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# RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, February 22, 2023, 9:00 a.m.

Shoreview City Hall Council Chambers  
4600 North Victoria Street, Shoreview, Minnesota

or via Zoom Meeting:

<https://us06web.zoom.us/j/87315917036?pwd=R0RTQ2s2RUpxczcrV3J0cGRDYlQ0UT09>

Meeting ID: 873 1591 7036

Passcode: 333168

Dial by your location +1 312 626 6799 US (Chicago)

Meeting ID: 873 1591 7036

Passcode: 333168

## Agenda

### CALL TO ORDER

### ROLL CALL

### SETTING OF THE AGENDA

### APPROVAL OF MINUTES: FEBRUARY 6, 2023 WORKSHOP AND FEBRUARY 8, 2023

#### REGULAR MEETING

### CONSENT AGENDA

The following items will be acted upon without discussion in accordance with the staff recommendation and associated documentation unless a Manager or another interested person requests opportunity for discussion:

#### Table of Contents-Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
22-114	Connexus Energy	Lino Lakes	Final Site Drainage Plan Wetland Alteration	CAPROC 7 items
23-002	Renovation Church	Blaine	Final Site Drainage Plan	CAPROC 7 items

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated February 14, 2023.*

### OPEN MIC/PUBLIC COMMENT

*Any RCWD resident may address the Board in his or her individual capacity, for up to three minutes, on any matter not on the agenda. Speakers are requested to come to the podium, state their name and address for the record. Additional comments may be solicited and accepted 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 an upcoming agenda.*

## **ITEMS REQUIRING BOARD ACTION**

1. 2023 Stormwater Management Grant Program Applications (Catherine Nester)
2. Ramsey County Lake Monitoring Services 2023 (Matt Kocian)
3. Houston Engineering Inc. (HEI) Task Order Annual MS4 Front Subscription (Nick Tomczik)
4. HEI Task Order GIS & Ditch Records Maintenance Drainage Database Subscription (Nick Tomczik)
5. Annual Contracted Services Agreements (Tom Schmidt, Ashlee Ricci)
6. Construction Materials Purchase for Judicial Ditch 2 (Ashlee Ricci)
7. Check Register Dated February 22, 2023, in the Amount of \$218,731.04 Prepared by Redpath and Company

## **ITEMS FOR DISCUSSION AND INFORMATION**

1. HEI Annual Public Drainage System Prioritization Presentation
2. Staff Reports
3. March Calendar
4. Administrator Updates
5. Manager's Update

**APPROVAL OF MINUTES: FEBRUARY 6, 2023 WORKSHOP AND  
FEBRUARY 8, 2023 REGULAR MEETING**

# Draft

For Consideration of Approval at the February 22, 2023 Board Meeting.  
Use these minutes only for reference until that time.

## RCWD BOARD OF MANAGERS WORKSHOP

Monday, February 6, 2023

Rice Creek Watershed District Conference Room  
4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota  
and

Meeting also conducted by alternative means  
(teleconference or video-teleconference) from remote locations

1 The Board convened the workshop at 1:00 p.m.

2 Attendance: Board members John Waller, Jess Robertson, and Marcie Weinandt

3 Absent: Steve Wagamon and Mike Bradley, with prior notice

4 Staff: Inspector Terrence Chastan-Davis (video-conference), Permit Coordinator/Wetland Specialist  
5 Patrick Hughes, Water Monitoring Technician Catherine Nester, Lake and Stream Program Manager  
6 Matt Kocian, Office Manager Theresa Stasica (video-conference)

7 Consultants: District Engineer Chris Otterness -Houston Engineering (HEI), District Attorney Chuck  
8 Holtman (video-conference)-Smith Partners; Attorney John Kolb -Rinke Noonan (video-conference)

9 Visitors: Mike Bradley; John Bilotta-U of M; City of Birchwood Village Administrator Becky Kellen

10

11 Manager Weinandt stated Manager Wagamon sent out an email this weekend requesting removal of  
12 agenda item Anoka County Ditch 10-22-32 Evaluation of Maintenance Alternatives to a future workshop  
13 agenda.

14

15 Manager Waller stated the ACD 10-22-32 item will be pulled from today's agenda and moved to the  
16 March workshop agenda. Manager Waller also stated Administrator Updates will be removed from the  
17 agenda due to the Administrator's absence.

18

### 19 **Minnesota Stormwater Research Program - Presentation**

20 Manager Weinandt introduced John Bilotta a Senior Research and Extension Coordinator from the  
21 University of Minnesota Water Resource Center. Mr. Bilotta provided a presentation regarding the MN  
22 Stormwater Research Council/MN Stormwater Research Program partnership to pool financial resources  
23 to support research, shares research outcomes, and engage stakeholders to determine research needs. He  
24 reviewed a few recent and upcoming stormwater research projects and the opportunity for the District to  
25 become a financial supporter of the program. The Board responded they were interested in becoming a  
26 partner.

27

### 28 **2022 Financial Report Metro Shooting / Trost Settlements**

29 The Board reviewed the staff memo and Smith Partners memo within the workshop packet with staff and  
30 District Attorney Holtman, identifying inquires for potential development yet no development applications  
31 received by the District. Manager Robertson inquired if there is a potential conflict of interest with her also  
32 serving on Blaine City Council. Smith Partners generally identified that there isn't a conflict and offered to



33 engage further with Manager Robertson on her dual roles to which she showed interest. Manager  
34 Robertson stated that there have been inquiries on the property, development may be closer at hand than  
35 previously thought, and believed be clear about the potential financial liability. The Board by consensus  
36 agreed the District's ability to assess potential level of liability remains the same as in previous years,  
37 suggesting option 2-liability remote. The Board will consider this item at their meeting on Wednesday.

38

39 **Legal Boundary Revisions & Considerations**

40 Water Monitoring Technician Nester and District Engineer Otterness reviewed the workshop packet  
41 materials with the Board and answered questions. The Board by consensus agreed to staff  
42 recommendation of providing this memorandum to the adjoining Watershed Management Organizations  
43 and municipalities, and engage both of them in a discussion regarding their concerns, adjustments, and  
44 corrections of the legal boundaries.

45

46 The workshop was adjourned at 2:38 p.m.

# DRAFT

1  
2 For Consideration of Approval at the February 22, 2023 Board Meeting.  
3 Use these minutes only for reference until that time.  
4

## **REGULAR MEETING OF THE RCWD BOARD OF MANAGERS** **Wednesday, February 8, 2023**

**Shoreview City Hall Council Chambers**  
**4600 North Victoria Street, Shoreview, Minnesota**  
**and**  
**Meeting also conducted by alternative means**  
**(teleconference or video-teleconference) from remote locations**

### **Minutes**

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#### **CALL TO ORDER**

1<sup>st</sup> Vice-Pres. John Waller called the meeting to order, a quorum being present, at 9:00 a.m.

#### **ROLL CALL**

Present: 1<sup>st</sup> Vice-Pres. John Waller, Secretary Jess Robertson, Treasurer Marcie Weinandt

Absent: President Michael Bradley and 2<sup>nd</sup> Vice-Pres. Steve Wagamon, with prior notice

Staff Present: District Administrator Nick Tomczik, Permit Coordinator/Wetland Specialist Patrick Hughes,  
Water Monitoring Technician Catherine Nester, Inspector Terrence Chastan-Davis, and  
Office Manager Theresa Stasica

Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney  
Louis Smith from Smith Partners

Visitors: Birchwood City Council Member Ryan Hankins

#### **SETTING OF THE AGENDA**

1<sup>st</sup> Vice President Waller stated that he would like to add an action item #4 to the agenda, Rescind  
Resolution 2009-04 – Resolution Authorizing the District Administrator and Board President to Enter into  
Certain Contracts, and renumber the remainder of the agenda accordingly.

***Motion by Manager Weinandt, seconded by Manager Robertson, to approve the agenda, as revised.***  
***Motion carried 3-0.***

#### **READING OF THE MINUTES AND THEIR APPROVAL**

**Minutes of the January 25, 2023 Board of Managers Regular Meeting. Motion by Manager Robertson,**  
**seconded by Manager Weinandt, to approve the minutes as presented. Motion carried 3-0.**

35 **CONSENT AGENDA**

36 The following items will be acted upon without discussion in accordance with the staff recommendation and  
37 associated documentation unless a Manager or another interested person requests opportunity for discussion:

38 **Table of Contents-Permit Applications Requiring Board Action**

39 No.	Applicant	Location	Plan Type	Recommendation
40 22-118	41 Centennial Public Schools (ISD #12)	Lino Lakes	Final Site Drainage Plan	CAPROC 6 items

42 *It was moved by Manager Robertson and seconded by Manager Weinandt, to approve the consent*  
43 *agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings*  
44 *and Recommendations, dated January 30, 2023. Motion carried 3-0.*

45  
46 **PUBLIC HEARING STORMWATER MANAGEMENT GRANT REQUESTS FROM CITIES OF**  
47 **BIRCHWOOD VILLAGE AND NEW BRIGHTON**

48 1<sup>st</sup> Vice-Pres. John Waller recessed the regular Board meeting and opened the public hearing on the Rice  
49 Creek Watershed District’s proposed selection of projects for funding through the District’s Stormwater  
50 Management Grant Program.

51  
52 1<sup>st</sup> Vice-Pres. John Waller stated the purpose of this hearing is to receive comments from the public on the  
53 projects that the Board is considering for cost-share assistance in the Cities of Birchwood Village and New  
54 Brighton. Before the watershed district can provide funds for the capital work of these applicants, state law  
55 requires that the Board of Managers hold a public hearing, receive public comments and make a judgment  
56 that each selected project is a sound and cost-effective project to help fulfill our water resource goals.

57  
58 1<sup>st</sup> Vice-Pres. John Waller turned the meeting over to Water Monitoring Technician Nester.

59  
60 There were technical difficulties with the video conferencing connection. Staff took a few minutes to get  
61 it reconnected. 1<sup>st</sup> Vice-President Waller once again turned the meeting over to Water Monitoring  
62 Technician Nester.

63  
64 Water Monitoring Technician Nester reviewed the 2023 Stormwater Management Grant Program goals and  
65 guidelines. She noted that applications were due on December 22, 2022, and the District received 2  
66 eligible applications requesting a total of \$108,283 and noted that there is a total of \$300,000 available for  
67 project cost-sharing with a 50% match funding required.

68  
69 Water Monitoring Technician Nester provided a presentation and answered questions regarding the two  
70 applications:

71 City of Birchwood Village – Birchwood Village Wildwood Lift Station Replacement

72 This project proposes to replace a failing sanitary sewer lift station that is approximately 250  
73 feet away from White Bear Lake to significantly limit the future risk of excess nutrients and other

74 pollution entering White Bear Lake due to lift station failure. She noted that the total project  
75 cost is \$750,000 and the request is for \$100,000.

76

77 City of New Brighton – Storm Grant 2023

78 This project proposes to replace a standard storm sewer catch basin with a SAFL baffle and sump  
79 catch basin at the outflow to Long Lake and Rice Creek to reduce the amount of fine sediments  
80 and harmful chemicals that cling to the surface of the sediment. The total project cost is \$16,566  
81 and the request is for \$8,283.

82

83 Water Monitoring Technician Nester explained that the next steps would be to consider public comment  
84 and for Board consideration, action which is scheduled for February 22, 2023.

85

86 Ryan Hankins, 183 Wildwood Avenue, Birchwood, stated that he lives right next to the lift station and is  
87 also a member of the Birchwood City Council. He explained that he wanted to speak in favor of awarding  
88 this grant. He explained that there is a pretty steep slope from the lift station to the lake and believes that  
89 this project would reduce the risk of chemicals and pollutants flowing into the lake from the lift station that  
90 is on its last legs.

91

92 Manager Weinandt noted that she is happy to see that there are Federal dollars going into this and asked  
93 if that was from the new inflation reduction act.

94

95 1<sup>st</sup> Vice-President Waller stated that he believed the source of those funds were from the new inflation  
96 reduction act. He stated that he thinks this shows an excellent example of how the District works with  
97 the cities and the Federal government in partnership to accomplish a water quality project. He expressed  
98 his appreciation to former Project Manager Kyle Axtell for his work on this project.

99

100 There being no additional comment, 1<sup>st</sup> Vice-President Waller closed the public hearing and reopened the  
101 regular Board meeting.

102 **OPEN MIC/PUBLIC COMMENT**

103 None.

104 **ITEMS REQUIRING BOARD ACTION**

105 **1. Designation of Official Depository and Official Newspaper**

106 District Administrator Tomczik explained that the designation of the official depository and  
107 newspaper is an annual requirement.

108

109 ***Motion by Manager Weinandt, seconded by Manager Robertson, to designate PMA Financial***  
110 ***Network, LLC. administering the 4M Fund with US Bank as the financial institution as the official***  
111 ***depository and St. Paul Pioneer Press the official newspaper of the Rice Creek Watershed District***

112

113 1<sup>st</sup> Vice-President Waller noted that the District as available also publishes pertinent notices in local  
114 newspapers in addition to the official newspaper.

115  
116 ***Motion carried 3-0.***

117  
118 **2. Washington Conservation District Inspection Service Agreement Amendment**

119 Inspector Chastan-Davis gave an overview of the proposed amendment to the agreement with the  
120 Washington Conservation District for inspection services. He stated that the current agreement is  
121 set to expire at the end of the month and staff would like to extend the agreement through the  
122 remainder of 2023.

123  
124 ***Motion by Manager Robertson, seconded by Manager Weinandt, to authorize the District***  
125 ***Administrator to amend the Washington Conservation District inspection service agreement for***  
126 ***additional aggregate spending authority not to exceed \$40,500. Motion carried 3-0.***

127  
128 Manager Weinandt asked how things were going with Ramsey County and if there was a contract  
129 there as well.

130  
131 Inspector Chastan-Davis stated that there is a contract with Ramsey County and things are going  
132 well. He noted that their contract is also set to expire at the end of 2023.

133  
134 Manager Weinandt asked if there was also a contract with Anoka County.

135  
136 Inspector Chastan-Davis stated that there is not a contract with Anoka County.

137  
138 1<sup>st</sup> Vice-President Waller noted that he wanted to clarify that this was just referring to inspection  
139 contracts and explained that the District has a contract with the Anoka County Conservation District.

140  
141 District Administrator Tomczik stated that the District has multiple contracts with the various  
142 conservation districts and Inspector Chastan-Davis is referring to the contracts for inspection  
143 services that interface with the Districts regulatory program. He explained that this is an efficient  
144 way for the District to manage variability in work volume and staffing issues.

145  
146 Manager Weinandt stated that her understanding was that the District has staff of their own that  
147 are designated to regions within the District and the District uses the expertise of the Ramsey County  
148 Parks Department and the Washington County Conservation District, as needed. She agreed that  
149 this is a great way to supplement the District's staffing and get the inspections completed.

150  
151 Inspector Chastan-Davis noted that there is a map available on the website that is kept updated with  
152 the most recent information.

153

154 Manager Weinandt noted that when she first joined the Board, staff did a series of presentations to  
 155 the Board introducing themselves and outlining their duties which she found helpful. She  
 156 suggested that it may be time for another such presentation to the Board. She stated that since  
 157 those introductions, there is a new face on the Board and other staffing changes within the District  
 158 staff.

160 District Administrator Tomczik stated that he can arrange that and noted that they have a number  
 161 of positions currently open, so as those are filled new staff presentations can be added into and  
 162 balance upcoming agendas.

164 **3. 2022 Financial Report Metro Shooting / Trost Settlements**

165 District Administrator Tomczik noted that this is another item that is considered annually for review  
 166 of the potential liability associated with the Metro Shooting/Trost settlements. He explained that  
 167 while there have been some recent development inquiries on some of the subject parcels, there has  
 168 been no formal proposal for development. Staff reviewed the options at their February 6, 2023,  
 169 workshop.

171 District Attorney Smith stated that the District will continue to look at the practical administration  
 172 of the settlements. He explained that for purposes of the audit and the audit opinion, the District's  
 173 posture remains the same as the past.

175 Manager Robertson expressed her opinion that as discussed in the workshop, she did not feel the  
 176 development potential is as remote as indicated in options #1 and 2# which was why she favored  
 177 option #3.

179 ***Motion by Manager Robertson, seconded by Manager Waller, that the Board of Managers finds  
 180 that it is reasonably possible that one or more events will occur so as to cause the District to  
 181 incur what is now a potential contingent future liability, and therefore that this liability should  
 182 be referenced in the 2022 financial report as follows, or as modified in the auditor's judgment:***

184 ***In settlement agreements approved in 2005, the District committed that when  
 185 development occurs on two tracts then owned by the Metro Shooting Center and Trost,  
 186 the application of the District's wetland rules will not have the result of affording the  
 187 owner for the Metro Shooting parcel fewer than 100 contiguous upland acres for  
 188 development, and the owner of the Trost parcel no fewer than 45 such acres. If additional  
 189 wetland replacement is required to allow for consolidation of the stated acreage, the  
 190 District will bear the cost of that replacement. The District is unable at this time to  
 191 estimate the District expense if and when the liability should arise.***

193 1<sup>st</sup> Vice-President Waller explained that he was the person who started this and  
 194 explained that he felt it should be included in the annual audit report because it is a

195 liability. He stated that this is brought to a vote every year and the Board have always  
196 chosen option #2 because staff and legal counsel determined that the process needed  
197 to have an actual permit application submitted in order for it to move from being  
198 remote to something more imminent. He stated that no permit application has been  
199 made, but his understanding was that if that happens the assessment of potential  
200 liability would then potentially change.

201  
202 District Administrator Tomczik stated that while the District, in the settlements, refers  
203 to the 100 acres of contiguous developable land based on wetland, there are other  
204 portions of the regulations that would be applicable to the property and its  
205 development. He stated that this is where the valuable starting point becomes the  
206 application where the entirety of matters can be sorted through.

207  
208 1<sup>st</sup> Vice-President Waller stated that was why the Board has always chosen option #2,  
209 but noted that he has never really been happy with that choice.

210  
211 Manager Robertson stated that she appreciates the commentary but noted that she  
212 believes part of the problem is the uncertainty of the contiguous wetlands that is driving  
213 the fact that a trigger has not been pulled on a permit and explained that she believed  
214 that was the main factor in the last purchase agreement not being completed. She  
215 stated that there was the notion that the watershed was going to be the road block.  
216 She noted that in the discussion during the workshop, she had asked about the price  
217 tag for the liability if something should actually move forward and a number was thrown  
218 out. She explained that she did not believe it is truly 'unknown' what the liability may  
219 be. She stated that she feels it is clear that the 'elephant in the room', for anyone who  
220 approaches the District or the property owner pre-permit, is not soil correction and the  
221 other entities listed in the settlement, but is actually the contiguous uplands. She stated  
222 that because there was a dollar figure thrown out at the workshop regarding the  
223 potential liability, in her opinion, it should be included in the audit.

224  
225 1<sup>st</sup> Vice-President Waller stated that his understanding was that if this motion passed,  
226 this would be included in the audit, as a note, and not necessarily as a specific dollar  
227 figure.

228  
229 ***Motion carried 3-0.***

230  
231 Manager Weinandt noted that as treasurer, she will make herself much more aware of this issue  
232 and follow it more closely, as needed.

233  
234 District Administrator Tomczik pointed out the action includes potential auditor modification of the  
235 2022 financial report statement.

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**4. Rescind Resolution 2009-04: Resolution Authorizing The District Administrator To Enter Into Certain Contracts**

1<sup>st</sup> Vice-President Waller stated that this was the item that he added to the agenda and explained that this was a resolution that allowed the District Administrator to spend up to \$10,000 without Board action on a contract. He stated that there are no limits to the number of contracts that can be signed in a day or year and also allows the District Administrator and the President together to sign contracts up to \$30,000. He stated that he would like the Board to take a look at the authority the District Administrator has to spend money without Board authority and also take into consideration the credit card that has a \$15,000 cap each month, which could add up to a total of \$180,000/year. He stated that this resolution, when it was written was for more of an emergency situation and over the years has migrated to being done in non-emergency situations. He stated that he would like the see the Board Treasurer serve as the Chief Financial Officer and not the District Administrator and explained that he felt the District Administrator may have a little too much discretion in spending.

***Motion by Manager Waller, seconded by Manager Robertson, to Rescind Resolution 2009-04: Resolution Authorizing The District Administrator To Enter Into Certain Contracts.***

***Motion by Manager Weinandt, to table consideration of Rescinding Resolution 2009-04: Resolution Authorizing the District Administrator to Enter into Certain Contracts. Motion failed for lack of a second.***

Manager Robertson explained that she did not feel this needed to be tabled because it is a matter of transparency. She stated that she agrees that the Treasurer should take an active role in monitoring all the expenses and having checks and balances makes a lot of sense to her. She stated she also feels it will prompt the Board to pay better attention.

Manager Weinandt stated that she was not opposed to discussing this and acting on it, but explained that she was uncomfortable that this is being done with two of the Board members absent. She stated that she was also uncomfortable because she did not have any of the documents in front of her since it was just added to the agenda today.

1<sup>st</sup> Vice-President Waller stated that he had just brought his copy of the resolution from their recent workshop discussion, but had not brought extra copies.

Manager Weinandt stated that this was not on the noticed agenda and was not something that she was prepared to take action on today.

**Motion passed 2-1 (Weinandt opposed)**



277 Manager Robertson stated that this is the tricky part of the parliamentary process and explained  
278 that the reason she voted in favor of this was that she understood the concept of what 1<sup>st</sup> Vice-  
279 President Waller was trying to accomplish. She stated that she would suggest that moving forward  
280 there may need to be a more clear process as to how things are added to the agenda. She stated  
281 that she does not want Manager Weinandt to feel as though something was just rammed down her  
282 throat with this action.

283  
284 Manager Weinandt stated that this was a By-Law change.

285  
286 1<sup>st</sup> Vice-President Waller stated that he brought this up to President Bradley at the last meeting and  
287 had asked what was going to be done and he was basically told that he should take care of it himself.  
288 He noted that the Board will be looking more closely at the By-laws.

289  
290 Manager Weinandt asked if the Board needed to have some type of public notice for By-law  
291 changes.

292  
293 District Administrator Tomczik clarified that the resolution itself is not a By-law and noted that the  
294 agenda item from the previous meeting did have some association with the resolution, but this  
295 would not be a By-law change. He asked District Attorney Smith about the District's credit card and  
296 asked if the action just taken by the Board would curtail its use and be effective immediately.

297  
298 District Attorney Smith stated that because he does not have the language for Resolution 2009-04  
299 in front of him he cannot determine whether credit cards would be included.

300  
301 1<sup>st</sup> Vice-President Waller presented his copy of the resolution for review by District Attorney Smith.

302  
303 District Administrator Tomczik noted that 1<sup>st</sup> Vice-President Waller mentioned that at the time this  
304 resolution was passed there was an emergency situation and since he was not involved, he does not  
305 know what the association was with the District credit cards.

306  
307 District Attorney Smith stated that upon brief review of the resolution, he believes that it would also  
308 include credit card purchases, so he would recommend that, per the Board's recent action, that all  
309 credit cards be suspended.

310  
311 1<sup>st</sup> Vice-President Waller stated that he does not see any issues with the District Administrator  
312 paying bills, but feels that there needs to be a smaller cap on what can and cannot be done. He  
313 suggested that this action is just a starting point for discussion on this topic.

314  
315 Manager Weinandt reiterated that she does not have this document in front of her and expressed  
316 her concern that the Board, with this action, has essentially 'hamstrung' the organization from being  
317 able to do any work.

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1<sup>st</sup> Vice-President Waller stated that he did not think this would stop the organization from being able to do their work.

Manager Weinandt asked if this action meant that every time there is a contract that it would need to come to the Board every time and questioned how this would be managed.

District Administrator Tomczik stated that it remains to be seen but would say that all agreements, contracts, and financial matters would have to come to the Board, regardless of their amount. He stated that the District does not have ‘petty cash’ and noted that there are a few routine items that are placed on the credit card for electronic payment purposes, so the District will have to call those entities so that those do not continue.

1<sup>st</sup> Vice President Waller explained that the issue was spending money prior to being authorized by the Board and stated that once the Board has a chance to take a look at this, perhaps staff won’t be hamstrung.

Manager Robertson stated that she believes there may be a way to accomplish what both Manager Weinandt and 1<sup>st</sup> Vice-President Waller are looking for that may include just a bit of finessing of the language, but noted that she was unsure if the correct time to do that would be right now or at a workshop. She stated that she understands both sides of this situation and suggested that she make a motion to rescind the direction to cancel the credit cards.

District Attorney Smith stated that if Manager Robertson’s goal was to restore the credit card authority, that type of motion would be in order.

**Motion by Manager Waller, seconded by Manager Robertson, that the Board restore the credit card authority to the District Administrator.**

Manager Robertson noted that she would also ask that staff include information in the workshop packet that includes a list of charges made on the credit cards. She clarified that she would just like to see a simple, itemized list of everything that was charged on the credit card.

District Administrator Tomczik suggested that the Board may want to include language in the motion regarding the request by Manager Robertson to have an itemized list of the charges included in the workshop packet.

**Amended motion by Manager Waller, second amended by Manager Robertson that the Board restore the credit card authority to the District Administrator and that a brief itemized statement of credit use be provided to the Board.**

359 **Motion passed 3-0.**

360

361 **5. RCWD Board of Managers Bylaw Amendment**

362 District Administrator Tomczik stated that By-law changes require a 4/5 vote which the Board does  
363 not have today.

364

365 ***Motion by Manager Weinandt seconded by Manager Robertson, to table discussion of RCWD***  
366 ***Board of Managers Bylaw Amendment. Motion carried 3-0.***

367

368 **6. Check Register Dated February 8, 2023, in the Amount of \$43,977.37 Prepared by Redpath and**  
369 **Company**

370 ***Motion by Manager Weinandt, seconded by Manager Robertson, to approve check register dated***  
371 ***February 8, 2023, in the Amount of \$43,977.37 as prepared by Redpath and Company. Motion***  
372 ***carried 3-0.***

373

374 **ITEMS FOR DISCUSSION AND INFORMATION**

375 **1. HEI Presentation - Wetland Regulation on Public Drainage Systems**

376 District Engineer Otterness provided a presentation on Wetland Regulation on Public Drainage  
377 Systems and answered Board questions.

378

379 **2. District Engineers Update and Timeline**

380 District Engineer Otterness noted that they were continuing to work on the ACD 53-62 repairs in  
381 Circle Pines and noted that the progress has been fairly slow due to the weather.

382

383 **3. Administrator Updates**

384 District Administrator Tomczik referenced the packet that he passed out prior to the meeting that  
385 contained some materials prepared by Kendra that the Board may find helpful with the Board's  
386 legislative efforts.

387

388 **4. Managers Update**

389 Manager Weinandt stated that in looking at the information distributed by District Administrator  
390 Tomczik, there are a lot of representatives and senators that are connected to the District. She  
391 stated that she is not able to attend the Minnesota Watershed event but she will be on contact with  
392 some of these individuals for other reasons and will speak to them about the District.

393

394 1<sup>st</sup> Vice-President Waller stated that he will attend the February 15, 2022 Watershed meeting and  
395 also attended the Washington County Conservation Consortium meeting with Permit  
396 Coordinator/Wetland Specialist Hughes.

397

398 Permit Coordinator/Wetland Specialist Hughes stated that he had attended because he was anxious  
399 to hear about the MS4 permit updates.

400

401

1<sup>st</sup> Vice-President Waller stated that he had also attended the CAC meeting last week and extended his appreciation to former Project Manager Kyle Axtell for getting grant projects completed.

