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JANUARY						
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## RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, December 13, 2023, 6:30 p.m.

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

or via Zoom Meeting:

<https://us06web.zoom.us/j/86112204219?pwd=bnlBUmhmdUZsZkxHT1hJRkYxd2p2dz09>

Meeting ID: 861 1220 4219

Passcode: 569180

Dial by your location +1 312 626 6799 US (Chicago)

Meeting ID: 861 1220 4219

Passcode: 569180

## Agenda

### CALL TO ORDER

### ROLL CALL

### SETTING OF THE AGENDA

### APPROVAL OF MINUTES: NOVEMBER 6, 2023 WORKSHOP; NOVEMBER 8, 2023

### REGULAR MEETING; AND DECEMBER 7, 2023 RAMSEY COUNTY DITCH 4

### REPAIR REPORT & WATER MANAGEMENT DISTRICT PUBLIC HEARING

### CONSENT AGENDA

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

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

No.	Applicant	Location	Plan Type	Recommendation
22-082	City of Roseville	Roseville	Public/Private Drainage System Wetland Alteration Floodplain Alteration	CAPROC 7 items
23-070	Blino, LLC/ VorandeSoto, LLC	Lino Lakes	Final Site Drainage Plan	CAPROC 3 items

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated December 5, 2023.*

**PERMIT APPLICATIONS REQUIRING BOARD ACTION**

<b>No.</b>	<b>Applicant</b>	<b>Location</b>	<b>Plan Type</b>	<b>Recommendation</b>
21-135	Christopher Voxland	Forest Lake	Floodplain Alteration	VARIANCE REQUEST Amendment #1-APPROVAL

**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. Lower Rice Creek Stabilization Repair Minnesota Native Landscape Payment (Matt Kocian)
2. WISKI Monitoring Database Software (Matt Kocian, Catherine Nester)
3. Truth in Taxation Public Meeting (Nick Tomczik)
4. Final Certification of 2024 Tax Levy and Budget (Nick Tomczik)
5. Ramsey County Ditch (RCD) 4 Final Order Directing the Repair and Implementing Water Management District Charges (Ashlee Ricci)
6. 2024 Rice Creek Watershed District Board Calendar (Nick Tomczik)
7. 2023 Comprehensive Wetland Protection and Management Plan (CWMPMP) Report -HEI Task Order (Patrick Hughes)
8. City of Fridley 2021 East Moore Lake Enhancement Project Cost Share Extension Request (Will Roach)
9. Jacon, LLC Partial Pay Request #1 Anoka-Washington Judicial Ditch 3 Phase 2 Repair Project (Ashlee Ricci)
10. Anoka County Ditch 53-62 Main Trunk Repair Project Complete & US Sitework, Inc. Final Pay Request (Ashlee Ricci)
11. Administrator Review (Manager Bradley)
12. December 27, 2023 Check Register – Resolution Authorizing Treasurer Approval (Nick Tomczik)
13. Check Register Dated December 13, 2023, in the Amount of \$168,229.35 Prepared by Redpath and Company

**ITEMS FOR DISCUSSION AND INFORMATION**

1. District Engineer Update and Timeline
2. Staff Reports
3. December/January Calendar
4. Administrator Updates
5. Manager's Update

**APPROVAL OF MINUTES: NOVEMBER 6, 2023 WORKSHOP;  
NOVEMBER 8, 2023 REGULAR MEETING;**

# Draft

For Consideration of Approval at the December 13, 2023 Board Meeting.  
Use these minutes only for reference until that time.

## RCWD BOARD OF MANAGERS WORKSHOP

Monday, November 6, 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 locations

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

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

4 Absent:

5 Staff: Administrator Nick Tomczik, Public Drainage Inspector Tom Schmidt, Technical Field Assistant  
6 Abel Green, Public Drainage Inspector Ashlee Ricci, Communication & Outreach Coordinator Kendra  
7 Sommerfeld (video-conference), Permit Coordinator/Wetland Specialist Patrick Hughes, Office  
8 Manager Theresa Stasica

9 Consultants: District Engineer Chris Otterness-Houston Engineering, Inc., District Engineer Adam Nies  
10 (video conference)-Houston Engineering, Inc., Attorney John Kolb-Rinke Noonan

11 Visitors: Council Member Janet Hegland, City of Columbus; Mayor Jesse Preiner, City of Columbus;  
12 Administrator Elizabeth Mursko, City of Columbus, Perry Wagamon; City Engineer Kevin Bittner, City of  
13 Columbus

### 14 **Communication – Manager Wagamon**

15 Manager Wagamon stated he was made aware of a communication from DNR to RCWD that was shared by  
16 the City of Columbus, yet the Board was not given it and was unable to respond to the City and landowners'  
17 questions. He stated that he thinks anything of substance should be given to the Board before the public  
18 knows, so that the Board can answer questions. Administrator Tomczik responded that the Board's  
19 direction to staff was to engage DNR and come back to the Board with a position. At the time of the DNR  
20 communication, the DNR's communication did not the address the District's inquiry and a position was not  
21 available; and further added that staff are available to speak with Board members or the public regarding  
22 any questions. Manager Waller stated the Board will discuss this more at their next workshop.

23

### 24 **Anoka County Ditch (ACD) 10-22-32 Alternative 4 Feasibility**

25 Staff gave a brief overview of the District's work to date on ACD 10-22-32 north of Pine Street. Staff and  
26 consultants updated the Board on their progress with the Board's June 14, 2023 motion for staff to develop  
27 maintenance Alternative #4[(As Constructed Subsequently Improved Condition (ACSIC) Option] for ACD 10-  
28 22-32 north of Pine Street by: Identifying and quantifying regulatory requirements; Assessing the feasibility  
29 of the proposed alternative in light of the regulatory requirements; and engaging with municipal partners,  
30 DNR, and other regulatory land use and road authorities as necessary to evaluate the feasibility of  
31 maintenance Alternative #4.

32



Manager Bradley requested that staff be assertive to the DNR on RCWD's position on likely extent of impacts resulting from Alternative #4.

City Administrator Mursko asked if there was an entitlement to drainage since the date of the ditch precedes the Wetland Conservation Act. Attorney Kolb explained the historical background of the Wetland Conservation Act (WCA) and Public Waters law, noting that there are exemptions in WCA for some, but not all, repairs, but DNR's Public Waters administration has taken a different approach. Attorney Kolb further clarified that the Public Waters law is the controlling regulation at the 137<sup>th</sup> and Jodrell culverts.

Manager Wagamon stated that Jodrell is backing up all the water and it's not just on one landowner. Manager Wagamon further added that he feels that none of these solutions address the original flooding concern that was brought to him and Coon Creek caused the problem by installing Jodrell.

City Engineer Bittner stated that it seemed the DNR's September 11<sup>th</sup> response didn't address Jodrell as a controlling culvert and asked if there would be more flexibility for lowering it. Engineer Otterness clarified that the public water basin is divided by Jodrell Street and currently the DNR has focused on the lowering of 137<sup>th</sup> Ave which will impact the western basin, because it would have to be lowered first to make any headway. Once 137<sup>th</sup> is lowered, then Jodrell St would be considered as the control for the eastern basin.

Mr. (Perry) Wagamon indicated that Alternative #4 does not address his concern, and rather that the cause of observed flooding is Jodrell Street, which acts like a dam.

The Board discussed staff's work to date and by majority consensus directed staff to continue with the Board's June 14, 2023 motion as planned.

#### **Ramsey County Ditch (RCD) 4 Repair Charge Memo**

District Engineer Nies provided a presentation on the charge memo and reviewed the Board's past practice of ad valorem vs. water management district collections. The Board will review and decide at the meeting on Wednesday November 8<sup>th</sup>.

#### **2023 Minnesota Watersheds Resolutions – RCWD Voting Discussion**

Communications and Outreach Specialist Sommerfeld informed the Board that MN Watersheds distributed its annual meeting materials which have been provided in workshop packet. The Board discussed MN Watersheds' proposed bylaw change, draft legislative platform, delegates, and the six proposed resolutions. The Board will take action on these items at their Wednesday meeting.

#### **Administrator Updates**

Administrator Tomczik updates:

- Regulatory compliance update, no response from Chris Stowe
- ACD 53-62 Main Trunk repair completed; meeting with City of Circle Pines scheduled to discuss its concerns on sediment basin maintenance

- 74       • RCWD letter recently sent to the City of Mahtomedi regarding District programs to assist in  
75       monitoring and improving the water quality of Lost Lake  
76       • Washington County Commissioners WMO Budget workshop is on November 7<sup>th</sup> following their  
77       regular 9 a.m. meeting  
78   The workshop was adjourned at 11:53 a.m.

# DRAFT

For Consideration of Approval at the December 13, 2023 Board Meeting.  
Use these minutes only for reference until that time.

## REGULAR MEETING OF THE RCWD BOARD OF MANAGERS

Wednesday, November 8, 2023

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

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

## Minutes

### CALL TO ORDER

Vice President John Waller called the meeting to order, a quorum being present, at 9:00 a.m. He explained that President Michael Bradley was present at today's meeting, but had laryngitis, so he had been asked to run the meeting in his stead.

### ROLL CALL

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

Absent: None

Staff Present: District Administrator Nick Tomczik, Permit Coordinator/Wetland Specialist Patrick Hughes, Watershed Technician/Inspector Will Roach, Technician/Inspector Terrence Chastan-Davis, Communications and Outreach Specialist Kendra Sommerfeld (video-conference), Public Drainage Inspector Ashlee Ricci, and Office Manager Theresa Stasica

Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney Louis Smith from Smith Partners (video-conference); John Kolb from Rinke Noonan (video-conference)

Visitors: None

### SETTING OF THE AGENDA

District Administrator Tomczik suggested a rearrangement of the agenda to address subsequent meeting potential scheduling conflicts, in particular that Action Items #4 and #5 be moved to the top of the agenda.

***Motion by Manager Weinandt, seconded by Manager Robertson, to approve the agenda, as revised.***

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

**READING OF THE MINUTES AND THEIR APPROVAL**

**Minutes of the October 25, 2023 Board of Managers Regular Meeting. Motion by *Manager Robertson*, seconded by *Manager Wagamon*, to approve the minutes as presented. Motion carried 5-0.**

**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 opportunity for discussion:

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

No.	Applicant	Location	Plan Type	Recommendation
23-060	Escape Properties LLC	Columbus	Final Site Drainage Plan	CAPROC 8 items
23-063	Wayne Kelly	Lino Lakes	After the fact Land Development Wetland Alteration	CAPROC 2 items
23-066	Anoka County Highway Department	Blaine & Lino Lakes	Final Site Drainage Plan Street & Utility Construction Wetland Alteration Floodplain Alteration	CAPROC 7 items

Permit Coordinator/Wetland Specialist Hughes stated there appeared to be some technical difficulties and the people attending the meeting remotely are unable to hear the meeting.

Manager Wagamon noted that he would like to discuss Permit No. 23-060 in the future. He stated that this water is being sent to an area that they are considering flooded with basically no drainage and noted that he did not understand what the District did there. He stated that he would like to talk to somebody about it so he can understand it better because he believes that there will be more of these coming through.

President Bradley stated that he was under the impression that Manager Wagamon had wanted to table Permit No. 23-060.

Vice-President Waller clarified that Manager Wagamon just wanted the Board to have a discussion on the issue for the outlet and to have a better explanation at a future meeting.

President Bradley asked for confirmation that Manager Wagamon was in support of the Board approving the CAPROC.

Manager Wagamon confirmed that he would be in support of this particular permit application, but reiterated that he would like to have additional discussion in the future because he was not quite sure he understands it, which was why his initial thought had been to vote in opposition of this item. He reiterated

that he wanted to make sure he truly understood it better because he expects there to be a bunch more of this type of application coming through.

***It was moved by Manager Wagamon and seconded by Manager Bradley, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated October 26 & 31, 2023. Motion carried.***

## **OPEN MIC/PUBLIC COMMENT**

None.

## **ITEMS REQUIRING BOARD ACTION**

### **1. 2023 MN Watersheds Resolutions – RCWD Voting and Delegation Decision Action**

District Administrator Tomczik stated that at the workshop there was discussion that the proposed delegates would be President Bradley and Manager Weinandt with Manager Waller as an alternate.

***Motion by Manager Weinandt, seconded by Manager Bradley, to designate Manager Bradley and Manager Weinandt as the delegates to the 2023 MN Watersheds business meeting, with Manager Waller as the alternate. Motion carried 5-0.***

District Administrator Tomczik referenced the Watersheds annual meeting agenda and the recommendations from the Resolutions Committee. He reviewed what he understood the Board's position to be based on their workshop discussion: #1 – recommend support; #2 – do not recommend support; #3 – recommend support; #4 – recommend support; #5 – recommend support. He noted that their discussion did note that it may be problematic, but supported the idea; #6 – recommend support.

District Attorney Smith stated that regarding item #1 he thinks there is broad support for having the DNR get watershed district permits, but the caution he offers is the view that all State agencies must get permits from watershed districts and not just some State agencies, such as the DNR. He explained that he would recommend support of #1, with the change in the language to make it clear that it should be all State agencies and not just the DNR.

President Bradley stated that when he attempted to amend the language on the fly last year, he was told that they would not accept amendments.

Vice-President Waller asked if the Resolution Recommendation Committee would meet prior to the Watersheds business meeting.

District Attorney Smith noted that he was unsure if there would be another Resolution Recommendation Committee meeting, but the Board would meet and review the resolutions, so he thinks comments like these would still be timely to them prior to the business meeting.

Vice-President Waller suggested that they try to get that feedback to the Recommendations subcommittee prior to it coming to the floor.

***Motion by Manager Bradley, seconded by Manager Weinandt, to instruct the delegates to vote in accordance with the stated RCWD positions related to the six resolutions, budget, and bylaw on the agenda at the 2023 MN Watersheds business meeting.***

With regard to proposed Resolution #1, Manager Wagamon stated that he thought the District had taken the position that they did not need a permit from the DNR.

President Bradley clarified that Resolution #1 is saying the DNR needs a permit from the District.

President Bradley noted that last year, District Administrator Tomczik did an excellent job of getting up and explaining their support for one of the past resolution items. He stated that he thinks that District Administrator Tomczik handling the explanation and narrative went over well and he would support a continuation of his handling this effort.

Vice-President Waller stated that he would like to make sure the Board has copies of the language for the resolutions.

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

Manager Weinandt stated that they should also bring their information along to the meeting because she did not believe they were planning to distribute any paper copies.

District Administrator Tomczik noted that the Open Meeting law declaration came up at the workshop as an item of interest. He noted that the District's resolution on Open Meeting Law is that the District, itself, has declared the emergency and it is Covid based. He clarified that the District can declare an emergency regardless of the State's position and explained that he believed the District's declaration of an emergency seems to have a sound basis given the continuation of COVID matters and they can continue with it.

District Attorney Smith stated that the Board did not need to take action on this item but wanted to clarify that they were not talking about the District declaring an emergency, but that pandemic conditions are such that the District believes that it is not prudent to have all in-person meetings.

Vice-President Waller stated that this means that the District has the authority to call for a hybrid meeting if they felt it was necessary.

District Administrator Tomczik stated that he wanted to affirm his position that the District 'has' declared a situation under which they believe it is important to offer the opportunity for hybrid meetings for the public and the Board.

The Board discussed the Open Meeting Law declaration and various ways it could be understood including its specificity relating to Covid.

District Attorney Smith explained that the law currently provides for participation with active technology apart from the pandemic as long as you provide notice and are in a publicly accessible location. He noted that not participating in person because of a Covid related illness is a separate basis under the Open Meeting law for remote participation.

Manager Robertson stated that she thinks the Board is talking about two separate issues. She noted that when she was going through the orientation for serving on the Board, she was advised that the only way she could participate electronically was if she had Covid.

District Administrator Tomczik stated that both provisions provide a basis for a Manager to meet remotely, although the circumstances are different for each.

Manager Wagamon asked if the Board members could vote if they noticed the meeting appropriately and participated remotely.

President Bradley stated that they would be eligible to vote in both those circumstances. He explained that the purpose of the legislation was to eliminate the necessity of finding a public place and publishing the notice of their location.

Manager Robertson stated that she understands that and reiterated that she was under the impression that the only way that she could participate electronically in the full capacity as a Manager was under the Covid guideline. She expressed frustration because she had to miss a Board meeting in October because she was out of town at a conference and explained that she would have been happy to advise the District about her location in order to be able to participate.

Manager Weinandt stated that she thinks it also comes back to the Covid issue and gave the example of waking up one morning and not feeling well but were unsure if it was Covid. She stated that in this fictitious example, her mind is working well enough to participate in the meeting, but would not want to expose herself to others because she doesn't know if she has Covid. She stated that it once again comes back to the need for a doctor's note, which, in her opinion, seems very elementary school.

District Administrator Tomczik read aloud from the current declaration which says, 'based on advice from a healthcare professional.' He stated that he did not read that to say that they would need

192 to have a note from the doctor because the general guidance is to treat it as though it may be Covid  
193 would be clear. He apologized to Manager Robertson if there had been a miscommunication or  
194 misunderstanding about her ability to fully participate remotely because there have been times in  
195 the past where Board members have participated remotely with proper published notice for other  
196 public locations.

197  
198 District Attorney Smith offered a historical footnote that there are some boards that take the  
199 position that meetings should only be by people meeting in person. He noted that this Board has  
200 a history of taking that position, but it has evolved over time so they are now in the position where  
201 if someone is not able to be here in person, but can work with staff to provide appropriate notice  
202 for a public location, then it is a legitimate reason for remote participation.

203  
204 District Administrator Tomczik referenced the Watersheds Legislative Platform that they intend to  
205 adopt. He directed the Board to page 199 of the packet and item 'd' at the top of the page. He  
206 noted that staff has worked with the consultant and explained that they do not see a duplication of  
207 those standards and gave a brief explanation of their reasoning. He stated that the thought is that  
208 the RCWD rules are not a duplication, but an advancement on the items, specific to the goals that  
209 the District is trying to achieve.

210  
211 Lake and Stream Program Manager Kocian briefly recalled past Board discussions regarding water  
212 quality issues, specifically dredging. He noted that the item in the Watershed Legislative Platform  
213 specifically mentions management of internal loading which he thinks is good. He stated that  
214 strong technical justification is necessary prior to taking action. There should be scientific data to  
215 back up the idea that dredging will address the issue and has the likelihood of achieving an outcome  
216 that all of the partners are seeking.

217  
218 President Bradley stated that the language in this documents states that it supports dredging as 'a'  
219 best management practice and not 'the' best management practice. He asked if there can be  
220 multiple best management practices when they are looking at a problem.

221  
222 Lake and Stream Program Manager Kocian confirmed that dredging is one of many available tools  
223 that could be used to address internal phosphorus loading.

224  
225 Manager Wagamon stated that within this document there was also a mention of limited liability  
226 for the commercial salt applicators and he still has a problem with that. He stated that he wasn't  
227 sure why they didn't do their studies beforehand because, in his opinion, if they need limited liability  
228 then they haven't done enough research.

229  
230 Vice-President Waller stated that he has been watching this for a number of years and feels this is a  
231 dead issue. He stated that the Board is probably supporting something that will really not go  
232 anywhere.



Lake and Stream Program Manager Kocian referred to page 200 of the packet, item 1.d., stated that because he has worked on the District's carp management program, he would be supportive of this item, but would suggest that they do not focus on any specific permit application for rough fish management, but instead have a broad focus on all of the different management actions available. He clarified that he was not suggesting any change to the verbiage, but as it was being discussed to add the thought process for a broader view.

**2. Citizen Advisory Committee Appointment**

District Administrator Tomczik stated there were still technical difficulties, so Communications and Outreach Coordinator Sommerfeld was not able to hear the Board. He stated that the information on the proposed appointment for the vacant Washington County position on the CAC was included in the packet.

***Motion by Manager Waller, seconded by Manager Weinandt, to appoint Richard Thompson for membership on the Citizen Advisory Committee for 2023-2024.***

Manager Weinandt noted that she believed that filling this vacancy would mean that all the vacancies would be filled. She asked if Manager Waller knew Mr. Thompson.

Vice-President Waller stated that he has not spoken with him yet but would most likely chat with him in the future. He noted that there has been a vacancy on the CAC for a long time and felt that if there was a volunteer willing to serve, that they should allow them to move forward.

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

**3. Ramsey County Ditch 4 – Accepting Repair Report and Preliminary Charge Allocation Recommendation**

Public Drainage Inspector Ricci briefly outlined the resolution that accepts the District Engineer's repair report and water management district charges. She reminded the Board that they had discussed this at their recent workshop and noted that accepting this resolution would also set the Public Hearing for December 7, 2023 at 6:30 p.m. in the Roseville City Hall Council Chambers.

***Motion by Manager Weinandt, seconded by Manager Bradley , to adopt Resolution 2023-10 Accepting the Engineer's Repair Report And Charge Allocation Recommendation and Directing Further Repair Proceedings.***

***THEREFORE, the Rice Creek Watershed District Board of Managers makes the following:***

**ORDER**

**A. The Board of Managers accepts the engineer's Technical Memoranda for both the repair of RCD 4 and the allocation of charges for the costs of the repair.**

273 **B. The recommended scope of repair and charge allocation are subject to modification and**  
274 **final Board approval after public hearing.**

275 **C. The Board of Managers directs its administrator to notice acceptance of the Technical**  
276 **Memoranda and to set and notice a final hearing on both the repair and charge allocation**  
277 **at which the Board shall take public comment and consider an order directing construction**  
278 **of the repair and adoption of the charge allocation to be held on December 7, 2023 in the**  
279 **Council Chambers, Roseville City Hall, 2660 Civic Center Drive, Roseville, MN at 6:30 p.m.**

280 **D. Notice of the final hearing shall be provided as required by statute and District policy.**

281 **ROLL CALL:**

282 **Manager Bradley – Aye**

283 **Manager Robertson – Aye**

284 **Manager Waller – Aye**

285 **Manager Weinandt – Aye**

286 **Manager Wagamon – Aye**

287 **Motion carried 5-0.**

288  
289 **4. Stormwater Management Grant – Extension City of Fridley**

290 Watershed Technician/Inspector Roach explained that the City of Fridley was requesting an  
291 extension for their 2021 Stormwater Management Grant Agreement for their University service  
292 road project. He noted that they would like to have a one year extension and reviewed the scope  
293 of the project. He stated that staff was recommending approval and that the new expiration date  
294 be December 27, 2024.

295  
296 **Motion by Manager Robertson, seconded by Manager Weinandt, to Amend the 2021 Stormwater**  
297 **Management Grant Agreement between the Rice Creek Watershed District and the City of Fridley**  
298 **by Amending the Expiration Date to December 27, 2024, and Delegate Signature Authority of**  
299 **Extension Memo to the District Administrator.**

300  
301 Manager Robertson asked if there was a policy established by the Board regarding requests for  
302 extensions on grants. She stated that she was in favor of granting this particular extension because  
303 it appears to be a legitimate hardship but cautioned that every time they say ‘yes’ they were setting  
304 some type of precedent. She stated that the Met Council ran into trouble when they started saying  
305 yes to extensions without any real basis or policy. She shared the example of a project that was  
306 delayed until 2028 and noted that she was uncomfortable just extending a grant when a project was  
307 clearly not really ready to go. She suggested that if there is not already a policy in place, that the  
308 Board consider reviewing this issue.

309  
310 District Administrator Tomczik stated that the District does not have a formal policy for granting  
311 extensions of grants and extensions have been considered on a case by case basis in the past based  
312 on the rationale provided and shared with the Board. He noted that in their budget process, these

grant and cost-share funds are designated as 'committed', so they are retained for that specific purpose. He stated that Manager Robertson had made a valid point about the possibility of there being another need that has a greater priority when considering an extension.

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

**5. Washington Conservation District Contract Inspections Services**

Technician/Inspector Chastan-Davis stated they were looking to extend the agreement for Inspection Services with Washington Conservation District (WCD) through 2024. He noted that they have been very pleased with the services provided by the WCD and have not exceeded the 'not to exceed' amount for their services.

***Motion by Manager Waller, seconded by Manager Weinandt, to authorizing the administrator to amend the Washington Conservation District inspection service agreement for a term extension through December 31, 2023 to December 31, 2024, with an aggregate spending authority not-to-exceed \$40,500. Motion carried 5-0.***

**6. November 22, 2023 Check Register – Resolution Authorizing Treasurer Approval**

District Administrator Tomczik explained that this resolution is presented because the Board only has one regular meeting in November and this action would authorize the Treasurer to approve the November 22, 2023 Check Register for payment.

***Motion by Manager Bradley, seconded by Manager Wagamon, to adopt Resolution 2023-11 Authorization For Payment Of November 22, 2023 Check Register***

**THEREFORE BE IT RESOLVED** that the Board of Managers authorize the District Treasurer to review and approve payment of the November 22, 2023 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 – Aye***

***Manager Waller – Aye***

***Manager Weinandt – Aye***

***Manager Wagamon – Aye***

***Motion carried 5-0***

Manager Weinandt noted that the Board would see this same type of resolution in December because there was also only one regular Board meeting in December.

- 352
- 353 **7. Check Register Dated November 8, 2023, in the Amount of \$121,615.67 Prepared by Redpath and**
- 354 **Company**
- 355 *Motion by Manager Weinandt, seconded by Manager Robertson, that she reviewed and approves*
- 356 *the check register dated November 8, 2023, in the Amount of \$121,615.67 as prepared by Redpath*
- 357 *and Company. Motion carried 5-0.*
- 358

359 Manager Weinandt noted that there would be a quarterly treasurer's meeting on December 6, 2023.

360

361 **ITEMS FOR DISCUSSION AND INFORMATION**

362 **1. District Engineer Update and Timeline**

363 District Engineer Otterness gave a brief update on construction projects around the District

364 including: ACD 53-62 – punch list items have been completed and the Board will be seeing the final

365 payment/project close-out; JD 3 – Branches 1, 2, and 4 – excavation of the ditch began last week.

366

367 **2. November/December Calendar**

368 Vice-President Waller noted that later today the District's city/county partners meeting would be

369 held in New Brighton.

370

371 District Administrator Tomczik noted that the December 13, 2023 Board meeting would be held in

372 the evening in order to hold the Truth in Taxation meeting.

373

374 **3. Administrator Updates**

375 District Attorney Smith noted that the Minnesota Watersheds and the Red River Watershed

376 Management Board have asked the Smith Partners and Rinke Noonan to assist in going through an

377 old list of housekeeping changes to the Watershed Act in order to bring it up to date and deal with

378 some longstanding ambiguities that need clarification.

379

380 District Administrator Tomczik attended the Washington County Board meeting along with

381 President Bradley and Vice-President Waller. He noted that following the December 11, 2023

382 workshop meeting, there would be a small holiday gathering with pizza, provided by President

383 Bradley. He stated that he was planning to pursue the payment of the Minnesota Watersheds

384 annual dues for 2024 in the amount of \$12,500. He stated that he was not feeling well and would

385 not be attending the City/County partners meeting this afternoon, but was confident that staff

386 would be able to handle things in his absence.

387

388 **4. Managers Update**

389 President Bradley stated that he wished all counties would request annual updates from their water

390 management organizations as Washington County does, because he thinks it is great. He stated

391 that one of his big take-aways was that the Washington County Board were supportive of all the

392 districts. He noted that the District's proposed tax increase of 6.2% fell in the middle of what  
393 others had proposed.  
394

395 Manager Waller stated that he attended the Washington County meeting and gave an overview of  
396 some of the items that were discussed related to street sweeping. He noted that the Legislative  
397 Committee on water would be held on November 14, 2023 at 9:00 a.m. where they will be discussing  
398 the White Bear Lake situation. He stated that they held a meeting last week with Commissioners  
399 Miron and Karwoski and passed along various pieces of information but also encouraged the District  
400 to submit proposed legislation to them. He noted that he had a discussion with the Washington  
401 Conservation District Administrator and heard wonderful comments about the District staff.  
402

403 District Administrator Tomczik stated that the Mn Pollution Control Agency is coming out with  
404 some possible grants and his hope is that the District first Resiliency Grant would be seen as  
405 foundational and will help them be successful in receive grant funds for RCD 2, 3, and 5 projects.  
406

407 The Board noted the importance of the upcoming Veteran's Day.  
408

409 **ADJOURNMENT**

410 ***Motion by Manager Robertson, seconded by Manager Wagamon, to adjourn the meeting at 10:15 a.m.***

411 ***Motion carried 5-0.***  
412

**MINUTES DECEMBER 7, 2023 RAMSEY COUNTY DITCH 4 REPAIR  
REPORT & WATER MANAGEMENT DISTRICT PUBLIC HEARING**

Minutes will be available 12/11/23

## CONSENT AGENDA

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

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

No.	Applicant	Location	Plan Type	Recommendation
22-082	City of Roseville	Roseville	Public/Private Drainage System Wetland Alteration Floodplain Alteration	CAPROC 7 items
23-070	Blino, LLC/ VorandeSoto, LLC	Lino Lakes	Final Site Drainage Plan	CAPROC 3 items

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated December 5, 2023.*

**RICE CREEK WATERSHED DISTRICT  
CONSENT AGENDA**

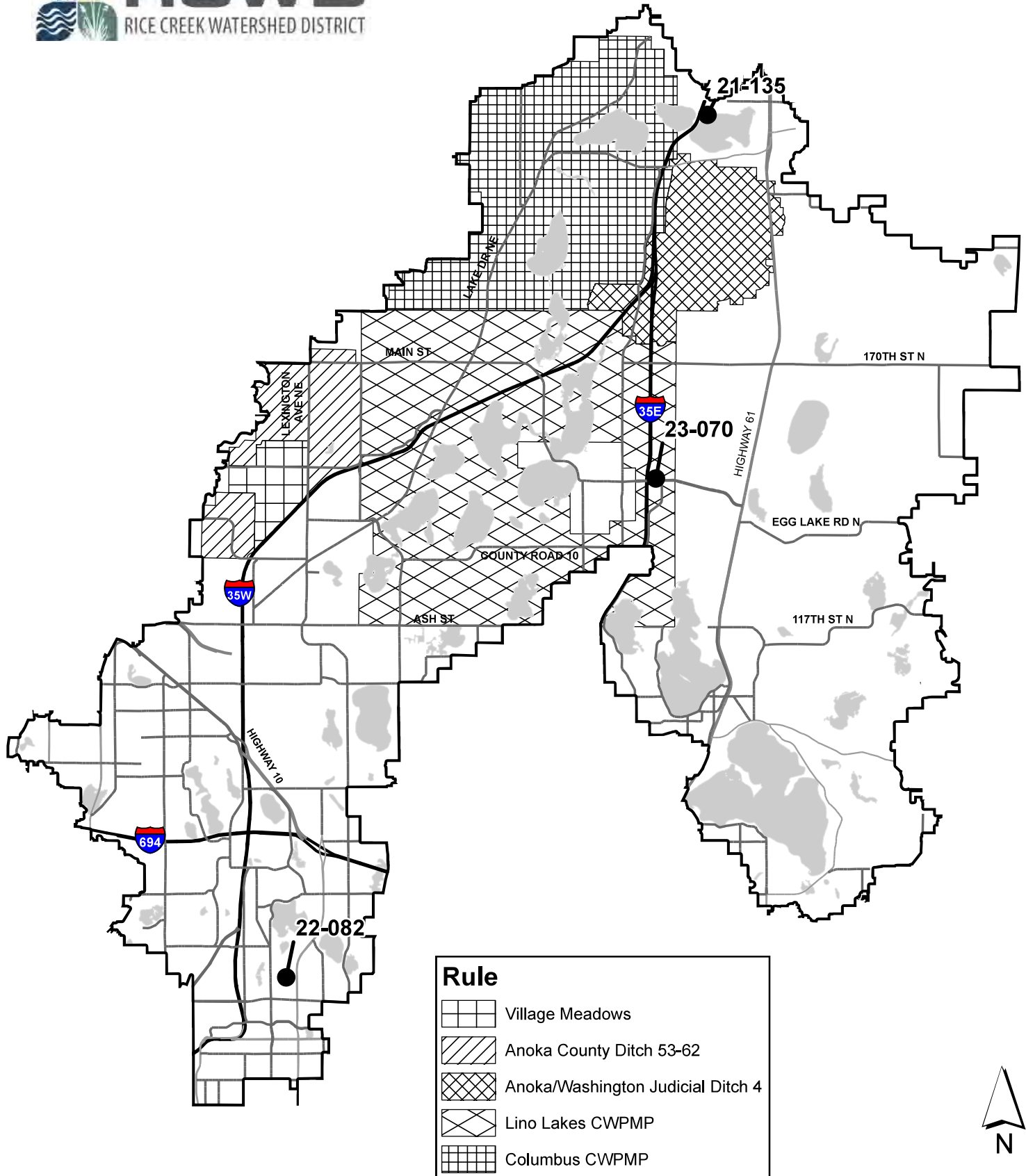
**December 13, 2023**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
\_\_\_\_\_ to Approve, Conditionally Approve Pending Receipt  
Of Changes, or Deny, the Permit Application noted in the following Table of Contents, in  
accordance with the District Engineer's Findings and Recommendations, as contained in  
the Engineer's Findings and Recommendations, as contained in the Engineer's Reports  
dated December 5, 2023.

