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RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, January 10, 2024, 9:00 a.m.

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

or via Zoom Meeting:

<https://us06web.zoom.us/j/84743391421?pwd=taD6CbTIFxcGHZE2wnqeq7nmZNUx.1>

Meeting ID: 847 4339 1421

Passcode: 095611

+1 312 626 6799 US (Chicago)

Meeting ID: 847 4339 1421

Passcode: 095611

Agenda

CALL TO ORDER

OATH OF OFFICE: MICHAEL BRADLEY

ROLL CALL

SETTING OF THE AGENDA

APPROVAL OF MINUTES: DECEMBER 11, 2023 WORKSHOP; DECEMBER 13, 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
23-075	Washington County	Forest Lake	Final Site Drainage Plan Street & Utility Plan Wetland Alteration	CAPROC 3 items
23-076	Washington County	Mahtomedi	Final Site Drainage Plan Street & Utility 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 January 2, 2024.

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. RCWD Board Election of Officers (Nick Tomczik)
2. Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project - Additional Contingency Funds (Ashlee Ricci)
3. Jacon, LLC Partial Pay Request #2 Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project (Ashlee Ricci)
4. Ramsey County Ditch 4 Basic Water Management Project City of Roseville Reimbursement #9 and Delegation to Administrator (Nick Tomczik)
5. Anoka County Ditch 72 Branch 11 Minor Maintenance (Ashlee Ricci)
6. Redpath and Company Audit Engagement Letter (Nick Tomczik)
7. Check Register Dated January 10, 2024, in the Amount of \$74,799.18 Prepared by Redpath and Company

ITEMS FOR DISCUSSION AND INFORMATION

1. Anoka County Ditch 55 Emergency Maintenance and Coordination (Ashlee Ricci)
2. 2023 Communications & Outreach Program Accomplishments (Kendra Sommerfeld)
3. District Engineers Update and Timeline
4. Administrator Updates
5. Manager's Update

**APPROVAL OF MINUTES: DECEMBER 11, 2023 WORKSHOP;
DECEMBER 13, 2023 REGULAR MEETING**

Draft

For Consideration of Approval at the January 10, 2024 Board Meeting.
Use these minutes only for reference until that time.

RCWD BOARD OF MANAGERS WORKSHOP

Monday, December 11, 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 9:03 a.m.

2 Attendance: Board members Mike Bradley, John Waller, Jess Robertson, Marcie Weinandt, Steve
3 Wagamon

4 Absent:

5 Staff: Administrator Nick Tomczik, Public Drainage Inspector Ashlee Ricci, Permit Coordinator/Wetland
6 Specialist Patrick Hughes, Inspector Terrence Chastan-Davis (video-conference), Office Manager
7 Theresa Stasica

8 Consultants: District Engineer Chris Otterness-Houston Engineering, Inc., Ellen Hinrichs-Career
9 Enhancement Options, Inc.; Allen Johanning-Gallagher (video-conference)

10

11 Visitors:

12 Public Drainage Inspector Ricci informed the Board that District Attorney Kolb will have the Ramsey
13 County Ditch (RCD) 4 Final Order Directing the Repair and Implementing Water Management District
14 Charges Resolutions and the 12/7/2023 RCD4 Public Hearing minutes available at Wednesday's meeting.

15 **Compensation Study Process & Update**

16 Allen Johanning from Gallagher provided a presentation and update to the Board on the work they have
17 done up to now on the District job description review, market salary study, and compensation philosophy.
18 Mr. Johanning stated that when the project is finalized, Gallagher will create a detailed administrative tool
19 for implementing the recommended changes, provide a presentation to the Board on their findings and
20 recommendations, and provide training materials and a toolkit for the Administrator to use. The Board
21 discussed the process to date with staff and consultants. Administrator Tomczik stated that he thought it
22 was important for the Board to have an update on the progress to date. He stated future board workshop
23 will include draft compensation philosophy information as outlined in the presentation.

24

25 **Earned Safe and Sick Time**

26 Administrator Tomczik provided the Board with draft handbook language and notice regarding the new
27 state earned safe and sick time law that will be effective 1/1/2024. The Board reviewed and discussed the
28 materials with staff. This information will be on Wednesday's agenda for consideration.

29

30 **Permit Fee Structure Update**

31 Permit Coordinator/Wetland Specialist Hughes and District Engineer Otterness provided a review of the
 32 adopted 2022 permit fee schedule, the amount of revenue collected via permit fees in the last two years
 33 relative to the cost of permit review, and how this relates to the Board’s goal in developing the fee schedule.
 34 The Board discussed with staff the need to use this information during their review of the rules next year.
 35 The Board by consensus agreed with staff’s recommendation to continue with the application fee schedule
 36 as-is and review the data at the end of 2024. Administrator Tomczik updated the Board on the current
 37 historic review process. Staff will give a presentation on this process early in 2024.

38

39 **RCWD Draft 2024 Calendar**

40 Administrator Tomczik reviewed the calendar with the Board. The Board will take action on this item at its
 41 Wednesday meeting.

42

43 The Board took a 5-minute break.

44

45 **Administrator Updates**

46 Administrator Tomczik updates:

- 47 • Email to managers on findings and approach in considering extensions for grants, cost-share
- 48 • Program Manager training occurred through Pryor Learning and on-going
- 49 • First of year all staff will be scheduled 40hrs/weekly
- 50 • File management update - scanning paper files in office and storage project
- 51 • ACD 53/62 Main Truck Project and the City of Circle Pines’ concern regarding pond sedimentation
- 52 • ACD 10/22/32 - DNR response letter sent to Board, staff communicating with Columbus
- 53 • RCD 2, 3 & 5 - contacted MnDOT regarding potential interstate flooding shown in the District’s model
- 54 and water quality aspects
- 55 • Legislative efforts on-going regarding potential RCD 2, 3, & 5 project funding

56

57 District Engineer Otterness provided a brief update regarding the Drainage Work Group

58

59 **Administrator Review (Closed Session) 11:15 a.m.**

60 ***Motion by Manager Waller, seconded by Manager Bradely, that the Board convene into a closed***
 61 ***session to evaluate the performance of the District Administrator. The Administrator affirmed that he is***
 62 ***not requesting that the review be conducted in open session. Motion carried 5-0.***

63 Office Manager Stasica stated the zoom video meeting will end at this time (no participants) and after the
 64 conclusion of the closed session, the open session will be audio taped.

65

66 The Board reconvened in open session.

67 The Board had a ranging discussion on improved areas and where they would like to see changes in Nick’s
 68 performance and to set his salary.

69 Manager Bradley, on behalf of the Board, summarized the Board's conclusions regarding the evaluation,
70 as follows: All five members of the Board met and reviewed the seven goals previously established for the
71 administrator. The Board identified areas they would like to see changes, particularly to advising the
72 Board in a timely manner on events that are happening and affecting the District. The Board discussed
73 salary based on performance and cost of living and agreed to increase Nick's existing salary by \$6,000 less
74 than 5% which result in a salary of \$135,284.

75 ***Motion by Manager Bradley, seconded by Manager Weinandt, to adjust Nick Tomczik's salary by***
76 ***\$6,000, total salary \$135,284 effective 1/1/2024. Motion carried 3-2 (Opposed Managers Robertson***
77 ***and Waller).***

78 The workshop was adjourned at 11:53 a.m.

DRAFT

1
2 For Consideration of Approval at the January 10, Board Meeting.
3 Use these minutes only for reference until that time.
4

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS
Wednesday, December 13, 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

CALL TO ORDER

5
6
7 President Michael Bradley called the meeting to order, a quorum being present, at 6:30 p.m. He noted
8 that Manager Robertson has a previous commitment and would need to leave the meeting early, which
9 meant that the Board needed to appoint a Secretary Pro-Tem to serve in her absence.

10
11 ***Motion by Manager Waller, seconded by Manager Bradley, to appoint Manager Wagamon to serve as***
12 ***Secretary Pro-Tem in the absence of Manager Robertson. Motion carried 5-0***

ROLL CALL

13
14
15 Present: President Michael Bradley, 1st Vice-Pres. John Waller, 2nd Vice-Pres. And Secretary Pro-Tem
16 Steve Wagamon, Treasurer Marcie Weinandt, and Secretary Jess Robertson

17
18 Absent: None

19
20 Staff Present: District Administrator Nick Tomczik, Permit Coordinator/Wetland Specialist Patrick Hughes,
21 Watershed Technician/Inspector Will Roach, Lake and Stream Program Manager Matt
22 Kocian (video-conference), Water Monitoring Technician Catherine Nester, Public Drainage
23 Inspectors Ashlee Ricci and Tom Schmidt, and Office Manager Theresa Stasica

24
25 Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney
26 Chuck Holtman from Smith Partners

27
28 Visitors: Collette Adkins
29

SETTING OF THE AGENDA

30
31 President Bradley noted that a revised agenda had been distributed and asked for an explanation of what
32 had changed.
33

34 District Administrator Tomczik explained the ordering of items difference between the original agenda and
35 the revised agenda including the addition of an item regarding Earned Sick and Safe Time RCWD Notice and
36 Adoption
37

38 ***Motion by Manager Weinandt, seconded by Manager Bradley, to approve the agenda, as revised.***
39 ***Motion carried 5-0.***
40

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

42 **Minutes of the October 25, 2023 Board of Managers Regular Meeting and November 8, 2023 Regular**
43 **Meeting, and Minutes of the December 7, 2023 Ramsey County Ditch 4 Repair Report & Water**
44 **Management District Public Hearing. Motion by Manager Robertson, seconded by Manager Weinandt,**
45 ***to approve the minutes as presented. Motion carried 5-0.***
46

47 **CONSENT AGENDA**

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

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

No.	Applicant	Location	Plan Type	Recommendation
22-082	City of Roseville	Roseville	Public/Private Drainage System Wetland Alteration Floodplain Alteration	CAPROC 7 items
23-070	Blino, LLC/ VorandeSoto, LLC	Lino Lakes	Final Site Drainage Plan	CAPROC 3 items

57 ***It was moved by Manager Wagamon, and seconded by Manager Bradley, to approve the consent agenda***
58 ***as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and***
59 ***Recommendations, dated December 5, 2023. Motion carried 5-0.***

60 **PERMIT APPLICATIONS REQUIRING BOARD ACTION**

No.	Applicant	Location	Plan Type	Recommendation
21-135	Christopher Voxland	Forest Lake	Floodplain Alteration	VARIANCE REQUEST Amendment #1-APPROVAL

64 Permit Coordinator/Wetland Specialist Hughes advised that absent manager objection, he and the engineer
65 would dispense with the practice of reading through the engineer’s variance memo. He stated that the
66 applicant requests an after-the-fact variance from the floodplain alteration rule requirement to replace
67 flood storage volume for the amount of material placed within the floodplain and offered to answer any
68 questions the Board may have. The applicant’s original floodplain fill volume fell below the 100-cubic-yard
69 threshold of the District requirement, but that site conditions resulted in a fill volume of 186 cubic yards.
70 Mr. Hughes and Mr. Otterness reviewed the potential impact of this fill and advised that it is minimal.
71

72 **Variance Request**

73 ***It was moved by Manager Bradley and seconded by Manager Waller, to Approve the Variance request***
74 ***for variance application 21-135 as outlined in accordance with RCWD District Engineer’s Variance***
75 ***Technical memorandum, dated December 5, 2023. Motion carried 5-0.***

76
77 **Permit Application**

78 ***It was moved by Manager Bradley and seconded by Manager Waller, to Approve Permit 21-135 as***
79 ***outlined in the RCWD District Engineer’s Findings and Recommendations, dated December 5, 2023.***
80 ***Motion carried 5-0.***

81 **OPEN MIC/PUBLIC COMMENT**

82 Collette Adkins, 8640 Coral Sea Street NE, Blaine, stated that she has lived in this location for about 16
83 years. She explained that her property abuts a paved walking trail and wanted to discuss a problem that
84 she has observed. She stated that she likes to walk along the trail and that to her understanding, the
85 District has contracted to set traps along the creek. She stated that this year the beaver dam is about 8
86 inches high and that she observed a Conibear body gripping trap set on top of the dam in a visible location.
87 She stated that she has observed people walking their dogs off leash and children using the dam to cross
88 the creek and playing in the woods on either side of the creek. She also expressed concern about non-
89 targeted wildlife. She stated that she understands that the District needs to keep water flowing in the
90 creek, but many cities across the country have used non-lethal methods that do not result in simply killing
91 the beavers year after year. She suggested use of a large PVC pipe at the bottom of the dam which is
92 commonly referred to as a ‘beaver deceiver’ and referenced where this has been used successfully. She
93 asked the District to consider using this non-lethal method to control the beaver population.

94 Manager Wagamon asked where this had been used successfully.

95 Ms. Adkins stated that, to her knowledge, the only place in Minnesota that has used this method is the
96 Minneapolis Park and Recreation Board. She explained that she has a Master’s degree in Wildlife
97 Conservation and works as an environmental attorney for the Center for Biological Diversity, which is a
98 national non-profit organization. She stated that she has worked on reducing beaver trapping all across
99 the country and offered to send the District examples and more information and reiterated that she felt
100 there are ways to keep the water flowing without killing the beavers.

101 President Bradley stated that this is something the District should look into and stated that the District
102 clearly does not want to create a public hazard. He stated that beavers can be the bane of the District’s
103 existence and while they may never make peace with each other, if there is a way for a better and safer
104 approach, he believes the Board would be interested in considering it.

105 **ITEMS REQUIRING BOARD ACTION**

106 **1. Truth in Taxation Public Meeting**

107 District Administrator Tomczik stated this agenda item is an opportunity for the public to comment
108 on the District’s 2024 budget and levy. He explained that he has not received any additional input
109 or communication from the public.

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President Bradley asked for confirmation that the District is proposing to increase the budget to \$834,339.00, which is about \$250 more than 2023.

District Administrator Tomczik clarified that it is actually about a \$10,000 decrease from 2023, however the fund balance spending is up, so the levy does have an increase.

President Bradley stated that he believes the levy has an increase of about 6%. He observed that there was no one present for this item and asked if there was anyone online that wished to address the Board.

There were no public comments.

2. Affirming Certification of 2024 Tax Levy and Budget

Motion by Manager Weinandt, seconded by Manager Bradley, to affirm Resolution 2023-09 adopting the 2024 budget and directing certification of the 2024 tax levy, and to notify Anoka County, Hennepin County, Ramsey County, and Washington County. Motion carried 5-0.

Manager Robertson left the meeting.

3. Lower Rice Creek Stabilization Repair Minnesota Native Landscape Payment

Lake and Stream Program Manager Kocian gave an overview of the Lower Rice Creek Stabilization Project inspection in early 2023 where they found that one of the thirteen sites required repair. He stated that the Board had approved a contract in August of 2023 with Minnesota Native Landscapes, Inc. to conduct the repair work. He explained that staff and the consulting engineer, Emmons and Olivier Resources, were happy with their work and recommended payment.

Motion by Manager Waller, seconded by Manager Weinandt, to approve payment of \$24,070.00 to Minnesota Native Landscapes, Inc, for repair work on Lower Rice Creek.

Manager Waller asked if there was a reason that they had not selected the original contractor for this repair work.

Lake and Stream Program Manager Kocian explained that the original contractor was Barr Engineering and the particular engineer that did the design and much of the field work was based in Duluth, so because this was a relatively small project, they wanted to have someone local for contractor oversight.

Manager Waller stated that he can recall touring this area and remembers some portion being quite wild and many people like the public trail to be more manicured. He asked if the District

151 would be doing any work on the rest of the curves in the area that may need some help with
152 stabilization and if so, when they should do that work.

153
154 Lake and Stream Program Manager Kocian stated that the project here targeted an area with a
155 high concentration of banks that required repair, but there are some additional places where they
156 can do stream bank stabilization throughout the area. He stated that they do not have any
157 concrete plans to initiate any large projects, but thinks it would be appropriate to pick off a few of
158 the higher priority projects one by one.

159
160 Manager Weinandt clarified that original project grant funding came from the Clean Water Fund.

161
162 ***Motion carried 4-0.***

163
164 **4. WISKI Monitoring Database Software**

165 Lake and Stream Program Manager Kocian explained that they were seeking approval for the
166 purchase of a new monitoring database program called WISKI. He noted that a move to a new
167 water quality database has been a long time coming and noted that their current system works but
168 it is 'aging'. He explained that many other watershed districts and WMOs around the Twin Cities
169 have already been moving to this new database and the reports are coming back from them that
170 this new system works quite well.

171
172 Water Monitoring Technician Nester gave an overview of the Water Information System by Kisters, which
173 is referred to as 'WISKI'. She reviewed the current problems with the database and how the WISKI
174 database could help and reiterated that there are many other similar organizations that have already begun
175 utilizing this software including Met Council, MPCA, and the DNR. She stated that if this was approved, the
176 plan would be to set up the system and conduct training over the winter months. She noted that Coon
177 Creek Watershed District is also in the process of adopting this software and there have been conversations
178 with them about the possibility of having joint training which means they could share the costs as well. She
179 explained that the goal would be to have the new system up and running and ready to go for the 2024 data
180 collection.