402

403

404

**ADJOURNMENT**

405

***Motion by Manager Robertson, seconded by Manager Weinandt, to adjourn the meeting at 11:00 a.m.***

406

***Motion carried 3-0.***

407

## CONSENT AGENDA

The following items will be acted upon without discussion in accordance with the staff recommendation and associated documentation unless a Manager or another interested person requests opportunity for discussion:

### Table of Contents-Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
22-114	Connexus Energy	Lino Lakes	Final Site Drainage Plan Wetland Alteration	CAPROC 7 items
23-002	Renovation Church	Blaine	Final Site Drainage Plan	CAPROC 7 items

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated February 14, 2023.*

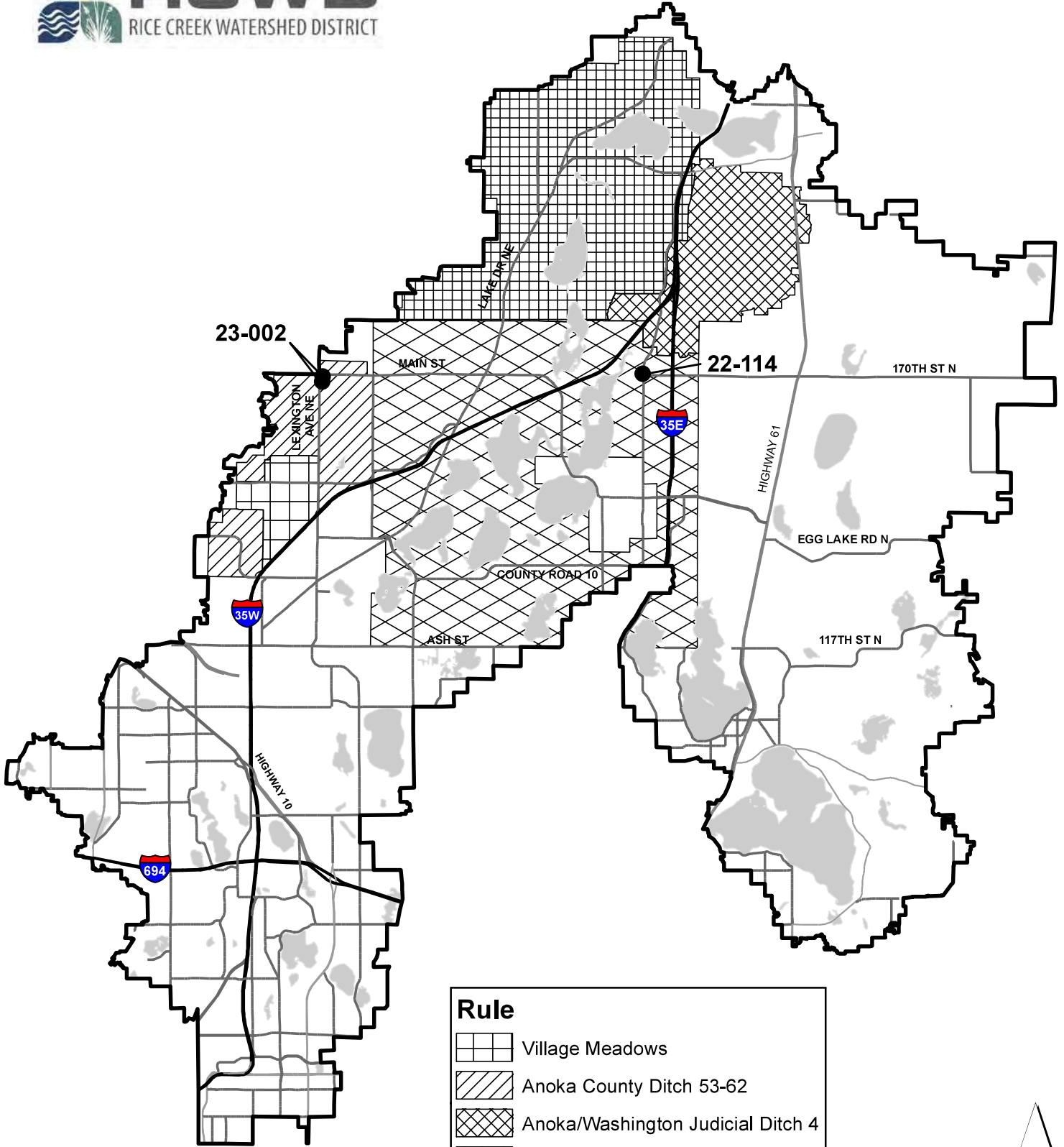
**RICE CREEK WATERSHED DISTRICT  
CONSENT AGENDA**






**February 22, 2023**

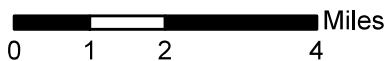
It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
\_\_\_\_\_ to Approve, Conditionally Approve Pending Receipt  
Of Changes, or Deny, the Permit Application noted in the following Table of Contents, in  
accordance with the District Engineer’s Findings and Recommendations, as contained in  
the Engineer’s Findings and Recommendations, as contained in the Engineer’s Reports  
dated February 14, 2023.

**TABLE OF CONTENTS**

<b>Permit Application Number</b>	<b>Applicant</b>	<b>Page</b>	<b>Recommendation</b>
	Permit Location Map	19	
22-114	Connexus Energy	20	CAPROC
23-002	Renovation Church	26	CAPROC



Rule	
	Village Meadows
	Anoka County Ditch 53-62
	Anoka/Washington Judicial Ditch 4
	Lino Lakes CWPMP
	Columbus CWPMP





WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers.

Permit Application Number:

22-114

Permit Application Name:

Hugo Substation

Applicant/Landowner:

Connexus Energy  
Attn: Mike Felber  
14601 Ramsey Blvd NW  
Ramsey, MN 55303  
Email: mike.felber@connexusenergy.com  
Ph: (763) 323-2650

Permit Contact:

Ulteig Engineers, Inc.  
Attn: Marisol Velilla  
4285 Lexington Ave N  
St. Paul, MN 55126  
Email: Marisol.velilla@ulteig.com  
Ph: (651) 415-6628

Project Name: Hugo Substation

Purpose: FSD – Final Site Drainage, WA – Wetland Alteration; The purpose of the project is to provide reliable energy to the area.

Site Size: 0.91 ± acres across 2 parcels and public right of way / 0.83 ± acres of disturbed area; existing and proposed impervious areas are 0.27 ± acres and 0.37 ± acres, respectively

Location: Lino Lakes, Minnesota

T-R-S: SE ¼, Section 2, T31N, R22W

District Rule: C, D, F, Lino Lakes CWPMP

Recommendation: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items:

Conditions to be Met Before Permit Issuance:

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:

- (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.

Rule F – Wetland Alteration

2. Applicant must provide shape file of wetland boundaries; a condition of approval of the type and boundary delineation.

Administrative

- 3. Email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board. Ensure the datum and EOFs are labeled.
- 4. Submit a copy of the recorded plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Lino Lakes).



5. The applicant must submit a Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features.
6. The applicant must provide an attested copy of any and all signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
7. The applicant must submit a cash surety of \$1,700 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The surety is based on \$1,000 for 0.55 acres of disturbance, and \$700 for 1,460 CF of storm water treatment.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. Provide an as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) to the District for verification of compliance with the approved plans before return of the surety.
2. Provide an as-built survey of wetland boundaries, quantifying the wetland impact area for verification of compliance with the approved plans

Exhibits:

1. Plan set containing 8 sheets dated 1-23-2023 and received 1-30-2023.
2. Permit application, dated 12-14-2022 and received 12-16-2022.
3. Stormwater Calculations, dated 12-16-2022 and received 12-16-2022, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, geotechnical report, MIDS calculator results, floodplain maps, wetland report, and precipitation data.
4. Updated Stormwater Calculations, dated 1-08-2023 and received 1-10-2023, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, geotechnical report, MIDS calculator results, floodplain maps, wetland report, and precipitation data.
5. Updated Stormwater Calculations, dated 1-12-2023 and received 1-13-2023, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, geotechnical report, MIDS calculator results, floodplain maps, wetland report, and precipitation data.
6. Updated Stormwater Calculations, dated 1-30-2023 and received 1-30-2023, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, geotechnical report, MIDS calculator results, floodplain maps, wetland report, and precipitation data.
7. Certificate of survey, dated 9-15-2021 and received 1-13-2023
8. WCA joint application dated 1-12-2023 and received 1-13-2023.
9. Review file 21-229R.

Findings:

1. Description – The project proposes to reconstruct an electrical substation on a 0.51 ± acre parcel located in Lino Lakes, Minnesota. The project will increase the impervious area from 0.27 ± acres to 0.37 ± acres and disturb 0.55 ± acres overall, including area in the right of way. The site will drain

west to east towards the two biofiltration basins. The biofiltration basins will drain to existing wetland 1 on the northern half of the site. The resource of concern is Lake Peltier, which is northwest of the site. The applicant has submitted a \$3,000 application fee for a Rule C permit creating less than 5 acres of new and/or reconstructed impervious surface.

2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	Pretreatment	Volume provided	EOF
Biofiltration Basin (SP)	Southeast site	Grass strip	4,781	900.50
Biofiltration Basin (NP)	Northeast site	Grass strip	1,054	898.50

Soils on site are primarily loam (HSG B) soils, however infiltration is not considered feasible due to a high seasonal high water table and bio-filtration is acceptable to meet the water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 1.69-inches over the new/reconstructed area (0.24 ± acres) for a total requirement of 1,460 ± cubic feet.

Adequate pre-treatment has been provided. Drawdown is expected within 48-hours using an appropriate rate of 0.45 inches per hour. 12-inches of sand has been provided above the drain tile and a level 1 HDPE liner will surround both basins which will provide adequate separation from the seasonal high water. The applicant has treated 100% of the project area. Additional TSS removal is not required. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(c).

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Offsite to the North	1.1	0.8	2.1	1.6	4.6	3.1

The project is not located within the Flood Management Zone. The applicant has complied with the rate control requirements of Rule C.7.

The wetlands do not retain water, and thus the project complies with C.8. The applicant has complied with the freeboard requirements of Rule C.9(g).

3. Wetlands – Wetlands were delineated under review file 21-229R with a boundary decision issued on 11-15-2022, which remains valid. The project proposes wetland fill to construct a driveway to access the property. A joint application for de minimis exemption was submitted on 1-13-2023 for 325 square feet of permanent wetland impact to Wetland 2. The LGU finds that the impact amount qualifies for a de minimis exemption criteria of 8420.0420 Subpart 8 as the impact is within shoreland, to type 1 wetland, in a 50-80% pre-settlement area and metropolitan County. A WCA Notice of Decision was issued on 2-9-2023.

There are additional 892 square feet of temporary impacts to Wetlands 1 and 3. The area within Wetlands 1 and 3 to be excavated consists of type 1 wetland and will not be converted to non-wetland. The excavation of type 1 wetlands does not fall under the scope of WCA under MN 8420.0105 Subp. 1; and therefore, is not regulated as wetland impact under WCA. Both areas will be seeded with wet prairie seed mix 34-262. The project area is located within the Lino Lakes CWPMP boundary and is subject to Wetland Management Corridor (WMC) requirements. Preliminary Wetland Management Corridor (WMC) is not mapped on the property nor continuously connected to offsite wetland; therefore, WMC requirements do not apply.

4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence and rock construction entrances. The project disturbs less than 1 acre; an NPDES permit nor a SWPPP is required. The information listed under the Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. The project is within 1 mile of Lake Peltier which is impaired for nutrients.
6. Regional Conveyances – Rule G is not applicable.
7. Public Drainage Systems – Rule I is not applicable.
8. Documenting Easements and Maintenance Obligations –Applicant must provide a draft maintenance declaration for approval, and a receipt showing recordation of the approved maintenance declaration and the drainage and flowage easements
9. Previous Permit Information – Previous permit information was found in review file 21-229R.

I assisted in the preparation of this report under the supervision of the District Engineer.

Caitlin Caswell 02/14/2023

Cait Caswell, EIT

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

K. MacDonald 02/14/2023

Katherine MacDonald, MN Reg. No 44590



### Legend

-  Lino Lakes CWPMP
-  Project Location
-  Public Waterway





PLEASE NOTE: The data herein are for general informational purposes only and should not be relied on for any official purpose. Property owners and other interested persons should retain a licensed surveyor or other professional for specific advice concerning their property. The Rice Creek Watershed District strictly disclaims any and all warranties on use of the data for any purpose.

### Legend

-  Substation Equipment
-  Swale
-  Gravel
-  Drainage Arrow
-  Existing Structures
-  Project Location
-  Filtration Basins





WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers.

Permit Application Number:

23-002

Permit Application Name:

Renovation Church Expansion

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Applicant/Landowner:

Renovation Church  
Attn: David Sorn  
P.O. Box 490430  
Blaine, MN 55449  
Ph: 763-744-8716  
david@renovationchurch.org

Permit Contact:

Rehder & Associates, Inc  
Attn: Nick Adam  
3440 Federal Drive, Suite 110  
Eagan, MN 55122  
Ph: 651-337-6729  
nadam@rehder.com

Project Name: Renovation Church Expansion

Purpose: FSD – Final Site Drainage; Building and parking expansions.

Site Size: Four parcels totaling 10.31 ± acres / 7.35 ± acres of disturbed area; existing and proposed impervious areas are 2.49 ± acres and 5.78 ± acres, respectively.

Location: SE of the intersection of Lexington Avenue and 125th Avenue, Blaine, MN

T-R-S: NW ¼, Section 12, T31N, R23W

District Rule: C, D, CWPMP Anoka County Ditch 53-62

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Recommendation: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items.

Conditions to be Met Before Permit Issuance:

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:
  - (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
  - (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).
  - (i) A Storm Water Pollution Prevention Plan for projects that require an NPDES Permit.

Administrative

2. Email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board. Ensure the datum is labeled. Additionally, ensure any required changes is shown on the final plans.
3. The applicant has been notified that permit costs have exceeded \$7,500. The applicant is responsible for permit review costs in excess of \$9,000 and must pay any remaining balance due. Contact the District after all other conditions have been addressed for the final amount.

4. Submit a copy of the recorded plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Blaine).
5. The applicant must submit a revised Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features. The applicant must update the Declaration for Maintenance of Stormwater Management Facilities. A draft should be resubmitted for review prior to recordation.
6. The applicant must provide an attested copy of any and all signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
7. The applicant must submit a surety of \$47,700 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The applicant must provide the first \$5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a check or a Performance Bond or Letter of Credit. The surety is based on \$4,000 for 7.35 acres of disturbance, and \$43,700 for 87,360 (includes revised BMPs) CF of storm water treatment.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. Provide an as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) to the District for verification of compliance with the approved plans before return of the surety.

Exhibits:

1. Revised plan set containing 10 sheets dated 2-02-2023 and received 2-03-2023.
2. Renovation Church Survey (2 sheets), dated 12-12-2022 and received 1-10-2023.
3. Unplatted Lot Existing Conditions dated 6-05-2019 and received 1-10-2023.
4. Permit application, dated 1-09-2023 and received 1-09-2023.
5. Stormwater Management Report, dated and received 1-10-2023, containing narrative, soil borings, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
6. Revised Stormwater Management Report, dated 2-02-2023 and received 2-03-2023, containing narrative, soil borings, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
7. Permit Files 14-061, 16-025, 17-116, and 19-108.

Findings:

1. Description – The project proposes to construct three new building additions and parking lot expansion. The project is located on a 10.31± acres containing an unplatted lot, Outlot A Parkside North 9<sup>th</sup> Addition, Renovation Church 1st Addition and Outlot A Parkside North 12<sup>th</sup> Addition located in Blaine, MN. All but the unplatted lot at the northwest corner were previously part of a 137± acre Parkside North parcel, which was approved for mass grading (including floodplain and wetland impacts) under Permit 14-061 but requires additional permitting for the addition of impervious area. The original church and parking were constructed under permit 19-108. The project will increase the impervious area from 2.49± acres to 5.78± acres and disturb 7.35± acres overall. The project drains to the proposed infiltration basin to the north, and the expanded infiltration basin and Pond 20 to the south. The BMPs connect to storm sewer in Frazier Street which flows through water features

constructed under permit 14-061 to ACD 53-62 Branch 1 and ultimately Golden Lake, the Resource of Concern. The applicant has submitted a \$3,000 application fee for a Rule C permit creating less than 5 acres of new and/or reconstructed impervious surface.

2. Stormwater – The applicant is using the BMPs as described below for the project:

BMP Description	Location	Pretreatment	Volume provided	EOF
Proposed North Infiltration Basin	On-site - Northern Property line	Rain Guardian	8,488± cubic feet below the outlet	903.8
Proposed Southern Expanded Infiltration Basin	On-site - Eastern property line	Rain Guardian	10,485± cubic feet below the outlet	903.6
Existing Central infiltration basin	On-site - Eastern property line	Unchanged – Treats existing impervious surface from 19-108		
Revised Lexington Ave Infiltration Basin, moving existing basin south*	On-site - Southwest property line	Grass strips	0.84 ± acre-feet below the outlet	900.0

\*Mitigation for the 0.83 AF basin constructed as a permit requirement for 03-087, which is being filled as part of the project.

BMP Description	Location	Previous capacity used (AF)	NURP volume required (AF)	Available Volume (AF)
Revised Pond 20, moving existing pond south	On-site - Southern property line	0.569	0.215*	1.80

\*Calculated based on 2.5-inches x drainage area rather than the runoff from the 2.5-inch event. This is conservative.

Soils on site are primarily HSG A and B, consisting of poorly graded sand (SP), and silty sand (SM), and poorly graded sand with silt (SP-SM). Thus, infiltration is considered feasible in areas that can maintain the 3-foot of separation from the SHW elevation. The applicant has provided 18,973 cubic feet of infiltration, which is the maximum extent feasible. The remainder of the water quality is provided by existing NURP Pond 20.

The proposed infiltration basins meet the design criteria of Rule C.9(a). Adequate pre-treatment has been provided with Rain Guardians for the proposed infiltration basins. Drawdown is expected within 48-hours using an appropriate rate of 0.45 inches per hour. The seasonal high-water table is estimated at elevation 899.00, which provides a minimum of three feet of separation. The project is not located within a DWSM area.

The Pond 20 sizing, outlets and overflows are consistent with the design criteria of Rule C.9(d). The applicant has treated 97% of the project area. Additional TSS removal is not practicable. The applicant has met the design criteria of Rule C.9(a) and the combination of the 2 infiltration basins and the existing NURP Pond meet Water Quality requirements of Rule C.6.

The project is not located within the Flood Management Zone. The discharge rates within the Parkside drainage area were previously approved for the drainage area under permit 17-116. The



proposed conditions under permit 17-116 assumed an impervious area of 82% for the Existing Pond 20 drainage area, and the project proposes an impervious area of 56%.

For the unplatted lot, the applicant is proposing the discharge rates as described below:

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
To Frazier Street	2.8	1.3	5.4	5.1	11.9	5.6

The project remains complies with the rate control requirements of Rule C.7.

The applicant has complied with the freeboard requirements of Rule C.9(g).

3. Wetlands –There are no wetlands located within the project area.
4. Floodplain – The regulatory floodplain elevation is 898.1 NAVD88. The site will not impact the floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence, rock construction entrances, inlet protection, erosion control blanket and rip rap. The project disturbs more than 1 acre; an NPDES permit is required. There is no SWPPP provided. The information listed under the Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. Golden Lake is an impaired water, but more than 1 mile downstream.
6. Regional Conveyances – Rule G is not applicable.
7. Public Drainage Systems – Rule I is not applicable.
8. Documenting Easements and Maintenance Obligations – Applicant must provide a draft maintenance declaration for approval of the new and revised BMPs, and a receipt showing recordation of the approved maintenance declaration and the drainage and flowage easements (if required).
9. Previous Permit Information – The Renovation Church, the first addition, was constructed under permit 19-108. Pond 20 and Lexington Ave Infiltration Basin was originally constructed under permit 14-061, and the most recent amended calculations are found in permit 17-119. Review file 17-166R contains pre-application information. Pond 30 was originally constructed under permit 14-061 and, the most recent amended calculations are found in permit 16-025.

I assisted in the preparation of this report under the supervision of the District Engineer.

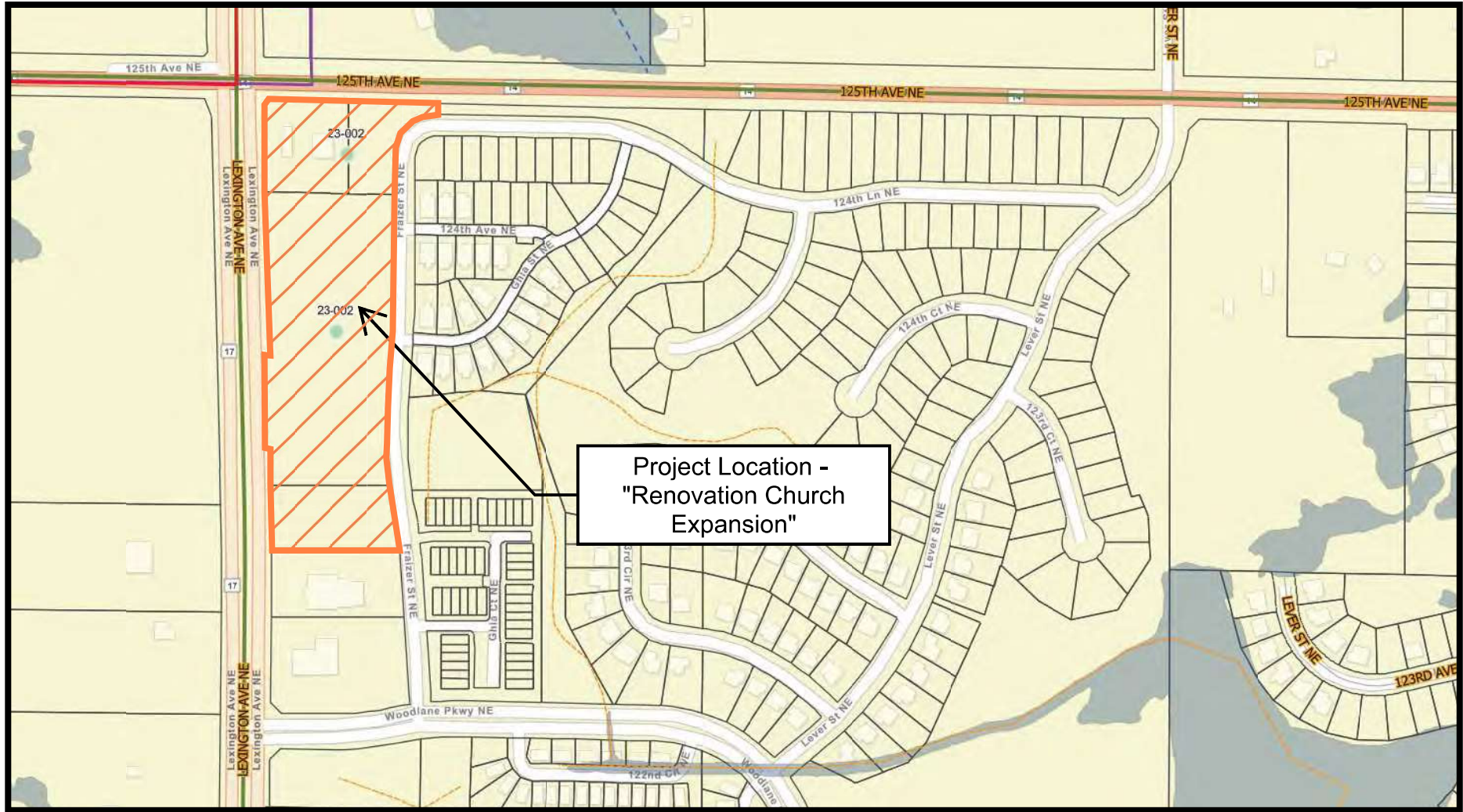
 02/14/2023

Belle Reeve, EIT






I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

 02/14/2023

Katherine MacDonald, MN Reg. No 44590



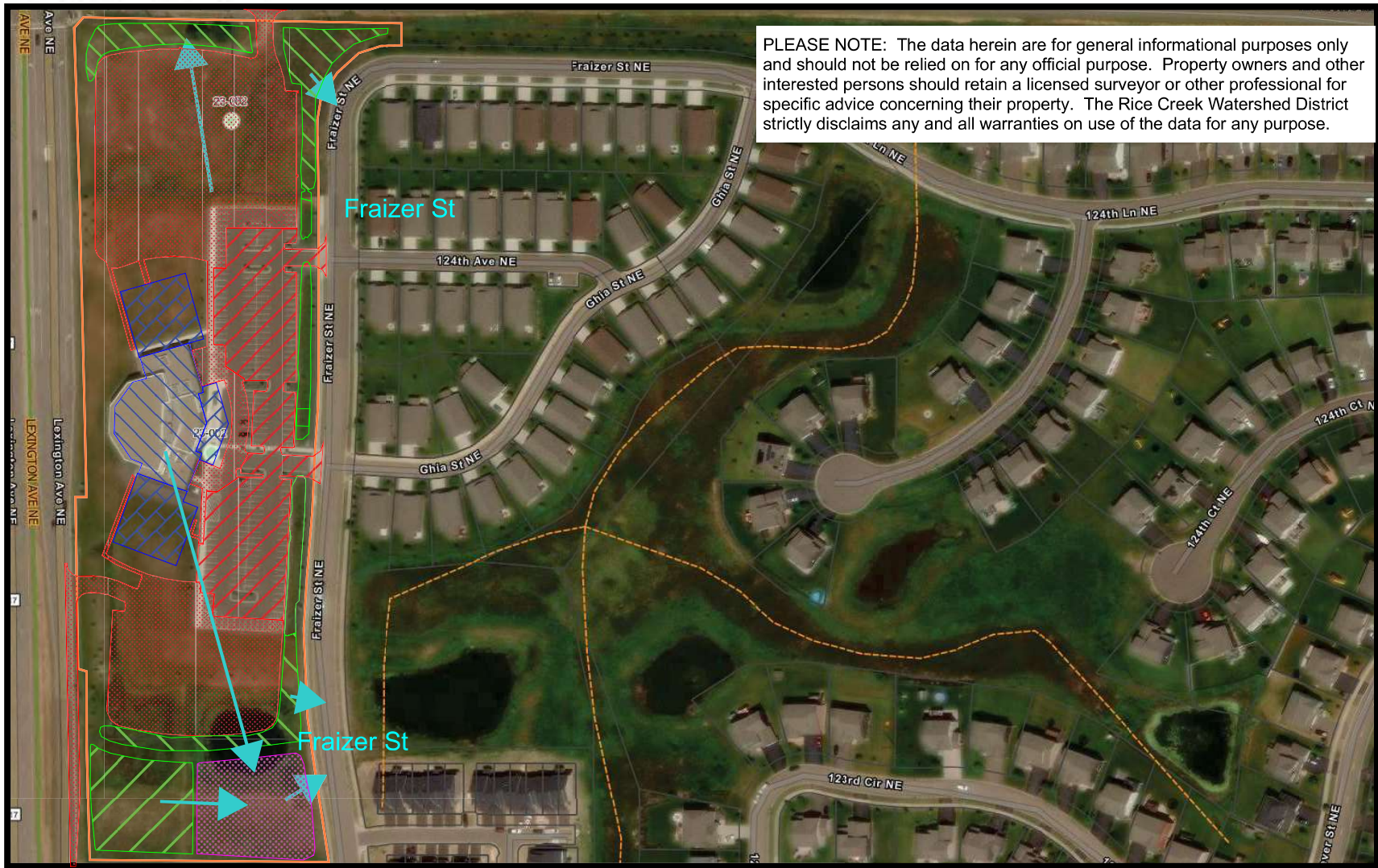
**Legend**

-  District Boundary
-  Project Location
-  Anoka County Ditch 53-62 CWPMP Boundary
-  Public Ditch - Open Channel
-  Private Ditch



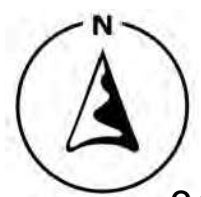


PLEASE NOTE: The data herein are for general informational purposes only and should not be relied on for any official purpose. Property owners and other interested persons should retain a licensed surveyor or other professional for specific advice concerning their property. The Rice Creek Watershed District strictly disclaims any and all warranties on use of the data for any purpose.



