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RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, May 22, 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/85687978068?pwd=XBBmXFHhlaTb9wpmUQnz4JCdTz76E.1>

Meeting ID: 856 8797 8068

Passcode: 241562

+1 312 626 6799 US (Chicago)

Meeting ID: 856 8797 8068

Passcode: 241562

Agenda

CALL TO ORDER

ROLL CALL

SETTING OF THE AGENDA

APPROVAL OF BOARD MINUTES: MAY 6, 2024 WORKSHOP AND MAY 8, 2024, REGULAR MEETING

OPEN MIC/PUBLIC COMMENT

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

ITEMS REQUIRING BOARD ACTION

1. Houston Engineering Task Order 2024-006 Enhanced Street Sweeping Initiative (Molly Nelson)
2. Water Quality Grant W20-02 Fran Miron Waste Storage Facility Invoicing Schedule Authorization (Molly Nelson)
3. Ramsey County Ditch 4 Bid Consideration (Tom Schmidt)
4. Check Register Dated May 22, 2024, in the Amount of \$290,252.56 and May Interim Financial Statements Prepared by Redpath and Company

ITEMS FOR DISCUSSION AND INFORMATION

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

**APPROVAL OF BOARD MINUTES: MAY 6, 2024 WORKSHOP
AND MAY 8, 2024, REGULAR MEETING**

Draft

RCWD BOARD OF MANAGERS WORKSHOP

Monday, May 6, 2024

Rice Creek Watershed District Conference Room
4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota
and

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

1 The Board convened the workshop at 9:00 a.m.

2 Attendance: Board members Mike Bradley, John Waller, Marcie Weinandt, Steve Wagamon, Jess
3 Robertson

4 Absent:

5 Staff: Communications & Outreach Manager Kendra Sommerfield, Regulatory Manager Patrick Hughes,
6 Office Manager Theresa Stasica

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

8 Visitors:

9 **Manager Wagamon “Property Ponds” Statement**

10 Manager Wagamon explained that his ponds were created when he built his house. At that time, he
11 contacted the state and the watershed district to find out if he needed anything to conduct this work. The
12 state and watershed district told him he did not. In 2015, he contacted the district and started working on
13 the regulatory process to dig one existing pond deeper and fill in another existing pond with the spoils.
14 Because of personal issues the project was not completed. Manager Wagamon wants to complete the
15 project now. He has been told by the watershed district and state that he needs to demonstrate
16 compliance with the Wetland Conservation Act (WCA) and apply for a RCWD permit. The Board replied to
17 Manager Wagamon that he should apply for a watershed district permit and a MN Wetland Conservation
18 District Joint Application to start the project as soon as possible.

19

20 **2025 Budget Planning Schedule**

21 Administrator Tomczik reviewed the schedule with the Board. The schedule included the public hearing for
22 the proposed 2025 Budget at the first meeting in August. The Board agreed by consensus to the schedule.
23 Administrator Tomczik replied he would bring the revised 2024 calendar item to Wednesday’s Board
24 meeting for consideration.

25

26 **Communications & Outreach Program Annual Review & Forecast**

27 Communications & Outreach Manager Sommerfeld gave a presentation on her past year activities and
28 accomplishments. She reviewed her 2024 plan and recommendations to increase the Communications &
29 Outreach budget to cover additional contract services and improve outreach materials. The Board
30 commended Ms. Sommerfeld on her program activities/accomplishments including the increase in social
31 media presence and legislative materials and communications.

32

33 **RCWD Employee Benefits**

34 Administrator Tomczik reviewed the packet memo with the Board that compared the District's employee
35 benefits to 14 metro area watershed districts. The Board discussed the comparison and asked questions.
36 Administrator Tomczik also informed the Board that this year each employee was given a summary
37 document of their District paid benefits. The Board stated this information answered their questions and
38 thanked staff for their efforts.

39

40 **2024 Rule Revision and Regulatory Program Update**

41 Regulatory Manager Hughes gave an update to the Board on the 2024 rule revision process and planned
42 updates to the regulatory program. The presentation highlighted the early public comment period for rule
43 items ending on May 15th and that staff, engineer, and legal have begun working on the draft rule language.
44 Regulatory Manager Hughes also reiterated the importance of open permit administration and the need to
45 realize site compliance and close out permits. Staff are investigating the established enforcement
46 procedures and the surety schedule for any needed changes along with the rule revision. Staff plan to come
47 back to the June Workshop with draft rule language for consideration.

48

49 Manager Robertson left the meeting due to a prior engagement.

50

51 **Administrator Updates**

52 Administrator Tomczik updated the Board status of the 4 posted open positions, working on job
53 announcement for additional Technical Field Assistant for the PDS/Facilities program and posting of the
54 Project Support position after hiring Program Manager. Currently, the City of Circle Pines response letter
55 re: ACD 53/62 invoice has not been received.

56

57 The workshop was adjourned at 11:11 a.m.

DRAFT

1
2 For Consideration of Approval at the May 22, 2024 Board Meeting.
3 Use these minutes only for reference until that time.
4

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS **Wednesday, May 8, 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

5
6 **CALL TO ORDER**

7 President Michael Bradley called the meeting to order, a quorum being present, at 9:00 a.m.
8

9 **ROLL CALL**

10 Present: President Michael Bradley, 1st Vice-Pres. John Waller, 2nd Vice-Pres. Steve Wagamon,
11 Secretary Jess Robertson, and Treasurer Marcie Weinandt
12

13 Absent: None
14

15 Staff Present: District Administrator Nick Tomczik, Regulatory Manager Patrick Hughes, Communications
16 & Outreach Manager Kendra Sommerfeld, Outreach and Grant Technician Molly Nelson,
17 Lake & Stream Manager Matt Kocian, Regulatory Technician Anna Grace, and Drainage and
18 Facilities Manager Tom Schmidt
19

20 Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney Louis
21 Smith from Smith Partners
22

23 Visitors: None
24

25 **SETTING OF THE AGENDA**

26 District Administrator Tomczik requested that the agenda be amended to add a new Action Item #2 for
27 Amendment to RCWD Board of Managers 2024 calendar.
28

29 ***Motion by Manager Bradley, seconded by Manager Waller, to approve the agenda as revised. Motion***
30 ***carried 5-0.***
31

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

33 **Minutes of the April 24, 2024, Board of Managers Regular Meeting. Motion by Manager Robertson,**
34 ***seconded by Manager Weinandt, to approve the minutes as presented. Motion carried 5-0.***
35

36 **CONSENT AGENDA**

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

39	24-016	Great Grace Assembly of God Church	Blaine	Final Site Drainage Plan Land Development Public/Private Drainage System Wetland Alteration Floodplain Alteration	CAPROC 12 items
44	24-019	Headwaters Land Group, LLC	Forest Lake	Final Site Drainage Land Development Floodplain Alteration	CAPROC 8 items

48 Regulatory Manager Hughes reminded the Board that Permit No. 24-019 was a project that the Board had
 49 conditionally approved before (permit application #21-099). He explained that the applicant phased the
 50 project and are now back for the full development design.

52 ***It was moved by Manager Wagamon and seconded by Manager Bradley, to approve the consent agenda
 53 as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and
 54 Recommendations, dated April 29, 2024. Motion carried 5-0.***

56 **WATER QUALITY GRANT PROGRAM COST SHARE APPLICATION (MOLLY NELSON)**

No.	Applicant	Location	Project Type	Eligible Cost	Pollutant Reduction	Funding Recommendation
R24-05	Ann Frisch	White Bear Lake	Rain garden	\$5,943	Volume: 86% TSS: 86% TP: 86%	50% cost share of \$2,971.50 not to exceed 50%; or \$7,500 whichever cost is lower
R24-06	Brent Mason	White Bear Lake	Rain garden	\$6,807	Volume: 13% TSS: 13% TP: 13%	75% cost share of \$5,105.25 not to exceed 75%; or \$7,500 whichever cost is lower
R24-07 re-application	Mike Timm	White Bear Township	Shoreline Stabilization & Restoration	\$17,915.50	Volume: 69% TSS: 100% TP: 100%	50% cost share of \$7,500 not to exceed 50%; or \$7,500 whichever cost is lower

57 Outreach and Grant Technician Nelson stated that there are 3 applications for Board approval and noted
 58 that 2 of them were new applications in Ramsey County for rain gardens. She noted that other is a re-
 59 application and explained that due to some complications with the contractor, the applicant was unable to
 60 complete the project during the initial 18 month time period so they were now reapplying. She noted that
 61 Brian Olson was present if there were technical questions from the Board.

62
 63 Manager Weinandt asked for an overview of the discussion that took place at the CAC meeting about these
 64 applications.

65
 66 President Bradley stated that, as usual, the CAC took their job very seriously and went through these
 67 applications with fine detail. He stated that they looked at whether or not the existing or proposed
 68 sidewalk in one case would dam up water and prevent the rain water from performing its function. He
 69 stated that based on the CAC discussion, he supports their recommendation to approve these requests.

70
 71 Manager Weinandt stated that, as Treasurer, she wanted to let the Board know that she had discussed with
 72 Office Manager Stasica how those Water Quality Grant payments get made to landowners and is confident
 73 that the District’s internal system on the financial reimbursement for these projects was in place.

74
 75 ***It was moved by Manager Weinandt and seconded by Manager Bradley, to approve the consent agenda***
 76 ***as outlined in the above Water Quality Grant Program Cost Share Application table in accordance with***
 77 ***RCWD District Engineer’s Findings and Recommendations, dated May 2, 2024. Motion carried 5-0.***

78 **OPEN MIC/PUBLIC COMMENT**

79 None

80 **ITEMS REQUIRING BOARD ACTION**

81 **1. Career Enhancement Options, Inc. Services Agreement Amendment**

82 District Administrator Tomczik stated that the District holds an existing agreement with Career
 83 Enhancement Options (CEO) who provide the District with Human Resource services. He stated
 84 that the current agreement requires a date and a not to exceed amendment for continued services
 85 through the end of 2024. He explained that this would become part of the District’s biennial notice
 86 soliciting professional services. He stated that staff was recommending that the current agreement
 87 be amended until December 31, 2024, which would be a total of 32 months, and the total payment
 88 of services for the entire term would increase to a total not to exceed \$90,000.

89
 90 President Bradley noted that 24 months of this contract term had already passed and stated that he
 91 has had the opportunity to work closely with Ellen Hinrichs of CEO on several occasions. He stated
 92 that he feels it is clear that, just like the District needs engineers, lawyers, and other expertise, this
 93 is also an area that can be very difficult and complex. He stated that he felt that Ms. Hinrichs tries
 94 to inform rather than try to lead which he has found very helpful and would agree with this request
 95 to amend the current agreement.

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Motion by Manager Bradley, seconded by Manager Weinandt, to authorize the District administrator, on advice of counsel, to amend the Career Enhancement Options, Inc. (CEO) agreement, extending the term until December 31, 2024, and the total payment of services for the entire term not to exceed \$90,000.

Manager Wagamon stated that he understands that he is a bit dated in this area because it has been a while since he has been in business but explained that they never had a consultant like this past about a maximum of one month. He noted that there was one project where they had somebody help for a few months, but that was all he can remember. He asked Manager Robertson if they had a permanent HR consultant at her business.

Manager Robertson stated that they did not because it would essentially be her.

Manager Wagamon stated that he served in that role at his business too and stated that was why he was curious about why the District needed to have a full-time consultant.

President Bradley clarified that it was not a full-time consultant but is someone that the District can pay per hour and explained that the District only pays her when they utilize her services.

Manager Wagamon stated that the District seemed to be using her services quite a bit which concerned him.

President Bradley stated that was because the District needed to. He stated that he was hopeful, because they now have organizational structure issues resolved but noted that they do currently have 3 or 4 openings they are trying to fill.

District Administrator Tomczik stated that the District actually has 6 positions that are open in the organizational structure. He noted that they had also worked on the Employee Handbook which had not been previously done. He stated that this is a contract for services, so the District pays CEO hourly when they have questions or concerns. He explained that they had most recently utilized these services for exit interviews with the individuals that were leaving the District. He stated that he felt this was important because he found it was possible that the employees would share information with CEO that they may not otherwise share.

President Bradley stated that he felt that was an excellent example and noted that there were 3 employees that left one after another and concerns were raised to him by various Board members about the possible cause. He stated that it was helpful to be able to turn to Ms. Hinrichs and ask her to interview those individuals in order to find out what the cause was. He explained that this was the sort of thing an outside person could do more effectively than someone from within the organization.

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Manager Robertson stated that she thinks that there is value in an individual that has the knowledge base that Ms. Hinrichs has, especially with the changing landscape of State laws regarding employment and labor. She noted that she thinks that the concerns raised by Manager Wagamon are valid and explained that while she would not vote 'no' on extending the contract for the remainder of the year but she thinks as they go through the budgeting process in looking ahead to 2025 and 2026, she believes this issue should merit a full conversation. She stated that it would be helpful to have further details. She stated that she can understand the hesitancy and the thought process in looking at this expense of \$90,000 because that basically equated to a full-time employee. She stated that she thinks that they need to drill down to see what the value is and where it lies so if there needs to be a reassessment of those duties, they can do that.

District Administrator Tomczik stated that he believed that was a fair ask by Manager Robertson. He noted that this will be something that is included, every two years, as a public entity where the District will solicit requests for proposals like they do for engineering and legal services. He stated that what the District would see is consultants' hourly rates as well as their expertise and credentials.

Manager Robertson stated that she would also like to see details related to what the expense has been up to that point.

Manager Waller stated that he did not vote for the \$50,000 increase in the past because he felt the mission had been accomplished at that time. He stated that he still believes it has been done and the \$20,000 increase and extended time period tells him the initial amount has already been used up. He stated that he would not disagree that this is something that needed to be examined, but explained that he was not in favor of extending the contract. He stated that he did not think there was a need for a full-time human resources person available to the District. He stated that he felt that they had accomplished their initial mission which is why he also felt that there was no need to continue.

Manager Wagamon asked if the District could simply call them anytime they needed them.

President Bradley stated that this is someone who knows the District, its positions, and the staff so he felt there was a tremendous advantage in having someone that knows the organization.

Manager Waller stated that he felt the District could always utilize the County's resources which also have expertise in this area. He stated that they have larger staff, permanent human resources people available and would also understand government structures and how things work.

President Bradley stated that he has never heard the County come to the District and tell them about services that they can provide.

178 Manager Waller stated that was true and did not think that the County has ever offered, but does
179 not believe that the District has ever gone to them to ask either.