181
182 ***Motion by Manager Waller, seconded by Manager Bradley, to authorize the Administrator***
183 ***execute a purchase agreement with Kisters North America, Inc., in an amount not to exceed***
184 ***\$33,000.00, along with an additional 10% contingency fund, if necessary.***

185
186 Manager Waller stated that he was looking forward to the efficiencies that this software will help
187 create in their database but wanted to acknowledge that he still really liked paper.

188
189 Manager Wagamon stated that he thinks everything about this proposal makes sense to him and
190 does not see a downside to this choice.

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Motion carried 4-0.

5. Ramsey County Ditch (RCD) 4 Final Order Directing the Repair and Implementing Water Management District Charges

Public Drainage Inspector Ricci stated the Final Order had been placed on the dais at tonight’s meeting. She explained that it included the comments that were received from three different landowners and stated that it was fairly straight forward with nothing that should impact the proposed repair and WMD charge. She explained that there was also a second request included in the information she shared prior to the meeting for a Task Order for HEI to continue to move forward to plan designs.

Motion by Manager Bradley, seconded by Manager Waller to reconvene the RCD 4 Public Hearing regarding repair. Motion carried 4-0.

Manager Waller confirmed that Public Drainage Inspector Ricci had stated that the District had not received any additional information or input since the initial public hearing.

Public Drainage Inspector Ricci stated that she had not gotten any additional written comments.

Motion by Manager Weinandt, seconded by Manager Wagamon, to adopt Resolution 2023-12: Final Findings and Order Directing the Repair of Ramsey County Ditch 4 and Implementing Water Management District Charges

Therefore, the RCWD Board of Managers makes the following:

ORDER

- A. The Board of Managers orders implementation of the repair of RCD 4 consistent with the engineer’s recommended repair, contained in the Technical Memorandum, as amended, dated July 13, 2023, and consistent with the capital improvement program contained in the District’s Watershed Management Plan.
- B. The Board of Managers orders the allocation of costs for the repair of RCD 4 in a manner consistent with the recommendation contained in the Technical Memorandum, dated October 31, 2023.
- C. The Board of Managers approves imposition of Water Management District Charges for the repair of RCD 4 as defined in the Watershed Management Plan and as outlined in the Technical Memorandum, dated October 31, 2023. A copy of the charge breakdown by parcel is attached hereto.

230 D. The Board of Managers directs its administrator to coordinate and take all subsequent
 231 actions necessary for implementation of the repair in a manner consistent and compliant
 232 with existing law. The Board reserves to itself, however, all subsequent actions required by
 233 law to proceed upon Board approval.

234 E. The Board of Managers further authorizes expenditures for the repair of RCD 4 and the
 235 collection of revenues consistent with this order.

236 **ROLL CALL:**

237 **President Bradley – Aye**

238 **Manager Robertson – Absent**

239 **Manager Wagamon – Aye**

240 **Manager Waller – Aye**

241 **Manager Weinandt – Aye**

242 **Motion carried 4-0.**

243

244 **Motion by Manager Weinandt, seconded by Manager Wagamon, to Approve Houston**
 245 **Engineering Task Order 2023-014, as presented. Motion carried 4-0.**

246

247 President Bradley closed the public hearing and reconvened the Regular Board meeting.

248

249 **6. 2024 Rice Creek Watershed District Board Calendar**

250 District Administrator Tomczik reviewed the Board calendar for 2024.

251

252 **Motion by Manager Wagamon, seconded by Manager Weinandt, to approve the 2024 calendar,**
 253 **as presented. Motion carried 4-0.**

254

255 **7. 2023 Comprehensive Wetland Protection and Management Plan (CWPMP) Report -HEI Task Order**

256 Permit Coordinator/Wetland Specialist Hughes explained that the District has 5 CWPMPs and noted
 257 that each year, Houston Engineering compiles information about the activities within these areas.

258

259 Manager Wagamon asked if there were plans to make changes to the CWPMPs.

260

261 Permit Coordinator/Wetland Specialist Hughes stated that this was just to compile the report and
 262 not to change the rules.

263

264 **Motion by Manager Wagamon, seconded by Manager Waller, to authorize the Board President**
 265 **to execute the HEI Task Order 2023-015 to prepare the 2023 CWPMP Annual Monitoring Report**
 266 **in an amount not to exceed \$17,000.**

267

268 Manager Waller asked if the District had to submit a report to BWSR because the District was still
 269 the local unit of government for the Wetland Conservation Act in these cities. He stated that, if

270 that was the case, and the cities became the local unit of government, if they would then be
271 responsible for submitting this report rather than the District.

272
273 Permit Coordinator/Wetland Specialist Hughes stated that the District is the local government unit
274 that administers the Wetland Conservation Act, so it is its obligation to provide those reports to
275 BWSR. He stated that if a municipality in the District became the authority, he believes that the
276 CWPMP would not necessarily remain in effect and the municipality would have to get some sort of
277 approval for a similar CWPMP.

278
279 Manager Waller asked how the District could offer the municipalities a carrot in order for them to
280 be in charge of their plans and free up some of the District resources.

281
282 Permit Coordinator/Wetland Specialist Hughes stated that these typically do not follow political
283 boundaries and are typically based on drainage area, so he would offer that it would be simpler for
284 the District to administer its own plan and submit the report on it.

285
286 Manager Waller stated that he thought each City had its own plan and did not think there was a
287 District plan. He asked staff to think about this possibility and take a look to see if there may be
288 areas of additional proficiencies that could be achieved by making a change.

289
290 District Administrator Tomczik stated that he finds the efficiency lies in managing the resources
291 through a watershed district approach and noted that the District is currently the LGU. He stated
292 that it would be up to the various communities to decide if they would like to venture into
293 administration but noted that he suspects costs, staffing, and primary focus may be an issue. He
294 shared some history behind the CWPMPs and the District's regulatory role.

295
296 ***Motion carried 4-0.***

297
298 **8. City of Fridley 2021 East Moore Lake Enhancement Project Cost Share Extension Request**

299 Technician Will Roach stated that the City of Fridley has requested a one year extension for the East
300 Moore Lake Enhancement project. He noted that this project had received cost-share approval in
301 2021 and explained that Fridley has completed the work but is still waiting for power to be brought
302 to the site for the system start up and testing. He stated that the original agreement expired on
303 November 30, 2023, so the City is requesting this extension while it gets the last bit of work
304 completed.

305
306 ***Motion by Manager Weinandt, seconded by Manager Bradley, to amend the 2021 cost-share***
307 ***agreement between Rice Creek Watershed District and the City of Fridley by amending the***
308 ***expiration date to November 28, 2024, and delegate signature authority of the extension memo***
309 ***to the District Administrator. Motion carried 4-0.***

310

311 **9. Jacon, LLC Partial Pay Request #1 Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project**
 312 Public Drainage Inspector Ricci reviewed the first partial pay request from Jacon for repair of Anoka-
 313 Washington JD3, branches 1, 2, and 4 project. She explained that this would cover mobilization, tree
 314 removal, and some excavation work. She noted that this has been inspected and reviewed by the
 315 District Engineer.

316
 317 ***Motion by Manager Waller, seconded by Manager Bradley, to approve JACON LLC’s pay request***
 318 ***#1 as submitted and certified by the District Engineer and directs staff to issue a payment in the***
 319 ***amount of \$68,194.04. Motion carried 4-0.***

320
 321 Public Drainage Inspector Ricci stated that they have completed almost all of the work on Branch 2
 322 and have begun excavation on Branch 1 with the majority of the tree work already completed. She
 323 noted that they have had unforeseen issues arise and explained that staff believes that the costs
 324 will exceed the 10% contingency. She stated that staff intends to bring back additional information
 325 at the January Board meeting along with a request for additional contingency funds.

326
 327 Manager Weinandt asked if the weather conditions have been favorable for the project.

328
 329 Public Drainage Inspector Ricci explained that they have not because the ground is very soft and
 330 ‘peaty’. She stated that they were hoping for very cold temperatures in order to form a crust and
 331 frost layer to help support the equipment. She stated that because of the warm temperatures the
 332 work moves along more slowly because they need to use mats in order to access the area and also
 333 need to use smaller pieces of equipment to ensure they remain stable. She stated that ideal
 334 conditions would be cold without snow. She noted that they were planning to move over to Branch
 335 4 in the new year and staff is working on keeping those nearby residential neighborhoods updated
 336 on the plans.

337
 338 **10. Anoka County Ditch 53-62 Main Trunk Repair Project Complete & US Sitework, Inc. Final Pay**
 339 **Request**

340 Public Drainage Inspector Ricci explained that payment request for ACD 53-62 and noted that this
 341 was the 9th and final pay request. She explained that the contractor had submitted documentation
 342 for close-out of the project and staff considers it complete. She noted that costs of the repair will
 343 be allocated between the WMD at 60% and the District (ad valorem) at 40%.

344
 345 District Engineer Otterness gave a brief presentation outlining the wrap-up of the Anoka County Ditch
 346 53-62 Main Trunk Repair Project. He noted that the District was very happy with the work done by U.S.
 347 SiteWorks and their collaboration with the District in these efforts. He noted that there has been
 348 continuous engagement with the public during this project. He reviewed details within the contract and
 349 explained that they were still working on collecting funds from the City of Circle Pines for this project. He
 350 suggested that, in the future, for this type of repair project where there is a city financial contribution, that
 351 the District clarify the city’s responsibility in writing before the project is started. He reviewed the type of
 352 work completed, project challenges including channel stability, guy wire relocation, plastic debris, and slope

353 failure. The Board discussed the importance of the contractors using the most appropriate equipment to
354 complete the projects.

355
356 District Engineer Otterness shared photos of the project area before and after completion. He discussed
357 the slope vegetation and stability, standing water levels in the ditch before and after the project, and site
358 access. He stated that this project was just the initial step in the overall process of maintaining the drainage
359 system. He noted that in addition to mowing and spraying, it will need to be inspected on a regular basis.
360 He explained that the state requires that the timespan between an inspection on any given system is a
361 maximum of every 5 years.

362
363 ***Motion by Manager Wagamon, seconded by Manager Bradley, to approve US Sitework, Inc.’s final***
364 ***pay request as submitted and certified by the District Engineer and directs staff to issue a payment***
365 ***in the amount of \$22,588.40. Motion carried 4-0.***
366

367 **11. Earned Sick and Safe Time RCWD Notice and Adoption**

368 District Administrator Tomczik stated that the material for this agenda item had been passed out to
369 the Board just prior to the meeting and noted that the Board had also discussed it at the recent
370 Board workshop meeting. He explained that the State has adopted a new Earned Sick and Safe
371 Time (ESST) law that will be effective January 1, 2024 which requires the District Employee
372 Handbook to adjust some language in order to comply with the State’s new law. He reviewed
373 some of the administrative actions that will need to be taken when this is approved.

374
375 ***Motion by Manager Waller, seconded by Manager Weinandt, to approve implementation of ESST***
376 ***by incorporation into the District employee handbook, including any non-material changes on***
377 ***advice of counsel.***

378
379 Manager Waller asked District Attorney Holtman if the Board would be able to meet the legal
380 timeline for approval on this item since it has to be in effect by January 2, 2024. He referenced the
381 language ‘non-material changes on the advice of counsel’.

382
383 District Attorney Holtman stated that the changes will be effective by the legal deadline and that
384 the referenced language simply refers to any final formatting or clarity issues.

385
386 ***Motion carried 4-0.***

387
388 **12. December 27, 2023 Check Register – Resolution Authorizing Treasurer Approval**

389 District Administrator Tomczik reminded the Board that they will not meet again in the month of
390 December and this item authorizes payment for the December check register.

391
392 ***Motion by Manager Bradley, seconded by Manager Wagamon, to adopt Resolution 2023-13***
393 ***Authorization For Payment Of December 2023 Check Register***

394 **THEREFORE BE IT RESOLVED** that the Board of Managers authorize the District Treasurer to review
395 and approve payment of the December 27, 2023 check register in an amount not to exceed
396 \$400,000 for operating expenses, and \$575,000 surety returns.

397

ROLL CALL:

398

President Bradley – Aye

399

Manager Robertson – Absent

400

Manager Wagamon – Aye

401

Manager Waller – Aye

402

Manager Weinandt – Aye

403

Motion carried 4-0.

404

405

406 **13. Check Register Dated December 14, 2022, in the Amount of \$212,142.86 Prepared by Redpath and**
407 **Company**

407

Motion by Manager Weinandt, seconded by Manager Bradley, to approve check register dated
408 ***December 13, 2023, in the Amount of 168,229.35, as prepared by Redpath and Company. Motion***
409 ***carried 4-0.***

408

409

410

411

ITEMS FOR DISCUSSION AND INFORMATION

412

1. District Engineer Update and Timeline

413

President Bradley noted that he found this update and timeline information helpful, especially the
414 bar graphs.

414

415

416

District Administrator Tomczik asked District Engineer Otterness if he had any initial comments on
417 the beaver trapping situation that was raised earlier in the meeting.

417

418

419

District Engineer Otterness stated RCWD staff and engineer have dealt with the issue and concerns
420 similar to those raised this evening. He stated that there have been a number of devices that
421 people have used to try to discourage beavers from clogging culverts and noted that if a culvert is
422 put in, it tends to increase the negative effects of beaver activity. He stated that he does think is
423 a good idea for the District to stay on top of new devices and trends to manage beaver activity. He
424 noted that he does believe there are alternative practices that can be tried in certain locations, but
425 felt that in this specific location, installing a small pipe, as suggested, would diminish the drainage
426 function rather than help it. He stated that he would advocate for continued education
427 surrounding beaver management and noted that this is a state-wide issue.

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Manager Waller stated that he would agree that installing a culvert would only encourage the
430 beavers to build their dam higher and wider. He stated that can also create problems because the
431 public begins to expect that the dam is allowed to stay there which could be a real danger to flooding
432 and for the actual capacity of the ditch. He stated that he felt that sometimes the well-meaning
433 devices just cannot provide the capacity needed for that ditch.

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President Bradley agreed and noted that he felt the traps should be placed somewhere that is not so accessible to the public.

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439

Manager Wagamon stated that while he was not a huge fan of beavers, he feels the Board should take a look at some of the alternate approaches. He noted that last year they were trapping beaver in his ditch and caught 2 otters instead of 2 beavers, which troubled him. He explained that he felt there were downsides to the traps and noted that he did not think there was an easy answer for this issue.

440

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Manager Waller noted that he was not opposed to considering alternative approaches, but cautioned that he wanted to be protective of the overall capacity of the drainage system.

446

447

448

Public Drainage Inspector Ricci stated that the trap referenced by Ms. Adkins earlier in the meeting was not placed by the District or a District contractor. She stated that staff works very closely with the trappers and are very selective to ensure that they are as safe as possible, which includes making sure they are not visible to the public. She said that staff has seen an uptick in private trapping and by landowners. She stated that she does not know whose trap was referenced earlier tonight, but she can confidently say that it was not the District's trap. She noted that she was able to catch Manager Robertson as she was leaving to explain this to her as well. She stated that staff is open to considering non-lethal options and explained that she would be reaching out to Ms. Adkins to get more information on what she has seen in her work.

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2. Staff Reports

Manager Weinandt reiterated her comments from prior meetings about how much she enjoys receiving these staff reports.

459

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462

3. December/January Calendar

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464

4. Administrator Updates

District Administrator Tomczik gave a brief update on the proposed legal watershed boundary revision. He noted that the District has been working with the DNR on ACD 10-22-32. He stated that Columbus will have a workshop meeting in January and noted that he and District Engineer Otterness will plan to attend and noted the DNR request for a site visit on the 137th Street culvert. He stated that they plan to bring back additional information to the Board as they have it. He stated that the League of Minnesota Cities property casualty premium annual payment was due and noted that it had increased a bit from last year.

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5. Managers Update

Manager Waller attended the Washington County Consortium meeting and highlighted the presentation made by the District regarding Climate Change. He also attended the legislative committee meeting on water where they are still talking about the nitrate problem in SE Minnesota.

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Manager Weinandt noted that she was online with Redpath and Associates yesterday to begin preparation for the 2023 audit.

479

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481

President Bradley stated that there was an excellent meeting with Senator Mary Kunesh earlier today and explained that she had agreed to be an author for the District's efforts to secure funding for RCD 2, 3, 5 projects. He reviewed some of the other individuals they have reached out to regarding this issue.

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ADJOURNMENT

487

Motion by Manager Waller, seconded by Manager Wagamon, to adjourn the meeting at 8:28 p.m.

488

Motion carried 4-0.

