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# RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, February 28, 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/81714771693?pwd=wiePTbXtg4SsatafBPhSG6I1KFxfyl.1>

**Meeting ID: 817 1477 1693**

**Passcode: 405416**

**+1 312 626 6799 US (Chicago)**

**Meeting ID: 817 1477 1693**

**Passcode: 405416**

## Agenda

### CALL TO ORDER

### ROLL CALL

### SETTING OF THE AGENDA

### APPROVAL OF MINUTES: FEBRUARY 12, 2024, WORKSHOP; FEBRUARY 14, 2024, REGULAR MEETING

### 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. Gallagher RCWD Compensation & Benchmarking Study (Nick Tomczik)
2. Stormwater Management Grant Awards (Will Roach)
3. Treatment of Metro Shooting and Trost Settlements – 2023 Financial Report (Nick Tomczik)
4. Check Register Dated February 28, 2024, in the Amount of \$378,161.22 and February Interim Financial Statements Prepared by Redpath and Company

## **ITEMS FOR DISCUSSION AND INFORMATION**

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

**APPROVAL OF MINUTES: FEBRUARY 12, 2024, WORKSHOP;  
FEBRUARY 14, 2024, REGULAR MEETING**

# Draft

## RCWD BOARD OF MANAGERS WORKSHOP

Monday, February 12<sup>th</sup>, 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 John Waller, Marcie Weinandt, Steve Wagamon, Jess Robertson, Mike  
3 Bradley (videoconference).

4 Absent:

5 Staff: Administrator Nick Tomczik, Lake and Stream Program Manager Matt Kocian, Drainage &  
6 Facilities Manager Ashlee Ricci, Patrick Hughes Regulatory Manager, Abby Tekiela Project Technician,  
7 Regulatory Technician Anna Grace (videoconference), Inspection Coordinator Terrence Chastan-Davis,  
8 Communications and Outreach Manager Kendra Sommerfield (videoconference), Technical Field  
9 Assistant Abel Green (videoconference).

10 Consultants: District Engineer Chris Otterness-Houston Engineering, Inc.

11 Videoconference Visitors: City of Columbus Engineer Kevin Bittner, City of Columbus Council Member  
12 Janet Hegland.

13 Visitors: Scott Robinson

14 **“Historic Permits” – Permit Program Update:**

15 Regulatory Manager Patrick Hughes and Project Technician Abby Tekiela gave a presentation on historic  
16 permits at RCWD. A historic permit is a permit created in 2007 or earlier and still holds a surety balance.  
17 The presentation outlined that the renewed historic permit project addresses all open permits that have a  
18 surety balance and the strategies put in place to manage these permits.

19 RCWD confirmed to the Board all records are housed internally in LaserFiche. Through licensing, records  
20 are also available for export on the MS4 database. District Engineer, Chris Otterness, further shared that  
21 every year a hard drive of completed engineering files is shared with the District. District Administrator,  
22 Nick Tomczik, noted the policy manual includes the official protocols of business with Houston  
23 engineering and the transfer of information process. Managers noted Board packets include the check  
24 register for surety return tracking and a periodic update to the Board on open permit management could  
25 be helpful moving forward.

26

27 **Centerville Inspection Joint Powers Agreement:**

28 Inspection Coordinator, Terrence Chastan-Davis, presented the Board with the proposed City of  
29 Centerville inspection agreement extension. Terrence shared the Board has been presented with the  
30 extension request every year since 2021. As the City of Centerville and RCWD are both happy with the  
31 agreement, Terrence proposed a process plan update to amend the agreement to automatic renewal and

32 to incorporate RCWD's inspection fee schedule into the agreement. With these updates the Board would  
33 not need to approve the extension each year.

34

35 Manager Robertson inquired if the City will still have the option to cancel the agreement at renewal time.  
36 Terrence Chastan-Davis confirmed this is the case for both parties.

37

38 This item will be brought to the 2/14/24 Board meeting for the Board's decision.

39

40 **Manager Bradley joined the Board meeting (videoconference) at 10:00 a.m.**

41

42 **Carp Management Update:**

43 Lake and Stream Program Manager, Matt Kocian, informed the Board he will be walking up a professional  
44 service agreement at the upcoming 2/14/24 Board meeting. Matt shared that normally this agreement  
45 would be presented in later February, but due to quickly changing weather conditions, Spring is coming  
46 sooner. Staff wanting to provide notice on the content ahead of 14<sup>th</sup> Board meeting for consideration.  
47 Manager Roberston noted items added to agendas without prior notice are not ideal for public  
48 transparency and to avoid this when possible. Manager Robertson in this case noted understanding the  
49 timely aspect of this item.

50

51 Managers inquired on how RCWD long term management of carp is going. Matt shared he will be presenting  
52 on the topic at the 2/14/24 Board meeting.

53

54 **RCWD Facilities Vegetation Management:**

55 Drainage and Facilities Manager, Ashlee Ricci, shared the Red Rock Five and Davey Natural Resource  
56 contracts intending to be brought to the 2/14/24 Board meeting for the Board to act. Red Rock Five is the  
57 company contracted for prescribed burns on District Facilities. Burns are typically completed every 3 to 5  
58 years. Upcoming burns will be this Spring or the Spring of 2025 (workload and weather dependent). Davey  
59 Resource Group is contracted to complete vegetation management of the District's Iron Enhanced Sand  
60 Filters.

61

62 Ashlee also provided a brief update on JD 3 noting most of the work has been completed. RCWD will  
63 continue to work with the DNR. An amphibious excavator will be implemented in an attempt to excavate  
64 the remaining 450 linear feet of work through Public Water Inventory Wetland.

65

66 **Citizen Advisory Committee Appreciation Protocols:**

67 Communications and Outreach Manager, Kendra Sommerfield, shared with the Board RCWD was looking  
68 to formalize a "thank you," protocol for resigning CAC members and other volunteers.

69 Through group discussion the Board concluded that a framed certificate signed by District President and  
70 including the resigning CAC member in the minutes was best.

71

72 **Public Drainage Authority – As Constructed Subsequently Improved Condition Determination Process:**

73 District Engineer, Chris Otterness, gave a presentation to the Board of Managers on how a Public Drainage  
74 System’s ACSIC is determined.

75 The presentation to be shared in two parts: Part one (2/14/24) Presentation provides understanding of  
76 how an ACSIC is determined for any public drainage system in the State of Minnesota. The Part 2  
77 presentation (to be provided at the March Board Workshop) will provide an understanding of how this  
78 methodology was utilized on ACD 10-22-32.

79  
80 Manager Roberston left the meeting at 11:00 a.m.

81  
82 Manager Wagamon left the meeting at 11:30 a.m.

83  
84 **Administrator Tomczik updates:**

- 85 • Staff continue to seek State funding for the I35 mitigation project. Contact at the State share that  
86 the District should be prepared for no funding or alternative State funding amounts, further sharing  
87 in the cost. Administrator Tomczik made note of other potential sources of RCD 235 WMD, project  
88 anticipation fund, partners, and potential partial grants.
- 89 • MN Watershed’s Legislative Event coming up March 6 – 7<sup>th</sup>. A handout for the event was made  
90 available. Managers can register through Theresa or the website.
- 91 • District team met with MnDNR regarding ACD 10-22-32 Alternative 4. MnDNR staff communicated  
92 wanting to further understand the model, a good discussion, and additional response forthcoming.

93  
94 The workshop was adjourned at 11:53 a.m.

95  
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106

# DRAFT

1  
2 For Consideration of Approval at the February 28, 2024 Board Meeting.  
3 Use these minutes only for reference until that time.  
4

## **REGULAR MEETING OF THE RCWD BOARD OF MANAGERS** **Wednesday, February 14, 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**

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#### **CALL TO ORDER**

1<sup>st</sup> Vice-Pres. John Waller called the meeting to order, a quorum being present, at 9:05 a.m.

#### **ROLL CALL**

Present: 1<sup>st</sup> Vice-Pres. John Waller, 2<sup>nd</sup> Vice-Pres. Steve Wagamon and Treasurer Marcie Weinandt

Absent: President Michael Bradley and Secretary Jess Robertson (with prior notice)

Staff Present: District Administrator Nick Tomczik, Regulatory Manager Patrick Hughes, Watershed Technician/Inspector Will Roach, Outreach & Grant Technician Molly Nelson, Lake & Stream Manager Matt Kocian, Inspection Coordinator Terrence Chastan-Davis; Drainage & Facilities Manager Ashlee Ricci, and Office Manager Theresa Stasica

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

Visitors: Dale Reed-White Bear Township, Terri O’Connell-Citizens Advisory Committee, Nick Neylon (video-conference); Lucas Miller (video-conference)

#### **SETTING OF THE AGENDA**

District Administrator Tomczik requested the following additions to the agenda:

- 2. Common Carp Program – Annual Contracts
- 5. Permit and Administrative Fee Schedule Amendment
- 6. Centerville Inspection Joint Power Agreement

***Motion by Manager Weinandt, seconded by Manager Wagamon, to approve the agenda as revised.***  
***Motion carried 3-0.***

34 **Motion by Manager Waller, seconded by Manager Weinandt, to appoint Manager Wagamon to serve**  
35 **as Pro-Tem Secretary in the absence of Manager Robertson. Motion carried 3-0.**

36

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

38 **Minutes of the January 24, 2024 Board of Managers Regular Meeting. Motion by Manager Wagamon,**  
39 **seconded by Manager Weinandt, to approve the minutes as presented. Motion carried 3-0.**

40

41 **CONSENT AGENDA**

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

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

No.	Applicant	Location	Plan Type	Recommendation
24-002	City of Blaine	Blaine	Final Site Drainage	CAPROC 3 items
24-003	Wynco Properties, LLC	Forest Lake	Final Site Drainage Wetland Alteration	CAPROC 7 items

47

48 **It was moved by Manager Waller and seconded by Manager Wagamon, to approve the consent agenda**  
49 **as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and**  
50 **Recommendations, dated January 29, 2024, and February 6, 2024, respectively. Motion carried 3-0.**

51

52 **Water Quality Grant Program Cost Share Application**

No.	Applicant	Location	Project Type	Eligible Cost	Pollutant Reduction	Funding Recommendation
R24-001	James Julkowski	Shoreview	Shoreline stabilization & Restoration	\$21,983.75	Volume: 61% TSS: 97% TP: 60%	50% cost share of \$7,500 not to exceed 50%; or \$7,500 whichever cost is lower

53

54 **It was moved by Manager Weinandt, and seconded by Manager Wagamon, to approve the Water**  
55 **Quality Grant consent agenda as outlined in the above table, in accordance with RCWD Staff’s**  
56 **Recommendation based on established program guidelines, dated February 8, 2024. Motion carried 3-0.**

57

58 **PUBLIC HEARING ON STORMWATER MANAGEMENT GRANT REQUESTS FROM CITIES OF**  
59 **ARDEN HILLS, FRIDLEY, NEW BRIGHTON, WHITE BEAR TOWNSHIP, AND WILLERNIE**  
60

61

62

63 1<sup>st</sup> Vice-Pres. John Waller recessed the regular Board meeting and opened the public hearing on the Rice  
64 Creek Watershed District’s proposed selection of projects for funding through the District’s Stormwater  
65 Management Grant Program.

66  
67 1<sup>st</sup> Vice-Pres. John Waller stated the purpose of this hearing is to receive comments from the public on the  
68 projects that the Board is considering for cost-share assistance in the Cities of Arden Hills, Fridley, New  
69 Brighton, White Bear Township, and Willernie. Before the watershed district can provide funds for the  
70 capital work of these applicants, state law requires that the Board of Managers hold a public hearing,  
71 receive public comments and make a judgment that each selected project is a sound and cost-effective  
72 project to help fulfill our water resource goals.

73  
74 1<sup>st</sup> Vice-Pres. John Waller turned the meeting over to Watershed Technician/Inspector Roach.

75  
76 Watershed Technician/Inspector Roach reviewed the 2024 Stormwater Management Grant Program goals  
77 and guidelines. He noted the District received five applications from five different applicants for funding  
78 through its 2024 Stormwater Management Grant program. He explained that applications were due on  
79 December 21, 2023, and the District received 5 eligible applications requesting a total of \$375,800 and  
80 noted that there is a total of \$300,000 available for project cost-sharing with an applicant 50% match  
81 funding requirement.

82  
83 Watershed Technician/Inspector Roach provided a presentation and answered questions regarding the  
84 five applications:

85 City of Arden Hills – 2024 PMP Street & Utility Improvements

86 This project proposes to install 9 sump manhole with SAFL baffles to replace the final storm  
87 sewer infrastructure prior to an outfall. Sumps do not directly discharge into a resource of  
88 concern, but eventually outlets to Valentine Lake. The total project is \$189,300 and the  
89 request is for \$94,650.

90  
91 City of Fridley – City of Fridley 2024 Street Rehab Project

92 This project proposes to install a hydrodynamic device at Channel Road to capture sediment and  
93 pollutants from untreated stormwater runoff prior to discharging to Rice Creek. The total  
94 project cost is \$60,000 and the request is for \$30,000.

95  
96 City of New Brighton – 4th St BW Storm Sewer Improvements

97 This project proposes to install a second trunk storm sewer line on 4<sup>th</sup> Street to reduce street  
98 flooding and the potential for adjacent property damage. The total project cost is \$851,994  
99 and the request is for \$100,000.

100  
101 White Bear Township – Bellaire Ave Stormwater Pond

102 This project proposes the construction of a new stormwater pond to alleviate chronic overflows  
103 from an existing stormwater pond in Bellaire Park. The total project cost is \$236,000 and the  
104 request is for \$118,000.

105  
106 City of Willernie – Craig Place Storm Sewer Improvements

107 This project proposes upsizing an existing storm sewer pipe from 6” to 12” to reduce street and  
108 potential property flooding at Kindross Road and Craig Place and to include a sump in the  
109 stormwater structure. The total project cost is \$66,300 and the request is for \$33,150.

110  
111 Watershed Technician/Inspector Roach reviewed the application rankings from the Citizens Advisory  
112 Commission (CAC) which were as follows:

- 113 White Bear Township – 85
- 114 Fridley – 80.6
- 115 Arden Hills – 80.3
- 116 New Brighton – 79.3
- 117 Willernie – 64.7

118  
119 Watershed Technician/Inspector Roach noted that the total requests from the applications are about  
120 \$75,000 over the District’s budgeted amount. He explained that the next steps would be to consider  
121 public comment and for Board consideration and noted that Board action is scheduled for February 28,  
122 2024.

123  
124 Manager Wagamon asked about the application that was received from White Bear Township and  
125 explained that he had been told that they had come to the District a few years ago for funding to clean  
126 another pond but does not believe the District had approved it. He asked if the pond had been cleaned  
127 out because Watershed Technician/Inspector Roach had described it as overtopping and reiterated his  
128 question on whether it had ever been cleaned out.

129  
130 Watershed Technician/Inspector Roach stated that the Township did submit an application in 2022 that  
131 was denied because the Board considered it general maintenance of an existing BMP which did not qualify  
132 for the grant. He explained that this same question was raised at the CAC and the City has indicated  
133 that maintenance for that BMP is upcoming.

134  
135 Manager Weinandt asked about the application from New Brighton and whether this one was of the  
136 projects within the suite of RCD 2, 3, and 5 projects. She asked where this project would fit into the whole  
137 RCD 2, 3, 5 scheme.

138  
139 District Administrator Tomczik stated that there are numerous locations of flooding that were of concern  
140 to the three petitioning cities for the RCD 2, 3, and 5 suite of projects. He explained that the suites do  
141 include this as a recommended project location but the technical considerations of the various projects and  
142 solutions are not definitive on who does what or when.

143

144 District Engineer Otterness confirmed that the proposed 4<sup>th</sup> Street project was part of the RCD 2,3,5 suite  
145 of projects and noted that in most cases, it is necessary to construct the envisioned storage projects prior  
146 to increasing conveyance capacity so that there is a place to store the additional water flow. He stated  
147 that for the 4<sup>th</sup> Street project, the City completed modeling, confirmed by the District's modeling that  
148 demonstrates the project will not increase flooding downstream, as the higher peak outflow from the  
149 project will occur prior to the peak flow and flood elevation in RCD 2. So, the project will be beneficial to  
150 leveling out flood flows.

151

152 Manager Weinandt pointed out that this was a 1:7 match and the District would not be the major  
153 contributor of funding. She stated that she supports this request.

154

155 Manager Wagamon stated that he had one more question regarding the request by White Bear Lake. He  
156 asked if there was a reason that the first pond cannot be expanded.

157

158 Watershed Technician/Inspector Roach explained that p the city has an interest in preserving usable park  
159 space and believes that they have several upcoming improvements to the park including an underground  
160 storage area under the parking lot.

161

162 District Engineer Otterness further elaborated that the drainage area being address by this project is , for  
163 the most part, untreated right now and the has relatively little storage . He explained that the pond  
164 in the park area is not large enough to accommodate the existing flow, and while their proposal for  
165 storage will help the issue, more storage in the watershed is necessary. He stated that the City's approach  
166 is to add a little storage here and there as space becomes available to both improve water quality and  
167 attenuate the flow of water which is causing the erosion .

168

169 1<sup>st</sup> Vice-President Waller asked if there was anyone from the public who wanted to speak regarding this  
170 issue.

171

172 Dale Reed, White Bear Township, explained that with this proposed project, they are trying to continue to  
173 improve the lake water quality. He stated that this was developed many years ago and there is not much  
174 real estate on the south side of the lake. He explained that there was not a lot of planning for treatment  
175 at the time, but has become a larger concern so they are looking at more storage under the parking lot.

176

177 Terri O'Connell, CAC, asked if White Bear Township had any intention of adding greenery, such as sedge  
178 grass, closer to the shoreline to attempt to help with holding everything back.

179

180 Mr. Reed stated that they have done some improvements to help stabilize the shoreline a few years ago.  
181 He noted that water is down similar to what had happened about 10 years ago but stated that they can  
182 always look at further measures in the future.

183

184 1<sup>st</sup> Vice-President Waller noted that Bellaire Beach has been there since he was a little boy which is why  
185 there is a lot of sand because it is one of the few swimming beaches on the south side of White Bear Lake.  
186 He stated that he just wanted to point out that sometimes vegetation will clash with what the purpose is.  
187

188 There being no additional comment, 1<sup>st</sup> Vice-President Waller closed the public hearing.  
189

190 Manager Weinandt expressed her appreciation to the CAC and the others that reviewed these applications.  
191

192 1<sup>st</sup> Vice-President Waller stated that he had attended the CAC meeting where they had a very active and  
193 lively discussion of these projects. He explained that he was impressed with the detail and the astuteness  
194 of their questioning. He reviewed some of the questions that had been asked at the CAC meeting,  
195 including, why these proposals were 25% over budget and whether there was actually a limit in place  
196 because the request from White Bear Township was over \$100,000, which was supposed to be the limit.  
197 He noted that the CAC was very conscious of the cost issues with these requests.  
198

199 District Administrator Tomczik asked the Board to share general or specific direction regarding the future  
200 deliberations and what staff may be able to bring in order to assist in those Board discussions.  
201

202 Manager Wagamon shared that he believes the Board should stick to their budget.  
203

204 1<sup>st</sup> Vice-President Waller noted that he would agree and believes that these requests are ‘asks’ which has  
205 been made very clear by District staff. He stated that when the Board acts he would like to see them have  
206 a reduction of \$75,800 in order to stick to their budget. He noted that one of the recommendations from  
207 the CAC was that every city receive something and that none were completely eliminated. He stated that  
208 he felt that there were all good projects, but the Board would have to make some hard decisions in order  
209 to help them but not go over budget.  
210

211 Manager Weinandt stated that she would be curious to see the calculations done by the CAC on the cost  
212 per pound of phosphorus removal.  
213

214 1<sup>st</sup> Vice-President Waller reopened the regular Board meeting.

215 **OPEN MIC/PUBLIC COMMENT**

216 Terri O’Connell, CAC, explained that she lived in Lino Lakes and a question she had brought up was about  
217 the work that had been done to be brought to other people by things like signage. She stated that  
218 something that came to her mind when she was kayaking around on Bald Eagle Lake and noticed that you  
219 can really only see the wonderful work that was done when you are in the water and not from the road.  
220 She asked if rather than putting signage up if the Bald Eagle Lake Association would contact someone like  
221 the Peltier Lake Association and have them come and take a look at what things look like on Bald Eagle  
222 Lake. She stated that she had attended on the Peltier Lake meetings and the woman from the DNR  
223 brought up chemical usage but also that they should look at the restoration of areas going into the lake.

224 She noted that she felt this may be a good way to reach out and have them show them what things could  
225 look like. She stated that they would also like there to be signage that shares information every time it is  
226 cleaned up and say 'This is how much has been done' perhaps on a changeable sign similar to the ones used  
227 when they are advertising road closures.

228 1<sup>st</sup> Vice-President Waller asked if she was referring to Peltier or Centerville where the District was planning  
229 to do phosphorus reduction.

230 Ms. O'Connell stated that she was referring to Peltier Lake.

231 **ITEMS REQUIRING BOARD ACTION**

232 **1. RCWD Official Depository and Newspaper Designation**

233 District Administrator Tomczik explained that per the Bylaws, the Board's designation of a official  
234 depository and newspaper is an annual requirement.

235  
236 ***Motion by Manager Weinandt, seconded by Manager Wagamon, to designate PMA Financial***  
237 ***Network, LLC. administering the 4M Fund with US Bank as the financial institution as the official***  
238 ***depository and St. Paul Pioneer Press the official newspaper of the Rice Creek Watershed District.***  
239 ***Motion carried 3-0.***

240  
241 **2. Common Carp Program – Annual Contracts**

242 Lake & Stream Manager Kocian gave a brief update on the Carp Management Program which helps  
243 improve the water quality and reminded the Board that the goal of the program was not eradication,  
244 but management within the Long Lake/Lino Chain of Lakes system. He summarized the  
245 management plan and explained that the two primary things they were focusing on was removing  
246 at least 50% of adult carp on an annual basis and suppressing reproduction by blocking migration  
247 and access to spawning and nursery habitat areas. He noted that since the program began they  
248 have been able to remove around 56,000 carp from the system, and carp overall density was down  
249 by 90%. He stated that in 2023 they were able to meet their long-term carp density goals for the  
250 first time. He noted that the coverage of native aquatic plants has also increased which is a  
251 positive. He explained that the phosphorus levels have fallen significantly in both basins of Long  
252 Lake, and algae was reduced slightly. In the Lino Chain of Lakes, algae levels have been very low  
253 the past few years. He reviewed the strategy for the Carp Management Program in 2024 and  
254 noted that they will continue using the NEPTUN system to capture migrating carp as well as the  
255 NEMO electric 'herding' system. This system has proven effective, and efficiency is good, and not  
256 changing. He stated that they think that box netting is no longer an efficient tool as costs per-carp-  
257 removed have increased as the population decreased. He noted that they are planning to do some  
258 additional removals at the Johanna Creek Barrier again this year. He stated that in addition to the  
259 Long Lake/Lino Chain of Lakes, they are proposing to also do some work on Centerville and Peltier  
260 system and hopefully conduct a carp population survey on Howard Lake. He reminded the Board  
261 that carp management is a program and not a project because it is a long-term process.  
262

263 Manager Weinandt explained that she had a number of questions that she would ask all at once and  
264 allow staff to answer what they could when she was done. She asked if the delisting of Long Lake  
265 would occur in the near future. She asked if there was security efforts included in the budget  
266 figures. She asked if the public would be given any notice when the staff would be on site removing  
267 the carp so the public would actually see what is going on. She questioned when the program  
268 becomes more of a maintenance based activity how it would effect staff time. Lastly, she asked if  
269 the recent dredging in the Long Lake Sedimentation Basin was affecting the program.

270  
271 Lake and Stream Manager Kocian stated that he feels that they are moving in the right direction  
272 with Long Lake but does not think they are at the delisting stage yet. He explained that the MPCA  
273 uses a 10-year rolling average to determine compliance with state standards. He noted that they  
274 had included \$3,750 in their budget for security purposes but does not think they will use it all. He  
275 stated that they have not had the vandalism issues that they had in the first few years of the  
276 program. He stated they have tried some outreach efforts in the past to get people to the site with  
277 some media releases but it can be difficult to coordinate because carp are not on the same planning  
278 schedule as the District. He explained that Carp Solutions can remotely monitor when there are  
279 carp in the traps so they can send out the crews when they know there are lot in the trap. He  
280 stated that many times the District doesn't really know that they plan to come out until that same  
281 day. He stated that the Long Lake sediment removal did change things a bit in the area but noted  
282 that over the past few years, things have worked fine, but it is something that they will need to  
283 attend to over the long-term. He noted that related to staffing he believes that overall staff time has  
284 decreased as they have entered into the long-term maintenance phase of the program.

285  
286 Manager Wagamon asked why staff felt the chlorophyll and water quality were a tougher issue to  
287 address.

288  
289 Lake and Stream Manager Kocian stated that a large part of that is the aquatic plant response. He  
290 noted that his hope is that as they continue to move towards better coverage of native aquatic  
291 plants and more diversity that they will see algae levels decrease.

292  
293 ***Motion by Manager Wagamon, seconded by Manager Weinandt, to authorize the Administrator***  
294 ***to enter into a professional services agreement with Carp Solutions, LLC for an amount not-to-***  
295 ***exceed \$98,900.00. The Administrator is further authorized to approve contract amendments for***  
296 ***additional work, not to exceed 20% of the contract cost (\$19,780). Motion carried 3-0.***

297  
298 District Administrator Tomczik asked Lake and Stream Manager Kocian to make a statement about  
299 game fish for the viewing audience.

300  
301 Lake and Stream Manager Kocian explained that the system on Rice Creek just upstream from Long  
302 Lake is only operated for a short time each spring when common carp are migrating up the channel.  
303 He noted that this was not a year-round operation and was typically done from late March through

304 mid-May. He stated that there tend not to be many game fish running at the same time so there  
305 are very few game fish that are caught in the trap and those that do are quickly moved through the  
306 trap and back into the stream. No species other than common carp are removed from the system.  
307

308 **3. 2023 Financial Report Metro Shooting/Trost Settlements**

309 District Administrator Tomczik noted that this is the Board’s annual review of the level of liability  
310 associated with the Metro Shooting/Trost settlements. He noted that there had been a memo put  
311 together by Smith Partners which was included in the packet. He stated that in 2023 the Board  
312 elected to proceed under the third option listed in the packet.  
313

314 Manager Wagamon asked if it was necessary that this be passed at this particular meeting because  
315 both Manager Robertson and President Bradley were not able to be present today or it could wait  
316 until the next meeting.  
317

318 District Administrator Tomczik stated that he did not believe it was imperative that it be done at this  
319 particular meeting and noted that the purpose is for this be included in the 2023 audit which is  
320 underway but would not be concluded immediately.  
321

322 Manager Wagamon stated that he feels like Manager Robertson would like to have some input on  
323 this issue.  
324

325 1<sup>st</sup> Vice-President Waller stated that he would agree that Manager Robertson would like to be  
326 present for this discussion. He stated that the District has done this for a long time and noted that  
327 he was the one who had originally instigated this process of reviewing it annually. He stated that  
328 one of the things they have done over the long process they have developed in the Brown’s Preserve  
329 and also created a wetland bank. He noted that the District has done a study since that time to  
330 determine how many credits they would need to meet this contract if it was implemented. He  
331 explained that the Board has taken the action to protect themselves from it. He asked District  
332 Attorney Smith to bring back some language to the next meeting that would involve some way that  
333 the District could monument the number of credits, in writing, what they have determined to be  
334 necessary to fulfill this contract, if it is ever implemented. He explained that he was afraid that the  
335 individuals on staff and the Board that understood this situation would eventually be gone and he  
336 did not want this information to get lost.  
337

338 District Attorney Smith stated that he understood Manager Waller’s request and can work on some  
339 language for the next meeting.  
340

341 1<sup>st</sup> Vice-President Waller stated that he feels this additional language would essentially add a ‘belt  
342 and suspenders’ to this issue.  
343

344 ***Motion by Manager Waller, seconded by Manager Wagamon, to postpone action on 2023 Financial Report***  
 345 ***Metro Shooting/Trost Settlements until the next meeting on February 28, 2024, when all the Managers are***  
 346 ***able to be present. Motion carried 3-0.***  
 347

348 District Administrator Tomczik noted that as alluded to by District Attorney Smith there are a lot of  
 349 ‘ifs’ and assumptions with this and feels it would be good for the Board to maintain some flexibility  
 350 in recognizing the credit amount. He stated that ultimately, he thinks that dollars, just like wetland  
 351 credits, can be scarcer at some points so the Board will have to make a balance between public  
 352 drainage projects or retaining a balance for what may come.  
 353

354 1<sup>st</sup> Vice-President Waller stated that he thought the District had a particular hard number for the  
 355 Metro Gun Club and acreages which he thinks is slightly less than what is left in the bank. He  
 356 reiterated that he just wanted to have this earmarked so there is some consciousness there. He  
 357 explained that he realized that there are a lot of moving factors but until it is determined that it is  
 358 or is not needed, he wants to make sure the District holds onto what they have.  
 359

360 District Administrator Tomczik noted that in the past, the District has identified a presumed amount  
 361 but there is not a definitive in the documents as to the credit amount.  
 362

363 District Engineer Otterness stated Houston Engineering and District staff have kept a running tally  
 364 in a spreadsheet of what the District has for remaining credits as well as projecting wetland  
 365 crediting needs for future projects. He explained that, to his knowledge, the spreadsheet only  
 366 has included forecasted RCWD projects and has not projected a future need for wetland credits due  
 367 to the Metro Gun Club or Trost settlement, because as District Administrator Tomczik alluded to,  
 368 it is infeasible to accurately predict an obligation, if any, when no project has been proposed on  
 369 either site.  
 370

371 **4. RCWD Facilities Vegetation Maintenance Contracts**

372 Drainage & Facilities Manager Ricci stated this was briefly discussed at the Board Workshop on  
 373 February 12, 2024. She explained that this refers to District facilities that are either District owned  
 374 properties or obligations for the District to maintain and operate these facilities. She noted that in  
 375 2020 the District had done a controlled burn for Brown’s Preserve and they do have a long-term  
 376 management plan up to 2030 as part of their obligation to the State. She stated that they are also  
 377 pursuing a controlled burn in 2024 with Red Rock Fire. She noted that they are pursuing a contract  
 378 with Davey Resource Group for the Hansen Park and Bald Eagle Lake sites and explained that this is  
 379 expected to be the last year for the District obligation related to Hansen Park and the expectation is  
 380 to turn it over the park maintenance following this year.  
 381

382 ***Motion by Manager Weinandt, seconded by Manager Wagamon, to approve the attached Red***  
 383 ***Rock Fire contract for the Brown’s Preserve and Walls/Taylor wetland bank sites in amount of***  
 384 ***\$22,636.78 on advice of counsel and authorizing the Administrator to execute the document.***  
 385 ***Motion carried 3-0.***

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***Motion by Manager Weinandt, seconded by Manager Wagamon, to approve the attached Davey Resource Group, Inc. contract for the Hansen Park sites in amount of \$27,010.00 and including contingency “add-on” work not to exceed \$10,000.00 on advice of counsel and authorizing the Administrator to execute the document. Motion carried 3-0.***

***Motion by Manager Weinandt, seconded by Manager Wagamon, to approve the attached Davey Resource Group, Inc. contract for the Bald Eagle Lake IESF sites in amount of \$11,330.00 and including contingency “add-on” work not to exceed \$10,000.00 on advice of counsel and authorizing the Administrator to execute the document. Motion carried 3-0.***

**5. Permit and Administrative Fee Schedule Amendment**

Regulatory Manager Hughes noted that the Board had discussed this item at the Board Workshop held on February 12, 2024 related to the City of Centerville JPA for inspection services, which is the next agenda item. The Centerville JPA includes a reference to a District fee schedule. This agenda item is to revise the permit fee schedule to include a staff hourly rate for administrative purposes. The revised document will be renamed the Permit and Administrative Fee schedule.

***Motion by Manager Waller, seconded by Manager Weinandt, to adopt Resolution 2024-01 Adopting Revised Permit And Administrative Fee Schedule***

THEREFORE BE IT RESOLVED that the Board hereby revises the District’s existing permit fee schedule by approving the attached "RCWD Permit & Administrative Fee Schedule," which supersedes and replaces the preexisting fee schedule; and

BE IT FURTHER RESOLVED that the change is effective as of February 14, 2024.

**ROLL CALL:**

***President Bradley – Absent***

***Manager Robertson – Absent***

***Manager Wagamon – Aye***

***Manager Waller – Aye***

***Manager Weinandt – Aye***

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

**6. Centerville Inspection Joint Power Agreement**

Inspection Coordinator Chastan-Davis stated that this item was discussed at the Board Workshop that was held on February 12, 2024 and covers the extension of the JPA with the City of Centerville. He reviewed the history of the agreement and outlined the notable changes within the JPA.

425 ***Motion by Manager Weinandt, seconded by Manager Wagamon, to approve the amended Joint***  
426 ***Powers Agreement for a MS4 MCM 4 partnership extension with the City of Centerville. Motion***  
427 ***carried 3-0.***

428  
429 District Administrator Tomczik stated he felt it was important to recognize the discussion that took  
430 place at the Board Workshop and noted that the value of this JPA to the District is that the City of  
431 Centerville has a more efficient enforcement avenue in collaborating successful regulatory  
432 outcomes.

433  
434 1<sup>st</sup> Vice-President Waller stated that he believes the value to the District is that they are being paid  
435 for their labor which he feels is an important point.

436  
437 **7. RCWD 2024 Information Management – HEI Task Orders**  
438 District Administrator Tomczik stated on an annual basis, the Board considers some task orders from  
439 Houston Engineering which are to maintain the electronic world that the District lives in, such as  
440 MS4 Front, mapping/GIS, and the Drainage DB.

441  
442 ***Motion by Manager Wagamon, seconded by Manager Waller, to approval of HEI Task Order 2024***  
443 ***– 003 and HEI Task Order 2024 - 004 and authorize the District Administrator to sign. Motion***  
444 ***carried 3-0.***

445  
446 **8. Jacon, LLC Partial Pay Request #3 Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project**  
447 Drainage & Facilities Manager Ricci gave an overview of Partial Pay Request #3 for Jacon, LLC for  
448 work on JD3, branches 1, 2, and 4 – Phase 2 repair. She noted that it include tree removals,  
449 excavation, spoil management as well as field and culvert crossings. She noted that this has all  
450 been inspected and certified by the District Engineer. She stated that since this pay request was  
451 submitted, Jacon has substantially completed most of the excavation along with some spoil  
452 management and seeding. She explained that the substantial completion date of the contract is  
453 March 1, 2024 and final completion set at July 1, 2024.

454  
455 Manager Wagamon asked about the possibility that there could be a fine from the DNR and noted  
456 that he had heard that the bond may not cover the fine. He asked if the District should be holding  
457 money back in case there is a fine because he did not feel the District should be stuck with the fine.

458  
459 District Administrator Tomczik stated that DNR met on site with the contractor and explained that  
460 he sees the contractor as the responsible party, but wanted to be present to ensure that they  
461 addressed that. He stated that Drainage & Facilities Manager Ricci was present for the meeting  
462 and his understanding is that the DNR recognized that these things happen occasionally but it still  
463 needed to be cleaned up and that they intended to come back and give an ‘all clear’ when the  
464 contractor believed it had been completed.

465

466 Drainage & Facilities Manager Ricci stated that they have been in communication with the engineer  
467 and the attorney and explained that, at this point, there is no concern about trying to withhold  
468 money for a fine. She explained that all the DNR has asked the contract up until now was to clean  
469 up the site and she believes that concern would be between the contractor and the DNR. She  
470 stated that they have been in close contact with the attorneys regarding the bankruptcy who have  
471 been in contact with the filing attorneys from Jacon, LLC and at this time, there is not concern,  
472 because the contract stands alone.