180
181 Manager Robertson stated that this was why she felt a conversation within a workshop would be
182 appropriate. She stated that then the District could review all the pros and cons of this approach
183 and hash out the details.

184
185 ***Motion carried 4-1 (Manager Waller opposed).***

186
187 **2. 2024 Board Calendar Adjustment**

188 District Administrator Tomczik stated that there was consensus at the workshop on a budget
189 schedule for the District’s activities in developing the budget for 2025 which required a public
190 hearing change on the existing calendar. He explained that August 14, 2024 was the proposed
191 public hearing on the budget which had now been included on the amended calendar.

192
193 ***Motion by Manager Weinandt, seconded by Manager Bradley, to adopt the revised 2024 Board***
194 ***of Managers Calendar. Motion carried 5-0.***

195
196 District Administrator Tomczik noted that he had emailed an amended version of the budget
197 schedule and stated that Office Manager Stasica had indicated that it may be helpful to have a bit
198 more time to notice this public hearing so that date was changed for that action.

199
200 **3. Check Register Dated May 8, 2024, in the Amount of \$145,469.19 Prepared by Redpath and**
201 **Company**

202 ***Motion by Manager Weinandt, seconded by Manager Bradley, to approve check register Dated***
203 ***May 8, 2024, in the Amount of \$145,469.19 Prepared by Redpath and Company. Motion carried***
204 ***5-0.***

205
206 **ITEMS FOR DISCUSSION AND INFORMATION**

207 **1. Anoka County Ditch 10-22-32 Wetland Replacement Plan at Pine Street**

208 Drainage and Facilities Manager Schmidt gave an overview of Alternative #4 for maintenance
209 related to the wetland replacement plant at Pine Street for ACD 10-22-32. He noted that at the
210 November 6, 2023 workshop meeting, the Board directed staff to continue to develop and evaluate
211 Alternative #4, which was the full ACSIC option. He stated that they have engaged the DNR
212 regarding their expectations for mitigation requirements. He explained that they had made some
213 progress, but it has been slow and intermittent, which means the public waters' impact and
214 mitigation requirements are still not clear. He noted that staff found that the Pine Street culvert
215 was independent and of its own value to do because it provides relief for lands upstream. He
216 explained that staff was proposing to do that maintenance work effort in 2024 and explained that
217 because of the upcoming changes in the Wetland Conservation Act, he felt that time is of the

218 essence to complete this work. He stated that staff would also continue to evaluate the other
219 components of Alternative #4.

220
221 President Bradley asked if the District specifically needed a permit for this part of the project or any
222 other official action by the DNR.

223
224 Drainage and Facilities Manager Schmidt stated that for Pine Street it would just be a Wetland
225 Conservation Act exercise so it would not be a DNR action.

226
227 President Bradley stated that in his previous life he dealt with railroads who, in his opinion, were
228 equally as obstinate as the DNR. He explained that they would give them a deadline and advise
229 them, for example, on June 5th at 10:00 a.m. we are going to start this project.

230
231 District Engineer Otterness stated that to further what Drainage and Facilities Manager Schmidt was
232 saying on Pine Street, it is a wetland replacement plan that the District is applying for. He stated
233 that they intend to draw from the Brown's Preserve wetland bank for roughly about 2 wetland
234 credits f.

235
236 District Administrator Tomczik stated that the DNR is not involved in this segment and noted that
237 upstream,, the existing condition controls the public waters wetlands that are DNRs' jurisdiction
238 which is where they do not have clarity on what criteria the DNR is utilizing to identify the impacts
239 and how the District may mitigate for them if there are impacts. He explained that they had
240 requested the District modeling and some clarity, but the dialogue continues.

241
242 Manager Weinandt asked if staff had been dealing with a hydrologist in the region and who the
243 conversation was being had within the DNR.

244
245 Drainage and Facilities Manager Schmidt stated that they have been dealing with the area
246 hydrologist and their supervisor.

247
248 District Engineer Otterness stated that they also have other technical staff that they have also been
249 drawing into the conversation as well that are experienced in hydrologic modeling. He stated
250 that the last communication was about a week and a half ago.

251
252 Drainage and Facilities Manager Schmidt noted that they have also been in contact with the DNR's
253 state-wide drainage review panel.

254
255 President Bradley reiterated his suggestion to give the DNR a deadline because the District has an
256 obligation to get this done during the spring or summer months. He stated that he would also
257 make it clear that, absent a response from the DNR by the deadline, it would be the Districts' intent
258 to implement the plan that had been provided.

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District Administrator Tomczik stated that the District could insert a date and communicate the importance of getting this work moving along and fulfill their maintenance obligations on the system.

Manager Wagamon stated that he agreed that the District needed to exert their authority at some point and cut it off because they have been through this many times with it going nowhere. He stated that he thinks that, at some point, the District needs to do what they have to do because they are also a State agency that has responsibilities and would suggest that the District do exactly what had been suggested by President Bradley.

District Administrator Tomczik noted that the Districts' experience with the DNR is not unique with this type of back and forth. He stated that he did not disagree with Manager Wagamon's comment that the District has responsibilities and obligations to undertake as a LGU and move those forward in a reasonable timeframe.

Drainage and Facilities Manager Schmidt stated that in chain of events, Pine Street, is an independent value, but the other two elements are dependent on Pine Street for success which is why there is even more benefit to completing this particular project.

Manager Waller stated that he would support moving the Pine Street culvert project forward. He asked about the special drainage group that was mentioned by Drainage and Facilities Manager Schmidt and noted that he had never heard of the DNR having this type of special group.

District Engineer Otterness stated that he believes that for the last 4 or 5 years the DNR has identified representatives from 4 different regions of the State to whom you are supposed to submit drainage related materials. He explained that this evolved into a state-wide internal panel which has become a bit more formalized since that time.

President Bradley stated that he felt that they should proceed with fixing the problem at Pine Street and then continue further discussions, as necessary, on mitigation levels.

District Administrator Tomczik stated that was generally correct and noted that the Board has delegated authority for wetland delineation to staff which has been completed for Pine Street and noted that replacement plans come to the Board for consideration so that will be on the agenda at a future date. He noted that for today, this is just an informational item.

Manager Waller stated that he thinks the Board should be aware that these actions of deferred maintenance were not intended to create wetlands which should be taken into account.

300 **2. District Engineer Update and Timeline**

301

302 **3. Administrator Updates**

303

304 **4. Managers Update**

305 Manager Waller stated that he had met with Senator Housley following the last Board meeting and
306 gave a brief overview of their conversation. He stated that he was not able to attend the
307 consortium meeting this month.

308

309 Manager Weinandt noted that President Bradley, District Administrator Tomczik and herself would
310 be part of a conference call on May 10, 2024 with the north Ramsey County local elected officials.
311 She stated that she felt that this may be a first step in being able to talk with others within the county
312 about water related issues.

313

314 Manager Waller stated that was something that has been happening in Washington County for a
315 very long time and noted that he felt these conversations were helpful.

316

317 Manager Robertson stated that at the workshop on Monday, she understands that there was some
318 discussion about Circle Pines and their commitment to produce their memo and corresponding
319 information. She stated that she received that information on Monday but was unsure about the
320 procedure that should be followed in sharing this information. She noted that she had provided
321 an email copy to Manager Wagamon but can also provide it to whoever else it should be given to.
322 She stated that she assumes that some workshop time would need to be set aside so they can
323 discuss this more fully. She explained that she had made a follow up call to Circle Pines and have
324 indicated that their engineer would be available to the District for a workshop meeting. She noted
325 that she was hopeful that both parties can look beyond the history of the situation and just move
326 towards solutions.

327

328 President Bradley suggested that she provide copies of this information to District Administrator
329 Tomczik and he can decide on the next steps.

330

331 District Administrator Tomczik stated that he would propose that the Board schedule this discussion
332 for their June workshop meeting.

333

334 **ADJOURNMENT**

335 *Motion by Manager Wagamon, seconded by Manager Robertson, to adjourn the meeting at 9:51 a.m.*

336 *Motion carried 5-0.*

ITEMS REQUIRING BOARD ACTION

1. Houston Engineering Task Order 2024-006 Enhanced Street Sweeping Initiative (Molly Nelson)



MEMORANDUM

Rice Creek Watershed District

Date: May 15th, 2024
To: RCWD Board of Managers
From: Molly Nelson, Outreach and Grants Technician
Subject: Enhanced Street Sweeping Initiative Prioritization Study, HEI Task Order 2024-006

Introduction

This is a task order for Board consideration and action. Through this task order, Houston Engineering will provide the Rice Creek Watershed District and Board of Managers program recommendations for enhanced street sweeping support through evaluation of existing operations and District prioritization.

Background

Rice Creek Watershed District Staff are responding to City Partner requests for support with Enhanced Street Sweeping as a non-structural stormwater best management practice to remove sediment nutrients, total solids, chlorides, and other pollutants from downstream receiving waters and improve water quality of in receiving waters. The RCWD has partnered with an Enhanced Street Sweeping effort in the past and supports street sweeping as a valuable water quality best management practice. To identify the high priority areas of the District where enhanced street sweeping would provide the most benefit for water quality and best use of District funding, a District-wide prioritization study, and a ranking assigned at the city-scale will be completed. This agenda item is to consider the Houston Engineering task order to complete this study and provide program recommendations. The engineer estimates the cost of services to be \$29,000, and the District has 2024 budgeted funds available to complete these services.

The City of White Bear Lake Public Works Department contacted RCWD Staff on February 1st, 2024, for consideration of funding support to supplement street sweeping efforts in the areas of the city located within the District boundary. RCWD Staff also met with the City of Blaine March 22, 2024, to discuss implementing enhanced street sweeping efforts in the city. District staff contacted neighboring organizations who have implemented such programs to better understand the process involved in identifying what areas to target and defining program guidelines. The compiled information was presented at the RCWD Board Workshop on April 8th, 2024 and received consensus from the Board to conduct a prioritization study with Houston Engineering. District staff will return to the Board with future consideration of implementing an Enhanced Street Sweeping program.

Staff Recommendation

Staff recommend approving the HEI Task Order 2024-006 to complete the RCWD Enhanced Street Sweeping Prioritization study.

Proposed Motion

Manager _____ moves to authorize the Board President to execute the HEI Task Order 2024-006 to complete the RCWD Enhanced Street Sweeping Prioritization Study in an amount not to exceed \$29,000, seconded by Manager _____.

Attachments

Houston Engineering Task Order No. 2024-006, dated May 15th, 2024

SCOPE OF SERVICES



Task Order No. 2024-006
Rice Creek Watershed District



Enhanced Street Sweeping Initiative

RCWD Administrative Information:

Account No.: 60-35 Stormwater Master Planning

Houston Engineering Project No.: R005555-0358

Task Order Purpose:

The purpose of this task order is to provide the Rice Creek Watershed District (RCWD) staff and Board of Managers with information to engage in enhanced street sweeping efforts within the District for water quality improvement. The intent of this scope of services is to:

- Understand existing municipal street sweeping operations throughout the District;
- Prioritize locations throughout the District that would most benefit from enhanced street sweeping efforts; and
- Provide recommendations for District programs or policies to support member communities in their enhanced street sweeping efforts.

Professional Services Rendered:

HEI intends to provide the following professional services during the completion of this Task Order:

Phase 1: Evaluate Existing Operations

During this task, HEI will develop a survey aimed at understanding existing street sweeping operations throughout the District. HEI will work with District staff to obtain a list of City and County contacts to distribute the survey to. HEI will also develop a list of questions, aimed at understanding:

- existing street sweeping practices,
- perceived barriers to enhanced sweeping practices, and
- interest in future enhanced sweeping initiatives.

Upon close of the survey, HEI will analyze and summarize results for use in next phases of this scope of services. HEI will also digitize results into a geospatial shapefile for use in future phases.

SCOPE OF SERVICES



Task Order No. 2024-006
Rice Creek Watershed District



Enhanced Street Sweeping Initiative

Phase 2: District Prioritization

During this task, HEI will create a list of quantitative criteria which can be used to prioritize areas within the District that would benefit most from enhanced street sweeping initiatives, with “benefits” focused on water quality and flooding. HEI anticipates this will include:

- Proximity to impaired waters and resources of concern
- Impervious surface density
- Tree canopy density
- Subwatershed pollutant yields (sediment and phosphorus)
- Results from survey developed in Phase 1

HEI will then complete a geospatial analysis to combine all criterion into one weighted rank for use in prioritizing District efforts and resources related to enhanced street sweeping. HEI anticipated this rank will be assigned at the city-scale. HEI will also research options for how the District can assist partners in enhanced street sweeping initiatives (e.g. city specific study types, purchase of enhanced street sweepers, municipal staff development). HEI will then draft recommendations for District program guideline and cost share that correlate to District prioritization efforts and connect to District capabilities.

Phase 3: Program Recommendations

HEI will draft a technical memorandum summarizing methodology and outcomes for tasks associated with Phase 1-2. HEI will also create a draft program policy document for consideration by the Board. This scope of services assumes the policy document includes a flowchart and is limited to 5 pages in text.

Deliverables:

The deliverables for the Task Order consist of:

1. Survey for District partners
2. Prioritized list of District partners (cities) for enhanced street sweeping efforts
3. Technical memorandum
4. District program policy document
5. Three virtual meetings with District staff.

Assumptions:

This project and deliverables are subject to the following assumptions:

SCOPE OF SERVICES



**Task Order No. 2024-006
Rice Creek Watershed District**



Enhanced Street Sweeping Initiative

1. District staff provide HEI with a list of city and county contacts with contact information
2. District staff coordinate with HEI to provide feedback on ranking criteria.

Schedule and Compensation:

HEI will perform the professional services identified above on a time and materials basis up to the not-to-exceed amount of **\$29,000**. HEI will notify the RCWD, should this amount be exceeded, for authorization to proceed. Services will be completed by December 31, 2024. These services will be billed on a time and materials basis per the standard rates described by the latest contract amendment.

SIGNATURES:

The services described by this Task Order are being provided in accordance with the Professional Services Agreement between the Rice Creek Watershed District and Houston Engineering dated May 14, 2008, as amended and extended. This **Task Order** shall be effective **May 15, 2024** as authorized by the signatures of representatives of the Rice Creek Watershed District and Houston Engineering, Inc.

Rice Creek Watershed District

By: _____

Name: Michael Bradley

Title: President

Date: _____

Houston Engineering, Inc.

