



REGULAR MEETING OF THE RCWD BOARD OF MANAGERS

Wednesday, December 10, 2025

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

and

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

Minutes

CALL TO ORDER

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

ROLL CALL

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

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

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

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

Visitors: Keith & Nancy Narr

OPEN MIC/PUBLIC COMMENT

SETTING OF THE AGENDA

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

29 the Board would need to appoint a Secretary Pro-Tem for tonight's meeting in the absence of
30 Manager Robertson.

31
32 Manager Waller volunteered to serve as Secretary Pro-Tem for the meeting.
33

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

36
37 ***Motion by Manager Waller, seconded by Manager Bradley, to approve the agenda, as
38 amended. Motion carried 3-0.***

39
40 **READING OF THE MINUTES AND THEIR APPROVAL**

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

44
45 **CONSENT AGENDA**

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

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

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

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

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

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

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

64 Regulatory Manager Hughes explained that page 34 of the packet shows that there is an
65 additional area that was not being developed under this permit application, so there could be

66 additional work in that location. He noted that there would be a cap on the amount of
67 impervious surface that could be done here.

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

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

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

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

77 **Permit Applications Requiring Board Action**

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

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

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

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

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

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

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

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

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

108 District Engineer Otterness noted that the District rule references low floor elevation, and that is
109 to avoid the risk of long-term inundation, if there is a flood, that can work its way through the
110 soil and get into the basement. He stated that in this variance application, the low floor
111 elevation is below the 100-year flood elevation, but the lowest opening of the house is above the
112 100-year flood elevation.

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

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

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

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

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

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

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

130

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

133

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

135

136 A. The RCWD Board of Managers approves the request for variance under Permit #25-115
137 for the Property.

138 B. The approval is conditioned upon the following:

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

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

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

148

149 President Bradley stated that it appears that the contractor did not pass this information along
150 to the owners.

151

152 ***Manager Weinandt seconded the motion.***

153

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

158

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

161

162 District Administrator Tomczik asked District Engineer Otterness to discuss the District model
163 information related to the downstream condition and the bridge trusses.

164

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

169

170 **ROLL CALL:**

171 ***Manager Bradley – Aye***

172 ***Manager Robertson – Absent***

173 ***Manager Wagamon – Absent***

174 ***Manager Waller – Aye***

175 ***Manager Weinandt – Aye***

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

177

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

181

182 **ITEMS REQUIRING BOARD ACTION**

183 **1. 2026 Truth in Taxation (TNT) Opportunity for Comment**

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

187

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

189

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

191

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

196

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

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

200

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

214

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

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

220
221 ***Motion by Manager Waller, seconded by Manager Bradley, to adopt Resolution 2025-11 Resolution, Awarding the Contract for the Repair of Anoka County Ditch 53-62 (Branches 5 and 6 Repair).***
222
223

224
225 **THEREFORE BE IT RESOLVED** by the RCWD Board of Managers that:

226
227 A. The contract for the repair of ACD 53-62 (Branches 5 and 6 Repair), base bid
228 contract is awarded to Apex Drainage, LLC, for the contract price of \$219,014.00.

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

233 C. The District administrator shall sign and transmit the notice of award, sign the
234 construction agreement, and issue the notice to proceed on advice of counsel and
235 the District's engineer, when prerequisites for insurance and bonding have been
236 met by the contractor.

237 D. The District administrator may sign task/change orders increasing the contract
238 price in an aggregate net amount not to exceed 10% of the contract price
239 (\$21,901.40). Any change order in excess of that amount must be approved by the
240 Board.

241
242 **ROLL CALL:**

243 ***Manager Bradley – Aye***

244 ***Manager Robertson – Absent***

245 ***Manager Wagamon – Absent***

246 ***Manager Waller – Aye***

247 ***Manager Weinandt – Aye***

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

249
250 President Bradley explained that he was troubled by the response from the airport.

251
252 Regulatory Manager Hughes displayed an aerial map of the area that showed the airport
253 property and the public ditch location.

254
255 The Board discussed the location of the project in comparison with the airport property.

257 District Attorney Kolb suggested that the property owners, if this portion of the drainage
258 system doesn't affect any other properties, petition the District for partial abandonment.
259 He explained that this was an appropriate suggestion to make to them because of their
260 hesitancy to allow the District access to the ditch to conduct the maintenance.
261

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

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

268 Project Manager Petry reviewed the staff recommendation for the Board to approve the
269 Jones Lake outlet modification, dredging, restoration project, and publish the EAW on the
270 *Environmental Quality Board Monitor*. He explained that once it is published, there
271 would be a 30-day comment period.
272

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

277 Manager Weinandt asked if the Houston Engineering work had been funded through an
278 MPCA grant.
279

280 Project Manager Petry confirmed that the project was being funded through an MPCA
281 grant through Task Order #25-12, which had already been approved.
282

283 Manager Weinandt asked how many EAWs the District was involved in and if it was a
284 common occurrence.
285

286 District Administrator Tomczik noted that an EAW for the District was infrequent and
287 suggested that the motion be amended to authorize a signature.
288

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

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

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

295 District Administrator Tomczik explained that approval of this proposed resolution was
296 necessary because the Board would not be holding a second meeting during the month
297 of December.
299

300 ***Motion by Manager Bradley, seconded by Manager Weinandt, to adopt Resolution***
301 ***2025-12 Authorization For Payment Of December 2025 Check Register.***

302
303 **THE THEREFORE BE IT RESOLVED** that the Board of Managers authorize the District Treasurer
304 to review and approve payment of the December 24, 2025, check register in an amount
305 not to exceed \$400,000 for operating expenses, and \$150,000 surety returns.