### Legend

- Project Location
- Existing Infiltration Basin
- Proposed Infiltration Basin
- Pond 20
- Private Ditch
- Existing Building
- Building Additions
- ➔ Drainage Arrow
- Existing Parking Lot
- Parking Lot Expansions



## **ITEMS REQUIRING BOARD ACTION**

1. 2023 Stormwater Management Grant Program Applications (Catherine Nester)

# MEMORANDUM

## Rice Creek Watershed District



**Date:** February 10, 2023  
**To:** RCWD Board of Managers  
**From:** Catherine Nester, Water Monitoring Technician  
**Subject:** 2023 Stormwater Management Grant Program Applications – Final Recommendation

---

### Introduction

The Board is being asked to consider approval of Resolution 2023-03; ordering and allocating grant funds to selected Stormwater Management Grant Program applications.

### Background

At its regular meeting on September 28, 2022 the RCWD Board authorized staff to solicit proposals for the 2023 Stormwater Management Grant Program. A request for proposals was released and three applicants submitted a total of three proposals by the application deadline of December 22, 2022. One of the proposals was determined to be ineligible for funding through this program. Proposals received were requested to be preliminary in nature, so as to not require large outlays of capital by applicants only to have their proposal denied. Further planning and design may occur upon approval by the RCWD Board.

The RCWD has made \$300,000 available for grant awards through this program in 2023. A total of \$108,283 was requested through the two eligible applications, leaving \$191,717 remaining unrequested. A public hearing was held on February 8, 2023, to receive public comment on the applications pursuant to M.S. 103B.251. One person remotely attended the public hearing and expressed support for the Birchwood Village application.

The purpose of this agenda item is to provide an opportunity for additional discussion among the Board members, if necessary, regarding the two eligible grant applications resulting in a decision about which projects will be offered funding and at what level. RCWD staff will present a final recommendation considering the reviews provided by RCWD's staff, District Engineer, and Citizen Advisory Committee during the February 22, 2023 regular Board meeting.

RCWD staff discussed the applications with the RCWD Citizen Advisory Committee during its meeting on February 1, 2023. The CAC's individual scoring on each application was tabulated during the meeting, resulting in a final aggregate CAC score for each application.

Houston Engineering (HEI) has also completed an independent review of each application. HEI's technical review memo for each is included in the packet for the Board's consideration.

All input from the CAC and Engineer has been considered by RCWD staff and incorporated into the final funding recommendation, which can be found in Table 1 below.



**MEMORANDUM**  
**Rice Creek Watershed District**

**TABLE 1. Final Project Rankings and Funding Recommendations**

<b>Applicant</b>	<b>Project Title</b>	<b>Scoring</b>				<b>Funding</b>		<b>Source</b>
		<b>Staff</b>	<b>HEI</b>	<b>CAC</b>	<b>Avg</b>	<b>Requested</b>	<b>Offered</b>	
New Brighton	Storm Grant 2023	85.0	77	92.9	<b>85</b>	\$ 8,283	<b>\$8,283</b>	60-15
Birchwood Village	BWV Wildwood Lift Station Replacement	85.5	56	72	<b>71.2</b>	\$ 100,000	<b>\$100,000</b>	60-15
<b>Total</b>						\$ 108,283	<b>\$108,283</b>	

**Proposed Motion**

“I move to offer resolution 2023-03 and its adoption.”

**Attachments**

- Draft Resolution 2023-03
- Draft Cost-Share Agreement Template
- RCWD Engineer Reviews on eligible grant applications (2)
- Eligible grant applications (2)

**RESOLUTION 2023-03**

**RICE CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS**

**ORDERING 2023 STORMWATER MANAGEMENT GRANT PROJECTS  
PURSUANT TO MINNESOTA STATUTES §103B.251**

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

WHEREAS the Rice Creek Watershed District (“District”) has adopted a watershed management plan (“WMP”) in accordance with Minnesota Statutes §103B.231; and,

WHEREAS the WMP’s capital improvement program identifies a cost-share program to improve and remedy stormwater management systems in developed urban environments and, on September 28, 2022, the Board of Managers (“Board”) authorized staff to initiate the program and solicit proposals; and,

WHEREAS the City of New Brighton’s “2023 Storm Grant” and the City of Birchwood Village’s “Birchwood Village Wildwood Lift Station Replacement” (together, the “Projects”) each has been reviewed by District Staff, the District Citizen Advisory Committee and the Board and found to meet program criteria; and,

WHEREAS in accordance with Minnesota Statutes §103B.251, subdivision 3, the District held a duly noticed public hearing on ordering of the Projects on February 8, 2023, at the Shoreview City Council Chambers, at which time all interested parties had the opportunity to speak for and against any of the Projects; and,

WHEREAS the District Engineer has evaluated each of the Projects, including its technical elements and cost-effectiveness, and the Engineer’s views have been fully considered by the Board; and,

WHEREAS the Board has reviewed and approved a cost-share agreement template for use with each of the entities proposing a project, providing generally that on the Board’s ordering of a Project and its completion by the proponent, the District will provide reimbursement for 50 percent of approved project costs up to a specified amount through RCWD’s Stormwater Management Grant Program, and that the proponent will maintain its project in accordance with a maintenance plan approved by the District; and,

WHEREAS the Board finds that each of the Projects, as completed and maintained in accordance with the terms and responsibilities of the cost-share agreement, will be conducive to public health and promote the general welfare, and is in compliance with Minnesota Statutes §§103B.205 to 103B.255 and the WMP adopted pursuant to §103B.231.

THEREFORE, BE IT RESOLVED that pursuant to Minnesota Statutes §103B.251 and the WMP, each of the Projects is ordered; and,

BE IT FURTHER RESOLVED that the Board of Managers hereby authorizes the Administrator to execute each of the respective cost-share agreements between the Rice Creek Watershed District and the

City of New Brighton and City of Birchwood Village, with any final non-material changes and on advice of counsel; and,

BE IT FINALLY RESOLVED that the limit of the District’s contribution to each Project is as follows:

City of New Brighton – Storm Grant 2023	\$8,283
City of Birchwood Village – Birchwood Village Wildwood Lift Station Replacement	\$100,000

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

	Yea	Nay	Absent	Abstain
BRADLEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERTSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGAMON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEINANDT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the President declared the Resolution \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Dated: February 22, 2023

\* \* \* \* \*

I, \_\_\_\_\_, \_\_\_\_\_ of the Rice 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 transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 22nd day of February, 2023.

\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_



**2023 STORMWATER MANAGEMENT  
GRANT AGREEMENT**

GRANT AGREEMENT between the Rice Creek Watershed District, 4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota 55449 and           [insert grantee]          ,           [insert address]          .

**RECITALS**

WHEREAS, the           [insert grantee]           (Grantee) intends to construct a project titled "          [insert project title]          " (Project); and,

WHEREAS, the Rice Creek Watershed District (District) operates a Stormwater Management Grant Program for the improvement and remediation of stormwater management systems throughout the Rice Creek Watershed; and,

WHEREAS, in accordance with District program guidelines, the District desires to provide the Grantee financial assistance for the Project.

THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, the District and the Grantee agree as follows:

**I. GRANTEE RESPONSIBILITIES.**

- A. *Design Plan, Operation Plan and Maintenance Plan.* Design plans for the project must be signed by a licensed professional engineer or landscape architect. The Grantee will submit (1) final signed plans and specifications for the Project, and (2) an operations and maintenance plan to the District for the Administrator's written approval, not to be unreasonably withheld. The Project plans and specifications must include a public education component. The District, in its discretion, may approve a non-structural public education component.
- B. *Construction and Maintenance.* The Grantee, through its own personnel and/or contractors, will construct the Project in accordance with the approved Project plans and specifications and maintain it indefinitely in accordance with the approved maintenance plan. In doing so, the Grantee will comply with all applicable laws and regulations and will be responsible for acquiring all permits, approvals and temporary and permanent rights of access or easement.
- C. *Perpetual Access for Maintenance.* The Grantee shall submit to the District, in a form acceptable to the District, legal assurance that the Grantee has perpetual access to the Project's location for construction, operation and maintenance and that the Project will be maintained in perpetuity.
- D. *Completion of Construction.* The Grantee's staff or consulting engineer will certify the completion of Project construction in accordance with the approved plans and specifications no later than October 31, 2025. The Grantee will submit to the District documentation of Project expenditures and the certification of completion no later than December 31, 2025.

## II. DISTRICT RESPONSIBILITIES.

- A. *Grant Funds.* To defray the Project cost to the Grantee, the District will provide the Grantee financial assistance in the amount of fifty (50) percent of the Project's eligible costs, as determined by the District, with the total amount of District assistance not to exceed \$ [insert grant amount].
- B. *Payment Schedule.* On District approval of the Project plans, specifications, and operations and maintenance plan, certification by the Grantee that it has obtained all necessary permits and approvals, District approval of the Grantee's perpetual access and maintenance assurance, and receipt of the Grantee's issued notice to proceed, the District may disburse fifty (50) percent of the RCWD Board approved grant amount upon request of the Grantee. On District receipt of the certification of completion and review of such Project documentation as it may require, the District will disburse the remaining RCWD Board approved funds.
- C. *Contingencies.* The District's obligation to provide grant funds is contingent on the Grantee's compliance with the terms of this agreement, including but not limited to Project completion in accordance with the District-approved plans and specifications by October 31, 2025 and Project maintenance in accordance with the approved maintenance plan. The Grantee will return to the District any grant funds already received if this condition is not satisfied.

## III. MISCELLANEOUS.

- A. *Relationship of Parties.* Nothing in this agreement creates or establishes a partnership, joint venture or agency relationship between the parties. District review or approval of design plans and specifications, a maintenance plan and any other Project-related documents is solely for the District's own accounting for funds expended. As between the parties, the Grantee is solely responsible for selection of the Project design and the means, method and manner of construction. Nothing in this agreement creates any right in any third party or affects any immunity, defense or liability limitation enjoyed by either party.
- B. *Employees.* The Grantee represents that it has or will secure, at its own expense, all personnel and/or contractors required for the performance of this agreement. No Grantee personnel or contractor will be considered an agent, representative or employee of the District.
- C. *Liability.* The Grantee agrees to hold harmless and indemnify the District, and its managers, staff and representatives, up to the maximum liability limits of Minnesota Statutes Section 466.04, against any claim, expense or damage, including attorney fees, arising from the performance of this agreement.
- D. *Assignment or Modification.* This agreement binds and inures to the benefit of the Grantee and the District, and their respective successors and assigns. Neither party may assign this agreement without the prior written consent of the other. Any modification of the agreement must be in writing and signed by both parties.
- E. *Public Documents.* All submitted information, including application, conceptual design, cost estimates, bid tabulations, final designs and specifications, copies of permits and proof of

expenditures will become a part of the public record. Grantee will not claim intellectual property rights in any such information.

F. *Effective Date.* This agreement is effective as of the date all signatures below have been provided.

Dated: \_\_\_\_\_, 2023

**[INSERT GRANTEE]**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2023

**RICE CREEK WATERSHED DISTRICT**

By: \_\_\_\_\_

Nick Tomczik, Administrator

DRAFT

# Memorandum

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**To:** Catherine Nester  
Rice Creek Watershed District

**From:** Kate MacDonald, P.E.

**Through:** Chris Otterness, P.E.

**Subject:** City of New Brighton – 2023 RCWD Stormwater Management Grant – Stormwater Grant 2023

**Date:** January 25, 2023

**Project:** File 5555-0061

Houston Engineering Inc. (HEI) is providing a technical review of the 2023 Stormwater Management Grant (SWMG) applications on behalf of the Rice Creek Watershed District (District). The review includes not only evaluating consistency with the goals of the SWMG program, but the technical merits and feasibility of the proposed project. Based upon our review of the application by the City of New Brighton, we offer the following comments for your use:

- The project proposes to install one sump manhole and SAFL baffle as part of a street reconstruction project. The sump location at Rockstone Court discharges directly to Rice Creek and the Long Lake Sediment Basin just upstream from Long Lake. Long Lake is impaired for nutrients.
- No specific project calculation provided. Sumps with SAFL baffles are generally effective in removing coarse sediment. The literature provided by the city indicates up to 80% total suspended solids (TSS) removal
- Based on the supplied dates, the project would be part of the city street rehabilitation project constructed in the summer / fall of 2023.
- The project has a moderate to low educational opportunity. The BMP is underground, with low visibility. The applicant is proposing stenciling at the back of the curb indicating the catch basin drains to the Lake.
- The applicant is requesting a \$8,300 to complete the project, a 50% cost share.

Please call me at 763-493-4522 if I may be of further assistance with regard to this matter.

# Memorandum

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**To:** Catherine Nester  
Rice Creek Watershed District

**From:** Kate MacDonald, P.E.

**Through:** Chris Otterness, P.E.

**Subject:** Birchwood Village – 2023 RCWD Stormwater Management Grant – Birchwood Village Wildwood Lift Station Replacement

**Date:** January 25, 2023

**Project:** File 5555-0061

Houston Engineering Inc. (HEI) is providing a technical review of the 2023 Stormwater Management Grant (SWMG) applications on behalf of the Rice Creek Watershed District (District). The review includes not only evaluating consistency with the goals of the SWMG program, but the technical merits and feasibility of the proposed project. Based upon our review of the application by Birchwood Village, we offer the following comments for your use:

- The project proposes to rebuild a sanitary sewer lift station that was damaged when a watermain break flooded the lift station causing damage to the electronic controls.
- Though the City has an obligation to maintain its infrastructure, funding this project will accelerate repairs that will mitigate the risk of a discharge of sewage into White Bear Lake.
- The repair is scheduled to start in August 2023 and be completed by the end of 2023.
- The project has a moderate/low educational opportunity. Notification of the project will occur through the Birchwood Village newsletter and website.
- The applicant is requesting a \$100,000 to complete the project, a 13% total cost share.

Please call me at 763-493-4522 if I may be of further assistance with regard to this matter.



# Rice Creek Watershed District Stormwater Management Grant 2023 Application Form

## I. APPLICANT INFORMATION

Organization (to be named as Grantee): City of New Brighton  
Street Address: 803 Old Highway 8 NW  
City, State, Zip: New Brighton, MN 55112  
Tax Status: Local Government Tax ID#: 9675988  
*(e.g., local government, non-profit 501(c)(3), private business, etc.)*

## II. PROJECT CONTACTS

Project Officer: Dustin Lind Financial Officer: Gina Foschi  
Title: Engineering Supervisor Title: Director of Finance  
Telephone: 651-638-2055 Telephone: 651-638-2105  
Fax: 651.638.2044 Fax: 651.638.2044  
Email: dustin.lind@newbrightonmn.gov Email: gina.foschi@newbrightonmn.gov

## III. PROJECT INFORMATION

Project Name: Storm Grant 2023  
Location(s) of Project: Cul de Sac Rockstone Court SE quadrant  
City: New Brighton State: MN County: Ramsey  
Project Start Date: August 2023 Project Completion Date: November 2023  
Project Type (check only those that directly apply):

- Water Quality Treatment Project
- Stormwater Reuse Irrigation Project
- Peak Runoff Rate Control Project
- Runoff Volume Control / Flood Storage Project
- Other: \_\_\_\_\_

Is a RCWD Rule C permit required for this project?  YES  NO  UNKNOWN

## IV. GRANT REQUEST

RCWD Grant Funding Requested: \$ 8,283  
Applicant Match Funding Committed: \$ 8,283  
State/Other Funding Committed: \$ 0 Source(s): \_\_\_\_\_  
Total Estimated Project Cost: \$ 16,566

Would you be willing to accept grant funding in an amount less than requested?  YES  NO

## V. SIGNATURE OF APPLICANT

I certify that the information contained within this application is true and accurate.

  
Signature of Project Officer

12-21-22  
Date

## VI. Executive Summary / Abstract

Include a brief Executive Summary (100 words or less) that summarizes the main goals and activities of the project and the expected environmental outcomes that will be achieved. Identification of the total amount of funds being requested along with the required match must be included in the Executive Summary. The summaries will be used in the grant review process and on the RCWD website, for projects that are funded.

By replacing a standard storm sewer catch basin with a SAFL Baffle and sumped catch basin at the outflow to long lake and rice creek, the City of New Brighton will reduce the amount of fine sediments and harmful chemicals that cling to the surface area of the sediment that flows into Long Lake and Rice Creek. The total cost for this installation is \$16,566.00, New Brighton is asking for a 50% match of \$8,283.00.

## VII. Description (10 points)

The RCWD has established guidelines for prioritizing projects based on location. Water quality improvement projects should be located to benefit a RCWD lake classified as either "Protection" or "Restoration" (see Table 2-4 in the RCWD 2020 Watershed Management Plan), and/or a waterbody with an approved Total Maximum Daily Load (TMDL) study or other recognized diagnostic water quality study. Flood storage and runoff rate control projects should focus on reducing peak flood elevations in known regional flood hazard areas and/or documented local problem areas. Describe the specific watershed management, water quality or quantity need(s) that the project will address and its impact on the target water resource within the District.

Name the target waterbody benefitting from this project: Long Lake

List and describe the Best Management Practices (BMPs) to be incorporated into this project.

One SAFL Baffle - a storm water pretreatment system that will be incorporated into a new stormwater catch basin that keeps sediment out of downstream water bodies. It works by capturing and retaining sediment and the harmful chemicals (such as phosphorus and mercury) that cling to the surface, by stopping the rotating scour action that takes place during high flow conditions.

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximizes infiltration.

This project protects the RCWD by preventing sediment and chemicals from entering the Long Lake sediment Basin and then Rice Creek.

Provide drawings, maps and/or schematics which graphically illustrate the location and conceptual design of the project. **(Attach separate sheets.)**

Describe how long-term operation and maintenance of the project will be accomplished.

The SAFL Baffle will be inspected monthly through the first summer of operation and will be added to our regular street maintenance on a regular service interval determined by the first season of operation. The service will include vacuuming out the accumulation of sediment and debris and proper disposal of waste.

### VIII. Prioritization (15 points)

How does the project support existing regional planning efforts such as the RCWD Watershed Management Plan, municipal surface water management plans, TMDLs, or other recognized diagnostic studies? Is the project included on the Member Community Project List (Appendix G) within the RCWD Watershed Management Plan? Please provide citations where possible.

This project flows into the Long Lake Sedimentation Basin, capturing the sediment prior to the basin will allow for the reduction of maintenance needed to the Long Lake Sedimentation Basin. This is not included on the Member Community Project List.

### IX. Targeting (15 points)

Describe the critical pollution or flooding sources and risks addressed by this project. Explain why the proposed project is the most cost-effective and feasible means to attain the expected resource benefits. Has a formal analysis been conducted to substantiate this position?

Sediment is the most common pollutant in rivers, lakes, and streams. Sediment pollution causes billions of dollars in environmental damage annually. Once sediment enters our lakes and streams it prevents animals from seeing food and the murky water prevents natural vegetation from growing. Nutrients transported by sediment can activate blue-green algae that releases toxins and can make swimmers sick. This project will capture sediment before it reaches our waterways and becomes unmanageable. <https://www.upstreamtechnologies.us/docs/SAFL/SAFL-Baffle-Research-Summary.pdf>

### X. Measurable Outcomes (20 points)

Provide a detailed estimate and description of the anticipated pollutant reduction, stormwater rate/volume reduction, groundwater withdrawal reduction, and/or other environmental or natural resource benefits associated with the project. Describe the methods and cite the sources (i.e. P8 model, HydroCAD, XP-SWMM, MIDS, MN Stormwater Manual, etc.) used to calculate or estimate the pollutant reductions and/or hydrologic outcomes. **(Mandatory for RCWD to consider your proposal!)**

SAFL Baffle is a pretreatment BMP and maintenance tool that can be used in a treatment train in which a primary treatment BMP provides the water quality benefits. The main water-quality benefit of the SAFL Baffle installation is up to a 55% reduction in deposition of total suspended solids in downstream water bodies.

([https://www.dnr.state.mn.us/water\\_access/bmp/sump\\_manhole\\_with\\_safl\\_baffle\\_bmp.html](https://www.dnr.state.mn.us/water_access/bmp/sump_manhole_with_safl_baffle_bmp.html))

A porous baffle, (SAFL) Baffle, was designed and tested as a possible retrofit to the standard sump. Results indicate that, with the correct baffle configuration, the washout of sediments accumulated in the sump can be nearly eliminated for flows up to approximately the 10-year design storm runoff, and removal efficiency can be increased by 10 to 15%.

([https://www.capitolregionwd.org/wp-content/uploads/2018/10/2007\\_2010\\_BMP\\_Performance\\_March2012.pdf](https://www.capitolregionwd.org/wp-content/uploads/2018/10/2007_2010_BMP_Performance_March2012.pdf)) pg 327

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project, including how success will be defined and measured.



**XI. Cost-Effectiveness (20 points)**

Provide a detailed budget that lists each item for which funding is being requested. You must also list the sources of required local matching contributions. Why is this the most cost-effective approach to solving the problem? Have other alternatives been explored? **(Attach separate sheets if needed.)**

Removal of Existing Catch Basin.....	800.00
Removal of Existing Curb and Gutter.....	120.00
Removal of Existing Concrete Street in work Area.....	80.00
Installation of 48" Catch Basin.....	5,000.00
Installation of SAFL Baffle.....	8,000.00
Installation of new Curb and Gutter.....	675.00
Installation of new Concrete Street.....	385.00
Contingency 10% .....	1506.00
<hr/>	
Total .....	16,566.00

Matching funds will be from the City of New Brighton storm water fund. This is the most cost effective BMP for removal of sediment. The City has previously installed the v2b1, however, they require additional structures, excavation, and cost. They have been found to not be as cost effective as the SAFL Baffle

**XII. Project Readiness (10 points)**

Please describe the anticipated timeline for implementing this project. What steps have been taken to ensure that the project can be implemented according to this timeline? Are any permits needed?

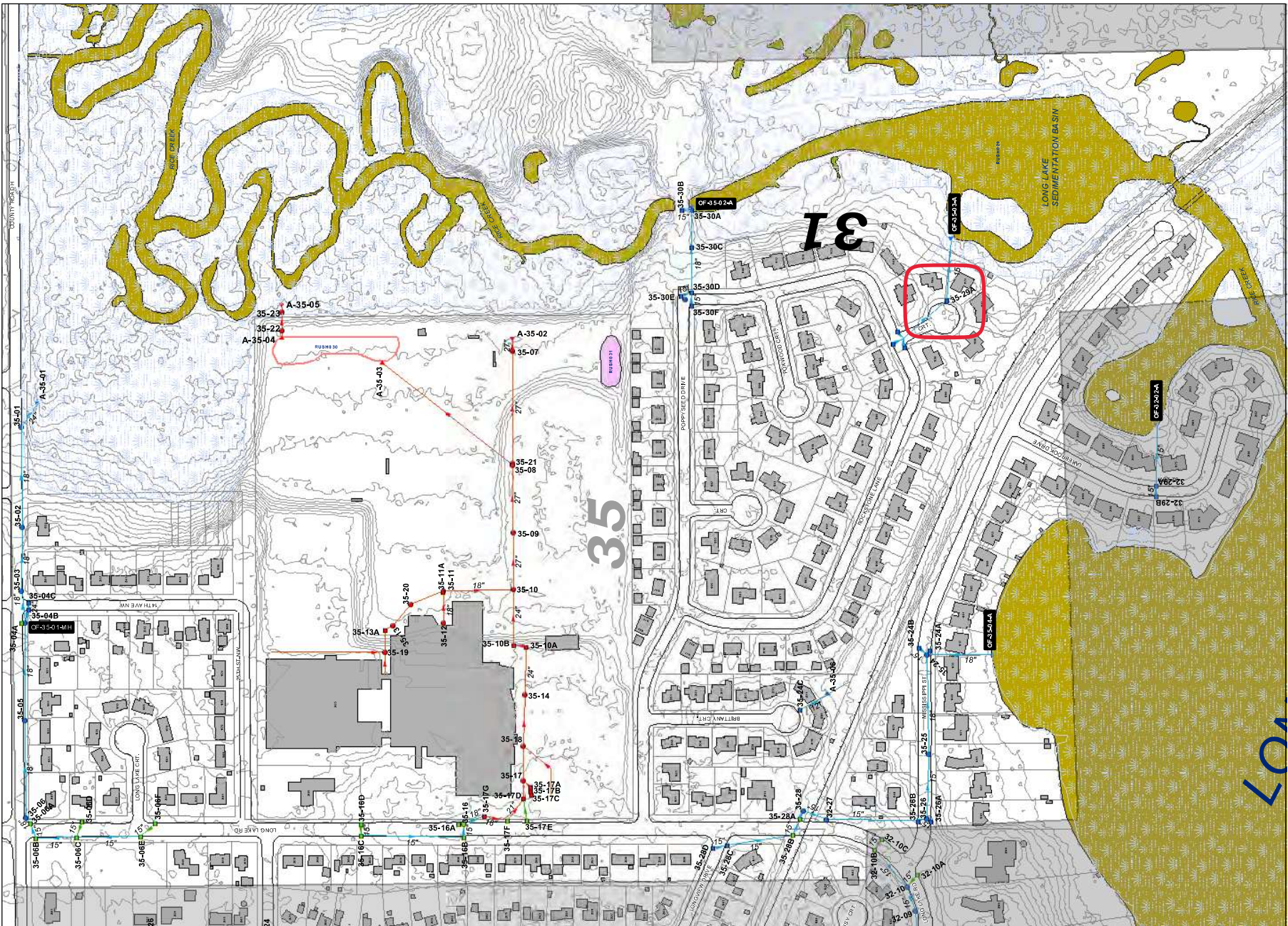
This project will be included in our 2023 street rehabilitation project. Work will take place in summer of 2023 and be completed in fall of 2023. No permits required

**XII. Engagement Opportunities (10 points)**

Demonstrate any potential for public engagement, education and demonstration and describe what methods will be used to ensure that the purpose and success of the project are made known to the public. Applicants must incorporate a public engagement component into the project.

Will place stencils on back of curb that this catch basin drains to lake. Will include this project in our MS4 permit which is available for public to view.





### Storm Sewer Responsibility

	MN-DOT		Ramsey County
	New Brighton		Rice Creek Watershed
	St. Anthony		Private
	Fridley		

### Lake/Pond Responsibility

	MNDOT		Ramsey County
	New Brighton		RCWD
			SWUF



Map © New Brighton. Data: Public Works Department. Map made with ArcGIS Pro. Inventory: 8/2021

# 35







**PATENT  
PROTECTED**



600 County Road D West, Suite 14  
New Brighton, Minnesota 55112  
www.upstreamtechnologies.us  
651-237-5123

# STORMWATER SEDIMENT SOLUTION

The most cost-effective sediment capture & retention device  
**20-Year Guarantee**

**SAFL Baffle is a fraction of the cost of hydro-dynamic separators with 10 times the flow rate**

<i>Typical comparison found on over 1,000 projects</i>			
<b>SAFL Baffle</b>		<b>Hydrodynamic Separators</b>	
Cost:	\$5,200	Cost:	\$24,000
TSS Removal:	84%	TSS Removal:	85%
By-Pass Flow Rate:	80 CFS	By-Pass Flow Rate:	8 CFS
Materials:	All Stainless Steel	Materials:	Plastic in Concrete
Full Guarantee:	20 Years	Guarantee:	?
<b>Operates by stopping the natural vortex</b>		<b>Operates by creating a vortex</b>	
<p><i>The SAFL Baffle stops the natural vortex, dissipating hydro energy and causing sediment to drop to the bottom of the sump. As sediment collects, the SAFL Baffle prevents scouring and resuspension, retaining all previously captured sediment, even during high-flow storm events up to 80 cubic feet per second.</i></p>		<p><i>Hydro Dynamic Separators operate with flows between 2 to 8 cubic feet per second. At greater flows, stormwater bypasses the device and <b>does not capture any sediment.</b></i></p> <p><i>Internal plastic parts often vibrate and break.</i></p>	

<b>SAFL Baffle installs in standard sump structures</b>	<b>All parts fit through a standard manhole for new or retrofit projects</b>
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Patent Protected

8,715,507B2  
8,663,466B2  
9,506,237B2  
CA2742207



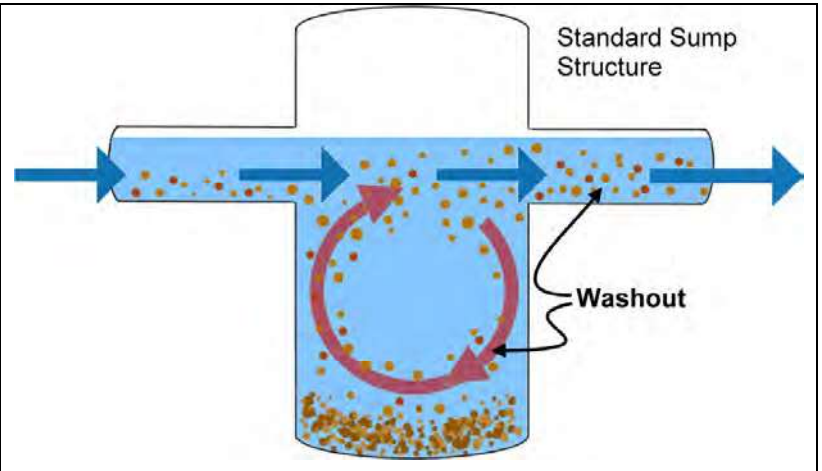
600 County Road D West, Suite 14  
New Brighton, Minnesota 55112  
www.upstreamtechnologies.us  
651-237-5123

## The Problem:

Standard sump structures alone can capture up to 30%\* TSS

The problem is "Washout". During high flow events, vortex action scours the sump clean, washing out previously captured sediment.

