APPROVED

RCWD Board of Managers Workshop

Monday, April 10, 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 Mike Bradley, John Waller, Jess Robertson, Marcie Weinandt, Steve Wagamon

Absent:

Staff: Administrator Nick Tomczik, Public Drainage Inspectors Ashlee Ricci and Tom Schmidt, Office Manager Theresa Stasica

Consultants: Ellen Hinrichs (video-conference)- Career Enhancement Options, Inc., District Attorney Chuck Holtman (video-conference)-Smith Partners; District Engineers Chris Otterness & Joe Lewis -Houston Engineering (HEI)

Visitors: none

**Employee Handbook**

The Board reviewed the draft employee handbook with Administrator Tomczik and the District Human Resources consultant Hinrichs. The draft handbook included the Board’s March 6th workshop revisions. The Board will revisit the Juneteenth Holiday under section 8.1 when they consider their 2024 calendar. The Board by consensus agreed to the following revisions and directed staff to add the Employee Handbook to their April 26, 2023 meeting agenda for consideration.

2.2\_Delete first sentence of the second paragraph and combine both paragraphs and format.

5.1\_ 2nd paragraph, 3rd sentence remove “to have.”

6.4\_4th paragraph, delete “for the first offense” from the end of paragraph.

**RCWD Manager Bylaws**

The Board reviewed the bylaws. The Board by consensus agreed to 3 changes (highlighted):

1\_Article VII. Meetings of RCWD Board of Managers; Section 8. Meeting Format; (d) If a manager has a personal interest in a matter, as defined in Section ~~9~~ 10, that comes before the RCWD Board of Managers, the manager shall not vote on said issue.

2 & 3\_Article VIII. Parliamentary Authority; Section 1. Parliamentary Authority:Robert’s Rules of Order Newly Revised ~~(Tenth Edition)~~ shall ~~govern~~ guide RCWD’s meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and/or any special rules of order RCWD may adopt.

District Attorney Holtman informed the Board that managers must be provided a 30-day notice of the bylaw changes. The workshop minutes will serve as the Board’s 30-day notice. The bylaw changes will be considered at the Board’s May 24, 2023 meeting.

The Board took a 5-minute break.

**District Facilities Evaluation and Management**

Staff and District Engineer’s Otterness and Lewis began their presentation.

The Zoom connection was lost for a few minutes due to computer problems; there were no Zoom participants prior to losing connection or after reconnecting. The presentation began before zoom was restarted.

District Engineers Lewis and Otterness presented their evaluation framework and evaluation of management alternatives for the following district facilities:

35W Wetland Treatment Area

Bethel North

Floral Park Berm and Outlet

Highway 10 & 694 Outlet

Rondeau Lake Outlet Channel

Long Lake Sediment Basin

The Board agreed with the framework for consideration of District facility management (appendix A) and the technical memo’s overall recommendations. The Board directed Staff and District Engineers to engage the landowners in informational meetings for each listed district facility and discuss roles and responsibilities related to the recommended management approaches. Information will be brought back to the Board from these meetings to discuss any steps needed for the upcoming Watershed Management Plan update and before any actions will be taken.

The Zoom connection was lost for a few minutes at the end of the presentation; there were no Zoom participants prior to losing connection.

**Administrator Updates**

Administrator Tomczik updates:

* Special Board Workshop April 17, 2023 10:00 a.m. at the District office, the agenda is the review of District obligations and its approach as public drainage authority.
* The District and Board have received a letter from the City of Columbus’s attorney regarding wetland credits. Staff will engage Attorney Kolb and invite the City and its representatives to meet with the Board during its April 26th Board meeting to discuss the City request.
* The District continues to review with Houston Engineering and Smith Partners the Trost/Metro Shooting settlement to affirm implementation.
* Will Roach has accepted the Watershed Technician/Inspector position.
* Mitch Sommers, Technical Field Assistant, resigned, the District will look to refill this position.
* Abigail Tekiela has accepted the Program Support position and will start on May 22.
* The District has received 11 resumes for the Project Program Manager position. Interviews will be set in the near future.

The workshop was adjourned at 3:45 p.m.