



JANUARY						
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FEBRUARY						
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RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, January 14, 2026, 9:00 a.m.

Mounds View City Hall Council Chambers
2401 County Road 10, Mounds View, Minnesota
Virtual Monitoring via Zoom Webinar

Join Zoom Webinar:
<https://us06web.zoom.us/j/83642508991?pwd=iwp2kai9PQH7qjompN3K6m4M5b33C7.1>
Passcode: 911743
+1 312 626 6799 US (Chicago)
Webinar ID: 836 4250 8991
Passcode: 911743

Agenda

CALL TO ORDER

ROLL CALL

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.

SETTING OF THE AGENDA

APPROVAL OF MINUTES: DECEMBER 8, 2025, WORKSHOP; DECEMBER 10, 2025, 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
25-102	ROC Communications	Columbus	Final Site Drainage Plan	CAPROC 7 items
25-111	Lyngblomsten Senior Housing Inc	Lino Lakes	Final Site Drainage Plan	CAPROC 3 items
25-117	Anoka County Highway Department	Fridley	Street & Utility Plan	CAPROC 4 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 5, 2026.

ITEMS REQUIRING BOARD ACTION

1. Oath of Office for Managers Robertson and Weinandt (John Kolb)
2. Anoka County Ditch 55 – Petition for the Transfer of Branch #8 (Tom Schmidt)
3. Washington Judicial Ditch #2 Maintenance Work Order (Tom Schmidt)
4. Citizen Advisory Committee Member Operating Procedure Policy Updates 2026 (Kendra Sommerfeld)
5. Citizen Advisory Committee Member Appointments for 2026 (Kendra Sommerfeld)
6. Check Register Dated January 14, 2026, in the Amount of \$266,529.12 Prepared by Redpath and Company

ITEMS FOR DISCUSSION AND INFORMATION

1. District Engineer Updates and Timeline
2. Administrator Updates
3. Manager Updates

**APPROVAL OF MINUTES: DECEMBER 8, 2025, WORKSHOP;
DECEMBER 10, 2025, REGULAR MEETING**

DRAFT

RCWD BOARD OF MANAGERS WORKSHOP

Monday, December 8, 2025

**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 9:00 a.m.

2 Attendance: Mike Bradley, Jess Robertson, John Waller, Marcie Weinandt

3 Absent: Steve Wagamon -with prior notice

4 Staff: Administrator Nick Tomczik, Drainage & Facilities Manager Tom Schmidt, Lake
5 & Stream Manager Matt Kocian, , Program Support Technician Emmet Hurley
6 (video-conference), Office Manager Theresa Stasica, Regulatory Manager
7 Patrick Hughes

8 Consultants: District Engineer Chris Otterness-Houston Engineering Inc., District Attorney
9 John Kolb-Rinke Noonan

10 Visitors:

11 President Bradley informed the Board that he recently spoke with Manager Wagamon. Manager
12 Wagamon informed him he was reaching out to Anoka County to inform them that he will need
13 to resign from his position for health reasons. Manager Robertson stated she just reached out
14 to Anoka County Commissioner Reinert and they have scheduled a meeting this afternoon to
15 discuss the issue.

16

17 **Wake Boats: New U of MN Science & RCWD's Role**

18 Lake & Stream Manager Kocian provided a presentation to the Board on the new U of MN research
19 on wake boats, which include activities of waterboarding and wakesurfing, and their impact on lakes. The
20 Board discussed with staff the U of Mn recommendations. The Board and staff agreed that the District's
21 role is to educate the public. This may include lake maps which indicate the recommended lake depths
22 for wake boat activities.

23 **Administrator Updates**

24 • Regulatory Manager Hughes reviewed with the Board permit application 25-115 and its
25 variance. This item will be added to Wednesday's agenda to be considered.

26 5-minute break

27 • Informed the Board of Maptionnaire, an online survey platform, staff to move forward
28 with district outreach efforts.
29 • Meeting occurred with the City of Centerville regarding JD3.

30 • Jones Lake Project bonding legislative meetings: Representation Fischer on 12/17/25 at
31 Caribou Coffee on Rice Street and Senator Housley via Zoom on January 16, 2026. Board
32 and staff discussed the idea of using a lobbyist.
33 • Provided RCWD cost outcomes from the District compliance with 2026 MN Paid Leave
34 law.
35 • Staff and the City of Lino Lakes staff met with landowner, Ms. Decker on-site to discuss
36 the Natures Refuge North project/permit. A neighbor and Mr. Stowe were also in
37 attendance. Staff are providing additional information to Ms. Decker.
38 • Wednesday's Board meeting will begin at 6:30 p.m.
39 • RCWD City/County Partner meeting will be Wednesday, December 10, 2025, 10 a.m.-
40 noon at the New Brighton Community Center.
41

42 **2026 Administrator Review/Salary(Closed Session) 10:49 a.m.**

43 *Motion by Manager Bradley, seconded by Manager Weinandt, to convene into a closed
44 session to discuss the District Administrator review/salary. The Administrator affirmed that
45 he is not requesting that the review/salary discussion be conducted in open session. Motion
46 carried 4-0.*

47 The Board reconvened in open session. President Bradley stated the Board will discuss the actual
48 2026 salary at their meeting on Wednesday.

49 The workshop was adjourned at 11:08 a.m.

DRAFT

1
2 For Consideration of Approval at the January 14, 2026 Board Meeting.
3 Use these minutes only for reference until that time.
4

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS

Wednesday, December 10, 2025

Mounds View City Hall Council Chambers
2401 County Road 10, Mounds View, Minnesota
and

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

Minutes

CALL TO ORDER

President Michael Bradley called the meeting to order, a quorum being present, at 6:30 p.m.

ROLL CALL

Present: President Michael Bradley, 1st Vice-Pres. John Waller, and Treasurer Marcie Weinandt

Absent: 2nd Vice-Pres. Steve Wagamon and Secretary Jess Robertson (with prior notice)

Staff Present: Administrator Nick Tomczik, Regulatory Manager Patrick Hughes, Drainage & Facilities Manager Tom Schmidt, Program Technician Emmet Hurley (video-conference), Project Manager David Petry, Office Manager Theresa Stasica

Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI) and District Attorney John Kolb from Rinke Noonan

Visitors: Keith & Nancy Narr

OPEN MIC/PUBLIC COMMENT

SETTING OF THE AGENDA

District Administrator Tomczik requested that Permit application 25-115 and a variance request from Nancy and Keith Narr be added following the Consent Agenda. He stated that there was also the League of Minnesota Cities Insurance Trust Property & Casualty Insurance Renewal Invoice and suggested that it be added as a new item #6 under Items Requiring Board Action. He explained that staff also wanted to add an information item related to the Les Bolstead property as #1 under Items for Discussion and Information. He reminded President Bradley that the Board would need to appoint a Secretary Pro-Tem for tonight's meeting in the absence of Manager Robertson.

Manager Waller volunteered to serve as Secretary Pro-Tem for the meeting.

35

36 ***Motion by Manager Bradley, seconded by Manager Weinandt, to appoint Manager Waller to serve as***
37 ***Secretary Pro-Tem. Motion carried 3-0.***

38

39 ***Motion by Manager Waller, seconded by Manager Bradley, to approve the agenda, as amended.***
40 ***Motion carried 3-0.***

41

READING OF THE MINUTES AND THEIR APPROVAL

43 Minutes of the November 10, 2025, Workshop and November 12, 2025, Board of Managers Regular
44 Meeting. Motion by Manager Weinandt, seconded by Manager Waller, to approve the minutes as
45 presented. Motion carried 3-0.

46

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 an opportunity for discussion:

Table of Contents-Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
25-099	2700 Snelling Ave LLC	Roseville	Final Site Drainage Plan	CAPROC 6 items
25-100	Holiday Station Stores, Inc	Columbus	Final Site Drainage Plan	CAPROC 7 items
25-106	Lexington Meadows, LLC	Blaine	Final Site Drainage Plan	CAPROC 7 items

55 President Bradley asked about Permit 25-106 and explained that he had not found a table of discharges
56 included in the packet.

57 Regulatory Manager Hughes stated that he probably had that information in his email and asked for a
58 moment to search for it.

59 District Engineer Otterness explained that he believed the reason this did not have the table of discharges
60 in the ER was that the site is part of a larger development that had already been permitted, and rate control
61 had been provided under the prior permit.

62 Manager Weinandt stated that she thought the packet stated that this was the last of the projects, but
63 District Engineer Otterness had just indicated that there may be additional portions of the original site yet
64 to be developed.

65 Regulatory Manager Hughes explained that page 34 of the packet shows that there is an additional area
66 that was not being developed under this permit application, so there could be additional work in that
67 location. He noted that there would be a cap on the amount of impervious surface that could be done
68 here.

69

70 Manager Weinandt asked how many more commercial or residential structures could be built in the whole
71 development.

72 District Engineer Otterness confirmed that there was still more that could be built in this development.

73 District Administrator Tomczik clarified that it would not be about how many structures could go in, but
74 how much impervious area can drain to the pond.

75 ***It was moved by Manager Bradley and seconded by Manager Weinandt to approve the consent agenda
76 as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and
77 Recommendations, dated December 1, 2025. Motion carried 3-0.***

78 **Permit Applications Requiring Board Action**

No.	Applicant	Location	Plan Type	Recommendation
25-115	Nancy and Keith Narrs 1	New Brighton	After-the-fact Floodplain Alteration	VARIANCE REQUEST CAPROC 4 items

82 Regulatory Manager Hughes explained that this addition to the agenda and reviewed the data that had
83 been submitted for consideration. He gave an overview of the variance request and explained that the
84 existing structure had already been demolished, and they were working in an 'after the fact' scenario for
85 this application.

86 President Bradley stated that they were actually talking about 2 feet of freeboard not provided plus 1.9 feet
87 below the 100-year flood elevation, which makes proposed structure to be out of compliance with the rule
88 by almost 4 feet, which he felt was a lot. He stated that he wanted to make sure that the homeowner
89 understood that if the Board granted this variance, they were accepting a risk that the District did not think
90 was necessarily wise. He explained that the reason this rule existed was to protect homeowners from
91 themselves. He stated that he would like to know the elevation of the previous home and how long it had
92 been located there.

93 Regulatory Manager Hughes stated that the previous home had been constructed in the 1950s, but wasn't
94 sure of its exact elevation.

95 President Bradley stated that he would like to have that additional information.

96 District Engineer Otterness noted that there are many structures along Long Lake that were located within
97 the 100-year floodplain on the lake, but didn't know the exact position of the prior structure on the subject
98 lot.

99 Manager Waller stated that the current floodplain rules from FEMA allow for this structure to be built, and
100 the District appears to have a more stringent rule. He stated that this was why many of the existing homes

101 in the area that were built in the 1950s would not qualify under today's rules, but would qualify under the
102 Federal and city rules. He stated that he felt this application was an example of conflicting rules.

103 President Bradley noted that what Manager Waller just explained was that it was correct, but only half of
104 the story, and the other half of the story is that FEMA hires the District to go out and determine what the
105 appropriate level is, and it takes them some time to catch up with the District. He explained that the
106 District had told FEMA this information, but they haven't caught up yet, and when they do, the standards
107 will match.

108 District Engineer Otterness noted that the District rule references low floor elevation, and that is to avoid
109 the risk of long-term inundation, if there is a flood, that can work its way through the soil and get into the
110 basement. He stated that in this variance application, the low floor elevation is below the 100-year flood
111 elevation, but the lowest opening of the house is above the 100-year flood elevation.