473  
474 Manager Wagamon asked if staff was saying that the DNR has stated that there would be no chance  
475 of a fine.

476  
477 Drainage & Facilities Manager Ricci explained that, at this point, the DNR has not indicated one way  
478 or the other.

479  
480 Manager Wagamon explained that was his concern.

481  
482 District Engineer Otterness stated that any action taken by the Contractor in violation with public  
483 waters law is outside of work authorized by the District under the contract. He stated that did not  
484 foresee the District at being in increased risk to a fine .

485  
486 1<sup>st</sup> Vice-President Waller stated that his understanding is that the District is waiting for the DNR to  
487 inspect the clean up at which time they will communicate what their final decision will be.

488  
489 Drainage & Facilities Manager Ricci that was correct and would be specifically directed to the  
490 contractor. She reiterated that any of the actions that were taken by the Contractor that would  
491 have required permitting by the DNR were not part of the contract with the District.

492  
493 District Attorney Smith stated that none of the work that is at issue with the DNR that was performed  
494 by the contractor is within the scope of the contractors work with the District and therefore any  
495 concerns that the DNR has about exercising its enforcement authority is not exercises as to the  
496 District.

497  
498 1<sup>st</sup> Vice-President Waller asked if that meant that District Attorney Smith was saying that it was  
499 alright for the Board to approve paying this bill.

500  
501 District Attorney Smith confirmed that his understanding based on the discussion and review by  
502 Drainage Attorney Kolb that would be correct.

503  
504 Manager Wagamon asked if District Attorney Smith was saying that if Jacon ends up in Chapter 7,  
505 there is no way for that fine to fall back onto the District under any circumstances.

506

507 District Attorney Smith stated that attorneys never like to say ‘absolutely never’, but he would say  
508 that it is exceedingly remote because the conduct that is at issue with the DNR is outside the scope  
509 of the contract between the contractor and the District.

510  
511 Manager Wagamon explained that the reason he was bringing this up is because his family’s  
512 business was impacted by several of its client’s bankruptcies and they were told by their attorneys  
513 not to worry and that did not work out. He stated that they ended up getting nailed on everyone  
514 of them which is why he is concerned and wants to ensure that the District is covered so there is no  
515 way that they will end up paying this fine if the Contractor goes bankrupt.

516  
517 District Attorney Smith stated that it was his understanding that Drainage Attorney Kolb had  
518 specifically looked into Manager Wagamon’s questions regarding the bankruptcy and believes the  
519 District should proceed under the contract.

520  
521 District Administrator Tomczik suggested that the reverse view may be important which is that he  
522 does not think that the District’s contractual arrangement with the contractor would allow them to  
523 withhold a partial payment.

524  
525 Drainage & Facilities Manager Ricci reiterated the comment made by District Attorney Smith that  
526 the way the contract is written, even if the bankruptcy fine were to change, the District has  
527 provisions within the performance bonds to protect the District and its investment in the project.  
528 She stated that staff has been in close contact with Drainage Attorney Kolb on this issue.

529  
530 ***Motion by Manager Weinandt, seconded by Manager Waller, to approve JACON LLC’s Partial Pay***  
531 ***Request #3 as submitted and certified by the District Engineer and directs staff to issue a payment***  
532 ***in the amount of \$113,545.90. Motion carried 3-0.***

533  
534 **9. Check Register Dated February 14, 2024, in the Amount of \$161,843.61 Prepared by Redpath and**  
535 **Company**

536  
537 ***Motion by Manager Weinandt, seconded by Manager Wagamon, to approve check register dated***  
538 ***February 14, 2024, in the Amount of \$161,843.61 as prepared by Redpath and Company. Motion***  
539 ***carried 3-0.***

540  
541 **ITEMS FOR DISCUSSION AND INFORMATION**

542 **1. District Engineers Update and Timeline**

543  
544 **2. Administrator Updates**

545 District Administrator Tomczik stated that he is working through the particulars of the District’s U.S.  
546 Trademark application regarding Blue Thumb – Planting for Clean Waters. He explained that was  
547 to be transferred to Metro Bloom but there were some complications so he is working with Smith

548 Partners to see the trademark get successfully handed off. He stated that the District is continuing  
549 discussions with the City of Circle Pines regarding payment for the storm sewer outfalls that go into  
550 ACD 53-62 which has not yet been resolved or the District invoice paid. He noted that the  
551 Gallagher work on the salary schedule for the District is nearing completion and believes it best to  
552 be included in the February 28, 2024 meeting as an agenda item rather than discussed at a special  
553 workshop.  
554

555 **3. Managers Update**

556 Manager Weinandt that the audit is moving along and believes that the Board will be seeing it  
557 in the near future. She stated that she and District Administrator Tomczik spoke to Representative  
558 Erin Koegel regarding the District's work on RCD-2, 3, and 5 and felt it was a very helpful  
559 conversation. She noted that Representative Koegel gave them some additional items to track  
560 done related to bonding. She stated that in looking at the Minnesota Watershed agenda, it looks  
561 as though bonding is part of the agenda for updates which should be very interesting.  
562

563 1<sup>st</sup> Vice-President Waller reiterated that he had attended the CAC meeting. He noted that he had  
564 also attended the subcommittee for Minnesota Water Policy and reviewed the topics of their  
565 discussion. He stated that he also attended the Washington County Consortium meeting and gave  
566 a brief overview of what was discussed.  
567

568 **ADJOURNMENT**

569 ***Motion by Manager Wagamon, seconded by Manager Weinandt, to adjourn the meeting at 11:10 a.m.***

570 ***Motion carried 3-0.***

571

## **ITEMS REQUIRING BOARD ACTION**

1. Gallagher RCWD Compensation & Benchmarking Study  
(Nick Tomczik)



# MEMORANDUM

## Rice Creek Watershed District

**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** Gallagher RCWD Compensation & Benchmarking Study

---

### Introduction

The District's job positions and salary schedule are under review and analysis by Gallagher. Allen Johanning of Gallagher will present Gallagher's work and answer question regarding the study. The Board to act in consideration of the material and direct administrator for implementation.

### Background

Gallagher, a national compensation consultant, is completing a compensation and benchmarking study of the District's salary practices, it is a comprehensive review and analysis of District salary structure. The work includes review of District job descriptions, market data, peer salary survey, and the development of a salary schedule.

The Board was updated at its December 11, 2023, workshop by Mr. Johanning through a presentation and answered questions on review of job descriptions, market salary study, and compensation philosophy. The analyzed salary data for District positions indicate an *aggregated average of "slightly misaligned" -11% from position salary midpoint.*

The January 8, 2024, workshop included consideration of additional clarifying language to the District's compensation philosophy. It was subsequently adopted at the January 10, 2024, meeting. Mr. Johanning will present Gallagher's proposed salary schedule, administrative Client Toolkit for Administrator implementation of proposed salary schedule and potential future changes.

### Staff Recommendation

District staff recommend adoption of the revised salary schedule and implementation by Administrator. The salary schedule as presented, and associated work and tools, solidifies District position rank based on job description, establishes position mid-point and progressive salary range in ascending grades fostering employee retention and establishes grades/ranges competitive in the market. The adopted 2024 District budget provides for all staff to be placed on the new salary schedule consistent with individual staff criteria.

### Proposed Motion

Manager \_\_\_\_\_ moves to adopt the revised salary schedule for implementation by Administrator, seconded by Manager \_\_\_\_\_.

### Attachment

- Gallagher RCWD Compensation & Benchmarking Study Power Point Presentation



## Rice Creek Watershed District (RCWD) Compensation & Benchmarking Study

Gallagher  
Human Resources & Compensation Consulting



**Gallagher**

Insurance | Risk Management | Consulting



**Gallagher**

Insurance | Risk Management | Consulting

# Agenda

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Project Overview and Approach

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Market Data

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Survey Sources and Data Cuts

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Data Analysis

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Findings

---

Observations and Recommendations

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Implementation

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# Gallagher Qualifications

**Gallagher's Public Sector and Higher Education** practice is committed to serving and partnering with organizations in the public space, providing insights based on national and international experience for over 35 years, with practice members having served in higher education leadership and executive roles at institutions ranging from two-year colleges to AAU research universities to land-grant public universities to university systems and more.

Office locations are  
**NATIONWIDE**

In-depth understanding of  
**DISTRICTS and ASSOCIATIONS**  
environments

Documented  
**PUBLIC SECTOR**  
experience

Experience with  
**MINNESOTA**  
organizations

## **Practical and realistic solutions for people strategies and HR issues *including***

- Compensation Review & Structure Development
- Classification & Career Framework Design
- Executive Compensation Review and Assessment
- Benchmarking Services
- Strategic Planning
- Succession Planning
- Organizational Effectiveness & Design
- Job Evaluation
- Pay Equity



# Project Overview

## Project Initiation & Administration

Review of current compensation strategies

Collection of organization and salary material

## Compensation Study

Benchmark jobs identified and summarized representing variety of offices

Labor market confirmed to gather data from local, state and published sources

Market Data (Custom & Published Surveys)

Review of new and existing job descriptions

Competitive Analysis performed by examining actual pay to the market as well as salary structure comparisons

## Project Finalization & Recommendations

Creation of detailed plan for implementing the recommended changes

Presentations on findings and recommendations to District leadership

Provide training material and Toolkit to Administrator



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## Purpose of Study

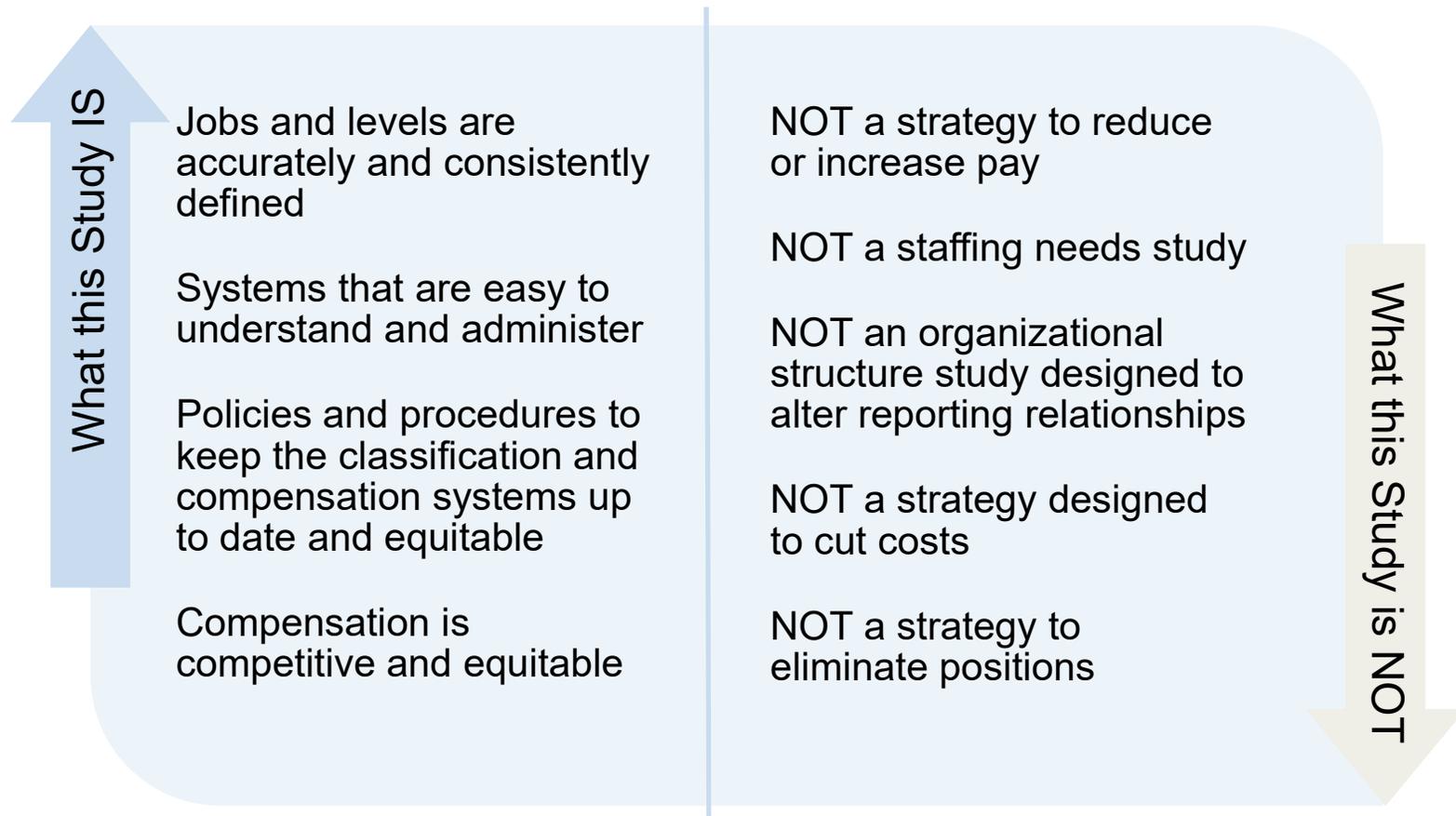
This study was conducted to objectively examine the competitive job market and make recommendations for internally fair and externally competitive pay practices. The project included the following processes:

- Conduct a compensation salary study using data from a variety of published salary survey sources, as well as a Custom Survey of selected organizations identified by the District, that were of similar type, size, geographic location, and services provided.
- Assist the District in identifying roles and employees who may be paid outside of a competitive market rate.
- Assist in administering and adjusting compensation of employees in the identified positions.
- Provide guidance to the District regarding an implementation plan of the recommended changes as financial resources allow.



# Project Goals & Objectives

## What this Study IS versus What this Study IS NOT





# Gallagher Approach

## *Best Practices*

Follow the Federal Trade Commission and the U.S. Department of Labor guidelines that 5 matches should exist per job in order to draw reliable conclusions

Follow guidelines for job matching  
(at least 80% match)

Follow professionally accepted guidelines for defining labor markets

Published sources utilized must meet specific criteria (reputable, not self-reported, conducted on a continual basis, etc.)

Use trend factors from either the U.S. Department of Labor data or WorldatWork surveys

ERI, a third party resource, is used to identify geographic differentials

## Benchmarks

(non-unique, comparable, representative of the employee population/functional areas/levels, highly populated, hard-to-recruit)



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# Collection and Treatment of Market Data

Once data has been collected, Gallagher will perform:



## Data Review:

Review job matches based on descriptions, perform statistical outlier analysis.



## Data Aging:

Data collected will be adjusted to **2/1/2024** based on the WorldatWork budget trend report.



## Geographic Adjustments:

All data will be adjusted geographically to reflect the “cost of labor” for the **Blaine, MN** area as calculated by the Economic Research Institute (ERI).

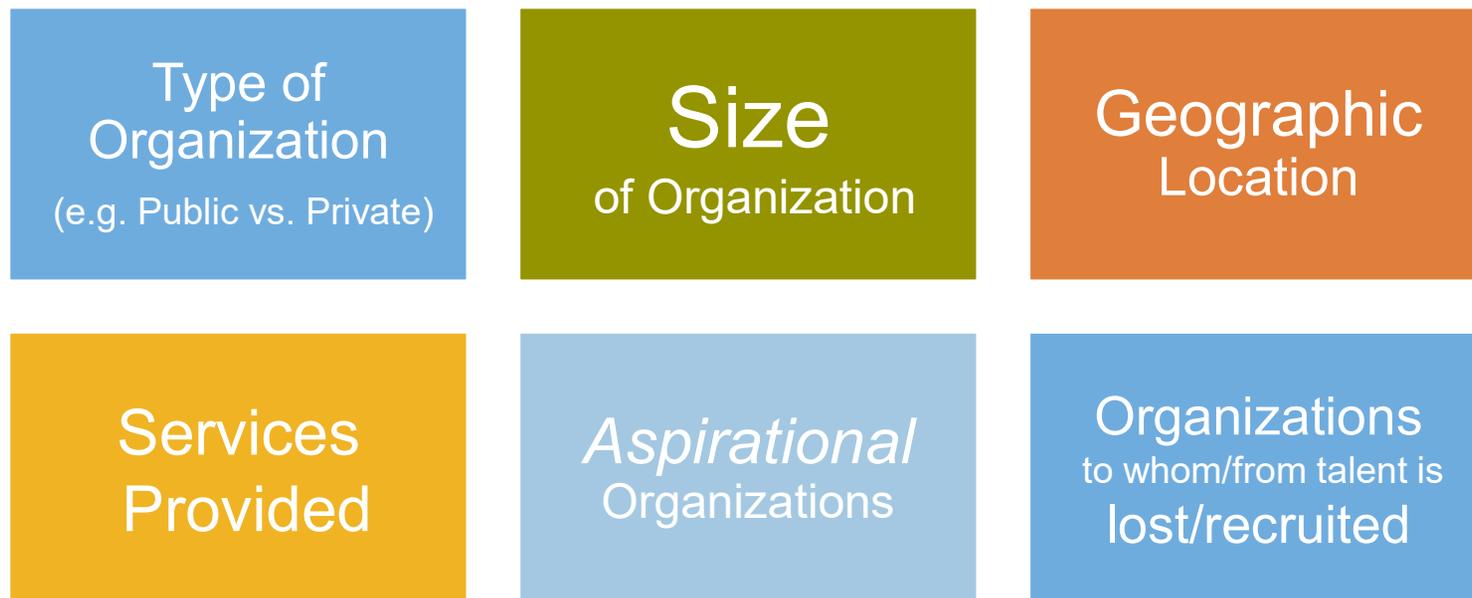


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# Collection and Treatment of Market Data

## Labor Market Selection Considerations



# Survey Sources



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- Custom Survey**

Participant Org	
Anoka Conservation District	x
Browns Creek Watershed District	
Capitol Region Watershed District	
Carnelian Marine St. Croix Watershed District	x
Carver County Water Management Organization	x
Comfort Lake Forest Lake Watershed District	x
Coon Creek Watershed District	x
Dakota County Soil & Water Conservation District	
Minnehaha Creek Watershed District	x
Mississippi Watershed Management Organization (MWMO)	x
Nine Mile Creek Watershed District	x
Prior Lake-Spring Lake Watershed District	x
Ramsey-Washington Metro Watershed District	x
Riley Purgatory Bluff Creek Watershed District	x
Scott County Watershed Management Organization	
South Washington Watershed District	x
State of Minnesota	
Vadnais Lake Area Watershed Management Organization	x
Valley Branch Watershed District	
Vermillion River Watershed JPO	
Washington Conservation District	x

## **Published Survey Sources**

- CompData
- Economic Research Institute (ERI)



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# Data Comparisons and Analysis



## Individual Position Comparisons:

**Base Salaries** - 25th, 50th (Median), and 75th Percentiles

**Salary Ranges** - Average Minimum, Midpoint, and Maximum



## Aggregate Comparisons:

Aggregate comparisons covering all benchmark jobs were calculated to assess the overall competitiveness of **RCWD** compensation



## Pay Target:

Anchored at the market 50th percentile (median) salary rate



# Findings

- Determined average salary of incumbents and compared that data to the 25<sup>th</sup>, 50<sup>th</sup> and 75<sup>th</sup> percentiles of published market data.
- Below are aggregated averages showing how the population currently compares. This would indicate that on average the district is currently Slightly Misaligned with the external market.



Summary Comparison						
	Actual Salary			Salary Ranges		
	Market 25th % Diff	Market 50th % Diff	Market 75th % Diff	Range Min % Diff	Range Mid % Diff	Range Max % Diff
Benchmark Summary – All Data	-1%	-9%	-21%	-14%	-11%	-10%



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# Observations and Recommendations

- There does not appear to be the need for any across the board salary adjustments.
- Adjust salary structure based on market trend data, in order to bring within the competitive range (+/- 10%).
- Evaluate positions that may be impacted and adjust accordingly.
- Adopt formal Compensation Philosophy.
- Implement Salary Administration Guidelines and use tools from the Client Toolkit to help maintain structure.
- In addition to the structure adjustment above, the salary structure should be adjusted by a structure movement trend factor every year to remain competitive with the market.
- Salary advancement through the structure should be linked to performance or other quantifiable measures.

# Implementation

## Updated Salary Structure



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- Adopt new salary structure based on below updates:
  - Adjust current structure upward by 4%, based on the World@Work budget trend report for 2023/2024,
  - Remove grade 4 from the current structure.
    - ≈ No jobs within the current title hierarchy align with grades less than grade 6.
  - Adjust the progression between ranges and range spread to align with best practice approaches.
    - ≈ Progression between grades (midpoint progression) should be gradual and consistent, with a larger spread between grades as they increase.
    - ≈ Range spread (distance from minimum to maximum) should increase as grades increase.

2024 Salary Schedule								
Pay Grade	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)	Range Minimum (Hourly)	Range Midpoint (Hourly)	Range Maximum (Hourly)	Midpoint Progression	Range Spread
5	\$39,137.28	\$48,921.60	\$58,705.92	\$18.82	\$23.52	\$28.22	-	50.0%
6	\$43,829.76	\$54,787.20	\$65,744.64	\$21.07	\$26.34	\$31.61	12.0%	50.0%
7	\$49,088.00	\$61,360.00	\$73,632.00	\$23.60	\$29.50	\$35.40	12.0%	50.0%
8	\$55,048.03	\$70,574.40	\$86,100.77	\$26.47	\$33.93	\$41.39	15.0%	56.0%
9	\$63,306.05	\$81,161.60	\$99,017.15	\$30.44	\$39.02	\$47.60	15.0%	56.0%
10	\$74,986.91	\$97,385.60	\$119,784.29	\$36.05	\$46.82	\$57.59	20.0%	60.0%
11	\$88,809.34	\$116,854.40	\$144,899.46	\$42.70	\$56.18	\$69.66	20.0%	63.0%
12	\$109,558.80	\$146,078.40	\$182,598.00	\$52.67	\$70.23	\$87.79	25.0%	67.0%

# Implementation

## Placement within Structure



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- Assign jobs into structure using the following considerations:
  - Grade of best fit based on external market data (competitive)
  - Internal hierarchy of positions within the District (equitable)
- Evaluated internal hierarchy of positions using a job evaluation tool that takes into account the following factors:
  - Skills, Knowledge & Ability
  - Accountability & Decision Making
  - Nature of Impact & Mental Effort
  - Interpersonal Skills & Communications
  - Working Conditions & Physical Effort

# Implementation

## Placement within Structure

- Calculated all employees Years of Experience in current role.
- Determined "expected rate of pay" within updated ranges based on Years of Experience in current role.
- Identified positions, and employees, that may warrant a change in compensation based on the new salary structure and time with the District.
- Changes in pay will accomplish the following:
  - All employees brought within the new competitive range
  - Time in position for placing employees within range

# Implementation

## Compensation Philosophy

### What is it?

A compensation philosophy is simply a formal statement documenting the company's position about employee compensation. It explains the "why" behind employee pay and creates a framework for consistency.

### Why is having one important?

1. Helps Support Organization Strategy
2. Aids in Attracting Top Talent
3. Increases Employee Engagement and Motivation
4. Ensures Fairness and Equity
5. Increases Retention and Talent Development
6. Ensures Legal and Regulatory Compliance
7. Promotes Transparency and Communication

# Implementation

## Compensation Philosophy

### Key Components

#### Market Competitiveness:

Commitment is to offer total compensation packages that are competitive with those offered by similar organizations within the market and sector. By targeting the median market pay, you aim to balance competitiveness with fiscal responsibility.

#### Internal Equity:

Strive to maintain a balanced and fair compensation system that recognizes the value and contributions of each position while promoting a sense of internal equity amongst staff.

#### Career Growth:

Tie compensation to career progression. Develop clear paths for advancement within the organization and ensure that pay increases are associated with increased responsibilities and skills development.

#### Market Research and Continuous Improvement:

Continuously monitor the job market and industry trends to ensure your compensation packages remain relevant, competitive, and aligned with your organizational objectives and commit to regularly reviewing and adjusting our compensation philosophy and practices accordingly. This is accomplished by regularly benchmarking salaries and benefits against industry standards.

#### Legally Compliant:

Adhere to all applicable laws and regulations governing compensation, and we are dedicated to managing our resources wisely to ensure the long-term financial stability of the organization.

# Implementation

## Pay Administration Guidelines



Insurance | Risk Management | Consulting

### Suggested pay administration guidelines for placing and moving employees through the structure:

- **1st Tri-tile:**

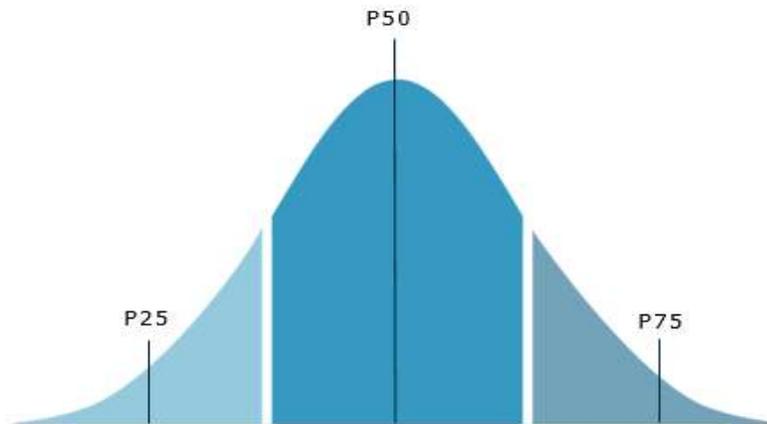
Employees who are early in their career, newer to their role, or who are actively developing role proficiencies are often in the first tri-tile of a pay range. These persons are working toward increasing proficiency, independent discretion, and role expertise. Typical range placement in the first 5+ years of employment.

- **2nd Tri-tile:**

Employees who are fully experienced and qualified, have demonstrated sustained performance for a period of time, and consistently exhibit full proficiency in all aspects of their role (while growing into aspects of future roles) are typically found in the middle tri-tile, within ~10% to ~15% of the market median (high or low). This area of range placement is often occupied by employees with tenures of 5 to 10 or more years. Overtime, it would be anticipated that most tenured employees would occupy this space.

- **3rd Tri-tile:**

Employees with significant experience and demonstrated role expertise over a period of time. These persons have exhibited levels of high performance over a sustained period of time. Often operating as a subject matter expert and serves as a mentor to others in the functional space. Employees with extended organizational tenures or direct experience (10+ years) combined with longstanding high-level performance are often times found in the top tri-tile.



# Implementation

## Pay Administration Guidelines

Adopt tools and resources provided in the Client Toolkit, which are intended to be used as part of the ongoing administration and maintenance of the District's compensation system:

1. **Salary Estimator:** simple tool that can be used for estimating salaries for new hires and/or internal promotions of employees. It allows those making salary decisions to consider the grade and range of the position along with the minimum requirements and the candidate/employees' total years of experience. Using the best practice approach of giving a minimum of 2% credit for every year of experience, beyond the minimum qualifications of a role, this tool is a way to consistently formulate salary offers.
2. **Total Rewards Comparator:** this tool can be used to compare an external candidate's total rewards package to that of an outside employer. This tool can be used to help show the total value of an employee's compensation, beyond just base pay, and can be used as a valuable recruiting tool to external employees or a retention tool for internal employees who may be seeking employment elsewhere.
3. **Internal Equity Assessor:** this tool allows Human Resources, and leaders across the District, to evaluate how employees base pay compare to one another using a consistent set of factors, which could include; performance, years of experience and education level. This is a helpful tool to maintain appropriate compensation levels amongst employees.
4. **Range Distribution Modeling:** this tool can be used to analyze how employees are paid within their respective pay ranges and outlines characteristics of typical employees at certain pay intervals (i.e., 1st, 2nd, 3rd, and 4th quartiles).
5. **FLSA (Fair Labor Standards Act) Review:** this is a simple checklist that allows Human Resources to determine the proper FLSA exemption of a position (exempt/non-exempt, hourly/salary).

# Thank you!

## Gallagher Human Resources & Compensation Consulting Team

901 Marquette Avenue South, Suite 1900 Minneapolis, MN 55402

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## **ITEMS REQUIRING BOARD ACTION**

2. Stormwater Management Grant Awards (Will Roach)

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



**Date:** February 16, 2024  
**To:** RCWD Board of Managers  
**From:** Will Roach, Watershed Technician/Inspector  
**Subject:** 2024 Stormwater Management Grant Program Applications – Recommendation

---

**Introduction**

The Rice Creek Watershed District (RCWD) Board of Managers is being asked to consider approval of Resolution 2024-02; ordering and allocating grant funds to selected Stormwater Management Grant Program applications.

**Background**

At its regular meeting on September 27, 2023, the RCWD Board authorized staff to solicit proposals for the 2024 Stormwater Management Grant Program. A request for proposals was released and five applications applicants submitted a total of five proposals by the application deadline of December 21,2023. Proposals were requested to be preliminary in nature, so as to not require large outlays of capital by applicants only to have their proposal denied. Further planning and design may occur upon approval by the RCWD Board.

The RCWD has made \$300,000 available for grant awards through this program in 2024. A total of \$375,800 was requested through the five eligible applications. A public hearing was held on February 14, 2024, to receive public comment on the applications pursuant to M.S. 103B.251. After the close of public comments, the Board generally discussed the total requested funds exceeding the budgeted program amount by roughly 25%; District staff requested direction from the Board of Managers regarding funding options. The Board requested that staff identify potential funding options that would remain within the budget of the Stormwater Management Grant Program. Following this direction RCWD staff have identified two potential funding options based on the total average ranking scores developed under the program protocols.

The purpose of this agenda item is to provide an opportunity for additional discussion among the Board members regarding the five eligible grant applications, resulting in a decision about which projects will be offered funding and at what level.

RCWD staff discussed the applications with the RCWD CAC during its meeting on February 7, 2024. The CAC’s individual scoring on each application was tabulated during the meeting, resulting a final aggregate CAC score for each application, additionally a CAC member provided their own cost benefit breakdown of phosphorus and total suspended solids (TSS) removal, that document is attached. Houston Engineering (HEI) has also completed an independent review of each application. HEI’s technical review memo for each is included in the packet for the Board’s consideration.

All input from the CAC and Engineer has been considered by the RCWD staff and incorporated into the final funding recommendations which be found in tables 1 and 2 below.

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



**Table 1. Option A – Final Project Rankings and Funding Recommendation**  
**(Full funding of top rank application, even reduction across remaining applications)**

Applicant	Project Title	Scoring				Funding		Source
		Staff	HEI	CAC	Avg	Requested	Offered	
White Bear Township	Bellaire Ave Stormwater Pond	87	80	88	<b>85</b>	\$ 118,000	<b>\$100,000</b>	60-15
Fridley	Street Rehab Project #ST2024-01	77.5	77	87.3	<b>80.6</b>	\$ 30,000	<b>\$23,274</b>	60-15
Arden Hills	2024 Street & Utility Improvements	78.5	73	89.4	<b>80.3</b>	\$ 94,650	<b>\$73,429</b>	60-15
New Brighton	4 <sup>th</sup> St NW Storm Sewer Improvements	80	73	84.9	<b>79.3</b>	\$ 100,000	<b>\$77,580</b>	60-15
Willernie	Craig Place Storm Sewer Improvements	59	59	76	<b>64.7</b>	\$ 33,150	<b>\$25,718</b>	60-15
<b>Total</b>						\$ 375,800	<b>\$300,000</b>	

**Table 2. Option B - Final Project Rankings and Funding Recommendations**  
**(No funding of lowest rank application, even reduction across remaining applications)**

Applicant	Project Title	Scoring				Funding		Source
		Staff	HEI	CAC	Avg	Requested	Offered	
White Bear Township	Bellaire Ave Stormwater Pond	87	80	88	<b>85</b>	\$ 118,000	<b>\$92,400</b>	60-15
Fridley	Street Rehab Project #ST2024-01	77.5	77	87.3	<b>80.6</b>	\$ 30,000	<b>\$27,600</b>	60-15
Arden Hills	2024 Street & Utility Improvements	78.5	73	89.4	<b>80.3</b>	\$ 94,650	<b>\$87,600</b>	60-15
New Brighton	4 <sup>th</sup> St NW Storm Sewer Improvements	80	73	84.9	<b>79.3</b>	\$ 100,000	<b>\$92,400</b>	60-15
Willernie	Craig Place Storm Sewer Improvements	59	59	76	<b>64.7</b>	\$ 33,150	<b>\$0</b>	60-15
<b>Total</b>						\$ 375,800	<b>\$300,000</b>	

**Proposed Motion**

Manager \_\_\_\_\_ moves funding Option (Table 1 or Table 2) and to offer resolution 2024-02 for adoption.

**Attachments**

- Resolution 2024-02
- Draft Cost-Share Agreement Template
- RCWD Engineer Reviews on eligible grant applications (5)
- Eligible grant applications (5)
- CAC cost analysis

**RESOLUTION 2024-02**

**RICE CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS**

**ORDERING 2024 STORMWATER MANAGEMENT GRANT PROJECTS  
PURSUANT TO MINNESOTA STATUTES §103B.251**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_ :

WHEREAS the Rice Creek Watershed District (“District”) has adopted a watershed management plan (“WMP”) in accordance with Minnesota Statutes §103B.231; and,

WHEREAS the WMP’s capital improvement program identifies a cost-share program to improve and remedy stormwater management systems in developed urban environments and, on September 27, 2023, the Board of Managers (“Board”) authorized staff to initiate the program and solicit proposals; and,

WHEREAS the City of Arden Hill’s “2024 PMP Street & Utility Improvements”, the City of Fridley’s “City of Fridley 2024 Street Rehabilitation Project No. ST2024-01”, the City of New Brighton’s “4<sup>th</sup> St NW Storm Sewer Improvements, the City of White Bear Township’s “Bellaire Ave Storm Pond, and the City of Willernie’s “Craig Place Storm Sewer Improvements”(together, the “Projects”) each has been reviewed by District Staff, the District Citizen Advisory Committee and the Board and found to meet program criteria; and,

WHEREAS in accordance with Minnesota Statutes §103B.251, subdivision 3, the District held a duly noticed public hearing on ordering of the Projects on February 7, 2024, at the Shoreview City Council Chambers, at which time all interested parties had the opportunity to speak for and against any of the Projects; and,

WHEREAS the District Engineer has evaluated each of the Projects, including its technical elements and cost-effectiveness, and the Engineer’s views have been fully considered by the Board; and,

WHEREAS the Board has reviewed and approved a cost-share agreement template for use with each of the entities proposing a project, providing generally that on the Board’s ordering of a Project and its completion by the proponent, the District will provide reimbursement for 50 percent of approved project costs up to a specified amount through RCWD’s Stormwater Management Grant Program, and that the proponent will maintain its project in accordance with a maintenance plan approved by the District; and,

WHEREAS the Board finds that each of the Projects, as completed and maintained in accordance with the terms and responsibilities of the cost-share agreement, will be conducive to public health and promote the general welfare, and is in compliance with Minnesota Statutes §§103B.205 to 103B.255 and the WMP adopted pursuant to §103B.231.

THEREFORE, BE IT RESOLVED that pursuant to Minnesota Statutes §103B.251 and the WMP, each of the Projects is ordered; and,

BE IT FURTHER RESOLVED that the Board of Managers hereby authorizes the Administrator to execute each of the respective cost-share agreements between the Rice Creek Watershed District and the City of Arden Hills, City of Fridley, City of New Brighton, City of White Bear Township and City of Willernie, with any final non-material changes and on advice of counsel; and,

BE IT FINALLY RESOLVED that the limit of the District’s contribution to each Project is as follows:

City of White Bear Township – Bellaire Ave Storm Pond	\$100,000
City of Fridley – City of Fridley 2024 Street Rehabilitation Project No.ST2024-01	\$ 23,274
City of Arden Hills – 2024 PMP Street & Utility Improvements	\$73,429
City of New Brighton – 4 <sup>th</sup> St NW Storm Sewer Improvements	\$77,580
City of Willernie – Craig Place Storm Sewer Improvements	\$25,718

OR;

City of White Bear Township – Bellaire Ave Storm Pond	\$94,400
City of Fridley – City of Fridley 2024 Street Rehabilitation Project No.ST2024-01	\$27,600
City of Arden Hills – 2024 PMP Street & Utility Improvements	\$87,600
City of New Brighton – 4 <sup>th</sup> St NW Storm Sewer Improvements	\$92,400
City of Willernie – Craig Place Storm Sewer Improvements	\$0

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

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

Upon vote, the President declared the Resolution \_\_\_\_\_.

