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# RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, March 13, 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/89852143480?pwd=xbFqw1klPCLoVLkFSxhzMgb2hvK9yY.1>

Meeting ID: 898 5214 3480

Passcode: 253138

+1 312 626 6799 US (Chicago)

Meeting ID: 898 5214 3480

Passcode: 253138

## Agenda

**CALL TO ORDER**

**ROLL CALL**

**SETTING OF THE AGENDA**

**APPROVAL OF MINUTES: FEBRUARY 28, 2024, REGULAR MEETING**

**CONSENT AGENDA**

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

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

No.	Applicant	Location	Plan Type	Recommendation
24-006	MnDOT	Roseville	Final Site Drainage Plan Street & Utility Plan	CAPROC 3 items

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and Recommendations, dated March 5, 2024.*

**Water Quality Grant Program Cost Share Application (Molly Nelson)**

No.	Applicant	Location	Project Type	Eligible Cost	Pollutant Reduction	Funding Recommendation
R24-02	St. Michaels Lutheran Church	Roseville	Raingarden	\$15,860.00	Volume: 88% TSS: 82% TP: 79%	50% cost share of \$7,500 not to exceed 50%; or \$7,500 whichever cost is lower

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the Water Quality Grant consent agenda as outlined in the above table, in accordance with RCWD Staff's Recommendation based on established program guidelines, dated March 13, 2024.*

**OPEN MIC/PUBLIC COMMENT**

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

**ITEMS REQUIRING BOARD ACTION**

1. Citizen Advisory Committee Member Appointment, Vacant Anoka County Position (Kendra Sommerfeld)
2. JACON LLC Partial Pay Request #4 – AWJD 3 Branches 1, 2 & 4 Repair (Ashlee Ricci)
3. Check Register Dated March 13, 2024, in the Amount of \$121,304.20 Prepared by Redpath and Company

**ITEMS FOR DISCUSSION AND INFORMATION**

1. District Engineers Update and Timeline
2. Administrator Updates
3. Manager's Update

**APPROVAL OF MINUTES: FEBRUARY 28, 2024, REGULAR  
MEETING**

# DRAFT

1  
2 For Consideration of Approval at the March 13, 2024 Board Meeting.  
3 Use these minutes only for reference until that time.  
4

## **REGULAR MEETING OF THE RCWD BOARD OF MANAGERS**

Wednesday, February 28, 2024

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

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

## **Minutes**

### **CALL TO ORDER**

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

### **ROLL CALL**

Present: President Michael Bradley, 1<sup>st</sup> Vice-Pres. John Waller, 2<sup>nd</sup> Vice-Pres. Steve Wagamon, Secretary Jess Robertson, and Treasurer Marcie Weinandt

Absent: None

Staff Present: District Administrator Nick Tomczik, Regulatory Manager Patrick Hughes, Watershed Technician/Inspector Will Roach, and Office Manager Theresa Stasica

Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney Louis Smith from Smith Partners; Ellen Hinrichs of Career Enhancement Options, Inc.; Allen Johanning of Gallagher (video-conference)

Visitors: Scott Robinson, David Sweargin (video-conference), Marcus J. (video-conference), Catherine (video-conference)

### **SETTING OF THE AGENDA**

District Administrator Tomczik explained that, regarding Zoom meeting protocols, he asked that the Board understand that staff was doing their best to prohibit what happened at their most recent meeting. He explained that Permit Coordinator/Wetland Specialist Hughes will be monitoring and intervene, if necessary.

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

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**READING OF THE MINUTES AND THEIR APPROVAL**

**Minutes of the February 12, 2024, Workshop and February 14, 2024 Board of Managers Regular Meeting.  
Motion by *Manager Wagamon, seconded by Manager Weinandt, to approve the minutes as presented.*  
*Motion carried 5-0.***

**OPEN MIC/PUBLIC COMMENT**

None.

**ITEMS REQUIRING BOARD ACTION**

**1. Gallagher RCWD Compensation & Benchmarking Study**

District Administrator Tomczik explained that the District has been working on its review of job positions as well as the salary schedule in partnership with Gallagher. He noted that the Board received an update on December 11, 2023 from Allen Johanning at Gallagher and was also present today virtually to present to the Board.

Following some technical difficulties in getting audio to connect for Mr. Johanning, Manager Waller suggested that he would like to see the Board return to in person presentations.

Allen Johanning, Gallagher, gave a presentation to the Board including a project overview, market data, survey sources, data analysis, findings, observations and recommendations. He explained that Gallagher consists of about 40 people who focus solely on public sector and higher education. He reviewed the purpose of the study, project goals/objectives and outlined the approach that Gallagher takes with data comparison and analysis. He explained that they found that the District was slightly misaligned with the market when it comes to salaries and salary ranges.

President Bradley referenced the Findings page in the presentation and asked if the information in table says that the District’s salaries are below the market.

Mr. Johanning confirmed that the table was saying that, at the 50% of the market, the District pay for the benchmark jobs that they examined were on average 9% behind the market reading.

President Bradley asked about the difference between salary and salary ranges.

Mr. Johanning explained that the actual salaries looks at the actual salaries of the incumbents compared to the data reporting and the salary ranges looks at the minimums, midpoints, and maximum salaries for those positions compared to the data. He stated that they look at both because there could be a scenario where the actual salary is behind, but the salary range is competitive.

72 Manager Waller referenced the Survey Sources page in the report and asked if the figures on the  
73 Summary Comparison on the same page referenced by President Bradley were based on the surveys  
74 and if it was only the ones marked with an 'x'.  
75

76 Mr. Johanning confirmed that this was based off of the surveys of those that were returned which  
77 are depicted with an 'x'.  
78

79 Manager Waller stated that, in his opinion, he feels that those marked with an 'x' was actually a very  
80 limited sample size.  
81

82 District Administrator Tomczik asked if the published survey sources were also considered in the  
83 analysis.  
84

85 Mr. Johanning explained that it was a combination of all of that and noted that in terms of the survey  
86 responses from the custom survey, generally they see about a 30% response rate, and in this  
87 instance got over 50% is actually a good response rate.  
88

89 Manager Waller asked if Mr. Johanning was stating that they used 16 sources.  
90

91 Mr. Johanning stated that was correct and noted that with the published survey sources there could  
92 be multiple organizations responding to those. He stated that whenever Comp Data and Economic  
93 Research Institute sends out the surveys they are sent to hundreds of organizations so the responses  
94 cast a very wide net.  
95

96 Manager Waller asked about the weighting used between the published survey data versus the  
97 custom survey data.  
98

99 Mr. Johanning stated that if they have enough responses and felt good about the custom data, they  
100 do give more weight to that data.  
101

102 Manager Waller confirmed that the custom sources had the heavier weight in their analysis.  
103

104 Mr. Johanning stated that was correct. He continued his presentation and outlined the general  
105 observations and recommendations. He noted that based on this information they do not believe  
106 that there is a need for an across the board salary adjustment, but would recommend adjusting the  
107 salary structure based on the market trend data. He stated that they do recommend evaluating  
108 the positions that may be impacted and adjust accordingly but also adopt a formal Compensation  
109 Philosophy, which he believes the Board did at their last meeting. He explained that they also want  
110 to make sure that the implement Salary Administration guidelines and tools from the Client Tool Kit  
111 that they provide in order to maintain the structure. He noted that they always recommend  
112 adjusting the structure on an annual basis to ensure that they stay in line with the external market

113 and noted that any salary advancement through the structure should be linked to performance or  
114 other quantifiable measures. He explained that they were proposing adjusting the currently salary  
115 structure by 4%, remove Grade 4 from the current structure, adjust the progression between ranges,  
116 grades, and range spread. He noted that they also placed the District jobs within to the newly  
117 proposed structure based on the best fit using the external market data and also the internal  
118 hierarchy of positions within the District. He gave a brief overview of the job evaluation tool that  
119 they use to evaluate the internal hierarchy of positions that takes into account things like skills,  
120 knowledge, accountability, mental effort, communication skills, and working conditions/physical  
121 effort. He stated that following this analysis they essentially 'married back in' the actual employee  
122 to the analysis which involved calculating years of experience in their current roles and expected  
123 rate of pay which identified employees that may warrant a change in compensation based on the  
124 new salary structure and their time with the District. He explained that this adjustment would  
125 ensure that all employees would be paid within their new competitive range that also takes into  
126 consideration the time in their position. He noted that he would quickly move through the  
127 Compensation Philosophy portion of his presentation because his understanding was that the Board  
128 had already adopted this at a previous meeting. He noted that they put together Pay Administration  
129 Guidelines in order to assist District Administrator Tomczik to consistently and accurately administer  
130 the changes going forward. He reiterated that Gallagher was also providing a Client Toolkit that  
131 includes tools that will allow him to bring in new employees and make sure that their pay is  
132 consistent with how they are treating internal employees.

133  
134 President Bradley explained that he has some problems with the proposed salary structure depicted  
135 on page 37 of the packet. He noted that Mr. Johanning had indicated that the intent was to move  
136 salary grades up by 4% which is close to what is proposed for the lower levels. He explained that  
137 as you move up into the top ranges of 10, 11, and 12, the range maximum increase for range 10 by  
138 14.5%, 11 by 15.4% and 12 by 17%. He stated that there is no way the District would be able to  
139 explain that to the public on why there would be a salary range of \$182,000 for a position that they  
140 currently pay \$135,000 and has a visual impact of being unattainable. He stated that it is also  
141 inconsistent with the idea that they would be moving the grades up by 4% and also inconsistent  
142 with the statement that the District is only slightly misaligned.

143  
144 Manager Waller stated that he would not call the District 'slightly misaligned' because he thinks  
145 grade 11 versus 10 was not a slight difference and was well within the range of +/-10%.

146  
147 Mr. Johanning explained that those proposed changes were more a result of the midpoint  
148 progression and the range spread adjustments that were made. He stated that this gets back to  
149 not what adjustments would be to any actual salaries, just an adjustment to the range. He noted  
150 that he can understand the concerns raised by President Bradley about the optics of these changes.

151  
152 President Bradley stated that he would take no comfort in the concept that the Board would adopt  
153 a schedule with the idea that they would knowingly not try to implement it because that is not fair

154 to the employees and would send the wrong message. He stated that he feels this needs to be  
155 consistent with the reality of what the Rice Creek Watershed District would pay for their positions.  
156 He stated that this is Rice Creek and will never be like others that are included in the schedule  
157 comparison, nor should they be.

158  
159 Manager Waller stated that he heartily agrees with what President Bradley has said and explained  
160 that when he looked at this schedule, he thought it was nuts. He stated that these numbers are a  
161 fantasy.

162  
163 President Bradley questioned what had happened to the 4% that was included in the narrative.

164  
165 Manager Waller stated that he realizes that there have been some jumps with inflation recently, but  
166 reiterated that he did not think they were that far out of line with the current structure. He noted  
167 that they may need to break things down a bit more because of the expansion of supervisory  
168 positions in the current range.

169  
170 President Bradley referenced page 35 of the packet and noted that he did not have many grievances  
171 with what has been proposed for the lower grades, but does for 10, 11, and 12.

172  
173 Manager Weinandt stated that she wanted to clarify that they were not talking about actual salaries  
174 and were talking about ranges.

175  
176 President Bradley noted that they were also talking about expectations.

177  
178 Manager Weinandt stated that the District has updated position descriptions, so she feels they are  
179 more likely to have the positions with the correct pay grade. She referenced page 39 of the packet  
180 under 'expectations' which makes the statement of 'placement within the structure determined  
181 expected rate of pay within upgraded ranges based on years of experience'. She asked if there was,  
182 internally, a way that says, for example, a new employee that has 3 years of experience will get  
183 plugged in at a certain range and asked if that employee would expect a step up at 2% or 3% and if  
184 there was some sort of step system in place within the District or if it was based on what the Board  
185 decides to annually increase. She referenced page 43 of the packet that talks about the 'total  
186 reward' comparison. She stated that she believes the idea was talking about this when someone  
187 comes into the organization, but she would suggest that is information that employees would get  
188 every year so they understand the total cost of their position.

189  
190 District Administrator Tomczik stated that the historically they have shared the total rewards  
191 information with employees along with the individual appraisal and are advancing it and making it  
192 all encompassing to show the benefits that the District has including vacation, holidays, and medical.  
193 He noted that the District does not have a defined step increase and explained that the expected  
194 rate of pay element is a way to show tenure but noted that he did not like the word 'expected'. He

195 stated that it was a way to gauge the salary that an individual may be having and where it would fall  
196 within the schedule.

197  
198 Manager Weinandt asked if he was referring to time of hire.

199  
200 District Administrator Tomczik stated that at time of hire it would be based on the individuals skills  
201 set and experience but someone who has been at the District could also see what it looked like  
202 within the schedule after they have been here a long time.

203  
204 President Bradley stated that his recommendation would be that the Board not accept this table  
205 and ask staff to bring back a new table which, in accordance with the table on page 35 of the packet,  
206 would not increase any range by more than 10%.

207  
208 Manager Wagamon stated that it appears to him that this is based on years of experience and if the  
209 District is using these as a general rule he asked the expectation was that two 10 year employees to  
210 be paid exactly the same or is there variation based on the difference in the employees. He gave an  
211 example of two employees that had both worked for a fictional company for 10 years with one  
212 employee handling 5 things a day and the other handles 4 a day and makes a lot of mistakes along  
213 the way and asked if their pay would both be the same or if they would be paid for their value.

214  
215 Mr. Johanning stated that he would say years of experience are intended to be a proxy in order to  
216 give an idea, but would say that they would absolutely want to take into consideration the  
217 performance and differences between employees.

218  
219 Manager Wagamon stated that he understood that years of experience was valuable but felt that a  
220 lot of weight was being added in this document based on that. He stated that he believes that there  
221 needed to be leeway for people that excel in their positions.

222  
223 District Administrator Tomczik stated that years of experience is one of the methods that they use  
224 to gauge where staff is within the schedule, but clarified that there are multiple factors that would  
225 be used to determine anyone's wage. He invited Ellen Hinrichs to address the Board if she had  
226 anything to add to the discussion.

227  
228 Ellen Hinrichs referenced page 38 of the presentation that shows the five components of the Job  
229 Evaluation Tool (JET). She stated that Mr. Johanning had provided this tool to the District and she  
230 and District Administrator Tomczik had gone through every job description at the District and was  
231 then married in with years of service to create somewhat of a guard rail that they want to be  
232 ensuring that each employee is at least within the range of the formula created by Gallagher in order  
233 to give credit to people with their years of service within the District and their various roles. She  
234 reiterated that there are lots of factors at play and noted that they have spent a lot of time with Mr.  
235 Johanning in order to understand it and noted that with the tools they are delivering it will help to

236 ensure that there is a solid science behind this as well as the tools to administer it. She stated that  
237 it not a grade step system but would show that employee performance would be rewarded based  
238 on the grade that the job description indicates where they should be. She explained that the high  
239 numbers referenced by President Bradley for grades 10, 11, and 12 is just a range and while she  
240 understands the concerns about the optics, it comes back to what the actually salary would be which  
241 is available to the public. She noted that if the Board adopts this or modifies it, she clarified that it  
242 was a solid structure based on the midpoint of the lowest grade which takes into account the market  
243 value for the positions and by having a wider grade range, ensuring that the District can reward  
244 people who may stay in their position because there are not a lot of opportunities for higher jobs  
245 because there is only 18 staff members in the District. She stated that this would be a way of being  
246 able to reward them over the years.

247  
248 President Bradley stated that he would pushback a bit on that statement because if you tell  
249 somebody that their job could be worth \$184,000 but reality caps them at \$144,000, that creates a  
250 dissatisfaction. He stated that he did not feel that they should set a theoretical salary that cannot  
251 be attained because he didn't feel it could be done without creating dissatisfaction.

252  
253 Manager Robertson stated that some of her comments will be repetitive from their discussion at  
254 the workshop. She explained that part of her challenge with this study is that the thing they are  
255 talking about is increases in salary and referenced the slide that explained that the study 'IS NOT'  
256 which stated that it was not a strategy to increase pay, but that is what they are talking about. She  
257 stated that some of this seems counterintuitive to her and does not want to come across like she is  
258 lacking empathy and does not value the District staff because she does. She stated that if some of  
259 the findings from the study, such as what was shown on slide #11, were not showing them that the  
260 District's current salaries were not already competitive within the market, she may be more open  
261 to having this kind of dialogue. She explained that she was struggling with even discussing this  
262 because nothing that has been presented to the Board from findings shows them that they are way  
263 off base or were not doing it correctly. She asked about the salaries that were indicated within the  
264 findings of the study included total employee cost such as benefits and PTO, or if it was just the  
265 salary.

266  
267 Mr. Johanning stated that this was just base salary information.

268  
269 Manager Robertson stated that then she would suggest that there are other ways to honor the time  
270 or commitment that someone has had to a specific role. She explained that it is not uncommon  
271 for someone in the business world for someone to come into a brand-new job with 10 years of  
272 experience, rather than getting the minimum of a 2 week vacation, they may get 4 weeks of  
273 vacation. She reiterated that she feels that there are other ways to value employees experience,  
274 time, and effort and does not know that this information from Gallagher reflects that. She noted  
275 that she respected the time and effort that was put into this study but would like to know the cost  
276 of this study to the District.

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District Administrator Tomczik stated that the contract with Gallagher is for \$12,000.

Manager Weinandt stated that she has served on this Board for a little over 4 years and at that time the salary information was dated 2008 so this has been a progression over the last several years, including the position descriptions being updated. She stated that she sees this as an updating of the employee portion of the District. She noted that if she understood this information correctly it would not, necessarily, increase any salaries and is just depicting the range. She stated that she believes it is the effort to get a structure with this salary science so instead of just making decisions randomly or an old scale that had included 'failing to meet expectations. She explained that she feels that this has been a deep dive into a very old system in order to build the scaffolding on which salaries have some reasoning and legitimacy behind them. She stated that she agrees with the statement made by President Bradley that they do not want to raise any expectations for employees and will need to be wise about this and also have the public face of what they are doing to be attentive to as well.

Manager Robertson asked if the issue before the Board today is to either accept or not accept what has been presented.

President Bradley confirmed that was correct.

Manager Robertson stated that she would suggest that the Board go ahead and vote on this item. She stated that if the Board was looking to restructure this she does not think they should attempt to hash it out during the Board meeting because they do not have all the information and data to be able to do that. She explained that in her opinion she did not think the Board should move forward with what was presented today.

President Bradley asked if it was true that the District had recently worked on the employee handbook in which they set the vacation levels and benefits and had taken a look at comparable watershed districts to ensure that they were in line.

District Administrator Tomczik stated that was correct and noted that the District, among its peers, is similarly aligned in their benefit offerings.

President Bradley addressed Manager Robertson and stated that the District has already taken into consideration the benefits to ensure that they were not out of line and now the District is attempting to compare salaries.

Manager Robertson stated that she just feels that those numbers should be included if they are dialoguing hard numbers, she wants to know about them and should be considered as part of the whole picture so the Board truly knows what the total cost is. She reiterated that she wanted to

318 be very clear that her comments are not meant to say that she does not value the District staff or  
319 their skill set but the Board has a financial responsibility to the counties that they represent as well.