112 President Bradley asked how the basement of this home would be used.

113 Keith Narr, applicant, stated that what they were currently proposing was that the lowest floor would be
114 unfinished space, but it was capable of being finished.

115 President Bradley stated that the District wouldn't care as much if this were to be an uninhabited structure,
116 such as a boathouse. He asked Regulatory Manager Hughes if he had found the information related to
117 the location of the previous structure.

118 Regulatory Manager Hughes stated that previous home's low floor elevation was not on the survey.

119 District Administrator Tomczik suggested that District Attorney Kolb explain why this item was being
120 presented with a resolution, which was not typical under previous counsel.

121 District Attorney Kolb explained that it was good practice when things were departing from the ordinary
122 context of the rule. He noted that by granting a variance, the Board would be giving this property a 'free
123 pass' that will carry with the property into the future, so they would like to see this done with findings and
124 an order, which is why it was presented with a proposed resolution.

125 Manager Weinandt stated that the structure does not negatively impact a resource of concern, which is
126 Long Lake.

127
128 ***Motion by Manager Waller to adopt Resolution 2025-13 Resolution Issuing Variance Pursuant to RCWD***
129 ***Rule I: Narr, Lot 12, Auditor's Subdivision No. 79, Ramsey County, Minnesota.***

130
131 **THEREFORE BE IT RESOLVED** by the RCWD Board of Managers that:

132
133 A. The RCWD Board of Managers approves the request for variance under Permit #25-115 for the
134 Property.

135 B. The approval is conditioned upon the following:

136 The Owners must record a notice, in substantially the form appended hereto, identifying the
137 variance and the details of the variance. The notice must be recorded with the Ramsey County
138 Recorder and Registrar of Titles, with the filing cost to be borne by the Owners. The notice will be
139 unlimited in duration without being re-recorded.

140 C. If the owners refuse to record the notice as required, the Board authorizes the preparation and
141 execution of a similar notice to be recorded by the District.

142 District Administrator Tomczik noted that the owners and the builder variance application states they
143 were not aware of the objections from the District until November 20, 2025, but the objections had been
144 communicated by RCWD on October 30, 2025, to the contractor.

145
146 President Bradley stated that it appears that the contractor did not pass this information along to the
147 owners.

148
149 ***Manager Weinandt seconded the motion.***

150
151 Manager Weinandt stated that she drove by the property today and noticed a structure being built a few
152 houses down, and District staff had been out doing inspections and made a note of what was happening on
153 this property. She commended staff for being aware of what was happening in the District.

154
155 Manager Waller noted that he did not believe there was a long history of flooding for this particular lake.

156
157 District Administrator Tomczik asked District Engineer Otterness to discuss the District model information
158 related to the downstream condition and the bridge trusses.

159
160 District Engineer Otterness noted that Manager Waller was correct that they have not seen a flood event
161 in the recorded history of the last 80 years. He gave a brief review of the District model information, high
162 water and that the downstream bridge and culverts become obstructions and what would likely happen
163 with a large flow from a flood event.

164
165 **ROLL CALL:**

166 ***Manager Bradley – Aye***

167 ***Manager Robertson – Absent***

168 ***Manager Wagamon – Absent***

169 ***Manager Waller – Aye***

170 ***Manager Weinandt – Aye***

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

172

173 *It was moved by Manager Weinandt and seconded by Manager Bradley, to CAPROC Permit 25-115 as*
174 *outlined in the RCWD District Engineer's Findings and Recommendations, dated December 10, 2025.*
175 *Motion carried 3-0.*

176

177 **ITEMS REQUIRING BOARD ACTION**178 **1. 2026 Truth in Taxation (TNT) Opportunity for Comment**

179 District Administrator Tomczik stated this agenda item is an opportunity for the public to comment
180 on the District's 2026 budget and levy. He explained that he had not received any input or
181 communications from the public.

182

183 President Bradley noted that there was also no one in the audience.

184

185 Manager Weinandt stated that the Board has had a lot of discussion on this item.

186

187 *Motion by Manager Weinandt, seconded by Manager Waller, to affirm Resolution 2025-08 to*
188 *Adopt Proposed 2026 Budget and Direct Certification of 2026 Tax Levy, having held an opportunity*
189 *for public comment on the Budget and Levy after the tax notices were received. Motion carried*
190 *3-0.*

191

192 **2. Anoka County Ditch 53-62 Branches 5 & 6 Repair – Bid Recommendation**

193 Drainage and Facilities Manager Schmidt reviewed the bid process and recommendation from staff
194 to approve awarding the contract to Apex Drainage, LLC for \$219,014.00.

195

196 District Engineer Otterness gave a brief review of the engineering recommendations and reminded
197 the Board that this had been set up with a base bid as well as an alternative bid that included the
198 upstream end of Branch 5, Lateral 2, which drains the area by the airport. He explained that it had
199 been set up as an alternate because they had trouble getting in touch with the Metropolitan Airport
200 Commission (MAC) to gain access to the property. He explained that since the bid process, the
201 District has communicated with MAC, and they expressed concern about allowing access in the area,
202 so he was doubtful that they would be able to get the access needed to do work in the area, which
203 is why they were not recommending approval of a contract that includes the alternate. He noted
204 that the low bid from Apex came in under the engineer's estimate and explained that Houston
205 Engineering had worked with this company at one of their other offices. He stated that they had
206 also checked references from other projects and were comfortable with their ability to take on this
207 project.

208

209 Manager Weinandt referenced the number of bids that were received on this project.

210

211 District Engineer Otterness noted that 22 people had attended the pre-bid meeting and the District
212 had received 8 bids, which was a lot, and explained that he was surprised by the amount of interest
213 this project had garnered.

214

***Motion by Manager Waller, seconded by Manager Bradley, to adopt Resolution 2025-11
Resolution, Awarding the Contract for the Repair of Anoka County Ditch 53-62 (Branches 5 and 6
Repair).***

215

216

217

218

219

220

221

222

THEREFORE BE IT RESOLVED by the RCWD Board of Managers that:

223

A. The contract for the repair of ACD 53-62 (Branches 5 and 6 Repair), base bid contract is awarded to Apex Drainage, LLC, for the contract price of \$219,014.00.

224

225

226

B. The Board authorizes the inclusion of a 30% contingency (\$65,704.20) in the project budget to cover unanticipated costs or work requirements resulting from unforeseen conditions or omissions discovered as the project progresses. The contingent funds will only be paid against valid change orders to the contract.

227

228

229

230

C. 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 insurance and bonding have been met by the contractor.

231

232

233

D. 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 (\$21,901.40). Any change order in excess of that amount must be approved by the Board.

234

ROLL CALL:

235

Manager Bradley – Aye

236

Manager Robertson – Absent

237

Manager Wagamon – Absent

238

Manager Waller – Aye

239

Manager Weinandt – Aye

240

Motion carried 3-0.

241

242

President Bradley explained that he was troubled by the response from the airport.

243

244

Regulatory Manager Hughes displayed an aerial map of the area that showed the airport property and the public ditch location.

245

246

The Board discussed the location of the project in comparison with the airport property.

247

248

District Attorney Kolb suggested that the property owners, if this portion of the drainage system doesn't affect any other properties, petition the District for partial abandonment. He explained that

249

250

251

252 this was an appropriate suggestion to make to them because of their hesitancy to allow the District
253 access to the ditch to conduct the maintenance.

255 *Motion by Manager Bradley, seconded by Manager Waller, to authorize the District*
256 *Administrator to approach the MAC to let them know the District would entertain a petition to*
257 *abandon that portion of the system. Motion carried 3-0.*

3. Jones Lake Outlet Modification, Dredging, and Restoration Project – Environmental Assessment Worksheet

261 Project Manager Petry reviewed the staff recommendation for the Board to approve the Jones Lake
262 outlet modification, dredging, restoration project, and publish the EAW on the *Environmental*
263 *Quality Board Monitor*. He explained that once it is published, there would be a 30-day comment
264 period.

266 ***Motion by Manager Waller, seconded by Manager Weinandt, to approve the EAW for the Jones***
267 ***Lake Outlet Modification, Dredging, and Restoration Project to be published to the EQB Monitor.***

269 Manager Weinandt asked if the Houston Engineering work had been funded through an MPCA
270 grant.

272 Project Manager Petry confirmed that the project was being funded through an MPCA grant through
273 Task Order #25-12, which had already been approved.

275 Manager Weinandt asked how many EAWs the District was involved in and if it was a common
276 occurrence.

278 District Administrator Tomczik noted that an EAW for the District was infrequent and suggested that
279 the motion be amended to authorize a signature.

281 ***Amended motion by Manager Waller, seconded by Manager Weinandt, to approve the EAW for***
282 ***the Jones Lake Outlet Modification, Dredging, and Restoration Project to be published to the EQB***
283 ***Monitor and authorize signature by the District Administrator***

285 *Motion carried 3-0*

4. December 24, 2025. Check Register – Resolution Authorizing Treasurer Approval

288 District Administrator Tomczik explained that approval of this proposed resolution was necessary
289 because the Board would not be holding a second meeting during the month of December.

***Motion by Manager Bradley, seconded by Manager Weinandt, to adopt Resolution 2025-12
Authorization For Payment Of December 2025 Check Register.***

293

294 **THEREFORE BE IT RESOLVED** that the Board of Managers authorize the District Treasurer to review
295 and approve payment of the December 24, 2025, check register in an amount not to exceed
296 \$400,000 for operating expenses, and \$150,000 surety returns.

297

298 **ROLL CALL:**

299 ***Manager Bradley – Aye***

300 ***Manager Robertson – Absent***

301 ***Manager Wagamon – Absent***

302 ***Manager Waller – Aye***

303 ***Manager Weinandt – Aye***

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

305

306 **5. Check Register Dated December 10, 2025, in the Amount of \$113,180.72, Prepared by Redpath
307 and Company**

308

309 ***Motion by Manager Weinandt, seconded by Manager Bradley, to approve the check register
310 dated December 10, 2025, in the Amount of \$113,180.72, prepared by Redpath and Company.
311 Motion carried 3-0.***

312

313 **6. 2026 Administrator Salary**

314

315 ***Motion by Manager Weinandt, seconded by Manager Bradley, to increase the District
316 Administrator salary for 2026 by 5%, adding \$7,000 to the current salary for a total of \$146,343
317 annually. Motion carried 2-1 (Waller opposed).***

318

319 President Bradley explained that this had been discussed at the Board's recent workshop meeting.

320

321 **7. League of Minnesota Cities Insurance Trust Property & Casualty Insurance Renewal Invoice**

322

323 District Administrator Tomczik reminded the Board that this information had been distributed at the
324 dais earlier tonight. He explained that the insurance premium showed a 4.98% increase from the
325 amount.

