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RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, January 24, 2024, 9:00 a.m.

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

or via Zoom Meeting:

<https://us06web.zoom.us/j/82114336480?pwd=CaVanaSgk1BOGnkkliwGDhk1yIHs4.1>

Meeting ID: 821 1433 6480

Passcode: 764931

+1 312 626 6799 US (Chicago)

Meeting ID: 821 1433 6480

Passcode: 764931

Agenda

CALL TO ORDER

ROLL CALL

SETTING OF THE AGENDA

APPROVAL OF MINUTES: JANUARY 8, 2024 WORKSHOP; JANUARY 10, 2024

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
20-024	Tom & Mary Lakner	Columbus	After-the-Fact Land Development Floodplain Alteration Wetland Alteration	CAPROC 15 items
23-072	Harker Projects	Forest Lake	Final Site Drainage	CAPROC 6 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 17, 2024, and January 16, 2024, respectively.

OPEN MIC/PUBLIC COMMENT

Any RCWD resident may address the Board in his or her individual capacity, for up to three minutes, on any matter not on the agenda. Speakers are requested to come to the podium, state their name and address for the record. Additional comments may be solicited and accepted in writing. Generally, the Board of Managers will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

ITEMS REQUIRING BOARD ACTION

1. Board Election of Officers (Nick Tomczik)
2. Centerville Lake Internal Phosphorus Load Reduction Project BWSR Grant (Matt Kocian)
3. Centerville Lake Alum Project: Hire Project Engineer (Matt Kocian)
4. Houston Engineering, Inc. Task Order 2024-001: Anoka County Ditch 10-22-32 Documentation Review (Nick Tomczik)
5. Ramsey County Lake Monitoring Services (Matt Kocian)
6. Letter of Support Washington Conservation District (WCD) Soil Health Grant (Nick Tomczik)
7. Citizen Advisory Committee (CAC) Member Appointment (Kendra Sommerfeld)
8. Check Register Dated January 24, 2024, in the Amount of \$351,684.13 and January Interim Financial Statements Prepared by Redpath and Company

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports
2. February Calendar
3. Administrator Updates
4. Manager's Update

**APPROVAL OF MINUTES: JANUARY 8, 2024 WORKSHOP;
JANUARY 10, 2024 REGULAR MEETING**

Draft

For Consideration of Approval at the January 24, 2024 Board Meeting.
Use these minutes only for reference until that time.

RCWD BOARD OF MANAGERS WORKSHOP

Monday, January 8, 2024

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: Board members Mike Bradley, John Waller, Marcie Weinandt, Steve Wagamon

3 Absent: Jess Robertson (with prior notice)

4 Staff: Administrator Nick Tomczik, Lake and Stream Program Manager Matt Kocian, Drainage &
5 Facilities Manager Ashlee Ricci, Public Drainage Inspector Tom Schmidt, Permit Intake Technician Anna
6 Grace (videoconference), Office Manager Theresa Stasica

7 Consultants: District Engineer Chris Otterness-Houston Engineering, Inc. and District Attorney Louis
8 Smith-Smith Partners

9 Videoconference Visitors: City of Columbus Engineer Kevin Bittner, City of Columbus Council Member
10 Janet Hegland, City of Columbus Interim City Administrator

11 Visitors: Catherine Decker, Chris Stowe

12 **BWSR - Mn Watersheds 103D Housekeeping**

13 District Attorney Smith reviewed the proposed revisions with the Board.

14

15 **Centerville Lake In-Lake Treatment Financial Approach, Next Steps**

16 Lake and Stream Program Manager Kocian informed the Board the District's Clean Water Fund grant
17 application for the Centerville Lake Alum Project was approved on December 14, 2023, for their full grant
18 request of \$954,500. Lake and Stream Program Manager Kocian discussed and reviewed his workshop
19 packet memo with the Board. The memo outlined 3 different funding scenarios and the possibility of a
20 future phase two treatment. To cover the required 10% match required by the grant, the Board, by
21 consensus, directed staff to reach out to the project partners to share in the remaining cost instead of
22 creating a new Water Management District. The Board considered a two phase project (i.e. a third alum
23 application, outside of the grant window) yet as the second phase is significantly in the future found post
24 initial treatment monitoring important in determining next potential step and to refine any associated costs.
25 The Board consensus direction was only proceed with the Phase 1 project, covered by the grant.

26

27 **Anoka County Ditch (ACD) 10-22-32 ACSIC Available Documentation Overview, HEI Task Order**

28 Manager Bradley informed the Board that he requested this task order be created to provide background
29 to the managers of the ACSIC process because managers have changed during this ACSIC process. The
30 Board discussed and reviewed the task order with staff and District Engineer Otterness. The Board by
31 consensus directed staff to bring consideration of this task order to the January 24, 2024, meeting.

32

33 **ACD 10-22-32 Alt. 4 - Pine St. Culvert - Wetland Impact Evaluation**

34 Administrator Tomczik and District Engineer reviewed the workshop packet report to summarize
35 calculations performed to determine the likely effect of lowering the Pine Street culvert on adjacent
36 wetland drainage and estimate mitigation.

37 Chris Stowe addressed the Board regarding concerns about the lowering of the culvert and the effects it
38 would have on his property and noted that it was already lowered three years ago.

39 Drainage and Facilities Manager Ricci and District Engineer Otterness responded to Mr. Stowe’s concerns
40 and noted that the “Pine Street” culvert Mr. Stowe referred to that was lowered three years ago is on
41 Branch 4. However, RCWD staff and Engineer Otterness clarified that the culvert referenced in the HEI
42 memo in the packet is on the Main Trunk crossing of Pine Street, located west of the Branch 4 crossing.
43 Engineer Otterness identified that the lowering of the Pine Street crossing on the Main Trunk would not
44 impact Mr. Stowe’s property.

45 Administrator Tomczik stated the report is a portion of the Alternative 4 investigation and noted staff
46 work to date to restore function. At this point, further repair work will be put on hold until the Board’s
47 subsequent meeting consideration of the ACSIC Available Documentation Overview, HEI Task Order.

48
49 The Board took a 5-minute break.

50

51 **Public Drainage Beaver Management Policy**

52 Drainage & Facilities Manager Ricci reviewed the draft policy with the Board. The Board agreed it was
53 important to make the public aware that landowners and other entities may also be trapping, and that this
54 information be added to the policy. The Board agreed the policy should be made available on the website.
55 The Board by consensus directed staff to bring the updated policy to Wednesday’s agenda for consideration.

56

57 **Draft Compensation Philosophy**

58 Administrator Tomczik reviewed the compensation philosophy proposed addition to the employee
59 handbook with the Board. The Board by consensus directed staff to bring this information to Wednesday’s
60 agenda for consideration.

61

62 **Administrator Updates**

63 Public Drainage Inspector Schmidt gave the board an update on Mobitrac auction and results. The Board
64 by consensus agreed the equipment needs to be sold and to accept the maximum bid.

65

66 Administrator Tomczik updates:

- 67 • ACD 53/62 Main Truck Project – staff submitted to the City of Circle Pines’ an updated invoice for
68 sewer outfall work, request that the city formalize its concern regarding pond sedimentation
69 consistent with consultant guidance.
- 70 • Preibe Lake Outfall Project update and City of Birchwood Village Councilmember McCarthy’s email
71 regarding its potential data request. Administrator Tomczik shared his general email content with
72 the Board. He informed the Board that District Attorney Kolb is addressing the request and will be

73 providing an update in the near future. Administrator Tomczik distributed a copy of the approved
74 District organizational chart to the managers.

75

76 The workshop was adjourned at 11:59 a.m.

DRAFT

1
2 For Consideration of Approval at the January 24, 2024 Board Meeting.
3 Use these minutes only for reference until that time.
4

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS

Wednesday, January 10, 2024

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

Minutes

CALL TO ORDER

President Michael Bradley called the meeting to order, a quorum being present, at 9:00 a.m.

OATH OF OFFICE

District Attorney Smith administered the Oath of Office to Michael Bradley

ROLL CALL

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

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

Staff Present: District Administrator Nick Tomczik, Permit Coordinator/Wetland Specialist Patrick Hughes, Drainage & Facilities Manager Ashlee Ricci, Communications & Outreach Manager Kendra Sommerfeld, and Office Manager Theresa Stasica

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

Visitors: None

SETTING OF THE AGENDA

District Administrator Tomczik requested removal of Action Item #1, Board Election of Officers and explained that it would be added to a future agenda. He noted that he would like to add two other items to the current agenda for Compensation Philosophy-Employee Handbook and Public Drainage Authority Beaver Management Policy.

Motion by Manager Weinandt, seconded by Manager Waller, to approve the agenda as revised.

Motion carried 3-0.

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READING OF THE MINUTES AND THEIR APPROVAL

Minutes of the December 11, 2023 Board Workshop and December 13, 2023 Board of Managers Regular Meeting. Motion by *Manager Weinandt*, seconded by *Manager Waller*, to approve the minutes as presented. Motion carried 3-0.

CONSENT AGENDA

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

Table of Contents-Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
23-075	Washington County	Forest Lake	Final Site Drainage Plan Street & Utility Plan Wetland Alteration	CAPROC 3 items
23-076	Washington County	Mahtomedi	Final Site Drainage Plan Street & Utility Plan	CAPROC 7 items

President Bradley referenced Permit No. 23-075 and asked if there was a wetland replacement obligation in that situation.

Permit Coordinator/Wetland Specialist Hughes explained that there was a replacement requirement, but it would be addressed through BWSR Local Government Road Wetland Replacement Program and had been administered through the City of Forest Lake as the local government unit (LGU) within Comfort Lake - Forest Lake Watershed District.

President Bradley asked if the District’s permit should recognize that obligation.

Permit Coordinator/Wetland Specialist Hughes stated that he believed it was already included in the ER, but noted that they could further identify it if the Board would like.

District Administrator Tomczik clarified that enforcement of this replacement would not be the District’s responsibility.

It was moved by Manager Waller and seconded by Manager Weinandt, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and Recommendations, dated January 2, 2024. Motion carried 3-0.

OPEN MIC/PUBLIC COMMENT

None

73

74 **ITEMS REQUIRING BOARD ACTION**

75 **1. Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project - Additional Contingency Funds**

76 Drainage & Facilities Manager Ricci reviewed the request for the Board to consider authorizing
77 additional funds for the JD3 Phase 2 repair project. She stated that the contract was awarded for
78 this project on April 26, 2023 and noted that there have been a few change orders executed since
79 that time. She explained that staff foresee the need for additional change orders for tree clearing
80 and reinstallation of an upgraded fence for a pasture that they cross through and were
81 recommending an increase of 10% for a 20% total contingency. She noted that a 20% contingency
82 is common and explained that they had originally dropped this one to 10% because it was a smaller
83 contract.

84

85 *Motion by Manager Waller, seconded by Manager Weinandt, to authorize the District*
86 *administrator to sign task/change orders increasing the contract price in an aggregate net*
87 *amount not to exceed 20% of the original contract price (\$48,908.59) to address unforeseen*
88 *conditions or omissions discovered as the project progresses; this additional increase of 10%*
89 *(\$24,454.29) is a modification of Resolution 2023-06. Motion carried 3-0.*

90

91 **2. Jacon, LLC Partial Pay Request #2 Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project**

92 Drainage & Facilities Manager Ricci stated that the contract has completed tree clearing on branches
93 1 & 2 and the majority of the excavation on those same branches. She stated that this item is for
94 a partial pay request.

95

96 *Motion by Manager Waller, seconded by Manager Weinandt, to approve JACON LLC's partial pay*
97 *request #2 as submitted and certified by the District Engineer and direct staff to issue a payment*
98 *in the amount of \$15,093.60. Motion carried 3-0.*

99

100 **3. Ramsey County Ditch 4 Basic Water Management Project City of Roseville Reimbursement #9 and**
101 **Delegation to Administrator**

102 District Administrator Tomczik stated that the District had received a distribution of Water
103 Management District funds collected by and released from Ramsey County. The funds and future
104 Water Management District funds collected need to be transferred to the City of Roseville under the
105 terms of the project agreement.

106

107 *Motion by Manager Bradley, seconded by Manager Weinandt, to approve the RCD 4 WMD*
108 *reimbursement to the City of Roseville and direct staff to issue a payment in the amount of*
109 *\$24,895.12. Motion carried 3-0.*

110

111 *Motion by Manager Bradley, seconded by Manager Weinandt, to delegate to the District*
112 *Administrator the transfer to Roseville of the remaining RCD 4 WMD settlements from Ramsey*

113 **County. Motion carried 3-0.**

114

115 Manager Weinandt noted that she has had conversations with Ramsey County Commissioner Mary
116 Jo McGuire who she shared that she was very pleased with what has occurred here.

117

118 **4. Anoka County Ditch 72 Branch 11 Minor Maintenance**

119 Drainage & Facilities Manager Ricci stated they are looking to replace about a half-mile of drain tile
120 which is why the material costs are a bit higher than typically expected.

121

122 Manager Weinandt asked if this was no longer considered ‘minor maintenance’ because it was so
123 expensive.

124

125 Drainage & Facilities Manager Ricci clarified that this would still be considered minor maintenance
126 but because it is over \$10,000, which could be handled by a signature from District Administrator
127 Tomczik and also over \$20,000 for President Bradley’s signature, it needed to come before the Board
128 for their consideration.

129

130 Manager Weinandt stated that she recalls private work on a drainage system in this area that may
131 not have been done correctly.

132

133 Drainage & Facilities Manager Ricci explained that the referenced drainage system to be repaired
134 extends across the northern end of the Watermark development and as part of Watermark’s
135 permitting process, both ACD 55 and ACD 72 were rerouted through the development for better
136 placement. She said this portion to be repaired is on the east side of the freeway, opposite the
137 development. She stated that the drainage system Manager Weinandt is referring to is on the
138 portion of ACD 55 on south end of the Watermark Development. She indicated that the concerns
139 related to as-built condition of this system have been resolved.

140

141 ***Motion by Manager Waller, seconded by Manager Weinandt, to delegate to the administrator***
142 ***on advice of counsel the authority to execute the described individual work order subject to the***
143 ***estimated amount \$44,000 plus up to an additional \$10,000 to address unforeseen conditions,***
144 ***and subject to the overall maintenance program budget. Motion carried 3-0.***

145

146 **5. Public Drainage Beaver Management Policy**

147 Drainage & Facilities Manager Ricci noted that this was the updated version of the policy following
148 the Board’s review on January 8, 2024. She stated that it contains additional language to
149 acknowledge the difference between the District’s actions and any of the lawful rights that
150 landowners may take on their own. She stated that because beaver like to stop the water on the
151 public drainage systems, staff has put together criteria to consider when they find those
152 obstructions.

153

154 President Bradley stated that he and District Administrator Tomczik proposed that under
155 'Considerations', the fourth line down, following 'strategies' that the words "are attached" be struck
156 and insert, "were considered in developing this policy".
157

158 Drainage and Facilities Manager Ricci stated that she would support that modification.
159

160 ***Motion by Manager Weinandt, seconded by Manager Waller, to adopt this memo and protocols***
161 ***herein as the District's Public Drainage System Beaver Management Policy, as revised per***
162 ***discussion, subject to change with Federal, State, and local regulations. Motion carried 3-0.***

163

164 **6. Redpath and Company Audit Engagement Letter**

165 District Administrator Tomczik stated that this was an annual item for the District because they are
166 mandated to have an audit of the District financials.
167

168 ***Motion by Manager Weinandt, seconded by Manager Waller, to accept and authorize the Board***
169 ***President and Administrator to sign Redpath and Company's 2023 audit engagement letter.***
170 ***Motion carried 3-0.***

171

172 **7. Compensation Philosophy-Employee Handbook**

173 District Administrator Tomczik stated that at a recent workshop, the Board reviewed and discussed
174 the Draft Compensation Philosophy. He explained the next step is for the Board to adopt the
175 changes and for them to be placed in the District Employee Handbook.
176

177 ***Motion by Manager Weinandt, seconded by Manager Bradley, to approve the incorporation of***
178 ***the amended RCWD Employee Handbook section 4-10 into District employee handbook and***
179 ***practices.***

180

181 Manager Waller stated that he thinks this is a lot of language that is redundant and explained that
182 he would not support it because it essentially replaces 3 sentences with about a 2/3 of a page of
183 language that says basically the same thing.
184

185 President Bradley asked if he objected to any of the actual language.
186

187 Manager Waller stated that he objected to all of it because he felt it was unnecessary redundancy
188 and felt the document should 'skinny-d' up. He stated that the District had a nice policy that got
189 to the point and left plenty of flexibility.
190

191 ***Motion carried 2-1 (Manager Waller opposed).***

192

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

194 ***Motion by Manager Weinandt, seconded by Manager Waller, to approve check register dated***
 195 ***January 10, 2024, in the Amount of \$74,799.18, as prepared by Redpath and Company. Motion***
 196 ***carried 3-0.***
 197

198 **ITEMS FOR DISCUSSION AND INFORMATION**

199 **1. Anoka County Ditch 55 Emergency Maintenance and Coordination**

200 Drainage & Facilities Manager Ricci gave an update to the Board on a recent occurrence on ACD 55
 201 and explained that last week over the long holiday weekend, the District was notified by the City
 202 that a landowner was at risk of having water coming onto their storage lot in Centerville between
 203 20th and 21st Avenues. She stated that the drainage system at this point has a 48 inch concrete
 204 pipe and noted that upstream is a section that is open channel, then moves into tile and travels
 205 through the Watermark development. She noted that Centerville did some investigation on why
 206 some of the storm ponds were high and found that a beaver had decided to place its food cache in
 207 the 48 inch concrete pipe and explained that when they found it, it was solidly blocked. The City
 208 of Centerville quickly began pumping to dewater the ponds to reduce the flooding risk to the
 209 landowners and then contacted the District because it is a public drainage system. She explained
 210 that the District worked closely with the City of Centerville to get the site as clean as possible as
 211 quickly as possible which meant hiring a contractor to go in and remove the debris, by hand, and
 212 noted that they also have beaver removal actions in place.

213
 214 Manager Weinandt asked if District staff wore beepers and if not, how cities are able get ahold of
 215 District staff in this type of situation.
 216

217 Drainage & Facilities Manager Ricci explained that the landowner had called the City of Centerville
 218 when they saw the water continuing to rise. She noted that cities tend to have Public Works staff
 219 on call and if it is a public drainage system, then they also let the District know as soon as possible,
 220 which was what happened in this case. She clarified that she did not have a beeper but found out
 221 when she arrived for work on Tuesday morning.
 222

223 Manager Waller stated that this was an example of staff working closely with one of the cities on a
 224 timely basis to resolve the issue. He stated that he was happy to see this addressed prior to having
 225 the ordinary high water mark established. He shared examples of other situations where he has
 226 seen beavers fill up even larger culverts and suggested that the District step up inspections.
 227

228 Drainage & Facilities Manager Ricci noted how quickly a beaver can do this sort of activity and
 229 completely stop a system in under 24 hours and explained that was why they appreciated
 230 landowners and city staff letting the District know if they see something out of the ordinary.
 231

232 Manager Waller reiterated that he would suggest the District step up their inspections.
 233

234 **2. 2023 Communications & Outreach Program Accomplishments**

235 Communications & Outreach Manager Sommerfeld shared a presentation that outlined the 2023
236 Communications and Outreach program accomplishments. She reviewed their goals, challenges,
237 various collaborations, analytics from the website/social media, shared details of
238 presentations/events/workshops given in 2023 and examples of targeted outreach and new
239 resources and tools created.

240

241 Manager Weinandt said she was glad to see what was done and appreciated having this information
242 presented to the Board.

243

244 Communications & Outreach Manager Sommerfeld reviewed the various partnerships that the
245 District has established and work with the Citizen Advisory Committee activities. She explained
246 that for 2024 she plans to re-elevate their current activities, revitalize partnerships, find new
247 partnership opportunities, create/initiate new activities, be more hands-on with
248 workshops/events/meetings, make more appearances and presentations, and increase
249 collaboration with every District program. She explained that she would like to have more
250 strategic targeted direct outreach and 'get things done'.

