



JANUARY						
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FEBRUARY						
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## RCWD BOARD OF MANAGERS WORKSHOP

Monday, January 12, 2026, 9:00 a.m.

Rice Creek Watershed District Conference Room  
4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota  
Virtual Monitoring via Zoom Webinar

Join Zoom Webinar:

<https://us06web.zoom.us/j/81684711573?pwd=bstkhY0UnddmxkLGVu0DRF9vGxzIY1.1>

Passcode: 465182

+1 312 626 6799 US (Chicago)

Webinar ID: 816 8471 1573

Passcode: 465182

## Agenda

### ITEMS FOR DISCUSSION

- Anoka County Ditch 10-22-32 Repair Alternative #4
- Citizen Advisory Committee Member Operating Procedure Updates 2026
- Citizen Advisory Committee Member Appointments for 2026
- Ramsey County Ditches 2, 3, and 5 Suite of Projects Update

Administrator Updates (If Any)

## **Anoka County Ditch 10-22-32 Repair Alternative #4**

# MEMORANDUM

## Rice Creek Watershed District



**Date:** January 02, 2026  
**To:** RCWD Board of Managers  
**From:** Tom Schmidt, Drainage & Facilities Manager  
**Subject:** Anoka County Ditch 10-22-32 Repair Alternative #4

### **Introduction**

This agenda item provides an update on the evaluation and the status of Repair Alternative #4 for Anoka County Ditch 10-22-32 (ACD 10-22-32), located north of West Pine Street.

### **Background**

At its January 14, 2023, Board meeting, the Board acted, directing staff and engineers to develop Repair Alternative #4 (ACSIC Option) for ACD 10-22-32 north of Pine Street, per its motion of:

1. Identifying and quantifying regulatory requirements.
2. Assessing the feasibility of the proposed alternative in consideration of regulatory requirements; and
3. Engaging with municipal partners, DNR, and other regulatory land use and road authorities to evaluate the feasibility of maintenance Alternative #4.

The Board directed Staff and the Engineer, consistent with the points above, to evaluate Repair Alternative #4 while continuing with minor maintenance work on the drainage system. ACD 10-22-32 maintenance work has been completed, with ongoing interest from landowners and municipalities. The completed maintenance work addresses one element of Repair Alternative #4, the lowering of the culvert at West Pine St. (The 137<sup>th</sup> Avenue NE/Rybak driveway culvert has been lowered to the existing DNR permitted elevation.) This maintenance work, in conjunction with the minor maintenance work of sediment removal, beaver dams, and similar, effectively completes and implements maintenance alternative #3, which are also included as a component of Repair Alternative #4. The District Engineer has updated the hydrologic model for ACD 10-22-32 to reflect these changes and is presenting the results to the board to illustrate the effect of the work completed so far and their impact on the technical merits of proceeding with the remaining components of Repair Alternative #4. The only elements of Repair Alternative #4 that remain are the lowering of the culverts at 137<sup>th</sup> Avenue NE/Rybak driveway and Jodrell Street NE to the ACSIC. The lowering of these culverts will impact the DNR Public Waters Wetland, requiring DNR Permit processing and associated mitigation.

### **Staff Recommendation**

This item is informational for the Board's deliberation/discussion in consideration of proceeding with the repair and its associated cost.

### **Attachments**

- HEI December 22, 2025, Memo ACD 10-22-32 Alternative 4

# Technical Memorandum

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**To:** Nick Tomczik, Administrator  
Rice Creek Watershed District

**Cc:** Tom Schmidt, Public Drainage and Facilities Manager, RCWD

**From:** Chris Otterness, PE

**Subject:** ACD 10-22-32 Alternative 4

**Date:** December 22, 2025

**HEI Project #:** R005555-0080

The purpose of this memorandum is to provide the Rice Creek Watershed District (District) with an update on potential benefits and costs of the “Alternative 4” repair to ACD 10-22-32.

## Introduction / Background

On January 23, 2023, Houston Engineering, Inc. (HEI) issued a report entitled Anoka County Ditch 10-22-32 Evaluation of Maintenance Alternatives which evaluated five different repair alternatives (including a “do-nothing” alternative) along the portion of the ACD 10-22-32 Main Trunk north of West Pine Street. One of the alternatives, referred to as “Alternative 4”, represents the restoration of all the culverts within this portion of the ditch to the as-constructed and subsequently improved condition (ACSIC) grade.

Following presentation of the results of the report at a public information meeting, the Board of Managers directed staff and the District Engineer to proceed with further vetting of Alternative 4 while continuing to prioritize and complete maintenance along the entire drainage system. The first step of vetting Alternative 4 included engagement with the Minnesota Department of Natural Resources (DNR) on public waters permitting implications. During this engagement, additional precision was required in the hydrologic/hydraulic modeling of alternatives to facilitate the DNR evaluation of potential impacts. Based on this modeling, DNR then provided an opinion of likely impacts of Alternative 4 (approximately 7.3 acres) and resulting mitigation requirements. A technical memorandum dated September 3, 2024 by HEI summarized the cost of Alternative 4 including mitigation and permitting and described the extent of benefit provided.