320  
321 President Bradley assured Manager Robertson that her comments have not been taken  
322 disrespectfully. He noted that one thing he did not want to do is hold up salaries for staff and  
323 explained that his understanding was that District Administrator Tomczik had not yet implemented  
324 the 2024 salaries because he was waiting for this study to be completed. He explained that he did  
325 not believe anyone was at the top of their range that would prevent District Administrator Tomczik  
326 from giving them their salaries while the Board works this out.

327  
328 District Administrator Tomczik agreed that he had not implemented the 2024 salaries yet. He  
329 stated that this is work that is done periodically and explained that it was a bit different than the  
330 last one was completed because it is a deep dive and expressed his appreciation to Manager  
331 Weinandt for acknowledging the review of the job descriptions. He stated that information in the  
332 presentation showed that the District salaries are competitive and perhaps slightly misaligned  
333 between the salaries and the salary schedule which is generally good news. He suggested that  
334 utilizing the information from Gallagher in order to stay current and make a slight adjustment. He  
335 referenced the table depicted on page 37 of the packet and the concern about adopting a salary  
336 schedule that the District can implement that has a high end that is not in agreement with the  
337 previously noted 4%. He noted that President Bradley had offered some numbers of where he  
338 thought the limits should be and feels Gallagher may be able to make those adjustments on the fly.

339  
340 Manager Waller stated that he was not in favor of moving forward with this today and will vote  
341 against approval. He stated that he finds that there has been no total cost which should include  
342 salary and other non-taxable items. He stated that he believes that once they look at that and add  
343 it in and is considered as part of the salary range, that they will find that the District actually pays  
344 really well. He stated that if they end up a little bit on either side of the bell curve he would not  
345 have an issue with it because Rice Creek Watershed District is not Hennepin County. He explained  
346 that was part of why he made the point earlier about the weight of the survey and who was included.  
347 He stated that he also does not like the idea of re-examining this every year or two and should be a  
348 longer period of time.

349  
350 Manager Wagamon stated that he agreed that the benefits are a big deal and important to be  
351 included.

352  
353 President Bradley stated that he thinks what is important right now is that the District get the  
354 employee salaries and raises for 2024 in place where they should be because they have waited two  
355 months. He stated that the Board's dispute over this table is unrelated to that action. He stated  
356 that as the Board continues to work on this item, he wants to ensure that the employees are not  
357 hurt.

358

359 Manager Waller stated that the employees have had that opportunity all along and clarified that the  
360 Board’s action has not restricted the raise from being put into place two months ago. He noted that  
361 he realized that this was a decision made by District Administrator Tomczik but wanted to point out  
362 that it was not the Board that has been holding this back. He noted that he does not only have  
363 problems with the table because there are also a lot of internal things that he was not happy about.  
364

365 President Bradley stated that this study was a lot more than just the table they were referencing  
366 and stated that there was not reason not to implement the other aspects of the study. He stated  
367 that he felt this was good work and useful, but they should get the staff paid.  
368

369 ***Motion by Manager Bradley, seconded by Manager Waller, that the Board encouraged the District***  
370 ***Administrator to implement the salary raises that, based on this work, should occur in 2024 and***  
371 ***bring back to the Board a modified salary range based on the discussion at today’s meeting.***  
372

373 Manager Waller explained that he would vote against this motion because there has been no  
374 restriction on those salary actions already being implemented. He stated that this particular study  
375 has a lot of information that he does not care for including the frequency of review of salaries and  
376 ranges. He reiterated that he felt that staff should have been compensated 60 days ago and  
377 believes this study will need a lot more work.  
378

379 District Administrator Tomczik stated that related to total costs, there are no doubts in his mind that  
380 those would be additional expenses to the District for every employee. He stated that his  
381 comparison is his knowledge of the District’s peer groups that he knows offer very similar things.  
382 He stated that he would hesitate to go too far in this direction because observing the number, which  
383 would be larger, would be impactful in the viewing, but in the context of the competitiveness with  
384 their peers would suggest to him another study. He stated that he was not suggesting that the  
385 District is identifying itself as one of their peer groups, whether it be a county or another watershed,  
386 but bottom line to this subject matter is how it pays the individuals that work for the District. He  
387 explained that the thought that went into the scouring/scrubbing of the job descriptions and their  
388 placement on the scale was that the value was aligning internally. He noted that to dismiss what  
389 he now knows makes it difficult because he wants to use that in administering salaries. He stated  
390 that he felt it was important to note that it should ‘raise, if any’ because some of the positions are  
391 at the top edge already.  
392

393 President Bradley explained that the purpose of his motion is to indicate that the Board wants  
394 District Administrator Tomczik to proceed with implementing the 2024 salaries.  
395

396 District Administrator Tomczik stated that he goes back to President Bradley’s original comment  
397 regarding the schedule and the top end percentages that were concerning and not creating a fiction  
398 on the landscape that an employee would point at a number and say, ‘Ooh, eventually I could get  
399 there’, which would be disingenuous if they never intended to pay it. He reiterated that Mr.

400           Johanning can quickly make adjustments in the spreadsheets and stated that President Bradley had  
401           thrown out some percentages that he would find acceptable in an earlier statement.

402  
403           ***Manager Bradley withdrew his original motion.   Manager Waller withdrew second.***

404  
405           ***Motion by Manager Bradley, seconded by Manager Weinandt, to accept the work done, to date,***  
406           ***to review salaries of individual employees, job descriptions, and placement, and encourage***  
407           ***District Administrator to implement the 2024 salaries retroactive to January 1, 2024, based on this***  
408           ***work.***

409  
410           Manager Waller stated that he did not see a need for the Board to have to have a motion to  
411           encourage that action because that authority already existed for the District Administration and it  
412           could have already been done. He noted that he was really disappointed to find out that this had  
413           not already been done.

414  
415           President Bradley explained that his motion was based on the other work that had been completed  
416           by Gallagher.

417  
418           Manager Waller stated that he understands that but feels the excuse that has been given is that  
419           District Administrator Tomczik was waiting for this study.

420  
421           Manager Wagamon stated that he wants to make sure that the Board is clear that District  
422           Administrator Tomczik has the room, as it stands, to give raises without concern.

423  
424           President Bradley explained that was what he felt he was trying to do with the motion he put forth.

425  
426           Manager Wagamon stated that he thought that District Administrator Tomczik could do that either  
427           way.

428  
429           District Administrator Tomczik stated that he would say that once you ‘know what you know’ it is  
430           hard to ‘unknow’ it. He stated that with President Bradley’s proposed motion, outside of the  
431           proposed schedule, there is a lot of background work that he could utilize. He explained that he  
432           was understanding the motion to represent that he can go ahead and use that background  
433           information which he feels is workable. He stated that he can adjust salaries based on that  
434           information and stay within the Board’s approved budget for 2024.

435  
436           Manager Robertson stated that she feels like each of the Board members are essentially asking the  
437           same questions but through a different lens. She asked if what President Bradley was proposing  
438           was that the Board greenlight the 2024 salary adjustments based on this study from Gallagher.

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440           President Bradley stated that was correct, except for the table setting the salary maximums.

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Manager Robertson asked if it was correct that outside of this very thorough study, whether it is accepted by the Board or not, District Administrator Tomczik has complete authority, within the approved budget, to approve salary adjustments for 2024.

Manager Wagamon noted that this was the same question that he was trying to raise earlier in the meeting.

District Administrator Tomczik stated that he does not want to give a 'political' answer, but he will. He explained that the District Administrator is, within the job description, given the authority to implement that, but noted that the District does not have an adopted 2024 schedule. He stated that he could implement something, but having the greater knowledge of an adopted schedule for 2024 would give him more certainty in doing that task.

Manager Robertson stated that her opinion is that she has more faith in District Administrator Tomczik's ability to give raises than she does in the report in its current form. She stated that if the motion was for the Board to approve the raises and accept this report, her vote will be 'no', because she does not agree with the report. She noted that she does believe that the Board has all put their faith in the ability of District Administrator Tomczik to be able to do what he needs to do for staff which he has the authority to do.

President Bradley stated that the purpose of the motion is to encourage District Administrator Tomczik to implement the 2024 salaries using the information that he has available to him which would include the studies that have been done with the assistance of Gallagher.

Manager Robertson reiterated that she has more faith in District Administrator Tomczik than she has in the report that has been presented to the Board. She stated that the current motion was asking her to vote in favor of this report in conjunction with allowing the salary adjustments so she will vote 'no'.

Manager Wagamon explained that he would also vote 'no'. He stated that he agrees with Manager Robertson that they are getting at the exact same question.

Manager Waller called the question.

***Motion failed. Aye – 2 (Bradley and Weinandt); Nay – 3 (Waller, Wagamon, and Robertson).***

President Bradley stated that the Board recognizes and agrees that District Administrator Tomczik has authority to set salaries in 2024 using his best judgement.

Manager Wagamon agreed and noted that he has always had that ability.

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***Motion by Manager Bradley, seconded by Manager Robertson, to direct District Administrator Tomczik to set the salaries in 2024 using his best judgement within the budget that has been approved by the Board.***

***Motion carried 5-0.***

Manager Waller questioned why this kind of motion was necessary.

District Administrator Tomczik stated that it does add clarity to the record as to the direction from the Board related to his job description and duties. He explained that he will need more direction from the Board on where they go from here and noted that the work conducted by Gallagher crescendos as a salary schedule for 2024.

***Motion by Manager Bradley to direct staff to attempt to come up with a basis to provide information to employees including salaries as well as value of the benefits as part of a total compensation package.***

Manager Waller explained that he felt the total compensation package information was important and noted that the value can differ from person to person. He shared examples of an employee who was unmarried and did not have children, he would not draw the same insurance expenses as the employee who has a family. He noted that a defined pension program would be the same because there is a value to that versus a 401k account.

President Bradley stated that he doesn't feel that he knows enough to define what the end product should look like.

Manager Robertson stated that when the City of Blaine went through this and the information was presented to the city council, what was presented to them is that they could complete the steps of the program within a percentage range. She shared that for example, if they had done exactly what had been presented in the study, it would have put them at an overall 75% increase and then landed at funding it around 50%, which changed all the numbers on the charts. She suggested that they provide data to the Board through a different lens, for example, what the total cost increase would be and then allow the Board to find a comfort level with that information that includes the other cafeteria items outside of salaries. She stated that when they are looking at just the chart that was presented, they are looking at it through a single lens and not seeing the full picture of the cost increase to the District. She stated that when this comes back before the Board, an overall picture that includes an increase of percentage, overall, to what the cost would be to the District, would be helpful.

522 President Bradley stated that he thinks it is clear that this will not be able to come back before the  
523 Board in a short period of time. He asked the Board if they would be comfortable increasing the  
524 salary schedule by 4% while they continue to work on the broader picture.  
525

526 Manager Waller stated that the District has a budget that has already been established for 2024 and  
527 salaries should be determined based on that budget back in November.  
528

529 President Bradley noted that it would not be a 4% increase in salaries and would be the range.  
530

531 Manager Waller explained that he did not see the need to change anything at this time because  
532 there was plenty of information available to have made this decision back in November. He stated  
533 that he doesn't think anything else needs to be done besides the Board looking at the study and finding  
534 the parts that they feel are valuable.  
535

536 President Bradley explained that he was simply looking for a placeholder while the Board does that  
537 work.  
538

539 Manager Waller stated that he did not feel the District needed to have a placeholder.  
540

541 Manager Robertson agreed because the District already has one because the budget was set for  
542 2024 and District Administrator Tomczik has the authority to make adjustments.  
543

544 President Bradley asked if she felt that as part of District Administrator Tomczik's authority was to  
545 also set the salary schedule.  
546

547 Manager Robertson answered 'no' and explained that the Board has asked District Administrator  
548 Tomczik to take care of the 2024 salaries and she did not understand the need for additional motions  
549 at this time.  
550

551 Manager Weinandt stated that the District has a 2022 salary schedule that is up for revision.  
552

553 President Bradley reiterated that he was just asking for there to be a placeholder to allow an across  
554 the board 4% increase in the 2022 salary structure.  
555

556 Manager Waller stated that he thinks that within the current structure that is only 2 years old, there  
557 is already plenty of room to provide President Bradley's suggested 4% increase and also did not feel  
558 another motion was necessary.  
559

560 President Bradley stated that he was basing this on the recommendation of the consultant that said  
561 the District salary ranges were off by 11%.  
562

563 Manager Waller stated that as he alluded to earlier in the meeting he did not feel the District was  
564 'out of the ballgame'.  
565

566 President Bradley stated that he also did not feel the District would be ahead too far if by approving  
567 the 4% because it would simply bring it from 11% down to 7%.  
568

569 Manager Robertson stated that the Board is essentially arguing over 1% because they are not  
570 arguing over the full 11% based on the chart. She stated that there was nothing glaring in the  
571 report that prompts her to take immediate action and accept parts of the data from the report and  
572 not others. She stated that through the last motion, the Board gave District Administrator Tomczik  
573 the authority to do exactly what he needs to do and this report is no longer part of that equation as  
574 it relates to raises because the Board has already given him the authority to do that. She stated  
575 that what they have to do behind the scenes with this report remains to be seen and noted that she  
576 wasn't sure they needed to have a motion on it because staff and the consultants were hearing this  
577 discussion. She reiterated that she did not feel any additional motions were necessary and thinks  
578 it is clear that the Board absolutely wants to take care of District staff which District Administrator  
579 Tomczik has the authority to do and the Board essentially doubled down on that authority. She  
580 stated that if the salary schedule is 18 months old, 10 days old, or 2 years old, the Board will still  
581 take care of their employees. She reiterated that she did not see the need for additional motions  
582 or even dialogue on this issue because she feels they have done their due diligence on whether they  
583 agree or disagree with the contents of this report.  
584

585 Manager Wagamon stated that he doesn't have a problem with what is in the report and thinks the  
586 report is fine. He explained that he just thinks the District needs to be farther and doesn't see any  
587 reason to pull certain things out of the report at this point. He stated that District Administrator  
588 Tomczik has all the authority he needs in this situation to be able to take care of everybody.  
589

590 Ellen Hinrichs stated that the total overall cost will not change whether the Board adopts this model  
591 and structure or not because District Administrator Tomczik absolutely has the authority. She  
592 explained that what District Administrator Tomczik has utilized the tools from Gallagher for in  
593 estimating what those increased would be for staff, is within the budget that the Board has  
594 approved. She stated that what this would do is provide that structure moving forward and would  
595 most likely be able to live within the District for quite a long time whether or not the upper grades  
596 are reduced a bit or not. She stated that this is a solid structure based on lots of research and it is  
597 within the budget that has already been approved which means that there would be no additional  
598 costs in adopting or modifying this report.  
599

600 District Administrator Tomczik stated that for the Board's total compensation inquiry, it would be  
601 important to have a schedule that reflects what Gallagher did and noted that outside of salaries are  
602 the progression of ranges between the different grades, internal equity, and then the range spread

603 and how the Board sees retention in that. He noted that component of total compensation in its  
604 order within itself if an important component.

605  
606 ***Motion died for lack of second.***

607  
608 President Bradley thanked Mr. Johanning for his work on this report and assured him that his work  
609 would live on through District Administrator Tomczik.

610  
611 **2. Stormwater Management Grant Awards**

612 Watershed Technician/Inspector Roach reviewed the funding requests and recommendations for  
613 the 2024 Stormwater Management Grant year. He stated that the applications for funding were  
614 reviewed by staff, Houston Engineering, and the Citizen Advisory Committee. He reviewed the  
615 average scoring of the applications by those three entities. He reminded the Board that a public  
616 information meeting was held on February 14, 2024 where they had report that the total requested  
617 funds exceeded the \$300,000 budget by about \$75,000. He noted that the Board had given staff  
618 the direction to try to keep the funding within the allotted budget and explained that they had come  
619 up with two options for Board consideration. He explained that Option A would fully fund the top-  
620 ranking application and then incorporate an even reduction across the remaining applications and  
621 Option B would provide no funding for the lowest ranking application and an even reduction across  
622 the remaining applications.

623  
624 District Administrator Tomczik noted that Watershed Technician/Inspector Roach along with staff  
625 were kind enough to point out that due to the rounding within the tables, if you add them up it may  
626 actually be at \$300,001.

627  
628 President Bradley explained that he had approached staff because he is particularly interested in  
629 funding the Willernie, White Bear Township, and the New Brighton projects. He asked if it may be  
630 possible to give less money this year to Arden Hills but he was advised that the city has this project  
631 scheduled for 2024 and would not be able to implement it in steps. He explained that he wanted  
632 to make sure that Willernie gets some funding from the District because that is a flooding project so  
633 he would be in favor of Option A.

634  
635 Manager Wagamon noted that staff and Houston Engineering had the Willernie projected rated  
636 much lower than the others. He stated that he had gone back and forth between the two options  
637 and ended up in favor of Option B and thought perhaps Willernie should come back in the future  
638 where they may have the chance for more money. He explained that he would hate to short the  
639 good or higher ranking projects just to give money to one project that doesn't quite stack up against  
640 the others.

641  
642 Watershed Technician/Inspector Roach explained that the reason the Willernie project scored  
643 significantly lower by staff and Houston Engineering was that at the time of the application, the City

644 of Willernie did not have modeling available and prepared for this project. He noted that, in  
645 concept, it seems like a fine project, but the program guidelines require being able to demonstrate  
646 the effectiveness of the proposed treatment.

647  
648 Manager Wagamon asked if Willernie still had not provided that information.

649  
650 Watershed Technician/Inspector Roach stated that, to his knowledge, they have not.

651  
652 Manager Wagamon explained that this information cements his opinion and reiterated that he  
653 would support Option B.

654  
655 Manager Waller stated that he does not like either of the funding options but appreciates that staff  
656 was able to get the total cost to \$300,001. He explained that the reason he doesn't like the options  
657 is because Ramsey County projects were \$312,000 from the three different cities and Willernie's is  
658 about \$34,000 and Fridley's was \$30,000. He stated that if you look at this from a tax contribution  
659 level from the different counties, Washington County contributes about \$60,000, Anoka County  
660 contributions about \$90,000 and about \$156,000 comes from Ramsey County. He noted that if  
661 Fridley and Willernie were funded for their full requests, that would be about \$64,000. He stated  
662 that he felt that cutting the \$75,000 should have some from the other three projects or somehow  
663 balanced between them. He stated that he listened to the presentation made by White Bear  
664 Township regarding the underground catch basin that would be put in eventually, he got the  
665 impression that they will be back in front of the District again. He suggested that the Willernie and  
666 Fridley projects be funding for the full amount of their requests and then the balance of the \$75,800  
667 that needs to be cut in order to match the budgeted amount be cut from the Ramsey County  
668 projects. He stated the contributions from Washington County and Anoka County are greater than  
669 what their requests have been this year.

670  
671 Manager Wagamon stated that he would think that this would level out over time and did not think  
672 that they should pick individual projects and say that each county has to get equal money out of it.  
673 He noted that he feels that the Board should go with the projects that make the most sense.

674  
675 President Bradley stated that he agreed and felt it would be a dangerous slope to start saying that  
676 the District would start divvying up their money based on counties. He stated that the District takes  
677 on projects based on a system that is in place.