\_\_\_\_\_ Dated: \_\_\_\_\_, 2024  
 Jessica Robertson, Secretary

\* \* \* \* \*

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

IN TESTIMONY WHEREOF, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
 Jessica Robertson, Secretary

**2024 STORMWATER MANAGEMENT  
GRANT AGREEMENT**

GRANT AGREEMENT between the Rice Creek Watershed District, 4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota 55449 and           [insert grantee]          ,           [insert address]          .

**RECITALS**

WHEREAS, the           [insert grantee]           (Grantee) intends to construct a project titled "          [insert project title]          " (Project); and,

WHEREAS, the Rice Creek Watershed District (District) operates a Stormwater Management Grant Program for the improvement and remediation of stormwater management systems throughout the Rice Creek Watershed; and,

WHEREAS, in accordance with District program guidelines, the District desires to provide the Grantee financial assistance for the Project.

THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, the District and the Grantee agree as follows:

**I. GRANTEE RESPONSIBILITIES.**

- A. *Design Plan, Operation Plan and Maintenance Plan.* Design plans for the project must be signed by a licensed professional engineer or landscape architect. The Grantee will submit (1) final signed plans and specifications for the Project, and (2) an operations and maintenance plan to the District for the Administrator’s written approval, not to be unreasonably withheld. The Project plans and specifications must include a public education component. The District, in its discretion, may approve a non-structural public education component.
- B. *Construction and Maintenance.* The Grantee, through its own personnel and/or contractors, will construct the Project in accordance with the approved Project plans and specifications and maintain it indefinitely in accordance with the approved maintenance plan. In doing so, the Grantee will comply with all applicable laws and regulations and will be responsible for acquiring all permits, approvals and temporary and permanent rights of access or easement.
- C. *Perpetual Access for Maintenance.* The Grantee shall submit to the District, in a form acceptable to the District, legal assurance that the Grantee has perpetual access to the Project’s location for construction, operation and maintenance and that the Project will be maintained in perpetuity.
- D. *Completion of Construction.* The Grantee’s staff or consulting engineer will certify the completion of Project construction in accordance with the approved plans and specifications no later than October 30, 2026. The Grantee will submit to the District documentation of Project expenditures and the certification of completion no later than December 31, 2026.

## II. DISTRICT RESPONSIBILITIES.

- A. *Grant Funds.* To defray the Project cost to the Grantee, the District will provide the Grantee financial assistance in the amount of fifty (50) percent of the Project's eligible costs, as determined by the District, with the total amount of District assistance not to exceed \$ [insert grant amount].
- B. *Payment Schedule.* On District approval of the Project plans, specifications, and operations and maintenance plan, certification by the Grantee that it has obtained all necessary permits and approvals, District approval of the Grantee's perpetual access and maintenance assurance, and receipt of the Grantee's issued notice to proceed, the District may disburse fifty (50) percent of the RCWD Board approved grant amount upon request of the Grantee. On District receipt of the certification of completion and review of such Project documentation as it may require, the District will disburse the remaining RCWD Board approved funds.
- C. *Contingencies.* The District's obligation to provide grant funds is contingent on the Grantee's compliance with the terms of this agreement, including but not limited to Project completion in accordance with the District-approved plans and specifications by October 30, 2026, and Project maintenance in accordance with the approved maintenance plan. The Grantee will return to the District any grant funds already received if this condition is not satisfied.

## III. MISCELLANEOUS.

- A. *Relationship of Parties.* Nothing in this agreement creates or establishes a partnership, joint venture or agency relationship between the parties. District review or approval of design plans and specifications, a maintenance plan and any other Project-related documents is solely for the District's own accounting for funds expended. As between the parties, the Grantee is solely responsible for selection of the Project design and the means, method and manner of construction. Nothing in this agreement creates any right in any third party or affects any immunity, defense or liability limitation enjoyed by either party.
- B. *Employees.* The Grantee represents that it has or will secure, at its own expense, all personnel and/or contractors required for the performance of this agreement. No Grantee personnel or contractor will be considered an agent, representative or employee of the District.
- C. *Liability.* The Grantee agrees to hold harmless and indemnify the District, and its managers, staff and representatives, up to the maximum liability limits of Minnesota Statutes Section 466.04, against any claim, expense or damage, including attorney fees, arising from the performance of this agreement.
- D. *Assignment or Modification.* This agreement binds and inures to the benefit of the Grantee and the District, and their respective successors and assigns. Neither party may assign this agreement without the prior written consent of the other. Any modification of the agreement must be in writing and signed by both parties.
- E. *Public Documents.* All submitted information, including application, conceptual design, cost estimates, bid tabulations, final designs and specifications, copies of permits and proof of expenditures will become a part of the public record. Grantee will not claim intellectual property rights in any such information.

F. *Effective Date.* This agreement is effective as of the date all signatures below have been provided.

Dated: \_\_\_\_\_, 2024

**[INSERT GRANTEE]**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2024

**RICE CREEK WATERSHED DISTRICT**

By: \_\_\_\_\_  
Nick Tomczik, Administrator

DRAFT

# Memorandum

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**To:** Will Roach & Molly Nelson  
Rice Creek Watershed District

**From:** Kate MacDonald, P.E.

**Through:** Chris Otterness, P.E.

**Subject:** White Bear Township – 2024 RCWD  
Stormwater Management Grant – Bellaire  
Avenue Storm Pond

**Date:** January 29, 2024

**Project:** File 5555-0061

Houston Engineering Inc. (HEI) is providing a technical review of the 2024 Stormwater Management Grant (SWMG) applications on behalf of the Rice Creek Watershed District (District). The review includes not only evaluating consistency with the goals of the SWMG program, but the technical merits and feasibility of the proposed project. Based upon our review of the application by White Bear Township, we offer the following comments for your use:

- The project proposes the construction of a new stormwater pond to alleviate chronic overflows from an existing stormwater pond in Bellaire Park. This overtopping has resulted in erosion along the beach area in the park.
- The applicant indicated that the project would eliminate overtopping of the pond in the 2-year and 10-year events while reducing both the overtopping flow rates as well as the total flow rates to White Bear Lake.
- No calculations of water quality treatment were provided; however, the pond will drop out some sediment from untreated stormwater and will reduce runoff volume. The project is also anticipated to reduce erosion in the park.
- Property rights have been acquired and project is anticipated for construction in summer of 2024.
- The project has a moderate to low educational opportunity. Project would coordinate during construction and potentially install permanent signage.
- The applicant is requesting \$118,000 to complete the project, a 50% cost share.

Please call me at 763-493-4522 if I may be of further assistance with regard to this matter.

# Memorandum

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**To:** Will Roach & Molly Nelson  
Rice Creek Watershed District

**From:** Kate MacDonald, P.E.

**Through:** Chris Otterness, P.E.

**Subject:** City of Fridley – 2024 RCWD Stormwater  
Management Grant – 2024 Street Rehabilitation  
Project No. ST2024-01

**Date:** January 29, 2024

**Project:** File 5555-0061

Houston Engineering Inc. (HEI) is providing a technical review of the 2024 Stormwater Management Grant (SWMG) applications on behalf of the Rice Creek Watershed District (District). The review includes not only evaluating consistency with the goals of the SWMG program, but the technical merits and feasibility of the proposed project. Based upon our review of the application by the City of Fridley, we offer the following comments for your use:

- The project proposes to install a hydrodynamic device at Channel Road to capture sediment and pollutants from untreated stormwater runoff prior to discharging to Rice Creek.
- The applicant indicated that the project would remove 0.987 lbs of TP and 289 lbs of TSS per year using the WinSLAMM model. This equates to \$6.92/lb of TSS removal and \$2,026/lb of TP removal over a 30-year life.
- Construction would take place in 2024 as part of the annual street rehabilitation project.
- The project has a moderate to low educational opportunity. Project would be included in a quarterly new letter.
- The applicant is requesting \$30,000 to complete the project, a 50% cost share.

Please call me at 763-493-4522 if I may be of further assistance with regard to this matter.

# Memorandum

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**To:** Will Roach & Molly Nelson  
Rice Creek Watershed District

**From:** Kate MacDonald, P.E.

**Through:** Chris Otterness, P.E.

**Subject:** City of Arden Hills – 2024 RCWD Stormwater Management Grant – 2024 PMP Street & Utility Improvements

**Date:** January 29, 2024

**Project:** File 5555-0061

Houston Engineering Inc. (HEI) is providing a technical review of the 2024 Stormwater Management Grant (SWMG) applications on behalf of the Rice Creek Watershed District (District). The review includes not only evaluating consistency with the goals of the SWMG program, but the technical merits and feasibility of the proposed project. Based upon our review of the application by the City of Arden Hills, we offer the following comments for your use:

- The project proposes to install nine (9) sump manhole with SAFL baffles to replace the final storm sewer structure prior to an outfall. The sumps do not discharge directly into a resource of concern, but eventually outlet into Valentine Lake (approximately 0.5± miles away).
- The applicant indicated that the project would remove 7.05 lbs of TP and 2,338 lb of TSS per year using the SHASM model. This equates to \$2.70/lb of TSS removal and \$895/lb of TP removal over a 30-year life.
- Based on the supplied dates, construction would take place in 2024 as part of the annual street rehabilitation project.
- The project has a moderate to low educational opportunity. Project will be included in a community newsletter
- The applicant is requesting a \$94,650 to complete the project, a 50% cost share.

Please call me at 763-493-4522 if I may be of further assistance with regard to this matter.

# Memorandum

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**To:** Will Roach & Molly Nelson  
Rice Creek Watershed District

**From:** Kate MacDonald, P.E.

**Through:** Chris Otterness, P.E.

**Subject:** City of New Brighton – 2024 RCWD Stormwater Management Grant – 4th Street NW between Old Highway 8 NW and 12th Avenue NW

**Date:** January 29, 2024

**Project:** File 5555-0061

Houston Engineering Inc. (HEI) is providing a technical review of the 2024 Stormwater Management Grant (SWMG) applications on behalf of the Rice Creek Watershed District (District). The review includes not only evaluating consistency with the goals of the SWMG program, but the technical merits and feasibility of the proposed project. Based upon our review of the application by the City of New Brighton, we offer the following comments for your use:

- The project proposes to install a second trunk storm sewer line on 4<sup>th</sup> Street to reduce street flooding and the potential for adjacent property damage.
- The applicant indicated that the project would reduce the flood elevation along 4<sup>th</sup> Street by 1.7-feet for the 100-year rainfall event. It is not clear to what extent this translates into protection of structures but will significantly decrease roadway flooding. District wide modeling indicated that it would have no negative effects (and a small positive effect) on the downstream regional flood elevation.
- Construction would take place in 2024 as part of the annual street rehabilitation project.
- The project has a moderate to low educational opportunity. Project will be included in a community newsletter and social media channels.
- The applicant is requesting \$100,000 to complete the project, an 11% cost share.

Please call me at 763-493-4522 if I may be of further assistance with regard to this matter.

# Memorandum

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**To:** Will Roach & Molly Nelson  
Rice Creek Watershed District

**From:** Kate MacDonald, P.E.

**Through:** Chris Otterness, P.E.

**Subject:** City of Willernie – 2024 RCWD Stormwater Management Grant – Craig Place Storm Sewer Improvements

**Date:** January 29, 2024

**Project:** File 5555-0061

Houston Engineering Inc. (HEI) is providing a technical review of the 2024 Stormwater Management Grant (SWMG) applications on behalf of the Rice Creek Watershed District (District). The review includes not only evaluating consistency with the goals of the SWMG program, but the technical merits and feasibility of the proposed project. Based upon our review of the application by the City of Willernie, we offer the following comments for your use:

- The project proposes to upsize an existing storm sewer pipe from 6 to 12-inches to reduce street and potential property flooding at Kindross Road and Craig Place
- No specific project calculation provided. The project will increase flow rate from this area, which may or may not affect downstream hydraulics. It is not known how effective the flood reduction would be in reducing known flooding concerns.
- The project can begin in spring of 2024 and has a 1-month timeline.
- The project has a moderate to low educational opportunity. An open house to discuss improvements is proposed.
- The applicant is requesting \$33,150 to complete the project, a 50% cost share.

Please call me at 763-493-4522 if I may be of further assistance with regard to this matter.



# Rice Creek Watershed District Stormwater Management Grant Program 2024 Application Form

## I. APPLICANT INFORMATION

Organization (to be named as Grantee): White Bear Township  
 Street Address: 1281 Hammond Road  
 City, State, Zip: White Bear Township, MN 55110  
 Tax Status: Local Government Tax ID#: 41-6005642  
*(e.g., local government, non-profit 501(c)(3), private business, etc.)*

## II. PROJECT CONTACTS

Project Officer: <u>Patrick Christopherson</u>	Financial Officer: <u>Tom Kelly</u>
Title: <u>Clerk/Treasurer</u>	Title: <u>Finance Officer</u>
Telephone: <u>651-747-2768</u>	Telephone: <u>651-747-2760</u>
Fax: _____	Fax: _____
Email: <u>pat.christopherson@whitebeartownship.org</u>	Email: <u>tom.kelly@whitebeartownship.org</u>

## III. PROJECT INFORMATION

Project Name: Bellaire Ave Storm Pond  
 Location(s) of Project: SE corner of Bellaire Avenue & South Shore Boulevard  
 City: White Bear Township State: MN County: Ramsey  
 Project Start Date: 6/1/2024 Project Completion Date: 10/30/2024

Project Type (check only those that directly apply):

- Water Quality Treatment Project       Stormwater Reuse Irrigation Project
- Peak Runoff Rate Control Project       Runoff Volume Control / Flood Storage Project
- Other: Prevent overtopping of pond, reducing maintenance and safety issues

Is a RCWD Rule C permit required for this project?       YES     NO     UNKNOWN

## IV. GRANT REQUEST

RCWD Grant Funding Requested:    \$ 118000  
 Applicant Match Funding Committed: \$ 118000  
 State/Other Funding Committed:    \$ 0      Source(s): \_\_\_\_\_  
 Total Estimated Project Cost:      \$ 236000

Would you be willing to accept grant funding in an amount less than requested?     YES     NO

## V. SIGNATURE OF APPLICANT

**I certify that the information contained within this application is true and accurate.**

\_\_\_\_\_  
Signature of Project Officer

12/21/2023

\_\_\_\_\_  
Date

## VI. Executive Summary / Abstract

Include a brief Executive Summary (100 words or less) that summarizes the main goals and activities of the project and the expected environmental outcomes that will be achieved. Identification of the total amount of funds being requested along with the required match, and how you heard about the program should be included in the Executive Summary. The summaries will be used in the grant review process and on the RCWD website, for projects that are funded.

The goal of the improvements is to alleviate overflow of the existing stormwater pond in Bellaire Park, which is undersized and frequently overtops and flows overland through the park directly into White Bear Lake, creating issues with maintenance, safety and lack of water quality.

The scope of work includes constructing a new stormwater pond in a vacant lot at the SE corner of Bellaire Ave and South Shore Blvd, to prevent overtopping during storm events. White Bear Township purchased the lot to perform the water quality improvements. White Bear Township is requesting \$118,000 out of a project total cost of \$236,000.

## VII. Description (10 points)

The RCWD has established guidelines for prioritizing projects based on location. Water quality improvement projects should be located to benefit a RCWD lake classified as either "Protection" or "Restoration" (see Table 2-4 in the RCWD 2020 Watershed Management Plan), and/or a waterbody with an approved Total Maximum Daily Load (TMDL) study or other recognized diagnostic water quality study. Flood storage and runoff rate control projects should focus on reducing peak flood elevations in known regional flood hazard areas and/or documented local problem areas. Describe the specific watershed management, water quality or quantity need(s) that the project will address and its impact on the target water resource within the District.

Name the target waterbody benefitting from this project: White Bear Lake

List and describe the Best Management Practices (BMPs) to be incorporated into this project.

The project includes construction of a new stormwater pond to prevent overtopping events in the existing undersized Bellaire Beach Park pond. This will result in less maintenance, fewer safety issues, and increased water quality.

As part of this project, Rip Rap will also be added.

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximizes infiltration.

There is no impervious area increase or modifications.

Provide drawings, maps and/or schematics which graphically illustrate the location and conceptual design of the project. **(Attach separate sheets.)**

Describe how long-term operation and maintenance of the project will be accomplished.

The Township will inspect the pond according to the schedule required by the MS4 General Permit of once per permit term for stormwater ponds.

Based upon inspection results, repair, replacement or maintenance needs will be identified to restore the pond for proper operation and to prevent negative environmental impacts.

### VIII. Prioritization (15 points)

How does the project support existing regional planning efforts such as the RCWD Watershed Management Plan, municipal surface water management plans, TMDLs, or other recognized diagnostic studies? Is the project included on the Member Community Project List (Appendix G) within the RCWD Watershed Management Plan? Please provide citations where possible.

The project is included under the RCWD Watershed Management Plan Appendix G, section 4.3.6.

The project supports goals in the White Bear Township Surface Water Management Plan:

Section 4.0.1 Lakes Goal-Protect and preserve the quality of local lakes

Section 4.0.7 Water Quantity Goal-Control the rate of storm water runoff from development to reduce downstream flooding and erosion

### IX. Targeting (15 points)

Describe the critical pollution or flooding sources and risks addressed by this project. Explain why the proposed project is the most cost-effective and feasible means to attain the expected resource benefits. Has a formal analysis been conducted to substantiate this position?

The existing stormwater pond at Bellaire Beach Park is undersized, frequently overtopping and flowing overland through the park into White Bear Lake. This creates safety, water quality and maintenance issues.

An analysis of 5 storm pond scenarios was done to compare combinations of additional ponding and pipe-upsizing for the purpose of preventing overtopping events.

Expanding the pond within the same park boundaries directly reduces the park area and is undesirable. Analysis of building an additional pond in a vacant lot across from the park was done. It shows that peak discharges would be lowered, and overtopping can be prevented during 2- and 5- year storms in a cost effective and feasible manner if a new pond is constructed on the vacant lot and the outlet pipes in the existing pond are upsized from 15" to 27".

### X. Measurable Outcomes (20 points)

Provide a detailed estimate and description of the anticipated pollutant reduction, stormwater rate/volume reduction, groundwater withdrawal reduction, and/or other environmental or natural resource benefits associated with the project. Describe the methods and cite the sources (i.e. P8 model, HydroCAD, XP-SWMM, MIDS, MN Stormwater Manual, etc.) used to calculate or estimate the pollutant reductions and/or hydrologic outcomes. **(Mandatory for RCWD to consider your proposal!)**

The proposed improvements were modeled in HydroCAD, showing reduced peak total and overflow discharges from the existing Bellaire Park pond during storm events. In addition, overtopping would not occur during 2- and 5-year storms.

Existing Conditions	2-year	5-year	10-year	50-year	100-year
Peak Secondary (Overflow) Discharges (cfs)	5.36	14.94	23.39	53.74	77.18
Total Peak Discharges (cfs)	13.37	23.35	32.03	62.99	86.78
Proposed Conditions (New pond and upsized outlet pipe)	2-year	5-year	10-year	50-year	100-year
Peak Secondary (Overflow) Discharges (cfs)	0.00	0.00	5.47	31.78	55.02
Total Peak Discharges (cfs)	12.90	19.35	27.64	56.98	81.84

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project, including how success will be defined and measured.

The existing and proposed ponds will be inspected by the Township per the MS4 schedule. Instances of overtopping in the existing pond will be compared to rainfall totals to determine if the results from the HydroCAD model are being met.

**XI. Cost-Effectiveness (20 points)**

Provide a detailed budget that lists each item for which funding is being requested. You must also list the sources of required local matching contributions. Why is this the most cost-effective approach to solving the problem? Have other alternatives been explored? **(Attach separate sheets if needed.)**

A cost estimate is attached. Five stormwater pond design scenarios were investigated for improving the existing Bellaire Park pond, including upsizing the existing outlet pipe, two scenarios for installing a new stormwater pond in a vacant lot across from Bellaire Park, and two scenarios for installing large ponds that are bigger than the vacant lot but provide retention of larger storm events.

Upsizing the existing pond in the park directly reduces the park area and is not desirable. The proposed improvements greatly increase storage, reduce peak and overflow runoff rates, prevent overtopping of the pipe during 2- and 5- year storms, and will improve water quality. The proposed pond takes up the entire vacant lot, and cannot be made any larger.

**XII. Project Readiness (10 points)**

Please describe the anticipated timeline for implementing this project. What steps have been taken to ensure that the project can be implemented according to this timeline? Are any permits needed?

The project is anticipated for Summer 2024 construction. The Township has already purchased the vacant lot where the proposed pond will be located. A permit is required under Rule D (Erosion and Sediment Control Plans), for which the Township will apply.

**XIII. Engagement Opportunities (10 points)**

Demonstrate any potential for public engagement, education and demonstration and describe what methods will be used to ensure that the purpose and success of the project are made known to the public. Applicants must incorporate a public engagement component into the project.

Neighboring residents will be contacted during planning and construction of the project. The Township is interested in installing a permanent project sign, partnering with RCWD on determining the appropriate language.

**BELLAIRE AVENUE POND  
WHITE BEAR TOWNSHIP  
ENGINEER'S PRELIMINARY ESTIMATE OF COST**

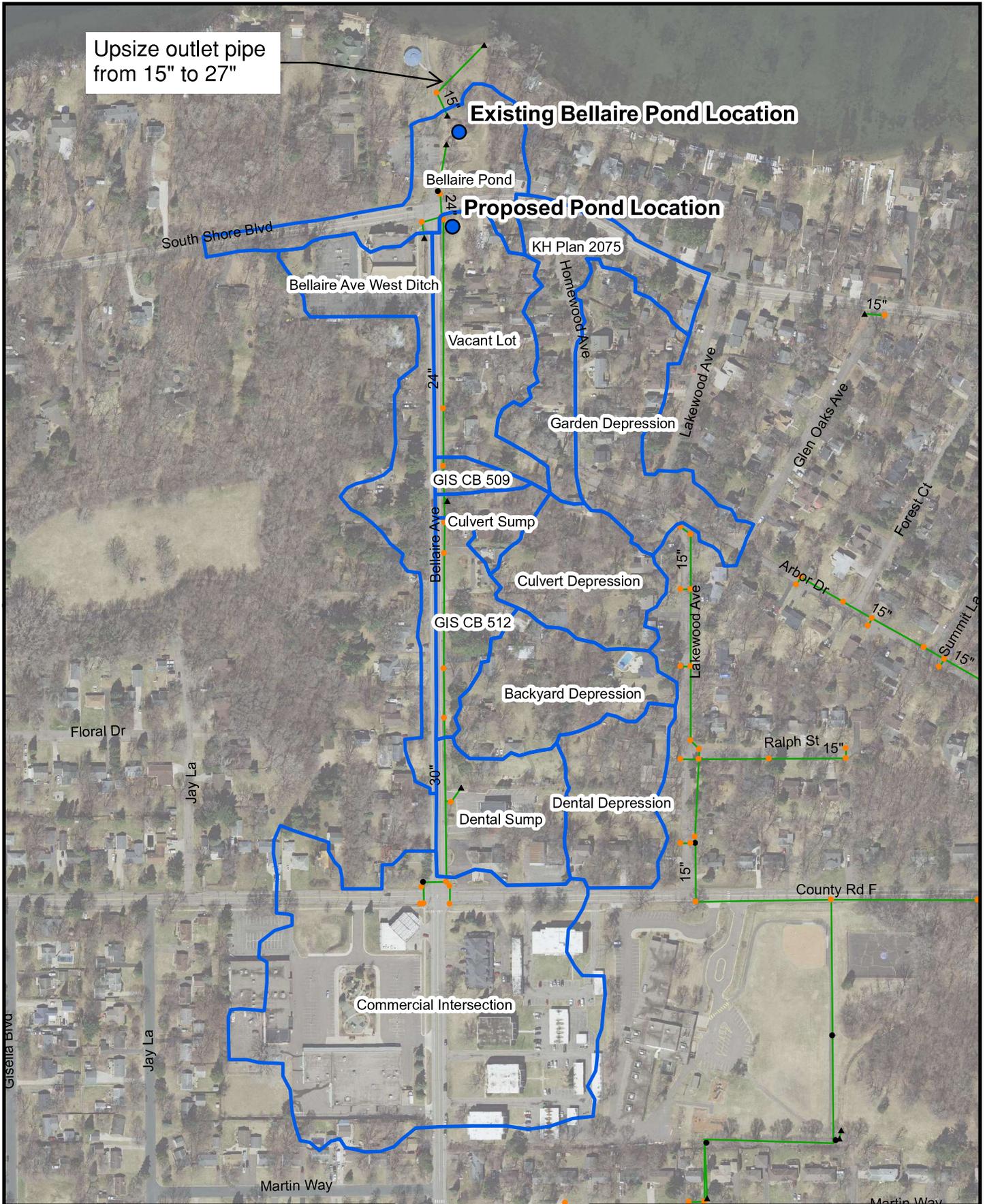
**DRAINAGE IMPROVEMENTS**

1	LS	MOBILIZATION	\$	10,000
1	LS	TRAFFIC CONTROL	\$	4,000
1	EA	TREE REMOVAL	\$	1,500
188	LF	REMOVE SEWER PIPE (STORM)	\$	4,000
440	LF	SILT FENCE TYPE MS	\$	1,400
1,265	CY	POND EXCAVATION	\$	51,000
125	CY	COMMON EMBANKMENT (CV)	\$	2,500
2	EA	24" RC PIPE APRON	\$	6,000
2	EA	27" RC PIPE APRON	\$	7,000
62	LF	24" RC PIPE SEWER	\$	9,000
188	LF	27" RC PIPE SEWER	\$	30,000
2	EA	CONNECT TO EXISTING STORM SEWER	\$	4,000
440	LF	CHAIN LINK SAFETY FENCE	\$	25,000
1	EA	FENCE GATE	\$	5,000
110	CY	FINE FILTER AGGREGATE (CV)	\$	7,300
110	CY	FILTER TOPSOIL BORROW	\$	7,300
0.25	ACRE	SEEDING	\$	1,800
20	CY	RIP RAP	\$	2,000
CONSTRUCTION COST			\$	178,800
+10% CONTINGENCIES			\$	17,880
SUBTOTAL WITH CONTINGENCIES			\$	196,680
ENGINEERING, LEGAL, FISCAL, AND ADMINISTRATION (20%)			\$	39,320
SUBTOTAL WITH ENGINEERING, LEGAL, FISCAL, AND ADMINISTRATION			\$	236,000

**TOTAL ESTIMATED PROJECT COST** **\$ 236,000**

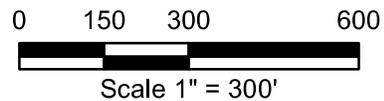
**RCWD COST-SHARE FUNDS REQUESTED** **\$ 118,000**

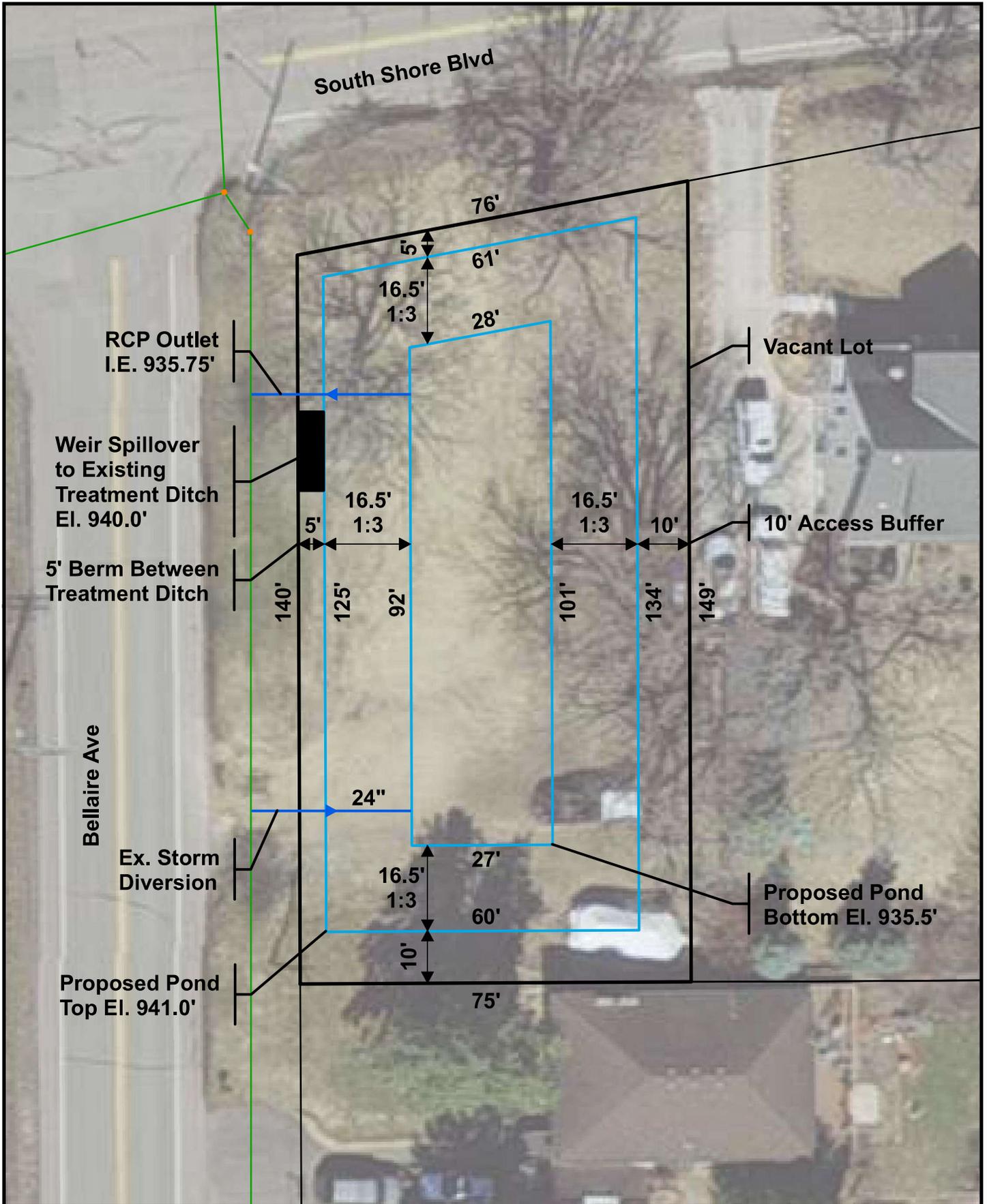
The estimated costs are according to average prices received on similar projects in other areas. The actual costs for this project will be determined through a bidding process and can vary with market conditions at the time of the bid.



**Figure 1: Drainage Area Map**

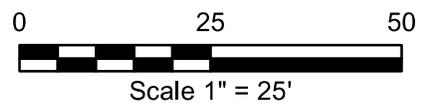
Date: 05/25/2022  
 By: RJH  
 Check:





**Figure 3: Potential Pond Layout**

Date: 05/25/2022  
 By: RJH  
 Check:





# Rice Creek Watershed District

## Stormwater Management Grant Program

### 2024 Application Form

**I. APPLICANT INFORMATION**

Organization (to be named as Grantee): City of Fridley  
 Street Address: 7071 University Avenue NE  
 City, State, Zip: Fridley, MN, 55432  
 Tax Status: Local Government Tax ID#: 41-6007700  
*(e.g., local government, non-profit 501(c)(3), private business, etc.)*

**II. PROJECT CONTACTS**

Project Officer: <u>Brandon Brodhag, P.E.</u>	Financial Officer: <u>Joe Starks</u>
Title: <u>Assistant City Engineer</u>	Title: <u>Finance Director / City Treasurer</u>
Telephone: <u>(763) 238-8086</u>	Telephone: <u>(763) 572-3520</u>
Fax: _____	Fax: _____
Email: <u>brandon.brodhag@fridleymn.gov</u>	Email: <u>joe.starks@fridleymn.gov</u>

**III. PROJECT INFORMATION**

Project Name: City of Fridley 2024 Street Rehabilitation Project No. ST2024-01  
 Location(s) of Project: Norton Avenue, Lucia Lane, Channel Road, 66th Avenue  
 City: Fridley State: MN County: Anoka  
 Project Start Date: May 2024 Project Completion Date: September 2024  
 Project Type (check only those that directly apply):  
 Water Quality Treatment Project     Stormwater Reuse Irrigation Project  
 Peak Runoff Rate Control Project     Runoff Volume Control / Flood Storage Project  
 Other: \_\_\_\_\_  
 Is a RCWD Rule C permit required for this project?     YES     NO     UNKNOWN

**IV. GRANT REQUEST**

RCWD Grant Funding Requested:    \$ 30,000  
 Applicant Match Funding Committed: \$ 30,000  
 State/Other Funding Committed:    \$ \_\_\_\_\_ Source(s): \_\_\_\_\_  
 Total Estimated Project Cost:        \$ 60,000  
 Would you be willing to accept grant funding in an amount less than requested?     YES     NO

**V. SIGNATURE OF APPLICANT**

I certify that the information contained within this application is true and accurate.

<u>Brandon Brodhag</u>	<u>12/21/2023</u>
Signature of Project Officer	Date

## VI. Executive Summary / Abstract

Include a brief Executive Summary (100 words or less) that summarizes the main goals and activities of the project and the expected environmental outcomes that will be achieved. Identification of the total amount of funds being requested along with the required match, and how you heard about the program should be included in the Executive Summary. The summaries will be used in the grant review process and on the RCWD website, for projects that are funded.

**The City of Fridley's 2024 Street Rehabilitation Project includes pavement & utility improvements across various City streets. Proposed stormwater quality improvements with the project include the construction of a hydrodynamic device at Channel Road to capture sediment and pollutants from untreated stormwater runoff prior to discharging to Rice Creek. A total of \$30,000 in funding is requested for the proposed improvements, with the City contributing \$30,000 in matching funds.**

## VII. Description (10 points)

The RCWD has established guidelines for prioritizing projects based on location. Water quality improvement projects should be located to benefit a RCWD lake classified as either "Protection" or "Restoration" (see Table 2-4 in the RCWD 2020 Watershed Management Plan), and/or a waterbody with an approved Total Maximum Daily Load (TMDL) study or other recognized diagnostic water quality study. Flood storage and runoff rate control projects should focus on reducing peak flood elevations in known regional flood hazard areas and/or documented local problem areas. Describe the specific watershed management, water quality or quantity need(s) that the project will address and its impact on the target water resource within the District.

Name the target waterbody benefitting from this project: Rice Creek/Locke Lake

List and describe the Best Management Practices (BMPs) to be incorporated into this project.

**This project proposes to install a hydrodynamic device along Channel Road NE. This device will capture sediment and other pollutants from untreated stormwater runoff within the storm sewer system prior to discharging to Rice Creek. It is an ideal BMP within this project area due to the device's limited footprint and underground location given the lack of available public right-of-way in the surrounding area.**

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximizes infiltration.

N/A

Provide drawings, maps and/or schematics which graphically illustrate the location and conceptual design of the project. **(Attach separate sheets.)**

Describe how long-term operation and maintenance of the project will be accomplished.