RCWD staff and the District Engineer have completed other maintenance activities over the last two years to advance drainage restoration north of West Pine Street. These activities, which are

consistent with “Alternative 3” in the 1/23/23 report, included: 1) the lowering of the culvert under West Pine Street to the ACSIC grade; 2) the lowering of the 137th Ave. (Rybak driveway) culvert to the DNR permitted elevation; and 3) clean-out of the channel from Jodrell St. to West Pine Street to the ACSIC grade. The lowering of the West Pine Street culvert was one of the three activities envisioned in the Alternative 4 repair (lowering of the 137<sup>th</sup> Ave. and Jodrell St culverts being the other two activities).

Because of these recent maintenance efforts and the updated modeling, it is prudent to reevaluate the effects of Alternative 4 prior to proceeding further with implementing Alternative 4. This report provides an updated estimation of benefits and costs of Alternative 4

## Alternative 4 Hydrologic Affects

The ACD 10-22-32 hydrologic and hydraulic (SWMM) model was updated to reflect recent maintenance efforts north of West Pine Street and compared to Alternative 4. The following is a summary of the hydraulic impact of Alternative 4 on the 2-year and 10-year rainfall events:

**Table 1: Peak Water Surface Elevations<sup>1</sup> Under Existing<sup>2</sup> and Alternative 4 Conditions<sup>3</sup> (feet)**

Location	2-year Rainfall			10-year Rainfall		
	Existing	Alt. 4	Change	Existing	Alt.4	Change
Field crossing on P. Wagamon property	901.2	901.2	0.0	902.1	902.1	0.0
Upstream (east) of Jodrell St.	900.6	900.2	-0.4	901.2	900.9	-0.3
Upstream (north) of Rybak driveway (137 <sup>th</sup> Ave.)	900.4	900.2	-0.2	900.8	900.8	0.0
Upstream (north) of field crossing on Martin property	899.7	900.0	+0.3	900.5	900.6	<0.1
Upstream (north) of W. Pine St.	898.8	898.8	0.0	899.2	899.3	<0.1

The relative change in water surface elevation resulting from Alternative 4 is similar to the relative change identified in prior reports comparing Alternative 3 to Alternative 4. The areas with reduced water surface elevations are entirely within mapped Public Waters. These affected lands are subject to restriction due to their status as Public Waters, and their status as a Public Water would not be

<sup>1</sup> All elevations provided herein are based on North American Vertical Datum of 1988 (NAVD 88)

<sup>2</sup> “Existing Conditions” is updated in this table to include maintenance activities including lowering of the W. Pine Street and Rybak driveway culverts.

<sup>3</sup> Both Existing Conditions and Alternative 4 include updated storage information not included in the 1/23/23 memorandum

changed by implementing Alternative 4. As such, Alternative 4 will not enable a change in the functional use of the land, and in the opinion of the Engineer, both the physical financial benefit of implementing Alternative 4 is negligible.

### Cost of Repair

Cost of Alternative 4 were estimated in the 9/3/24 memorandum, using present (2024) values. Costs have been updated for 2026 values, assuming a 3% annual inflationary increase, as shown in **Table 2**.

**Table 2: Anticipated Costs for Lowering 137<sup>th</sup> and Jodrell St. Culverts**

Category	Cost
Construction	\$85,000
Construction Engineering	\$27,000
EAW	\$27,000
Rare species survey	\$21,000
DNR Regulatory coordination	\$21,000
Legal/staff time	\$5,000
<b>Total</b>	<b>\$186,000</b>

Per MN Rule 4410.4300 Subp 27A, an environmental assessment worksheet (EA) is required for any projects that change the course, current, or cross-section of more than one acre of public water. As the DNR identified that Alternative 4, will impact more than one acre of public water, they confirmed that an EA must be completed prior to their permit review. It has not yet been determined that a rare species survey will be required. However, based on correspondence with DNR regarding construction activities in nearby locations, a rare species survey is a potential (if not likely) requirement of permit review.

Besides engineering and consultant cost, the DNR has indicated that a permit likely will require 14.6 acres of replacement credits from a BWSR-approved wetland bank. Market value of replacement credits is approximately \$100,000 per credit.

### Process

To date, the Board of Managers' ordered repairs have all included hydrologic data and impact considerations from which to balance its cost benefit analysis. Examples include repairs to JD 4, ACD 31, ACD 46, and multiple branches of ACD 53-62. The JD 3 repairs included consideration of Hugo's 157th Street culvert and conflicts between a utility line and the ACSIC grade. In that repair, the cost to lower the utilities and culvert were compared to the change in peak water levels in the

ditch and the potential value to the benefiting landowners. The Board's decision in that case was that the relatively small footprint of affected lands and the value provided by reducing peak water levels upstream was insignificant, resulting in minimal if any impact to land use by the landowners. For nearly every public drainage system repair completed in recent history, the Board of Managers has deviated from the ACSIC in one or more locations to alleviate challenges with existing infrastructure, avoid regulatory impediment, and foremost to be good fiscal stewards of public funds.