678  
679 Manager Wagamon stated that the whole idea was that because the counties couldn't get along  
680 enough to fund these projects so the District would take the politics out of it and separated the  
681 projects without using those boundaries.

682  
683 Manager Robertson stated that she feels the Board sort of had the same undertone to their  
684 conversation surrounding the salaries. She stated that if the District is approving \$300,000 worth

685 of grant funding and it weighs heavily in one county versus others that are also pivotal members of  
686 the District, she does think that is an issue. She stated that she and Manager Waller had not  
687 discussed this prior to the meeting. She explained that she had taken her own notes and did some  
688 calculations and would agree that the District should fund the little projects and divvy up the  
689 remainder of the funds between the rest of the projects. She stated that she understands the point  
690 that Manager Wagamon was making, but, in her opinion, this is not playing politics and is, instead,  
691 rooting for the underdog and the little guy rather than the politics of it.

692  
693 Manager Wagamon stated that he felt that was also a valid point.

694  
695 Manager Waller stated that the last comment from the Advisory Committee from a long time  
696 member was that every county should have something and his point was that the little cities haven't  
697 received any money in many decades.

698  
699 President Bradley suggested that the Board modify Option A in order to give White Bear Township  
700 the \$92,400 from Option B which would leave \$7,600 to distribute to the smaller applicants.

701  
702 Manager Wagamon stated that from what he understands the Willernie application has not been  
703 completed with all the information.

704  
705 Manager Waller stated that he would recommend it be like a CAPROCK where there has been an  
706 application and are seeking more information and the funding won't be distributed until that  
707 additional information is received. He stated that the District does that all the time with permits.

708  
709 Manager Wagamon stated that he would not mind that approach as long as it comes back as  
710 legitimate.

711  
712 District Engineer Otterness clarified that for the Willernie proposal they did consider that to be an  
713 application that was eligible and noting that the modeling was not present did not make it ineligible,  
714 but was a factor in determining the value in meeting the District's goals. He explained that there  
715 was less clarity with that application in how it would meet the District's goals because of the lack of  
716 modeling and lack of clarity on what the target flooding area was a well but the city has identified a  
717 concern and is doing something to address it. He noted that he believes the nature of it is probably  
718 more along the lines of backyards or front lawns being inundated with water rather than structural  
719 damage type concerns. He asked the Board to be clear in their evaluations related to the location of  
720 the benefit because it may not be the same location as the project is situated. He gave the example  
721 of the White Bear Township project that is located within Ramsey County, it will provide benefit  
722 through the whole Rice Creek system because there would be treatment going through all three of  
723 the counties.

724

725 Manager Wagamon stated that District Engineer Otterness' last point was what he was trying to get  
726 at when he said the District was not supposed to be looking at boundaries. He stated that the  
727 whole idea was whatever project does the best good for the whole District is what he felt their  
728 mandate was.

729  
730 Manager Waller stated that was the exact philosophy that has been done of 'doing the best projects'  
731 and is also why the ditches don't work in Anoka and Washington Counties. He stated that he  
732 cautioned the idea of selection of the 'best projects' and noted that as far as resources, he feels it is  
733 true of every project the District does because they value the resources all the way down. He stated  
734 that in past years they were not be able to get enough people to apply for these grant funds, so it is  
735 a bit unfortunate that they have had so much interest this year. He reiterated her concerns about  
736 the enthusiasm for the 'best projects'.

737  
738 President Bradley stated that he was also concerned about the ability of cities to afford their projects  
739 and is well aware that Willernie is a very small taxbase which was why he was willing to propose  
740 that everybody participate and have White Bear Township participate at the \$92,400 from Option  
741 B and take the difference and spread it between Fridley and Willernie. He noted that he was  
742 particularly in favor of the Willernie project along with the White Bear Township and New Brighton  
743 projects because they deal with flood water and storage.

744  
745 Manager Wagamon stated that he would not have a problem with that.

746  
747 Manager Robertson explained that she felt she was on the same page as President Bradley and  
748 explained that she wanted to fund the 'little guys' because the smaller townships/cities do not have  
749 utility budgets like larger cities do. She stated that her inclination is to do it as a gesture of goodwill  
750 that the District understands how difficult it can be for the smaller government entities. She stated  
751 that her math may differ bit from President Bradley because she wants to fully fund the requests by  
752 the two smaller applications.

753  
754 President Bradley stated that he was not sure that Fridley was smaller than White Bear Township.

755  
756 Manager Waller reminded the Board that they were not supposed to be doing this based on the  
757 political taxbases.

758  
759 Manager Robertson stated that fundamentally, the win is that they went from \$375,000 in grant  
760 requests down to the budgeted \$300,000. She explained that her intent was not to 'nickel and  
761 dime' what funds go where, but did want to share her opinion.

762  
763 ***Motion by Manager Bradley, seconded by Manager Weinandt, to Adopt Resolution 2024-02***  
764 ***(Option A) Ordering 2024 Stormwater Management Grant Projects Pursuant To Minnesota***  
765 ***Statutes §103b.251.***

766 Manager Weinandt suggested a friendly amendment to do what President Bradley had suggested  
767 in taking the proposed dollar amount for White Bear Township from Option B, and allocating the  
768 difference towards the Willernie request.

769 The friendly amendment failed.

770 Manager Robertson noted that she would also ideally like to fully fund the request from Fridley by  
771 whittling off funds from the other projects.

772 District Administrator Tomczik stated that he appreciated the Board’s attention to the budget that  
773 was set. He reminded the Board that they are a watershed based organization and the political  
774 boundaries are based on hydrologic because what happens upstream has impact downstream. He  
775 stated that Kyle Axtell held a position with the District that held a lot of rapport with the District’s  
776 municipalities and there was a cultivation of understanding and noted that the District had asked  
777 them all to develop their own, local watershed plan for implementation. He stated that the  
778 cultivation of those projects and what is on the horizon and the work of the Project Manager  
779 position was cause in informing the budget going forward and where they would place money within  
780 the funds. He explained that the origin of this grant program may be sort of a catchall for those  
781 that were not under discussion or things that have may have been missed. He stated that within  
782 their budget, they try to address those but whether they happen in the current year or future years  
783 is not always as clear. He stated that he could take a look within the District’s budget for a way to  
784 fund the Fridley project in an alternative way which has been done in the past.

785 Manager Robertson asked for clarification about where the Board was within this process.

786 Manager Waller stated that there was a motion on the table that had two votes in favor and no  
787 other votes have been taken.

788 President Bradley reiterated that the intent of the amended motion was to take \$8,000 from White  
789 Bear Township and allocated that to Willernie to fully fund their project which would leave a few  
790 dollars left over that could be given to Fridley. He asked if anyone on the Board had an alternative  
791 motion.

792 Manager Robertson stated that she was hung up on the math and reiterated that she feels the  
793 District can fund the smaller requests in their entirety. She suggested that they move forward with  
794 \$93,000 for White Bear Township; \$30,000 for Fridley; \$70,000 for Arden Hills; \$74,000 for New  
795 Brighton, and also fully fund the request from Willernie which should get them around the \$300,000  
796 budget number but would be over by a few hundred dollars.

797 ***Motion by Manager Robertson, seconded by Manager Waller, to amend the motion on the table***  
798 ***and set the funding for White Bear Township at \$93,000; City of Fridley \$30,000; City of Arden***  
799 ***Hills \$70,000; City of New Brighton \$74,000; and City of Willernie \$33,150.***

800 ***Amendment carried 5-0.***

801 ***Motion to Adopt Resolution 2024-02.***

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

804  
805 BE IT FURTHER RESOLVED that the Board of Managers hereby authorizes the Administrator to  
806 execute each of the respective cost-share agreements between the Rice Creek Watershed District  
807 and the City of Arden Hills, City of Fridley, City of New Brighton, City of White Bear Township and  
808 City of Willernie, with any final non-material changes and on advice of counsel; and,

809  
810 BE IT FINALLY RESOLVED that the limit of the District’s contribution to each Project is as follows:

811		
812	City of White Bear Township – Bellaire Ave Storm Pond	\$93,000
813	City of Fridley – City of Fridley 2024 Street Rehabilitation Project No.ST2024-01	\$ 30,000
814	City of Arden Hills – 2024 PMP Street & Utility Improvements	\$70,000
815	City of New Brighton – 4 <sup>th</sup> St NW Storm Sewer Improvements	\$74,000
816	City of Willernie – Craig Place Storm Sewer Improvements	\$33,150
817		

817

818 **ROLL CALL:**

819 ***President Bradley – Aye***

820 ***Manager Robertson – Aye***

821 ***Manager Wagamon – Aye***

822 ***Manager Waller – Aye***

823 ***Manager Weinandt – Aye***

824 ***Motion carried 5-0.***

825

826 **3. Treatment of Metro Shooting and Trost Settlements – 2023 Financial Report**

827 District Administrator Tomczik noted that this item had been considered at their February 14, 2024  
828 meeting and was tabled. He stated that Manager Waller had wanted to capture the related  
829 interest in how this has a potential wetland credit obligation on the District and how it may be  
830 memorialized. He explained that within the packet, specific to that item, there is a resolution that  
831 was crafted by Smith Partners and noted that there were two items that needed  
832 consideration/action.

833

834 President Bradley stated that it appears that District Attorney Smith was basically recommending  
835 that the Board do what was done last year.

836

837 District Attorney Smith agreed with the understanding that those options are all within their  
838 discretion.

839

840 President Bradley stated that it recognizes that there it is reasonably possible that one or more  
841 events will occur. He stated that, in his opinion, he did not think anything had changed since last  
842 year, so he would propose the Board adopt the language that reflects that the liability is not remote.

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Manager Wagamon stated that he agreed and felt it was important to have continuity in the audits and also did not see a reason to change it.

***Motion by Manager Bradley, seconded by Manager Wagamon, 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.***

Manager Waller noted that this language update had been made last year and they also held two workshop meetings where the individuals involved in this had attended. He stated that he would agree that it would be appropriate to continue with it.

***Motion carried 5-0.***

President Bradley stated that, in concept, he was in agreement with Manager Waller that the District should not forget that this is a potential liability, but he believes, as has been pointed out, that there is not way to know what that specific liability is. He explained that he has a bit of trouble with the language in the resolution that states ‘and will incorporate this contingent liability when it advises the Board’. He stated that this is a conceptual cost and noted that recently they have said that there is a potential risk of about 40 acres, but he would not want them to actually publicly come out and say that they are going to owe 40 acres because that is a much different step, in his opinion.

Manager Wagamon stated that he thinks the District owes them the credits no how many they have.

President Bradley cautioned that they do not know what the math will end up being.

Manager Wagamon clarified that the District should not be hoarding credits for something that they have no idea what they are doing because the District owes them whether they have them or not and will owe them under any circumstances.

883 District Administrator Tomczik stated that he felt one of the points raised by Manager Waller was  
 884 that this not get lost because it will have a direct financial impact when/if the Trost and Metro Gun  
 885 Club settlements come forth. He explained that how he would picture this, in function is that  
 886 anytime the District shows a table of the Rice Creek potential implementation of its collection of  
 887 wetland credits in its bank, that it should show the settlements and have a question mark next to it  
 888 because they don't know what they are, but then it would be memorialized so whenever they are  
 889 spending credits that keep this in mind.

890  
 891 Manager Robertson stated that she views this more through a relationship lens rather than a  
 892 technical lens. She noted that she was not speaking on behalf of the property owner but on the  
 893 narrative that exists around what is the perception of a somewhat fractured relationship between  
 894 the Metro Gun Club and the District. She stated that she thinks what happens when they  
 895 acknowledge and memorialize this, as would be done with this resolution, it helps to heal wounds  
 896 from years past. She stated that she feels this is a good gesture on the part of the District towards  
 897 the property owners acknowledging that this settlement exists. She stated that she felt this  
 898 resolution is appropriate and is a show of good faith as a desire to restore a positive relationship  
 899 and keep the lines of communication open.

900  
 901 ***Motion by Manager Wagamon, seconded by Robertson, to Adopt Resolution 2024-03 Recognizing***  
 902 ***Potential Wetland Replacement Obligations***

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

- 907  
 908 **ROLL CALL:**  
 909 ***President Bradley – Aye***  
 910 ***Manager Robertson – Aye***  
 911 ***Manager Wagamon – Aye***  
 912 ***Manager Waller – Aye***  
 913 ***Manager Weinandt – Aye***  
 914 ***Motion carried 5-0.***

915  
 916 Manager Waller expressed his appreciation to District Attorney Smith and District Administrator  
 917 Tomczik for bringing this language forward.

918  
 919 **4. Check Register Dated February 28, 2024, in the Amount of \$378,161.22 and February Interim**  
 920 **Financial Statements Prepared by Redpath and Company**

921 Manager Weinandt stated she had reviewed the check register and the interim financial statements.  
 922

923 ***Motion by Manager Weinandt, seconded by Manager Robertson, to approve check register dated***  
 924 ***February 28, 2024, in the Amount of \$378,161.22 and February Interim Financial Statements***  
 925 ***Prepared by Redpath and Company. Motion carried 5-0.***  
 926

927 **ITEMS FOR DISCUSSION AND INFORMATION**

928 **1. Staff Reports**

929 Manager Weinandt asked about the meeting staff had attended with the MCEA and asked if that  
 930 stood for the Minnesota Citizens for Environmental Action.  
 931

932 District Administrator Tomczik stated that he believed that was correct.  
 933

934 **2. March Calendar**

935  
 936 **3. Administrator Updates**

937 District Administrator Tomczik suggested that District Attorney Smith update the Board regarding  
 938 legislative updates and 103D.  
 939

940 District Attorney Smith reminded the Board that at a recent workshop meeting he had briefed them  
 941 about potential changes to changes to the Watershed Act, Statutes 103D and explained that this  
 942 was moving forward. He stated that the changes were embraced within BWSR and the Senate bill  
 943 was heard last week within the Energy and Environment Committee and was passed along to the  
 944 Senate floor with the recommendation that it be passed. He noted that the following day there  
 945 was a hearing in the House Environment Committee that Manager Waller also attended. He stated  
 946 that they also passed the bill onto what he believes is the Ways and Means Committee before the  
 947 House floor. He noted that the 103D changes were incorporated within several other changes that  
 948 BWSR is advancing that involve Soil and Water Conservation Districts and some modifications to the  
 949 buffer law and the Wetland Conservation Act but none are major policy changes.  
 950

951 District Administrator Tomczik noted that Manager Waller was now Chair of the meeting in the  
 952 absence of President Bradley. He asked District Engineer Otterness to discuss HF #3389.  
 953

954 District Engineer Otterness noted that there have actually been two bills related to 103E that have  
 955 been put in, including HF #3389 and noted that the current iteration would require anybody that is  
 956 installing drain tile or has had drain tile on their property to prepare a disclosure before they sell the  
 957 property.  
 958

959 President Bradley returned to the meeting.  
 960

961 District Engineer Otterness noted that he was not clear about the intent or purpose is but the way  
 962 it is written would subject a person that has drain tile around their house the same as a person that  
 963 has 40 acres of pad or drain tile on their property.

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1004

Manager Wagamon left the chambers.

District Engineer Otterness stated that he felt that the way it was written may have consequences that were unintended.

Manager Weinandt asked about the author of the file.

District Attorney Smith explained that it was Representative Pursell. He noted that this same bill was presented when he and Manager Waller had attended the House committee meeting and it was passed, as amended. He stated that initially there was a great deal of concern among agriculture groups and has more acceptance/less controversy in the amended version and believes that the intent is to continue adjusting to address some of the concerns outlined by District Engineer Otterness.

District Engineer Otterness stated that SF #3684 is a bill that was intended to remove lands that are under conservation easement from being benefitted under the drainage statute. He explained that this bill is also worded in a way that has unintended consequences because it removes any parcel of land that has any conservation easement on it from the benefits role.

Manager Waller explained that his fear about this bill was that if he is a property owner that has drainage upstream of someone who puts a conservation easement on and the entire ditch or branch goes through their property, that property owner would suffer the consequences of that.

District Administrator Tomczik stated that related to the legislative efforts on the District's efforts for Ramsey County Ditch 2,3, and 5, Senator Kunesh and Representative Feist are authoring bills for a Jones Lake cash appropriation. He asked for an update from staff on the JD3 repair project.

District Engineer Otterness explained that the primary project work has been completed and will complete stabilization in the spring. He stated that there will be another pay request coming at the next Board meeting.

District Administrator Tomczik updated the board on activities/discussions related to ACD 10-22-32, alternative #4, and ACD 53-62. He stated that the District fixed the outfalls into the system and the Circle Pines administrator has remitted no payment for that work because he is anticipating a problem with the level of sediment in the pond. He clarified that there had not been a definitive 'ask' from Circle Pines but the District has offered their own ideas and told him that the was welcome to approach the Board. He noted that the consulting engineer and legal counsel had advised that it is not an advisable position to look at the discharge from a public drainage system into a pond as an obligation of the District. He stated that Circle Pines is wanting to understand the loading to its pond and noted that would be, at best, a guess. He noted that Circle Pines is anticipating about 6

1005 months for them to survey the pond again under what they will somehow compare and contrast  
1006 discharge volumes. He stated that the Board can wait and see if they come forward with  
1007 something in September.

1008  
1009 Manager Weinandt stated that she feels that there are two separate actions related to ACD 53-62  
1010 with Circle Pines. She stated that one is that the District has billed them for work that was done  
1011 and the other is if, and how much sediment is in the pond, they will deal with later. She stated  
1012 that this bill is past due.

1013  
1014 Manager Wagamon stated that he felt that was a fair statement.

1015  
1016 President Bradley agreed and stated that he felt the Board needed to start escalating the situation.

1017  
1018 Manager Robertson asked for the total of the invoices that have been sent to Circle Pines.

1019  
1020 District Administrator Tomczik stated that he believes it was about \$35,000. He noted that, in his  
1021 opinion, the work that needed to be done to ensure the stability of Circle Pines outfalls may have  
1022 contributed to what they are now claiming is a Rice Creek issue in their pond. He stated that the  
1023 District had erosion control measures in place and noted that moving water will collect sediment off  
1024 its base and tumble it downstream.

1025  
1026 Manager Robertson stated that prior to escalating this, she would like to have discussion on this in  
1027 a workshop in order to get all of the history of the project. She stated that she agreed that people  
1028 needed to pay their bills but wants to make sure she does some due diligence and has the pertinent  
1029 background information.

1030  
1031 Manager Weinandt noted that she may be able to garner all the information she needed by having  
1032 a conversation with District Administrator Tomczik.

1033  
1034 District Administrator Tomczik noted that they took a look at historical photos as suggested by  
1035 Manager Waller. He stated that related to Zoom meeting protocols, there was an unfortunate  
1036 incident in the past and noted that there are limited items that they can undertake and explained  
1037 that there is not a delay or dump button to use in order to interrupt what is being said. He stated  
1038 that the District has put some minor things into place to try to avoid that happening again without  
1039 undermining the public engagement when it has value to the Board's considerations. He stated  
1040 that the Minnesota Watersheds is looking for a new venue for their annual conference. He noted  
1041 that they are looking at scheduling the City-County Partnership meeting on April 24, 2024 in New  
1042 Brighton.