By: 

Name: Chris Otterness

Title: District Engineer

Date: May 15, 2024

Attachment A
ESTIMATED BUDGET
Enhanced Street Sweeping Initiative



Date Prepared: May 10, 2024

Prepared by: R. Olm

Checked by: C. Otterness

Total Estimated Labor \$29,014
Total Estimated Expenses \$0
Total Estimated Cost \$29,014

TASK DESCRIPTION	Principal In Charge	Project Manager	GIS / Scientist	Total	
				Hours	Dollars
Enhanced Street Sweeping Initiative	20	68	106	194	\$29,014
Phase 1: District Wide Survey	4	14	36	54	\$7,494
Review existing studies for background and criteria to consider	2	4	12		
Develop list of survey questions and contact list with District staff	2	4	10		
Set up survey, open, and analyze/ summarize results		4	6		
Geographically summarize survey outcomes		2	8		
Phase 2: District Prioritization	4	24	58	86	\$11,842
Develop and assign weights to criteria to prioritize cities in the District	2	8	8		
Assemble baseline conditions (impaired waters, subwatershed loading, etc.)			10		
Aggregate geospatial data and run prioritization analysis		4	20		
Research recommendations for partner items to include in outline form with estimated cost ranges			12		
Create program guidelines and cost share recommendations based on prioritization	2	12	8		
Program Development and Memorandum	6	10	12	28	\$4,518
Draft tech memo	2	4	12		
Create program policy document (assumes flowchart; 5 page text)	4	6			
Meetings and Project Management	6	20	0	26	\$5,160
Three virtual meetings with District Staff	6	10			
Project Management		10			

ITEMS REQUIRING BOARD ACTION

2. Water Quality Grant W20-02 Fran Miron Waste Storage Facility Invoicing Schedule Authorization (Molly Nelson)



MEMORANDUM

Rice Creek Watershed District

Date: May 15th, 2024
To: RCWD Board of Managers
From: Molly Nelson, Outreach and Grants Technician
Subject: Water Quality Grant W20-02 Fran Miron Waste Storage Facility Invoicing Schedule Authorization

Introduction

This item proposes consideration of the invoicing schedule and authorization to distribute cost-share funds to the project contractor prior to completion of the W20-02 Fran Miron Waste Storage Facility Water Quality Grant project.

Background

The Rice Creek Watershed District entered a Water Quality Grant Program contract with private landowner Fran Miron on August 12, 2020, which allocated \$30,000 of the \$493,134.00 total project cost towards an agricultural waste storage facility and diversion project on private property in Hugo. Construction of the project has commenced, and the NRCS is leading construction oversight. The Contractor under the landowner and funding partners is eligible for interim contract payments for work completed on large projects. The Washington Conservation District communicated with RCWD staff that the project contractor will be invoicing the applicant mid-construction nearing the end of May 2024. The WCD and NRCS are planning to make partial payments with an NRCS engineer inspection and sign-off at this time of invoicing and have inquired about RCWD's ability to pay the Water Quality Grant entire cost-share in coordination with this schedule. The NRCS will continue project oversight and manage its remaining substantial payment for compliance with approved plans. The RCWD will reimburse the contractor directly upon receiving the invoice for the cost-share funds.

Staff Recommendation

Staff recommend approving the request for early cost-share reimbursement to the project contractor in coordination with the WCD/NRCS funds dispersal plan for the W20-02 Fran Miron Waste Storage Facility project.

Proposed Motion

Manager _____ moves to authorize the W20-02 Fran Miron Waste Storage Facility Water Quality Grant cost-share payment of \$30,000.00 in coordination of the WCD/NRCS funds dispersal plan and upon delivery of confirmation from the NRCS that the project work completed at the time of payment is built according to the approved plans, seconded by Manager _____.

Attachments

WCD email to RCWD staff with W20-02 Funds Dispersal Plan

RE: Miron waste storage facility - updates

Angela Defenbaugh <ADefenbaugh@mnwcd.org>

Thu 4/25/2024 2:56 PM

To: Molly Nelson <mnelson@ricecreek.org>

Hey Molly –

Trying to help NRCS pull together a project payment schedule. Quick clarifying question on the Miron RCWD cost share.

For smaller cost share projects it's usually just been normal reimbursement after project closeout. **Wondering if RCWD is able to pay the \$30,000 before entire project closeout?** The contractor will be invoicing Miron mid-construction (after concrete work completed, around end of May), and the WCD and NRCS are planning to make partial payments with NRCS engineer inspection/approval/signoff. The mid-construction invoice will be large (most of the project cost, about \$400,000) so I am trying to see if there are any of the other funding sources that might be able to pay earlier.

This is a graphic the NRCS engineer pulled together to better help me ID the different checkpoints/certifications of the project timeline (you can ignore the graph part and just focus on the implementation check points at the bottom):



Also, is RCWD able to directly pay the contractor or do you need to see a paid invoice showing Miron paid the \$30,000 first?

Thanks,

Angela

From: Molly Nelson [mailto:mnelson@ricecreek.org]

Sent: Friday, April 12, 2024 12:00 PM

ITEMS REQUIRING BOARD ACTION

3. Ramsey County Ditch 4 Bid Consideration (Tom Schmidt)



MEMORANDUM
Rice Creek Watershed District

Date: May 14, 2024
To: RCWD Board of Managers
From: Tom Schmidt, RCWD Drainage & Facilities Manager
Subject: Ramsey County Ditch #4 – Bid Recommendation

Introduction

The Board is being asked to consider awarding a construction contract based on bids received for the Ramsey County Ditch (RCD) 4 repair.

Background

The Board ordered the repair of RCD 4 by adopting resolution 2023–12.

The bid was advertised on QuestCDN starting 4/3/2024. Following the bid opening on May 1, 2024, HEI tabulated and reviewed the bids. The lowest successful bid was from Valdes Lawn Care and Snow Removal, LLC, in the amount of \$104,165.00. This is less than the engineer’s estimate of \$226,400.00. If an award is made, construction is expected to commence in late fall/winter of 2024-2025.

Staff Recommendation

District staff recommends that the Board of Managers adopt Resolution 2024-04, awarding the contract to Valdes Lawn Care and Snow Removal, LLC, at a contract price of \$104,165.00. The resolution also authorizes the Administrator to 1) execute contract documents as necessary and on the advice of the engineer and counsel and 2) execute change orders increasing the contract price by an amount not to exceed 30% of the contract price (\$31,249.50).

Proposed Motion

Manager _____ moves to offer resolution 2024-04 and its adoption, seconded by Manager _____.

Attachments

- Resolution 2024-04.
- HEI Memo Recommendation for RCD 4 Tree Clearing.

RESOLUTION NO. 2024-04

**RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

RESOLUTION AWARDING THE CONTRACT FOR THE REPAIR OF RAMSEY COUNTY DITCH #4

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

WHEREAS, on December 13, 2023, upon completion of proceedings to establish a project to repair Ramsey County Ditch #4 (the Repair), the Board of Managers adopted resolution 2023-12, directing the Repair, directing its administrator to take all subsequent actions necessary to implement the Repair, and authorizing the collection of revenue and expenditure of capital for the Repair; and

WHEREAS, pursuant to resolution 2023-12, the District's engineer prepared final plans and specifications for the Repair components, and the District's administrator solicited bids according to applicable law and

WHEREAS, in accordance with applicable legal requirements, the District duly advertised for sealed bids to perform the Repair, and on May 1, 2024, virtually, via Microsoft Teams and the vBid portal, bids were opened and read aloud, with five bids being received for the Repair; and

WHEREAS, the District engineer has submitted a memorandum dated May 14, 2024, in which it reports that the low bid was submitted by Valdes Lawn Care and Snow Removal, LLC., in the amount of \$104,165.00 and that the bid is responsive and that Valdes Lawn Care and Snow Removal, LLC is a responsible bidder; and

Therefore, be it resolved by the RCWD Board of Managers that:

- A. The contract for the repair of Ramsey County Ditch #4 is awarded to Valdes Lawn Care and Snow Removal, LLC, for the contract price of \$104,165.00.
- B. The District administrator shall sign and transmit the notice of award, sign the construction agreement, and issue the notice to proceed on advice of counsel and the District's engineer, when prerequisites for issuance and bonding have been met by the contractor.
- C. The District administrator may sign task/change orders increasing the contract price in an aggregate net amount not to exceed 30% of the contract price (\$31,249.50) to address unforeseen conditions or omissions discovered as the project progresses.

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

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

Upon vote, the Chair declared the Resolution _____.

_____ Dated: May 22, 2024.
 Jessica Robertson, Secretary

* * * * *

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

IN TESTIMONY WHEREOF, I hereunto set my hand this 22nd day of May 2024.

 Jessica Robertson, Secretary

Technical Memorandum

To: Nick Tomczik (RCWD)
Cc: Tom Schmidt (RCWD)
John Kolb (Rinke Noonan)
From: Adam Nies, PE
Through: Chris Otterness, PE
Subject: Bid Recommendation for RCD 4 Tree Clearing
Date: May 14, 2024
Project #: 5555-0327 / 0352

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



Adam N. Nies
Reg. No. 53358

Date: 5/14/2024

The purpose of this memorandum is to summarize the bids received for the Ramsey County Ditch 4 (RCD 4) Tree Removal as a tool for the Board in considering award of the construction contract.

BIDDING PROCESS

The bid processes followed accepted practices as generally defined within MS 103D.811 Bids for Construction and MS 471.345 Uniform Municipal Contracting Law.

The Rice Creek Watershed District (District) initiated the bid process by placing advertisements in the Pioneer Press and onto QuestCDN, a commercial project advertising service. The requirements for bidding were defined within the Specifications/Bid Package for RCD 4 Tree Clearing dated April 2024 - prepared by Houston Engineering Inc. (HEI). No addenda were issued during the bid process. A planholder's list was maintained by QuestCDN for the Project. A total of ten (10) prospective "prime bidders" downloaded plan sets. The Project Manual directed that bids were to be submitted electronically via QuestCDN's vBid portal.

A mandatory pre-bid meeting was conducted on April 24, 2024 in person on site. Seven (7) contractors were in attendance to discuss project components and walk the site. The site walk proceeded from Oasis pond, north across Lydia Ave, and to the outlet at Little Lake Johanna. A sign-in sheet was retained for verification of attendance for all contractors who submitted bids.

SUMMARY OF BIDS RECEIVED

The bid opening for the repair was held virtually via Microsoft Teams and the vBid portal on Wednesday May 1, 2024 at 2:00 pm. The Engineer's Opinion of Probable Construction Cost listed in

the repair report is \$235,315.18. A total of five (5) bids were received. The following table summarizes the bids received, ranked according to total amount.

Rank	Contractor	Bid Amount
1	Valdes Lawn Care and Snow Removal, LLC	\$104,165.00
2	Hugo Tree	\$119,323.00
3	Tony's Outdoor Services	\$146,900.00
4	Vada Contracting, LLC	\$155,227.20
5	Diversified Drainage	\$208,573.60

REVIEW OF BIDS AND RECOMMENDATION

The Bids were reviewed for accuracy, completeness, and responsiveness. Hugo Tree's bid was incomplete as it was missing examples of equivalent drainage ditch work and the responsible contractor form. Each of the other bidders provided examples of representative projects of a similar scale and using similar equipment, and other pertinent forms, and those bids can be considered complete.

The lowest bid was received from Valdes Lawn Care and Snow Removal, LLC. Their bid included the required information documenting their qualifications to complete the work. The provided references were contacted and positive responses were provided regarding the contractor's execution of the referenced projects. The projects listed include:

- Clearing and grubbing for MnDOT.
- Clearing, grubbing, erosion control, and turf establishment with for Washington County.
- Erosion control and turf establishment with Ulland Brothers.
- Clearing, grubbing, and turf establishment with Park Construction.
- Clearing and grubbing with Gladen Construction.

HEI recommends consideration of award of contract to Valdes Lawn Care and Snow Removal, LLC. in the amount of \$104,165.00 We further recommend consideration of an additional 30% of the contract (\$31,249.50) be budgeted for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses. Portions of this amount would be paid to the contractor only if additional work is required above and beyond the scope of the work stated in the contract.

ATTACHMENT A

Ramsey County Ditch 4 Tree Removal

Owner: Rice Creek Watershed District

Solicitor: Houston Engineering Inc. - Maple Grove

Bid Opening: 05/01/2024 02:00 PM CDT

No.	Item Description	Units	Quantity	<i>Opinion of Probable Construction Cost</i>		Valdes Lawn Care and Snow Removal, LLC	
				<i>Unit Price</i>	<i>Extension</i>	Unit Price	Extension
1	MOBILIZATION	LUMP SUM	1	\$20,000.00	<i>\$20,000.00</i>	\$2,450.00	\$2,450.00
2	TRAFFIC CONTROL & PUBLIC SAFETY	LUMP SUM	1	\$5,000.00	<i>\$5,000.00</i>	\$2,500.00	\$2,500.00
3	PROTECTION OF EXISTING ADJACENT FEATURES	LUMP SUM	1	\$5,000.00	<i>\$5,000.00</i>	\$2,250.00	\$2,250.00
4	TREE CLEARING AND REMOVAL	ACRE	6	\$20,000.00	<i>\$120,000.00</i>	\$10,250.00	\$61,500.00
5	HYDRO SEEDING	ACRE	6	\$12,000.00	<i>\$72,000.00</i>	\$5,250.00	\$31,500.00
6	SITE ACCESS GRADING	HOURS	20	\$200.00	<i>\$4,000.00</i>	\$185.00	\$3,700.00
7	EROSION CONTROL BLANKET	SQUARE YARD	100	\$4.00	<i>\$400.00</i>	\$2.65	\$265.00
Base Bid Total:					\$226,400.00		\$104,165.00

ATTACHMENT A

Ramsey County Ditch 4 Tree Removal

Owner: Rice Creek Watershed District

Solicitor: Houston Engineering Inc. - Maple Grove

Bid Opening: 05/01/2024 02:00 PM CDT

No.	Item Description	Hugo Tree		Tony's Outdoor Services	
		Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00
2	TRAFFIC CONTROL & PUBLIC SAFETY	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00
3	PROTECTION OF EXISTING ADJACENT FEATURES	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00
4	TREE CLEARING AND REMOVAL	\$14,050.00	\$84,300.00	\$16,000.00	\$96,000.00
5	HYDRO SEEDING	\$3,999.00	\$23,994.00	\$6,000.00	\$36,000.00
6	SITE ACCESS GRADING	\$140.00	\$2,800.00	\$130.00	\$2,600.00
7	EROSION CONTROL BLANKET	\$2.29	\$229.00	\$3.00	\$300.00
Base Bid Total:			\$119,323.00		\$146,900.00