Should the Board elect to proceed with Alternative 4, a phased approach would be necessary to ensure that costs are not encumbered that are unnecessary; for instance, if a rare species survey is not required; if the RCWD cannot obtain permission for access for the rare species survey; if DNR determines that Alternative 4 is non-permittable; or if the outcome of proposed work will not result in tangible benefit. Under a phased approach, the Board of Managers may consider and stop the process should the developing information undermine its rationale. Statutory and regulatory thresholds are significant in consideration of such projects. The District's attorney identified these thresholds in the 9/3/2024 memorandum as follows:

*The Board's consideration of repair options for ACD 10-22-32 involves several requirements of the drainage code and other law. Repair and maintenance obligations under the drainage code require the Board to consider whether "the repairs recommended are necessary for the best interests of the affected property owners". (103E.705 and .715). Affected property owners include all owners of property benefitted by the drainage system and responsible for costs of the drainage system.*

*The Board must also consider "conservation of soil, water, wetlands, forests, wild animals, and related natural resources, and to other public interests affected, together with other material matters as provided by law in determining whether the project will be of public utility, benefit, or welfare". (103E.015, subd. 2).*

*"Public welfare" or "public benefit" includes an act or thing that tends to improve or benefit the general public, either as a whole or as to any particular community or part, including works contemplated by [the drainage code], that drain or protect roads from overflow, protect property from overflow, or reclaim and render property suitable for cultivation that is normally wet and needing drainage or subject to overflow. (103E.005, subd. 27).*

*The phrase, "other material matters as provided by law" implicates environmental policies and procedures of the state. One requirement, in particular, is the least impact alternative requirement found in the Minnesota Environmental Policy Act (MEPA), statutes chapter 116D. No state action significantly affecting the quality of the environment shall be allowed, nor shall any permit for natural resources management and development be granted, where such action or permit has caused or is likely to cause pollution, impairment, or destruction of the air, water, land or other natural resources located within the state, so long as there is a*

*feasible and prudent alternative consistent with the reasonable requirements of the public health, safety, and welfare and the state's paramount concern for the protection of its air, water, land and other natural resources from pollution, impairment, or destruction. (116D.04, subd. 6).*

*Another material consideration is the State's water policy -- it is in the public interest to preserve the wetlands of the state to conserve surface waters, maintain and improve water quality, preserve wildlife habitat, reduce runoff, provide for floodwater retention, reduce stream sedimentation, contribute to improved subsurface moisture, enhance the natural beauty of the landscape, and promote comprehensive and total water management planning. (103A.202).*

*Finally, in considering the scope and extent of repair, the courts recognize additional considerations and obligations. Drainage Authorities have an obligation to maintain ditches in a manner consistent with the policies established by the legislature in various environmental laws.*

*A clear articulation of this obligation was provided by the Court of Appeals in case brought by McLeod County, in its capacity as drainage authority, against the Minnesota Department of Natural Resources.*

*The Minnesota Supreme Court has stated: Once a ditch system is established, the order creating it constitutes a judgment in rem. \*\*\* Thereafter, every owner of land who has recovered damages or been assessed for benefits has a property right in the maintenance of the ditch in the same condition as it was when originally established. Fischer v. Town of Albin, 258 Minn. 154, 156, 104 N.W.2d 32, 34 (Minn. 1960) (quoting Petition of Jacobson v. Kandiyohi County, 234 Minn. 296, 299, 48 N.W.2d 441, 444 (1951)).*

*Thus, the landowners have a right to have the ditch maintained, and it is the [drainage authority] that must undertake the maintenance. However, as a political subdivision of the state, the [drainage authority] has a greater duty than does a private individual to see that legislative policy is carried out. As a creature of the state deriving its sovereignty from the state, the [drainage authority] should play a leadership role in carrying out legislative policy. County of Freeborn v. Bryson, 309 Minn. 178, 188, 243 N.W.2d 316, 321 (Minn. 1976). Therefore, when the [drainage authority] undertakes the maintenance of a ditch, pursuant to statute, "it must do so in a way that is consistent with the objectives of the statute and other announced state policies."*  
*Kasch v. Clearwater County, 289 N.W.2d 148, 151 (Minn. 1980).*

*The supreme court has stated that Aldo Leopold's " 'land ethic simply enlarges the boundaries of the community to include \* \* \* the land.' " In re Application of Christenson, 417 N.W.2d 607, 615 (Minn.1987) (quoting Bryson, 309 Minn. at 189, 243 N.W.2d at 322). The court has reaffirmed that the state's environmental legislation had given this land ethic the force of law, and imposed on the courts a duty to support the legislative goal of protecting our state's environmental resources. Vanishing wetlands require, even more today than in 1976 when Bryson was decided, the protection and preservation that environmental legislation was intended to provide. Id. Thus, the county has an obligation to maintain the ditch in a manner consistent with the policies established by the legislature in the Act.*

McLeod Cnty. Bd. of Com'rs as Drainage Authority for McLeod Cnty. Ditch No. 8 v. State, Dept. of Natural Resources, 549 N.W.2d 630, 633–34 (Minn.App., 1996)

*In the process of applying all of the above considerations and obligations, courts have concluded that the drainage authority, has discretion to determine the manner in which the ditch will be maintained – including the scope and extent of repair. Slama v. Pine Cnty., No. A07-1091, 2008 WL 1972914 (Minn. Ct. App. May 6, 2008).*

# **Citizen Advisory Committee Member Operating Procedure Updates 2026**

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 2, 2025  
**To:** RCWD Board of Managers  
**From:** Kendra Sommerfeld, Communications & Outreach Manager  
**Subject:** Citizen Advisory Committee Member Operating Procedure Updates 2026

### Introduction

The Citizen Advisory Committee (CAC) serves an important role in advising and assisting the Board of Managers on matters affecting the interests of the watershed district. As part of ongoing evaluation of committee function and member experience, staff have reviewed the CAC Operating Procedures and identified opportunities to improve meeting efficiency, purpose, and member engagement. This memo outlines proposed updates to the CAC Operating Procedures for implementation beginning in 2026.