1043  
1044 **4. Managers Update**

1045 Manager Waller stated that he had attended the Environmental Committee House meetings and  
1046 noted that he is particularly interested in 103D.357. He stated that it is called Removal of  
1047 Managers and he objected to it and felt it should be removed from the bill, but clarified that he had  
1048 not spoken on behalf of the Board, but as a manager who had experienced this process.  
1049

1050 Manager Weinandt stated that she had attended a Clean Water Council meeting and the Local  
1051 Government Round Table which is made up of the Association of Minnesota Counties, Association  
1052 of Soil and Water District, and Minnesota Watersheds presented on the watershed based  
1053 implementation funding.  
1054

1055 Manager Waller stated that he is planning to attend the legislative thing at the Capitol on the 6<sup>th</sup>  
1056 and 7<sup>th</sup>.  
1057

1058 Manager Wagamon stated that he was also planning to attend.  
1059

1060 President Bradley noted that has a family commitment and will most likely not be able to attend the  
1061 meetings on the 6<sup>th</sup> and 7<sup>th</sup>.  
1062

1063 **ADJOURNMENT**

1064 ***Motion by Manager Robertson, seconded by Manager Bradley, to adjourn the meeting at 11:47 a.m.***  
1065 ***Motion carried 5-0.***  
1066

# CONSENT AGENDA

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

## Table of Contents-Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
24-006	MnDOT	Roseville	Final Site Drainage Plan Street & Utility Plan	CAPROC 3 items

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated March 5, 2024.*

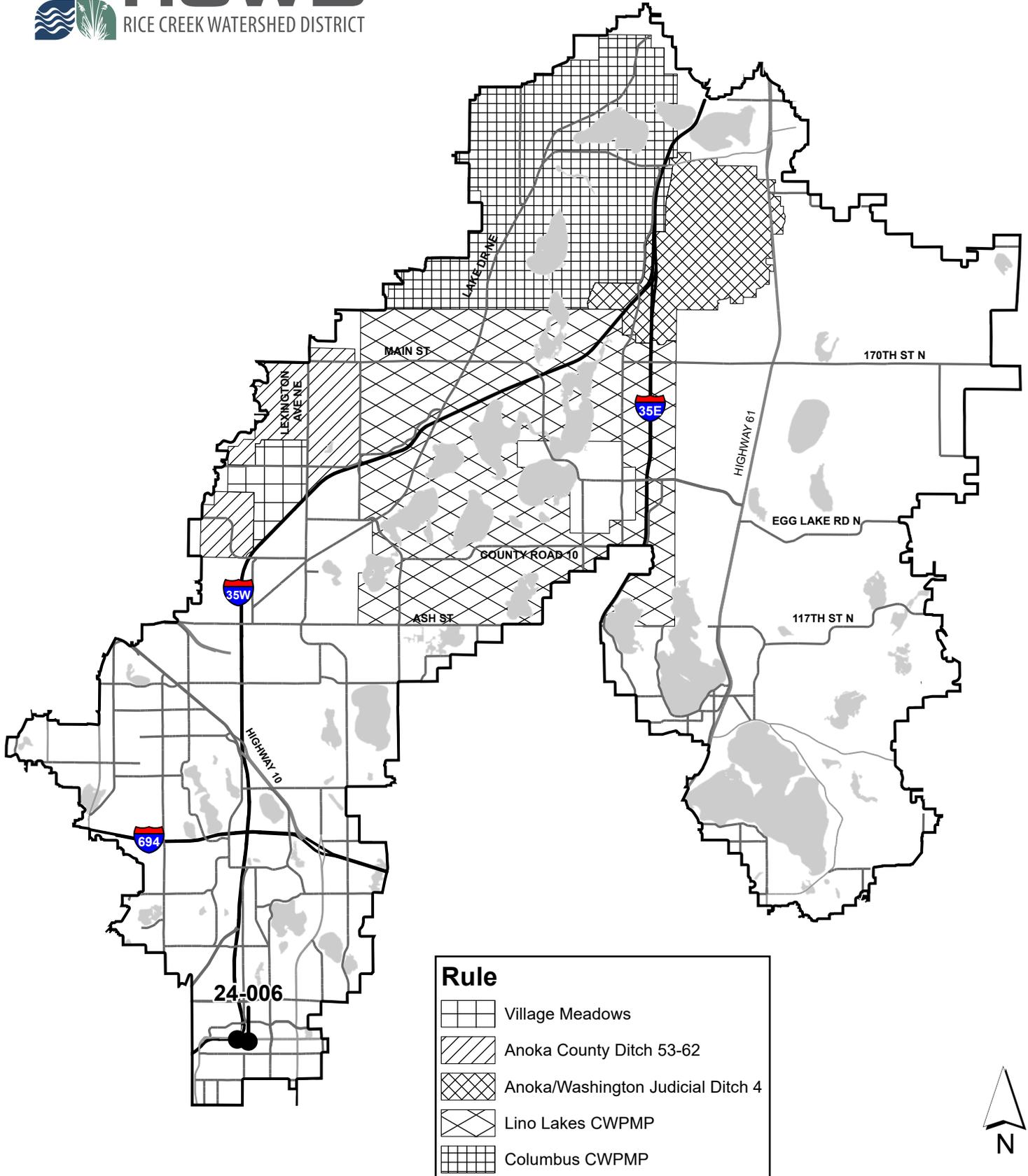
**RICE CREEK WATERSHED DISTRICT  
CONSENT AGENDA**

**March 13, 2024**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to Approve, Conditionally Approve Pending Receipt Of Changes, or Deny, the Permit Application noted in the following Table of Contents, in accordance with the District Engineer’s Findings and Recommendations, as contained in the Engineer’s Findings and Recommendations, as contained in the Engineer’s Report dated March 5, 2024.

**TABLE OF CONTENTS**

<b>Permit Application Number</b>	<b>Applicant</b>	<b>Page</b>	<b>Recommendation</b>
Permit Location Map		33	
24-006	MnDOT	34	CAPROC





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

Permit Application Number: 24-006  
Permit Application Name: MnDOT SP6212-192 TH36

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Applicant/Landowner:

MnDOT  
Attn: Bryce Fossand  
1500 West County Road B2  
Roseville, MN 55113  
Ph: 651-234-7529  
Fx: 651-234-7608  
bryce.fossand@state.mn.us

Permit Contact:

MnDOT  
Attn: Hussein Hussein  
1500 West County Road B2  
Roseville, MN 55113  
Ph: 651-234-7546  
hussien.m.hussein@state.mn.us  
  
City of Roseville  
Attn: Ryan Johnson  
Ryan.Johnson@cityofroseville.com

Project Name: MnDOT SP6212-192 TH36

Purpose: FSD – Final Site Drainage, S&UC – Street & Utility Plan; New acceleration lane at Cleveland Ave, widening of two shoulders, reconstruction of pavement, resurfacing and ADA improvements.

Site Size: 10,000 L.F. / 6.71 ± acres of disturbed area; existing and proposed impervious areas are 8.40 ± acres and 8.90± acres, respectively

Location: TH 36 from TH 35W in Roseville to 0.23 miles east of Edgerton St. in Maplewood. West portion of this project is within Rice Creek Watershed District from TH36 intersection with TH35W to approximately 650' east of Hamline Avenue, Roseville

T-R-S: SE ¼, Section 9, T29N, R23W

District Rule: C, D

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Recommendation: CAPROC

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

Conditions to be Met Before Permit Issuance:

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:
  - (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
  - (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

Administrative

2. Submit the permit application with the signature of the successful bidder to the District.

3. Email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board. Final plans must include the following:
  - Ensure the datum is labeled.
  - Additionally, ensure the HWL and EOF is labeled for each proposed BMP.

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

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

Exhibits:

1. Revised detail sheets containing 4 sheets dated 2-27-2024 and received 2-27-2024.
2. Revised detail sheets containing 3 sheets dated 2-23-2024 and received 2-23-2024.
3. Plan set containing 367 sheets dated 1-11-2024 and received 2-7-2024.
4. Permit application, dated 2-6-2024 and received 2-6-2024.
5. Revised Stormwater Calculations for Cleveland, Fairview and Snelling area, dated 2-27-2024 and received 2-27-2024, containing drainage maps and HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
6. Revised Stormwater Calculations for Cleveland area, dated 2-23-2024 and received 2-23-2024, containing drainage maps and HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
7. Stormwater Calculations, dated 2-6-2024 and received 2-7-2024, containing narrative, soil borings, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
8. Review file 24-004R and 23-052R.

Findings:

1. Description – Within the RCWD boundary, the public linear project proposes to construct a new acceleration lane at Cleveland Ave, widen two shoulders, reconstruct and resurface pavement, and ADA improvements along Trunk Highway 36 in Roseville. The project will increase the impervious area from 8.40± acres to 8.90± acres and disturb 6.71± acres overall. A portion of the site drains to Jones Lake through Ramsey County Ditch 5, which is one Resource of Concern. The other portion of the site drains to Little Lake Johanna through Ramsey County Ditch 4, which is the other Resource of Concern. The applicant is a public entity and therefore is not charged an application fee.

The project extends into the Ramsey-Washington Metro and Capital Region Watershed Districts. The findings refer only to the portion of the project within the RCWD legal boundary; the applicant must comply with the RCWD Rules within the legal boundary of the District, and we refer the applicant to the other watershed districts for work within those jurisdictions.

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

Proposed BMP Description	Location	Pretreatment	Volume provided	EOF	ROC
Filtration Basin "Pegasus Pond"	Southeast corner of intersection Cleveland Ave and TH 36.	Grass strip	6,164± cubic feet below the outlet	954.00	Jones
Filter Ditch "Ferriswood Filter Ditch"	1,300 ft southeast of intersection Cleveland Ave and TH 36.	Grass strip	1,332± cubic feet below the outlet	958.00	Little Johanna
Proposed Natural Pond	Southeast corner of intersection of Fairview and TH 36.	Rate control only			Little Johanna
Proposed Ditch Pond 2	Southwest corner of intersection of Snelling and TH 36.	Rate control only			Little Johanna

Soils on site are primarily HSG C consisting of fine clayey loams. Thus, infiltration is not considered feasible and filtration is acceptable to meet the water quality requirement. Per Rule C.6(c)(2), the Water Quality requirement is 0.5-inches over the new/reconstructed area within each ROC. In Jones Lake ROC (1.33± acres) for a total requirement of 2,408± cubic feet. In Little Lake Johanna ROC (0.37± acres) for a total requirement of 673± cubic feet. The applicant has provided 6,164 cubic feet of treatment within the Jones Lake ROC and 1,332 cubic feet within the Little Johanna Lake ROC.

Adequate pre-treatment has been provided. Drawdown is expected within 48-hours. 12-inches of sand has been provided above the drain tile. A synthetic liner will be installed under the Pegasus pond basin, which provides adequate separation from the seasonal high-water table. Additional TSS removal is not practicable. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(c).

Cleveland Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Ditch North of Cleveland Ramp – "Outlet A"	0.6	0.3	0.9	0.6	1.6	1.2
North to ditch in median – "Outlet B"	0.7	0.7	1.3	1.0	2.5	1.8
Ditch South of Cleveland on Ramp – "Outlet C"	5.9	5.3	17.3	11.7	31.5	26.8
North to ditch in median – "Outlet D"	13.1	10.6	15.6	14.3	16.8	14.9
Flowing East – "Outlet E"	2.1	1.9	3.9	3.3	8.3	6.9
Totals	22.4	18.8	39.0	30.9	60.7	51.6

Fairview Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Western End of Bus Shoulder – “Outlet F”	0.3	0.3	0.5	0.5	0.9	0.9
South – “Outlet G”	1.9	1.7	3.9	3.0	7.4	4.7
Eastern End of Bus Shoulder – “Outlet H”	0.4	0.3	0.6	0.5	1.1	0.9
<b>Totals</b>	<b>2.6</b>	<b>2.3</b>	<b>5.1</b>	<b>4.0</b>	<b>9.4</b>	<b>6.5</b>

Snelling Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
TH 36 Median – “Outlet J”	14.6	13.8	22.8	21.4	37.3	34.3
<b>Totals</b>	<b>14.6</b>	<b>13.8</b>	<b>22.8</b>	<b>21.4</b>	<b>37.3</b>	<b>34.3</b>

The project is located within the Flood Management Zone, however the C.7(c) rate reduction requirement does not apply to public linear projects. The applicant has complied with the rate control requirements of Rule C.7.

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

3. Wetlands –MnDOT is the LGU for work within their ROW. There are no additional requirements to comply with Rule F. Comments on the wetland boundary/type application were provided by RCWD under review file 24-004R.
4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence, sediment control log, turf establishment, culvert end controls, and inlet protection. The project disturbs more than 1 acre; an NPDES permit is required. The SWPPP is located on plan sheets 365-367. The information listed under Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. Little Johanna Lake is an impaired water, but more than 1 mile downstream.
6. Regional Conveyances – Rule G is not applicable.
7. Public Drainage Systems – Rule I is not applicable. The project will be redirecting flows of some property within the development to the Ramsey County Ditch (RCD) 5 public drainage system. The net change in land flowing to the RCD 5 system is inconsequential (<1 acre).
8. Documenting Easements and Maintenance Obligations – In a letter dated December 11, 2009, Mn/DOT has stated that they “hereby agree to add...all future Mn/DOT projects within Rice Creek Watershed District to its MS4 inventory and to maintain these facilities in accordance with Mn/DOT’s MS4 Permit.” This letter fulfills the maintenance agreement obligation.
9. Previous Permit Information – Review file 24-004R contains wetland information and review file 23-052R contains preapplication information.

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

Belle Reeve 03/05/2024

Belle Reeve, EIT

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

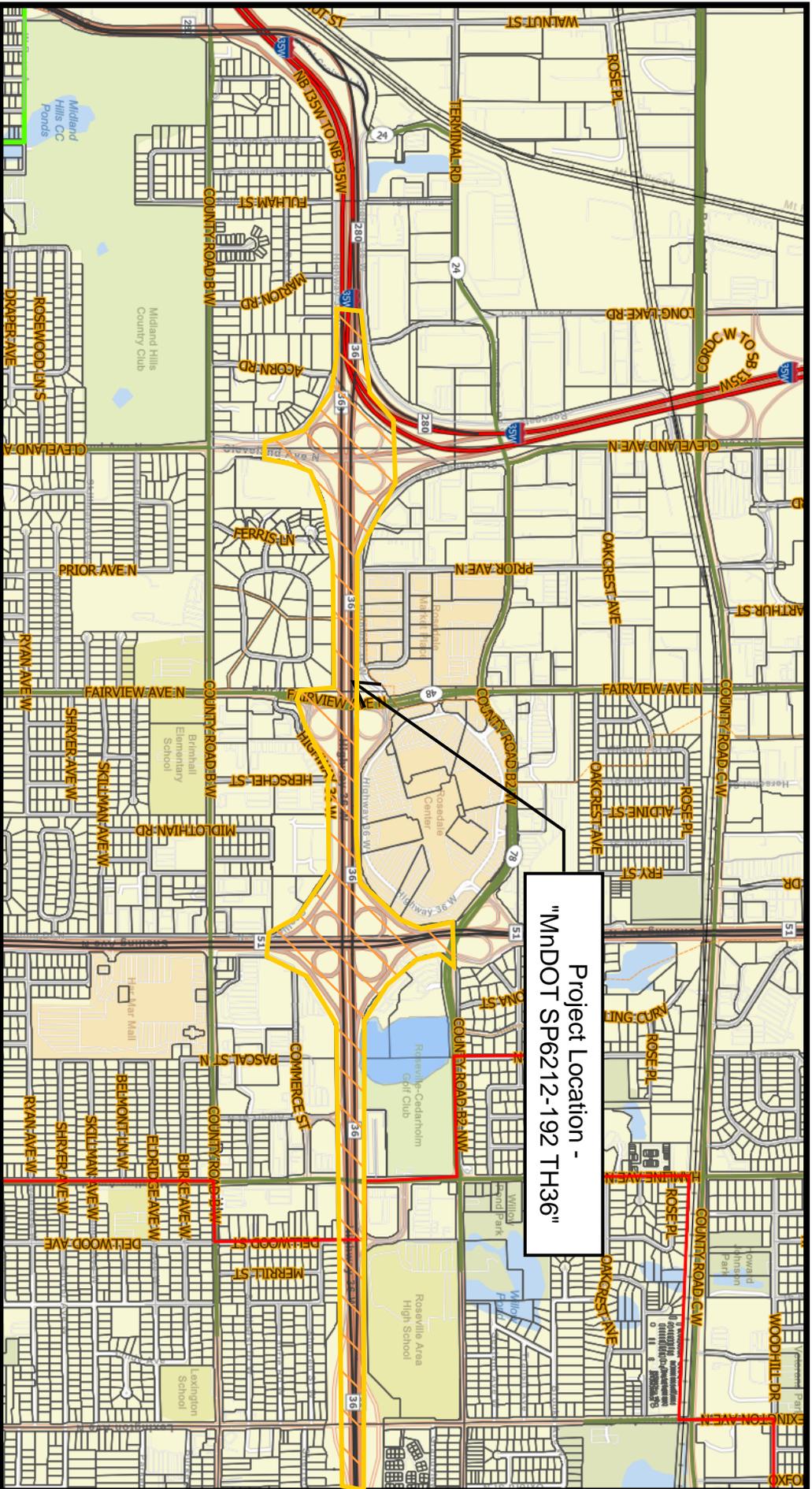
*K. MacDonald*

03/05/2024

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Katherine MacDonald, MN Reg. No 44590