**TABLE OF CONTENTS**

<b>Permit Application <u>Number</u></b>	<b><u>Applicant</u></b>	<b>Page</b>	<b>Recommendation</b>
Permit Location Map		21	
22-082	City of Roseville	22	CAPROC
23-070	Blino, LLC/ VoranDeSoto, LLC	28	CAPROC







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

Permit Application Number:

22-082

Permit Application Name:

Twin Lakes Trail – Phase 2

---

Applicant/Landowner:

City of Roseville  
Attn: Jesse Freihammer  
2260 Civic Center Drive  
Roseville, MN 55113  
Ph: 651-792-7042  
jesse.freihammer@cityofroseville.com

Permit Contact:

City of Roseville  
Attn: Ryan Johnson  
2660 Civic Center Drive  
Roseville, MN 55113  
ryan.johnson@cityofroseville.com

WSB and Associates, Inc.  
Attn: Laura Pietila  
5660 Greenwood Plaza Blvd STE 111  
Greenwood Village, CO 80111  
Ph: 612-247-9225  
lpietila@wsbeng.com

WSB and Associates, Inc.  
Attn: Kendra Fallon  
701 Xenia Ave. S. STE 300  
Golden Valley, MN 55416  
Ph: 612-201-1361  
KFallon@wsbeng.com

WSB and Associates, Inc.  
Attn: Jacob Newhall  
701 Xenia Avenue South STE 300  
Golden Valley, MN 55416  
jnewhall@wsbeng.com

Project Name: Twin Lakes Trail – Phase 2

Purpose: Trail construction project around Oasis Pond which will connect to future City of Roseville trails proposed around Oasis Pond. PDS – Public/Private Drainage System, WA – Wetland Alteration, FA – Floodplain Alteration;

Site Size: 9.93± acre parcel / 0.8 ± acres of disturbed area; existing and proposed impervious areas are 0.0 ± acres and 0.16 ± acres, respectively

Location: Oasis Park off Terrance Drive, Roseville

T-R-S: SE ¼, Section 4, T39N, R23W

District Rule: D, E, F, I

---

Recommendation: CAPROC

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

Conditions to be Met Before Permit Issuance:

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:
  - (b) Tabulation of the construction implementation schedule.
  - (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.

Rule F – Wetland Alteration

2. Applicant must provide a “Standard Credit Withdrawal Form”, which is signed by the bank user and the bank seller
3. The applicant must provide proof of BWSR debiting wetland bank for the correct amount and type of wetland credit.

Rule I – Drainage Systems

4. The applicant shall document its perpetual maintenance obligation for the box culvert and trail crossing by executing a programmatic or project-specific maintenance agreement with the District.
5. Applicant must submit a copy of the final dewatering plan.

Administrative

6. Submit the permit application with the signature of the successful bidder to the District.
7. Email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board. Final plans must include the following:

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

1. Provide an as-built survey of wetland boundaries, quantifying the wetland impact area for verification of compliance with the approved plans
2. Provide an as-built survey of all pipe sizes and invert elevations of culverts on RCD 4 Main Trunk to verify location and elevation with the approved plans.

Exhibits:

1. Plan set containing 36 sheets, dated 11-30-2023 and received 11-22-2023.
2. Floodplain Cut/Fill analysis dated, 11-30-2023 and received 11-22-2023.
3. Permit application, dated, 9-1-2022 and received 9-2-2022.
4. Stormwater Calculations, received 11-22-2023, containing the XPSWMM model with the 100-year rainfall event for proposed and existing conditions.
5. Permit application memorandum dated, 9-1-2022 and received 9-2-2022.
6. Response to TEP comments, received 12-04-2023.
7. TEP comments, shared on 11-29-2023.
8. Revised WCA joint application, dated and received 11-2-2023.

9. WCA joint application, signed 10-05-2023 and received 10-23-2023.
10. Memorandum of Agreement signed in April 2023 by City of Roseville and November 2023 by Rice Creek Watershed District.
11. Wetland delineation file 22-127R
12. Existing Permit for Trail Phase 2, 23-015
13. Review file 22-096R

#### Findings:

1. Description – The project proposes to construct a trail around Oasis Pond on a 9.93± acre parcel located in Roseville, MN. The project will increase the impervious area by 0.16± acres and disturb 0.8± acres overall. The proposed trail is 8 feet wide and bordered by vegetated open space with a minimum width of 5 feet. The trail will cross RCD 4 upstream of Oasis Pond with a 12' by 7' box culvert beneath the trail. The OHW of Oasis Pond is 896.18 (NAVD88). The 100-year water surface elevations increase around the proposed culvert but cause no adverse impacts upstream. The pond drains to Little Johanna which is a resource area of concern. The applicant is a public entity and therefore is not charged an application fee.
2. Stormwater – The proposed work is a public linear project that will create and reconstruct less than 1 acre of impervious surface. Therefore, Rule C is not triggered.
3. Wetlands – Wetlands were delineated under review file 22-127R. A boundary decision was issued on 06-28-2022, which remains valid at the time of this application.

A replacement plan application was submitted to the District for proposed wetland impacts on 10-23-2023 and was deemed incomplete. An updated replacement plan application was submitted on 11-02-2023. The purpose of the project is to construct a trail to connect the existing trail systems of Terrace Drive North and Oasis Park. The project will include 380 ft<sup>2</sup> of permanent WCA-regulated wetland impact due to retaining wall and grading and 1,720 ft<sup>2</sup> of temporary WCA-regulated wetland impact during construction. The project will also include 2,720 ft<sup>2</sup> of impact to public water and 11,040 ft<sup>2</sup> of temporary public water impact for removal of 1,052 cubic yards of accumulated sediment from the Oasis Pond channel. The public waters impacts are regulated by the DNR and not WCA/RCWD. The application was noticed on 11-02-2023 and the comment period closed on 11-28-2023. The TEP commented on the design alternatives, looking for additional opportunities to minimize impact. The applicant provided a response to TEP comments on 12-04-2023 which included a reduction in the proposed amount of WCA-regulated impacts.

The applicant has provided an alternatives analysis, including discussion of impact avoidance, minimization and mitigation. Applicant has provided a no-build alternative, and two design alternatives and why those options were not selected. The applicant has reasonably avoided and minimized wetland impacts to the extent possible. The TEP concurs that WCA impact sequencing is met. A notice of decision for both the replacement plan and no-loss requests will be issued following Board of Managers conditional approval.

#### Impact/Mitigation Table

Wetland Name (Location)	Impact Amount	Replacement Ratio	Required
Wetland 1	380 ft <sup>2</sup> (0.0087 acres)	2:1	760 ft <sup>2</sup> (0.0174 acres)

Wetland replacement will occur via wetland bank account #1762, in the amount of 0.1648 credits. The WCA requirement is only 0.0174 credits but additional credits are needed to meet USACE requirements. The wetland bank is within the same major watershed and BSA of the project site. The applicant must provide the final BWSR withdrawal transaction form and demonstrate final withdrawal from the BWSR Bank.

4. Floodplain – The site is in a regulatory floodplain. The regulatory floodplain elevation is 897.85 for the 100-year 24 hour event. The XPSWMM results show that there are elevation increases in the 100-year event, but there are no adverse impacts at the proposed 100-year flood elevation. There is a 97 cubic yard decrease in the floodplain volume from the existing to proposed conditions, therefore floodplain fill has been mitigated.
5. Erosion Control – Proposed erosion control methods include silt fence, rock construction entrances, inlet protection and rip rap. The project disturbs less than 1 acre; an NPDES permit nor a SWPPP is required. The SWPPP is located on plan sheet 6. The information listed under the Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. The project is within 1 mile of Little Johanna which is impaired for nutrients.
6. Regional Conveyances – Rule G is not applicable.
7. Public Drainage Systems – The proposed project includes work within the right-of-way of Ramsey County Ditch (RCD) 4; therefore, Rule I is applicable. The project includes a crossing of RCD 4 via a 12x7 box culvert. The applicant has provided calculations demonstrating that the crossing is of sufficient capacity to convey design flows from the ditch and is greater in size than upstream stormsewer infrastructure. The applicant must execute an agreement with the RCWD documenting its obligation to maintain the crossing. Per, rule I.3(j), public linear projects are exempt from the public drainage system easement requirement.  
RCWD and the City of Roseville executed a Memorandum of Agreement in April 2023 identifying that the city is granted the authority to undertake inspection and minor maintenance activities of public drainage systems within the city limits. The agreement is valid until 12-31-2027 and may be extended.
8. Documenting Easements and Maintenance Obligations –Permittee must meet its perpetual maintenance obligation for the box culvert and trail crossing by executing a programmatic or project-specific maintenance agreement with the District per Rule I.3(j).
9. Previous Permit Information – Pre application (22-096R), wetland delineation (22-127R), and trail phase 2 (23-015).

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

 12/5/2023

Rachel Glatt, EIT

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

 12/5/2023

Greg Bowles, MN Reg. No 41929



## Legend

----- Private Ditch

- - - - - Public Ditch - Open Channel

 Project Location

 Public Waterway

 District Facilities







## Legend

 Culvert

 Trail





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

Permit Application Number:

23-070

Permit Application Name:

Culver's – Lino Lakes, MN

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Applicant/Landowner:

BLino, LLC / VoranDeSoto, LLC  
Attn: Paul Schreir  
3435 Labore Rd Apt 150  
Vadnais Heights, MN 55110  
Ph: 651-330-2403  
paul@tymeproperties.com

Permit Contact:

Bowe Business Group  
Attn: CJ Christianson  
2154 Eastridge Center  
Eau Claire, WI 54701  
Ph: 715-577-0380  
cj@bowebusinessgroup.com

Kimley-Horn  
Attn: Brian Wurdeman  
767 Eustis Street, Suite 100  
St. Paul, MN 55114  
Ph: 651-645-4197  
brian.wurdeman@kimley-horn.com

Ollmann Ernest Martin Architects  
Attn: Wendy Martin  
200 S State Street  
Belvidere, IL 61008  
Ph: 815-544-7790

Project Name: Culver's - Lino Lakes, MN

Purpose: FSD – Final Site Drainage; Development of a drive-through restaurant

Site Size: 1.24± acre parcel / 1.24 ± acres of disturbed area; existing and proposed impervious areas are 0.00 ± acres and 0.92 ± acres, respectively

Location: 7103 Otter Lake Road, Lino Lakes

T-R-S: SW ¼, Section 24, T31N, R22W

District Rule: C, D

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Recommendation: CAPROC

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

Conditions to be Met Before Permit Issuance:

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:

- (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.



- (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).
- (i) A Storm Water Pollution Prevention Plan for projects that require an NPDES Permit.

Administrative

2. Email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board.
3. The applicant must submit a cash surety of \$1,000 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The surety is based on \$1,000 for 1.24 acres of disturbance.

Stipulations: None.

Exhibits:

1. Plan set containing 14 sheets dated 10-9-2023 and received 10-10-2023.
2. Permit application, dated 10-13-2023 and received 10-19-2023.
3. Stormwater Memo, dated 10-9-2023 and received 10-10-2023, containing narrative, as well as the Stormwater Management Plan for the broader Otter Crossing development including drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
4. Storm sewer sizing output for 100-year event, no date, received 11-21-2023.
5. Kimley-Horn email response to insufficient comment, dated and received 11-21-2023.
6. Permit file 20-074.

Findings:

1. Description – The project proposes to construct a restaurant with drive through and associated parking and utilities on a 1.24± acre parcel located in Lino Lakes. Permit 20-074 included the mass grade and the off-site stormwater management for the site. The project will increase the impervious area on site from 0.00± acres to 0.92± acres and disturb 1.24± acres overall. Runoff from the development area drains south under Main Street and enters JD 3, before eventually draining to Clearwater Creek and Lake Peltier, the Resource of Concern. The applicant has submitted a \$3,000 application fee for a Rule C permit creating less than 5 acres of new and/or reconstructed impervious surface.
2. Stormwater – The applicant is proposing the BMP as described below for the project:

Proposed BMP Description	Location	NURP requirement	Volume provided	EOF
Existing Regional NURP Pond with Filtration Area	Northwest of proposed parcel	1.80 acre-ft for full development buildout	5.67± acre-ft below the outlet	912.9

Soils on site are primarily HSG D consisting of sandy lean clay (CL). Thus, infiltration is not considered feasible and the existing NURP pond from permit 20-074 is acceptable to meet the water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 2.2-inches over the

new/reconstructed area (0.92± acres) for a total requirement of 7,347± cubic feet; however, NURP sizing criteria governs.

The NURP pond was sized to provide both water quality and rate control for 7.2 acres of total impervious area. The required NURP storage and rate control compliance was calculated assuming a full buildout impervious percentage of 75% for the project site. The proposed site impervious is 74.2%, which is less than the amount allocated in the original approved stormwater plan per C.5(a). The regional NURP basin is owned by BLino, the permit applicant, and the basin has a current maintenance declaration under permit 20-074. Since the pond was constructed in 2020 and the area flowing to the pond is not fully developed there is no need to verify if maintenance is current.

The pond sizing, and outlets and overflows are consistent with the design criteria of Rule C.9(d). The applicant has treated 100% of the project impervious. Additional TSS removal is not required. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(d).

The project is not located within the Flood Management Zone. Calculations demonstrating compliance with District rate control requirements were previously submitted under permit 20-074. The impervious surface on the site is less than the submitted model. Runoff reaches the regional basin via site storm sewer for which the applicant has submitted calculations up to the 100-year event. This demonstrates that the project remains in compliance with the rate control requirements of Rule C.7. The applicant has complied with the freeboard requirements of Rule C.9(g).

3. Wetlands – Wetlands were delineated under review file 19-179R with a boundary decision issued on 12-09-2019. The project area is located within the Lino Lakes CWPMP. The preliminary WMC is not mapped on the parcel and the site-level WMC does not need to be established consistent with the criteria of Rule F.6(b)(2).

Permit 20-074 included wetland impacts and mitigation for the entire Otter Crossing plat. No wetland impacts are proposed under this project.

4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include erosion control blanket, silt fence, a rock entrance, and inlet protection. The project disturbs more than 1 acre; an NPDES permit is required. The information listed under the Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. The project is within 1 mile of Clearwater Creek/JD 3 which is impaired for nutrients.
6. Regional Conveyances – Rule G is not applicable.
7. Public Drainage Systems – Rule I is not applicable.
8. Documenting Easements and Maintenance Obligations – A maintenance declaration was approved and recorded under permit 20-074 with an attested copy received under 22-014.
9. Previous Permit Information – Previous permit information includes 20-074 for the broader development including the stormwater feature.

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



12/05/2023

Adam Scow, EIT

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



12/05/2023

---



Greg Bowles, MN Reg. No 41929

# RCWD Permit File 23-070



## Legend

 Project Location  
 City Boundary

 Public Waterway  
 Public Ditch - Open Channel

 Private Ditch  
 Public Ditch - Tile











## Legend

 Project Location

 Building and Sidewalk  
 Parking

 NURP Pond with Filtration Area  
 20-074 and 22-014

 Drainage Arrow



## PERMIT APPLICATIONS REQUIRING BOARD ACTION (PATRICK HUGHES)

No.	Applicant	Location	Plan Type	Recommendation
21-135	Christopher Voxland	Forest Lake	Floodplain Alteration	VARIANCE REQUEST Amendment #1-APPROVAL

### **Two Actions:**

#### **Variance Request**

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to Approve/Deny the Variance request for variance application 21-135 as outlined in accordance with RCWD District Engineer's Variance Technical memorandum, dated December 5, 2023.*

#### **Permit Application**

*It was moved by Manager \_\_\_\_\_ and seconded by Manager \_\_\_\_\_, to Approve/Deny permit 21-135 as outlined in the RCWD District Engineer's Findings and Recommendations, dated December 5, 2023.*





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

Permit Application Number:

21-135

Permit Applicant Name:

Voxland

---

Applicant/Landowner:

Attn: Christopher Voxland  
4851 217th St N  
Forest Lake, MN 55025  
Ph: 6123961440  
chris.v@katadyn.com

Permit Contact:

Derrick Custom Homes  
Attn: Sarah Skinner  
1505 Hwy. 65  
New Richmond, WI 54017  
Ph: 7152430501  
sskinner@derrickbuilt.com

Derrick Custom Homes  
Attn: Ron Derrick  
1505 Hwy. 65  
New Richmond, WI 54017  
Ph: 7152462320  
ron@derrickbuilt.com

Project Name: Voxland

Purpose: Removal of existing home and construction of new home on parcel.

Site Size: 0.71± acre parcel / 0.20± acre of disturbed area; existing and proposed impervious areas are 0.04± acre and 0.09± acre, respectively

Location: 4851 217th St. N, Forest Lake

T-R-S: NE ¼, Section 18, T32N, R21W

District Rule: Rule E, Rule D, *Rule L*

---

Recommendation: Pending approval of the variance, it is recommended that this Permit Amendment be approved.

Amendment #1 – This permit application was originally issued on 2-16-2022. During review of the as-built survey, it was discovered that additional fill above the permitted amount was placed on the site. The original permit proposed 79± cubic yards of net floodplain fill. The as built survey calculated that 186± cubic yards of net floodplain fill. On 10-25-2023, the applicant applied for a variance from Rule E's maximum allowable 100 cubic yards of floodplain fill without providing compensatory storage. The District Engineer finds that the modifications constitute a substantial change that must be reapproved by the board. All new text has been italicized. All previous CAPROC items have been met and removed for clarity.

Exhibits:

1. *Variance Request dated 10-25-203 and received 10-25-2023.*
2. *Floodplain Fill Letter dated 10-23-2023 and received 10-23-2023.*
3. *As-built Survey dated 07-03-2023 and received 8-15-2023.*
4. Site plan dated 12-21-2021 and received 01-26-2022.

5. Cut and Fill Exhibit dated 12-21-2021 and received 02-04-2022.
6. Permit application dated and received 12-28-2021.
7. Review file 21-311R.

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

1. ~~Provide an as-built survey and computation of the floodplain fill and mitigation storage areas and volume for verification of compliance with the approved plans. Received 8-15-2023.~~

Findings:

1. Description – The project includes removal of an existing home and construction of a new home at 4851 217<sup>th</sup> Street n in Forest Lake. The project will also include construction of a swale along the east edge of the property. The project will disturb 0.20± acre of land, and existing and proposed impervious areas are 0.04± acre and 0.09± acre, respectively. The existing home sits on a high point on the property. The site drains both south towards Clear Lake and north towards a wetland complex. Clear Lake is the resource of concern. The proposed swale will direct runoff directly to Clear Lake. The applicant submitted the permit application on 12-28-2021 and the 2016 permit application fee schedule was applied. ~~The project proposes less than 10,000 square feet of land disturbance and no floodplain mitigation is needed; therefore, a permit application fee is not required. The applicant is only charged for the cost of the variance.~~
2. Stormwater – Per Rule C.12(a), stormwater management is not required for single-family residential construction on an individual lot of record if proposed impervious surface is less than 10,000 square feet, excluding driveways. Total proposed impervious surface excluding driveways is 3,110± square feet; therefore, Rule C does not apply.
3. Wetlands – There are no wetlands located within the project area.
4. Floodplain – The regulatory flood elevation for the property is 892.5 NAVD 88. The construction of the new home and associated driveway will result in ~~96~~ 206± cubic yards of fill and the proposed swale will create ~~47~~ 20± cubic yards of storage. Total net floodplain fill is estimated to be ~~79~~ 186± cubic yards. The proposed lowest habitable floor elevation is 894.5 NAVD 88; and therefore, meets two feet of freeboard. *The applicant is requesting a variance from the mitigation requirements of Rule E.*
5. Erosion Control – Proposed erosion control methods include silt fence, bioroll, and inlet protection. Disturbed areas will be stabilized with sod. The District does not consider this project as a mass grade therefore the requirements of Rule C.7(a) and (b) found under D.3 are not applicable. An NPDES permit is not required for the project. The information listed under the Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. The site is located more than one mile from an NPDES-listed impaired water.
6. Variance - *The applicant has requested a variance regarding the maximum allowable floodplain fill without providing compensatory storage requirement of Rule E. The rule requires that maximum allowable fill is 100 cubic yards without providing compensatory storage. The applicant represents that if the compensatory volume requirement were met, it would cause issues with frost protection for the foundation and drainage issues on the property. The applicant represents that the proposed project would have minimal impact on the water resource if the variance were allowed. Additional reasoning and support may be found in the Undue Burden Memo and variance application.*
7. Regional Conveyance Systems/Public Drainage Systems – There are no regional conveyance systems nor public drainage systems on or adjacent to the property, thus Rules G and I are not applicable.
8. Documenting Easements and Maintenance Obligations – Not applicable.



9. Previous Permit Information – 21-311R.

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

Belle Reeve 12/05/2023

Belle Reeve, EIT

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

K. MacDonald 12/05/2023

Katherine MacDonald, MN Reg. No 44590



**Legend**

 District Boundary

 Project Location







## Legend

Floodplain Boundary
  New House Location
  Project Location



# Technical Memorandum

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**To:** Rice Creek Watershed District  
Board of Managers

**From:** Greg Bowles (PE), & Kate MacDonald (PE)  
Houston Engineering, Inc.

**Through:** Chris Otterness (PE)

**Subject:** Variance Request for Voxland, RCWD #21-135

**Date:** December 5, 2023

**Cc:** Nick Tomczik, RCWD  
Chris Voxland (Applicant)

## INTRODUCTION

Chris Voxland, as the project applicant, has submitted a written request for an after-the-fact variance from Rice Creek Watershed District (RCWD) Rule E.3(e), which requires compensatory floodplain storage volume for over 100 cubic yards of floodplain fill. The District Engineer evaluated the variance request per RCWD Rule L for Permit 21-135, as provided in the Request for Variance (Exhibit A) dated October 25, 2023 and received on October 25, 2023.

The District Engineer evaluated the variance request by applying the practical difficulties test set forth in the municipal variance statute and incorporated by prior-adopted policy into the variance standard of the District. This standard is applied through the Board of Managers' consideration and weighing of the following criteria:

- (a) How substantial the variation is in relation to District Rule requirement(s);
- (b) the effect the variance would have on government services;
- (c) whether the variance will effect a substantial change in the character of the watershed resources or will be a substantial detriment to neighboring properties;
- (d) whether the practical difficulty can be alleviated by a feasible method other than a variance (economic considerations play a role in the analysis under this factor);
- (e) how the practical difficulty occurred, including whether the landowner created the need for the variance; and
- (f) whether in light of all of the above factors, allowing the variance will serve the interests of justice.

Ultimately, the Board determines whether consideration of the above criteria supports approval of a variance. The text below reviews the technical aspects of the proposal as they relate to the above criteria. The Board may exercise discretion in analyzing the applicant's compliance with the variance criteria – both generally and with regard to application of the individual variance (and other rule) criteria. The Board also may require input from legal counsel. Nothing herein should be construed as rendering a legal opinion.

## PROJECT SUMMARY

The project included the demolition of an existing home and construction of a new home in a floodplain area on a single-family residence at 4851 217<sup>th</sup> St N, Forest Lake. The project drains in two directions: 1) north to an existing wetland complex; and 2) south to Clear Lake, which is the Resource of Concern (ROC). The property is approximately 0.71 acres, of which 0.20 acres will be disturbed. Impervious surface area will increase by 0.05 acres. The RCWD regulatory floodplain elevation for the site is 892.5 (NAVD88) based on the wetland elevation to the north. This elevation is considered part of the Clear Lake floodplain. The net fill within the floodplain was 186 cubic yards. Since more than 100 cubic yards of fill is added in the floodplain, the work requires floodplain volume mitigation per District Rule E.3(e). The applicant has requested a variance from RCWD Rule E.3(e) mitigation requirement. The proposed application is compliant with all other RCWD Rules.

## EVALUATION OF CRITERIA

Per practical difficulties criterion (a), the applicant is requesting that no compensatory storage be required for the floodplain fill per rule E.3(e). Rule E.3(e) does not require mitigation for fills less than 100 cubic yards, while the applicant completed floodplain fill of approximately 186 cubic yards.

Per criterion (b), issuance of a variance for the Voxland project is not expected to increase the cost or difficulty of providing governmental services.

Per criterion (c), which sets the criteria for consideration of whether the variance will affect a substantial change in the character of resources within the watershed, the District Engineer used three criteria to assess substantial change: 1) water quality, defined as the quantity of pollutants such as phosphorus and suspended sediment leaving the site and the potential for degrading water quality downstream; 2) the presence of and potential impact to special and impaired waterbodies as defined by various laws including the Minnesota Pollution Control Agency stormwater program, whether a water body is impaired and related designations including Wild and Scenic or Outstanding Natural Resource Value designations; and 3) flooding, the potential for flood damages or other adverse hydrologic impacts.

In assessing whether a substantial change in the character of the watershed resources may occur, we considered, not exclusively but as a measure of impact, the presence of and potential impact to the following:



- a 303(d) listed water body (i.e., an impaired water);
- a high quality or non-degraded wetland;
- a federally listed threatened or endangered species or state threatened, endangered or species of special concern and their critical habitat;
- a Scientific and Natural Area as defined by the Minnesota Department of Natural Resources;
- resources protected from degradation as identified within 7050.0180 Nondegradation for Outstanding Resource Value Waters; and
- other generally sensitive resources.

Non-compliance with the compensatory floodplain storage volume of Rule E.3(e) is not expected to affect above mentioned watershed resource criteria. The project is currently compliant with all other District Rules except for Rule E.3(e).

Per criterion (c) and whether issuing the variance has a negative effect to the neighboring properties, we considered whether the granting variance will:

- cause or contribute to a change in the 100-year floodplain elevation immediately downstream or upstream of the project site
- increase the frequency or magnitude of flood damages to adjacent properties; or
- increase hardship downstream from peak flow and flood duration.

The construction of the new home required placement of 206 cubic yards (CY) of fill within the floodplain and provided 20 CY of new floodplain storage due to a constructed swale, which is a net volume of 186 CY of fill in the floodplain. Though the net floodplain fill is more than the 100 CY exemption, it will have a negligible effect on the adjacent flood elevation given the size of Clear Lake (the total volume equates to less than 0.001 feet over the lake). Given that the negligible effect on the floodplain, the proposed fill is not expected to have a negative effect on neighboring properties.

Per criterion (d), an assessment of whether the practical difficulty can be alleviated by a feasible method other than a variance (economic considerations play a role in the analysis under this factor) is necessary.

The property, with the exception of the building pad, is almost completely within the floodplain elevation. Additional fill was needed during construction for raising the final floor elevation above the floodplain elevation, to provide adequate cover of the foundation for frost protection, and to address high ground water encountered during construction. There is not another location on the property outside of the floodplain for the new house to be built that also meets Forest Lake requirements and limited area on the property for mitigation.

Three compensatory storage designs were evaluated to meet a small portion of the compensatory volume requirements of Rule E.3(e).

The first design provided three different locations on the property of 6" deep excavation that totaled in 5 cubic yards of compensatory volume.

The second storage design consisted of excavation near the northern portion of the site near the existing garage. However, this location was deemed not suitable for excavation as it would create a break in a berm which is currently preventing overflow from the wetland complex on the north side of the property. Additionally, the existing grades are flat and excavating the area would create extended periods of pooling during heavy rainfall.

The third design consisted of removing some of the fill that was placed around the house perimeter. Removing the fill would cause insufficient cover over the house foundation for frost protection.

The District Engineer has not independently confirmed the difficulties characterized by the applicant for each alternative but does find the applicant's alternative assessment to be reasonable.

Per criterion (e), we considered how the practical difficulty occurred, including whether the landowner created the need for the variance. This is an after-the-fact variance. The applicant originally indicated that 96 cubic yards of fill was necessary, which did not require a variance. When conditions changed during the construction requiring additional fill, the applicant did not contact the District, so it is unclear if any adjustments could have been made to reduce the amount of fill, and/or avoid the variance. The existing site was challenging (and not caused by the applicant) due to the extent of floodplain and lack of mitigation areas.

In consideration of criterion (f), some determination of whether in light of all of the above factors, allowing the variance will serve the interests of justice is necessary. This criterion lies largely in the Board's domain as it involves judgments of a non-technical nature. One criterion for assessing this portion of the practical difficulties standard is the ability or inability of other permit applicants with similar site conditions to comply with the District's fill requirements of Rule E.3(e). Most other applicants have had the ability to feasibly meet these requirements onsite, but the practical difficulties provided by the applicant are similar to other sites which have been granted variances from this rule.

#### EXHIBITS:

1. Variance request form dated 10-25-2023 and received 10-25-2023.
2. RCWD Floodplain Fill Letter by Widseth Engineering dated 10-23-2023 and received 10-23-2023.

Rice Creek Watershed District  
Permit Variance Guidance  
Board Approved: June 26, 2013  
Effective Date: July 1, 2013

**Background:**

Rule L of the Rice Creek Watershed District's Rules, effective July 1, 2013, allows the Board of Managers to grant a variance from a provision of the Rules. Whether a variance is appropriate is a decision for the judgment of the Board. An applicant bears the burden of demonstrating to the Board with specificity that the criteria to grant the requested variance are met.

**Purpose:**

The purpose for this operating procedure is to document how variance requests will be processed and managed as part of the District's permit program.

**Rule Language:**

1. VARIANCES AUTHORIZED. The Board of Managers may hear a request for a variance from a literal provision of these rules where strict enforcement would cause undue hardship or practical difficulty because of circumstances unique to the property under consideration. The Board of Managers may grant a variance if an applicant demonstrates that such action will be in keeping with the spirit and intent of these rules and in doing so may impose conditions on the variance as necessary to find that it meets the standards of section 2, below. Such a request must be addressed to the Board of Managers as part of a permit application and must address each of the four criteria listed in the standard.
2. STANDARD. In order to grant a variance the Board of Managers must determine that:
  - (a) Special conditions apply to the structure or land under consideration that do not apply generally to other land or structures in the District.
  - (b) Because of the unique conditions of the property involved, undue hardship or practical difficulty to the applicant would result, as distinguished from mere inconvenience, if the strict letter of the rules were applied. Economic considerations alone do not constitute undue hardship or practical difficulty if any reasonable use of the property exists under the terms of the District's rules.
  - (c) The proposed activity for which the variance is sought will not adversely affect the public health, safety, welfare, will not create extraordinary public expense; and will not adversely affect water quality, water control or drainage in the District.
  - (d) The intent of the District's rules is met.
3. PRACTICAL DIFFICULTY DEFINED. In evaluating practical difficulty, the Board of Managers will consider the following factors:
  - (a) How substantial the variation is from the rule provision;



- (b) The effect of the variance on government services;
  - (c) Whether the variance will substantially change the character of watershed resources or be a substantial detriment to neighboring properties;
  - (d) Whether the practical difficulty can be alleviated by a technically and economically feasible method other than a variance;
  - (e) How the practical difficulty occurred, including whether the landowner created the need for the variance; and
  - (f) In light of all of the above factors, whether allowing the variance will serve the interests of justice.
4. TERM. A variance expires on expiration of the CAPROC approval or permit associated with the variance request.
5. VIOLATION. A violation of any condition set forth in a variance is a violation of the District permit that it accompanies and automatically terminates the variance.

**Guidance:**

Consistent with the rule language above, in evaluating whether a practical difficulty exists, the Board of Managers will consider the following factors identified by the Minnesota courts:

- (a) How substantial the requested divergence is from the District rule;
- (b) Whether the variance would increase the cost or difficulty of providing governmental services;
- (c) Whether the variance would substantially change the character of the water resource or would be a substantial detriment to neighboring properties;
- (d) Whether the practical difficulty can be alleviated by a method other than a variance that is feasible and economically reasonable;
- (e) Why the practical difficulty exists, including whether the landowner created the need for the variance; and
- (f) Whether, in light of the above factors, granting the variance will serve the interests of justice.

