He explained that suggestion was included before the District Engineer learned about the applicant's proposed hydrodynamic separator.

Manager Nelson asked if the District Engineer has an idea about the water quality before and after. Mr. Sobiech responded that the site's imperviousness is increasing, so the pollutant load will increase, but by how much, he cannot speculate. The managers raised ideas of various water quality management techniques to propose that the applicant include, such as street sweeping and bioswales. Manager Stovring noted that sidewalks are narrower than trails and suggested the applicant look at having a sidewalk on one side and a trail on the other.

Drew McGovern, Senior Professional Engineer, Water Resources, with Hennepin County and representing the applicant responded that the County's city partners do the trail maintenance. He pointed out that snow removal from a sidewalk is considerably more expensive than snowplowing a multiuse trail. He added that federal funding for this project is tied to the project including the connectivity element. Mr. McGovern said he could follow up regarding the idea of a sidewalk on one side. He pointed out the project will put amended soils blending sand, compost, top soil in the boulevard and on each side. Mr. McGovern explained it will help water infiltrate compared to the current site soils and slopes. He said the project plans might not call it out, but detail could be added to note that the boulevard will include a minor depression, such as two inches in depth, put in once the compost amendment has settled.

Manager Nelson asked if the project considered native planting on the railing side on top of the retaining wall. Mr. McGovern said he would need to confirm with the County's road team, but he believes it is planned to be turf seed up above, next to the trails.

Manager Nelson moved to approve the variance from Rule D for Permit 2026-058: Eden Prairie Road (CSAH 4) Bridge as Presented in the Potential Board Variance Action Section of the Permit Review Report with the suggestion that the applicant work with District staff to assess if native vegetation would be allowable within the pervious

surface on the bridge. Manager Loftus seconded the motion. The motion carried with no members opposing.

f. Approve Permit 2026-058 6419 Eden Prairie Road (CSAH 4) Bridge as Presented in the Recommended Board Action Section of the Permit Review Report

Manager Loftus moved to approve Permit 2026-058 6419 Eden Prairie Road (CSAH 4) Bridge as Presented in the Recommended Board Action Section of the Permit Review Report. Manager Crafton seconded the motion. Manager Nelson added the condition the Board previously approved, that the applicant work with the District Engineer to assess if native plantings could be used as described in the previous agenda item and motion. The managers consented to Manager Nelson's addition. The motion carried with no members opposing.

c. Adopt Resolution 26-037 Appointment to Board of Managers' Committees

Administrator Jeffery said the only current committee vacancy is the one seat previously held by Dorothy Pedersen on the Personnel Committee. He said the managers could make changes to other committees if they want to, but at this time he wants to be sure the Personnel Committee vacancy is filled. Manager Crafton said she would like to remain on the Personnel Committee. Manager Nelson nominated Manager Stovring to serve on the Personnel Committee. President Duevel seconded the motion. The motion carried with no managers opposing.

d. Adopt Resolution 2026-038 Approving the Creation of One Full-Time Permanent Water Resources Technician I Position and to Fill that Position

Administrator Jeffery went through the list of data collection activities that District staff undertake, such as eighteen creek monitoring sites, water quality data collection on the District's thirteen named weeks, biweekly for ten months of the year, and many others. He summarized that the District does not have the staff resources to conduct all these activities.

Administrator Jeffery proposed the Board authorize him to hire in October a new Water Resources Technician I or II. He said it is a full-time permanent position, starting a Grade 2 level, at a cost to the District of $67,850 to $75,120. He mentioned he recommends adding a full-time regulatory technician in fall 2027.

Manager Loftus asked to see the District's organizational chart and said staff can email it to her. Administrator Jeffery said he needs to update it due to changes, including the change for this full-time role.