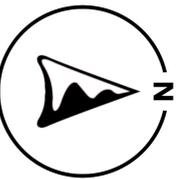
# RCWWD Permit File #24-006



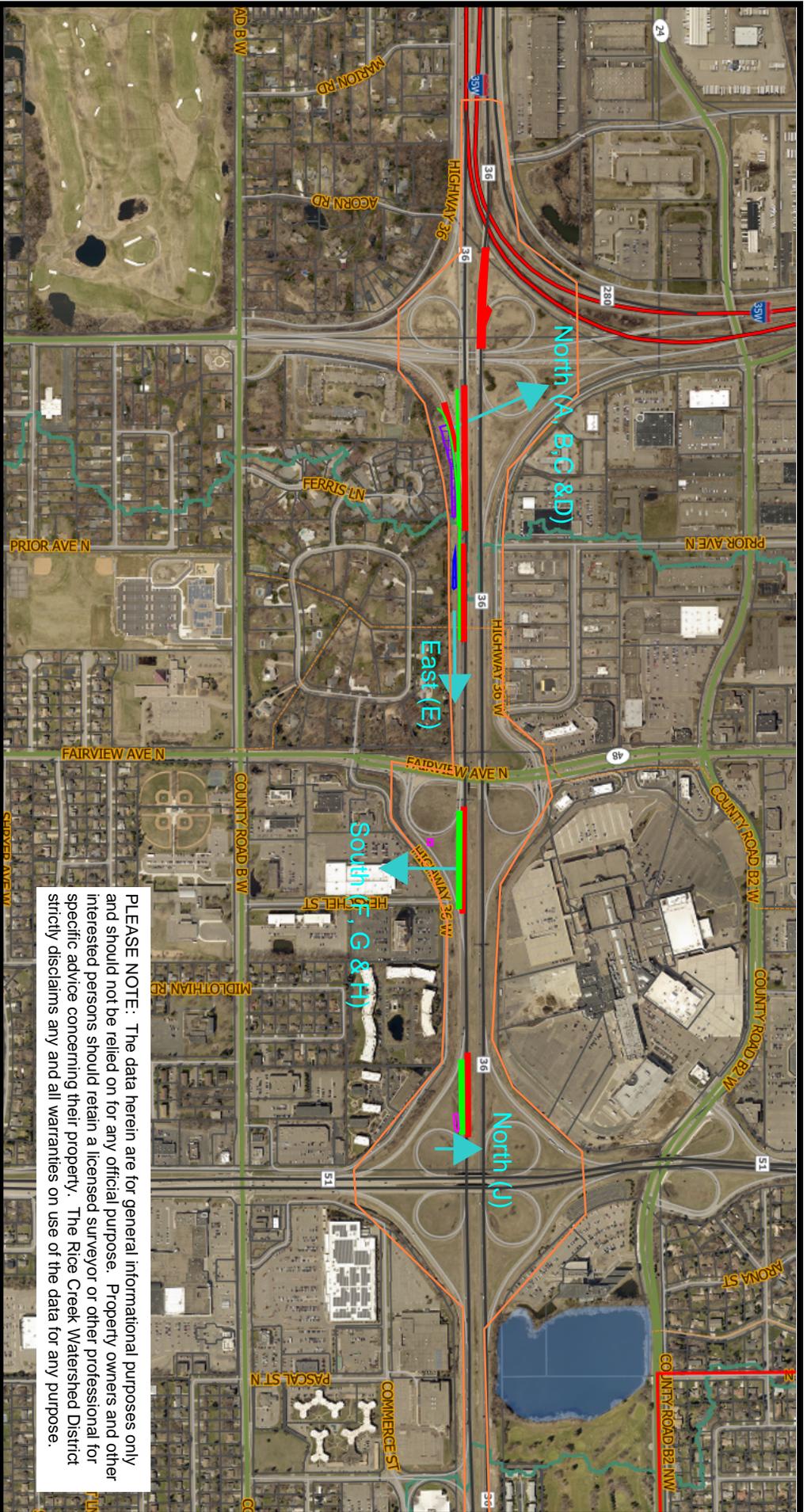
Project Location -  
"MndOT SP6212-192 TH36"

## Legend

-  District Boundary
-  Project Location
-  City Boundary
-  Private Ditch



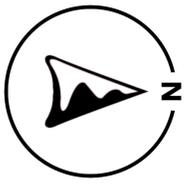
# RCWWD Permit File #24-006



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

## Legend

- District Boundary
- Project Location
- Filtration Basin
- ROC Boundary
- Filter Ditch
- Reconstructed Impervious Area
- New Impervious Area
- Drainage Arrow



**Water Quality Grant Program Cost Share Application (Molly Nelson)**

No.	Applicant	Location	Project Type	Eligible Cost	Pollutant Reduction	Funding Recommendation
R24-02	St. Michaels Lutheran Church	Roseville	Raingarden	\$15,860.00	Volume: 88% TSS: 82% TP: 79%	50% cost share of \$7,500 not to exceed 50%; or \$7,500 whichever cost is lower

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the Water Quality Grant consent agenda as outlined in the above table, in accordance with RCWD Staff's Recommendation based on established program guidelines, dated March 13, 2024.*

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



**Date:** March 6th, 2024  
**To:** RCWD Board of Managers  
**From:** Molly Nelson, Outreach and Grants Technician  
**Subject:** R24-02 St. Michaels Church Raingarden

---

**Introduction**

R24-02 St. Michaels Church Raingarden

- Applicant: St. Michaels Lutheran Church
- Location: 1660 West County Road B, Roseville, MN 55109
- Total Eligible Project Cost: \$15,860.00
- RCWD Grant Recommendation: \$7,500.00 (50%)

**Background**

This application proposes a raingarden project at St. Michaels Lutheran Church in the City of Roseville. The purpose of installing a raingarden at this location is to collect the stormwater runoff from the roof and surrounding areas, treat/filter pollutants from the source, infiltrate the runoff into the ground, and restore native habitat for the landscape and pollinators.

The Ramsey County Parks & Recreation Soil and Water Conservation Division (RCSWCD) created a design for the project and provided recommendations that have been included. RCWD staff is comfortable with

the design presented in this application and recognizes a phase 2 for the west raingarden will be proposed the following year. The project as proposed consists of drain tile installation, raingarden depressed basin construction, and native plantings. The total catchment area for the project is 15,472 square feet. The estimated pollutant reductions for the proposed project are: 88% reduction in volume (5,237 cu-ft/year), 82% reduction in total suspended solids (TSS) (45.1 pounds/year), and a 79% reduction in total phosphorus (TP) (0.16 pounds/ year). The project location scored a value of 20 on the Water Quality Grant Program Screening form and is eligible for the RCWD Water Quality Grant program.

The applicant obtained two bids for the project:

- Minnesota Native Landscapes (Raingarden 2 of 2): \$22,575.00
- Davey Resource Group (East Raingarden): \$15,860.00

The District will proceed with the lowest bid for the project upon approval of the application for cost-share. The project application was discussed at the CAC meeting on February 7th, 2024. The CAC asked staff to request information from the contractor about systemic pesticides in their sourced plants and to request SC125BN erosion control blankets for the project. The CAC was supportive of the project and recommended it as presented. Motion carried 8-0.

**Staff Recommendation**

RCWD's Citizen Advisory Committee and Staff recommend that the RCWD Board of Managers approve Water Quality Grant funds for R24-02 St. Michaels Church Raingarden.

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



**Request for Board Consensus OR Proposed Motion**

Manager \_\_\_\_\_ moves to authorize the Administrator, on advice of counsel, to approve the Water Quality Grant Contract R24-02 of \$7,500.00 not to exceed 50% of eligible project costs or up to \$7,500.00, whichever amount is lower, as outlined in the consent agenda and in accordance with the RCWD Staff's recommendation and established program guidelines.

**Attachments**

Water Quality Grant R24-02 application documents



**To:** RCWD Advisory Committee  
**From:** Nick Neylon: Environmental Resource Specialist  
**Date:** 2/9/2024  
**Re:** St. Michaels Lutheran Church Cost Share Application

**Project: R24-02**

1660 West County Road B  
Roseville, MN 55109  
Raingarden

**Material & Labor Estimate:** \$15,860.00  
**Cost Share Request:** \$7,500.00

**Background:**

The proposed Raingarden is located at a church property in Roseville. Currently, the shoreline has an open soil shoreline that is eroding into the lake. Currently the runoff from the roof of the church flows across turf areas and into a storm drain.

The proposed project is to create a raingarden to collect runoff from roof drainage and adjacent landscape areas. There will be draintile installed to carry water from the building and landscape into the raingarden. Native plants will be used to retain soil and filter run off from the property. The project will intercept runoff headed towards storm drains, decreasing volume, TPP and TSS from entering the storm system. It will also provide pollinator resources with a native planting.

Total catchment area treated by the proposed project is 15,472 square feet (0.355 acres). It is 17% impervious and includes roof and turf grass.

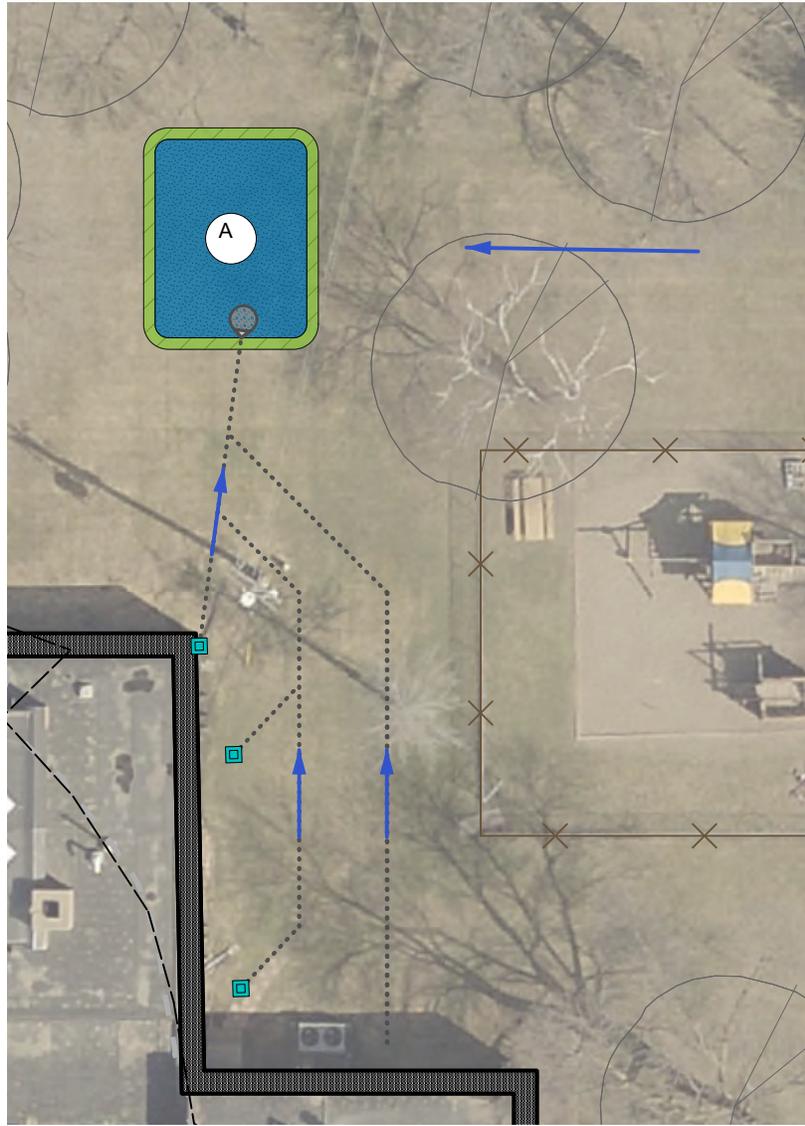
This work is part of a larger project, that will include a large swale and raingarden that will capture other roof runoff. The second phase will be included in a separate application next year.

**Recommendation:**

It is my recommendation that this project be awarded cost share in the amount of \$7,500.00 or 50% of the eligible project costs, whichever is less.

**Pollution Reductions:**

	<i><b>Before</b></i>	<i><b>After</b></i>	<i><b>Reduction</b></i>	<i><b>Red. %</b></i>
Volume (cu-ft/yr)	5,975	738	5,237	88%
TSS (lbs/yr)	54.95	9.85	45.10	82%
TP (lbs/yr)	0.204	0.042	0.162	79%



PROPOSED PROJECTS

ID	PROJECT TYPE	SIZE [SQ-FT]	COST ESTIMATE	ESTIMATED GRANT AWARD	ESTIMATED LANDOWNER COST	CLEAN WATER BENEFIT
A	RAINGARDEN	655	\$15,860	\$7,500 [MAX]	\$8,360	VOL./SEDIMENT/PHOSPHOROUS

LEGEND

 RAINGARDEN     
  DOWN SPOUT  
 WATER FLOW     
 - - - - CONTOUR LINE (2')     
 ——— UNDER DRAIN

NOTES

CONCEPTUAL DRAWING FOR REFERENCE USE ONLY  
 \* DISCLAIMERS:  
 1. RCWD COST SHARE FUNDING UP TO 75%, CAPPED AT \$7,500 PER PROJECT  
 2. COSTS AND PERCENTAGES ARE ESTIMATES. FUNDING IS DEPENDENT ON APPROVAL BY THE RCWD BOARD OF SUPERVISORS  
 3. ADDITIONAL MATCH FUNDING MAY BE AVAILABLE BY THE RAMSEY COUNTY SOIL & WATER CONSERVATION DIVISION.

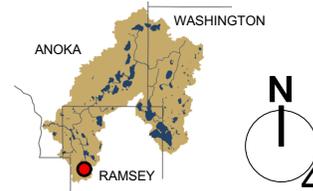


CONCEPT PLAN

PROPERTY OWNER:  
 ST MICHAELS LUTHERAN CHURCH  
 ADDRESS  
 1660 WEST COUNTY RD B  
 ROSEVILLE, MN 55109

DATE: 2/9/2024  
 CLEAN WATER PLAN PROVIDED BY:  
 RICE CREEK WATERSHED DISTRICT [RCWD] & RAMSEY COUNTY SOIL & WATER CONSERVATION DIVISION

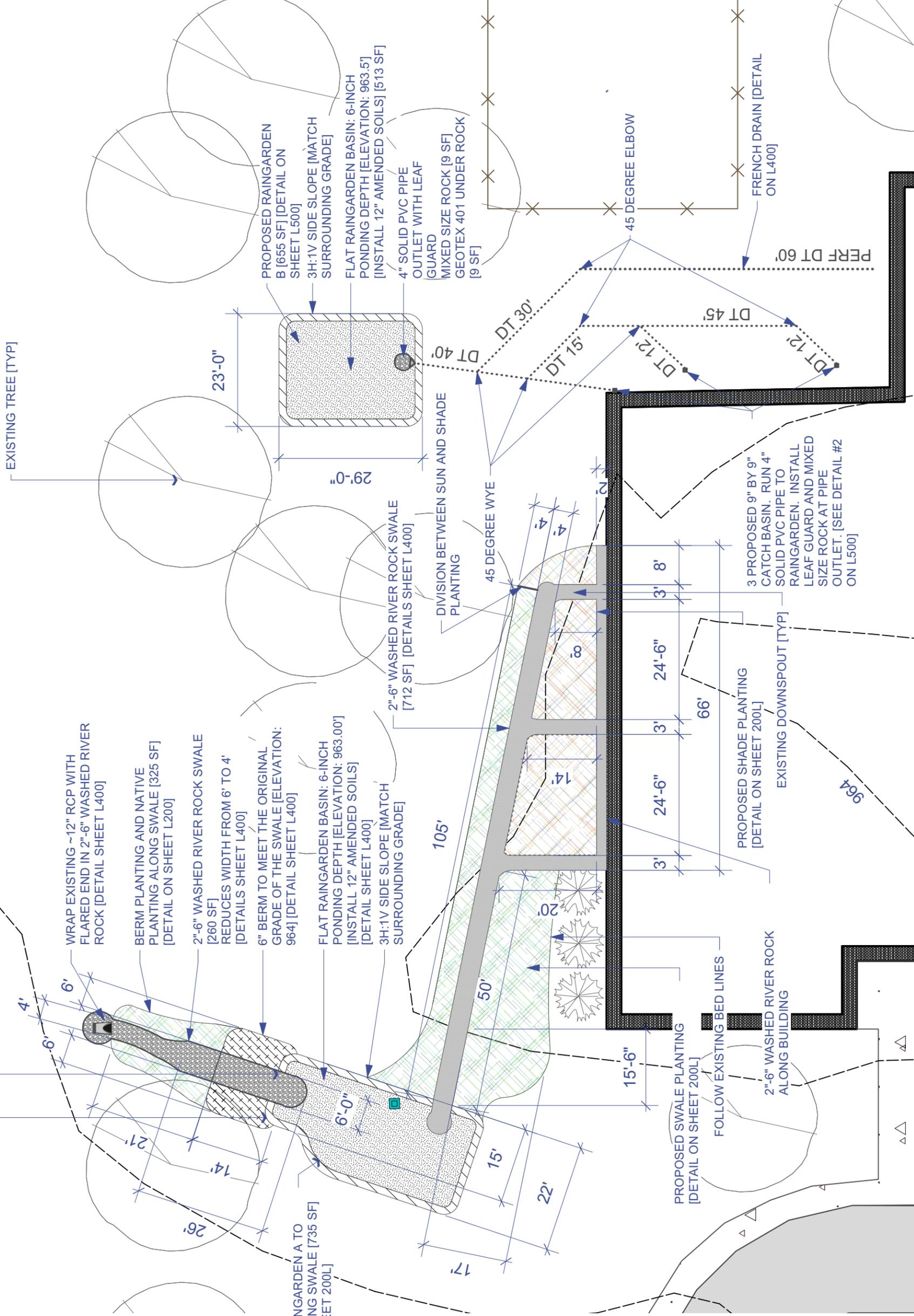
PROJECT LOCATION WITHIN WATERSHED:



ROCK SWALE OVERFLOW  
ELEVATION THROUGH BERM  
[963.50']

3H:1V SIDE SLOPE [MATCH  
SURROUNDING GRADE]

COUNTY B ROAD WEST



EXISTING TREE [TYP]

RAMSEY COUNTY SWCD  
2015 VAN DYKE STREET  
MAPLEWOOD, MN 55109  
651-266-7280  
www.ramseycounty.us

PROJECT: ST MICHAELS LUTHERAN  
LOCATION: CHURCH  
1660 WEST COUNTY RD B

WATERSHED DISTRICT:  
RICE CREEK WATERSHED DISTRICT  
**RCWD**  
RICE CREEK WATERSHED DISTRICT

DESIGNER: NICK NEYLON  
DATE: 11/9/2023  
REVISION:  
REVISION:  
REVISION:  
REVISION:  
CHECKED BY: BRIAN OLSEN  
TAA:

NOTES:  
-ELEVATIONS ARE APPROXIMATE [SITE VERIFY]  
-CONTRACTOR TO ACQUIRE ANY NECESSARY PERMITS PRIOR TO BEGINNING WORK  
-EXCAVATE WITH TRACKED EQUIPMENT ONLY  
-RIP UNDERLYING SOILS 6'-12" TO REMOVE COMPACTION  
-ORIGINAL SHEET SIZE: 11"x17"

SCALE: 1"=10'-0"

LAYOUT PLAN

L100

WRAP EXISTING ~12" RCP WITH FLARED END IN 2"-6" WASHED RIVER ROCK [DETAIL SHEET L400]

BERM PLANTING AND NATIVE PLANTING ALONG SWALE [325 SF] [DETAIL ON SHEET L200]

2"-6" WASHED RIVER ROCK SWALE [260 SF] REDUCES WIDTH FROM 6' TO 4' [DETAILS SHEET L400]

6" BERM TO MEET THE ORIGINAL GRADE OF THE SWALE [ELEVATION: 964] [DETAIL SHEET L400]

FLAT RAINGARDEN BASIN: 6-INCH PONDING DEPTH [ELEVATION: 963.00'] [INSTALL 12" AMENDED SOILS] [DETAIL SHEET L400]

3H:1V SIDE SLOPE [MATCH SURROUNDING GRADE]

105'

2"-6" WASHED RIVER ROCK SWALE [712 SF] [DETAILS SHEET L400]

DIVISION BETWEEN SUN AND SHADE PLANTING

45 DEGREE WYE

45 DEGREE ELBOW

DT 40'

DT 15'

DT 12'

DT 45'

DT 60'

FRENCH DRAIN [DETAIL ON L400]

PERF DT 60'

3 PROPOSED 9" BY 9" SOLID PVC PIPE TO CATCH BASIN. RUN 4" RAINGARDEN. INSTALL LEAF GUARD AND MIXED SIZE ROCK AT PIPE OUTLET. [SEE DETAIL #2 ON L500]