**Form of Variance Request:**

A variance request must be submitted in writing to the Board of Managers as part of a permit application. Permit applicants requesting a variance must use the attached Variance Request form (Exhibit A).

**Variance Review Fee:**

The District will collect a review fee from an applicant requesting a variance from provisions in one or more District rules. The applicant is responsible for actual costs incurred by the District for staff, engineer and attorney review of the variance request, except that the first \$500 of review cost is covered by the

District. The applicant must post a \$1500 fee deposit along with a completed Variance Request form to initiate the variance review process. If the deposit balance drops below \$500, the applicant will be notified that an additional \$1500 must be deposited with the District to continue the variance review. Once the District Board has taken action on the variance request, any remaining deposited funds will be returned to the applicant with a summary report of all costs incurred by the District in reviewing the variance request.

Hourly rates for District staff and consultant time will be billed at the direct rate, not to exceed the following hourly rates:

RCWD Staff:	\$50.00 per hour
RCWD Engineer:	\$150.00 per hour
RCWD Legal Counsel:	\$200.00 per hour

**General Procedures to Process Variance Requests:**

The following general procedures will be used by staff and consultants to bring variance requests to the Board of Managers:

- A variance request must be submitted as part of a permit application and will be processed using the same permit review schedule.
- A variance request must be in writing and be submitted on the Variance Request form along with the required variance review fee deposit. A variance request will not be considered complete if the form is not fully completed and the fee deposit is not submitted to the District.
- An applicant's permit application will be considered incomplete until all required information pertaining to the variance request is received by the District.
- District staff and the District Engineer will review the variance request against Rule L criteria and make separate findings and recommendations, which will be documented on the Variance Request form.
- The Variance Request form along with the permit Engineers Report will be included in the Board packet preceding the meeting in which the variance request and permit application will be presented and considered.
- A request for variance and permit may be acted on at the same board meeting but the variance request will be considered as a separate Board action item before the permit application itself is considered. In appropriate circumstances, the Board of Managers will consider a variance request in advance of the meeting at which the permit application will be considered.

Exhibit A  
Variance Request

The applicant's signature below affirms that the applicant has carefully read Rice Creek Watershed District Rule L, Variances, and the Permit Variance Guidance (effective July 1, 2013).

**Date:** 10/25/2023                      **Permit #** 21-135

**Applicant:**     Chris Voxland

**Address:**        4851 217<sup>th</sup> St N, Forest Lake MN 55025

**Telephone number:** 612 396 1440

**Email:**            chris.v@katadyn.com

**Property location and county property identification number:**

**Address:** 4851 217TH ST N, CITY OF FOREST LAKE

**PID:** 18.032.21.12.0049

**Legal Description:** LOTS 32 AND 33, FRANKSON'S CLEAR LAKE SUBDIVISION AND THAT PART OF GOVERNMENT LOT 3, SECTION 18, TOWNSHIP 32 NORTH, RANGE 21 WEST, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF LOT 32 OF FRANKSON'S CLEAR LAKE SUBDIVISION; THENCE NORTH ON A CONTINUATION OF THE EAST LINE OF SAID LOT 32 A DISTANCE OF 190 FEET; THENCE WEST AT RIGHT ANGLES A DISTANCE OF 100 FEET, MORE OR LESS, TO THE INTERSECTION OF THE EAST LINE EXTENDED OF LOT 34; THENCE SOUTH ALONG SAID EXTENDED EAST LINE OF LOT 34 A DISTANCE OF 190 FEET, MORE OR LESS, TO THE NORTHEAST CORNER OF SAID LOT 34; THENCE EAST ALONG THE NORTH LINE OF LOTS 33 AND 32 TO THE POINT OF BEGINNING; SUBJECT TO EXISTING ROADWAY EASEMENT.

*For all items below, attach additional sheets if necessary.*

**1. RCWD Rule from which variance is requested** (circle applicable rule(s) and cite section/paragraph of rule):

A   B   C   D   **E**   F   G   H   I   J  
**Rule E, Paragraph 3**

**2. Project description:** Demolish existing house and build new house on existing lot.

**3. Requirements of applicable rule(s) from which variance is being requested:** Maximum allowable 100 cubic yards of floodplain fill without providing compensatory storage.

**4. Are you requesting a variance pursuant to ☐ Undue Hardship or ☒ Practical Difficulty standard (check one or both)?** Please complete following sections accordingly. Greater specificity will benefit your request.

a. Description of Undue Hardship (must not rest entirely on economic burden).

b. Description of Practical Difficulty (must not rest entirely on economic burden).

If requesting variance under Practical Difficulty standard, please respond to the following:

(i) How substantial is the requested divergence from the District rule? Relatively small in the big picture. Placement of 186 cubic yards of floodplain fill in a 430-acre floodplain area, compared to the limit of 100 cubic yards per project. The construction is consistent with other homes on the private road that have been reconstructed in design and elevation.

(ii) In what respects, and to what extent, would the variance increase the cost or difficulty of providing governmental services?

No change.

(iii) How would the variance change the character of the water resource or be a detriment to neighboring properties?

No detrimental change.

(iv) How can your project goals be met without a variance? Is any of these alternatives infeasible or economically unreasonable?

Any mitigation to meet the district rule would create a situation where the foundation lacks adequate cover for frost protection or create areas on the property that do not drain.

(v) What is the cause of the practical difficulty? Did you or a prior landowner contribute to circumstances creating the practical difficulty?

The land prior to construction was all below the floodplain. That and high water table limit ability to construct without adding fill and to provide mitigation on site.

The fill inside of the house footprint alone was more than 100 cubic yards.

(vi) How do the interests of justice weigh in granting the variance?

No injustice would be perceived in granting the variance.

**5. Will the proposed activity, if conducted in accordance with the requested variance rather than the strict terms of the District rule:**

a. Have an adverse effect on public health, safety or welfare?

No

b. Create public expense?

No

c. Adversely affect water quality, water control or drainage in the District?

No.

**6. How would granting the variance be consistent with the spirit and intent of the District rules, generally, and the rule from which the variance is requested?**

The intent of the rules is to be protective of the waters and the public in the district. This variance does not cause any adverse effect on the public or to waters in the district.

**Applicant name:** \_Chris Voxland **Date:**10/25/2023

**Applicant signature:**\_\_



**Staff Findings (RCWD only)**

**Staff Recommendation (RCWD only)**

October 23, 2023

Kelsey White  
Rice Creek Watershed District  
4325 Pheasant Ridge Drive NE, #611  
Blaine, MN 55449-4539

**Wyoming**  
5368 266th Street  
PO Box 730  
Wyoming MN 55092  
651.464.3130  
Wyoming@Widseth.com  
Widseth.com

**Re: Floodplain Fill Summary and Variance Application - 4851 217<sup>th</sup> Street North,  
Forest Lake, MN**

Dear Ms. White,

This letter presents a summary of floodplain fill placed during construction of a house at 4851 217<sup>th</sup> Street North in Forest Lake, MN, on behalf of Chris and Lori Voxland (The Voxlands). The house construction and site grading exceeded the limits of Rice Creek Watershed District (RCWD) Rule E. Rule E restricts property owners to 100 cubic yards of floodplain fill on a given parcel without creating compensatory storage.

The property is located to the north of Clear Lake and to the south of a large wetland. The Floodplain elevation provided by RCWD for the lake and wetland is 892.5. The entire property, except for the footprint of the previous house, was situated below the floodplain prior to construction. The entire north half of the property and the private road, remain below the floodplain elevation.

The plans and calculations provided for construction permitting showed an estimated 96 cubic yards of floodplain fill and 17 cubic yards of floodplain excavation for a net balance of 79 cubic yards of fill. The majority of that fill was within the footprint of the house.

Widseth performed surveys both before and after construction. The original survey elevations, surveyed as-built elevations, and floodplain elevations were used to create digital surfaces. Those digital surfaces are used to calculate the net floodplain storage available within the limits of disturbance before and after construction. The following is a summary of the calculations:

- Available storage prior to construction was 345 cubic yards.
- Available storage after construction is 159 cubic yards.
- The storage difference between the two calculations gives 186 cubic yards, which is the net floodplain fill placed during home construction.

Based on our surveys and calculations, the completed construction exceeds the allowable floodplain fill by about 86 cubic yards. The fill was placed inside of the house footprint to raise the floor above the floodplain and around the foundation to provide cover, frost protection and drainage. The following is a breakdown of the floodplain excavation and fill that was used for construction:

- 101 cubic yards placed in the house footprint.
- 18 cubic yards between the retaining wall and the house. This retaining wall was added at the instruction of the City of Forest Lake to increase the cover over the foundation.
- 87 cubic yards of fill placed around the house foundation.
- 20 cubic yards of excavation for the drainage swale on the east side of the property.

### **Compensatory Storage**

We evaluated the property for opportunities to provide additional compensatory storage on the property. There are small areas where excavation can be made to provide some mitigation. Those areas are shown in the attached figure. The total compensatory storage provided at these locations excavated to 6" deep is about 5 cubic yards.

We evaluated compensatory storage in the north part of the property, in the open space to the east of the existing garage. This area is not suitable for excavation because it is a high area that prevents overflows from the wetland north of the property. Additionally, the existing grades are extremely flat and excavating this area would create an area where there would be extended periods of pooling during heavy rainfall. We also evaluated removing some of the fill that was placed around the house perimeter, but this would result in insufficient cover over the house foundation for frost protection.

### **Summary**

We evaluated the property for prospects to provide additional compensatory storage on the property. There are small areas where a shallow depression can be created, but the overall opportunity for floodplain storage is limited by the existing elevations and grades.

With the small excavation areas shown in the attached figure, the total floodplain fill placed during construction is about 186 cubic yards, 86 cubic yards more than the Rule E limit. This fill was not avoidable for construction due to the existing property being nearly completely below the floodplain, the high water table encountered during construction, and the need to place adequate cover over the house foundation.

Given the total floodplain area and the excess fill volume, the fill will have a negligible impact on the floodplain elevation of Clear Lake and other lakeshore structures. The surface area of the floodplain including the lake and connected wetlands is about 430 acres. The total of 186 cubic yards of fill placed would result in a 0.003 inch increase in floodplain elevation. The Voxlands request a variance from Rule E for the excess fill placed during construction, as it was unavoidable on this lot and the impact to the lake and lakeshore properties is essentially not measurable. Furthermore, with the existing elevations on the lot and flat grades, adding a significant amount of floodplain mitigation on the property is not reasonable.

Please review this request for a variance and let us know if you have any questions.

Sincerely,

**WIDSETH SMITH NOLTING & ASSOCIATES, INC. (WIDSETH)**

A handwritten signature in blue ink, appearing to read 'Brian Kallio', with a long horizontal flourish extending to the right.

Brian Kallio, PE – Project Engineer

Cc: Chris Voxland





## **ITEMS REQUIRING BOARD ACTION**

1. Lower Rice Creek Stabilization Repair Minnesota Native Landscape Payment  
(Matt Kocian)

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 6, 2023  
**To:** RCWD Board of Managers  
**From:** Matt Kocian, Lake and Stream Program Manager  
**Subject:** Lower Rice Creek Repair, Construction Pay App, Final

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### **Summary**

Seeking Board approval for contractor payment for repair work on Lower Rice Creek

### **Background**

The District's *Lower Rice Creek Stabilization Project* was completed in 2021. The purpose of this project is to decrease streambank erosion in Lower Rice Creek, thus decreasing sedimentation in the creek and Locke Lake (located downstream), and improving in-stream habitat for fish and invertebrates. Thirteen streambanks were stabilized as part of this project, on land owned by the City of Fridley, and operated by Anoka County Parks as part of Rice Creek West Regional Trail. The project was primarily funded by a Clean Water Fund Grant (75%), with matching funds from the District (25%). The total project budget, including engineering and construction, was \$710,180; the actual cost was \$632,047 (\$78,133 under budget).

As part of the grant agreement with the Board of Water and Soil Resources, the District is responsible to maintain the project for 25 years. Additionally, the Lower Rice Creek Stabilization Project has been incorporated as a *District Facility*. For these reasons, and to ensure that the project continues to provide the 'public good' as designed, the District is responsible to maintain the project.

District staff inspected the Lower Rice Creek project in early-2023. One of the 13 sites – site 12a – was identified as requiring repairs. The failure of this streambank was likely due to vortex flows, perhaps caused by a change in bank curvature. It is the opinion of District staff that the failure is not due to faulty design or poor installation.

At the August 23, 2023 Board meeting, the Managers approved a contract with Minnesota Native Landscapes, Inc. (MNL) to repair site 12a of the Lower Rice Creek Project, for an amount not to exceed \$24,070.00. MNL initiated construction in late-October, and substantially completed the work on or about October 23. MNL submitted a pay request on November 7, 2023, for the NTE contract amount (\$24,070).

### **Staff Recommendation**

District staff and the project engineer (Emmons and Olivier Resources) inspected the site during and after the project, and found the work to be completed as designed. Staff recommend approving the November 7, 2023 pay request from Minnesota Native Landscapes, in the amount of \$24,070.00.

# MEMORANDUM

## Rice Creek Watershed District



### Proposed Motion

Manager \_\_\_\_\_ moves to approve payment of \$24,070.00 to Minnesota Native Landscapes, Inc, for repair work on Lower Rice Creek.

### Attachment

- Pay application, Minnesota Native Landscapes, Inc.



Site 12a, prior to repair work (left), and after repair (right).



8740 77th St NE  
Otsego, MN 55362

# INVOICE

## HEAL THE EARTH!

BILLING DATE	INVOICE #
10/31/2023	42699

BILLING ADDRESS
Rice Creek Watershed District 4325 Pheasant Ridge Dr. NE Blaine, MN 55449

TERMS	DUE DATE	CUST. PO NO.
Net 30	11/30/2023	

SHIPPING ADDRESS
Lower Rice Creek Stabilization Fridley, MN 55432

PROJECT	PROJECT #
Lower Rice Creek Stabilization	23CD-1161

QTY	UNITS	ITEM	DESCRIPTION	UNIT PRICE	EXTENTION
1.0	LS	Mobilization	Mobilization	5,000.00	5,000.00
6.0	Each	Site Preparation	Site Clearing/Tree Harvest	500.00	3,000.00
40.0	CY	Site Preparation	Common Excavation & Bank Shaping	50.00	2,000.00
30.0	Ton	Materials	MNDOT Riprap CLIII, Angular	250.00	7,500.00
7.0	Ton	Materials	MNDOT Riprap CLI, Angular	250.00	1,750.00
6.0	Each	Installation	Rootwad Installation	500.00	3,000.00
0.1	Acre	Installation	Seeding - Site Distrubance	10,000.00	1,000.00
4.0	LB	Materials	Seed, State Mix 36-211	25.00	100.00
240.0	SY	Materials	Cat 30 ECB	3.00	720.00
				6.875%	0.00

Thank you for your business. Please place the invoice number on your check.	<b>Total</b>	\$24,070.00
Any amount unpaid beyond 30 days, will incur a 1.5% per month finance charge.	<b>Payments/Credits</b>	\$0.00
Phone: (763) 295-0010 • www.MNLcorp.com • AP@MNLcorp.com	<b>Balance Due</b>	\$24,070.00

10 Million Acres Impacted by 2030!

## **ITEMS REQUIRING BOARD ACTION**

2. WISKI Monitoring Database Software (Matt Kocian, Catherine Nester)

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 5, 2023  
**To:** RCWD Board of Managers  
**From:** Matt Kocian, Lake and Stream Program Manager  
Catherine Nester, Water Monitoring Technician  
**Subject:** Purchase of Monitoring Program Database

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### Summary

Seeking Board approval for the purchase of a new RCWD Monitoring Program database, "WISKI"

### Background

The District's monitoring program collects water quantity and quality data on lakes, streams, ditches, and project sites. The purpose of the District's monitoring program is to collect, analyze, and disseminate this information to inform decision making, and improve overall management of the District's water resources. Examples of monitoring data include nutrients and algae in lakes, water levels in streams and ditches, and pre- and post-treatment water quality samples at District water quality improvement projects.

Currently, District monitoring data are stored in several different formats and locations. For example, water chemistry data from lakes and streams has been stored in a Microsoft Access database, custom-built and managed by District staff. Meanwhile, water level data are stored in Excel spreadsheets, or in various proprietary file types based on field equipment brand. In the field, data are collected on paper datasheets, requiring manual entry into databases and spreadsheets in the office. While this system is functional, it is not efficient, as it requires extensive staff time for data recording, entry, transfer, and manipulation. The various transfer and manipulation steps add risk for transcription errors. Inefficiencies in the current system limit the ability of District staff to analyze and disseminate monitoring data on a timely basis.

District staff propose to modernize our monitoring program by purchasing new database software. The WISKI database, developed by Kisters, Inc., has been specifically designed for water resources data collection, storage, and analysis. The WISKI software would provide several benefits. First, the new system will integrate all existing and future monitoring data into a single database. Consolidating different data formats from an array of sources will save time. Second, the new system includes advanced analytical tools for visualization, editing, and analysis, improving the District's capabilities. Third, it will accommodate direct electronic data entry in the field, skipping the paper field forms and saving considerable time. Lastly, the new system improves quality controls, eliminating errors in data recording and transcription.

The District would not be an 'early adopter' of this software. The WISKI database is currently used by many water resources organizations in the Twin Cities Metro Area, including many metro watershed districts, Metropolitan Council, the MN Pollution Control Agency, and the MN Department of Natural Resources. Coon Creek Watershed District is currently considering purchase; RCWD and CCWD staff are working together to coordinate vendor workshops and training, potentially sharing those costs 50/50.

## MEMORANDUM

### Rice Creek Watershed District



The costs of the WISKI database software are outlined in the table below. As mentioned in the previous paragraph, staff are coordinating with Coon Creek Watershed District to share training and workshop costs. Therefore, actual costs may be lower.

Item	Units	Price
WISKI License	2 users	\$20,000
Training	2 days	\$4,000
Workshop	1 day	\$2,000
Field Form Configuration		\$2,000
Support and Maintenance	1 year	\$5,000
<b>Total</b>		<b>\$33,000</b>

District staff have engaged with our Information Technology consultants at Rymark, Inc., regarding IT costs for integrating the WISKI software into District servers. Rymark has indicated that the software is compatible with District servers, but minor upgrades will be needed. These upgrades carry a cost of approximately \$1,900. Per Board policy, staff are not seeking approval for this expense, but are bringing it to the Board's attention as an information item, as a cost that would be incurred if we proceed with WISKI software.

All costs shown above are included in the approved 2023, and proposed 2024, District budgets. These costs have been anticipated and planned for.

#### **Staff Recommendation**

Staff recommend proceeding with the purchase of the WISKI software. This new system will significantly improve the functionality and efficiency of the District's water monitoring program.

#### **Proposed Motion**

Manager \_\_\_\_\_ moves to authorize the Administrator execute a purchase agreement with Kisters North America, Inc., in an amount not to exceed \$33,000.00

#### **Attachment**

Quote: Kisters North America, WISKI database software

KISTERS North America, Inc.  
2999 Douglas Blvd., Suite 180  
95661 Roseville, CA  
United States of America  
Phone No.: +1 916 723 1441  
Fax No.: +1 916 774-1520  
Email: info@kisters.net



Your Contact

*Jens Proche*

Phone No.

*+1 916 723 1441*

Email

*Jens.Proche@kisters.net*

Date

*11/21/2023*

Rice Creek Watershed District  
Mr. Matt Kocian  
4325 Pheasant Ridge Drive, Suite 611  
55449 Minneapolis  
MN

## Quote SQ-KNA-001455-0

Dear Mr. Kocian,

Thank you for your interest in KISTERS products. Please find the attached quote for your review. If you're satisfied, please provide acknowledgement for us to generate an invoice. If you have any questions or concerns, please contact us directly at: mail-invoices@kisters.net

We look forward to a successful relationship providing you with high quality environmental data management Solutions.

Sincerely yours,

**KISTERS North America, Inc.**

Jens Proche



Pos.	Item no./Description	Quantity	Unit of Measure	Price/each	Total
1	WTR-E-W-SRV-01 WISKI -w/ KiWQM : For 2 Users •Rating curve development and maintenance. •Continuous stage and flow data. •Lake profiles. •Grab and storm composite WQ data. •Storage of site visit photos.	1	License	20,000.00	20,000.00
2	CO-WTR-FIX-D-EXP Training : 2 Days @ 2,000.00	1	Flat	4,000.00	4,000.00
3	CO-WTR-FIX-D-EXP Workshop : 1 Days @ 2,000.00	1	Flat	2,000.00	2,000.00
4	CO-WTR-FIX-D-EXP Survey123 Configuration : 1 Day of Labor @ 2,000.00	1	Flat	2,000.00	2,000.00
5	BR-SW-MAIN SW-Support and Maintenance = Yearly	1	Year	5,000.00	5,000.00
<b>Total USD</b>					<b>33,000.00</b>
<b>Per Year</b>					<b>Total USD 0.00</b>

Payment Terms 30 days net

All prices are exclusive of the statutory value added tax at the time of invoicing.

Quote valid until 12/21/2023

Delivery only with extended and expanded retention of title.

Due to the system, there may be rounding differences between the price per unit and the total sales price. The reason for this is the internal billing with 5 decimal places.

## **ITEMS REQUIRING BOARD ACTION**

3. Truth in Taxation Public Meeting (Nick Tomczik)

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 7, 2023  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** 2024 Truth in Taxation Opportunity for Comment

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### Introduction

Under the Truth in Taxation law, at a regular meeting in late November or early December, the Board of Managers must afford an opportunity for public comment on the budget and levy that it adopted in September.

### Background

"Truth in taxation" (TnT) is a process first enacted by the legislature in 1988 to enhance public participation in Minnesota's property tax system. The TnT process consists of these three components:

- Each local government is required to formally adopt a "proposed levy" in September for the upcoming year; the final levy, when ultimately adopted, may not exceed the proposed levy.
- County auditors generate parcel-specific notices of proposed taxes for all parcels of property based on the proposed levies.
- Each local government is required to afford an opportunity for public comment on the budget and levy after the notices come out.

The District is addressing, with this agenda item, the requirement of a public meeting (third bullet).

For principal units of government, the final levy is adopted after this public comment opportunity. Pursuant to MS 103D (Watershed District Law), the Board was required to adopt its final budget and certify its final levy to the county auditors by September 15. Therefore, the Board is not required to take any further action following public comment. However, on the basis of comment, or for any other reason, the Board may reduce the levy for final certification to its counties on or before December 28th.

### Board Consensus OR Proposed Motion

If the Board of Managers is not intending to make any changes to the budget and levy adopted on September 14th no further action is required on the part of the Board.

If the Board of Managers wish to make changes to the levy and budget, a motion would be required to make the proposed changes and if adopted then a new resolution would need to be acted on at this meeting (December 13, 2023) or before December 28, 2023.

### Attachments

2024 Budget

Resolution 2023-09: Adopt 2024 Budget and Direct Certification of 2024 Tax Levy

State of MN Certification of Apportioned Levies Payable 2024

Board approved 9/13/2023 RCWD Proposed 2024 Budget

Fund No. & Sub-Account	Name	Classification of District Funds	2023 Budget	Projected 2023 Expenditures	Proposed 2024 Budget
10	General Administration	40% Cash Flow Reserve	\$ 505,680	\$ 479,790	\$ 523,535
	Salaries, Taxes, PERA, HSA, Benefits, Office Expenses		\$ 505,680	\$ 479,790	\$ 523,535
30	Communication & Outreach		\$ 231,081	\$ 223,081	\$ 254,068
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	40% Cash Flow Reserve	\$ 152,081	\$ 144,081	\$ 171,068
-02	Watershed Communication & Outreach		\$ 11,000	\$ 11,000	\$ 15,000
-03	Minnesota Water Steward Program		\$ 19,000	\$ 19,000	\$ 15,000
-04	Outreach Partnerships		\$ 28,000	\$ 28,000	\$ 32,000
-05	Mini-Grants Program		\$ 10,000	\$ 10,000	\$ 10,000
-06	Engineering & Technical Support		\$ 6,000	\$ 6,000	\$ 6,000
-08	Watershed Plan Maintenance		\$ 5,000	\$ 5,000	\$ 5,000
35	Information Management		\$ 317,679	\$ 308,752	\$ 271,146
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	40% Cash Flow Reserve	\$ 137,679	\$ 128,752	\$ 156,146
-03	Boundary Management Program		\$ 15,000	\$ 15,000	\$ 5,000
-04	District Wide Model		\$ 40,000	\$ 40,000	\$ 40,000
-05	Databases (MS4 Front, Drainage DB), GIS Viewer		\$ 75,000	\$ 75,000	\$ 65,000
-15	District Website		\$ 50,000	\$ 50,000	\$ 5,000
60	Restoration Projects		\$ 2,037,423	\$ 1,163,380	\$ 2,165,193
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	40% Cash Flow Reserve	\$ 295,634	\$ 255,172	\$ 381,404
-01	Anoka Chain of Lakes Water Management Project		\$ 150,000	\$ 139,781	\$ 300,000
-02	Lower Rice Creek WMD (IDLE)	Restricted	\$ -	\$ -	\$ -
-03	Lower Rice Creek Water Management Project		\$ 150,000	\$ 140,000	\$ 175,000
-04	Middle Rice Creek Water Management Project		\$ 50,000	\$ 10,000	\$ 10,000
-05	Bald Eagle Lake WMD	Restricted	\$ 31,789	\$ 2,299	\$ 31,789
-06	Bald Eagle Lake Water Management Project		\$ 50,000	\$ 5,000	\$ 110,000
-07	RCD 2, 3 & 5 WMD (IDLE)	Restricted	\$ -	\$ -	\$ -
-08	RCD 2, 3 & 5 Basic Water Management Project		\$ 250,000	\$ 208,361	\$ 200,000
-09	Silver Lake Water Management Project		\$ -	\$ -	\$ -
-10	Golden Lake Water Management Project		\$ -	\$ -	\$ -
-11	Regional Water Management Partnership Projects		\$ 50,000	\$ 36,991	\$ 50,000
-15	Stormwater Management Cost Share	Committed	\$ 785,000	\$ 293,447	\$ 632,000
-24	Southwest Urban Lakes Implementation		\$ 75,000	\$ 17,329	\$ 75,000
-29	Clear Lake Water Management Project		\$ 75,000	\$ 25,000	\$ 75,000
-33	Forest Lake Planning WMD (IDLE)	Restricted	\$ -	\$ -	\$ -
-34	Columbus Planning WMD (IDLE)	Restricted	\$ -	\$ -	\$ -
-35	Stormwater Master Planning		\$ 50,000	\$ 10,000	\$ 50,000
-36	Municipal CIP Early Coordination Program		\$ 10,000	\$ 5,000	\$ 10,000
-37	Groundwater Management & Stormwater Reuse Assessment Program		\$ 15,000	\$ 15,000	\$ 65,000
70	Regulatory		\$ 1,422,713	\$ 1,392,434	\$ 1,590,761
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	40% Cash Flow Reserve	\$ 522,713	\$ 490,394	\$ 590,761
-01	Rule Revision / Permit Guidance		\$ 20,000	\$ 5,000	\$ 50,000
-03	Permit Review, Inspection and Coordination Program		\$ 880,000	\$ 897,040	\$ 950,000
80	Ditch & Creek Maintenance		\$ 2,036,181	\$ 1,437,425	\$ 1,741,000
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	40% Cash Flow Reserve	\$ 334,904	\$ 283,281	\$ 330,811
-01	Natural Waterway Management		\$ 10,000	\$ 2,500	\$ 10,000
-02	Ditch Maintenance		\$ 335,000	\$ 334,450	\$ 335,000
-03	Repair Reports & Studies		\$ 196,000	\$ 196,000	\$ 200,000
-04	ACD 10-22-32 WMD	Restricted	\$ 28,339	\$ 5,693	\$ 14,124
-05	ACD 31 WMD	Restricted	\$ 8,456	\$ 8,456	\$ -
-06	ACD 46 WMD	Restricted	\$ 45,971	\$ 45,971	\$ 39,710
-07	RCD 4 WMD	Restricted	\$ 97,138	\$ 86,944	\$ 145,000
-08	RCD 4 Repair		\$ 35,000	\$ 35,000	\$ 95,000
-09	ARJD 1 WMD (IDLE)	Restricted	\$ -	\$ -	\$ -
-10	ARJD 1 Repair		\$ -	\$ -	\$ -
-15	Municipal PDS Maintenance	Committed	\$ 50,000	\$ 5,000	\$ 50,000
-20	WJD 2 Branch 1/2 Repair		\$ -	\$ 27,730	\$ -
-21	AWJD 3 Repair		\$ 550,000	\$ 77,874	\$ 130,000
-22	ACD 15 / AWJD 4 WMD	Restricted	\$ 20,373	\$ 20,373	\$ 18,370
-23	ACD 15 & AWJD 4		\$ 30,000	\$ 10,000	\$ 230,000
-24	ACD 53-62 WMD	Restricted	\$ 177,000	\$ 176,510	\$ 42,985
-25	ACD 53-62 Repair		\$ 118,000	\$ 121,644	\$ 100,000
90	Lake & Stream Management		\$ 1,084,135	\$ 800,532	\$ 1,147,001
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	40% Cash Flow Reserve	\$ 319,135	\$ 284,044	\$ 370,001
-01	Water Quality Grant Program	Committed	\$ 280,000	\$ 124,489	\$ 287,000
-04	Surface Water Monitoring & Management Program		\$ 210,000	\$ 210,000	\$ 240,000
-26	Common Carp Management		\$ 225,000	\$ 170,000	\$ 200,000
-27	Curly Leaf Pondweed Management		\$ 50,000	\$ 12,000	\$ 50,000
95	District Facilities		\$ 709,196	\$ (962,052)	\$ 641,635
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	40% Cash Flow Reserve	\$ 260,196	\$ 183,459	\$ 221,635
-01	Long Lake Sediment Basin Maintenance (Inactive - Potential Projects under 60-04'		\$ -	\$ (1,336,556)	\$ -
-02	Locke Lake Sediment Basin Maintenance (Inactive - Potential Projects Under 60-03'		\$ -	\$ (5,000)	\$ -
-03	District Facilities Repair		\$ 155,000	\$ 155,000	\$ 300,000
-04	Inspection, Operation & Maintenance		\$ 294,000	\$ 41,045	\$ 120,000
99	Project Anticipation		\$ -	\$ -	\$ -
	Salaries, Taxes, PERA, Benefits, Office Expenses Etc.	Anticipation Fund	\$ -	\$ -	\$ -
-60	Restoration Project Anticipation	Anticipation Fund	\$ -	\$ -	\$ -
-80	Ditch & Creek Project Anticipation	Anticipation Fund	\$ -	\$ -	\$ -
-90	Lake & Stream Project Anticipation	Anticipation Fund	\$ -	\$ -	\$ -
-95	District Facility Project Anticipation	Anticipation Fund	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
	TOTAL		\$ 8,344,088	\$ 4,843,342	\$ 8,334,339

Rice Creek Watershed District  
Fund Balance Estimation

2024 FUND BALANCE ESTIMATION

FUND BALANCE CASH FLOW OPERATING RESERVE					
REQUIRED 40% GENERAL FUND	REQUIRED 40% IMPLEMENTATION ADMINISTRATIVE BUDGET	RESTRICTED FUND BALANCE 12/31/2024	COMMITTED FUND BALANCE 12/31/2024	PROGRAM/PROJECT ANTICIPATION FUND 12/31/2024	ASSIGNED FUND BALANCE 12/31/2024
\$ 209,414	\$ 888,731	\$ (158,723)	\$ 874,456	\$ 4,500,000	\$ 2,552,636

PROPOSED FUND TRANSFERS WITH 2024 BUDGET

FUND	PROPOSED TRANSFER	1/1/2024 FUND BALANCE
10 General Administration	\$ -	\$ 384,713
30 Communication & Outreach	\$ -	\$ 208,936
35 Information Management	\$ -	\$ 216,262
60 Restoration Projects	\$ -	\$ 1,907,661
70 Regulatory	\$ -	\$ 424,422
80 Ditch & Creek Maintenance	\$ -	\$ 1,370,716
90 Lake & Stream Management	\$ -	\$ 800,579
95 District Facilities	\$ -	\$ 713,396
99 Project Anticipation	\$ -	\$ 4,500,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 10,526,684</b>

99 PROJECT ANTICIPATION SUBFUND ALLOCATION		
99-60 Restoration	\$ -	\$ 2,700,000.00
99-80 Ditch & Creek	\$ -	\$ 1,400,000.00
99-90 Lake & Stream	\$ -	\$ 200,000.00
99-95 District Facility	\$ -	\$ 200,000.00
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 4,500,000</b>

**General Fund** – covers the general administrative expenses of the District, including salaries, benefits, and office expenses.