251

252 Manager Weinandt stated that she was glad the website was up and running. She liked that they
253 were attempting to communicate with people in multiple ways. She asked that if there was
254 something particular related to a specific County or city, such as Ramsey County or the City of
255 Mounds View, that staff would like the Board to participate in, she asked her to let them know so
256 they can also get involved in the events rather than just hearing about them after the fact through
257 the staff report. She stated that she would also like to have a discussion on how the District engages
258 the County Boards. She asked staff to think about who would initiate this engagement as they
259 approach the Metro MN Watershed meeting next week.

260

261 Manager Waller highlighted the history of the Washington County Consortium meetings and the
262 involvement of the Soil and Conservation District. He explained that this has been organized and
263 managed by the County and not the watershed districts.

264

265 The Board discussed working with staff to provide opportunities to educate the forthcoming new
266 Ramsey County Commissioners on the Districts activities and including Climate Resiliency and
267 proposed project's on RCD 2, 3, and 5.

268

269 **3. District Engineer Update and Timeline**

270 District Engineer Otterness gave a brief update on the Drainage Workgroup and noted that they will
271 meet on January 11, 2024 to discuss a draft report from BWSR to the legislature. He stated that they
272 will also report on the run-off sediment delivery option that was put into place 5 years ago in State
273 statute that will be sunseting this year.

274

275

276 **4. Administrator Updates**

277 District Administrator Tomczik stated that additional security measures have been put in place in
278 partnership with their IT contractor. He reviewed removal of the CAC and consultants from the
279 organizational chart he distributed at Monday’s workshop as those relationships are set by statute
280 or agreement and otherwise not impactful in the hierarchy of staff. He stated that regarding
281 Birchwood Village, he had sent an e-mail to Councilmember McCarthy who responded and let him
282 know that they were looking forward to receipt of the documentation that the city requested and
283 explained that Drainage Attorney Kolb, is in analysis of those materials, had provided an update for
284 the city’s attorney. He noted that the District is looking at its contracted services master agreements
285 under which later workorders are developed, these master agreements are done on an annual basis.
286 He explained that he had attended the City of Columbus workshop meeting on January 9, 2024
287 which included consideration of ACD 10-22-32 and landowners’ concerns. He said this was a
288 workshop meeting so no official actions were taken, but they heard the city engineer's opinion. He
289 stated notably the city engineer did not see Jodrell as the issue causing the concerns and also
290 supported maintenance on ACD 10-22-32. He said there was also a good discussion on the difference
291 between ground water and surface water issues. He noted that the city engineer referenced had
292 Carlos Avery, and its water management may be of interest to them. Further, the city engineer
293 noted consideration of a reroute that may help to navigate public waters DNR regulation. District
294 Administrator Tomczik explained that he made mention of the Board’s continuing discussion and
295 study of work on the system, plans to bring back alternative 4 investigation, and the ACSIC discussion
296 and whether the Board wishes to undertake the task order from Houston Engineering on the 24th.
297 He noted sharing potential District collaboration to study any areas should the city wish to do so.
298

299 President Bradley stated that he felt the meeting with the City of Columbus was a very cordial
300 meeting. He stated that he felt that they recognize their unique problem in having 70% of their
301 property as wetland or DNR controlled property with less than 5,000 people. He stated that in their
302 opinion, Jodrell is not the issue but also did not find it was ACD 10-22-32 either. He noted that
303 they support the Districts efforts to do alternative #4, but feel it may be a lifetime before there is
304 DNR approval. He stated that they have also not taken a position on which ASIC they should use and
305 did express appreciation for the District’s efforts. He stated that their belief was that the problem
306 was the question of where this water is coming up from and the possibility that Carlos Avery may
307 be the cause.
308

309 District Engineer Otterness said he felt the city engineer did a great job explaining all the issues and
310 was candid with his opinions on the causes and potential solutions. He said he thought the
311 dialogue at this meeting was valuable.
312

313 President Bradley stated that the city engineer had come up with the concept of putting in a tile
314 connection above Pine Street, bypassing the public waters, and then reconnecting closer to the
315 outlet.
316

317 The Board discussed details of the planned pathway that would avoid the public waters.

318

319 District Administrator Tomczik stated that this concept was a way to navigate regulation rather than
320 “expand” relief to landowners upstream. He noted that the issue was considered by the city more
321 of a groundwater issue and looking at ways that they may address it. He stated that he believes that
322 the District was able to provide clarity on the District’s obligation to maintain the public drainage
323 system and the Board’s intent to weigh the cost/benefit of alternative #4 before they decided on
324 which options to undertake.

325

326 President Bradley stated that the most positive walk-away for him was that the city was not looking
327 at the District like it was not trying to do its job.

328

329 District Administrator Tomczik stated that he appreciated the broadness in which the city engineer
330 had looked at things which included a review of the District’s regulations. He stated that he felt
331 the city engineer was keenly aware of the importance of how the District rules manage stormwater
332 at any given site to the property line.

333

334 President Bradley noted that there had also been specific discussion about whether or not further
335 development would exacerbate the problem.

336

337 District Administrator Tomczik stated that he did not hear any questioning of Houston Engineering’s
338 analysis of the situation or the documentation that was considered.

339

340 President Bradley reiterated that he felt it was a good meeting.

341

342 **5. Managers Update**

343 Manager Waller stated that he had attended the Birchwood City Council meeting last night and
344 explained that they chose not to take action on the data practices act for the time being. He stated
345 that he felt the revised organization table that was handed out was an improvement from the prior
346 version but still needed more work. He stated that he felt that the new positions needed to be
347 appointed by the Managers so they understand that they have a responsibility to the Board and not
348 just to the District Administrator. He noted that he would suggest that people get a copy of The
349 Citizen article about the administrative court hearing regarding White Bear Lake and explained that
350 he had asked Hugo to share the transcript with the Board. He thanked District Attorney Smith for
351 bringing to the Board the housekeeping amendment for Minnesota 103D, but clarified that he
352 strongly objected to page 8, 103D.357 because that is new language. He stated that he did not
353 care for the portion about having a Manager removed because he has a philosophical difference on
354 the ethics of a Board and noted that the other three items included were actually criminal charges.

355

356 District Attorney Smith noted that the language in the proposed amendment was existing law as it
357 applies to metro watershed managers. He stated that it is the same language as MN Rule
358 8410.040 and basically has the intent of making the same standard apply.
359

360 President Bradley stated Senator Kunesh has agreed to author the District's bill and there is also a
361 proposed meeting on January 24, 2024 related to the House of Representative with Sandra Feist.
362

363 **ADJOURNMENT**

364 ***Motion by Manager Weinandt, seconded by Manager Waller, to adjourn the meeting at 10:42 a.m.***

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

366

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
20-024	Tom & Mary Lakner	Columbus	After-the-Fact Land Development Floodplain Alteration Wetland Alteration	CAPROC 15 items
23-072	Harker Projects	Forest Lake	Final Site Drainage	CAPROC 6 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 17, 2024, and January 16, 2024, respectively.

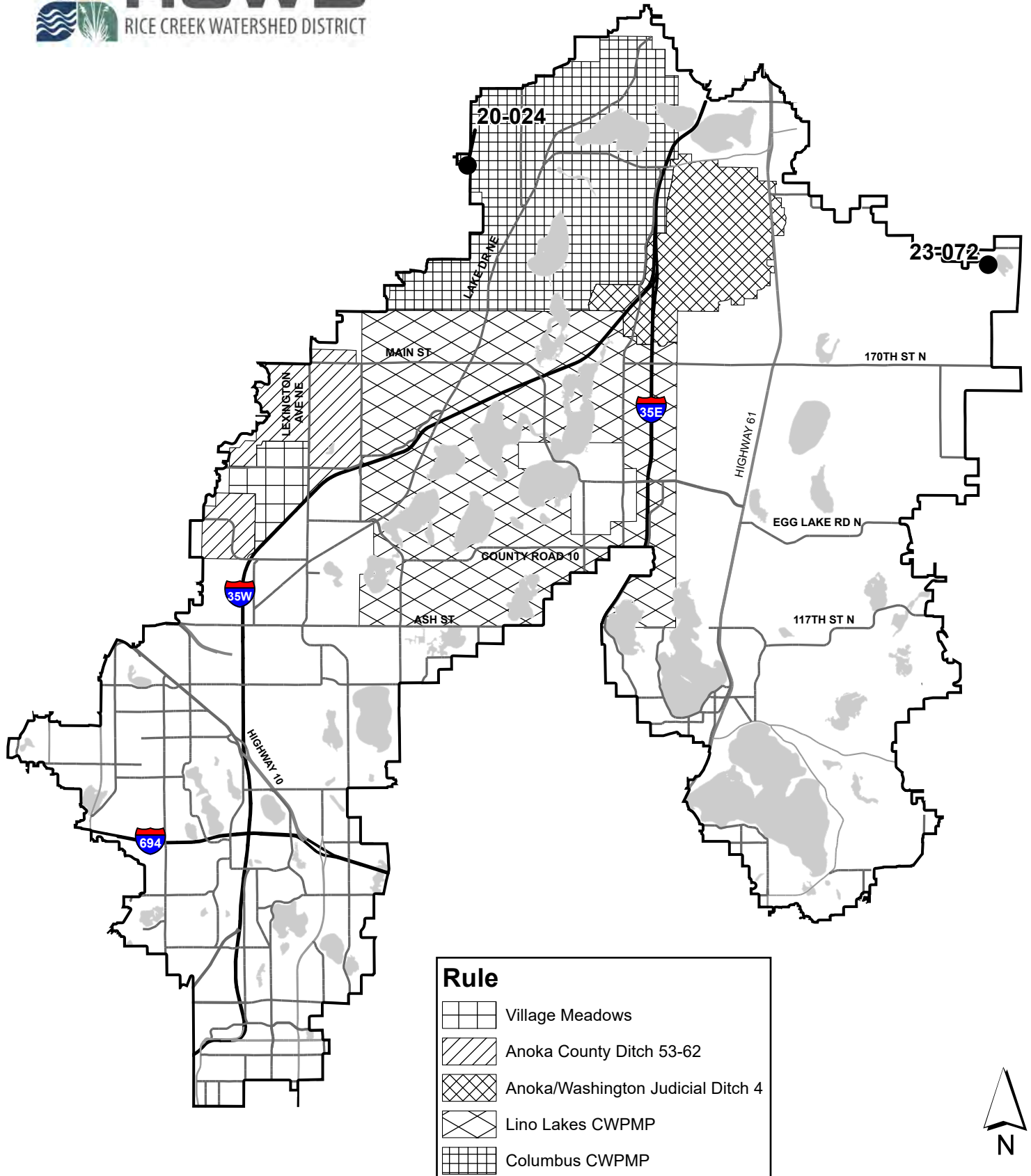
**RICE CREEK WATERSHED DISTRICT
CONSENT AGENDA**

January 24, 2024

It was moved by _____ and seconded by _____
_____ to Approve, Conditionally Approve Pending Receipt
Of Changes, or Deny, the Permit Application noted in the following Table of Contents, in
accordance with the District Engineer’s Findings and Recommendations, as contained in
the Engineer’s Findings and Recommendations, as contained in the Engineer’s Reports
dated January 17, 2024, and January 16, 2024 respectively.

TABLE OF CONTENTS

Permit Application Number	Applicant	Page	Recommendation
Permit Location Map		19	
20-024	Tom & Mary Lakner	20	CAPROC
23-072	Harker Projects	28	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:

20-024

Permit Application Name:

Lakner Driveway - Zodiac St NE

Applicant/Landowner:

Tom & Mary Lakner
15554 Zodiac St NE
Columbus, MN 55025
Ph: 651-464-7866
lakneremu@yahoo.com

Permit Contact:

Plowe Engineering
Attn: Adam Ginkel
6776 Lake Drive, Suite 110
Lino Lakes, MN 55014
Ph: 651-361-9182
Fx:651-361-8701
adam@plowe.com

Project Name: Lakner Driveway - Zodiac St NE

Purpose: After-the-fact subdivision of parcel and proposed installation of parcel access road; LD – Land Development, FA – Floodplain Alteration, WA – Wetland Alteration

Site Size: Two parcels totaling 19.12 ± acres / 0.46 ± acres of disturbed area; existing and proposed impervious areas are 0.23 ± acres and 0.40 ± acres, respectively

Location: 15554 Zodiac St NE, Columbus

T-R-S: NE ¼, Section 20, T32N, R22W

District Rule: C, D, E, F

Recommendation: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items. The permit will not issue and the WCA replacement plan approval is not effective until Conditions 1 thru 15 have been met. No land disturbance may occur prior to permit issuance.

The applicant has related an intent to transfer the application in CAPROC condition to the purchaser of a lot created by the subdivision, prior to permit issuance. The applicant should ensure that the transferee understands the permit status and the need to meet the conditions below before the permit will issue.

Conditions to be Met Before Permit Issuance:

Rule C – Stormwater Management

1. Applicant must provide an easement over ACD 46 Branch 1 that includes the channel and the area on each side of the channel within 20 feet of top of bank specifying and encompassing a District right of maintenance access for the public drainage system.

Rule D – Erosion and Sediment Control

2. Submit the following information per Rule D.4:
 - (b) Tabulation of the construction implementation schedule.

- (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
- (d) Quantification of the total disturbed area.

Rule F – Wetland Alteration

- 3. Applicant must fulfill the outstanding condition of the 2017 boundary determination requiring submittal of the wetland boundary shape file.
- 4. Applicant must supply the District with a copy of the receipt for the MnDNR Take Permit (*Rubus stipulatus*).
- 5. Applicant must provide a “Transaction Form for Withdrawal of Wetland Credits from the Minnesota Wetland Bank”, which is signed by the bank user and the bank seller
- 6. The applicant must provide proof of BWSR debiting wetland bank for the correct amount and type of wetland credit.
- 7. As a condition of permit issuance under Rule F.6(e)(9), the property owner must file on the deed a declaration, in a form approved by the District, establishing a vegetated buffer area adjacent to the delineated wetland edge within the final WMC.
- 8. The property owner must convey to the District and record or register, in a form acceptable to the District, a perpetual, assignable easement over the WMC.
- 9. A map of the final WMC boundary must be prepared and submitted for approval, and a GIS shapefile or CADD file of the final WMC boundary must be submitted to the District.
- 10. The applicant must provide a buffer signage plan including proposed signage and placement location for District consideration.

Administrative

- 11. The applicant must email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board. Ensure the datum is labeled. The final plans will need to identify the location of culverts to be placed beneath the driveway.
- 12. 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: [20-32-22-11-0005]
Amount: [\$883.53]
RCWD Fund: 80-06 (ACD 46)

PID: [20-32-22-11-0008]
Amount: [\$419.29]
RCWD Fund: 80-06 (ACD 46)

- 13. The applicant must 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).

14. 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.
15. 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 less than an acre of disturbance.

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 wetland boundaries, quantifying the wetland impact area for verification of compliance with the approved plans.
2. Install permanent, freestanding markers at development side edge of buffer, wetland or otherwise, with a design and text approved by District staff in writing and in compliance with the approved plans.
3. This permit solely authorizes subdivision and the proposed driveway. The permittee will need to obtain a permit amendment from the District for home construction by providing an updated plan set, identifying the total amount of proposed new and/or reconstructed impervious surface totals and meeting any other applicable requirements of District rules.

Exhibits:

1. Updated plan set (2 sheets), dated and received 09-26-2023.
2. Updated permit application, signed 04-10-2022 and received 04-21-2022.
3. Replacement application fee, dated 11-01-2023 and received 11-06-2023.
4. Application fee, dated 04-16-2022 and received 04-21-2022.
5. Rare plant survey report, dated 07-06-2023 and received 11-08-2023.
6. Updated draft WMC easement, dated and received 09-26-2023.
7. Updated draft WMC buffer declaration, dated and received 09-26-2023.
8. Email exchange between applicant and DNR, dated 08-05-2023 received 08-11-2023.
9. WMC buffer management plan, dated 01-12-2023 and received 01-16-2023.
10. Wetland buffer exhibit – Lot 1 Block 2, dated and received 01-13-2023.
11. Updated wetland buffer exhibit – proposed conditions, dated and received 01-13-2023.
12. Updated wetland buffer exhibit – existing conditions, dated and received 01-13-2023.
13. Draft WMC easement, dated and received 01-13-2023.
14. Draft WMC buffer declaration, dated and received 01-13-2023.
15. Updated plan set (2 sheets), dated and received 01-13-2023.
16. Wetland buffer exhibit – proposed conditions, dated and received 10-21-2022.
17. Wetland buffer exhibit – existing conditions, dated and received 10-21-2022.

18. USACE NWP, dated and received 09-22-2022.
19. USACE request acknowledgement letter, dated and received 03-31-2022.
20. Updated wetland replacement plan, dated 03-17-2022 and received 03-25-2022.
21. Draft transaction form to withdraw (wetland) credits, undated and received 08-07-2020.
22. Floodplain fill exhibit, dated and received 08-06-2020.
23. City of Columbus email including prelim plat approval, received 04-07-2020.
24. Wetland replacement plan, dated and received 03-28-2020.
25. DNR email on jurisdiction, received 06-20-2017.
26. Review file 17-062R.

Findings:

1. Description – The proposed project is to subdivide an existing parcel and construct a new driveway for a potential home on the new southern lot. The subdivision occurred without RCWD permit and is considered as an after-the-fact element of the present application. The property was subdivided in 2018, resulting in a northern 12.96± acre parcel and a southern 6.16± acre parcel. The project will increase the impervious area from 0.23 ± acres to 0.40 ± acres and disturb 0.46 ± acres overall. The project will not significantly alter the existing drainage patterns and the site will continue to drain to ACD 46 Branch 1, and ultimately Peltier Lake, the Resource of Concern. The applicant has submitted a \$300 application fee for a single-family residential subdivision that meets the criteria of Rule C.12(d). The requirements of District rules are applicable to the entire tract that has been subject to subdivision.
2. Stormwater – A permit is required under Rule C for the after-the-fact subdivision of a subdivision of an area exceeding one acre. The subdivision results in a second parcel where a home may potentially be built. The present application seeks authorization for construction of a driveway. The project does not need to meet the requirements of C.6 and C.7 per exception C.12(d).
3. Wetlands – Wetlands were delineated under review file 17-062R. A boundary decision was issued on 11-16-2017 and was valid at the time of the original permit application. The boundary/type decision expired in 2022, during the review process, however the District and the Technical Evaluation Panel (TEP) find that a new boundary/type application is not required for the present proposal. The 2017 decision required submittal of a boundary shapefile. This condition has not yet been met and is a condition of this approval.

The project area is located within the Columbus CWPMP boundary and is subject to Wetland Management Corridor (WMC) requirements, per C.10(d) and F.6(b). The preliminary WMC is mapped over both properties and must be delineated to the site level WMC, per F.6(b)(2)(i).

A replacement plan application was submitted to the District for proposed wetland impacts on 03-28-2020. The application was identified as incomplete on 04-06-2020. Information was submitted sporadically and eventually a complete application was received on 11-06-2023. Much of the delay was due to the need for a rare plant survey. A rare plant survey was completed by Midwest Natural Resources and the report was received by RCWD on 11-08-2023. The report identifies that the driveway has an unavoidable impact to state-listed species (*Rubus stipulatus*). Minnesota Rules 8420.0515 prohibits replacement plan approval for an activity that involves taking the species unless the Minnesota Department of Natural Resources (MnDNR) has issued a take permit under part [6212.1800](#) or Minnesota Statutes [§84.0895](#), subdivision 7. Documentation of the take permit is a condition for permit issuance.

The application was noticed to the TEP on 11-13-2023 and the comment period closed on 12-07-2023. The project proposes 1,847 ft² of permanent wetland impact for the installation of a driveway through a wetland. The wetland is identified as a DNR public water wetland; however, during wetland boundary/type review, the DNR identified that the relevant portion of the basin is not considered part of the public water and would therefore be regulated by WCA. The TEP commented on purpose and need for the project, identifying that while only the driveway is now being proposed, it is for the purpose of constructing a residence. This supports the need for the project. However, the present application and present proposed driveway location will not serve to justify any future wetland impact for further site development. The TEP also commented about the need for culverts under the driveway to maintain drainage. The TEP also emphasized the requirement for the MnDNR take permit for the state-listed species *Rubus stipulatus* before the replacement plan approval is valid. The applicant provided an email response on 01-06-2024 and has addressed all comments.

