

## MEETING MINUTES

### Riley-Purgatory-Bluff Creek Watershed District

### February 18, 2026, RPBCWD Board of Managers Regular Monthly Meeting

#### Attendees:

Managers	Jill Crafton (Secretary); Tom Duevel (Treasurer); Bonnie Nelson (Vice President), and Leslie Stovring
Staff/Advisors	Zach Dickhausen* (Natural Resources Manager), Liz Forbes (Deputy District Administrator), Andrew Hartman* (Regulatory Program Coordinator), Terry Jeffery (District Administrator), Eleanor Mahon (Community Engagement Coordinator), Josh Maxwell (Resource Management Director), Dylan Monahan (Office Administrator), Skye Slater* (GIS Communications Specialist), Scott Sobiech (Barr Engineering), Louis Smith (Smith Partners), and Rachel Whittington* (Education and Outreach Specialist)
Other Attendees	Judy Harder; Morgan Jacobs; Sharon McCotter; Jonathan Morales*; Michael*; Phil Sura; and Marilyn Torkelson*

*\*Attended the meeting virtually.*

#### Call to Order of Board of Managers Regular Monthly Meeting

1 Vice President Nelson called the meeting to order at 7:02 p.m. at the District Office, 18681  
2 Lake Drive East, Chanhassen, Hennepin County, Minnesota. Managers Crafton, Duevel, and  
3 Stovring were also present.  
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#### 1. Approval of Agenda

5 Manager Crafton moved to approve the agenda. Manager Stovring seconded the motion. The  
6 motion carried with no managers opposing.

7 Vice President Nelson read aloud the following summary of performance evaluation of  
8 Administrator Terry Jeffery (February 18, 2026):

9 On January 28, 2026, the Board of Managers held a special meeting in closed session for the  
10 purpose of the annual performance evaluation of Administrator Terry Jeffery. Board members  
11 rated and discussed Mr. Jeffery's performance across a number of responsibilities in his job  
12 description. These responsibilities include leadership, vision and adjustment of priorities,  
13 management of personnel and District finances, technical expertise, professional knowledge  
14 and policy and project implementation, and communication and engagement with District  
15 constituents and stakeholders. The managers rated Mr. Jeffery's performance on these  
16 indicators on a range to five, with five being outstanding, four exceeds requirements, three is  
17 satisfactory, two is opportunity for growth, and one is unacceptable. Scoring for all the areas

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of evaluation totaled as follows:

<i>Performance Score</i>	<i>Percent of Total Score</i>
5	8%
4	35%
3	48%
2	8%
1	0%
Insufficient information to score	1%

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The Board of Managers gave Mr. Jeffery an overall rating of satisfactory and approved a salary increase of 3.5%, bringing his annual salary to \$126,251.95 per year.

**2. Matters of General Public Interest**

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No Matters of General Public Interest were raised.

**3. Reading and Approval of Meeting Minutes**

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**a. Approve Minutes of the January 21, 2026, RPBCWD Board of Managers Workshop and Regular Meeting**

Manager Duevel moved to approve the minutes of the January 18, 2026, RPBCWD Board of Managers workshop and regular meeting. Manager Stovring seconded the motion. Manager Stovring had a correction to line 62 of the regular meeting minutes to replace “have been” with “will be.” The managers consented to the edit. The motion carried with no managers opposing.

**4. Committee and Member Reports**

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**a. Receive February Citizen Advisory Committee Report and Minutes**

Sharon McCotter mentioned she and Marilyn Torkelson agree that when the CAC does not have a learning presentation scheduled for the CAC meetings, the meeting should still have scheduled time to discuss topics the Committee sets ahead of time. She said the first

38 topic could be following up on work the CAC did previously to research what cities in the  
39 watershed do to incentivize its citizens on water conservation. Ms. McCotter reported the  
40 CAC made revisions to its Bylaws, like to make the language about the CAC meeting  
41 time and date more generic. Ms. McCotter said at the next CAC meeting the Committee  
42 will discuss officer roles and responsibilities. She shared some of the CAC's ideas such as  
43 a native plant seed library, a native plant garden tour in the watershed, a lending library,  
44 and the CAC undertaking a cleanup and inviting the Board. She brought up River of  
45 Dreams, noting it is the organization's busiest time of year, but there are a lot of ideas and  
46 it is worth pursuing more conversations.

47 Vice President Nelson said it would be great to have the CAC's involvement in the EHAP  
48 review and some of the other Board workshops as they are scheduled.

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50 **b. Receive January Administrator Report**

51 Administrator Jeffery talked about the Minnesota GreenCorps application period opening  
52 and said he would like the District to host a member again this year. He said he will work  
53 with legal counsel Michael Welch regarding the terms. Administrator Jeffery said he has  
54 been in touch with SafetyRails, a commercial property owner on Park Road, regarding the  
55 District's Upper Riley Creek project. Administrator Jeffery reported staff has talked with  
56 two researchers from the University of Minnesota Carlson School of Management  
57 Economics Department regarding natural capital and specifically looking at a baseline of  
58 valuating the District's existing resources. He said it could be another tool for prioritizing  
59 initiatives. Administrator Jeffery said he will bring the letter of proposal in front of the  
60 Board. He said he is meeting with administrators of some of the other local watershed  
61 management organizations regarding funding platforms and in the spirit of WMOs  
62 working together. Administrator Jeffery said he is researching what design standards the  
63 District could consider.  
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65 **c. Receive January Staff Report**

66 No comments on the January staff report.  
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68 **d. Receive January Engineer's Report**