326

327 ***Motion by Manager Waller, seconded by Manager Weinandt, to approve payment of the League
328 of Minnesota Cities Insurance Trust 2026 insurance premium invoice in the amount of \$27,505.00.
329 Motion carried 3-0.***

330

ITEMS FOR DISCUSSION AND INFORMATION

331

1. Les Bolstead Property Update

332

333 Project Manager Petry updated the Board on the Les Bolstead property, which has been advertised
for purchase through a Request for Proposals process, and explained that this was property owned

334 by the University of Minnesota that has been 'surplused'. He stated that the District was
335 interested in this property because it was the intersection of three cities, Roseville, Lauderdale, and
336 Falcon Heights, as well as three watersheds, Rice Creek Watershed District, Capital Region
337 Watershed District, and Mississippi Watershed Management Organization. He described the
338 technical memo that had been introduced as an addendum to the RFP.
339

340 District Administrator Tomczik reminded the Board that this was intended as an informational item.
341

342 **2. Staff Reports**

343 **3. District Engineer Updates and Timeline**

344 District Engineer Otterness noted that the survey work had begun for the Anoka-Ramsey JD-1 repair
345 report. He explained that it was about 80% done, but noted that the snow had not made it an
346 overly fun process.
347

348 **4. December/January Calendar**

349 **5. Administrator Updates**

350 District Administrator Tomczik stated that BWSR announced the 2025 Outstanding Watershed
351 Organization Employee, which was Communications and Outreach Manager Kendra Sommerfeld.
352 He asked Drainage and District Facilities Manager Schmidt to give the Board an update on ACD 10-
353 22-32.
354

355 Drainage and District Facilities Manager Schmidt gave an update to the Board on city partner
356 meeting and discussions held, related to ACD 10-22-32.
357

358 Manager Waller encouraged District staff to continue holding these types of meetings and not to be
359 a 'one and done' scenario.
360

361 District Administrator Tomczik stated that the District shared information on work completed, over
362 topping standard, culvert sizing standards, potential future work and possible location and
363 recognized that the cities expressed no concern with the standards. District Administrator Tomczik
364 asked Drainage and Facility Manager Schmidt to update the Board on the informational meeting
365 related to ACD 53-62.
366

367 Drainage and Facilities Manager Schmidt stated that because the Board approved awarding the
368 contract for the ACD 53-62 project, staff would notice an informational meeting for landowners on
369 Tuesday, January 6, 2026, at 6:30 p.m. in the District Conference Room.
370

371 District Administrator Tomczik noted that District staff have continued to reach out to Birchwood
372 Village to communicate on the Priebe Lake Outlet project. He stated that there was Board
373

379 District Attorney Kolb explained how he had been involved in this type of communication in other
380 areas where he has worked. He noted that the Statute was not completely clear on the
381 requirements when there is a vacancy of this type that occurred before the natural ending of a term.
382 He outlined the typical process followed when there is a vacancy or anticipated vacancy on the
383 Board. He explained that because the District was anticipating receipt of a resignation, they put
384 together a letter to the appointing authority board and copied all the municipalities in the
385 appointing authority, so everyone is aware of the process.

387 The Board discussed the possible upcoming resignation and the letter's next steps offered to the
388 county and cities would be best for the District to follow.

390 District Administrator Tomczik stated that he, Drainage and Facilities Manager Schmidt, and
391 Regulatory Manager Hughes met with the administrator at the City of Forest Lake and their engineer
392 to discuss JD-4. He explained that the District had been awarded the Project of the Year for 2025
393 for the Hanson Park Water Quality and Flood Control project from the Minnesota Association of
394 Floodplain Managers.

6. Manager Updates

397 Manager Waller stated that he attended the Forest Lake City Council meeting and briefly outlined
398 various items discussed during the meeting.

400 Manager Weinandt stated that she wanted to follow up on the Board's discussion related to a
401 potential lobbyist for Jones Lake. She explained that if they ended up being interested, she had a
402 contact name she could share.

404 The Board discussed the possibility of a lobbyist for Jones Lake and suggested that it may be a good
405 topic for a future workshop meeting.

ADJOURNMENT

408 ***Motion by Manager Weinandt, seconded by Manager Waller, to adjourn the meeting at 8:23 p.m.***
409 ***Motion carried 3-0.***

CONSENT AGENDA

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25-111	Lyngblomsten Senior Housing Inc	Lino Lakes	Final Site Drainage Plan	CAPROC 3 items
25-117	Anoka County Highway Department	Fridley	Street & Utility Plan	CAPROC 4 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 5, 2026.

**RICE CREEK WATERSHED DISTRICT
CONSENT AGENDA**

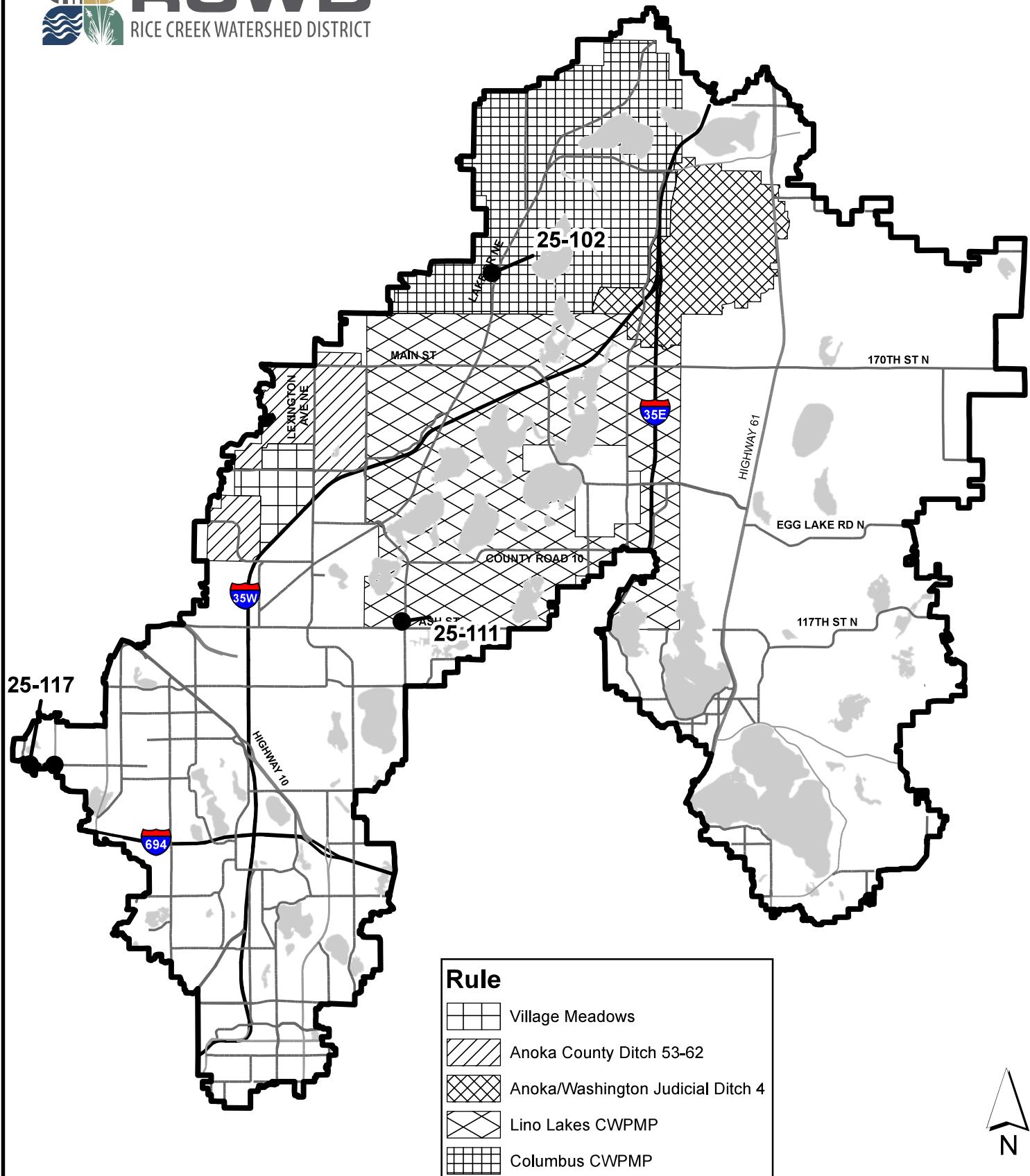
January 14, 2026

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 5, 2026.

TABLE OF CONTENTS

**Permit
Application**

Number	Applicant	Page	Recommendation
Permit Location Map		19	
25-102	ROC Communications	20	CAPROC
25-111	Lyngblomsten Senior Housing Inc	26	CAPROC
25-117	Anoka County Highway Department	32	CAPROC





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:

25-102

Permit Application Name:

13908 Lake Drive NE Parking Expansion

Applicant/Landowner:

ROC Communications
Attn: Santiago Reynal O'Connor
13908 Lake Drive NE
Columbus, MN 55025
Ph: 651-206-6947
santi@roccommunications.com

Permit Contact:

Plowe Engineering Inc.
Attn: Mohammad Abughazleh
6776 Lake Drive STE 110
Lino Lakes, MN 55014
Ph: 651-361-8237
moe@plowe.com

Plowe Engineering Inc.
Attn: Adam Ginkel
Ph: 651-361-9182
adam@plowe.com

ROC Communications
Attn: Jaclyn Sutherland
13908 Lake Drive NE
Columbus, MN 55025
Ph: 321-948-6128
jackieo@roccommunications.com

Project Name: 13908 Lake Drive NE Parking Expansion

Purpose: FSD – Final Site Drainage; After-the fact parking lot expansion.

Site Size: 5.4± acre parcel / 1.67± acres of disturbed area; existing and proposed impervious areas are 1.51± acres and 2.21 ± acres, respectively

Location: 13908 Lake Drive NE, Columbus

T-R-S: NW ¼, Section 33, T32N, R22W

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 D – Erosion and Sediment Control

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

- (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
- (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

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. Final plans must include the following:
 - Ensure the vertical datum is labeled.
3. The applicant must pay the deferred Water Management District Charges associated with this parcel. These charges were previously noticed to the landowner in conjunction with a public hearing which established the charges to be due upon development or redevelopment of the parcel. The charges are subject to change during the 12-month CAPROC term of this permit application. Therefore, the applicant must contact the District prior to submitting final payment to verify the amount to be paid to the District.

PID: 333222210006

Amount: \$281.61

RCWD Fund: 80-04 (ACD 10-22-32)

4. Submit a copy of the recorded plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Columbus).
5. The applicant must submit a Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features.
6. The applicant must provide an attested copy of any and all signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
7. The applicant must submit a cash surety of \$2,900 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The surety is based on \$1,500 for 1.7 acres of disturbance and \$1,400 for 2,795 CF of storm water treatment.

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

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

Exhibits:

1. Updated plan set containing 6 sheets dated 12-17-2025 and received 12-17-2025.
2. MS4 Permit application receipt, received 10-28-2025.
3. Revised Stormwater Calculations, dated 12-16-2025 and received 12-17-2025, containing narrative, drainage maps, soil borings, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions
4. Stormwater Calculations, dated 12-1-2025 and received 12-2-2025, containing narrative, drainage maps, soil borings, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions
5. TEP comments dated 11-5-2025 and received 11-5-2025.
6. Review file 25-183R.

Findings:

1. Description – This project is an after the fact parking expansion that proposes to construct an infiltration basin for previously non-permitted impervious area on a $5.4\pm$ acre parcel located in Columbus, Minnesota. The project will increase the impervious area from $1.51\pm$ acres to $2.21\pm$ acres and disturb $1.67\pm$ acres overall. The overall site drains west towards the proposed BMP before flowing west offsite towards Marshan Lake, the Resource of Concern. The applicant has submitted a \$3,000 application fee for a Rule C permit creating less than 5 acres of new and/or reconstructed impervious surface.
2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	Pretreatment	Volume provided	EOF
Infiltration Basin	Western property line	Grass Strip	$5,693\pm$ cubic feet below the outlet	905.0

Soils on site are primarily HSG B consisting of silty sands (SM). Infiltration is considered feasible and used to meet the water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 1.1-inches over the new/reconstructed area ($0.7\pm$ acres) for a total requirement of $2,795\pm$ 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 minimum of three feet of separation is provided from the seasonal high water table. The project is not located within a DWSM area. The applicant has treated 100% of the required impervious area. Additional TSS removal is not required. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(a).