### Background

The "Advisory Committee Operating Procedures" (adopted 2020, amended 2022–2023) currently outline:

- A maximum of 12 CAC members, up to 4 for each county
- Monthly meetings, except July and January
- CAC responsibilities mainly include review of water quality and stormwater grant applications

Recently, a few CAC members have expressed concerns regarding the purpose and frequency of meetings. The primary concern is that most meeting time has been spent reviewing water quality grant applications, leaving little opportunity for discussions on district projects, priorities, watershed issues, or other advisory topics.

Members have shared that this focus does not feel like an effective use of their time or expertise and does not fully align with the broader advisory purpose intended for the CAC.

In response to these concerns, staff conducted internal reviews and inquiries with other watershed advisory committees and identified opportunities to refocus meetings, streamline grant review processes, and size for the committee for efficiency.

### Staff Recommendation

Staff recommend the following updates to the CAC Operating Procedures:

1. **Reduce CAC membership from a maximum of 12 to a maximum of 10 members.**  
A slightly smaller committee will improve discussion efficiency, reduce scheduling challenges, and support deeper engagement from each member. Representation from all three counties and conservation districts will still be maintained.
2. **Shift from monthly meetings to quarterly meetings, and additional meetings only when needed for time-sensitive or substantial matters.**  
Quarterly meetings will allow for:
  - More meaningful agendas
  - Better use of volunteer time
  - Greater focus on district programs, projects, and strategic topics
  - Adequate preparation time for staff and members
3. **Move water quality and stormwater grant reviews to a monthly email/phone-based process coordinated by the Grant Technician.**

# MEMORANDUM

## Rice Creek Watershed District



Grant review responsibilities will remain the same, but reviews will occur via virtual means (such as phone call, email, zoom meetings, etc.) rather than during meetings.

This ensures timely processing of applications while removing the need for meetings dedicated solely to grant review.

Grant program reviews will still occur annually, and CAC will provide any recommendations to Board regarding those programs.

These changes create space for the CAC to return to its intended advisory role providing feedback on district programs, policy updates, watershed management planning, and emerging issues rather than spending most of the meeting time on grant reviews.

### **Request for Board Consensus**

Staff seek Board consensus on the proposed 2026 updates to the CAC Operating Procedures and approval at next Board meeting.

### **Attachments**

- CAC Operating Procedures 2026 Updates

# Citizen Advisory Committee Operating Procedures



Adopted: May 4, 2022

Amended: January 25, 2023 and \_\_\_\_\_  
Adopted Amendments: March 1, 2023

## Background:

The RCWD By-Laws and MN Watershed Law (MS 103D) state:

**Section 1. ADVISORY COMMITTEE REQUIRED:** Pursuant to MS 103D.331, Subd. 1:

"The managers must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district."

**Section 2. MEMBERS OF ADVISORY COMMITTEE:** Pursuant to MS 103D.331, Subd. 2:

(a) "The advisory committee consists of at least five members. If practicable, the advisory committee members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization, and a member of a farm organization. Other advisory committee members may be appointed at the discretion of the managers. The members must be residents of the watershed district, except representatives from soil and water conservation districts and counties and serve at the pleasure of the managers."

(b) "In addition, the managers may appoint other interested and technical persons who may or may not reside within the watershed district to serve at the pleasure of the managers."

## Purpose:

The purpose for this operating procedure is to implement the Rice Creek Watershed District's (RCWD) Board of Managers desire to:

- Appoint a citizen advisory committee (CAC) to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district (MS 103D.331, Subd. 1)
- Have CAC members be broadly distributed across the District
- Have CAC members represent a broad range of interests
- Have CAC members generally serve for more than one year, to take advantage of the knowledge gained of RCWD operations in their first year
- Have CAC members attend a majority of meetings throughout the year

## Membership:

The minimum number of CAC members required by law is five, (MS 103D.331, Subd. 2). The District has in the past had a makeup of CAC members that has routinely exceeded that number. With this operating procedure the District establishes the following guidelines:

## Rice Creek Watershed District CAC Operating Procedures



Membership of the CAC will be limited to ten individuals. **Per MS 103D.331, Subd. 2: The advisory committee must consist of at least five members.**