ATTACHMENT A

Ramsey County Ditch 4 Tree Removal

Owner: Rice Creek Watershed District

Solicitor: Houston Engineering Inc. - Maple Grove

Bid Opening: 05/01/2024 02:00 PM CDT

No.	Item Description	Vada Contracting, LLC		Diversified Drainage	
		Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION	\$4,500.00	\$4,500.00	\$17,000.00	\$17,000.00
2	TRAFFIC CONTROL & PUBLIC SAFETY	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00
3	PROTECTION OF EXISTING ADJACENT FEATURES	\$1,500.00	\$1,500.00	\$500.00	\$500.00
4	TREE CLEARING AND REMOVAL	\$18,732.00	\$112,392.00	\$22,000.00	\$132,000.00
5	HYDRO SEEDING	\$5,289.20	\$31,735.20	\$8,770.60	\$52,623.60
6	SITE ACCESS GRADING	\$150.00	\$3,000.00	\$100.00	\$2,000.00
7	EROSION CONTROL BLANKET	\$6.00	\$600.00	\$4.50	\$450.00
Base Bid Total:			\$155,227.20		\$208,573.60

ITEMS REQUIRING BOARD ACTION

4. Check Register Dated May 22, 2024, in the Amount of \$290,252.56 and May Interim Financial Statements Prepared by Redpath and Company

Rice Creek Watershed District
Check Register
May 9, 2024 - May 22, 2024
To Be Approved at the May 22, 2024 Board Meeting

Check #	Date	Payee	Description	
25638	05/22/24	A & L Superior Quality Sod, Inc.	Contracted Services	\$1,950.00
25639	05/22/24	Anoka County Property Records	Computer Software	1,000.00
25640	05/22/24	Batteries Plus Bulbs	Field Supplies	197.95
25641	05/22/24	Beisswenger's Do it Best	Field Supplies	8.97
25642	05/22/24	Blaine Shopping Center, LLC	Rent	8,617.24
25643	05/22/24	Carp Solutions, LLC	Professional Services	17,720.00
25644	05/22/24	Career Enhancement Options	Contracted Services	2,211.25
25645	05/22/24	Davey Resource Group, Inc.	Contracted Services	3,055.00
25646	05/22/24	Delta Dental	Employee Benefits	867.72
25647	05/22/24	Frontier Precision, Inc.	Equipment	135.00
25648	05/22/24	HealthPartners	Employee Benefits	10,947.12
25649	05/22/24	Houston Engineering, Inc.	Engineering Expense	110,959.00
25650	05/22/24	Leymar Companies LLC	Professional Services	300.00
25651	05/22/24	Living Water Tree Service	Contracted Services	8,100.00
25652	05/22/24	NineNorth	Professional Services	451.36
25653	05/22/24	ODP Business Solutions	Office Supplies	121.43
25654	05/22/24	Olson's Sewer Service, Inc.	Contracted Services	661.50
25655	05/22/24	Premium Waters, Inc.	Meeting Supplies	84.98
25656	05/22/24	Redpath & Company, LLC	Accounting	33,934.50
25659*	05/22/24	Rymark	Professional Services	2,847.58
25660	05/22/24	Scandia Trucking & Exc.	Contracted Services	5,160.00
25661	05/22/24	Smith Partners	Legal Expense	11,062.23
25662	05/22/24	St. Paul Pioneer Press	Legal Notices	1,326.40
25663	05/22/24	Verizon Wireless	Telecommunications	795.70
25664	05/22/24	Washington Conservation District	Contracted Services	4,440.00
25665	05/22/24	Winnick Supply, Inc.	Construction	101.26
25666	05/22/24	Rinke Noonan	Legal Expense	2,192.40
11395	05/22/24	Adam Czaia	Surety Release - #22-039	1,000.00
Payroll	05/31/24	May 31st Payroll (estimate)	May 31st Payroll (estimate)	28,087.50
Payroll	05/31/24	Manager Per Diem/Expenses (estimate)	Manager Per Diem/Expenses (estimate)	4,026.75
EFT	04/10/24	US Bank Equipment Finance (May)	Equipment Lease	648.77
EFT	05/20/24	Further	Employee Benefits	33.50
EFT	05/22/24	Per Mar Security Services	Contracted Services	350.00
EFT	05/22/24	Xcel Energy	Telecommunications	6.50
EFT	05/22/24	Card Services-Elan	April/May Credit Card	6,348.17
EFT	05/31/24	4M Bank Fee	Bank Fee	17.50
EFT	05/31/24	Internal Revenue Service (estimate)	5/31 Federal Withholding (estimate)	10,130.35
EFT	05/31/24	Minnesota Revenue (estimate)	5/31 State Withholding (estimate)	1,748.00
EFT	05/31/24	Empower Retirement	5/31 Deferred Compensation	870.00
EFT	05/31/24	Empower Retirement	5/31 Roth IRA	305.00
EFT	05/31/24	Further	5/31 HSA	621.47
EFT	05/31/24	PERA (estimate)	5/31 PERA (estimate)	5,865.00
EFT	05/31/24	Empower Retirement	May Health Care Savings (estimate)	945.46
Total				<u><u>\$290,252.56</u></u>

*25657 & 25658 Void -Printed incorrectly

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2024
5/31/2024

Combined General & Administrative	Budget Item	Account Number	Original Budget	Budget Adjustment	Current Month Expenses	Year-to-Date Expenses	Current Budget Balance	Percent of Budget
Manager	Per diems	4000	\$33,750.00	-	\$3,375.00	\$11,000.00	\$22,750.00	32.59%
	Manager expenses	4010	8,000.00	-	393.56	1,541.71	6,458.29	19.27%
Committees	Committee/Bd Mtg. Exp.	4800	-	-	-	-	-	-
Employees	Staff salary/taxes/benefits	4100-4140	251,775.00	-	18,855.70	101,155.63	150,619.37	40.18%
	District training & education	4265	10,000.00	-	-	425.78	9,574.22	4.26%
	Employee expenses	4320-4321	1,100.00	-	16.88	375.27	724.73	34.12%
Administration/ Office	Office/Meeting/Software	4200-4205	5,818.00	-	121.93	875.00	4,943.00	15.04%
	Printing	4208	500.00	-	-	-	500.00	0.00%
	Rent/Office	4210	22,200.00	-	1,723.45	10,340.70	11,859.30	46.58%
	Telecommunications	4240	7,500.00	-	197.47	2,219.37	5,280.63	29.59%
	Dues	4245	15,642.00	-	-	12,500.00	3,142.00	79.91%
	Publications	4250	200.00	-	-	-	200.00	0.00%
	Insurance	4270	8,000.00	-	-	7,008.20	991.80	87.60%
	Postage	4280	1,100.00	-	-	-	1,100.00	0.00%
	Legal Notices	4290	1,500.00	-	-	-	1,500.00	0.00%
	Office Equipment/Lease	4635	4,450.00	-	-	728.57	3,721.43	16.37%
	Sub-Total-Administration:			371,535.00	-	24,683.99	148,170.23	223,364.77
Consultants	Auditor/Accounting	4330	21,000.00	-	6,786.90	11,376.74	9,623.26	54.17%
	Legal	4410	50,000.00	-	2,790.56	12,391.04	37,608.96	24.78%
	Consultants/Professional Serv.	4420	25,000.00	-	2,905.24	8,363.63	16,636.37	33.45%
	Engineering-General	4500	56,000.00	-	3,400.00	13,828.50	42,171.50	24.69%
Sub-Total-Consultants:			152,000.00	-	15,882.70	45,959.91	106,040.09	30.24%
TOTAL			\$523,535.00	-	\$40,566.69	\$194,130.14	\$329,404.86	37.08%

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2024
5/31/2024

Revenue/Expenditures By Project	2024 Budget	2024 Year to date Revenue	2024 Current Month Expense	2024 Year to date Expense	Current Budget Balance	Percent of Budget
10 - General and Administrative	\$523,535.00	\$49,692.18	\$40,566.69	\$194,130.14	\$329,404.86	37.08%
30 - Environmental Education	254,068.00	6,332.05	18,428.67	98,708.74	155,359.26	38.85%
35 - Information Management	271,146.00	8,182.90	35,462.46	86,044.15	185,101.85	31.73%
60 - Restoration Projects	2,165,193.00	527,503.40	30,995.16	127,199.96	2,037,993.04	5.87%
70 - Regulatory	1,590,761.00	68,480.28	115,858.02	447,901.75	1,142,859.25	28.16%
80 - Ditch & Creek Maintenance	1,741,000.00	116,584.11	92,604.74	669,403.75	1,071,596.25	38.45%
90 - Lake & Stream Management	1,147,001.00	27,728.57	82,707.66	242,664.09	904,336.91	21.16%
95 - District Facilities	641,635.00	17,100.07	16,755.72	86,925.23	554,709.77	13.55%
Total District Revenue/Expenditures	\$8,334,339.00	\$821,603.56	\$433,379.12	\$1,952,977.81	\$6,381,361.19	23.43%

Current Fund Balances:

Fund:	Fund Balance @ 12/31/2023	2024 Fund Balance Transfers	2024 Year to date Revenue	2024 Current Month Expense	2024 Year to date Expense	Fund Balance @ 5/31/2024
10 - General Fund	\$494,336.97	-	49,692.18	\$40,566.69	\$194,130.14	\$349,899.01
30 - Environmental Education	267,417.49	-	6,332.05	18,428.67	98,708.74	175,040.80
35 - Information Management	304,261.14	-	8,182.90	35,462.46	86,044.15	226,399.89
60 - Restoration Projects	2,577,070.33	-	527,503.40	30,995.16	127,199.96	2,977,373.77
70 - Regulatory	778,726.26	-	68,480.28	115,858.02	447,901.75	399,304.79
80 - Ditch & Creek Maintenance	1,569,947.45	-	116,584.11	92,604.74	669,403.75	1,017,127.81
90 - Lake & Stream Management	980,975.03	-	27,728.57	82,707.66	242,664.09	766,039.51
95 - District Facilities	906,117.47	-	17,100.07	16,755.72	86,925.23	836,292.31
99 - Project Anticipation	4,500,000.00	-	-	-	-	4,500,000.00
Total District Fund Balance:	\$12,378,852.14	-	\$821,603.56	\$433,379.12	\$1,952,977.81	\$11,247,477.89