**Following construction, the proposed hydrodynamic device would be added to the City's regular storm sewer maintenance program. The City's Public Works Department currently maintains two similar hydrodynamic devices within the existing storm sewer network. Utilizing the City's vacuum truck, Public Works staff are capable of regular inspection and maintenance of the device. The device will be inspected at a minimum of once annually and sediment removal within the device will be performed annually or more frequently based upon the manufacturer's guidelines.**

### VIII. Prioritization (15 points)

How does the project support existing regional planning efforts such as the RCWD Watershed Management Plan, municipal surface water management plans, TMDLs, or other recognized diagnostic studies? Is the project included on the Member Community Project List (Appendix G) within the RCWD Watershed Management Plan? Please provide citations where possible.

**This project addresses the issue of "Accelerated Sedimentation" identified in RCWD's Watershed Management Plan and meets Goal WQ-1b of pursuing urban BMPs to address sediment delivery to District Water Resources. The project also addresses Issue 1.1 within the City's Local Water Plan and falls within Action 1.1.A which directs the City to install stormwater BMPs during capital investment projects and Action 1.3.C which directs the City to integrate water quality improvements into road reconstruction projects. This project was included within the Living Streets worksheet for ST24-01 adopted by the Fridley City Council. The project will address Rice Creek's impairment for aquatic life as well as reduce sedimentation and ongoing maintenance of downstream Locke Lake, a District facility.**

### IX. Targeting (15 points)

Describe the critical pollution or flooding sources and risks addressed by this project. Explain why the proposed project is the most cost-effective and feasible means to attain the expected resource benefits. Has a formal analysis been conducted to substantiate this position?

**The proposed device will remove sediment and other pollutants from Rice Creek which is impaired for aquatic life due to sediment pollution. The hydrodynamic device is a cost-effective option to remove sediment from areas with limited right-of-ways. The device was identified as a recommended BMP during planning efforts between the City, RCWD, and Anoka Conservation District to incorporate stormwater management within the road project under the City's Living Streets policy.**

### X. Measurable Outcomes (20 points)

Provide a detailed estimate and description of the anticipated pollutant reduction, stormwater rate/volume reduction, groundwater withdrawal reduction, and/or other environmental or natural resource benefits associated with the project. Describe the methods and cite the sources (i.e. P8 model, HydroCAD, XP-SWMM, MIDS, MN Stormwater Manual, etc.) used to calculate or estimate the pollutant reductions and/or hydrologic outcomes. **(Mandatory for RCWD to consider your proposal!)**

**Pollutant reduction calculations on the proposed hydrodynamic structure were performed by the Anoka Conservation District (ACD) using WinnSLAMM. The proposed hydrodynamic device is anticipated to remove 289 lb/ TSS/year (14.8% reduction) and 0.987 lb/TP/year (9.9% reduction), respectively.**

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project, including how success will be defined and measured.

**Following construction of the hydrodynamic device, the City will record the frequency of cleanings as part of the device's routine maintenance. The City will also record the weights of debris removed, as feasible, to evaluate the device's sediment/pollution removal effectiveness.**

**XI. Cost-Effectiveness (20 points)**

Provide a detailed budget that lists each item for which funding is being requested. You must also list the sources of required local matching contributions. Why is this the most cost-effective approach to solving the problem? Have other alternatives been explored? **(Attach separate sheets if needed.)**

**An itemized budget for funding consideration has been included with the application. A total of \$30,000 in funds are requested for the proposed improvements, with the City contributing \$30,000 in matching funds. Matching funds for the proposed water quality improvements are budgeted for within the City's approved 2024 Capital Investment Program sourced from the City's Stormwater Utility Fund.**

**XII. Project Readiness (10 points)**

Please describe the anticipated timeline for implementing this project. What steps have been taken to ensure that the project can be implemented according to this timeline? Are any permits needed?

**On December 18, 2023, the City of Fridley City Council ordered the production of final plans, specifications and call for bids for the Project. The project is currently under design, with contract award and project completion anticipated in March 2024 and September 2024, respectively. During construction, the Project will receive an NPDES permit from the MPCA.**

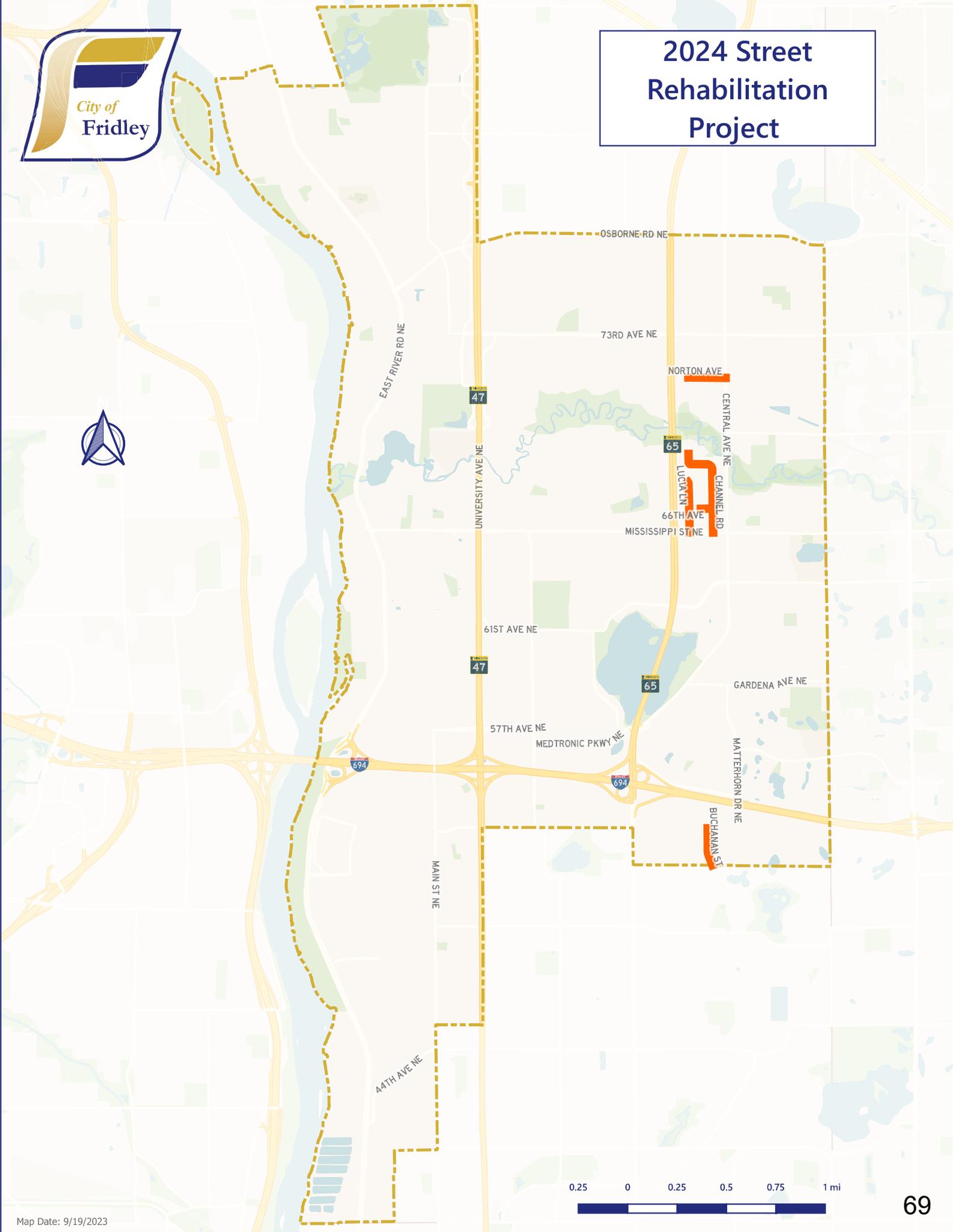
**XIII. Engagement Opportunities (10 points)**

Demonstrate any potential for public engagement, education and demonstration and describe what methods will be used to ensure that the purpose and success of the project are made known to the public. Applicants must incorporate a public engagement component into the project.

**Following construction, the City will share information on the device via its newsletter and social media channels. Outreach will also include ways that residents can reduce sediment and phosphorus inputs into the City's storm sewer system by planting native plants, reducing chemical inputs and participating in the Adopt-A-Drain program among other initiatives.**



# 2024 Street Rehabilitation Project

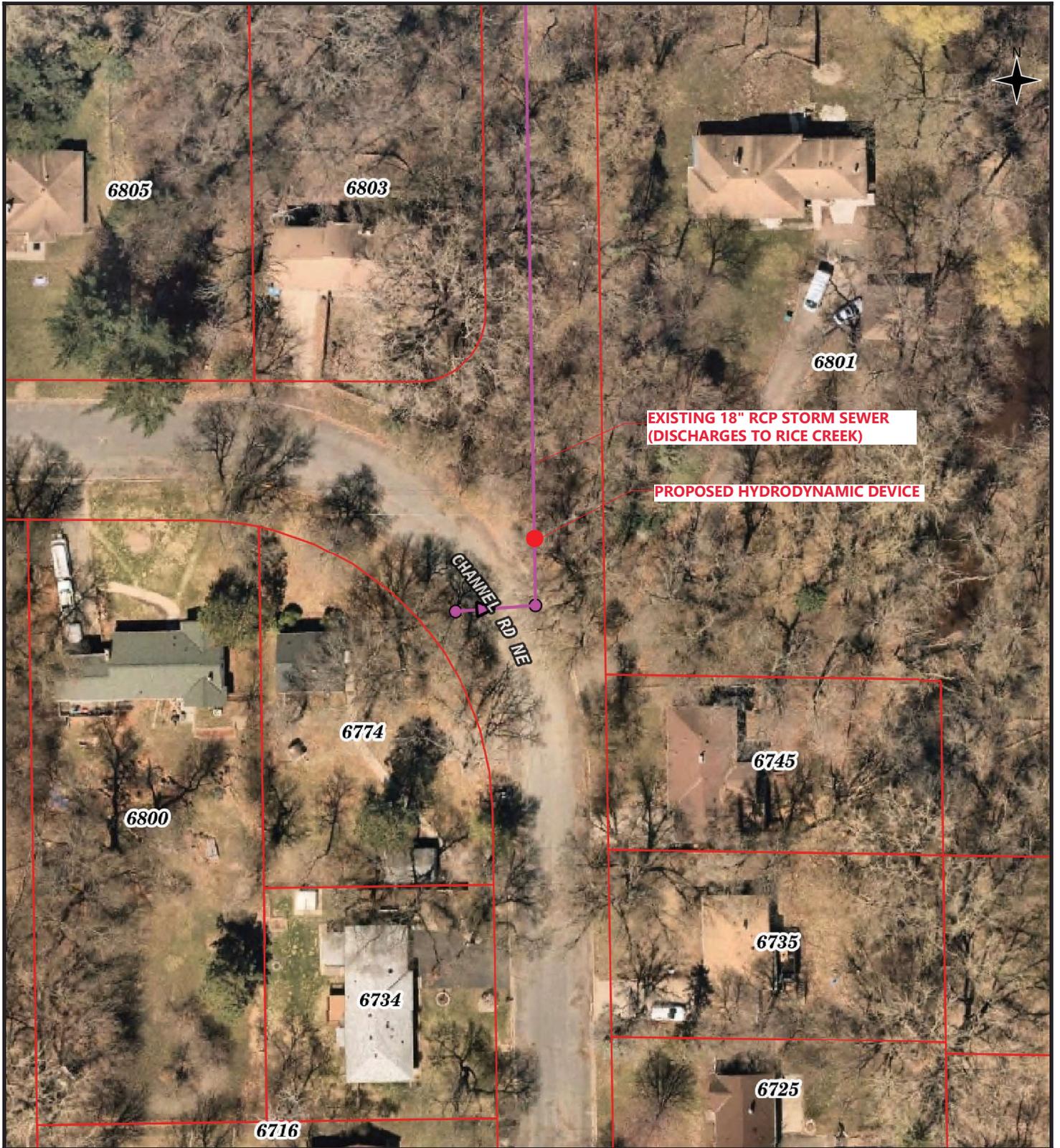


0.25 0 0.25 0.5 0.75 1 mi





# 2024 Street Rehabilitation Project No. ST2024-01 Proposed Channel Road Hydrodynamic Device



**PRELIMINARY ENGINEER'S ESTIMATE - WATER QUALITY IMPROVEMENTS**

2024 STREET REHABILITATION PROJECT

PROJECT NO. ST2024-01

CITY OF FRIDLEY, MN



ITEM NO.	ITEM	NOTES	TOTAL ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Mobilization (LS)		1	LS	\$5,000.00	\$5,000.00
2	Sawing Bituminous Pavement (Full Depth)		29	LF	\$3.00	\$87.00
3	Remove Concrete Curb & Gutter		25	LF	\$10.00	\$250.00
4	Remove Bituminous Pavement (Full Depth)		5	SY	\$15.00	\$75.00
5	Common Excavation (14' Depth)		160	CY	\$50.00	\$8,000.00
6	Connect to Existing Storm Sewer		2	EA	\$1,500.00	\$3,000.00
7	Select Granular Borrow		160	CY	\$35.00	\$5,600.00
8	Water Quality Structure		1	LS	\$35,000.00	\$35,000.00
10	Concrete Curb & Gutter Design B618 (LF)		25	LF	\$35.00	\$875.00
11	Restoration (LS)		1	LS	\$1,000.00	\$1,000.00
12	Traffic Control (LS)		1	LS	\$1,500.00	\$1,500.00

<b>TOTAL</b>	<b>\$60,387.00</b>
<b>RCWD Funding Requested (50%)</b>	<b>\$30,193.50</b>
<b>City Matching Funds (50%)</b>	<b>\$30,193.50</b>



# Rice Creek Watershed District Stormwater Management Grant Program 2024 Application Form

## I. APPLICANT INFORMATION

Organization (to be named as Grantee): City of Arden Hills  
 Street Address: 1245 West Highway 96  
 City, State, Zip: Arden Hills, MN 55112  
 Tax Status: Local Government Tax ID#: 9047998  
*(e.g., local government, non-profit 501(c)(3), private business, etc.)*

## II. PROJECT CONTACTS

Project Officer: <u>David Swearingen</u>	Financial Officer: <u>Dave Perrault</u>
Title: <u>Public Works Director/City Engineer</u>	Title: <u>City Administrator/Finance Director</u>
Telephone: <u>651-792-7847</u>	Telephone: <u>651-792-7824</u>
Fax: _____	Fax: _____
Email: <u>dswearingen@cityofardenhills.org</u>	Email: <u>dperrault@cityofardenhills.org</u>

## III. PROJECT INFORMATION

Project Name: 2024 PMP Street & Utility Improvements  
 Location(s) of Project: Royal Lane, Norma Avenue, Briarknoll Drive, Briarknoll Circle, McClung Drive, Colleen Avenue, Colleen Circle, James Avenue, Royal Hills Drive, Arden Vista Court, and Keithson Drive  
 City: Arden Hills State: MN County: Ramsey  
 Project Start Date: Spring 2024 Project Completion Date: Fall 2024  
 Project Type (check only those that directly apply):  
 Water Quality Treatment Project     Stormwater Reuse Irrigation Project  
 Peak Runoff Rate Control Project     Runoff Volume Control / Flood Storage Project  
 Other: \_\_\_\_\_  
 Is a RCWD Rule C permit required for this project?     YES     NO     UNKNOWN

## IV. GRANT REQUEST

RCWD Grant Funding Requested: \$ 94,650  
 Applicant Match Funding Committed: \$ 94,650  
 State/Other Funding Committed: \$ 0 Source(s): N/A  
 Total Estimated Project Cost: \$ 189,300 N/A  
 Would you be willing to accept grant funding in an amount less than requested?     YES     NO

## V. SIGNATURE OF APPLICANT

**I certify that the information contained within this application is true and accurate.**

  
 Signature of Project Officer

11/21/23  
 Date

**VI. Executive Summary / Abstract**

Include a brief Executive Summary (100 words or less) that summarizes the main goals and activities of the project and the expected environmental outcomes that will be achieved. Identification of the total amount of funds being requested along with the required match, and how you heard about the program should be included in the Executive Summary. The summaries will be used in the grant review process and on the RCWD website, for projects that are funded.

As part of the City of Arden Hills greater 2024 PMP Street & Improvements project, it is propose

**VII. Description (10 points)**

The RCWD has established guidelines for prioritizing projects based on location. Water quality improvement projects should be located to benefit a RCWD lake classified as either “Protection” or “Restoration” (see Table 2-4 in the RCWD 2020 Watershed Management Plan), and/or a waterbody with an approved Total Maximum Daily Load (TMDL) study or other recognized diagnostic water quality study. Flood storage and runoff rate control projects should focus on reducing peak flood elevations in known regional flood hazard areas and/or documented local problem areas. Describe the specific watershed management, water quality or quantity need(s) that the project will address and its impact on the target water resource within the District.

Name the target waterbody benefitting from this project: Valentine Lake

List and describe the Best Management Practices (BMPs) to be incorporated into this project.

Nine sump storm manholes with SAFL Baffles will be installed just prior to each system's outfall.

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximizes infiltration.

The project will protect the RCWD by capturing sediment and chemicals to keep them from ente

Provide drawings, maps and/or schematics which graphically illustrate the location and conceptual design of the project. **(Attach separate sheets.)**

Describe how long-term operation and maintenance of the project will be accomplished.

Each structure will be inspected at least annually (or more frequently if deemed necessary over



**VIII. Prioritization (15 points)**

How does the project support existing regional planning efforts such as the RCWD Watershed Management Plan, municipal surface water management plans, TMDLs, or other recognized diagnostic studies? Is the project included on the Member Community Project List (Appendix G) within the RCWD Watershed Management Plan? Please provide citations where possible.

The project areas all flow into stormwater management ponds that ultimately flow to Valentine I

**IX. Targeting (15 points)**

Describe the critical pollution or flooding sources and risks addressed by this project. Explain why the proposed project is the most cost-effective and feasible means to attain the expected resource benefits. Has a formal analysis been conducted to substantiate this position?

There is an existing pollution risk from the existing system which is leading to the need for ponc

**X. Measurable Outcomes (20 points)**

Provide a detailed estimate and description of the anticipated pollutant reduction, stormwater rate/volume reduction, groundwater withdrawal reduction, and/or other environmental or natural resource benefits associated with the project. Describe the methods and cite the sources (i.e. P8 model, HydroCAD, XP-SWMM, MIDS, MN Stormwater Manual, etc.) used to calculate or estimate the pollutant reductions and/or hydrologic outcomes. **(Mandatory for RCWD to consider your proposal!)**

SAFL Baffles are a pretreatment BMP that capture and retain stormwater sediment total susper

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project, including how success will be defined and measured.

The effectiveness of the project will be determined over time as it is determined how much sedir



**XI. Cost-Effectiveness (20 points)**

Provide a detailed budget that lists each item for which funding is being requested. You must also list the sources of required local matching contributions. Why is this the most cost-effective approach to solving the problem? Have other alternatives been explored? **(Attach separate sheets if needed.)**

See attached cost estimate for the project elements which funding is being requested for. Matchi

**XII. Project Readiness (10 points)**

Please describe the anticipated timeline for implementing this project. What steps have been taken to ensure that the project can be implemented according to this timeline? Are any permits needed?

The work identified is part of the City of Arden Hills greater 2024 PMP Street & Utility Improvement

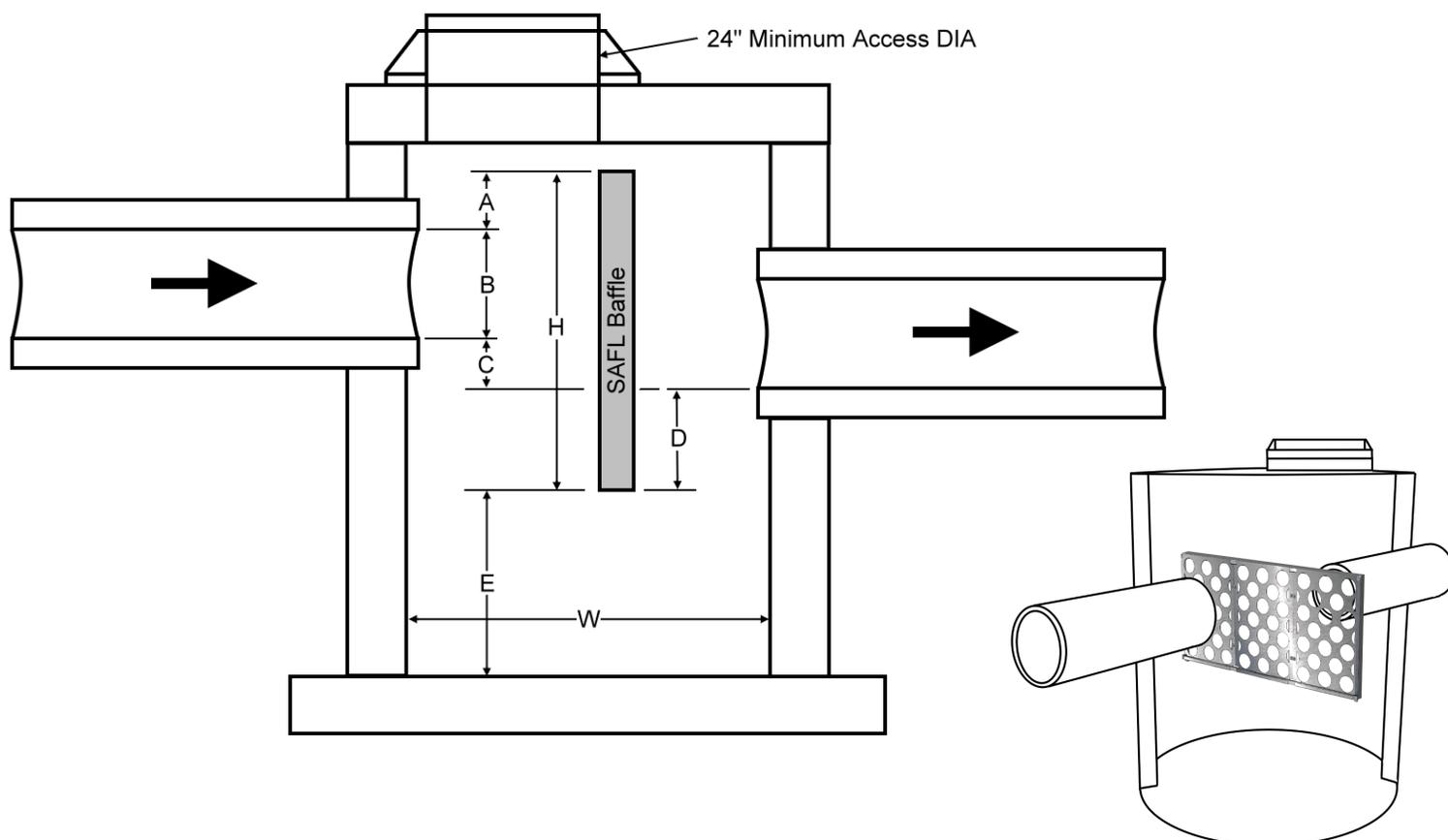
**XIII. Engagement Opportunities (10 points)**

Demonstrate any potential for public engagement, education and demonstration and describe what methods will be used to ensure that the purpose and success of the project are made known to the public. Applicants must incorporate a public engagement component into the project.

The purpose of the SAFL Baffles and the reason for inclusion in the project will be made known to



# SAFL BAFFLE SIZING REQUIREMENTS



A	0 to 6" 6" is ideal
B	Inlet pipe inside diameter
C	0 to 6" 0" is ideal
D	12"
E	36" Minimum. 48" or greater is ideal and results in less frequent sump cleanout
W	W = Sump diameter if round or width if rectangular
H	Baffle height = A + B + C + D
Purchase Baffle Size	W x H View the complete list of <a href="#">Available Baffle Sizes</a>
	Also see: <a href="#">Bracing Guide</a> & <a href="#">Stacking Guide</a>
NOTE 1	If H is greater than 57" two SAFL Baffles may be stacked.
NOTE 2	75% of flow must be horizontal. No more than 25% falling from above
NOTE 3	This detail does not cover sizing the sump for sediment removal efficiency. Contact Upstream for sump sizing or use <a href="#">SHSAM Software</a>
NOTE 4	For more information, see our <a href="#">Design Guide</a>

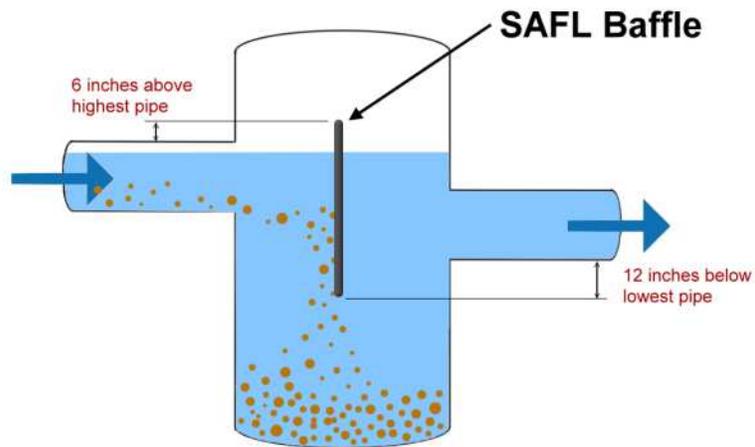
PATENT PROTECTED Patents: US #8663466B2 - US #8715507B2 - US #9506237B2 - CA #2742207

This generic detail does not encompass the sizing, fit, and applicability of the SAFL Baffle for this specific project. It is the ultimate responsibility of the design engineer to assure that the design is in compliance with all applicable laws and regulations. The SAFL Baffle is a patented technology of Upstream Technologies, Inc. Upstream Technologies does not approve plans, sizing, or system designs.

## SAFL BAFFLE SIZING DETAIL

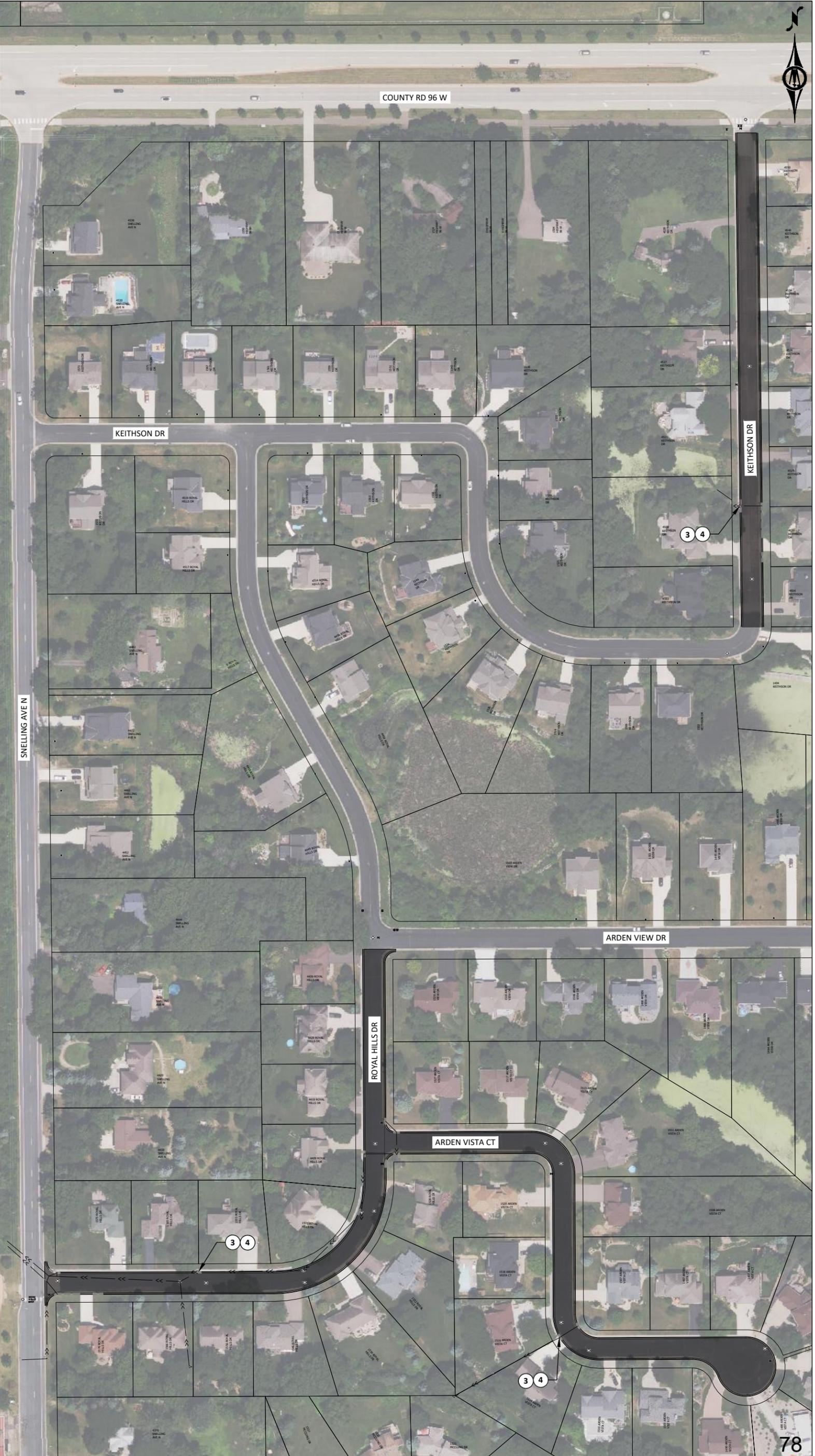
UPSTREAM TECHNOLOGIES INC.  
5201 EAST RIVER ROAD, SUITE 303  
FRIDLEY, MN 55421  
651-237-5123



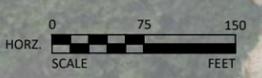


**LEGEND**

	PROJECT AREA
	EXISTING STORM SEWER
	EXISTING WATERMAIN
	PROPOSED WATERMAIN
	PROPOSED SANITARY SEWER PIPE
	PROPOSED STORM SEWER PIPE
	TREE REMOVAL
	REPLACE RINGS AND CASTING
	MUD STRUCTURE/INVERT
	SUMP & SAFI BAFFLE
	REPLACE STRUCTURE
	PROPOSED STRUCTURE
	REPLACE GATE VALVE AND BOX
	REPLACE SANITARY RINGS & CASTING/ADD CHIMNEY SEAL
	GRADE CHANNEL
	ADD RIP RAP
	ADJUST APRON
	REPLACE HYDRANT
	SEWER PIPE GROUTING
	DOCUMENTED CURB PONDING



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	<u>Arden Vista Ct</u>	Briarknoll Dr	Colleen Ct	James Ave	Keithson Dr	McClung Dr	Royal Hills Dr	Royal Lane	Totals
PP load	1.5	5.86	2.87	0.83	1.29	1.44	0.46	2.61	16.87
PP removed	0.98	0.98	1.42	0.67	0.63	0.92	0.42	1.01	7.05
DP load	1.23	4.79	2.35	0.68	1.06	1.18	0.38	2.14	13.80
DP removed	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TP load	2.73	10.65	5.22	1.51	2.35	2.62	0.84	4.75	30.67
TP removed	0.98	0.98	1.42	0.67	0.63	0.92	0.42	1.01	7.05
<b>TP removed (%)</b>	35.90	9.24	27.25	44.77	27.00	34.93	50.38	21.28	<b>22.98</b>
TSS load	495.38	1934.95	948.56	273.87	426.91	476.82	153.04	862.06	5571.59
TSS removed	323.98	325.07	479.97	222.93	209.61	302.78	140.18	333.62	2338.14
<b>TSS removed (%)</b>	65.40	16.80	50.60	81.40	49.10	63.50	91.60	38.70	<b>41.97</b>

**PRELIMINARY ENGINEER'S ESTIMATE FOR RCWD GRANT ITEMS**

2024 PMP STREET & UTILITY IMPROVEMENTS

CITY OF ARDEN HILLS, MINNESOTA

BMI PROJECT NO. 0T1.130168

ITEM NO.	SPEC. REF	DESCRIPTION	NOTES	UNIT	RECLAMATION AREAS		MILL & OVERLAY AREAS		TOTAL ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
					STREET	STORM	STREET	STORM			
1	2104.502	REMOVE DRAINAGE STRUCTURE		EACH	0	4	0	3	7.00	\$550.00	\$ 3,850.00
2	2104.503	REMOVE SEWER PIPE (STORM)		LIN FT	0	4	0	4	8.00	\$15.00	\$ 120.00
3	2104.503	REMOVE CURB & GUTTER (SPOT)	(3)	LIN FT	80	0	48	0	128.00	\$10.00	\$ 1,280.00
4	2503.602	CONNECT TO EXISTING STORM SEWER		EACH	0	10	0	8	18.00	\$1,500.00	\$ 27,000.00
5	2506.502	CASTING ASSEMBLY (STORM)	(12)	EACH	0	5	0	4	9.00	\$1,200.00	\$ 10,800.00
6	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		LIN FT	0	9.0	0	9.1	18.10	\$650.00	\$ 11,765.00
7	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4022	(15)	LIN FT	0	37.7	0	31.0	68.70	\$650.00	\$ 44,655.00
8	2506.602	SAFL BAFFLE		EACH	0	5	0	4	9.00	\$7,500.00	\$ 67,500.00
9	2531.503	CONCRETE CURB & GUTTER DESIGN B618 (SPOT)		LIN FT	80	0	48	0	128.00	\$40.00	\$ 5,120.00
<b>ESTIMATED CONSTRUCTION SUBTOTAL</b>						\$ 4,000.00	\$ 91,115.00	\$ 2,400.00	\$ 74,575.00		\$ 172,090.00
<b>10% CONTINGENCY</b>						\$ 400.00	\$ 9,112.00	\$ 240.00	\$ 7,458.00		\$ 17,210.00
<b>ESTIMATED CONSTRUCTION TOTAL</b>						\$ 4,400.00	\$ 100,227.00	\$ 2,640.00	\$ 82,033.00		\$ 189,300.00

## **VI Executive summary.**

As part of the City of Arden Hills greater 2024 PMP Street & Improvements project, it is proposed to replace the final storm sewer structure prior to an outfall with a sump and SAFL Baffle. The goal is to remove sediment and chemicals from the stormwater that ultimately flows into Valentine Lake. The total cost for the installation of 10 new sump structures with SAFL Baffles is estimated to be \$189,300 and Arden Hills is requesting 50% of the eligible costs, \$94,650, through the grant program. Arden Hills heard about the grant program through conversations with RCWD staff during a preliminary meeting for the project.

## **VII Description**

Nine sump storm manholes with SAFL Baffles will be installed just prior to each system's outfall. SAFL Baffles are a stormwater pretreatment system that is installed with a sump storm sewer manhole structure to provide stormwater quality treatment by removing sediment, and harmful chemicals (such as phosphorus) that cling to the surface area of sediment, from stormwater which keeps it out of downstream water bodies. It works by capturing and retaining sediment, by stopping the rotating scour action that takes place during high flow conditions.

The project will protect the RCWD by capturing sediment and chemicals to keep them from entering the stormwater ponds/drainage systems that lead to Valentine Lake, and ultimately Rice Creek.

Each structure will be inspected at least annually (or more frequently if deemed necessary over the first season of operation) by city maintenance staff. As the SAFL Baffle captures sediment which settles into the sump, staff will utilize a Vac Truck to remove the accumulated sediment and ensure proper operation of the structure is maintained.

## **VIII Prioritization**

The project areas all flow into stormwater management ponds that ultimately flow to Valentine Lake. Seven of the nine locations all flow through the stormwater management pond located southwest of Briarknoll Drive (adjacent to Highway 10) which includes RCWD's "Highway 10 & 694 Outlet Structure" facility. By capturing the sediment before outletting into the stormwater management ponds, it will reduce the amount of maintenance (such and pond dredging) required on the ponds. It will also reduce the amount of sediment that enters the RCWD outlet structure facility and the amount that finds its way downstream to the major resources of concern (such as Valentine Lake). This project is not included on the Member Community Project List.