The applicant has provided an alternatives analysis, including discussion of impact avoidance, minimization and mitigation. Applicant has provided a no-impact alternative and an alternative with a narrower driveway. While the narrower driveway reduces impact, it does not meet city code requirements for required width. It was also identified through application review that an alternative that avoids state-listed species may be possible but greatly increases the amount of wetland impact and the length of the driveway. The TEP determined that such an alternative would not be feasible due to the increased impact amount, construction challenges, cost, etc. The applicant has reasonably avoided and minimized wetland impacts to the extent possible. The applicant has addressed all comments and the TEP concurs that WCA impact sequencing is met.

The application included a MnRAM analysis for the impacted wetland and determined that Wetland 1 is moderately degraded. The proposed impact is within Anoka County and inside the WMC, and therefore requires 2:1 replacement, per Table F1.

Impact/Mitigation Table

Wetland Name (Location)	Impact Amount	Replacement Ratio	Required
Wetland 1	1,847 ft ²	2:1	3,694 ft ² (0.0848 acres)

A map of the final WMC boundary must be prepared and submitted to the District for approval, per Rule F.6(b)(4). The map will reflect any change to the boundary as a result of the permitted activity. The final WMC, including associated buffer, is subject to an easement in favor of the District as described in Section 6(f). A GIS shapefile or CADD file of the final WMC boundary must be submitted to the District.

The property owner must file on the deed a declaration in a form approved by the District establishing a vegetated buffer area adjacent to the delineated wetland edge within the final WMC. The declaration must state that on further subdivision of the property, each subdivided lot of record shall meet the monumentation requirement of Section 6(e)(8).

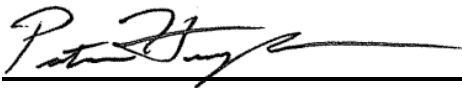
The property owner must convey to the District and record or register, in a form acceptable to the District, a perpetual, assignable easement granting the District the authority to monitor, modify and maintain hydrologic and vegetative conditions within the WMC wetland and buffer adjacent to WMC wetland, including the authority to install and maintain structural elements within those areas and reasonable access to those areas to perform authorized activities, per Rule F.6(d)(f). The WMC shall be identified and delineated as part of the recorded easement.

The applicant has identified that they would be purchasing wetland bank credits from bank account #1722. To satisfy the mitigation requirement, the applicant will need to withdraw 0.0848 credits from bank account #1722. The wetland bank is within the contributing drainage area to the Columbus

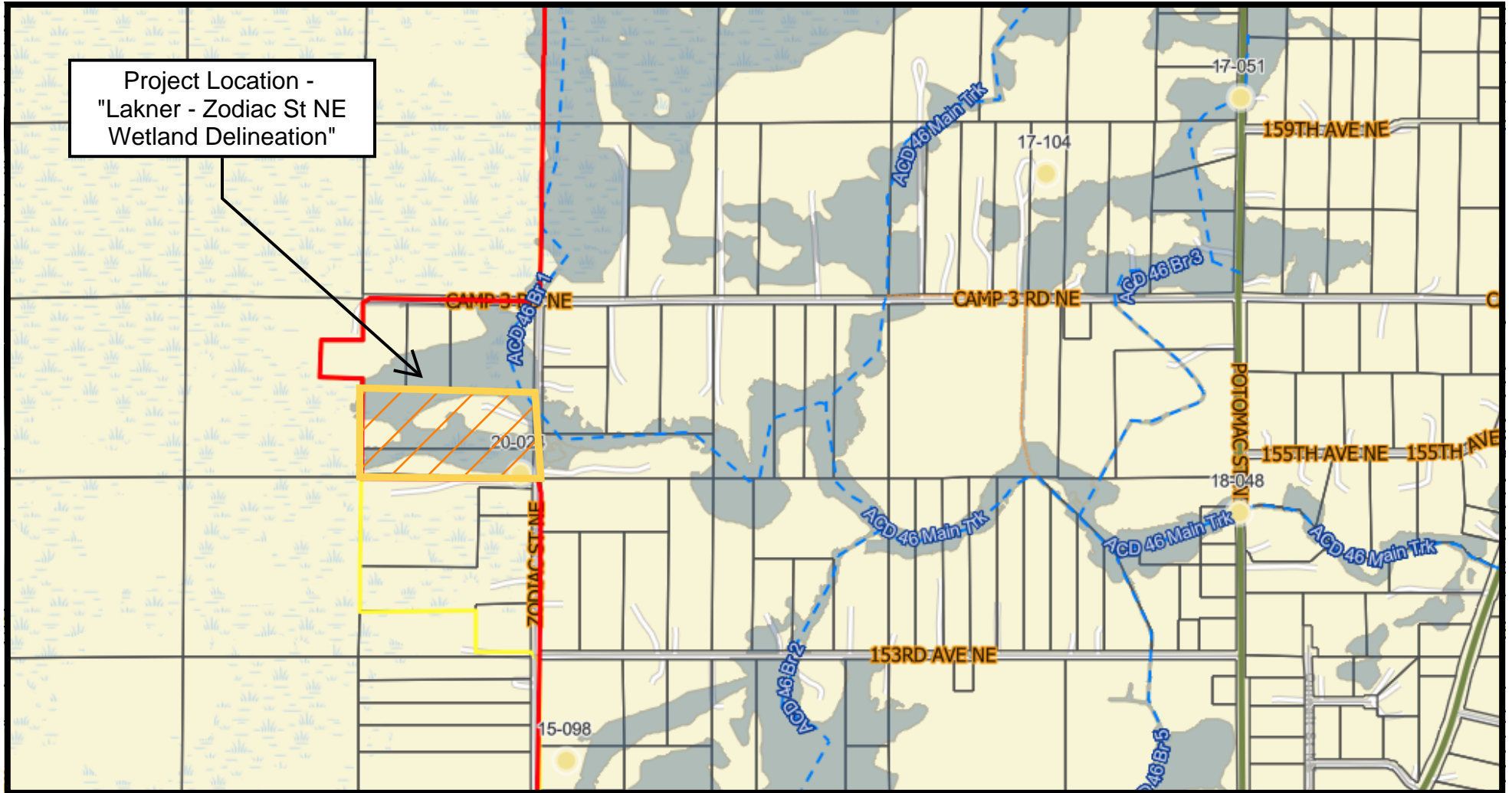
CWPMP consistent with Rule F.6(d)(5). The applicant has not submitted a draft transaction form to withdraw credits or a purchase agreement for the selected wetland bank. The applicant must provide the final BWSR withdrawal transaction form and demonstrate final withdrawal from the BWSR Bank.

4. Floodplain – The regulatory floodplain on the property is 902.46 (NAVD 88). The proposed driveway will result in approximately 44.96 cubic yards of floodplain fill. The project is compliant with the one-time fill exemption under Rule E.3(e).
5. Erosion Control – Proposed erosion control methods include silt fence and a rock construction entrance. The project disturbs less than 1 acre; therefore, an NPDES permit nor a SWPPP is required. The information listed under the Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. The project 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, however, the applicant must provide an easement over the public drainage system ACD 46 Branch 1, per Rule C.10(b).
8. Documenting Easements and Maintenance Obligations – Applicant must meet the easement and declaration obligations per CAPROC conditions 1, 7, and 8, above.
9. Previous Permit Information – No previous permit information was found for this site.

I hereby certify that this plan, specification or report was prepared by me or under by direct supervision



Patrick Hughes, Permit Coordinator/Wetland Specialist



Legend




- District Boundary
- Project Location
- Public Ditch - Open Channel
- Private Ditch





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

Legend

-  District Boundary
-  Access Road
-  Project Location





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

Permit Application Number:

23-072

Permit Application Name:

Harker Horse Barn

Applicant/Landowner:

Harker Projects
Attn: Meghann Harker
18881 Keystone Ave N
Forest Lake MN 55025
Ph: 612-889-1974
meghann.harker@harkerprojects.com

Permit Contact:

Olsons Sewer Service Inc.
Attn: Teri Werner
17638 Lyons Street NE
Forest Lake MN 55025
Ph: 651-464-2082
teri@olsonsinthepink.com

Project Name: Harker Horse Barn

Purpose: FSD – Final Site Drainage; Construction of proposed horse barn

Site Size: 39.83± acre parcel / 1.80 ± acres of disturbed area; existing and proposed impervious areas are 0.08 ± acres and 0.61 ± acres, respectively

Location: 18881 Keystone Ave N, Forest Lake

T-R-S: NE ¼, Section 36, T32N, R21W

District Rule: C, D

Recommendation: CAPROC

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

Conditions to be Met Before Permit Issuance:

Rule 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.
- 3. 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 Forest Lake).
- 4. 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.

5. 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.
6. The applicant must submit a cash surety of \$2,600 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 1.8 acres of disturbance and \$1,100 for 2,108 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. Plan set containing 5 sheets dated 1-5-2024 and received 1-5-2024.
2. Permit application, dated 10-24-2023 and received 12-15-2023.
3. Updated Stormwater Calculations, dated 1-5-2024 and received 1-5-2024, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
4. Stormwater Calculations, dated 12-15-2023 and received 12-15-2023, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
5. Erosion control plan undated and received 10-25-2023.
6. Geotechnical report dated 11-21-2023 and received 12-15-2023.
7. Existing site conditions survey dated 12-12-2023 and received 12-15-2023.

Findings:

1. Description – The project proposes to construct a horse barn on a 39.83± acre parcel located in Forest Lake. The project will increase the impervious area from 0.08± acres to 0.61± acres and disturb 1.80± acres overall. The majority of the site drains to the south and to the west into 2 different wetlands, that ultimately drains to the west then flows through JD 2 and into the Resource of Concern, Lake Peltier. There is also a small portion of the parcel with no new or reconstructed impervious area that drains to the east into White Rock 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 BMP as described below for the project:

Proposed BMP Description	Location	Pretreatment	Volume provided	EOF
Surface infiltration basin	South of the proposed barn	Catch basin sump and rip rap	3,650± cubic feet below the outlet	981.5±

Soils on site are primarily HSG A and B consisting of silty sands (SM) and gravelly sands (SP). Thus, infiltration is considered feasible and acceptable 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 (0.53± acres) for a total requirement of 2,108± cubic feet.

Adequate pre-treatment has been provided. Drawdown is expected within 48-hours using an appropriate rate of 0.45 inches per hour. The seasonal high water table is estimated at elevation 974.0±, which provides a minimum of three feet of separation. The project is not located within a DWSM area. The applicant has treated 100% of the project area. Additional TSS removal is not required. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(a).

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
West Wetland	1.9	1.8	8.5	8.4	31.0	30.5
East	0.9	0.7	3.7	2.5	12.9	8.0
South Wetland	0.5	0.4	2.1	2.2	7.8	7.5
Totals	3.3	2.9	14.3	13.1	51.7	46.0

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

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

3. Wetlands – The proposed outlet to the infiltration basin is located near a wetland. No delineation was submitted, however the proposed outlet pipe and stabilization is far enough away to ensure that no impacts will occur.
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 rip rap. The project disturbs more than 1 acre; an NPDES permit is required. The SWPPP is located on plan sheet 3. 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.
9. Previous Permit Information – Permit 11-017 covers the replacement of an existing barn with new accessory building, movement of an existing granary building, construction of a new driveway and demolition of the existing driveway

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



01/16/2024

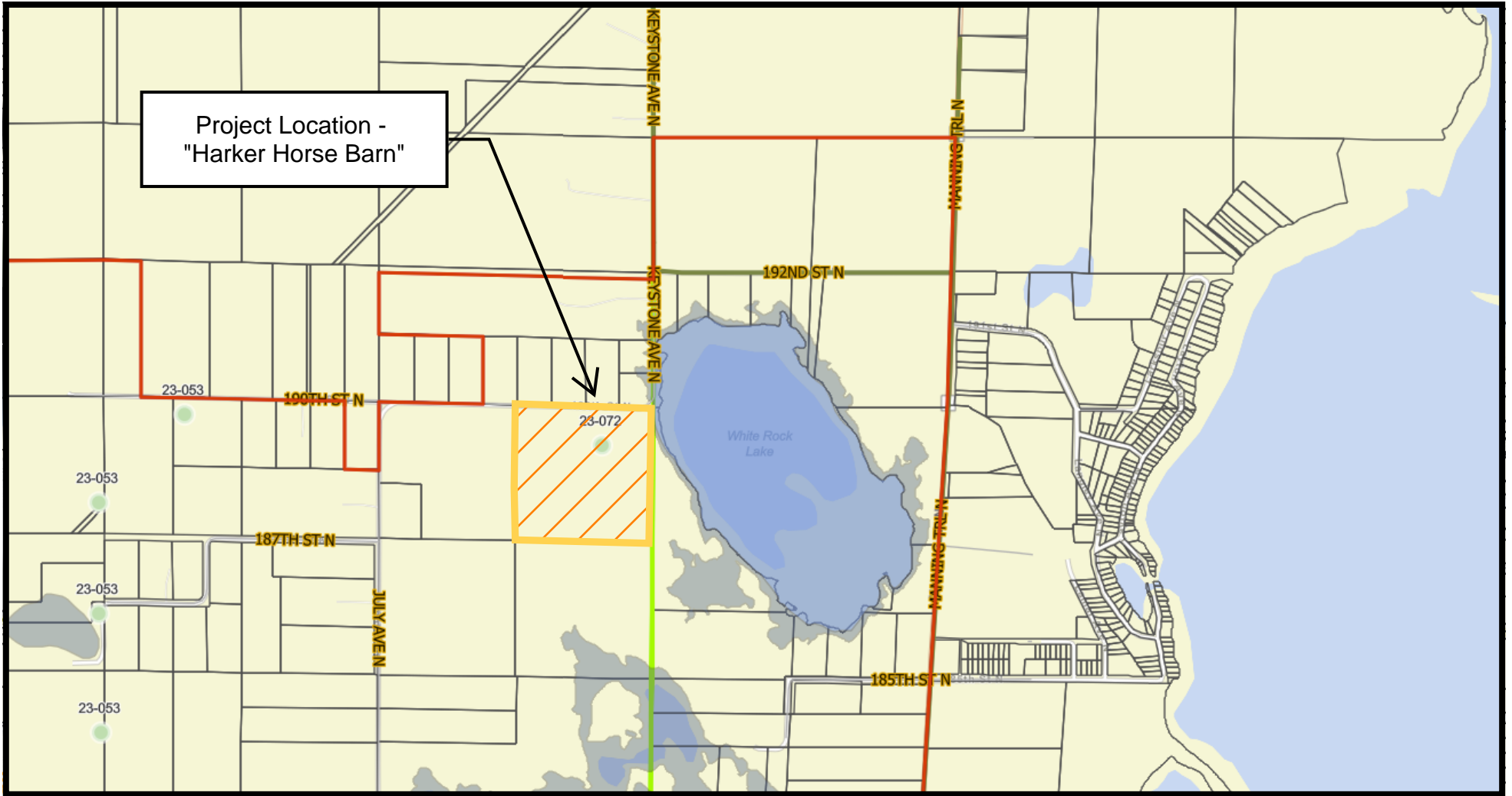
Griffin McComas, EIT

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.

Greg Bowles

1/16/2024

Greg Bowles, MN Reg. No 41929

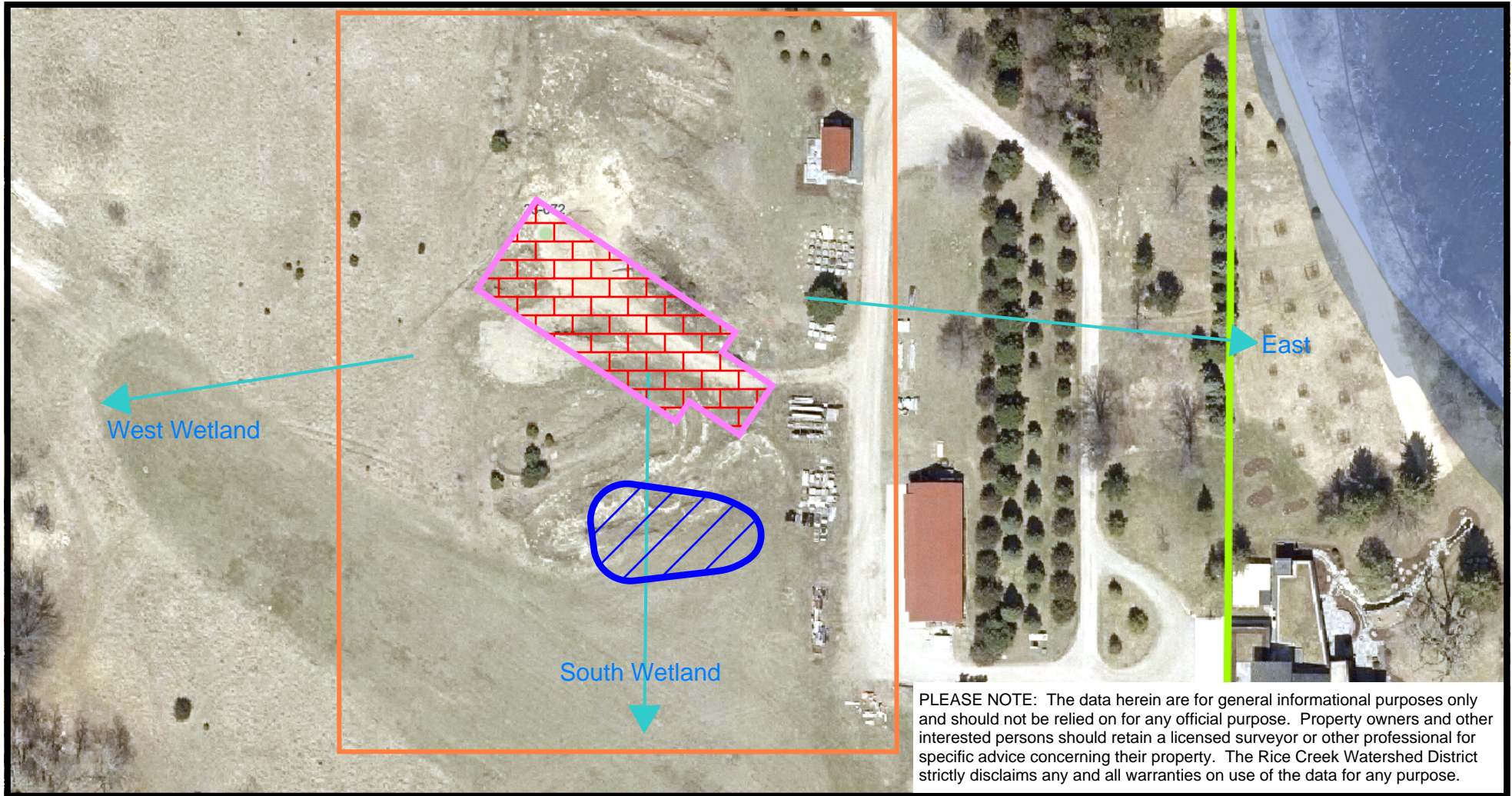


Legend





 District Boundary

 Project Location





Legend

-  Infiltration Basin
-  Horse Barn
-  Project Location
-  Drainage Arrow



ITEMS REQUIRING BOARD ACTION

1. Board Election of Officers (Nick Tomczik)

MEMORANDUM

Rice Creek Watershed District



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

Introduction

Annually the RCWD Board must elect its officers.

Background

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

The following is a parliamentary refresher:

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

Staff Recommendation

Staff recommend managers consider officer positions and act.

Attachment

RCWD Board Bylaw Article V Sections 1-4

ARTICLE V. - OFFICERS AND BOARD

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

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

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

Section 4. DUTIES OF OFFICERS:

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

ITEMS REQUIRING BOARD ACTION

2. Centerville Lake Internal Phosphorus Load Reduction Project BWSR Grant (Matt Kocian)

MEMORANDUM
Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Matt Kocian, Lake and Stream Manager
Subject: Centerville Lake Alum Project – Approval of BWSR Grant Agreement

Introduction

Seeking Board approval for the BWSR Clean Water Fund grant agreement for the Centerville Lake Alum Project

Background

The District was awarded a Clean Water Fund (CWF) grant in the amount of \$954,500 for the Centerville Lake Alum Project. As with all CWF grants, the District will need to sign a grant agreement with the Board of Water and Soil Resources. A draft grant agreement is attached here. District staff have completed a draft *grant workplan* (also attached here), which is currently being reviewed by BWSR, and will be an Exhibit in the grant agreement. Perhaps the most salient detail for Board Managers in this workplan is the project budget. By consensus, the Managers agreed on an approach, shown in Table 1, in which each Project Partner (the Cities of Centerville and Lino Lakes, and Anoka County) contributes an equal amount, similar to the District’s contribution.