**Implementation Administrative Budget** – covers the administrative costs of preparing or amending the District’s plan and the administrative costs of implementation of the plan through projects and programs, pursuant to Minnesota Statutes Section 103B.241.

**Restricted Fund** – amounts are subject to externally enforceable legal restrictions, such as funds levied in a Water Management District (WMD) which are restricted to the defined purpose.

**Committed Fund** - amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority, such as grant program awards. The commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

**Program/Project Anticipation Fund** – funds accumulated and committed as an alternative to issuing bonds to finance improvements based on findings as to the potential future need of funds for a particular purpose.

**Assigned Fund** - amounts a government intends to use for a specific purpose.

Rice Creek Watershed District  
Total Revenue and Expenditures

Account	2023 Annual Budget	YTD Thru 05/31/23	Projected 6/1- 12/31/23	Projected 2023 Total	Proposed 2024 Budget	% Change
<b>Revenues:</b>						
General Property Tax	\$ 5,745,009	\$ -	\$ 5,545,676	\$ 5,545,676	\$ 6,099,751	6.2%
Permit Fees 70-03	\$ 221,136	\$ 37,363	\$ 37,363	\$ 74,727	\$ 85,528	-61.3%
WMD Charges Lower Rice Creek 60-02	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges Bald Eagle Lake 60-05	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges RCD 2, 3 & 5 60-07	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges Forest Lake Planning 60-33	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges Columbus Planning 60-34	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges ACD 10-22-32 80-04	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges ACD 31 80-05	\$ -	\$ -	\$ 120	\$ 120	\$ -	0.0%
WMD Charges ACD 46 80-06	\$ -	\$ -	\$ 88	\$ 88	\$ -	0.0%
WMD Charges RCD 4 80-07	\$ 74,647	\$ -	\$ 71,661	\$ 71,661	\$ -	-100.0%
WMD Charges ARJD1 80-09	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges ACD 15 & AWJD 4 80-22	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
WMD Charges ACD 53-62 80-24	\$ 26,782	\$ -	\$ 166,364	\$ 166,364	\$ 26,782	0.0%
ROW Charges (All 80)	\$ 29,568	\$ 4,291	\$ 11,972	\$ 16,263	\$ 2,405	-91.9%
BWSR Grant - WBFIP East Miss. 60-01	\$ 46,521	\$ 31,407	\$ -	\$ 31,407	\$ -	-100.0%
BWSR Grant - WBFIP Rice Creek 80-03	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	100.0%
BWSR Grant - WBFIP Rice Creek 90-26	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	100.0%
BWSR Grant - WBFIP Rice Creek 95-04	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	100.0%
Interest Income	\$ 16,770	\$ 190,962	\$ 30,448	\$ 221,411	\$ 459,702	2641.2%
Miscellaneous Revenue	\$ -	\$ 25,579	\$ 1,400	\$ 26,979	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 6,235,433</b>	<b>\$ 289,602</b>	<b>\$ 5,940,093</b>	<b>\$ 6,229,694</b>	<b>\$ 6,674,168</b>	<b>7.0%</b>
<b>Expenses:</b>						
General Administration - 10	\$ 505,680	\$ 194,767	\$ 285,023	\$ 479,790	\$ 523,535	3.5%
Communication & Outreach - 30	\$ 231,081	\$ 84,007	\$ 139,673	\$ 223,680	\$ 254,068	9.9%
Information Management - 35	\$ 317,679	\$ 84,858	\$ 223,894	\$ 308,752	\$ 271,146	-14.6%
Restoration Projects - 60	\$ 2,037,422	\$ 172,288	\$ 991,091	\$ 1,163,380	\$ 2,165,193	6.3%
Regulatory - 70	\$ 1,422,713	\$ 444,032	\$ 948,402	\$ 1,392,434	\$ 1,590,761	11.8%
Ditch & Creek Maintenance - 80	\$ 2,036,181	\$ 317,389	\$ 1,120,036	\$ 1,437,425	\$ 1,741,000	-14.5%
Lake & Stream Management - 90	\$ 1,084,135	\$ 235,018	\$ 566,114	\$ 801,132	\$ 1,147,001	5.8%
District Facilities - 95	\$ 709,196	\$ 77,300	\$ 302,204	\$ 379,504	\$ 641,635	-9.5%
Project Anticipation - 99	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Program Expense</b>	<b>\$ 8,344,087</b>	<b>\$ 1,609,659</b>	<b>\$ 4,576,437</b>	<b>\$ 6,186,096</b>	<b>\$ 8,334,339</b>	<b>-0.1%</b>

Rice Creek Watershed District  
Administrative Costs Breakdown - All Funds

Acct #	Account	2023 Annual Budget	YTD Thru 05/31/23	Projected 6/1- 12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
	<b>Expenses</b>						
4000	Manager Per Diem	32,500	10,250	22,250	32,500	33,750	3.8%
4010	Manager Expense	2,000	561	1,439	2,000	3,500	75.0%
4011	Manager Travel	4,000	1,336	2,600	3,936	4,500	12.5%
4100	Wages	1,311,442	419,505	719,203	1,138,708	1,408,696	7.4%
4102	Interns	25,000	300	14,320	14,620	25,634	2.5%
4110	Benefits	175,835	63,945	89,672	153,617	196,252	11.6%
4120	PERA Expense	97,573	31,379	40,910	72,289	105,652	8.3%
4125	H.S.A. Contribution	15,132	4,766	6,672	11,437	15,640	3.4%
4130	Payroll Taxes	102,239	31,562	55,888	87,450	109,726	7.3%
4140	Payroll Taxes-Unemployment	5,500	753	1,054	1,807	5,500	0.0%
4200	Office Supplies	9,000	2,350	6,529	8,879	12,250	36.1%
4201	Supplies-Field	1,700	1,058	687	1,745	2,000	17.6%
4203	Computer Software	12,250	1,387	10,220	11,607	12,250	0.0%
4205	Meeting Supplies/Expense	3,950	351	3,599	3,950	4,118	4.3%
4208	Printing	2,500	355	1,420	1,775	2,500	0.0%
4210	Rent	111,000	51,296	63,546	114,842	111,000	0.0%
4240	Telecommunications	37,500	12,356	21,761	34,118	37,500	0.0%
4245	Dues	15,500	12,500	3,000	15,500	15,642	0.9%
4250	Publications	1,000	61	935	996	1,000	0.0%
4265	Training & Education	36,000	1,985	25,252	27,237	50,000	38.9%
4270	Insurance & Bonds	35,000	36,143	0	36,143	40,000	14.3%
4280	Postage	5,500	-10	5,510	5,500	5,500	0.0%
4290	Legal Notices-General	4,250	1,131	3,350	4,481	4,250	0.0%
4320	Staff Travel	5,500	596	4,569	5,165	5,500	0.0%
4322	Vehicle Expense	65,000	2,599	61,906	64,505	75,000	15.4%
4330	Audit & Accounting	90,000	53,414	40,240	93,654	105,000	16.7%
4335	Professional Services	120,050	27,949	86,677	114,626	103,500	-13.8%
4337	Contracted Services	2,500	0	2,500	2,500	52,500	2000.0%
4340	Recruitment	0	0	0	0	0	0.0%
4410	Legal Fees-General	62,500	20,139	36,167	56,306	63,000	0.8%
4500	Engineering	75,000	17,357	50,855	68,211	75,500	0.7%
4634	Equipment-Computer	37,500	3,761	33,000	36,761	30,500	-18.7%
4635	Equipment-General	13,000	8,368	4,557	12,925	17,000	30.8%
4636	Equipment Lease	10,600	4,245	6,137	10,382	11,000	3.8%
4910	Bank Charges	0	0	0	0	0	0.0%
	<b>Total Administrative Expenses</b>	<b>\$ 2,528,023</b>	<b>\$ 823,748</b>	<b>\$ 1,426,424</b>	<b>\$ 2,250,171</b>	<b>\$ 2,745,361</b>	<b>8.6%</b>

Rice Creek Watershed District  
Statement of Revenue and Expenditures - General Fund - 10

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 06/1-12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
	<b>Revenues</b>						
3100	General Property Tax	504,664	0	504,664	504,664	494,658	-2.0%
3704	Interest Income	1,016	46,160	17,600	63,760	28,877	2742.2%
3800	Miscellaneous Revenue	0	128	0	128	0	0.0%
	<b>Total Revenues</b>	<b>505,680</b>	<b>46,288</b>	<b>522,264</b>	<b>568,552</b>	<b>523,535</b>	<b>3.5%</b>
	<b>Expenses</b>						
4000	Manager Per Diem	32,500	10,250	22,250	32,500	33,750	3.8%
4010	Manager Expense	2,000	561	1,439	2,000	3,500	75.0%
4011	Manager Travel	4,000	1,336	2,600	3,936	4,500	12.5%
4100	Wages	170,888	70,665	98,932	169,597	172,334	0.8%
4102	Interns	0	0	0	0	0	0.0%
4110	Benefits	28,900	11,259	17,541	28,800	32,192	11.4%
4120	PERA Expense	12,817	8,007	6,400	14,407	12,925	0.8%
4125	H.S.A. Contribution	15,132	4,766	6,672	11,437	15,640	3.4%
4130	Payroll Taxes	13,073	5,770	8,078	13,849	13,184	0.8%
4140	Payroll Taxes-Unemployment	5,500	753	1,054	1,807	5,500	0.0%
4200	Office Supplies	1,800	659	1,100	1,759	2,450	36.1%
4201	Supplies-Field	200	0	200	200	250	25.0%
4203	Computer Software	250	0	250	250	250	0.0%
4205	Meeting Supplies/Expense	2,700	351	2,349	2,700	2,868	6.2%
4208	Printing	500	0	200	200	500	0.0%
4210	Rent	22,200	10,087	14,122	24,209	22,200	0.0%
4240	Telecommunications	7,500	2,250	4,500	6,750	7,500	0.0%
4245	Dues	15,500	12,500	3,000	15,500	15,642	0.9%
4250	Publications	200	0	200	200	200	0.0%
4265	Training & Education	7,200	139	2,000	2,139	10,000	38.9%
4270	Insurance & Bonds	7,000	7,229	0	7,229	8,000	14.3%
4280	Postage	1,100	(10)	1,110	1,100	1,100	0.0%
4290	Legal Notices-General	1,500	0	1,500	1,500	1,500	0.0%
4320	Staff Travel	1,100	278	700	978	1,100	0.0%
4322	Vehicle Expense	0	0	0	0	0	0.0%
4330	Audit & Accounting	18,000	10,723	6,400	17,123	21,000	16.7%
4335	Professional Services	24,000	5,805	14,100	19,905	20,000	-16.7%
4337	Contracted Services	0	0	0	0	5,000	
4410	Legal Fees-General	50,000	15,364	30,727	46,091	50,000	0.0%
4500	Engineering	56,000	13,600	36,000	49,600	56,000	0.0%
4634	Equipment-Computer	0	0	0	0	250	0.0%
4635	Equipment-General	2,000	1,577	400	1,977	2,000	0.0%
4636	Equipment Lease	2,120	849	1,200	2,049	2,200	3.8%
4910	Bank Charges	0	0	0	0	0	0.0%
	<b>Total Expenses - General Admin</b>	<b>\$ 505,680</b>	<b>\$ 194,767</b>	<b>\$ 285,023</b>	<b>\$ 479,790</b>	<b>\$ 523,535</b>	<b>3.5%</b>



Rice Creek Watershed District  
Statement of Revenue and Expenditures - Communications Outreach - 30

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 6/1-12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
<b>Revenues</b>							
3100	General Property Tax	229,258	0	220,088	220,088	225,345	-1.7%
3700	Interest Income	464	4,233	200	4,433	14,014	2920.2%
3800	Miscellaneous Income	0	0	0	0	0	0.0%
<b>Total Revenues</b>		<b>229,722</b>	<b>4,233</b>	<b>220,288</b>	<b>224,521</b>	<b>239,358</b>	<b>4.2%</b>
<b>Expenses</b>							
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	78,538	31,931	46,500	78,431	91,332	16.3%
4102	Interns	5,000	60	0	60	5,127	2.5%
4110	Benefits	11,166	6,373	4,830	11,203	10,006	-10.4%
4120	PERA Expense	5,626	2,154	3,016	5,170	6,850	21.8%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	6,391	2,462	3,446	5,908	7,379	15.5%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	900	99	800	899	1,225	36.1%
4201	Supplies-Field	0	0	0	0	250	0.0%
4203	Computer Software	1,000	27	970	997	1,000	0.0%
4205	Meeting Supplies/Expense	500	0	500	500	500	0.0%
4208	Printing	250	0	100	100	250	0.0%
4210	Rent	11,100	5,044	6,052	11,096	11,100	0.0%
4240	Telecommunications	3,750	1,099	1,539	2,639	3,750	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	100	0	100	100	100	0.0%
4265	Training & Education	3,600	266	3,000	3,266	5,000	38.9%
4270	Insurance & Bonds	3,500	3,614	0	3,015	4,000	14.3%
4280	Postage	550	0	550	550	550	0.0%
4290	Legal Notices-General	250	0	250	250	250	0.0%
4320	Staff Travel	550	122	300	422	550	0.0%
4322	Vehicle Expense	0	0	0	0	0	0.0%
4330	Audit & Accounting	9,000	5,336	4,240	9,576	10,500	16.7%
4335	Professional Services	6,500	643	5,500	6,143	2,500	-61.5%
4337	Contracted Services	0	0	0	0	5,000	0.0%
4340	Recruitment	0	0	0	0	0	0.0%
4410	Legal Fees-General	1,000	403	590	993	1,000	0.0%
4500	Engineering	500	0	500	500	500	0.0%
4634	Equipment-Computer	0	0	0	0	250	0.0%
4635	Equipment-General	1,250	788	450	1,238	1,000	-20.0%
4636	Equipment Lease	1,060	425	600	1,025	1,100	3.8%
4910	Bank Charges	0	0	0	0	0	0.0%
<b>Total Admin Expenses</b>		<b>\$ 152,081</b>	<b>\$ 60,847</b>	<b>\$ 83,833</b>	<b>\$ 144,081</b>	<b>\$ 171,068</b>	<b>12.5%</b>
<b>Projects</b>							
	Watershed Comm's & Outreach 30-02	11,000	81	10,919	11,000	15,000	36.4%
	Master Water Steward Program 30-03	19,000	6,000	13,000	19,000	15,000	-21.1%
	Outreach Partnerships - 30-04	28,000	14,996	13,004	28,000	32,000	14.3%
	Mini-Grants Program 30-05	10,000	0	10,000	10,000	10,000	0.0%
	Engineering & Technical Support 30-06	6,000	2,084	3,916	6,000	6,000	0.0%
	Watershed Plan Maintenance 30-08	5,000	0	5,000	5,000	5,000	0.0%
<b>Total Project Expenses</b>		<b>79,000</b>	<b>23,161</b>	<b>55,839</b>	<b>79,000</b>	<b>83,000</b>	<b>5.1%</b>
<b>Total Expenses - Comm's &amp; Outreach</b>		<b>\$ 231,081</b>	<b>\$ 84,007</b>	<b>\$ 139,673</b>	<b>\$ 223,081</b>	<b>\$ 254,068</b>	<b>9.9%</b>

Rice Creek Watershed District  
Statement of Revenue and Expenditures - Information Management - 35

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/2023	Projected 6/1-12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
<b>Revenues</b>							
3100	General Property Tax	257,040	0	257,040	257,040	256,190	-0.3%
3700	Interest Income	639	5,820	8,148	13,969	14,956	2240.5%
3800	Miscellaneous Income	0	0	0	0	0	0.0%
<b>Total Revenues</b>		<b>257,679</b>	<b>5,820</b>	<b>265,188</b>	<b>271,009</b>	<b>271,146</b>	<b>5.2%</b>
<b>Expenses</b>							
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	16,250	0	10,000	10,000	30,407	87.1%
4102	Interns	0	0	0	0	0	0.0%
4110	Benefits	2,787	2,870	750	3,620	4,070	46.0%
4120	PERA Expense	1,219	0	500	500	2,281	87.1%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	1,243	0	500	500	2,326	87.1%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	450	83	350	433	613	36.1%
4201	Supplies-Field	0	0	0	0	0	0.0%
4203	Computer Software	11,000	1,361	9,000	10,361	11,000	0.0%
4205	Meeting Supplies/Expense	0	0	0	0	0	0.0%
4208	Printing	125	0	125	125	125	0.0%
4210	Rent	5,550	2,522	3,026	5,548	5,550	0.0%
4240	Telecommunications	1,875	537	752	1,288	1,875	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	50	0	50	50	50	0.0%
4265	Training & Education	1,800	0	1,800	1,800	2,500	38.9%
4270	Insurance & Bonds	1,750	1,807	0	1,807	2,000	14.3%
4280	Postage	275	0	275	275	275	0.0%
4290	Legal Notices-General	0	0	0	0	0	0.0%
4320	Staff Travel	275	0	275	275	275	0.0%
4322	Vehicle Expense	0	0	0	0	0	0.0%
4330	Audit & Accounting	4,500	2,668	2,160	4,828	5,250	16.7%
4335	Professional Services	47,500	16,090	31,000	47,090	53,000	11.6%
4337	Contracted Services	1,500	0	1,500	1,500	1,500	0.0%
4410	Legal Fees-General	0	0	0	0	500	0.0%
4500	Engineering	0	0	0	0	500	0.0%
4634	Equipment-Computer	37,500	3,761	33,000	36,761	30,000	-20.0%
4635	Equipment-General	1,500	879	600	1,479	1,500	0.0%
4636	Equipment Lease	530	212	300	512	550	3.8%
4910	Bank Charges	0	0	0	0	0	0.0%
<b>Total Admin Expenses</b>		<b>\$ 137,679</b>	<b>\$ 32,789</b>	<b>\$ 95,963</b>	<b>\$ 128,752</b>	<b>\$ 156,146</b>	<b>13.4%</b>
<b>Projects</b>							
	Boundary Management Program 35-03	15,000	0	15,000	15,000	5,000	-66.7%
	District-Wide Model 35-04	40,000	16,678	23,322	40,000	40,000	0.0%
	Database & Viewer Maintenance 35-05	75,000	17,272	57,728	75,000	65,000	-13.3%
	District Website 35-15	50,000	18,119	31,881	50,000	5,000	-90.0%
<b>Total Project Expenses</b>		<b>\$ 180,000</b>	<b>\$ 52,069</b>	<b>\$ 127,931</b>	<b>\$ 180,000</b>	<b>\$ 115,000</b>	<b>-36.1%</b>
<b>Total Expenses - Info Management</b>		<b>\$ 317,679</b>	<b>\$ 84,858</b>	<b>\$ 223,894</b>	<b>\$ 308,752</b>	<b>\$ 271,146</b>	<b>-14.6%</b>

Rice Creek Watershed District  
Statement of Revenue and Expenditures - Restoration Projects - 60

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 6/1-12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
	<b>Revenues</b>						
3100	General Property Tax	1,045,018	0	1,003,217	1,003,217	1,224,994	17.2%
3101	WMD - Lower Rice Creek 60-02	0	0	0	0	0	0.0%
3101	WMD - Bald Eagle Lake 60-05	0	0	0	0	0	0.0%
3101	WMD - RCD 2, 3 & 5 60-07	0	0	0	0	0	0.0%
3101	WMD - Forest Lake Planning 60-33	0	0	0	0	0	0.0%
3101	WMD - Columbus Planning 60-34	0	0	0	0	0	0.0%
3302	BWSR Grant - WBIF East Miss: Hwy 61 Ponds 60-06,	46,521	31,407	0	31,407	0	-100.0%
3700	Interest Income	4,095	37,348	1,500	38,848	119,427	2816.4%
3800	Miscellaneous Income	0	1,000	1,400	2,400	0	0.0%
	<b>Total Revenues</b>	<b>\$ 1,095,634</b>	<b>\$ 69,755</b>	<b>\$ 1,006,117</b>	<b>\$ 1,075,872</b>	<b>\$ 1,344,421</b>	<b>22.7%</b>
	<b>Expenses</b>						
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	178,830	34,924	108,894	143,818	227,542	27.2%
4102	Interns	5,000	60	4,940	5,000	5,127	0.0%
4110	Benefits	21,119	6,582	14,214	20,796	30,496	44.4%
4120	PERA Expense	13,261	2,117	6,964	9,082	17,066	28.7%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	14,063	2,434	9,408	11,842	17,799	26.6%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	900	241	650	891	1,225	36.1%
4201	Supplies-Field	250	0	250	250	250	0.0%
4203	Computer Software	0	0	0	0	0	0.0%
4205	Meeting Supplies/Expense	0	0	0	0	0	0.0%
4208	Printing	250	0	250	250	250	0.0%
4210	Rent	11,100	5,044	6,052	11,096	11,100	0.0%
4240	Telecommunications	3,750	1,152	3,613	4,766	3,750	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	100	61	35	96	100	0.0%
4265	Training & Education	3,600	0	3,600	3,600	5,000	38.9%
4270	Insurance & Bonds	3,500	3,614	0	3,614	4,000	14.3%
4280	Postage	550	0	550	550	550	0.0%
4290	Legal Notices-General	1,000	0	1,000	1,000	1,000	0.0%
4320	Staff Travel	550	0	550	550	550	0.0%
4322	Vehicle Expense	13,000	224	12,500	12,724	15,000	15.4%
4330	Audit & Accounting	9,000	5,336	4,240	9,576	10,500	16.7%
4335	Professional Services	6,500	964	5,500	6,464	12,000	84.6%
4337	Contracted Services	0	0	0	0	7,500	0.0%
4410	Legal Fees-General	2,000	403	1,500	1,903	2,000	0.0%
4500	Engineering	5,000	0	5,000	5,000	5,000	0.0%
4634	Equipment-Computer	0	0	0	0	0	0.0%
4635	Equipment-General	1,250	788	460	1,248	2,500	100.0%
4636	Equipment Lease	1,061	425	630	1,055	1,100	3.7%
4910	Bank Charges	0	0	0	0	0	0.0%
	<b>Total Admin Expenses</b>	<b>\$ 295,634</b>	<b>\$ 64,371</b>	<b>\$ 190,801</b>	<b>\$ 255,172</b>	<b>\$ 381,404</b>	<b>29.0%</b>
	<b>Projects</b>						
	Anoka Chain of Lakes Water Management Project 60-01	150,000	13,781	126,000	139,781	300,000	100.0%
	Lower Rice Creek WMD 60-02	0	0	0	0	0	0.0%
	Lower Rice Creek Water Management Project 60-03	150,000	0	140,000	140,000	175,000	16.7%
	Middle Rice Creek Water Management Project 60-04	50,000	0	10,000	10,000	10,000	-80.0%
	Bald Eagle Lake WMD 60-05	31,789	9	2,290	2,299	31,789	0.0%
	Bald Eagle Lake Water Management Project 60-06	50,000	0	5,000	5,000	110,000	120.0%
	RCD 2, 3 & 5 WMD 60-07	0	0	0	0	0	0.0%
	RCD 2, 3 & 5 Basic Water Management Project 60-08	250,000	61,361	147,000	208,361	200,000	-20.0%
	Silver Lake Water Management Project 60-09	0	0	0	0	0	0.0%
	Golden Lake Water Management Project 60-10	0	0	0	0	0	0.0%
	Regional Water Management Partnership Projects 60-11	50,000	26,991	10,000	36,991	50,000	0.0%
	Stormwater Management Cost Share 60-15	785,000	3,447	290,000	293,447	632,000	-19.5%
	Southwest Urban Lakes Implementation 60-24	75,000	2,329	15,000	17,329	75,000	0.0%
	Clear Lake Water Management Project 60-29	75,000	0	25,000	25,000	75,000	0.0%
	Forest Lake Planning WMD 60-33	0	0	0	0	0	0.0%
	Columbus Planning WMD 60-34	0	0	0	0	0	0.0%
	Stormwater Master Planning 60-35	50,000	0	10,000	10,000	50,000	0.0%
	Municipal CIP Early Coordination 60-36	10,000	0	5,000	5,000	10,000	0.0%
	Groundwater Management & Stormwater Reuse 60-37	15,000	0	15,000	15,000	65,000	333.3%
	<b>Total Project Expenses</b>	<b>\$ 1,741,789</b>	<b>\$ 107,918</b>	<b>\$ 800,290</b>	<b>\$ 908,208</b>	<b>\$ 1,783,789</b>	<b>2.4%</b>
	<b>Total Expenses - Restoration Projects</b>	<b>\$ 2,037,422</b>	<b>\$ 172,288</b>	<b>\$ 991,091</b>	<b>\$ 1,163,380</b>	<b>\$ 2,165,193</b>	<b>6.3%</b>

Rice Creek Watershed District  
Statement of Revenue and Expenditures - Regulatory - 70

Acct. #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 6/1 - 12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
<b>Revenues</b>							
3100	General Property Tax	1,063,718	0	1,021,169	1,021,169	1,295,690	21.8%
3400	Permit Fees 70-03	221,136	37,363	37,363	74,727	85,528	-61.3%
3700	Interest Income	2,859	27,192	1,200	28,392	87,743	2969.0%
3800	Miscellaneous Income	0	14,101	0	14,101	0	0.0%
<b>Total Revenues</b>		<b>\$ 1,287,713</b>	<b>\$ 78,656</b>	<b>\$ 1,059,733</b>	<b>\$ 1,138,389</b>	<b>\$ 1,468,961</b>	<b>14.1%</b>
<b>Expenses</b>							
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	311,533	113,748	178,000	291,748	347,478	11.5%
4102	Interns	5,000	60	4,440	4,500	5,127	2.5%
4110	Benefits	37,319	16,961	21,750	38,711	50,558	35.5%
4120	PERA Expense	23,247	7,823	6,800	14,623	26,061	12.1%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	24,215	8,511	14,500	23,011	26,974	11.4%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	2,250	546	1,700	2,246	3,063	36.1%
4201	Supplies-Field	500	453	47	500	500	0.0%
4203	Computer Software	0	0	0	0	0	0.0%
4205	Meeting Supplies/Expense	250	0	250	250	250	0.0%
4208	Printing	625	95	530	625	625	0.0%
4210	Rent	27,750	12,609	15,131	27,740	27,750	0.0%
4240	Telecommunications	9,375	3,104	4,900	8,004	9,375	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	250	0	250	250	250	0.0%
4265	Training & Education	9,000	190	6,000	6,190	12,500	38.9%
4270	Insurance & Bonds	8,750	9,036	0	9,036	10,000	14.3%
4280	Postage	1,375	0	1,375	1,375	1,375	0.0%
4290	Legal Notices-General	500	0	100	100	500	0.0%
4320	Staff Travel	1,375	90	1,200	1,290	1,375	0.0%
4322	Vehicle Expense	13,000	383	12,500	12,883	15,000	15.4%
4330	Audit & Accounting	22,500	13,341	10,400	23,741	26,250	16.7%
4335	Professional Services	14,250	1,608	12,500	14,108	3,000	-78.9%
4337	Contracted Services	0	0	0	0	12,500	0.0%
4410	Legal Fees-General	2,500	403	2,000	2,403	2,500	0.0%
4500	Engineering	2,500	0	2,500	2,500	2,500	0.0%
4634	Equipment-Computer	0	0	0	0	0	0.0%
4635	Equipment-General	2,000	1,971	29	2,000	2,500	25.0%
4636	Equipment Lease	2,649	1,062	1,500	2,562	2,750	3.8%
4910	Bank Charges	0	0	0	0	0	0.0%
<b>Total Admin Expenses</b>		<b>\$ 522,713</b>	<b>\$ 191,992</b>	<b>\$ 298,402</b>	<b>\$ 490,394</b>	<b>\$ 590,761</b>	<b>13.0%</b>
<b>Projects</b>							
	Rule Revision & Permit Guidance 70-01	20,000	0	5,000	5,000	50,000	150.0%
	Permit Review, Inspect & Coord 70-03	880,000	252,040	645,000	897,040	950,000	8.0%
<b>Total Project Expenses</b>		<b>\$ 900,000</b>	<b>\$ 252,040</b>	<b>\$ 650,000</b>	<b>\$ 902,040</b>	<b>\$ 1,000,000</b>	<b>11.1%</b>
<b>Total Expenses - Regulatory</b>		<b>\$ 1,422,713</b>	<b>\$ 444,032</b>	<b>\$ 948,402</b>	<b>\$ 1,392,434</b>	<b>\$ 1,590,761</b>	<b>11.8%</b>

Rice Creek Watershed District  
Statement of Revenue and Expenditures - Ditch Creek Maintenance - 80

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 6/01-12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
<b>Revenues</b>							
3100	General Property Tax	930,584	0	893,361	893,361	1,208,395	29.9%
3101	WMD - ACD 10-22-32 80-04	0	0	0	0	0	0.0%
3101	WMD - ACD 31 80-05	0	0	120	120	0	0.0%
3101	WMD - ACD 46 80-06	0	0	88	88	0	0.0%
3101	WMD - RCD 4 80-07	74,647	0	71,661	71,661	0	-100.0%
3101	WMD - ARJD 1 80-09	0	0	0	0	0	0.0%
3101	WMD - ACD 15 & AWJD 4 80-22	0	0	0	0	0	0.0%
3101	WMD - ACD 53-62 80-24	26,782	0	166,364	166,364	26,782	0.0%
3207	ROW - ACD 10-22-32 80-04	0	0	0	0	0	0.0%
3207	ROW - ACD 31 80-05	0	0	0	0	0	0.0%
3207	ROW - ACD 46 80-06	0	0	0	0	0	0.0%
3207	ROW - RCD 4 80-07	23,944	1,409	11,972	13,381	0	-100.0%
3207	ROW - ARJD 1 80-09	0	0	0	0	0	0.0%
3207	ROW - ACD 15 & AWJD 4 80-22	0	0	0	0	0	0.0%
3207	ROW - ACD 53-62 80-24	5,624	2,881	0	2,881	2,405	-57.2%
3302	BWSR Grant - WBFIP Rice Creek 80-03	30,000	0	30,000	30,000	0	100.0%
3700	Interest Income	4,092	37,330	1,200	38,530	96,029	2246.8%
3800	Miscellaneous Income	0	6,000	0	6,000	0	0.0%
<b>Total Revenues</b>		<b>\$ 1,095,673</b>	<b>\$ 47,621</b>	<b>\$ 1,174,766</b>	<b>\$ 1,222,387</b>	<b>\$ 1,333,611</b>	<b>21.7%</b>
<b>Expenses</b>							
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	188,700	61,538	87,500	149,038	175,847	-6.8%
4102	Interns	0	0	0	0	0	0.0%
4110	Benefits	25,418	10,067	11,200	21,267	22,385	-11.9%
4120	PERA Expense	14,010	4,215	6,300	10,515	13,189	-5.9%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	14,436	4,717	6,356	11,073	13,452	-6.8%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	1,350	402	900	1,302	1,838	36.1%
4201	Supplies-Field	250	303	0	303	250	0.0%
4203	Computer Software	0	0	0	0	0	0.0%
4205	Meeting Supplies/Expense	250	0	250	250	250	0.0%
4208	Printing	375	0	100	100	375	0.0%
4210	Rent	16,650	7,885	9,462	17,348	16,650	0.0%
4240	Telecommunications	5,625	2,168	3,457	5,625	5,625	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	150	0	150	150	150	0.0%
4265	Training & Education	5,400	842	4,000	4,842	7,500	38.9%
4270	Insurance & Bonds	5,250	5,421	0	5,421	6,000	14.3%
4280	Postage	825	0	825	825	825	0.0%
4290	Legal Notices-General	750	1,131	250	1,381	750	0.0%
4320	Staff Travel	825	88	737	825	825	0.0%
4322	Vehicle Expense	13,000	1,113	11,887	13,000	15,000	15.4%
4330	Audit & Accounting	13,500	8,005	6,400	14,405	15,750	16.7%
4335	Professional Services	10,550	1,873	8,677	10,550	9,000	-14.7%
4337	Contracted Services	1,000	0	1,000	1,000	8,500	0.0%
4410	Legal Fees-General	5,000	1,878	1,000	2,878	5,000	0.0%
4500	Engineering	7,500	3,611	3,500	7,111	7,500	0.0%
4634	Equipment-Computer	0	0	0	0	0	0.0%
4635	Equipment-General	2,500	1,182	1,300	2,482	2,500	0.0%
4636	Equipment Lease	1,590	636	954	1,590	1,650	3.8%
4910	Bank Charges	0	0	0	0	0	0.0%
<b>Total Admin Expenses</b>		<b>\$ 334,904</b>	<b>\$ 117,076</b>	<b>\$ 166,205</b>	<b>\$ 283,281</b>	<b>\$ 330,811</b>	<b>-1.2%</b>
<b>Projects</b>							
	Natural Waterway Management 80-01	10,000	0	2,500	2,500	10,000	0.0%
	Ditch Maintenance 80-02	335,000	17,450	317,000	334,450	335,000	0.0%
	Repair Reports & Studies 80-03	196,000	34,103	161,897	196,000	200,000	2.0%
	ACD 10-22-32 WMD 80-04	28,339	0	5,693	5,693	14,124	-50.2%
	ACD 31 WMD 80-05	8,456	0	8,456	8,456	0	-100.0%
	ACD 46 WMD 80-06	45,971	0	45,971	45,971	39,710	-13.6%
	RCD 4 WMD 80-07	97,138	0	86,944	86,944	145,000	49.3%
	RCD 4 Repair 80-08	35,000	0	35,000	35,000	95,000	171.4%
	ARJD 1 WMD 80-09	0	0	0	0	0	0.0%
	ARJD 1 Repair 80-10	0	0	0	0	0	0.0%
	Municipal PDS Maintenance 80-15	50,000	0	5,000	5,000	50,000	0.0%
	WJD 2 Branch 1/2 Repair 80-20	0	27,730	0	27,730	0	0.0%
	AWJD 3 Repair 80-21	550,000	22,874	55,000	77,874	130,000	-76.4%
	ACD 15 & AWJD 4 WMD 80-22	20,373	3	20,370	20,373	18,370	100.0%
	ACD 15 & AWJD 4 80-23	30,000	0	10,000	10,000	230,000	666.7%
	ACD 53-62 WMD 80-24	177,000	46,510	130,000	176,510	42,985	-75.7%
	ACD 53-62 Repair 80-25	118,000	51,644	70,000	121,644	100,000	-15.3%
<b>Total Project Expenses</b>		<b>\$ 1,701,277</b>	<b>\$ 200,313</b>	<b>\$ 953,831</b>	<b>\$ 1,154,144</b>	<b>\$ 1,410,189</b>	<b>-17.1%</b>
<b>Total Expenses - Ditch &amp; Creek</b>		<b>\$ 2,036,181</b>	<b>\$ 317,389</b>	<b>\$ 1,120,036</b>	<b>\$ 1,437,425</b>	<b>\$ 1,741,000</b>	<b>-14.5%</b>