Sediment devices must be tested for both Capture and Retention (Washout) or the overall performance of the device is unknown.



\* TSS (Total Suspended Solids) percentage is calculated based on sump size, pipe diameters, drainage area & rainfall

## Capture and Retention

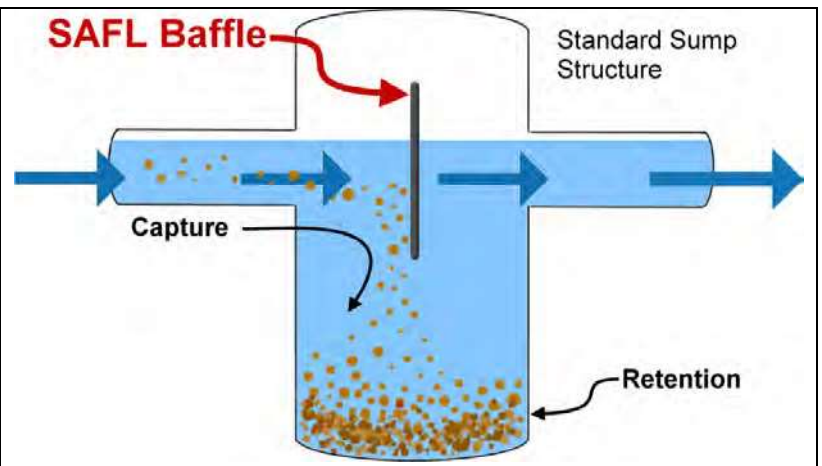
*Both capture and retention, at high flow rates, are required to adequately manage sediment.*

*What good is a sediment capture device, if the previously captured sediment washes out during a heavy storm?*

With the SAFL Baffle installed in a standard sump structure, sediment capture and ability to retain this captured sediment, exceeds 80%

Vortex action is stopped, and **washout does not occur.**

Both capture and retention are required. **The SAFL Baffle provides both.**



**Retrofittable** – Can be installed in existing sump structures with a 24-inch minimum opening.

View a video demonstration: [upstreamtechnologies.us/products/safl.shtml](http://upstreamtechnologies.us/products/safl.shtml)

**The SAFL Baffle is a patented device and may not be reproduced.**

US Patents: 8,715,507B2, 8,663,466B2 and US 9,506,237B2 and Canada: # 2742207

[www.upstreamtechnologies.us](http://www.upstreamtechnologies.us)

April 3, 2019



# Rice Creek Watershed District Stormwater Management Grant 2023 Application Form

## I. APPLICANT INFORMATION

Organization (to be named as Grantee): Birchwood Village  
Street Address: 207 Birchwood Avenue  
City, State, Zip: Birchwood Village, MN 55422  
Tax Status: Local Government Tax ID#: 41-6004982  
*(e.g., local government, non-profit 501(c)(3), private business, etc.)*

## II. PROJECT CONTACTS

Project Officer: Rebecca Kellen Financial Officer: Mary Cahill  
Title: City Clerk Title: Treasurer  
Telephone: (651) 426-3403 Telephone: (651) 426-3403  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: rebecca.kellen@cityofbirchwood.com Email: mary.cahill@cityofbirchwood.com

## III. PROJECT INFORMATION

Project Name: Birchwood Village Wildwood Lift Station Replacement  
Location(s) of Project: Wildwood Avenue and Owl Street.  
City: Birchwood Village State: MN County: Washington  
Project Start Date: June 1, 2023 Project Completion Date: December 15, 2023  
Project Type (check only those that directly apply):  
 Water Quality Treatment Project  Stormwater Reuse Irrigation Project  
 Peak Runoff Rate Control Project  Runoff Volume Control / Flood Storage Project  
 Other: Lift Station Replacement

Is a RCWD Rule C permit required for this project?  YES  NO  UNKNOWN

## IV. GRANT REQUEST

RCWD Grant Funding Requested: \$ 100,000  
Applicant Match Funding Committed: \$ 170,000  
State/Other Funding Committed: \$ 480,000 Source(s): Federal Funding  
Total Estimated Project Cost: \$ 750,000

Would you be willing to accept grant funding in an amount less than requested?  YES  NO

## V. SIGNATURE OF APPLICANT

I certify that the information contained within this application is true and accurate.

Rebecca Kellen  
Signature of Project Officer

12/21/2022  
Date

## VI. Executive Summary / Abstract

Include a brief Executive Summary (100 words or less) that summarizes the main goals and activities of the project and the expected environmental outcomes that will be achieved. Identification of the total amount of funds being requested along with the required match must be included in the Executive Summary. The summaries will be used in the grant review process and on the RCWD website, for projects that are funded.

In winter of 2020-2021, a water main broke in White Bear Lake Township, flooding the Wildwood lift station. The lift station sustained long term damage to its electronic controls requiring that the whole system be replaced. The City of Birchwood Village requests \$100,000 in RCWD grant funds to help cover the costs to rebuild the failing lift station. The City of Birchwood Village would contribute \$170,000. The City of Birchwood Village has received approval on federal funding from the office of Betty McCollum in the amount of \$480,000. The project is estimated to cost approximately \$750,000.

## VII. Description (10 points)

The RCWD has established guidelines for prioritizing projects based on location. Water quality improvement projects should be located to benefit a RCWD lake classified as either "Protection" or "Restoration" (see Table 2-4 in the RCWD 2020 Watershed Management Plan), and/or a waterbody with an approved Total Maximum Daily Load (TMDL) study or other recognized diagnostic water quality study. Flood storage and runoff rate control projects should focus on reducing peak flood elevations in known regional flood hazard areas and/or documented local problem areas. Describe the specific watershed management, water quality or quantity need(s) that the project will address and its impact on the target water resource within the District.

Name the target waterbody benefitting from this project: White Bear Lake

List and describe the Best Management Practices (BMPs) to be incorporated into this project.

The City will ensure that construction storm water and erosion control BMPs necessary to protect the City's storm water conveyance system and White Bear Lake are implement and maintained during construction of the new lift station.

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximizes infiltration.

A lift station failure could discharge sanitary sewer into the ground and lake water in the area.

Provide drawings, maps and/or schematics which graphically illustrate the location and conceptual design of the project. **(Attach separate sheets.)**

Describe how long-term operation and maintenance of the project will be accomplished.

The City of Birchwood Village intend to spend approximately \$20,000 annually for operation, maintenance, and replacement costs, including \$10,000 on weekly maintenance and monitoring.

### VIII. Prioritization (15 points)

How does the project support existing regional planning efforts such as the RCWD Watershed Management Plan, municipal surface water management plans, TMDLs, or other recognized diagnostic studies? Is the project included on the Member Community Project List (Appendix G) within the RCWD Watershed Management Plan? Please provide citations where possible.

The project will significantly limit the future risk of excess nutrients and other pollution entering White Bear Lake due to lift station failure, thus helping to preserve the lake's excellent water quality. The Wildwood Lift Station is approximately 250 feet away from White Bear Lake making it's stability important in ensuring high water quality in the Lake.

### IX. Targeting (15 points)

Describe the critical pollution or flooding sources and risks addressed by this project. Explain why the proposed project is the most cost-effective and feasible means to attain the expected resource benefits. Has a formal analysis been conducted to substantiate this position?

Potential critical pollutants include human wastewater. An analysis was completed in May of 2021 by the City Engineer (Appendix A) assessing the options of 1) doing nothing, 2) repairing the existing lift station, and 3) replacing the lift station. The analysis concluded that both options 1 and 2 are not viable options because the existing lift station is old, obsolete, about to fail, and a risk to the environment and human health. White Bear Lake is near the lift station site. If the lift station is not replaced, sewage may enter White Bear Lake and kill fish and wildlife. To avoid impacts, the recommendation was to replace the LS.

### X. Measurable Outcomes (20 points)

Provide a detailed estimate and description of the anticipated pollutant reduction, stormwater rate/volume reduction, groundwater withdrawal reduction, and/or other environmental or natural resource benefits associated with the project. Describe the methods and cite the sources (i.e. P8 model, HydroCAD, XP-SWMM, MIDS, MN Stormwater Manual, etc.) used to calculate or estimate the pollutant reductions and/or hydrologic outcomes. **(Mandatory for RCWD to consider your proposal!)**

According to a report prepared by the City Engineer in May of 2021 (Appendix A) the existing average daily residential wastewater flow is 87,500 gallons per day (based on 875 people x 100 gallons per person per day). Should the current lift station fail, a potential 87,500 gallons per day of wastewater pollutants could infiltrate the surrounding land and bodies of water, including but not limited to White Bear Lake, which sits adjacent to Birchwood Village.

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project, including how success will be defined and measured.

The City of Birchwood Village will contract with a City Engineer who will be responsible for monitoring and maintaining the new lift station. Success will be measured by ensuring system stability and continuous monitoring and reporting of controls.



## **XI. Cost-Effectiveness (20 points)**

Provide a detailed budget that lists each item for which funding is being requested. You must also list the sources of required local matching contributions. Why is this the most cost-effective approach to solving the problem? Have other alternatives been explored? **(Attach separate sheets if needed.)**

The cost estimate provided in 2021 by the city engineer is listed in Appendix 1, with lift station replacement calculated at \$500,000 and annual maintenance at \$20,000. With substantial inflation and including the cost of dewatering the city anticipates estimated costs of \$750,000 for replacements and ongoing maintenance. The other options of 1) doing nothing, and 2) replacing the existing lift station are not viable options because the existing lift station is old, obsolete, about to fail, and a risk to the environment and human health.

## **XII. Project Readiness (10 points)**

Please describe the anticipated timeline for implementing this project. What steps have been taken to ensure that the project can be implemented according to this timeline? Are any permits needed?

The estimated project schedule is as follows:

June 1, 2023 - Submittal of plans and specifications to the MPCA.

July 1, 2023 - advertise for bids

August 1, 2023 - bid opening

August 15, 2023 - start construction

December 15, 2023 - end construction

A preliminary report and analysis was prepared in May of 2021 by the City Engineer when federal funding was requested which positioned the city to be able to begin work as soon as funding becomes available. An Environmental Information Worksheet was also prepared in May of 2021 (Appendix B). A MPCA and Met Council permit will be required.

## **XII. Engagement Opportunities (10 points)**

Demonstrate any potential for public engagement, education and demonstration and describe what methods will be used to ensure that the purpose and success of the project are made known to the public. Applicants must incorporate a public engagement component into the project.

The public will be informed of the project via the Birchwood Village newsletter, information being provided on the website, and will have opportunities for public engagement during regular open city council meetings.



**FACILITIES PLAN  
For  
CITY OF BIRCHWOOD VILLAGE, MINNESOTA  
Wildwood Sanitary Sewer Lift Station Replacement  
City Project No. 2021-1  
May 14, 2021**

**1.0 BACKGROUND AND PURPOSE**

The City of Birchwood Village (City) retained Thatcher Engineering, Inc. (TEI) to prepare a Facilities Plan for the wildwood sanitary sewer lift station (LS) replacement. The LS is located at the intersection of Wildwood Avenue and Owl Street (See Appendix 1 for a location map). This LS serves the entire city. The LS is over 20 year old, obsolete, and is failing because of the following:

1. This past winter, a water main broke in White Bear Township, Ramsey County. The break was catastrophic and resulted in water channeling through the substrata, along rock fissures, and flooding into the LS. The damage wiped out the entire system for a couple of weeks, requiring emergency bypass pumping and piping. The long term consequence of the LS being inundated with water is that the electronic controls are no longer stable and are now prone to regular corrosion. The entire system needs to be replaced.
2. The City is a victim of a neighboring community's infrastructure failure, and bad luck.
3. This sanitary sewer expense comes at the heels of an emergency lift station bypass a year ago on which the city expended over \$400,000. The imminent risk to the water quality of White Bear Lake required that the City take immediate action on that project and had hoped to seek funds subsequently. Because such grants are not available for reimbursement, the equivalent of the City's entire annual levy was spent to pay for the project, and the City's "rainy day" fund was depleted.
4. The estimated total cost to replace the Wildwood Lift Station is approximately \$500,000. This project, on top of the last emergency, has imposed an extreme hardship on the community of 875 residents (370 existing households). The City has no access to other funding opportunities.

All buildings in the City are used for residential purposes and are connected to the City's sanitary sewer collection system. No buildings in the City are used for commercial or industrial purposes.

The City's sanitary sewer wastewater is treated at a Metropolitan Council Environmental Services (MCES) wastewater treatment facility.

The City respectfully request state funding to assist it to overcome this difficult situation.

Design capacity and loading

The design capacity of the existing LS is 300 gallons per minute based on a report prepared by Howard R. Green Company dated October 6, 2000 (Appendix 2). The design capacity of the replacement LS is the same (300 gallons per minute). The LS will have two (2) pumps and each pump will have a capacity of 300 gallons per minute.

Existing residential wastewater flow (average daily flow = 87,500 gallons per day based on 875 people x 100 gallons per person per day) and loading (biochemical oxygen demand (BOD) = 148.75 pounds of BOD per day based on 875 people x 0.17 pounds of BOD per person per day) are not expected to increase in the future. The existing nonresidential wastewater flows (no gallons per day) and loadings (no BOD per day) are not expected to increase in the future.

No future residential and nonresidential wastewater flows and loadings within the next 20-year period is expected based on projected residential growth and projected nonresidential growth because the City is fully developed.

No signed letters of intent from significant industrial users are available because there are no significant industrial users in the City. Also, no industrial users are in the City.

No pretreatment of any industrial wastes is needed in order to avoid disruption of the proper operation of the wastewater treatment facility because no industrial users are in the City.

The LS is over 2 feet above both the 25 and 100 year flood elevations. The LS will be operable and protected during both the 25 year flood and 100 year floods.

The existing LS will remain in operation during the construction of the replacement LS.

The City will own, operate and maintain the LS and has existing ordinances that are necessary for the successful implementation and administration of the project.

The Minnesota Pollution Control Agency (MPCA) Environmental Information Worksheet (EIW) form is in Appendix 3.

No excessive levels of infiltration or inflow exist in the City's sanitary sewer system.

## 2.0 ALTERNATIVES

**Alternative 1 - Doing Nothing:** This alternative consists of no change. Doing nothing is not a viable option because the existing LS is old, obsolete, about to fail, and a risk to the environment and human health.

**Alternative 2 - Repair the Existing LS:** This alternative is not a viable option because the existing LS is old, obsolete, about to fail, and a risk to the environment and human health.

**Alternative 3 – Replace the Lift Station:** This alternative consists of replacement of the LS.

The estimated cost to replace the LS is as follows:

<u>Item</u>	<u>Estimated Cost</u>
Install lift station (LS) including demolition of existing LS	<u>\$420,000.00</u>
Estimated Construction Cost	\$420,000.00
Engineering	\$38,000.00
Contingency (10% of Estimated Construction Cost)	<u>\$42,000.00</u>
<b>Estimated Total Cost</b>	<b>\$500,000.00</b>

The estimated annual operation, maintenance and replacement cost for Alternative #3 is as follows:

<u>Item</u>	<u>Annual Cost</u>
Maintenance and weekly monitoring	\$10,000.00
Electricity	\$1,500.00
Replace pumps and motors every 15 years (\$50,000/15 years)	\$3,300.00
Replace sewer every 100 years (\$500,000/10 years)	<u>\$5,000.00</u>
<b>Estimated Annual Cost</b>	<b>\$19,800.00</b>

### 3.0 RECOMMENDATION, DISCUSSION & SCHEDULE

Thatcher Engineering, Inc. recommends the construction of Alternative #3 – Replace the Lift Station.

The proposed improvement is necessary, cost-effective, and feasible. Also, the improvement should be made as proposed and not in connection with some other improvement.

The estimated project schedule is as follows:

1. June 1, 2021 - Submittal of plans and specifications to the MPCA.
2. July 1, 2021 - advertize for bids
3. August 1, 2021 - bid opening
4. August 15, 2021 - start construction
5. December 15, 2021 - end construction

### 4.0 CONCLUSION

The cost effective solution to the old, obsolete, and about to fail lift station that serves the entire city is the installation of Alternative #3 Replace the Lift Station.

# Environmental Information Worksheet (EIW) form

## Clean Water State Revolving Fund Program

Minnesota Rule Chapter 7077.0272, subp. 2.a.F.  
Minnesota Rule Chapter 7077.0277, subp. 3.E.

*Doc Type: Wastewater Point Source*

Eligible applicants seeking funds for clean water (stormwater and wastewater) projects through the Clean Water State Revolving Fund (commonly referred to as the CWSRF Program) are required by Minn. R. ch. 7077.0272, subp. 2.a.F. and Minn. R. ch. 7077.0277, subp. 3.E., to complete an Environmental Information Worksheet (EIW). This information will be used to assess environmental impacts, if any, caused by the project.

**Questions:** Contact Review Engineer or Bill Dunn at 651-757-2324 or [bill.dunn@state.mn.us](mailto:bill.dunn@state.mn.us).

1. **Project title:** Wildwood Sanitary Sewer Lift Station Replacement

2. **Proposer:** City of Birchwood Village

**Contact person:** Mary Wingfield

**Title:** Mayor

**Address:** 207 Birchwood Avenue, Birchwood, MN 55110

**Phone:** 651-426-3403

**Fax:** 651-426-7747

3. **Project location:** County: Washington City/Twp: Birchwood Village  
1/4 1/4 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
45.06331  
-92.97840

*Tables, Figures, and Appendices attached to the EIW:*

- County map showing the general location of the project;
- United States Geological Survey 7.5 minute, 1:24,000 scale map indicating project boundaries (photocopy acceptable);
- Site plan showing all significant project and natural features.

**4. Description:**

a. Provide a project summary of 50 words or less.

*Wildwood sanitary sewer lift station (LS) replacement. The LS is located at the intersection of Wildwood Avenue and Owl Street. This LS serves the entire city. The LS is over 20 year old, obsolete, and is failing. If the LS is not replaced, sewage may enter White Bear Lake and houses.*

b. Give a complete description of the proposed project and related new construction. Attach additional sheets as necessary. Emphasize construction, operation methods and features that will cause physical manipulation of the environment or will produce wastes. Include modifications to existing equipment or industrial processes and significant demolition, removal or remodeling of existing structures. Indicate the timing and duration of construction activities.

*Replace wildwood sanitary sewer lift station (LS). The area of the construction site is approximately 50 feet by 50 feet. Soil will be excavated to replace the LS and all excavated soil will be returned to the excavation. No soil will be removed from the site. No wastes will be produced. The existing LS will be abandoned in place. The timing and duration of construction activities is estimated to be 2 weeks.*

- c. Explain the project purpose; if the project will be carried out by a governmental unit, explain the need for the project and identify its beneficiaries.

*The project will be carried out by the City of Birchwood Village. The purpose is to replace the LS. The project is needed because the LS is over 20 year old, obsolete, and is failing. The whole City of Birchwood Village benefits because the LS serves the entire City..*

- d. Are future stages of this development including development on any outlots planned or likely to happen?  Yes  No  
If yes, briefly describe future stages, relationship to present project, timeline and plans for environmental review.

- e. Is this project a subsequent stage of an earlier project?  Yes  No  
If yes, briefly describe the past development, timeline and any past environmental review.

**5. Project magnitude data**

Total Project Area (acres) 0.06 or Length (miles) N/A  
 Number of Residential Units: Unattached N/A Attached N/A maximum units per building N/A  
 Commercial/Industrial/Institutional Building Area (gross floor space): total square feet N/A  
 Indicate area of specific uses (in square feet): N/A

Office \_\_\_\_\_ Manufacturing \_\_\_\_\_  
 Retail \_\_\_\_\_ Other Industrial \_\_\_\_\_  
 Warehouse \_\_\_\_\_ Institutional \_\_\_\_\_  
 Light Industrial \_\_\_\_\_ Agricultural \_\_\_\_\_  
 Other Commercial (specify) \_\_\_\_\_  
 Building height \_\_\_\_\_ If over 2 stories, compare to heights of nearby buildings \_\_\_\_\_

6. **Permits and approvals required.** List all known local, state and federal permits, approvals and financial assistance for the project. Include modifications of any existing permits, governmental review of plans, and all direct and indirect forms of public financial assistance including bond guarantees, Tax Increment Financing and infrastructure.

Unit of government	Type of application	Status
MPCA		
Met Council		

7. **Land use.** Describe current and recent past land use and development on the site and on adjacent lands. Discuss project compatibility with adjacent and nearby land uses. Indicate whether any potential conflicts involve environmental matters. Identify any potential environmental hazards due to past site uses, such as soil contamination or abandoned storage tanks, or proximity to nearby hazardous liquid or gas pipelines.

*Current and recent land use has been residential. The project is compatible with adjacent and nearby land uses. No potential conflicts involve environmental matters. However, if the LS is not replaced, sewage may enter White Bear Lake. No potential environmental hazards due to past site uses. No nearby hazardous liquid or gas pipelines.*

8. **Cover types.** Estimate the acreage of the site with each of the following cover types before and after development:

	Before	After		Before	After
Types 1-8 wetlands	_____	_____	Lawn/landscaping	0.06	0.06
Wooded/forest	_____	_____	Impervious Surfaces	_____	_____
Brush/grassland	_____	_____	Other (describe)	_____	_____
Cropland	_____	_____			
			<b>Total</b>	0.06	0.06

**9. Fish, wildlife, and ecologically sensitive resources.**

- a. Identify fish and wildlife resources and habitats on or near the site and describe how they would be affected by the project. Describe any measures to be taken to minimize or avoid impacts.

*White Bear Lake is near the LS site. If the LS is not replaced, sewage may enter White Bear Lake and kill fish and wildlife. To avoid impacts, replace the LS.*

- b. Are any state (endangered or threatened) species, rare plant communities or other sensitive ecological resources such as native prairie habitat, colonial waterbird nesting colonies or regionally rare plant communities on or near the site?

Yes  No

If yes, describe the resource and how it would be affected by the project. Indicate if a site survey of the resources has been conducted and describe the results. If the Minnesota Department of Natural Resources (DNR) Natural Heritage and Nongame Research program has been contacted give the correspondence reference number: \_\_\_\_\_  
Describe measures to minimize or avoid adverse impacts.

- 10. Physical impacts on water resources.** Will the project involve the physical or hydrologic alteration (dredging, filling, stream diversion, outfall structure, diking, and impoundment) of any surface waters such as a lake, pond, wetland, stream or drainage ditch?  Yes  No

If yes, identify water resource affected. Describe alternatives considered and proposed mitigation measures to minimize impacts. Give the DNR Protected Waters Inventory (PWI) number(s) if the water resources affected are on the PWI.

- 11. Water use.** Will the project involve installation or abandonment of any water wells, connection to or changes in any public water supply or appropriation of any ground or surface water (including dewatering)?  Yes  No

If yes, as applicable, give location and purpose of any new wells; public supply affected, changes to be made, and water quantities to be used; the source, duration, quantity and purpose of any appropriations; and unique well numbers and DNR appropriation permit numbers, if known. Identify any existing and new wells on the site map. If there are no wells known on site, explain methodology used to determine.

- 12. Water-related land use management districts.** Does any part of the project involve a shoreland zoning district, a delineated 100-year flood plain, or a state or federally designated wild or scenic river land use district?  Yes  No

If yes, identify the district and discuss project compatibility with district land use restrictions.

- 13. Water surface use.** Will the project change the number or type of watercraft on any water body?  Yes  No

If yes, indicate the current and projected watercraft usage and discuss any potential overcrowding or conflicts with other uses.

- 14. Erosion and sedimentation.** Give the acreage to be graded or excavated and the cubic yards of soil to be moved: 0.06 Acres: 0.0 cubic yards. Describe any steep slopes or highly erodible soils and identify them on the site map. Describe any erosion and sedimentation control measures to be used during and after project construction.

*No steep slopes or highly erodible soils on the site. Appropriate erosion and sedimentation control measures used during construction and after project construction will meet City Code and Rice Creek Watershed District (RCWD) requirements.*

- 15. Water quality – surface-water runoff.**

- a. Compare the quantity and quality of site runoff before and after the project. Describe permanent controls to manage or treat runoff. Describe any storm water pollution prevention plans.

*The quantity and quality of site runoff after the project will be the same as before the project. Permanent controls consist of replacing the existing grass lawn.*

- b. Identify routes and receiving water bodies for runoff from the site; include major downstream water bodies as well as the immediate receiving waters. Estimate impact runoff on the quality of receiving waters.

*Surface water runoff from the site flows overland to White Bear Lake.. If the LS is not replaced, sewage may enter White Bear Lake an kill fish and wildlife. White Bear Lake is the immediate receiving water. To avoid impacts, replace the LS*

**16. Water quality – wastewater.**

- a. Describe sources, composition and quantities of all sanitary, municipal and industrial wastewater produced or treated at the site.

*The site is not a source of sanitary, municipal or industrial wastewater. No wastewater is treated at the site. The site is used only by the Wildwood Sanitary Sewer Lift Station (LS) to pump wastewater from the entire City to the Met Council.*

- b. Describe waste treatment methods or pollution prevention efforts and give estimates of composition after treatment. Identify receiving waters, including major downstream water bodies, and estimate the discharge impact on the quality of receiving waters. If the project involves on-site sewage systems, discuss the suitability of site conditions for such systems.  
N/A

- c. If wastes will be discharged into a publicly owned treatment facility, identify the facility, describe any pretreatment provisions and discuss the facility’s ability to handle the volume and composition of wastes, identifying any improvements necessary.

*Met Council owned treatment facility. The volume and composition of wastes will not change because of this project.*

- d. If the project requires disposal of liquid animal manure, describe disposal technique and location and discuss capacity to handle the volume and composition of manure. Identify any improvements necessary. Describe any required setbacks for land disposal systems.

*N/A*

**17. Geologic hazards and soil conditions.**

- a. Approximate depth (in feet) to Groundwater 30 minimum; 30 average.  
Bedrock: 100 minimum; 100 average.

Describe any of the following geologic site hazards to groundwater and also identify them on the site map: sinkholes, shallow limestone formations or karst conditions. Describe measures to avoid or minimize environmental problems due to any of these hazards.

*No site hazards.*

- b. Describe the soils on the site, giving U.S. Soil Conservation Service (SCS) classifications, if known. Discuss soil granularity and potential for groundwater contamination from wastes or chemicals spread or spilled onto the soils. Discuss any mitigation measures to prevent such contamination.