## **IX Targeting**

There is an existing pollution risk from the existing system which is leading to the need for pond dredging activities. This pollution risk comes from the conveyance of sediment through the stormwater system that finds its way into our stormwater ponds, lakes, and rivers. This causes both underperforming systems and pollution to these natural resources that adversely impacts water quality for humans,

animals, and vegetation. SAFL Baffles are installed in existing systems, often in structures that are already in place, to capture sediment before it reaching our stormwater ponds, lakes, and rivers which makes it a very cost-effective solution to provide the desired pollutant reduction. Additional research can be found at the following website: <https://upstreamtechnologies.us/docs/SAFL/SAFL-Baffle-Research-Summary.pdf>

## **X Measurable Outcomes**

SAFL Baffles are a pretreatment BMP that capture and retain stormwater sediment total suspended solids (TSS). The MnDNR indicates they provide considerable water quality benefits ([https://www.dnr.state.mn.us/water\\_access/bmp/sump\\_manhole\\_with\\_safl\\_baffle\\_bmp.html](https://www.dnr.state.mn.us/water_access/bmp/sump_manhole_with_safl_baffle_bmp.html)). SHSAM (Sizing Hydrodynamic Separators And Manholes) software was used to estimate the percent removal of suspended sediments in the stormwater runoff from SAFL Baffles in sump storm structures. Using the catchment areas that drain to each storm sewer system that will have a SAFL Baffle installed throughout the project along with the results from SHSAM, the total pollutant reductions were determined using MIDS modeling. The Total Phosphorus loading is 30.67 lbs and the removal amount is 7.05 lbs for an overall removal of 23% TP. The Total Suspended Sediment loading is 5,571 lbs and the removal amount is 2,338 lbs for an overall removal of 42% TSS.

The effectiveness of the project will be determined over time as it is determined how much sediment is captured. This will be through two measurable results. The first being the amount of sediment retained in the SAFL Baffle sump structures that requires removal. And the second being the stormwater pond storage volume. This project will dredge a couple of the stormwater ponds in the area (with more planned in the future). A bathymetric survey was completed to determine the volume of existing sediment in these ponds and will be designed and re-surveyed to determine the post-construction storage volume. This same exercise can be completed in the future to determine if sediment is finding its way to the ponds at the same rate or not.

## **XI Cost-Effectiveness**

See attached cost estimate for the project elements which funding is being requested for. Matching funds will be provided from a combination of the City of Arden Hills Surface Water Management Utility Fund and its PIR Fund. This is the most cost-effective approach because it provides a high pollutant reduction performance without significant additional project costs, when compared to other relevant BMP's.

## **XII Project Readiness**

The work identified is part of the City of Arden Hills greater 2024 PMP Street & Utility Improvements project which is scheduled to be constructed over the 2024 construction season. This overall project is already under design and will be bid in late winter/early spring of 2024. The overall project requires some permits but the SAFL Baffle work described does not require any permits to proceed.

## **XIII Engagement Opportunities**

The purpose of the SAFL Baffles and the reason for inclusion in the project will be made known to the public through a project summary included in a Community Newsletter.



# Rice Creek Watershed District Stormwater Management Grant Program 2024 Application Form

## I. APPLICANT INFORMATION

Organization (to be named as Grantee): City of New Brighton  
 Street Address: 803 Old Highway 8 NW  
 City, State, Zip: New Brighton, MN, 55112  
 Tax Status: Local Government Tax ID#: 9675988  
*(e.g., local government, non-profit 501(c)(3), private business, etc.)*

## II. PROJECT CONTACTS

Project Officer: <u>Craig Schlichting</u>	Financial Officer: <u>Gina Foschi</u>
Title: <u>Director of Community Assets and Development</u>	Title: <u>Finance Director</u>
Telephone: <u>651-638-2056</u>	Telephone: <u>651-638-2105</u>
Fax: <u>651-638-2044</u>	Fax: <u>651-638-2044</u>
Email: <u>craig.schlichting@newbrightonmn.gov</u>	Email: <u>gina.foschi@newbrightonmn.gov</u>

## III. PROJECT INFORMATION

Project Name: 4th Street NW Storm Sewer Improvements  
 Location(s) of Project: 4th Street NW between Old Highway 8 NW and 12th Avenue NW  
 City: New Brighton State: MN County: Ramsey  
 Project Start Date: April 2024 Project Completion Date: October 2024

Project Type (check only those that directly apply):

- Water Quality Treatment Project       Stormwater Reuse Irrigation Project
- Peak Runoff Rate Control Project       Runoff Volume Control / Flood Storage Project
- Other: Flood Mitigation

Is a RCWD Rule C permit required for this project?       YES     NO     UNKNOWN

## IV. GRANT REQUEST

RCWD Grant Funding Requested:    \$ 100,000  
 Applicant Match Funding Committed:    \$ 751,994  
 State/Other Funding Committed:    \$ \_\_\_\_\_ Source(s): \_\_\_\_\_  
 Total Estimated Project Cost:    \$ 851,994

Would you be willing to accept grant funding in an amount less than requested?     YES     NO

## V. SIGNATURE OF APPLICANT

I certify that the information contained within this application is true and accurate.

  
 \_\_\_\_\_  
 Signature of Project Officer

12-20-2023  
 \_\_\_\_\_  
 Date

**VI. Executive Summary / Abstract**

Include a brief Executive Summary (100 words or less) that summarizes the main goals and activities of the project and the expected environmental outcomes that will be achieved. Identification of the total amount of funds being requested along with the required match, and how you heard about the program should be included in the Executive Summary. The summaries will be used in the grant review process and on the RCWD website, for projects that are funded.

The purpose of this project is to install a second trunk storm sewer line on 4th Street NW. This pipe will provide increased capacity while reducing localized flooding and property damage. This will also send local water through Pike and Long Lakes before the entire system reaches its HWL. We have successfully used this grant in the past. Our 2024 request is \$100,000, and our local match will be over \$700,000.

**VII. Description (10 points)**

The RCWD has established guidelines for prioritizing projects based on location. Water quality improvement projects should be located to benefit a RCWD lake classified as either "Protection" or "Restoration" (see Table 2-4 in the RCWD 2020 Watershed Management Plan), and/or a waterbody with an approved Total Maximum Daily Load (TMDL) study or other recognized diagnostic water quality study. Flood storage and runoff rate control projects should focus on reducing peak flood elevations in known regional flood hazard areas and/or documented local problem areas. Describe the specific watershed management, water quality or quantity need(s) that the project will address and its impact on the target water resource within the District.

Name the target waterbody benefitting from this project: Long Lake

List and describe the Best Management Practices (BMPs) to be incorporated into this project.

Protection. Increased local capacity will reduce the HWL near the 4th Street low area (750 4th St NW). This area was identified in New Brightons Surface Water Management Plan following the July 2011 Storm Event. Additionally, by allowing this drainage area to flow through Hansen Park, Garden View, Pike and Long Lakes sooner, it has a secondary benefit of reducing the volume of water in those areas during the peak time of concentration.

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximizes infiltration.

Provide drawings, maps and/or schematics which graphically illustrate the location and conceptual design of the project. **(Attach separate sheets.)**

Describe how long-term operation and maintenance of the project will be accomplished.

The storm sewer pipes and associated drainage structures will be owned and maintained by the City of New Brighton .

### VIII. Prioritization (15 points)

How does the project support existing regional planning efforts such as the RCWD Watershed Management Plan, municipal surface water management plans, TMDLs, or other recognized diagnostic studies? Is the project included on the Member Community Project List (Appendix G) within the RCWD Watershed Management Plan? Please provide citations where possible.

This project is identified in the New Brightons SWMP and is listed in Appendix G as a Stormwater Conveyance improvement (see section 4.3.7 of Watershed Plan).

### IX. Targeting (15 points)

Describe the critical pollution or flooding sources and risks addressed by this project. Explain why the proposed project is the most cost-effective and feasible means to attain the expected resource benefits. Has a formal analysis been conducted to substantiate this position?

A low point within an industrial and commercial area near 4th Street in New Brighton, MN is subject to flooding. There is no overland flow route present to protect existing structures. An analysis of the area was done in 2011 following a July 16, 2011 storm event that dumped 5 inches of rain in 2 hours. Several potential solutions were identified for the area. Increasing the 4th Street storm sewer capacity was analyzed and determined to be the most cost effective/beneficial solution. XPSWMM modeling using Atlas 14 data is provided.

### X. Measurable Outcomes (20 points)

Provide a detailed estimate and description of the anticipated pollutant reduction, stormwater rate/volume reduction, groundwater withdrawal reduction, and/or other environmental or natural resource benefits associated with the project. Describe the methods and cite the sources (i.e. P8 model, HydroCAD, XP-SWMM, MIDS, MN Stormwater Manual, etc.) used to calculate or estimate the pollutant reductions and/or hydrologic outcomes. **(Mandatory for RCWD to consider your proposal!)**

The existing XPSWMM model developed in 2011 was updated to a corrected effective model by including the new development to the north of 5th Street and applying the Atlas 14 100-year rainfall depth (7.36 inches) with an MSE 3 distribution. Additional capacity under 4th Street was modeled with the proposed 42" RCP to transport water from the low point to the outfall west of 4th Street, based on the additional trunk storm sewer, reductions in water surface elevation are realized (HWL reduction 2.5 feet for July 16th storm, 1.7 feet for the 100-year).

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project, including how success will be defined and measured.

Separating Old Highway 8 and other stormwater runoff from the 4th Street lowpoint area will immediately reduce tailwater impacts and provide for additional capacity to meet flood reduction goals.

**XI. Cost-Effectiveness (20 points)**

Provide a detailed budget that lists each item for which funding is being requested. You must also list the sources of required local matching contributions. Why is this the most cost-effective approach to solving the problem? Have other alternatives been explored? **(Attach separate sheets if needed.)**

An Engineers Estimate is included with this application. Several potential solutions have been identified and modeled following the July 16, 2011 storm. Installation of an additional 42" trunk storm sewer line was found to provide the most cost effective benefits. See attached memorandum summarizing each solution and modeling results. The project will also be constructed in conjunction with a planned street rehabilitation project. Costs associated with removal and replacement of the bituminous surfacing, curb and gutter, and all restoration will be funded by the City and are not included in the engineers estimate or considered for grant funding.

**XII. Project Readiness (10 points)**

Please describe the anticipated timeline for implementing this project. What steps have been taken to ensure that the project can be implemented according to this timeline? Are any permits needed?

Installation of the proposed 42" trunk storm sewer line will take place during the 2024 construction season and will be included with the annual city street rehabilitation project.

**XIII. Engagement Opportunities (10 points)**

Demonstrate any potential for public engagement, education and demonstration and describe what methods will be used to ensure that the purpose and success of the project are made known to the public. Applicants must incorporate a public engagement component into the project.

Following construction a project summary article will be included in a quarterly City newsletter which is distributed to all residents in New Brighton. The article will highlight project benefits and RCWD's continued support and funding for storm water related projects in the City.

## Memorandum

To: Craig Schlichting, PE, City of New Brighton, MN

From: Jake Newhall, PE  
Laura Pietila, EIT

Date: September 13, 2022

Re: 4<sup>th</sup> Street Flooding Analysis  
WSB Project No. 019734-000

### BACKGROUND

A low point within an industrial and commercial area near 4<sup>th</sup> Street in New Brighton, MN is subject to flooding. There is no overland flow route present to protect existing structures. An analysis of the area was done in 2011 following a July 16, 2011 storm event that dumped 5 inches of rain in 2 hours. Several potential solutions were identified for the area in 2011. E1 and E3 as identified in the 2011 analysis (the construction of a detention basin north of 5<sup>th</sup> Street and increasing the 4<sup>th</sup> Street storm sewer capacity) as well as additional solution options E4, E5, and E6 (storm sewer diversion, removing tailwater impacts from the existing storm sewer to the low point, and adding an additional storm sewer trunkline for non-low point tributary areas) are analyzed in this memorandum. Refer to **Figure 1** for the option configurations and associated drainage areas.

### METHODOLOGY AND RESULTS

#### Corrected Effective Model

The existing XPSWMM model developed in 2011 was updated to a corrected effective model by including the new development to the north of 5<sup>th</sup> Street and applying the Atlas 14 100-year rainfall depth (7.36 inches) with an MSE 3 distribution. With the addition of the underground infiltration chamber in the new development north of 5<sup>th</sup> Street, the high-water level at the low point is reduced according to **Table 1**.

**Table 1.** 10-04B Low Point Existing High Water Levels

Storm Event	Existing HWL [without Underground Storage]	Corrected Effective HWL [with Underground Storage]	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.7	908.6	0.1
100-year	908.6	908.5	0.1

#### Option E1

To model the E1 solution, a proposed model was created by incorporating the preliminary basin design set forth by the City north of 5<sup>th</sup> Street. The basin parameters are listed in **Table 2**.

**Table 2.** E1 Proposed Basin Design Parameters

Basin Parameters	
Surface Area at EOF	0.38 acres
Live Storage Volume below EOF	1.60 acre-feet

Outlet	12" RCP
EOF*	907.7

\*EOF from road low point is approximately 909

The addition of the detention basin lowers the high-water level at the low point near 4<sup>th</sup> Street. **Table 3** outlines the existing and proposed high water levels for a storm event similar to the July 16<sup>th</sup> event as well as a 100-year event.

**Table 3.** 10-04B Low Point High Water Levels with E1

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	908.1	0.5
100-year	908.5	908.1	0.4

To reduce flooding further, the proposed basin footprint would need to be expanded. There appears to be space to expand the basin to the northwest if an existing watermain is realigned and it doesn't impede development.

**Option E2**

Option E2 was part of the 2011 analysis but was not analyzed in this memorandum.

**Option E3**

In addition to the modifications made in the E1 proposed model, additional capacity under 4<sup>th</sup> Street was modeled (additional 24" and 36" RCP respectively). The additional pipe along 4<sup>th</sup> Street was modeled to transport water from the low point to the outfall west of 4<sup>th</sup> Street, not taking any of the downstream street runoff. Based on the additional trunk storm sewer, reductions in water surface elevation according to **Table 4** and **Table 5** are anticipated at the low point.

**Table 4.** 10-04B Low Point High Water Levels with E1 and E3 (24-inch Pipe)

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	907.4	1.2
100-year	908.5	907.5	1.0

**Table 5.** 10-04B Low Point High Water Levels with E1 and E3 (36-inch Pipe)

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	905.9	2.7
100-year	908.5	906.8	1.7

**Option E4**

With the goal of routing water around the low point subject to flooding, an analysis was completed to determine the impact of constructing a diversion pipe from the storm sewer on 5<sup>th</sup> Street to the trunkline storm sewer on 4<sup>th</sup> Street. As shown in **Table 6**, the diversion provides very little benefit because it routes water into an undersized system with a tailwater condition. With the diversion and the addition of a new trunkline storm sewer out of the low point (E3), the change in high water level is listed in **Table 7** and **Table 8**.

**Table 6.** 10-04B Low Point High Water Levels with E4

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	908.5	0.1
100-year	908.5	908.4	0.1

**Table 7.** 10-04B Low Point High Water Levels with E3 (24-inch Pipe) and E4

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	907.9	0.7
100-year	908.5	908.0	0.5

**Table 8.** 10-04B Low Point High Water Levels with E3 (36-inch Pipe) and E4

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	906.7	1.9
100-year	908.5	907.4	1.1

**Option E5**

To remove tailwater impacts of the trunkline storm sewer on the low point, E3 was analyzed in addition to the removal of the existing storm sewer out of the low point with flooding potential (E5). Various sized trunklines with and without E1 were modeled. Results are shown in **Table 9**, **Table 10**, and **Table 11**. The results of the analysis prove that the tailwater in the trunkline storm sewer contributes to the flooding at the low point in 10-04B.

**Table 9.** 10-04B Low Point High Water Levels with E1, E3 (24-inch Pipe), and E5

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	906.9	1.7
100-year	908.5	907.0	1.5

**Table 10.** 10-04B Low Point High Water Levels with E1, E3 (36-inch Pipe), and E5

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	903.4	5.2
100-year	908.5	905.9	2.6

**Table 11.** 10-04B Low Point High Water Levels with E3 (36-inch Pipe) and E5

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	905.9	2.7
100-year	908.5	906.8	1.7

**Option E6**

To facilitate the construction of a shallower trunkline storm sewer on 4<sup>th</sup> Street, an analysis was completed routing 10-08B, 10-04, 10-19, and/or 10-02A to a new trunkline storm sewer (E6). 10-

04B will continue to utilize the existing trunkline storm sewer without any other inputs. A 42-inch pipe (E6) with E1 results in the greatest high water level reduction at 10-04B.

**E6 – 36-inch Pipe (Table 12 and Table 13)**

**Table 12.** 10-04B Low Point High Water Levels with E1 and E6 (36-inch Pipe) for Drainage Areas 10-08B, 10-04, 10-19, and 10-02A

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	904.9	3.7
100-year	908.5	906.5	2.0

\*With a 36-inch pipe for drainage areas 10-08B, 10-04, 10-19, and 10-02A, water surcharges from the structure and flows to the low point in 10-04B in the 100-year event.

**Table 13.** 10-04B Low Point High Water Levels with E6 (36-inch Pipe) for Drainage Areas 10-08B, 10-04, 10-19, and 10-02A

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	906.2	2.4
100-year	908.5	907.1	1.4

\*With a 36-inch pipe for drainage areas 10-08B, 10-04, 10-19, and 10-02A, water surcharges from the structure and flows to the low point in 10-04B in the 100-year event.

**E6 – 42-inch Pipe (Table 14 and Table 15)**

**Table 14.** 10-04B Low Point High Water Levels with E1 and E6 (42-inch Pipe) for Drainage Areas 10-08B, 10-04, 10-19, and 10-02A

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	904.7	3.9
100-year	908.5	906.0	2.5

\*Discharging drainage area 10-02A to the new E6 trunkline storm sewer instead of to the existing trunkline storm sewer results in a 2.5-foot high water level reduction versus a 2.6-foot high water level reduction at the low point in the 100-year event.

**Table 15.** 10-04B Low Point High Water Levels with E6 (42-inch Pipe) for Drainage Areas 10-08B, 10-04, 10-19, and 10-02A

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	906.1	2.5
100-year	908.5	906.8	1.7

\*Discharging drainage area 10-02A to the new E6 trunkline storm sewer instead of to the existing trunkline storm sewer results in a 1.7-foot high water level reduction versus a 1.8-foot high water level reduction at the low point in the 100-year event.

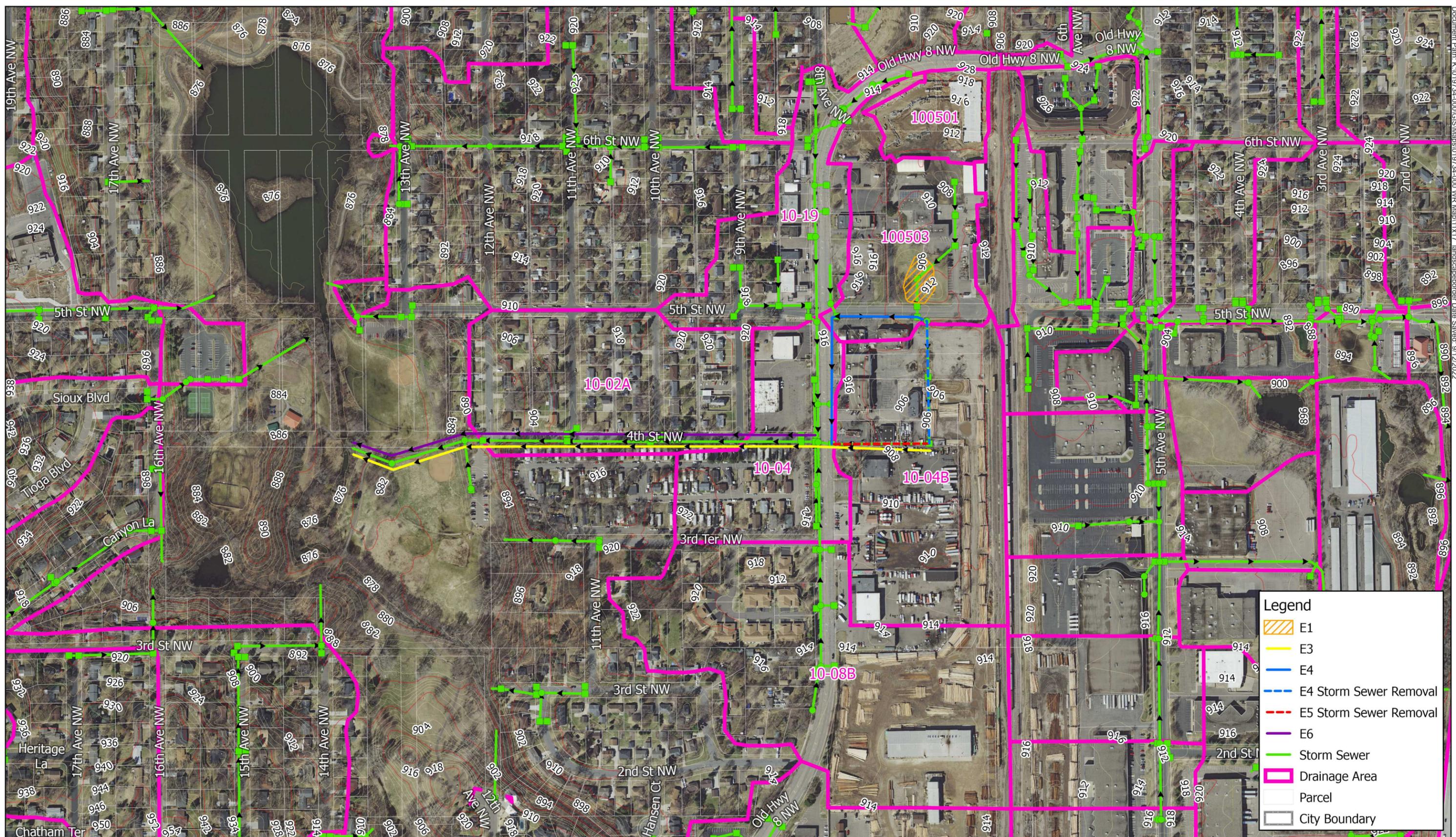
**E6 – 48-inch Pipe (Table 16)**

**Table 16.** 10-04B Low Point High Water Levels with E6 (48-inch Pipe) for Drainage Areas 10-08B, 10-04, 10-19, and 10-02A

Storm Event	Corrected Effective HWL	Proposed HWL	HWL Reduction
	feet	feet	feet
July 16 <sup>th</sup>	908.6	906.1	2.5
100-year	908.5	906.7	1.8

## RECOMMENDATION

Based on the results of the different options, we recommend constructing option E6 with or without option E1, depending upon the desired flood protection (**Table 14** or **Table 15**). For option E6, a 42-inch trunkline storm sewer is recommended because the pipe will be able to be installed shallower than the existing trunkline storm sewer and water will not surcharge from the storm sewer into the low point in the 100-year event.



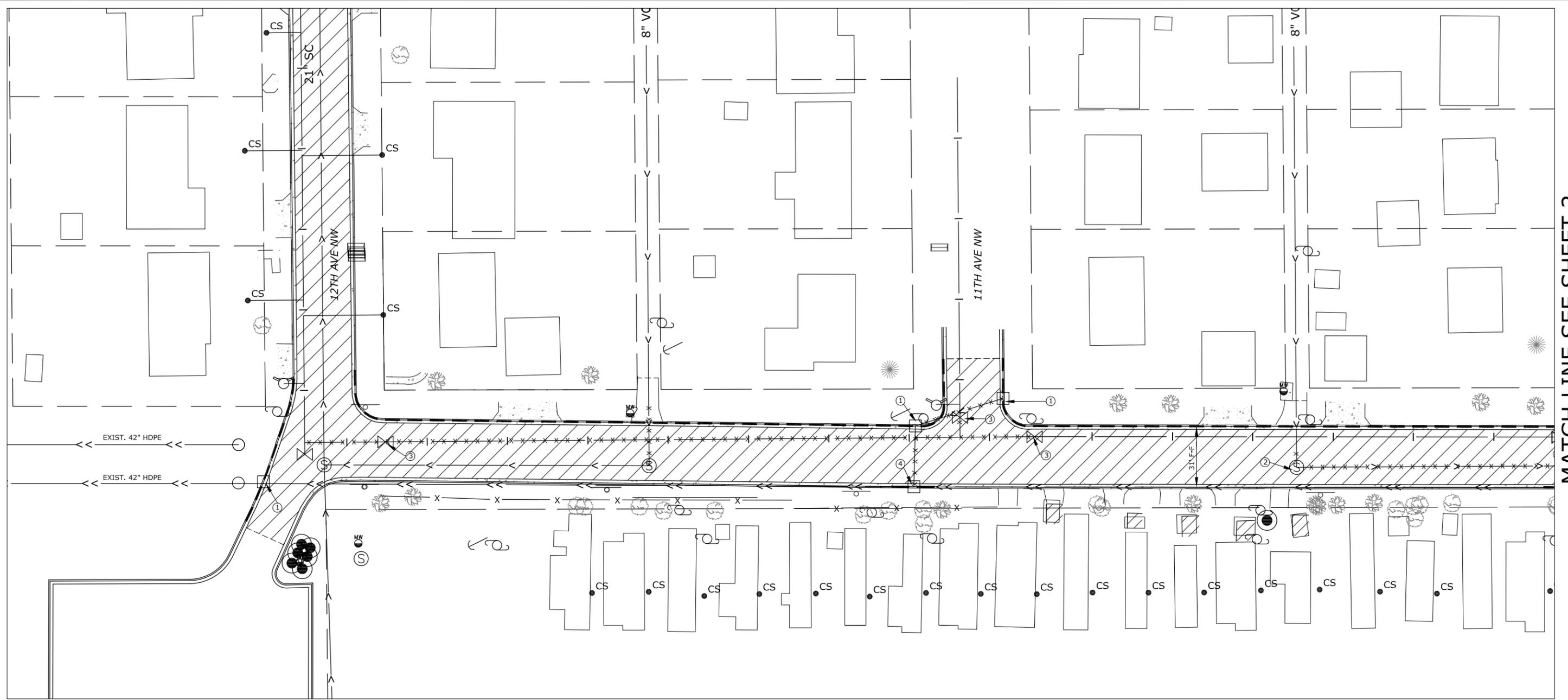
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**Figure 1 - Drainage Area Map**  
 4th Street Flooding  
 City of New Brighton, MN

**CITY OF NEW BRIGHTON  
4TH STREET NW STORM SEWER IMPROVEMENTS**

**ESTIMATED COSTS**

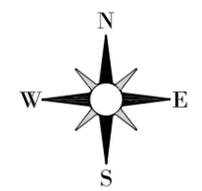
<u>Item No.</u>	<u>Item</u>	<u>Units</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	REMOVE DRAINAGE STRUCTURE	EA	5	\$ 800.00	\$ 4,000.00
2	REMOVE SANITARY STRUCTURE	EA	4	\$ 1,000.00	\$ 4,000.00
3	REMOVE SEWER PIPE STORM	LF	144	\$ 18.00	\$ 2,592.00
4	REMOVE SEWER PIPE SANITARY	LF	704	\$ 18.00	\$ 12,672.00
5	REMOVE WATERMAIN	LF	384	\$ 10.00	\$ 3,840.00
6	REMOVE GATE VALVE AND BOX	EA	3	\$ 400.00	\$ 1,200.00
7	REMOVE TOP SLAB, CASTING, AND BARREL SECTION	EA	2	\$ 1,000.00	\$ 2,000.00
8	CONSTRUCT DRAINAGE STRUCTURE (2'X3') W/ CASTING	EA	4	\$ 4,000.00	\$ 16,000.00
9	CONSTRUCT DRAINAGE STRUCTURE (48" ROUND) W/ CASTING	EA	5	\$ 5,000.00	\$ 25,000.00
10	CONSTRUCT DRAINAGE STRUCTURE (72" ROUND) W/ CASTING	EA	5	\$ 15,000.00	\$ 75,000.00
11	15" RC PIPE SEWER DESIGN 3006 CLASS V	LF	247	\$ 85.00	\$ 20,995.00
12	42" RC PIPE SEWER DESIGN 3006 CLASS V	LF	1263	\$ 425.00	\$ 536,775.00
13	CONNECT TO EXISTING STORM SEWER	EA	4	\$ 800.00	\$ 3,200.00
14	CONNECT TO EXISTING DRAINAGE STRUCTURE	EA	1	\$ 1,200.00	\$ 1,200.00
15	FURNISH AND INSTALL 72" BARREL SECTION, TOPSLAB, AND CASTING	EA	2	\$ 2,500.00	\$ 5,000.00
16	CONSTRUCT SANITARY MANHOLE (48" ROUND) W/ CASTING	EA	4	\$ 8,500.00	\$ 34,000.00
17	CONNECT TO EXISTING SANITARY SEWER	EA	4	\$ 1,500.00	\$ 6,000.00
18	8" PVC PIPE SEWER	LF	694	\$ 60.00	\$ 41,640.00
19	BYPASS PUMPING	LS	1	\$ 15,000.00	\$ 15,000.00
20	6" WATERMAIN DUCTILE IRON CL 52	LF	390	\$ 60.00	\$ 23,400.00
21	6" GATE VALVE AND BOX	EA	3	\$ 2,500.00	\$ 7,500.00
22	CONNECT TO EXISTING WATERMAIN	EA	4	\$ 2,000.00	\$ 8,000.00
23	DUCTILE IRON PIPE FITTINGS	LB	298	\$ 10.00	\$ 2,980.00
<b>TOTAL IMPROVEMENT COST</b>					<b>\$ 851,994.00</b>



MATCH LINE SEE SHEET 2

- x-x-x-x REMOVE STORM SEWER
- x-x-x-x REMOVE SANITARY SEWER
- x-x-x-x REMOVE WATERMAIN
- - - - REMOVE CURB AND GUTTER
- / / / / REMOVE BITUMINOUS SURFACE

- CONSTRUCTION NOTES**
- ① REMOVE CATCH BASIN / MANHOLE
  - ② REMOVE SANITARY MANHOLE
  - ③ REMOVE GATE VALVE
  - ④ REMOVE MH TOP SLAB, BARREL SECTION, AND CASTING



No.	Date	Revisions	App.	DRAWING NAME PLAN PROFILE	S.A.P.
NO	DATE	REVISION	XX	DESIGNED BY: DML,SDT	S.A.P.
NO	DATE	REVISION	XX	DRAWN BY: DML,SDT	S.A.P.
NO	DATE	REVISION	XX	CHECKED BY: CGS	S.A.P.
NO	DATE	REVISION	XX	DATE: 12-18-23	S.A.P.
NO	DATE	REVISION	XX	PROJECT NO. 24-1	S.A.P.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

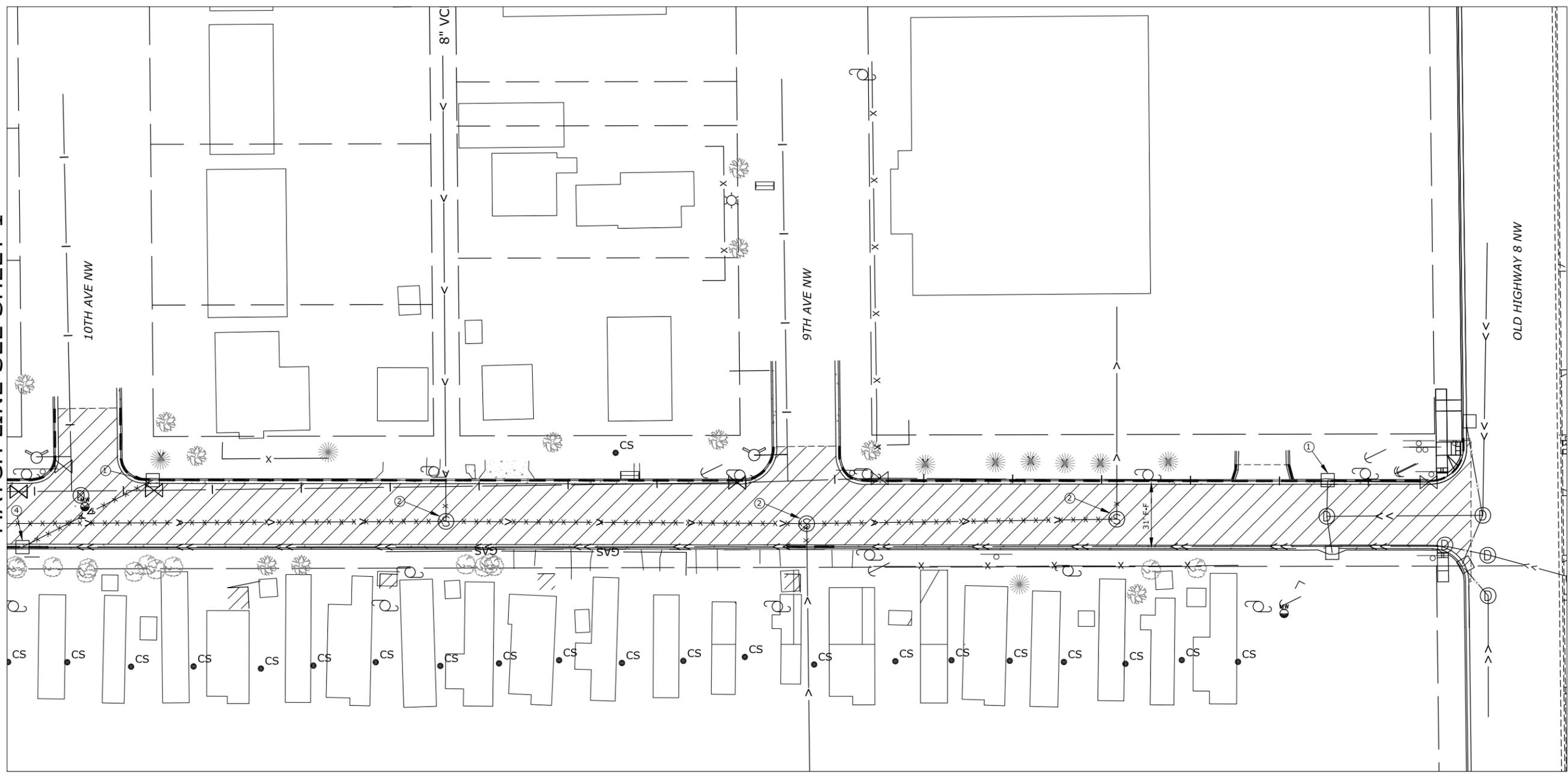
DATE: \_\_\_\_\_ MN LIC. NO. \_\_\_\_\_



4TH STREET NW  
STORM SEWER IMPROVEMENTS  
REMOVAL PLAN

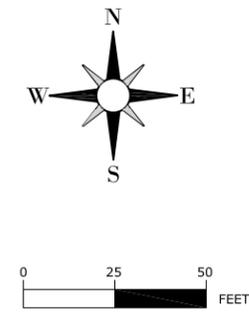
SHEET NO.  
**1**  
**4** 95

MATCH LINE SEE SHEET 1

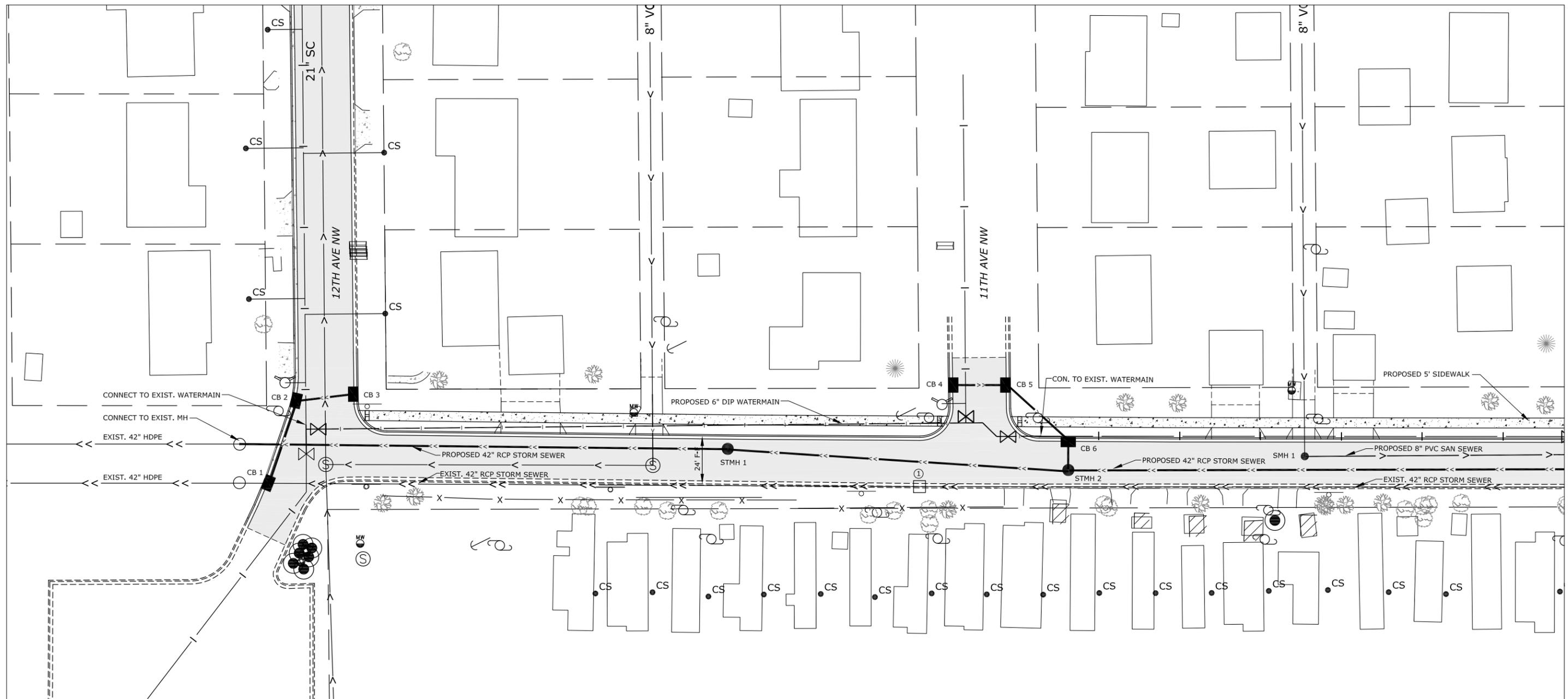


- x-x-x-x REMOVE STORM SEWER
- x-x-x-x REMOVE SANITARY SEWER
- x-x-x-x REMOVE WATERMAIN
- - - - REMOVE CURB AND GUTTER
- / / / / REMOVE BITUMINOUS SURFACE

- CONSTRUCTION NOTES**
- ① REMOVE CATCH BASIN / MANHOLE
  - ② REMOVE SANITARY MANHOLE
  - ③ REMOVE GATE VALVE
  - ④ REMOVE MH TOP SLAB, BARREL SECTION, AND CASTING



No.	Date	Revisions	App.	DRAWING NAME PLAN PROFILE	S.A.P.	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  DATE: _____ MN LIC. NO. _____		4TH STREET NW STORM SEWER IMPROVEMENTS REMOVAL PLAN	SHEET NO. <b>2</b> 4 96
NO	DATE	REVISION	XX	DESIGNED BY: DML,SDT	S.A.P.				
NO	DATE	REVISION	XX	DRAWN BY: DML,SDT	S.A.P.				
NO	DATE	REVISION	XX	CHECKED BY: CGS	S.A.P.				
NO	DATE	REVISION	XX	DATE: 12-18-23	S.A.P.				
NO	DATE	REVISION	XX	PROJECT NO. 24-1	S.A.P.				