PROPOSED SHADE PLANTING [DETAIL ON SHEET 200L]

EXISTING DOWNSPOUT [TYP]

PROPOSED SWALE PLANTING [DETAIL ON SHEET 200L]

FOLLOW EXISTING BED LINES

2"-6" WASHED RIVER ROCK ALONG BUILDING



RAMSEY COUNTY SWCD  
 2015 VAN DYKE STREET  
 MAPLEWOOD, MN 55109  
 651-266-7280  
 www.ramseycounty.us

PROJECT: ST MICHAELS LUTHERAN  
 LOCATION: CHURCH  
 1660 WEST COUNTY RD B



DESIGNER: NICK NEYLON  
 DATE: 11/9/2023  
 REVISION:  
 REVISION:  
 REVISION:  
 REVISION:  
 CHECKED BY: BRIAN OLSEN  
 TAA:

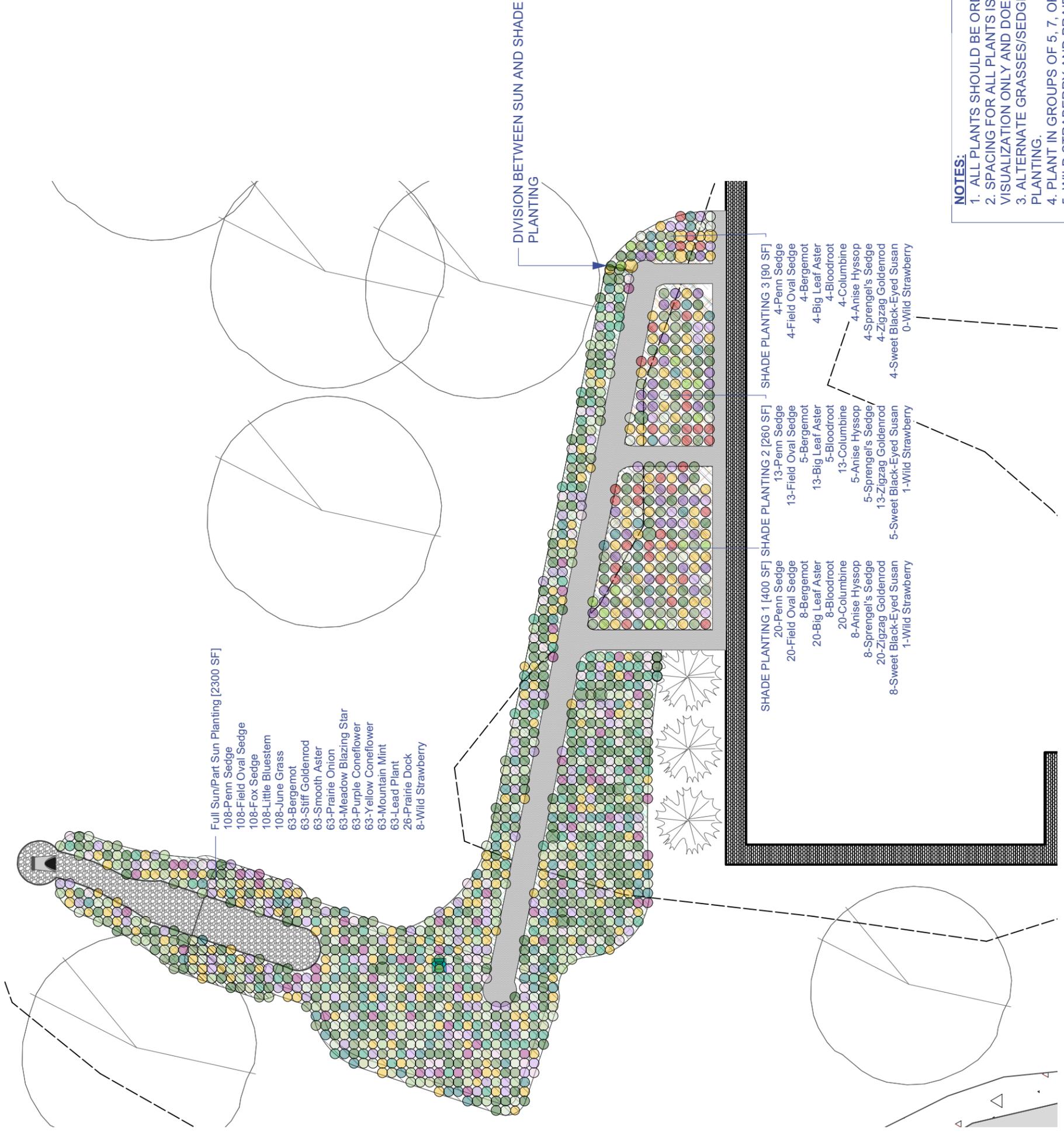
NOTES:  
 -CALL GOPHER ONE TO MARK UTILITIES  
 BEFORE DIGGING  
 [PLANT LOCATION MAY VARY]  
 -ORIGINAL SHEET SIZE: 11"x17"

SCALE: 3/16"=1'-0"



PLANTING PLAN:  
 A  
 RAINGARDEN

L200





RAMSEY COUNTY SWCD  
 2015 VAN DYKE STREET  
 MAPLEWOOD, MN 55109  
 651-266-7280  
 www.ramseycounty.us

PROJECT: ST MICHAELS LUTHERAN  
 LOCATION: CHURCH  
 1660 WEST COUNTY RD B



DESIGNER: NICK NEYLON  
 DATE: 11/9/2023  
 REVISION:  
 REVISION:  
 REVISION:  
 REVISION:  
 CHECKED BY: BRIAN OLSEN  
 TAA:

NOTES:  
 -CALL GOPHER ONE TO MARK UTILITIES BEFORE DIGGING  
 [PLANT LOCATION MAY VARY]  
 -ORIGINAL SHEET SIZE: 11"x17"

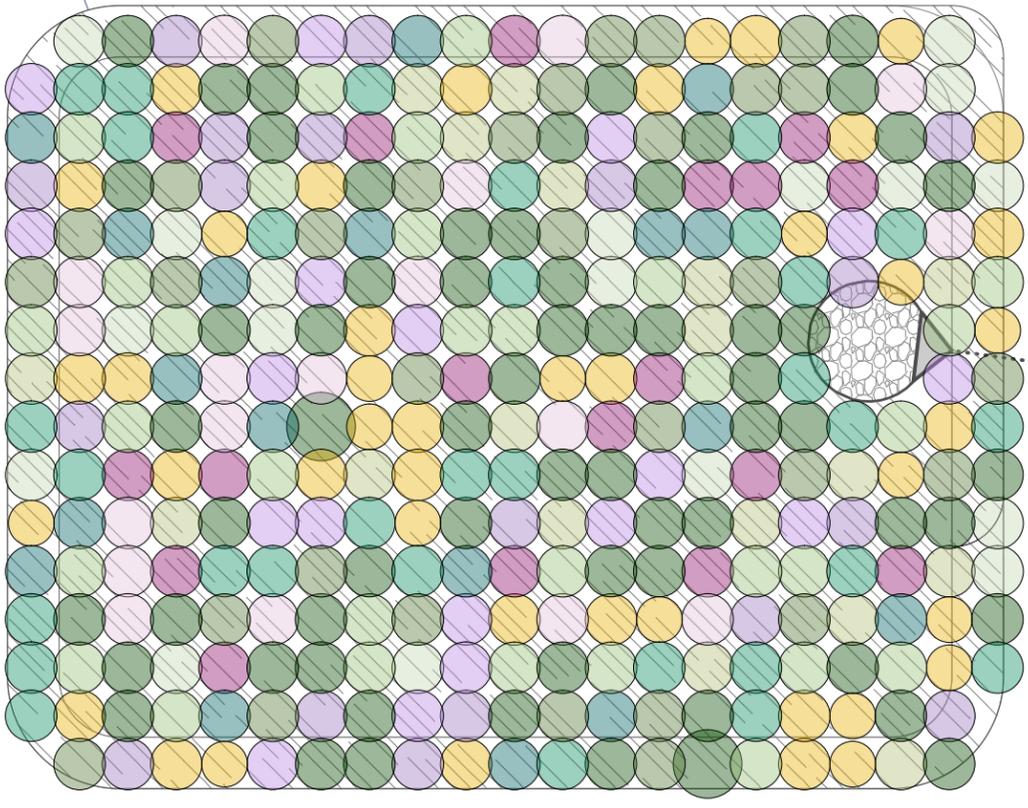
SCALE: 3/16"=1'-0"

PLANTING PLAN:  
 RAINGARDEN B

L300

**SHADE PLANTING 2 [260 SF]-1**

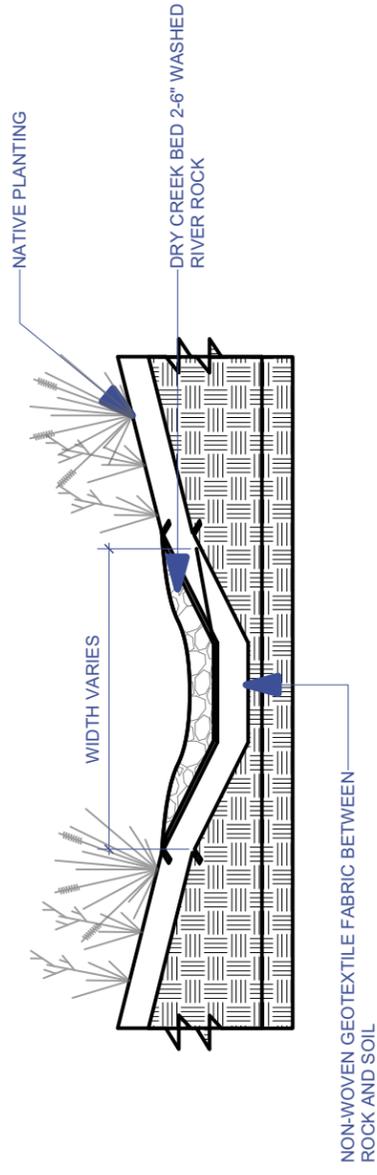
- 31-Penn Sedge
- 31-Field Oval Sedge
- 31-Little Bluestem
- 31-June Grass
- 31-Fox Sedge
- 18-Bergemot
- 18-Stiff Goldenrod
- 18-Smooth Aster
- 18-Prairie Onion
- 18-Meadow Blazing Star
- 18-Purple Coneflower
- 18-Yellow Coneflower
- 18-Mountain Mint
- 18-Lead Plant
- 7-Prairie Dock
- 2-Wild Strawberry



**NOTES:**  
 1. ALL PLANTS SHOULD BE ORDERED AS 2" PLUGS OR SIMILAR.  
 2. SPACING FOR ALL PLANTS IS 18". PLANTING PLAN SHOWN IS FOR VISUALIZATION ONLY AND DOES NOT NEED TO BE FOLLOWED.  
 3. ALTERNATE GRASSES/SEDGES AND HERBACEOUS PLANTS IN PLANTING.  
 4. PLANT IN GROUPS OF 5, 7, OR 9 BY SPECIES.  
 5. WILD STRAWBERRY AND PRAIRIE DOCK SHALL BE PLANTED SINGLY.

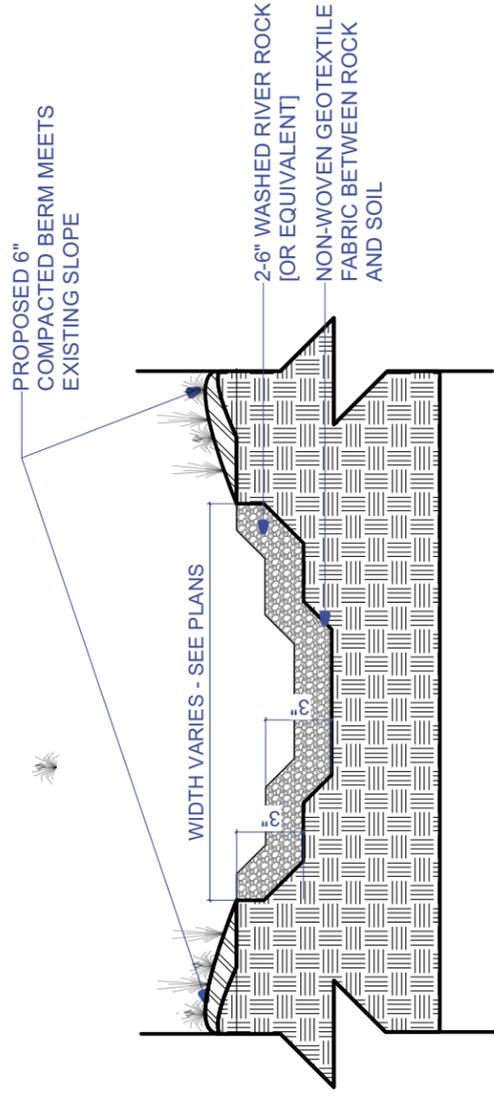
# 1 SWALE DETAIL

Scale: 1/4" = 1'-0"



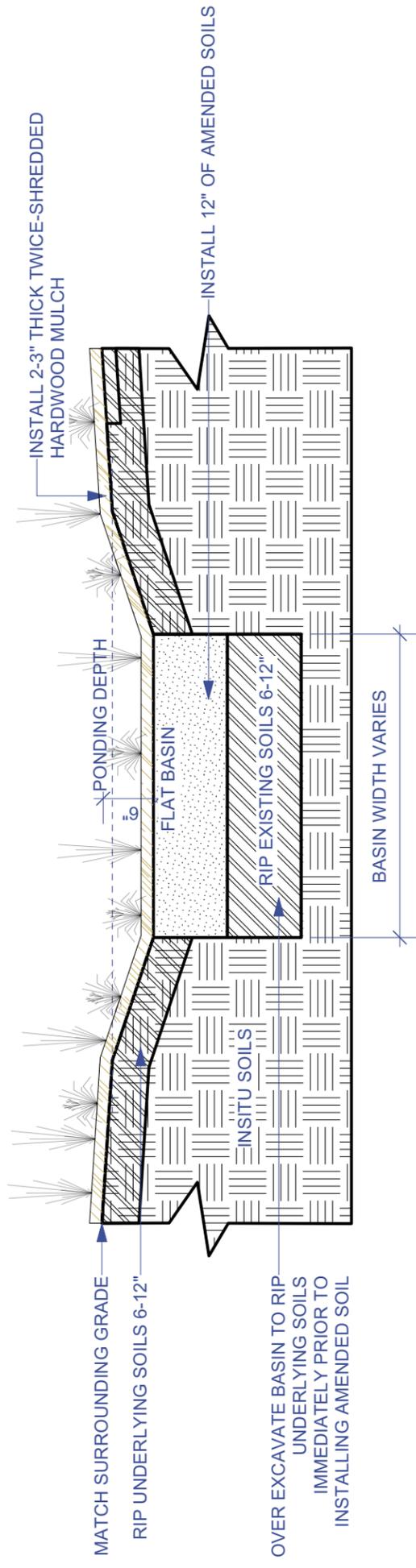
# 2 OVERFLOW BERM DETAIL

Scale: 1/16" = 1'-0"



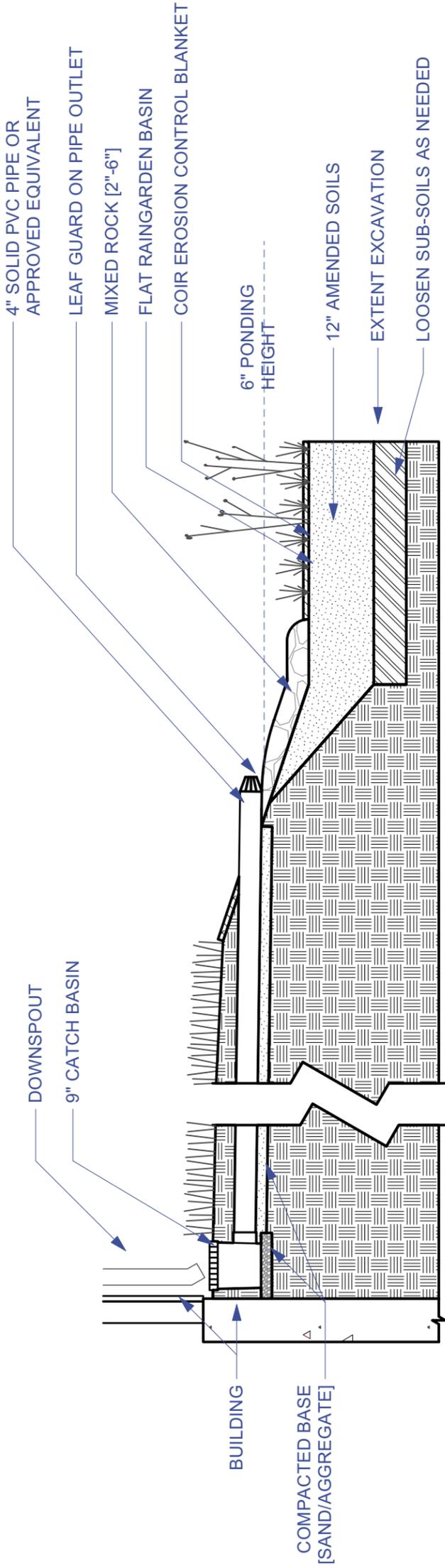
# 3 RAINGARDEN DETAIL [TYP]

Scale: 1/2" = 1'-0"



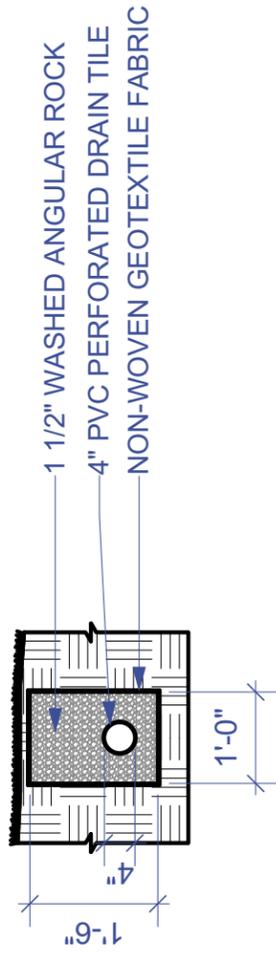
**2** DOWNSPOUT/PIPING SECTION

Scale: 1/2" = 1'-0"



**3** FRENCH DRAIN DETAIL

Scale: 1/2" = 1'-0"



PROJECT: ST MICHAELS LUTHERAN  
LOCATION: CHURCH  
1660 WEST COUNTY RD B



DESIGNER: NICK NEYLON  
DATE: 11/9/2023  
REVISION:  
REVISION:  
REVISION:  
REVISION:  
CHECKED BY: BRIAN OLSEN  
TAA:

NOTES:  
-CALL GOPHER ONE TO MARK UTILITIES BEFORE DIGGING  
[PLANT LOCATION MAY VARY]  
-ORIGINAL SHEET SIZE: 11"x17"



DETAILS:  
RAINGARDEN B

L500

**ALL ITEMS AS SPECIFIED BELOW ARE FOR REFERENCE USE ONLY**

St. Michael's Lutheran Church  
 1660 County B Road West  
 Roseville, MN 55113  
 BMP Type: Raingarden  
 Number of BMPs: 1 of 2