Rice Creek Watershed District

Interim Financial Statements

May 31, 2024



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

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - General Fund - 10
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>GENERAL FUND - 10-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 2,472.57	494,658.00	(492,185.43)
Interest Revenue	0.00	8,912.79	0.00	8,912.79
Investment Interest-Surety	0.00	36,030.57	28,877.00	7,153.57
Investment Income	0.00	2,276.25	0.00	2,276.25
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	49,692.18	523,535.00	(473,842.82)
Expenses				
Manager Per Diem	3,375.00	11,000.00	33,750.00	(22,750.00)
Manager Expense	0.00	434.37	3,500.00	(3,065.63)
Manager Travel	393.56	1,107.34	4,500.00	(3,392.66)
Wages	13,335.35	68,415.11	172,334.00	(103,918.89)
Benefits	2,293.93	15,713.88	32,192.00	(16,478.12)
PERA Expense	1,000.16	5,112.50	12,925.00	(7,812.50)
HCSA Contributions	945.46	5,323.37	15,640.00	(10,316.63)
Payroll Taxes	1,207.46	5,732.33	13,184.00	(7,451.67)
Payroll Taxes-Unemployment	73.34	858.44	5,500.00	(4,641.56)
Office Supplies	36.95	381.09	2,450.00	(2,068.91)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	250.00	(250.00)
Meeting Supplies	84.98	363.91	2,868.00	(2,504.09)
Printing	0.00	0.00	500.00	(500.00)
Rent	1,723.45	10,340.70	22,200.00	(11,859.30)
Telecommunications	197.47	2,219.37	7,500.00	(5,280.63)
Dues	0.00	12,500.00	15,642.00	(3,142.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	0.00	425.78	10,000.00	(9,574.22)
Insurance & Bonds	0.00	7,008.20	8,000.00	(991.80)
Postage	0.00	0.00	1,100.00	(1,100.00)
Legal Notices	0.00	0.00	1,500.00	(1,500.00)
Staff Travel	16.88	375.27	1,100.00	(724.73)
Audit & Accounting	6,786.90	11,376.74	21,000.00	(9,623.26)
Professional Services	451.36	5,433.94	20,000.00	(14,566.06)
Contracted Services	2,453.88	2,929.69	5,000.00	(2,070.31)
Legal	2,790.56	12,391.04	50,000.00	(37,608.96)
Engineering	3,400.00	13,828.50	56,000.00	(42,171.50)
Computer Equipment	0.00	0.00	250.00	(250.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	0.00	728.57	2,200.00	(1,471.43)
Bank Charges	0.00	130.00	0.00	130.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	40,566.69	194,130.14	523,535.00	(329,404.86)
Total Revenues Over/(Under)				
Expenditures - General Fund	(40,566.69)	(144,437.96)	0.00	(144,437.96)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenue Over/(Under) Expenditur	\$ (40,566.69)	(144,437.96)	0.00	(144,437.96)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>COMMUNICATION & OUTREACH - 30-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 1,222.08	157,055.00	(155,832.92)
Interest Income	0.00	4,070.41	14,014.00	(9,943.59)
Investment Income	0.00	1,039.56	0.00	1,039.56
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	6,332.05	171,069.00	(164,736.95)
Expenses				
Wages	7,861.65	42,521.41	91,332.00	(48,810.59)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	744.44	4,879.83	10,006.00	(5,126.17)
PERA Expense	589.62	2,933.64	6,850.00	(3,916.36)
Payroll Taxes	584.81	2,910.60	7,379.00	(4,468.40)
Office Supplies	12.14	155.32	1,225.00	(1,069.68)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	1,000.00	(1,000.00)
Meeting Supplies	12.57	12.57	500.00	(487.43)
Printing	0.00	208.11	250.00	(41.89)
Rent	861.72	5,170.32	11,100.00	(5,929.68)
Telecommunications	229.55	1,240.51	3,750.00	(2,509.49)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	211.34	642.72	5,000.00	(4,357.28)
Insurance and Bonds	0.00	3,504.10	4,000.00	(495.90)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	83.78	136.55	550.00	(413.45)
Audit & Accounting	3,393.45	5,688.37	10,500.00	(4,811.63)
Professional Services	0.00	600.00	2,500.00	(1,900.00)
Contracted Services	503.88	979.69	5,000.00	(4,020.31)
Legal	1,614.00	2,320.28	1,000.00	1,320.28
Engineering	0.00	0.00	500.00	(500.00)
Computer Equipment	0.00	0.00	250.00	(250.00)
Equipment	0.00	0.00	1,000.00	(1,000.00)
Equipment-Lease	0.00	364.30	1,100.00	(735.70)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	16,702.95	74,268.32	171,069.00	(96,800.68)
Total Revenues Over/(Under)				
Expenditures - Communication:	(16,702.95)	(67,936.27)	0.00	(67,936.27)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>WATERSHED COMMUNICATION & OUTREACH - 30-02</u>				
Revenues				
General Property Tax	0.00	0.00	14,200.00	(14,200.00)
Total Revenues	0.00	0.00	14,200.00	(14,200.00)
Expenses				
Computer Software	15.24	15.24	1,000.00	(984.76)
Printing	0.00	0.00	1,500.00	(1,500.00)
Training & Education	183.70	2,761.18	8,500.00	(5,738.82)
Legal	0.00	1,956.96	4,000.00	(2,043.04)
Total expenses	198.94	4,733.38	15,000.00	(10,266.62)
Total Revenues Over/(Under)				
Expenditures - Watershed Communicati	(198.94)	(4,733.38)	(800.00)	(3,933.38)
 <u>MASTER WATER STEWARD PROGRAM - 30-03</u>				
Revenues				
General Property Tax	0.00	0.00	9,500.00	(9,500.00)
Total Revenues	0.00	0.00	9,500.00	(9,500.00)
Expenses				
Training & Education	189.80	293.27	3,000.00	(2,706.73)
Contracted Services	0.00	0.00	12,000.00	(12,000.00)
Construction	0.00	245.60	0.00	245.60
Total expenses	189.80	538.87	15,000.00	(14,461.13)
Total Revenues Over/(Under)				
Expenditures - Master Water:	(189.80)	(538.87)	(5,500.00)	4,961.13
 <u>OUTREACH PARTNERSHIPS - 30-04</u>				
Revenues				
General Property Tax	0.00	0.00	28,000.00	(28,000.00)
Total Revenues	0.00	0.00	28,000.00	(28,000.00)
Expenses				
Training & Education	0.00	2,975.00	7,000.00	(4,025.00)
Contracted Services	795.90	14,830.90	25,000.00	(10,169.10)
Total expenses	795.90	17,805.90	32,000.00	(14,194.10)
Total Revenues Over/(Under)				
Expenditures - Outreach:	(795.90)	(17,805.90)	(4,000.00)	(13,805.90)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>MINI-GRANTS PROGRAM - 30-05</u>				
Revenues				
General Property Tax	0.00	0.00	8,630.00	(8,630.00)
Total Revenues	0.00	0.00	8,630.00	(8,630.00)
Expenses				
Construction	0.00	359.94	10,000.00	(9,640.06)
Total expenses	0.00	359.94	10,000.00	(9,640.06)
Total Revenues Over/(Under)				
Expenditures - Mini-Grants:	0.00	(359.94)	(1,370.00)	1,010.06
<u>ENGINEERING & TECHNICAL SUPPORT - 30-06</u>				
Revenues				
General Property Tax	0.00	0.00	5,460.00	(5,460.00)
Total Revenues	0.00	0.00	5,460.00	(5,460.00)
Expenses				
Engineering	541.08	1,002.33	6,000.00	(4,997.67)
Total expenses	541.08	1,002.33	6,000.00	(4,997.67)
Total Revenues Over/(Under)				
Expenditures - Eng. & Technical:	(541.08)	(1,002.33)	(540.00)	(462.33)
<u>WATERSHED PLAN MAINTENANCE - 30-08</u>				
Revenues				
General Property Tax	0.00	0.00	2,500.00	(2,500.00)
Total Revenues	0.00	0.00	2,500.00	(2,500.00)
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	4,000.00	(4,000.00)
Total expenses	0.00	0.00	5,000.00	(5,000.00)
Total Revenues Over/(Under)				
Expenditures - Watershed Plan:	0.00	0.00	(2,500.00)	2,500.00
Total Revenue Over/(Under) Expenditur	\$ (18,428.67)	\$ (92,376.69)	(14,710.00)	(77,666.69)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Information Management - 35
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>INFORMATION MANAGEMENT - 35-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 1,156.71	141,191.00	(140,034.29)
Interest Revenue	0.00	5,596.81	14,956.00	(9,359.19)
Investment Interest	0.00	1,429.38	0.00	1,429.38
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	8,182.90	156,147.00	(147,964.10)
Expenses				
Wages	1,033.59	8,408.27	30,407.00	(21,998.73)
Benefits	29.03	1,165.86	4,070.00	(2,904.14)
PERA Expense	77.52	611.95	2,281.00	(1,669.05)
Payroll Taxes	77.13	634.84	2,326.00	(1,691.16)
Office Supplies	0.00	75.59	613.00	(537.41)
Computer Software	1,026.50	2,385.52	11,000.00	(8,614.48)
Printing	0.00	0.00	125.00	(125.00)
Rent	430.86	2,585.16	5,550.00	(2,964.84)
Telecommunications	114.77	620.25	1,875.00	(1,254.75)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	0.00	410.68	2,500.00	(2,089.32)
Insurance and Bonds	0.00	1,752.05	2,000.00	(247.95)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Audit & Accounting	1,696.73	2,844.19	5,250.00	(2,405.81)
Professional Services	3,147.58	18,211.03	53,000.00	(34,788.97)
Contracted Services	0.00	0.00	1,500.00	(1,500.00)
Legal	0.00	706.38	500.00	206.38
Engineering	0.00	0.00	500.00	(500.00)
Computer Equipment	26,550.00	26,849.97	30,000.00	(3,150.03)
Equipment	0.00	0.00	1,500.00	(1,500.00)
Equipment Lease	0.00	182.16	550.00	(367.84)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	34,183.71	67,443.90	156,147.00	(88,703.10)
Total Revenues Over/(Under)				
Expenditures - Information Management	(34,183.71)	(59,261.00)	0.00	(59,261.00)

BOUNDARY MANAGEMENT PROGRAM - 35-03

Revenues				
General Property Tax	0.00	0.00	5,000.00	(5,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	5,000.00	(5,000.00)
Expenses				
Legal	0.00	0.00	2,500.00	(2,500.00)
Engineering	0.00	768.75	2,500.00	(1,731.25)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	0.00	768.75	5,000.00	(4,231.25)
Total Revenues Over/(Under)				
Expenditures - Boundary Mgmt:	0.00	(768.75)	0.00	(768.75)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Information Management - 35
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT-WIDE MODEL - 35-04</u>				
Revenues				
General Property Tax	0.00	0.00	40,000.00	(40,000.00)
Total Revenues	0.00	0.00	40,000.00	(40,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	35,000.00	(35,000.00)
Total Expenses	0.00	0.00	40,000.00	(40,000.00)
Total Revenues Over/(Under)				
Expenditures - District-Wide Model:	0.00	0.00	0.00	0.00
<u>DATABASE & VIEWER MAINTENANCE - 35-05</u>				
Revenues				
General Property Tax	0.00	0.00	65,000.00	(65,000.00)
Total Revenues	0.00	0.00	65,000.00	(65,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	1,278.75	16,457.50	60,000.00	(43,542.50)
Total expenses	1,278.75	16,457.50	65,000.00	(48,542.50)
Total Revenues Over/(Under)				
Expenditures - Database & Viewer:	(1,278.75)	(16,457.50)	0.00	(16,457.50)
<u>DISTRICT WEBSITE - 35-15</u>				
Revenues				
General Property Tax	0.00	0.00	5,000.00	(5,000.00)
Total Revenues	0.00	0.00	5,000.00	(5,000.00)
Expenses				
Professional Services	0.00	1,374.00	3,000.00	(1,626.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Total expenses	0.00	1,374.00	5,000.00	(3,626.00)
Total Revenues Over/(Under)				
Expenditures - District Website:	0.00	(1,374.00)	0.00	(1,374.00)
Total Revenue Over/(Under) Expenditur	\$ (35,462.46)	\$ (77,861.25)	0.00	(77,861.25)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>RESTORATION PROJECTS - 60-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 5,166.80	261,978.00	(256,811.20)
Interest Revenue	0.00	35,914.34	119,427.00	(83,512.66)
Investment Interest	0.00	9,172.26	0.00	9,172.26
Total Revenues	0.00	50,253.40	381,405.00	(331,151.60)
Expenses				
Wages	9,685.90	47,300.64	227,542.00	(180,241.36)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	1,097.28	7,176.88	30,496.00	(23,319.12)
PERA Expense	726.42	3,515.59	17,066.00	(13,550.41)
Payroll Taxes	704.22	3,407.76	17,799.00	(14,391.24)
Office Supplies	18.21	169.39	1,225.00	(1,055.61)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	110.00	250.00	(140.00)
Rent	861.72	5,170.32	11,100.00	(5,929.68)
Telecommunications	229.55	1,240.51	3,750.00	(2,509.49)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	471.37	5,000.00	(4,528.63)
Insurance and Bonds	0.00	3,504.10	4,000.00	(495.90)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Vehicle	85.27	236.17	15,000.00	(14,763.83)
Audit & Accounting	3,393.45	5,688.37	10,500.00	(4,811.63)
Professional Services	0.00	1,670.52	12,000.00	(10,329.48)
Contracted Services	755.82	1,469.53	7,500.00	(6,030.47)
Recruitment	908.02	908.02	0.00	908.02
Legal	0.00	420.39	2,000.00	(1,579.61)
Engineering	0.00	379.00	5,000.00	(4,621.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	0.00	364.30	1,100.00	(735.70)
Total Expenses	18,465.86	83,202.86	381,405.00	(298,202.14)
Total Revenues Over/(Under)				
Expenditures - Restoration Projects:	(18,465.86)	(32,949.46)	0.00	(32,949.46)

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

Revenues				
General Property Tax	0.00	0.00	255,200.00	(255,200.00)
Grant Income	0.00	477,250.00	0.00	477,250.00
Total Revenues	0.00	477,250.00	255,200.00	222,050.00
Expenses				
Printing	0.00	76.50	0.00	76.50
Legal	1,398.80	4,088.80	10,000.00	(5,911.20)
Engineering	9,126.50	10,848.50	30,000.00	(19,151.50)
Construction	0.00	0.00	260,000.00	(260,000.00)
Total expenses	10,525.30	15,013.80	300,000.00	(284,986.20)
Total Revenues Over/(Under)				
Expenditures - Anoka Chain:	(10,525.30)	462,236.20	(44,800.00)	507,036.20

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>BALD EAGLE LAKE WATER MGMT. PROJECT - 60-06</u>				
Revenues				
General Property Tax	0.00	0.00	85,000.00	(85,000.00)
Total Revenues	0.00	0.00	85,000.00	(85,000.00)
Expenses				
Engineering	0.00	0.00	50,000.00	(50,000.00)
Construction	0.00	0.00	60,000.00	(60,000.00)
Total expenses	0.00	0.00	110,000.00	(110,000.00)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake:	0.00	0.00	(25,000.00)	25,000.00
<u>RCD 2, 3 & 5 BASIC WATER MGMT. PROJECT - 60-08</u>				
Revenues				
General Property Tax	0.00	0.00	100,000.00	(100,000.00)
Total Revenues	0.00	0.00	100,000.00	(100,000.00)
Expenses				
Legal	0.00	107.60	5,000.00	(4,892.40)
Engineering	306.00	17,466.50	95,000.00	(77,533.50)
Construction Services	0.00	0.00	100,000.00	(100,000.00)
Total expenses	306.00	17,574.10	200,000.00	(182,425.90)
Total Revenues Over/(Under)				
Expenditures - Basic Water Mgmt. Proje	(306.00)	(17,574.10)	(100,000.00)	82,425.90
<u>REGIONAL WATER MGMT.PARTNERSHIP PROJECTS - 60-11</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	10,000.00	(10,000.00)
Construction	0.00	0.00	29,000.00	(29,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Regional Water Mgmt.	0.00	0.00	(50,000.00)	50,000.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>STORMWATER MGMT. COST SHARE - 60-15</u>				
Revenues				
General Property Tax	0.00	0.00	310,717.00	(310,717.00)
Total Revenues	0.00	0.00	310,717.00	(310,717.00)
Expenses				
Legal Notices	0.00	888.95	3,000.00	(2,111.05)
Engineering	105.00	7,828.75	18,000.00	(10,171.25)
Construction	0.00	0.00	611,000.00	(611,000.00)
Total expenses	105.00	8,717.70	632,000.00	(623,282.30)
Total Revenues Over/(Under)				
Expenditures - Stormwater Mgmt.:	(105.00)	(8,717.70)	(321,283.00)	312,565.30
 <u>SW URBAN LAKES IMPLEMENTATION - 60-24</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	19,000.00	(19,000.00)
Construction	0.00	0.00	55,000.00	(55,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
Total Revenues Over/(Under)				
Expenditures - Southwest Urban Lake	0.00	0.00	(75,000.00)	75,000.00
 <u>CLEAR LAKE WATER MGMT.PROJECT - 60-29</u>				
Revenues				
General Property Tax	0.00	0.00	64,600.00	(64,600.00)
Total Revenues	0.00	0.00	64,600.00	(64,600.00)
Expenses				
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Construction	0.00	0.00	65,000.00	(65,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
Total Revenues Over/(Under)				
Expenditures - Clear Lake Water Mgmt.	0.00	0.00	(10,400.00)	10,400.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>STORMWATER MASTER PLANNING - 60-35</u>				
Revenues				
General Property Tax	0.00	0.00	25,000.00	(25,000.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>(25,000.00)</u>
Total Revenues Over/(Under)				
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	40,000.00	(40,000.00)
Total expenses	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Total Revenues Over/(Under)				
Expenditures - Stormwater Master:	<u>0.00</u>	<u>0.00</u>	<u>(25,000.00)</u>	<u>25,000.00</u>
 <u>MUNICIPAL CIP EARLY COORDINATION - 60-36</u>				
Revenues				
General Property Tax	0.00	0.00	5,000.00	(5,000.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>(5,000.00)</u>
Expenses				
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	157.50	157.50	8,000.00	(7,842.50)
Total expenses	<u>157.50</u>	<u>157.50</u>	<u>10,000.00</u>	<u>(9,842.50)</u>
Total Revenues Over/(Under)				
Expenditures - Municipal CIP:	<u>(157.50)</u>	<u>(157.50)</u>	<u>(5,000.00)</u>	<u>4,842.50</u>
 <u>GROUNDWATER MGMT. & STORMWATER REUSE - 60-37</u>				
Revenues				
General Property Tax	0.00	0.00	57,500.00	(57,500.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>57,500.00</u>	<u>(57,500.00)</u>
Expenses				
Contracted Services	0.00	0.00	59,000.00	(59,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	1,435.50	2,534.00	3,000.00	(466.00)
Total expenses	<u>1,435.50</u>	<u>2,534.00</u>	<u>65,000.00</u>	<u>(62,466.00)</u>
Total Revenues Over/(Under)				
Expenditures - Groundwater Mgmt.:	<u>(1,435.50)</u>	<u>(2,534.00)</u>	<u>(7,500.00)</u>	<u>4,966.00</u>
 Total Revenue Over/(Under) Expenditur	 <u>\$ (30,995.16)</u>	 <u>\$ 400,303.44</u>	 <u>(820,772.00)</u>	 <u>1,221,075.44</u>