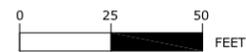
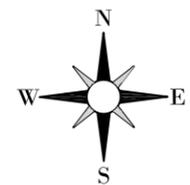


MATCH LINE SEE SHEET 4

- EXISTING CATCH BASIN / MANHOLE
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER
- PROPOSED CATCH BASIN / MANHOLE
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN

**CONSTRUCTION NOTES**

- ① FURNISH AND INSTALL MH TOP SLAB, BARREL SECTION, AND CASTING



No.	Date	Revisions	App.	DRAWING NAME PLAN PROFILE	S.A.P.
NO	DATE	REVISION	XX	DESIGNED BY: DML,SDT	S.A.P.
NO	DATE	REVISION	XX	DRAWN BY: DML,SDT	S.A.P.
NO	DATE	REVISION	XX	CHECKED BY: CGS	S.A.P.
NO	DATE	REVISION	XX	DATE: 12-18-23	S.A.P.
NO	DATE	REVISION	XX	PROJECT NO. 24-1	S.A.P.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

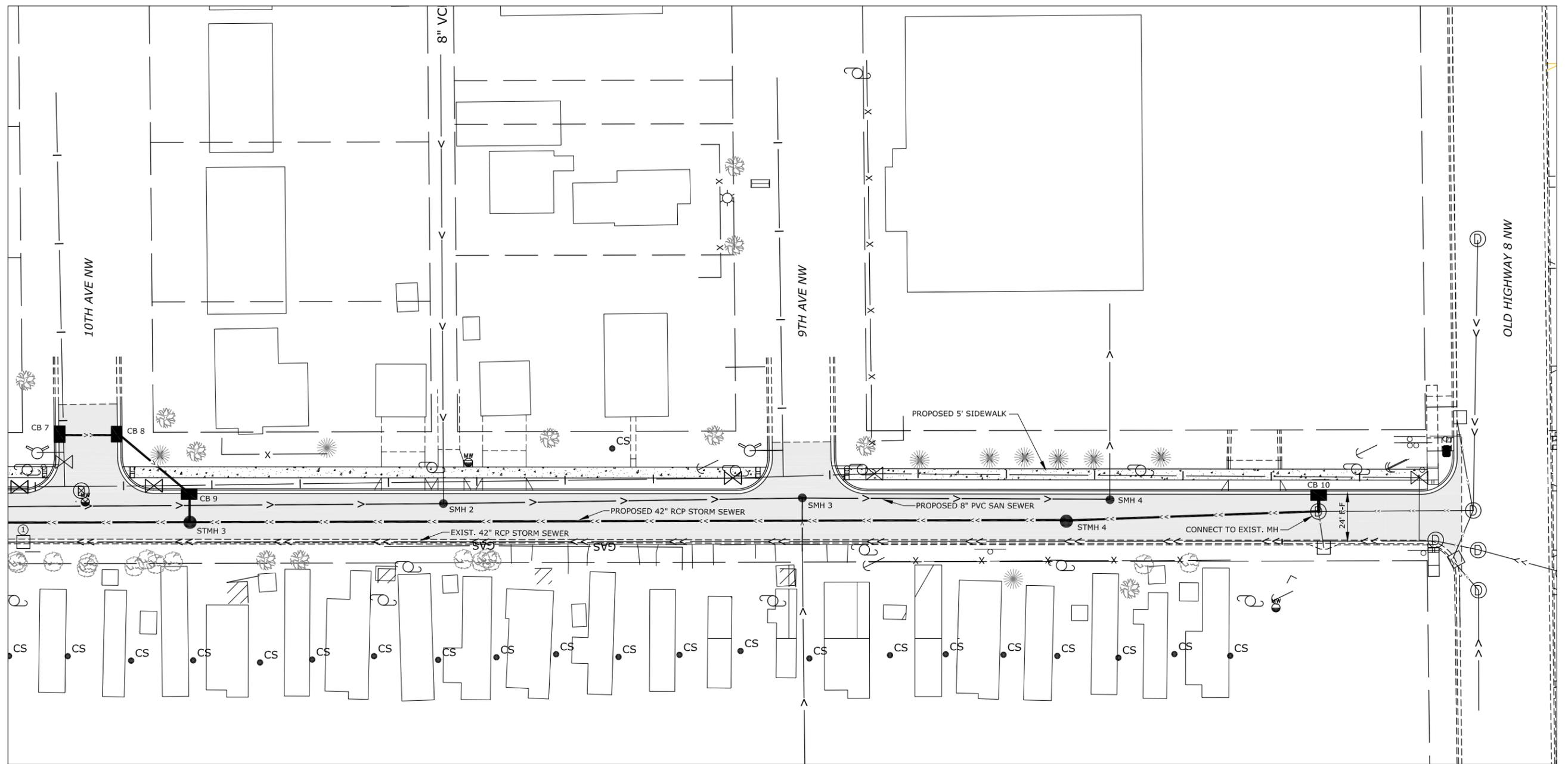
DATE: \_\_\_\_\_ MN LIC. NO. \_\_\_\_\_



4TH STREET NW  
STORM SEWER IMPROVEMENTS  
PROPOSED PLAN

SHEET NO.  
**3**  
**4** 97

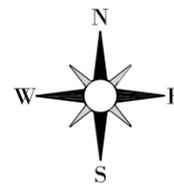
MATCH LINE SEE SHEET 3



- EXISTING CATCH BASIN / MANHOLE
- EXISTING SANITARY SEWER MANHOLE
- PROPOSED CATCH BASIN / MANHOLE
- PROPOSED SANITARY SEWER MANHOLE
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN

**CONSTRUCTION NOTES**

- ① REMOVE AND REPLACE MH TOP SLAB, BARREL SECTION, AND CASTING



No.	Date	Revisions	App.	DRAWING NAME PLAN PROFILE	S.A.P.	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  	4TH STREET NW STORM SEWER IMPROVEMENTS PROPOSED PLAN	SHEET NO. 4 4 98
NO	DATE	REVISION	XX	DESIGNED BY: DML,SDT	S.A.P.			
NO	DATE	REVISION	XX	DRAWN BY: DML,SDT	S.A.P.			
NO	DATE	REVISION	XX	CHECKED BY: CGS	S.A.P.			
NO	DATE	REVISION	XX	DATE: 12-18-23	S.A.P.			
NO	DATE	REVISION	XX	PROJECT NO. 24-1	S.A.P.			

DATE: \_\_\_\_\_ MN LIC. NO. \_\_\_\_\_



# Rice Creek Watershed District Stormwater Management Grant Program 2024 Application Form

## I. APPLICANT INFORMATION

Organization (to be named as Grantee): City of Willernie  
 Street Address: 111 Wildwood Road  
 City, State, Zip: Willernie, MN, 55090  
 Tax Status: Local Government Tax ID#: 41-0847525  
*(e.g., local government, non-profit 501(c)(3), private business, etc.)*

## II. PROJECT CONTACTS

Project Officer: <u>Marcus Johnson</u>	Financial Officer: <u>Vickie Keating</u>
Title: <u>City Engineer</u>	Title: <u>Clerk-Treasurer</u>
Telephone: <u>507-440-0537</u>	Telephone: <u>651-429-2977</u>
Fax: _____	Fax: <u>651-429-2283</u>
Email: <u>Marcus.Johnson@bolton-menk.com</u>	Email: <u>vkeating1@comcast.net</u>

## III. PROJECT INFORMATION

Project Name: Craig Place Storm Sewer Improvements  
 Location(s) of Project: Corner of Craig Place and Kindross  
 City: Willernie State: MN County: Washington  
 Project Start Date: 6/1/2024 Project Completion Date: 8/30/2024

Project Type (check only those that directly apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Water Quality Treatment Project             | <input type="checkbox"/> Stormwater Reuse Irrigation Project           |
| <input checked="" type="checkbox"/> Peak Runoff Rate Control Project | <input type="checkbox"/> Runoff Volume Control / Flood Storage Project |
| <input type="checkbox"/> Other: _____                                |  |

Is a RCWD Rule C permit required for this project?  YES  NO  UNKNOWN

## IV. GRANT REQUEST

RCWD Grant Funding Requested: \$ 33,150  
 Applicant Match Funding Committed: \$ 33,150  
 State/Other Funding Committed: \$ \_\_\_\_\_ Source(s): \_\_\_\_\_  
 Total Estimated Project Cost: \$ 66,300

Would you be willing to accept grant funding in an amount less than requested?  YES  NO

## V. SIGNATURE OF APPLICANT

**I certify that the information contained within this application is true and accurate.**

Marcus Johnson  
 Signature of Project Officer

12-20-2023  
 Date

**VI. Executive Summary / Abstract**

Include a brief Executive Summary (100 words or less) that summarizes the main goals and activities of the project and the expected environmental outcomes that will be achieved. Identification of the total amount of funds being requested along with the required match, and how you heard about the program should be included in the Executive Summary. The summaries will be used in the grant review process and on the RCWD website, for projects that are funded.

The goal is to upsized an existing storm sewer pipe to prevent flooding of neighboring properties.

**VII. Description (10 points)**

The RCWD has established guidelines for prioritizing projects based on location. Water quality improvement projects should be located to benefit a RCWD lake classified as either “Protection” or “Restoration” (see Table 2-4 in the RCWD 2020 Watershed Management Plan), and/or a waterbody with an approved Total Maximum Daily Load (TMDL) study or other recognized diagnostic water quality study. Flood storage and runoff rate control projects should focus on reducing peak flood elevations in known regional flood hazard areas and/or documented local problem areas. Describe the specific watershed management, water quality or quantity need(s) that the project will address and its impact on the target water resource within the District.

Name the target waterbody benefitting from this project: White Bear Lake

List and describe the Best Management Practices (BMPs) to be incorporated into this project.

A sump at the bottom of the storm sewer structure.

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximizes infiltration.

N/a

Provide drawings, maps and/or schematics which graphically illustrate the location and conceptual design of the project. **(Attach separate sheets.)**

Describe how long-term operation and maintenance of the project will be accomplished.

There should be minimal maintenance other than annual cleaning of the sump in the catch basi

**VIII. Prioritization (15 points)**

How does the project support existing regional planning efforts such as the RCWD Watershed Management Plan, municipal surface water management plans, TMDLs, or other recognized diagnostic studies? Is the project included on the Member Community Project List (Appendix G) within the RCWD Watershed Management Plan? Please provide citations where possible.

The project is not noted on the RCWD Watershed Management Plan. The project is too small of

**IX. Targeting (15 points)**

Describe the critical pollution or flooding sources and risks addressed by this project. Explain why the proposed project is the most cost-effective and feasible means to attain the expected resource benefits. Has a formal analysis been conducted to substantiate this position?

There are no known critical pollutants, the known flooding sources are the upstream neighbors over

**X. Measurable Outcomes (20 points)**

Provide a detailed estimate and description of the anticipated pollutant reduction, stormwater rate/volume reduction, groundwater withdrawal reduction, and/or other environmental or natural resource benefits associated with the project. Describe the methods and cite the sources (i.e. P8 model, HydroCAD, XP-SWMM, MIDS, MN Stormwater Manual, etc.) used to calculate or estimate the pollutant reductions and/or hydrologic outcomes. **(Mandatory for RCWD to consider your proposal!)**

See attached Cost estimate. Due to the nature of the project, there will be an increase of storm

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project, including how success will be defined and measured.

n/a

**XI. Cost-Effectiveness (20 points)**

Provide a detailed budget that lists each item for which funding is being requested. You must also list the sources of required local matching contributions. Why is this the most cost-effective approach to solving the problem? Have other alternatives been explored? **(Attach separate sheets if needed.)**

See Attached Cost Estimate. The local match will be taken from the City of Willernie's city budget

**XII. Project Readiness (10 points)**

Please describe the anticipated timeline for implementing this project. What steps have been taken to ensure that the project can be implemented according to this timeline? Are any permits needed?

The anticipated schedule would be bidding in February/March with the construction starting upon

**XIII. Engagement Opportunities (10 points)**

Demonstrate any potential for public engagement, education and demonstration and describe what methods will be used to ensure that the purpose and success of the project are made known to the public. Applicants must incorporate a public engagement component into the project.

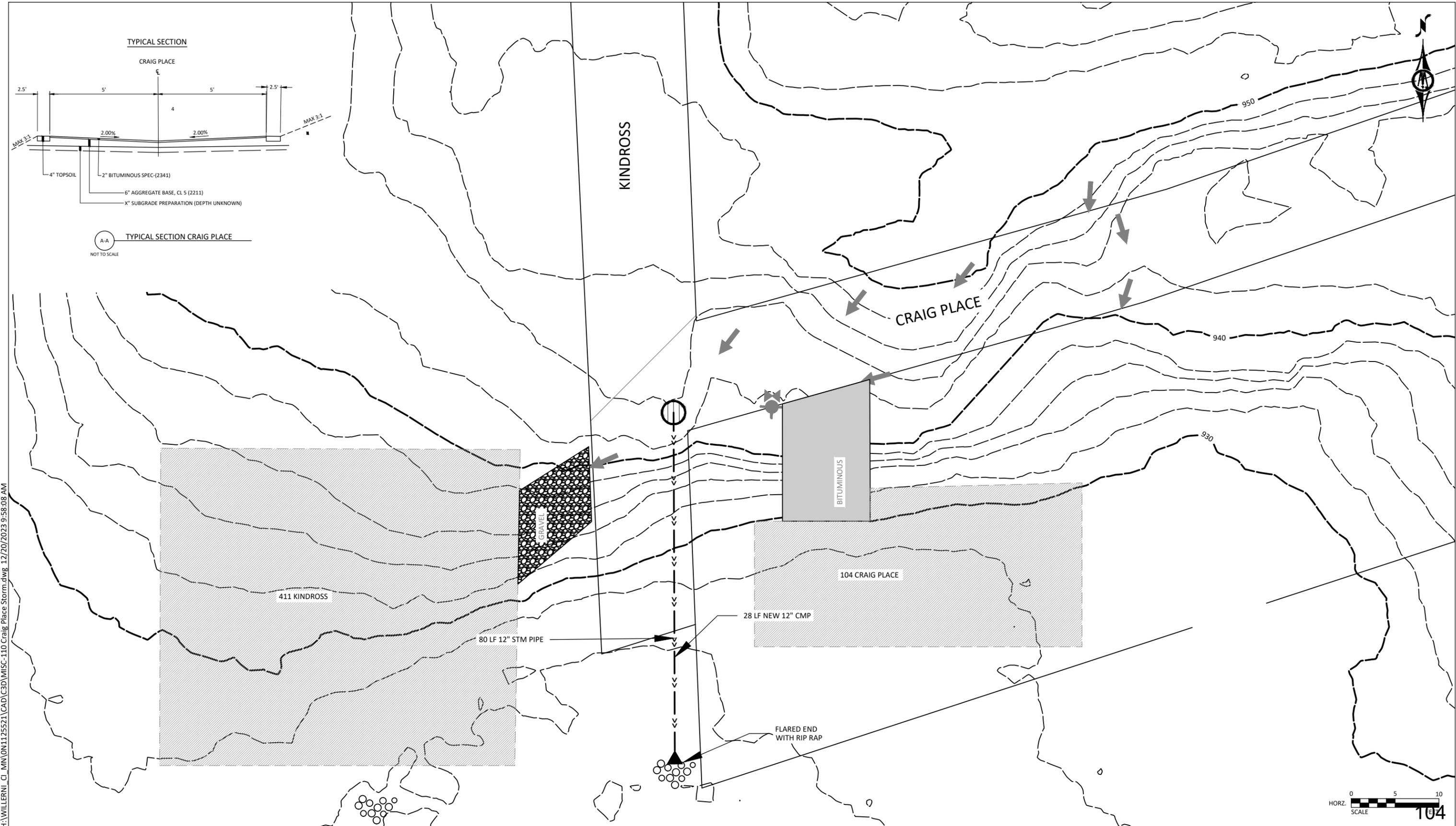
An open house to discuss with the public what improvements are being proposed.

# ENGINEER'S ESTIMATE

Craig Place Storm Sewer Replacement  
Willernie, MN

December 2023

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	EACH	\$2,000.00	\$2,000.00
2	TRAFFIC CONTROL	1	EACH	\$1,000.00	\$1,000.00
3	REMOVE EXISTING STORM SEWER STRUCTURE	1	EACH	\$500.00	\$500.00
4	TRENCHLESS 12" STORM PIPE	80	LF	\$200.00	\$16,000.00
5	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2'X3'	1	EACH	\$3,500.00	\$3,500.00
6	12" FES APRON	1	EACH	\$1,500.00	\$1,500.00
7	RANDOM RIP RAP CLASS III	15	CY	\$120.00	\$1,800.00
8	CASTING ASSEMBLY	1	EACH	\$300.00	\$300.00
9	EROSION CONTROL	1	LS	\$6,000.00	\$6,000.00
10	REMOVE BITUMINOUS PAVEMENT	270	SY	\$10.00	\$2,700.00
11	TYPE SP 12.5 NON WEAR COURSE MIXTURE (3,C)	100	TON	\$95.00	\$9,500.00
12	FINAL SHAPING	50	SY	\$50.00	\$2,500.00
				Total Base	\$47,300.00
				Contingency	15% \$7,100.00
				Engineering and Legal	25% \$11,900.00
				<b>Total Construction Cost</b>	<b>\$66,300.00</b>



H:\WILLERNIE\_CJ\_MN\ON1125521\CAD\C3D\MISC-110 Craig Place Storm.dwg 12/20/2023 9:58:08 AM

## City of Willernie 2024 SMG Application

### VI. Executive Summary/Abstract

The goal is to upsize an existing storm sewer pipe to prevent flooding of neighboring properties. Craig place currently drains to an existing 6" storm sewer pipe in the center of the road. This past summer it has been observed that the pipe does not have enough capacity. A 12" is planned to take the drainage and continue to drain into the wetland west of this intersection. The total amount for the project is planned to be \$66,300, which the City of Willernie would match 50% of the requested \$33,150.

### VII. Description

Name of Waterbody benefitting from the project: White Bear Lake

List and Describe the BMP to be incorporated into this Project: A sump at the bottom of the storm sewer structure.

If applicable, describe how the project impacts or protects RCWD groundwater resources, minimizes impervious surfaces, and/or maximize infiltration: N/A

Describe how long-term operation and maintenance of the project will be accomplished:

There should be minimal maintenance other than annual cleaning of the sump in the catch basin, which will be done by the City of Willernie.

### VIII. Prioritization

The project is not noted on the RCWD Watershed Management Plan. The project is too small of a drainage area to be recognized.

### IX. Targeting

There are no known critical pollutants, the known flooding sources are the upstream neighbors overland drainage, draining onto the city street. This project is the most cost effective because open cut installation is not feasible due to the tight and steep nature of the existing alignment. There is no alternative access point to the wetland that is more cost effective.

#### **X. Measurable Outcomes**

See attached Cost estimate. Due the nature of the project, there will be an increase of storm water rate. The remaining measurable outcomes do not apply.

Describe the strategy for monitoring and/or evaluating the results or effectiveness of the project: N/A

#### **XI. Cost Effectiveness**

See Attached Cost Estimate. The local match will be taken from the City of Willernie's city budget. This project is the most cost effective because open cut installation is not feasible due to the tight and steep nature of the existing alignment. There is no alternative access point to the wetland that is more cost effective.

#### **XII. Project Readiness**

The anticipated schedule would be bidding in February/March with the construction starting upon the ground thawing. Expected construction timeline would be 1 month.

#### **XIII. Engagement Opportunities**

An open house to discuss with the public what improvements are being proposed.

Applicant	Total cost	RCWD request	P removal	TSS removal	Total cost/lb P	Total cost/lb TSS	RCWD/lb P	RCWD/lb TSS
Arden Hills	189300	94650	7.05		26,851	80.97	13,426	40.48
Fridley	60000	30000	0.987		60,790	207.61	30,395	103.81
New Brighton	851994	100000	reduction in peak water flow					
White Bear TWP	236000	118000	reduction in peak water flow					
Willernie	66300	33150	reduction in peak water flow					

## **ITEMS REQUIRING BOARD ACTION**

3. Treatment of Metro Shooting and Trost Settlements - 2023  
Financial Reports (Nick Tomczik)



## MEMORANDUM Rice Creek Watershed District

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**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** Treatment of Metro Shooting and Trost Settlements - 2023 Financial Report

---

### **Introduction**

The Board established an annual review in February of the level of liability associated with the Metro Shooting and Trost settlements. This is the annual review for Board consideration and action.

### **Background**

This item was considered at the February 14<sup>th</sup> RCWD Board meeting and tabled to a subsequent meeting intending all managers present as well as proposing the discussion include consideration of the potential implications of the settlements and the District's management of its wetland bank and available credits. A draft resolution is attached for consideration specific to the District's management of wetland bank and available credit.

Smith Partners as District counsel inquired with Staff and District Engineer regarding potential changes that are relevant to assessing District liability under the 2005 settlements. Please see attached Smith Partners' memo for additional background and context on the matter which includes RCWD Board of Manager's workshop discussion on consideration of development and the settlement.

There has been little definitive change in the facts and circumstances relevant to the development of the subject parcels. The District has received general inquiries regarding development on some of the subject parcels yet no specific development proposal has been put forth to the District or its consultants. So, there is no substantial change in the information available from which to assess the District's potential liability under development of the property and the related settlements.

### **Staff Recommendation**

Staff recommend Board review of the current circumstance and discuss the District's potential liability. In consultation with District legal counsel, the following are three potential Board Statements for consideration. In 2023, the Board action was to proceed under the third of three options on the following page.

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



**OPTION (*liability remote*):** That the Board of Managers finds the triggering of the potential contingent future liability to be remote, and therefore not a matter to be disclosed in the 2023 financial report.

**OPTION (*liability remote*):** That the Board of Managers finds the triggering of the potential contingent future liability to be remote, but nevertheless concludes that it should be referenced in the 2023 financial report as follows, or as modified in the auditor’s judgment:

In settlement agreements approved in 2005, the District committed that when development occurs on two tracts then owned by the Metro Shooting Center and Trost, the application of the District’s wetland rules will not have the result of affording the owner for the Metro Shooting parcel fewer than 100 contiguous upland acres for development, and the owner of the Trost parcel no fewer than 45 such acres. If additional wetland replacement is required to allow for consolidation of the stated acreage, the District will bear the cost of that replacement. The District is unable either to determine at this time the likelihood of this potential future contingent liability, or to estimate the District expense if and when the liability should arise.

**OPTION (*liability not remote*):** That the Board of Managers finds that it is reasonably possible that one or more events will occur so as to cause the District to incur what is now a potential contingent future liability, and therefore that this liability should be referenced in the 2023 financial report as follows, or as modified in the auditor’s judgment:

In settlement agreements approved in 2005, the District committed that when development occurs on two tracts then owned by the Metro Shooting Center and Trost, the application of the District’s wetland rules will not have the result of affording the owner for the Metro Shooting parcel fewer than 100 contiguous upland acres for development, and the owner of the Trost parcel no fewer than 45 such acres. If additional wetland replacement is required to allow for consolidation of the stated acreage, the District will bear the cost of that replacement. The District is unable at this time to estimate the District expense if and when the liability should arise.

The Board should move and act on one of the three options or its own alternative.

**Attachments**

- Smith Partners’ January 30, 2024 Memorandum
- Draft Resolution Recognizing Potential Wetland Replacement Obligation



250 Marquette Avenue  
Suite 250  
Minneapolis, MN 55401  
(612) 344-1400 tel

[www.smithpartners.com](http://www.smithpartners.com)

## MEMORANDUM

**TO:** Rice Creek Watershed District Board of Managers

**FROM:** Louis Smith

**RE:** 2023 Financial Report  
Metro Shooting/Trost Settlements

**DATE:** January 30, 2024

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In 2005, the District entered into settlements with Blaine landowners Metro Shooting Center Corp. and John Trost with respect to those parties' claims concerning the District's management of Anoka County Ditch 53-62. Under the settlements, the District made a payment to each landowner and also, subject to certain terms, committed to supply wetland replacement credits if needed for a landowner to create a specified contiguous upland footprint for development.

In late 2015, the District auditor and attorney advised you as to the circumstances under which this contingent liability should be identified in the District's annual financial reports. We supplied a memorandum dated December 2, 2015. In the interest of public accountability, you waived the attorney-client privilege for the memo.

In the memo, we summarized our guidance as follows:

If it is reasonably possible that the District's obligation will result in a liability in the future, then the liability should be disclosed in its financial reports. If the amount of the liability cannot be reasonably estimated, the disclosure should state that an estimate of the liability cannot be made. In making these determinations, the District may be guided by the advice of its engineer, counsel and auditor. When assumed in 2005, the Metro Shooting and Trost liabilities were subject to a number of uncertainties, and that remains the case. It appears that the collective judgment to date has been that the various uncertainties render the triggering of this potential contingent future liability remote, and therefore not a matter that is required to be disclosed in the annual financial report.

At your December 7, 2015 workshop, by majority vote, you concurred in the finding that this contingent liability is remote and therefore not to be disclosed in the annual financial report. At your February 8, 2016 workshop, again by majority vote, you affirmed this finding for the purpose of the 2015 financial report. At the March 9, 2016 workshop, you passed a motion unanimously "to annually review the liability of the Metro Shooting/Trost contingent liability in February of every year and take a formal vote at the Board meeting as to the remoteness of the liability."

For the 2016 financial report, the Board of Managers adopted the following motion on February 22, 2017:

***That the Board of Managers finds the triggering of the potential contingent future liability to be remote, but nevertheless concludes that it should be referenced in the 2016 financial report as follows, or as modified in the auditor's judgment:***

***In settlement agreements approved in 2005, the District committed that when development occurs on two tracts then owned by the Metro Shooting Center and Trost, the application of the District's wetland rules will not have the result of affording the owner for the Metro Shooting parcel fewer than 100 contiguous upland acres for development, and the owner of the Trost parcel no fewer than 45 such acres. If additional wetland replacement is required to allow for consolidation of the stated acreage, the District will bear the cost of that replacement. The District is unable either to determine as this time the likelihood of this potential future contingent liability, or to estimate the District expense if and when the liability should arise.***

For the 2017, 2018, 2019, 2020 and 2021 financial reports, the Board of Managers adopted the same motion on, respectively, February 28, 2018; February 27, 2019; February 12, 2020; February 10, 2021; and February 9, 2022.

For the 2022 financial report, the Board of Managers adopted the following motion on February 8, 2023, changing the Board's assessment from "remote" to "reasonably possible" as follows:

***That the Board of Managers finds that it is reasonably possible that one or more events will occur so as to cause the District to incur what is now a potential contingent future liability, and therefore that this liability should be referenced in the 2022 financial report as follows, or as modified in the auditor's judgment:***

***In settlement agreements approved in 2005, the District committed that when development occurs on two tracts then owned by the Metro Shooting Center and Trost, the application of the District's wetland rules will not have the result of affording the owner for the Metro Shooting parcel fewer than 100 contiguous upland acres for development, and the owner of the Trost parcel no fewer than 45 such acres. If additional wetland replacement is required to allow for consolidation of the stated acreage, the District will bear the cost of that replacement. The District is unable at this time to estimate the District expense if and when the liability should arise.***

For the purpose of the 2023 financial report, pursuant to paragraph (5), American Bar Association Statement of Policy Regarding Lawyers' Responses to Auditors' Requests for Information (1999), the

District Administrator has asked us to include in our audit opinion letter an opinion as to the remoteness of this potential contingent future liability. For that purpose, we have regularly made inquiry of the District's permit coordinator (Patrick Hughes) and engineer (Chris Otterness) as to any change in circumstances that may cause the liability now to be less remote so as to alter the District's treatment of it in the financial report. Specifically, our inquiry includes:

1. Any facts (including permitting inquiries to the District or City of Blaine) or statements evidencing a specific intent to initiate development of either tract in the foreseeable future.
2. Any change in District Rule F/Minnesota Wetland Conservation Act or U.S. Army Corps of Engineers Section 404 requirements as concerns wetland impact sequencing, calculation of replacement requirements, or replacement credit location.
3. Any new information regarding the hydrology or soils on either tract as would be relevant to the geophysical suitability of a development footprint.
4. Any new regulatory wetland boundary data for either tract, or new field information suggesting a change in the regulatory wetland boundary.
5. Any new Federal Emergency Management Agency/regulatory floodplain affecting either tract.

As of this date, Mr. Hughes has reported having several meetings with the landowner, and interested developer, the developer's consultant, and the Anoka Technical Evaluation Panel and the Corps of Engineers. These parties walked the site in April 2022 to discuss delineation methods. At a June 12, 2023 Board Workshop meeting, Jay Wilder, Richard Wilder, Anthony Wilder, and Arthur Wilder were in attendance, along with Megan Hedstrom of the City of Blaine, for the Board's discussion of the Metro Shooting Settlement Agreement implementation. The Board directed the attorney, engineer, and staff to continue to develop an understanding of the settlement agreement and its implementation. At a September 8, 2023 workshop, the Board discussed the matter further. As landowners, the Wilders have not presented further information on their development plans. To date, very limited information has been provided on the proposed development and no application, concept plan or even the size or area of proposed development has been presented. While these meetings indicate an intent to pursue development of the site, there is no basis from which to analyze potential District contingent liability differently than in the past. Mr. Otterness reports that based on current RCWD modeling, when FEMA or the landowner completes a FEMA revision process, the extent of floodplain likely will shrink considerably, assuming that they use RCWD modeling as a basis for such a revision.

It is also noteworthy that on May 25, 2023, the U.S. Supreme Court issued a decision in *Sackett v. U.S. Environmental Protection Agency*. In this decision, the court narrowed Section 404 jurisdiction over wetlands "adjacent to" navigable waters and tributaries by redefining the word "adjacent." On September 8, 2023, the USACE and the USEPA adopted revisions to the federal rule to conform to the *Sackett* ruling. To the extent the USACE, in 2005, found certain wetlands jurisdictional not

because they are a part of the ACD 53-62 tributary, but because they are “adjacent” to ACD 53-62, it may find that under the revised rule, those wetlands no longer are subject to federal regulation. It remains to be seen how the USACE St. Paul office will read the new rule as it applies to the MSCC property and any development proposal.

Accordingly, our opinion in our audit opinion letter for the 2023 financial report remains the same as for the prior years noted above: When assumed in 2005, the Metro Shooting and Trost liabilities were subject to uncertainty in a number of respects; this remains the case. To date, the collective judgment has been that these elements of uncertainty together render the likelihood that this potential contingent future liability will be realized remote, and the Board of Managers last year changed its assessment of this likelihood to “reasonably possible.” Our inquiry to the District staff and the District engineer confirm that while there is some exploration of potential development from the landowner and a potential developer, there is not yet enough information about a development proposal to change the assessment of this issue. We have not otherwise received and are not aware of any additional information that would alter this assessment or otherwise suggest a change in circumstances making the realization of the potential liability more likely. ***We note, however, that receipt of a specific development proposal could change this assessment.***

We would be pleased to answer any questions you may have regarding this matter.

c: Nick Tomczik, RCWD Administrator

**RESOLUTION 2024-03**

**RICE CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS**

**RECOGNIZING POTENTIAL WETLAND REPLACEMENT OBLIGATIONS**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_:

**WHEREAS** in 2005, the Rice Creek Watershed District (“District”) entered into settlements with Blaine landowners Metro Shooting Center Corp. and John Trost with respect to those parties’ claims concerning the District’s management of Anoka County Ditch 53-62, under which the District made a payment to each landowner and, subject to certain terms, committed to supply wetland replacement credits if needed for a landowner to create a specified contiguous upland footprint for development;

**WHEREAS** in 2012 the District completed the Brown’s Preserve project on the site of the former Houle Wildlife Management Area in the Cities of Columbus and Forest Lake, allowing the rerouting of Anoka-Washington Judicial Ditch #4 and restoring an expanse of wetland;

**WHEREAS** the District implemented the Brown’s Preserve project in part to allow it to create and bank wetland replacement credits that it might use to meet regulatory obligations associated with its public drainage system work and other wetland replacement obligations it might assume;

**WHEREAS** Brown’s Preserve ultimately generated about 60.7 wetland credit acres, of which about 40.3 remain unallotted;

**WHEREAS** from time to time the District Board of Managers (“Board”) is advised by the District administrator and engineer as to wetland replacement needs that may arise in conjunction with programmed or planned District projects and the District’s ability to meet those needs through allocation of Brown’s Preserve credits;

**WHEREAS** in its annual financial reports from 2015 to 2021, the District designated the contingent liability under the Metro Shooting/Trost settlements associated with its obligation to supply wetland replacement credits as remote, and in the 2022 financial report, designated this contingent liability as reasonably possible, but in both cases finding that it could not estimate the potential amount of the liability, due to a number of uncertainties as to whether the liability would arise and, if so, what the extent of the liability would be; and

**WHEREAS** however, the District Board of Managers recognizes the existence and “reasonable possibility” of the liability;

**THEREFORE BE IT RESOLVED** that the District administrator and engineer will include the Metro Shooting/Trost settlement contingent liability in the tracking of potential future wetland replacement obligations, and will incorporate this contingent liability when it advises the Board as to the status of the Brown’s Preserve credit account and the District’s potential wetland replacement needs.