	Budget	%	
CWF Grant	\$954,500	86%	
Centerville WMD	\$0	0%	
RCWD	\$50,084	5%	
Partners	\$105,000	9%	35k each partner (~3% each partner)
Total Revenue	\$1,109,584	100%	
needed	\$1,109,584		

Table 1. Budget overview, by responsible party, for the Centerville Lake Alum Project

District staff are currently engaged with Project Partners. While each partner has expressed willingness to partner with the District on this project, the grant agreement will hold the District solely responsible for covering the required matching funds. Funds from Project Partners would be contributed on a reimbursement basis to the District. The District’s 2024 approved budget includes \$300,000 for the Centerville Lake Alum Project, which provides more than enough match for the project.

Note: The difference between the overall budget between Table 1 and the attached draft *grant workplan*, can be attributed to 1) a 5% overall contingency added by District staff, for internal planning, and 2) tracking of staff time as grant match in the *workplan*.

Time is of the essence with this project. The District’s goal is to complete the first alum application in the spring of 2024. Thus, District staff are working as quickly as possible to gain concurrence from BWSR for the *grant agreement* and *grant workplan*.

MEMORANDUM
Rice Creek Watershed District



Staff Recommendation

To support staff's responsiveness to the timelines associated with BWSR *workplan* review and execution of the *grant agreement*, staff recommends that the Board of Managers authorize the Administrator to execute the grant agreement as soon as it is ready.

Proposed motion

Manager _____ moves to authorize the Administrator, on advice of counsel, to execute a *grant agreement* with the Board of Water and Soil Resources for the Centerville Lake Alum Project.

Attachments

- DRAFT BWSR Grant Agreement
- DRAFT BWSR Grant Workplan



**2024 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
CLEAN WATER FUND COMPETITIVE GRANTS PROGRAM
GRANT AGREEMENT**

Vendor:	0000195928
PO#:	3000016940

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Rice Creek WD, 4325 Pheasant Ridge Dr NE #611, Blaine MN 55449 (Grantee).

Grant ID	Grant Title	Awarded Amt
C24-0014	Centerville Lake Internal Phosphorus Load Reduction Project	\$954,500.00

Total Grant Awarded: \$954,500.00

Recitals

1. The Laws of Minnesota 2023, Chapter 40, Article 2, Section 6(b) appropriated funds to the Board for the FY 2024 Clean Water Fund Projects and Practices Competitive Grants Program.
2. The Laws of Minnesota 2021, First Special Session Chapter 1, Article 2, Section 6(b), Section 6(c), and Section 6(t) authorize the Board to allocate funds for the FY 2024 Clean Water Fund Projects and Practices Competitive Grants Program.
3. The Laws of Minnesota 2019 First Special Session, Chapter 2, Article 2, Section 7(c) and Section 7(p) authorize the Board to allocate funds for the FY 2024 Clean Water Fund Projects and Practices Competitive Grants Program.
4. The Board adopted Board Order #23-64 to authorize and allocate funds for the FY 2024 Clean Water Fund Project and Practices Competitive Grants Program.
5. The Grantee has submitted a BWSR-approved work plan for this Program which is incorporated into this Grant Agreement by reference.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the Board.
7. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is Marcey Westrick, Central Region Manager, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, (651) 284-4153, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is:

TITLE: Administrator
ADDRESS: 4325 Pheasant Ridge Dr. NE, #611
CITY: Blaine, MN 55449
TELEPHONE NUMBER: 763-398-3070

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. Terms of the Grant Agreement.

- 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
- 1.2. **Expiration date: December 31, 2026** or until all obligations have been satisfactorily fulfilled, whichever comes first.

- 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 19. Intellectual Property Rights.

2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their work plan, which is incorporated into this Grant Agreement by reference.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
- 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
- 2.2.2. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, **2027**, or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board. All individual grants over \$500,000 will also require a reporting expenditure by June 30 of each year.
- 2.3. **Match:** The Grantee will ensure any local match requirement will be provided as stated in Grantee's approved work plan.

3. **Time.**

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Terms of Payment.**

- 4.1. Funds will be distributed in three installments per grant: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. An eLINK Interim Financial Report that summarizes expenditures of the first 50% must be signed by the Grantee and approved by the Board. Selected grantees may be required at this point to submit documentation of the expenditures reported on the Interim Financial Report for verification. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met. The final, 10% payment must be requested within 30 days of the expiration date of the Grant Agreement. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the Grantee and approved by the Board.
- 4.2. All costs must be incurred within the grant period. All incurred costs should be calculated or determined before the final report is completed or returning funds.
- 4.3. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.4. Once final reporting has been completed funds may not be re-requested as funds may not be available.
- 4.5. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.6. This Grant Agreement includes an advance payment of 50 % of each grant's total amount per grant. Advance payments allow the grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. **Conditions of Payment.**

All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the Board's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, **FY 2024 Clean Water Fund Competitive Grant Policy**, and regulations. The Grantee will not receive payment, may be required to repay grant funds, or may have future payments withheld if work is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law.

6. **Assignment, Amendments, and Waiver.**

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Board and a fully executed Assignment Agreement, executed, and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendments to this Grant Agreement must be in writing and will not be effective until approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any amendments thereto.
- 6.3. **Waiver.** If the Board fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. Liability.

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. State Audits.

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

9. Government Data Practices.

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

10. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. Publicity and Endorsement.

11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the Program, publications, or services provided resulting from this Grant Agreement.

11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

12. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination.

13.1. The Board may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2. The Board may immediately terminate this Grant Agreement if the Board finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The Board may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14. Data Disclosure.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers

may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

15. Prevailing Wage.

It is the responsibility of the Grantee or contractor to pay prevailing wage for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at a rate not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

16. Municipal Contracting Law.

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee’s financial records, including support documentation justifying a single/sole source bid, if applicable.

17. Constitutional Compliance.

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding the use of Clean Water Funds to supplement traditional sources of funding.

18. Signage.

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

19. Intellectual Property Rights.

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes “Documents.” Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State’s request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be “works made for hire.” The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Rice Creek WD

Board of Water and Soil Resources

By: Nicholas Tomczik

By: _____

(signature)

(signature)

Title: Administrator

Title: _____

Date: _____

Date: _____



Grant Work Plan

Projects and Practices 2024

Grant Title: Centerville Lake Internal Phosphorus Load Reduction Project

Grant Award (\$): \$954,500.00

Grant Execution Date:

Grant ID: C24-0014

Required Match (%): 10

Grant End Date: 12/31/2026

Grantee: Rice Creek WD

Required Match (\$): \$95,450.00

Fiscal Agent: Rice Creek WD

Grant Day-to-Day Contact: Nick Tomczik

	Total Budgeted	Total Spent	Balance Remaining*
Grant Funds	\$954,500.00	\$0.00	\$954,500.00
Match Funds	\$112,547.00	\$0.00	\$112,547.00
Other Funds	\$0.00	\$0.00	\$0.00
Total	\$1,067,047.00	\$0.00	\$1,067,047.00

*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.

Budget Details

Activity Name	Category	Source Type	Source Description	Budgeted	Spent	Balance Remaining	Match Fund?
Project Administration	Administration/Coordination	Local Fund	RCWD Staff Time	\$7,800.00		\$7,800.00	Y
Education and Outreach	Education/Information	Local Fund	RCWD Staff Time	\$2,500.00		\$2,500.00	Y
In-lake alum application	Non-Structural Management Practices	Local Fund	RCWD cash match	\$67,247.00		\$67,247.00	Y

<i>Activity Name</i>	<i>Category</i>	<i>Source Type</i>	<i>Source Description</i>	<i>Budgeted</i>	<i>Spent</i>	<i>Balance Remaining</i>	<i>Match Fund?</i>
In-lake alum application	Non-Structural Management Practices	Current State Grant	Centerville Lake Internal Phosphorus Load Reduction Project	\$954,500.00		\$954,500.00	N
Engineering	Technical/Engineering Assistance	Local Fund	RCWD cash match	\$35,000.00		\$35,000.00	Y

Indicator Summary

<i>Indicator Category</i>	<i>Proposed Indicator</i>	<i>Total Value</i>	<i>Unit</i>
Water Pollution (Reduction Estimates)	Phosphorus (Est. Reduction)	178	Lbs/Yr

<i>Indicator Category</i>	<i>Final Indicator</i>	<i>Total Value</i>	<i>Unit</i>
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Grant Activities

Activity Name: Education and Outreach							
Activity Category: Education/Information					Staff time?: Yes		
Description: This activity includes all RCWD staff time associated with outreach, education, and promotion of the project. RCWD staff will host at least one public meeting, as well as other informal meetings with the Centerville Lake Association. The RCWD will develop and maintain a project webpage. The RCWD will reach-out to partners and local media to distribute information on the project and educate the public.							
Budget Details							
<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>	
Local Fund	RCWD Staff Time	\$2,500.00		\$2,500.00		Y	

Activity Name: Engineering

Activity Category: Technical/Engineering Assistance

Staff time?: No

Description: This activity includes the development of plans and specifications, suitable for contractor bidding or quotes. It also includes contractor oversight and field observation of two alum applications. Specifications and technical documentation produced by the engineer will include alum type specifications (AWWA standard aluminum sulfate), application timing windows, suitable conditions for application, and proper safety protocols for transport and application. The specifications will also include applicator requirements for pH monitoring in Centerville Lake during application.

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Local Fund	RCWD cash match	\$35,000.00		\$35,000.00		Y

Activity Name: In-lake alum application

Activity Category: Non-Structural Management Practices

Staff time?: No

Description: This is an in-lake aluminum sulfate (alum) application on Centerville Lake. The activity includes the application of 389,092 gallons of alum, split into two separate applications. The dose (total amount of alum) was chosen based on empirical sediment chemistry data, and calibrated to reduce sediment-phosphorus release by 80%. The activity includes materials (389,092 gallons of alum), as well as mobilization and application costs. Unit costs were estimated using actual costs from a recent CWF grant-funded project on Forest Lake and feedback from other recent alum projects. The activity will reduce phosphorus loading to Centerville Lake by 178 lbs annually, and transition the lake from impaired to unimpaired status.

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Current State Grant	Centerville Lake Internal Phosphorus Load Reduction Project	\$954,500.00		\$954,500.00		N
Local Fund	RCWD cash match	\$67,247.00		\$67,247.00		Y

Activity Name: Project Administration

Activity Category: Administration/Coordination

Staff time?: Yes

Description: This activity includes RCWD staff time to manage the project, including grant administration, engineering and contractor management, access agreements, and other logistical work.

Budget Details

<u>Source Type</u>	<u>Source Description</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Balance Remaining</u>	<u>Last Transaction Date</u>	<u>Match Fund?</u>
Local Fund	RCWD Staff Time	\$7,800.00		\$7,800.00		Y

ITEMS REQUIRING BOARD ACTION

3. Centerville Lake Alum Project: Hire Project Engineer (Matt Kocian)

MEMORANDUM
Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Matt Kocian, Lake and Stream Manager
Subject: Centerville Lake Alum Project: Hire Project Engineer

Introduction

Seeking Board approval to hire Barr Engineering as the Project Engineer for the Centerville Lake Alum Project

Background

The District was awarded a Minnesota Clean Water Fund Grant in the amount of \$954,500 for the Centerville Lake Alum Project. As the District moves toward implementation of this project, a project engineer will be needed. The project engineer will be responsible for refining the alum application plans, developing plans and specifications for obtaining contractor (i.e. alum applicator) quotes, and overseeing contractor performance during application.

Diagnostic work on internal phosphorus loading in Centerville Lake began with sediment coring in 2017. That work was completed by Wenck Associates, under the direction of Mr. Jos Bischoff. Mr. Bischoff later moved to Barr Engineering, and assisted with additional work on Centerville Lake internal loading, including developing parts of the Diagnostic Study used in the Clean Water Fund grant application. Mr. Bischoff and Barr Engineering have extensive experience developing and overseeing alum treatments in Minnesota, including, but not limited to, Spring Lake (for PLSLWD), Lake Riley (for RPBCWD), and Bald Eagle Lake (RCWD). Based on their history of diagnostic work on Centerville Lake, and their experience managing alum projects, Barr Engineering and Mr. Joe Bischoff are well suited to provide engineering services for the Centerville Lake Alum Project in an efficient manner. A proposal for services from Barr is attached, with a proposed fee of \$28,000.

Staff Recommendation

Staff recommend hiring Barr Engineering Company to act as project engineer for the Centerville Lake Alum Project.

Proposed motion

Manager _____ moves to authorize the Administrator, on advice of counsel, to enter into an agreement with Barr Engineering Company, for services to support the Centerville Lake Alum Project, for an amount not to exceed \$28,000. The Administrator is authorized to approve contract amendments not to exceed 10% of the contract price (\$2,800).

Attachments

- Barr Engineering Company Proposal: Alum Dose, Contract Document Development, and Application Monitoring for Centerville Lake; January 16, 2023

January 16, 2024

Mr. Matt Kocian
Land and Stream Program Manager
Rice Creek Watershed District
4325 Pheasant Ridge Drive NE #661
Blaine, MN 55449

Re: Alum Dose, Contract Document Development, and Application Monitoring for Centerville Lake

Dear Matt:

Thank you for the opportunity to continue to provide our services on in-lake management projects for Rice Creek Watershed District (RCWD). As requested, Barr Engineering Co. (Barr) has prepared this proposal to assist the RCWD in the alum application and treatment monitoring of Centerville Lake. We appreciate the opportunity to provide you with this proposed scope of services and look forward to assisting you with this project.

Scope of Services

Barr supported the RCWD in the completion of an in-lake treatment feasibility study on Centerville Lake in 2023 which revealed high internal phosphorus (P) loading in lake bottom sediments. Two applications of alum are proposed in 2024 and 2026. Split dose applications are more effective at converting sediment phosphorus to alum-bound phosphorus and splitting doses provides an opportunity to adjust for the second application. This scope includes finalizing the alum dose and strategy for the lake, developing contract documents for bid or quote solicitation, and field observation of the alum applications.

Task 1. Finalize Alum Dose and Strategy

In close coordination with RCWD staff, Barr will use the information provided in the feasibility study to further refine the aluminum dose and strategy for Centerville Lake. This includes determining the final application dose (g/m²), treatment area, and timeframe for applications. We will also develop all of the necessary bid document requirements such as gallons per acre, shapefiles of the treatment area, staging, and other requirements. Additionally, Barr will submit a letter of notification to the Minnesota Pollution Control Agency regarding the planned alum treatment to Centerville Lake.

Task 2. Develop Bidding Documents or Request for Quotes

The development of precise and accurate specifications and quote documents is critical in executing a successful sediment phosphorus inactivation project. Unless directed differently by RCWD, Barr will follow

the Minnesota Statutes 471.345, Subd. 3 for contracting for the aluminum treatment. Unless directly in writing differently by RCWD, Barr will work with the RCWD to develop a contract and solicit sealed bids by public notice for the specified aluminum treatment on Centerville Lake. If RCWD determines that Minnesota Statute 471.345 does not apply and RCWD directs Barr to obtain quotations without advertising for bids, Barr will solicit quotes from selected contractors with relevant in-lake chemical treatment experience. The request for bids (or quotes) will include details on the following:

- Chemical specifications to ensure the purity of the chemical and specified aluminum doses
- Volume and application zones with specified doses
- Application requirements including equipment, site set up and break down, previous experience, and any other pertinent requirements
- Equipment specification to ensure accurate application and handling without equipment failure
- Acceptable application conditions including water temperatures, wind, and rain
- Application procedures for alum and sodium aluminate to ensure pH control and effective treatments
- Coordination as needed with selected contractor

RCWD will supply Barr a RCWD-approved template contract for the Barr to amend with technical specifications. If necessary, RCWD will advertise the project for bids by public notice in the manner and subject to the requirements of the law governing contracts by the RCWD. Because the project funded through a grant, the bidding documents will indicate use of prevailing wages is required if determined necessary by the RCWD.

This project includes a split dose of aluminum to treat the lake bottom sediments more effectively. The first dose is expected to be applied in May of 2024 with the second dose in 2026. This will require a review of the initial alum effectiveness and revisions of the subsequent dose and application area. Some modifications to the second application are anticipated after monitoring in 2024. We assume that follow up sediment monitoring and any recommended changes to the alum treatment will be included in a separate scope of work. Modifications to the bid (quote) documents and contracts with the selected applicator are included in this proposal.

Barr will develop an engineer's estimate for the application to evaluate bids (or quotes). The submitted quotes will be collected and tabulated for the RCWD to review. A recommendation letter will be provided to the RCWD to evaluate quotes for the project.

Task 3. Application Monitoring

Barr staff have overseen alum applications on more than 30 lakes and waterbodies providing experience to ensure a seamless application. Experience with alum application oversight is critical to ensure a safe and effective application. The contractor is required to continuously monitor pH throughout the application period to maintain a pH greater than 6. Water quality sampling of water column aluminum

and/or sulfate is not typically necessary but can be collected by RCWD staff if desired. Barr's monitoring approach of alum applications typically includes:

- Site visit with contractor to walk through site set up and operations.
- Review of the contractor's spill prevention and response plan.
- Review of the contractor's work plan.
- Inspection of operations, equipment, and chemical manufacturer specs.
- Inspection of bill of ladings and chemical composition delivered on site.
- pH jar testing to ensure pH control.

Barr staff are typically on sight early in the project (day 1 of application) to inspect the site, conduct an independent jar test, and inspect contractor application and water quality monitoring equipment. Barr staff then review daily reports, monitoring logs, and jar test results remotely. After the application is complete, a site inspection is conducted after demobilization. Barr will document any damage to the application site (staging area and boat launch) and restoration that may be required. Any issues along the way will be communicated with RCWD staff.

Considering two applications are proposed in subsequent years, Barr will provide application monitoring in each of the years, following similar protocol. Some changes may be noted after the first application is evaluated and changes to the plan are made for the second application.

Budget and Schedule

Table 1 summarizes each task and the associated budget to complete the scope of work for Centerville Lake. The work will be completed on a time and materials basis with a not to exceed total of \$28,000. Barr is ready to begin work on the alum treatment for Centerville Lake after approval of this scope of services.

Table 1 Proposed budget and timeline

Task	Budget	Date
Finalize Dose and Strategy	\$2,500	March 2024
Develop Bidding Documents or Request for Quotes	\$13,500	March-April 2024
Application Monitoring and Documentation	\$12,000	Spring 2024 Spring 2026
TOTAL	\$28,000	

Thank you for the opportunity to submit our proposal. Barr is dedicated to providing timely, innovative, and high-quality service to the Rice Creek Watershed District. If you have any questions about our qualifications, please feel free to contact Joe Bischoff (952-842-3749, jbischoff@barr.com).

Sincerely,



John P. Hanson, PE
Vice President, Principal in Charge



Joe Bischoff
Project Manager, Senior Aquatic Ecologist

ITEMS REQUIRING BOARD ACTION

4. Houston Engineering, Inc. Task Order 2024-001: Anoka County Ditch 10-22-32 Documentation Review (Nick Tomczik)

SCOPE OF SERVICES



Task Order No. 2024-001
Rice Creek Watershed District



ACD 10-22-32 Documentation Review

RCWD Administrative Information:

Account No.: 80-03
Account Name: Repair Reports

Houston Engineering Project No.: R005555-0353

Task Order Purpose:

The purpose of this task order is to provide the RCWD Board of Managers an overview of available documentation on the ACD 10-22-32 public drainage system and describe how this documentation was utilized to determine the as-constructed and subsequently improved condition (ACSIC) of the drainage system. The Board ordered the reestablishment of the public drainage system record on May 11, 2022 based on the engineer's Technical Memorandum dated May 13, 2021 and an addendum to that memo dated January 13, 2022. The order (#2022-11) itemizes the documents considered in the technical evaluation.