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory - 70
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>REGULATORY - 70-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 6,394.56	503,018.00	(496,623.44)
Interest Revenue	0.00	25,080.37	87,743.00	(62,662.63)
Investment Interest	0.00	6,405.35	0.00	6,405.35
Total Revenues	0.00	37,880.28	590,761.00	(552,880.72)
Expenses				
Wages	19,808.04	106,475.77	347,478.00	(241,002.23)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	2,321.17	18,166.24	50,558.00	(32,391.76)
PERA Expense	1,488.98	8,248.70	26,061.00	(17,812.30)
Payroll Taxes	1,458.55	8,568.21	26,974.00	(18,405.79)
Office Supplies	30.36	504.22	3,063.00	(2,558.78)
Field Supplies	0.00	0.00	500.00	(500.00)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	165.00	625.00	(460.00)
Rent	2,154.31	12,925.86	27,750.00	(14,824.14)
Telecommunications	573.87	3,101.30	9,375.00	(6,273.70)
Publications	0.00	0.00	250.00	(250.00)
Training & Education	0.00	3,180.82	12,500.00	(9,319.18)
Insurance and Bonds	0.00	8,760.25	10,000.00	(1,239.75)
Postage	0.00	0.00	1,375.00	(1,375.00)
Legal Notices	0.00	0.00	500.00	(500.00)
Staff Travel	0.00	0.00	1,375.00	(1,375.00)
Vehicle	85.27	294.69	15,000.00	(14,705.31)
Audit & Accounting	8,483.63	14,220.93	26,250.00	(12,029.07)
Professional Services	0.00	1,500.00	3,000.00	(1,500.00)
Contracted Services	1,259.69	2,449.21	12,500.00	(10,050.79)
Recruitment	908.01	908.01	0.00	908.01
Legal	0.00	168.29	2,500.00	(2,331.71)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	0.00	910.71	2,750.00	(1,839.29)
Total Expenses	38,571.88	190,548.21	590,761.00	(400,212.79)
Total Revenues Over/(Under)				
Expenditures - Regulatory Management	(38,571.88)	(152,667.93)	0.00	(152,667.93)
<u>RULE REVISION & PERMIT GUIDANCE - 70-01</u>				
Revenues				
General Property Tax	0.00	0.00	40,000.00	(40,000.00)
Total Revenues	0.00	0.00	40,000.00	(40,000.00)
Expenses				
Legal	0.00	0.00	20,000.00	(20,000.00)
Engineering	7,439.25	10,207.75	30,000.00	(19,792.25)
Total Expenses	7,439.25	10,207.75	50,000.00	(39,792.25)
Total Revenues Over/(Under)				
Expenditures - Rule/Permit:	(7,439.25)	(10,207.75)	(10,000.00)	(207.75)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory - 70
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>PERMIT REVIEW, INSPECT & COOR. - 70-03</u>				
Revenues				
General Property Tax	0.00	0.00	752,672.00	(752,672.00)
Permit Fees	900.00	30,600.00	85,528.00	(54,928.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	900.00	30,600.00	838,200.00	(807,600.00)
Expenses				
Contracted Services	5,000.25	7,211.25	60,000.00	(52,788.75)
Legal	2,380.39	8,747.79	45,000.00	(36,252.21)
Legal-Audit	0.00	0.00	5,000.00	(5,000.00)
Engineering	62,466.25	219,382.00	800,000.00	(580,618.00)
Engineering-Reporting	0.00	11,804.75	20,000.00	(8,195.25)
Engineering-Audit	0.00	0.00	20,000.00	(20,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	69,846.89	247,145.79	950,000.00	(702,854.21)
Total Revenues Over/(Under)				
Expenditures - Permit Review	(68,946.89)	(216,545.79)	(111,800.00)	(104,745.79)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenue Over/(Under) Expenditur	\$ (114,958.02)	\$ (379,421.47)	(121,800.00)	(257,621.47)
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Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCH & CREEK MAINTENANCE - 80-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 6,869.20	202,194.00	(195,324.80)
Interest Revenue	0.00	35,896.77	96,029.00	(60,132.23)
Investment Interest	0.00	9,167.77	0.00	9,167.77
Miscellaneous Income	0.00	59,650.00	0.00	59,650.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	111,583.74	298,223.00	(186,639.26)
Expenses				
Wages	10,637.94	64,812.86	175,847.00	(111,034.14)
Benefits	1,271.35	9,691.01	22,385.00	(12,693.99)
PERA Expense	797.82	4,655.24	13,189.00	(8,533.76)
Payroll Taxes	790.52	4,870.45	13,452.00	(8,581.55)
Office Supplies	48.21	752.26	1,838.00	(1,085.74)
Field Supplies	0.00	5.94	250.00	(244.06)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	110.00	375.00	(265.00)
Rent	1,292.59	7,755.54	16,650.00	(8,894.46)
Telecommunications	361.83	2,158.36	5,625.00	(3,466.64)
Publications	0.00	0.00	150.00	(150.00)
Training & Education	262.42	569.02	7,500.00	(6,930.98)
Insurance and Bonds	0.00	5,256.15	6,000.00	(743.85)
Postage	0.00	0.00	825.00	(825.00)
Legal Notices	0.00	0.00	750.00	(750.00)
Staff Travel	0.00	154.97	825.00	(670.03)
Vehicle	85.27	393.55	15,000.00	(14,606.45)
Audit & Accounting	5,090.18	8,532.55	15,750.00	(7,217.45)
Professional Services	272.45	1,984.90	9,000.00	(7,015.10)
Contracted Services	755.82	1,469.53	8,500.00	(7,030.47)
Legal	0.00	168.29	5,000.00	(4,831.71)
Engineering	0.00	189.50	7,500.00	(7,310.50)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	0.00	546.43	1,650.00	(1,103.57)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	21,666.40	114,076.55	330,811.00	(216,734.45)
Total Revenues Over/(Under)				
Expenditures - Ditch & Creek:	(21,666.40)	(2,492.81)	(32,588.00)	30,095.19
 <u>NATURAL WATERWAY MGMT. - 80-01</u>				
Revenues				
General Property Taxes	0.00	0.00	8,612.00	(8,612.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	8,612.00	(8,612.00)
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Construction	0.00	0.00	9,000.00	(9,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Natural Waterway:	0.00	0.00	(1,388.00)	1,388.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCHES - MAINTENANCE - 80-02</u>				
Revenues				
General Property Tax	0.00	0.00	288,502.00	(288,502.00)
Total Revenues	0.00	0.00	288,502.00	(288,502.00)
Expenses				
Field Supplies	163.60	195.54	7,000.00	(6,804.46)
Vehicle	0.00	131.71	7,000.00	(6,868.29)
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Contracted Services	32,896.50	197,564.01	240,000.00	(42,435.99)
Legal	0.00	161.40	10,000.00	(9,838.60)
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction	101.26	11,094.72	40,000.00	(28,905.28)
Equipment	135.00	4,235.23	10,000.00	(5,764.77)
Total expenses	33,296.36	213,382.61	335,000.00	(121,617.39)
Total Revenues Over/(Under)				
Expenditures - Ditches - Maintenance:	(33,296.36)	(213,382.61)	(46,498.00)	(166,884.61)
 <u>REPAIR REPORTS & STUDIES - 80-03</u>				
Revenues				
General Property Tax	0.00	0.00	172,240.00	(172,240.00)
Total Revenues	0.00	0.00	172,240.00	(172,240.00)
Expenses				
Printing	458.60	458.60	0.00	458.60
Legal Notices	899.48	899.48	10,000.00	(9,100.52)
Legal	1,663.20	3,140.60	40,000.00	(36,859.40)
Engineering	24,176.74	85,305.82	145,000.00	(59,694.18)
Wetland Credits	0.00	0.00	5,000.00	(5,000.00)
Total expenses	27,198.02	89,804.50	200,000.00	(110,195.50)
Total Revenues Over/(Under)				
Expenditures - Repair Reports	(27,198.02)	(89,804.50)	(27,760.00)	(62,044.50)
 <u>ACD 10-22-32 WMD - 80-04</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	14,124.00	(14,124.00)
Total expenses	0.00	0.00	14,124.00	(14,124.00)
Total Revenues Over/(Under)				
Expenditures - ACD 10-22-32	0.00	0.00	(14,124.00)	14,124.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ACD 31 WMD - 80-05</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under) Expenditures - ACD 31:WMD:	0.00	0.00	0.00	0.00
<u>ACD 46 WMD - 80-06</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	11,990.00	39,710.00	(27,720.00)
Total expenses	0.00	11,990.00	39,710.00	(27,720.00)
Total Revenues Over/(Under) Expenditures - ACD 46 WMD:	0.00	(11,990.00)	(39,710.00)	27,720.00
<u>RCD 4 WMD - 80-07</u>				
Revenues				
Special Assessments	0.00	5,000.37	0.00	5,000.37
Total Revenues	0.00	5,000.37	0.00	5,000.37
Expenses				
Engineering	3,367.20	11,705.85	0.00	11,705.85
Construction	0.00	0.00	145,000.00	(145,000.00)
Total expenses	3,367.20	11,705.85	145,000.00	(133,294.15)
Total Revenues Over/(Under) Expenditures - RCD 4 WMD:	(3,367.20)	(6,705.48)	(145,000.00)	138,294.52

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>RCD 4 REPAIR - 80-08</u>				
Revenues				
General Property Tax	0.00	0.00	81,814.00	(81,814.00)
Total Revenues	0.00	0.00	81,814.00	(81,814.00)
Expenses				
Legal Notices	1,326.40	1,326.40	0.00	1,326.40
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	2,244.80	7,803.90	90,000.00	(82,196.10)
Total expenses	3,571.20	9,130.30	95,000.00	(85,869.70)
Total Revenues Over/(Under)				
Expenditures - RCD 4 Repair:	(3,571.20)	(9,130.30)	(13,186.00)	4,055.70
 <u>MUNICIPAL PDS MAINTENANCE - 80-15</u>				
Revenues				
General Property Tax	0.00	0.00	43,060.00	(43,060.00)
Total Revenues	0.00	0.00	43,060.00	(43,060.00)
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Municipal PDS	0.00	0.00	(6,940.00)	6,940.00
 <u>WJD BRANCH 1/2 REPAIR - 80-20</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under)				
Expenditures - WJD Branch 1/2:	0.00	0.00	0.00	0.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>AWJD 3 REPAIR - 80-21</u>				
Revenues				
General Property Tax	0.00	0.00	111,956.00	(111,956.00)
Total Revenues	0.00	0.00	111,956.00	(111,956.00)
Expenses				
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Legal	226.80	1,131.40	5,000.00	(3,868.60)
Engineering	2,976.36	61,461.30	24,000.00	37,461.30
Construction	0.00	156,415.84	100,000.00	56,415.84
Total expenses	3,203.16	219,008.54	130,000.00	89,008.54
Total Revenues Over/(Under)				
Expenditures - AWJD 3	(3,203.16)	(219,008.54)	(18,044.00)	(200,964.54)
<u>ACD 15 & AWJD 4 WMD - 80-22</u>				
Revenues				
General Property Tax	0.00	0.00	15,820.00	(15,820.00)
Total Revenues	0.00	0.00	15,820.00	(15,820.00)
Expenses				
Professional Services	0.00	3.00	8,370.00	(8,367.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Total expenses	0.00	3.00	18,370.00	(18,367.00)
Total Revenues Over/(Under)				
Expenditures - AWCD 15	0.00	(3.00)	(2,550.00)	2,547.00
<u>ACD 15 & AWJD 4 - 80-23</u>				
Revenues				
General Property Taxes	0.00	0.00	198,076.00	(198,076.00)
Total Revenues	0.00	0.00	198,076.00	(198,076.00)
Expenses				
Professional Services	0.00	0.00	30,000.00	(30,000.00)
Contracted Services	0.00	0.00	200,000.00	(200,000.00)
Total expenses	0.00	0.00	230,000.00	(230,000.00)
Total Revenues Over/(Under)				
Expenditures - ACD 15 & AWJD 4:	0.00	0.00	(31,924.00)	31,924.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ACD 53-62 WMD - 80-24</u>				
Revenues				
Special Assessments	0.00	0.00	26,782.00	(26,782.00)
ROW Charges	0.00	0.00	2,405.00	(2,405.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	29,187.00	(29,187.00)
Expenses				
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	25,000.00	(25,000.00)
Construction	0.00	0.00	15,985.00	(15,985.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	0.00	0.00	42,985.00	(42,985.00)
Total Revenues Over/(Under)				
Expenditures - ACD 53-62 WMD:	0.00	0.00	(13,798.00)	13,798.00
	<hr/>	<hr/>	<hr/>	<hr/>
<u>ACD 53-62 REPAIR - 80-25</u>				
Revenues				
General Property Taxes	0.00	0.00	86,120.00	(86,120.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	86,120.00	(86,120.00)
Expenses				
Legal	302.40	302.40	5,000.00	(4,697.60)
Engineering	0.00	0.00	95,000.00	(95,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	302.40	302.40	100,000.00	(99,697.60)
Total Revenues Over/(Under)				
Expenditures - ACD 53-62 Repair:	(302.40)	(302.40)	(13,880.00)	13,577.60
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenue Over/(Under) Expenditur	\$ (92,604.74)	\$ (552,819.64)	(407,390.00)	(145,429.64)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LAKE & STREAM MANAGEMENT - 90-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 3,731.58	306,735.00	(303,003.42)
Interest Income	0.00	19,115.12	63,266.00	(44,150.88)
Investment Income	0.00	4,881.87	0.00	4,881.87
Total Revenues	0.00	27,728.57	370,001.00	(342,272.43)
Expenses				
Wages	15,709.66	78,185.81	230,497.00	(152,311.19)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	1,620.23	11,744.73	29,940.00	(18,195.27)
PERA Expense	1,093.93	5,692.76	17,287.00	(11,594.24)
Payroll Taxes	1,141.88	5,536.20	18,025.00	(12,488.80)
Office Supplies	138.20	208.38	1,225.00	(1,016.62)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	55.00	250.00	(195.00)
Rent	861.72	5,170.32	11,100.00	(5,929.68)
Telecommunications	229.55	1,240.51	3,750.00	(2,509.49)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	20.28	141.66	5,000.00	(4,858.34)
Insurance and Bonds	0.00	3,504.10	4,000.00	(495.90)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	12.06	60.30	550.00	(489.70)
Vehicle	85.28	256.43	15,000.00	(14,743.57)
Audit & Accounting	3,393.45	5,688.37	10,500.00	(4,811.63)
Professional Services	0.00	600.00	2,000.00	(1,400.00)
Contracted Services	755.82	1,469.53	7,500.00	(6,030.47)
Legal	0.00	168.29	1,000.00	(831.71)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	0.00	364.30	1,100.00	(735.70)
Total Expenses	25,062.06	120,086.69	370,001.00	(249,914.31)
Total Revenues Over/(Under)				
Expenditures - Lake & Stream Mgmt.	(25,062.06)	(92,358.12)	0.00	(92,358.12)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>WATER QUALITY GRANT PROGRAM - 90-01</u>				
Revenues				
General Property Tax	0.00	0.00	187,000.00	(187,000.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>187,000.00</u>	<u>(187,000.00)</u>
Expenses				
Professional Services	0.00	0.00	24,000.00	(24,000.00)
Contracted Services	12,583.00	17,161.00	56,000.00	(38,839.00)
Legal	2,878.48	2,878.48	1,000.00	1,878.48
Engineering	0.00	0.00	1,000.00	(1,000.00)
Construction	6,508.19	6,508.19	205,000.00	(198,491.81)
Total expenses	<u>21,969.67</u>	<u>26,547.67</u>	<u>287,000.00</u>	<u>(260,452.33)</u>
Total Revenues Over/(Under)				
Expenditures - Water Quality:	<u>(21,969.67)</u>	<u>(26,547.67)</u>	<u>(100,000.00)</u>	<u>73,452.33</u>