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
West	4.8	4.3	9.8	8.5	22.4	19.5
Totals	4.8	4.3	9.8	8.5	22.4	19.5

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(h).

3. Wetlands – A boundary and type application was submitted under review file 25-183R. The LGU concurred with the wetland delineation report findings that there are no wetlands located on the property. A notice of decision was issued on 11-5-2025, which remains valid at the time of this application.
4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence, rock construction entrance, and rip rap. The project will disturb more than 1 acre; an NPDES permit is required. The SWPPP is located on plan sheets C4.1-2. 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 provide a draft maintenance declaration for approval, and a receipt showing recordation of the approved maintenance declaration and the drainage and flowage easements (if required).
9. Previous Permit Information – Soil borings were from original permit application 18-093. Wetlands were delineated under review file 25-183R.

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

Belle Reeve 01/05/2026

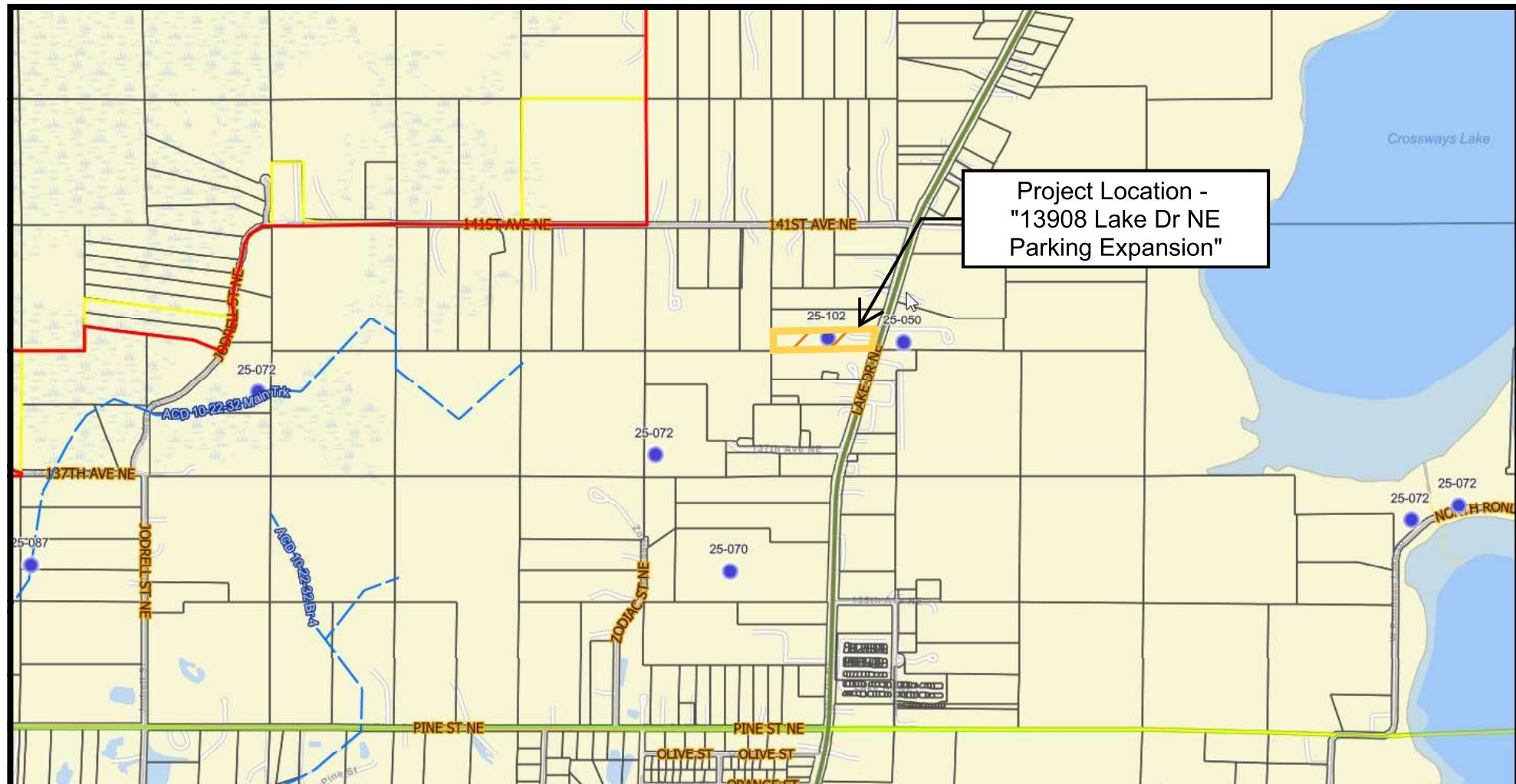
Belle Reeve, EIT

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

K. MacDonald

01/05/2026

Katherine MacDonald, MN Reg. No 44590



Legend

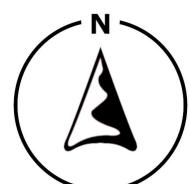
 District Boundary

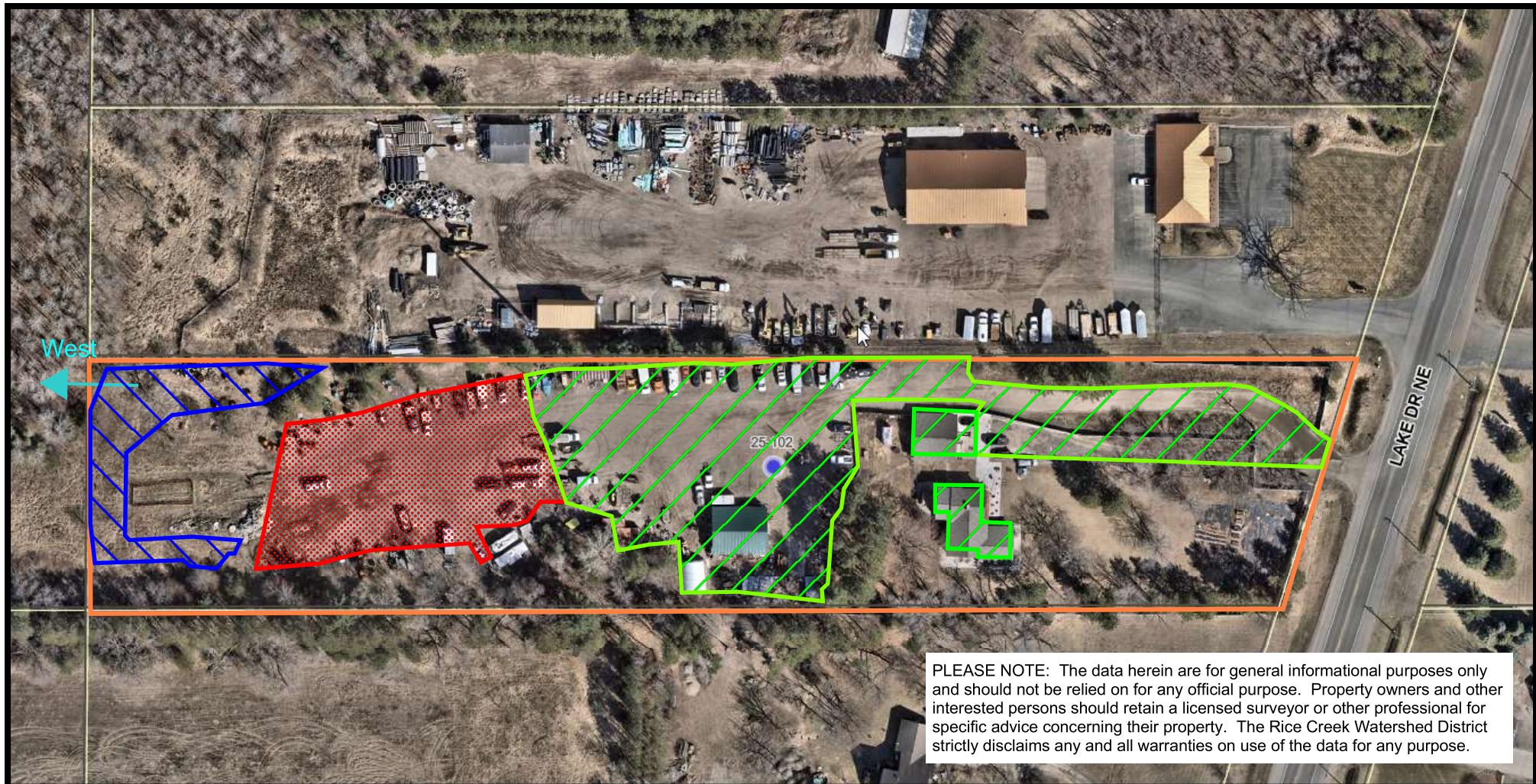
Project Location

Columbus CWPMP Boundary

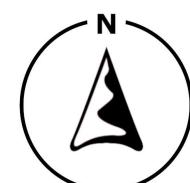
City Boundary

----- Public Ditch - Open Channel





Legend





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:

25-111

Permit Applicant Name:

Lyngblomsten Senior Communities Additions - Skilled Nursing

Applicant/Landowner:

Lyngblomsten Senior Housing Inc
Attn: Jeff Heinecke
1415 Almond Avenue W
St. Paul, MN 55108
Ph: 651-646-2941
jheinecke@lyngblomsten.org

Permit Contact:

World Architects and Engineers
Attn: Brian Prunty
50 S 6th St
Minneapolis, MN 55402
Ph: 651-227-7773
bprunty@woldae.com

Permit Contact:

Bolton & Menke Inc
Attn: Bill Dide
3300 Fernbrook Lane North
Plymouth, MN 55447
Ph: 763-544-7129
bill.dide@bolton-menke.com

Project Name: Lyngblomsten Senior Communities Additions - Skilled Nursing

Purpose: FSD – Final Site Drainage; Construction of a building addition to the main campus building, a parking lot and site utilities. Walks and paths will also be constructed to provide pedestrian circulation throughout the site.

Site Size: Two parcels totaling 4.86± acres / 0.9 ± acres of disturbed area; 0.35± acre increase in impervious

Location: West of Hodgson Road and North of Ash Street, Lino Lakes

T-R-S: SE ¼, Section 31, T31N, R22W

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.

Rule D – Erosion and Sediment Control

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

- (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
- (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA) (if project is considered part of a common development).
- (i) A Storm Water Pollution Prevention Plan (if an NPDES Permit is required).

Administrative

2. Send one final, signed 11x17 sized plan set to the District, and e-mail a full-sized pdf copy to both the District and the District Engineer. Include a list of changes that have been made since approval by the RCWD Board or indicate if the plans received on 11-12-2025 are final.
3. The applicant must submit a cash surety of \$1,000 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The surety is based on \$1,000 for 0.9 acres of disturbance.

Stipulations: None

Exhibits:

1. Plan set containing 5 sheets dated 10-4-2019 and received 11-12-2025
2. Permit application, dated 11-11-2019 and received 11-24-2025.
3. Stormwater Calculations, dated 11-10-2025 and received 11-12-2025, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed conditions
4. Permit file 19-013, Review file 17-218R.