Rice Creek Watershed District  
Statement of Revenue and Expenditures - Lake Stream Management - 90

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 6/01- 12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
<b>Revenues</b>							
3100	General Property Tax	1,006,956	0	966,678	966,678	917,936	-8.8%
3302	BWSR Grant - WBFIP Rice Creek 90-26	25,000	0	25,000	25,000	0	100.0%
3700	Interest Income	2,179	19,878	0	19,878	63,266	2803.4%
3800	Miscellaneous Income	0	4,350	0	4,350	0	0.0%
<b>Total Revenues</b>		<b>\$ 1,034,135</b>	<b>\$ 24,228</b>	<b>\$ 991,678</b>	<b>\$ 1,015,906</b>	<b>\$ 981,201</b>	<b>-5.1%</b>
<b>Expenses</b>							
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	198,525	65,745	117,043	182,788	230,497	16.1%
4102	Interns	5,000	60	0	60	5,127	2.5%
4110	Benefits	25,291	5,884	9,987	15,871	29,940	18.4%
4120	PERA Expense	14,889	4,378	7,629	12,007	17,287	16.1%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	15,570	4,785	8,200	12,985	18,025	15.8%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	900	221	679	900	1,225	36.1%
4201	Supplies-Field	250	110	140	250	250	0.0%
4203	Computer Software	0	0	0	0	0	0.0%
4205	Meeting Supplies/Expense	0	0	0	0	0	0.0%
4208	Printing	250	205	45	250	250	0.0%
4210	Rent	11,100	5,584	6,700	12,284	11,100	0.0%
4240	Telecommunications	3,750	1,356	2,000	3,356	3,750	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	100	0	100	100	100	0.0%
4265	Training & Education	3,600	50	3,550	3,600	5,000	38.9%
4270	Insurance & Bonds	3,500	3,614	0	3,015	4,000	14.3%
4280	Postage	550	0	550	550	550	0.0%
4290	Legal Notices-General	250	0	250	250	250	100.0%
4320	Staff Travel	550	18	532	550	550	0.0%
4322	Vehicle Expense	13,000	399	12,500	12,899	15,000	15.4%
4330	Audit & Accounting	9,000	5,336	4,240	9,576	10,500	16.7%
4335	Professional Services	6,500	643	5,500	6,143	2,000	-69.2%
4337	Contracted Services	0	0	0	0	7,500	0.0%
4410	Legal Fees-General	1,000	1,051	0	1,051	1,000	0.0%
4500	Engineering	2,500	0	2,500	2,500	2,500	0.0%
4634	Equipment-Computer	0	0	0	0	0	0.0%
4635	Equipment-General	2,000	788	1,212	2,000	2,500	25.0%
4636	Equipment Lease	1,059	425	634	1,059	1,100	3.9%
4910	Bank Charges	0	0	0	0	0	0.0%
<b>Total Admin Expenses</b>		<b>\$ 319,135</b>	<b>\$ 100,652</b>	<b>\$ 183,991</b>	<b>\$ 284,044</b>	<b>\$ 370,001</b>	<b>15.9%</b>
<b>Projects</b>							
	Water Quality Grant Program 90-01	280,000	2,928	121,561	124,489	287,000	2.5%
	Surface Water Monitoring Program 90-04	210,000	22,043	187,957	210,000	240,000	14.3%
	Common Carp Management 90-26	225,000	109,396	60,604	170,000	200,000	-11.1%
	Curly Leaf Pondweed Management 90-27	50,000	0	12,000	12,000	50,000	0.0%
<b>Total Project Expenses</b>		<b>\$ 765,000</b>	<b>\$ 134,366</b>	<b>\$ 382,122</b>	<b>\$ 516,489</b>	<b>\$ 777,000</b>	<b>1.6%</b>
<b>Total Expenses - Lake &amp; Stream</b>		<b>\$ 1,084,135</b>	<b>\$ 235,018</b>	<b>\$ 566,114</b>	<b>\$ 800,532</b>	<b>\$ 1,147,001</b>	<b>5.8%</b>

Rice Creek Watershed District  
Statement of Revenue and Expenditures - District Facilities - 95

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 6/01-12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
<b>Revenues</b>							
3100	General Property Tax	707,770	0	679,459	679,459	476,544	-32.7%
3302	BWSR Grant - WBFIP Rice Creek	20,000	0	20,000	20,000	0	100.0%
3700	Interest Income	1,426	13,000	600	13,600	35,391	2381.8%
3800	Miscellaneous	0	0	0	0	0	0.0%
<b>Total Revenues</b>		<b>\$ 729,196</b>	<b>\$ 13,000</b>	<b>\$ 700,059</b>	<b>\$ 713,059</b>	<b>\$ 511,935</b>	<b>-29.8%</b>
<b>Expenses</b>							
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	168,178	40,954	72,335	113,289	133,258	-20.8%
4102	Interns	5,000	60	4,940	5,000	5,127	0.0%
4110	Benefits	23,835	3,951	9,400	13,351	16,607	-30.3%
4120	PERA Expense	12,504	2,685	3,300	5,985	9,994	-20.1%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	13,248	2,882	5,400	8,282	10,586	-20.1%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	450	98	350	448	613	36.1%
4201	Supplies-Field	250	192	50	242	250	0.0%
4203	Computer Software	0	0	0	0	0	0.0%
4205	Meeting Supplies/Expense	250	0	250	250	250	0.0%
4208	Printing	125	55	70	125	125	0.0%
4210	Rent	5,550	2,522	3,000	5,522	5,550	0.0%
4240	Telecommunications	1,875	690	1,000	1,690	1,875	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	50	0	50	50	50	0.0%
4265	Training & Education	1,800	498	1,302	1,800	2,500	38.9%
4270	Insurance & Bonds	1,750	1,807	0	1,807	2,000	14.3%
4280	Postage	275	0	275	275	275	0.0%
4290	Legal Notices-General	0	0	0	0	0	0.0%
4320	Staff Travel	275	0	275	275	275	0.0%
4322	Vehicle Expense	13,000	482	12,518	13,000	15,000	15.4%
4330	Audit & Accounting	4,500	2,668	2,160	4,828	5,250	16.7%
4335	Professional Services	4,250	322	3,900	4,222	2,000	-52.9%
4337	Contracted Services	0	0	0	0	5,000	0.0%
4410	Legal Fees-General	1,000	637	350	987	1,000	0.0%
4500	Engineering	1,000	146	855	1,000	1,000	0.0%
4634	Equipment-Computer	0	0	0	0	0	0.0%
4635	Equipment-General	500	394	106	500	2,500	400.0%
4636	Equipment Lease	531	212	319	531	550	3.6%
4910	Bank Charges	0	0	0	0	0	0.0%
<b>Total Admin Expenses</b>		<b>\$ 260,196</b>	<b>\$ 61,255</b>	<b>\$ 122,204</b>	<b>\$ 183,459</b>	<b>\$ 221,635</b>	<b>-14.8%</b>
<b>Projects</b>							
	Long Lake Sediment Basin Maint 95-01	0	0	0	0	0	0.0%
	Locke Lake Sediment Basin Maint 95-02	0	0	0	0	0	0.0%
	District Facilities Repair 95-03	155,000	0	155,000	155,000	300,000	93.5%
	Inspection, Operation & Maint 95-04	294,000	16,045	25,000	41,045	120,000	-59.2%
<b>Total Project Expenses</b>		<b>\$ 449,000</b>	<b>\$ 16,045</b>	<b>\$ 180,000</b>	<b>\$ 196,045</b>	<b>\$ 420,000</b>	<b>-6.5%</b>
<b>Total Expenses - District Facilities</b>		<b>\$ 709,196</b>	<b>\$ 77,300</b>	<b>\$ 302,204</b>	<b>\$ 379,504</b>	<b>\$ 641,635</b>	<b>-9.5%</b>



Rice Creek Watershed District  
Statement of Revenue and Expenditures - Project Anticipation - 99

Acct #	Account	2023 Annual Budget	YTD Thru 5/31/23	Projected 6/01- 12/31/23	Projected 2023 Total	2024 Proposed Budget	% Difference between 2023 & 2024 Budgets
	<b>Revenues</b>						
3100	General Property Tax	0	0	0	0	0	0.0%
3700	Interest Income	0	0	0	0	0	0.0%
3800	Miscellaneous	0	0	0	0	0	0.0%
	<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -	-	0.0%
	<b>Expenses</b>						
4000	Manager Per Diem	0	0	0	0	0	0.0%
4010	Manager Expense	0	0	0	0	0	0.0%
4011	Manager Travel	0	0	0	0	0	0.0%
4100	Wages	0	0	0	0	0	0.0%
4102	Interns	0	0	0	0	0	0.0%
4110	Benefits	0	0	0	0	0	0.0%
4120	PERA Expense	0	0	0	0	0	0.0%
4125	H.S.A. Contribution	0	0	0	0	0	0.0%
4130	Payroll Taxes	0	0	0	0	0	0.0%
4140	Payroll Taxes-Unemployment	0	0	0	0	0	0.0%
4200	Office Supplies	0	0	0	0	0	0.0%
4201	Supplies-Field	0	0	0	0	0	0.0%
4203	Computer Software	0	0	0	0	0	0.0%
4205	Meeting Supplies/Expense	0	0	0	0	0	0.0%
4208	Printing	0	0	0	0	0	0.0%
4210	Rent	0	0	0	0	0	0.0%
4240	Telecommunications	0	0	0	0	0	0.0%
4245	Dues	0	0	0	0	0	0.0%
4250	Publications	0	0	0	0	0	0.0%
4265	Training & Education	0	0	0	0	0	0.0%
4270	Insurance & Bonds	0	0	0	0	0	0.0%
4280	Postage	0	0	0	0	0	0.0%
4290	Legal Notices-General	0	0	0	0	0	0.0%
4320	Staff Travel	0	0	0	0	0	0.0%
4322	Vehicle Expense	0	0	0	0	0	0.0%
4330	Audit & Accounting	0	0	0	0	0	0.0%
4335	Professional Services	0	0	0	0	0	0.0%
4337	Contracted Services	0	0	0	0	0	0.0%
4410	Legal Fees-General	0	0	0	0	0	0.0%
4500	Engineering	0	0	0	0	0	0.0%
4634	Equipment-Computer	0	0	0	0	0	0.0%
4635	Equipment-General	0	0	0	0	0	0.0%
4636	Equipment Lease	0	0	0	0	0	0.0%
4910	Bank Charges	0	0	0	0	0	0.0%
	<b>Total Admin Expenses</b>	\$ -	\$ -	\$ -	\$ -	-	0.0%
	<b>Projects</b>						
	Restoration Project Anticipation 99-60	0	0	0	0	0	0.0%
	Ditch & Creek Project Anticipation 99-80	0	0	0	0	0	0.0%
	Lake & Stream Project Anticipation 99-90	0	0	0	0	0	0.0%
	District Facility Project Anticipation 99-95	0	0	0	0	0	0.0%
	<b>Total Project Expenses</b>	\$ -	\$ -	\$ -	\$ -	-	0.0%
	<b>Total Expenses - Project Anticipation</b>	\$ -	\$ -	\$ -	\$ -	-	0.0%

RESOLUTION 2023-09

RICE CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS

RESOLUTION TO ADOPT 2024 BUDGET AND  
DIRECT CERTIFICATION OF 2024 TAX LEVY

Manager Weinandt offered the following resolution and moved its adoption, seconded by  
Manager Wagamon

**WHEREAS**, Minnesota Statutes Sections 103D.911 and 103D.915 require that on or before September 15 of each year, the Rice Creek Watershed District Board of Managers ("Board") adopt a budget for the next year and decide on the total amount necessary to be raised from ad valorem tax levies to meet the District budget, and that the District certify to the auditor of each county within the District the county's share of the tax;

**WHEREAS**, pursuant to Minnesota Statutes Section 103D.911, the Board held a public hearing, duly noticed, on August 23, 2023, on the proposed 2024 District budget, whereby all interested members of the public were afforded the opportunity to address the Board concerning the proposed budget and levy, and the Board is legally authorized to levy the tax described below;

**THEREFORE BE IT RESOLVED**, that the Rice Creek Watershed District Board of Managers adopts a 2024 general fund and plan implementation budget totaling \$8,334,339;

**BE IT FURTHER RESOLVED**, that a levy of \$6,099,751 be certified to the Counties of Anoka, Ramsey, Hennepin and Washington and levied upon all taxable property in the Rice Creek Watershed District for the year 2024, as authorized by the Metropolitan Surface Water Management Act, Minnesota Statutes Section 103B.241, to pay the cost to prepare the District's watershed management plan and for projects identified in the plan as necessary to implement the purposes of Minnesota Statutes Section 103B.201;

The question was on the adoption of the Resolution and there were 4 yeas and 0 nays as follows:

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

Upon vote, the President declared the Resolution passed.

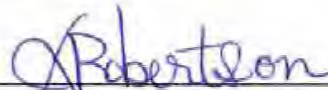
Jessica Robertson  
Jessica Robertson, Secretary

Dated: September 13, 2023

\* \* \* \* \*

I, Jessica Robertson, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above Resolution 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 13 day of September, 2023.

  
\_\_\_\_\_  
Jessica Robertson, Secretary

# DISTRICT 038 – RICE CREEK WATERSHED DIST

## *CERTIFICATION OF APPORTIONED LEVIES PAYABLE 2024*

*(1) Payable 2024 Property Tax Levy:*                      \$            6,099,751

<b>County</b>	<b>(2) Payable 2023 Taxable Net Tax Capacity</b>	<b>(3) Net Tax Capacity Percent Distribution</b>	<b>(4) Apportioned Payable 2024 Levy (1X3)</b>
ANOKA COUNTY	98,116,325	30.3386 %	1,850,579
HENNEPIN COUNTY	2,336,442	0.7225 %	44,071
RAMSEY COUNTY	156,676,800	48.4462 %	2,955,098
WASHINGTON COUNTY	66,274,352	20.4927 %	1,250,004
WATERSHED TOTAL	323,403,919	100.0000 %	\$            6,099,751



Treasurer

9/13/2023

*Signature of Budget Officer*

*Title*

*Date*

## **ITEMS REQUIRING BOARD ACTION**

5. Ramsey County Ditch (RCD) 4 Final Order Directing the Repair and Implementing Water Management District Charges (Ashlee Ricci)

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 4, 2023  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Public Drainage Inspector  
**Subject:** Ramsey County Ditch (RCD) 4 Final Order Directing the Repair and Implementing Water Management District Charges, HEI Task Order 2023-014

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### **Introduction**

The Board is being asked to consider Board Resolution 2023-12 to order the repair of Ramsey County Ditch (RCD) 4 and implement the proposed water management district charges.

Additionally, the Board is being asked to consider HEI Task Order 2023-014 in the amount of \$68,000.

### **Background**

The Rice Creek Watershed District as Drainage Authority for RCD 4 performed inspections of the drainage system in 2011, 2013, and 2016 as part of the as-constructed and subsequently improved condition determination. An additional survey in 2022 showed that little sediment had accumulated in the portion of the system downstream from Oasis Pond. However, it was noted that there was a lack of accessibility for maintenance and inspection, as well as bank erosion due to heavy shading from dense tree cover. Houston Engineering, Inc. (HEI) drafted a repair report dated July 13, 2023 and presented it to the Board on August 9, 2023. District staff held a public information meeting to review the report on October 3, 2023. The Board held the public hearing to receive public comment on the proposed repair and charges on December 7, 2023. All comments have been included in the draft minutes and addressed in the draft resolution. Due to the timing of the assembling of the packet materials and public hearing, the draft minutes and draft resolution will be made available at the Board workshop on 12/11/2023.

The RCD 4 public drainage system has an established Water Management District (WMD) per the Watershed Management Plan (WMP). Consistent with the WMP and past Board actions, HEI has drafted a Preliminary Determination, dated October 31, 2023, for the allocation of charges via 60% to the WMD and 40% to ad valorem.

Included with this memo is HEI Task Order No. 2023-014 for the RCD 4 Final Plans/Specs, Bidding, and Construction Management. The engineer estimates the cost of services to be \$68,000. The budget includes additional meetings and coordination with landowners.

### **Staff Recommendation**

District staff recommend that the Board adopt resolution 2023-12 to order the repair of the repair of Ramsey County Ditch 4 north of Terrace Drive and implement the allocation of charges for the costs of the repair.

District staff further recommend that the Board approve HEI Task Order 2023-014 for the HEI to complete final plans and specifications, bidding, and construction management.

# MEMORANDUM

## Rice Creek Watershed District



### **Proposed Motion #1**

Manager \_\_\_\_\_ moves to offer Resolution 2023-12 and its adoption, seconded by Manager \_\_\_\_\_.

### **Proposed Motion #2**

Manager \_\_\_\_\_ moves to approve HEI Task Order 2021-014, seconded by Manager \_\_\_\_\_.

### **Attachments**

Draft Resolution 2023-12 will be made available on 12/11/2023  
HEI Task Order No. 2023-014



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## SCOPE OF SERVICES



Task Order No. 2023-014  
Rice Creek Watershed District



### RCD 4 Final Plans/ Specs, Bidding, and Construction Management

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#### RCWD Administrative Information:

Account No.: 80-07 (60%), and 80-08 (40%)

Account Name: WMD and Repair

Houston Engineering Project No.: R005555-352

#### Task Order Purpose:

The project purpose is to complete final design plans and specifications for Ramsey County Ditch 4; solicit bids for the Repair through QuestCDN; and perform construction management duties.

#### Professional Services Rendered:

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

1. Complete final design of the repair including tree removals, based on recommendations set forth in the RCD 4 Repair Report dated July 13, 2023.
2. Preparation and incorporation of a Stormwater Pollution Prevention Plan (SWPPP) into the construction documents. HEI can assist the contractor with application of the construction general permit, if necessary.
3. Administer the bid letting process through Quest CDN online bidding portal including; preparing the bid documents and advertisement; leading an optional on-site pre-bid meeting; leading the bid opening (virtual); reviewing the bids received for responsive/responsible contractors; and preparation of a memorandum recommending award.
4. Provide one round of construction staking of the work limits for tree clearing activities and of slope stabilization BMPs.
5. Complete construction management activities including pre-construction meeting; processing field and change orders; recommending partial payments; and summarizing construction progress to the District staff and Board.
6. Provide part-time construction observation for the project, assuming a construction schedule of 30 working days, and up to 100 hours of construction observation. The amount of time necessary for inspection may vary based on Contractor performance.
7. Create record drawings based on field/change orders and construction observation notes.

#### Deliverables:

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## SCOPE OF SERVICES



Task Order No. 2023-014  
Rice Creek Watershed District



### RCD 4 Final Plans/ Specs, Bidding, and Construction Management

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The deliverables for the Task Order consist of the following:

- Draft and Final project manual including construction plan set with detail sheets, specifications, and bid documents.
- Eleven pre-, and post-construction meetings including: two staff meetings with RCWD, two days of on-site meetings with landowners, one pre-bid meeting; a Pre-construction meeting, four weekly construction meetings, and a project closeout presentation at a Board of Managers meeting.
- Various documents including Change and Field Orders, Payment Certification, and Project Acceptance.

#### Schedule and Compensation:

HEI will perform the professional services identified above on a time and materials basis. We recommend the RCWD budget an amount of **\$68,000** for the work described in this task order. HEI shall not exceed this amount without prior authorization from the Rice Creek Watershed District. **Attachment A** provides a summary of the probable cost per task. HEI reserves the right to move dollars across tasks, while remaining within / below the total amount identified by this Agreement.

#### Assumptions:

The estimated compensation for the execution of the tasks identified within the "Professional Services Rendered" section of this Task Order is based upon the following assumptions:

1. No permitting is required.
2. Re-staking is outside of the scope of this task order. Contractor is responsible for replacement of construction staking.
3. HEI will be responsible for construction observation. The estimated amount of observation time required by HEI is 100 hours, assuming part-time observation over a four week construction schedule.
4. Bid opening is virtual.

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## SCOPE OF SERVICES



Task Order No. 2023-014  
Rice Creek Watershed District



### RCD 4 Final Plans/ Specs, Bidding, and Construction Management

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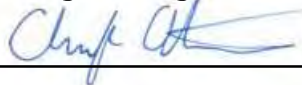
#### SIGNATURES:

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 **December 1, 2023** 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: Christopher C. Otterness, PE  
Title: District Engineer  
Date: December 1, 2023

Attachment A  
**ESTIMATED BUDGET**  
**RCD 4 REPAIR - Final Plans, Bidding, Construction Management**



Date Prepared: December 1, 2023  
 Date Revised:  
 Prepared by: A. Nies  
 Checked by: C. Otterness

**Total Estimated Labor**    \$66,976  
**Total Estimated Expenses**    \$992  
**Total Estimated Cost**    \$67,968

TASK DESCRIPTION	Principal In Charge	Project Manager	Engineer II	2-person Field Crew	GIS Analyst II	CAD Tech	Engineerin g Specialist	Total	
								Hours	Dollars
	CO	AN	IR	JM/XX	MO	AD	JN		
Total Labor Hours ==>	24	146	226	16	0	18	4	434	
Total Labor Dollars ==>	\$4,824	\$26,718	\$29,832	\$3,136	\$0	\$1,872	\$594	\$66,976	
RCD 4 REPAIR - Final Plans, Bidding, Construction Management	24	146	226	16	0	18	4	434	\$66,976
Final Plans and Specification	8	21	52	0	0	10	0	91	\$13,355
Finalize Construction Plans	2	4	12						
Develop SWPPP		1				2			
Specification writing	4	12	40						
Detail Sheets		2				8			
Review meeting with District Staff	2	2							
Bidding	3	19	8	0	0	0	0	30	\$5,136
Advertisement for Bids		4							
Pre-bid Meeting, Onsite (optional)		4	4						
Bidder Questions / Addendums	2	8							
Bid Opening meeting		1							
Bid tabulation and contractor selection memorandum	1	2	4						
Construction Management	10	76	44	0	0	0	0	130	\$21,726
Project Management / Internal Meetings	4	20	8						
Contract Documents (includes up to 2 change orders)	2	8	20						
Pre-construction meeting (Engineer and Inspector)		4	4						
Processing Pay Requests (assume 2 requests, include progress report)		8	8						
Weekly construction meetings (4)		8							
Coordination with RCWD during construction	4	4							
Coordination with City and landowners pre- and during construction		16							
Punch-list walkthrough		4	4						
Board Project Summary Presentation & Meeting		4							
Staking & Inspection	3	30	122	16	0	8	4	183	\$26,759
Staking		4		16			2		
Construction Observation (4 weeks @25 hr/week)	2	20	100						
Daily Reporting		4	20						
Record Drawings	1	2	2			8	2		

**Assumptions:**

1. HEI will set construction stakes once. The contractor is responsible for replacement of any disturbance of staking.
2. HEI is the lead on inspection activities.
3. Construction observation activities will be completed in 4 weeks.

## **ITEMS REQUIRING BOARD ACTION**

6. 2024 Rice Creek Watershed District Board Calendar (Nick Tomczik)

# RICE CREEK WATERSHED DISTRICT – 2024 BOARD OF MANAGERS CALENDAR approved XX/XX/XXXX

<b>JANUARY</b> 1/1: New Year's Holiday- Office Closed 1/3 NO CAC Mtg 8: Board Workshop (9 a.m. RCWD office) 10: Regular Bd. Mtg. (9:00 am Shoreview CC) 11:Per Diem & Mileage Claim Forms Due 15: MLK Day-Office Closed 24: Regular Bd. Mtg. (9:00am Shoreview CC)	<b>FEBRUARY</b> 7: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Waller 12: Board Workshop (9 a.m. RCWD office) 14: Regular Bd.Mtg. (9:00 am Shoreview CC) 15:Per Diem & Mileage Claim Forms Due 19: President's Day- Office Closed 28: Regular Bd.Mtg. (9:00 am Shoreview CC)	<b>MARCH</b> 6: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Robertson 6-7:MW Legislative Event & Day at the Capitol Ridge Hotel 11: Board Workshop (9 a.m. RCWD office) 13: Regular Bd.Mtg. (9:00 am Shoreview CC) 11:Per Diem & Mileage Claim Forms Due 27: Regular Bd. Mtg. (9:00 am Shoreview CC)	<b>APRIL</b> 3: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Wagamon 8: Board Workshop (9 a.m. RCWD office) 10: Regular Bd.Mtg. (9:00 am Shoreview CC) 11:Per Diem & Mileage Claim Forms Due 24: Regular Bd.Mtg. (9:00 am Shoreview CC)	<b>MAY</b> 1: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Bradley 6: Board Workshop (9 a.m. RCWD office) 8: Regular Bd.Mtg. (9:00 am Shoreview CC) 9:Per Diem & Mileage Claim Forms Due 22: Regular Bd. Mtg. (9:00 am Shoreview CC) 27: Memorial Day -Office Closed	<b>JUNE</b> 5: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Weinandt 10: Board Workshop (9 a.m. RCWD office) 12: Regular Bd.Mtg. (9:00 am Shoreview CC) 13:Per Diem & Mileage Claim Forms Due 19: Juneteenth -Office Closed TBA: MW Summer Tour 26: Regular Bd.Mtg. (9:00 am Shoreview CC)
<b>JULY</b> 3: NO CAC Mtg 4 Independence Day- Office Closed 8: Board Workshop (9 a.m. RCWD office) 10: Regular Bd.Mtg. (9:00 am Shoreview CC) 11:Per Diem & Mileage Claim Forms Due 24:Regular Bd.Mtg. (9:00 am Shoreview CC)	<b>AUGUST</b> 7: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Waller 12: Board Workshop (9 a.m. RCWD office) 14: Regular Bd.Mtg.(9:00 am Shoreview CC) 15:Per Diem & Mileage Claim Forms Due 28: Regular Bd.Mtg. & Proposed Budget Hrg & announce Dec. Truth & Taxation public meeting (9:00 am Shoreview CC)	<b>SEPTEMBER</b> 2: Labor Day - Office Closed 4: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Robertson 9: Board Workshop (9 a.m. RCWD office) 11: Regular Bd.Mtg (9:00 am Shoreview CC) 12:Per Diem & Mileage Claim Forms Due 25: Regular Bd.Mtg. (9:00 am Shoreview CC)	<b>OCTOBER</b> 2: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Wagamon 7: Board Workshop (9 a.m. RCWD office) 9: Regular Bd.Mtg. (9:00 am Shoreview CC) 10:Per Diem & Mileage Claim Forms Due 23: Regular Bd.Mtg. (9:00 am Shoreview CC)	<b>NOVEMBER</b> 6: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Bradley 11: Veteran's Day-Office Closed 12: Tuesday, Board Workshop (9 a.m. RCWD office) 13: Regular Bd.Mtg. (9:00 am Shoreview CC*) 14:Per Diem & Mileage Claim Forms Due 27: NO Regular Bd.Mtg 28 & 29 Thanksgiving Holiday- Office Closed	<b>DECEMBER</b> 12/3-12/6 MW Annual Mtg 4: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Weinandt 9: Board Workshop (9 a.m. RCWD office) 11:Regular Brd.Mtg.&Truth & Taxation public mtg (6:30 pm Shoreview CC) 12:Per Diem & Mileage Claim Forms Due 24 & 25: Christmas Holiday- Office Closed 25: NO Regular Bd.Mtg. 1/1: New Year's Holiday- Office Closed

The RCWD established the option for the public to participate in its meetings either in person or virtually using interactive technology. In-person Board Workshops will be conducted at the RCWD conference room 4325 Pheasant Ridge Drive NE, Blaine, MN. In-person Board Meetings will be conducted at the Shoreview City Council Chambers, 4600 North Victoria Street, Shoreview, MN, unless otherwise noted. CAC=Citizen Advisory Committee meetings held at RCWD offices and virtually.

Revised x/x/xx

## **ITEMS REQUIRING BOARD ACTION**

7. 2023 Comprehensive Wetland Protection and Management Plan (CWPMMP) Report -HEI Task Order (Patrick Hughes)



# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 7, 2023  
**To:** RCWD Board of Managers  
**From:** Patrick Hughes, Permit Coordinator/Wetland Specialist  
**Subject:** 2023 Comprehensive Wetland Protection and Management Plans Annual Reporting – Houston Engineering Task Order

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### **Introduction**

This is a task order for Board consideration and action. RCWD, through a Houston Engineering task order, compiles Comprehensive Wetland Protection and Management Plans (CWPMs) activity within the District.

### **Background**

The District has an obligation to annually compile a report of the permitted activities that occur within the five Comprehensive Wetland Protection and Management Plans (CWPMs) throughout the District. Houston Engineering assists in gathering the data from MS4Front and assembling the annual report. This agenda item is to consider the HEI task order to prepare the 2023 annual report.

RCWD adopted the five CWPMs into rule in 2013. WCA rule identifies that a local government unit that approves and adopts a comprehensive wetland management plan must annually provide information to the Board of Water and Soil Resources (BWSR) regarding activities that vary from WCA rule and to document compliance with the comprehensive plan. RCWD has previously completed and submitted these annual reports each year through 2022. HEI has prepared a task order to assemble the CWPM Annual Report for the current year's activities to submit to BWSR in 2024.

### **Staff Recommendation**

Staff recommend approving the HEI Task Order 2023-015 to prepare the 2023 CWPM Annual Monitoring Report.

### **Proposed Motion**

Manager \_\_\_\_\_ moves to authorize the Board President to execute the HEI Task Order 2023-015 to prepare the 2023 CWPM Annual Monitoring Report in an amount not to exceed \$17,000, seconded by Manager \_\_\_\_\_.