To address continuing concerns regarding the ACSIC grade and the documentation utilized to determine its condition, this task order envisions multiple Board workshops to review this documentation and its relevance to the ACSIC. Houston Engineering, Inc. (HEI) will assist with these workshops by developing Powerpoint presentations ahead of each workshop and leading the technical discussion.

Professional Services Rendered:

We envision the following content to be discussed at each workshop:

Workshop #1

- Purpose and goals of the workshops;
- Overview of the how an ACSIC is determined for any system
- What are "relevant documents" and how they may affect the determination of the ACSIC

Workshop #2

- Unique challenges in determining ACSIC on ACD 10-22-32
- Overview of documents relevant to ACD 10-22-32
- Rationale for ACD 10-22-32 ACSIC profile determination
- Comparison of ACD 10-22-32 ACSIC profile to prior profile investigations

SCOPE OF SERVICES



**Task Order No. 2024-001
Rice Creek Watershed District**



ACD 10-22-32 Documentation Review

Deliverables:

The deliverables for this Task Order consist of Powerpoint presentations and attendance to two (2) Board workshops.

Schedule and Compensation:

HEI recommends budgeting **\$5,000** for engineering services described within this task order. HEI shall not exceed this amount for the completion of this work without prior authorization from the Rice Creek Watershed District.

SIGNATURES:

These services described by this Task Order are being provided in accordance with the Professional Services Agreement between the Rice Creek Watershed District and Houston Engineering dated May 14, 2008, as amended and extended. This **Task Order** shall be effective **January 3, 2024** as authorized by the signatures of representatives of the Rice Creek Watershed District and Houston Engineering, Inc.

Rice Creek Watershed District

By: _____

Name: Michael Bradley

Title: President

Date: _____

Houston Engineering, Inc.

By: 

Name: Chris Otterness, P.E.

Title: District Engineer

Date: January 3, 2024

ITEMS REQUIRING BOARD ACTION

5. Ramsey County Lake Monitoring Services (Matt Kocian)



MEMORANDUM
Rice Creek Watershed District

Date: January 16, 2024
To: RCWD Board of Managers
From: Matt Kocian, Lake & Stream Manager
Subject: Ramsey County Lake Monitoring Services 2024

Introduction

Seeking Board approval for agreement with Ramsey County for lake monitoring services in 2024

Background

Water quality monitoring is conducted on most lakes in the Rice Creek Watershed. Data are used to track long-term trends and improvement following projects completed by the RCWD and others. Water quality monitoring data also support acquisition of state grant dollars; existing data and post-project monitoring are often required for grants.

Several agencies cooperate to ensure data coverage while avoiding overlapping effort. District staff monitor 8-10 lakes annually. The District supports a volunteer monitoring program (the *Citizen Assisted Monitoring Program – “CAMP”*) that covers another 8-10 lakes. Finally, staff at Ramsey County cover nine lakes.

Ramsey County staff have monitored water quality on lakes in Ramsey County since the early 1980’s. Since 2016, the District has reimbursed Ramsey County for labor and equipment costs for monitoring nine lakes located within the Rice Creek Watershed. Other watershed districts in Ramsey County (e.g. RWMWD) do the same. In 2023, Ramsey County labor and equipment costs will be \$27,542.23. This cost was anticipated and is included in the approved 2024 District budget. The agreement between the District and Ramsey County is attached here.

Staff Recommendation

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

Note: Costs for laboratory sample analysis are separate (Exhibit D of the attached agreement). RCWD also bears these costs, but on a ‘fee-for-service’ basis (not contract). These costs are also anticipated and included in the approved 2024 budget.

Proposed Motion

Manager _____ moves to authorize the Administrator to enter into an agreement with Ramsey County for lake monitoring services in 2024 for an amount not to exceed \$27,542.23.

Attached:

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

**RAMSEY COUNTY AGREEMENT
WITH THE RICE CREEK WATERSHED DISTRICT
for 2024 LAKE MONITORING SERVICES**

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

RECITALS

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

AGREEMENT

1. Scope of Agreement

- 1.1. County will perform a water quality testing protocol for Watershed pursuant to the 2009 Ramsey County Lake Management Program Sampling Protocol ("Baseline Request") at the locations and according to the parameters as listed in Exhibit A. Baseline testing will be performed eight times per year at each location between the dates of May 1st and September 30th.
- 1.2. Upon request, and subject to staffing or other limitations, County will perform Additional Testing as directed by the Watershed. Additional Testing will be performed within 2 weeks of receiving request.
- 1.3. This agreement is limited to the services requested and provided between January 1, 2024 and December 31, 2024.

2. Water Quality Testing Services

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

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

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

3. Sub-contracting for Testing Services

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

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

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

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

4. Test Reports and Samples

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

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

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

5. Water Quality Test Fees

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

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

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

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

6. Payment Schedule

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

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

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

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

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

Rice Creek Watershed District

By: _____
President

Date: _____

RAMSEY COUNTY, MINNESOTA

County Manager

Date: _____

Approval recommended:

Brian Isaacson, Director
Public Works Department

Date: _____

Approved as to form:

Assistant County Attorney

Exhibit A: Baseline Request

Lake Sites to be Tested Under Baseline Agreement

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

Water Parameters to be Tested

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

Exhibit B: Laboratory Analysis Methods and Rates

Procedure	Method	Method Year	Cost/Sample
SRP Filtering	EPA 365.1 Rev 2	1993	\$5.00
Zooplankton Analysis	SM 10200 G	2017	\$61.25
Phytoplankton Analysis	SM 10200 F	2017	\$61.25
Labor			\$93.47

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

EXHIBIT C: Baseline Request Estimated Program and Flat Fee

RCWD		2024	
Analysis 2024	Count	Unit Price	Amount Billed by Ramsey County
SRP filtering	413	\$5.00	\$2,065.00
Zooplankton	72	\$61.25	\$4,410.00
Phytoplankton	72	\$61.25	\$4,410.00
Equipment	41%	\$4,175.57	\$1,702.15
Labor	160	\$93.47	\$14,955.07
		Total	\$27,542.23

EXHIBIT D: RMB Labs Quoted 2024 Rates

Analysis 2024	Count	Unit Price	Amount Billed by RMB Labs
Total Phosphorus	413	\$ 16.80	\$ 6,938.40
Soluble Reactive Phosphorous	413	\$ 16.80	\$ 6,938.40
Chloride	177	\$ 14.00	\$ 2,478.00
Total Kjeldahl Nitrogen	128	\$ 20.30	\$ 2,598.40
Ammonia	128	\$ 16.10	\$ 2,060.80
Nitrate + Nitrite	128	\$ 14.00	\$ 1,792.00
Chlorophyll A	128	\$ 21.00	\$ 2,688.00
		Total	\$25,494.00

ITEMS REQUIRING BOARD ACTION

6. Letter of Support Washington Conservation District (WCD)
Soil Health Grant (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Letter of Support for Washington Conservation District Soil Health Grant

Introduction

The Board of Managers is being asked to consider supporting Washington Conservation District’s (WCD) efforts to secure State Soil Health Supplemental Staffing Grant.

Background

WCD contacted the District along with peer organizations in Washington County seeking letters of support in its efforts to secure the Board of Water and Soil Resources Soil Health Supplemental Staffing Grant. The State’s competitive grant is to establish additional local capacity to work with landowners on increasing utilization of practices and systems that advance the principles of soil health.

The District supports soil health as it advances the District’s mission to address water quality and flood mitigation. Soil health maximizes infiltration, reducing runoff and its erosive effects.

Request for Board Consensus

The Board to consider letter of support.

Proposed motion

Manager _____ moves to approve RCWD Letter of Support for Washington Conservation District Soil Health Grant and authorize the Board President to sign, seconded by Manager _____.

Attachment

- WCD January 4, 2024, Request for Support Letter
- Draft RCWD Letter of Support



Date: January 4, 2024

To: Brown's Creek Watershed District
Carnelian Marine St. Croix Watershed District
Comfort Lake Forest Lake Watershed District
Middle St. Croix Watershed Management Organization
Ramsey Washington Metro Watershed District
Rice Creek Watershed District
South Washington Watershed District
Valley Branch Watershed District
Washington County

Re: BWSR Soil Health Supplemental Staffing Grant – WCD Request for Letters of Support

BWSR recently released an RFP for a [Soil Health Supplemental Staffing Grant](#). This grant is BWSR's first phase of soil health programming to support additional local capacity to work with landowners on increasing utilization of practices and systems that advance the principles of soil health. Up to \$25 million will be available through the competitive statewide RFP, which closes on February 8, 2024, and will fund positions through December 2027. There is no match requirement.

The WCD has seen an influx in soil health practice interest over the past few years. To meet existing and future demand, the WCD is planning to submit an application to enhance local capacity at the WCD to support soil health initiatives. This would be the equivalent of a new full time employee worth of work.

The WCD is asking for letters of support from local partners. The position would help implement soil health practices county-wide, promoting federal, state, and local cost share opportunities. The work would include enhancing soil health in agricultural, rural, and urban environments. The position would not require match or additional funding from local partners; the position would help local partners promote and implement existing soil health-related cost share programs, or help local partners build soil-health related cost share programs in their area.

If you are willing to provide a letter of support, please send to me by **COB February 2, 2024**. I am happy to answer any questions you have.

We look forward to continuing soil health momentum into 2024!

Sincerely,


Jay Riggs, District Manager
Washington Conservation District



Date: January 17, 2024

To: Washington Conservation District

Subject: Letter of Support for Washington Conservation District's Application for BWSR Soil Health Supplemental Staffing Grant

Dear Jay Riggs,

The Rice Creek Watershed District (RCWD) supports the Washington Conservation District's (WCD) application for the BWSR Soil Health Supplemental Staffing Grant. We endorse your initiative to enhance staff capacity, enabling the implementation of agricultural, rural, and urban soil health efforts in Washington County.

We believe that the proposed initiative will play a crucial role in establishing and maintaining favorable water infiltration conditions in the RCWD. This, in turn, contributes to stormwater volume reduction, resulting in a reduction in stream erosion and flooding. Additionally, the emphasis on securing soils in place and preventing erosion will greatly benefit surface water in the RCWD by reducing sediment and nutrient delivery to the RCWD's water resources.

The RCWD recognizes the far-reaching benefits of implementing agricultural, rural, and urban soil health efforts. Your commitment to these initiatives aligns with our mission to protect and improve water quality in the watershed. We applaud WCD for taking a leadership role in promoting soil health practices county-wide and actively seeking funding to strengthen local capacity for soil health initiatives.

The RCWD supports your endeavors, and we wish you success in securing the BWSR grant. We look forward to continuing our collaborative efforts to promote and implement soil health practices in our watershed communities.

If you require any additional information or support during the application process, please feel free to contact RCWD staff.

Sincerely,

Michael Bradley, RCWD Board President

4325 Pheasant Ridge Drive NE #611 | Blaine, MN 55449 | T: 763-398-3070 | F: 763-398-3088 | www.ricecreek.org

BOARD OF
MANAGERS

Jess Robertson
Anoka County

Steven P. Wagamon
Anoka County

Michael J. Bradley
Ramsey County

Marcie Weinandt
Ramsey County

John J. Waller
Washington County

ITEMS REQUIRING BOARD ACTION

7. Citizen Advisory Committee (CAC) Member Appointment
(Kendra Sommerfeld)



MEMORANDUM
Rice Creek Watershed District

Date: January 12, 2024
To: RCWD Board of Managers
From: Kendra Sommerfeld, Communications & Outreach Manager
Subject: Citizen Advisory Committee Member Appointments for 2024

Introduction

The Board of Managers is required to maintain a Citizen Advisory Committee (CAC) to advise and assist the Managers 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

Dave Anderson (Anoka County citizen rep) and Heidi Schleicher (Anoka County citizen rep) has withdrawn their membership from the CAC starting in 2024. Staff has prepared a slate of 10 individuals (see table) who have indicated their willingness to serve on the RCWD CAC in 2024.

Staff Recommendation

Staff recommends the presented slate for the 2024 CAC.

Name	Affiliation or Organization	County
<i>Vacant</i>		Anoka
<i>Vacant</i>		Anoka
Truchon, Mary Jo*	Anoka Conservation District	Anoka
O’Connell, Teresa	Lino Lakes	Anoka
Forbes, Megan	New Brighton	Ramsey
Lazarus, William	Shoreview	Ramsey
Andrew Kovacs	Mounds View	Ramsey
Schroeder, Michael*	Ramsey Conservation Department	Ramsey
Richard Thompson	Forest Lake	Washington
Larsen, Peter	Hugo, Agriculture Interest	Washington
Ramseth, Douglas	Forest Lake, Clear Lake	Washington
Rosenquist, Bob*	Washington Conservation District	Washington

*Representatives of the county conservation districts/departments appointed by the conservation district/department

Proposed Motion

It was moved by Manager _____ and seconded by Manager _____, to appoint the 10 individuals proposed on the slate for membership on the Citizen Advisory Committee for 2024.

ITEMS REQUIRING BOARD ACTION

8. Check Register Dated January 24, 2024, in the Amount of \$351,684.13 Prepared by Redpath and Company

Rice Creek Watershed District
Check Register
Jan. 11, 2024 - Jan. 24, 2024
To Be Approved at the January 24, 2024 Board Meeting

Check #	Date	Payee	Description	Amount	
25454	01/10/24	City of Roseville	Construction	\$24,895.12	*Approved 1/10 2023
25455	01/10/24	Jacon LLC	Construction	15,093.60	*Approved 1/10 2023
25456	01/24/24	Anoka Conservation District	Contracted Services	13,000.00	2023
25457	01/24/24	Blaine Shopping Center, LLC	Rent	8,617.24	
25458	01/24/24	Blue Water Science	Contracted Services	24,500.00	2023
25459	01/24/24	Career Enhancement Options, Inc.	Professional Services	2,661.09	2023
25460	01/24/24	Delta Dental	Employee Benefits	1,020.84	
25461	01/24/24	Environmental Systems Research Inst.	Professional Services	4,250.44	
25462	01/24/24	First Unum Life Insurance Company	Employee Benefits	909.30	
25463	01/24/24	Friends of the Mississippi River	Contracted Services	15,000.00	2023
25464	01/24/24	Joseph Grubbs	Contracted Services	1,100.00	2023
25465	01/24/24	HealthPartners	Employee Benefits	12,376.10	
25466	01/24/24	Houston Engineering, Inc.	Dec. Engineering Expense	99,921.90	2023
25467	01/24/24	Indigital, Inc.	Professional Services	2,164.15	2023
25468	01/24/24	Iron Mountain	Professional Services	180.00	
25469	01/24/24	NineNorth	Professional Services	378.30	2023
25470	01/24/24	Premium Waters, Inc.	Meeting Supplies	82.98	2023
25471	01/24/24	Ramsey County	Contracted Services	38,096.51	2023
25472	01/24/24	Rinke Noonan	Legal	1,512.00	2023
25473	01/24/24	Rymark	Professional Services	2,534.68	
25474	01/24/24	Scandia Trucking & Exc.	Contracted Services	8,695.00	2023
25475	01/24/24	Smith Partners	Legal	5,901.73	2023
25476	01/24/24	Timesaver Off Site Secretarial, Inc.	Professional Services	282.00	2023
25477	01/24/24	Verizon Wireless	Telecommunications	749.24	
25478	01/24/24	Winnick Supply, Inc.	Construction	1,262.58	
25479	01/24/24	WSB & Associates, Inc.	Engineering	4,322.50	2023
25480	01/24/24	Washington Conservation District	Contracted Services	2,163.75	2023
11377	01/24/24	Centerpoint Energy	Surety Release - #22-025	1,000.00	
Payroll	01/31/24	Jan 31st Payroll (estimate)	Jan 31st Payroll (estimate)	31,450.30	
Payroll	01/31/24	Manager Per Diem/Expense (estimate)	Manager Per Diem/Expense (estimate)	911.90	
EFT	01/10/24	Further	Employee Benefits	42.49	
EFT	01/16/24	Further	Employee Benefits	466.96	
EFT	01/20/24	Further	Employee Benefits	45.00	
EFT	01/24/24	Xcel Energy	Telecommunications	12.40	
EFT	12/31/24	Card Services-Elan	Dec/Jan Credit Card	3,184.73	
EFT	01/31/24	4M -Banking Fees	Banking Fees	17.50	
EFT	01/31/24	Internal Revenue Service	1/31 Federal Withholding (estimate)	11,379.54	
EFT	01/31/24	Minnesota Revenue	1/31 State Withholding (estimate)	1,962.00	
EFT	01/31/24	Empower Retirement	1/31 Deferred Compensation	1,055.00	
EFT	01/31/24	Empower Retirement	1/31 Roth IRA	265.00	
EFT	01/31/24	Empower Retirement	1/31 Health Care Savings (estimate)	1,053.43	
EFT	01/31/24	Further	1/31 HSA	565.92	
EFT	01/31/24	PERA	1/31 PERA (estimate)	6,600.91	
Total				\$351,684.13	

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2024
1/31/2024

Combined General & Administrative	Budget Item	Account Number	Original Budget	Budget Adjustment	Current Month Expenses	Year-to-Date Expenses	Current Budget Balance	Percent of Budget
Manager	Per diems	4000	\$33,750.00	-	\$750.00	\$750.00	\$33,000.00	2.22%
	Manager expenses	4010	8,000.00	-	104.52	104.52	7,895.48	1.31%
Committees	Committee/Bd Mtg. Exp.	4800	-	-	-	-	-	-
Employees	Staff salary/taxes/benefits	4100-4140	251,775.00	-	22,414.93	22,414.93	229,360.07	8.90%
	District training & education	4265	10,000.00	-	-	-	10,000.00	0.00%
	Employee expenses	4320-4321	1,100.00	-	-	-	1,100.00	0.00%
Administration/ Office	Office/Meeting/Software	4200-4205	5,818.00	-	17.50	17.50	5,800.50	0.30%
	Printing	4208	500.00	-	-	-	500.00	0.00%
	Rent/Office	4210	22,200.00	-	3,446.90	3,446.90	18,753.10	15.53%
	Telecommunications	4240	7,500.00	-	508.62	508.62	6,991.38	6.78%
	Dues	4245	15,642.00	-	12,500.00	12,500.00	3,142.00	79.91%
	Publications	4250	200.00	-	-	0.00	200.00	0.00%
	Insurance	4270	8,000.00	-	5,496.80	5,496.80	2,503.20	68.71%
	Postage	4280	1,100.00	-	0.00	0.00	1,100.00	0.00%
	Legal Notices	4290	1,500.00	-	-	0.00	1,500.00	0.00%
	Office Equipment/Lease	4635	4,450.00	-	169.66	169.66	4,280.34	3.81%
	Sub-Total-Administration:			371,535.00	-	45,408.93	45,408.93	326,126.07
Consultants	Auditor/Accounting	4330	21,000.00	-	-	-	21,000.00	0.00%
	Legal	4410	50,000.00	-	-	-	50,000.00	0.00%
	Consultants/Professional Serv.	4420	25,000.00	-	-	-	25,000.00	0.00%
	Engineering-General	4500	56,000.00	-	-	-	56,000.00	0.00%
Sub-Total-Consultants:			152,000.00	-	0.00	0.00	152,000.00	0.00%
TOTAL			\$523,535.00	-	\$45,408.93	\$45,408.93	\$478,126.07	8.67%

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2024
1/31/2024

Revenue/Expenditures By Project	2024 Budget	2024 Year to date Revenue	2024 Current Month Expense	2024 Year to date Expense	Current Budget Balance	Percent of Budget
10 - General and Administrative	\$523,535.00	\$0.00	\$45,408.93	\$45,408.93	\$478,126.07	8.67%
30 - Environmental Education	254,068.00	-	24,023.19	24,023.19	230,044.81	9.46%
35 - Information Management	271,146.00	-	212,376.41	212,376.41	58,769.59	78.33%
60 - Restoration Projects	2,165,193.00	-	17,888.90	17,888.90	2,147,304.10	0.83%
70 - Regulatory	1,590,761.00	-	45,026.62	45,026.62	1,545,734.38	2.83%
80 - Ditch & Creek Maintenance	1,741,000.00	-	26,299.26	26,299.26	1,714,700.74	1.51%
90 - Lake & Stream Management	1,147,001.00	-	25,743.51	25,743.51	1,121,257.49	2.24%
95 - District Facilities	641,635.00	-	15,481.20	15,481.20	626,153.80	2.41%
Total District Revenue/Expenditures	\$8,334,339.00	\$0.00	\$412,248.02	\$412,248.02	\$7,922,090.98	4.95%

