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# RCWD BOARD OF MANAGERS WORKSHOP

**Monday, July 10, 2023, 9:00 a.m.**

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

**or via Zoom Meeting:**

<https://us06web.zoom.us/j/84616236927?pwd=anVEdjZmNllvVVg0RjNtTXE5VDh6UT09>

**Meeting ID: 846 1623 6927**

**Passcode: 874191**

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

**Meeting ID: 846 1623 6927**

**Passcode: 874191**

## Agenda

### ITEMS FOR DISCUSSION (times are estimates only)

9:00 City of Columbus Letter - Wetland Credit Request

10:00 Water Quality Grant Program Update

10:30 2024 Draft Budget Trends

Administrator Updates (If Any)

## **10:00 Water Quality Grant Program Update**



# MEMORANDUM

## Rice Creek Watershed District

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**Date:** July 3rd, 2023  
**To:** RCWD Board of Managers  
**From:** Molly Nelson, Watershed Technician/ Water Resources Specialist  
**Subject:** RCWD Water Quality Grant Program Cost-Benefit Review

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### Introduction

The Rice Creek Watershed District (RCWD) Water Quality Grant Program has been cost-sharing water quality projects throughout the District since 2008. Throughout the years of implementation, the program has seen changes and adjustments to improve the program itself and how RCWD staff manage the program. The purpose of the cost-benefit analysis work that is being developed in collaboration with the District's Citizen Advisory Committee (CAC) is to further advance the program to ensure funding for this program is applied to the cost-share of best management practices with more assurance that the project benefits water quality to meet the District's mission in the Watershed Management Plan.

### Background

RCWD staff was approached by a CAC member with ideas for improving the review process of Water Quality Grant Applications on a quantitative basis. The review process for applications is a three-step process once an application is received by the District. First, staff review the application to ensure eligibility and feasibility. Second, staff present the application to the CAC for discussion and recommendation for conditional approval by the RCWD Board of Managers. Finally, the application is reviewed and either approved, approved with conditions, or declined by the Board. As the program matures, more data is available to cross-compare and analyze the benefits of new applications based on past approved and implemented projects. The presentation today will cover the work that has been done to create a cost-benefit analysis for new applications, an overview of the data from the past ten years of the program, and next steps for implementing the cost-benefit analysis into the review process. Staff have intentions to also use this work for future program reviews and to continue to improve the program for the future.

### Request for Board Consensus

Staff requests Board consensus for review of the information presented and recommendation for program budget changes.

**10:30 2024 Draft Budget Trends**



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

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**Date:** July 6, 2023  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** 2024 Draft Budget Trends

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**Introduction**

The RCWD Board each year considers a District budget for the coming calendar year. Board meetings this year have included staff presentation and Board discussion on key components of developing a 2024 Draft Budget (Budget); the Budget is to be written in consideration of those items. Managers should consider the content below and work towards Board consensus on any concerns.

**Background**

The following are highlights of the Budget's funds and the emerging trends in the development of the Budget.

- 1) Fund 10 General Administration and each "master 00" fund plays a role in addressing the shared efforts of the District, such as rent.
  - a) Office and meeting supplies slight increase account inflation.
  - b) Potential for an additional vehicle. The District retired old blue truck and also the white truck per the vehicle replacement policy and purchased new grey truck. This season staff are utilizing the current 4 vehicles for field work versus the previous season's 5 vehicles. Further assessment to be made on purchasing or leasing an additional vehicle.
  - c) Managers exercising greater interest and educational water resource opportunities, small increase in manager per diem and expenses.
  - d) Administrator to continue addressing staff positions and organizational chart. Two positions remain (project development support and another for inspection) to be developed, as well as continuation in development of organizational hierarchy and market pay for employees.
  - e) Continuation of human resource contract services (employee handbook, staff/team development, training and education). The District utilizes Career Enhancement Options (CEO), Ellen Hinrichs, for its human resource needs.
  - f) Address office space needs in previous copier area and alternative office space lease.
- 2) Fund 30 Communication and Outreach
  - a) Continuation of Minnesota Water Stewards Program, slight reduction and funds shifted Mini Grant program.
  - b) Outreach partnerships receiving increased support requests and increase in costs, slight increase.
  - c) Mini Grant Program receiving increased demand and projects subject to inflation, slight increase.

## MEMORANDUM

### Rice Creek Watershed District

- d) Watershed Plan Maintenance and engineering support no change, continue with facility adjustments, projects.
- 3) Fund 35 Information Management
  - a) Boundary management current effort concludes, reduction.
  - b) District wide model continue updating/maintenance, critical event assistance to cities, no change.
  - c) Databases and viewer upgrades and maintenance, slight reduction.
  - d) Website complete, establish annual host and maintenance costs, reduction.
  - e) MS4Front database, GIS informational tools, and website hosting and maintenance.
- 4) Fund 60 Restoration Projects
  - a) Anoka Chain of Lakes, Centerville Lake treatment, Clearwater Creek stabilization study, increase.
  - b) Lower Rice Creek increase, stabilization repairs, Moore Lake project match, additional area study.
  - c) Middle Rice Creek additional stabilization study, reduction.
  - d) Bald Eagle Lake Water Management Project proceed with Hwy 61 pond retrofit study increase.
  - e) Ramsey County Ditch 2, 3 & 5 project plan development slight reduction.
  - f) Strom Water Management Cost-Share continue program at same level and payout previous commitments.
  - g) Clear Lake project likely participate/fund project, no change.
  - h) Stormwater Master Planning slight increase to address cost-share requests.
- 5) Fund 70 Regulatory
  - a) Rule revision consideration, permit guidance and fee/surety schedule review, increase.
  - b) Annual reporting and auditing, permit application review, unresolved permit closure project, and inspection contracts.
- 6) Fund 80 Ditch and Creek Maintenance
  - a) Continue ditch maintenance program, work on Anoka County Ditch 10, 22, 32 and other maintenance area needs, increase.
  - b) Repair reports and studies proceed with Anoka County Ditch 53-62 Br 5 &6, Ramsey County Ditch 1 historical review, reduction.
  - c) Ramsey County Ditch 4 Repair, increase for repair.
  - d) Municipal Public Drainage System Maintenance, no change.
  - e) Anoka Washington Judicial Ditch 3 repair project completion, reduction.
  - f) Anoka County Ditch 15 & Anoka Washington Judicial Ditch 4 increase for plans and construction.
- 7) Fund 90 Lake & Stream Management
  - a) Water Quality Grant Program, increase to address inflation and demand.
  - b) Surface Water Monitoring & Management Program, increase for water quality monitoring database.
  - c) Common Carp Management and Curly Leaf Pondweed Management, no change.



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

- 8) Fund 95 District Facilities
  - a) District facilities repairs, Middle Rice Creek meander repair, increase.
  - b) Inspection, Operation & Maintenance address likely decommission of past facilities, Iron Enhanced Sand Filters expenses and vegetation maintenance, no change.
- 9) Fund 99 Project Anticipation Fund, no intended direct levy savings for projects in 2024, potential transfer into fund 99 from fund balance dependent on residual Assigned Fund Balance.

Early assessment across all programs and projects suggests that all the above may be implemented through a budget like 2023's 8.3-million-dollar budget. The determination remains in the availability of fund balance to offset the potential levy amount as in previous year.

**Request for Board Discussion and Consensus**

Staff requests Board discussion and consensus on the draft Budget trends .