SURFACE WATER MONITORING & MGMT. PROGRAM - 90-04

Revenues				
General Property Tax	0.00	0.00	228,400.00	(228,400.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>228,400.00</u>	<u>(228,400.00)</u>
Expenses				
Field Supplies	1,640.22	2,118.23	2,500.00	(381.77)
Computer Software	0.00	21,903.00	27,000.00	(5,097.00)
Telecommunications	0.00	0.00	1,000.00	(1,000.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	0.00	150.00	1,800.00	(1,650.00)
Vehicle	0.00	39.60	0.00	39.60
Contracted Services	2,953.25	10,021.75	102,200.00	(92,178.25)
Legal	0.00	0.00	500.00	(500.00)
Engineering	2,210.50	14,655.50	29,000.00	(14,344.50)
Computer Equipment	0.00	0.00	5,000.00	(5,000.00)
Equipment	399.00	399.00	11,500.00	(11,101.00)
Repairs & Maintenance	0.00	0.00	300.00	(300.00)
Lab Expense	0.00	4,426.00	59,000.00	(54,574.00)
Total expenses	<u>7,202.97</u>	<u>53,713.08</u>	<u>240,000.00</u>	<u>(186,286.92)</u>
Total Revenues Over/(Under)				
Expenditures - Surface Water:	<u>(7,202.97)</u>	<u>(53,713.08)</u>	<u>(11,600.00)</u>	<u>(42,113.08)</u>

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>COMMON CARP MANAGEMENT - 90-26</u>				
Revenues				
General Property Tax	0.00	0.00	167,800.00	(167,800.00)
Total Revenues	0.00	0.00	167,800.00	(167,800.00)
Expenses				
Field Supplies	8.97	49.95	0.00	49.95
Telecommunications	93.99	269.83	200.00	69.83
Staff Travel	0.00	0.00	100.00	(100.00)
Professional Services	28,020.00	40,354.53	150,000.00	(109,645.47)
Contracted Services	350.00	1,633.34	3,000.00	(1,366.66)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction	0.00	0.00	30,000.00	(30,000.00)
Equipment	0.00	0.00	10,700.00	(10,700.00)
Total expenses	28,472.96	42,307.65	200,000.00	(157,692.35)
Total Revenues Over/(Under)				
Expenditures - Common Carp:	(28,472.96)	(42,307.65)	(32,200.00)	(10,107.65)
 <u>CURLY LEAF PONDWEED MGMT. - 90-27</u>				
Revenues				
General Property Tax	0.00	0.00	28,000.00	(28,000.00)
Total Revenues	0.00	0.00	28,000.00	(28,000.00)
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Common Carp:	0.00	0.00	(22,000.00)	22,000.00
Total Revenue Over/(Under) Expenditur	\$ (82,707.66)	\$ (214,926.52)	(165,800.00)	(49,126.52)

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT FACILITIES - 95-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 1,406.79	206,244.00	(204,837.21)
Interest Revenue	0.00	12,500.70	15,391.00	(2,890.30)
Investment Interest	0.00	3,192.58	0.00	3,192.58
Total Revenues	0.00	17,100.07	221,635.00	(204,534.93)
Expenses				
Wages	6,075.03	48,866.41	133,258.00	(84,391.59)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	785.97	7,236.77	16,607.00	(9,370.23)
PERA Expense	540.18	3,550.49	9,994.00	(6,443.51)
Payroll Taxes	458.97	3,756.58	10,586.00	(6,829.42)
Office Supplies	12.16	87.76	613.00	(525.24)
Field Supplies	188.92	188.92	250.00	(61.08)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	125.00	(125.00)
Rent	430.87	2,585.22	5,550.00	(2,964.78)
Telecommunications	114.78	620.26	1,875.00	(1,254.74)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	262.42	470.20	2,500.00	(2,029.80)
Insurance & Bonds	0.00	1,752.05	2,000.00	(247.95)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	96.48	275.00	(178.52)
Vehicle Expense	85.28	236.16	15,000.00	(14,763.84)
Audit & Accounting	1,696.71	2,844.16	5,250.00	(2,405.84)
Professional Services	0.00	300.00	2,000.00	(1,700.00)
Contracted Services	503.84	979.63	5,000.00	(4,020.37)
Legal	0.00	168.29	1,000.00	(831.71)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	0.00	182.10	550.00	(367.90)
Total Expenses	11,155.13	73,921.48	221,635.00	(147,713.52)
Total Revenues Over/(Under)				
Expenditures - District Facilities:	(11,155.13)	(56,821.41)	0.00	(56,821.41)

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and Five Months Ending May 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT FACILITIES REPAIR - 95-03</u>				
Revenues				
General Propety Tax	0.00	0.00	244,300.00	(244,300.00)
Total Revenues	0.00	0.00	244,300.00	(244,300.00)
Expenses				
Legal	0.00	0.00	17,000.00	(17,000.00)
Engineering	0.00	0.00	43,000.00	(43,000.00)
Construction	0.00	0.00	240,000.00	(240,000.00)
Total expenses	0.00	0.00	300,000.00	(300,000.00)
Total Revenues Over/(Under)				
Expenditures - District Facilities Repair	0.00	0.00	(55,700.00)	55,700.00
<u>INSPECTION OPERATION & MAINTENANCE - 95-04</u>				
Revenues				
General Propety Tax	0.00	0.00	26,000.00	(26,000.00)
Interest	0.00	0.00	20,000.00	(20,000.00)
Total Revenues	0.00	0.00	46,000.00	(46,000.00)
Expenses				
Field Supplies	0.00	0.00	5,000.00	(5,000.00)
Telecommunications	45.52	169.94	0.00	169.94
Vehicle	0.00	54.49	0.00	54.49
Contracted Services	3,055.00	3,555.00	40,000.00	(36,445.00)
Legal	0.00	5,184.00	3,000.00	2,184.00
Engineering	2,500.07	4,040.32	40,000.00	(35,959.68)
Construction	0.00	0.00	29,000.00	(29,000.00)
Equipment	0.00	0.00	3,000.00	(3,000.00)
Total expenses	5,600.59	13,003.75	120,000.00	(106,996.25)
Total Revenues Over/(Under)				
Expenditures - Wall Wetland Restoration	(5,600.59)	(13,003.75)	(74,000.00)	60,996.25
Total Revenue Over/(Under) Expenditur	\$ (16,755.72)	\$ (69,825.16)	(129,700.00)	59,874.84

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports

MEMORANDUM
Rice Creek Watershed District



Date: May 15, 2024
To: RCWD Board of Managers
From: Abel Green, Technical Field Assistant
Subject: Staff Report

- Inspect ditches after rain events and inspecting ditches that were reported by the public to be flooded or unfunctional, ensuring the system is still functioning as intended and there are no obstructions impeding flow
- Maintain proper signage around facilities that instruct and inform citizens about our facilities that are operating or to inform them of animal conservation activities
- Met with concerned citizens to discuss proposed plans and contracts to give them more information about the process and what will actually happen and how it can potentially impact their land with updated timelines
- Took over the grant with the Conservation Corps, working with the granter and city partners to identify projects with the most need. Coordinating with them and establishing a timeline for the work that needs to be done and how it can be done most effectively, ordering all materials to be used on project i.e. vegetation and erosion control
- Found an issue with the Hansen Iron Enhanced Sand facility where mud and muck was pumped and distributed to sand beds, working to mitigate any future operation; planning with the city of New Brighton to pump and jet lift station pipes when their vehicle is available
- Oasis park IESF still has the damaged pipe and are planning the repair for Spring; Working with city partners and EPG to update modem for remote function and monitoring and the new data plan from the city; Working with city partners about planned paving of the walkway that goes over the top of current pipe from lift station to sand beds
- Worked with engineer partners on review and finalizing plans to start the ditch maintenance on Ramsey County Ditch 4
- Work with city partners to build and grow closer working relationships and communications
- Coordinated the prescribed burn for the Walls wetland bank and Browns Preserve documenting and taking pictures to give a presentation to the Citizen Advisory Committee
- Working through various beaver activities to maintain drainage system and removing obstructions and blockages

MEMORANDUM

Rice Creek Watershed District



Date: May 15, 2024
To: RCWD Board of Managers
From: Ali Chalberg, Watershed Technician & Inspector
Subject: Staff Report 4/16/2024 – 5/15/2024

Highlights from Preceding Month

Inspections

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

Lakes/Streams

- ❖ Lake Monitoring
 - Canoe
 - Boat
- ❖ Streams
 - Level Logger Installation
- ❖ Alum treatment – Centerville
 - pH testing, photography, and overseeing with Matt

GIS

- ❖ Arc GIS Pro Installed
- ❖ Carp Barrier Location Map
 - Kendra & Nick Presentations

Meetings

- ❖ Long Lake Lake Association Meeting
- ❖ Hayes Elementary 4th Grade Project Interview
 - Asked a series of questions about water quality and how to protect
- ❖ Interviews for Program Support Technician position
- ❖ Inspection team meetings
- ❖ Staff meetings
- ❖ WISKI – KISTERS

MEMORANDUM

Rice Creek Watershed District



Date: May 15, 2024
To: RCWD Board of Managers
From: Matt Kocian, Lake and Stream Manager
Subject: Staff Report 4/17 – 5/15/2024

Highlights for Preceding Month

Bold items required significant time & attention

- Monitoring
 - Data entry, analysis, and reporting
 - **Kisters WISKI database training and development, data integration**
 - Lake monitoring

- Centerville Lake Alum project
 - **Partner reimbursement agreements**
 - **Site access development – access during County construction project**
 - **Contractor management – insurance, agreement, bonds, etc.**
 - **On-site meetings and pH monitoring**

- Long Lake Carp Management
 - Long Lake / Rice Creek site setup – equipment, security, testing
 - Equipment rental and delivery
 - PIT antenna maintenance
 - Submit abstracts for fall conferences

- Curlyleaf pondweed management
 - **CLP delineations (Centerville, Golden, Johanna) & reporting**
 - Vendor contract and partner cost-share agreements

- GIS program development – initiate “handoff” of RCWD GIS responsibilities to Ali

- Project Manager Hiring
 - Review and edit interview questions
 - Participate in interviews

- Clear Lake Association Meeting

- Peltier Lake Association Meeting

- Program Manager Development & Team Leader Meeting
 - L&S team meetings
 - SMART goals review

- City-County Partner Meeting

MEMORANDUM

Rice Creek Watershed District



Date: May 15th, 2024
To: RCWD Board of Managers
From: Molly Nelson, Outreach and Grants Technician
Subject: Staff Report 4/18/24 - 5/15/24

Introduction

The highlights of my work from April 18th to May 15th are as follows: (Note that these are highlights and not the full extent of all work that I have done).

- Reviewed and approved Water quality grant applications R24-05, and R24-06, and R24-07.
- Communicated and planned with new applicants for the Water Quality Grant program, including the Fridley road reconstruction raingarden project.
- Added backlogging grants to MS4Front database.
- Outline changes that need to be made to the MS4front BMP module and the components for an online mini grant application to present to HEI. Authorization to begin work was made.
- Reviewed HEI task order no. 2024-006 for the Enhanced Street Sweeping prioritization study and plan for a task order.
- Compiled an extensive contacts sheet for all Water Quality Grantees from 2008-present.
- Compiled information for a 3D raingarden infographic outreach tool.
- Initiated work on Water Quality Grant maintenance inspection documents and guidelines
- Worked with the Communications and Outreach Coordinator to outline and design a maintenance guide toolkit to provide to new grantees.
- Created four rain garden sign designs for Milton Street rain gardens and Rice Lake Elementary School rain gardens. Met with the City of Shoreview to plan installation.
- Finalized designs with WCD for the Forest Lake High School MN Water Steward and Water Quality Grant project.
- Met with St. Anthony village to coordinate an outreach project for a prairie restoration project.
- Met with the Communications & Outreach Coordinator to begin planning for 2025 intern/Green Corps Member for Water Quality Grant maintenance inspection work.
- Attended the RCWD Biweekly PDS project coordination meeting on 4/29/24 to coordinate on the PLOP imaging work to better understand how the District can support the Birchwood Village Parks Committee for the Tighe-Schmitz park improvements planning.
- Assisted in CAC meeting coordination and communications for the April meeting.
- Planned and coordinated with staff for the May CAC staff presentation and prepare the details for the August field tour.
- Continued work with Communications & Outreach Coordinator on Outreach Programs and communications with the Public.
- Fielded phone calls for turf conversion projects from the post card mailings to residents on Lake Johanna.
- Attended a seed sourcing for restoration projects webinar on 4/25/24.