69 Manager Crafton mentioned the Kraken and how the report said half a truck load of  
70 sediment was removed from the first and second chambers and more needs to be removed.  
71 She ask how the sediment is moving. Staff described the process.  
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73 **e. Receive January Regulatory Report**

74 Administrator Jeffery provided a brief overview, noting no new violations and working  
75 with the cities to be more effective with regulatory control.  
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**f. Receive Legal Report**

Mr. Smith mentioned the Sensible Land Use Coalition, an organization where developers and municipal land-use planners have worked together over a long time to develop a progressive approach to sound land-use planning and development. He said the Coalition just issued a report on affordability of housing and a series of recommendations for reducing the cost of housing development. Mr. Smith said two of the recommendations are noteworthy for the District: First, the recommendation to have a lot fewer restrictions on cutting down trees for housing development, and second, a recommendation to eliminate all watershed regulation of water resource issues and leave that to cities. Mr. Smith said this is a topic of discussion within Minnesota Watersheds. He said he is invited to speak at the St. Anthony Falls Laboratory storm water series in March. He explained he plans to talk about the history of watershed districts in Minnesota, and he will be part of a panel including himself, a member of the Sensible Land Use Coalition, and a representative of a city and a representative of a watershed district, to talk about how cities and watersheds work together and challenges for developers and the like. Manager Nelson said she received a copy of the Coalition's report and it was an interesting read. She said Administrator Jeffery could probably forward it to all the managers.

**g. Receive Manager Reports**

No manager reports

**5. Consent Agenda**

**a. No Consent Agenda items.**

**6. New Business**

**a. Items Removed from Consent Agenda**

No items removed from Consent Agenda.

**b. Update on the Transition to BerryDunn and Adopt Resolution 26-010 Approving Payment of the Bills**

Administrator Jeffery said he provided the managers with a memorandum and he submitted a spreadsheet of bills to pay this month. He reminded the Board of the work being done to transition accounting services from RedPath to BerryDunn, including the data migration.

Administrator Jeffery mentioned the progress to moving to BIL.com and setting up in the system the roles and authorizations. He said staff and counsel will need to evaluate if the

112 District's governance manual already enables it or if Governance Manual will need to be  
113 amended.

114 Mr. Smith noted legal counsel is reviewing the District's policies on financial management  
115 to see if anything needs updating. He said his initial view is that the District is operating  
116 consistently with all of those as well as with separation of duties and internal controls. He  
117 said legal counsel will come back to the Board at the next meeting to memorialize the  
118 process so it is transparent. Manager Stovring asked if the review will look at the  
119 opportunity to take payment. Administrator Jeffery said regarding enabling payment of  
120 items like permit fees, escrows and buffer signs through Bil.com he is not sure there is  
121 anything in the Governance Manual about it. Mr. Smith said legal counsel will review it.

122 Manager Duevel moved to adopt Resolution 26-010 Approving Payment of the Bills.  
123 Manager Stovring seconded the motion. The motion carried with no managers opposing.

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125 **c. Adopt Resolution 26-011 Authorizing the Administrator to Apply for a Performance**  
126 **Review and Assistance Grant from the MN Board of Water and Soil Resources**

127 Administrator Jeffery said the District's 2017 PRAP (the Minnesota Board of Water and  
128 Soil Resources Performance Review and Assistance Program) had several  
129 recommendations. He said he thinks now is a good time to review the PRAP and have  
130 someone from BWSR come in and focus on organizational development, such as how we  
131 move forward as a team and work together. Administrator Jeffery said the grant program  
132 is a 50% match, so the District's cost would probably be \$5,000 to \$10,000, and the  
133 District has those funds available for it from the Professional Services budget item.

134 Manager Crafton moved to approve Resolution 26-011 Authorizing the Administrator to  
135 apply for a Performance Review and Assistance Grant from the Minnesota Board of Water  
136 and Soil Resources, with an amendment to the resolution to correct the BWSR name.

137 Manager Nelson seconded the motion. The motion carried with no managers opposing.

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139 **d. Adopt Resolution 26-012 Approving the 2026 Cost Share Program**

140 Manager Crafton moved to approve Resolution 26-012 Approving the 2026 Cost Share  
141 Program. Manager Duevel seconded the motion. Mr. Smith said he did not hear any  
142 changes raised, so in the resolution's first Be it Resolved paragraph, the last phrase "with  
143 any changes noted in the minutes" can be deleted. The managers consented to Mr. Smith's  
144 edit. The motion carried with no managers opposing.

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**7. Discussion Items**

146 **a. Update on Lawsuits: Larry Koch v. RPBCWD and Terrance Jeffery (the Board**  
147 **may go into closed session) and Larry Koch v. Hennepin County, Carver County,**  
148 **RPBCWD, et al (the Board may go into closed session)**

149 Mr. Smith said there is no update at this time and he will have a more complete update  
150 at the next Board meeting.  
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**8. Upcoming Board Topics**

- 152 a. **2025 End of Year Fund Balance Report - March**  
153 b. **Spring Road Conservation Project Restoration - March**  
154 c. **Whole Lake Management Plan Update – April**  
155 d. **Review Proposals and Interview Candidate Firms for Conceptual**  
156 **Architectural Work for Spring Road Conservation Project – May**  
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**9. Upcoming Events**

- 158 a. **Minnesota Watersheds Legislative Event, March 3, 2026**  
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**10. Adjourn**

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161 Manager Duevel moved to adjourn. Manager Stovring seconded the motion. The meeting  
162 adjourned at 8:02 p.m.  
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Respectfully submitted,

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Jill Crafton, Secretary