



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

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BOARD OF
MANAGERS

Jess Robertson
Anoka County

Steven P. Wagamon
Anoka County

Michael J. Bradley
Ramsey County

Marcie Weinandt
Ramsey County

John J. Waller
Washington County

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

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

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

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

READING OF THE MINUTES AND THEIR APPROVAL

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

CONSENT AGENDA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. The approval is conditioned upon the following:

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

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

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

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

Manager Weinandt seconded the motion.

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

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

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

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

ROLL CALL:

Manager Bradley – Aye

Manager Robertson – Absent

Manager Wagamon – Absent

Manager Waller – Aye

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-***
179 ***115 as outlined in the RCWD District Engineer's Findings and Recommendations, dated***
180 ***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***
193 ***2025-08 to Adopt Proposed 2026 Budget and Direct Certification of 2026 Tax Levy,***
194 ***having held an opportunity for public comment on the Budget and Levy after the tax***
195 ***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.
216

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

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).

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

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

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

C. 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 insurance and bonding have been met by the contractor.

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

ROLL CALL:

Manager Bradley – Aye

Manager Robertson – Absent

Manager Wagamon – Absent

Manager Waller – Aye

Manager Weinandt – Aye

Motion carried 3-0.

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

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

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

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

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

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

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

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

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

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

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

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

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

Motion carried 3-0.

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

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

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

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

ROLL CALL:

Manager Bradley – Aye

Manager Robertson – Absent

Manager Wagamon – Absent

Manager Waller – Aye

Manager Weinandt – Aye

Motion carried 3-0.

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

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

- 6. 2026 Administrator Salary**

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

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

- 7. League of Minnesota Cities Insurance Trust Property & Casualty Insurance Renewal Invoice**

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

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

ITEMS FOR DISCUSSION AND INFORMATION

- 1. Les Bolstead Property Update**

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

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

2. Staff Reports

3. District Engineer Updates and Timeline

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

4. December/January Calendar

5. Administrator Updates

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

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

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

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

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

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

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

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

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

6. Manager Updates

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

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

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

ADJOURNMENT

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