### **Attachments**

- Houston Engineering Task Order No. 2023-015, dated December 7, 2023

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## SCOPE OF SERVICES



**Task Order No. 2023-015  
Rice Creek Watershed  
District**



### **Comprehensive Wetland Protection and Management Plans Annual Reporting - 2023**

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#### **RCWD Administrative Information:**

Account No.: 70-03

Account Name: Comprehensive Wetland Protection and Management Plans  
Annual Reporting

**Houston Engineering Project No.:** R005555-0063 Phase 024

#### **Task Order Purpose:**

The purpose of this project is to prepare the 2023 Comprehensive Wetland Protection and Management Plan (CWMPMP) Annual Monitoring Report, summarizing the permitting details within those areas in the Rice Creek Watershed District (RCWD) that have an adopted and implemented CWMPMP's. The RCWD manages five different areas with BWSR approved CWMPMP's. Annual reporting to the Board of Water and Soil Resources (BWSR) is a requirement of CWMPMP's under the Wetland Conservation Act (MN Rule 8420.0830). As described in MN Rule (8420.0830), "...the local government unit with an approved and adopted comprehensive wetland management plan must annually provide information to the (BWSR) board regarding activities that vary from this chapter...and documenting compliance with the minimum plan standards developed..."

For the purposes of this Task Order, the permit inventory information will use the reporting format that was completed for the 2022 annual reporting effort. The report summarizes permit details from the individual implementation dates for each of the five CWMPMP within Rice Creek Watershed District Rule F: Village Meadows, Anoka County Ditch 53-62, Lino Lakes, Anoka/Washington Judicial Ditch 4 and Columbus. Permit inventory details from 2023 will be added to this report. The report will include an inventory and description of wetland alteration activities, a quantification of wetland impacts and mitigation acreages, a description and quantification of exemptions, and any variances granted for the 2023 year. The report will also include a review of CWMPMP goals and



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## SCOPE OF SERVICES

**Task Order No. 2023-015  
Rice Creek Watershed District**



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### **Comprehensive Wetland Protection and Management Plans Annual Reporting - 2023**

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whether the goals are being attained for the CWPMP areas, and a discussion of rule implementation, areas for improvement, and a summary of variances. The report will also summarize the overarching goal of achieving no-net-loss of wetland acreages and services for each of the CWPMP areas. HEI will also continue to map the Wetland Management Corridor (WMC) recorded easements, to the parcel level, that have resulted from the implementation of the rule.

#### **Professional Services Rendered:**

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

- Inventory individual CWPMP 2023 permit details using the Permit Database, Laserfiche and the permit files to summarize and report the permits numbers, the number of permits processed under CWPMP rule for each CWPMP area, describe the type of wetland, and describe the impacts permitted and mitigation provided and easement / buffer establishment. The inventory will also identify the number of exemptions, variances and implementation information. Permitting information will be reviewed for activities completed from January 1<sup>st</sup>, 2023 through December 31<sup>st</sup>, 2023.
- Prepare a tabular summary for each Rule area showing and summarizing the impacts and actions eligible for credit.
- Summarize projects abandoned and replaced with alternate projects.
- Create a tabular summary of the number of exemptions and variances issued, and the reasons for each variance for each CWPMP area.
- Prepare separate maps for each CWPMP showing the location of permit and the type of action.



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## SCOPE OF SERVICES

Task Order No. 2023-015  
Rice Creek Watershed District



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### Comprehensive Wetland Protection and Management Plans Annual Reporting - 2023

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- Prepare a map of established WMC easements resulting from the permitting process. This will be mapped to the parcel level. Each CWPMP area will have one map showing permit numbers and WMC easements at the parcel level. If, at a later date, the District elects to provide a map of the actual recorded WMC easement boundaries, this can be provided under a separate task order.
- Compile this information into an overall report for each CWPMP area. Each plan area, (Village Meadows, Anoka County Ditch 53-62, Anoka/Washington Judicial Ditch 4, Lino Lakes and Columbus) will be summarized separately. The original CWPMP reports will be reviewed and goals, impact and mitigation ratios will be summarized within each report. A discussion of the effectiveness of the Rule F in meeting the established goals, and in meeting the WCA goal of no-net-loss will be provided as part of the report.

**Attachment A** provides additional identification of the anticipated tasks necessary for executing this Task Order.

#### **Deliverables:**

Deliverables will include:

- A draft 2023 annual report with five subsections for the individual CWPMP boundaries: one subsection for each of Village Meadows, Anoka County Ditch 53-62, Lino Lakes, Anoka/Washington Judicial Ditch 4, and Columbus. The annual report will include a map, to the parcel level, of the acquired WMC easement areas.
- A final monitoring report incorporating RCWD comments.



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## SCOPE OF SERVICES

**Task Order No. 2023-015  
Rice Creek Watershed District**



### **Comprehensive Wetland Protection and Management Plans Annual Reporting - 2023**

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#### **Schedule and Compensation:**

We estimate a cost of **\$17,000** for services described within this task order. HEI shall not exceed this amount for the completion of this work without prior authorization from the Rice Creek Watershed District. HEI will provide a draft of the combined 2023 CWPMP Annual Report by **February 9, 2024**.

#### **Assumptions:**

The estimated compensation for the execution of the tasks identified within the "Professional Services Rendered" section of this Task Order is based upon the following assumptions:

1. Permit information and wetland impact and mitigation details are accessible from the Permit Database, Laserfiche and/or the paper file folders.
2. Permit review will include up to 55 permits and 15 review files.
3. Tables and updated wetland accounting information will be updated with new acreages, However, the 2022 report text will be utilized, as appropriate, for results and conclusions discussion.
4. HEI will acquire WMC easement GIS or recorded parcel data from District staff and/or Laserfiche, and map to the parcel level.



## SCOPE OF SERVICES

Task Order No. 2023-015  
Rice Creek Watershed District



### Comprehensive Wetland Protection and Management Plans Annual Reporting - 2023

#### 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 **December 7, 2023** 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, P.E.

Title: District Engineer

Date: December 7, 2023

## **ITEMS REQUIRING BOARD ACTION**

8. City of Fridley 2021 East Moore Lake Enhancement Project Cost Share Extension Request (Will Roach)

# MEMORANDUM

## Rice Creek Watershed District



**Date:** November 27<sup>th</sup>, 2023  
**To:** RCWD Board of Managers  
**From:** Will Roach, Watershed Technician/Inspector  
**Subject:** City of Fridley Extension Request – East Moore Lake Enhancement Project

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### **Introduction**

The City of Fridley is requesting an extension of its 2021 Cost-Share Agreement with the Rice Creek Watershed District (RCWD).

### **Background**

In 2021 the City of Fridley partnered with the RCWD and Board of Water and Soil Resources (BWSR) to receive grant funding for water quality improvements and recreational suitability in East Moore Lake, an Impaired Water. The scope of work consisted of the installation of a biochar – and iron enhanced sand filter (BIESF) to treat runoff from a 94-acre catchment area. This project was first presented to the Board at its March 10<sup>th</sup>, 2021, meeting, and a resolution to provide \$100,000 in funding to the project was subsequently approved at the March 24<sup>th</sup>, 2021, Board meeting.

While the City was able to construct the filter, supply chain issues resulted in a delay in delivering the pump control panel, which has since been installed. The City is currently waiting for Xcel Energy to bring power to the site for system start-up and testing. As the current agreement is set to expire on November 30<sup>th</sup>, 2023, the City is requesting a grant extension of one year and amend the agreement to have a new expiration date November 28, 2024, to allow for additional time for that work to be completed.

### **Staff Recommendation**

The District's cost-share dollars for this project are in fund 60-03 Lower Rice Creek Water Management Project of the 2024 budget. District Staff recommends the approval of Fridley's request for a one-year extension period to allow the City additional time to complete the project.

### **Request for Board Consensus OR Proposed Motion**

"Manager \_\_\_\_\_ moves to amend the 2021 cost-share agreement between Rice Creek Watershed District and the City of Fridley by amending the expiration date to November 28, 2024, and delegate signature authority of the extension memo to the District Administrator."

### **Attachments**

Cost-Share Agreement Dates 3/26/2021  
Environmental Planner email dated 11-13-2023.  
Fridley Cost-Share Agreement Amendment Memo



**GRANT AGREEMENT  
BETWEEN CITY OF FRIDLEY AND THE RICE CREEK WATERSHED DISTRICT  
FOR THE MOORE LAKE ENHANCEMENT PROJECT**

GRANT AGREEMENT between the Rice Creek Watershed District, 4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota 55449 (District) and the City of Fridley, 7071 University Avenue NE, Fridley, MN 55432 (City).

**RECITALS**

WHEREAS, in April 2020 the District adopted a Watershed Management Plan pursuant to Minnesota Statutes 103B.231, Subdivision 10, which includes implementation of stormwater retrofits to improve Moore Lake water quality within the Lower Rice Creek Water Management Project;

WHEREAS, in April 2009, the District completed the Southwest Urban Lakes Study, including a Management Action Plan for Moore Lake, updated in November 2009, summarizing water quality conditions and identifying a management approach and potential projects to reduce pollutant loading to the lake;

WHEREAS, in June 2013, the District and the Anoka Conservation District completed a stormwater retrofit analysis for Moore Lake, assessing several stormwater best management practice retrofit approaches within the subwatershed to mitigate phosphorus and suspended sediment loading to the lake;

WHEREAS, in November 2014, the United States Environmental Protection Agency approved the Minnesota Pollution Control Agency's "Upper Mississippi River Bacteria TMDL & Protection Plan," identifying coliform bacteria load reduction goals for Lower Rice Creek, which receives runoff directly from Moore Lake, whose public beach at Moore Lake Park has been subjected to frequent closures for high coliform bacteria counts;

WHEREAS, in February 2015, the United States Environmental Protection Agency approved the Minnesota Pollution Control Agency's "Rice Creek Watershed District Southwest Urban Lakes Total Maximum Daily Load Study," establishing total phosphorus load reduction goals for seven lakes, including East Moore Lake;

WHEREAS, the City has developed a concept plan detailing construction of an iron-enhanced sand and biochar filter within Moore Lake Park to reduce total phosphorus, suspended sediment and coliform bacteria loading to East Moore Lake (Project);

WHEREAS, the City submitted a Clean Water Fund Grant (CWF Grant) application, incorporated as **Exhibit A**, to the Board of Water and Soil Resources (BWSR) for the Project, was successful in its proposal, and BWSR awarded a \$400,000 CWF Grant to be used to pay a portion of the cost of the Project;

WHEREAS, the District and City have worked cooperatively to develop goals and objectives for the Project, a concept construction design for the Project, a cost allocation between the City and District for construction of the Project, and a plan for maintenance of the Project, once constructed;

WHEREAS, all access, construction, staging and materials storage, as well as future maintenance activity is anticipated to occur on property owned by the City;

WHEREAS, Minnesota Statutes Chapter 471.59 provides that two or more governmental units, by agreement entered into through action of their governing bodies, may cooperate to provide for the division of costs and other material elements of improvement projects; and,

WHEREAS, the District desires to provide the City with financial assistance for the Project.

THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, the District and the City agree as follows:

**I. CITY RESPONSIBILITIES.**

- A. Design Plan, Operation Plan and Maintenance Plan. Design plans for the project must be signed by a licensed professional engineer or landscape architect. The City will submit (1) final signed plans and specifications for the Project, and (2) an operations and maintenance plan to the District for the Administrator's written approval, not to be unreasonably withheld. The Project plans and specifications must include a public education component. The District, in its discretion, may approve a non-structural public education component.
- B. Insurance. The City shall require its contractor to name the District as an additional insured with primary coverage on a noncontributory basis under its commercial general liability policy, with a coverage limit of at least \$1.5 million per claim and aggregate, and covering both ongoing and completed operations, and all such operations of subcontractors. Coverage limits may be met by excess liability or umbrella policies.
- C. Construction and Maintenance. The City, through its own personnel and/or contractors, will construct the Project in accordance with the approved Project plans and specifications and maintain it for a minimum of 25 years in accordance with the approved maintenance plan. In doing so, the City will comply with all applicable laws and regulations and will be responsible for acquiring all permits, approvals and temporary and permanent rights of access or easement.
- D. Access for Maintenance. The City shall submit legal assurance acceptable to the District that the City has access to the Project's location for construction, operation and maintenance for a minimum of 25 years.
- E. Completion of Construction. Upon completion of the Project, the City shall retain ownership and assume all operation and maintenance obligations, and costs thereof, for the Project in accordance with the approved operations and maintenance plan. The City's project

engineer will certify the completion of Project construction in accordance with the approved plans and specifications no later than November 30, 2023. The City will submit to the District documentation of Project expenditures and the certification of completion no later than November 30, 2023.

## **II. DISTRICT RESPONSIBILITIES.**

- A. Grant Funds. To defray the Project cost to the City, the District will provide the City financial assistance in the amount of fifty (50) percent of the Project's eligible costs that are not covered by the CWF Grant, as determined by the District, with the total amount of District assistance not to exceed \$100,000.00.
- B. In-Kind Support. In-kind hourly staff costs incurred by the District in service to the Project will constitute a portion the District's financial contribution. District employee hourly rates for computing in-kind costs will be burdened rates. No more than \$5,000 of the District's contribution will be in-kind. The District will provide an annual accounting of such costs to the City by January 15 of the following year to aid in the City's CWF Grant reporting process.
- C. Payment Schedule. On District approval of the Project plans, specifications, and operations and maintenance plan, certification by the City that it has obtained all necessary permits and approvals, District approval of the City's access and maintenance assurance, and receipt of the City's issued notice to proceed, the District may disburse fifty (50) percent of the RCWD Board approved grant amount upon request of the City. On District receipt of the certification of completion and review of such Project documentation as it may require, the District will disburse the remaining RCWD Board approved funds.
- D. Contingencies. The District's obligation to provide grant funds is contingent on the City's compliance with the terms of this agreement, including but not limited to Project completion in accordance with the District-approved plans and specifications by November 30, 2023 and Project maintenance in accordance with the approved maintenance plan. The City shall return to the District any grant funds already received if this condition is not satisfied.

## **III. MISCELLANEOUS.**

- A. Relationship of Parties. Nothing in this agreement creates or establishes a partnership, joint venture or agency relationship between the parties. District review or approval of design plans and specifications, a maintenance plan and any other Project-related documents is solely for the District's own accounting for funds expended. As between the parties, the City is solely responsible for selection of the Project design and the means, method and manner of construction. Nothing in this agreement creates any right in any third party or affects any immunity, defense or liability limitation enjoyed by either party.

- B. Employees. The City represents that it has or will secure, at its own expense, all personnel and/or contractors required for the performance of this agreement. No City personnel or contractor will be considered an agent, representative or employee of the District.
- C. Liability. The City agrees to hold harmless and indemnify the District, and its managers, staff and representatives, up to the maximum liability limits of Minnesota Statutes Section 466.04, against any claim, expense or damage, including attorney fees, arising from the performance of this agreement.
- D. Assignment or Modification. This agreement binds and inures to the benefit of the City and the District, and their respective successors and assigns. Neither party may assign this agreement without the prior written consent of the other. Any modification of the agreement must be in writing and signed by both parties.
- E. Public Documents. All submitted information, including application, conceptual design, cost estimates, bid tabulations, final designs and specifications, copies of permits and proof of expenditures in the District's possession will become a part of the public record. The City will not claim intellectual property rights in any such information and will not contractually confer on or recognize in a third party any such rights.
- F. Effective Date. This agreement is effective as of the date all signatures below have been provided.

Dated: 3/26/21, 2021

CITY OF FRIDLEY

By: [Signature]

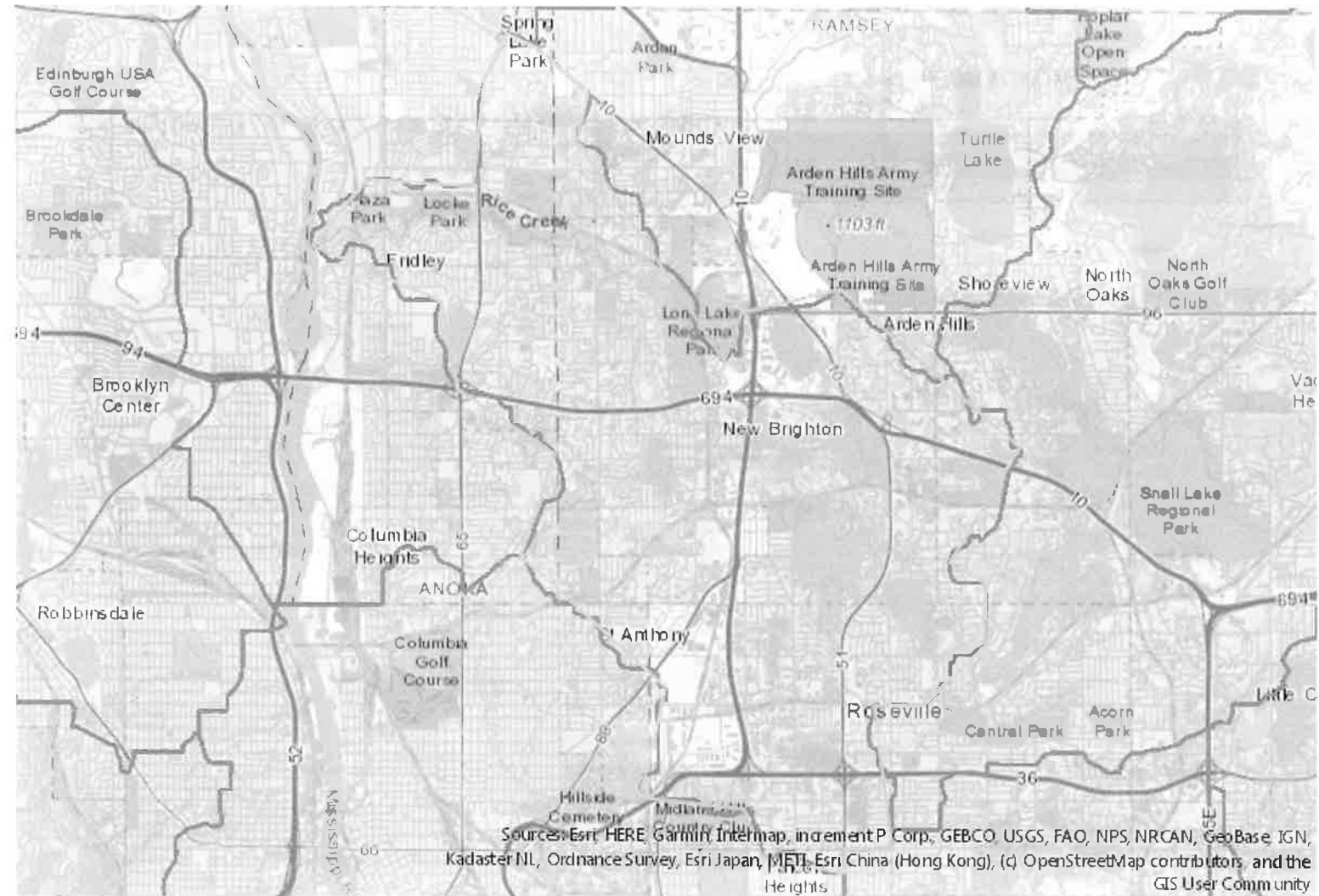
Its: City Manager

Dated: 3/25, 2021

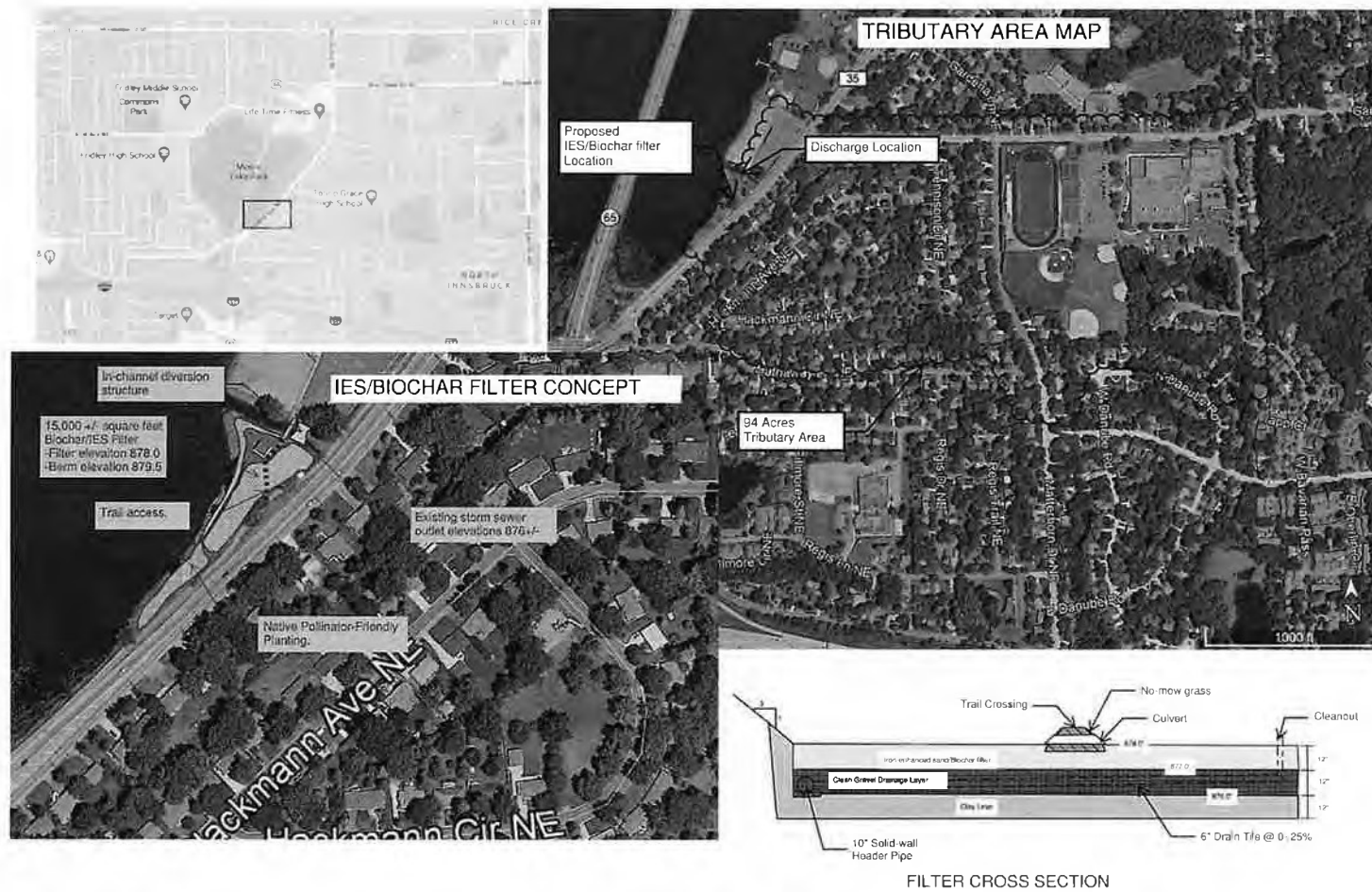
RICE CREEK WATERSHED DISTRICT

By: [Signature]  
Nick Tomczik, Administrator

## Map Image



## Application Image



Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Construction	PHOSPHORUS (EST. REDUCTION)	18 LBS/YR	East Moore Lake	MIDS	
Technical Services	PHOSPHORUS (EST. REDUCTION)	18 LBS/YR	East Moore Lake	MIDS	
Construction	SEDIMENT (TSS)	0.63 TONS/YR	East Moore Lake	MIDS	
Technical Services	SEDIMENT (TSS)	0.63 TONS/YR	East Moore Lake	MIDS	

### Activity Details

Activity Name	Question	Answer
Construction	Dollar amount requested for Ag BMP Loan Program:	Not Entered
Construction	Dollar amount requested for CWP Loans:	Not Entered
Technical Services	Dollar amount requested for Ag BMP Loan Program:	Not Entered
Technical Services	Dollar amount requested for CWP Loans:	Not Entered

Questions & Answers
to help with the shoreline plantings. A regional trail runs adjacent to the filter along Central Avenue which will provide greater visibility for the project. Significant opportunity exists to integrate discussion of water quality into park programming.
<b>Stream Restoration Projects Only (all other projects, please indicate "Not applicable"):</b> Stream restorations benefit from the expertise of diverse professional experience in fields like: geomorphology, hydrology, plant and animal ecology, construction site management, and engineering. What technical skills will be applied to this project and who is providing them?
N/A
<b>Stream Restoration Projects Only (all other projects, please indicate "Not applicable"):</b> Describe how your organization will provide financial assurance that operations and maintenance funds are available if needed.
N/A
<b>The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.</b>
Additional grant funding provides an opportunity to expand the size of the filter and add native plantings to achieve more water quality treatment and add pollinator and other habitat.

## Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
<b>Construction</b>	Construction contract	URBAN STORMWATER MANAGEMENT PRACTICES	\$375,000.00	20
<b>Technical Services</b>	design and construction oversight, coordination and outreach	TECHNICAL/ENGINEERING ASSISTANCE	\$25,000.00	20

## Proposed Activity Indicators



Questions & Answers
<p>completed a block-by-block analysis of each of the catchment areas to the lake to identify Best Management Practices such as ponds, bioswales, hydrodynamic separators, pervious pavement, and curb cut rain gardens. WINSLAMP was used to estimate potential annual TP and TSS removals and a generalized cost estimate for each allowed for a ranking of the most cost-effective practices. The proposed project was highest ranked as the most cost-effective practice as well as the practice achieving the highest amount of load reduction. The proposed project, including the estimated cost of 30 years of maintenance, has an estimated cost over 30 years of \$1,275 per pound of TP removed.</p>
<p><b>Project Readiness: Question 9. (8 points):</b> What steps have been taken or are expected to ensure that project implementation can begin soon after the grant award? Describe general environmental review and permitting needs required by the project (list if needed). Also, describe any discussions with landowners, status of agreements/contracts, contingency plans, and other elements essential to project implementation.</p>
<p>The City is the owner of the park in which the project would be constructed. The project is programmed in the City's Implementation Plan and the match funds are programmed in the Capital Invest Plan and in hand. The project is supported by the Rice Creek Watershed District and is included in the District's Implementation Plan and Capital Investment Plan. The project is at 30% design and can quickly proceed to final design and bidding as soon as a work plan is in place. The design includes installation of a diversion structure in the storm sewer outlet channel that may constitute fill in the floodplain, work in public waters, or both. The City will work closely with the Rice Creek Watershed District and the DNR to determine whether permits would be required and whether any floodplain mitigation may be necessary and incorporate that into the project final design.</p>
<p><b>Project Readiness: Question 10. (2 points):</b> What activities, if any proposed, will accompany your project(s) that will communicate the need, benefits, and long-term impacts to your local community? This should go above and beyond the standard newsletters, signs and press releases.</p>
<p>A 2016 survey of 300 Fridley residents regarding Moore Lake found that 56% of respondents said water quality negatively impacted their use of the park; 67% were concerned about bacteria/E. coli and 50% were concerned about algae. The City is undertaking a robust public participation plan while developing the Moore Lake Park Master Plan and has received a significant amount of feedback from the community about their desire to restore water-based recreation to the park. The project is in line with the goals for the park identified in a 2019 series of visioning workshops and is included in draft concept plans for park redevelopment. The BMP was included in a previous concept plan that received approval from the Park and Recreation Commission.</p>
<p>The filter is part of an effort to renew interest in Moore Lake as a waterfront destination through increased access via paddle boarding, canoeing, and fishing. Visits to Moore Lake have decreased, in part, due to perceptions of poor water quality. When the City operated a swimming beach in the park, high E. coli levels frequently forced beach closures and surface algae creates a visual impairment. The City performed park visioning workshops in 2019 that identified improved water quality (including stormwater treatment areas) for the park as a priority</p>
<p>The City would provide public outreach through its traditional communication channels (social media, cable channel, newsletter, e-newsletter). There is a small pavilion located adjacent to the proposed project that will be retained, and there is an opportunity to include interpretive signage not only about water quality but also native vegetation and pollinators. The city will explore the option of enlisting community groups</p>

## Questions & Answers

**(C) No load reduction numerical goals have been set for TSS or E. coli. The City has periodically taken samples at the beach and from the outfall into East Moore Lake and historical E. coli data is available. The most recent sample from August 10, 2020 showed an E. coli concentration of 8164 MPN/100 mL at the outfall, indicating the storm sewer system has the potential to convey a significant bacterial load to the lake. The sample at the beach was >2420 MPN/100 mL, which would have forced a beach closure. Monitoring of outflow from other biochar- and iron-enhanced sand filters in Hennepin and Anoka Counties show a greater than 95% E. coli reduction effectiveness.**

**Measurable Outcomes and Project Impact: Question 6. (10 points): (A) What portion of the water quality goal will be achieved through this application? Where applicable, identify the annual reduction in pollutant(s) that will be achieved or avoided for the water resource if this project is completed. (B) Describe the effects this application will have on the root cause of the issue it will address (most critical pollution source(s) or threat(s)).**

The TMDL requires a 33.8 kg (74.5 lb) annual reduction in TP loading to East Moore. The proposed project would accomplish an annual reduction of about 18 pounds per year, or 25% of the total required load reduction. While a load reduction for E. coli was not specifically modeled, iron- and biochar- enhanced sand filters in Shingle Creek and Coon Creek watersheds have achieved a 90-95% reduction in E. coli. The stormwater generated in this catchment is collected in a storm sewer system and conveyed to East Moore Lake. The catchment proposed to be treated is about 11% of the total drainage area to the lake. The proposed project will filter an estimated 78% of the annual of stormwater volume.

**Measurable Outcomes and Project Impact: Question 7. (5 points): If the project will have secondary benefits, specifically describe, (quantify if possible), those benefits. Examples: hydrologic benefits, climate resiliency, enhancement of aquatic and terrestrial wildlife species, groundwater protection, enhancement of pollinator populations, or protection of rare and/or native species.**

The project includes the potential to replace a significant amount of turf and shoreline on the south end of the park with native plants beneficial to pollinators, including the rusty-patched bumblebee. BWSR's Native Vegetation Establishment and Enhancement Guidelines will be consulted as project plantings are designed and selected.

**Cost Effectiveness and Feasibility: Question 8. (15 points): (A) Describe why the proposed project(s) in this application are considered to be the most cost effective and feasible means to attain water quality improvement or protection benefits to achieve or maintain water quality goals. Has any analysis been conducted to help substantiate this determination? Discuss why alternative practices were not selected. Factors to consider include, but are not limited to: BMP effectiveness, timing, site feasibility, practicality, and public acceptance. (B) If your application is proposing to use incentives above and beyond payments for practice costs, please describe rates, duration of payments and the rationale for the incentives' cost effectiveness. Note: For in-lake projects such as alum treatments or carp management, please refer to the feasibility study or series of studies that accompanies the grant application to assess alternatives and relative cost effectiveness. Please attach feasibility study to your application in eLINK.**

In 2013, as the Southwest Urban Lake Nutrient TMDL was being completed, the City and the Rice Creek Watershed District worked with the Anoka Conservation District to complete a Stormwater Retrofit Analysis for the highly developed Moore Lake subwatershed. This analysis

Questions & Answers
<p><b>Targeting: Question 3. (15 points): Describe the methods used to identify, inventory, and target the root cause (most critical pollution source(s) or threat(s)). Describe any related additional targeting efforts that will be completed prior to installing the projects or practices identified in this proposal.</b></p>
<p>The Southwest Urban Lake Nutrient TMDL completed modeling to estimate nutrient loading contributed from external sources and analysis of sediment cores to estimate internal load derived from sediment release. This core analysis suggested that internal release was a very small portion of the East Moore Lake annual phosphorus budget, with most contributed from the watershed. The City and the Rice Creek Watershed District subsequently worked with the Anoka Conservation District to complete a Stormwater Retrofit Analysis for the highly developed lakeshed. This analysis completed a block-by-block analysis of each of the catchment areas to the lake to identify nutrient-reducing Best Management Practices such as ponds, bioswales, hydrodynamic separators, pervious pavement, and curb cut rain gardens. WINSLAMM was used to estimate potential annual TP and TSS removals. A generalized cost estimate was developed for each to allow for a ranking of the most cost-effective practices. The proposed project was highest ranked as the most cost-effective practice as well as the practice achieving the greatest amount of load reduction. Additional BMPs in the watershed will be installed as opportunities arise.</p>
<p><b>Targeting: Question 4. (10 points): How does this proposal fit with complementary work that you and your partners are implementing to achieve the goal(s) for the priority water resource(s) of concern? Describe the comprehensive management approach to this water resource(s) with examples such as: other financial assistance or incentive programs, easements, regulatory enforcement, or community engagement activities that are directly or indirectly related to this proposal.</b></p>
<p>The Master Plan for Moore Lake Park currently in development includes the proposed project as well as other potential improvements to reduce nutrient, sediment, and bacterial loading to the lake. This includes replacement of turf grass with no-mow meadow grasses; shoreline restoration using native plants to filter surface runoff and discourage geese congregation; reduction in impervious surfaces; and restoration of wetlands. The City has previously contracted for goose management in the area and is considering entering into a new contract in 2021. In 2018 the City Council by resolution declared Fridley a “Pollinator Friendly” community and directed staff to increase the amount of pollinator friendly plantings in City parks, evaluate pesticide use and increase education and outreach related to pollinators.</p>
<p><b>Measurable Outcomes and Project Impact: Question 5. (10 points): (A) What is the primary pollutant(s) this application specifically addresses? (B) Has a pollutant reduction goal been set (via TMDL or other study) in relation to the pollutant(s) or the water resource that is the subject of this application? If so, please state that goal (as both an annual pollution reduction AND overall percentage reduction, not as an in-stream or in-lake concentration number). (C) If no pollutant reduction goal has been set, describe the water quality trends or risks associated with the water resource or other management goals that have been established. (D) For protection projects, indicate measurable outputs such as acres of protected land, number of potential contaminant sources removed or managed, etc.</b></p>
<p>(A) The primary pollutants are TP, TSS, and E. coli and other bacteria.</p> <p>(B) A TMDL for East Moore Lake has established a numerical goal of reducing TP load to the lake by 33.8 kg (74.5 lb) annually, which is a 25% reduction.</p>

### Questions & Answers

the total drainage area to the lake. The proposed project would accomplish an annual reduction of about 18 pounds TP per year, or 25% of the total required load reduction. A new wet pond in the vicinity of the proposed project was the top-ranked BMP identified in the Moore Lake Stormwater Retrofit Analysis, although the design later evolved into a biochar- and iron-enhanced sand filter (Moore Lake SRA pp. 5, 25).