**Commented [KS1]:** Changed from 12 to 10.

- Geographic area location of CAC members will consist of members from Anoka, Ramsey, and Washington Counties, with one from each county being a Conservation District (or conservation department) representative, appointed by their respective Conservation District Board of Supervisors or county department representative; one of the ten members may be an at-large representative from Hennepin County
- Areas of representation: Minnesota statute (MS 103D.331, Subd. 2) provides for the following groups and or entities to be represented on the CAC (it is important to note that these are suggested not mandatory)
  - Representative from each of the Soil and Water Conservation Districts (Washington and Anoka Counties) and the Soil and Water Department (Ramsey County)
  - Representative from each County
  - Member of a sporting organization
  - Member of a farm organization
  - Others at the discretion of the RCWD Managers (reside in the District)
  - Other technical persons who may or may not reside in the District chosen at the discretion of the Managers

The District is required to have a Technical Advisory Committee (TAC) in addition to the CAC; this is pursuant to the Metropolitan Surface Water Management Act (MS 103D.337). Counties and other technical representatives that may otherwise be represented on the CAC may also be asked to serve on the Rice Creek Watershed District Technical Advisory Committee.

### Appointment Process:

- All appointments will be made annually (MS 103D.331, Subd. 1)
  - CAC members will be encouraged to serve a minimum of two years
- Solicitation of Interest (Occurs annually or when needed for vacant positions)
  - Notification to cities and other partners to request their assistance in recruitment
  - Notice on RCWD website
  - Other necessary notifications (press releases, notices in local newspapers or newsletters, etc.)
- Application – all new applicants will be required to submit an application including but not limited to:
  - Name
  - Address
  - Phone Number and Email (and preferred contact method)
  - Interest
  - Experience
- Screening of applications to verify residency in the District (with the exception of the CD representative) and initial interviews with staff
- Roster of Eligible Applicants (December / January)

- Staff will prepare a list of eligible applicants and present to the Board of Managers
- Selection of individuals for interviews as directed by the District Administrator or Board of Managers (December / January)
- Appointment of CAC members by Board (January / February)
- Attendance at first meeting (February)

### Term of Office:

- Statutory term is one year
- The Board of Managers encourages a minimum of a two-year commitment with a confirmation of term each year except conservation district/department representatives which are appointed by their respective County Board of Supervisors
- Efforts should be made to have a balance of even and odd year appointments with staggered terms

### Reappointment / Removal:

The expectation of the Board of Managers is that CAC members attend a majority of the meetings during a year unless excuse by prior notice to the District Administrator or designated staff.

- A member's record of attendance will be considered during the annual CAC member appointment process
- For CAC members missing 3 consecutive meetings, the Board may consider it cause for removal

### Meeting Schedule:

- The CAC will meet at least quarterly per year, meetings month will be determined annually.
- With additional meetings scheduled only when needed for CAC feedback, recommendations, or discussion.
  - Monthly Water Quality Grant application reviews and recommendations will occur monthly via virtual means (email, phone, virtual meetings, etc.) in coordination with the Grant Technician.
  - Meetings will focus on priority topics, discussions, and advisory needs.
- Meetings will be scheduled by staff and the CAC Chair as needed and will typically be held at the RCWD office (with a virtual option available) unless otherwise noted.
  - If staff anticipates that a meeting will exceed the two-hour time period, the CAC will be informed of this; a member may propose removing items from the agenda when the agenda is approved at the beginning of the meeting
- The CAC may utilize interactive technology (including a conference call or web-based platform like Zoom or Teams) for members, presenters, or other necessary participants.
  - The CAC may hold its meeting using interactive technology because of inclement weather, a public health situation, anticipated low in-person attendance, or other situations where it is determined to be necessary.

Commented [KS2]: Changed

Commented [KS3]: changed

- The CAC may use interactive technology for some or all the meeting participants at the request of the CAC chair, a CAC member, RCWD staff, or an RCWD Board member.
- Changes to the meeting schedule are to be made as early as possible. The decision to cancel a meeting or to use interactive technology should happen by 4:30pm the day before the meeting if possible.

### Quorum and Meeting Cancellations

The lesser of five or a simple majority will be considered a quorum for a meeting

The CAC Chair, with input from staff, may cancel a meeting when there will not be a quorum, if severe weather is a concern, or when there is a lack of agenda items. If a meeting takes place without a quorum, no action will be taken.

### Duties:

- Elect a chair from its membership (annually)
- Elect a vice-chair from its membership (annually)
- Elect a secretary from its membership or identify that staff will take minutes (annually)
- RCWD staff will take notes for CAC meetings.
- Establish a meeting schedule with priority topics at the first meeting of the year with staff assistance.
- Consider issues pertinent to the functions and purposes of the watershed district and at the request of the Board of Managers
  - RCWD staff and CAC Chair set agenda
  - Members may bring topics to the Chair or to staff
- Review and comment on reports, minutes, activities, and proposed projects of the managers including but not limited to:
  - Water Quality Grant Program and applications
  - Stormwater Management Grant Program and applications
  - Watershed Management Plan revisions and updates
  - Watershed rule revisions
  - Work plans and budgets
  - Other items at the direction of the Board of Managers
- Report to Managers on the general content of advisory committee meetings and resulting recommendations including
- Act as an ambassador for the RCWD by assisting with or attending education, outreach and communication efforts; attending conferences and events; and representing RCWD at other public activities. Expectations when representing RCWD interests is discussed below in the section titled “Representing RCWD.” CAC external activities may include:
  - Discussing education, outreach, and communication activities at CAC meetings and community events such as county fairs and expos (as appropriate)
  - Leading presentations with stakeholder groups

- Drafting, updating, and / or reviewing literature, presentations, and other materials as requested
- Provide an update or information to the CAC related to any conference or professional development programming that is attended on behalf of the RCWD

### RCWD Board Participation:

Reasonable effort will be made to have a member of the Board of Managers in attendance at each CAC meeting. The schedule for Board member attendance will be set in January of each year (along with setting of the Board of Managers calendar year schedule).