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

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

Upon vote, the President declared the Resolution \_\_\_\_\_.

\_\_\_\_\_  
Jessica Robertson, Secretary

Dated: \_\_\_\_\_, 2024

\* \* \* \* \*

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

IN TESTIMONY WHEREOF, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Jessica Robertson, Secretary

## **ITEMS REQUIRING BOARD ACTION**

4. Check Register Dated February 28, 2024, in the Amount of \$378,161.22 and February Interim Financial Statements Prepared by Redpath and Company

**Rice Creek Watershed District**  
**Check Register**  
**February 15, 2024 - February 28, 2024**  
**To Be Approved at the February 28, 2024 Board Meeting**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>		
25534	02/14/24	Jacon LLC.	Construction	\$113,545.90	<b>Pd. 2/14</b>
25535	02/15/24	Dept of Treasury	Payroll Taxes-Schmidt	751.25	<b>Pd. 2/15</b>
25536	02/28/24	Blaine Shopping Center, LLC	Rent	8,617.24	
25537	02/28/24	Delta Dental	Employee Benefits	1,020.84	
25538	02/28/24	First Unum Life Insurance Company	Employee Benefits	936.36	
25539	02/28/24	HealthPartners	Employee Benefits	12,439.42	
25540	02/28/24	Houston Engineering, Inc.	Engineering Expense	103,507.51	
25541	02/28/24	NineNorth	Professional Services	451.36	
25542	02/28/24	Olson's Sewer Service, Inc.	Contracted Services	45,110.82	
25543	02/28/24	Press Publications	Legal Notices	126.45	
25544	02/28/24	Print Central	Printing	55.00	
25545	02/28/24	Redpath & Company, LLC	Accounting	12,871.35	
25546	02/28/24	Rinke Noonan	January Legal Expense	4,286.60	
25547	02/28/24	Rymark	Professional Services	1,903.00	
25548	02/28/24	Smith Partners	January Legal Expense	7,944.74	
25549	02/28/24	St. Paul Pioneer Press	Legal Notices	339.40	
25550	02/28/24	U.S. Bank Equipment Finance, Inc.	Equipment Lease	648.75	
11384	02/28/24	Trent Riter	Surety Release - #21-019	1,000.00	
Payroll	02/29/24	February 29th Payroll (estimate)	February 29th Payroll (estimate)	31,002.53	
Payroll	02/29/24	Manager Per Diem/Expenses (estimate)	Manager Per Diem/Expenses (estimate)	1,363.00	
EFT	02/20/24	Further	Employee Benefits	43.50	
EFT	02/25/24	Card Services-Elan	January/February Credit Card	6,334.63	
EFT	02/29/24	4M Bank Fee	Bank Fee	17.50	
EFT	02/07/24	Further	Employee Benefits	687.95	
EFT	02/14/24	Further	Employee Benefits	276.23	
EFT	02/21/24	Further	Employee Benefits	64.15	
EFT	02/23/24	Verizon Wireless	Telecommunications	679.22	
EFT	02/23/24	Verizon Wireless	Telecommunications	70.02	
EFT	02/29/24	Internal Revenue Service (estimate)	02/29 Federal Withholding (estimate)	10,884.21	
EFT	02/29/24	Minnesota Revenue (estimate)	02/29 State Withholding (estimate)	1,852.00	
EFT	02/29/24	Empower Retirement	02/29 Deferred Compensation	1,055.00	
EFT	02/29/24	Empower Retirement	02/29 Roth IRA	265.00	
EFT	02/29/24	Further	2/29 Flex Spending HSA (estimate)	565.92	
EFT	02/29/24	PERA (estimate)	02/29 PERA (estimate)	6,390.94	
EFT	02/29/24	Empower Retirement	February Health Care Savings (estimate)	1,053.43	
<b>Total</b>				<b>\$378,161.22</b>	

Check numbers 25481 - 25506 are void due to printing error.  
Check numbers 11378 - 11380 are void due to printing error.

Rice Creek Watershed District Budget Status Report  
Administrative & Program Budget  
Fiscal Year 2024  
2/29/2024

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	-	\$1,125.00	\$1,875.00	\$31,875.00	5.56%
	Manager expenses	4010	8,000.00	-	159.46	263.98	7,736.02	3.30%
Committees	Committee/Bd Mtg. Exp.	4800	-	-	-	-	-	-
Employees	Staff salary/taxes/benefits	4100-4140	251,775.00	-	19,487.54	41,995.44	209,779.56	16.68%
	District training & education	4265	10,000.00	-	75.75	75.75	9,924.25	0.76%
	Employee expenses	4320-4321	1,100.00	-	32.16	32.16	1,067.84	2.92%
Administration/ Office	Office/Meeting/Software	4200-4205	5,818.00	-	180.20	197.70	5,620.30	3.40%
	Printing	4208	500.00	-	-	-	500.00	0.00%
	Rent/Office	4210	22,200.00	-	1,723.45	5,170.35	17,029.65	23.29%
	Telecommunications	4240	7,500.00	-	508.63	1,017.25	6,482.75	13.56%
	Dues	4245	15,642.00	-	0.00	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	2,503.20	68.71%
	Postage	4280	1,100.00	-	-	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	-	259.50	429.16	4,020.84	9.64%
	<b>Sub-Total-Administration:</b>			<b>371,535.00</b>	<b>-</b>	<b>23,551.69</b>	<b>69,053.59</b>	<b>302,481.41</b>
Consultants	Auditor/Accounting	4330	21,000.00	-	2,574.27	2,574.27	18,425.73	12.26%
	Legal	4410	50,000.00	-	3,536.74	3,536.74	46,463.26	7.07%
	Consultants/Professional Serv.	4420	25,000.00	-	907.36	907.36	24,092.64	3.63%
	Engineering-General	4500	56,000.00	-	3,400.00	3,400.00	52,600.00	6.07%
<b>Sub-Total-Consultants:</b>			<b>152,000.00</b>	<b>-</b>	<b>10,418.37</b>	<b>10,418.37</b>	<b>141,581.63</b>	<b>6.85%</b>
<b>TOTAL</b>			<b>\$523,535.00</b>	<b>-</b>	<b>\$33,970.06</b>	<b>\$79,471.96</b>	<b>\$444,063.04</b>	<b>15.18%</b>

Rice Creek Watershed District Budget Status Report  
Administrative & Program Budget  
Fiscal Year 2024  
2/29/2024

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	\$15,909.87	\$33,970.06	\$79,471.96	\$444,063.04	15.18%
30 - Environmental Education	254,068.00	2,894.20	21,238.88	45,262.07	208,805.93	17.81%
35 - Information Management	271,146.00	3,455.88	11,803.97	24,180.39	246,965.61	8.92%
60 - Restoration Projects	2,165,193.00	19,920.39	26,280.92	44,193.25	2,120,999.75	2.04%
70 - Regulatory	1,590,761.00	22,997.57	86,619.25	131,495.90	1,459,265.10	8.27%
80 - Ditch & Creek Maintenance	1,741,000.00	86,265.94	241,727.45	268,038.44	1,472,961.56	15.40%
90 - Lake & Stream Management	1,147,001.00	11,584.06	29,098.73	54,924.17	1,092,076.83	4.79%
95 - District Facilities	641,635.00	6,542.06	16,776.40	32,257.58	609,377.42	5.03%
<b>Total District Revenue/Expenditures</b>	<b>\$8,334,339.00</b>	<b>\$169,569.97</b>	<b>\$467,515.66</b>	<b>\$679,823.76</b>	<b>\$7,654,515.24</b>	<b>8.16%</b>

**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 @ 2/29/2024
10 - General Fund	\$508,186.55	-	15,909.87	\$33,970.06	\$79,471.96	\$444,624.46
30 - Environmental Education	267,289.05	-	2,894.20	21,238.88	45,262.07	224,921.18
35 - Information Management	304,085.05	-	3,455.88	11,803.97	24,180.39	283,360.54
60 - Restoration Projects	2,596,941.62	-	19,920.39	26,280.92	44,193.25	2,572,668.76
70 - Regulatory	786,010.65	-	22,997.57	86,619.25	131,495.90	677,512.32
80 - Ditch & Creek Maintenance	1,504,839.21	-	86,265.94	241,727.45	268,038.44	1,323,066.71
90 - Lake & Stream Management	935,022.33	-	11,584.06	29,098.73	54,924.17	891,682.22
95 - District Facilities	904,808.99	-	6,542.06	16,776.40	32,257.58	879,093.47
99 - Project Anticipation	4,500,000.00	-	-	-	-	4,500,000.00
<b>Total District Fund Balance:</b>	<b>\$12,307,183.45</b>	<b>-</b>	<b>\$169,569.97</b>	<b>\$467,515.66</b>	<b>\$679,823.76</b>	<b>\$11,796,929.66</b>

Rice Creek Watershed District  
Interim Financial Statements

*February 29, 2024*



4810 White Bear Parkway White Bear Lake, MN 55110 651.426.7000 [www.redpathcpas.com](http://www.redpathcpas.com)

Redpath and Company is an independent member of HLB International, a world-wide organization of professional accounting firms.

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - General Fund - 10**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>GENERAL FUND - 10-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 2,472.57	494,658.00	(492,185.43)
Interest Revenue	0.00	2,358.92	0.00	2,358.92
Investment Interest-Surety	0.00	9,775.93	28,877.00	(19,101.07)
Investment Income	0.00	1,302.45	0.00	1,302.45
<b>Total Revenues</b>	<b>0.00</b>	<b>15,909.87</b>	<b>523,535.00</b>	<b>(507,625.13)</b>
Expenses				
Manager Per Diem	1,125.00	1,875.00	33,750.00	(31,875.00)
Manager Expense	0.00	0.00	3,500.00	(3,500.00)
Manager Travel	159.46	263.98	4,500.00	(4,236.02)
Wages	13,424.40	26,848.80	172,334.00	(145,485.20)
Benefits	2,865.59	8,687.46	32,192.00	(23,504.54)
PERA Expense	1,006.84	2,013.68	12,925.00	(10,911.32)
HCSA Contributions	1,053.43	2,106.86	15,640.00	(13,533.14)
Payroll Taxes	1,045.98	2,063.27	13,184.00	(11,120.73)
Payroll Taxes-Unemployment	91.30	275.37	5,500.00	(5,224.63)
Office Supplies	113.22	113.22	2,450.00	(2,336.78)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	250.00	(250.00)
Meeting Supplies	66.98	66.98	2,868.00	(2,801.02)
Printing	0.00	0.00	500.00	(500.00)
Rent	1,723.45	5,170.35	22,200.00	(17,029.65)
Telecommunications	508.63	1,017.25	7,500.00	(6,482.75)
Dues	0.00	12,500.00	15,642.00	(3,142.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	75.75	75.75	10,000.00	(9,924.25)
Insurance & Bonds	0.00	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	32.16	32.16	1,100.00	(1,067.84)
Audit & Accounting	2,574.27	2,574.27	21,000.00	(18,425.73)
Professional Services	907.36	907.36	20,000.00	(19,092.64)
Contracted Services	0.00	0.00	5,000.00	(5,000.00)
Legal	3,536.74	3,536.74	50,000.00	(46,463.26)
Engineering	3,400.00	3,400.00	56,000.00	(52,600.00)
Computer Equipment	0.00	0.00	250.00	(250.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	259.50	429.16	2,200.00	(1,770.84)
Bank Charges	0.00	17.50	0.00	17.50
<b>Total Expenses</b>	<b>33,970.06</b>	<b>79,471.96</b>	<b>523,535.00</b>	<b>(444,063.04)</b>
<b>Total Revenues Over/(Under) Expenditures - General Fund</b>	<b>(33,970.06)</b>	<b>(63,562.09)</b>	<b>0.00</b>	<b>(63,562.09)</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (33,970.06)</b>	<b>(63,562.09)</b>	<b>0.00</b>	<b>(63,562.09)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Environmental Education - 30**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>COMMUNICATION &amp; OUTREACH - 30-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 1,222.08	157,055.00	(155,832.92)
Interest Income	0.00	1,077.30	14,014.00	(12,936.70)
Investment Income	0.00	594.82	0.00	594.82
Total Revenues	<u>0.00</u>	<u>2,894.20</u>	<u>171,069.00</u>	<u>(168,174.80)</u>
Expenses				
Wages	7,111.46	17,628.92	91,332.00	(73,703.08)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	819.26	2,452.79	10,006.00	(7,553.21)
PERA Expense	533.36	1,066.72	6,850.00	(5,783.28)
Payroll Taxes	527.84	1,055.70	7,379.00	(6,323.30)
Office Supplies	0.00	0.00	1,225.00	(1,225.00)
Field Supplies	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	110.00	110.00	250.00	(140.00)
Rent	861.72	2,585.16	11,100.00	(8,514.84)
Telecommunications	254.32	508.63	3,750.00	(3,241.37)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	312.88	312.88	5,000.00	(4,687.12)
Insurance and Bonds	0.00	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	106.53	106.53	550.00	(443.47)
Audit & Accounting	1,287.14	1,287.14	10,500.00	(9,212.86)
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	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	500.00	(500.00)
Computer Equipment	0.00	0.00	250.00	(250.00)
Equipment	0.00	0.00	1,000.00	(1,000.00)
Equipment-Lease	129.76	214.59	1,100.00	(885.41)
Total Expenses	<u>12,054.27</u>	<u>30,077.46</u>	<u>171,069.00</u>	<u>(140,991.54)</u>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Communication:</b>	<u>(12,054.27)</u>	<u>(27,183.26)</u>	<u>0.00</u>	<u>(27,183.26)</u>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Environmental Education - 30**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>WATERSHED COMMUNICATION &amp; OUTREACH - 30-02</u></b>				
Revenues				
General Property Tax	0.00	0.00	14,200.00	(14,200.00)
Total Revenues	0.00	0.00	14,200.00	(14,200.00)
Expenses				
Computer Software	0.00	0.00	1,000.00	(1,000.00)
Printing	0.00	0.00	1,500.00	(1,500.00)
Training & Education	47.00	47.00	8,500.00	(8,453.00)
Legal	641.36	641.36	4,000.00	(3,358.64)
Total expenses	688.36	688.36	15,000.00	(14,311.64)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Watershed Communicati</b>	<b>(688.36)</b>	<b>(688.36)</b>	<b>(800.00)</b>	<b>111.64</b>

**MASTER WATER STEWARD PROGRAM - 30-03**

Revenues				
General Property Tax	0.00	0.00	9,500.00	(9,500.00)
Total Revenues	0.00	0.00	9,500.00	(9,500.00)
Expenses				
Training & Education	0.00	0.00	3,000.00	(3,000.00)
Contracted Services	0.00	0.00	12,000.00	(12,000.00)
Total expenses	0.00	0.00	15,000.00	(15,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Master Water:</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,500.00)</b>	<b>5,500.00</b>

**OUTREACH PARTNERSHIPS - 30-04**

Revenues				
General Property Tax	0.00	0.00	28,000.00	(28,000.00)
Total Revenues	0.00	0.00	28,000.00	(28,000.00)
Expenses				
Training & Education	0.00	0.00	7,000.00	(7,000.00)
Contracted Services	8,035.00	14,035.00	25,000.00	(10,965.00)
Total expenses	8,035.00	14,035.00	32,000.00	(17,965.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Outreach:</b>	<b>(8,035.00)</b>	<b>(14,035.00)</b>	<b>(4,000.00)</b>	<b>(10,035.00)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Environmental Education - 30**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>MINI-GRANTS PROGRAM - 30-05</u></b>				
Revenues				
General Property Tax	0.00	0.00	8,630.00	(8,630.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>8,630.00</u>	<u>(8,630.00)</u>
Expenses				
Construction	0.00	0.00	10,000.00	(10,000.00)
Total expenses	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>(10,000.00)</u>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Mini-Grants:</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(1,370.00)</b></u>	<u><b>1,370.00</b></u>
<b><u>ENGINEERING &amp; TECHNICAL SUPPORT - 30-06</u></b>				
Revenues				
General Property Tax	0.00	0.00	5,460.00	(5,460.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>5,460.00</u>	<u>(5,460.00)</u>
Expenses				
Engineering	461.25	461.25	6,000.00	(5,538.75)
Total expenses	<u>461.25</u>	<u>461.25</u>	<u>6,000.00</u>	<u>(5,538.75)</u>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Eng. &amp; Technical:</b>	<u><b>(461.25)</b></u>	<u><b>(461.25)</b></u>	<u><b>(540.00)</b></u>	<u><b>78.75</b></u>
<b><u>WATERSHED PLAN MAINTENANCE - 30-08</u></b>				
Revenues				
General Property Tax	0.00	0.00	2,500.00	(2,500.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>(2,500.00)</u>
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	4,000.00	(4,000.00)
Total expenses	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>(5,000.00)</u>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Watershed Plan:</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(2,500.00)</b></u>	<u><b>2,500.00</b></u>
<b>Total Revenue Over/(Under) Expenditur</b>	<u><u><b>\$ (21,238.88)</b></u></u>	<u><u><b>\$ (42,367.87)</b></u></u>	<u><u><b>(14,710.00)</b></u></u>	<u><u><b>(27,657.87)</b></u></u>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Information & Technology Management - 35**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>INFORMATION MANAGEMENT - 35-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 1,156.71	141,191.00	(140,034.29)
Interest Revenue	0.00	1,481.29	14,956.00	(13,474.71)
Investment Interest	0.00	817.88	0.00	817.88
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	3,455.88	156,147.00	(152,691.12)
Expenses				
Wages	1,773.94	3,547.88	30,407.00	(26,859.12)
Benefits	232.15	689.78	4,070.00	(3,380.22)
PERA Expense	133.04	266.08	2,281.00	(2,014.92)
Payroll Taxes	134.21	268.41	2,326.00	(2,057.59)
Office Supplies	0.00	0.00	613.00	(613.00)
Computer Software	739.04	739.04	11,000.00	(10,260.96)
Printing	0.00	0.00	125.00	(125.00)
Rent	430.86	1,292.58	5,550.00	(4,257.42)
Telecommunications	127.16	254.31	1,875.00	(1,620.69)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	361.43	361.43	2,500.00	(2,138.57)
Insurance and Bonds	0.00	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 & Accounting	643.57	643.57	5,250.00	(4,606.43)
Professional Services	2,615.97	9,401.09	53,000.00	(43,598.91)
Contracted Services	0.00	0.00	1,500.00	(1,500.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	500.00	(500.00)
Computer Equipment	299.97	299.97	30,000.00	(29,700.03)
Equipment	0.00	0.00	1,500.00	(1,500.00)
Equipment Lease	64.88	107.30	550.00	(442.70)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	7,556.22	19,245.64	156,147.00	(136,901.36)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Information Management</b>	<b>(7,556.22)</b>	<b>(15,789.76)</b>	<b>0.00</b>	<b>(15,789.76)</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b><u>BOUNDARY MANAGEMENT PROGRAM - 35-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	5,000.00	(5,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	5,000.00	(5,000.00)
Expenses				
Legal	0.00	0.00	2,500.00	(2,500.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	0.00	0.00	5,000.00	(5,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Boundary Mgmt:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Information & Technology Management - 35**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DISTRICT-WIDE MODEL - 35-04</u></b>				
Revenues				
General Property Tax	0.00	0.00	40,000.00	(40,000.00)
Total Revenues	0.00	0.00	40,000.00	(40,000.00)
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)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District-Wide Model:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>DATABASE &amp; VIEWER MAINTENANCE - 35-05</u></b>				
Revenues				
General Property Tax	0.00	0.00	65,000.00	(65,000.00)
Total Revenues	0.00	0.00	65,000.00	(65,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	4,247.75	4,247.75	60,000.00	(55,752.25)
Total expenses	4,247.75	4,247.75	65,000.00	(60,752.25)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Database &amp; Viewer:</b>	<b>(4,247.75)</b>	<b>(4,247.75)</b>	<b>0.00</b>	<b>(4,247.75)</b>
<b><u>DISTRICT WEBSITE - 35-15</u></b>				
Revenues				
General Property Tax	0.00	0.00	5,000.00	(5,000.00)
Total Revenues	0.00	0.00	5,000.00	(5,000.00)
Expenses				
Professional Services	0.00	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	0.00	687.00	5,000.00	(4,313.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District Website:</b>	<b>0.00</b>	<b>(687.00)</b>	<b>0.00</b>	<b>(687.00)</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (11,803.97)</b>	<b>\$ (20,724.51)</b>	<b>0.00</b>	<b>(20,724.51)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>RESTORATION PROJECTS - 60-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 5,166.80	261,978.00	(256,811.20)
Interest Revenue	0.00	9,505.32	119,427.00	(109,921.68)
Investment Interest	0.00	5,248.27	0.00	5,248.27
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	19,920.39	381,405.00	(361,484.61)
Expenses				
Wages	8,914.56	18,233.79	227,542.00	(209,308.21)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	1,167.81	3,636.89	30,496.00	(26,859.11)
PERA Expense	668.58	1,335.63	17,066.00	(15,730.37)
Payroll Taxes	647.54	1,293.53	17,799.00	(16,505.47)
Office Supplies	0.00	0.00	1,225.00	(1,225.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	110.00	110.00	250.00	(140.00)
Rent	861.72	2,585.16	11,100.00	(8,514.84)
Telecommunications	254.32	508.63	3,750.00	(3,241.37)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	232.88	232.88	5,000.00	(4,767.12)
Insurance and Bonds	0.00	2,748.40	4,000.00	(1,251.60)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Vehicle	48.74	48.74	15,000.00	(14,951.26)
Audit & Accounting	1,287.14	1,287.14	10,500.00	(9,212.86)
Professional Services	1,070.52	1,070.52	12,000.00	(10,929.48)
Contracted Services	0.00	0.00	7,500.00	(7,500.00)
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	379.00	379.00	5,000.00	(4,621.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	129.76	214.59	1,100.00	(885.41)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	15,772.57	33,684.90	381,405.00	(347,720.10)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Restoration Projects:</b>	<b>(15,772.57)</b>	<b>(13,764.51)</b>	<b>0.00</b>	<b>(13,764.51)</b>

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

Revenues				
General Property Tax	0.00	0.00	255,200.00	(255,200.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	255,200.00	(255,200.00)
Expenses				
Legal	457.30	457.30	10,000.00	(9,542.70)
Engineering	0.00	0.00	30,000.00	(30,000.00)
Construction	0.00	0.00	260,000.00	(260,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	457.30	457.30	300,000.00	(299,542.70)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Anoka Chain:</b>	<b>(457.30)</b>	<b>(457.30)</b>	<b>(44,800.00)</b>	<b>44,342.70</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>LOWER RC WATER MGMT. PROJECT - 60-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	75,000.00	(75,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>75,000.00</b>	<b>(75,000.00)</b>
Expenses				
Engineering	0.00	0.00	40,000.00	(40,000.00)
Construction	0.00	0.00	135,000.00	(135,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>175,000.00</b>	<b>(175,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Lower RC:</b>	<b>0.00</b>	<b>0.00</b>	<b>(100,000.00)</b>	<b>100,000.00</b>
 <b><u>MIDDLE RC WATER MGMT. PROJECT - 60-04</u></b>				
Revenues				
General Property Tax	0.00	0.00	(15,000.00)	15,000.00
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>(15,000.00)</b>	<b>15,000.00</b>
Expenses				
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction	0.00	0.00	5,000.00	(5,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>(10,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Middle RC Water Mgmt.</b>	<b>0.00</b>	<b>0.00</b>	<b>(25,000.00)</b>	<b>25,000.00</b>
 <b><u>BALD EAGLE LAKE (BEL) WMD - 60-05</u></b>				
Revenues				
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Expenses				
Engineering	0.00	0.00	4,000.00	(4,000.00)
Construction Expense	0.00	0.00	27,789.00	(27,789.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>31,789.00</b>	<b>(31,789.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Bald Eagle Lake WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>(31,789.00)</b>	<b>31,789.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>BALD EAGLE LAKE WATER MGMT. PROJECT - 60-06</u></b>				
Revenues				
General Property Tax	0.00	0.00	85,000.00	(85,000.00)
Total Revenues	0.00	0.00	85,000.00	(85,000.00)
Expenses				
Engineering	0.00	0.00	50,000.00	(50,000.00)
Construction	0.00	0.00	60,000.00	(60,000.00)
Total expenses	0.00	0.00	110,000.00	(110,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Bald Eagle Lake:</b>	<b>0.00</b>	<b>0.00</b>	<b>(25,000.00)</b>	<b>25,000.00</b>
<b><u>RCD 2, 3 &amp; 5 BASIC WATER MGMT. PROJECT - 60-08</u></b>				
Revenues				
General Property Tax	0.00	0.00	100,000.00	(100,000.00)
Total Revenues	0.00	0.00	100,000.00	(100,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	2,162.75	2,162.75	95,000.00	(92,837.25)
Construction Services	0.00	0.00	100,000.00	(100,000.00)
Total expenses	2,162.75	2,162.75	200,000.00	(197,837.25)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Basic Water Mgmt. Proje</b>	<b>(2,162.75)</b>	<b>(2,162.75)</b>	<b>(100,000.00)</b>	<b>97,837.25</b>
<b><u>REGIONAL WATER MGMT.PARTNERSHIP PROJECTS - 60-11</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
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	0.00	0.00	29,000.00	(29,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Regional Water Mgmt.</b>	<b>0.00</b>	<b>0.00</b>	<b>(50,000.00)</b>	<b>50,000.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>STORMWATER MGMT. COST SHARE - 60-15</u></b>				
Revenues				
General Property Tax	0.00	0.00	310,717.00	(310,717.00)
Total Revenues	0.00	0.00	310,717.00	(310,717.00)
Expenses				
Legal Notices	550.55	550.55	3,000.00	(2,449.45)
Engineering	6,812.75	6,812.75	18,000.00	(11,187.25)
Construction	0.00	0.00	611,000.00	(611,000.00)
Total expenses	7,363.30	7,363.30	632,000.00	(624,636.70)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Stormwater Mgmt.:</b>	<b>(7,363.30)</b>	<b>(7,363.30)</b>	<b>(321,283.00)</b>	<b>313,919.70</b>
<b><u>SW URBAN LAKES IMPLEMENTATION - 60-24</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
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	0.00	0.00	55,000.00	(55,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Southwest Urban Lake</b>	<b>0.00</b>	<b>0.00</b>	<b>(75,000.00)</b>	<b>75,000.00</b>
<b><u>CLEAR LAKE WATER MGMT.PROJECT - 60-29</u></b>				
Revenues				
General Property Tax	0.00	0.00	64,600.00	(64,600.00)
Total Revenues	0.00	0.00	64,600.00	(64,600.00)
Expenses				
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Construction	0.00	0.00	65,000.00	(65,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Clear Lake Water Mgmt.</b>	<b>0.00</b>	<b>0.00</b>	<b>(10,400.00)</b>	<b>10,400.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Restoration Projects - 60**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>STORMWATER MASTER PLANNING - 60-35</u></b>				
Revenues				
General Property Tax	0.00	0.00	25,000.00	(25,000.00)
Total Revenues	0.00	0.00	25,000.00	(25,000.00)
<b>Total Revenues Over/(Under)</b>				
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	40,000.00	(40,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Stormwater Master:</b>	<b>0.00</b>	<b>0.00</b>	<b>(25,000.00)</b>	<b>25,000.00</b>
 <b><u>MUNICIPAL CIP EARLY COORDINATION - 60-36</u></b>				
Revenues				
General Property Tax	0.00	0.00	5,000.00	(5,000.00)
Total Revenues	0.00	0.00	5,000.00	(5,000.00)
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)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Municipal CIP:</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,000.00)</b>	<b>5,000.00</b>
 <b><u>GROUNDWATER MGMT. &amp; STORMWATER REUSE - 60-37</u></b>				
Revenues				
General Property Tax	0.00	0.00	57,500.00	(57,500.00)
Total Revenues	0.00	0.00	57,500.00	(57,500.00)
Expenses				
Contracted Services	0.00	0.00	59,000.00	(59,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	525.00	525.00	3,000.00	(2,475.00)
Total expenses	525.00	525.00	65,000.00	(64,475.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Groundwater Mgmt.:</b>	<b>(525.00)</b>	<b>(525.00)</b>	<b>(7,500.00)</b>	<b>6,975.00</b>
 <b>Total Revenue Over/(Under) Expenditur</b>	 <b>\$ (26,280.92)</b>	 <b>\$ (24,272.86)</b>	 <b>(820,772.00)</b>	 <b>796,499.14</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Regulatory Projects - 70**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>REGULATORY PROJECT MANAGEMENT - 70-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 6,394.56	503,018.00	(496,623.44)
Interest Revenue	0.00	6,637.94	87,743.00	(81,105.06)
Investment Interest	0.00	3,665.07	0.00	3,665.07
<b>Total Revenues</b>	<b>0.00</b>	<b>16,697.57</b>	<b>590,761.00</b>	<b>(574,063.43)</b>
Expenses				
Wages	13,359.85	36,279.56	347,478.00	(311,198.44)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	3,093.77	9,542.86	50,558.00	(41,015.14)
PERA Expense	1,730.23	3,460.46	26,061.00	(22,600.54)
Payroll Taxes	1,699.88	3,399.78	26,974.00	(23,574.22)
Office Supplies	95.92	95.92	3,063.00	(2,967.08)
Field Supplies	0.00	0.00	500.00	(500.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	165.00	165.00	625.00	(460.00)
Rent	2,154.31	6,462.93	27,750.00	(21,287.07)
Telecommunications	635.80	1,271.58	9,375.00	(8,103.42)
Publications	0.00	0.00	250.00	(250.00)
Training & Education	1,123.07	1,153.07	12,500.00	(11,346.93)
Insurance and Bonds	0.00	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	87.01	107.26	15,000.00	(14,892.74)
Audit & Accounting	3,217.84	3,217.84	26,250.00	(23,032.16)
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	0.00	0.00	2,500.00	(2,500.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	324.38	536.45	2,750.00	(2,213.55)
<b>Total Expenses</b>	<b>27,687.06</b>	<b>72,563.71</b>	<b>590,761.00</b>	<b>(518,197.29)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Regulatory Management</b>	<b>(27,687.06)</b>	<b>(55,866.14)</b>	<b>0.00</b>	<b>(55,866.14)</b>

**RULE REVISION & PERMIT GUIDANCE - 70-01**

Revenues				
General Property Tax	0.00	0.00	40,000.00	(40,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>(40,000.00)</b>
Expenses				
Legal	0.00	0.00	20,000.00	(20,000.00)
Engineering	0.00	0.00	30,000.00	(30,000.00)
<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>(50,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Rule/Permit:</b>	<b>0.00</b>	<b>0.00</b>	<b>(10,000.00)</b>	<b>10,000.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Regulatory Projects - 70**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>PERMIT REVIEW, INSPECT &amp; COOR. - 70-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	752,672.00	(752,672.00)
Permit Fees	3,000.00	6,300.00	85,528.00	(79,228.00)
	3,000.00	6,300.00	838,200.00	(831,900.00)
Total Revenues				
Expenses				
Contracted Services	0.00	0.00	60,000.00	(60,000.00)
Legal	3,147.94	3,147.94	45,000.00	(41,852.06)
Legal-Audit	0.00	0.00	5,000.00	(5,000.00)
Engineering	43,979.50	43,979.50	800,000.00	(756,020.50)
Engineering-Reporting	11,804.75	11,804.75	20,000.00	(8,195.25)
Engineering-Audit	0.00	0.00	20,000.00	(20,000.00)
	58,932.19	58,932.19	950,000.00	(891,067.81)
Total expenses				
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Permit Review</b>	<b>(55,932.19)</b>	<b>(52,632.19)</b>	<b>(111,800.00)</b>	<b>59,167.81</b>
 <b>Total Revenue Over/(Under) Expenditur</b>	 <b>\$ (83,619.25)</b>	 <b>\$ (108,498.33)</b>	 <b>(121,800.00)</b>	 <b>13,301.67</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DITCH &amp; CREEK MAINTENANCE - 80-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 6,869.20	202,194.00	(195,324.80)
Interest Revenue	0.00	9,500.67	96,029.00	(86,528.33)
Investment Interest	0.00	5,245.70	0.00	5,245.70
Miscellaneous Income	0.00	59,650.00	0.00	59,650.00
Total Revenues	0.00	81,265.57	298,223.00	(216,957.43)
Expenses				
Wages	12,639.30	24,779.88	175,847.00	(151,067.12)
Benefits	1,721.77	5,217.04	22,385.00	(17,167.96)
PERA Expense	947.93	1,895.10	13,189.00	(11,293.90)
Payroll Taxes	1,690.15	2,628.28	13,452.00	(10,823.72)
Office Supplies	125.93	125.93	1,838.00	(1,712.07)
Field Supplies	0.00	0.00	250.00	(250.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	55.00	55.00	375.00	(320.00)
Rent	1,292.59	3,877.77	16,650.00	(12,772.23)
Telecommunications	451.50	902.99	5,625.00	(4,722.01)
Publications	0.00	0.00	150.00	(150.00)
Training & Education	34.31	34.31	7,500.00	(7,465.69)
Insurance and Bonds	0.00	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	104.49	165.24	15,000.00	(14,834.76)
Audit & Accounting	1,930.70	1,930.70	15,750.00	(13,819.30)
Professional Services	180.00	360.00	9,000.00	(8,640.00)
Contracted Services	0.00	0.00	8,500.00	(8,500.00)
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	189.50	189.50	7,500.00	(7,310.50)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	194.62	321.86	1,650.00	(1,328.14)
Total Expenses	21,557.79	46,606.20	330,811.00	(284,204.80)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Ditch &amp; Creek:</b>	<b>(21,557.79)</b>	<b>34,659.37</b>	<b>(32,588.00)</b>	<b>67,247.37</b>