**Prioritization (Relationship to Plan): Question 1, continued: (C) Provide weblinks to all referenced plans.**

Rice Creek Watershed District 2020 Management Plan

<https://ricecreek.org/2020wmp>

Southwest Urban Lake Nutrient TMDL

<https://www.pca.state.mn.us/water/tmdl/rice-creek-watershed-district-southwest-urban-lakes-excess-nutrients-tmdl-project>

City of Fridley Local Water Management Plan

[https://ci.fridley.mn.us/DocumentCenter/View/5733/Attachment-A-Fridley-Local-Water-Plan-final\\_appendices](https://ci.fridley.mn.us/DocumentCenter/View/5733/Attachment-A-Fridley-Local-Water-Plan-final_appendices)

City of Fridley Comprehensive Plan

<https://ci.fridley.mn.us/567/Comprehensive-Plan>

Moore Lake Stormwater Retrofit Analysis

[https://www.anokaswcd.org/images/AnokaSWCD/Reports/MooreLake\\_SRA\\_Report.pdf](https://www.anokaswcd.org/images/AnokaSWCD/Reports/MooreLake_SRA_Report.pdf)

**Prioritization (Relationship to Plan): Question 2. (3 points): (A) Describe how the resource of concern aligns with at least one of the statewide priorities referenced in the Nonpoint Priority Funding Plan (also referenced in the “Projects and Practices” section of the RFP). (B) Describe the public benefits resulting from this proposal from both a local and state perspective.**

A. The project aligns with the statewide priority “Restore those waters that are closest to meeting state water quality standards.” While there is limited monitoring data available, the summer average TP concentration typically falls in the 45-50 ug/L, just above the 40 ug/L standard. A sample collected from the inlet on July 23rd, 2020 measured 76.9 ug/L. This project would accomplish about 25% of the necessary load reduction.

B. In its current condition the public cannot recreate in the lake and its aesthetics are unpleasing. This project would reduce nutrient, sediment, and bacterial loading to the lake to help restore the Aquatic Recreation beneficial use. In addition, the native buffer will include pollinator-benefiting species.

## Narrative

Questions & Answers
<b>Does your organization have any active CWF competitive grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.</b>
None.
<b>Water Resource: Identify the water resource the application is targeting for water quality protection or restoration.</b>
East Moore Lake, 02-0075-01, in the City of Fridley in Anoka County
<b>Prioritization (Relationship to Plan): Question 1. (17 points): (A) Describe why the water resource was identified in the plan as a priority resource. For the proposed project, identify the specific water management plan reference by plan organization (if different from the applicant), plan title, section, and page number.</b>
<p>East Moore Lake was designated an Impaired Water for excessive nutrient concentrations in 2002, and a TMDL was approved in 2015. While there is limited monitoring data available, the summer average TP concentration typically falls in the 45-50 ug/L range, just above the 40 ug/L standard. The Rice Creek Watershed District classifies this lake as a Protection lake, for which efforts are preferentially focused on ensuring lakes nearing a water quality threshold (WD Plan, pp. 2-17 – 2-19) maintain or improve water quality.</p> <p>Abutting the shoreline to the east is Moore Lake Park, one of Fridley's most heavily utilized parks. With recreation amenities such as a beach, sand volleyball, fishing piers, picnic shelters, trails and play equipment, the park is a destination for residents and visitors to the community. In recent years aquatic recreation has been limited by the lake's declining water quality and occasionally excessive E. coli levels requiring periodic beach closures. In 2018 the City permanently closed the beach to swimming.</p> <p>A Moore Lake Park Master Plan is under development and incorporated into the City's Draft 2040 Comprehensive Plan. Among the Implementation Action steps: "...provide shoreline restoration, infiltration basins and iron-enhanced sand filters to improve water quality at the lake." (Comp Plan pp. 183, 339). The City's Local Water Management Plan Implementation Plan also includes: "Moore Lake WQ Projects: Construct water quality and quantity improvements during future reconstruction projects or complete standalone projects to address Southwest Urban Lakes TMDL for nutrients and impairment for Aquatic Life including, but not limited to, projects listed in the Southwest Urban Lakes Report Moore Lake Management Action Plan." (Local Plan p. F-6). The Rice Creek WD 2020 Management Plan includes implementation of BMPs to benefit Moore Lake in its Lower Rice Creek Water Management Project (pp. 4-33, 4-38).</p>
<b>Prioritization (Relationship to Plan): Question 1, continued: (B) In addition to the plan citation, provide a brief narrative description that explains whether this application fully or partially accomplishes the referenced activity.</b>
The TMDL requires a 33.8 kg (74.5 lb) annual reduction in TP load to East Moore Lake. The catchment proposed to be treated is about 11% of



## Projects and Practices Application

Grant Name - Moore Lake Enhancement Project

Grant ID - C21-7914

Organization - Fridley, City of

Allocation	Projects and Practices 2021	Grant Contact	Rachel Workin
Total Grant Amount Requested	\$400,000.00	County(s)	Anoka
Grant Match Amount	\$100,000	12 Digit HUC(s)	070102060306
Required Match %	25%	Applicant Organization	Fridley, City of
Calculated Match %	25%	Application Submitted Date	
Other Amount			
Project Abstract	<p>The purpose of the project is to improve water quality and recreation suitability in East Moore Lake in the City of Fridley. East Moore is an Impaired Water for excess nutrients, and water conditions, including periodic excess E. coli concentrations, negatively impacts the use of the Lake and associated park. The proposed project is the installation of a biochar- and iron-enhanced sand filter to treat runoff from a 94-acre urban catchment with minimal treatment draining directly into the lake. The project also includes converting shoreline turf into a native plant buffer to discourage geese aggregation and filter runoff. The expected outcomes are improved water quality and clarity, reduced instances of elevated bacteria concentrations in the beach area, and enhanced recreational suitability.</p>		
Proposed Measurable Outcomes	<ul style="list-style-type: none"> <li>- 18 lbs/year annual reduction in nutrient loading to the lake, which is 25% of the external load reduction required in the TMDL.</li> <li>- 1,263 lbs/year TSS</li> <li>- reduction in E. coli and other bacteria discharged into this recreational lake</li> </ul>		

Report created on: 4/8/2020

## William Roach

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**From:** Nicholas Tomczik  
**Sent:** Tuesday, November 14, 2023 12:53 PM  
**To:** Workin, Rachel  
**Cc:** Schmidt, Nic; William Roach  
**Subject:** RE: Fridley Moore Lake Biochar and Iron Enhanced Sand Filter Update  
**Attachments:** Moore Lake RCWD grant (signed).pdf

Hello Rachel,

Thanks for the inquiry. The extension of the RCWD Moore Lake grant requires RCWD Board approval. I am copying Will from our office to move the request forward. The next available RCWD board meeting is December 13<sup>th</sup>, post the deadline. So, we'll need to work through any complication in the matter.

Nick Tomczik  
Administrator



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**From:** Workin, Rachel <Rachel.Workin@fridleymn.gov>  
**Sent:** Monday, November 13, 2023 1:23 PM  
**To:** Nicholas Tomczik <ntomczik@ricecreek.org>  
**Cc:** Schmidt, Nic <Nic.Schmidt@fridleymn.gov>  
**Subject:** Fridley Moore Lake Biochar and Iron Enhanced Sand Filter Update

Hi Nick,

We previously coordinated with Kyle Axtell on the execution of a grant agreement to expire on November 30, 2023 for the construction of the biochar and iron enhanced sand filter to improve the water quality of East Moore Lake. While the construction of the filter went well, supply chain issues resulted in a significant delay in the delivery of the pump control panel. This has been installed; however, we are still currently waiting for Xcel to bring power to the site so that we can conduct start-up and issue final payment upon completion of any punch list items and receipt of required close out documents. We have coordinated with Ali Chalberg to extend our open RCWD permit, but I was wondering what the process would be for an extension of RCWD grant funds. We have also submitted a grant extension request to BWSR in case we aren't able to complete these final items before the contract expiration at the end of the year.

Thank you!

Kind regards,

**Rachel Workin**

Environmental Planner

City of Fridley

Direct: 763-572-3594

7071 University Ave. N.E., Fridley, MN 55432

[Rachel.Workin@FridleyMN.gov](mailto:Rachel.Workin@FridleyMN.gov) | [FridleyMN.gov](http://FridleyMN.gov)







December 13, 2023

Wally Wysopal  
City of Fridley  
7071 University Avenue NE  
Fridley, MN 55432

**RE: 2021 Cost-Share Agreement Extension  
City of Fridley – East Moore Lake Improvements**

Dear Mr. Wysopal,

At its December 13, 2023, regular meeting, the RCWD Board of Managers approved an extension to the enclosed cost-share agreement between the RCWD and the City of Fridley for the East Moore Lake Improvements project. The purpose of this extension is to allow the City additional time to construct and complete the project. The original agreement was made effective on March 26, 2021, and its new expiration date will be **November 28, 2024**.

Section I.E of the agreement is hereby amended to state:

*"Completion of Construction. Upon completion of the Project, the City shall retain ownership and assume all operation and maintenance obligations, and costs thereof, for the Project in accordance with the approved operations and maintenance plan. The City's project engineer will certify the completion of Project construction in accordance with the approved plans and specifications no later than November 28, 2024. The City will submit to the District documentation of Project expenditures and the certification of completion no later than November 28, 2024. "*

All other provisions of the original agreement remain in full force and effect. Please sign below indicating the City's acceptance of these terms, return the original to the RCWD and keep a copy for your records.

APPROVED:

Rice Creek Watershed District

City of Fridley

\_\_\_\_\_  
Nick Tomczik  
RCWD Administrator

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

Its: \_\_\_\_\_

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

## **ITEMS REQUIRING BOARD ACTION**

9. Jacon, LLC Partial Pay Request #1 Anoka-Washington Judicial Ditch  
3 Phase 2 Repair Project (Ashlee Ricci)

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 4, 2023  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Public Drainage Inspector  
**Subject:** JACON LLC Partial Pay Request #1 – JD 3 Branches 1, 2 & 4 Repair

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### **Introduction**

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

### **Background**

JACON LLC has completed portions of mobilization, tree removals, excavation of open channel and installation of three crossings and the results have been certified by the District Engineer. In the next month, additional tree clearing, excavation, and field crossing installations are expected to be completed.

Partial payment #1 totals \$68,194.04. The Watershed Management Plan identifies trunk conveyance systems and describes that costs for repairs on trunk conveyance systems are to be paid for by ad valorem taxes. Per Board resolution 2022-21, the District is utilizing alternative authority under statutes section 103D.621 to use ad valorem tax revenues to pay for these drainage system repairs.

Staff concurs with the District Engineer's recommendation (attached) that the pay request is accurate and ready for approval. RCWD will hold a 5% retainage on this contract.

### **Staff Recommendation**

District staff recommends that \$68,194.04 be issued to JACON LLC as detailed in Partial Payment #1.

### **Proposed Motion**

Manager \_\_\_\_\_ moves to approve JACON LLC's pay request #1 as submitted and certified by the District Engineer and directs staff to issue a payment in the amount of \$68,194.04, seconded by Manager \_\_\_\_\_.

### **Attachments**

HEI Technical Memorandum (11-30-2023)

# Technical Memorandum

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**To:** Nick Tomczik, RCWD  
Ashlee Ricci, RCWD  
**From:** Adam Nies, PE  
**Subject:** JD 3 Branches 1, 2, and 4 Repair Project Partial Payment #1  
**Date:** November 30, 2023  
**Project:** 5555-0332

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

## Project Update

The contractor has completed portions of several project tasks including mobilization, excavation of open channel, tree clearing and installation of a culvert and 2 field crossings. In the coming month, more excavation, field crossing and culvert installations, and tree clearing is expected to be completed.

## Payment Application Review

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

The following is a summary of payment:

Work Completed to Date:	\$ 71,783.20
Less 5% retainage:	\$ 3,589.16
Less previous payments:	\$ 0.00
Pay Request for this estimate:	\$ 68,194.04

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

## Recommendation

We recommend authorization of Partial Payment #1 in the amount of \$68,194.04 to JACON LLC for work completed under this pay request.

JD 3 Branches 1, 2, and 4 Repair Project

Partial Payment #1

11/30/2023

Item Code	Item Description	Units	Unit Price	Contract		Completed to Date	
				Quantity	Extension	Quantity	Extension
	1 Mobilization	LS	\$30,120.00	1	\$30,120.00	0.5	\$15,060.00
	2 Removal and Dispose of Inplace Culvert	Ln Ft	\$14.60	127	\$1,854.20	42	\$613.20
	3 Excavation of Open Channel	Ln Ft	\$4.00	13427	\$53,708.00	1740	\$6,960.00
	4 Spoil Management	Ln Ft	\$2.25	13427	\$30,210.75	0	\$0.00
	5 Tree Clearing, Chipping and Removal	Acre	\$10,000.00	5	\$50,000.00	2.43	\$24,300.00
	6 36" CP Pipe Culvert	Ln Ft	\$180.00	122	\$21,960.00	41	\$7,380.00
	7 42" CP Pipe Culvert	Ln Ft	\$195.00	32	\$6,240.00	0	\$0.00
	8 Field Crossing	Ea	\$3,975.00	4	\$15,900.00	2	\$7,950.00
	9 Seeding and Mulch	Acre	\$3,500.00	9.1	\$31,850.00	0	\$0.00
	10 Silt Fence, Type PA	Ln Ft	\$4.00	100	\$400.00	0	\$0.00
	11 Erosion Control Blanket Cat. 3	Sq Yd	\$12.00	100	\$1,200.00	60	\$720.00
	12 Sediment Control Log	Ln Ft	\$2.00	100	\$200.00	0	\$0.00
	13 SWPPP Documentation and Management	LS	\$900.00	1	\$900.00	0	\$0.00
CO 2a	Extra Clearing	Acre	\$10,000.00	0.71	\$7,100.00	0.71	\$7,100.00
CO 2b	18" and 24" Field Crossing and Sand	LS	\$1,700.00	1	\$1,700.00	1	\$1,700.00
TOTAL					\$253,342.95		\$71,783.20

Retainage 5%	\$3,589.16
Previous Payments	\$0.00
TOTAL DUE	\$68,194.04

## PARTIAL PAYMENT CERTIFICATION

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

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

CONTRACTOR: JACON, LLC

PARTIAL PAYMENT: #01  
PERIOD OF ESTIMATE: 10/1/23 – 11/30/23

### CONTRACT CHANGE ORDER SUMMARY

No.	Deduction	Additions
1		\$0.00
2		\$8,800.00
Totals		\$8,800.00
Net Change to Contract		\$8,800.00

### CONTRACT TIME:

Original Days:

Revisions: none

Days Remaining:

On Schedule (y/n): Yes

Starting Date: October 2, 2023

Projected Completion: July 1, 2024

### ESTIMATE

Original Contract Amount.....	\$ 244,542.95
Change Orders.....	\$ 8,800.00
Revised Contract Amount.....	\$ 253,342.95
Completed to Date Amount.....	\$ 71,783.20
Materials On-Site.....	\$ 0
Subtotal.....	\$ 71,783.20
Retainage.....	\$ 3,589.16
Previous Payments.....	\$ 0
Amount Due This Payment.....	\$ 68,194.04

(see attached breakdown)

### CONTRACTOR'S CERTIFICATION

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

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

Contractor: JACON LLC

By: *Sarah Jensen*

Date: 12/4/2023

### ENGINEER'S CERTIFICATION

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

Engineer: Houston Engineering, Inc.

By: Adam N. Nies *Adam N. Nies*

Date: 12/4/2023

### OWNER'S APPROVAL

Owner: Rice Creek Watershed District

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

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

## **ITEMS REQUIRING BOARD ACTION**

10. Anoka County Ditch 53-62 Main Trunk Repair Project Complete & US Sitework, Inc. Final Pay Request (Ashlee Ricci)



# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 4, 2023  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Public Drainage Inspector  
**Subject:** US Sitework, Inc. Final Pay Request - Anoka County Ditch 53-62 Main Trunk Repair

### Introduction

The Board is being asked to consider approval of the ninth and final pay request from US Sitework, Inc. for the Anoka County Ditch (ACD) 53-62 Main Trunk Repair.

### Background

In the last month, the contractor has completed seeding and other punch-list items and submitted documentation for project closeout. The repair is complete and any items that arise can be addressed in the contract warranty period. All work has been certified by the District Engineer (attached).

The final pay request totals \$22,588.40. The Watershed Management Plan describes the development and purpose of the ACD 53-62 Water Management District (WMD). Per Board resolution 2021-19, costs of the repair are to be allocated between the WMD at 60 percent (\$13,553.04) and the District as a whole (ad valorem) at 40 percent (\$9,035.36).

Staff concurs with the District Engineer's recommendation that the pay request is accurate and ready for approval. RCWD will release the 5% retainage on this contract.

### Staff Recommendation

District staff recommends that \$22,588.40 be issued to US Sitework, Inc. as detailed in Partial Payment #8.

### Proposed Motion

Manager \_\_\_\_\_ moves to approve US Sitework, Inc.'s final pay request as submitted and certified by the District Engineer and directs staff to issue a payment in the amount of \$22,588.40, seconded by Manager \_\_\_\_\_.

### Attachments

HEI Technical Memorandum (11-09-2023)

# Technical Memorandum

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**To:** Nick Tomczik, RCWD  
Ashlee Ricci, RCWD  
**From:** Chris Otterness, PE  
**Subject:** ACD 53-62 Main Trunk Repair Project Partial Payment #9  
**Date:** November 15, 2023  
**Project:** 5555-0255

The purpose of this memorandum is to recommend Final Payment #9 to US SiteWork, Inc. for the ACD 53-62 Main Trunk Repair Project.

## Project Update

In the last month, the contractor has completed seeding, other remaining punchlist items and submitted documentation for project closeout.

## Payment Application Review

We have reviewed the materials submitted by US SiteWork, Inc.. We have verified the items for which payment have been requested have been completed. The project is complete and any remaining items that arise can be addressed in the contract warranty period.

The following is a summary of payment:

Work Completed to Date:	\$ 392,773.00
<u>Less previous payments:</u>	<u>\$ 370,184.60</u>
Pay Request for this estimate:	\$ 22,588.40

A detailed summary of work completed, partial payment certification, and US SiteWork Inc's closeout documentation are attached.

## Recommendation

We recommend authorization of Final Payment in the amount of \$22,588.40, inclusive of release of retainage, to US SiteWork Inc. for work completed under this pay request.

ACD 53-62 Main Trunk Repair Project  
 Partial Payment #9  
 11/8/2023

Item Code	Item Description	Units	Unit Price	Contract		Completed to Date		% Completed
				Quantity	Extension	Quantity	Extension	
1	Mobilization	LS	\$58,280.00	1	\$58,280.00	1	\$58,280.00	100%
2	Traffic Control	LS	\$1,515.00	1	\$1,515.00	1	\$1,515.00	100%
3	Temporary and Permanent Removals	LS	\$1,650.00	1	\$1,650.00	1	\$1,650.00	100%
4	Tree Clearing (P)	Acre	\$14,300.00	6.6	\$94,380.00	6.6	\$94,380.00	100%
5	Excavation of Existing Channel (P)	Ln Ft	\$6.00	5850	\$35,100.00	5850	\$35,100.00	100%
6	Spreading and Smoothing of Spoils (P)	Ln Ft	\$10.00	4150	\$41,500.00	4150	\$41,500.00	100%
7	Excavation of Access Ramp (CV) (P)	Cu Yd	\$5.00	1400	\$7,000.00	1400	\$7,000.00	100%
8	Haul and Place in Disposal Area (LV) (P)	Cu Yd	\$18.00	2870	\$51,660.00	2870	\$51,660.00	100%
9	Curb and Gutter, Design D	Ln Ft	\$65.00	60	\$3,900.00	60	\$3,900.00	100%
9b	Curb and Gutter, Design D	Ln Ft	\$65.00	-28	(\$1,820.00)	-28	(\$1,820.00)	100%
10	SWPPP Documentation & Reporting	LS	\$4,500.00	1	\$4,500.00	1	\$4,500.00	100%
11	Seeding and Mulch (P)	Acre	\$2,300.00	6.6	\$15,180.00	6.6	\$15,180.00	100%
12	Silt Fence, Type PA	Ln Ft	\$2.70	712	\$1,922.40	712	\$1,922.40	100%
12b	Silt Fence, Type PA	Ln Ft	\$2.70	-152	(\$410.40)	-152	(\$410.40)	100%
13	Erosion Control Blanket Cat. 3	Sq Yd	\$1.20	4100	\$4,920.00	4100	\$4,920.00	100%
13b	Erosion Control Blanket Cat. 3	Sq Yd	\$1.20	-4100	(\$4,920.00)	-4100	(\$4,920.00)	100%
14	Rock Construction Entrance	Ea	\$2,575.00	1	\$2,575.00	1	\$2,575.00	100%
15	Extend and Stabilize Stormwater Outfall	Ea	\$21,550.00	2	\$43,100.00	2	\$43,100.00	100%
16	Clay Borrow (P)	Cu Yd	\$90.00	12	\$1,080.00	12	\$1,080.00	100%
17	Topsoil (P)	Cu Yd	\$60.00	17	\$1,020.00	17	\$1,020.00	100%
18	Remove and Seal Stormwater Outfall	Ea	\$1,500.00	1	\$1,500.00	1	\$1,500.00	100%
19	Change Order 1	LS	\$2,898.90	1	\$2,898.90	1	\$2,898.90	100%
20	Change Order 2	LS	\$15,438.00	1	\$15,438.00	1	\$15,438.00	100%
21	Change Order 5	LS	\$7,800.00	1	\$7,800.00	1	\$7,800.00	100%
22	Change Order 6	LS	\$2,403.50	1	\$2,403.50	1	\$2,403.50	100%
23	Change Order 7	LS	\$600.60	1	\$600.60	1	\$600.60	100%

TOTAL

\$392,773.00

\$392,773.00

Retainage 5%	\$19,638.65
Previous Payments	\$370,184.60
Partial Payment	\$2,949.75
TOTAL DUE	\$22,588.40

## PARTIAL PAYMENT CERTIFICATION

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

PROJECT: ACD 53-62 Main Trunk Repair  
Project

CONTRACTOR: US SiteWork, Inc.

PARTIAL PAYMENT: #9  
PERIOD OF ESTIMATE: 9/1/23 – 10/31/23

### CONTRACT CHANGE ORDER SUMMARY

No.	Deduction	Additions
001		\$ 2,898.90
002		\$15,438.00
003		\$0.00
004		\$0.00
005		\$ 7,800.00
006		\$ 2,403.50
007		\$ 600.60

Net Change to Contract      \$29,141.00

### CONTRACT TIME:

Original Days:	422
Revisions:	1
Days Remaining:	0
On Schedule (y/n):	Y
Starting Date:	May 26, 2022
Substantial Completion	August 4, 2023
Projected Completion:	October 1, 2023

### ESTIMATE

Original Contract Amount.....	\$ 370,782.40
Change Orders.....	\$ 29,141.00
Revised Contract Amount.....	\$ 399,923.40
Completed to Date Amount.....	\$ 392,773.00
Materials On-Site.....	\$ 0
Subtotal.....	\$ 392,773.00
Retainage.....	\$ 19,638.65
Previous Payments.....	\$ 370,184.60
Amount Due This Payment.....	\$ 22,588.40

(see attached breakdown)

### CONTRACTOR'S CERTIFICATION

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

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

Contractor: US SiteWork, Inc

By: 

Date: 11/15/2023

### ENGINEER'S CERTIFICATION

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

Engineer: Houston Engineering, Inc.

By: 

Date: 11/15/2023

### OWNER'S APPROVAL

Owner: Rice Creek Watershed District

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

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

## **ITEMS REQUIRING BOARD ACTION**

12. December 27, 2023 Check Register – Resolution Authorizing  
Treasurer Approval  
(Nick Tomczik)

**RESOLUTION 2023-13**

**RICE CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS  
AUTHORIZATION FOR PAYMENT OF DECEMBER 2022 CHECK REGISTER**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_:

WHEREAS the Rice Creek Watershed District would normally authorize payment of its check register at the second meeting of each month, and

WHEREAS the District will not be having a regular meeting on Wednesday, December 27, 2023, and

WHEREAS the District will have financial obligations to meet at that time for payment of payroll and benefits, payroll taxes, office operating expenses, manager per-diem, professional services and surety returns.

WHEREAS, in addition the District may also have financial obligations to meet at that time for pay requests for District Projects.

THEREFORE BE IT RESOLVED that the Board of Managers authorize the District Treasurer to review and approve payment of the December 27, 2023 check register in an amount not to exceed \$400,000 for operating expenses, and \$575,000 surety returns.

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 President declared the Resolution \_\_\_\_\_.

\_\_\_\_\_  
Jessica Robertson, Secretary

Dated: December 13, 2023

\* \* \* \* \*

I, Jessica Robertson, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above Resolution 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 13 day of December, 2023.

\_\_\_\_\_  
Jessica Robertson, Secretary

## **ITEMS REQUIRING BOARD ACTION**

13. Check Register Dated December 13, 2023, in the Amount of \$168,229.35 Prepared by Redpath and Company



**Rice Creek Watershed District**

**Check Register**

**Nov. 23, 2023 - Dec. 13, 2023**

**To Be Approved at the December 13, 2023 Board Meeting**

Check #	Date	Payee	Description	Amount
25381	12/13/23	Beisswenger's Do it Best	Field Supplies	\$41.92
25382	12/13/23	Bolten & Menk, Inc.	Contracted Services	1,000.00
25383	12/13/23	Career Enhancement Options, Inc.	Professional Services	2,081.09
25384	12/13/23	City of Shoreview	Professional Services	200.00
25385	12/13/23	Comcast	Telecommunications	548.00
25386	12/13/23	Amy Finden	Construction	291.26
25387	12/13/23	Forest Lake Times	Publications	71.85
25388	12/13/23	Fridley Public Schools	Construction	700.00
25389	12/13/23	Joseph Grubbs	Contracted Services	1,550.00
25390	12/13/23	Indigital, Inc.	Professional Services	1,680.47
25391	12/13/23	Instrumental Research, Inc.	Lab Expense	3,365.00
25392	12/13/23	Iron Mountain	Professional Services	180.00
25393	12/13/23	Jacon, LLC.	Contracted Services	10,801.72
25394	12/13/23	Minnesota Watersheds	Dues	12,500.00 *2024
25395	12/13/23	ODP Business Solutions, LLC	Office Supplies	178.48
25396	12/13/23	Pitney Bowes	Equipment Lease	199.53
25397	12/13/23	Pitney Bowes Bank Inc. Reserve Account	Postage	5,000.00
25398	12/13/23	RMB Environmental Laboratories, Inc.	Lab Expense	2,657.91
25399	12/13/23	Roger's Auto Body Collision & Glass	Vehicle	3,005.27
25400	12/13/23	Lianna Sanders	Construction	483.18
25401	12/13/23	Timesaver Off Site Secretarial, Inc.	Professional Services	226.38
25402	12/13/23	University of Minnesota Foundation	Professional Services	10,000.00
25403	12/13/23	U.S. Bank Equipment Finance, Inc.	Equipment Lease	648.76
25404	12/13/23	US Geological Survey	Contracted Services	13,997.00
25405	12/13/23	Jody Wagner	Construction	500.00
25406	12/13/23	Washington Conservation District	Contracted Services	2,546.00
25407	12/13/23	Weston Woods of Shoreview	Construction	500.00
25408	12/13/23	Zayo Group, LLC	Telecommunications	1,312.64
25409	12/13/23	Indigital, Inc.	Professional Services	1,604.75
11365	12/13/23	Dayton Freight	Surety Release - #19-048	5,000.00
11366	12/13/23	Lauderdale AHI, LLLP.	Surety Release - #22-029	4,000.00
11367	12/13/23	Love's Travel Stops & Country Stores	Surety Release - #20-080	5,000.00
11368	12/13/23	Norhart Construction	Surety Release - #19-091	12,700.00
11369	12/13/23	Scannell Properties	Surety Release - #20-054	5,000.00
11370	12/13/23	Xcel Energy	Surety Release - #23-025	1,000.00
Payroll	12/15/23	Dec 15th Payroll (estimate)	Dec 15th Payroll (estimate)	30,160.40
EFT	12/13/23	Wex Bank	Vehicle Fuel	470.66
EFT	12/13/23	Xcel Energy	Telecommunications	13.23
EFT	12/13/23	Xcel Energy	Telecommunications	14.34
EFT	11/30/23	Card Services-Elan	Nov/Dec Credit Card	6,547.52
EFT	12/15/23	Internal Revenue Service	12/15 Federal Withholding (estimate)	11,006.11
EFT	12/15/23	Minnesota Revenue	12/15 State Withholding (estimate)	1,914.00
EFT	12/15/23	Empower Retirement	12/15 Deferred Compensation	955.00
EFT	12/15/23	Empower Retirement	12/15 Roth IRA	265.00
EFT	12/15/23	PERA	12/15 PERA (estimate)	6,311.88
<b>Total</b>				<b><u>\$168,229.35</u></b>

## **ITEMS FOR DISCUSSION AND INFORMATION**

1. District Engineer Update and Timeline



## District Engineer - Monthly Project Report November 2023 Rice Creek Watershed District



Date Prepared:  
Prepared by:

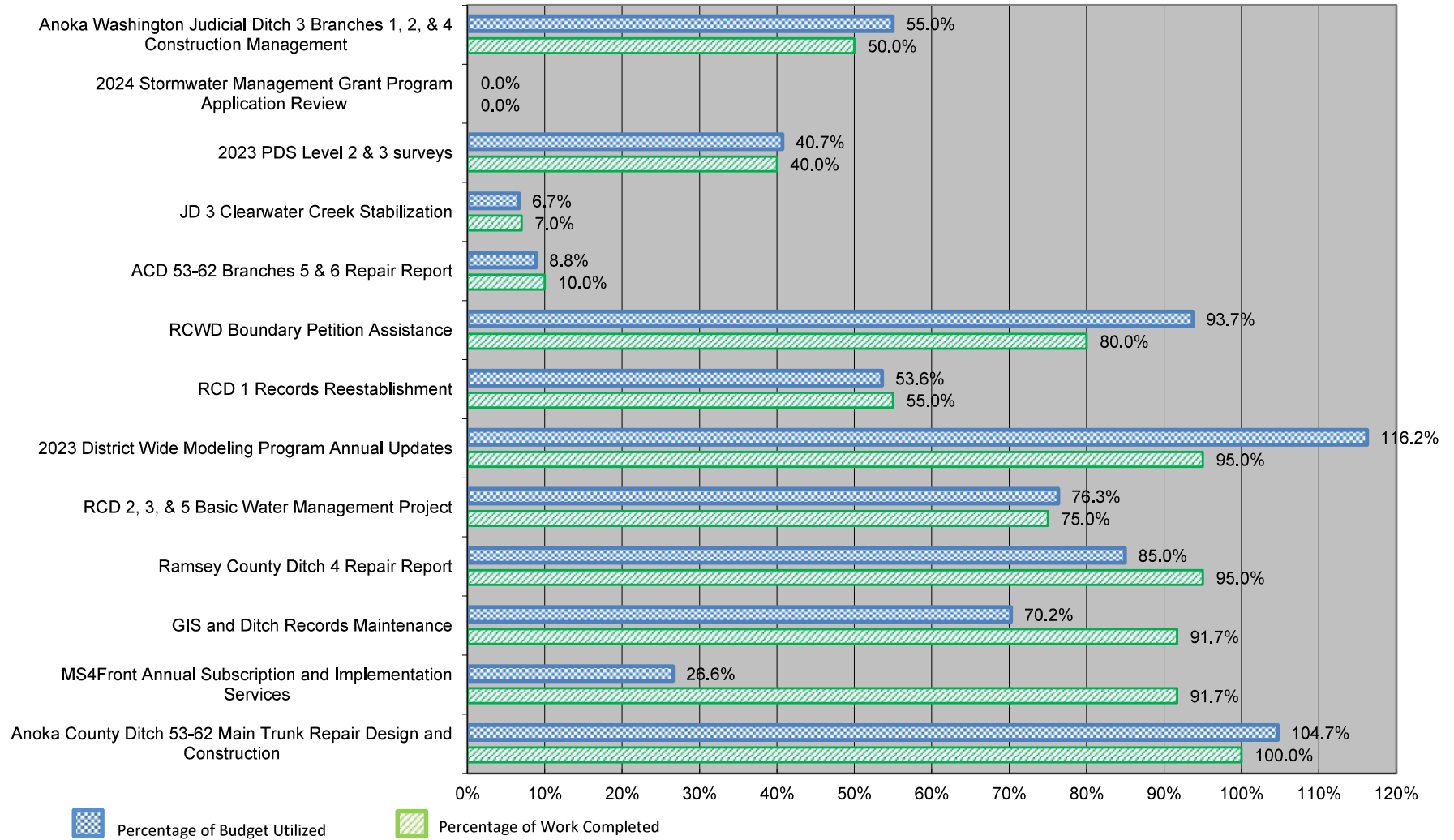
5-Dec-23  
C. Grandbois

Project Name	Task Order Manager	Estimated Budget	Cost to Date	Remaining Budget	Project Complete / Transfer Funds?	Estimated Progress Based on Work Completed	Percentage of Budget Utilized	Within Budget? (Y/N)	District Billed for Exceedence of Budget? (Y/N)	Initial Target Completion Date	Items of Interest / Concern
Anoka County Ditch 53-62 Main Trunk Repair Design and Construction	Chris Otterness	\$111,900	\$117,159	(\$5,259)	Y	100.0%	104.7%	Y	Y	31-Dec-22	Contractor has completed all items.
MS4Front Annual Subscription and Implementation Services	Brian Fischer	\$16,000	\$4,252	\$11,748	N	91.7%	26.6%	Y	N/A	31-Dec-23	Additional implementation efforts have been completed by HEI at District staff request.
GIS and Ditch Records Maintenance	Brian Fischer	\$16,000	\$11,239	\$4,761	N	91.7%	70.2%	Y	N/A	31-Dec-23	HEI completes updates to various GIS layers utilized in MS4Front and DrainageDB.
Ramsey County Ditch 4 Repair Report	Chris Otterness	\$41,000	\$34,833	\$6,167	N	95.0%	85.0%	Y	N/A	1-Oct-22	A public hearing will be held on December 7, 2023.
RCD 2, 3, & 5 Basic Water Management Project	Joe Lewis	\$167,500	\$127,880	\$39,620	N	75.0%	76.3%	Y	N/A	2-May-23	Preliminary plans for all three sites are continuing in development.
2023 District Wide Modeling Program Annual Updates	Bret Zimmerman	\$22,500	\$26,154	(\$3,654)	N	95.0%	116.2%	N	N	1-Jul-23	HEI staff is completing model updates based on changes to system in prior year.
RCD 1 Records Reestablishment	Adam Nies	\$27,500	\$14,736	\$12,764	N	55.0%	53.6%	Y	N/A	31-Dec-23	A draft report has been completed for internal review
2023 Permit Program Compliance Audit of Level 2 Cities	Chris Otterness	\$27,500	\$16,773	\$10,727	N	90.0%	61.0%	Y	N/A	31-Dec-23	HEI staff has completed an initial review of the submitted permits. After RCWD staff input, findings will be discussed with the Cities.
RCWD Boundary Petition Assistance	Chris Otterness	\$16,500	\$15,464	\$1,036	N	80.0%	93.7%	Y	N/A	1-Mar-24	A revised recommended boundary and customized maps for each city have been completed. District staff is engaging with City and WMO staff for concurrence.
ACD 53-62 Branches 5 & 6 Repair Report	Adam Nies	\$82,200	\$7,274	\$74,927	N	10.0%	8.8%	Y	N/A	30-Apr-23	Survey of the current ditch bottom is completed
JD 3 Clearwater Creek Stabilization	Adam Nies	\$74,900	\$4,995	\$69,905	N	7.0%	6.7%	Y	N/A	31-May-24	Survey of JD 3 is completed
2023 PDS Level 2 & 3 surveys	Adam Nies	\$19,800	\$8,058	\$11,742	N	40.0%	40.7%	Y	N/A	31-Dec-23	Survey of JD 2 and ACD 10-22-32 Is ongoing. Drone flights of selected systems has been completed
2024 Stormwater Management Grant Program Application Review	Kate MacDonald	\$7,500	\$0	\$7,500	N	0.0%	0.0%	Y	N/A	31-Jan-24	HEI will begin reviewing applications after the first of the year.
Anoka Washington Judicial Ditch 3 Branches 1, 2, & 4 Construction Management	Adam Nies	\$80,500	\$44,246	\$36,254	N	50.0%	55.0%	Y	N/A	1-Jun-24	Contractor has completed tree clearing on Branches 1 and 2 and is beginning open channel excavation.

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

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

**District Engineer  
Monthly Progress Report (Actual & Estimated Progress)  
Through November 2023**



## **ITEMS FOR DISCUSSION AND INFORMATION**

### **2. Staff Reports**

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 4<sup>th</sup>, 2023  
**To:** RCWD Board of Managers  
**From:** Will Roach, Watershed Technician/ Inspector  
**Subject:** Staff Report: October 18 – December 6<sup>th</sup>

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### Introduction

- Attended various internal meetings regarding District operations and staff updates regarding projects and District Activities.
- Coordinated a Stormwater Management Grant extension request with the City of Fridley regarding a 2021 SMG project, request was presented to the Board at Nov 8<sup>th</sup> meeting and was subsequently approved.
- Conducted various active site inspections in Forest Lake and Columbus for rule compliance with their permits.
- Processed several close out inspection requests for several sites and submitted surety return requests for projects that warranted final close out.
- Participated in a TEP meeting regarding a potential WCA violation in Columbus.
- Attended the monthly Forest Lake engineering meeting at Forest Lake City Hall.
- Attended a TCAAP open house meeting at Ramsey County Public Works.
- Reviewed several city and county plans, coordinated with staff to gain additional input, and relayed this information/comments to the point of contact for the plans.
- Participated in a meeting with other RCWD staff and the City of Mounds View to discuss various future and potential city projects and potential RCWD programs and opportunities to offer assistance.
- Coordinate with city of Fridley for a cost-share agreement extension request and preparing Board packet materials.

## MEMORANDUM

### Rice Creek Watershed District



**Date:** December 06, 2023  
**To:** RCWD Board of Managers  
**From:** Abel Green, Technical Field Assistant  
**Subject:** Staff Report

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- Completed a repair project for the lower rice creek where there is stream bank erosion
- Working onsite ongoing projects speaking with interested or concerned landowners and passersby answering questions
- Continuing to inspect 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
- Continue to meet 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
- 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; Working with the city of New Brighton to pump and jet lift station pipes
- Troubleshooted the issue at Oasis Iron Enhance Sand facility; Planning to repair the damaged pipe in Spring; Working with city partners and EPG to update modem for remote function and monitoring
- General maintenance and grounds upkeep of district facilities and facility equipment after removal for proper storage/winterization
- Work with city partners to build and grow closer working relationships and communications
- Coordinated and scheduled repairs to district vehicles keeping district staff updated about availability and completion
- Transported the MOBTRAC and all of its accessories to the seller
- Attended the 2023 Minnesota Watersheds Conference where I learned a lot of great information about immediate job skills to improve day to day work

# **MEMORANDUM**

## **Rice Creek Watershed District**



**Date:** December 5, 2023  
**To:** RCWD Board of Managers  
**From:** Ali Chalberg, Watershed Technician & Inspector  
**Subject:** Staff Report 10/17/2023 – 12/05/2023

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### **Highlights from Preceding Month**

#### **Overview:**

The majority of my time the past month has been spent coordinating and closing out permits. This process included many emails with applicants as well as a review of materials as they come in. Many as-built surveys have been sent between HEI and I in the last month. Other than closeouts I have been working with Matt and Catherine to wrap up the monitoring program for the year. This included taking down and winterizing field monitoring equipment. Looking forward to the winter months to dive into the water quality data!

#### **Inspections**

- ❖ Closed 15 permits
- ❖ Coordinated special stipulation and site review with contractors
- ❖ Review and work with HEI to approve as-built surveys
- ❖ Ensured closure process was as efficient as possible for applicants

#### **Lakes/Streams**

- ❖ Winterized stream field equipment
- ❖ Collected last round of water samples
- ❖ Entered water quality data
- ❖ Met with Matt to discuss winter project expectations and goals

#### **Meetings**

- ❖ Inspection team meetings
- ❖ Staff meetings



## MEMORANDUM

### Rice Creek Watershed District



**Date:** December 4, 2023  
**To:** RCWD Board of Managers  
**From:** Matt Kocian, Lake and Stream Program Manager  
**Subject:** Staff Report 10/16 – 12/4/2023

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#### Highlights for Preceding Month

**Bold** items required significant time & attention

- Monitoring
  - Data entry, analysis, and reporting
  - Kisters WISKI database meeting & budgeting
  - **Peltier Lake sediment coring**
  - Develop references on lake dredging; attend Board meeting for comments on MN Watersheds resolutions
- Long Lake Carp Management
  - Carp trap repair / rebuild
  - PIT antenna maintenance
- Potential Centerville Lake Alum project
  - project development
- Kyle transitional items
  - Clear Lake / WCD retrofit project – meet with all project partners
- **Lower Rice Creek Stabilization repair (site 12a)**
  - **Construction oversight, site inspection, project closeout**
- RCWD Projects index and clean-up project (w/ Abby Tekiela)
- MN Aquatic Invasive Species Research Center – Eurasian watermilfoil research annual meeting
- Silver Lake partner planning meeting
- Bald Eagle Area Association annual meeting – attend and give presentation
- MN Water Resources Conference
- **Minnesota Watersheds Conference**
  - **Create conference PwrPt & give presentation**
- RCWD meetings and trainings
  - Health plan presentation
  - New website training
  - *Transitioning to Supervisor* seminar

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 6, 2023  
**To:** RCWD Board of Managers  
**From:** Molly Nelson, Watershed Technician/Water Resources Specialist  
**Subject:** Staff Report 10/18/23-12/6/23

### Introduction

The highlights of my work from October 18th to December 6th are as follows: (Note that these are highlights and not the full extent of all work that I have done)

### RCWD Cost-Share & Citizen Advisory Committee

- Attended the Minnesota Water Resources Conference for staff and career development on 10/17/23 and 10/18/23.
- Conducted a final site visit with the landowner for project R23-01.
- Attended a meeting on Rice Creek with Matt Kocian and a landowner to discuss potential projects and grant opportunities.
- Worked through some challenges on the R23-03 project to ensure the contractor completed the work according to plan. The project was closed and reimbursed after final approval.
- Completed 2024 budget allocation work for the cost-share programs
- Began drafting a 2024 work plan for the Water Quality Grant Program and Mini Grant Program
- Conducted a meeting with RWMWD's grant program coordinator to learn how to improve the efforts in the grant programs.
- Completed all invoice work for mini grants submitted in November and coordinated with remaining mini grant recipients to complete their project requirements by the annual deadline of December 1st.
- Conducted a meeting with NMCWD to learn the potential for creating an online application for grants and also how to utilize MS4Front for better tracking of grant projects.
- Reviewed studies and reports to locate areas needed for targeting projects in 2024.
- Began work to add historical grant projects into the database and ensure existing projects have everything necessary for reporting.
- Started work on designing a maintenance inspection initiative for the Water Quality Grant Program in 2024.
- Attended the Minnesota Watershed's Conference for career development on 11/29/23 and 11/30/23.

### Communications and Outreach

- Continued work with Kendra Sommerfeld on Outreach Programs and communications with the Public.
- Actively working on organizing the database for all materials and historical work when time permits.
- Provided feedback for website work.
- Attended a Freshwater Organization outreach event for their lecture series.

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

**Date:** December 6<sup>th</sup>, 2023  
**To:** RCWD Board of Managers  
**From:** Patrick Hughes, Permit Coordinator/Wetland Specialist  
**Subject:** Staff Report for 10/16/23 to 12/6/23

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Summary

- Created new permit and review files for the online database
- Sent notices of replacement plan applications – 20-024, 22-082
- Sent notice of replacement plan decisions – 23-061, 23-063
- Sent determination notice for successful replacement – 15-071
- Assisted in the drafting of engineer's reports – 22-082, 23-039, 23-066
- Reviewed permit application – 23-078
- Attended the 10/25/2023 and 11/08/2023 Board Meetings
- Attended and presented at the 2023 Water Resources Conference
- Discussed the WCD inspection services contract and extension
- Hosted Robinson Sod Fields North pre-application meeting
- Discussed Otter Lake Elementary School BMP function
- Continued discussions for unresolved permit program implementation
- Met with City of Blaine staff to discuss WTP4 and Site 7 Wetland Bank
- Attended site visit for potential City of Lino Lakes wetland bank
- Attended City of Hugo WCA TEP meeting site reviews
- Visited Crossways Lake Drive property for potential WCA and DNR violation
- Continued work on finalizing regulatory-related content for new website
- Attended November City of Forest Lake monthly meeting
- Presented regulatory update at November CAC meeting
- Provided update on 426 Pine Street at November Board Workshop
- Met with City of Mounds View staff regarding potential stormwater grant opportunities
- Visited 6356 W Shadow Lake Drive for potential WCA violation with City of Lino Lakes staff
- Presented regulatory update at the fall City-County Partner Meeting
- Attended Pyror Learning seminar
- Assisted with all staff permit file project
- Met with Bolton & Menk regarding wetland bank #116 easement and credit adjustment
- Attended Eureka Ave Improvements Project pre-application meeting
- Met with Nine Mile Creek Watershed District to discuss their MS4Front application
- Attended regular CSAH 32 PMT meeting
- Hosted Ramsey TEP meeting for Twin Lakes Trail project
- Attended pre-application meeting for two City of Lino Lakes public linear projects

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 6, 2023  
**To:** RCWD Board of Managers  
**From:** Ashlee Ricci, Public Drainage Inspector  
**Subject:** Staff Report (10/18/2023 – 12/6/2023)

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### Highlights from Preceding Month

- Attended regular staff meetings, and Board workshops and meeting
- Responded to citizen inquiries regarding drainage concerns
- Coordinated IT correspondence
- Attended drainage Team biweekly meetings
- Managed contracted services agreement workplans
- Continued work plan development for District Facilities and Public Drainage Systems
- Reviewed invoices for approval and coordinated payments with Office Manager
- Continue coordination with Program Support Specialist of device procurement
- Directed work tasks for Field Technical Assistant
- Coordinate with City staff for ACD 53-62 Main Trunk repair
- Continued additional job duties to cover Project Manager's position
- Managed and reviewed budgets for IT and public drainage and facilities
- Continue transition to new IT liaison and additional staff
- Reviewed and coordinated Birchwood Village MOA
- Met with individual landowners to discuss: drainage concerns on ACD 10-22-32, JD 3 and RCD 4
- Coordinated and facilitated RCD 4 landowner site visits
- Attend remotely Drainage Work Group meeting
- Site visit and plan review for 2024 vegetation maintenance at IESF's
- Troubleshoot Oasis IESF and coordinate with City of Roseville
- Manage JD 3 Branches 1, 2, 4 repair: landowner coordination, inspections, site visits, attend construction meetings
- Complete "Transitioning to Supervisor" training
- Present at the City-County Partner meeting
- Present at the November CAC meeting
- Attend MN Watersheds Annual Conference
- Meet on-site with DNR
- Meet with Ramsey County to discuss RWJD 1

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

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**Date:** December 6, 2023  
**To:** RCWD Board of Managers  
**From:** Tom Schmidt, Public Drainage Inspector  
**Subject:** Staff Report December 2023

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**Highlights for this month**

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

Continued working with the district engineer to evaluate the feasibility of implementing the board-selected ACD10-22-32 maintenance alternative. This includes meeting with DNR staff on-site at 137th and Jodrell to view the affected culverts and associated wetlands.

Coordinated delivery of the MOBI Trac to the auction house in Sauk Centere in preparation for the auction (in process).

Contracted with Dunaway Construction for the installation of sheet piling for repair of a ditch bank failure on ACD46 in Columbus. (complete).

Contracted with Jaycon LLC for the installation of previously purchased Culvert on the Hardwood Creek/WJD2TMDL implementation project (REHBEIN farms) Conservation easement (JD#2 )in Hugo (complete).

Contracted with Joe Grubbs for Beaver trapping on JD #2 in Hugo (complete).

Contracted with Joe Grubbs for Beaver trapping on ARJD #1 in Kane Meadows Park in Blaine (project abandoned due to ice conditions).

Attended Minnesota Watersheds annual conference in Alexandria.

Continued planning and scheduling contractors for the completion of late-construction season maintenance projects. Including:

1. Beaver Dam removal on WJD #2 in Hugo and ARJD #1 in Blaine.
2. Completion of tile replacement on WJD #5 in Forest Lake.
3. Steep ditch bank and right-of-way mowing on multiple systems.

## **MEMORANDUM**

### **Rice Creek Watershed District**

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**Date:** December 4, 2023  
**To:** RCWD Board of Managers  
**From:** Kendra Sommerfeld, Communications/Outreach Coordinator  
**Subject:** Staff Report 10/16/2023-12/4/2023

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#### **MN Water Stewards**

- Selected 3 stewards for 2024
- Planning 2024 program
- Art for Water project partnership with White Bear Center for the Arts in 2024

#### **Partnerships/Collaborations**

- Supporting EMRWP/WCD HOA outreach initiative and survey
- Partnership with Growing Green Hearts- school programming planning
- Completed fall 2023 city/County Partner Meeting
- Completed materials for the annual Washington County Budget review presentation
- Attending Blue Thumb steering committee meetings
- Hosting various Smart-Salting workshops with MPCA and partners in Nov and Dec 2023
- Attending EMWREP workshops and planning for 2024

#### **Targeted Outreach Program**

- Working on targeted outreach initiatives and planning for 2024
- Connecting with cities and partners to discuss needs
- Silver Lake outreach planning for next year

#### **RCWD Website**

- Launched Oct 18<sup>th</sup>, 2023
- Project Complete!

#### **Project Outreach**

- Middle Rice Creek project sign installed

#### **Social Media/Newsletters/Articles**

- Planning, creating, and posting short videos on social media
- Multiple city newsletter submissions
- Website articles published on various topics

#### **Presentations**

- Completed Water Resources Conference- RCWD Climate Resiliency Project
- Completed MN Watersheds Conference- RCWD Climate Resiliency Project
- Washington Consortium presentation Dec 6<sup>th</sup>, RCWD Climate Resiliency Project
- RCWD CAC Presentation Dec 6<sup>th</sup> - Outreach Overview of 2023
- Planning a suite of presentations for 2024 with staff.

## MEMORANDUM

### Rice Creek Watershed District



**Date:** 12/6/23  
**To:** RCWD Board of Managers  
**From:** Catherine Nester, District Technician/Inspector  
**Subject:** Staff Report 10/16/23 – 12/5/23

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#### Highlights from Preceding Month

- Conducted routine monitoring, maintenance, and equipment troubleshooting at various lake/stream/ditch/project sites throughout the District & removed continuous monitoring equipment for winter storage.
- Entered monitoring data into the District's database.
- Attended meetings with company representatives, the District's IT company, and other watershed districts about transitioning to a new monitoring data management platform.
- Reviewed and organized continuous water level monitoring data.
- Maintained and calibrated lake and stream monitoring equipment.
- Inventoried and restocked lake and stream monitoring supplies.
- Picked up final round of lake samples and supply boxes from volunteers for the Met Council's Citizen-Assisted Monitoring Program.
- Ongoing research on rating curve theory/development.
- Delivered sediment cores from Peltier Lake to UW Stout for analysis on 11/3.
- Brainstormed ideas for data collection and analysis for the JD1/Hwy 61 stormwater ponds.
- Viewed a pre-recorded webinar on shallow lakes on November 22.
- Attended a Minnesota Stormwater Seminar Series webinar on stormwater data on November 15 hosted by the St. Anthony Falls Laboratory, University of Minnesota.
- Attended the Minnesota Water Resources Conference on October 17-18.
- Attended the Washington County Water Consortium meeting on November 1.
- Assisted with preparing historic hard copy permit files for scanning.
- Reviewed/proofread the District's new website.
- Distributed updated materials including response to comments received on the proposed legal watershed boundary revisions in Ramsey, Hennepin & Anoka counties.

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 5<sup>th</sup>, 2023  
**To:** RCWD Board of Managers  
**From:** Anna Grace, Regulatory Technician  
**Subject:** Staff Report 10/17/23 – 12/5/23

- 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 six total permit applications to HEI for review.
  - One violation variance application.
- Sent five total permit applications to RCWD for review.
  - One violation permit application.
- Received 19 new review file inquiries for permit/past file/landowner/consultant/violation/City.
- Phone and email correspondence.
- Attended 20 scheduled meetings.
  - Scheduled and attended pre-application meeting with the City of Lino Lakes, RCWD, and HEI for future road reconstruction project.
  - Scheduled and attended violation permit assistance meeting with applicant.
  - Attended the University of Minnesota's Water Resources Conference October 17-18.
  - Attended the Lower St. Croix Watershed Partnership's Webinar, "Living Large on a Small Lake: Exploring Natural Environment Lakes."
  - Continued assisting in RCWD's ongoing efforts to convert all RCWD hardcopy historic regulatory files to digital.
  - Assisted in website roll out review and updating regulatory pages content/rearranging.
    - Completed RCWD's 2024 permit deadline calendars.
    - Updated RCWD's permit application form and sample application form.
  - Conducted RCWD permit status review of the 427-acre TCAAP site (Twin Cities Army Ammunition Plant).



## MEMORANDUM

### Rice Creek Watershed District



**Date:** December 6, 2023  
**To:** RCWD Board of Managers  
**From:** Theresa Stasica, Office Manager  
**Subject:** Staff Report 10/17/2023 to 12/6/2023

- 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.
- Provide bi-monthly payroll template to Redpath, updated information as needed.
- Gathered and reviewed employee timesheets for administrator's final review.
- Track accounts receivable and deposit checks as needed.
- Review and track monthly financial reports.
- Tracking grant expenses for FY2023 WBIF Grant.
- Tracking HEI project task orders.
- Tracking payments and creating 2024 invoice for ACD 53-62 MT ROW payments
- Updated City of Circle Pines invoice for the ACD 53-62 MT stormsewer work
- Handled HR/Benefit issues.
- Provide minute templates to TimeSavers for meetings. Reviewed and edited regular Board minutes.
- Provided workshop minutes.
- Monitor District financial accounts and investments, US Bank and 4M.
- Worked with US Bank to setup Image Access Services
- Provide requested information to Board members and Administrator as needed.
- Assisted Board and Staff as needed.
- Provide information, assembled and distributed board packets for regular meetings and workshops, post regular meeting agenda packet on website, provided notice to web server.
- Attended board meetings, board workshops and staff meetings.
- Placed orders for supplies as needed.
- Maintain Laserfiche filing system and scanned documents District receives into Laserfiche.
- Worked with Indigital to start historical permit scanning project. Organized staff to review and organize historical permit file materials.
- Updated renewal information for workers compensation coverage with LMC.
- Closing out our two vehicle claims with the LMC
- Provided open enrollment information to employees for HealthPartners, Delta Dental and Further FSA/HSA optional plans
- Organize information and upload items via sharepoint for Gallagher Salary Study
- Attended Minnesota earned sick and safe time (ESST) webinar
- Working with payroll to update earning statement to comply with the new ESST law
- Attended North Risk Partners webinar New 2024 HR Updates for Employers

## **MEMORANDUM**

### **Rice Creek Watershed District**

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**Date:** December 6<sup>th</sup>, 2023  
**To:** RCWD Board of Managers  
**From:** Abby Tekiela, Program Support Technician  
**Subject:** Staff Report 10/19/23 to 12/06/23

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- Reviewed hardcopy permit files and prepared for digital scanning
- Uploaded digital scans of hardcopy permit files to respective Laserfiche folders
- Created all 2024 Board Workshop, Meetings, and CAC Meeting Zoom invites and meeting folders
- Directed to complete application for Clean Water Grant field crew with the Conservation Corps
- Activated new staff cell phones
- Attended an informational presentation about ice formation on lakes presented by Itasca Waters
- Provided general technical support to staff
- Updated all staff print drivers following purchase of new printer
- Received WordPress training for new District website
- Organized the 11/01 and 12/06 CAC Packets
- Attended the 11/1 CAC meeting and introduced myself to CAC members as a new staff member
- Created an additional equipment checkout calendar for District ATV
- Passed 6-months of employment at the District

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 6, 2023  
**To:** RCWD Board of Managers  
**From:** Terrence Chastan-Davis, District Inspector/Technician  
**Subject:** Staff Report (October 19-December 6, 2023)

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### **Highlights from Preceding Month**

- ✓ Completed 35 inspections of projects and reviewed files to confirm rule compliance.
  - Met with 7 site supervisors to discuss corrective actions on site.
  - Sent out inspection reports with specified corrective actions and requested updates when corrective actions were complete.
- ✓ Attended and participated in an onsite visit with agency partners to review violation restoration.
- ✓ Organized and participated in the inspector team meeting to discuss program efficiencies and projects with inspection and review staff.
- ✓ Attended and participated in work sessions to enhance MS4Front and review unresolved permits.
- ✓ Assisted Ramsey County SWCD and Washington Conservation District contracted inspectors with specific permit inquiries and non-compliant sites.
- ✓ Reviewed several permit closure memos provided by contracted inspectors and internal staff.
- ✓ Reviewed and coordinated the review of 9 as-built surveys for compliance with the approved plans.
- ✓ Reviewed Washington Conservation District monthly invoice for inspection services.
- ✓ Presented the WCD inspection service agreement amendment during the November 8<sup>th</sup> Board meeting.
- ✓ Attended the all-staff website introduction/training meeting.
- ✓ Drafted a WCA determination notice for certified wetland restoration.
- ✓ Attended the City-County partner meeting.
- ✓ Attended the annual Minnesota Watersheds conference.
- ✓ Recommended 11 permits for closure and/or surety returns/partial returns.
- ✓ Assisted in transporting district vehicles to autobody shop for detail restoration.
- ✓ Assisted in responding to questions and concerns from the public, applicants, contractors, and contracted inspectors.

## MEMORANDUM

### Rice Creek Watershed District

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**Date:** December 6th, 2023  
**To:** RCWD Board of Managers  
**From:** Kelsey White, Permit Review Technician  
**Subject:** Staff Report 10/18/2023 – 12/05/2023

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#### Reviews

- Completed staff review for 6 permit applications.
- Provided comments on permit application 23-045.
- Conducted completeness review for 10 wetland boundary/type applications.
- Drafted and sent 8 WCA Wetland Boundary/Type NOAs.
- Drafted and sent 15 WCA Boundary/Type NODs.
- Coordinated submittal and review of CAPROC items for 20 permit applications.
- Created 11 review files.

#### Communications

- Sent notice of permit issuance for 12 permit applications and one amended permit.
- Sent 11 CAPROC notices and one amended CAPROC notice.
- Sent one CAPROC expiration notice.
- Sent 9 administrative action notices to the Board.
- Sent one notice on permit review cost status.
- Drafted and sent one invoice for permit review costs exceeding \$9,000.

#### Meetings

- Attended 2 pre-application meetings.
- Coordinated and attended 18 WCA TEP meetings.
- Participated in weekly permit coordination meetings and monthly permit triage.
- Attended monthly inspection team meeting.
- Attended regular staff meetings.
- Attended City County Partner Presentation practice run.

#### Other Duties

- Coordinated new website edits for permitting pages with Regulatory and Communications & Outreach staff.
- Assisted with hardcopy permit file preparation for scanning/digitizing.
- Coordination of staff potluck.
- Responded to email and telephone inquiries about RCWD permitting requirements.
- Responded to landowners about general WCA questions and questions regarding wetlands on or near their properties.

# MEMORANDUM

## Rice Creek Watershed District



**Date:** December 7, 2023  
**To:** RCWD Board of Managers  
**From:** Nick Tomczik, Administrator  
**Subject:** Staff Report – December 2023

### Highlights for Preceding Month

- ✓ Administrative
  - Administrative E-signature Policy
  - Quarterly Treasurer's Meeting
  - Employee Reviews 6 – Month & 1-Yr
  - Minnesota Watersheds Conference
  - MAWA Mtg
  - CAC Meeting
  - Staff Engagement Organizational Chart Implementation
  - Program Supervisor Training
  - Staff Meeting
  - File Management Activity
  - Accounts Payable Review
  - Personnel Leave Requests
  - Board Meetings & Staff Meetings
  - MnWDs Resolutions Committee Materials
  - MnWDs Annual Mtg
  - Gallagher Salary Market Study, Comp Philosophy, Meetings
- ✓ Communication & Outreach
  - Washington County Watershed Mtg
  - Planning City County Partner Meeting
  - Blue Thumb Trademark Transfer
- ✓ Information Management
- ✓ Restoration Projects
  - South Hansen Park Meeting
  - MnDOT Resiliency Engagement
  - Forest Lake road Projects – Eureka and 11<sup>th</sup> Ave
  - SW Management Grant
- ✓ Regulatory
  - WCD Inspection Services
  - Permit closures
  - Unresolved/Historic Permit Project
  - Regulatory / PDS Coordination
  - Inspection Team Meeting
- ✓ Ditch & Creek Maintenance
  - Mobi Trac Sale
  - Garden View Apartments Hydraulics Discussion
  - RCD 235 – MnDOT Engagement
  - Biweekly Program Discussions with Consultants
  - ACD 10-22-32 Alternative #4 Assessment - MnDNR
  - ACD 53-62 Repair Discussions, CP's Pond
- ✓ Lake & Stream Management
  - WQ Grant Discussions
  - Conservation Corps Grant
  - Eureka Ave Improvements
- ✓ District Facilities
  - PLOP MOA Engagement
  - Facility operations, Implementation Discussions

## **ITEMS FOR DISCUSSION AND INFORMATION**

3. December/January Calendar



DECEMBER						
S	M	T	W	T	F	S
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						

JANUARY						
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			

## MEMORANDUM

### Rice Creek Watershed District

**Date:** December 6, 2023  
**To:** RCWD Board of Managers  
**From:** Theresa Stasica, Office Manager  
**Subject:** December/January Calendar

**Wednesday, December 14** Deadline for submission of Expense Report

**Friday & Monday, December 22 & 25** Christmas Holiday-Office Closed

**Wednesday, December 27, 9 a.m.** **NO Regular Board of Managers Meeting**

**Monday, January 1, 2024** New Year's Holiday-Office Closed

**Wednesday, January 3** **NO Citizen Advisory Committee Meeting**

**Monday, January 8, 9 a.m.** Board Workshop  
RCWD District Conference Room and remotely\*

**Wednesday, January 10, 9 a.m.** Regular Board of Managers Meeting  
at Shoreview City Hall Council Chambers and remotely\*

**Wednesday, January 11** Deadline for submission of Expense Report

**Monday, January 15** Martin Luther King Day-Office Closed

**Wednesday, January 24, 9 a.m.** Regular Board of Managers Meeting  
at Shoreview City Hall Council Chambers and remotely\*