489

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
23-075	Washington County	Forest Lake	Final Site Drainage Plan Street & Utility Plan Wetland Alteration	CAPROC 3 items
23-076	Washington County	Mahtomedi	Final Site Drainage Plan Street & Utility 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 January 2, 2024.

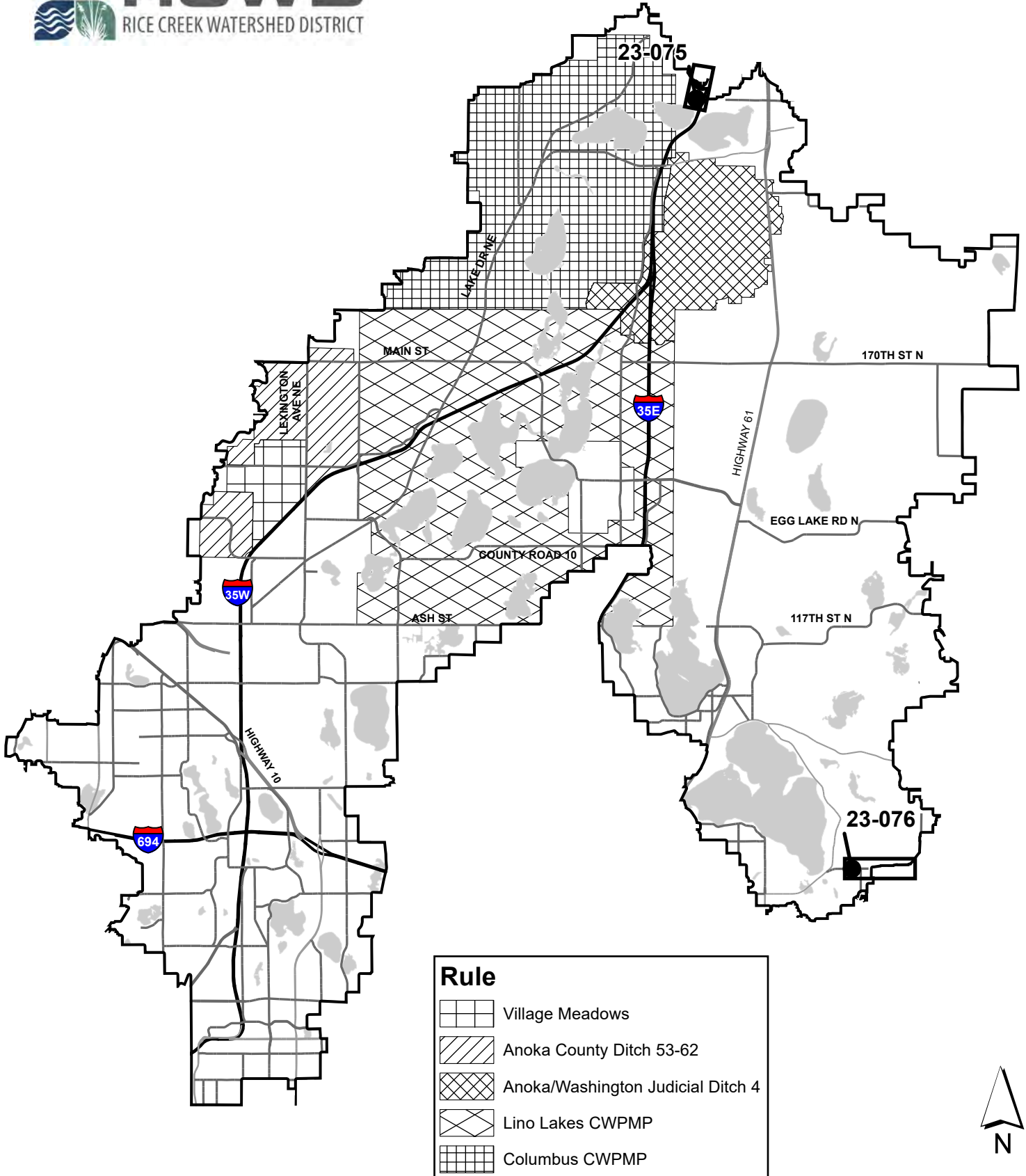
**RICE CREEK WATERSHED DISTRICT
CONSENT AGENDA**






January 10, 2024

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 January 2, 2024.

TABLE OF CONTENTS

Permit Application Number	Applicant	Page	Recommendation
Permit Location Map		22	
23-075	Washington County	23	CAPROC 3 items
23-076	Washington County	29	CAPROC 7 items



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: 23-075
Permit Application Name: Washington County CSAH 33 (Everton Avenue) Improvement Project

Applicant/Landowner:

Washington County
Attn: Ryan Hoefs
11660 Myeron Road North
Stillwater, MN 55082
Ph: 651-430-4314
Ryan.Hoefs@co.washington.mn.us

Permit Contact:

Alliant Engineering
Attn: Steve Weser
733 South Marquette Ave STE 700
Minneapolis, MN 55402
Ph: 612-767-9347
sweser@alliant-inc.com

Project Name: Washington County CSAH 33 (Everton Avenue) Improvement Project

Purpose: FSD – Final Site Drainage, S&UC – Street & Utility Plan, WA – Wetland Alteration; Full reconstruction of CSAH 33 from 500 feet north of 220th St to Broadway Ave. Construction of bituminous trail along Everton Avenue between 220th St and CSAH 2 and along 220th Street/11th Ave from Everton Ave to I35.

Site Size: 1,700± L.F. / 5.79 ± acres of disturbed area; existing and proposed impervious areas are 1.65 ± acres and 1.79 ± acres, respectively.

Location: CSAH 33 (Everton Avenue) between CSAH 2 (W Broadway Avenue) and 11th Ave SW (220th St N) in Forest Lake, MN, Forest Lake

T-R-S: SW ¼, Section 07, T32N, R21W

District Rule: C, D, F

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:
 - (e) Ensure temporary erosion and sediment control measure of construction entrance is used.
 - (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

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.
3. 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. A public permittee may meet the perpetual maintenance obligation by executing a programmatic or project-specific maintenance agreement with the District. A draft document should be submitted to the District for consideration prior to execution. (The agreement process requires submittal of the final original signed agreement to the District. If the applicant needs an original of the signed agreement, then two endorsed final agreements should be submitted.

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.
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 272 sheets dated 10-17-2024 and received 11-15-2023.
2. Permit application, dated 11-15-2023 and received 11-15-2023.
3. Stormwater Calculations, dated 12-12-2023 and received 12-13-2023, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, soil boring logs (dated 6-24-2020).
4. Stormwater Calculations, dated 10-04-2023 and received 11-15-2023, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, soil boring logs (dated 6-24-2020).
5. Email from Bolton & Menk regarding wetland approval, received 12-04-2023.
6. Wetland permit application, signed 08-24-2023 and received 12-04-2023.
7. Signed Attachment E, executed 11-15-2023 and received 12-04-2023.
8. Review files 20-089R and 20-046R.

Findings:

1. Description – The project proposes to reconstruct CSAH 33 (Everton Avenue) and the intersection of CSAH 33 and 19th street and improve stormwater and pedestrian access and safety. The project spans jurisdictional boundaries for Rice Creek Watershed District and the Comfort Lake Forest Lake Watershed District. The findings refer only to the portion of the project within the RCWD legal boundary; the applicant must comply with the RCWD Rules within the legal boundary of the District, and we refer the applicant to the Comfort Lake Forest Lake for work within that jurisdiction. The project will increase the impervious area from 1.65± acres to 1.79± acres and disturb 5.79± acres overall. Drainage patterns will mostly remain the same, with the only exception being on the southwest corner of CSAH 33 and 19th St SW where 0.66± acres that previously drained west will be rerouted to drain east and into a new BMP which will drain south to an existing BMP at the northeast corner of 220th St and CSAH 33. The applicant is a public entity and therefore is not charged an application fee.

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

BMP Description	Location	NURP requirement	Volume provided	EOF
Proposed Wet (NURP) Pond 33b	Southwest of Morries	32,234± cubic feet of dead storage.	32,670± cubic feet of dead storage.	907.5±
Existing Wet (NURP) Pond (XP-1)	Southeast section of RCWD drainage area	34,543± cubic feet of dead storage.	37,976± cubic feet of dead storage.	898.2±

Soils on site are primarily HSG B silty sands (SM) with underlying HSG D clayey sands (SC) and sandy lean clay (CL). Thus, infiltration is not considered feasible and NURP ponds are acceptable to meet water quality and rate control requirements. Per Rule C.6(c)(1), the Water Quality requirement is 0.50-inches over the new/reconstructed area (1.79± acres), however NURP sizing criteria governs.

The pond sizing, and outlets and overflows are consistent with the design criteria of Rule C.9(d). The applicant has treated 93% of the project area. Additional TSS removal is not practicable. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(d).

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
West to 19 th Street SW	1.7	1.5	12.1	12	17.1	16.9
South across 200 th Street NE	5.1	5.0	6.6	6.6	32.6	30.0
Wetland west of CSAH 33	1.4	0.5	3.3	1.8	13.2	7.5
Wetland east of CSAH 33	0.2	0.0	0.7	0.0	2.1	0.0
Totals	8.4	7.0	22.7	20.4	65.0	54.4

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

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

3. Wetlands – Wetlands were delineated under review file 20-046R. As identified above, the project falls within both Rice Creek Watershed District (RCWD) and Comfort Lake Forest Lake Watershed District (CLFLWD). In an effort to efficiently and effectively regulate the project, RCWD waived LGU authority for the boundary/type application to the City of Forest Lake (the WCA LGU for the portions of the city within CLFLWD), as majority of the regulated wetlands are within CLFLWD. The city issued a notice of decision on 08-28-2020.

The applicant submitted a joint application to the City of Forest Lake for proposed wetland impacts and requesting qualification for the Local Government Road Wetland Replacement Program (LGRWRP) on 09-15-2023. The proposed project includes permanent wetland impact to four wetlands, one of which is within RCWD. A notice for comment email for the LGRWRP application was sent by the City of Forest Lake on 09-15-2023, however, RCWD was not included on the email and was not involved in the review process. The TEP concurred with the project applicability, and the

TEP signed Attachment E on 11-14-2023. Despite not being included in the review, RCWD is confident in the TEP's findings.

In total, the project will permanently impact 1.02 acres of wetland and will also include 0.37 acres of temporary wetland impact for construction activities.

4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence, inlet protection, and rip rap. The project disturbs more than 1 acre; an NPDES permit is required. The SWPPP is located on plan sheets 134-136. 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 Mud Lake 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 execute an agreement with the RCWD for the maintenance of the stormwater facilities.
9. Previous Permit Information – 20-046R has WCA notice of decision and 20-089R is preapplication information.

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



1/02/2024

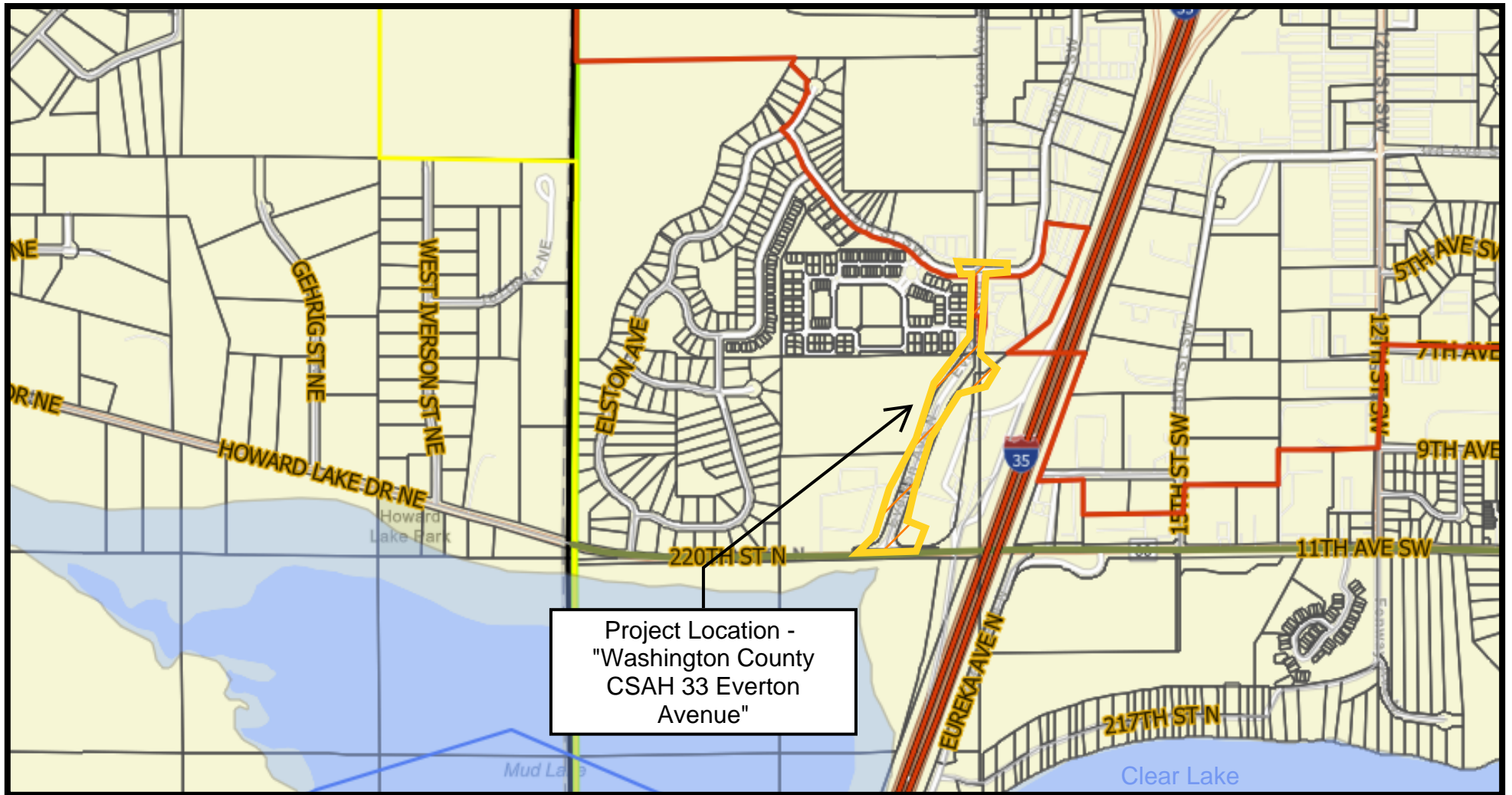
Nathaniel Baeumler

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.