Current Fund Balances:

Fund:	Fund Balance @ 12/31/2023	2024 Fund Balance Transfers	2024 Year to date Revenue	2024 Current Month Expense	2024 Year to date Expense	Fund Balance @ 12/31/2024
10 - General Fund	\$497,919.74	-	-	\$45,408.93	\$45,408.93	\$452,510.81
30 - Environmental Education	267,917.84	-	-	24,023.19	24,023.19	243,894.65
35 - Information Management	303,443.08	-	-	212,376.41	212,376.41	91,066.67
60 - Restoration Projects	2,609,645.81	-	-	17,888.90	17,888.90	2,591,756.91
70 - Regulatory	813,210.42	-	-	45,026.62	45,026.62	768,183.80
80 - Ditch & Creek Maintenance	1,615,097.42	-	-	26,299.26	26,299.26	1,588,798.16
90 - Lake & Stream Management	1,011,179.85	-	-	25,743.51	25,743.51	985,436.34
95 - District Facilities	897,041.17	-	-	15,481.20	15,481.20	881,559.97
99 - Project Anticipation	4,500,000.00	-	-	-	-	4,500,000.00
Total District Fund Balance:	\$12,515,455.33	-	\$0.00	\$412,248.02	\$412,248.02	\$12,103,207.31

Rice Creek Watershed District

Interim Financial Statements

January 31, 2024



4810 White Bear Parkway White Bear Lake, MN 55110 651.426.7000 www.redpathcpas.com

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Rice Creek Watershed District
Statement of Revenue and Expenditures - General Fund - 10
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
Revenues				
General Property Tax	0.00	0.00	494,658.00	(494,658.00)
Interest Income	0.00	0.00	28,877.00	(28,877.00)
Market Value Credit	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	523,535.00	(523,535.00)
Expenses				
Manager Per Diem	\$ 750.00	\$ 750.00	33,750.00	(33,000.00)
Manager Travel	104.52	104.52	8,000.00	(7,895.48)
Wages	13,424.40	13,424.40	172,334.00	(158,909.60)
Benefits	5,821.87	5,821.87	32,192.00	(26,370.13)
PERA Expense	1,006.84	1,006.84	12,925.00	(11,918.16)
HCSA Contributions	1,053.43	1,053.43	15,640.00	(14,586.57)
Payroll Taxes	1,017.29	1,017.29	13,184.00	(12,166.71)
Payroll Taxes-Unemployment	91.10	91.10	5,500.00	(5,408.90)
Office Supplies	0.00	0.00	2,450.00	(2,450.00)
Supplies-Field	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	250.00	(250.00)
Meeting Supplies/Expense	0.00	0.00	2,868.00	(2,868.00)
Printing	0.00	0.00	500.00	(500.00)
Rent	3,446.90	3,446.90	22,200.00	(18,753.10)
Telecommunications	508.62	508.62	7,500.00	(6,991.38)
Dues	12,500.00	12,500.00	15,642.00	(3,142.00)
Publications	0.00	0.00	200.00	(200.00)
Training and Education	0.00	0.00	10,000.00	(10,000.00)
Insurance & Bonds	5,496.80	5,496.80	8,000.00	(2,503.20)
Postage	0.00	0.00	1,100.00	(1,100.00)
Legal Notices	0.00	0.00	1,500.00	(1,500.00)
Staff Travel	0.00	0.00	1,100.00	(1,100.00)
Vehicle Expense	0.00	0.00	0.00	0.00
Audit and Accounting	0.00	0.00	21,000.00	(21,000.00)
Professional Services	0.00	0.00	20,000.00	(20,000.00)
Contracted Services	0.00	0.00	5,000.00	(5,000.00)
Legal Fees - General	0.00	0.00	50,000.00	(50,000.00)
Engineering	0.00	0.00	56,000.00	(56,000.00)
Equipment Lease	169.66	169.66	4,450.00	(4,280.34)
Bank Charges	17.50	17.50	0.00	17.50
Total Expenses	45,408.93	45,408.93	523,535.00	(478,126.07)
Revenues Over/(Under) Expenditures	(\$ 45,408.93)	(\$ 45,408.93)	0.00	(45,408.93)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Environmental Education - 30
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>COMMUNICATION & OUTREACH - 30-00</u>				
Revenues				
General Property Tax	0.00	0.00	225,344.00	(225,344.00)
Interest Income	0.00	0.00	14,014.00	(14,014.00)
Market Value Credit	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	239,358.00	(239,358.00)
Expenses				
Wages	10,517.46	10,517.46	91,332.00	(80,814.54)
Interns	\$ 0.00	0.00	5,127.00	
Benefits	1,633.53	1,633.53	10,005.00	(8,371.47)
PERA Expense	533.36	533.36	6,850.00	(6,316.64)
Payroll Taxes	527.86	527.86	7,379.00	(6,851.14)
Office Supplies	0.00	0.00	1,225.00	(1,225.00)
Supplies-Field	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	1,000.00	(1,000.00)
Meeting Supplies	0.00	0.00	500.00	(500.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	1,723.44	1,723.44	11,100.00	(9,376.56)
Telecommunications	254.31	254.31	3,750.00	(3,495.69)
Publications	0.00	0.00	100.00	(100.00)
Training and Education	0.00	0.00	5,000.00	(5,000.00)
Insurance and Bonds	2,748.40	2,748.40	4,000.00	(1,251.60)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Audit and Accounting	0.00	0.00	10,500.00	(10,500.00)
Professional Services	0.00	0.00	2,500.00	(2,500.00)
Contracted Services	0.00	0.00	5,000.00	(5,000.00)
Legal Fees - General	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	500.00	(500.00)
Equipment-Lease	84.83	84.83	2,350.00	(2,265.17)
Total Expenses	18,023.19	18,023.19	171,068.00	(153,044.81)
Total Revenues Over/(Under)				
Expenditures - Communication:	(18,023.19)	(18,023.19)	68,290.00	(86,313.19)

WATERSHED COMMUNICATION & OUTREACH - 30-02

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Computer Software	0.00	0.00	1,000.00	(1,000.00)
Printing	0.00	0.00	1,500.00	(1,500.00)
Legal	0.00	0.00	4,000.00	(4,000.00)
Training and Education	0.00	0.00	8,500.00	(8,500.00)

Total expenses	0.00	0.00	15,000.00	(15,000.00)
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Total Revenues Over/(Under)

Expenditures - Watershed Communication:	0.00	0.00	(15,000.00)	15,000.00
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MASTER WATER STEWARD PROGRAM - 30-03

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Training and Education	0.00	0.00	3,000.00	(3,000.00)
Contracted Services	0.00	0.00	12,000.00	(12,000.00)
Construction	0.00	0.00	0.00	0.00

Total expenses	0.00	0.00	15,000.00	(15,000.00)
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Total Revenues Over/(Under)

Expenditures - Master Water:	0.00	0.00	(15,000.00)	15,000.00
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OUTREACH PARTNERSHIPS - 30-04

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Training and Education	0.00	0.00	7,000.00	(7,000.00)
Contracted Services	6,000.00	6,000.00	25,000.00	(19,000.00)

Total expenses	6,000.00	6,000.00	32,000.00	(26,000.00)
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Total Revenues Over/(Under)

Expenditures - Outreach:	(6,000.00)	(6,000.00)	(32,000.00)	26,000.00
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MINI-GRANTS PROGRAM - 30-05

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Construction	0.00	0.00	10,000.00	(10,000.00)
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Total expenses	0.00	0.00	10,000.00	(10,000.00)
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Total Revenues Over/(Under)

Expenditures - Mini-Grants:	0.00	0.00	(10,000.00)	10,000.00
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ENGINEERING & TECHNICAL SUPPORT - 30-06

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Training and Education	0.00	0.00	0.00	0.00
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Engineering	0.00	0.00	6,000.00	(6,000.00)
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Total expenses	0.00	0.00	6,000.00	(6,000.00)
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Total Revenues Over/(Under)

Expenditures - Eng. & Technical:	0.00	0.00	(6,000.00)	6,000.00
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WATERSHED PLAN MAINTENANCE - 30-08

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Legal Notices	0.00	0.00	0.00	0.00
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Legal	0.00	0.00	1,000.00	(1,000.00)
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Engineering	0.00	0.00	4,000.00	(4,000.00)
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Total expenses	0.00	0.00	5,000.00	(5,000.00)
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Total Revenues Over/(Under)

Expenditures - Watershed Plan:	0.00	0.00	(5,000.00)	5,000.00
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Total Revenue Over/(Under) Expenditure	(\$ 24,023.19)	(\$ 24,023.19)	(14,710.00)	(9,313.19)
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Rice Creek Watershed District
Statement of Revenue and Expenditures - Information and Technology Management - 35
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>INFORMATION MANAGEMENT - 35-00</u>				
Revenues				
General Property Tax	0.00	0.00	256,190.00	(256,190.00)
Interest Income	0.00	0.00	14,956.00	(14,956.00)
Total Revenues	0.00	0.00	271,146.00	(271,146.00)
Expenses				
Wages	\$ 1,773.94	1,773.94	30,407.00	(28,633.06)
Benefits	457.63	457.63	4,070.00	(3,612.37)
PERA Expense	133.04	133.04	2,281.00	(2,147.96)
Payroll Taxes	134.19	134.19	2,326.00	(2,191.81)
Office Supplies	0.00	0.00	612.00	(612.00)
Computer Software	0.00	0.00	11,000.00	(11,000.00)
Printing	0.00	0.00	125.00	(125.00)
Rent	861.72	861.72	5,550.00	(4,688.28)
Telecommunications	127.15	127.15	1,875.00	(1,747.85)
Publications	0.00	0.00	50.00	(50.00)
Training and Education	0.00	0.00	2,500.00	(2,500.00)
Insurance and Bonds	1,374.20	1,374.20	2,000.00	(625.80)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Audit and Accounting	0.00	0.00	5,250.00	(5,250.00)
Professional Services	6,785.12	6,785.12	53,000.00	(46,214.88)
Contracted Services	0.00	0.00	1,500.00	(1,500.00)
Legal Fees - General	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	500.00	(500.00)
Equipment Lease	42.42	42.42	32,050.00	(32,007.58)
Total Expenses	11,689.41	11,689.41	156,146.00	(144,456.59)
Total Revenues Over/(Under)				
Expenditures - Information Management	(11,689.41)	(11,689.41)	115,000.00	(126,689.41)

BOUNDARY MANAGEMENT PROGRAM - 35-03

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	2,500.00	(2,500.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Total Expenses	0.00	0.00	5,000.00	(5,000.00)
Total Revenues Over/(Under)				
Expenditures - Boundary Mgmt:	0.00	0.00	(5,000.00)	5,000.00

DISTRICT-WIDE MODEL - 35-04

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	35,000.00	(35,000.00)
Total Expenses	0.00	0.00	40,000.00	(40,000.00)
Total Revenues Over/(Under)				
Expenditures - District-Wide Model:	0.00	0.00	(40,000.00)	40,000.00

DATABASE & VIEWER MAINTENANCE - 35-05

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	60,000.00	(60,000.00)
Construction	0.00	0.00	0.00	0.00
Total expenses	0.00	0.00	65,000.00	(65,000.00)
Total Revenues Over/(Under)				
Expenditures - Database & Viewer:	0.00	0.00	(65,000.00)	65,000.00

DISTRICT WEBSITE - 35-15

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Professional Services	687.00	\$ 687.00	3,000.00	(2,313.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Total expenses	687.00	687.00	5,000.00	(4,313.00)
Total Revenues Over/(Under)				
Expenditures - District Website:	(687.00)	(687.00)	(5,000.00)	4,313.00
Total Revenue Over/(Under) Expenditure	(\$ 12,376.41)	(\$ 12,376.41)	0.00	(12,376.41)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>RESTORATION PROJECTS - 60-00</u>				
Revenues				
General Property Tax	0.00	0.00	1,224,994.00	(1,224,994.00)
Interest Income	0.00	0.00	119,427.00	(119,427.00)
<hr/>				
Total Revenues	0.00	0.00	1,344,421.00	(1,344,421.00)
<hr/>				
Expenses				
Wages	9,298.90	9,298.90	227,542.00	(218,243.10)
Interns	\$ 0.00	0.00	5,127.00	(5,127.00)
Benefits	2,469.08	2,469.08	30,496.00	(28,026.92)
PERA Expense	665.52	665.52	17,066.00	(16,400.48)
Payroll Taxes	644.42	644.42	17,798.00	(17,153.58)
Office Supplies	0.00	0.00	1,225.00	(1,225.00)
Supplies - Field	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	1,723.44	1,723.44	11,100.00	(9,376.56)
Telecommunications	254.31	254.31	3,750.00	(3,495.69)
Publications	0.00	0.00	100.00	(100.00)
Training and Education	0.00	0.00	5,000.00	(5,000.00)
Insurance and Bonds	2,748.40	2,748.40	4,000.00	(1,251.60)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices - General	0.00	0.00	1,000.00	(1,000.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Vehicle Expense	0.00	0.00	15,000.00	(15,000.00)
Audit and Accounting	0.00	0.00	10,500.00	(10,500.00)
Professional Services	0.00	0.00	12,000.00	(12,000.00)
Contracted Services	0.00	0.00	7,500.00	(7,500.00)
Legal Fees - General	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Equipment Lease	84.83	84.83	3,600.00	(3,515.17)
<hr/>				
Total Expenses	17,888.90	17,888.90	381,404.00	(363,515.10)
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Total Revenues Over/(Under)				
Expenditures - Restoration Projects:	(17,888.90)	(17,888.90)	963,017.00	(980,905.90)

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

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	10,000.00	(10,000.00)
Engineering	0.00	0.00	30,000.00	(30,000.00)
Construction Expense	0.00	0.00	260,000.00	(260,000.00)
Total expenses	0.00	0.00	300,000.00	(300,000.00)
Total Revenues Over/(Under)				
Expenditures - Anoka Chain:	0.00	0.00	(300,000.00)	300,000.00

LOWER RC WATER MGMT. PROJECT - 60-03

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Engineering	0.00	0.00	40,000.00	(40,000.00)
Construction Expense	0.00	0.00	135,000.00	(135,000.00)
Total expenses	0.00	0.00	175,000.00	(175,000.00)
Total Revenues Over/(Under)				
Expenditures - Lower RC:	0.00	0.00	(175,000.00)	175,000.00

MIDDLE RC WATER MGMT. PROJECT - 60-04

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Training and Education	0.00	0.00	0.00	
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction Expense	0.00	0.00	5,000.00	(5,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Middle RC Water Mgmt.:	0.00	0.00	(10,000.00)	10,000.00

BALD EAGLE LAKE (BEL) WMD - 60-05

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Engineering	0.00	0.00	4,000.00	(4,000.00)
Construction Expense	0.00	0.00	27,789.00	(27,789.00)
Total expenses	0.00	0.00	31,789.00	(31,789.00)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake WMD:	0.00	0.00	(31,789.00)	31,789.00

BALD EAGLE LAKE WATER MGMT. PROJECT - 60-06

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Engineering	0.00	0.00	50,000.00	(50,000.00)
Construction Expense	0.00	0.00	60,000.00	(60,000.00)
Total expenses	0.00	0.00	110,000.00	(110,000.00)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake:	0.00	0.00	(110,000.00)	110,000.00

RCD 2, 3 & 5 BASIC WATER MGMT. PROJECT - 60-08

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	95,000.00	(95,000.00)
Construction Expense	0.00	0.00	100,000.00	(100,000.00)
Total expenses	0.00	0.00	200,000.00	(200,000.00)
Total Revenues Over/(Under)				
Expenditures - Basic Water Mgmt. Project	0.00	0.00	(200,000.00)	200,000.00

REGIONAL WATER MGMT.PARTNERSHIP PROJECTS - 60-11

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Training and Education	0.00	0.00	0.00	0.00
Legal Notices	0.00	0.00	500.00	(500.00)
Staff Travel	0.00	0.00	0.00	0.00
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	10,000.00	(10,000.00)
Construction Expense	0.00	0.00	29,000.00	(29,000.00)

Total expenses	0.00	0.00	50,000.00	(50,000.00)
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Total Revenues Over/(Under)

Expenditures - Regional Water Mgmt.	0.00	0.00	(50,000.00)	50,000.00
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STORMWATER MGMT. COST SHARE - 60-15

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Legal Notices	0.00	0.00	3,000.00	(3,000.00)
Legal	0.00	0.00	0.00	0.00
Engineering	0.00	0.00	18,000.00	(18,000.00)
Construction Expense	0.00	0.00	611,000.00	(611,000.00)

Total expenses	0.00	0.00	632,000.00	(632,000.00)
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Total Revenues Over/(Under)

Expenditures - Stormwater Mgmt.:	0.00	0.00	(632,000.00)	632,000.00
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SW URBAN LAKES IMPLEMENTATION - 60-24

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Legal Notices	0.00	0.00	500.00	(500.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	19,000.00	(19,000.00)
Construction Expense	0.00	0.00	55,000.00	(55,000.00)

Total expenses	0.00	0.00	75,000.00	(75,000.00)
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Total Revenues Over/(Under)

Expenditures - Southwest Urban Lake	0.00	0.00	(75,000.00)	75,000.00
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CLEAR LAKE WATER MGMT.PROJECT - 60-29

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Expense	0.00	0.00	10,000.00	(10,000.00)
Construction Expense	0.00	0.00	65,000.00	(65,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
Total Revenues Over/(Under)				
Expenditures - Clear Lake Water Mgmt.	0.00	0.00	(75,000.00)	75,000.00

STORMWATER MASTER PLANNING - 60-35

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Construction Expense	0.00	0.00	40,000.00	(40,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Stormwater Master:	0.00	0.00	(50,000.00)	50,000.00

MUNICIPAL CIP EARLY COORDINATION - 60-36

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	0.00	8,000.00	(8,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Municipal CIP:	0.00	0.00	(10,000.00)	10,000.00

GROUNDWATER MGMT. & STORMWATER REUSE - 60-37

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Contracted Services	0.00	0.00	59,000.00	(59,000.00)
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Legal	0.00	0.00	3,000.00	(3,000.00)
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Engineering	0.00	0.00	3,000.00	(3,000.00)
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Total expenses	0.00	0.00	65,000.00	(65,000.00)
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Total Revenues Over/(Under)

Expenditures - Groundwater Mgmt.:	0.00	0.00	(65,000.00)	65,000.00
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Total Revenue Over/(Under) Expenditure	(\$ 17,888.90)	(\$ 17,888.90)	(820,772.00)	802,883.10
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Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory Projects - 70
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>REGULATORY PROJECT MANAGEMENT - 70-00</u>				
Revenues				
General Property Tax	0.00	0.00	1,295,690.00	(1,295,690.00)
Permit Fees	0.00	0.00	85,528.00	(85,528.00)
Interest Income	0.00	0.00	87,743.00	(87,743.00)
Total Revenues	0.00	0.00	1,468,961.00	(1,468,961.00)
Expenses				
Wages	23,069.70	23,069.70	347,478.00	(324,408.30)
Interns	\$ 0.00	0.00	5,127.00	(5,127.00)
Benefits	6,449.09	6,449.09	50,558.00	(44,108.91)
PERA Expense	1,730.23	1,730.23	26,061.00	(24,330.77)
Payroll Taxes	1,699.88	1,699.88	26,974.00	(25,274.12)
Office Supplies	0.00	0.00	3,063.00	(3,063.00)
Supplies - Field	0.00	0.00	500.00	(500.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	625.00	(625.00)
Rent	4,308.62	4,308.62	27,750.00	(23,441.38)
Telecommunications	635.78	635.78	9,375.00	(8,739.22)
Publications	0.00	0.00	250.00	(250.00)
Training & Education	30.00	30.00	12,500.00	(12,470.00)
Insurance and Bonds	6,871.00	6,871.00	10,000.00	(3,129.00)
Postage	0.00	0.00	1,375.00	(1,375.00)
Legal Notices	0.00	0.00	500.00	(500.00)
Staff Travel	0.00	0.00	1,375.00	(1,375.00)
Vehicle	20.25	20.25	15,000.00	(14,979.75)
Audit and Accounting	0.00	0.00	26,250.00	(26,250.00)
Professional Services	0.00	0.00	3,000.00	(3,000.00)
Contracted Services	0.00	0.00	12,500.00	(12,500.00)
Legal Fees - General	0.00	0.00	2,500.00	(2,500.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	212.07	212.07	5,250.00	(5,037.93)
Total Expenses	45,026.62	45,026.62	590,761.00	(545,734.38)
Total Revenues Over/(Under)				
Expenditures - Regulatory Management	(45,026.62)	(45,026.62)	878,200.00	(923,226.62)