*Silty sand soil. No potential for groundwater contamination.*

**18. Solid wastes, hazardous wastes, storage tanks.**

- a. Describe types, amounts and compositions of solid or hazardous wastes, including solid animal manure, sludge and ash, produced during construction and operation. Identify method and location of disposal. For projects generating municipal solid waste, indicate if there is a source separation plan; describe how the project will be modified for recycling. If hazardous waste is generated, indicate if there is a hazardous waste minimization plan and routine hazardous waste reduction assessments.

*No soild or hazardous wastes.*

- b. Identify any toxic or hazardous materials to be used or present at the site and identify measures to be used to prevent them from contaminating groundwater. If the use of toxic or hazardous materials will lead to a regulated waste, discharge or emission, discuss any alternatives considered to minimize or eliminate the waste, discharge or emission.

*No toxic or hazardous materials.*

- c. Indicate the number, location, size and use of any above or below ground tanks to store petroleum products or other materials, except water. Describe any emergency response containment plans.

No above or below ground tanks to store petroleum products or other material, except water.

19. **Traffic.** Parking spaces added: 0.0 Existing spaces (if project involves expansion): 0.0  
Estimated total average daily traffic generated: 0.0 Estimated maximum peak hour traffic generated (if known) and its timing: N/A Provide an estimate of the impact on traffic congestion affected roads and describe any traffic improvements necessary. If the project is within the Twin Cities metropolitan area, discuss its impact on the regional transportation system.

No impact.

20. **Vehicle-related air emissions.** Estimate the effect of the project's traffic generation on air quality, including carbon monoxide levels. Discuss the effect of traffic improvements or other mitigation measures on air quality impacts. Note: If the project involves 500 or more parking spaces, consult *Environmental Assessment Worksheet (EAW) Guidelines* about whether a detailed air quality analysis is needed.

No impact.

21. **Stationary source air emissions.** Describe the type, sources, quantities and compositions of any emissions from stationary sources of air emissions such as boilers, exhaust stacks or fugitive dust sources. Include any hazardous air pollutants (consult *EAW Guidelines* for a listing), any greenhouse gases (such as carbon dioxide, methane, and nitrous oxides), and ozone-depleting chemicals (chlorofluorocarbons, hydrofluorocarbons, perfluorocarbons or sulfur hexafluoride). Also describe any proposed pollution prevention techniques and proposed air pollution control devices. Describe the impacts on air quality.

No emissions.

22. **Odors, noise, and dust.** Will the project generate odors, noise or dust during construction or during operation?  Yes  No

If yes, describe sources, characteristics, duration, quantities or intensity and any proposed measures to mitigate adverse impacts. Also identify locations of nearby sensitive receptors and estimate impacts on them. Discuss potential impacts on human health or quality of life. (Note: fugitive dust generated by operations may be discussed at item 23 instead of here.)

The project will generate typical construction noise. Noise will be minimal because the work will meet City Code requirements regarding noise.

- 23a. **Nearby resources.** Are any of the following resources on or in proximity to the site? Projects should search the Minnesota State Historic Preservation Office's (SHPO) National Register of Historic Places database.

\*Note: Project proposers must contact the SHPO at [datarequestshpo@mnhs.org](mailto:datarequestshpo@mnhs.org) to request a database review to obtain information on any known historical or archaeological sites in the project area.

Include a copy of correspondence with SHPO with the submittal of this EIW form.

- a. Archaeological, historical, or architectural resources?  Yes  No
- b. Prime or unique farmlands or land within an agricultural preserve?  Yes  No
- c. Designated parks, recreation areas, or trails?  Yes  No
- d. Scenic views and vistas?  Yes  No
- e. Other unique resources?  Yes  No

If yes, describe the resource and identify any project-related impacts on the resources. Describe any measures to minimize or avoid adverse impacts.

- 23b. **Section 106 Review** (36 CFR 800) is required for all CWRP projects. The following forms can be found on the MPCA Wastewater and Stormwater Financial Assistance website at <https://www.pca.state.mn.us/ppf>. Select Clean Water Revolving Fund tab; then scroll to Facilities Plan and Facilities Plan Supplement for Wastewater Treatment Systems heading.

- a. Project is exempt from review (attach completed *Exemption Checklist*)  Yes  No
- b. Project is required to complete further Section 106 Review:  Yes  No
  - a. SHPO
  - b. Tribal consultation
  - c. Other Consulting parties

24. **Visual impacts.** Will the project create adverse visual impacts during construction or operation? Such as glare from intense lights, lights visible in wilderness areas and large visible plumes from cooling towers or exhaust stacks?  Yes  No

If yes, explain.



25. **Compatibility with plans and land use regulations.** Is the project subject to an adopted local comprehensive plan, land use plan or regulation, or other applicable land use, water, or resource management plan of a local, regional, state or federal agency?  Yes  No

If yes, describe the plan, discuss its compatibility with the project and explain how any conflicts will be resolved. If no, explain.

26. **Impact on infrastructure and public services.** Will new or expanded utilities, roads, other infrastructure or public services be required to serve the project?  Yes  No

If yes, describe the new or additional infrastructure or services needed. (Note: any infrastructure that is a connected action with respect to the project must be assessed in the EAW; see *EAW Guidelines* for details.)

27. **Cumulative impacts.** Minn. R. 4410.1700, subp. 7, item B requires that the RGU consider the “cumulative potential effects of related or anticipated future projects” when determining the need for an environmental impact statement. Identify any past, present or reasonably foreseeable future projects that may interact with the project described in this EAW in such a way as to cause cumulative impacts. Describe the nature of the cumulative impacts and summarize any other available information relevant to determining whether there is potential for significant environmental effects due to cumulative impacts (or discuss each cumulative impact under appropriate item(s) elsewhere on this form).

28. **Other potential environmental impacts.** If the project may cause any adverse environmental impacts not addressed by items 1 to 28, identify and discuss them here, along with any proposed mitigation.

29. **Summary of issues.** List any impacts and issues identified above that may require further investigation before the project is begun. Discuss any alternatives or mitigative measures that have been or may be considered for these impacts and issues, including those that have been or may be ordered as permit conditions.



Imagery ©2021 Google, Imagery ©2021 Maxar Technologies, U.S. Geological Survey, Map data ©2021 50 ft

City of Birchwood Village  
Wildwood Sanitary Sewer Lift Station  
Location Map

## **ITEMS REQUIRING BOARD ACTION**

2. Ramsey County Lake Monitoring Services 2023 (Matt Kocian)



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 14, 2023  
**To:** RCWD Board of Managers  
**From:** Matt Kocian, Lake and Stream Specialist  
**Subject:** Ramsey County Lake Monitoring Services 2023

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Introduction

Seeking Board approval for agreement with Ramsey County for lake monitoring services in 2023

Background

Water quality monitoring is conducted on most lakes in the Rice Creek Watershed. Data are used to track long-term trends and improvement following projects completed by the RCWD and others. Water quality monitoring data also support acquisition of state grant dollars; existing data and post-project monitoring are often required for grants. Several agencies cooperate to ensure coverage while avoiding overlapping effort. District staff monitor 8-10 lakes annually. The District supports a volunteer monitoring program (the *Citizen Assisted Monitoring Program* – “CAMP”) that covers another 8-10 lakes. Finally, staff at Ramsey County cover nine lakes.

Ramsey County staff have monitored water quality on lakes in Ramsey County since the early 1980’s. Since 2016, the District has reimbursed Ramsey County for labor and equipment costs for monitoring nine lakes located within the Rice Creek Watershed. Other watershed districts in Ramsey County (e.g. RWMWD) do the same. In 2023, Ramsey County labor and equipment costs will be \$24,461.35. This cost was anticipated and is included in the approved 2023 District budget. The agreement between the District and Ramsey County is attached here.

Staff Recommendation

Staff recommend proceeding with the agreement. Data collected by Ramsey County are extremely valuable, and their labor and equipment costs are economical.

Note: Costs for laboratory sample analysis are separate (Exhibit D of the attached agreement). RCWD also bears these costs, but on a ‘fee-for-service’ basis (not contract). These costs are also anticipated and included in the approved 2023 budget.

Proposed Motion

Manager \_\_\_\_\_ moves to authorize the Administrator to enter into an agreement with Ramsey County for lake monitoring services in 2023 for an amount not to exceed \$24,461.35.

Attached:

Ramsey County Agreement with the Rice Creek Watershed District for 2023 Lake Monitoring Services

**RAMSEY COUNTY AGREEMENT  
WITH THE RICE CREEK WATERSHED DISTRICT  
for 2023 LAKE MONITORING SERVICES**

This Agreement is between the Rice Creek Watershed District, a local special purpose unit of government ("Watershed") and Ramsey County, a political subdivision of the State of Minnesota, ("County") for the testing of water quality, within the Watershed, within Ramsey County.

**RECITALS**

1. County is in possession of water quality testing facilities and capability.
2. Watershed desires County, upon request, to perform water quality testing on its behalf.
3. Watershed is willing to pay County costs and expenses for such tests.
4. All tests requested by Watershed will be within the Watershed's boundaries and within Ramsey County.

**AGREEMENT**

1. Scope of Agreement

- 1.1. County will perform a water quality testing protocol for Watershed pursuant to the 2009 Ramsey County Lake Management Program Sampling Protocol ("Baseline Request") at the locations and according to the parameters as listed in Exhibit A. Baseline testing will be performed eight times per year at each location between the dates of May 1<sup>st</sup> and September 30<sup>th</sup>.
- 1.2. Upon request, and subject to staffing or other limitations, County will perform Additional Testing as directed by the Watershed. Additional Testing will be performed within 2 weeks of receiving request.
- 1.3. This agreement is limited to the services requested and provided between January 1, 2023 and December 31, 2023.

2. Water Quality Testing Services

- 2.1. County staff will collect samples, preserve and transport samples and perform water quality tests or otherwise arrange for testing in accordance with Section 3 herein.

2.2. All tests will be performed in accordance with accepted industry standards. The designated standards for each test is identified in Exhibit B.

2.3. Nothing herein is intended to transfer any statutory duties or responsibilities.

### 3. Sub-contracting for Testing Services

3.1. If the County is unable to perform the testing, County may sub-contract for the water quality testing to be performed by a qualified third-party.

3.2. Qualified sub-contractors will comply with industry standards and will be solicited in accordance with state law and County procedures. The County will maintain a list of qualified sub-contractors.

3.3. Prior to submitting a sample for testing to a qualified sub-contractor, County will obtain a quote for the procedure and specific number of samples and will provide the specific quote and the identity of the sub-contractor to Watershed. County will not proceed with testing until it receives written approval by the Watershed to proceed. If Watershed does not provide approval, the services will not be provided, and the watershed will not be responsible for the associated costs.

3.4. The sub-contractor quote for sample testing is identified in Exhibit D.

### 4. Test Reports and Samples

4.1. County will deliver test reports to Watershed within 30 days of availability, or when otherwise requested.

4.2. Upon transmittal to Watershed, County is not responsible for maintaining a record of the sample, the test or its results.

4.3. County and Watershed shall be considered joint owners of the tests, and may use, share or distribute the same in any non-commercial manner. The samples will be disposed of at the County's discretion.

### 5. Water Quality Test Fees

5.1. Except as provided in Section 5.2, County will perform the sampling, transportation, and testing for the Baseline Request and the Extended Baseline Request, if any, at a flat rate. The flat rate is based on the quantity of testing done in the previous year and the current year's labor and testing rates, plus a pro rata portion of the County's identified equipment costs. The flat rate for the current year is provided and itemized in Exhibit C.

5.2. The flat rate fee identified in Section 5.1 will be credited for any test performed by a sub-contractor pursuant to Section 3. The credit will be equal to the per sample cost identified in Exhibit B.

5.3. County will perform Additional Testing, as provided in Section 1.2, at the rate provided in Exhibit B or the rate quoted by the qualified sub-contractor, for any requested collection, transportation, or testing.

5.4. Watershed will be billed directly from a qualified sub-contractor for sample testing. Exhibit D identifies quoted costs from the sub-contractor conducting sample testing.

## 6. Payment Schedule

6.1. County will invoice for the Baseline Request, and any Extended Baseline Request, fees, less any credit, in November following the testing season.

6.2. County will invoice for any Additional Testing services in November, along with the invoice for the Section 6.1 fees.

6.3. County will invoice Watershed for any third-party costs as incurred.

6.4. Watershed will pay all invoices within 60 days of receipt.

7. The Watershed and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the Watershed of any statutory or common law immunities, liability limits, or exceptions on liability
8. County will maintain all records pertaining to fees or costs incurred in connection with the services for six years from the date of completion of the services. County agrees that any authorized Watershed representative or the state auditor may have access to and the right to examine, audit and copy any such records during normal business hours.
9. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties. Any amendment must be in writing.

Rice Creek Watershed District

By: \_\_\_\_\_  
Nick Tomczik, Administrator

Date: \_\_\_\_\_

RAMSEY COUNTY, MINNESOTA

\_\_\_\_\_  
Ryan T. O'Connor, County Manager

Date: \_\_\_\_\_

Approval recommended:

\_\_\_\_\_  
Brian Isaacson, Director  
Public Works Department

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Assistant County Attorney



# Exhibit A: Baseline Request

## Lake Sites to be Tested Under Baseline Agreement

Lake Name	DNR Lake ID	DNR Lake Site ID
Otter	02-0003	204
Bald Eagle	62-0002	207
Bald Eagle	62-0002	202
Bald Eagle	62-0002	210
Josephine	62-0057	401
Turtle	62-0061	208
Long	62-0067	202
Long	62-0067	201
Island South	62-0075-01	202
Island North	62-0075-02	202
Johanna	62-0078	101
Silver West	62-0083	204
White Bear	82-0167	234
White Bear	82-0167	229
White Bear	82-0167	230
White Bear	82-0167	231

## Water Parameters to be Tested

- Ammonia
- Chloride
- Chlorophyll a
- Dissolved Oxygen
- Inorganic Nitrogen
- pH
- Phytoplankton
- Secchi Disk Depth
- Soluble Reactive Phosphorus
- Specific Conductivity
- Temperature
- Total Kjeldahl Nitrogen
- Total Phosphorus
- Zooplankton

## Exhibit B: Laboratory Analysis Methods and Rates

Procedure	Method	Method Year	Cost/Sample
Zooplankton Analysis	SM 10200 G	2017	\$61.25
Phytoplankton Analysis	SM 10200 F	2017	\$61.25
Labor			\$87.12

\*Rates for 2022 analysis by RMB Environmental Laboratories, Inc. All other procedure rates are for Ramsey County. Subject to review on an annual basis.

# EXHIBIT C: Baseline Request Estimated Program and Flat Fee

RCWD		2023	
Analysis 2023	Count	Unit Price	Amount Billed by Ramsey County
Zooplankton	72	\$61.25	\$4,410.00
Phytoplankton	72	\$61.25	\$4,410.00
Equipment	41%	\$4,175.57	\$1,702.15
Labor	160	\$87.12	\$13,939.20
		<b>Total</b>	<b>\$24,461.35</b>

## EXHIBIT D: RMB Labs Quoted 2023 Rates

Analysis 2023	Count	Unit Price	Amount Billed by RMB Labs
Total Phosphorus	379	\$16.10	\$6,101.90
Soluble Reactive Phosphorous	379	\$20.30	\$7,693.70
Chloride	169	\$11.90	\$2,011.10
Total Kjeldahl Nitrogen	128	\$20.30	\$2,598.40
Ammonia	128	\$16.10	\$2,060.80
Nitrate + Nitrite	128	\$11.90	\$1,523.20
Chlorophyll A	128	\$20.30	\$2,598.40
		<b>Total</b>	<b>\$24,587.50</b>

## **ITEMS REQUIRING BOARD ACTION**

3. Houston Engineering Inc. (HEI) Task Order Annual MS4 Front Subscription (Nick Tomczik)



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 14, 2023  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** HEI Task Order – MS4Front Annual Subscription and Implementation Services

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**Introduction**

Rice Creek Watershed District maintains a database, called MS4Front to record and manage District activity. The District annually renews its subscription for MS4Front software and the potential needs for implementation services. This is that annual task order.

**Background**

The District subscribes to a database called MS4Front to record and manage District activity. This includes regulatory, projects and grants, district facilities and similar. The tool captures data retrievable for annual reporting of District activity to the State. The database requires periodic updates, fixes, and adjustments to support District needs. The task order, among other details, includes an assumed time allotment of 100 hours and stepped procedure by which the District requests adjustments. These work efforts are included in the 2023 approved budget under Fund 35 Information Management.

**Staff Recommendation**

Staff support subscription to and maintenance and updates to the District’s MS4Front Database.

**Board Action**

Proposed Motion: Motion to approve and authorize Administrator to sign HEI Task Order 2023-02 MS4Front Annual Subscription and Implementation Services.

**Attachment**

- HEI Task Order 2023-002

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## SCOPE OF SERVICES



HoustonEngineering Inc.

Task Order No. 2023-002  
Rice Creek Watershed District



### MS4Front Annual Subscription and Implementation Services

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#### RCWD Administrative Information:

Account No.: 35-05

Account Name: Information Management

Houston Engineering Project No.: R005555-0324 Phase 023

#### Task Order Purpose:

The task order purpose is to provide an annual subscription to Houston Engineering's MS4Front software platform. The task order includes a block of hours for the year to be used for as requested existing module configuration revisions, new module setup, new report creation or other technical services in relationship to the MS4Front as requested.

#### Professional Services Rendered:

HEI intends to provide the following professional services during the completion of this Task Order:

1. HEI will provide technical support for MS4Front configuration and report creation. Technical support could include configuration changes, correspondence, data imports, data exports, report creation, map layer configuration or other technical tasks. HEI will only complete tasks or services as authorized by the RCWD. The RCWD will supply an email as authorization to provide technical support requests. HEI can provide a cost estimate to complete the request, if the RCWD requests one. HEI has assumed 100 hours for the year's requests and routine data updates. Any larger enhancement requests would be done under a separate task order.
2. HEI will provide their MS4Front software as a software subscription to RCWD for a 12-month period beginning January 1, 2023 and ending December 31, 2023 for \$6,000. This includes hosting, technical support and bug fixes as per the software as a service subscription agreement.

#### Procedure for Requesting Maintenance

The procedure for making permit database web application maintenance request and completing it will follow these steps.

- 1) RCWD staff (Patrick Hughes with approval from Nick Tomczik) will email Brian Fischer ([bfischer@houstoneng.com](mailto:bfischer@houstoneng.com)) and carbon copy Chris Otterness ([cotterness@houstoneng.com](mailto:cotterness@houstoneng.com)) and Joe Jeurissen ([jjeurissen@houstoneng.com](mailto:jjeurissen@houstoneng.com)) requesting completion of the work. The email shall include a request for a quote for the

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## SCOPE OF SERVICES



Task Order No. 2023-002  
Rice Creek Watershed District



### MS4Front Annual Subscription and Implementation Services

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work if desired by the RCWD. The email should include requesting a read receipt to ensure it is received by Brian Fischer.

- 2) Brian will respond within one business day that he received the request and start to coordinate with a HEI staff to evaluate the request.
- 3) Alternatively, if Brian is out of the office, Chris Otterness will respond within two business days of receiving the request.
- 4) If both Brian and Chris are unavailable due to vacation or illness, the first one to be back in the office will respond indicating that the request was received.
- 5) HEI will determine the technical feasibility of completing the request based on the web hosting environment and current programming of the application. If the request is not feasible or will require more than 4 hours of time to complete, then the RCWD will be notified.
- 6) If the request is feasible and causing an issue with the website being down or a feature not functioning properly, HEI will strive to complete the request within two business days after evaluation.
- 7) If the request is feasible and a feature enhancement or issue that is not affecting the website from running properly, then the HEI will strive to address the request within 6 business days.

#### **Deliverables:**

The deliverables for the Task Order consist of an application maintenance and support requests completed as requested.

#### **Schedule and Compensation:**

HEI will perform the professional services identified above on a time and materials basis up to the not-to-exceed amount of **\$16,000**. HEI will notify the RCWD, should this amount be exceeded, for authorization to proceed. Services will be performed as requested from January 1, 2023 thru December 31, 2023. These services will be billed on a time and materials basis per the standard rates described by the latest contract amendment. RCWD will only be charged for actual time worked up to the not-to-exceed amount.

HEI will provide a MS4Front software subscription as identified above for a fixed fee of **\$6,000** for the period of January 1, 2023 thru December 31, 2023.



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## SCOPE OF SERVICES



Task Order No. 2023-002  
Rice Creek Watershed District



### MS4Front Annual Subscription and Implementation Services

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#### Assumptions:

The estimated compensation for the execution of the tasks identified within the "Professional Services Rendered" section of this Task Order is based upon the following assumptions:

1. RCWD will provide clear explanation and markups of the service requests.
2. RCWD will maintain a subscription to ESRI's ArcGIS online and provide access to HEI developers. RCWD will be responsible for an ArcGIS online user subscription for each field staff that needs access to mobile apps. RCWD will be responsible for all field equipment such as smart phones and tablet devices.
3. HEI staff will strive to respond within two business days, but there may be times when both Brian and Chris are out of the office for more than two business days.
4. HEI will add content to the maximum extent possible as part of the normal workflow process as District Engineer as part of project-specific costs.

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**SCOPE OF SERVICES**



**Task Order No. 2023-002  
Rice Creek Watershed District**



**MS4Front Annual Subscription and Implementation Services**

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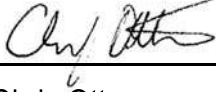
**SIGNATURES:**

The services described by this Task Order are being provided in accordance with the Professional Services Agreement between the Rice Creek Watershed District and Houston Engineering dated May 14, 2008, as amended and extended. This **Task Order** shall be effective **January 1, 2023** as authorized by the signatures of representatives of the Rice Creek Watershed District and Houston Engineering, Inc.

**Rice Creek Watershed District**

By: \_\_\_\_\_  
Name: Nick Tomczik  
Title: Administrator  
Date: \_\_\_\_\_

**Houston Engineering, Inc.**

By:   
Name: Chris Otterness  
Title: District Engineer  
Date: February 14, 2023

## **ITEMS REQUIRING BOARD ACTION**

4. HEI Task Order GIS & Ditch Records Maintenance Drainage Database Subscription (Nick Tomczik)



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 14, 2023  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** HEI Task Order – GIS and Ditch Records Maintenance; Drainage DB Annual Subscription

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**Introduction**

Rice Creek Watershed District maintains geographic information system (GIS) data and Drainage records DataBase (DB). The District annually renews its subscription for DrainageDB software and maintenance of records management. This is that annual task order.

**Background**

The District utilizes a number of digital tools in its work. The District maintains GIS mapping layers to support and investigate work. The District also utilizes a drainage records database called DrainageDB, which both require updates and fixes to keep the tools functioning and current. The task order, among other details, includes an assumed time allotment of 100 hours and stepped procedure by which the District requests maintenance. These work efforts are included in the 2023 approved budget under Fund 35 Information Management.

**Staff Recommendation**

Staff support the maintenance and updates to the District’s tools.

**Board Action**

Proposed Motion: Motion to approve and authorize Administrator to sign HEI Task Order 2023-01 GIS and Ditch Records Maintenance; Drainage Database Annual Subscription.

**Attachment**

- HEI Task Order 2023-001

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## SCOPE OF SERVICES



Task Order No. 2023-001  
Rice Creek Watershed District



### GIS and Ditch Records Maintenance; DrainageDB Annual Subscription

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#### RCWD Administrative Information:

Account No.: 35-05

Account Name: Information Management

Houston Engineering Project No.: R005555-0031 Phase 023

#### Task Order Purpose:

The project purpose is to provide maintenance for RCWD's GIS data and ditch records. This task order also includes the annual subscription to the DrainageDB software and maintenance for drainage records management.

#### Professional Services Rendered:

HEI intends to provide the following professional services during the completion of this Task Order:

1. HEI will provide technical support and maintenance services for the GIS viewers, ArcGIS Online account, drainage records and GIS data. Technical support could include software upgrades, data updates, bug fixes, enhancements, configuration changes or correspondence regarding the applications and data. HEI will only complete revisions, updates, tasks or services as authorized by the RCWD with the exception of routine GIS layer and drainage record updates. The RCWD will supply an email as authorization to provide technical support or fill a maintenance request. HEI can provide a cost estimate to complete the request, if the RCWD requests one. HEI has assumed approximately 100 hours for the year's requests and routine data updates depending upon HEI staff completing the request and corresponding annual fee schedule. These data updates include, but are not limited to:
  - a. Updating Water Management District (WMD) charges annually and as new charges are certified;
  - b. Adding public drainage system documents to DrainageDB;
  - c. Modifying the public drainage system geodatabase to reflect modifications approved by the RCWD Board as drainage authority;
  - d. Downloading updates to data layers created outside of the District (e.g. parcel data)
  - e. Publishing map service updates to the district's ArcGIS online account.
  - f. Configuration revisions as requested by staff to the GIS viewers.

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## SCOPE OF SERVICES



HoustonEngineering Inc.

Task Order No. 2023-001  
Rice Creek Watershed District



### GIS and Ditch Records Maintenance; DrainageDB Annual Subscription

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2. HEI will provide their DrainageDB software as a software subscription to RCWD for a 12-month period beginning January 1, 2023 and ending December 31, 2023 for \$4,000. This includes hosting, technical support and maintenance as per the software as a service subscription agreement.

#### Procedure for Requesting Maintenance

The procedure for making a GIS maintenance request and completing it will follow these steps.

- 1) RCWD staff (Patrick Hughes with approval from Nick Tomczik) will email Brian Fischer ([bfischer@houstoneng.com](mailto:bfischer@houstoneng.com)) and carbon copy Chris Otterness ([cotterness@houstoneng.com](mailto:cotterness@houstoneng.com)) requesting completion of the work. The email shall include a request for a quote for the work if desired by the RCWD. The email should include requesting a read receipt to ensure it is received by Brian Fischer.
- 2) Brian will respond within one business day that he received the request and start to coordinate with a HEI programmer to evaluate the request.
- 3) Alternatively, if Brian is out of the office, Chris Otterness will respond within two business days of receiving the request.
- 4) If both Brian and Chris are unavailable due to vacation or illness, the first one to be back in the office will respond indicating that the request was received.
- 5) HEI will determine the technical feasibility of completing the request based on the web hosting environment and current programming of the application. If the request is not feasible or will require more than 4 hours of time to complete, then the RCWD will be notified.
- 6) If the request is feasible and causing an issue with the website being down or a feature not functioning properly, HEI will strive to complete the request within two business days after evaluation.
- 7) If the request is feasible and a feature enhancement or issue that is not affecting the website from running properly, then the HEI will strive to address the request within 6 business days.

#### Deliverables:

The deliverables for the Task Order consist of an application maintenance and support requests completed as requested. The other deliverable consists of hosting the web applications in accordance the "Warranties and Maintenance" portion of this Task Order.

#### Warranties and Maintenance:

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## SCOPE OF SERVICES



Task Order No. 2023-001  
Rice Creek Watershed District



### GIS and Ditch Records Maintenance; DrainageDB Annual Subscription

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HEI makes no warranties of merchantability or fitness for a particular purpose or any other warranties or guaranties whatsoever, expressed or implied, with respect to any service performed or any materials provided under this Task Order. In addition, and without limitation, HEI does not guarantee the website application and source code is free from programming bugs or irregularities or that the service performed or materials provided are free of claims of any person by way of infringement (including, but not limited to, patent or copyright infringement) or the like.

While HEI will make every reasonable effort to protect and backup data for the RCWD on a regular basis, Engineer is not responsible for Client's files residing on HEI's server. The RCWD is solely responsible for independent backup of data stored on HEI's server and network. If HEI needs and is able to restore client's files due to a file lost HEI is not responsible for, HEI may charge an additional fee for this service.

Use of illegal or copyright material on any web page or other distribution mechanism used in conjunction with these applications by the RCWD, can result in termination of this Task Order. Illegal material is defined as any material not permitted under United States local, state or federal laws. If "illegal material" was submitted by a client of the RCWD without RCWD's knowledge, this Task Order can remain in effect if the RCWD removes the "illegal material."