01/02/2024

Katherine MacDonald, MN Reg. No 44590




Project Location -
"Washington County
CSAH 33 Everton
Avenue"

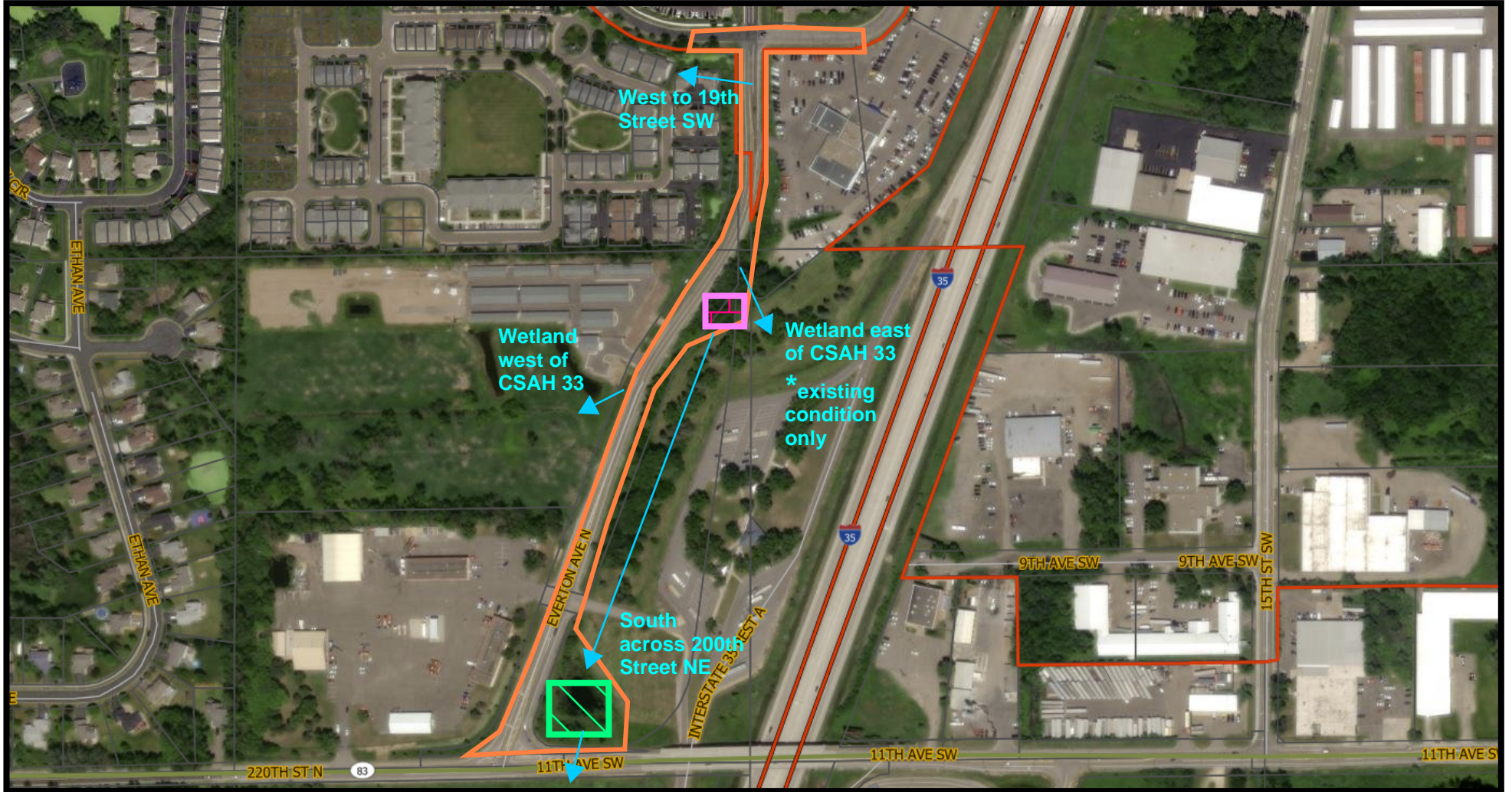
Legend

 District Boundary

 Project Location

 Public Waterway





Legend

- District Boundary
- Existing NURP Pond
- Proposed NURP Pond
- Project Location
- ➔ Drainage Arrow





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:

23-076

Permit Application Name:

CSAH 12 Improvements Project

Applicant/Landowner:

Washington Country
Attn: Eden Rogers
11660 Myeron Rd North
Stillwater, MN 55082
Ph: 651-430-4352
eden.rogers@co.washington.mn.us

Permit Contact:

Bolton and Menk, Inc.
Attn: Dominic DiVita
3507 High Point Drive North Bldg. 1 STE E130
Oakdale, MN 55128
Ph: 651-318-5045
Dominic.DiVita@bolton-menk.com

Bolton and Menk, Inc.
Attn: Roberta Cronquist
12224 Nicollet Avenue
Burnsville, MN 55337
Roberta.Cronquist@bolton-menk.com

Bolton and Menk, Inc.
Attn: John Perkins
12224 Nicollet Avenue
Burnsville, MN 55337
Ph: 952-890-0509
John.perkins@bolton-menk.com

Bolton and Menk, Inc.
Attn: Foster Otten
foster.otten@bolton-menk.com

Project Name: CSAH 12 Improvements Project

Purpose: FSD – Final Site Drainage, S&UC – Street & Utility Plan; Roadway improvements including grading, aggregate base, bituminous pavement, concrete curb and gutter, ADA improvements, and signals.

Site Size: 0.9 miles of roadway improvements / 8.59 ± acres of disturbed area; existing and proposed impervious areas are 5.52 ± acres and 5.24 ± acres, respectively

Location: CSAH 12 from 250 feet west of East Ave. to 650 feet east of Kimbro Ave (2.935 miles). Mahtomedi, MN

T-R-S: Sections 28, 29, T30N, R21W

District Rule: C, D

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 C - Stormwater

1. Per C.6(e) for all untreated surfaces, TSS must be removed to the maximum extent practicable. Either add sump catch basins or indicate why it is not practicable.
2. Applicant to provide additional tie-in detail to the filtration basin to ensure that there is adequate separation from the existing topography (to the east) and to ensure that there are no additional wetland impacts.

Rule D – Erosion and Sediment Control

3. 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).
4. Applicant must provide a rock construction entrance or equivalent measure.

Administrative

5. Submit the permit application with the signature of the successful bidder to the District.
6. 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.
7. A public permittee may meet the perpetual maintenance obligation by executing a programmatic or project-specific maintenance agreement with the District. A draft document should be submitted to the District for consideration prior to execution. (The agreement process requires submittal of the final original signed agreement to the District. If the applicant needs an original of the signed agreement, then two endorsed final agreements should be submitted.)

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.

Exhibits:

1. Updated plan set pages 128 – 143, dated and received 12-18-2023.
2. Partial plan set containing 87 sheets dated and received 11-16-2023.
3. Stormwater Calculations, dated and received 11-16-2023, containing narrative, drainage maps, geotechnical evaluation report (dated 1-31-2018), HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
4. Revised stormwater calculations, dated and received 12-18-2023 containing narrative and the HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
5. Review file CSAH 12 Phase 2 23-200R

Findings:

1. Description – The project proposes roadway construction and drainage improvements within portions of the City of Mahtomedi and the City of Grant, MN along CSAH 12. The project extends into the Valley Branch Watershed District (VBWD). The findings refer only to the portion of the project within the RCWD legal boundary; the applicant must comply with the RCWD Rules within the legal boundary of the District, and we refer the applicant to the VBWD for work within that jurisdiction. Within the District, the project will decrease the impervious area from 5.52± acres to 5.24± acres and disturb 8.59± acres overall over approximately 0.9± miles. The site drains west through CSAH 12 storm sewer to Washington Lake. Drainage patterns are unchanged. The applicant is a public entity and therefore is not charged an application fee.
2. Stormwater – The applicant is proposing the BMP as described below for the project:

Proposed BMP Description	Location	Pretreatment	Volume provided	EOF
Filtration Basin	south of CSAH 12 east of Hilton Trail	Forebay	16,812± cubic feet below the outlet	1009±

Soils on site are primarily HSG A consisting of sandy soils, however the presence of the adjacent wetland indicates high groundwater. Thus, infiltration is not considered feasible and filtration is acceptable to meet the water quality requirement. Per Rule C.6(c)(2), the Water Quality requirement is 0.5-inches over the new/reconstructed area (6.06± acres) for a total requirement of 10,999± cubic feet.

Adequate pre-treatment has been provided. Drawdown is expected within 48-hours using an appropriate rate of 0.45 inches per hour. A clay liner will be added under the filter media to keep provide separation from groundwater. There will be a minimum of 12-inches of sand provided above the drain tile. The applicant has treated 59.4% of the existing project area. Applicant must address TSS removal per Recommendation 1. 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
CSAH Storm Sewer	24.3	24.3	48.3	48.3	107.7	107.6
Hilton Trail	0.3	0.0	0.6	0.0	1.2	0.0
Totals	24.6	24.3	48.9	48.3	108.9	107.6

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

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

3. Wetlands – Wetlands for the portion of the project within RCWD were delineated under review file 23-200R. A boundary decision was issued on 11-02-2023 and remains valid at the time of this application. No wetland impacts are proposed for the project.

A wetland delineation covering a greater area, including wetlands in VBWD, was submitted under 17-131R. The application was noticed and a field review was completed, but the application was withdrawn and never approved.
4. Floodplain – The site is not in a regulatory floodplain.

5. Erosion Control – Proposed erosion control methods include storm drain inlet protection, silt fence along wetland areas, riprap at storm drain outlets, and turf restoration. The project disturbs more than 1 acre; an NPDES permit is required. The SWPPP is located on plan sheets 56-68. 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 does not flow to a nutrient impaired water (within 1 mile).
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 execute an agreement with the RCWD for the maintenance of the stormwater facilities.
9. Previous Permit Information – This project is Phase 2 of CSAH 12 so there are a few prior permits. CSAH Phase 1 (18-125), CSAH 12 Phase 2 delineation (23-200R), and the pre-application (23-180R).

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

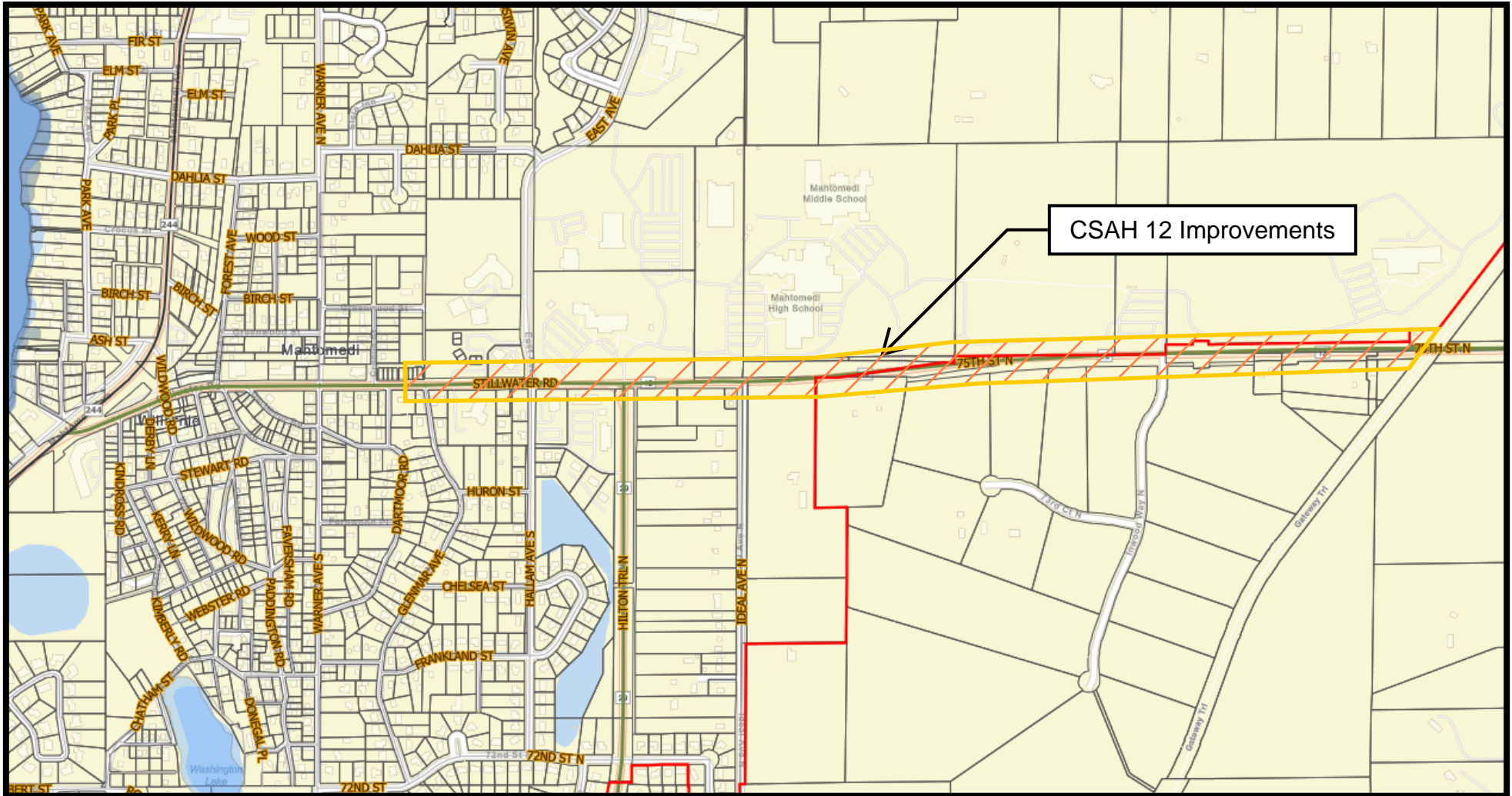
 1-2-2024

Rachel Glatt, 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.

 1-2-2024

Katherine MacDonald, MN Reg. No 44590



Legend






 District Boundary

 Project Location





Legend

-  District Boundary
-  Filtration Basin
-  Pretreatment
-  Project Location
-  Drainage Arrow



ITEMS REQUIRING BOARD ACTION

1. RCWD Board Election of Officers (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District



Date: January 3, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: RCWD Board Election of Officers

Introduction

Annually the RCWD Board must elect its officers.

Background

The District Board By-Laws, Article V, direct the election of officers each calendar year “...on or before the first regularly scheduled meeting in February...”. The officer term is one-year unless re-elected. The officers are President, First Vice-President, Second Vice-President, Secretary and Treasurer. The duties of each officer’s position are captured in the Bylaw Article V attachment.

The following is a parliamentary refresher:

- A manager, with a second, may move a slate of officers. If no manager objects, the slate may be voted on. However, any manager may request that each office be voted on individually, no second or vote is required.
- If election does not proceed by slate, the order of elections should be president, treasurer, secretary, vice president.
- A nomination may be made by any manager. There is not the need for a motion, second, or vote. The nominated manager may refuse the nomination or accept it. Once nominations cease, the chair should confirm that there are no more nominations and close the nominations. Again, there is no vote on closing nominations.
- Votes are to be public, voice.

Staff Recommendation

Staff recommend managers consider officer positions and act.

Attachment

RCWD Board Bylaw Article V Sections 1-4

ARTICLE V. - OFFICERS AND BOARD

Section 1. ELECTION of OFFICERS: The following officers shall be elected each calendar year on or before the first regularly scheduled meeting in February: President, First Vice-President, Second Vice-President, Secretary and Treasurer. Terms are for one-year unless re-elected.

Section 2. OFFICER VACANCIES: MS 103D.315 Subd. 3: *“The managers must fill vacancies occurring in the officers’ positions.”*

Section 3. TEMPORARY APPOINTMENTS OF OFFICERS: The Board may appoint a Board member as officer pro tem if an officer is absent or disabled and action by that officer is required.

Section 4. DUTIES OF OFFICERS:

- (a) **President:** The President shall preside at all meetings of the Board of Managers. The President shall serve under the supervision and direction of the Board and shall see that all orders and resolutions of the Board are carried into effect. The President shall execute all contracts or instruments requiring an officer’s signature, unless otherwise directed by the Board, and shall have the general powers and duties usually vested in the office of President of the Board and shall have such other powers and perform such other duties as the Board may from time to time prescribe.
- (b) **First Vice-President:** In the absence of the President at a regularly held RCWD meeting, the First Vice-President shall preside at the meeting. The First Vice-President shall exercise and perform the authorities and duties of the President in the event of the latter’s absence, death, disqualification, or incapacity until the RCWD Board of Managers elect a new President. The First Vice-President shall exercise and perform such other authorities and duties as may be prescribed or limited from time to time by the Board of Managers.
- (c) **Second Vice-President:** In the absence of the President and the First Vice-President, the Second Vice-President shall preside at any regularly held RCWD meeting. The Second Vice-President shall exercise and perform such other authorities and duties as may be prescribed or limited from time to time by the Board of Managers.
- (d) **Secretary:** The Secretary shall cause to be recorded all votes and the minutes of all proceedings of the Board of Managers and of the members in a book to be kept for that purpose. The Secretary shall give, or cause to be given, notice of all meetings of the Board, and shall perform such other duties as may from time to time be prescribed by the Board or by the President.
- (e) **Treasurer:** The Treasurer shall have the care and custody of the funds and securities and shall disburse the funds of RCWD as may be ordered from time to time by the Board. The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to RCWD, and shall deposit all monies, securities and other valuable effects of the RCWD in the name and to the credit of the RCWD in such depositories as may be designated from time to time by the Board. Except to the extent that some other person or persons may be specifically authorized by the Board to do so, the Treasurer shall make, execute, and endorse all checks and other commercial paper on behalf of RCWD when requested by the Board and shall perform such other duties as may be prescribed by the Board. Checks may be executed before Board approval but the Treasurer shall oversee procedures to prevent premature disbursement.

ITEMS REQUIRING BOARD ACTION

2. Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project -
Additional Contingency Funds (Ashlee Ricci)

MEMORANDUM
Rice Creek Watershed District



Date: January 4, 2024
To: RCWD Board of Managers
From: Ashlee Ricci, Drainage & Facilities Manager
Subject: AWJD 3 Phase 2 Repair Update – Allocation of Additional Contingency Funds

Introduction

The Board is being asked to consider authorizing the use of additional funds in the amount of \$15,000.00 for change orders to address unforeseen conditions for the Anoka-Washington Judicial Ditch 3 Branches 1, 2, and 4 (Phase 2) repair.

Background

On April 26, 2023, the Board approved Resolution 2023-06 awarding the contract for the repair of AWJD 3 Phase 2 to JACON LLC in the amount of \$244,542.95. The Board further authorized that the District administrator may sign change orders to address unforeseen conditions in a net amount not to exceed 10% of the contract price (\$24,452.30). The total contract price, including 10% contingency, was less than the engineer’s estimate of \$369,583.00. Because the contract price was below the estimated cost, there are funds already budgeted that can be used to address an additional increase in the contract price.

To date, two change orders have been issued to address various unforeseen conditions including the need for additional materials and increased quantities for tree removal. The total cost of these change orders was \$8,800.00, which leaves \$15,652 available for future change orders.