Findings:

1. Description – The applicant is proposing the construction of an addition to the main building of the senior community living center which includes the construction of the building addition, a parking lot, pedestrian ways, and site utilities in Lino Lakes. The project will increase the site impervious area by 0.35 acres. The project drains to Lake Baldwin and Long Lake which are the Resources of Concern. The northern portion of the project drains to an adjacent wetland which drains into Lake Baldwin. The remainder of the project drains to existing storm pipe to the west which outlets to Long Lake. The applicant has submitted a \$3,000 application fee for a Rule C permit creating less than 5 acres of new and/or reconstructed impervious surface.
2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Existing BMP Description	Location	NURP requirement	As-built Volume provided	EOF
Dry Basin (4P)	Northwest Corner of the Property	Rate Control Only		902.0
NURP Pond (3P)	West Edge of the Property	3.0 AF	3.9 AF	901.9

Soil borings were submitted under permit 19-013. Soils on site are primarily silty sands (HSG B) soils. However, the adjacent wetlands and high-water table (based off of soil borings showing the static water table at 895 to 900) does not provide adequate separation. Thus, infiltration is not considered feasible, the stormwater pond is acceptable to meet the water quality requirement. The NURP pond was designed and constructed under permit 19-013 and included a larger 17.582 drainage area. The total impervious area to the pond (11.31 acres) exceeds the presumed impervious area by 0.08 acres, however there is adequate excess dead storage. The pond sizing and outlets and overflows are consistent with the design criteria of Rule C.9(d). The applicant has treated 100% of the project area. Additional TSS removal is not required. The applicant has met all the Water Quality requirements of Rule C.6.

Lake Baldwin

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Drainage to the Northeast	0.6	0.6	1.9	1.1	6.1	2.3
Wetland	0.0	0.0	0.1	0.0	2.8	0.8
Aggregate Totals	0.6	0.6	1.9	1.5	6.1	3.1

Long Lake

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Drainage to the South	5.8	1.5	11.5	2.5	27.1	4.7
Drainage to the West	2.8	2.9	8.0	7.64	20.5	20.1
Aggregate Totals	7.9	3.5	18.7	8.3	44.2	20.8
80% Existing in FMZ	6.3		15.0		35.4	

In Aggregate (Totals)

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
North Wetland (Lake Baldwin) – not in FMZ	0.6	0.6	1.9	1.5	6.1	3.1
West of Site (Long Lake) - in FMZ*	7.9	3.5	18.7	8.3	44.2	20.8
Aggregate Totals	8.4	4.0	20.6	8.8	50.3	21.9

*Existing with FMZ reduction

The project is located within the Flood Management Zone. The project drains to both Lake Baldwin and Long Lake of which only Long Lake is in the flood management zone. The increase to the northeast to Lake Baldwin is not expected to cause adverse impacts. The proposed runoff has been reduced in aggregate, including the reduction to 80% to Long Lake. Thus, 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(h). The 0.08 acres that is not accounted for, is considered within tolerance of the model.

3. Wetlands – The wetland was delineated and approved under RCWD review file 18-105R. There are no wetlands within the project area.
4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence, rock construction entrances, inlet protection and erosion control blanket. An NPDES permit is required for the project. Both Long Lake and Lake Baldwin are impaired water. The information listed under the Erosion and Sedimentation Control Recommendations needs to be submitted. Otherwise, the project complies with RCWD Rule D requirements.

6. Bridges and Culvert Crossing/Drainage Systems – There are no bridges or culvert crossings/drainage systems located on or adjacent to the site.
7. Documenting Easements and Maintenance Obligations – Maintenance and easement obligations were met under permit 19-013.
8. Previous Permit Information – Previous permit information includes permit files 19-013 and 06-067, and review files 18-098R, 18-105R, and 18-113R.

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

Josephine Khan

01/05/2026

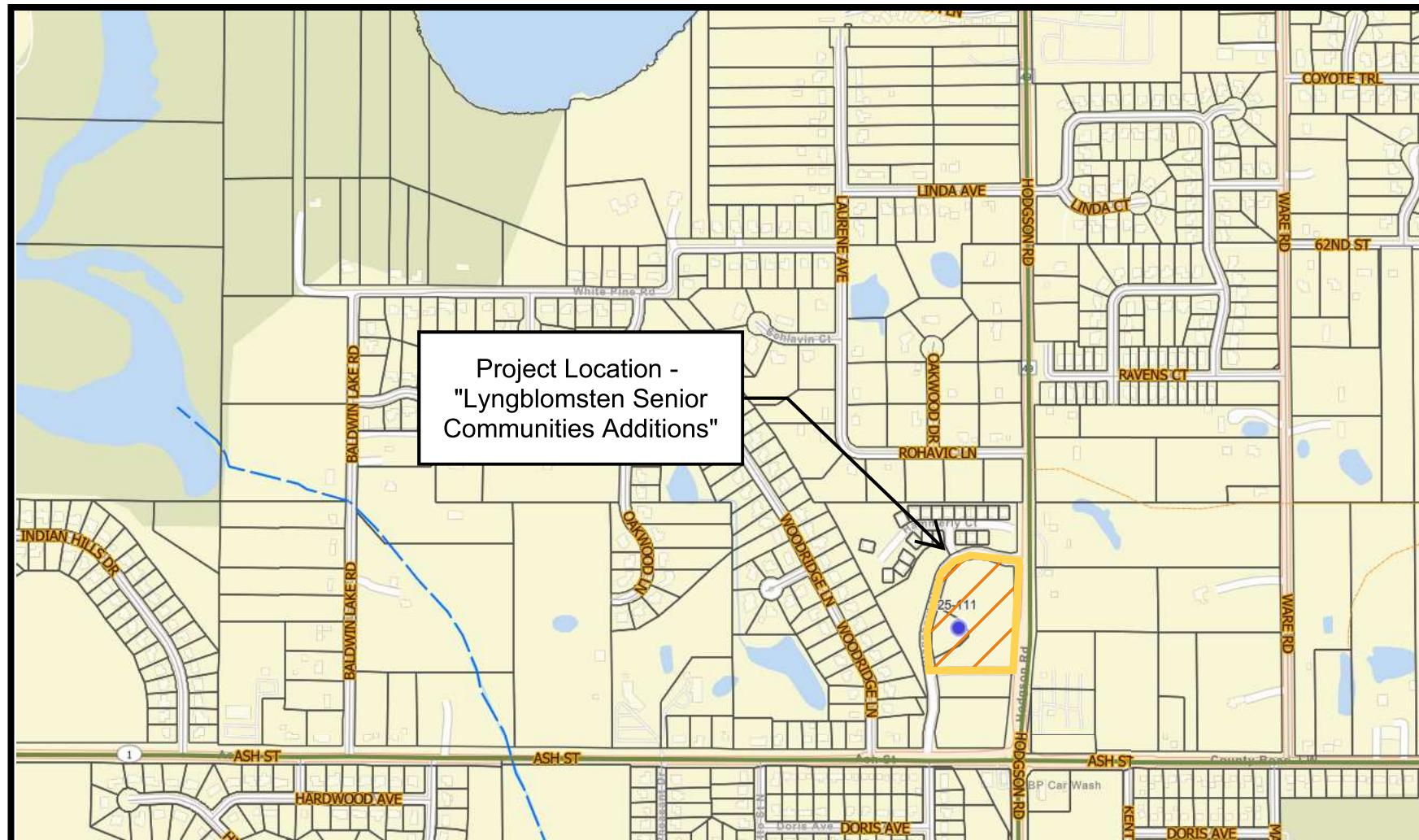
Josephine Khan, EIT

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

K. MacDonald

01/05/2026

Katherine MacDonald, MN Reg. No 44590



Legend



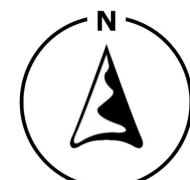
Project Location



Private Ditch



Public Ditch - Open Channel





Legend



Proposed Parking Lot



Proposed Building Addition

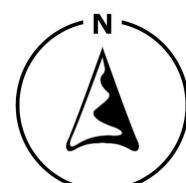


Project Location



Existing Stormwater Pond

→ 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:

25-117

Permit Application Name:

Mississippi Street (CSAH 6) Improvements

Applicant/Landowner:

Anoka County Highway Department
Attn: Dan Frey
1440 Bunker Lake Blvd NW
Andover, MN 55304
Ph: 763-324-3123
Fx: 763-862-4201
daniel.frey@anokacounty.mn.gov

Permit Contact:

SRF Consulting Group, Inc.
Attn: Zachary Thelen
3701 S Wayzata Blvd STE 100
Minneapolis, MN 55416
Ph: 763-251-4012
Fx: 763-475-2429
zthelen@srfconsulting.com

SRF Consulting Group, Inc.
Attn: Jeremy Nielsen
3701 Wayzata Blvd STE 100
Minneapolis, MN 55416
Ph: 763-267-6611
Fx: 763-475-2429
jnielsen@srfconsulting.com

Project Name: Mississippi Street (CSAH 6) Improvements

Purpose: S&UC – Street & Utility Plan; improve Mississippi Street using a combination of mill and overlay, full depth reclamation and full reconstruction. Project also includes grading, drainage improvements, ADA improvements and retaining wall construction

Site Size: 2590 LF / 4.5± acres of disturbed area; existing and proposed impervious areas are 4.3± acres and 4.1± acres, respectively

Location: Mississippi Street between East River Road and University Avenue, Fridley

T-R-S: NW ¼, Section 15, T30N, R24W

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 D – Erosion and Sediment Control

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

- (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
- (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

Administrative

2. Submit the permit application with the signature of the successful bidder to the District.
3. Email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board.
4. All stormwater management structures and facilities must be maintained in perpetuity. A public permittee may meet the perpetual stormwater 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 the sump manhole structure.

Exhibits:

1. Plan set containing 136 sheets dated 12-5-2025 and received 12-5-2025
2. Permit application, dated 12-3-2025 and received 12-5-2025
3. Stormwater Memo dated 12-3-2025 and received 12-5-2025

Findings:

1. Description – The project proposes to construct street improvements, grading, drainage and ADA improvements along a 2,590 LF segment of Mississippi Street between East River Road and University Avenue located in Fridley, MN. The project will decrease the impervious area from 4.3± acres to 4.1± acres and disturb 4.5± acres overall. A small portion of the project drains to the Mississippi River and extends into the Mississippi River Watershed Management Organization (MWMO). 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 MWMO for work within that jurisdiction. However, most of the project area drains to the north through storm sewer to Rice Creek and Locke Lake, which is the Resource of Concern. Drainage patterns remain the same in both existing and proposed conditions. The applicant is a public entity and therefore is not charged an application fee.
2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	Pretreatment	Volume provided	EOF
Sump Manhole	North side of project adjacent to railroad	TSS removal only		

Per Rule C.6(c)(2), the Water Quality requirement is 0.5-inches over the new/reconstructed area (1.50± acres) for a total requirement of 2,723± cubic feet. It is not feasible to provide water quality treatment due to topography and limited pervious area within the existing right-of-way. It is not reasonable to acquire additional right-of-way since the road corridor is fully developed. TSS removal is provided to the extent practicable by a sump manhole.

The project is located within the Flood Management Zone, however is not subject to Rule C.7(c) as a public linear project. The applicant has not submitted any hydrologic modeling. Since the project is decreasing the impervious area and not changing drainage patterns, proposed rates will remain the same or less than the existing rates in compliance with Rule C.7.