### RCWD Staff Participation:

The District Administrator or a representative is expected to attend each CAC meeting unless otherwise directed by the Board or Board President; other District staff attendance will be directed by the Administrator. Staff will be responsible for:

- Preparing agendas with input from the Board of Managers, CAC chair, and CAC priorities
- Taking minutes as requested
- Assisting the CAC Chair in matters related to the running the meetings
- Preparing background information for items requiring CAC action
- Coordinate attendance by consultants and other staff as needed
- Preparing memorandums to communicate CAC recommendations to the Board

## Travel Reimbursement: Policy for Citizen Advisory Committee Travel Reimbursement

### Purpose:

To provide travel reimbursement to Citizen Advisory Committee members to attend Citizen Advisory Committee meetings.

### Background:

The Citizen Advisory Committee Operating Procedures states that the Board of Managers may reimburse members of the Citizen Advisory Committee for actual traveling and other necessary expenses incurred in the performance of duties in the amount as provided for state employees (MS 103D.331, Subd. 3).

### Policy:

The Board may reimburse Member for mileage from Member's home or workplace address to the Rice Creek Watershed District office or specified meeting location at the current rate specified by the Internal Revenue Service for mileage allowance at the time the expense occurs.

Member must timely fill out and submit travel expense sheets to RCWD staff recording each meeting eligible for reimbursement. Members must submit travel expense sheets at least quarterly for reimbursement.

Mileage expenses need not be approved in advance, but mileage expenses will be reimbursed only when accompanied by documentation of the date, number of miles traveled, purpose and destination(s).

Members must fill out the RCWD W-9 form if requesting travel expense reimbursement.

### Expenses Reimbursement:

The managers may reimburse members of the citizen advisory committee for actual traveling and other necessary expenses incurred in the performance of duties in the amount as provided for state employees (MS 103D.331, Subd. 3).

### Meeting Procedures

Meetings do not follow a strict Roberts Rules of Order protocol. However, certain meeting procedures will be followed to ensure that meetings are efficient and effective. Discussions and the overall meeting are founded in respect. All CAC members should participate in discussions and be heard. The CAC will work towards consensus in their recommendations to the Board with the understanding that consensus is not always possible.

The Chair will be responsible for moving the meeting along efficiently. This is particularly important when discussions become too long, a single speaker is controlling a conversation, or when the conversation gets off topic. The Chair may interrupt a speaker when it is necessary to move to the next topic or take a vote.

### Materials

Meeting handouts and a suggested agenda will be provided to the CAC members at least 2 days before the meeting; these materials will be provided earlier if possible. Additional materials may be provided at meetings.

### Meeting Business Order

The order of business during a meeting may vary but is typical:

- Call to Order (attendance / roll call will be silently recorded by RCWD Staff)
- Setting the Agenda
- Approval of Minutes
- New Business
- Continuing Business
- Announcements
- Adjournment
- The Next Meeting date and time will typically be provided on the current agenda handout

## Motions and Actions of the CAC

Most discussions will end with a motion to propose an action or decision. This generally takes place as follows:

- A member of the group proposes a motion
- A second for each motion is required (without a second, the motion fails)
- After a motion is seconded, there can be further discussion, or the group can vote

A motion needs a majority (50%+) of the vote to be approved. A motion fails if it receives less than a majority (less than 50%) or if there is a tie.

### Most Common Motions

- Main motion - A motion must be made and seconded to initiate discussion on an issue (a limited amount of discussion may be allowed at the discretion of the Chair)
- Amendment motion - These are editorial changes that may be allowed if there is no objection
  - Any member may object to and deny an amended motion
  - All main motions can be amended including the **first** amendment to a motion
  - After passing or rejecting an amendment, the main motion still requires a vote
- Call the question – A motion to end debate
  - The Chair can choose to end debate

## Voting

The Chair manages all votes.

- Voice vote – this is the most common procedure for CAC voting
  - The chair will call the vote with the statement, “All those in favor say ‘aye.’”
  - The chair will follow the above statement with, “All those opposed say ‘nay.’”
  - The motion will carry or fail based on the outcome of the voice vote
  - If a voice vote does not result in a clear outcome, a raised hand vote or roll call vote should be used
- Raised hands vote
  - The chair will call the vote by requesting a “show of hands” in favor of and then opposed to the motion
  - The chair and RCWD staff will count raised hands to determine the outcome of the vote
- Roll call vote – used when requested by a voting member
  - Each member of the CAC will state “aye” or “nay” in favor of or in opposition of the motion

Members may abstain.