As tree clearing and excavation have progressed, the engineer, staff, and contractor have identified several conditions that will require changes orders. Specifically, an increased quantity of tree removal on the bank slopes of the non-working side, materials needed for additional lateral field crossings, and gate/fencing materials for access through pastures.

The additional tree clearing is anticipated to cost most of the existing contingency funds. While the additional tree removal work could be considered outside of the contract at a future date, it is most cost effective to continue the tree removals as part of this repair (limit additional cost in mobilization, increased prices, availability of contractors, etc).

For the additional gate and fencing materials, staff have worked closely with the landowner to address concerns about current and future access through an existing horse pasture. The result will be improved access for the Drainage Authority as well as improved conditions for access for the landowner and animals.

Staff have consulted with the engineer to best estimate the cost of additional funds and determined that an additional 10% of the contract price should be sufficient. An additional 10% of the contract price will consist of \$24,452 and bring the total contingency to 20% (\$48,908.59). This amount addresses the currently identified upcoming change orders, as well as providing a cushion for additional change orders. These funds entirety may or may not be needed. Staff are requesting additional funds to allow for flexibility and expediency for future unforeseen conditions that may arise.

MEMORANDUM
Rice Creek Watershed District



Staff Recommendation

District staff recommends that the Board authorize the use of additional funds in the amount of 10% of the original contract price (\$24,454.29), further authorizing the District administrator to execute the change orders.

Proposed Motion: Manager _____ moves to authorize the District administrator to sign task/change orders increasing the contract price in an aggregate net amount not to exceed 20% of the original contract price (\$48,908.59) to address unforeseen conditions or omissions discovered as the project progresses; this additional increase of 10% (\$24,454.29) is a modification of Resolution 2023-06, seconded by Manager _____.

Attachments

Resolution 2023-06

RESOLUTION NO. 2023-06

**RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

**RESOLUTION AWARDING THE CONTRACT FOR THE REPAIR OF ANOKA WASHINGTON JUDICIAL
DITCH 3 (PHASE 2)**

Manager Robertson offered the following Resolution and moved its adoption, seconded by Manager Nagamen:

WHEREAS, on October 12, 2022, upon completion of proceedings to establish a project to repair Branches 1, 2 and 4 (Phase 2 Repair) of Anoka-Washington Judicial Ditch (AWJD) 3 (the Repair), the Board of Managers adopted resolution 2022-21, directing the Repair, directing its administrator to take all subsequent actions necessary to implement the Repair, and authorizing the collection of revenue and expenditure of capital for the Repair; and

WHEREAS, pursuant to resolution 2022-21 the District's engineer prepared final plans and specifications for the Repair components and the District's administrator solicited bids according to applicable law; and

WHEREAS, in accordance with applicable legal requirements, the District duly advertised for sealed bids to perform the Repair and on April 14, 2023, virtually, via Microsoft Teams and the vBid portal, bids were opened and read aloud, with 8 bids being received for the Repair; and

WHEREAS, the District engineer has submitted a memorandum dated April 18, 2023, in which it reports that the low bid was submitted by JACON LLC., in the amount of \$244,454.30, that the bid is responsive and that JACON LLC., is a responsible bidder; and

Therefore, be it resolved by the RCWD Board of Managers that:

- A. The contract for the repair of AWJD 3 Branches 1, 2, & 4 (Phase 2) is awarded to JACON LLC., for the contract price of \$244,542.95.
- B. The District administrator shall sign and transmit the notice of award, sign the construction agreement, and issue the notice to proceed on advice of counsel and the District's engineer, when prerequisites for issuance and bonding have been met by the contractor.
- C. The District administrator may sign task/change orders increasing the contract price in an aggregate net amount not to exceed 10% of the contract price (\$24,454.30) to address unforeseen conditions or omissions discovered as the project progresses.

The question was on the adoption of the Resolution and there were 5 yeas and 0 nays as follows:

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

Upon vote, the Chair declared the Resolution passed.

Jessica Robertson
Jessica Robertson, Secretary

Dated: April 26, 2023

* * * * *

I, Jessica Robertson, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above resolutions 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 hereunto set my hand this 26th day of April 2023.

Jessica Robertson
Jessica Robertson, Secretary

ITEMS REQUIRING BOARD ACTION

3. Jacon, LLC Partial Pay Request #2 Anoka-Washington
Judicial Ditch 3 Phase 2 Repair Project (Ashlee Ricci)

MEMORANDUM
Rice Creek Watershed District



Date: January 4, 2024
To: RCWD Board of Managers
From: Ashlee Ricci, Drainage & Facilities Manager
Subject: JACON LLC Partial Pay Request #2 – AWJD 3 Branches 1, 2 & 4 Repair

Introduction

The Board is being asked to consider approval of the second partial pay request from JACON LLC for the Anoka-Washington Judicial Ditch (JD) 3 Branches 1, 2, & 4 Repair.

Background

JACON LLC has completed portions of tree removals and excavation of open channel and the results have been certified by the District Engineer. In the next month, additional tree clearing, excavation, and field crossing installations are expected to be completed.

Partial payment #2 totals \$15,093.60. The Watershed Management Plan identifies trunk conveyance systems and describes that costs for repairs on trunk conveyance systems are to be paid for by ad valorem taxes. Per Board resolution 2022-21, the District is utilizing alternative authority under statutes section 103D.621 to use ad valorem tax revenues to pay for these drainage system repairs.

Staff concurs with the District Engineer’s recommendation (attached) that the pay request is accurate and ready for approval. RCWD will hold a 5% retainage on this contract. The partial payment is the total after the 5% retainage is deducted.

Staff Recommendation

District staff recommends that \$15,093.60 be issued to JACON LLC as detailed in Partial Payment #2.

Proposed Motion

Manager _____ moves to approve JACON LLC’s partial pay request #2 as submitted and certified by the District Engineer and directs staff to issue a payment in the amount of \$15,093.60, seconded by Manager _____.

Attachments

HEI Technical Memorandum, dated December 31, 2023

Technical Memorandum

To: Nick Tomczik, RCWD
Ashlee Ricci, RCWD

From: Adam Nies, PE

Subject: JD 3 Branches 1, 2, and 4 Repair Project Partial Payment #2

Date: December 31, 2023

Project: 5555-0332

The purpose of this memorandum is to recommend Partial Payment #2 to JACON LLC for the JD 3 Branches 1, 2, and 4 Repair Project.

Project Update

The contractor has completed portions of several project tasks including excavation of open channel and tree clearing. In the coming month, more excavation, field crossing and culvert installations, and tree clearing is expected to be completed.

Payment Application Review

We have reviewed the materials submitted by JACON LLC. We have verified the items for which payment have been requested have been completed.

The following is a summary of payment:

Work Completed to Date:	\$ 87,671.20
Less 5% retainage:	\$ 4,383.56
Less previous payments:	\$ 68,194.04
Pay Request for this estimate:	\$ 15,093.60

A detailed summary of work completed and partial payment certification are attached.

Recommendation

We recommend authorization of Partial Payment #2 in the amount of \$15,093.60 to JACON LLC for work completed under this pay request.

JD 3 Branches 1, 2, and 4 Repair Project

Partial Payment #2

12/31/2023

Item Code	Item Description	Units	Unit Price	Contract		Completed to Date	
				Quantity	Extension	Quantity	Extension
	1 Mobilization	LS	\$30,120.00	1	\$30,120.00	0.5	\$15,060.00
	2 Removal and Dispose of Inplace Culvert	Ln Ft	\$14.60	127	\$1,854.20	42	\$613.20
	3 Excavation of Open Channel	Ln Ft	\$4.00	13427	\$53,708.00	3837	\$15,348.00
	4 Spoil Management	Ln Ft	\$2.25	13427	\$30,210.75	0	\$0.00
	5 Tree Clearing, Chipping and Removal	Acre	\$10,000.00	5	\$50,000.00	2.98	\$29,800.00
	6 36" CP Pipe Culvert	Ln Ft	\$180.00	122	\$21,960.00	41	\$7,380.00
	7 42" CP Pipe Culvert	Ln Ft	\$195.00	32	\$6,240.00	0	\$0.00
	8 Field Crossing	Ea	\$3,975.00	4	\$15,900.00	2	\$7,950.00
	9 Seeding and Mulch	Acre	\$3,500.00	9.1	\$31,850.00	0	\$0.00
	10 Silt Fence, Type PA	Ln Ft	\$4.00	100	\$400.00	0	\$0.00
	11 Erosion Control Blanket Cat. 3	Sq Yd	\$12.00	100	\$1,200.00	60	\$720.00
	12 Sediment Control Log	Ln Ft	\$2.00	100	\$200.00	0	\$0.00
	13 SWPPP Documentation and Management	LS	\$900.00	1	\$900.00	0	\$0.00
CO 2a	Extra Clearing	Acre	\$10,000.00	0.91	\$9,100.00	0.91	\$9,100.00
CO 2b	18" and 24" Field Crossing and Sand	LS	\$1,700.00	1	\$1,700.00	1	\$1,700.00
TOTAL					\$255,342.95		\$87,671.20

Retainage 5%	\$4,383.56
Previous Payments	\$68,194.04
TOTAL DUE	\$15,093.60

PARTIAL PAYMENT CERTIFICATION

OWNER: Rice Creek Watershed District
ENGINEER: Houston Engineering Inc.

PROJECT: JD 3 Branches 1, 2, and 4 Repair

CONTRACTOR: JACON, LLC

PARTIAL PAYMENT: #02
PERIOD OF ESTIMATE: 12/1/23 – 12/31/23

CONTRACT CHANGE ORDER SUMMARY		
No.	Deduction	Additions
1		\$0.00
2		\$10,800.00
Totals		\$10,800.00
Net Change to Contract		\$10,800.00

CONTRACT TIME:
Original Days:
Revisions: none
Days Remaining:
On Schedule (y/n): Yes
Starting Date: October 2, 2023
Projected Completion: July 1, 2024

ESTIMATE	
Original Contract Amount.....	\$ 244,542.95
Change Orders.....	\$ 10,800.00
Revised Contract Amount.....	\$ 255,342.95
Completed to Date Amount.....	\$ 87,671.20
Materials On-Site.....	\$ 0
Subtotal.....	\$ 87,671.20
Retainage.....	\$ 4,383.56
Previous Payments.....	\$ 68,194.04
Amount Due This Payment.....	\$ 15,093.60
(see attached breakdown)	

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that to the best of their knowledge, information and belief, the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and for which payments were received from the Owner, and that current payment shown herein is now due.

RELEASE OF CLAIMS AND WAIVER OF LIEN: NOW THEREFORE, upon receipt of the above payment amount, the undersigned does hereby irrevocably releases and waives any and all claims for payment of any type for any work up through and including the date of this application, and irrevocably releases and waives all bond claims, construction liens, mechanic's liens, and/or other liens, or right to claim any against the above project or any part thereof.

Contractor: JACON LLC

By: *Sarah Jensen*

Date: 01/02/2024

ENGINEER'S CERTIFICATION

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Engineer: Houston Engineering, Inc.

By: *Ad N Li*

Date: 1/2/2024

OWNER'S APPROVAL

Owner: Rice Creek Watershed District

By: _____

Date: _____

ITEMS REQUIRING BOARD ACTION

4. Ramsey County Ditch 4 Basic Water Management Project
City of Roseville Reimbursement #9 and Delegation to
Administrator (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District



Date: January 3, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Ramsey County Ditch 4 (RCD 4) Basic Water Management Project City of Roseville – Reimbursement #9

Introduction

The District needs to transfer the second half 2023 RCD 4 Water Management District (WMD) settlement from Ramsey County to the City of Roseville.

Background

The City of Roseville completed the project in 2021, converting the open ditch to pipe and transferring it to Roseville. The project agreement required RCWD payment of WMD collected charges to Roseville. RCWD recently received 2nd half 2023 RCD4 WMD settlement totaling \$24,846.15 plus \$48.96 penalty and interest from Ramsey County totaling \$24,895.12. These funds need to be transferred to the City of Roseville.

This payment will bring our WMD reimbursement for this project to \$445,261.91. Our ad valorem reimbursement has been fully paid to the City, leaving a total of \$4,738.09 in WMD funds remaining (yet to be collected). Ramsey County’s WMD collection of charges will continue with relatively small advancements towards the total charges over time. The transfer of remaining settlements rather administrative in nature.

Staff Recommendation

District staff recommends that \$24,895.12 in RCD 4 WMD funds be issued to the City of Roseville pursuant to the project agreement between the City and RCWD and recommends delegation to the administrator the transfer to Roseville of the remaining RCD 4 WMD settlements from Ramsey County.

Proposed Motions

Manager _____ moves to approve the RCD 4 WMD reimbursement to the City of Roseville and directs staff to issue a payment in the amount of \$24,895.12, seconded by Manager _____.

Manager _____ moves to delegate to the District Administrator the transfer to Roseville of the remaining RCD 4 WMD settlements from Ramsey County, seconded by Manager _____.

ITEMS REQUIRING BOARD ACTION

5. Anoka County Ditch 72 Branch 11 Minor Maintenance
(Ashlee Ricci)

MEMORANDUM
Rice Creek Watershed District



Date: January 4, 2023
To: RCWD Board of Managers
From: Ashlee Ricci, Drainage & Facilities Manager
Subject: Anoka County Ditch 72 (ACD 72) Branch 11 Minor Maintenance

Introduction

The Board is being asked to consider the following work plan estimate and delegation of execution to the District administrator, in accordance with Resolution 2023-04 and subject to the maintenance program budget.

Background

The Rice Creek Watershed District (District), as drainage authority, is responsible to inspect and maintain the public drainage systems (Systems) within its boundary. The District has successfully utilized contracted services agreements as day-labor contracts with various local contractors in the past to complete both planned and unforeseen minor maintenance of Systems.

The effort to replace larger portions of drain tile systems is more economical and attainable due to reduced cost in mobilization and avoiding increasing prices of materials and labor. The cost of work on ACD 72 is higher than most other RCWD public drainage system maintenance activities because it is a drain tile system, which requires significantly more materials compared to open channel maintenance. The cost of materials, labor, and equipment is anticipated to be approximately \$44,000. To address unforeseen conditions, budgeting a contingency in the amount of \$10,000 is recommended.

Staff Recommendation

District staff recommend that the Board delegate to the District administrator, the authority to execute the described individual work order subject to the estimated amount of \$44,000 plus up to an additional \$10,000 to address unforeseen conditions, and subject to the overall maintenance program budget.

Proposed Motion

Manager _____ moves to delegate to the administrator on advice of counsel the authority to execute the described individual work order subject to the estimated amount \$44,000 plus up to an additional \$10,000 to address unforeseen conditions, and subject to the overall maintenance program budget, seconded by Manager _____.

Attachment

Location Map

MEMORANDUM

Rice Creek Watershed District



ITEMS REQUIRING BOARD ACTION

6. Redpath and Company Audit Engagement Letter (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District



Date: January 3, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Redpath and Company’s 2023 Audit Engagement Letter

Introduction

Watershed districts must annually complete a financial report and audit pursuant to M.S. 103B and 103D.

Background

On December 6, 2023, the District received a 2023 audit engagement letter from Redpath and Company. This audit engagement letter defines the agreement with respect to the terms and objectives of Redpath’s engagement and the nature and limitations of the services Redpath and Company will provide to the District for year ended December 31, 2023. (The Board’s parameters for delegation of authority to enter into agreements does not provide for endorsement of the 2023 audit engagement letter as in previous years.)

This year Redpath’s fee for services will be \$30,000. This an increase of 5% from 2022.

Staff Recommendation

Staff recommends approving Redpath and Company’s 2023 audit engagement letter.

Proposed Motion

Manager _____ moves to accept and authorize the Board President and Administrator to sign Redpath and Company’s 2023 audit engagement letter.

Attachment

Redpath and Company’s 2023 Audit Engagement Letter



December 6, 2023

To the Board of Managers and Nick Tomczik, Administrator

Rice Creek Watershed District
4325 Pheasant Ridge Drive, Suite 611
Blaine, MN 55449

This letter defines the agreement with respect to the terms and objectives of our engagement and the nature and limitations of the services Redpath and Company, LLC will provide to Rice Creek Watershed District for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Rice Creek Watershed District as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Rice Creek Watershed District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Rice Creek Watershed District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Budgetary Comparison Schedules presented as RSI
- Schedules of Proportionate Share of Net Pension Liability
- Schedules of Pension Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Rice Creek Watershed District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such

information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Individual Fund Financial Statements
- Supplementary Financial Information (Budget to Actual exhibits)

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section
- Other Information (Tax Levy and Revenue by County)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

We will also issue a report on compliance based on the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statute 6.65.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the minimum procedures for auditors as prescribed by Minnesota Statute 6.65, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the

financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

Audit Procedures – Internal Control

We will obtain an understanding of the entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Rice Creek Watershed District’s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

The *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions* requires that we test whether the entity has complied with certain provisions of Minnesota statutes. Our audit will include such tests of the accounting records and other procedures as we consider necessary in the circumstances.