Since there are no water quality BMPs, the freeboard requirements of Rule C.9(h) are not applicable.

3. Wetlands – There are no wetlands located within the project area.
4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include inlet protection, seeding, and sodding. The project will disturb more than 1 acre; an NPDES permit is required. The SWPPP is located on plan sheets 81-89. 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 Locke 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 – No previous permit information was found for this site.

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



01/05/2026

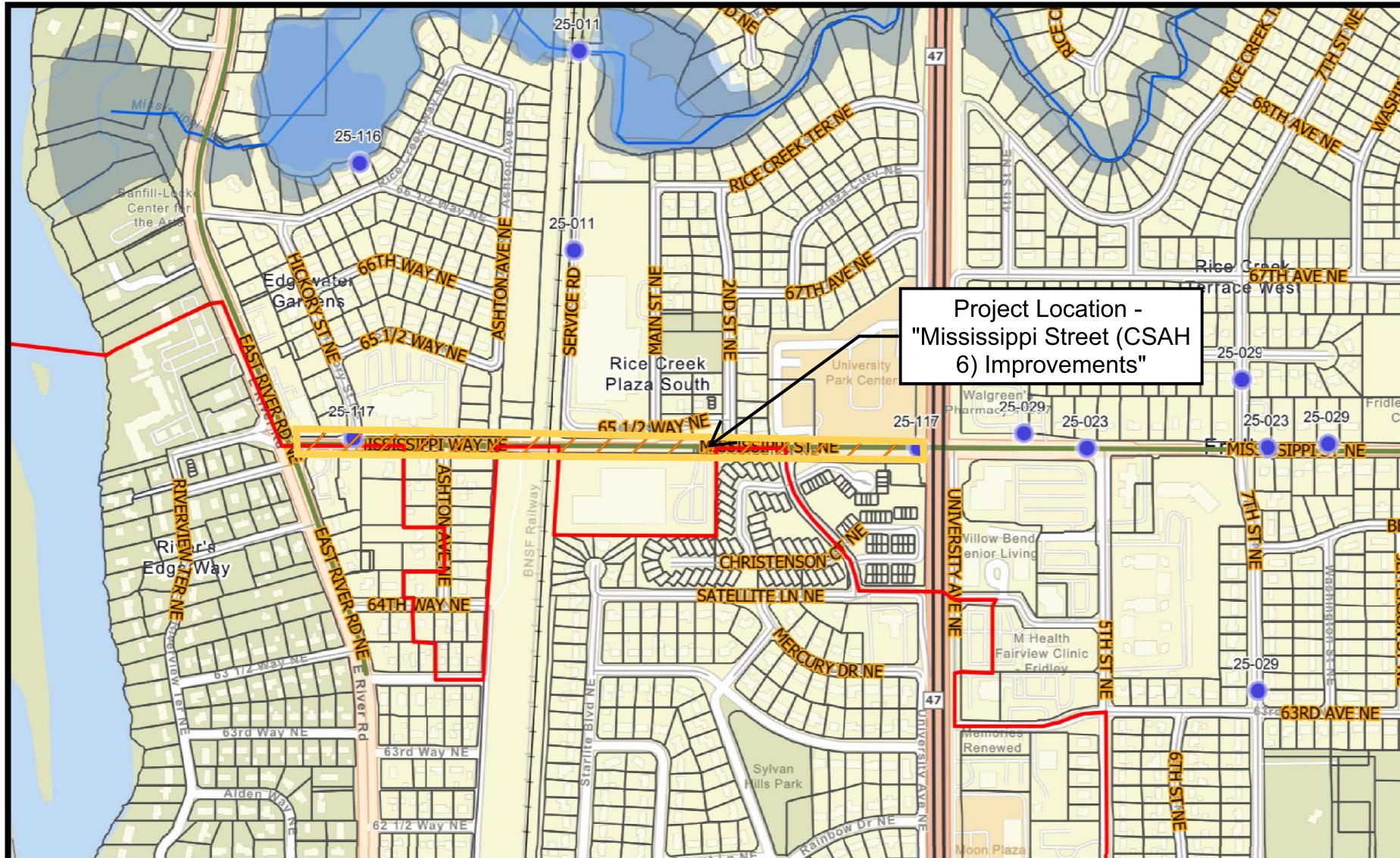
Nitsa Dereskos, EIT

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.



01/05/2026

Katherine MacDonald, MN Reg. No 44590

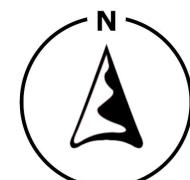


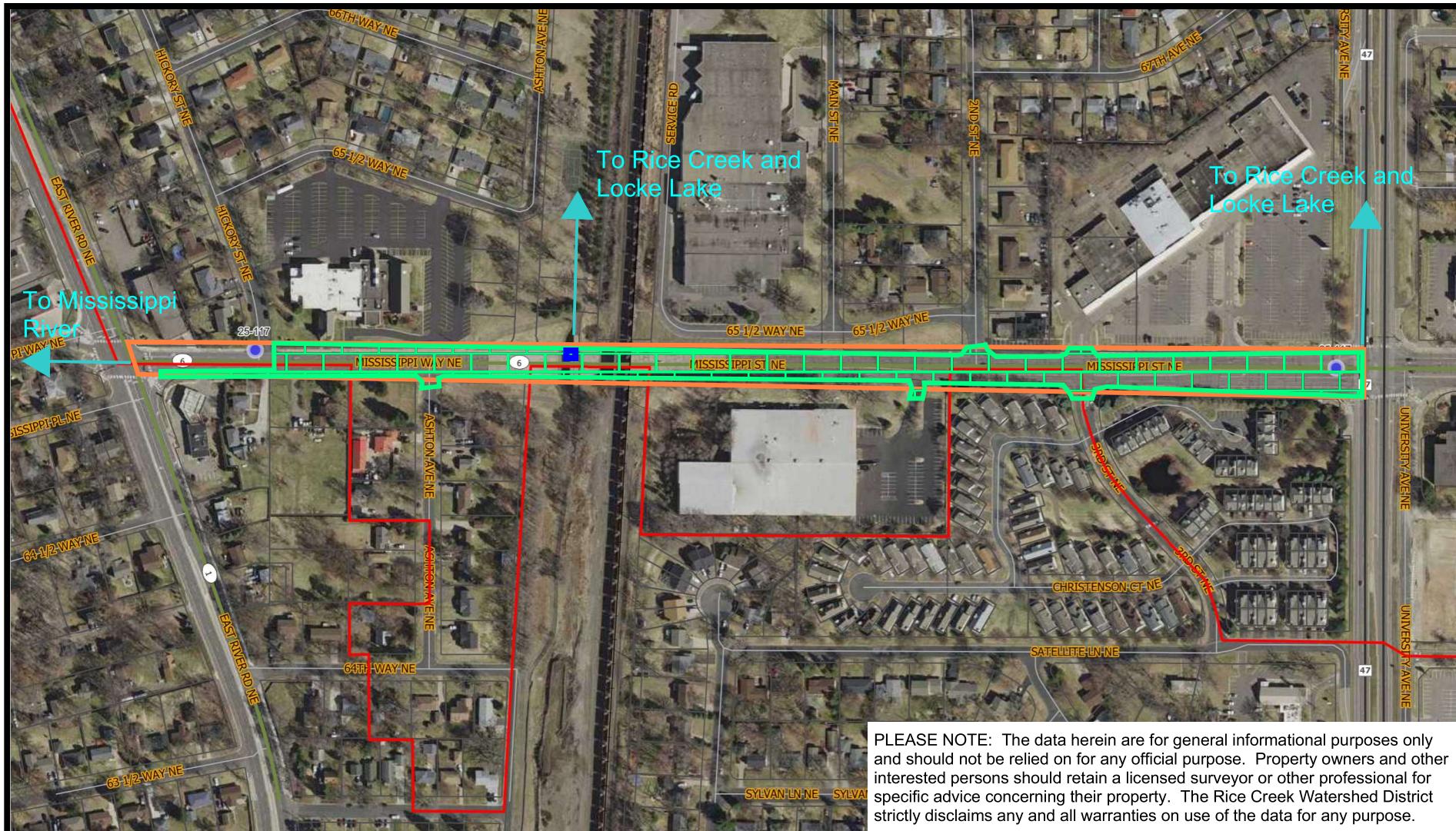
Legend

 District Boundary

Project Location

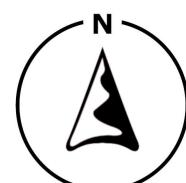
Public Waterway





Legend

The legend consists of five entries, each with a colored square icon and a text label. From left to right: a red square labeled 'District Boundary'; a green square with a diagonal line labeled 'Concrete and Bituminous Pavement'; an orange square labeled 'Project Location'; a blue square with a diagonal line labeled 'Sump Manhole'; and a blue arrow labeled 'Drainage Arrow'.



ITEMS REQUIRING BOARD ACTION

1. Oath of Office for Managers Robertson and Weinandt (John Kolb)

RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS
OATH OF OFFICE

I, Jess Robertson, having been appointed by the Anoka County, Minnesota Board of Commissioners, a manager of the Rice Creek Watershed District, do hereby swear or affirm to support the constitutions of the United States and the State of Minnesota and to discharge faithfully the duties of watershed district manager, according to law and to the best of my judgment and ability, my appointment commencing January 18, 2026, and expiring January 17, 2029, or as soon thereafter as the Anoka County Board of Commissioners makes a new appointment for my position on the Board.

This 14th day of January, 2026

Jess Robertson

Witnessed this 14th day of January, 2026, by the Board of Managers of the Rice Creek Watershed District.

RICE CREEK WATERSHED DISTRICT

Michael Bradley, Board President

cc: Official File
 County Auditor/Administrator
 Board of Water and Soil Resources

RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS
OATH OF OFFICE

I, Marcie Weinandt, having been appointed by the Ramsey County, Minnesota Board of Commissioners, a manager of the Rice Creek Watershed District, do hereby swear or affirm to support the constitutions of the United States and the State of Minnesota and to discharge faithfully the duties of watershed district manager, according to law and to the best of my judgment and ability, my appointment commencing January 18, 2026, and expiring January 17, 2029, or as soon thereafter as the Ramsey County Board of Commissioners makes a new appointment for my position on the Board.

This 14th day of January, 2026

Marcie Weinandt

Witnessed this 14th day of January, 2026, by the Board of Managers of the Rice Creek Watershed District.

RICE CREEK WATERSHED DISTRICT

Jess Robertson, Board Secretary

cc: Official File
 County Auditor/Administrator
 Board of Water and Soil Resources

ITEMS REQUIRING BOARD ACTION

2. Anoka County Ditch 55 – Petition for the Transfer of Branch #8
(Tom Schmidt)

MEMORANDUM Rice Creek Watershed District

Date: January 05, 2026
To: RCWD Board of Managers
From: Tom Schmidt, Drainage & Facilities Manager
Subject: Anoka County Ditch 55 - Petition for the Transfer of Branch # 8

Introduction

Rice Creek Watershed District (RCWD), as the Drainage Authority for Anoka County Ditch-55 (ACD-55), has received a petition to transfer Branch #8, ACD-55. The procedural steps are for the Board to consider and accept the petition and appoint its engineer to review and file a report.

Background

On December 11, 2026, the District, as the Public Drainage Authority, received a petition from the City of Lino Lakes (petitioner) to transfer ACD-55 Branch # 8 to the City.