RULE REVISION & PERMIT GUIDANCE - 70-01

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	20,000.00	(20,000.00)
Engineering	0.00	0.00	30,000.00	(30,000.00)
Total Expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Rule/Permit:	0.00	0.00	(50,000.00)	50,000.00

PERMIT REVIEW, INSPECT & COOR. - 70-03

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	60,000.00	(60,000.00)
Legal	0.00	0.00	45,000.00	(45,000.00)
Legal-Audit	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	800,000.00	(800,000.00)
Engineering-Reporting	0.00	0.00	20,000.00	(20,000.00)
Engineering-Audit	0.00	0.00	20,000.00	(20,000.00)
Total expenses	0.00	0.00	950,000.00	(950,000.00)
Total Revenues Over/(Under)				
Expenditures - Permit Review	0.00	0.00	(950,000.00)	950,000.00
Total Revenue Over/(Under) Expenditure	(\$ 45,026.62)	(\$ 45,026.62)	(121,800.00)	76,773.38

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch and Creek Maintenance - 80
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCH & CREEK MAINTENANCE - 80-00</u>				
Revenues				
General Property Tax	0.00	0.00	1,208,395.00	(1,208,395.00)
WMD - ACD 53-62 80-24	0.00	0.00	26,782.00	(26,782.00)
ROW - ACD 53-62 80-24	0.00	0.00	2,405.00	(2,405.00)
Interest Income	0.00	0.00	96,029.00	(96,029.00)
Total Revenues	0.00	0.00	1,333,611.00	(1,333,611.00)
Expenses				
Wages	\$ 12,130.41	12,130.41	175,847.00	(163,716.59)
Benefits	3,495.27	3,495.27	22,385.00	(18,889.73)
PERA Expense	946.40	946.40	13,189.00	(12,242.60)
Payroll Taxes	937.34	937.34	13,452.00	(12,514.66)
Office Supplies	0.00	0.00	1,838.00	(1,838.00)
Supplies - Field	0.00	0.00	250.00	(250.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	375.00	(375.00)
Rent	2,585.18	2,585.18	16,650.00	(14,064.82)
Telecommunications	451.49	451.49	5,625.00	(5,173.51)
Publications	0.00	0.00	150.00	(150.00)
Training and Education	0.00	0.00	7,500.00	(7,500.00)
Insurance and Bonds	4,122.60	4,122.60	6,000.00	(1,877.40)
Postage	0.00	0.00	825.00	(825.00)
Legal Notices	0.00	0.00	750.00	(750.00)
Staff Travel	0.00	0.00	825.00	(825.00)
Vehicle	60.75	60.75	15,000.00	(14,939.25)
Audit and Accounting	0.00	0.00	15,750.00	(15,750.00)
Professional Services	180.00	180.00	9,000.00	(8,820.00)
Contracted Services	0.00	0.00	8,500.00	(8,500.00)
Legal Fees - General	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	7,500.00	(7,500.00)
Equipment Lease	127.24	127.24	4,150.00	(4,022.76)
Total Expenses	25,036.68	25,036.68	330,811.00	(305,774.32)
Total Revenues Over/(Under) Expenditures - Ditch & Creek:	(25,036.68)	(25,036.68)	1,002,800.00	(1,027,836.68)

NATURAL WATERWAY MGMT. - 80-01

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Construction Expense	0.00	0.00	9,000.00	(9,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Natural Waterway:	0.00	0.00	(10,000.00)	10,000.00

DITCHES - MAINTENANCE - 80-02

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Field Supplies	0.00	0.00	7,000.00	(7,000.00)
Vehicle	0.00	0.00	7,000.00	(7,000.00)
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Contracted Services	0.00	0.00	240,000.00	(240,000.00)
Legal	0.00	0.00	10,000.00	(10,000.00)
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction Expense	1,262.58	1,262.58	40,000.00	(38,737.42)
Equipment	0.00	0.00	10,000.00	(10,000.00)
Total expenses	1,262.58	1,262.58	335,000.00	(333,737.42)
Total Revenues Over/(Under)				
Expenditures - Ditches - Maintenance:	(1,262.58)	(1,262.58)	(335,000.00)	333,737.42

REPAIR REPORTS & STUDIES - 80-03

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	10,000.00	(10,000.00)
Legal	0.00	0.00	40,000.00	(40,000.00)
Engineering	0.00	0.00	145,000.00	(145,000.00)
Wetland Credits	0.00	0.00	5,000.00	(5,000.00)
Total expenses	0.00	0.00	200,000.00	(200,000.00)
Total Revenues Over/(Under)				
Expenditures - Repair Reports	0.00	0.00	(200,000.00)	200,000.00

ACD 10-22-32 WMD - 80-04

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Contracted Services	0.00	0.00	14,124.00	(14,124.00)
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Total expenses	0.00	0.00	14,124.00	(14,124.00)
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**Total Revenues Over/(Under)
Expenditures - ACD 10-22-32**

	0.00	0.00	(14,124.00)	14,124.00
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ACD 31 WMD - 80-05

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Contracted Services	0.00	0.00	0.00	0.00
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Total expenses	0.00	0.00	0.00	0.00
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**Total Revenues Over/(Under)
Expenditures - ACD 31:WMD:**

	0.00	0.00	0.00	0.00
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ACD 46 WMD - 80-06

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Contracted Services	0.00	0.00	39,710.00	(39,710.00)
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Total expenses	0.00	0.00	39,710.00	(39,710.00)
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**Total Revenues Over/(Under)
Expenditures - ACD 46 WMD:**

	0.00	0.00	(39,710.00)	39,710.00
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RCD 4 WMD - 80-07

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Construction	0.00	0.00	145,000.00	(145,000.00)
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Total expenses	0.00	0.00	145,000.00	(145,000.00)
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**Total Revenues Over/(Under)
Expenditures - RCD 4 WMD:**

	0.00	0.00	(145,000.00)	145,000.00
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RCD 4 REPAIR - 80-08

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	90,000.00	(90,000.00)
Total expenses	0.00	0.00	95,000.00	(95,000.00)
Total Revenues Over/(Under)				
Expenditures - RCD 4 Repair:	0.00	0.00	(95,000.00)	95,000.00

MUNICIPAL PDS MAINTENANCE - 80-15

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Municipal PDS	0.00	0.00	(50,000.00)	50,000.00

WJD BRANCH 1/2 REPAIR - 80-20

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under)				
Expenditures - WJD Branch 1/2:	0.00	0.00	0.00	0.00

AWJD 3 REPAIR - 80-21

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Legal Notices	0.00	0.00	1,000.00	(1,000.00)
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Legal	0.00	0.00	5,000.00	(5,000.00)
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Engineering	0.00	0.00	24,000.00	(24,000.00)
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Construction	0.00	0.00	100,000.00	(100,000.00)
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Total expenses	0.00	0.00	130,000.00	(130,000.00)
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Total Revenues Over/(Under)

Expenditures - AWJD 3	0.00	0.00	(130,000.00)	130,000.00
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ACD 15 & AWJD 4 WMD - 80-22

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Professional Services	0.00	0.00	8,370.00	(8,370.00)
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Contracted Services	0.00	0.00	10,000.00	(10,000.00)
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Total expenses	0.00	0.00	18,370.00	(18,370.00)
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Total Revenues Over/(Under)

Expenditures - AWCD 15	0.00	0.00	(18,370.00)	18,370.00
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ACD 15 & AWJD 4 - 80-23

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Professional Services	0.00	0.00	30,000.00	(30,000.00)
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Contracted Services	0.00	0.00	200,000.00	(200,000.00)
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Total expenses	0.00	0.00	230,000.00	(230,000.00)
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Total Revenues Over/(Under)

Expenditures - ACD 15 & AWJD 4:	0.00	0.00	(230,000.00)	230,000.00
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ACD 53-62 WMD - 80-24

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Professional Services	0.00	0.00	1,000.00	(1,000.00)
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Legal	0.00	0.00	1,000.00	(1,000.00)
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Engineering	0.00	0.00	25,000.00	(25,000.00)
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Construction	0.00	0.00	15,985.00	(15,985.00)
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Total expenses	0.00	0.00	42,985.00	(42,985.00)
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Total Revenues Over/(Under)

Expenditures - ACD 53-62 WMD:	0.00	0.00	(42,985.00)	42,985.00
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ACD 53-62 REPAIR - 80-25

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Legal	0.00	0.00	5,000.00	(5,000.00)
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Engineering	0.00	0.00	95,000.00	(95,000.00)
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Total expenses	0.00	0.00	100,000.00	(100,000.00)
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Total Revenues Over/(Under)

Expenditures - ACD 53-62 Repair:	0.00	0.00	(100,000.00)	100,000.00
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Total Revenue Over/(Under) Expenditure	(\$ 26,299.26)	(\$ 26,299.26)	(407,389.00)	381,089.74
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Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake and Stream - 90
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LAKE & STREAM MANAGEMENT - 90-00</u>				
Revenues				
General Property Tax	0.00	0.00	917,936.00	(917,936.00)
Interest Income	0.00	0.00	63,266.00	(63,266.00)
Total Revenues	0.00	0.00	981,202.00	(981,202.00)
Expenses				
Wages	\$ 14,497.72	14,497.72	230,497.00	(215,999.28)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	4,252.59	4,252.59	29,940.00	(25,687.41)
PERA Expense	1,087.32	1,087.32	17,287.00	(16,199.68)
Payroll Taxes	1,051.87	1,051.87	18,025.00	(16,973.13)
Office Supplies	0.00	0.00	1,225.00	(1,225.00)
Supplies - Field	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	1,723.44	1,723.44	11,100.00	(9,376.56)
Telecommunications	254.31	254.31	3,750.00	(3,495.69)
Publications	0.00	0.00	100.00	(100.00)
Training and Education	0.00	0.00	5,000.00	(5,000.00)
Insurance and Bonds	2,748.40	2,748.40	4,000.00	(1,251.60)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	22.78	22.78	550.00	(527.22)
Vehicle	20.25	20.25	15,000.00	(14,979.75)
Audit and Accounting	0.00	0.00	10,500.00	(10,500.00)
Professional Services	0.00	0.00	2,000.00	(2,000.00)
Contracted Services	0.00	0.00	7,500.00	(7,500.00)
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	84.83	84.83	3,600.00	(3,515.17)
Total Expenses	25,743.51	25,743.51	370,001.00	(344,257.49)
Total Revenues Over/(Under)				
Expenditures - Lake & Stream Mgmt.	(25,743.51)	(25,743.51)	611,201.00	(636,944.51)

WATER QUALITY GRANT PROGRAM - 90-01

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Professional Services	0.00	0.00	24,000.00	(24,000.00)
Contracted Services	0.00	0.00	56,000.00	(56,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Construction Expense	0.00	0.00	205,000.00	(205,000.00)
Total expenses	0.00	0.00	287,000.00	(287,000.00)
Total Revenues Over/(Under)				
Expenditures - Water Quality:	0.00	0.00	(287,000.00)	287,000.00

SURFACE WATER MONITORING & MGMT. PROGRAM - 90-04

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Office Supplies	0.00	0.00	0.00	0.00
Field Supplies	0.00	0.00	2,500.00	(2,500.00)
Computer Software	0.00	0.00	27,000.00	(27,000.00)
Telecommunications	0.00	0.00	1,000.00	(1,000.00)
Publications	0.00	0.00	200.00	(200.00)
Training and Education	0.00	0.00	1,800.00	(1,800.00)
Staff Travel	0.00	0.00	0.00	0.00
Vehicle	0.00	0.00	0.00	0.00
Contracted Services	0.00	0.00	102,200.00	(102,200.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	29,000.00	(29,000.00)
Equipment	0.00	0.00	11,500.00	(11,500.00)
Equipment - Computer	0.00	0.00	5,000.00	(5,000.00)
Repairs and Maintenance	0.00	0.00	300.00	(300.00)
Lab Expense	0.00	0.00	59,000.00	(59,000.00)
Total expenses	0.00	0.00	240,000.00	(240,000.00)
Total Revenues Over/(Under)				
Expenditures - Surface Water:	0.00	0.00	(240,000.00)	240,000.00

COMMON CARP MANAGEMENT - 90-26

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Telecommunications	0.00	0.00	200.00	(200.00)
Training and Education	0.00	0.00	0.00	0.00
Staff Travel	0.00	0.00	100.00	(100.00)
Professional Services	0.00	0.00	150,000.00	(150,000.00)
Contracted Services	0.00	0.00	3,000.00	(3,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction	0.00	0.00	30,000.00	(30,000.00)
Equipment	0.00	0.00	10,700.00	(10,700.00)
Total expenses	0.00	0.00	200,000.00	(200,000.00)
Total Revenues Over/(Under)				
Expenditures - Common Carp:	0.00	0.00	(200,000.00)	200,000.00

CURLY LEAF PONDWEED MGMT. - 90-27

Revenues

Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Common Carp:	0.00	0.00	(50,000.00)	50,000.00
Total Revenue Over/(Under) Expenditures	(\$ 25,743.51)	(\$ 25,743.51)	(165,799.00)	140,055.49

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month Ending January 31, 2024
No Assurance is Provided on These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT FACILITIES - 95-00</u>				
Revenues				
General Property Tax	0.00	0.00	476,544.00	(476,544.00)
BWSR Grant - WBFIP Rice Creek	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	35,391.00	(35,391.00)
Total Revenues	0.00	0.00	511,935.00	(511,935.00)
Expenses				
Wages	\$ 8,895.93	8,895.93	133,258.00	(124,362.07)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	2,693.47	2,693.47	16,607.00	(13,913.53)
PERA Expense	735.87	735.87	9,994.00	(9,258.13)
Payroll Taxes	738.02	738.02	10,586.00	(9,847.98)
Office Supplies	0.00	0.00	613.00	(613.00)
Supplies - Field	0.00	0.00	250.00	(250.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	125.00	(125.00)
Rent	861.74	861.74	5,550.00	(4,688.26)
Telecommunications	127.16	127.16	1,875.00	(1,747.84)
Publications	0.00	0.00	50.00	(50.00)
Training and Education	0.00	0.00	2,500.00	(2,500.00)
Insurance & Bonds	1,374.20	1,374.20	2,000.00	(625.80)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Vehicle Expense	0.00	0.00	15,000.00	(15,000.00)
Audit and Accounting	0.00	0.00	5,250.00	(5,250.00)
Professional Services	0.00	0.00	2,000.00	(2,000.00)
Contracted Services	0.00	0.00	5,000.00	(5,000.00)
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Equipment Lease	42.41	42.41	3,050.00	(3,007.59)
Total Expenses	15,468.80	15,468.80	221,635.00	(206,166.20)
Total Revenues Over/(Under)				
Expenditures - District Facilities:	(15,468.80)	(15,468.80)	290,300.00	(305,768.80)

LONG LAKE SEDIMENT BASIN MAINT. - 95-01

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under)				
Expenditures - Long Lake:	0.00	0.00	0.00	0.00

LOCK LAKE SEDIMENT BASIN MAINT. - 95-02

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Total expenses	0.00	0.00	0.00	0.00
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Total Revenues Over/(Under)

Expenditures - Long Lake:	0.00	0.00	0.00	0.00
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DISTRICT FACILITIES REPAIR - 95-03

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Legal Fees	0.00	0.00	17,000.00	(17,000.00)
Engineering	0.00	0.00	43,000.00	(43,000.00)
Construction	0.00	0.00	240,000.00	(240,000.00)

Total expenses	0.00	0.00	300,000.00	(300,000.00)
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Total Revenues Over/(Under)

Expenditures - District Facilities Repair	0.00	0.00	(300,000.00)	300,000.00
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INSPECTION OPERATION & MAINTENANCE - 95-04

Revenues

Total Revenues	0.00	0.00	0.00	0.00
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Expenses

Field Supplies	0.00	0.00	5,000.00	(5,000.00)
Telecommunications	12.40	12.40	0.00	12.40
Contracted Services	0.00	0.00	40,000.00	(40,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	40,000.00	(40,000.00)
Construction	0.00	0.00	29,000.00	(29,000.00)
Equipment	0.00	0.00	3,000.00	(3,000.00)

Total expenses	12.40	12.40	120,000.00	(119,987.60)
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Total Revenues Over/(Under)

Expenditures - Wall Wetland Restoration	(12.40)	(12.40)	(120,000.00)	119,987.60
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Total Revenue Over/(Under) Expenditure

	(\$ 15,481.20)	(\$ 15,481.20)	(129,700.00)	114,218.80
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ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports

MEMORANDUM

Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Ali Chalberg, Watershed Technician & Inspector
Subject: Staff Report 12/05/2023 – 1/17/2023

Highlights from Preceding Month

Overview:

Happy New Year!

As construction season slowed down with the snow so have closures and site reviews.

I have since focused more on water quality and monitoring. I have a number of data heavy projects I will be working with Matt on where I am analyzing historic data in our lakes. I have also been working with Catherine on next steps for monitoring from this winter and transitioning to summer

Inspections

- ❖ Coordinated special stipulation and site review with contractors
- ❖ Review and work with HEI to approve as-built surveys

Lakes/Streams

- ❖ Entered water quality data
- ❖ Met with Matt to discuss winter project expectations and goals
- ❖ Working on analysis of Bald Eagle Lake Aquatic Vegetation
- ❖ Working on operating procedure for temperature loggers to deploy this spring
- ❖ Reviewed Catherine's sampling plan for winter chloride monitoring

Meetings

- ❖ Inspection team meetings
- ❖ Staff meetings
- ❖ RCD 2,3,5 proposed project plans – Jones Lake
- ❖ Registered for upcoming Minnesota Lake Management Society meeting

MEMORANDUM

Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Terrence Chastan-Davis, Inspection Coordinator
Subject: Staff Report (December 7, 2023-January 17, 2024)

Highlights from Preceding Month

- ✓ Completed 5 inspections of projects and reviewed files to confirm rule compliance.
 - Met with 2 site supervisors to discuss corrective actions on site.
 - Sent out inspection reports with specified corrective actions and requested updates when corrective actions were complete.
- ✓ Attended and participated in an onsite visit with agency partners to review violation restoration.
- ✓ Attended and participated in an onsite visit with agency partners to review potential rare plant impacts from a permitted development.
- ✓ Assisted Ramsey County SWCD and Washington Conservation District contracted inspectors with specific permit inquiries and non-compliant sites.
- ✓ Reviewed several permit closure memos provided by contracted inspectors and internal staff.
- ✓ Reviewed and coordinated the review of 2 as-built surveys for compliance with the approved plans.
- ✓ Reviewed Washington Conservation District monthly invoice for inspection services.
- ✓ Compiled inspection hours/records for Centerville Inspections and drafted the Q4 summaries.
- ✓ Reviewed Ramsey SWCD Q4 invoice for inspection services.
- ✓ Coordinated the RCWD apparel order.
- ✓ Attended and participated in the all staff training for SMART goals.
- ✓ Recommended 6 permits for closure and/or surety returns/partial returns.
- ✓ Assisted in responding to questions and concerns from the public, applicants, contractors, and contracted inspectors.