Other Services

We will also assist with the following other services based on information provided by you:

- Preparation of the financial statements and related notes in conformity with accounting principles generally accepted in the United States of America
- Preparation of pension related workpapers and journal entries

We will perform the services in accordance with applicable professional standards. The other services are limited to the services defined above. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation, the other services listed above, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also

responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Rice Creek Watershed District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Redpath and Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight agencies, regulators, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Redpath and Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Unless additional work is requested or required, our fee for these services will be \$30,000. Out-of-pocket costs, such as confirmation and courier fees, will be billed in addition to the fees stated above. We bill our fees monthly as work progresses and expect payment within thirty (30) days. Each invoice includes a detailed description of the services provided. Amounts over thirty (30) days will be considered delinquent. We reserve the right to assess a 1.5% per month service charge on any balance older than thirty (30) days. In the event it becomes necessary to refer this account to an attorney for collection (whether or not suit is commenced), you will be responsible for payment of all reasonable costs of such collections, including reasonable attorney fees. Our policy is to suspend work if your account becomes overdue by sixty (60) days or more, and work will not be resumed until your account is paid in full. Should we elect to discontinue services, you will be responsible for all time and expenses incurred through the date of termination regardless of whether we have issued a report or other final product.

The above fees are based on the anticipated scope of services, anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered. The following circumstances may result in a change in scope of services and an increase in fees:

- Significant audit adjustments, internal control deficiencies or compliance findings,
- New accounting standards,
- Failure to complete the preparation work by the applicable due dates,
- Inaccurate records,
- Turnover in your staff,
- Significant unanticipated or undisclosed transactions, issues, or other such unforeseeable circumstances,
- Delays causing scheduling changes or disruption of previously scheduled timing of work (fieldwork),
- Circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit
- Fraud or misuse of public funds

Our fees do not include bookkeeping or accounting assistance, preparation of audit workpapers, reconciliations or similar assistance (unless otherwise noted in the sections above). Our fees for such services will be dependent on the level of effort required.

Services requested by you that are not included in this engagement letter will be billed dependent on the level of effort required and will be subject to all the terms of this letter.

Our fees and rates are adjusted annually for general economic factors.

If we are requested or required to provide documents or testimony to support litigation proceedings as a professional service on your behalf (that is, litigation in which we are not a party as a result of our engagement), you will be billed for our time at the current standard rates and all out-of-pocket expenditures, including copying costs and legal fees.

Record Keeping Responsibilities

The AICPA Code of Professional Conduct requires Redpath and Company to maintain our independence with regards to certain attestation services provided to Rice Creek Watershed District. These rules require Rice Creek Watershed District to take responsibility for all nonattest services. Redpath and Company cannot serve as custodian for your data in such a way that your data is incomplete and accessible only through Redpath and Company or the Redpath portal. As such, any financial report, reconciliation, document, and calculation (depreciation schedules, journal entries, etc.) that we prepare or update on your behalf will be sent to you at the completion of each attest or nonattest service. You are responsible for downloading and maintaining these records as well as all supporting documents generated in the normal course of business until the retention period expires.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Confidentiality

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Privacy

We have established policies and procedures to ensure that the entity's non-public information is private and secure at all times. We maintain physical, electronic and procedural controls to comply with standards in safeguarding your information from loss, misuse, alteration or destruction (unless the destruction is according to our records retention schedule). We do not sell information to third parties. We do not disclose non-public information except as necessary to provide our services (see Confidentiality above) and as required by law. We do not disclose non-public information we receive to our affiliates unless authorized.

Dispute Resolution

In the event of a dispute over fees for our engagement, Rice Creek Watershed District and our firm mutually agree to try in good faith to resolve the dispute through mediation by selecting a third-party to help reach an agreement, in accordance with the following paragraph (Mediation). If we are unable to resolve the fee dispute through mediation, then, with the consent of both parties, such disputes may be settled by binding arbitration. We both acknowledge that should a dispute over fees arise that cannot be resolved through mediation, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury. Instead, we are accepting the use of arbitration for resolution.

We believe that most disagreements can be resolved to mutual satisfaction in a friendly, non-threatening environment. While we do not expect there to be any problems whatsoever with our relationship, misunderstandings can occur. Therefore, we agree that any dispute arising under

this agreement (including the scope, nature and quality of services to be performed by us, our fees or other terms of the engagement) shall be submitted to mediation. A competent and impartial third-party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceeding shall be commenced under this agreement until at least sixty (60) days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith.

Non-Solicitation of Employees

In recognition of the importance of our employees, it is hereby agreed that Rice Creek Watershed District will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Redpath and Company for a period of twelve months following the date of the conclusion of this engagement. If Rice Creek Watershed District violates this non-solicitation clause, Rice Creek Watershed District agrees to pay Redpath and Company a fee equal to 25% of the hired person's last annual salary at Redpath and Company at the time of violation so as to reimburse Redpath and Company for the costs of hiring and training a replacement.

Reporting

We will issue a written report upon completion of our audit of Rice Creek Watershed District's financial statements which will also address other information in accordance with AU-C 720, *The Auditor's Responsibilities Relating to Other Information Included in Annual Reports*. Our reports will be addressed to Board of Managers of Rice Creek Watershed District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We appreciate the opportunity to be of service to Rice Creek Watershed District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this letter and return it to us via email.

Sincerely,

REDPATH AND COMPANY, LLC



Rebecca M. Petersen, CPA

RMP/tgs

Response

This letter correctly sets forth the understanding of Rice Creek Watershed District.

Signature

Signature

Title

Title

Date

Date

Nonaudit Services

The individual(s) assigned to oversee the nonaudit services is Theresa Stasica, Office Manager, unless indicated below:

_____ (name and title)

ITEMS REQUIRING BOARD ACTION

7. Check Register Dated January 10, 2024, in the Amount of \$74,799.18 Prepared by Redpath and Company

Rice Creek Watershed District
Check Register
Dec. 28, 2023 - Jan. 10, 2024
To Be Approved at the January 10, 2024 Board Meeting

Check #	Date	Payee	Description	Amount
25444	01/10/24	Barr Engineering	Engineering Expense	\$215.00 2023
25445	01/10/24	Career Enhancement Options, Inc.	Professional Services	580.00 2023
25446	01/10/24	Comcast	Telecommunications	551.25
25447	01/10/24	DVS Renewal	Vehicle license tabs	101.25
25448	01/10/24	Metro Watershed Partners	2024 Membership	6,000.00
25449	01/10/24	Plaudit Design	Professional Services	747.00
25450	01/10/24	Scandia Trucking & Exc.	Contracted Services	8,137.50 2023
25451	01/10/24	Christopher Voxland	21-135 Variance Return	735.00 2023
25452	01/10/24	WSB & Associates, Inc.	Engineering Expense	\$2,379.50 2023
25453	01/10/24	Zayo Group	Telecommunications	1,312.64
Payroll	01/15/24	Jan 15th Payroll (estimate)	Jan 15th Payroll (estimate)	30,786.90
EFT	12/31/23	Wex Bank	Vehicle Fuel	266.81
EFT	12/31/23	Xcel Energy	Telecommunications	13.23
EFT	12/31/23	Xcel Energy	Telecommunications	14.34
EFT	01/10/24	US Bank Equipment Finance	Equipment Lease	648.76
EFT	01/15/24	Internal Revenue Service	01/15 Federal Withholding (estimate)	11,380.00
EFT	01/15/24	Minnesota Revenue	01/15 State Withholding (estimate)	1,962.00
EFT	01/15/24	Empower Retirement	01/15 Deferred Compensation	2,105.00
EFT	01/15/24	Empower Retirement	01/15 Roth IRA	265.00
EFT	01/15/24	PERA	01/15 PERA (estimate)	6,598.00
Total				<u>\$74,799.18</u>

ITEMS FOR DISCUSSION AND INFORMATION

2. 2023 Communications & Outreach Program
Accomplishments (Kendra Sommerfeld)



RCWD Communications & Outreach

- Serves the entire watershed
- Supports or leads outreach and education initiatives
- Provide resources
- Host and attend events, meetings, workshops
- Advances the District's mission through education
- Communicates and establishes partnerships for project and program implementation





Challenges

- LARGE area to cover
- Many different types of audiences
- Varying levels of partner support or engagement
- Community, regional, & state leadership
- False information and facts
- Lack of trust in government bodies
- Lack of knowledge & understanding of water issues
- Lack of knowledge & understanding of watersheds & watershed districts



Program Collaborations

- Monitoring and Water Quality
- Projects
- Permitting/Regulatory
- Grant Program
- Public Drainage





2023 Overview / Accomplishments



CLEAN WATER. CLEAR VISION.

Preserving the Rice Creek Watershed for the future.

About the Watershed



Public Drainage



Permits

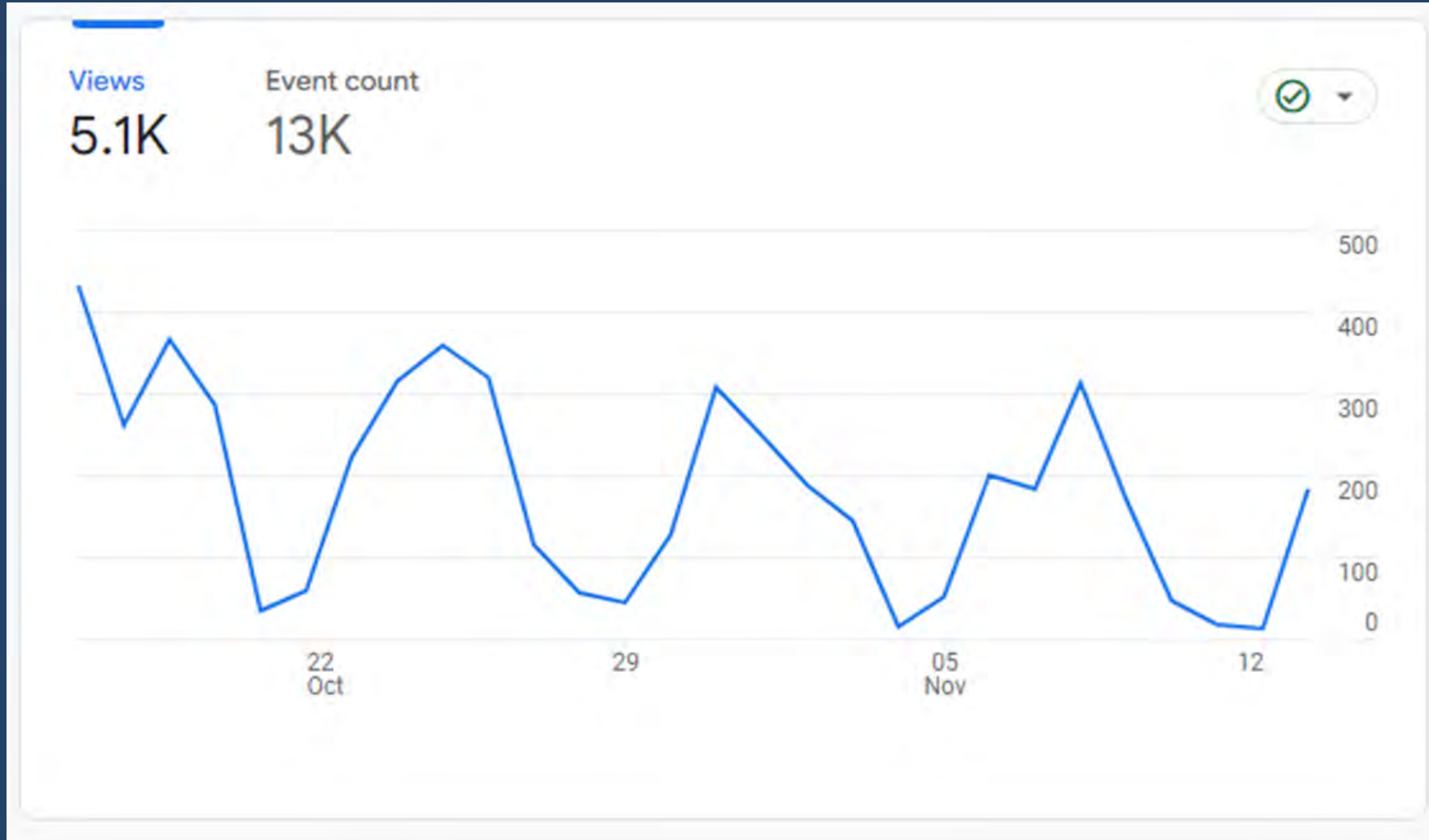


Grants

Page path and screen class +		↓ <u>Views</u>	<u>Users</u>	<u>Views per user</u>	<u>Average engagement time</u>	<u>Event count</u> All events ▼
		5,066 100% of total	961 100% of total	5.27 Avg 0%	2m 09s Avg 0%	12,841 100% of total
1	/	1,122	545	2.06	29s	3,379
2	/resource-categories/resources/	570	154	3.70	1m 00s	1,328
3	/permits/	223	109	2.05	21s	549
4	/events/	220	68	3.24	1m 15s	473
5	/permits/permitting-information/	206	76	2.71	2m 25s	553
6	/projects/	184	112	1.64	1m 00s	431
7	/about/staff/	177	131	1.35	1m 05s	439
8	/permits/permit-application/	134	59	2.27	2m 37s	369
9	/the-watershed/	128	93	1.38	23s	299
10	/the-watershed/are-you-in-the-rcwd/	122	96	1.27	58s	274