Manager Stovring moved to adopt Resolution 2026-038 Approving the Creation of One Full-Time Permanent Water Resources Technician I Position and to Fill that Position

Effective October 1, 2026. Manager Crafton seconded the motion. The motion carried with no managers opposing.

g. Adopt Resolution 26-039 Authorizing the Administrator to Prepare a Plan Amendment for the Doyle / Meadowcroft Crossing and Riley Creek Stabilization, Release for Comment, and Notice a Public Hearing

Manager Loftus moved to adopt Resolution 26-039 Authorizing the Administrator to Prepare a Plan Amendment for the Doyle / Meadowcroft Crossing and Riley Creek Stabilization, Release for Comment, and Notice a Public Hearing. Manager Stovring seconded the motion. The motion carried with no members opposing.

h. Adopt Resolution 26-040 Authorizing the Administrator, with Advice of Counsel, to Negotiate a Lease Agreement with the City of Eden Prairie for the Purpose of Moving the RPBCWD Offices on May 1, 2027, and to Enter into an Agreement for Architectural Services to Develop Plans to be Provided to the City of Eden Prairie

Administrator Jeffery displayed the presentation, "RPBCWD Main Office Relocation – Moving to Eden Prairie City Center by May 1, 2027." He reviewed the proposed move logistics and costs.

Administrator Jeffery recommended editing the resolution to add "based on the terms summarized in the presented Comparative Costs of Leases table," which indicates the Base Rent amount of $7,693.33 per month at the Eden Prairie City Center.

Manager Loftus said she supports the modified resolution and recommended Administrator Jeffery get at least two or three quotes for architectural services.

Mr. Smith commented he thinks it is understood that the cost to modify the space to suit the District's needs will be borne by the City of Eden Prairie so long as the District pays for the architect's design. Mr. Smith said key to the understanding is if it turns out the City does not like the expense involved in meeting the District's design, there is not a deal because the parties would need to renegotiate. The managers indicated agreement with Mr. Smith.

Mr. Smith recommended edits to the resolution, including in the first resolving clause of the resolution, changing it to authorizes the "Board President to execute an office lease with the City of Eden Prairie consistent with the terms presented on September 23rd and subject to non-substantive changes with advice of counsel."

Mr. Smith said regarding the second resolving paragraph, which addresses the architect's costs, he asked for any thoughts around a number different than $20,000.

Manager Loftus said there is no basis for the $20,000 figure regard the architect costs, and she would like the District to have estimates from several architects. Mr. Smith provided insight from experience that $20 per square foot for a build out is a ballpark cost. He said an architect takes 15% or so. He said applying those assumptions to the

District Office space build out in front of the Board, the build out cost would be approximately $92,000 and $13,800 would be the architect's cost. Mr. Smith said he thinks it is reasonable for the Board to authorize architect costs at the not to exceed amount of $15,000. Manager Loftus said she appreciates Mr. Smith's basis for the cost. The managers discussed and agreed by consensus that not to exceed $20,000 for architecture costs is fine as long as staff solicits at least two quotes.

Manager Nelson moved to adopt Resolution 26-040 as amended to authorize the President to execute an office lease with the City of Eden Prairie consistent with the terms presented on September 23rd and subject to non-substantive changes with advice of counsel and to authorize the District Administrator with advice of counsel to solicit at least two architectural bids and enter into an agreement for architectural services at a cost not to exceed $20,000. Manager Loftus seconded the motion. The motion carried with no members opposing.

7. Discussion Items

a. Receive August Administrator's Report

b. Receive August Staff Report

c. Receive Engineer's August Report

d. Receive August Regulatory Report

e. Receive Managers' Reports

Manager Nelson reported she, Manager Stovring, and Manager Crafton went on the Minnesota Watersheds Summer Tour in August. She summarized the event.

f. Receive Legal Report

8. Upcoming Board Topics

a. RPBCWD Fall Tour (9/30/26)

9. Upcoming Events

a. MN Water Resources Conference (10/13/26 – 10/14/26)

10. Adjourn

Manager Stovring moved to adjourn the meeting. Manager Loftus seconded the motion. The motion carried with no members opposing.

The meeting adjourned at 9:06 p.m.

Respectfully submitted,

Jill Crafton, Secretary