



APPROVED

## RCWD BOARD OF MANAGERS WORKSHOP

Monday, December 11, 2023

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 location

The Board convened the workshop at 9:03 a.m.

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

Absent:

Staff: Administrator Nick Tomczik, Public Drainage Inspector Ashlee Ricci, Permit Coordinator/Wetland Specialist Patrick Hughes, Inspector Terrence Chastan-Davis (video-conference), Office Manager Theresa Stasica

Consultants: District Engineer Chris Otterness-Houston Engineering, Inc., Ellen Hinrichs-Career Enhancement Options, Inc.; Allen Johanning-Gallagher (video-conference)

Visitors:

Public Drainage Inspector Ricci informed the Board that District Attorney Kolb will have the Ramsey County Ditch (RCD) 4 Final Order Directing the Repair and Implementing Water Management District Charges Resolutions and the 12/7/2023 RCD4 Public Hearing minutes available at Wednesday's meeting.

### Compensation Study Process & Update

Allen Johanning from Gallagher provided a presentation and update to the Board on the work they have done up to now on the District job description review, market salary study, and compensation philosophy. Mr. Johanning stated that when the project is finalized, Gallagher will create a detailed administrative tool for implementing the recommended changes, provide a presentation to the Board on their findings and recommendations, and provide training materials and a toolkit for the Administrator to use. The Board discussed the process to date with staff and consultants. Administrator Tomczik stated that he thought it was important for the Board to have an update on the progress to date. He stated future board workshop will include draft compensation philosophy information as outlined in the presentation.

### Earned Safe and Sick Time

Administrator Tomczik provided the Board with draft handbook language and notice regarding the new state earned safe and sick time law that will be effective 1/1/2024. The Board reviewed

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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

and discussed the materials with staff. This information will be on Wednesday's agenda for consideration.

### **Permit Fee Structure Update**

Permit Coordinator/Wetland Specialist Hughes and District Engineer Otterness provided a review of the adopted 2022 permit fee schedule, the amount of revenue collected via permit fees in the last two years relative to the cost of permit review, and how this relates to the Board's goal in developing the fee schedule. The Board discussed with staff the need to use this information during their review of the rules next year. The Board by consensus agreed with staff's recommendation to continue with the application fee schedule as-is and review the data at the end of 2024. Administrator Tomczik updated the Board on the current historic review process. Staff will give a presentation on this process early in 2024.

### **RCWD Draft 2024 Calendar**

Administrator Tomczik reviewed the calendar with the Board. The Board will take action on this item at its Wednesday meeting.

The Board took a 5-minute break.

### **Administrator Updates**

Administrator Tomczik updates:

- Email to managers on findings and approach in considering extensions for grants, cost-share
- Program Manager training occurred through Pryor Learning and on-going
- First of year all staff will be scheduled 40hrs/weekly
- File management update - scanning paper files in office and storage project
- ACD 53/62 Main Truck Project and the City of Circle Pines' concern regarding pond sedimentation
- ACD 10/22/32 - DNR response letter sent to Board, staff communicating with Columbus
- RCD 2, 3 & 5 - contacted MnDOT regarding potential interstate flooding shown in the District's model and water quality aspects
- Legislative efforts on-going regarding potential RCD 2, 3, & 5 project funding

District Engineer Otterness provided a brief update regarding the Drainage Work Group

**Administrator Review (Closed Session) 11:15 a.m.**

***Motion by Manager Waller, seconded by Manager Bradely, that the Board convene into a closed session to evaluate the performance of the District Administrator. The Administrator affirmed that he is not requesting that the review be conducted in open session. Motion carried 5-0.***

Office Manager Stasica stated the zoom video meeting will end at this time (no participants) and after the conclusion of the closed session, the open session will be audio taped.

The Board reconvened in open session.

The Board had a ranging discussion on improved areas and where they would like to see changes in Nick's performance and to set his salary.

Manager Bradley, on behalf of the Board, summarized the Board's conclusions regarding the evaluation, as follows: All five members of the Board met and reviewed the seven goals previously established for the administrator. The Board identified areas they would like to see changes, particularly to advising the Board in a timely manner on events that are happening and affecting the District. The Board discussed salary based on performance and cost of living and agreed to increase Nick's existing salary by \$6,000 less than 5% which result in a salary of \$135,284.

***Motion by Manager Bradley, seconded by Manager Weinandt, to adjust Nick Tomczik's salary by \$6,000, total salary \$135,284 effective 1/1/2024. Motion carried 3-2 (Opposed Managers Robertson and Waller).***

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