### Representing RCWD

Members of the CAC will have opportunities to attend programs, represent the RCWD at events, and speak about RCWD issues. Members are RCWD ambassadors in the community. It is important that when representing themselves as a member of the CAC and/or representative of the RCWD, CAC members apply the following guidelines to their actions:

- Only identify yourself as a representative of the RCWD if the information you are presenting is in accordance to official positions and policies of the RCWD
- If you do not agree with an RCWD position on an issue but choose to talk about it, please make it clear to the audience that you are not representing the positions of the RCWD or acting in your official role as a CAC member
- Be positive about the efforts of the RCWD and use polite and respectful language

Members are asked to communicate with staff regarding any significant conversations or meetings that take place. This is particularly important when dealing with sensitive issues and helps the staff be prepared for any additional phone calls or inquiries. Staff is also available to complete any follow-up communications that are needed as a result of CAC member activities.

### Resources

Staff is available to assist CAC members. However, there may be times that workload, RCWD priorities, and CAC priorities limit how much time a staff member can dedicate to a request or project.

Members of the CAC may at times wish to request supporting information or documents related to an issue of interest. This may be an issue in their own community, a high-profile topic, a request by a resident of RCWD, or other reasons. Staff can provide supporting information or documents but may require approval from the District Administrator or the Board.

There may be times when requests of staff assistance and/or information and documents need to be made in writing. In some circumstances, inquiries may require using the Data Practices Act protocols. Staff will assist CAC members with the appropriate processes based on any requests.

## Communication

Staff will maintain a CAC contact list and email group. Email will be used to share information with the group, but the discussion will be limited. All efforts will be made to conduct CAC discussions at the monthly meetings and not over emails. Members may send topic requests for meeting discussion to the CAC Chair and staff prior to the monthly meeting agenda and materials packet being provided.

If a topic requires timely input or vote from CAC members, the CAC Chair will provide specific instructions.

The CAC email list is to be used for CAC specific communication. The CAC should not be copied on emails but should be the direct recipients. The CAC email list and member emails should not be shared with outside parties unless a specific individual has given permission to share their email address.

## **Citizen Advisory Committee Member Appointments for 2026**

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 2, 2025  
**To:** RCWD Board of Managers  
**From:** Kendra Sommerfeld, Communications & Outreach Manager  
**Subject:** Citizen Advisory Committee Member Appointments for 2026

### Introduction

The Board of Managers is required to maintain a Citizen Advisory Committee (CAC) to advise and assist the Board with all matters affecting the interests of the watershed district as well as to make recommendations on proposed RCWD projects and improvements. The Board appoints or re-appoints members annually or as vacancies occur.

### Background

The "Advisory Committee Operating Procedures" (adopted in 2020) includes provisions for:

- A maximum of 12 members
- Up to 4 members from each of the counties of Anoka, Ramsey, and Washington (ideally) with one of those being a representative of the conservation district/department

Staff have prepared a slate of 10 individuals (see table) who have indicated their willingness to serve on the RCWD CAC in 2026.

### Staff Recommendation

Staff recommends the presented slate for the 2026 CAC.

Name	Affiliation or Organization	County
Asleson, Kate	Anoka county	Anoka
Rebecca Keller	Lino Lakes	Anoka
Truchon, Mary Jo*	Anoka Conservation District	Anoka
O'Connell, Teresa	Lino Lakes	Anoka
Ellen Donaldson	White Bear Township	Ramsey
Lazarus, William	Shoreview	Ramsey
Gebhard, Lisa	New Brighton	Ramsey
Schroeder, Michael*	Ramsey Conservation Department	Ramsey
Lindholm, Matt*	Washinton SWCD	Washington
McDonald, Jim	New Brighton	Washington

\*Representatives of the county conservation districts/departments are put forth by the conservation district/department for Board consideration.

### Request for Board Consensus

Staff seek Board consensus on proposed 2026 CAC slate for appointment at following January 2026 Board Meeting.

## **Ramsey County Ditches 2, 3, and 5 Suite of Projects Update**



## MEMORANDUM

### Rice Creek Watershed District

**Date:** January 2, 2026  
**To:** RCWD Board of Managers  
**From:** David Petry, Project Manager  
**Subject:** Ramsey County Ditches 2, 3 and 5 Suite of Projects Update

#### Introduction

This is an informational item, sharing updates to the Ramsey County Ditches 2, 3, and 5 suite of projects.

#### Background

Following the July 2011 “super storm” in which the District experienced upwards of seven inches of rain in four-six hours, the Cities of New Brighton and St. Anthony (and later Roseville) filed a Joint Petition to RCWD for the establishment of a phased Basic Water Management Project (BWMP) to develop a comprehensive strategy for stormwater management, flood damage reduction, and water quality enhancements.

Phase 1 (2013-2018) of the BWMP outlined project phasing, summarized flood prone areas, and identified potential projects. Two key projects, Mirror Pond and Hansen Park, were selected for immediate implementation, funded in part by a \$3M Clean Water Fund grant from the Clean Water, Land & Legacy Amendment for a Targeted Watershed Demonstration project.