The Petitioner is proposing to extend Otter Lake Road north from Main Street (CSAH 14) past the intersection of Heritage Parkway and 24th (Elmcrest) Avenue. In conjunction with this extension, the City seeks to construct components of a regional drainage system in accordance with a 2018 Comprehensive Stormwater Management Plan (CSMP). The District's Attorney has reviewed the petition and has deemed it complete.

Staff Recommendation

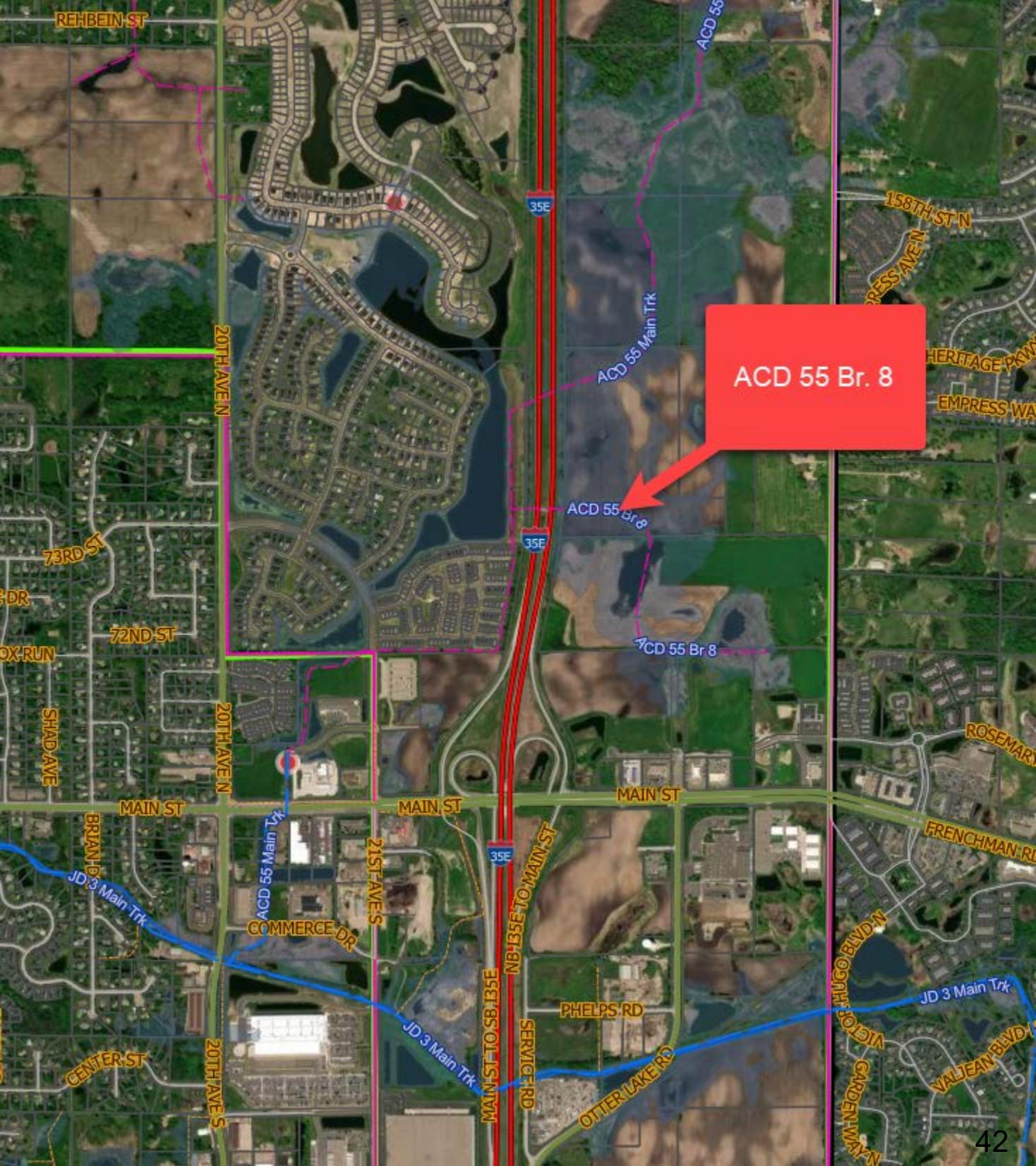
Staff recommends adoption of resolution 2026-01

Proposed Motion

Manager _____ moves resolution 2026-01 for adoption, accepting the petition and directing the District engineer to review and file a report with the Board.

Attachments

- Branch #8 Location map
- 12/11/26 Petition for Transfer for ACD 55 Branch # 8 of- ACD 55
- Resolution 2026-01



December 11, 2025

Mr. Tom Schmidt
Drainage and Facilities Manager
Rice Creek Watershed District
4325 Pheasant Ridge Drive NE, #611
Blaine, MN 55449

Re: Ditch Authority Transfer Petition for ACD 55 Branch 8
City of Lino Lakes, MN
WSB Project No. 023584-000

Dear Mr. Schmidt:

Enclosed for your review is the transfer petition for Anoka County Ditch (ACD) 55 Branch. The transfer of drainage authority from RCWD to the City of Lino Lakes is sought due to planned improvements along the current Branch 8 alignment. Included in this letter is a description of the existing and proposed conditions of Branch 8 and the City's reasoning for transfer.

EXISTING CONDITIONS

ACD 55 was initially established in 1914 to provide drainage for agricultural needs of properties, replacing ACD 33. No records indicate any major permitted impacts to Branch 8. The latest detailed information on Branch 8 is a historical review memo from Houston Engineering dated 8/7/2012. The ditch starts as 8" clay tile at 0.25% slope for approximately the first 1,500 feet. From there, the ditch consists of 10" clay tile at 0.11% slope until it connects into the ACD 55 Main Trunk.

Based on Manning's calculations, the 8" section of Branch 8 has a flow capacity of 0.6 cfs and the 10" section a capacity of 0.7 cfs. The ditch runs under Wetland 3, 4, and 7 based on a 2022 delineation from WSB. During this delineation it was noted that the drain tile daylights to an open ditch running north-south through the middle of Wetland 4, then goes back underground.

These wetlands and surrounding agricultural land are drained by ACD 55 Branch 8. There is no positive drainage for the area due to I-35E preventing ponded water from flowing west.

PROPOSED CONDITIONS

The City of Lino Lakes is proposing to extend Otter Lake Road north from Main Street (CSAH 14) past the intersection of Heritage Parkway and 24th (Elmcrest) Avenue. Along with this extension, the City seeks to construct components of a regional drainage system in accordance with a 2018 Comprehensive Stormwater Management Plan (CSMP) covering the area. Implementing this regional system consists of regional wetland floodplain storage, an open conveyance ditch, and regional pond with an outlet under I-35E. This will serve to provide a surface flow outlet for land in the region for the first time since the construction of the interstate. The regional system roughly follows the alignment of Branch 8.

The most upstream component of this regional system is Wetland 3, which flows under the proposed roadway via culverts and into an open ditch. The ditch is proposed with a 4' wide bottom and 3:1 slopes on the sides. This ditch is proposed functionally flat at 906.6 due to elevation constraints up and downstream. The ditch outlets into Wetland 4 which provides additional floodplain storage before flowing west into the regional pond via a stabilized overflow at

906.6. The regional pond is the final step before outletting west under I-35E via a 42" RCP culvert.

As described above, the surface flow-based regional system will provide much greater conveyance capacity than the existing clay tile. Calculations in HydroCAD show a capacity of 14 cfs for the open ditch. The overflow from Wetland 4 has a capacity of up to 75 cfs and the outlet pipe for the regional pond can pass flows up to 72 cfs. This increased conveyance capacity will support current and future land use in the region by providing improved drainage of runoff.

AUTHORITY TRANSFER

The City of Lino Lakes is undertaking the design, construction, and maintenance of the regional CSMP system in this area. As such, the transfer of authority over ACD 55 Branch 8 from RCWD to the City is a requisite component of constructing and operating this system.

The City is filing this petition for transfer of drainage authority in accordance with Minnesota Statute 103E.812. The narrative and calculations provided above are intended to support the argument for transfer of authority, though review and approval from RCWD as the current authority and feedback from Branch 8 beneficiaries is sought.

This is anticipated to be the start of the transfer process with room for comments and questions on the proposed change. Please contact me at 612-258-8154 or hmeeker@wsbeng.com as this effort progresses.

Sincerely,
Henry Meeker, PE

RESOLUTION NO. 2026-01

**RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

**FINDINGS AND ORDER ACCEPTING PETITION, APPOINTING ENGINEER AND INITIATING
PROCEEDINGS FOR PARTIAL DRAIANGE SYSTEM TRANSFER OF ANOKA COUNTY DITCH 55,
BRANCH 8, PURSUANT TO MINNESOTA STATUTES §103E.812**

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

FINDINGS

1. The Rice Creek Watershed District Board of Managers (Board) is the Drainage Authority for Anoka County Ditch 55 (ACD 55).
2. The Board has received the petition of the City of Lino Lakes, incorporated herein as Attachment A, to transfer a portion (Branch 8) of ACD 55 located within the City to the City as Water Management Authority.
3. The Board, having reviewed the petition, finds it sufficient to initiate drainage system transfer proceedings pursuant to Minnesota Statutes section 103E.812.

Therefore, the RCWD Board of Managers makes the following:

ORDER

- A. The Board of Managers hereby accepts the petition and appoints Houston Engineering, Inc., to review the proposed transfer of the portion (Branch 8) of ACD 55 to the City of Lino Lakes as Water Management Authority and to prepare a report and recommendation for the Board's review and consideration.
- B. Upon receipt of the Engineer's report, and after consultation with the Board, staff is directed to notice a public hearing on the petitioned transfer pursuant to Minnesota Statutes section 103E.812.

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

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

WEINANDT

Upon vote, the President declared the Resolution _____.

Dated: January 14, 2026

Jessica Robertson, Secretary

* * * * *

I, Jessica Roberston, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I hereunto set my hand this 14th day of January, 2026.

Jessica Robertson, Secretary

ITEMS REQUIRING BOARD ACTION

3. Washington Judicial Ditch #2 Maintenance Work Order (Tom Schmidt)



MEMORANDUM

Rice Creek Watershed District

Date: January 5, 2026
To: RCWD Board of Managers
From: Tom Schmidt, Drainage & Facilities Manager
Subject: Washington Judicial Ditch #2 Maintenance Work Order

Introduction

Staff is seeking Board approval of a work order to maintain the terminus section of Washington Judicial Ditch #2 (WJD #2).

Background

The District completed a large maintenance project on WJD #2 in 2020. Between Highway 61 and Washington County Road 4A (170 Street North), the work included tree/brush removal and channel excavation. The section from Washington County Road 4A, ½ mile south to the Public Drainage System terminus at 165th St., requires maintenance to reestablish right-of-way for future maintenance and sediment removal. The necessary first step is the re-establishment of the ditch right-of-way, providing access to perform needed channel excavation (planned to be completed under a separate work order). This will provide for the District's future maintenance and inspections.

Staff have solicited a quote for the maintenance from Hugo's Tree Care Inc. The estimate for the work is \$49,300.00 and requires Board approval.

Staff Recommendation

Staff recommend that the Board of Managers approve the work order for Hugo Tree Service for tree removal on WJD #2, estimated at \$49,300.00.