Oct 17- Nov 13

Oct 17- Nov 13



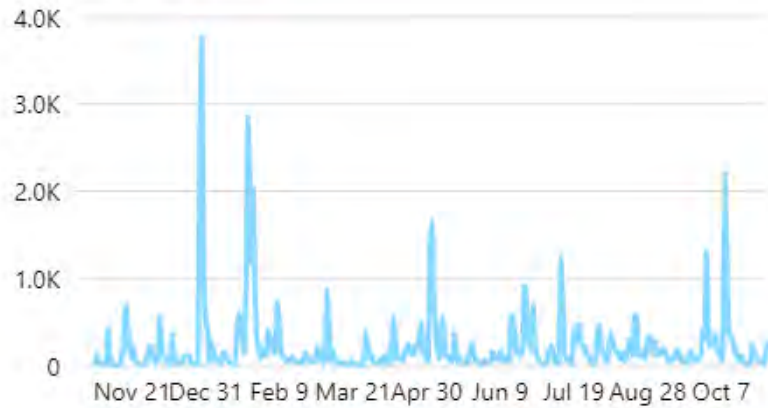
Social Media Nov 1 2022 to Nov 13 2023

Export

Reach

Facebook reach ⓘ

29,198 ↑ 98%



Instagram reach ⓘ

4,003 ↑ 5.5K%

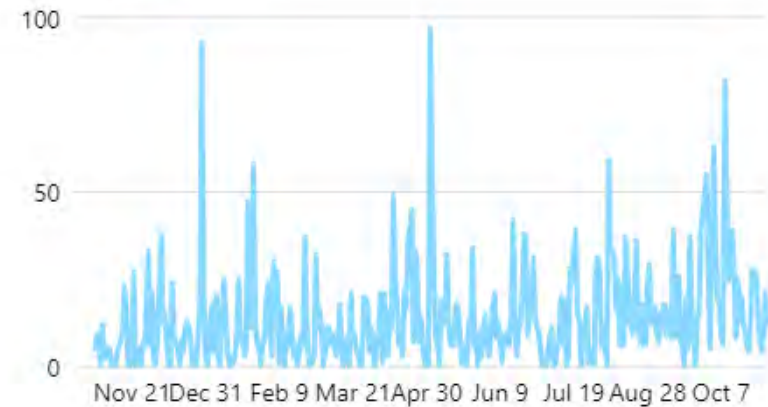


Export

Visits

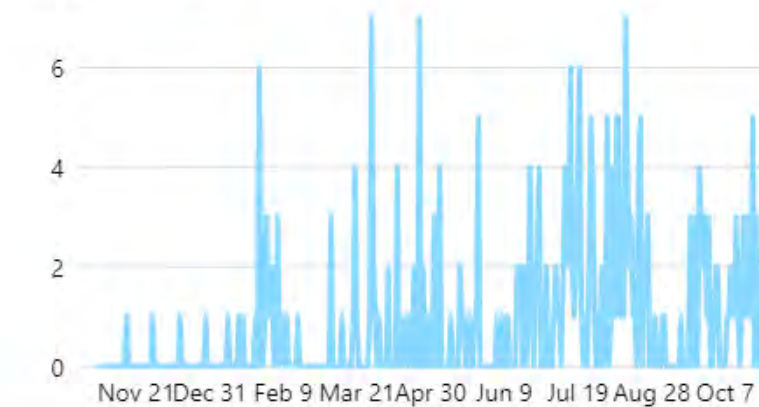
Facebook visits ⓘ

5,094 ↑ 284.5%



Instagram profile visits ⓘ

305 ↑ 117.9%

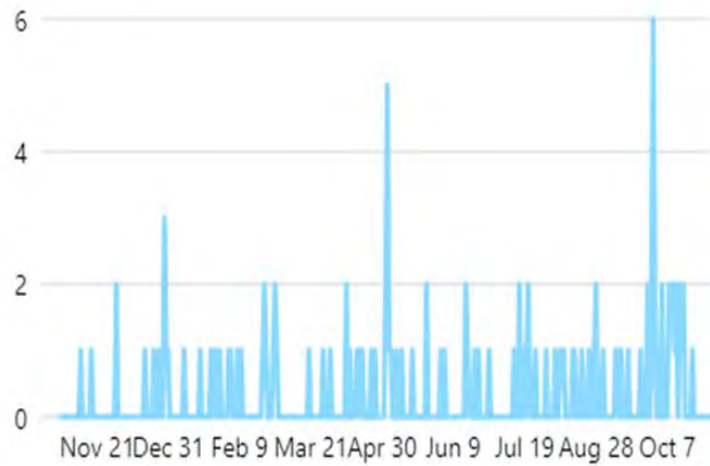


New likes and follows

Export ▼

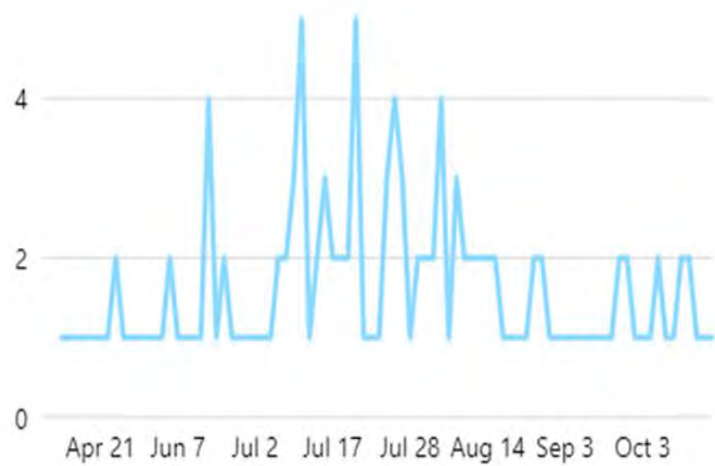
Facebook Page new likes ⓘ

116 ↑ 58.9%

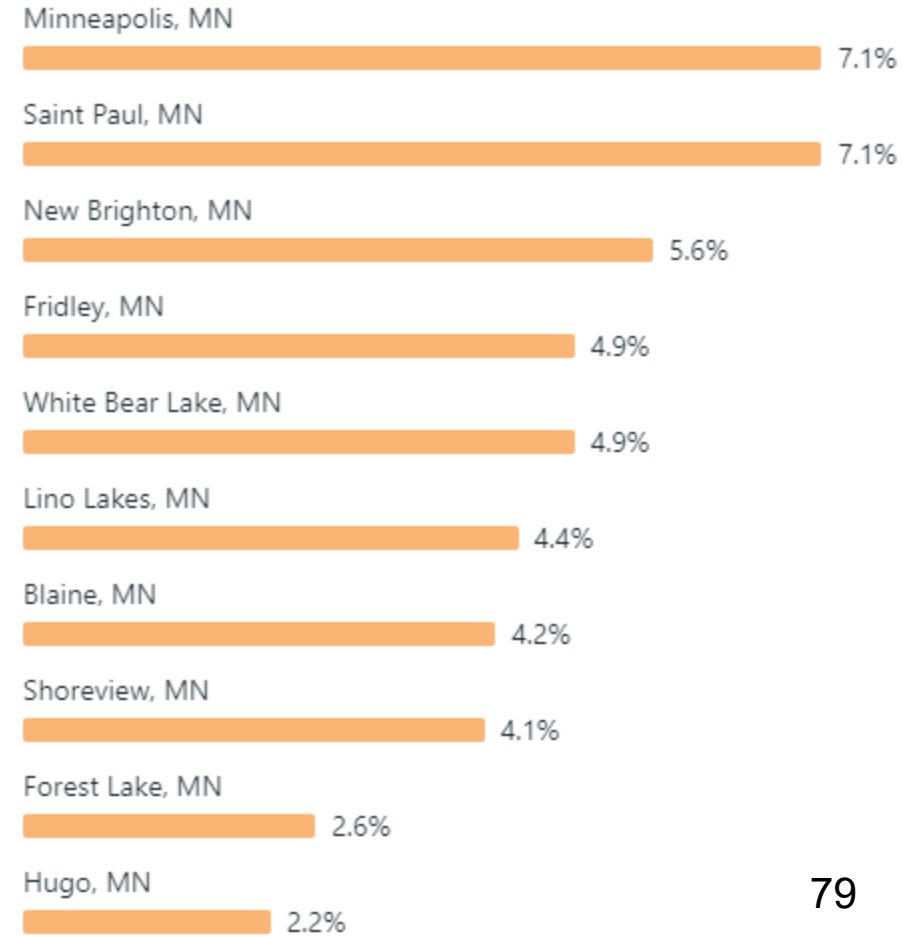


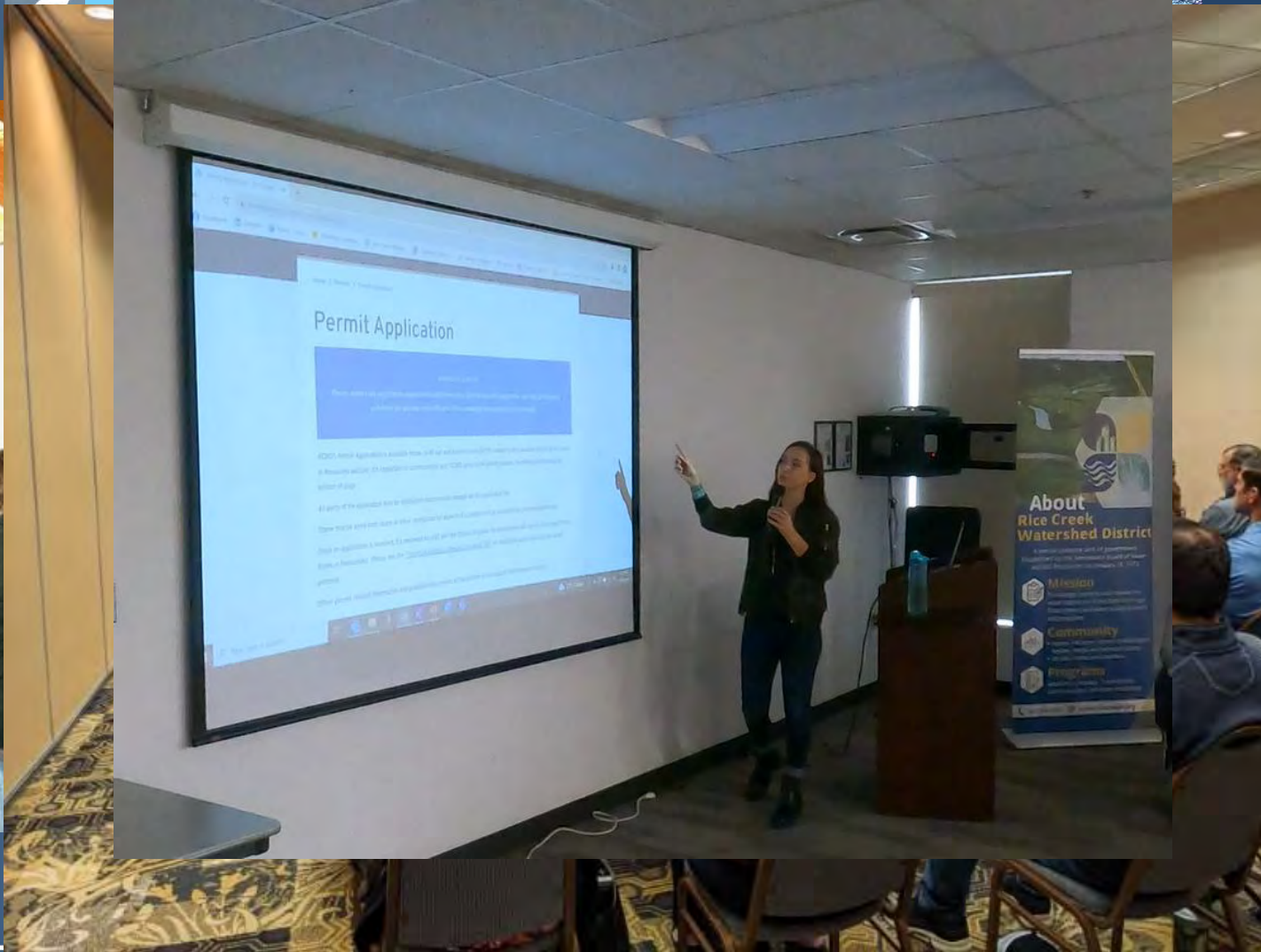
New Instagram followers ⓘ

136 –



Top cities





Presentations



MPCA Smart Salting for Community Leaders



Did you know that chloride from de-icing salt is toxic to freshwater wildlife and damaging to our infrastructure? About 50 lakes and streams in Minnesota are currently impaired by chloride, but you can be a part of the solution.



Vadnais Lake Area Water Management Organization, Rice Creek Watershed District and We Are Water MN are partnering with the MPCA to offer a free virtual 2-hour Smart Salting for Community Leaders workshop. Learn about the impacts of chloride and find out specific action steps for policy changes that reduce salt pollution in your community.



Thursday, December 7th
10:00 am – 12:00 pm



Register at
<https://smartsaltmPCA.ticketleap.com/cl12072023> today!



Who should attend?

- City council members and other elected officials
- Members of sustainability and environmental commissions
- Board members of housing associations, neighborhood associations, or watershed districts
- Other community decision makers



WE ARE WATER



1pm-4pm



Events/ Workshops



FUNDING AVAILABLE

RAIN GARDENS FOR LOST LAKE

Interested in a rain garden? Install a rain garden to protect and improve water quality in Lost Lake!

RCWD has funding to help cover the costs.

CONTACT US TODAY OR VISIT OUR WEBSITE TO APPLY!



Targeted Outreach



HELP IMPROVE LOST LAKE'S WATER QUALITY



MINI-GRANT PROGRAM

To implement projects that improve water quality

Grants are awarded on a first come - first serve basis to eligible and complete applications

Funding

Up to \$500 for project expenses

We have funding for

- Native Plant
- Rain Gardens
- Pollinator Gardens
- Outreach/Education Events
- Turf Alternatives
- Rain Barrels



APPLY NOW

www.ricecreek.org/minigrants

Friendly Reminder:

No Dumping into Ditches or Creeks, Prevent Flooding!

As residents near a ditch channel, we all share a responsibility to keep it clear and free of debris. Please refrain from dumping leaves, garbage, or any debris into the channel.

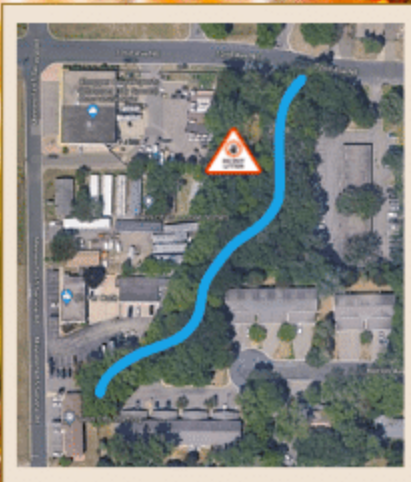
Why is this important?

Prevent Flooding: Debris in the channel can cause blockages, which block water from flowing down the channel when it rains. This could result in flooding on your property.

City's Efforts: The city is trying to ensure the channel remains clear. Please help them by not dumping materials such as yard waste or garbage.

What do I do with yard waste?

Residents can take yard waste to the Bunker Hills Compost site in Coon Rapids. More details at www.anokacountymn.gov/359/Compost-Sites



Rain Gardens and Native Plant Landscaping for Lost Lake

Join your neighbors in protecting and improving Lost Lake's water quality by installing a rain garden at your home! A study of your property has the potential to improve Lost Lake's water quality.

The Rice Creek Watershed District (RCWD) has funding available for rain gardens to help cover the costs.

We will schedule a site visit with Washington County Conservation District to start your rain garden. Please apply for funding through RCWD.

Schedule Site Visit Here!



Apply Here!



Contact **Molly Nelson** for grant application help
mnelson@ricecreek.org

Contact **Lori Tella** for project help
Ltella@mnwcd.org

Full details here! www.ricecreek.org/costshare (763) 398-3083



Native Shoreline Buffer

Plant for pollinators, clean water, and our earth

- Marsh milkweed
- Joe-Pye weed
- Green-headed coneflower
- Soft rush
- Virginia mountain mint
- Prairie cordgrass
- Bottle gentian
- Golden Alexander
- Boneset
- Marsh marigold
- Fringed sedge
- Sensitive fern
- Cardinal flower
- Blue flag iris
- Blue lobelia
- Canada anemone
- Long beaked sedge
- Jack-in-the-pulpit

Trees and shrubs:

- Tamarack
- Black spruce
- Basswood
- Oak
- Hackberry
- Birch
- Willow
- Dogwood
- Viburnum
- Elderberry
- Alder
- Serviceberry
- Prairie plum
- High bush cranberry
- False Indigo

- Sunny area
- Shady area



Find more info and an extended list of plants

bluethumb.org/lawns-to-legumes
bwsr.state.mn.us/121
monarchjointventure.org

Native Pollinator Plantings

Plant for pollinators, clean water, and our earth

- Prairie clovers
- Milkweed species
- Giant hyssop
- Joe-Pye weed
- Blazing star
- Field thistle
- Stiff goldenrod
- Shiny goldenrod
- Common butterbush
- New England aster
- Wild bergamot
- Eastern purple
- Butterfly weed
- Crop plant
- Lobelia
- Ironweed
- Tall thoroughwort
- Sawtooth sunflower

- Coneflower species
- Bee balm
- Leldiplant
- Large cranberry
- Wild white indigo
- Cream indigo
- Arrowweed
- Beardtongue species
- Mountain mint
- Culver's root
- Red columbine
- Wild geranium
- Virginia waterleaf
- Wild lupine
- Virginia bluebell
- Wood betony
- Shooting star species
- Wild roses

- Monarch favorite
- RPBB favorite



Find more info and an extended list of plants

bluethumb.org/lawns-to-legumes
bwsr.state.mn.us/121
monarchjointventure.org

New Resources



ABOUT RICE CREEK WATERSHED DISTRICT

Established by the MN Board of Water and Soil Resources on January 18th, 1972
50 years of service in 2022



Governed by a Board of Managers
5 members appointed by the commissioners of Anoka, Ramsey and Washington Counties
2 from Anoka County
2 from Ramsey County
1 from Washington County.

Location

Covers 196 square miles in parts of Washington, Ramsey, Anoka, and Hennepin County

People

28 communities such as cities and towns

Mission

To manage, protect, and improve the water resources of the District through flood control and water quality projects and programs

RICE CREEK WATERSHED DISTRICT PROGRAMS

EDUCATION, OUTREACH,

DRAINAGE SYSTEM MAINTENANCE

Inspect, maintain, and repair 114 miles of public drainage within the District's boundaries

WATER MONITORING

- Monitor 25 lakes and 10 stream and ditches
- Analyze and share results of monitoring
- Support 2 volunteer water monitoring programs
- Use data to inform management decisions and prioritize projects
- Provide support to local groups like lake associations

611 Blaine, MN 55449 • 763-398-3070 • ricecreek.org

MIDDLE RICE CREEK RESTORATION

PAST: 1938

Partners: Ramsey County Parks/Rec, RCWD

Cost: \$850,000

LOWER RICE CREEK RESTORATION

Partners: BWSR, Anoka County

Parks, City of Fridley, RCWD

Cost: \$718,000

Funding: \$568,000 from Clean

ONEKA RIDGE-STORMWATER REUSE

Partners: City of Hugo, Oneka Ridge Golf Course, RCWD

Cost: \$689,000

Funding: \$497,100 from Clean Water Fund, RCWD, City of Hugo

Completed: 2014

ABOUT PROJECT

In 2002 Bald Eagle Lake was placed on the MN's List of Impaired Water for impaired aquatic recreation due to high phosphorus levels which caused harmful algae blooms.

To help address this, RCWD installed a stormwater reuse project at Oneka Ridge Golf Course. It collects stormwater runoff from a 915 acre watershed upstream of Bald Eagle Lake to irrigate 116 acres of the Oneka Ridge Golf Course.

ACCOMPLISHMENTS

- Reduced the Golf Course's groundwater usage by 46%
- Reduced phosphorus (P) loads to Bald Eagle Lake by approx. 54 lbs. since completion
- Approx. 32.5 million gal. of stormwater could be reused annually at the golf course
- Added 100 acre-feet of additional water infiltration on site

Water Fund,



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(763) 398-3070

Resources News Events About Contact

The Watershed Public Drainage Projects Permits Grants Get Involved

CLEAN WATER. CLEAR VISION.