MEMORANDUM
Rice Creek Watershed District



Date: May 15, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Staff Report – May 2024

Highlights for Preceding Month

- ✓ Administrative
 - Meeting Jan Voit MnWD & Justin Hansen BWSR
 - RCWD Employee Departure Discussion
 - Program Manager Interviews
 - Inspector Interviews
 - City County Partner Meeting
 - League of Women Voters Watershed Discussion
 - Program Support Technician Candidate Selection and Questions
 - RCWD Salary Review/Discussions, Staff Retention
 - Staff Review Meetings
 - Administrative E-signature Policy
 - Staff Meeting
 - Accounts Payable Review
 - Personnel Leave Requests
 - Board Meetings & Staff Meetings
 - Staff Resignation
- ✓ Communication & Outreach
 - I35W Flood Mitigation Project
 - Outreach Agreements
 - Blue Thumb Trademark Transfer
- ✓ Information Management
 - RYMARK/RCWD Annual IT Review
 - MS4 Front Administration Updates
- ✓ Restoration Projects
 - Street Sweeping Discussions
 - Watershed Based Implementation Funding (WBIF) Discussions
 - WSB Storm Water Reuse Assessment
 - Centerville FEMA Work Invoicing
- ✓ Regulatory
 - Inspection Team meeting
 - 2024 Rule Revision Check In
 - Permit closures
 - Permit Management Discussions
 - Staffing Check In/Discussions
- ✓ Drainage & Facilities Program
 - Biweekly Program Discussions with Consultants
 - Beaver Removal
 - Project close-Out
 - Priebe Lake Outfall Project (PLOP) Discussions
 - ACD 10-22-32 Alternative #4 Assessment Discussions
 - ACD 53-62 Repair Discussions, CP's Pond
- ✓ Lake & Stream Management
 - Centerville Lake In Lake Treatment Discussions

MEMORANDUM
Rice Creek Watershed District

Date: May 15th, 2024
To: RCWD Board of Managers
From: Patrick Hughes, Regulatory Manager
Subject: Staff Report for 04/17/24 to 05/15/24

Summary

- Created new permit and review files for the online database
- Sent notices of wetland boundary/type applications – 24-092R, 24-094R
- Sent notices of no-loss decisions – 23-076, 24-030
- Sent notice of exemption decision – 24-016
- Sent notice of administrative action to Board – 23-027
- Assisted in the drafting of engineer’s reports – 24-016, 24-019, 24-023, 24-029
- Reviewed multiple CAPROC submittals for permit issuance
- Sent 10-day notice letter to 347 Lilac Street
- Attended the 04/24/2024 and 05/08/2024 Board Meetings
- Hosted quarterly inspection team meeting
- Presented at the spring RCWD city-county partner meeting
- Attended CSAH 96 guardrail improvements pre-application meeting
- Attended portions of 2024 Spring Regulators Meeting
- Hosted NuStar Roseville Terminal pre-application meeting
- Hosted Anoka TEP site review – 6246 Otter Lake Road
- Attended Targeted Program scope of work discussion
- Hosted pre-application meeting for 8196 20th Ave N in Lino Lakes
- Discussed potential WCA violation with permit #19-047 and next steps
- Met with 347 Lilac Street owner regarding public drainage system crossing
- Attended 35W Logistics Center meeting with DNR regarding T&E plant species
- Assisted with assessment of offsite storage permit file contents
- Hosted pre-application meeting for Century Ave reconstruction
- Met with internal inspection team to address any questions and concerns
- Presented at the May CAC meeting on regulatory rules, program, and Forest Lake road projects
- Attended regular PMT meeting for two roundabout projects on Mississippi Street
- Reconvened on rule revision discussion with Administrator, engineer, and counsel
- Attended May Workshop – Wagamon discussion, rule and program update
- Participated on interview team for Inspection Coordinator and Inspector positions
- Attended May Hugo TEP meeting (wetland bank prospectus, trail projects)
- Hosted pre-application meeting for Bobby Theisen Park
- Continued management of inspection program during transitional period

MEMORANDUM

Rice Creek Watershed District



Date: May 10th, 2024
To: RCWD Board of Managers
From: Will Roach, Watershed Technician/Inspector
Subject: Staff Update April 18th – May 15th

Introduction

- Hand off meeting with Abby Tekiela for the Watershed Based Implementation Funding (WBIF) grant funding program.
- Scheduled first Metro Rice Creek WBIF convene meeting for May 14th to be held at RCWD office.
- Fielded questions by residents regarding potential violations as well as permitting questions on a potential project.
- Watched the April 23rd Circle Pines City Council meeting to take notes on the *Environmental Incentives* agenda item and report back to District staff.
- Attended the April 24th Workshop for the VLAWMO Comprehensive Watershed Management Plan.
- Conducted site inspections in Columbus and Forest Lake, with the purpose of the Columbus inspections to investigate potential site/WCA violations noted by permitting staff.
- Coordinated with the Technical Evaluation Panel (TEP) which consists of BWSR and County staff to discuss potential violations and options for property owners.
- Sent out inspection reports to project contacts, detailing compliance issues, corrective actions, and deadlines for work to be completed by.
- Participated in several internal staff meetings to discuss projects and other items of RCWD concern.
- Assisted temporary inspector with the closeout process of a project site.
- Attended several pre-con meetings with City staff and contractors in Forest Lake.



MEMORANDUM
Rice Creek Watershed District

Date: May 14, 2024
To: RCWD Board of Managers
From: Tom Schmidt, Public Drainage and District Facilities Manager
Subject: Staff Report May 2024

Highlights for this month

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

Contracted with living water tree service to remove two large cottonwoods on the outlet culvert of Branch #1 of ACD # 10-22-32 in Lino Lakes (complete).

Completed with Scandia Trucking and excavating the tile replacement project on WJD #5 in Forest Lake.

Completed steep ditch bank right-of-way brush/ tree mowing on AWJD #3 Branch #3 in Hugo (Dunaway Construction).

Contracted with Scandia Trucking and excavating for tile/repair replacement on a section of the main trunk of ACD # 72 in Lino Lakes) (in progress).

Worked with staff to get the district iron-enhanced sand filter facilities up and running for the season (in progress).

Contracted with Joe Grubbs for beaver trapping on the main branch of ACD # 10-22-32 in Lino Lakes and the main trunk and branch # 4 of WJD #2 in Hugo (in progress).

Contracted with A& L Sod for the removal of a beaver dam on the main branch of ACD # 10-22-32 in Lino Lakes (complete).



MEMORANDUM
Rice Creek Watershed District

Date: May 15, 2024
To: RCWD Board of Managers
From: Kendra Sommerfeld, Communications & Outreach Manager
Subject: Staff Report 4/17/2024-5/15/2024

MN Water Stewards

- Capstone project planning in progress with Forest Lake High School and WCD
- Working with Fridley for the Water Steward art project

Partnerships/Collaborations

- Blue Thumb rain garden maintenance workshop with Roseville
- Shoreview Rain garden maintenance workshop planned and scheduled
- Partnership with Growing Green Hearts- programming in progress in multiple cities
- Spring 2024 city/county partner meeting completed
- Created and ordered multiple signs for water quality grant projects
- Friends of Miss River EIS program “On the Water” program planned and scheduled
- Anoka CD and DNR educational walking tour planned and scheduled
- Planning initiatives with White Bear Lake Center for the Arts for 2025
- Birchwood Village outreach event and grant project discussion
- Planning and partnership efforts with Anoka SWCD on various grants Anoka SWCD is applying for

Targeted Outreach Program

- Working on targeted outreach initiatives and planning for 2024

Project/Program Outreach

- Centerville Lake Alum Project
- Grant program outreach for new application periods. Working with various cities and SWCD on project and grant outreach
- Working on creating “Maintenance Kits” for grantees within the Water Quality program
- Enhanced street sweeping program assistance- Molly Nelson leading

2023 Annual Report

- Completed and submitted

Other

- Board workshop presentation on Program Review and Budget at May workshop
- Assisting with Conversation Corp program and doing outreach/articles for those efforts

MEMORANDUM
Rice Creek Watershed District



Date: 5/14/24
To: RCWD Board of Managers
From: Catherine Nester, District Technician/Inspector
Subject: Staff Report 4/17/24 – 5/13/24

Highlights from Preceding Month

- Continued setting up the new monitoring data management platform (WISKI), including building system components, importing test data, data preparation/organization, and virtual meetings with a company representative.
- Conducted targeted chloride monitoring at various stream & ditch monitoring sites.
- Provided lab results and historic chloride data to U of MN students for their chloride monitoring project.
- Performed routine maintenance and calibration on lake and stream monitoring equipment and restocked supplies.
- Performed routine monitoring at various stream & ditch monitoring sites throughout RCWD.
- Finished installing continuous level loggers at various stream and ditch sites in RCWD.
- Completed an online boater safety certification course.
- Ongoing coordination and communication with staff & HEI regarding proposed legal boundary updates in Ramsey, Anoka, and Hennepin counties.
- Removed debris from the fish barrier on JD1.1 near Bald Eagle Lake in White Bear Township.
- Attended a demonstration of an aquatic lake monitoring robot hosted by the University of Minnesota at Snelling Lake in St. Paul on April 24.
- Set up new computer and transitioned to Microsoft Teams calling.
- Communicated with the Superintendent at Oneka Ridge Golf Course about 2024 reuse system operations and sampling.

MEMORANDUM
Rice Creek Watershed District



Date: May 15th, 2024
To: RCWD Board of Managers
From: Anna Grace, Regulatory Technician
Subject: Staff Report 4/17/24 – 5/14/24

- Created new permit files for online database and Laserfiche.
- Created new review files for online database and Laserfiche.
- Reviewed new permit applications and Initial Completeness Review Checklists were completed.
- Sent incomplete notice emails and continued working with applicants in tandem with RCWD staff and HEI consultants to receive all the required application materials.
- Continued coordinating with RCWD staff and inspectors with violations.
- Sent five permit applications to HEI for review.
- Sent one permit application to RCWD (myself) for review.
- Received 16 new review file inquiries for permit/past file/landowner/consultant/violation/City.
- Provided office duty coverage for various regulatory duties (Administrative Permit Reviews, Administrative/Board Notices, CAPROC Notices, CAPROC Review, and Permit Issuance).
- Phone and email correspondence.
- Attended 19 scheduled meetings.
 - Attended virtually the Spring 2024 Regulators meeting.
 - Attended the 5/8 Board meeting to assist Theresa.
 - Attended virtual pre-application meeting for Century Ave Reconstruction in Mahtomedi and White Bear Lake.
 - Scheduled and attended virtual pre-application meeting with RCWD, HEI, and project's team for proposed building expansion in Blaine.

MEMORANDUM

Rice Creek Watershed District



Date: May 14, 2024
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: Staff Report 4/18/2024 to 5/14/2024

- Coded invoices for payment this month which were reviewed by Administrator Nick Tomczik and Treasurer Marcie Weinandt and sent to our accountant Bonnie Burns via an excel spreadsheet.
- Initiated approved ACH's from vendor portal and released through US Bank SinglePoint portal.
- Researched check positive pay through US Bank.
- Gathered all timesheets and reviewed employee timesheets for administrator's final review.
- Updated payroll timesheet with ESST hours for employee earning statements.
- Provided worksheets to payroll for employees with salary increases and retro pay.
- Provide bi-monthly payroll template to Redpath and updated information as needed.
- Organized resumes received for Program Manager, Inspection Coordinator, Inspector, and Program Support Technician jobs. Redacted resumes and provided to interview teams for each job. Contacted and scheduled interviews for all 4 positions.
- Participated in interview team for Program Support Technician.
- Provided comments on interview questions for the Program Support Technician.
- Worked with IT consultant Rymark to remove all terminated employees from our computer systems.
- Worked with IT consultant Rymark to create a new Telework Calendar for all employees to view.
- District changed to a new phone system and vendor on Tuesday, May 7th. The District is using Teams/ Working with new vendor to fix transfer problems, voicemail issues and anything that arises.
- Track accounts receivable and deposit checks as needed.
- Invoiced the City of Centerville for JPA-FEMA
- Review and track monthly financial reports.
- Tracking grant expenses for FY2023 WBIF grant and 2024 CWF Centerville Lake grant.
- Handled HR/Benefit issues and entered information needed on vendor portals.
- Provide minute templates to TimeSavers for meetings. Reviewed and edited regular Board minutes.
- Provided draft minutes for the Board workshop.
- Review monthly check register and interim financial statements.
- Retrieved, reviewed, and coded statements for district 6 bank accounts.
- Monitor District financial accounts and investments, US Bank and 4M.
- Provide requested information to Board members and Administrator as needed.
- Assisted Board and Staff as needed.
- Created and assembled agenda packets. Posted on website and sent out Mailchimp notice.
- Created notice and postcard for RCD1 information meeting. Worked with PrintCentral to mail out notice. Posted notice and memo on website. Sent out Mailchimp notice. Mailed separate notices to Ramsey County, Ramsey County SWCD, MnDOT, MN Army National Guard, Cities of Arden Hills and Shoreview
- Attended board meetings and staff meetings.
- Placed orders for supplies as needed.
- Maintain Laserfiche filing system and scanned documents District receives into Laserfiche.
- Attended PERA ERIS system training

ITEMS FOR DISCUSSION AND INFORMATION

2. June Calendar



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

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

MEMORANDUM
Rice Creek Watershed District

Date: May 14, 2024
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: June Calendar

- Wednesday, June 5, 5:30 p.m.** Citizen Advisory Committee Meeting,
Board Liaison Manager Weinandt, RCWD District Conference Rm & remotely*
- Monday, June 10, 9 a.m.** Board Workshop
RCWD District Conference Room and remotely*
- Wednesday, June 12, 9 a.m.** Regular Board of Managers Meeting
at Shoreview City Hall Council Chambers and remotely*
- Thursday, June 13** Deadline for submission of Expense Report
- Wednesday, June 19** Juneteenth-Office Closed
- Wednesday, June 25-26** MN Watersheds Summer Tour hosted by Capitol Region WD &
Ramsey Washington Metro WD
Workshop & Reception location:
The Essence, 1217 Bandana Blvd N, Saint Paul, MN
- Wednesday, June 26, 9 a.m.** Regular Board of Managers Meeting
at Shoreview City Hall Council Chambers and remotely*

* remotely=by alternative means (teleconference or video-teleconference) from remote locations