County: Ramsey  
 Date: 30-Nov-23

**INSTALLED MATERIALS & LABOR - RAINGARDEN**

Item	Qty	Unit	Unit Cost	Amount
Sod Removal; Raingarden Excavation/Grading & Soil Loosening	51.75	CY	\$ 80.00	\$ 4,140.00
Soil Amendment (80% Washed No.2 Sand; 20% MnDOT Grade II Compost)	23.25	CY	\$ 125.00	\$ 2,906.25
C125 / SC150BN Erosion Control Blanket (or approved equivalent)	1,485.00	SF	\$ 2.85	\$ 4,232.25
Note: Install per manufacture specs, use biodegradable stakes				
Geotex 401 (or Mirfani 140N: Non-woven geotextile, or equal)	968.00	SF	\$ 3.50	\$ 3,388.00
Aggregate: Washed River Rock (Mixed size, 2" - 6")	23	TON	\$ 140.00	\$ 3,220.00
Native Perennial: 2" Pot; or equivalent	1413.00	EA	\$ 6.50	\$ 9,184.50
General & Soil Disposal (use excavated soils onsite as possible before soil haul-away)	45.00	CY	\$ 50.00	\$ 2,250.00
Deliveries	5.00	LS	\$ 175.00	\$ 875.00
Mobilization	1.00	LS	\$ 3,000.00	\$ 3,000.00
			Subtotal	\$ 33,196.00

**INSTALLED MATERIALS & LABOR - ADDITIONAL ITEMS AS NECESSARY**

\$	-
\$	-
\$	-
\$	-
\$	-
Subtotal	\$ -

**PROJECT TOTAL**

Project Estimate	\$	33,196.00
:-10%	\$	29,876.40
:+10%	\$	36,515.60
Estimated WD/WMO Grant Award:		\$10,000.00
Estimated RCPR Grant Award:		\$10,000.00
Potential Grant Award Total:		\$20,000.00
Estimated Landowner Cost:		\$13,196.00

Soil & Water Conservation Division  
 2015 Van Dyke Street  
 Maplewood, MN 55109  
[www.ramseycounty.us](http://www.ramseycounty.us)

**ALL ITEMS AS SPECIFIED BELOW ARE FOR REFERENCE USE ONLY**

St. Michael's Lutheran Church  
 1660 County B Road West  
 Roseville, MN 55113  
 BMP Type: Raingarden  
 Number of BMPs: 2 of 2

County: Ramsey  
 Date: 30-Nov-23

**INSTALLED MATERIALS & LABOR - RAINGARDEN**

Item	Qty	Unit	Unit Cost	Amount
Sod Removal; Raingarden Excavation/Grading & Soil Loosening	36.00	CY	\$ 80.00	\$ 2,880.00
Soil Amendment (80% Washed No.2 Sand; 20% MnDOT Grade II Compost)	19.00	CY	\$ 125.00	\$ 2,375.00
C125 / SC150BN Erosion Control Blanket (or approved equivalent)	655.00	SF	\$ 2.85	\$ 1,866.75
Note: Install per manufacture specs, use biodegradable stakes				
Geotex 401 (or Mirfani 140N: Non-woven geotextile, or equal)	304.00	SF	\$ 3.50	\$ 1,064.00
Aggregate: Clear Rock- 1-1/2"	7.00	ton	\$ 32.00	\$ 224.00
Aggregate: Washed River Rock (Mixed size, 2" - 6")	0.25	ton	\$ 140.00	\$ 35.00
Native Perennial: 2" Pot; or equivalent	326.00	EA	\$ 6.50	\$ 2,119.00
General & Soil Disposal (use excavated soils onsite as possible before soil haul-away)	50.00	CY	\$ 50.00	\$ 2,500.00
Drain tile, Perforated PVC Pipe- 4" (10' Section)	6	EA	\$ 45.00	\$ 270.00
Catch Basin (12" by 12")	3.00	EA	\$ 180.00	\$ 540.00
4" Solid PVC	155.00	LF	\$ 11.00	\$ 1,705.00
4" Solid PVC 45 Degree Elbow	3.00	EA	\$ 28.00	\$ 84.00
4" Solid PVC 45 Degree Wye	3.00	EA	\$ 38.00	\$ 114.00
Deliveries	3.00	LS	\$ 175.00	\$ 525.00
Mobilization	1.00	LS	\$ 1,500.00	\$ 1,500.00
			Subtotal	\$ 17,801.75

**INSTALLED MATERIALS & LABOR - ADDITIONAL ITEMS AS NECESSARY**

\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
Subtotal \$ -

**PROJECT TOTAL**

Project Estimate	\$ 17,801.75
:-10%	\$ 16,021.58
:+10%	\$ 19,581.93
Estimated WD/WMO Grant Award:	\$7,500.00
Estimated RCPR Grant Award:	\$0.00
Potential Grant Award Total:	\$7,500.00
Estimated Landowner Cost:	\$10,301.75

Soil & Water Conservation Division  
 2015 Van Dyke Street  
 Maplewood, MN 55109  
[www.ramseycounty.us](http://www.ramseycounty.us)

*January 30, 2024*

St Michael's Lutheran Church  
1660 West County Road B  
Roseville MN 55113

**RE: St. Michael's Lutheran Church Raingardens**

Dear Doug,

Thank you for contacting Davey Resource Group, Inc. "DRG" to provide you with this proposal to install the raingardens as shown on the plans provided by Ramsey County and Rice Creek Watershed District, dated 11/9/2023, at the St Michael's Lutheran Church in Roseville, MN. This proposal is inclusive of all labor, material, and equipment required to install the raingardens as described below.

## Scope of Work

### **West raingarden with rock swales, berm and native plantings**

The west raingarden with rock swales, berm and native plantings will include sod removal from the project area and disposal. The raingarden will be excavated and a berm will be built per plan to allow for twelve inches of amended soil and six inches of ponding. A rock swale will be installed to the north of the raingarden as an overflow towards an existing reinforced concrete pipe. A swale will be graded to direct water from the downspouts on the North of the building to the raingarden and washed river rock will be installed in the swale. Three inches of mulch will be installed in the raingarden basin and slopes and straw erosion control blanket will be installed in the native planting areas. A natural cut edge will separate the planting areas from the turf. Plants will be installed per the planting plan. Sod repair is not included in this proposal. Any necessary sod repair will be installed at \$12.00 per square yard.

### **East raingarden with drain tile, french drain and native plantings**

The east raingarden with drain tile, french drain and native plantings will include sod removal from the project area and disposal. The raingarden will be excavated per plan to allow for twelve inches of amended soil and six inches of ponding. Approximately one hundred and fifty-five feet of solid pvc drain tile will connect three new catch basins to the raingarden. Approximately sixty feet of french drain will be installed and drained into the raingarden. Three inches of mulch will be installed in the raingarden basin and slopes. A natural cut edge will separate the planting areas from the turf. Plants will be installed per the planting plan. Sod repair is not included in this proposal. Any necessary sod repair will be installed at \$12.00 per square yard.

This proposal can be implemented by either issuing a purchase order, or by signing the Authorization to Proceed below and returning to our office. Please feel free to only choose the line items for the work you would like DRG to perform at this time.

If you have any questions or wish to arrange for a meeting to discuss this scope of work and more specifically the treatment methods and areas, please call me at 651-202-3662. Thank you for allowing DRG the opportunity to work with the St. Michael's Lutheran Church.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Hanna", followed by a long horizontal line extending to the right.

**Chuck Hanna**

**Principal Consultant**

Davey Resource Group, Inc.

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

# AUTHORIZATION TO PROCEED

The following pricing options have been developed for consultations and reports as requested. Any additional consultation or effort would be priced at our consulting rate of \$125 per hour. Any on-site supervision by an arborist during construction will require a three (3)-hour minimum charge.

## St. Michael's Lutheran Church Raingardens

Description of Service	Qty	Unit	Unit Cost	Contract Type	Price
West Raingarden: Mobilization	1	LS	\$2,000.00	Firm-Fixed Price ▾	\$2,000.00
Sod Removal/Raingarden Excavation Grading Soil Loosening	51.75	CY	\$50.00	Firm-Fixed Unit... ▾	\$2,587.50
Soil Amendment 80/20 Sand to Compost	23.25	CY	\$72.00	Firm-Fixed Unit... ▾	\$1,674.00
Erosion Control Blanket C125	1,485	SQF	\$1.50	Firm-Fixed Unit... ▾	\$2,227.50
Geotex 401	968	SQF	\$1.50	Firm-Fixed Unit... ▾	\$1,452.00
Washed River Rock 2-6"	23	Ton	\$185.00	Firm-Fixed Unit... ▾	\$4,255.00
Native Perennial	1,413	Each	\$3.00	Firm-Fixed Unit... ▾	\$4,248.00
General / Soil Disposal	45	CY	\$80.00	Firm-Fixed Unit... ▾	\$3,600.00
Deliveries	5	Each	\$175.00	Firm-Fixed Unit... ▾	\$875.00
<b>Project Total</b>					<b>\$22,919.00</b>

Description of Service	Qty	Unit	Unit Cost	Contract Type	Price
East Raingarden: Mobilization	1	LS	\$2,000.00	Firm-Fixed Price ▾	\$2,000.00
Sod Removal/Raingarden Excavation Grading Soil Loosening	36	CY	\$50.00	Firm-Fixed Unit P... ▾	\$1,800.00
Soil Amendment 80/20 Sand to Compost	19	CY	\$72.00	Firm-Fixed Unit P... ▾	\$1,368.00
Erosion Control Blanket C125	655	SQF	\$1.50	Firm-Fixed Unit P... ▾	\$982.50
Geotex 401	304	SQF	\$1.50	Firm-Fixed Unit P... ▾	\$456.00
Clear Rock 1/12"	7	Ton	\$160.00	Firm-Fixed Unit P... ▾	\$1,120.00
Washed River Rock 2-6"	.25	Ton	\$185.00	Firm-Fixed Unit P... ▾	\$46.00
Native Perennial	326	Each	\$3.00	Firm-Fixed Unit P... ▾	\$978.00
General and Soil Disposal	50	CY	\$80.00	Firm-Fixed Unit P... ▾	\$4,000.00
PVC Drain Tile Perforated	60	LF	\$10.00	Firm-Fixed Unit P... ▾	\$600.00
NDS 12x12 Catch Basin	3	Each	\$120.00	Firm-Fixed Unit P... ▾	\$360.00

<b>4" Solid PVC SDR 35</b>	<b>155</b>	<b>Each</b>	<b>\$10.00</b>	Firm-Fixed Unit P... ▾	\$1,550.00
<b>4" PVC 45 Elbow</b>	<b>3</b>	<b>Each</b>	<b>\$10.00</b>	Firm-Fixed Unit P... ▾	\$30.00
<b>4" PVC 45 Wye</b>	<b>3</b>	<b>Each</b>	<b>\$15.00</b>	Firm-Fixed Unit P... ▾	\$45.00
<b>Deliveries</b>	<b>3</b>	<b>Each</b>	<b>\$175.00</b>	Firm-Fixed Unit P... ▾	\$525.00
<b>Project Total</b>					<b>\$15,860.00</b>

**By signing this form, I do hereby acknowledge acceptance of the scope of work and associated fee, as well as the terms and conditions and limited warranty contained herein. Furthermore, my signature authorizes the work to be performed effective the date of my signature and denotes that I am an authorized representative of the Client with authority to authorize and bind my company.**

Client Name: St Michael's Church

Authorizing Signature: \_\_\_\_\_

Title:

Date:

Email:

**Davey Resource Group, Inc.**

Authorizing Signature: \_\_\_\_\_

**Name**

Title

Date

# TERMS AND CONDITIONS

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- **All pricing is valid for 30 days from the date of this proposal, after which time we reserve the right to amend fees as needed.**
- Time and materials (T&M) estimates will be billed using the labor rates in DRG’s current commercial price list. Fixed Fee Contract Prices will be billed in monthly increments for the percentage of work completed in the billing period. Firm-Fixed Unit Prices will be billed in monthly increments for the number of completed units in the billing period.
- Payment terms are net 30 days.
- If prevailing wage requirements are discovered after the date of this proposal, we reserve the right to negotiate our fees.
- The client is responsible for any permit fees, taxes, and other related expenses, unless noted as being included in our proposal.
- The client shall provide 48 hours' notice of any meetings where the consultant’s attendance is required.
- Unless otherwise stated, one round of revisions to deliverables is included in our base fee. Additional edits or revisions will be billed on a time and material (T&M) basis.
- All reports are provided only to the client unless otherwise directed.

## LIMITED WARRANTY

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Davey Resource Group, Inc. (“DRG”) provides this limited warranty (“Limited Warranty”) in connection with the provision of services by DRG (collectively the “Services”) under the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the “Agreement”).

Notwithstanding anything to the contrary in the Agreement, this Limited Warranty will apply to all Services rendered by DRG and supersedes all other warranties in the Agreement and all other terms and conditions in the Agreement that conflict with the provisions of this Limited Warranty. Any terms or conditions contained in any other agreement, instrument, or document between the parties, or any document or communication from you, that in any way modifies the provisions in this Limited Warranty, will not modify this Limited Warranty nor be binding on the parties unless such terms and conditions are approved in a writing signed by both parties that specifically references this Limited Warranty.

Subject to the terms and conditions set forth in this Limited Warranty, for a period of ninety (90) days from the date Services are performed (the “Warranty Period”), DRG warrants to Customer that the Services will be performed in a timely, professional and workmanlike manner by qualified personnel.

To the extent the Services involve the evaluation or documentation (“Observational Data”) of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, “Subjects”), the Observational Data will pertain only to the specific point in time it is collected (the “Time of Collection”). DRG will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection (including, but not limited to, decay or damage by the elements, persons or implements; insect infestation; deterioration; or acts of God or nature [collectively, “Changes”]), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope of work. When performing tree inventories or assessments, DRG will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

To the extent you request DRG’s guidance on your permitting and license requirements, DRG’s guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state or local law, code or regulation.

DRG may review information provided by or on behalf of you, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews (collectively, “Source Information”). DRG assumes the genuineness of all Source Information. DRG disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.

If it is determined that DRG has breached this Limited Warranty, DRG will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. **This remedy will be your sole and exclusive remedy and DRG’s entire liability for any breach of this Limited Warranty.** You will be deemed to have accepted all of the Services if written notice of an alleged breach of this Limited Warranty is not delivered to DRG prior to the expiration of the Warranty Period.

To the greatest extent permitted by law, except for this Limited Warranty, DRG makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.

# Proposal



**MNL (Minnesota Native Landscapes)**  
 8740 - 77th Street NE  
 Otsego, MN 55362  
 763-295-0010  
[info@MNLcorp.com](mailto:info@MNLcorp.com)  
[www.MNLcorp.com](http://www.MNLcorp.com)

**St. Michaels Lutheran Church**  
 1660 County Rd B W  
 Roseville, MN 55113  
 Doug Schumacher  
 651-341-8378      dschuski@gmail.com

**MNL Project #:**  
**Prepared by:** Chelsea Bratvold  
**MNL Division:** Construction  
**Quotation Date:** 12/15/2023  
**Revision Date:**

**Project Name:** St. Michaels Rain Garden 2 of 2  
**Project Location:** 1660 County B Road W. Roseville, MN 55113

Category	Description	Qty.	Unit	Unit Price	Total
<b>Removal Task</b>	<i>Sod Removal; Raingarden Excavation/Grading and Soil Loosening</i>	36	CY	\$ 195.00	\$ 7,020.00
<b>Landscape Services</b>	<i>Soil Amendment (80% Sand + 20% Compost)</i>	19	CY	\$ 125.00	\$ 2,375.00
<b>Erosion Control</b>	<i>SC150BN Erosion Control Blanket</i>	655	SF	\$ 3.00	\$ 1,965.00
<b>Landscape Services</b>	<i>Geotex 401</i>	304	SF	\$ 4.00	\$ 1,216.00
<b>Landscape Services</b>	<i>Aggregate: Clear Rock - 1-1/2"</i>	7	TON	\$ 110.00	\$ 770.00
<b>Landscape Services</b>	<i>Aggregate: Washed River Rock (2-6")</i>	0.25	TON	\$ 110.00	\$ 27.50
<b>Live Plant Installation</b>	<i>Native Perennial: 2" Plug</i>	326	EA	\$ 5.00	\$ 1,630.00
<b>Removal Task</b>	<i>General and Soil Disposal</i>	50	CY	\$ 55.00	\$ 2,750.00
<b>Miscellaneous</b>	<i>Draintile, Perforated PVC Pipe - 4" (10ft Sections)</i>	6	EA	\$ 40.00	\$ 240.00
<b>Miscellaneous</b>	<i>Catch Basin (12" x 12")</i>	3	EA	\$ 150.00	\$ 450.00
<b>Miscellaneous</b>	<i>4" Solid PVC</i>	155	LF	\$ 3.50	\$ 542.50
<b>Miscellaneous</b>	<i>4" Solid PVC 45 Degree Elbow</i>	3	EA	\$ 18.00	\$ 54.00
<b>Miscellaneous</b>	<i>4" Solid PVC 45 Degree Wye</i>	3	EA	\$ 45.00	\$ 135.00
<b>Miscellaneous</b>	<i>Deliveries</i>	3	LS	\$ 150.00	\$ 450.00
<b>Mobilization</b>	<i>Mobilization</i>	1	LS	\$ 2,950.00	\$ 2,950.00

**Project Notes:** Total \$ 22,575.00

Pricing does not include prevailing wage rates.  
 Vegetation management/watering by others.  
 Pricing based upon plans, designs, &/or specs. provided to MNL by others.  
 Seed/plant availability subject to change.  
 Pricing assumes access and parking for crew and equipment.  
 MNL plants are grown pollinator friendly (w/o use of systemic pesticides).  
 MNL is not liable for project delays due to situations beyond our control.  
 Pricing does not include any permits.

Pricing good for: 30 Days  
 Terms: 30 Days Net Invoice

Accepted by: \_\_\_\_\_

Provided by: \_\_\_\_\_

Date: \_\_\_\_\_

12/15/2023

**Heal the Earth**

# Proposal



MNL (Minnesota Native Landscapes)  
 8740 - 77th Street NE  
 Otsego, MN 55362  
 763-295-0010  
[info@MNLcorp.com](mailto:info@MNLcorp.com)  
[www.MNLcorp.com](http://www.MNLcorp.com)

**St. Michaels Lutheran Church**  
 1660 County Rd B W  
 Roseville, MN 55113  
 Doug Schumacher  
 651-341-8378      dschuski@gmail.com

**MNL Project #:**  
**Prepared by:** Chelsea Bratvold  
**MNL Division:** Construction  
**Quotation Date:** 12/15/2023  
**Revision Date:**

**Project Name:** St. Michaels Rain Garden 1 of 2  
**Project Location:** 1660 County B Road W. Roseville, MN 55113

Category	Description	Qty.	Unit	Unit Price	Total
Removal Task	Sod Removal; Raingarden Excavation/Grading and Soil Loosening	51.75	CY	\$ 100.00	\$ 5,175.00
Landscape Services	Soil Amendment (80% Sand + 20% Compost)	23.25	CY	\$ 85.00	\$ 1,976.25
Erosion Control	SC150BN Erosion Control Blanket	1485	SF	\$ 3.00	\$ 4,455.00
Landscape Services	Geotex 401	968	SF	\$ 4.00	\$ 3,872.00
Landscape Services	Aggregate: Washed River Rock (2-6")	23	TON	\$ 75.00	\$ 1,725.00
Live Plant Installation	Native Perennial: 2" Plug	1413	EA	\$ 4.50	\$ 6,358.50
Removal Task	General and Soil Disposal	45	CY	\$ 45.00	\$ 2,025.00
Miscellaneous	Deliveries	5	LS	\$ 40.00	\$ 200.00
Mobilization	Mobilization	1	LS	\$ 1,900.25	\$ 1,900.25

**Project Notes:** Total \$ 27,687.00

Pricing does not include prevailing wage rates.  
 Vegetation management/watering by others.  
 Pricing based upon plans, designs, &/or specs. provided to MNL by others.  
 Seed/plant availability subject to change.  
 Pricing assumes access and parking for crew and equipment.  
 MNL plants are grown pollinator friendly (w/o use of systemic pesticides).  
 MNL is not liable for project delays due to situations beyond our control.  
 Pricing does not include any permits.