306
307 **ROLL CALL:**

308 ***Manager Bradley – Aye***

309 ***Manager Robertson – Absent***

310 ***Manager Wagamon – Absent***

311 ***Manager Waller – Aye***

312 ***Manager Weinandt – Aye***

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

314
315 **5. Check Register Dated December 10, 2025, in the Amount of \$113,180.72, Prepared by**
316 **Redpath and Company**

317
318 ***Motion by Manager Weinandt, seconded by Manager Bradley, to approve the check***
319 ***register dated December 10, 2025, in the Amount of \$113,180.72, prepared by Redpath***
320 ***and Company. Motion carried 3-0.***

321
322 **6. 2026 Administrator Salary**

323
324 ***Motion by Manager Weinandt, seconded by Manager Bradley, to increase the District***
325 ***Administrator salary for 2026 by 5%, adding \$7,000 to the current salary for a total of***
326 ***\$146,343 annually. Motion carried 2-1 (Waller opposed).***

327
328 President Bradley explained that this had been discussed at the Board's recent workshop
329 meeting.

330
331 **7. League of Minnesota Cities Insurance Trust Property & Casualty Insurance Renewal**
332 **Invoice**

333 District Administrator Tomczik reminded the Board that this information had been
334 distributed at the dais earlier tonight. He explained that the insurance premium showed
335 a 4.98% increase from the 2025 amount.

336
337 ***Motion by Manager Waller, seconded by Manager Weinandt, to approve payment of***
338 ***the League of Minnesota Cities Insurance Trust 2026 insurance premium invoice in the***
339 ***amount of \$27,505.00. Motion carried 3-0.***

340
341 **ITEMS FOR DISCUSSION AND INFORMATION**

342 **1. Les Bolstead Property Update**

343 Project Manager Petry updated the Board on the Les Bolstead property, which has been
344 advertised for purchase through a Request for Proposals process, and explained that this
345 was property owned by the University of Minnesota that has been 'surplused'. He
346 stated that the District was interested in this property because it was the intersection of
347 three cities, Roseville, Lauderdale, and Falcon Heights, as well as three watersheds, Rice
348 Creek Watershed District, Capital Region Watershed District, and Mississippi Watershed
349 Management Organization. He described the technical memo that had been introduced
350 as an addendum to the RFP.

351
352 District Administrator Tomczik reminded the Board that this was intended as an
353 informational item.

354
355 **2. Staff Reports**

356
357 **3. District Engineer Updates and Timeline**

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

361
362 **4. December/January Calendar**

363
364 **5. Administrator Updates**

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

369
370 Drainage and District Facilities Manager Schmidt gave an update to the Board on city
371 partner meeting and discussions held, related to ACD 10-22-32.

372
373 Manager Waller encouraged District staff to continue holding these types of meetings
374 and not to be a 'one and done' scenario.

375
376 District Administrator Tomczik stated that the District shared information on work
377 completed, over topping standard, culvert sizing standards, potential future work and
378 possible location and recognized that the cities expressed no concern with the standards.
379 District Administrator Tomczik asked Drainage and Facility Manager Schmidt to update
380 the Board on the informational meeting related to ACD 53-62.

381
382 Drainage and Facilities Manager Schmidt stated that because the Board approved
383 awarding the contract for the ACD 53-62 project, staff would notice an informational
384 meeting for landowners on Tuesday, January 6, 2026, at 6:30 p.m. in the District
385 Conference Room.

387 District Administrator Tomczik noted that District staff have continued to reach out to
388 Birchwood Village to communicate on the Priebe Lake Outlet project. He stated that
389 there was Board Workshop discussion regarding manager resignation and explained that
390 staff had not received any communication. He stated that he felt it would be reasonable
391 for them to work in coordination with Anoka County to ensure free-flowing
392 communication.

393
394 District Attorney Kolb explained how he had been involved in this type of communication
395 in other areas where he has worked. He noted that the Statute was not completely clear
396 on the requirements when there is a vacancy of this type that occurred before the natural
397 ending of a term. He outlined the typical process followed when there is a vacancy or
398 anticipated vacancy on the Board. He explained that because the District was
399 anticipating receipt of a resignation, they put together a letter to the appointing authority
400 board and copied all the municipalities in the appointing authority, so everyone is aware
401 of the process.

402
403 The Board discussed the possible upcoming resignation and the letter's next steps offered
404 to the county and cities would be best for the District to follow.

405
406 District Administrator Tomczik stated that he, Drainage and Facilities Manager Schmidt,
407 and Regulatory Manager Hughes met with the administrator at the City of Forest Lake
408 and their engineer to discuss JD-4. He explained that the District had been awarded the
409 Project of the Year for 2025 for the Hanson Park Water Quality and Flood Control project
410 from the Minnesota Association of Floodplain Managers.

411 **6. Manager Updates**

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

414
415 Manager Weinandt stated that she wanted to follow up on the Board's discussion related
416 to a potential lobbyist for Jones Lake. She explained that if they ended up being
417 interested, she had a contact name she could share.

418
419 The Board discussed the possibility of a lobbyist for Jones Lake and suggested that it may
420 be a good topic for a future workshop meeting.

421 **ADJOURNMENT**

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