Preserving the Rice Creek Watershed for the future.

About the Watershed

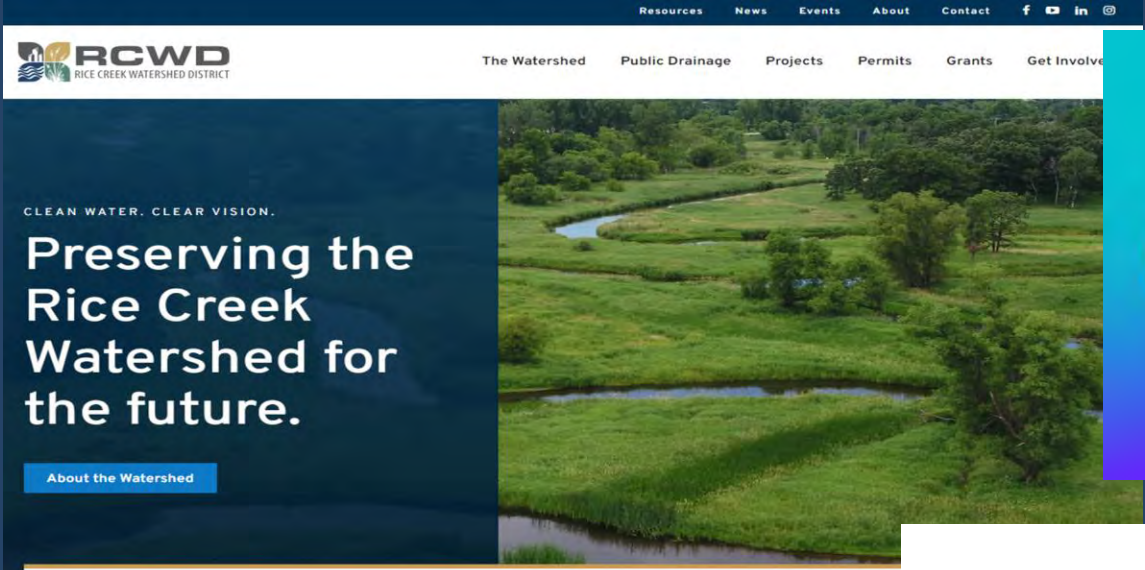
Public Drainage Permits Grants

WWW.RICECREEK.ORG



(763) 398-3070

New Tools



Projects

Explore projects implemented around the Rice Creek Watershed District. Many of these projects wouldn't be possible without our city and county partners within the watershed.

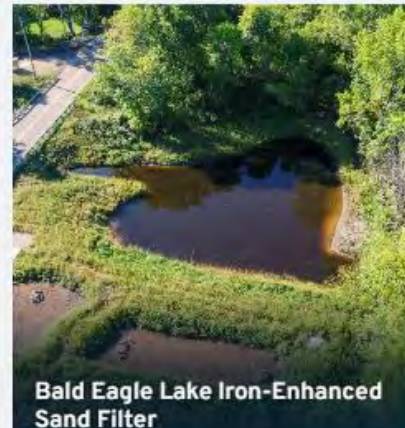
Various projects were also funded with RCWD grant programs. For more information on funding projects, visit our [Grants](#) pages.



69th Ave Infiltration



Bald Eagle Lake Alum Treatment



Bald Eagle Lake Iron-Enhanced Sand Filter

RCWD Climate Resiliency Project

MN Watersheds Conference: Presentations

Speakers

Presentation Topic:
RCWD's Climate Change and Floodplain Resiliency Building Project

Presentation Topic:
Results from an Innovative Multi-Year Carp Management Program at RCWD



Kendra Sommerfeld
(Rice Creek Watershed District)

Co Speaker with Houston Engineering, Inc.



Matt Kocian
(Rice Creek Watershed District)

Co Speaker with Corp Solutions, LLC

Thursday
November 30, 2023



MN Water Resources Conference: Presentation

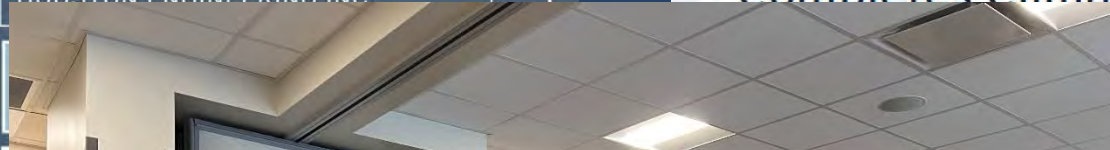
RICE CREEK WATERSHED DISTRICT
AND
HOUSTON ENGINEERING INC.

Uniting for a Resilient Future: Rice Creek Watershed District Successfully Completes Climate Change Resiliency

Rice Creek Climate Change Floodplain Resiliency

Topic: Rice Creek Watershed District completed a study to assess how vulnerable its communities are to increased rainfall depths and intensities due to climate change. This presentation will address the identified risks and vulnerable areas related to future conditions rainfall events, highlight the importance of engaging community members throughout the planning process, and present the capital improvement projects identified in the study.

Presenter: Kendra Sommerfeld, RCWD and Bret Zimmerman, Houston Eng.



Identify vulnerabilities and strengths related to climate change workshops, led by the Freshwater Society. In these workshops, members were able to understand climate-related hazards and their potential across the watershed attended these workshops.

Johanna Creek Carp Barrier



Minnesota Watersheds New

In the News

The following stories were either found in the news or submitted to watersheds and/or the work of Minnesota's watershed organization is a great way to learn and expand our knowledge. We encourage you to explore more.

Johanna Creek Common Carp Barrier Introduction

The **Rice Creek Watershed District** continues to explore the expansion of its common carp management program to reduce the number of carp in the Long Lake – Lino Lakes Chain of Lakes system.



Managing Invasive Common Carp to Improve Water Quality: Johanna Creek Common Carp Barrier

8/21/23 | PROJECT HIGHLIGHT

RCWD continues to explore the expansion of its common carp management program to reduce the number of carp in the Long Lake - Lino Lakes Chain of Lakes system. Common carp are a widespread problem in RCWD especially the Long Lake and the connected Lino Chain of Lakes. Common carp are known to stir up the sediment on the lake bottom and uproot native plant vegetation, all of which create poor water quality and contribute to creating harmful algae blooms.

RCWD has a long history of successfully implementing common carp management projects and has a comprehensive carp management program throughout the entire watershed that is underway. The program is multi-faceted, with ongoing monitoring, applied research, and active management.

Project Details:

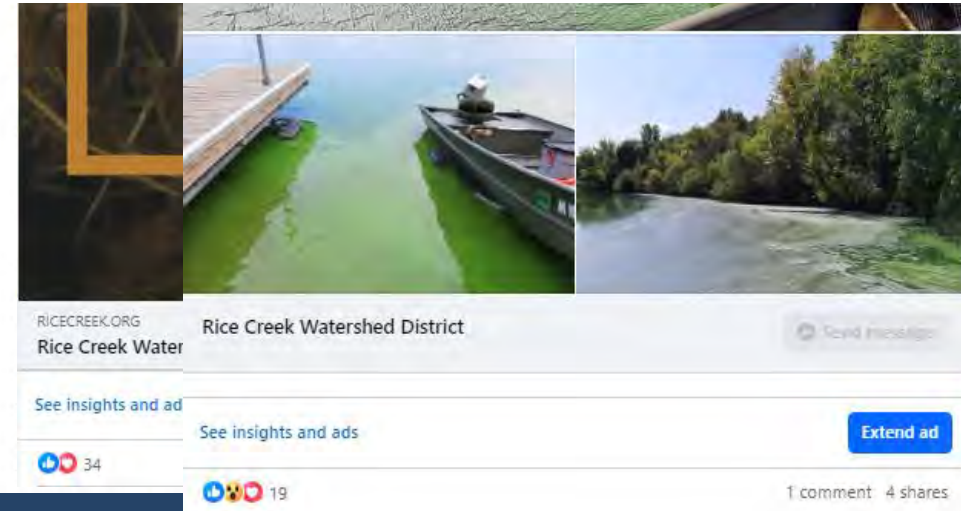
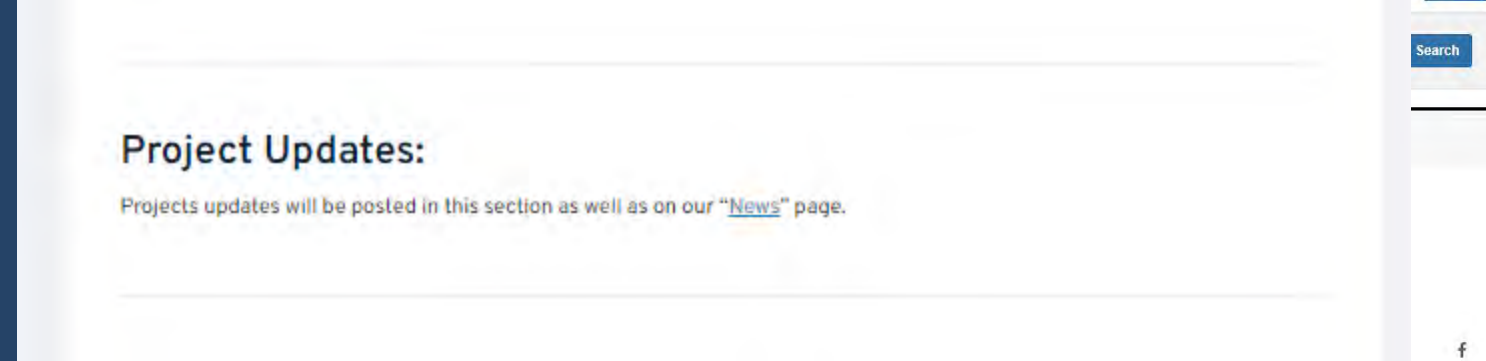


of Water and Soil Resources

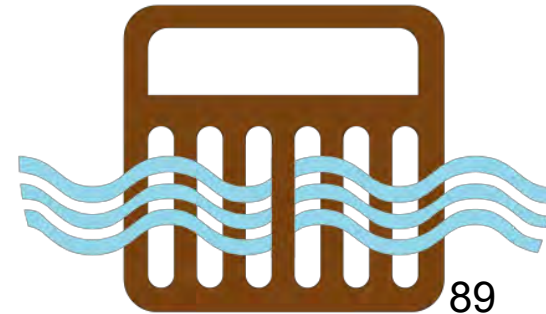
Johanna Creek near the [New Brighton Community Center](#). The barrier keeps the invasive fish from reaching the shallow wetlands where they spawn. Supported by a Watershed-Based Implementation Fund grant from [#MnBWSR](#), the barrier will help to improve [#WaterQuality](#) in Long Lake by reducing the number of carp. An expansion of the RCWD's comprehensive carp management program in the Long Lake – Lino Lakes Chain of Lakes, the barrier will keep 99 pounds of phosphorus out of Long Lake each year, estimates show. A sensor at the barrier detects when carp are present so they can be netted. RCWD staff led the tour as part of a county partner meeting. [Minnesota Watersheds](#) [#lakes](#) [#water](#) [#AIS](#) [#carp](#)

Centerville Lake Alum Treatment

- Quad Press Article
- Website Project Page
 - With project updates section
- Website Article
- Social Media Posts
- Educational materials and opportunities- Alum graphic
- Public meetings
- FAQ sheets
- Alum video
- City newsletter submission
- Lake association meetings



Partnerships



Mini Grant Program Funding Outreach Projects



Citizen Advisory Committee

Ambassadors of RCWD



EARTH DAY EVENTS

RITE Spring Event: City of Mahtomedi
and Wildwood Elementary School
10am-1pm

Earth Day Celebration/ECO Fair:
Wargo Nature Center
1pm-4pm





Finding What Works

- ✓ Use our partnerships
- ✓ Direct contact with cities
- ✓ Targeted outreach to problem areas
- ✓ Focus on BIG issues
- ✓ Using multiple tools to communicate- virtual, 1 on 1, mailings, social media, videos, stories/articles, etc.



Looking to 2024



Looking to 2024



- re-elevate current activities
- revitalize partnerships/find new partnerships
- create new ideas/initiatives activities ⁹⁵

Looking to 2024



More hands-on
workshops, events,
meetings

Looking to 2024



Be present. More
appearances and
presentations

Looking to 2024



Increase collaboration
with every RCWD
program

Looking to 2024



Targeted/direct outreach=project
implementation

“Get things done” “Move the needle”

Looking to 2024





Questions??

ITEMS FOR DISCUSSION AND INFORMATION

3. District Engineers Update and Timeline



District Engineer - Monthly Project Report December 2023 Rice Creek Watershed District



Date Prepared:
Prepared by:

2-Jan-23
C. Grandbois

Project Name	Task Order Manager	Estimated Budget	Cost to Date	Remaining Budget	Project Complete / Transfer Funds?	Estimated Progress Based on Work Completed	Percentage of Budget Utilized	Within Budget? (Y/N)	District Billed for Exceedence of Budget? (Y/N)	Initial Target Completion Date	Items of Interest / Concern
MS4Front Annual Subscription and Implementation Services	Brian Fischer	\$16,000	\$4,756	\$11,244	Y	100.0%	29.7%	Y	N/A	31-Dec-23	Additional implementation efforts have been completed by HEI at District staff request.
GIS and Ditch Records Maintenance	Brian Fischer	\$16,000	\$12,983	\$3,017	Y	100.0%	81.1%	Y	N/A	31-Dec-23	HEI completes updates to various GIS layers utilized in MS4Front and DrainageDB.
Ramsey County Ditch 4 Repair Report	Chris Otterness	\$41,000	\$36,701	\$4,299	Y	100.0%	89.5%	Y	N/A	1-Oct-22	A public hearing was held on December 7, 2023 and the Board of
RCD 2, 3, & 5 Basic Water Management Project	Joe Lewis	\$167,500	\$131,007	\$36,493	N	75.0%	78.2%	Y	N/A	2-May-23	Based on City of New Brighton feedback, preliminary plan development will be focused at the Jones Lake site. Early coordination meetings with regulators will be completed in January.
RCD 1 Records Reestablishment	Adam Nies	\$27,500	\$14,736	\$12,764	N	55.0%	53.6%	Y	N/A	31-Dec-23	A draft report has been completed for review by District staff
RCWD Boundary Petition Assistance	Chris Otterness	\$16,500	\$15,579	\$921	N	85.0%	94.4%	Y	N/A	1-Mar-24	A revised recommended boundary and customized maps for each city have been completed. District staff is engaging with City and WMO staff for concurrence.
ACD 53-62 Branches 5 & 6 Repair Report	Adam Nies	\$82,200	\$12,213	\$69,987	N	15.0%	14.9%	Y	N/A	30-Apr-23	Survey of the current ditch bottom is completed and is being drafted onto plan/profile sheets
JD 3 Clearwater Creek Stabilization	Adam Nies	\$74,900	\$13,786	\$61,114	N	18.0%	18.4%	Y	N/A	31-May-24	Survey of JD 3 is completed and is being drafted onto plan/profile sheets
2023 PDS Level 2 & 3 surveys	Adam Nies	\$19,800	\$8,058	\$11,742	N	40.0%	40.7%	Y	N/A	31-Dec-23	Survey of JD 2 and ACD 10-22-32 is ongoing. Drone flights of selected systems has been completed
2024 Stormwater Management Grant Program Application Review	Kate MacDonald	\$7,500	\$0	\$7,500	N	0.0%	0.0%	Y	N/A	31-Jan-24	RCWD received 5 grant applications. HEI has begun reviewing the applications and will provide a synopsis and scoring to the District
Anoka Washington Judicial Ditch 3 Branches 1, 2, & 4 Construction Management	Adam Nies	\$80,500	\$56,295	\$24,205	N	60.0%	69.9%	Y	N/A	1-Jun-24	Excavation work is continuing on Branch 1 and clearing is beginning on Branch 4.
RCD 4 Final Plans/Specs, Bidding and Construction Management	Adam Nies	\$68,000	\$2,152	\$65,848	N	3.0%	3.2%	Y	N/A	31-Dec-24	HEI is beginning to develop construction plans and specifications for the repair of RCD 4.
Comprehensive Wetland Protection and Management Plans Annual Reporting - 2024	Chris Otterness	\$17,000	\$400	\$16,600	N	2.0%	2.4%	Y	N/A	9-Feb-24	HEI is beginning to summarize wetland permitting actions occurring in the 2023 calendar year for the annual report.

Values in red are either potential budget concerns or changes in schedule.

The "overage" for those projects shown as "over budget" is not billed to the District. The cost to date column reflects HEI's actual internal cost. Projects are considered within budget if ± 5%.

District Engineer Monthly Progress Report (Actual & Estimated Progress) Through December 2023