Any use of Houston Engineering's systems that disrupts the normal use of the system for other Houston Engineering Inc. customers is considered to be abuse of Houston Engineering Inc. services and is grounds for termination of this Task Order. Some examples of abuse include spawning dozens of processes, consuming large amounts of memory or CPU cycles for long periods of time, attempting to access other account areas of other HEI Clients, or conducting provocative activities such as mass emailing, which may result in retaliatory actions against Houston Engineering Inc. systems.

#### **Schedule and Compensation:**

HEI will perform the professional services identified above on a time and materials basis up to the not-to-exceed amount of **\$16,000**. HEI will notify the RCWD, should this amount be exceeded, for authorization to proceed. Services will be performed as requested from January 1,

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## SCOPE OF SERVICES



Task Order No. 2023-001  
Rice Creek Watershed District



### GIS and Ditch Records Maintenance; DrainageDB Annual Subscription

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2023 thru December 31, 2023. These services will be billed on a time and materials basis per the standard rates described by the latest contract amendment. RCWD will only be charged for actual time worked up to the not-to-exceed amount.

HEI will provide a DrainageDB software subscription as identified above for a fixed fee of **\$4,000** for the period of January 1, 2023 thru December 31, 2023.

#### **Assumptions:**

The estimated compensation for the execution of the tasks identified within the "Professional Services Rendered" section of this Task Order is based upon the following assumptions:

1. RCWD will provide clear explanation and markups of the service requests.
2. RCWD will provide access to their ArcGIS Online organizational account to HEI.
3. HEI staff will strive to respond within two business days, but there may be times when both Brian and Chris are out of the office for more than two business days.
4. HEI will add content to the maximum extent possible as part of the normal workflow process as District Engineer as part of project-specific costs.



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**SCOPE OF SERVICES**



Houston Engineering Inc.

**Task Order No. 2023-001  
Rice Creek Watershed District**



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**GIS and Ditch Records Maintenance; DrainageDB Annual Subscription**

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**SIGNATURES:**

The services described by this Task Order are being provided in accordance with the Professional Services Agreement between the Rice Creek Watershed District and Houston Engineering dated May 14, 2008, as amended and extended. This **Task Order** shall be effective **January 1, 2023** as authorized by the signatures of representatives of the Rice Creek Watershed District and Houston Engineering, Inc.

**Rice Creek Watershed District**


By: \_\_\_\_\_

Name: Nick Tomczik

Title: Administrator

Date: \_\_\_\_\_

**Houston Engineering, Inc.**

By: 

Name: Chris Otterness

Title: District Engineer

Date: February 14, 2023

## **ITEMS REQUIRING BOARD ACTION**

5. Annual Contracted Services Agreements (Tom Schmidt, Ashlee Ricci)



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 15, 2023  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Public Drainage Inspector  
**Subject:** Annual Contracted Services Agreements for Drainage and Facilities

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**Introduction**

The Rice Creek Watershed District (District), as drainage authority, is responsible to inspect and maintain the public drainage systems (Systems) within its boundary. Additionally, the District owns property and equipment, referred to as District Facilities (Facilities), that it is responsible to inspect and maintain. The District contracts with local contractors to complete maintenance of these Systems and Facilities.

The District annually establishes contracted services agreements with field service providers. Nine such providers are listed below, and an example agreement accompanies this memorandum. Additional providers may be utilized in the same manner throughout the year, using a similar form of agreement. These agreements do not themselves contain a scope of work, but rather put into place a contract framework that governs work orders subsequently issued. The Board is asked to review and concur in the use of these agreements for 2023, as they may be modified on advice of counsel.

The District has successfully utilized these contracted services agreements as day-labor contracts with various local contractors in the past to complete both planned and unforeseen minor maintenance of Systems and Facilities. This type of minor maintenance differs from larger repairs in both cost and scope of work. The contracted services agreement format allows for work to be authorized and performed quickly and efficiently through the issuance of work orders signed by the administrator. The administrator’s authority to do so has rested on Resolution 2009-04, which allowed the administrator to enter into contracts of up to \$10,000.

With the Board’s rescission of Resolution 2009-04 at the February 8, 2023 meeting, the administrator’s authority to sign task orders, or to delegate that authority to the public drainage inspector, is uncertain. In order to allow minor maintenance work on District Systems and Facilities to proceed efficiently, and to allow staff to respond to immediate needs that may arise, District staff asks the Board to consider a specific delegation to allow the administrator to issue work orders under these nine contracted services agreements. It is proposed that the delegation authorize individual work orders of up to \$10,000, within the overall Board-approved Fund 80 Ditch and Creek Maintenance and Fund 95 District Facilities budget. Larger work orders would come to the Board for approval.

List of Field Service Providers:

- Dunaway Construction
- Hugo Tree
- Jacon LLC
- Living Water Tree Service
- Olson’s Sewer Service & Excavating Services
- Peterson Companies, Inc.
- Salverda Well Drilling
- Scandia Trucking & Excavating
- We Can Help Outdoor LLC

**MEMORANDUM**  
**Rice Creek Watershed District**



**Staff Recommendation**

*Recommendation:* District staff recommends that the Board concur in the attached contracted services agreement form and, further, delegate to the District administrator, the authority to issue individual work orders subject to a limit of \$10,000 per work order and to the overall maintenance program budget.

*Alternative Recommendation:* District staff recommends that the Board concur in the attached contracted services agreement form, and discuss the authority to issue work orders at the March 6, 2023 Board workshop.

**Proposed Motion**

*Proposed Motion:* Manager \_\_\_\_\_ moves to concur in the attached contracted services agreement form for public drainage system and District facilities maintenance, subject to modification on advice of counsel, and to authorize the District administrator to execute individual work orders under these agreements in an amount not to exceed \$10,000 per work order and subject to the maintenance program budgets, seconded by Manager \_\_\_\_\_.

*Alternative Motion:* Manager \_\_\_\_\_ moves to concur in the attached contracted services agreement form for public drainage system and District facilities maintenance, subject to modification on advice of counsel, and to place the question of authority to issue work orders under these agreements on the March 6, 2023 Board workshop agenda, seconded by Manager \_\_\_\_\_.

**Attachment**

- Example Contracted Services Agreement: Dunaway Construction

## Contracted Services Agreement

### RICE CREEK WATERSHED DISTRICT and DUNAWAY CONSTRUCTION

CONTRACT entered into between the **Rice Creek Watershed District**, a political subdivision of the State of Minnesota (**RCWD**), and **Dunaway Construction** ("**CONTRACTOR**"), in effect from **date of signature to December 31<sup>st</sup>, 2023**. The RCWD and CONTRACTOR agree as follows:

#### 1. Scope of Work

This CONTRACT will govern CONTRACTOR's performance of Work Orders issued hereunder. The RCWD administrator or drainage inspector will transmit a written work order to CONTRACTOR. CONTRACTOR will promptly confirm receipt and acceptance in writing and, after confirmation, initiate the work requested. All work is to be completed on a "time and materials" basis. At its discretion, the RCWD may in writing suspend or delete the work or a part thereof. Authorized work by CONTRACTOR will be compensated in accordance with Paragraph 5.

This contract is terminable by either party with respect to future work orders, for any reason, upon receipt of written notice. Entering into this Contract does not guarantee that the CONTRACTOR will be retained for the performance of any work during the term of the Contract. Assignment of all work is at the sole discretion of RCWD.

CONTRACTOR may employ an unmanned aircraft system to obtain video of its worksite or work performed. Any such activity will be solely at CONTRACTOR's election, for its own purposes, and at its own risk, and will not be pursuant to any authority or direction of the RCWD.

#### 2. Independent Contractor

CONTRACTOR is an independent contractor under this agreement. CONTRACTOR will select the means, method and manner of performing the work. CONTRACTOR is not the agent, representative or employee of the RCWD in any manner. Personnel performing the work on behalf of CONTRACTOR will not be considered employees of the RCWD and will not be entitled to any compensation, rights or benefits of any kind from the RCWD.

#### 3. Subcontract and Assignment

CONTRACTOR will not assign, subcontract or transfer any obligation or interest in this contract or the work without the written consent of the RCWD.

#### 4. Indemnification

CONTRACTOR will indemnify, defend and hold harmless the RCWD, its officers, board members, employees and agents from any and all actions, costs, damages and liabilities of any nature to the degree they are the result of CONTRACTOR's negligence or other action or inaction by CONTRACTOR that is the basis for CONTRACTOR's liability.

#### 5. Compensation

All payments to be made based on actual materials used and recorded time reported. Costs and rates to be based on the proposal/estimate CONTRACTOR provides when accepting Work Order

and RCWD affirms. When work is completed, or when monthly payment application or itemized invoice is submitted, the RCWD will compensate CONTRACTOR for undisputed work within 30 days of receipt of invoice.

Final payment requires that CONTRACTOR provide proof of compliance with applicable state income tax withholding requirements under Minnesota Statutes § 270C.66.

Each Work Order will be billed and paid independently. RCWD will not engage in setoff or withholding among multiple Work Orders under this Contract. CONTRACTOR and RCWD waive any and all claims against one another for all indirect or unforeseeable consequential damages for Work performed.

CONTRACTOR will maintain records concerning fees or costs incurred in connection with the work for six years from the date the work is completed and agrees that the RCWD or the State Auditor may examine, audit, and copy any such records during normal business hours.

## 6. Insurance

At all times during the performance of the work, CONTRACTOR will have and keep in force the following insurance coverage:

- A. Commercial general liability (CGL): \$1.5 million each occurrence and aggregate, covering ongoing and completed operations.
- B. Automobile liability: combined single limit each occurrence coverage for bodily injury and property damage covering all vehicles, \$1 million.
- C. Workers' compensation: in accordance with legal requirements applicable to CONTRACTOR.

Insurance coverage will be on an occurrence basis. Before beginning work under the initial Work Order pursuant to this contract, CONTRACTOR will file with the RCWD a certificate of insurance showing the required coverages. The certificate will name the RCWD as a holder and will state that the RCWD will receive written notice before cancellation, non-renewal, or a decrease in the limit of any described policy under the same terms as CONTRACTOR. CONTRACTOR will not commence work until it has provided the RCWD with an endorsement naming the RCWD as an additional insured with primary and non-contributory coverage under the CGL policy, for ongoing and completed operations.

## 7. Compliance with Laws

CONTRACTOR will comply with the laws and requirements of all federal, state, local and other governmental units in connection with performing the work, and will procure all licenses, permits and other rights necessary to perform the work. RCWD will advise CONTRACTOR of authorized access and right-of-way. CONTRACTOR will confirm authorized right-of-way, maintain all operations within authorized right-of-way, and dispose of, place and stabilize spoils in accordance with all legal requirements.

CONTRACTOR is responsible for site conditions relating to worker and public safety, cleanliness and environmental protection and in all other respects. CONTRACTOR will report to Gopher State One Call before any excavation in accordance with Minnesota Statutes chapter 216 as may

be applicable to the work and is responsible to identify and protect all structures and marked utilities, whether above or below ground, and for any damage or injury resulting from the failure to do so. On CONTRACTOR's request, the RCWD will mark any private utilities or concealed structures before CONTRACTOR begins work. CONTRACTOR will protect all marked utilities and structures, and will follow industry practice to avoid damage to any unmarked utility or structure.

In performing the work, CONTRACTOR will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

The Minnesota Data Practices Act applies to this Agreement to the extent specified at Minnesota Statutes §13.05, subdivision 11.

Any provision or part of the Contract held to be void or unenforceable as the final determination of a court will be deemed stricken and all remaining provisions shall continue to be valid and binding upon CONTRACTOR and RCWD, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

8. Prompt Payment

In accordance with Minnesota Statutes §471.425, subdivision 4a, CONTRACTOR will pay any subcontractor to which the RCWD, under paragraph 3, above, has consented within 10 days of CONTRACTOR's receipt of payment from RCWD for undisputed services provided by the subcontractor. CONTRACTOR will pay interest of 1½ percent per month or any part of a month to a subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, CONTRACTOR will pay the actual penalty due to the subcontractor.

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

**DUNAWAY CONSTRUCTION**

By \_\_\_\_\_  
Owner/Representative

Date: \_\_\_\_\_

**RICE CREEK WATERSHED DISTRICT**

By \_\_\_\_\_  
Administrator

Date: \_\_\_\_\_

## **ITEMS REQUIRING BOARD ACTION**

6. Construction Materials Purchase for Judicial Ditch 2  
(Ashlee Ricci)





**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 14, 2023  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Public Drainage Inspector  
**Subject:** Construction Materials Purchase for Judicial Ditch 2

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**Introduction**

The Rice Creek Watershed District as Drainage Authority (District) is responsible for the inspection and maintenance of the public drainage systems (Systems) within its boundary. In order to complete efficient inspection and maintenance of open ditch systems, the District has installed and maintains several culvert crossings where the ditch needs to be crossed.

**Background**

During routine inspection of Judicial Ditch (JD) 2 west of Hwy 61 and near Branch 4 in Hugo, District staff noted that the existing 60" corrugated metal pipe (CMP) culvert was in need of repair. District staff were able to secure the necessary 60" reinforced concrete pipe (RCP) culvert to replace the existing CMP. The cost of the RCP is \$13,000.00.

**Staff Recommendation**

District staff recommends that \$13,000.00 be issued to Marvin & Judie Lavalle in accordance with the attached invoice #644551.

**Proposed Motion**

Manager \_\_\_\_\_ moves to approve payment of Invoice #644551 for construction materials and directs staff to issue a payment in the amount of \$13,000.00, seconded by Manager \_\_\_\_\_.

**Attachment**

- Invoice #644551 Marvin & Judie Lavalle



## **ITEMS REQUIRING BOARD ACTION**

7. Check Register Dated February 22, 2023, in the Amount of \$218,731.04 Prepared by Redpath and Company

**Rice Creek Watershed District**  
**Check Register**  
**February 9, 2023 - February 22, 2023**  
**To Be Approved at the February 22, 2023 Board Meeting**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	
24989	02/22/23	Blaine Shopping Center, LLC	Rent	8,405.95
24990	02/22/23	City of Roseville	Professional Services	3,923.03
24991	02/22/23	Delta Dental	Employee Benefits	765.00
24992	02/22/23	Emmons & Oliver Resources, Inc.	Professional Services	4,214.25
24993	02/22/23	EPG Companies, Inc.	Equipment	250.00
24994	02/22/23	First Unum Life Insurance Company	Employee Benefits	717.81
24995	02/22/23	HealthPartners	Employee Benefits	9,777.24
24996	02/22/23	Houston Engineering, Inc.	December Engineering Expense	105,030.42
24997	02/22/23	Metro Sales, Inc.	Equipment Lease	1,290.00
24998	02/22/23	MN Board of Water & Soil Resources	Contracted Services	500.00
24999	02/22/23	NineNorth	Professional Services	378.30
25000	02/22/23	Premium Waters, Inc.	Meeting Supplies	86.28
25001	02/22/23	Print Central	Printing	95.00
25002	02/22/23	Redpath & Company, LLC	January Accounting Services	11,297.90
25003	02/22/23	Rinke Noonan	January Legal Expense	1,142.80
25004	02/22/23	Rymark	Professional Services	2,323.10
25005	02/22/23	Smith Partners	Legal Expenses	14,042.13
25006	02/22/23	St. Paul Pioneer Press	Publications	630.80
25007	02/22/23	Verizon Wireless	Cell Phone Expense	697.05
Payroll	02/28/23	February 28th Payroll (estimate)	February 28th Payroll (estimate)	27,761.93
Payroll	02/28/23	Manager Per Diem/Expenses (estimate)	Manager Per Diem/Expenses (estimate)	1,614.75
EFT	02/20/23	Further	Employee Benefits	40.50
EFT	02/13/23	Card Services-Elan	January/February Credit Card	5,111.72
EFT	02/20/23	Xcel Energy	Telecommunications	14.21
EFT	02/28/23	Internal Revenue Service (estimate)	02/28 Federal Withholding (estimate)	9,524.25
EFT	02/28/23	Minnesota Revenue (estimate)	02/28 State Withholding (estimate)	1,708.00
EFT	02/28/23	Empower Retirement	02/28 Deferred Compensation	825.00
EFT	02/28/23	Empower Retirement	02/28 Roth IRA	185.00
EFT	02/28/23	Empower Retirement	February Health Care Savings (estimate)	908.29
EFT	02/28/23	PERA (estimate)	02/28 PERA (estimate)	5,470.33
<b>Total</b>				<b><u><u>\$218,731.04</u></u></b>

Rice Creek Watershed District Budget Status Report  
Administrative & Program Budget  
Fiscal Year 2023  
2/28/2023

Combined General & Administrative	Budget Item	Account Number	Original Budget	Budget Adjustment	Current Month Expenses	Year-to-Date Expenses	Current Budget Balance	Percent of Budget
Manager	Per diems	4000	\$32,500.00	-	\$1,500.00	\$2,375.00	\$30,125.00	7.31%
	Manager expenses	4010	6,000.00	-	670.97	760.05	5,239.95	12.67%
Committees	Committee/Bd Mtg. Exp.	4800	-	-	-	-	-	-
Employees	Staff salary/taxes/benefits	4100-4140	246,310.00	-	19,092.93	40,294.04	206,015.96	16.36%
	District training & education	4265	7,200.00	-	100.00	100.00	7,100.00	1.39%
	Employee expenses	4320-4321	1,100.00	-	49.65	60.13	1,039.87	5.47%
Administration/ Office	Office/Meeting/Software	4200-4205	4,950.00	-	193.49	231.99	4,718.01	4.69%
	Printing	4208	500.00	-	-	-	500.00	0.00%
	Rent/Office	4210	22,200.00	-	1,681.19	5,043.57	17,156.43	22.72%
	Telecommunications	4240	7,500.00	-	381.70	796.86	6,703.14	10.62%
	Dues	4245	15,500.00	-	-	12,500.00	3,000.00	80.65%
	Publications	4250	200.00	-	-	-	200.00	0.00%
	Insurance	4270	7,000.00	-	-	5,526.80	1,473.20	78.95%
	Postage	4280	1,100.00	-	-	-	1,100.00	0.00%
	Legal Notices	4290	1,500.00	-	-	-	1,500.00	0.00%
	Office Equipment/Lease	4635	4,120.00	-	308.00	397.91	3,722.09	9.66%
<b>Sub-Total-Administration:</b>			<b>357,680.00</b>	<b>-</b>	<b>23,977.93</b>	<b>68,086.35</b>	<b>289,593.65</b>	<b>19.04%</b>
Consultants	Auditor/Accounting	4330	18,000.00	-	2,259.58	2,309.58	15,690.42	12.83%
	Legal	4410	50,000.00	-	5,929.38	5,929.38	44,070.62	11.86%
	Consultants/Professional Serv.	4420	24,000.00	-	589.43	589.43	23,410.57	2.46%
	Engineering-General	4500	56,000.00	-	3,400.00	3,400.00	52,600.00	6.07%
<b>Sub-Total-Consultants:</b>			<b>148,000.00</b>	<b>-</b>	<b>12,178.39</b>	<b>12,228.39</b>	<b>135,771.61</b>	<b>8.26%</b>
<b>TOTAL</b>			<b>\$505,680.00</b>	<b>-</b>	<b>\$36,156.32</b>	<b>\$80,314.74</b>	<b>\$425,365.26</b>	<b>15.88%</b>

Rice Creek Watershed District Budget Status Report  
Administrative & Program Budget  
Fiscal Year 2023  
2/28/2023

Revenue/Expenditures By Project	2023 Budget	2023 Year to date Revenue	2023 Current Month Expense	2023 Year to date Expense	Current Budget Balance	Percent of Budget
10 - General and Administrative	\$505,680.00	10,908.33	\$36,156.32	\$80,314.74	\$425,365.26	15.88%
30 - Environmental Education	231,081.00	1,035.98	11,365.98	31,545.69	199,535.31	13.65%
35 - Information Management	317,679.00	1,424.46	9,995.88	19,747.20	297,931.80	6.22%
60 - Restoration Projects	2,037,423.00	9,140.71	29,307.42	43,451.08	1,993,971.92	2.13%
70 - Regulatory	1,422,713.00	12,683.31	101,743.33	144,015.42	1,278,697.58	10.12%
80 - Ditch & Creek Maintenance	2,036,181.00	10,545.63	37,070.65	63,799.31	1,972,381.69	3.13%
90 - Lake & Stream Management	1,084,135.00	4,865.07	21,279.94	42,104.90	1,042,030.10	3.88%
95 - District Facilities	709,196.00	3,181.62	14,526.04	26,196.55	682,999.45	3.69%
<b>Total District Revenue/Expenditures</b>	<b>\$8,344,088.00</b>	<b>\$53,785.11</b>	<b>\$261,445.56</b>	<b>\$451,174.89</b>	<b>\$7,892,913.11</b>	<b>5.41%</b>

**Current Fund Balances:**

Fund:	Unaudited Fund Balance @ 12/31/2022	2023 Fund Balance Transfers	2023 Year to date Revenue	2023 Current Month Expense	2023 Year to date Expense	Unaudited Fund Balance @ 2/28/2023
10 - General Fund	\$295,952.62	-	10,908.33	\$36,156.32	\$80,314.74	\$226,546.21
30 - Environmental Education	207,496.74	-	1,035.98	11,365.98	31,545.69	176,987.03
35 - Information Management	454,004.76	(200,000.00)	1,424.46	9,995.88	19,747.20	235,682.02
60 - Restoration Projects	4,181,884.56	(2,200,000.00)	9,140.71	29,307.42	43,451.08	1,947,574.19
70 - Regulatory	1,170,391.52	(500,000.00)	12,683.31	101,743.33	144,015.42	539,059.41
80 - Ditch & Creek Maintenance	1,615,758.07	-	10,545.63	37,070.65	63,799.31	1,562,504.39
90 - Lake & Stream Management	2,210,146.71	(1,600,000.00)	4,865.07	21,279.94	42,104.90	572,906.88
95 - District Facilities	379,839.26	-	3,181.62	14,526.04	26,196.55	356,824.33
99 - Project Anticipation	0.00	4,500,000.00	-	-	-	4,500,000.00
<b>Total District Fund Balance:</b>	<b>\$10,515,474.24</b>	<b>-</b>	<b>\$53,785.11</b>	<b>\$261,445.56</b>	<b>\$451,174.89</b>	<b>\$10,118,084.46</b>

Rice Creek Watershed District

# **Interim Financial Statements**

*February 28, 2023*



4810 White Bear Parkway White Bear Lake, MN 55110 651.426.7000 [www.redpathcpas.com](http://www.redpathcpas.com)

Redpath and Company is an independent member of HLB International, a world-wide organization of professional accounting firms.

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - General Fund - 10**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>GENERAL FUND - 10-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	504,664.00	(504,664.00)
Interest Revenue	0.00	2,268.43	1,016.00	1,252.43
Investment Interest-Surety	0.00	8,584.90	0.00	8,584.90
Miscellaneous Revenue	0.00	55.00	0.00	55.00
<b>Total Revenues</b>	<b>0.00</b>	<b>10,908.33</b>	<b>505,680.00</b>	<b>(494,771.67)</b>
Expenses				
Manager Per Diem	1,500.00	2,375.00	32,500.00	(30,125.00)
Manager Expense	355.00	355.00	2,000.00	(1,645.00)
Manager Travel	315.97	405.05	4,000.00	(3,594.95)
Wages	14,170.67	28,264.28	170,888.00	(142,623.72)
Benefits	1,653.09	5,558.20	28,900.00	(23,341.80)
PERA Expense	1,062.80	2,119.82	12,817.00	(10,697.18)
HCSA Contributions	985.35	1,893.64	15,132.00	(13,238.36)
Payroll Taxes	1,131.14	2,208.59	13,073.00	(10,864.41)
Payroll Taxes-Unemployment	89.88	249.51	5,500.00	(5,250.49)
Office Supplies	107.21	145.71	1,800.00	(1,654.29)
Field Supplies	0.00	0.00	200.00	(200.00)
Computer Software	0.00	0.00	250.00	(250.00)
Meeting Supplies	86.28	86.28	2,700.00	(2,613.72)
Printing	0.00	0.00	500.00	(500.00)
Rent	1,681.19	5,043.57	22,200.00	(17,156.43)
Telecommunications	381.70	796.86	7,500.00	(6,703.14)
Dues	0.00	12,500.00	15,500.00	(3,000.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	100.00	100.00	7,200.00	(7,100.00)
Insurance & Bonds	0.00	5,526.80	7,000.00	(1,473.20)
Postage	0.00	0.00	1,100.00	(1,100.00)
Legal Notices	0.00	0.00	1,500.00	(1,500.00)
Staff Travel	49.65	60.13	1,100.00	(1,039.87)
Audit & Accounting	2,259.58	2,309.58	18,000.00	(15,690.42)
Professional Services	589.43	589.43	24,000.00	(23,410.57)
Legal	5,929.38	5,929.38	50,000.00	(44,070.62)
Engineering	3,400.00	3,400.00	56,000.00	(52,600.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	308.00	397.91	2,120.00	(1,722.09)
<b>Total Expenses</b>	<b>36,156.32</b>	<b>80,314.74</b>	<b>505,680.00</b>	<b>(425,365.26)</b>
<b>Total Revenues Over/(Under) Expenditures - General Fund</b>	<b>(36,156.32)</b>	<b>(69,406.41)</b>	<b>0.00</b>	<b>(69,406.41)</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (36,156.32)</b>	<b>(69,406.41)</b>	<b>0.00</b>	<b>(69,406.41)</b>



**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Environmental Education - 30**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>COMMUNICATION &amp; OUTREACH - 30-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	150,258.00	(150,258.00)
Interest Income	0.00	1,035.98	464.00	571.98
Total Revenues	0.00	1,035.98	150,722.00	(149,686.02)
Expenses				
Wages	6,437.77	12,554.45	78,538.00	(65,983.55)
Interns	0.00	60.00	5,000.00	(4,940.00)
Benefits	1,130.05	3,386.10	11,166.00	(7,779.90)
PERA Expense	482.84	941.60	5,626.00	(4,684.40)
Payroll Taxes	489.84	1,027.87	6,391.00	(5,363.13)
Office Supplies	0.00	0.00	900.00	(900.00)
Computer Software	0.00	0.00	1,000.00	(1,000.00)
Meeting Supplies	0.00	0.00	500.00	(500.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	840.60	2,521.80	11,100.00	(8,578.20)
Telecommunications	201.09	372.83	3,750.00	(3,377.17)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	88.90	3,600.00	(3,511.10)
Insurance and Bonds	0.00	2,763.40	3,500.00	(736.60)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Audit & Accounting	1,129.79	1,129.79	9,000.00	(7,870.21)
Professional Services	0.00	0.00	6,500.00	(6,500.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	500.00	(500.00)
Equipment	0.00	0.00	1,250.00	(1,250.00)
Equipment-Lease	154.00	198.95	1,060.00	(861.05)
Total Expenses	10,865.98	25,045.69	152,081.00	(127,035.31)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Communication:</b>	<b>(10,865.98)</b>	<b>(24,009.71)</b>	<b>(1,359.00)</b>	<b>(22,650.71)</b>