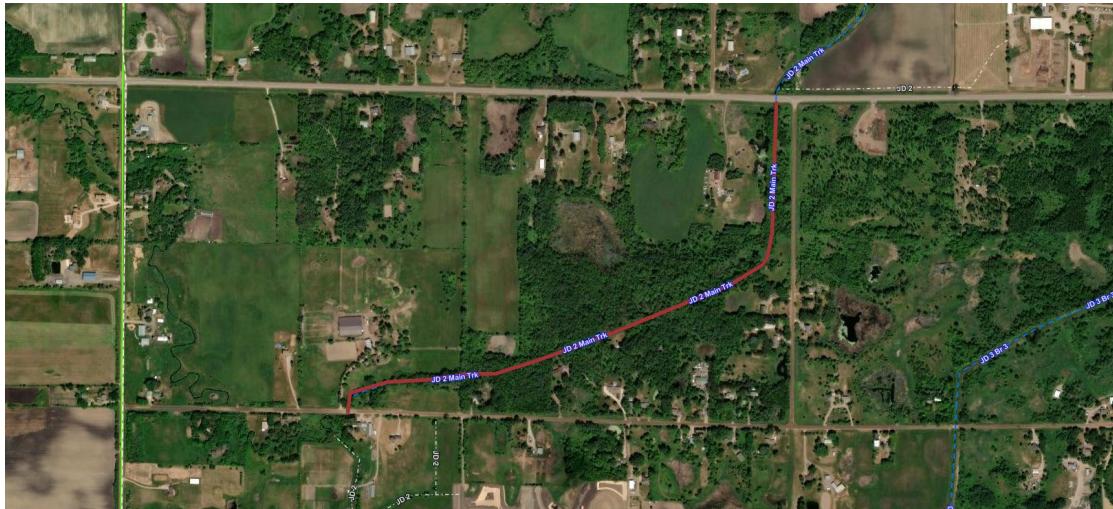
Proposed Motion:

Manager _____ moves to approve the work order for Hugo Tree Service, Not to exceed \$54230 (the estimated amount plus a 10% (\$4930.00) contingency delegated to the Administrator), seconded by Manager _____.

Attachment

JD #2 maintenance Work Order #26-001.

Rice Creek Watershed District
DRAINAGE DEPARTMENT
REPAIR REPORT
JD 2 Maintenance work order #26-001



OVERVIEW

Date Repair Was Created:	2025-12-16	Branch:	Main
Problem/Proposed Work:	Tree removal		
Ditch Repair:	Removal of trees along ROW		
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

County:	Washington	Township:	Hugo
Twp:	31	Range:	21
Section:	7	Qtr-Qtr Section:	
Latitude:	45.19137469428189	Longitude:	-93.00516355153557
Parcel Number:			
Location Details			

PERSON REQUESTING REPAIR

Name	Address	Phone
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Rice Creek Watershed District

DRAINAGE DEPARTMENT

REPAIR REPORT

For Staff Documentation & Contractor Information

Abel Green	4325 Pheasant Ridge Dr. NE #611	6125975031
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LANDOWNER

Name	Address	Phone
None	None	None

STATUS LOG

Action	Date	Initials	Notes
For Review	12/16/2025	agree	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes

REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2025-12-16	Hugo's Tree Care Inc.	\$49,300	L.S. tree removal

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes

INSPECTION LOG

Date	Initials	Notes

INSPECTION PHOTOS

ITEMS REQUIRING BOARD ACTION

4. Citizen Advisory Committee Member Operating Procedure Policy
Updates 2026 (Kendra Sommerfeld)

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 2022, 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 right-size 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 meetings scheduled 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.**
Grant review responsibilities will remain the same, but reviews will occur via email or phone calls rather than

MEMORANDUM

Rice Creek Watershed District



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 the majority of time on grant reviews.

Proposed Motion

It was moved by Manager _____ and seconded by Manager _____, to make the proposed CAC Operating Procedure changes for 2026.

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:

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.

ITEMS REQUIRING BOARD ACTION

5. Citizen Advisory Committee Member Appointments for 2026
(Kendra Sommerfeld)

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.

Proposed Motion

It was moved by Manager _____ and seconded by Manager _____, to appoint the following slate of CAC members for 2026.

ITEMS REQUIRING BOARD ACTION

6. Check Register Dated January 14, 2026, in the Amount of \$266,529.12 Prepared by Redpath and Company

Rice Creek Watershed District

Check Register

December 25, 2025 - January 14, 2026

To Be Approved at the January 14, 2026 Board Meeting

Check #	Date	Payee	Description	Amount
26769	01/14/26	Amazon Capital Services	Equipment	\$183.18 *2025
26770	01/14/26	Apitz Garage, Inc.	Vehicle	4,537.56 *2025
26771	01/14/26	Barr Engineering	Engineering	1,449.50 *2025
26772	01/14/26	Blue Water Science	Contracted Services	18,400.00 *2025
26773	01/14/26	Mapita North America, Inc.	Training & Education	8,500.00
26774	01/14/26	Minnesota Pollution Control Agency	Contracted Services	2,000.00 *2025
26775	01/14/26	NineNorth	Professional Services	235.00 *2025
26776	01/14/26	Plaudit Design	Professional Services	5,997.00 *2025
26777	01/14/26	Redpath & Company, LLC	Audit & Accounting	9,927.99 *2025
26778	01/14/26	Rinke Noonan	Legal	3,323.40 *2025
26779	01/14/26	RMB Environmental Laboratories, Inc.	Lab Expense	56.00 *2025
26780	01/14/26	Rymark	Professional Services	3,103.44
26781	01/14/26	Scandia Trucking & Excavating	Contracted Services	8,780.00 *2025
26782	01/14/26	Stantec Consulting Services Inc.	Contracted Services	1,162.55 *2025
26783	01/14/26	Washington Conservation District	Contracted Services	3,432.00 *2025
26784	01/14/26	White Bear Center for the Arts	Contracted Services	780.00 *2025
26785	01/14/26	Maggie Wiebe	Contracted Services	1,500.00 *2025
11510	01/14/26	Artis US Holdings III	Surety Release - #20-097	90,950.00 *2025
11511	01/14/26	Bethel University	Surety Release - #20-076	3,600.00 *2025
11512	01/14/26	Ryan Givens	Surety Release - #25-017	1,000.00 *2025
11513	01/14/26	Chuck Lowell	Surety Release - #01-119	250.00 *2025
11514	01/14/26	TEGL/AREP Oakwood, LP	Surety Release - #17-068	5,000.00 *2025
Payroll	11/15/26	January 15th Payroll (estimate)	January 15th Payroll (estimate)	40,978.85
EFT	12/31/25	US Bank Equipment Finance	Equipment Lease	691.94 *2025
EFT	01/14/26	Comcast	Telecommunications	334.89
EFT	12/31/25	Wex Bank	Vehicle Fuel	351.11 *2025
EFT	12/31/25	Xcel Energy	Telecommunications	13.19 *2025
EFT	12/31/25	Xcel Energy	Telecommunications	13.83 *2025
Wire	12/31/25	ELFIGS	Professional Services	18,400.00 *2025
EFT	01/05/26	Delta Dental of Minnesota	January Employee Benefits	1,186.18
EFT	11/24/25	Card Services-Elan	November Credit Card	(504.45) *2025
EFT	12/31/26	Card Services-Elan	December Credit Card	2,179.56 *2025
EFT	01/19/26	Card Services-Elan	January Credit Card	989.51
EFT	01/15/26	Internal Revenue Service	1/15 Federal Withholding (estimate)	14,392.05
EFT	01/15/26	Minnesota Revenue	1/15 State Withholding (estimate)	2,574.00
EFT	01/15/26	Empower Retirement	1/15 Deferred Compensation	860.00
EFT	01/15/26	Empower Retirement	1/15 Roth IRA	390.00
EFT	01/15/26	Health Equity	1/15 HSA	1,003.00
EFT	01/15/26	PERA	1/15 PERA (estimate)	8,507.84
Total				\$266,529.12

ITEMS FOR DISCUSSION AND INFORMATION

1. District Engineer Updates and Timeline



District Engineer - Monthly Project Report December 2025
Rice Creek Watershed District



Date Prepared:
Prepared by:

6-Jan-26
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
GIS and Ditch Records Maintenance; DrainageDB Annual Subscription	Brian Fischer	\$16,000	\$16,071	(\$71)	Y	100.0%	100.4%	Y	N/A	31-Dec-25	Drainage records are being added to DrainageDB on a quarterly basis.
MS4Front Annual Subscription and Implementation Services	Brian Fischer	\$16,000	\$10,218	\$5,782	Y	100.0%	63.9%	Y	N/A	31-Dec-25	We continue to make updates on an as-requested basis.
East Moore Lake Stormwater Resilience and Water Quality Analysis	Adam Nies	\$77,000	\$14,821	\$62,179	N	20.0%	19.2%	Y	N/A	1-Feb-26	Potential BMP sites are currently being evaluated using the District Wide Model
Old Central Avenue Feasibility Study	Greg Bowles	\$26,000	\$12,121	\$13,879	N	45.0%	46.6%	Y	N/A	30-Sep-25	Alternatives for water quality treatment are being reviewed.
JD 3 Clearwater Creek Final Plans	Adam Nies	\$110,000	\$5,795	\$104,205	N	5.0%	5.3%	Y	N/A	30-Jun-26	HEI is beginning to assemble easement information to determine available project work areas.
2025 District Wide Modeling Program Annual Updates	Bret Zimmerman	\$35,200	\$34,080	\$1,120	N	95.0%	96.8%	Y	N/A	1-Nov-25	Final QA/QC review is being completed.
Lake Johanna Outlet Structure Feasibility Study	Chris Otterness	\$13,000	\$5,651	\$7,349	N	40.0%	43.5%	Y	N/A	30-Aug-25	Preliminary plans are being prepared for the recommended alternative.
Jones Lake Outlet Modification and Dredging Project: Final Design and Permitting	Joe Lewis	\$485,000	\$140,149	\$344,851	N	30.0%	28.9%	Y	N/A	30-Jun-26	Coordination with regulating agencies continues. Preliminary plans suitable for permit acquisition are being developed.
Hardwood Creek / JD 2 Subwatershed Storage Feasibility Study	Adam Nies	\$54,000	\$17,787	\$36,213	N	30.0%	32.9%	Y	N/A	1-Mar-26	Preliminary screening of potential storage sites has been completed. Potential options are being evaluated.
ARJD 1 Repair Report	Adam Nies	\$102,000	\$22,702	\$79,299	N	20.0%	22.3%	Y	N/A	1-Jun-26	Field survey is completed and preliminary drawings have been developed.
ACD 53-62 Branches 5 & 6 Final Design Bidding and Construction Management	Adam Nies	\$125,000	\$32,273	\$92,727	N	25.0%	25.8%	Y	N/A	31-Dec-26	Project has been awarded. Contractor will begin construction in January.
2026 Stormwater Management Grant Program Application Review	Chris Otterness	\$8,100	\$1,123	\$6,977	N	15.0%	13.9%	Y	N/A	29-Jan-26	RCWD has assisted District staff with pre-application meetings
PLOP Outfall Sediment Investigation	Joe Lewis	\$20,400	\$3,106	\$17,294	N	25.0%	25.0%	Y	N/A	15-Dec-25	HEI has completed a survey of the outlet and determined sediment depths. We are awaiting lab results on the sediment.

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 $\pm 5\%$.

District Engineer
Monthly Progress Report (Actual & Estimated Progress)
Through December 2025