Pricing good for: 30 Days  
 Terms: 30 Days Net Invoice

Accepted by:

Provided by:

Date: \_\_\_\_\_

12/15/2023

**Heal the Earth**

## **ITEMS REQUIRING BOARD ACTION**

1. Citizen Advisory Committee Member Appointment, Vacant Anoka County Position (Kendra Sommerfeld)



# MEMORANDUM

## Rice Creek Watershed District

**Date:** February 22, 2024  
**To:** RCWD Board of Managers  
**From:** Kendra Sommerfeld, Communications & Outreach Manager  
**Subject:** Citizen Advisory Committee Member Appointment - Vacant Anoka County Position

### Introduction

The District's Citizen Advisory Committee (CAC) currently has 2 vacancies. The Board of Managers is to consider and act on Rebecca Keller's CAC member application for the vacant Anoka County position.

### Background

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

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

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

2 members of the CAC left in 2024 leaving 2 vacancies in Anoka County. Staff received 1 application in February 2024 for an Anoka County spot.

The Board to consider and act on Anoka County CAC applicant: Rebecca Keller

- Ecological Restoration Certificate from U of M
- Chemistry and educational background
- Knowledgeable of native plants and the Lino Lakes area
- Concerned about invasive species, passion for action and organization of management efforts
- Also Interested in broader volunteerism with other resource entities

### Staff Recommendation

Staff recommends Rebecca Keller be appointed to the District CAC's open Anoka County member position.

### Proposed Motion

Motion by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to appoint Rebecca Keller for membership on the District's 2024 Citizen Advisory Committee.

### Attachment

- Rebecca Keller's CAC Application

# Citizen Advisory Committee Application



## General Information

Please provide your personal information

FIRST NAME	LAST NAME	M.I
Rebecca	Keller	JL
ADDRESS	CITY	STATE
[REDACTED]	[REDACTED]	M N
ZIP CODE	COUNTY	EMAIL ADDRESS
5 5 0 1 4	Anoka	[REDACTED]
PRIMARY PHONE NUMBER	IS IT A CELL PHONE <input checked="" type="radio"/>	SECONDARY PHONE NUMBER
[REDACTED] - [REDACTED] - [REDACTED]		[REDACTED] - [REDACTED] - [REDACTED]
ARE YOU A RCWD RESIDENT		
<input checked="" type="checkbox"/> YES, HOW LONG 3 yr <input type="checkbox"/> NO		
PREFERRED CONTACT		
EMAIL <input type="checkbox"/>	MAIL <input type="checkbox"/>	PHONE <input checked="" type="checkbox"/>

## Experience

### Membership Category

<input type="checkbox"/> Soil and Water Conservation District/Department Rep.	<input type="checkbox"/> Agriculture
<input type="checkbox"/> County Board Member	<input checked="" type="checkbox"/> Citizen (at large)
<input type="checkbox"/> City or Town Official	<input type="checkbox"/> Other: [REDACTED]
<input type="checkbox"/> Sportmen's Organization Member	

### Qualifications (include: education, occupation, volunteer experiences, etc.)

Ecological Restoration Certificate UMN Extension. December 2023  
Retired 2021  
Data Analyst, Infinite Campus, Blaine, MN  
IB Chemistry Teacher, St Paul Public Schools, MN  
EdD in Educational Leadership from Hamline University 2008  
MS Adolescent Education, Bank Street College 1994  
BS Physical Science Education, UMN 1985

### Civic, professional and community activities (past and present)

Volunteer MN Science Museum  
National Science Teachers Association

**Reasons for wanting to serve on the RCWD Citizen Advisory Committee**

I have been trying to create native habitates in all my homes since 1995 with limited success. We moved to Lino Lakes July of 2020 on a half-acre property. I have been working to establish native habitats on most of it. I hope to learn from others in the Advisory Committee and share my knowledge. In addition my neighbors and I want to begin to remove invasive species along the Rice Creek North Regional Trail near our homes. It is my hope that being involved in the RCWD Citized Advisory Committee will help me organize this effort.

**Other comments**

Now that I am retired I have time to pursue Ecological Restoration in earnest. In addition, I plan to volunteer with the MN DNR this coming year. I also need to create a native habitate on a small property on a Lake in north central Minnesota. The more knowledge I have the better for all my interests.

SIGNATURE

Rebecca JL Keller

DATE

0 2 - 1 1 - 2 0 2 4

**Please note the following before submission:**

- We encourage electronic submission, but will accept applications through mail
- Once completed, save the document as "CACAPP\_LASTNAME\_FIRSTINTIAL\_DATE"
- If emailing subject: Citizen Advisory Committee Application
- Applications for the given year must be received on or before October 31st
- CAC members are appointed by the RCWD Board of Managers annually, but are encouraged to serve for a minimum of two years
- Current members may be re-appointed to serve beyond the initial one-year term at will
- The Citizen Advisory Committee (CAC) is appointed by the Rice Creek Watershed District (RCWD) Board of Mangers to advise and assist on matters affecting the RCWD, including reports, activities, and the RCWD cost-share program
- The CAC meets six to ten times a year with no meetings scheduled for the months of July and January; the meetings held the first Wednesday of the month from 5:30-7:30 PM at the RCWD office
- The CAC consists of twelve members representing the counties in the district and various interests (see the CAC recruitment document for more details)

**Please submit application to Kendra Sommerfeld**

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

Cell: 763-398-3073  
Email: ksommerfeld@ricecreek.org  
Visit our website: www.ricecreek.org

## **ITEMS REQUIRING BOARD ACTION**

2. JACON LLC Partial Pay Request #4 – AWJD 3 Branches 1, 2 & 4 Repair (Ashlee Ricci)

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



**Date:** March 7, 2024  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Drainage & Facilities Manager  
**Subject:** JACON LLC Partial Pay Request #4 – AWJD 3 Branches 1, 2 & 4 Repair

**Introduction**

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

**Background**

JACON LLC has completed tree removals, excavation of open channel, initial spoil management, crossings, and side inlet pipes, and the results have been verified by the District Engineer. The repair is considered substantially complete. The contractor must complete several punchlist items before the contract is complete. Some of the remaining items include final grading and site stabilization. The final completion date is July 1, 2024.

Partial payment #4 totals \$42,869.94. The Watershed Management Plan identifies trunk conveyance systems and describes that costs for repairs on trunk conveyance systems are to be paid for by ad valorem taxes. Per Board resolution 2022-21, the District is utilizing alternative authority under statutes section 103D.621 to use ad valorem tax revenues to pay for these drainage system repairs.

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

**Staff Recommendation**

District staff recommends that \$42,869.94 be issued to JACON LLC as detailed in Partial Payment #4.

**Proposed Motion**

Manager \_\_\_\_\_ moves to approve JACON LLC’s partial pay request #4 as submitted and certified by the District Engineer and directs staff to issue a payment in the amount of \$42,869.94, seconded by Manager \_\_\_\_\_.

**Attachments**

HEI Technical Memorandum, dated March 6, 2024

# Technical Memorandum

---

**To:** Nick Tomczik, RCWD  
Ashlee Ricci, RCWD

**From:** Adam Nies, PE

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

**Date:** March 6, 2024

**Project:** 5555-0332

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

## Project Update

The contractor has completed portions of several project tasks including excavation of open channel, spoil management, and culvert and side inlet installation. We are now considering the project “substantially complete” which defines that the project is functional to the intended design, even though there may be several items “punchlist items” that are required contractually before the project is complete. In the coming months, final grading, seeding and mulch and erosion control blanket are expected to be furnished and installed.

## Payment Application Review

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

The following is a summary of payment:

Work Completed to Date:	\$ 252,319.45
Less 5% retainage:	\$ 12,615.97
<u>Less previous payments:</u>	<u>\$ 196,833.54</u>
Pay Request for this estimate:	\$ 42,869.94

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

## Recommendation

We recommend authorization of Partial Payment #4 in the amount of \$42,869.94 to JACON LLC for work completed under this pay request.

JD 3 Branches 1, 2, and 4 Repair Project  
 Partial Payment #4  
 3/6/2024

Item Code	Item Description	Units	Unit Price	Contract		Completed to Date	
				Quantity	Extension	Quantity	Extension
1	Mobilization	LS	\$30,120.00	1	\$30,120.00	0.9	\$27,108.00
2	Removal and Dispose of Inplace Culvert	Ln Ft	\$14.60	127	\$1,854.20	127	\$1,854.20
3	Excavation of Open Channel	Ln Ft	\$4.00	13427	\$53,708.00	10165	\$40,660.00
4	Spoil Management	Ln Ft	\$2.25	13427	\$30,210.75	10165	\$22,871.25
5	Tree Clearing, Chipping and Removal	Acre	\$10,000.00	5	\$50,000.00	5	\$50,000.00
6	36" CP Pipe Culvert	Ln Ft	\$180.00	122	\$21,960.00	125	\$22,500.00
7	42" CP Pipe Culvert	Ln Ft	\$195.00	32	\$6,240.00	37	\$7,215.00
8	Field Crossing	Ea	\$3,975.00	4	\$15,900.00	4	\$15,900.00
9	Seeding and Mulch	Acre	\$3,500.00	9.1	\$31,850.00	0	\$0.00
10	Silt Fence, Type PA	Ln Ft	\$4.00	100	\$400.00	0	\$0.00
11	Erosion Control Blanket Cat. 3	Sq Yd	\$12.00	100	\$1,200.00	60	\$720.00
12	Sediment Control Log	Ln Ft	\$2.00	100	\$200.00	0	\$0.00
13	SWPPP Documentation and Management	LS	\$900.00	1	\$900.00	1	\$900.00
CO 2a	Extra Clearing	Acre	\$10,000.00	1.25	\$12,500.00	1.25	\$12,500.00
CO 2b	18" and 24" Field Crossing and Sand	LS	\$1,700.00	1	\$1,700.00	1	\$1,700.00
CO 2a	Extra Clearing (past 25% of contract)	Acre	\$15,000.00	1.01	\$15,150.00	1.01	\$15,150.00
CO 3	Side Inlets	LS	\$10,075.00	1	\$10,075.00	1	\$10,075.00
CO 4	Amphibious Excavation	LF	\$51.48	450	\$23,166.00	450	\$23,166.00
<b>TOTAL</b>					<b>\$307,133.95</b>		<b>\$252,319.45</b>

Retainage 5%	\$12,615.97
Previous Payments	\$196,833.54
<b>TOTAL DUE</b>	<b>\$42,869.94</b>

Retainage 5%	\$12,615.97
Previous Payments	\$196,833.54
<b>TOTAL DUE</b>	<b>\$42,869.94</b>

## PARTIAL PAYMENT CERTIFICATION

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

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

CONTRACTOR: JACON, LLC

PARTIAL PAYMENT: #04  
PERIOD OF ESTIMATE: 2/1/24 – 2/29/24

### CONTRACT CHANGE ORDER SUMMARY

No.	Deduction	Additions
1		\$0.00
2		\$29,350.00
3		\$10,075.00
4		\$23,166.00
Totals		\$62,591.00
Net Change to Contract		\$62,591.00

### CONTRACT TIME:

Original Days:  
Revisions: none  
Days Remaining:  
On Schedule (y/n): Yes  
Starting Date: October 2, 2023  
Projected Completion: 3/1/24 (substantial)  
July 1, 2024 (Final)

### ESTIMATE

Original Contract Amount.....	\$ 244,542.95
Change Orders.....	\$ 62,591.00
Revised Contract Amount.....	\$ 307,133.95
Completed to Date Amount.....	\$ 252,319.45
Materials On-Site.....	\$ N/A
Subtotal.....	\$ 252,319.45
Retainage.....	\$ 12,615.97
Previous Payments.....	\$ 196,833.54
Amount Due This Payment.....	\$ 42,869.94

(see attached breakdown)

**CONTRACTOR'S CERTIFICATION**

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

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

Contractor: JACON LLC

By: *Sarah Jensen*

Date: 03/06/2024

**ENGINEER'S CERTIFICATION**

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

Engineer: Houston Engineering, Inc.

By: *Ad N Li*

Date: 03/06/2024

**OWNER'S APPROVAL**

Owner: Rice Creek Watershed District

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

Date: \_\_\_\_\_

## **ITEMS REQUIRING BOARD ACTION**

3. Check Register Dated March 13, 2024, in the Amount of \$121,304.20 Prepared by Redpath and Company

**Rice Creek Watershed District**  
**Check Register**  
**February 29, 2024 - March 13, 2024**  
**To Be Approved at the March 13, 2024 Board Meeting**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
25551	03/13/24	Barr Engineering	February Engineering Expense	\$12,445.00
25552	03/13/24	Career Enhancement Options, Inc.	Contracted Services	2,102.50
25553	03/13/24	Comcast	Telecommunications	650.59
25554	03/13/24	Dunaway Construction	Contracted Services	11,990.00
25555	03/13/24	Instrumental Research, Inc.	Lab Expense	1,584.00
25556	03/13/24	Iron Mountain	Professional Services	180.00
25557	03/13/24	Kisters North America, Inc.	Computer Software	20,000.00
25558	03/13/24	Premium Waters, Inc.	Meeting Supplies	76.98
25559	03/13/24	Rymark	Professional Services	2,681.18
25560	03/13/24	Smith Partners	February Legal Expense	7,516.70
25561	03/13/24	Washington Conservation District	Contracted Services	3,368.00
25562	03/13/24	Zayo Group, LLC.	Telecommunications	1,312.72
11385	03/13/24	Bald Eagle Builders, Inc.	Surety Release - 22-009	1,000.00
Payroll	03/15/24	March 15th Payroll (estimate)	March 15th Payroll (estimate)	30,204.63
EFT	03/13/24	Wex Bank	Vehicle Fuel	336.78
EFT	03/13/24	Card Services-Elan	March Credit Card	4,906.82
EFT	03/15/24	Internal Revenue Service	03/15 Federal Withholding (estimate)	10,801.48
EFT	03/15/24	Minnesota Revenue	03/15 State Withholding (estimate)	1,865.00
EFT	03/15/24	Empower Retirement	03/15 Deferred Compensation	870.00
EFT	03/15/24	Empower Retirement	03/15 Roth IRA	455.00
EFT	03/15/24	Further	03/15 HSA	565.92
EFT	03/15/24	PERA	03/15 PERA (estimate)	6,390.90
<b>Total</b>				<b><u><u>\$121,304.20</u></u></b>

## **ITEMS FOR DISCUSSION AND INFORMATION**

1. District Engineers Update and Timeline

**District Engineer - Monthly Project Report February 2024**  
**Rice Creek Watershed District**

Project Name	Task Order Manager	Estimated Budget	Cost to Date	Remaining Budget	Project Complete / Transfer Funds?	Estimated Progress Based on Work Completed	Percentage of Budget Utilized	Within Budget? (Y/N)	District Billed for Exceedence of Budget? (Y/N)	Initial Target Completion Date	Items of Interest / Concern
RCDD 2, 3, & 5 Basic Water Management Project	Joe Lewis	\$167,500	\$143,303	\$24,197	N	85.0%	85.6%	Y	N/A	2-May-23	Preliminary report is nearing completion.
RCDD 1 Records Reestablishment	Adam Nies	\$27,500	\$21,535	\$5,965	N	80.0%	78.3%	Y	N/A	31-Dec-23	A draft report has been completed for review by District staff.
RCWWD Boundary Petition Assistance	Chris Otterness	\$16,500	\$15,579	\$921	N	85.0%	94.4%	Y	N/A	1-Mar-24	RCWWD staff is continuing to coordinate with City & WWD staff on concurrence on boundary change.
ACD 53-62 Branches 5 & 6 Repair Report	Adam Nies	\$82,200	\$29,342	\$52,858	N	35.0%	35.7%	Y	N/A	30-Apr-23	We have completed an early coordination meeting with DNR staff
JD 3 Clearwater Creek Stabilization	Adam Nies	\$74,900	\$26,597	\$48,303	N	35.0%	35.5%	Y	N/A	31-May-24	Concept BMP locations have been identified and are being evaluated for effectiveness.
2024 Stormwater Management Grant Program Application Review	Kate MacDonald	\$7,500	\$7,233	\$267	Y	100.0%	96.4%	Y	N/A	31-Jan-24	RCWWD received 5 grant applications. HEI has reviewed the applications and prepared a synopsis and scoring of each to the District.
Anoka Washington Judicial Ditch 3 Branches 1, 2, & 4 Construction Management	Adam Nies	\$80,500	\$109,929	(\$29,429)	N	90.0%	136.6%	N	Pending	1-Jun-24	Project is substantially complete. Only remaining work to be completed are turf establishment and miscellaneous punch list items.
RCDD 4 Final Plans/Specs, Bidding and Construction Management	Adam Nies	\$68,000	\$11,351	\$56,650	N	15.0%	16.7%	Y	N/A	31-Dec-24	HEI is has prepared final plans and specifications for District staff review. As soon as the bid package is finalized, it will be publicly
Comprehensive Wetland Protection and Management Plans Annual Reporting - 2023	Chris Otterness	\$17,000	\$12,350	\$4,650	N	90.0%	72.6%	Y	N/A	9-Feb-24	We have completed a draft CWPMP Annual report for RCWWD staff review
GIS and Ditch Records Maintenance: DrainageDB Annual Subscription	Brian Fischer	\$16,000	\$4,778	\$11,222	N	16.7%	29.9%	Y	N/A	31-Dec-24	Drainage records are being added to DrainageDB on a quarterly basis
MS4Front Annual Subscription and Implementation Services	Brian Fischer	\$16,000	\$182	\$15,818	N	16.7%	1.1%	Y	N/A	31-Dec-24	We continued to make updates on an as-requested basis.
ACD 10-22-23 Documentation Review	Chris Otterness	\$5,000	\$4,219	\$781	N	90.0%	84.4%	Y	N/A	15-Mar-24	The second of two presentations will be provided at the March Board Workshop.

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

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

**District Engineer  
Monthly Progress Report (Actual & Estimated Progress)  
Through February 2024**