Phase 2 (2018-2019) focused on developing a regional, comprehensive stormwater management and flood damage reduction plan and included concept-level technical studies for the top ten projects with an estimated probable cost of \$21M (based on the 2019 analysis).

Phase 3 (2020-2021) detailed an anticipated implementation schedule and project prioritization. It considered flood reduction benefit, the relationship to existing capital improvement plans, property ownership coordination, complexity of regulatory approval, and project sequence or prerequisites to avoid temporary flood damages.

Phase 4 is currently ongoing and focuses on implementation of the projects identified in Phase 2. This includes the Jones Lake project, which is the largest in the plan and is a critical prerequisite for most of the other projects to ensure there is adequate stormwater storage.

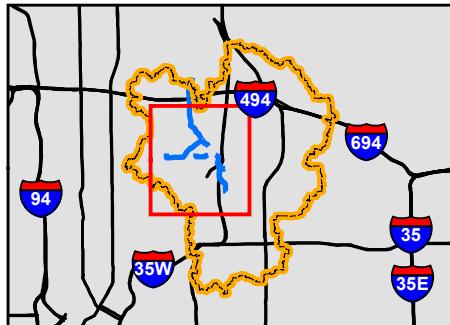
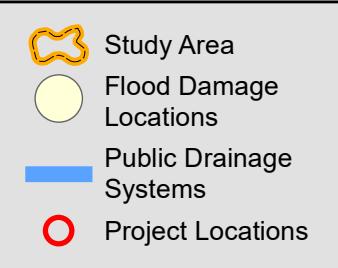
RCWD and its municipal partners continue to coordinate and collaborate to advance the goals of the RCD 2, 3 and 5 Basic Water Management Project. Staff will make a short presentation during the workshop.

#### Staff Recommendation

N/A. This is an informational item.

#### Attachments

- **Figure 1 – Project Locations Map**, from *RCD 2, 3, and 5 Basic Water Management Project Phase 3 Final Report, May 18, 2021*.
- **Table 1 – Implementation Schedule Considerations**, from *RCD 2, 3, and 5 Basic Water Management Project Phase 3 Final Report, May 18, 2021*. Note the costs estimates have not been updated since this memo.



0 750 1,500 3,000  
Feet

Figure 1 - Project Locations Map

Scale: AS SHOWN	Drawn by: TWM	Checked by:	Project No.: 5555-0221	Date: 4/21/2021	Sheet:
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P: 763.493.4522  
F: 763.493.5572

**Table 1 – Implementation Schedule Considerations**

Project	Suite	Suite Flood Reduction Benefit*	Relationship to Existing Capital Improvement Plans	Property Owner Coordination**	Complexity of Regulatory Approval**	Sequence Conveyance/Storage** (i.e., Prerequisite Projects)	Cost
RCD 2-5: Modify Jones Lake Outlet and Dredging	Jones Lake Suite	Medium	-	High: Multiple property owners	High: DNR Public Water Permitting, DNR Dam Safety, COE Permitting	-	High: \$6,421,175
RCD 2-9: Increase Culvert Capacity at Highway 88 and I-35W on RCD 5	Jones Lake Suite	Medium	-	High: MnDOT & Railroad (MN Transfer Rail)	Low	RCD 2-5; Jones Lake	High: \$4,148,291
RCD 2-7: Increase Storm Sewer Capacity on RCD 2 Branch 1	Jones Lake Suite	Medium	-	High: Coordination Lakeside North Mobile Home Park and Hillside East Apartments & requires watershed passing drainage system ownership to city partner	Low	RCD 2-5; Jones Lake	Medium: \$816,437
RCD 2-8: Upper (South) Hansen Park	South Hansen Suite	High	-	Low: City of New Brighton	Low	-	Medium: \$2,691,659
RCD 2-3: Increase 4th Street Storm Sewer Capacity	South Hansen Suite	High	4th Street (New Brighton)	Low	Low	RCD 2-8; Upper (South) Hansen	Medium: \$2,138,409
RCD 2-6: Old Highway 8 / Remmelle Culvert Modification*	South Hansen Suite	High	-	Low	Low	RCD 2-8; Upper (South) Hansen	Medium: \$651,228
RCD 3-2: Increase Poplar Lake Outlet Capacity	South Hansen Suite	High	-	High: Railroad and Northwestern Holdings Inc	Low: Potential DNR Public Water Permitting	RCD 2-8; Upper (South) Hansen	Medium: \$1,153,343
RCD 3-4; Silver Lake Outlet Modification	Upper Watershed Storage Suite	Low	-	Low: City of St. Anthony Engineering dept.	Medium: DNR Public Water Permitting	-	Low: \$66,173
RCD 5-6; MN Transfer Railway Pond	Upper Watershed Storage Suite	Low	-	High: 2 Properties (Hood Packaging and B&D Services)	Low: Potential WCA wetland	-	High: \$3,290,231
RCD 5-7; Modify Langton Lake Outlet	Upper Watershed Storage Suite	Low	-	Low: City of Roseville	Medium: DNR Public Water Permitting, freeboard limitations (2 homes)	-	Low: \$69,296

\*High = Greater benefit from project implementation

\*\*High = Greater amount of effort and lead time necessary from project initiation to construction