**WATERSHED COMMUNICATION & OUTREACH - 30-02**

Revenues				
General Property Tax	0.00	0.00	11,000.00	(11,000.00)
Total Revenues	0.00	0.00	11,000.00	(11,000.00)
Expenses				
Computer Software	0.00	0.00	1,000.00	(1,000.00)
Printing	0.00	0.00	1,500.00	(1,500.00)
Training & Education	0.00	0.00	8,500.00	(8,500.00)
Total expenses	0.00	0.00	11,000.00	(11,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Watershed Communicati</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Environmental Education - 30**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>MASTER WATER STEWARD PROGRAM - 30-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	19,000.00	(19,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>19,000.00</b>	<b>(19,000.00)</b>
Expenses				
Training & Education	0.00	0.00	9,000.00	(9,000.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>19,000.00</b>	<b>(19,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Master Water:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b><u>OUTREACH PARTNERSHIPS - 30-04</u></b>				
Revenues				
General Property Tax	0.00	0.00	28,000.00	(28,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>28,000.00</b>	<b>(28,000.00)</b>
Expenses				
Training & Education	500.00	500.00	8,500.00	(8,000.00)
Contracted Services	0.00	6,000.00	19,500.00	(13,500.00)
<b>Total expenses</b>	<b>500.00</b>	<b>6,500.00</b>	<b>28,000.00</b>	<b>(21,500.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Outreach:</b>	<b>(500.00)</b>	<b>(6,500.00)</b>	<b>0.00</b>	<b>(6,500.00)</b>
 <b><u>MINI-GRANTS PROGRAM - 30-05</u></b>				
Revenues				
General Property Tax	0.00	0.00	10,000.00	(10,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>
Expenses				
Construction	0.00	0.00	10,000.00	(10,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Mini-Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Environmental Education - 30**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>ENGINEERING &amp; TECHNICAL SUPPORT - 30-06</u></b>				
Revenues				
General Property Tax	0.00	0.00	6,000.00	(6,000.00)
Total Revenues	0.00	0.00	6,000.00	(6,000.00)
Expenses				
Training & Education	0.00	0.00	6,000.00	(6,000.00)
Total expenses	0.00	0.00	6,000.00	(6,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Eng. &amp; Technical:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b><u>WATERSHED PLAN MAINTENANCE - 30-08</u></b>				
Revenues				
General Property Tax	0.00	0.00	5,000.00	(5,000.00)
Total Revenues	0.00	0.00	5,000.00	(5,000.00)
Expenses				
Engineering	0.00	0.00	5,000.00	(5,000.00)
Total expenses	0.00	0.00	5,000.00	(5,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Watershed Plan:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (11,365.98)</b>	<b>\$ (30,509.71)</b>	<b>(1,359.00)</b>	<b>(29,150.71)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Information & Technology Management - 35**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>INFORMATION MANAGEMENT - 35-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	137,040.00	(137,040.00)
Interest Revenue	0.00	1,424.46	638.00	786.46
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	1,424.46	137,678.00	(136,253.54)
Expenses				
Wages	0.00	0.00	16,250.00	(16,250.00)
Benefits	565.03	1,693.06	2,787.00	(1,093.94)
PERA Expense	0.00	0.00	1,219.00	(1,219.00)
Payroll Taxes	0.00	0.00	1,242.00	(1,242.00)
Office Supplies	0.00	0.00	450.00	(450.00)
Computer Software	0.00	712.54	11,000.00	(10,287.46)
Printing	0.00	0.00	125.00	(125.00)
Rent	420.30	1,260.90	5,550.00	(4,289.10)
Telecommunications	87.74	173.61	1,875.00	(1,701.39)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	0.00	0.00	1,800.00	(1,800.00)
Insurance and Bonds	0.00	1,381.70	1,750.00	(368.30)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Audit & Accounting	564.90	564.90	4,500.00	(3,935.10)
Professional Services	2,478.98	8,059.08	47,500.00	(39,440.92)
Contracted Services	0.00	0.00	1,500.00	(1,500.00)
Computer Equipment	0.00	0.00	37,500.00	(37,500.00)
Equipment	0.00	0.00	1,500.00	(1,500.00)
Equipment Lease	77.00	99.48	530.00	(430.52)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	4,193.95	13,945.27	137,678.00	(123,732.73)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Information Management</b>	<b>(4,193.95)</b>	<b>(12,520.81)</b>	<b>0.00</b>	<b>(12,520.81)</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b><u>BOUNDARY MANAGEMENT PROGRAM - 35-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	15,000.00	(15,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	15,000.00	(15,000.00)
Expenses				
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	0.00	13,000.00	(13,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	0.00	0.00	15,000.00	(15,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Boundary Mgmt:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Information & Technology Management - 35**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DISTRICT-WIDE MODEL - 35-04</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	1,326.50	1,326.50	38,000.00	(36,673.50)
Total Expenses	1,326.50	1,326.50	40,000.00	(38,673.50)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District-Wide Model:</b>	<b>(1,326.50)</b>	<b>(1,326.50)</b>	<b>(40,000.00)</b>	<b>38,673.50</b>
<b><u>DATABASE &amp; VIEWER MAINTENANCE - 35-05</u></b>				
Revenues				
General Property Tax	0.00	0.00	55,000.00	(55,000.00)
Total Revenues	0.00	0.00	55,000.00	(55,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	3,871.00	3,871.00	70,000.00	(66,129.00)
Total expenses	3,871.00	3,871.00	75,000.00	(71,129.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Database &amp; Viewer:</b>	<b>(3,871.00)</b>	<b>(3,871.00)</b>	<b>(20,000.00)</b>	<b>16,129.00</b>
<b><u>DISTRICT WEBSITE - 35-15</u></b>				
Revenues				
General Property Tax	0.00	0.00	50,000.00	(50,000.00)
Total Revenues	0.00	0.00	50,000.00	(50,000.00)
Expenses				
Professional Services	0.00	0.00	45,000.00	(45,000.00)
Legal	604.43	604.43	3,000.00	(2,395.57)
Engineering	0.00	0.00	2,000.00	(2,000.00)
Total expenses	604.43	604.43	50,000.00	(49,395.57)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District Website:</b>	<b>(604.43)</b>	<b>(604.43)</b>	<b>0.00</b>	<b>(604.43)</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (9,995.88)</b>	<b>\$ (18,322.74)</b>	<b>(60,000.00)</b>	<b>41,677.26</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>RESTORATION PROJECTS - 60-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	291,539.00	(291,539.00)
Interest Revenue	0.00	9,140.71	4,095.00	5,045.71
Total Revenues	0.00	9,140.71	295,634.00	(286,493.29)
Expenses				
Wages	5,503.55	10,612.65	178,830.00	(168,217.35)
Interns	0.00	60.00	5,000.00	(4,940.00)
Benefits	1,127.79	3,381.58	21,119.00	(17,737.42)
PERA Expense	412.77	795.95	13,262.00	(12,466.05)
Payroll Taxes	417.60	732.27	14,063.00	(13,330.73)
Office Supplies	0.00	0.00	900.00	(900.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	840.60	2,521.80	11,100.00	(8,578.20)
Telecommunications	233.69	425.91	3,750.00	(3,324.09)
Publications	0.00	61.15	100.00	(38.85)
Training & Education	0.00	0.00	3,600.00	(3,600.00)
Insurance and Bonds	0.00	2,763.40	3,500.00	(736.60)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Vehicle	0.00	0.00	13,000.00	(13,000.00)
Audit & Accounting	1,129.79	1,129.79	9,000.00	(7,870.21)
Professional Services	0.00	0.00	6,500.00	(6,500.00)
Legal	1,150.21	1,150.21	2,000.00	(849.79)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Equipment	0.00	0.00	1,250.00	(1,250.00)
Equipment Lease	154.00	198.95	1,060.00	(861.05)
Total Expenses	10,970.00	23,833.66	295,634.00	(271,800.34)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Restoration Projects:</b>	<b>(10,970.00)</b>	<b>(14,692.95)</b>	<b>0.00</b>	<b>(14,692.95)</b>

**ANOKA CHAIN OF LAKES WATER MGMT. PROJECT - 60-01**

Revenues				
General Property Tax	0.00	0.00	83,479.00	(83,479.00)
Grant Income	0.00	0.00	46,521.00	(46,521.00)
Total Revenues	0.00	0.00	130,000.00	(130,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	1,806.50	1,806.50	45,000.00	(43,193.50)
Construction	0.00	0.00	100,000.00	(100,000.00)
Total expenses	1,806.50	1,806.50	150,000.00	(148,193.50)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Anoka Chain:</b>	<b>(1,806.50)</b>	<b>(1,806.50)</b>	<b>(20,000.00)</b>	<b>18,193.50</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>LOWER RC WATER MGMT. PROJECT - 60-03</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Engineering	0.00	0.00	100,000.00	(100,000.00)
Construction	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	150,000.00	(150,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Lower RC:</b>	<b>0.00</b>	<b>0.00</b>	<b>(150,000.00)</b>	<b>150,000.00</b>
<b><u>MIDDLE RC WATER MGMT. PROJECT - 60-04</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction	0.00	0.00	30,000.00	(30,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Middle RC Water Mgmt.</b>	<b>0.00</b>	<b>0.00</b>	<b>(50,000.00)</b>	<b>50,000.00</b>
<b><u>BALD EAGLE LAKE (BEL) WMD - 60-05</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Professional Services	0.00	0.00	6,789.00	(6,789.00)
Contracted Services	0.00	0.00	25,000.00	(25,000.00)
Total expenses	0.00	0.00	31,789.00	(31,789.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Bald Eagle Lake WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>(31,789.00)</b>	<b>31,789.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>BALD EAGLE LAKE WATER MGMT. PROJECT - 60-06</u></b>				
Revenues				
General Property Tax	0.00	0.00	25,000.00	(25,000.00)
Total Revenues	0.00	0.00	25,000.00	(25,000.00)
Expenses				
Engineering	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Bald Eagle Lake:</b>	<b>0.00</b>	<b>0.00</b>	<b>(25,000.00)</b>	<b>25,000.00</b>
<b><u>RCD 2, 3 &amp; 5 BASIC WATER MGMT. PROJECT - 60-08</u></b>				
Revenues				
General Property Tax	0.00	0.00	250,000.00	(250,000.00)
Total Revenues	0.00	0.00	250,000.00	(250,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	10,618.92	10,618.92	145,000.00	(134,381.08)
Construction Services	0.00	0.00	100,000.00	(100,000.00)
Total expenses	10,618.92	10,618.92	250,000.00	(239,381.08)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Basic Water Mgmt. Proje</b>	<b>(10,618.92)</b>	<b>(10,618.92)</b>	<b>0.00</b>	<b>(10,618.92)</b>
<b><u>REGIONAL WATER MGMT.PARTNERSHIP PROJECTS - 60-11</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Training & Education	0.00	1,280.00	0.00	1,280.00
Legal Notices	0.00	0.00	500.00	(500.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	2,465.00	2,465.00	9,000.00	(6,535.00)
Construction	0.00	0.00	30,000.00	(30,000.00)
Total expenses	2,465.00	3,745.00	50,000.00	(46,255.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Regional Water Mgmt.</b>	<b>(2,465.00)</b>	<b>(3,745.00)</b>	<b>(50,000.00)</b>	<b>46,255.00</b>



**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>STORMWATER MGMT. COST SHARE - 60-15</u></b>				
Revenues				
General Property Tax	0.00	0.00	310,000.00	(310,000.00)
Total Revenues	0.00	0.00	310,000.00	(310,000.00)
Expenses				
Legal Notices	742.40	742.40	3,000.00	(2,257.60)
Legal	362.60	362.60	0.00	362.60
Engineering	2,342.00	2,342.00	12,000.00	(9,658.00)
Construction	0.00	0.00	770,000.00	(770,000.00)
Total expenses	3,447.00	3,447.00	785,000.00	(781,553.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Stormwater Mgmt.:</b>	<b>(3,447.00)</b>	<b>(3,447.00)</b>	<b>(475,000.00)</b>	<b>471,553.00</b>
<b><u>SW URBAN LAKES IMPLEMENTATION - 60-24</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	19,000.00	(19,000.00)
Construction	0.00	0.00	55,000.00	(55,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Southwest Urban Lake</b>	<b>0.00</b>	<b>0.00</b>	<b>(75,000.00)</b>	<b>75,000.00</b>
<b><u>CLEAR LAKE WATER MGMT.PROJECT - 60-29</u></b>				
Revenues				
General Property Tax	0.00	0.00	75,000.00	(75,000.00)
Total Revenues	0.00	0.00	75,000.00	(75,000.00)
Expenses				
Contracted Services	0.00	0.00	15,000.00	(15,000.00)
Construction	0.00	0.00	60,000.00	(60,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Clear Lake Water Mgmt.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>STORMWATER MASTER PLANNING - 60-35</u></b>				
Revenues				
General Property Tax	0.00	0.00	10,000.00	(10,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	40,000.00	(40,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>(50,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Stormwater Master:</b>	<b>0.00</b>	<b>0.00</b>	<b>(40,000.00)</b>	<b>40,000.00</b>
 <b><u>MUNICIPAL CIP EARLY COORDINATION - 60-36</u></b>				
Revenues				
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Expenses				
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	0.00	8,000.00	(8,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Municipal CIP:</b>	<b>0.00</b>	<b>0.00</b>	<b>(10,000.00)</b>	<b>10,000.00</b>
 <b><u>GROUNDWATER MGMT. &amp; STORMWATER REUSE - 60-37</u></b>				
Revenues				
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Expenses				
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	12,000.00	(12,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>(15,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Groundwater Mgmt.:</b>	<b>0.00</b>	<b>0.00</b>	<b>(15,000.00)</b>	<b>15,000.00</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (29,307.42)</b>	<b>\$ (34,310.37)</b>	<b>(941,789.00)</b>	<b>907,478.63</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Regulatory Projects - 70**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>REGULATORY PROJECT MANAGEMENT - 70-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	494,854.00	(494,854.00)
Interest Revenue	0.00	6,383.31	2,859.00	3,524.31
<b>Total Revenues</b>	<b>0.00</b>	<b>6,383.31</b>	<b>497,713.00</b>	<b>(491,329.69)</b>
Expenses				
Wages	23,514.37	45,020.38	311,533.00	(266,512.62)
Interns	0.00	60.00	5,000.00	(4,940.00)
Benefits	2,730.29	8,275.57	37,319.00	(29,043.43)
PERA Expense	1,763.58	3,376.53	23,247.00	(19,870.47)
Payroll Taxes	1,779.25	3,404.88	24,214.00	(20,809.12)
Office Supplies	88.95	88.95	2,250.00	(2,161.05)
Field Supplies	0.00	0.00	500.00	(500.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	625.00	(625.00)
Rent	2,101.49	6,304.47	27,750.00	(21,445.53)
Telecommunications	602.73	1,287.13	9,375.00	(8,087.87)
Publications	0.00	0.00	250.00	(250.00)
Training & Education	60.00	60.00	9,000.00	(8,940.00)
Insurance and Bonds	0.00	6,908.50	8,750.00	(1,841.50)
Postage	0.00	0.00	1,375.00	(1,375.00)
Legal Notices	0.00	0.00	500.00	(500.00)
Staff Travel	23.84	23.84	1,375.00	(1,351.16)
Vehicle	75.00	88.96	13,000.00	(12,911.04)
Audit & Accounting	2,824.48	2,824.48	22,500.00	(19,675.52)
Professional Services	0.00	0.00	14,250.00	(14,250.00)
Legal	1,150.22	1,150.22	2,500.00	(1,349.78)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	385.00	497.38	2,650.00	(2,152.62)
<b>Total Expenses</b>	<b>37,099.20</b>	<b>79,371.29</b>	<b>522,713.00</b>	<b>(443,341.71)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Regulatory Management</b>	<b>(37,099.20)</b>	<b>(72,987.98)</b>	<b>(25,000.00)</b>	<b>(47,987.98)</b>
<b><u>RULE REVISION &amp; PERMIT GUIDANCE - 70-01</u></b>				
Revenues				
General Property Tax	0.00	0.00	10,000.00	(10,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>
Expenses				
Legal	0.00	0.00	4,000.00	(4,000.00)
Engineering	0.00	0.00	16,000.00	(16,000.00)
<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>(20,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Rule/Permit:</b>	<b>0.00</b>	<b>0.00</b>	<b>(10,000.00)</b>	<b>10,000.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Regulatory Projects - 70**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>PERMIT REVIEW, INSPECT &amp; COOR. - 70-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	558,864.00	(558,864.00)
Permit Fees	300.00	6,300.00	221,136.00	(214,836.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	300.00	6,300.00	780,000.00	(773,700.00)
Expenses				
Legal	2,339.63	2,339.63	40,000.00	(37,660.37)
Legal-Audit	0.00	0.00	3,000.00	(3,000.00)
Engineering	53,566.75	53,566.75	800,000.00	(746,433.25)
Engineering-Reporting	8,737.75	8,737.75	17,000.00	(8,262.25)
Engineering-Audit	0.00	0.00	20,000.00	(20,000.00)
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Total expenses	64,644.13	64,644.13	880,000.00	(815,355.87)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Permit Review</b>	<b>(64,344.13)</b>	<b>(58,344.13)</b>	<b>(100,000.00)</b>	<b>41,655.87</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (101,443.33)</b>	<b>\$ (131,332.11)</b>	<b>(135,000.00)</b>	<b>3,667.89</b>
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**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DITCH &amp; CREEK MAINTENANCE - 80-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	187,121.00	(187,121.00)
Interest Revenue	0.00	9,136.24	4,092.00	5,044.24
<b>Total Revenues</b>	<b>0.00</b>	<b>9,136.24</b>	<b>191,213.00</b>	<b>(182,076.76)</b>
Expenses				
Wages	13,171.35	26,738.58	188,700.00	(161,961.42)
Benefits	1,644.29	4,977.60	25,418.00	(20,440.40)
PERA Expense	987.85	1,918.30	14,010.00	(12,091.70)
Payroll Taxes	992.53	1,995.98	14,436.00	(12,440.02)
Office Supplies	30.00	30.00	1,350.00	(1,320.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	375.00	(375.00)
Rent	1,340.89	3,862.67	16,650.00	(12,787.33)
Telecommunications	448.92	867.87	5,625.00	(4,757.13)
Publications	0.00	0.00	150.00	(150.00)
Training & Education	0.00	0.00	5,400.00	(5,400.00)
Insurance and Bonds	0.00	4,145.10	5,250.00	(1,104.90)
Postage	0.00	0.00	825.00	(825.00)
Legal Notices	0.00	0.00	750.00	(750.00)
Staff Travel	0.00	0.00	825.00	(825.00)
Vehicle	183.14	784.10	13,000.00	(12,215.90)
Audit & Accounting	1,694.69	1,694.69	13,500.00	(11,805.31)
Professional Services	196.13	336.13	10,550.00	(10,213.87)
Contracted Services	0.00	0.00	1,000.00	(1,000.00)
Legal	1,495.56	1,495.56	5,000.00	(3,504.44)
Engineering	218.25	218.25	7,500.00	(7,281.75)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	231.00	298.43	1,590.00	(1,291.57)
<b>Total Expenses</b>	<b>22,634.60</b>	<b>49,363.26</b>	<b>334,904.00</b>	<b>(285,540.74)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Ditch &amp; Creek:</b>	<b>(22,634.60)</b>	<b>(40,227.02)</b>	<b>(143,691.00)</b>	<b>103,463.98</b>
 <b><u>NATURAL WATERWAY MGMT. - 80-01</u></b>				
Revenues				
General Property Taxes	0.00	0.00	5,656.00	(5,656.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>5,656.00</b>	<b>(5,656.00)</b>
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Construction	0.00	0.00	9,000.00	(9,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Natural Waterway:</b>	<b>0.00</b>	<b>0.00</b>	<b>(4,344.00)</b>	<b>4,344.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DITCHES - MAINTENANCE - 80-02</u></b>				
Revenues				
General Property Tax	0.00	0.00	189,490.00	(189,490.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>189,490.00</b>	<b>(189,490.00)</b>
Expenses				
Field Supplies	0.00	0.00	7,000.00	(7,000.00)
Vehicle	0.00	0.00	7,000.00	(7,000.00)
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Contracted Services	0.00	0.00	240,000.00	(240,000.00)
Legal	0.00	0.00	10,000.00	(10,000.00)
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction	0.00	0.00	40,000.00	(40,000.00)
Equipment	0.00	0.00	10,000.00	(10,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>335,000.00</b>	<b>(335,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Ditches - Maintenance:</b>	<b>0.00</b>	<b>0.00</b>	<b>(145,510.00)</b>	<b>145,510.00</b>
<b><u>REPAIR REPORTS &amp; STUDIES - 80-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	93,896.00	(93,896.00)
Grants	0.00	0.00	30,000.00	(30,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>123,896.00</b>	<b>(123,896.00)</b>
Expenses				
Legal Notices	0.00	0.00	10,000.00	(10,000.00)
Legal	1,142.80	1,142.80	40,000.00	(38,857.20)
Engineering	5,403.00	5,403.00	141,000.00	(135,597.00)
Wetland Credits	0.00	0.00	5,000.00	(5,000.00)
<b>Total expenses</b>	<b>6,545.80</b>	<b>6,545.80</b>	<b>196,000.00</b>	<b>(189,454.20)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Repair Reports</b>	<b>(6,545.80)</b>	<b>(6,545.80)</b>	<b>(72,104.00)</b>	<b>65,558.20</b>
<b><u>ACD 10-22-32 WMD - 80-04</u></b>				
Revenues				
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Expenses				
Contracted Services	0.00	0.00	28,339.00	(28,339.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>28,339.00</b>	<b>(28,339.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 10-22-32</b>	<b>0.00</b>	<b>0.00</b>	<b>(28,339.00)</b>	<b>28,339.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>ACD 31 WMD - 80-05</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	8,456.00	(8,456.00)
Total expenses	0.00	0.00	8,456.00	(8,456.00)
<b>Total Revenues Over/(Under) Expenditures - ACD 31:WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,456.00)</b>	<b>8,456.00</b>

<b><u>ACD 46 WMD - 80-06</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	45,971.00	(45,971.00)
Total expenses	0.00	0.00	45,971.00	(45,971.00)
<b>Total Revenues Over/(Under) Expenditures - ACD 46 WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>(45,971.00)</b>	<b>45,971.00</b>

<b><u>RCD 4 WMD - 80-07</u></b>				
Revenues				
Special Assessments	1,409.39	1,409.39	74,647.00	(73,237.61)
ROW Charges	0.00	0.00	23,944.00	(23,944.00)
Total Revenues	1,409.39	1,409.39	98,591.00	(97,181.61)
Expenses				
Construction	0.00	0.00	97,138.00	(97,138.00)
Total expenses	0.00	0.00	97,138.00	(97,138.00)
<b>Total Revenues Over/(Under) Expenditures - RCD 4 WMD:</b>	<b>1,409.39</b>	<b>1,409.39</b>	<b>1,453.00</b>	<b>(43.61)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>RCD 4 REPAIR - 80-08</u></b>				
Revenues				
General Property Tax	0.00	0.00	19,797.00	(19,797.00)
Total Revenues	0.00	0.00	19,797.00	(19,797.00)
Expenses				
Legal	0.00	0.00	2,500.00	(2,500.00)
Engineering	0.00	0.00	32,500.00	(32,500.00)
Total expenses	0.00	0.00	35,000.00	(35,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - RCD 4 Repair:</b>	<b>0.00</b>	<b>0.00</b>	<b>(15,203.00)</b>	<b>15,203.00</b>
<b><u>MUNICIPAL PDS MAINTENANCE - 80-15</u></b>				
Revenues				
General Property Tax	0.00	0.00	28,282.00	(28,282.00)
Total Revenues	0.00	0.00	28,282.00	(28,282.00)
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Municipal PDS</b>	<b>0.00</b>	<b>0.00</b>	<b>(21,718.00)</b>	<b>21,718.00</b>
<b><u>WJD BRANCH 1/2 REPAIR - 80-20</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - WJD Branch 1/2:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>AWJD 3 REPAIR - 80-21</u></b>				
Revenues				
General Property Tax	0.00	0.00	311,103.00	(311,103.00)
Total Revenues	0.00	0.00	311,103.00	(311,103.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	7,890.25	7,890.25	125,000.00	(117,109.75)
Construction	0.00	0.00	420,000.00	(420,000.00)
Total expenses	7,890.25	7,890.25	550,000.00	(542,109.75)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - AWJD 3</b>	<b>(7,890.25)</b>	<b>(7,890.25)</b>	<b>(238,897.00)</b>	<b>231,006.75</b>



**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>ACD 15 &amp; AWJD 4 WMD - 80-22</u></b>				
Revenues				
General Property Tax	0.00	0.00	11,524.00	(11,524.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>11,524.00</b>	<b>(11,524.00)</b>
Expenses				
Contracted Services	0.00	0.00	20,373.00	(20,373.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>20,373.00</b>	<b>(20,373.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - AWCD 15</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,849.00)</b>	<b>8,849.00</b>
<b><u>ACD 15 &amp; AWJD 4 - 80-23</u></b>				
Revenues				
General Property Taxes	0.00	0.00	16,969.00	(16,969.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>16,969.00</b>	<b>(16,969.00)</b>
Expenses				
Contracted Services	0.00	0.00	30,000.00	(30,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>(30,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 15 &amp; AWJD 4:</b>	<b>0.00</b>	<b>0.00</b>	<b>(13,031.00)</b>	<b>13,031.00</b>
<b><u>ACD 53-62 WMD - 80-24</u></b>				
Revenues				
Special Assessments	0.00	0.00	26,782.00	(26,782.00)
ROW Charges	0.00	0.00	5,624.00	(5,624.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>32,406.00</b>	<b>(32,406.00)</b>
Expenses				
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	0.00	32,000.00	(32,000.00)
Construction	0.00	0.00	143,000.00	(143,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>177,000.00</b>	<b>(177,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 53-62 WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>(144,594.00)</b>	<b>144,594.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>ACD 53-62 REPAIR - 80-25</u></b>				
Revenues				
General Property Taxes	0.00	0.00	66,746.00	(66,746.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>66,746.00</b>	<b>(66,746.00)</b>
Expenses				
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction	0.00	0.00	95,000.00	(95,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>	<b>(118,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 53-62 Repair:</b>	<b>0.00</b>	<b>0.00</b>	<b>(51,254.00)</b>	<b>51,254.00</b>
 <b>Total Revenue Over/(Under) Expenditur</b>	 <b>\$ (35,661.26)</b>	 <b>\$ (53,253.68)</b>	 <b>(940,508.00)</b>	 <b>887,254.32</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Lake & Stream - 90**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>LAKE &amp; STREAM MANAGEMENT - 90-00</u></b>				
<b>Revenues</b>				
General Property Tax	\$ 0.00	\$ 0.00	316,956.00	(316,956.00)
Interest Income	0.00	4,865.07	2,179.00	2,686.07
<b>Total Revenues</b>	<b>0.00</b>	<b>4,865.07</b>	<b>319,135.00</b>	<b>(314,269.93)</b>
<b>Expenses</b>				
Wages	13,376.13	25,484.99	198,525.00	(173,040.01)
Interns	0.00	60.00	5,000.00	(4,940.00)
Benefits	805.91	2,737.82	25,291.00	(22,553.18)
PERA Expense	1,003.21	1,911.37	14,889.00	(12,977.63)
Payroll Taxes	982.50	1,868.06	15,570.00	(13,701.94)
Office Supplies	0.00	0.00	900.00	(900.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	205.00	205.00	250.00	(45.00)
Rent	975.60	2,656.80	11,100.00	(8,443.20)
Telecommunications	306.40	529.34	3,750.00	(3,220.66)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	0.00	3,600.00	(3,600.00)
Insurance and Bonds	0.00	2,763.40	3,500.00	(736.60)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	17.69	17.69	550.00	(532.31)
Vehicle	90.97	104.94	13,000.00	(12,895.06)
Audit & Accounting	1,129.77	1,129.77	9,000.00	(7,870.23)
Professional Services	0.00	0.00	6,500.00	(6,500.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	154.00	198.95	1,060.00	(861.05)
<b>Total Expenses</b>	<b>19,047.18</b>	<b>39,668.13</b>	<b>319,135.00</b>	<b>(279,466.87)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Lake &amp; Stream Mgmt.</b>	<b>(19,047.18)</b>	<b>(34,803.06)</b>	<b>0.00</b>	<b>(34,803.06)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Lake & Stream - 90**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>WATER QUALITY GRANT PROGRAM - 90-01</u></b>				
Revenues				
General Property Tax	0.00	0.00	250,000.00	(250,000.00)
Total Revenues	0.00	0.00	250,000.00	(250,000.00)
Expenses				
Professional Services	0.00	0.00	3,000.00	(3,000.00)
Contracted Services	0.00	0.00	15,000.00	(15,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Construction	0.00	0.00	260,000.00	(260,000.00)
Total expenses	0.00	0.00	280,000.00	(280,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Water Quality:</b>	<b>0.00</b>	<b>0.00</b>	<b>(30,000.00)</b>	<b>30,000.00</b>