**NATURAL WATERWAY MGMT. - 80-01**

Revenues				
General Property Taxes	0.00	0.00	8,612.00	(8,612.00)
Total Revenues	0.00	0.00	8,612.00	(8,612.00)
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Construction	0.00	0.00	9,000.00	(9,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Natural Waterway:</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,388.00)</b>	<b>1,388.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DITCHES - MAINTENANCE - 80-02</u></b>				
Revenues				
General Property Tax	0.00	0.00	288,502.00	(288,502.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>288,502.00</b>	<b>(288,502.00)</b>
Expenses				
Field Supplies	0.00	0.00	7,000.00	(7,000.00)
Vehicle	20.76	20.76	7,000.00	(6,979.24)
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Contracted Services	73,783.51	73,783.51	240,000.00	(166,216.49)
Legal	161.40	161.40	10,000.00	(9,838.60)
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction	0.00	1,262.58	40,000.00	(38,737.42)
Equipment	1,600.23	1,600.23	10,000.00	(8,399.77)
<b>Total expenses</b>	<b>75,565.90</b>	<b>76,828.48</b>	<b>335,000.00</b>	<b>(258,171.52)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Ditches - Maintenance:</b>	<b>(75,565.90)</b>	<b>(76,828.48)</b>	<b>(46,498.00)</b>	<b>(30,330.48)</b>
<b><u>REPAIR REPORTS &amp; STUDIES - 80-03</u></b>				
Revenues				
General Property Tax	0.00	0.00	172,240.00	(172,240.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>172,240.00</b>	<b>(172,240.00)</b>
Expenses				
Legal Notices	0.00	0.00	10,000.00	(10,000.00)
Legal	608.00	608.00	40,000.00	(39,392.00)
Engineering	21,959.76	21,959.76	145,000.00	(123,040.24)
Wetland Credits	0.00	0.00	5,000.00	(5,000.00)
<b>Total expenses</b>	<b>22,567.76</b>	<b>22,567.76</b>	<b>200,000.00</b>	<b>(177,432.24)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Repair Reports</b>	<b>(22,567.76)</b>	<b>(22,567.76)</b>	<b>(27,760.00)</b>	<b>5,192.24</b>
<b><u>ACD 10-22-32 WMD - 80-04</u></b>				
Revenues				
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Expenses				
Contracted Services	0.00	0.00	14,124.00	(14,124.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>14,124.00</b>	<b>(14,124.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 10-22-32</b>	<b>0.00</b>	<b>0.00</b>	<b>(14,124.00)</b>	<b>14,124.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>ACD 31 WMD - 80-05</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
<b>Total Revenues Over/(Under) Expenditures - ACD 31:WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>ACD 46 WMD - 80-06</u></b>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	39,710.00	(39,710.00)
Total expenses	0.00	0.00	39,710.00	(39,710.00)
<b>Total Revenues Over/(Under) Expenditures - ACD 46 WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>(39,710.00)</b>	<b>39,710.00</b>
<b><u>RCD 4 WMD - 80-07</u></b>				
Revenues				
Special Assessments	5,000.37	5,000.37	0.00	5,000.37
Total Revenues	5,000.37	5,000.37	0.00	5,000.37
Expenses				
Engineering	4,551.30	4,551.30	0.00	4,551.30
Construction	0.00	0.00	145,000.00	(145,000.00)
Total expenses	4,551.30	4,551.30	145,000.00	(140,448.70)
<b>Total Revenues Over/(Under) Expenditures - RCD 4 WMD:</b>	<b>449.07</b>	<b>449.07</b>	<b>(145,000.00)</b>	<b>145,449.07</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>RCD 4 REPAIR - 80-08</u></b>				
Revenues				
General Property Tax	0.00	0.00	81,814.00	(81,814.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>81,814.00</b>	<b>(81,814.00)</b>
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	3,034.20	3,034.20	90,000.00	(86,965.80)
<b>Total expenses</b>	<b>3,034.20</b>	<b>3,034.20</b>	<b>95,000.00</b>	<b>(91,965.80)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - RCD 4 Repair:</b>	<b>(3,034.20)</b>	<b>(3,034.20)</b>	<b>(13,186.00)</b>	<b>10,151.80</b>
 <b><u>MUNICIPAL PDS MAINTENANCE - 80-15</u></b>				
Revenues				
General Property Tax	0.00	0.00	43,060.00	(43,060.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>43,060.00</b>	<b>(43,060.00)</b>
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>(50,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Municipal PDS</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,940.00)</b>	<b>6,940.00</b>
 <b><u>WJD BRANCH 1/2 REPAIR - 80-20</u></b>				
Revenues				
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Expenses				
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - WJD Branch 1/2:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>AWJD 3 REPAIR - 80-21</u></b>				
Revenues				
General Property Tax	0.00	0.00	111,956.00	(111,956.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>111,956.00</b>	<b>(111,956.00)</b>
Expenses				
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Legal	904.60	904.60	5,000.00	(4,095.40)
Engineering	0.00	0.00	24,000.00	(24,000.00)
Construction	113,545.90	113,545.90	100,000.00	13,545.90
<b>Total expenses</b>	<b>114,450.50</b>	<b>114,450.50</b>	<b>130,000.00</b>	<b>(15,549.50)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - AWJD 3</b>	<b>(114,450.50)</b>	<b>(114,450.50)</b>	<b>(18,044.00)</b>	<b>(96,406.50)</b>
<b><u>ACD 15 &amp; AWJD 4 WMD - 80-22</u></b>				
Revenues				
General Property Tax	0.00	0.00	15,820.00	(15,820.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>15,820.00</b>	<b>(15,820.00)</b>
Expenses				
Professional Services	0.00	0.00	8,370.00	(8,370.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>18,370.00</b>	<b>(18,370.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - AWCD 15</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,550.00)</b>	<b>2,550.00</b>
<b><u>ACD 15 &amp; AWJD 4 - 80-23</u></b>				
Revenues				
General Property Taxes	0.00	0.00	198,076.00	(198,076.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>198,076.00</b>	<b>(198,076.00)</b>
Expenses				
Professional Services	0.00	0.00	30,000.00	(30,000.00)
Contracted Services	0.00	0.00	200,000.00	(200,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>230,000.00</b>	<b>(230,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 15 &amp; AWJD 4:</b>	<b>0.00</b>	<b>0.00</b>	<b>(31,924.00)</b>	<b>31,924.00</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>ACD 53-62 WMD - 80-24</u></b>				
Revenues				
Special Assessments	0.00	0.00	26,782.00	(26,782.00)
ROW Charges	0.00	0.00	2,405.00	(2,405.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>29,187.00</b>	<b>(29,187.00)</b>
Expenses				
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	25,000.00	(25,000.00)
Construction	0.00	0.00	15,985.00	(15,985.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>42,985.00</b>	<b>(42,985.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 53-62 WMD:</b>	<b>0.00</b>	<b>0.00</b>	<b>(13,798.00)</b>	<b>13,798.00</b>
 <b><u>ACD 53-62 REPAIR - 80-25</u></b>				
Revenues				
General Property Taxes	0.00	0.00	86,120.00	(86,120.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>86,120.00</b>	<b>(86,120.00)</b>
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	95,000.00	(95,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>(100,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - ACD 53-62 Repair:</b>	<b>0.00</b>	<b>0.00</b>	<b>(13,880.00)</b>	<b>13,880.00</b>
 <b>Total Revenue Over/(Under) Expenditur</b>	 <b>\$ (236,727.08)</b>	 <b>\$ (181,772.50)</b>	 <b>(407,390.00)</b>	 <b>225,617.50</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Lake & Stream - 90**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>LAKE &amp; STREAM MANAGEMENT - 90-00</u></b>				
<b>Revenues</b>				
General Property Tax	\$ 0.00	\$ 3,731.58	306,735.00	(303,003.42)
Interest Income	0.00	5,059.13	63,266.00	(58,206.87)
Investment Income	0.00	2,793.35	0.00	2,793.35
<b>Total Revenues</b>	<b>0.00</b>	<b>11,584.06</b>	<b>370,001.00</b>	<b>(358,416.94)</b>
<b>Expenses</b>				
Wages	14,640.04	29,208.92	230,497.00	(201,288.08)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	1,953.30	6,205.89	29,940.00	(23,734.11)
PERA Expense	1,095.00	2,187.66	17,287.00	(15,099.34)
Payroll Taxes	1,062.74	2,120.04	18,025.00	(15,904.96)
Office Supplies	0.00	0.00	1,225.00	(1,225.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	55.00	55.00	250.00	(195.00)
Rent	861.72	2,585.16	11,100.00	(8,514.84)
Telecommunications	254.32	508.63	3,750.00	(3,241.37)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	52.83	52.83	5,000.00	(4,947.17)
Insurance and Bonds	0.00	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	83.62	106.40	550.00	(443.60)
Vehicle	48.74	68.99	15,000.00	(14,931.01)
Audit & Accounting	1,287.14	1,287.14	10,500.00	(9,212.86)
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	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	129.76	214.59	1,100.00	(885.41)
<b>Total Expenses</b>	<b>21,524.21</b>	<b>47,349.65</b>	<b>370,001.00</b>	<b>(322,651.35)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Lake &amp; Stream Mgmt.</b>	<b>(21,524.21)</b>	<b>(35,765.59)</b>	<b>0.00</b>	<b>(35,765.59)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Lake & Stream - 90**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>WATER QUALITY GRANT PROGRAM - 90-01</u></b>				
Revenues				
General Property Tax	0.00	0.00	187,000.00	(187,000.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>187,000.00</u>	<u>(187,000.00)</u>
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	0.00	0.00	205,000.00	(205,000.00)
Total expenses	<u>0.00</u>	<u>0.00</u>	<u>287,000.00</u>	<u>(287,000.00)</u>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Water Quality:</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(100,000.00)</u></b>	<b><u>100,000.00</u></b>

**SURFACE WATER MONITORING & MGMT. PROGRAM - 90-04**

Revenues				
General Property Tax	0.00	0.00	228,400.00	(228,400.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>228,400.00</u>	<u>(228,400.00)</u>
Expenses				
Field Supplies	0.00	0.00	2,500.00	(2,500.00)
Computer Software	1,903.00	1,903.00	27,000.00	(25,097.00)
Telecommunications	0.00	0.00	1,000.00	(1,000.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	150.00	150.00	1,800.00	(1,650.00)
Vehicle	39.60	39.60	0.00	39.60
Contracted Services	3,534.25	3,534.25	102,200.00	(98,665.75)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	29,000.00	(29,000.00)
Computer Equipment	0.00	0.00	5,000.00	(5,000.00)
Equipment	0.00	0.00	11,500.00	(11,500.00)
Repairs & Maintenance	0.00	0.00	300.00	(300.00)
Lab Expense	0.00	0.00	59,000.00	(59,000.00)
Total expenses	<u>5,626.85</u>	<u>5,626.85</u>	<u>240,000.00</u>	<u>(234,373.15)</u>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Surface Water:</b>	<b><u>(5,626.85)</u></b>	<b><u>(5,626.85)</u></b>	<b><u>(11,600.00)</u></b>	<b><u>5,973.15</u></b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - Lake & Stream - 90**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>COMMON CARP MANAGEMENT - 90-26</u></b>				
Revenues				
General Property Tax	0.00	0.00	167,800.00	(167,800.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>167,800.00</b>	<b>(167,800.00)</b>
Expenses				
Telecommunications	13.14	13.14	200.00	(186.86)
Staff Travel	0.00	0.00	100.00	(100.00)
Professional Services	1,934.53	1,934.53	150,000.00	(148,065.47)
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)
<b>Total expenses</b>	<b>1,947.67</b>	<b>1,947.67</b>	<b>200,000.00</b>	<b>(198,052.33)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Common Carp:</b>	<b>(1,947.67)</b>	<b>(1,947.67)</b>	<b>(32,200.00)</b>	<b>30,252.33</b>
 <b><u>CURLY LEAF PONDWEED MGMT. - 90-27</u></b>				
Revenues				
General Property Tax	0.00	0.00	28,000.00	(28,000.00)
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>28,000.00</b>	<b>(28,000.00)</b>
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
<b>Total expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>(50,000.00)</b>
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Common Carp:</b>	<b>0.00</b>	<b>0.00</b>	<b>(22,000.00)</b>	<b>22,000.00</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (29,098.73)</b>	<b>\$ (43,340.11)</b>	<b>(165,800.00)</b>	<b>122,459.89</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - District Facilities - 95**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DISTRICT FACILITIES - 95-00</u></b>				
Revenues				
General Property Tax	\$ 0.00	\$ 1,406.79	206,244.00	(204,837.21)
Interest Revenue	0.00	3,308.50	15,391.00	(12,082.50)
Investment Interest	0.00	1,826.77	0.00	1,826.77
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	6,542.06	221,635.00	(215,092.94)
Expenses				
Wages	9,811.04	18,706.97	133,258.00	(114,551.03)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	1,356.25	4,049.72	16,607.00	(12,557.28)
PERA Expense	735.87	1,471.74	9,994.00	(8,522.26)
Payroll Taxes	738.03	1,476.03	10,586.00	(9,109.97)
Office Supplies	0.00	0.00	613.00	(613.00)
Field Supplies	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	430.87	1,292.61	5,550.00	(4,257.39)
Telecommunications	127.16	254.32	1,875.00	(1,620.68)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	11.44	11.44	2,500.00	(2,488.56)
Insurance & Bonds	0.00	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	48.72	48.72	15,000.00	(14,951.28)
Audit & Accounting	643.55	643.55	5,250.00	(4,606.45)
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	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	64.84	107.25	550.00	(442.75)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	13,967.77	29,436.55	221,635.00	(192,198.45)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District Facilities:</b>	<b>(13,967.77)</b>	<b>(22,894.49)</b>	<b>0.00</b>	<b>(22,894.49)</b>

**Rice Creek Watershed District**  
**Statement of Revenue and Expenditures - District Facilities - 95**  
**For the One Month and Two Months Ending February 29, 2024**  
**No Assurance Is Provided On These Financial Statements**

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<b><u>DISTRICT FACILITIES REPAIR - 95-03</u></b>				
Revenues				
General Propety Tax	0.00	0.00	244,300.00	(244,300.00)
Total Revenues	0.00	0.00	244,300.00	(244,300.00)
Expenses				
Legal	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)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - District Facilities Repair</b>	<b>0.00</b>	<b>0.00</b>	<b>(55,700.00)</b>	<b>55,700.00</b>
<b><u>INSPECTION OPERATION &amp; MAINTENANCE - 95-04</u></b>				
Revenues				
General Propety Tax	0.00	0.00	26,000.00	(26,000.00)
Interest	0.00	0.00	20,000.00	(20,000.00)
Total Revenues	0.00	0.00	46,000.00	(46,000.00)
Expenses				
Field Supplies	0.00	0.00	5,000.00	(5,000.00)
Telecommunications	12.13	24.53	0.00	24.53
Vehicle	22.50	22.50	0.00	22.50
Contracted Services	0.00	0.00	40,000.00	(40,000.00)
Legal	2,774.00	2,774.00	3,000.00	(226.00)
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	2,808.63	2,821.03	120,000.00	(117,178.97)
<b>Total Revenues Over/(Under)</b>				
<b>Expenditures - Wall Wetland Restoration</b>	<b>(2,808.63)</b>	<b>(2,821.03)</b>	<b>(74,000.00)</b>	<b>71,178.97</b>
<b>Total Revenue Over/(Under) Expenditur</b>	<b>\$ (16,776.40)</b>	<b>\$ (25,715.52)</b>	<b>(129,700.00)</b>	<b>103,984.48</b>

## **ITEMS FOR DISCUSSION AND INFORMATION**

1. Staff Reports

# MEMORANDUM

## Rice Creek Watershed District



**Date:** February 20, 2024  
**To:** RCWD Board of Managers  
**From:** Ali Chalberg, Watershed Technician & Inspector  
**Subject:** Staff Report 1/17/2024 – 2/20/2024

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### Highlights from Preceding Month

#### Overview:

This month I have been working closely with Matt and Catherine on various water quality projects. I also attended the MN Lake Management Symposium. With the warm weather, inspections are still in full swing.

#### Inspections

- ❖ Coordinated special stipulation and site review with contractors
- ❖ Review and work with HEI to approve as-built surveys
- ❖ Inspected temporary BMPs on construction sites to ensure compliance with snowmelt/runoff

#### Lakes/Streams

- ❖ Completed Boat Safety Certification Course
- ❖ Working on analysis of Bald Eagle Lake Aquatic Vegetation
- ❖ Working on operating procedure for temperature loggers to deploy this spring.
- ❖ Winter stream sampling
  - Chloride
  - Water quality

#### Meetings

- ❖ MN Lake Management Symposium
- ❖ Inspection team meetings
- ❖ Staff meetings
- ❖ RCD 2,3,5 proposed project plans – Jones Lake

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



**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Terrence Chastan-Davis, Inspection Coordinator  
**Subject:** Staff Report (January 18-February 21, 2024)

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**Highlights from Preceding Month**

- ✓ Completed 15 inspections of projects and reviewed files to confirm rule compliance.
  - Met with 3 site supervisors to discuss corrective actions on site.
  - Sent out inspection reports with specified corrective actions and requested updates when corrective actions were complete.
- ✓ 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 3 as-built surveys for compliance with the approved plans.
- ✓ Reviewed Washington Conservation District monthly invoice for inspection services.
- ✓ Coordinated and completed the RCWD apparel order for Board members, CAC members, and District staff.
- ✓ Presented the Centerville-RCWD JPA amendment during the February 12 Board workshop.
- ✓ Presented the Centerville-RCWD JPA amendment during the February 14 Board meeting.
- ✓ Attended the 2024 MECA (Minnesota Erosion Control Association) conference.
- ✓ Recommended 2 permits for closure and/or surety returns/partial returns.
- ✓ Recommended one permit extension for a site that has remaining work.
- ✓ Assisted in responding to questions and concerns from the public, applicants, contractors, and contracted inspectors.

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



**Date:** February 21<sup>st</sup>, 2024  
**To:** RCWD Board of Managers  
**From:** Anna Grace, Regulatory Technician  
**Subject:** Staff Report 1/17/24 – 2/20/24

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- 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 13 new review file inquiries for permit/past file/landowner/consultant/violation/City.
- Phone and email correspondence.
- Attended 24 scheduled meetings.
  - Scheduled and attended pre-application meeting with project consultants, HEI, and RCWD for proposed single-family subdivision development in Blaine.
  - Attended pre-application meeting with project consultants and RCWD for single-family subdivision and potential home build.
  - To ensure office duty coverage and expanded working knowledge, RCWD Permit Review Technician, Kelsey White, is working to train me in on various regulatory duties (Administrative Permit Reviews, Administrative/Board Notices, CAPROC Notices, and Permit Issuance).
  - To further my construction site experience, I joined for a site visit with RCWD Drainage and Facilities Manager, Ashlee Ricci, and Inspection Coordinator, Terrence Chastan-Davis. The site visit was conducted at RCWD permit 22-059, Culvert Replacement – Kerry Ponds.
  - Attended the DNR’s Shoreland Basics webinar.
  - Attended the Washington County Water Consortium webinar.
  - Attended the MECA Annual Conference & Trade Show. Attendance included the pre-conference training, “Analyzing Soils for Wetlands and Stormwater.”
  - Completed meeting minutes for the 2/12/24 Board Workshop.
  - Attended the MSRS (HCSP & Deferred Comp) presentation coordinated by Office Manager, Theresa Stasica, and hosted by State of Minnesota Retirement Specialist, Maud Arend.

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



**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Abel Green, Technical Field Assistant  
**Subject:** Staff Report

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- Working onsite ongoing projects speaking with interested or concerned landowners and passersby answering questions
- Inspect ditches after rain events and inspecting 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
- 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
- Oasis park IESF still has the damaged pipe and are planning the repair for Spring; Working with city partners and EPG to update modem for remote function and monitoring and the new data plan from the city
- General maintenance and grounds upkeep of district facilities and facility equipment after removal for proper storage
- 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:** February 21<sup>st</sup>, 2024  
**To:** RCWD Board of Managers  
**From:** Patrick Hughes, Permit Coordinator/Wetland Specialist  
**Subject:** Staff Report for 01/17/24 to 02/21/24

Summary

- Created new permit and review files for the online database
- Sent notice of replacement plan application – 18-051
- Sent notice of replacement plan decisions – 20-024
- Assisted in the drafting of engineer’s reports – 20-024
- Issued permit – 23-061
- Attended the 01/24/2024 and 02/14/2024 Board Meetings
- Met with City of Centerville to discuss MCM 4 JPA extension
- Hosted pre-application meeting for Robinson Sod Fields North development
- Reviewed buffer law non-compliance with RCD, Shoreview, and White Bear Township
- Met with Arden Hills to discuss Lake Johanna Woods DoRC
- Attended Eureka Ave/Clear Lake shoreline restoration discussion
- Hosted pre-application meeting for CSAH 6/CSAH 35 project
- Attended pre-application TEP meeting for Old Highway 10 trail project
- Attended Rice Creek Commons planning discussion with Arden Hills and Ramsey County
- Hosted pre-application meeting for Central Transport expansion project
- Hosted-pre-application meeting for 80-18 Rondeau Lake Rd subdivision
- Discussed insufficient comments for RCCOL Park Reserve project
- Attended February WPA Forum on BWSR rulemaking efforts
- Attended City of Forest Lake monthly meeting in February
- Attended City of Hugo pre-application meeting for Circle K project
- Presented at 2/12/24 Board Workshop – historic permit update
- Presented amended fee schedule item & resolution at 2/14/24 Board Meeting
- Discussed RCD 2/3/5 regional efforts internally and with engineer
- Attended collaborative water resources discussion with City of Lino Lakes staff
- Discussed Butterfly Marsh Wetland Bank Year 2 monitoring report
- Hosted Silver View Park/Wood Lake project opportunities discussion with Mounds View
- Attended pre-application meeting for Lexington Ave NE subdivision project
- Attended regular RCWD leadership meeting
- Began preparations for 2024 regulatory rule revision

# MEMORANDUM

## Rice Creek Watershed District



**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Matt Kocian, Lake and Stream Manager  
**Subject:** Staff Report 1/17 – 2/21/2024

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### Highlights for Preceding Month

**Bold** items required significant time & attention

- Monitoring
  - Data entry, analysis, and reporting
  - 2024 lake plant survey planning
  - **Kisters WISKI database meeting & budgeting**
  
- **Centerville Lake Alum project**
  - **Grant Management – workplan development and approval; grant agreement execution**
  - **Partner meetings – Cities of Centerville and Lino Lakes, and Anoka County**
  - **Engineering workplan and agreement**
  
- Long Lake Carp Management
  - 2024 budget planning
  - 2024 professional services development and agreements
  - Program update: Board Meeting presentation
  
- Clear Lake / WCD retrofit project – meet with all project partners
  
- Chloride Monitoring Plan Development (with Catherine)
  
- RCWD CAC meeting – attend and present, Centerville Alum project
  
- TCAAP Round Lake Remediation Project – Restoration Advisory Board meeting
  
- GIS program development – initiate “handoff” of RCWD GIS responsibilities to Ali
  
- Lake Association meetings – prepare and host at RCWD offices (Peltier and Clear lakes)
  
- Serve on the State’s Restoration Advisory Panel (focus: carp and alum) & Alum workshop
  
- Minnesota Lake Management Society Annual Symposium – attend and present
  
- Program Manager Development & Team Leader Meeting
  - Timesheet and leave requests – process development
  - Initiate regular team meetings
  - Development of new review process

# MEMORANDUM

## Rice Creek Watershed District



**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Molly Nelson, Outreach and Grants Technician  
**Subject:** Staff Report 1/18/24 - 2/21/24

### Introduction

The highlights of my work from January 18th to February 21st are as follows: (Note that these are highlights and not the full extent of all work that I have done).

- Reviewed and approved R24-01 Julkowski Shoreline Stabilization and Restoration Grant.
- Reviewed and processed 4 mini grant applications and conducted communications with the applicants on their projects and the water quality impact to the district.
- Wrote and sent a declination letter to all the remaining mini grant applicants. This is the first year in the program where a declination letter has been needed.
- Closed the mini grant program for applications and communicated with partners about the closure.
- Met with Lino Lakes, Mounds View, and Washington County for some targeting efforts and grant support on upcoming municipal projects.
- Assisted with Stormwater Management Grant work while the lead staff was away on leave. Also added comments on the review of applications and provided secondary staff scoring.
- 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.
- Met with SWCDs for review of WQG program guidelines and address any other questions.
- Attended some preliminary site visits in Washington County for potential grant applications.
- Attended the February Washington County Water Consortium meeting and used information from the discussions to start planning how chloride management can be incorporated into 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 sent Q1 newsletters to partnering cities.
- Assisted in CAC meeting coordination and communications for the first meeting of 2024.
- 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.
- Created a new BMP tracking spreadsheet for the Water Quality Grant Program to reflect the changes needed to improve in 2024.
- Attended the Thursday sessions of the MECA conference to learn about stormwater best management practices, prairie conversions for stormwater treatment, alternative agriculture practices to restore and stabilize soil, and general erosion control practices.

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



**Date:** 2/21/24  
**To:** RCWD Board of Managers  
**From:** Catherine Nester, District Technician/Inspector  
**Subject:** Staff Report 1/17/24 – 2/20/24

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Highlights from Preceding Month

- Continued preparations for the new monitoring data management platform (WISKI).
- Continued preparations for an upcoming chloride monitoring project in Rice Creek by U of MN students.
- Performed routine monitoring equipment maintenance/calibration.
- Prepared monitoring equipment and stocked supplies for the 2024 monitoring season.
- Performed routine stream/chloride monitoring at various stream/ditch monitoring sites throughout the District.
- Analyzed data and continued drafting technical memos on two of the District’s iron-enhanced sand filter systems (Hansen Park and Bald Eagle Lake).
- Attended the Minnesota Lake Management Society symposium at the Minnesota Landscape Arboretum on February 6.
- Began recruiting 2024 lake monitoring volunteers for the Met Council’s Citizen-Assisted Monitoring Program.
- 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.
- Met internally with district facilities staff about roles/responsibilities.
- Completed 2023 performance appraisal materials.



## **MEMORANDUM**

### **Rice Creek Watershed District**

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**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Drainage & Facilities Manager  
**Subject:** Staff Report (1/17/2024 – 02/21/2024)

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#### **Highlights from Preceding Month**

- Attended regular staff meetings, Board workshops and meetings, leadership team meetings
- Responded to citizen inquiries regarding drainage concerns
- Managed contracted services agreement workplans
- Continued work plan implementation for District Facilities and Public Drainage Systems
- Reviewed invoices for approval and coordinated payments with Office Manager
- Continue coordination with Project Support Specialist of device procurement
- Supervised work tasks for Field Technical Assistant and Public Drainage Inspector
- Managed budgets for IT and public drainage and facilities
- Coordinated with Birchwood Village on draft PLOP MOA
- Plan review for 2024 vegetation maintenance at IESF's
- Present beaver management policy to CAC
- AWJD 3 Branches 1, 2, & 4 repair: walk-through with landowners, construction meetings, DNR meeting
- Completed inspections for drainage systems and facilities
- Transition to Drainage & Facilities Manager
- Continue annual reporting requirements for drainage systems and facilities
- Direct and oversee tile replacement at ACD 72

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



**Date:** February 20<sup>th</sup>, 2024  
**To:** RCWD Board of Managers  
**From:** Will Roach, Watershed Technician/Inspector  
**Subject:** Staff report, January 24<sup>th</sup> – February 21<sup>st</sup>, 2024

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**Introduction**

- Attended the 2024 MECA MS4 Workshop.
- Reviewed HEI scores for the 2024 Stormwater Management Grant (SMG) applications.
- Created presentation for CAC members regarding the five 2024 SMG applications.
- Presented to CAC at Feb 7<sup>th</sup> meeting and facilitated questions from members regarding those applications.
- Finalized packet items for the February 14<sup>th</sup> Board meeting.
- Presented M.S. 103b.251 public information meeting for the SMG program during the regular Board meeting at the Feb 14<sup>th</sup> Board meeting.
- Attend several internal meetings
- Prepare presentation and packet materials for the Feb 28th Board meeting.

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



**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Tom Schmidt, Public Drainage Inspector  
**Subject:** Staff Report February 2024

**Highlights for this month**

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

Finalized the sale of the MOBI Trac.

Continued working with Dunaway Construction on steep ditch bank right-of-way brush/tree mowing on ACD # 10-22-32 in Lino Lakes (in process).

Completed steep ditch bank right-of-way brush/ tree mowing on ACD #46 in Columbus (Dunaway Construction).

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

Created and mailed out landowner notification of upcoming right-of-way maintenance.

Completed public drainage system inspections.



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

**Date:** February 20, 2024  
**To:** RCWD Board of Managers  
**From:** Kendra Sommerfeld, Communications & Outreach Manager  
**Subject:** Staff Report 1/16/2024- 02/20/2024

**MN Water Stewards**

- Planning 2024 program, finding capstone projects and completing check ins
- Art for Water project partnership with White Bear Center for the Arts- artist selected
  - Promotional article published on website
  - Capstone project planning in progress

**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- Program planning
- Attending Blue Thumb steering committee meetings
- Planning events with EMWREP
- Various city newsletter submissions

**Targeted Outreach Program**

- Working on targeted outreach initiatives and planning for 2024
- Connecting with cities and partners to discuss needs and potential projects
  - Met with Lino Lakes
  - Met with Mounds View
  - Meeting with Roseville
  - Meeting with White Bear Lake to discuss street sweeping/salt initiatives

**Project Outreach**

- Centerville Lake Alum Project
- Jones Lake/I35W Flood Mitigation work with MN legislation.
  - Bills in progress, fact sheet created
- Grant program outreach for new application periods. Working with various cities and SWCD on project and grant outreach.

**CAC**

- Stormwater Management Grant Reviews Completed
- Presentation planning for 2024 in progress

**Conference/Professional Development**

- Attended MCEA conference



## MEMORANDUM

### Rice Creek Watershed District

**Date:** February 21, 2024  
**To:** RCWD Board of Managers  
**From:** Theresa Stasica, Office Manager  
**Subject:** Staff Report 1/17/2024 to 2/21/2024

- 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.
- Uploaded requested documents to Suralink for the auditors.
- Attending daily check-ins with auditors and providing requested information.
- Begin to gather requested information from auditor and uploading to Suralink.
- Gathered and reviewed employee timesheets for administrator's final review.
- Track accounts receivable and deposit checks as needed.
- Review and track monthly financial reports.
- Tracking grant expenses for FY2023 WBIF Grant.
- Tracking payments for ACD 53-62 MT ROW payments
- Handled HR/Benefit issues.
- Provide minute templates to TimeSavers for meetings. Reviewed and edited regular Board minutes.
- Review monthly check register and interim financial statements
- Monitor District financial accounts and investments, US Bank and 4M.
- Updated Benefit Summary Sheet for staff.
- Provide requested information to Board members and Administrator as needed.
- Assisted Board and Staff as needed.
- Reviewed agenda packets and provided comments.
- Attended board meetings and staff meetings.
- Placed orders for supplies as needed.
- Scheduled MSRS presentation for staff and CPR/First Aid training for staff and Board.
- Maintain Laserfiche filing system and scanned documents District receives into Laserfiche.

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



**Date:** February 21<sup>st</sup>, 2024  
**To:** RCWD Board of Managers  
**From:** Abby Tekiela, Program Support Technician  
**Subject:** Staff Report 01/17/2024 to 02/21/2024

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- Presented an update to historic permits to the board during the 02/12 workshop
- Reviewed hardcopy permit files and prepared for digital scanning
- Uploaded digital scans of hardcopy permit files to respective Laserfiche folders
- Attended the Minnesota Erosion Control Association (MECA) annual conference
- Attended the MWPCP Wetland Conservation Act 101 training
- Assigned as staff lead of BWSR Watershed Based Implementation Fund (WBIF)
- initiated communication with Rice Creek WBIF township, city, county, and SWCD area allocation partners
- Attended the WBIF information session from
- Assembled 02/07/2024 CAC agenda and agenda packet
- Attended the 02/07 CAC meeting as minute taker
- Assembled 02/12/2024 Board Workshop agenda and agenda packet
- Assembled 02/14/2024 Board Meeting agenda and agenda packet
- Attended Silver View Park/Wood Lake Project discussion as WBIF resource
- Provided general technical support to staff

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



**Date:** February 22, 2024  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** Staff Report – February 2024

Highlights for Preceding Month

- ✓ Administrative
  - Staff Engagement Organizational Chart Implementation
  - Program Manager Meeting
  - Administrative E-signature Policy
  - All-Staff Appraisals -SMART Goals
  - Staff Meeting
  - File Management Activity
  - Salary Administration
  - Legislator Efforts
  - Audit discussions
  - Accounts Payable Review
  - Personnel Leave Requests
  - Board Meetings & Staff Meetings
  - Gallagher Salary Market Study
- ✓ Communication & Outreach
  - Targeted Outreach Discussions
  - Centerville Lake Outreach Plan
  - Blue Thumb Trademark Transfer
- ✓ Information Management
  - Annual Maintenance Task Orders
- ✓ Restoration Projects
  - Jones Lake – Regulatory Early Project engagement
  - WSB Storm Water Reuse Assessment – Update
  - SW Management Grant
- ✓ Regulatory
  - Centerville Inspection Services
  - Permit closures
  - Permit Management Discussions
  - Regulatory / PDS Coordination
  - Inspection Team Meeting
- ✓ Ditch & Creek Maintenance
  - 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
  - Clear Lake - Eureka Ave Improvements
- ✓ District Facilities
  - PLOP MOA Engagement
  - Facility operations, Implementation Discussions

# MEMORANDUM

## Rice Creek Watershed District



**Date:** February 20, 2024  
**To:** RCWD Board of Managers  
**From:** Kelsey White, Permit Technician  
**Subject:** Staff Report 01/17/2024 – 02/20/2024

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### Reviews

- Provided comments on engineer's report for permit application 24-003.
- Coordinated submittal and review of CAPROC items for 5 permit applications.
- Drafted engineer's report for Amended CAPROC 23-036.
- Conducted completeness review for one wetland boundary/type application.
- Drafted and sent 2 WCA Wetland Boundary/Type NoAs.
- Drafted and sent WCA Exemption NoA and NoD for permit application 24-003.

### Communications

- Sent notice of permit issuance for one permit application.
- Sent 2 CAPROC notices and 2 amended CAPROC notices.
- Sent 3 CAPROC expiration notices.
- Sent 2 administrative action notices to the Board.
- Sent one MN Statue 15.99 decision timeframe extension notice.
- Sent one permit review cost notification for exceeding \$7,500.

### Meetings

- Attended 3 pre-application meetings.
- Participated in weekly permit coordination meetings and monthly permit triage.
- Attended regular staff meetings.
- Attended presentation on HCSP and deferred comp benefits.
- Attended three DNR-sponsored webinars on shoreland management, culvert design, and development within the floodplain, respectively.

### Other Duties

- Trained Regulatory Technician on multiple permitting processes including permit reviews, review of stormwater maintenance obligation documents, and issuing various permitting communications (administrative notices, CAPROCs, permits, etc.).
- Provided comments on 2024 Rule revision
- 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. March Calendar**



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		

MARCH						
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						

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

**Date:** February 22, 2024  
**To:** RCWD Board of Managers  
**From:** Theresa Stasica, Office Manager  
**Subject:** March Calendar

- Wednesday, March 6, 5:30 p.m.** Citizen Advisory Committee Meeting,  
 Board Liaison Manager Robertson, RCWD District Conference Rm & remotely\*
- Wednesday, March 6, 3 p.m.-7 p.m.** MN Watersheds Board Meeting, Legislative Briefing and  
 Legislative Reception, Radisson Hotel - Capitol Ridge, St. Paul -  
 161 St Anthony Ave, St Paul, MN 55103
- Thursday, March 7, 7 a.m.-4 p.m.** 7:00 a.m. – 8:30 a.m. – Networking Event at the Radisson  
 Hotel- Capitol Ridge, 9:00 a.m. – 4:00 p.m. - Meet with  
 Legislators (\*Please schedule your own meetings.)
- Monday, March 11, 9 a.m.** Board Workshop  
 RCWD District Conference Room and remotely\*
- Wednesday, March 13, 9 a.m.** Regular Board of Managers Meeting  
 at Shoreview City Hall Council Chambers and remotely\*
- Wednesday, March 14** Deadline for submission of Expense Report
- Wednesday, March 27, 9 a.m.** Regular Board of Managers Meeting  
 at Shoreview City Hall Council Chambers and remotely\*