APPROVED

RCWD Board of Managers Workshop

Monday, January 9, 2023

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

**And**

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

The Board convened the workshop at 1:00 p.m.

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

Absent:

Staff: Administrator Nick Tomczik; Communications and Outreach Specialist Kendra Sommerfeld, Office Manager Theresa Stasica

Consultants: District Engineer Chris Otterness -Houston Engineering (HEI), District Attorneys Louis Smith (video-conference) and Chuck Holtman-Smith Partners

Visitors: Patricia Preiner, Terrence Chastan-Davis (video-conference), Jessica Collin-Pilarski

**Patricia Preiner Years of Service Plaque Presentation**

Manager Bradley presented Patricia Preiner with a plaque and thanked her on behalf of the Board and staff for her 15 years of service to the District as President of the Board. The Board, staff, and consultants showed their appreciation for her work and many accomplishments during her time at the District.

**Delegation of Signing & Disbursement Authority to District Administrator**

Administrator Tomczik and Attorney Holtman reviewed the proposed resolution with the Board. The Board discussed the disbursement list within the resolution.

In consideration of the proposed resolution, Attorney Holtman advised the Board to update District Bylaws, Art. XIV, Section 1. The Board of Managers were provided notice:

NOTICE pursuant to District Bylaws, Art. XIV, Section 1, of proposed amendment of Bylaws, to be considered at February 8, 2023 Board meeting.

Article V, Section 6. AUTHORIZED SIGNATORIES BY MANAGERS: All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of RCWD shall be signed by two members of the RCWD Board of Managers, except that the Board, by resolution, may delegate to the District Administrator the authority to sign checks and authorize disbursements for certain categories of operational or administrative expenditures within the Board-approved budget. Checks may be endorsed through electronic signature.

The Board by majority consensus agreed to bring the proposed resolution and proposed amendment to the Bylaws to its February 8, 2023 meeting for Board action.

The Board with staff further discussed the Accounting, Funds Management and Investment Manual to be considered at Wednesday’s meeting. The Board discussed item D. Investment & Depository Policy and Procedures of the policy and how it designates the administrator as the chief financial officer. The managers agreed that the administrator should not be given that designation to the extent that it would delegate to the administrator a wide scope of authority to direct District investments. Mr. Holtman suggested that the documents enrolling the District in the 4M program already may give the administrator that authority with respect to the management of District funds being held within the program. The Board by consensus directed staff to bring edits back to the Board addressing this concern to consider at its Wednesday meeting.

**City-District Memorandum of Agreements for Work on Public Drainage Systems**

Staff reviewed the draft MOAs with the Board recognizing no delegation of District public drainage authority. The template MOA may be utilized by other public entities. Staff identified potential impact to future budgets and to track multi-year proposals within the budget. By majority consensus the Board agreed to bring the two MOAs with suggested changes to add the item to Wednesday’s agenda for action. The Board further clarified that staff will review submitted work plans annually, and the MOAs are intended to work with municipal partners similar to a general contractor and not intended to be for equipment purchases or staffing capacity.

**Review Website Project Proposals**

Communications and Outreach Specialist Sommerfeld reviewed the website proposals with the Board and provided her recommendation. The Board by consensus agreed to her recommendation of entering into a contract with Plaudit Design to complete the website project. Staff will bring the awarding of the contract to a future Board meeting.

**Ramsey County Letter of Support Request - State Bonding**

Staff reviewed the draft letter with the Board. The Board suggested a few changes to the letter. The Board by consensus agreed to add this item to Wednesday meeting for action.

**CAC - Membership Mileage Reimbursement**

Communications and Outreach Specialist Sommerfeld reviewed a draft policy for reimbursement of travel expenses for CAC members. The Board by consensus agreed to the draft policy and directed staff bring it to a future Board meeting for action.

**Administrator Update**

Administrator Tomczik informed the Board of the MAWD Legislative Event. He also provided a MAWD email regarding BWSR Board meeting on 12/15/2022 where under partner updates, DNR informed the Board that it is their intent to introduce the early coordination legislation in the upcoming legislative session. The Board discussed the email with staff and were provided background on the Drainage Work Group.

The workshop was adjourned at 3:39 p.m.