MEMORANDUM
Rice Creek Watershed District



Date: January 16th, 2024
To: RCWD Board of Managers
From: Anna Grace, Regulatory Technician
Subject: Staff Report 12/6/23 – 1/16/24

- Created new permit files for online database and Laserfiche.
- Created new review files for online database and Laserfiche.
- Reviewed new permit applications and Initial Completeness Review Checklists were completed.
- Sent incomplete notice emails and continued working with applicants in tandem with RCWD staff and HEI consultants to receive all the required application materials.
- Continued coordinating with RCWD staff and inspectors with violations.
- Sent four permit applications to HEI for review.
- Sent one permit application to RCWD for review.
- Received 10 new review file inquiries for permit/past file/landowner/consultant/violation/City.
- Phone and email correspondence.
- Attended 19 scheduled meetings.
 - Scheduled and attended pre-application meeting with the City of Lino Lakes, RCWD, and HEI for future Water Treatment Plant.
 - Attended pre-application meeting with landowner and RCWD for potential single-family home build.
 - Attended the DNR's Floodplain Basics 101 Training Webinar.
 - Attended the MPCA Smart Salting for Parking Lots & Sidewalks Online Certification Training. Certification obtained.
 - Attended the SMART Goals RCWD Workshop with RCWD's Human Resource Consultant, Ellen Hinrichs.
 - Continued assisting in RCWD's (now completed effort) to convert all RCWD hardcopy historic regulatory files to digital (office file purge).

MEMORANDUM
Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Abel Green, Technical Field Assistant
Subject: Staff Report

- Working onsite ongoing projects speaking with interested or concerned landowners and passersby answering questions
- Continuing to inspect ditches that were reported by the public to be flooded or unfunctional, ensuring the system is still functioning as intended and there are no obstructions impeding flow
- Maintain proper signage around facilities that instruct and inform citizens about our facilities that are operating or to inform them of animal conservation activities
- Continue to meet with concerned citizens to discuss proposed plans and contracts to give them more information about the process and what will actually happen and how it can potentially impact their land with updated timelines
- Found an issue with the Hansen Iron Enhanced Sand facility where mud and muck was pumped and distributed to sand beds, working to mitigate any future operation; Working with the city of New Brighton to pump and jet lift station pipes
- Troubleshoot the issue at Oasis Iron Enhance Sand facility; Planning to repair the damaged pipe in Spring; Working with city partners and EPG to update modem for remote function and monitoring
- General maintenance and grounds upkeep of district facilities and facility equipment after removal for proper storage/winterization
- Work with city partners to build and grow closer working relationships and communications
- Coordinated and scheduled repairs to district vehicles keeping district staff updated about availability and completion
- Working through various beaver activities to maintain drainage system and removing obstructions and blockages

MEMORANDUM
Rice Creek Watershed District

Date: January 17th, 2024
To: RCWD Board of Managers
From: Patrick Hughes, Permit Coordinator/Wetland Specialist
Subject: Staff Report for 12/06/23 to 01/17/24

Summary

- Created new permit and review files for the online database
- Sent notice of replacement plan decisions – 22-082
- Sent determination notice regarding bank account 116
- Assisted in the drafting of engineer’s reports – 23-075, 23-076
- Review permit application – 20-024, 23-078
- Issued permit – 23-063
- Attended the 12/13/2023 and 01/10/2024 Board Meetings
- Assisted in the hard copy permit file review project
- Discussed MS4Front improvement effort for applications
- Attended City of Hugo TEP meeting – delineation, replacement plan, bank plan
- Attended 12/11/2023 Board Workshop – private permit fee update
- Discussed buffer compliance with City of Arden Hills
- Reviewed potential rare plant impacts onsite with DNR for permit 22-015
- Attended CSAH 12 Improvement project discussion regarding wetlands
- Reviewed wetland delineation onsite for Silver View Pond project
- Hosted Anoka TEP meeting – Lakner application, 1099 Oak Lane
- Assisted in DPA request related to permit 22-020
- Submitted WCA block grant invoice for Anoka County
- Met at White Bear Yacht Club to discuss potential irrigation reuse project
- Attended all staff workshop relating to SMART goals
- Hosted pre-application for project at Arden Hills Drivers Exam Station
- Attended pre-application meeting for City of Lino Lakes water treatment plant project
- Discussed wetland bank accounting with BWSR for bank #s 1573 and 1664
- Met internally to discuss grant/regulatory opportunities for WBYC
- Held WCA compliance meeting with consultant for permit 18-051
- Discussed regulatory/permit responsibilities among internal staff
- Attended CSAH 32 January PMT meeting
- Met internally to discuss presentation plans for 2024
- Attended CSAH 6/CSAH 35 PMT meeting #2
- Hosted pre-application meeting for Eureka Ave project
- Hosted Anoka TEP meeting – Rice Creek Chain of Lakes replacement plan

MEMORANDUM

Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Matt Kocian, Lake and Stream Manager
Subject: Staff Report 12/4/2023 – 1/17/2024

Highlights for Preceding Month

Bold items required significant time & attention

- Monitoring
 - Data entry, analysis, and reporting
 - Lake plant data analysis w/Ali
 - **Kisters WISKI database meeting & budgeting**

- **Centerville Lake Alum project**
 - **Project development – advancing engineering, grant agreement, and treatment plans**
 - **Partner meetings – Cities of Centerville and Lino Lakes, and Anoka County**
 - **Budget development scenarios for Board Workshop**

- Long Lake Carp Management
 - Review data and end-of-year report
 - 2024 budget planning

- Clear Lake / WCD retrofit project – meet with all project partners

- RCWD Projects index and clean-up project (w/ Abby Tekiela)

- **Silver Lake partner meeting – data prep and presentation**

- White Bear Lake Rotary Club – attend meeting and give presentation on White Bear Lake

- Chloride Monitoring Plan Development (with Catherine)

- Targeted Projects and Programs initiative – meeting (led by Kendra and Molly)

- 2024 Lake plant survey planning meeting with DNR

- Meeting with Friend of the Mississippi River – SHEP review and on-the-water outreach planning

- Staff training and development
 - Supervisor workshop
 - SMART goals workshop

MEMORANDUM
Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Molly Nelson, Outreach and Grants Technician
Subject: Staff Report 12/6/23 - 1/17/24

Introduction

The highlights of my work from December 6th to January 17th are as follows: (Note that these are highlights and not the full extent of all work that I have done)

- Processed one water quality grant for Ramsey County for the upcoming February CAC meeting.
- Reviewed and processed 16 mini grant applications and conducted communications with the applicants on their projects and the water quality impact to the district.
- Added backlogging grants to MS4Front database.
- Created and sent a start-of-year informative and resource packet to each SWCD technical services contact for the grant programs.
- Additionally organized and created quarterly meetings with each SWCD specialist to keep communications on track throughout the year.
- Created a 2024 work plan for the grant programs.
- Continued coordination work on the 2024 Fridley Road Recon-Raingarden project.
- Attended the January Watershed Partners meeting and used information from the discussions to start outlining the maintenance inspection program within the Water Quality Grant Program.
- Worked on the MS4Front grants module improvements and online application proposal for HEI.
- Organized annual newsletter outreach recipients in excel and contacted cities with outdated information.
- Composed the Q1 grants newsletter article and compiled usable photos for outreach articles.
- Assisted in CAC work and communications.
- Continued work with Kendra Sommerfeld on Outreach Programs and communications with the Public.
- Actively working on organizing the database for all materials and historical work.
- Began outlining SMART goals for the 2024 year.
- Drafted the 2024 professional development form for my role to improve on the work I do for the first quarter.
- Finalized any remaining invoices from 2023 for grants.
- Created a new BMP tracking spreadsheet for the Water Quality Grant Program to reflect the changes needed to improve in 2024.

MEMORANDUM
Rice Creek Watershed District



Date: 1/17/24
To: RCWD Board of Managers
From: Catherine Nester, District Technician/Inspector
Subject: Staff Report 12/6/23 – 1/16/24

Highlights from Preceding Month

- Continued preparations for the new monitoring data management platform (WISKI), including coordinating modifications to the District’s server and communicating with staff from Coon Creek WD about joint WISKI training.
- Reviewed a final report on chloride monitoring in Rice Creek done by U of MN students in early 2023 and communicated with their professor about potential additional student projects in RCWD in 2024.
- Reviewed RCWD & MPCA chloride data & developed a draft District-wide chloride monitoring plan.
- Reviewed and organized continuous water level monitoring data.
- Packaged and shipped monitoring equipment to the manufacturer for routine maintenance.
- Ongoing research on rating curve theory/development.
- Analyzed data and began preparing draft technical memos on two of the District’s iron-enhanced sand filter systems (Hansen Park and Bald Eagle Lake).
- Watched an on-demand online seminar produced by Aquatic Informatics titled “A Flood of Data” on December 18.
- Assisted with preparing historic hard copy permit files for scanning.
- Coordinated routine District vehicle maintenance work.
- Coordinated with staff on a past stormwater management grant project.
- Ongoing coordination and communication with affected cities and watersheds regarding proposed legal boundary updates in Ramsey, Anoka, and Hennepin counties, including making changes based on feedback received.

MEMORANDUM

Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Ashlee Ricci, Drainage & Facilities Manager
Subject: Staff Report (12/6/2023 – 1/17/2024)

Highlights from Preceding Month

- Attended regular staff meetings, Board workshops and meetings, Drainage Work Group meetings
- Responded to citizen inquiries regarding drainage concerns
- Coordinated IT correspondence
- Attended drainage Team biweekly meetings
- Managed contracted services agreement workplans
- Continued work plan development for District Facilities and Public Drainage Systems
- Reviewed invoices for approval and coordinated payments with Office Manager
- Continue coordination with Program Support Specialist of device procurement
- Directed work tasks for Field Technical Assistant
- Managed budgets for IT and public drainage and facilities
- Coordinated with Birchwood Village on draft PLOP MOA
- Met with individual landowners to discuss: drainage concerns on ACD 10-22-32, JD 3 and RCD 4
- Coordinated and facilitated RCD 4 landowner site visits
- Attend remotely Drainage Work Group meeting
- Plan review for 2024 vegetation maintenance at IESF's
- Coordinate public hearing for RCD 4 repair
- Develop written beaver management policy
- AWJD 3 Branches 1, 2, & 4 repair: walk-through with landowners, construction meetings, coordinate access and fencing replacements
- ACD 55 beaver dam: completed inspections and coordination with City staff and contractor to remove dam
- Completed inspections for drainage systems and facilities
- Transition to Drainage & Facilities Manager
- Begin annual reporting requirements for drainage systems and facilities



MEMORANDUM
Rice Creek Watershed District

Date: January 17, 2024
To: RCWD Board of Managers
From: Tom Schmidt, Public Drainage Inspector
Subject: Staff Report January 2024

Highlights for this month

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

Worked to finalize the sale of the MOBI Trac (in process).

Worked with Dunaway Construction on the initiation of steep ditch bank right-of-way brush/ tree mowing in Columbus and Centerville.

Contracted with living water tree service for the removal of downed tree in RCD 2 in New Brighton(complete).

Contracted with Scandia Trucking and excavating for Beaver Dam removals on WJD #2 in Hugo and Forest Lake (complete).

Continued working with Scandia Trucking and excavating on the completion of the tile replacement project on WJD #5 in Forest Lake (in process).

Upcoming activities:

Continued planning and scheduling contractors for the completion of late season-construction / maintenance projects, Including:

1. Beaver Dam removal ARJD #1 in Blaine.
2. Completion of the tile replacement on WJD #5 in Forest Lake.
3. ACD # 72 tile replacement maintenance project in Lino Lakes.
4. 2023 database project closeout.
5. 2024 project work planning.

MEMORANDUM
Rice Creek Watershed District



Date: January 16, 2024
To: RCWD Board of Managers
From: Kendra Sommerfeld, Communications & Outreach Manager
Subject: Staff Report 12/4/2023- 1/16/2024

MN Water Stewards

- Selected 3 stewards for 2024 program
- Planning 2024 program, finding capstone projects and completing check ins
- Art for Water project partnership with White Bear Center for the Arts- artist selected

Partnerships/Collaborations

- Friends of the Mississippi programming partnership established. Working on education efforts and events for 2024.
- Blue Thumb workshops scheduled for 2024 with various partners
- Partnership with Growing Green Hearts- school programming started
- Attending Blue Thumb steering committee meetings
- Reviewed EMWREP's 2024 work plan and planning partnership efforts for 2024

Targeted Outreach Program

- Working on targeted outreach initiatives and planning for 2024
- Connecting with cities and partners to discuss needs
- Silver Lake outreach planning in progress.
 - Silver Lake partner meeting to discuss plan completed

Project Outreach

- Centerville Lake Alum Project
 - City newsletter submissions, newspaper articles published, FAQ created, website project page created, etc.
- Jones Lake/I35W Flood Mitigation work with MN legislation.
 - Meetings and project letters completed.
- Grant program outreach for new application periods. Working with various cities and SWCD on project and grant outreach.

Presentations

- White Bear Lake Rotary Club meeting- water quality and grant/get involved presentation with Matt Kocian
- Outreach Accomplishments and Overview Presentation- 1/10/2024 Board Meeting

MEMORANDUM

Rice Creek Watershed District



Date: January 16, 2024
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: Staff Report 12/7/2023 to 1/16/2024

- Coded invoices for payment this month which were reviewed by Administrator Nick Tomczik and Treasurer Marcie Weinandt and sent to our accountant Bonnie Burns via an excel spreadsheet.
- Provide bi-monthly payroll template to Redpath, provided salary adjustments and retro pay worksheets, updated FSA & HSA deductions, updated insurance premium contributions.
- Worked on Further portal to enter FSA/HSA enrollments for participating employees and recorded employee contributions
- Finalized earning statement with payroll contact to add ESST language to comply with new ESST law
- Attended 2023 audit planning meeting
- Begin to gather requested information from auditor and uploading to Suralink
- Worked with US bank on new ACH positive pay module on Singlepoint portal.
- Gathered and reviewed employee timesheets for administrator's final review and provided ESST language for 2024 template
- Track accounts receivable and deposit checks as needed.
- Review and track monthly financial reports.
- Tracking grant expenses for FY2023 WBIF Grant.
- Tracking HEI project task orders.
- Tracking payments and creating 2024(final year) invoice for ACD 53-62 MT ROW payments
- Worked with Ashlee to update City of Circle Pines invoice for the ACD 53-62 MT stormsewer work and provide to City
- Handled HR/Benefit issues.
- Provide minute templates to TimeSavers for meetings. Reviewed and edited regular Board minutes.
- Provided workshop minutes.
- Provide board memo's for administrative items
- Review monthly check register and interim financial statements
- Monitor District financial accounts and investments, US Bank and 4M.
- Updated employee handbook and policy and procedure manual and provided to Board and staff.
- Provide requested information to Board members and Administrator as needed.
- Assisted Board and Staff as needed.
- Provided assistance to Abby on workshop and regular meeting agenda packet. Abby has been assembling and distributing packets since January.
- Attended board meetings, board workshops and staff meetings.
- Placed orders for supplies as needed.
- Investigating CPR/First Aid training for staff
- Maintain Laserfiche filing system and scanned documents District receives into Laserfiche.
- Worked with Indigital to finish up historical permit scanning project and past project files.
- Closed out phishing claim with the LMC
- Gathered enrollment information from interested for HealthPartners, Delta Dental and Further FSA/HSA optional plans. Updated employee information on HP DD and Further portal

MEMORANDUM
Rice Creek Watershed District



Date: January 16th, 2024
To: RCWD Board of Managers
From: Abby Tekiela, Program Support Technician
Subject: Staff Report 12/06/23 to 01/17/2024

- Reviewed hardcopy permit files and prepared for digital scanning
- Uploaded digital scans of hardcopy permit files to respective Laserfiche folders
- Continue work on historic permits
- Assembled 01/08/24 Board Workshop agenda and agenda packet
- Assembled 01/10/24 and 01/24/24 Board Meeting agendas and agenda packets
- Provided general technical support to staff
- Conducted meetings with potential phone line companies
- Attended all staff trainings
- Finalized and released 2024 timesheets to all staff
- Attended staff potluck and board holiday pizza gathering

MEMORANDUM
Rice Creek Watershed District



Date: January 17, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Staff Report – January 2024

Highlights for Preceding Month

- ✓ Administrative
 - Administrative E-signature Policy
 - Staff Engagement Organizational Chart Implementation
 - Supervisor Workshop – New Managers
 - All-Staff Training SMART Goals
 - Drainage/Facilities Expectations of Staff/Roles
 - Staff Meeting
 - File Management Activity
 - Salary Administration
 - Legislator Efforts
 - Audit Planning
 - EFT Challenges
 - Accounts Payable Review
 - Personnel Leave Requests
 - Board Meetings & Staff Meetings
 - Gallagher Salary Market Study, Comp Philosophy, Meetings
- ✓ Communication & Outreach
 - Washington County Groundwater Plan Mtg
 - Targeted Outreach Discussions
 - Centerville Lake Outreach Plan
 - Blue Thumb Trademark Transfer
- ✓ Information Management
- ✓ Restoration Projects
 - Jones Lake – Regulatory Early Project engagement
 - WSB Storm Water Reuse Assessment – Update
 - White Bear Lake Yacht Club Stormwater Reuse Project
- Discussion South Hansen Park Meeting
 - Forest Lake road Projects – Eureka and 11th Ave
 - SW Management Grant
- ✓ Regulatory
 - Centerville Inspection Services
 - Permit closures
 - Unresolved/Historic Permit Project and Presentation
 - Regulatory / PDS Coordination
 - Inspection Team Meeting
- ✓ Ditch & Creek Maintenance
 - Public Hearing - RCD 4 Repair Report & Water Management District
 - Mobi Trac Sale
 - RCD 235 – Near Term Alignment
 - Biweekly Program Discussions with Consultants
 - ACD 10-22-32 Alternative #4 Assessment - MnDNR
 - ACD 53-62 Repair Discussions, CP's Pond
- ✓ Lake & Stream Management
 - Centerville Lake In Lake Treatment Discussions
 - WQ Grant Discussions
 - Eureka Ave Improvements
- ✓ District Facilities
 - PLOP MOA Engagement
 - Facility operations, Implementation Discussions

MEMORANDUM

Rice Creek Watershed District



Date: January 17th, 2024
To: RCWD Board of Managers
From: Kelsey White, Permit Review Technician
Subject: Staff Report 12/06/2023 – 01/16/2024

Reviews

- Completed staff review for 2 permit applications.
- Conducted completeness review for 2 wetland boundary/type applications.
- Drafted and sent 2 WCA Wetland Boundary/Type NOAs.
- Drafted and sent one WCA Replacement Plan NOA.
- Drafted and sent 6 WCA Boundary/Type NODs and on amended Boundary/Type NOD.
- Coordinated submittal and review of CAPROC items for 8 permit applications.

Communications

- Sent notice of permit issuance for 6 permit applications and one amended permit.
- Sent 7 CAPROC notices and 3 amended CAPROC notices.
- Sent one CAPROC expiration notice.
- Sent 7 administrative action notices to the Board.

Meetings

- Attended one pre-application meeting.
- Attended one WCA TEP meeting.
- Attended 2 meetings with applicants on CAPROC item submittal guidance.
- Participated in weekly permit coordination meetings and monthly permit triage.
- Attended Data Practices Act policy discussion.
- Attended regular staff meetings.
- Attended all-staff SMART appraisal goals workshop.
- Attended webinar on floodplain management and NFIP.

Other Duties

- Coordinated new website edits for permitting pages with Regulatory and Communications & Outreach staff.
- Assisted with hardcopy permit file preparation for scanning/digitizing.
- Responded to email and telephone inquiries about RCWD permitting requirements.
- Responded to landowners about general WCA questions and questions regarding wetlands on or near their properties.

ITEMS FOR DISCUSSION AND INFORMATION

2. February Calendar



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

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

MEMORANDUM
Rice Creek Watershed District

Date: January 11, 2024
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: February Calendar

- Wednesday, February 7, 5:30 p.m.** Citizen Advisory Committee Meeting,
 Board Liaison Manager Waller, RCWD District Conference Rm & remotely*
- Monday, February 12, 9 a.m.** Board Workshop
 RCWD District Conference Room and remotely*
- Wednesday, February 14, 9 a.m.** Regular Board of Managers Meeting
 at Shoreview City Hall Council Chambers and remotely*
- Wednesday, February 15** Deadline for submission of Expense Report
- Monday, February 19** President’s Day-Office Closed
- Wednesday, February 28, 9 a.m.** Regular Board of Managers Meeting
 at Shoreview City Hall Council Chambers and remotely*