**SURFACE WATER MONITORING & MGMT. PROGRAM - 90-04**

Revenues				
General Property Tax	0.00	0.00	210,000.00	(210,000.00)
Total Revenues	0.00	0.00	210,000.00	(210,000.00)
Expenses				
Office Supplies	0.00	0.00	100.00	(100.00)
Field Supplies	29.28	29.28	2,000.00	(1,970.72)
Computer Software	0.00	0.00	500.00	(500.00)
Telecommunications	0.00	35.01	500.00	(464.99)
Publications	0.00	140.00	200.00	(60.00)
Training & Education	0.00	0.00	1,000.00	(1,000.00)
Staff Travel	0.00	0.00	600.00	(600.00)
Vehicle	0.00	0.00	1,500.00	(1,500.00)
Contracted Services	0.00	0.00	115,000.00	(115,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	243.00	243.00	30,000.00	(29,757.00)
Equipment	738.88	738.88	15,000.00	(14,261.12)
Repairs & Maintenance	0.00	0.00	500.00	(500.00)
Lab Expense	0.00	0.00	42,600.00	(42,600.00)
Total expenses	1,011.16	1,186.17	210,000.00	(208,813.83)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Surface Water:</b>	<b>(1,011.16)</b>	<b>(1,186.17)</b>	<b>0.00</b>	<b>(1,186.17)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Lake & Stream - 90**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>COMMON CARP MANAGEMENT - 90-26</u></b>				
Revenues				
General Property Tax	0.00	0.00	180,000.00	(180,000.00)
Grants	0.00	0.00	25,000.00	(25,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>205,000.00</b>	<b>(205,000.00)</b>
Expenses				
Telecommunications	0.00	29.00	200.00	(171.00)
Staff Travel	0.00	0.00	100.00	(100.00)
Professional Services	0.00	0.00	150,000.00	(150,000.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Legal	1,010.10	1,010.10	1,500.00	(489.90)
Engineering	211.50	211.50	10,000.00	(9,788.50)
Construction	0.00	0.00	51,200.00	(51,200.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
<b>Total expenses</b>	<b>1,221.60</b>	<b>1,250.60</b>	<b>225,000.00</b>	<b>(223,749.40)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Common Carp:</b>	<b>(1,221.60)</b>	<b>(1,250.60)</b>	<b>(20,000.00)</b>	<b>18,749.40</b>
 <b><u>CURLY LEAF PONDWEED MGMT. - 90-27</u></b>				
Revenues				
General Property Tax	0.00	0.00	50,000.00	(50,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>(50,000.00)</b>
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>(50,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Common Carp:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>Total Revenue Over/(Under) Expenditur</b>	 <b>\$ (21,279.94)</b>	 <b>\$ (37,239.83)</b>	 <b>(50,000.00)</b>	 <b>12,760.17</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - District Facilities - 95**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DISTRICT FACILITIES - 95-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	266,297.00	(266,297.00)
Interest Revenue	0.00	3,181.62	1,426.00	1,755.62
Total Revenues	0.00	3,181.62	267,723.00	(264,541.38)
Expenses				
Wages	7,839.40	14,043.01	168,178.00	(154,134.99)
Interns	0.00	60.00	5,000.00	(4,940.00)
Benefits	565.03	1,693.05	23,836.00	(22,142.95)
PERA Expense	587.96	1,139.04	12,504.00	(11,364.96)
Payroll Taxes	594.60	1,064.08	13,248.00	(12,183.92)
Office Supplies	0.00	0.00	450.00	(450.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	125.00	(125.00)
Rent	420.28	1,260.84	5,550.00	(4,289.16)
Telecommunications	189.68	326.77	1,875.00	(1,548.23)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	0.00	0.00	1,800.00	(1,800.00)
Insurance & Bonds	0.00	1,381.70	1,750.00	(368.30)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Vehicle Expense	0.00	0.00	13,000.00	(13,000.00)
Audit & Accounting	564.90	564.90	4,500.00	(3,935.10)
Professional Services	0.00	0.00	4,250.00	(4,250.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Equipment	0.00	0.00	500.00	(500.00)
Equipment Lease	76.98	99.44	530.00	(430.56)
Total Expenses	10,838.83	21,632.83	260,196.00	(238,563.17)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District Facilities:</b>	<b>(10,838.83)</b>	<b>(18,451.21)</b>	<b>7,527.00</b>	<b>(25,978.21)</b>
 <b><u>LONG LAKE SEDIMENT BASIN MAINT. - 95-01</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Long Lake:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - District Facilities - 95**  
**For the One Month and Two Months Ending February 28, 2023**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>LOCK LAKE SEDIMENT BASIN MAINT. - 95-02</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Long Lake:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>DISTRICT FACILITIES REPAIR - 95-03</u></b>				
Revenues				
General Propety Tax	0.00	0.00	159,507.00	(159,507.00)
Total Revenues	0.00	0.00	159,507.00	(159,507.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	35,000.00	(35,000.00)
Construction	0.00	0.00	115,000.00	(115,000.00)
Total expenses	0.00	0.00	155,000.00	(155,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District Facilities Repair</b>	<b>0.00</b>	<b>0.00</b>	<b>4,507.00</b>	<b>(4,507.00)</b>
<b><u>INSPECTION OPERATION &amp; MAINTENANCE - 95-04</u></b>				
Revenues				
General Propety Tax	0.00	0.00	281,966.00	(281,966.00)
Grans-Income	0.00	0.00	20,000.00	(20,000.00)
Total Revenues	0.00	0.00	301,966.00	(301,966.00)
Expenses				
Field Supplies	0.00	0.00	5,000.00	(5,000.00)
Telecommunications	14.21	55.72	0.00	55.72
Contracted Services	500.00	500.00	75,000.00	(74,500.00)
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	3,173.00	3,173.00	45,000.00	(41,827.00)
Construction	0.00	0.00	164,000.00	(164,000.00)
Equipment	0.00	835.00	3,000.00	(2,165.00)
Total expenses	3,687.21	4,563.72	294,000.00	(289,436.28)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Wall Wetland Restoration</b>	<b>(3,687.21)</b>	<b>(4,563.72)</b>	<b>7,966.00</b>	<b>(12,529.72)</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (14,526.04)</b>	<b>\$ (23,014.93)</b>	<b>20,000.00</b>	<b>(43,014.93)</b>

## **ITEMS FOR DISCUSSION AND INFORMATION**

1. HEI Annual Public Drainage System Prioritization Presentation





**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 14, 2023  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** Public Drainage System Repair Project Prioritization and Scheduling

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**Introduction**

Each year Staff and the District Engineer review the recommended prioritization and scheduling of public drainage system repair projects with the Board. This is that annual review of public drainage system.

**Background**

The District Engineer will provide a presentation including a recap of the previous years' prioritization list, recommendations for future repair projects, and discussion about prioritizations for the coming year. This presentation and Board engagement seeks discussion on intended public drainage system work. This provides Board feedback and informs for development of the District's future draft budget.

**Request for Board Consensus**

Following the presentation and discussion Staff will be seeking board consensus on a public drainage system repair project prioritization and schedule.

## **ITEMS FOR DISCUSSION AND INFORMATION**

### **2. Staff Reports**

**MEMORANDUM**  
**Rice Creek Watershed District**

**Date:** February 15, 2023, 2023  
**To:** RCWD Board of Managers  
**From:** Matt Kocian, Lake and Stream Program Manager  
**Subject:** Staff Report 1/18 – 2/15/2023

Highlights for Preceding Month

**Bold** items required significant time & attention

- Monitoring
  - **Data entry, analysis, and reporting**
  - Monitoring Program Plan update (w/HEI)
  - Monitoring program realignment with new staff structure – supervisory introduction meetings
  - KISTERS WISKI – meet with vendors re: database modernization
  - U of M Hydrology Field Methods class – develop student participation in RCWD monitoring
  - 2023 Ramsey County Lake Monitoring contract – board memo
  
- Long Lake Carp Management
  - New physical barrier on Johanna Creek –
    - **Meet with City of New Brighton and contractor on-site for construction prep**
    - **Site inspection and documentation**
    - **Shop drawing review and approvals**
  - **2022 final report review and meeting with Carp Solutions**
  
- Centerville / Peltier Backflow Study
  - Discussions with HEI on backflow prevention retrofit projects
  
- **Potential Centerville Lake Alum project**
  - pre-project development and investigation
  - grant development meeting / information sharing with CLFLWD
  
- Statewide carp workshop development with MN Aquatic Invasive Species Research Center; goal: improve funding and regulatory processes to benefit carp managers
  
- Office cleanup and reorganization
  
- City County Partner meeting – initial planning meeting
  
- Kyle transitional items
  - Clear Lake / WCD retrofit project
  - Centerville SWA with ACD
  - BWSR grant reporting: 2021 and 2022 WBIF grants

**MEMORANDUM**  
**Rice Creek Watershed District**



**Date:** February 13, 2023  
**To:** RCWD Board of Managers  
**From:** Ali Chalberg, Watershed Technician & Inspector  
**Subject:** Staff Report 1/18/2023 – 2/13/2023

**Highlights from Preceding Month**

**Overview:** Since the last round of staff reports I received a position change from Water Resource Specialist to Watershed Technician. This month has been quiet in terms of permits – sounds like most will be waiting until spring to start their projects back up. The last few weeks have been full of meetings and reviews for me. This includes webinars, permit/project reviews, and water plan reviews. There were also multiple file days that I attended as well. Looking towards the future with my new position, I have been working with Matt to enter the lake sampling data collected last summer and will be attending a training in Brainerd for water sampling February 15.

**MS4**

- ❖ Attended monthly MS4 webinar with MPCA (Washington County Consortium)
  - MS4 permit will not be due this year
    - Cannot submit permit until 2024 (working on new software)
- ❖ White Bear Township WHPP Review
- ❖ MPCA Construction Stormwater Permit Review

**Lakes/Streams**

- ❖ Entered lake sampling data into the database
- ❖ YSI Training in Brainerd 2/15

**Meetings**

- ❖ CAC Meeting
  - Compiled the data and scores from CAC, Staff, and HEI for review.
- ❖ HEI Meeting
  - Meeting at HEI to discuss regulatory matters at HEI
- ❖ Inspection team meetings
- ❖ Staff meeting
- ❖ Project meetings
- ❖ WCA Webinar
- ❖ Washington County Consortium
  - MPCA MS4 and overview of Washington County Projects

**Other**

- ❖ Position Change
- ❖ Working with Terrence to get materials ready for the hiring process
- ❖ File Projects



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 15, 2023  
**To:** RCWD Board of Managers  
**From:** Molly Nelson, Water Resources Specialist/ Watershed  
**Subject:** Technician Staff Report 1/18/23 - 2/15/23

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**Introduction**

The highlights of my work from January 18th to February 15th are as follows:  
(Note that these are highlights and not the full extent of all work that I have done)

**RCWD Cost-Share & Citizen Advisory Committee**

CAC

I continued efforts with assisting at the monthly CAC meeting for minutes and other coordination.

**Water Quality Grant Program & Mini Grant Program**

I am currently undertaking a big project of completing a cost-benefit analysis for all of the past grants that have come through the cost-share program.

Multiple landowners have reached out about potential projects for cost-share, and I have been meeting with them to discuss the program and review their ideas.

I have been continuously working to enter data into the MS4front database from past WQ grant projects, as well as transfer all files from the G drive to Laserfiche to free up space.

I am assisting Ramsey Soil and Water Conservation District in the hiring process for the new Environmental Specialist who will be completing the technical services for the cost-share program. Additionally, I am working with WCD to explore opportunities to involve more landowners in the program, especially rural landowners.

**Communications and Outreach**

For this last month, I have continued work with Kendra Sommerfeld on Outreach Programs and communications with the Public. I am currently working on organizing the database for all materials and historical work.

I have completed additional work with the public by answering questions about the District and directing people to the correct program.

**General RCWD Duties**

Terrence Chastan-Davis and I hosted a table at the UMN career fair on 2/10/23 for the two open positions.

**MEMORANDUM**  
**Rice Creek Watershed District**



**Date:** February 15<sup>th</sup>, 2023  
**To:** RCWD Board of Managers  
**From:** Patrick Hughes, Permit Coordinator/Wetland Specialist  
**Subject:** Staff Report for 01/18/22 to 02/15/23

Summary

- Created new permit and review files for the online database
- Sent notice of wetland boundary decision – 22-113
- Sent notices of no-loss decisions – 22-094, 22-113, 22-075R
- Assisted in the drafting of engineer’s reports – 22-111, 22-113
- Attended the 01/25/2023 and 02/08/2023 Board Meetings
- Met with HEI to discuss MS4Front BMP calculator tool
- Attended MN Stormwater Seminar Series on infiltration as a stormwater practice
- Attended CSAH 32 PMT meeting
- Hosted Anoka TEP meeting (replacement plans, monitoring sites, wetland banks)
- Met with Scannell Properties regarding 9 parcels along 35E in Lino Lakes and Columbus
- Submitted 2022 Annual District-wide WCA report
- Met with City of Blaine staff to discuss implementation of Metro Shooting Settlement
- Attended City of Forest Lake monthly staff meeting
- Attended February Washington County Consortium meeting
- Assisted with the office file project
- Attended CSAH 33 final design PMT meeting
- Hosted pre-application meeting for 5865 Forest Road
- Attended 02/06/2023 Board Workshop and discussed Metro Shooting Settlement
- Hosted pre-application meeting for Totem Pole Park improvement project
- Started planning for wetland presentation to Kiwanis organization
- Planned agenda and materials for HEI-RCWD regulatory meeting
- Discussed Rule F requirements for Washington County Northern Environmental Center project



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 15, 2023  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Public Drainage Inspector  
**Subject:** Staff Report (01/13/2023 – 02/15/2023)

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**Highlights from Preceding Month**

- Attended regular staff meetings, Board workshop meeting
- Responded to citizen inquiries regarding drainage concerns
- Coordinated drainage maintenance projects with contractors and landowners
- Coordinated IT correspondence, device maintenance, device procurement
- Assist staff in resolving remote working technology problems
- Continued to ensure staff have remote access capabilities
- Attended drainage Team biweekly meetings
- Managed contracted services agreement workplans
- Managed multiple problem tickets with IT consultant
- Continued work plan development for District Facilities and Public Drainage Systems
- Reviewed invoices for approval and coordinated payments with Office Manager
- Met with drainage staff and Administrator to review and direct work tasks
- Continued development of materials for onboarding staff into the public drainage and district facilities programs
- Directed work tasks for Field Technical Assistant
- Sent project updates for ACD 53-62 Main Trunk repair to City staff and landowners who signed-up for updates
- Continued additional job duties to cover Project Manager's position
- Managed and reviewed budgets for IT and public drainage and facilities
- Attended the February DWG meeting
- Attended AMC Drainage Conferences
- Work with Communications Coordinator on annual report data
- Begin preparation for new IT liaison and additional staff
- Attend planning meeting for next City-County partner meeting



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 15, 2023  
**To:** RCWD Board of Managers  
**From:** Tom Schmidt, Public Drainage Inspector  
**Subject:** Staff Report February 2023

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**Highlights for this month**

Responded to and addressed constituent concerns/questions about the public drainage system.

Continued working on Public Drainage and District Facility program planning.

Continued engaging with regulatory staff and consultants on the ongoing public drainage/pipeline conflict issues.

Continued working toward abandoning/unused district-installed monitoring wells along and adjacent to WJD #2.

In conjunction with the district engineer, developed and submitted comments to MAWD on behalf of the district regarding the proposed drainage registry legislation.

Set the agenda for and led the public drainage system and project coordination biweekly meetings.





**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 14th, 2022  
**To:** RCWD Board of Managers  
**From:** Kendra Sommerfeld, Communications/Outreach Coordinator  
**Subject:** Staff Report 1/15/2022- 2/14/2022

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**Water Stewards**

- Started 2023 program in January, will continue working with stewards throughout the year.

**2022 Annual Report**

- In progress

**Partnerships/Collaborations**

- Planning next City/County Partner meeting
- RCWD Climate Change Resiliency Core Team meetings and workshops scheduled for Feb/March
- Metro Watershed Partnership planning and steering team meetings
- Attended Watershed Partners February meeting
- Attended MCEA legislative update meetings

**Citizen Advisory Committee**

- Appointed new members at January Board meeting
- Adopted new travel reimbursement policy for CAC members at January Board meeting

**RCWD Website**

- Selected consultant at January board meeting, Plaudit Design
- Drafting agreement with consultant to start work

**Legislative Items**

- Sent introduction packets to 10 new senators and representatives
- Created legislative packets and information for 2023 MAWD Legislative Event



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 13, 2023  
**To:** RCWD Board of Managers  
**From:** Mitchell Sommers, Field Technical Assistant  
**Subject:** Staff Report 01/17/23 – 02/13/23

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- Placed logo stickers on the new Tacoma
- Attended an iron enhanced sand filter meeting hosted by the MPCA
- Attended a training session regarding the new mobile format for facility inspections
- Fielded calls from the public regarding public drainage projects
- Assisted staff with the office wide file purging project by scanning documents and recycling paper copies.
- Attended a two-day drainage conference at Arrowwood Resort to discuss public drainage law and common practices
- Met with US Siteworks and Hugo Tree employees at the ACD 53-62 project site to discuss the next steps of the repair
- Filed a report with the Blaine Police Department regarding the broken side mirror on the blue truck



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** 2/14/23  
**To:** RCWD Board of Managers  
**From:** Catherine Nester, District Technician/Inspector  
**Subject:** Staff Report 1/18/23 – 2/13/23

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Highlights from Preceding Month

- Maintained lake & stream monitoring equipment and prepared for the upcoming field season.
- Scheduled and attended product vendor meetings on monitoring equipment and software options for monitoring data storage and analysis.
- Attended a webinar on continuous nitrate sensors and load calculation methods on February 2 hosted by the Twin Cities Water Monitoring and Data Assessment Group (TC-WaMoDaG).
- Assisted with workload coverage relating to the Stormwater Management Grant (SMG) Program following Kyle's departure:
  - Coordinated staff/CAC/HEI review and scoring of applications received.
  - Discussed the applications with the CAC at their February 1 meeting.
  - Held a public hearing during the regular Board meeting on February 8.
  - Reviewed an educational sign for the City of Hugo's CSAH 8 stormwater reuse project.
- Coordination with affected cities/watersheds/HEI/staff on boundary updates in the southwest portion of District (between RCWD and MWMO, CRWD, RWMWD, & VLAWMO) in Ramsey, Anoka & Hennepin counties. Presented and discussed the recommended legal boundary at the 2/6 Board workshop.
- Attended inspection team meeting on February 9.
- Coordinated with WCD staff on inspection area coverage and related procedural items.
- Ongoing coordination for optimizing the MS4Front database and identifying necessary modifications.
- Assisted with District file organization project on February 2 and February 13.
- Assisted with preparing the District's 2022 annual report.

**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 15th, 2023  
**To:** RCWD Board of Managers  
**From:** Anna Grace, Regulatory Technician  
**Subject:** Staff Report 1/18/23 – 2/15/23

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- Created new permit files for online database and Laserfiche.
- Created new review files for online database and Laserfiche.
- Reviewed new permit applications and Initial Completeness Review Checklists were completed.
- Sent incomplete notice emails and continued working with applicants in tandem with RCWD staff and HEI consultants to receive all the required application materials.
- Continued coordinating with RCWD staff and inspectors with violations.
- Sent one permit application to HEI for review.
- Sent one permit application to RCWD for review.
- Sent one after-the-fact permit application to RCWD for review.
- Received ten new review file inquiries for permit/past file/landowner/consultant/violation/City.
- Phone and email correspondence.
- Attended 23 scheduled meetings.
  - Attended RCWD Regulatory Meeting hosted by Houston Engineering.
  - Scheduled and attended 6 pre-application meetings with HEI, RCWD, and project's consultants.
  - Tom and I are currently working on the office layout design and quotes for future cube additions.
  - Attended the MSRS's HCSP & Deferred Compensation Program overview virtual meeting.
  - Attended two all-staff file project days (creating room for future cube additions - scanning and purging hardcopy paper files from the RCWD office).

**MEMORANDUM**  
**Rice Creek Watershed District**

**Date:** February 15, 2023  
**To:** RCWD Board of Managers  
**From:** Theresa Stasica, Office Manager  
**Subject:** Staff Report

- Coded invoices for payment this month which were reviewed by Administrator Nick Tomczik and Treasurer Steve Wagamon and sent to our accountant Nancy Martinson via an excel spreadsheet
- Provide bi-monthly payroll template to Redpath, updated information as needed
- Gathered and reviewed employee timesheets for administrator's final review
- Track accounts receivable and deposit checks as needed
- Review and track monthly financial reports
- Tracking expenses for Rule C permits that exceed \$9,000
- Tracking grant expenses for Peltier/Centerville Lakes Feasibility Study, MPCA Planning Grants for SWC Resilience, and FY2023 WBIF Grant
- Handled HR/Benefit issues
- Provide minute templates to TimeSavers for meetings. Reviewed and edited regular Board minutes. Provided workshop minutes
- Monitor District financial accounts, US Bank and 4M
- Provide requested information to Board members and Administrator as needed
- Assisted Board and Staff as needed
- Provide information, assembled and distributed board packets for regular meetings and workshops, post regular meeting agenda packet on website, provided notice to web server
- Attended board meetings, board workshops and staff meetings
- Placed orders for supplies as needed
- Maintain Laserfiche filing system and scanned documents District receives into Laserfiche
- Audit begins. Provide documents to auditor via Suralink and meet each day to discuss 2022 activities, answer questions, and provide additional documents as needed.
- Update PPM
- Updated bylaws and provided copy to the State Auditor
- Worked with Accountant to clear up bank statement error
- Assisted with job announcement for two positions
- Coordinated with Terrence to post two job announcements on U of M website
- Posted 2 job announcements on website, State of MN-Minnesota Works website, League of Minnesota Cities, Watershed Partners, MAWD website
- Coordinate file project staff day and completed task

**MEMORANDUM**  
**Rice Creek Watershed District**



**Date:** February 15, 2023  
**To:** RCWD Board of Managers  
**From:** Terrence Chastan-Davis, District Inspector/Technician  
**Subject:** Staff Report (January 19-February 15, 2023)

**Highlights from Preceding Month**

- ✓ Organized and participated in the inspector team meeting to discuss program efficiencies and projects with inspection and review staff.
- ✓ Attended the monthly Forest Lake meeting to discuss RCWD permitted projects in the City of Forest Lake.
- ✓ Reviewed and coordinated the review of an as-built surveys for compliance with the approved plans.
- ✓ Attended a pre-construction meeting to review project schedules and discuss RCWD permit requirements.
- ✓ Assisted Ramsey County SWCD inspectors with specific permit inquiries.
- ✓ Reviewed the Washington Conservation District invoice for inspection services.
- ✓ Attended the UofM Internship & Career fair to promote the District and the positions currently open for application.
- ✓ Presented the WCD inspection service agreement amendment during the February 8th Board meeting.
- ✓ Participated in hard copy file management during the scheduled all staff project days.
- ✓ Attended the MSRS training to review HCSP & Deferred comp benefits.
- ✓ Attended and participated in the HEI-RCWD regulatory workshop/meeting.
- ✓ Attended and participated in the two-day WCA administrative training course.
- ✓ Assisted with Board workshop setup.
- ✓ Assisted in responding to questions and concerns from the public, applicants, contractors, and contracted inspectors.

**MEMORANDUM**

**Rice Creek Watershed District**

**Date:** February 14, 2023  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** Staff Report – February 2023

Highlights for Preceding Month

- ✓ Administrative
  - Staff Meeting
  - Water Resource Policy Plan Advisory Group
  - Accounts Payable Review
  - Investment Policy and Bylaw Development
  - Performance Appraisals
  - Personnel Leave Requests
  - Office Fire Inspection
  - Special Workshop Finances
  - Repeal Resolution 09-04 Delegation for Contracts
  - HR Consultant (human resource manual, salary administration, org development)
- ✓ Communication & Outreach
  - Website Contract
  - MPCA Grant - Resiliency Workshops
  - Elected Officials Engagement, MAWD Legislative Event
  - City, Cty, Partner Mtg Planning
  - MPCA Resiliency Grant
- ✓ Information Management
  - Information Management Annual Task Orders
  - MS4 Front
  - District Boundary
- ✓ Restoration Projects
  - Stormwater Management Grant Process and Public Hearing
  - Restoration Approaches, Opportunities Discussion
  - City of Fridley 73<sup>rd</sup> Ave Project
  - Centerville Lake Discussions
  - Alum Treatment Discussions
- ✓ Regulatory
  - Metro Shooting / Trost Settlement Discussions
  - Historic Permit Approach
  - Regulatory / PDS Coordination
  - RCWD - HEI Staff Convene Workshop
  - Inspection Team Meeting
- ✓ Ditch & Creek Maintenance
  - RCWD PDS and District Facilities Meeting
  - Utility Conflict Discussions
  - ACD 10-22-32 Options Discussion
  - Annual Contracted Services Agreements
  - Maintenance Discussions
  - ACD 53-62 Implementation Discussions
- ✓ Lake & Stream Management
  - District Approach to Resource Goals, Program Discussions
  - New Monitoring Position Discussions
- ✓ District Facilities
  - Facility Review Discussions
  - Priebe Lake Outlet Project MOA Next Steps



**MEMORANDUM**  
**Rice Creek Watershed District**

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**Date:** February 15<sup>th</sup>, 2023  
**To:** RCWD Board of Managers  
**From:** Kelsey White, Permit Review Technician  
**Subject:** Staff Report 01/18/2023 – 2/14/2023

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- Drafted and sent 2 WCA Wetland Boundary/Type NODs.
- Drafted and sent 2 WCA Exemption NODs.
- Attended one TEP meeting.
- Drafted amendment to one CAPROC.
- Completed staff review for one permit application.
- Provided comments on one engineer's report for Board approval.
- Sent 5 administrative action notices to the Board.
- Sent notice of permit issuance for 3 permit applications.
- Sent 8 CAPROC notices and 4 Amended CAPROC notices.
- Coordinated with applicants on submittal and review of CAPROC items for 10 permit applications.
- Attended 5 pre-application meetings.
- Participated in two all-staff office file project events.
- Attended a HEI/RCWD regulatory meeting and new staff introduction.
- Participated in weekly permit coordination meetings and monthly permit triage.
- Attended monthly inspection team meeting.
- Responded to email and telephone inquiries about RCWD permitting requirements.
- Responded to landowners about general WCA questions and questions regarding wetlands on or near their properties.
- Prepared interview questions and scheduling for the Program Support Technician position with Nick and Ashlee.



## **ITEMS FOR DISCUSSION AND INFORMATION**

### **3. March Calendar**



FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**MEMORANDUM**  
**Rice Creek Watershed District**

**Date:** February 15, 2023  
**To:** RCWD Board of Managers  
**From:** Theresa Stasica, Office Manager  
**Subject:** March Calendar

- Wednesday, March 1, 5:30 p.m.** Citizen Advisory Committee Meeting, Board Liaison Manager Robertson  
RCWD District Conference Room and remotely\*
- Monday, March 6, 1 p.m.** Board Workshop  
RCWD District Conference Room and remotely\*
- Wednesday, March 8, 9 a.m.** Regular Board of Managers Meeting  
at Shoreview City Hall Council Chambers and remotely\*
- Wednesday, March 22, 9 a.m.** Regular Board of Managers Meeting  
at Shoreview City Hall Council Chambers and remotely\*

**Deadline for submission of per diem claims is March 13, 2023**

\* remotely=by alternative means (teleconference or video-teleconference) from remote locations