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RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, January 22, 2025, 9:00 a.m.

**Mounds View City Hall Council Chambers
2401 County Road 10, Mounds View, Minnesota**

or via Zoom Meeting:

<https://us06web.zoom.us/j/88201266675?pwd=rWncNoCib5XU3YMWTWRBqiVdMhvmVu.1>

Meeting ID: 882 0126 6675

Passcode: 663504

+1 312 626 6799 US (Chicago)

Meeting ID: 882 0126 6675

Passcode: 663504

Agenda

CALL TO ORDER

ROLL CALL

SETTING OF THE AGENDA

**APPROVAL OF MINUTES: JANUARY 6, 2025, WORKSHOP; JANUARY 9, 2025,
REGULAR MEETING**

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
24-040	Menomonie Land 11, LLC	Blaine	Final Site Drainage Plan	CAPROC 15 items
	Rechner, LLC		Land Development	
	JSN Properties, LLC		Wetland Alteration	
	BlaineSpec IRA, LLC		Floodplain Alteration	
	Contour Land, LLC			

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 January 14, 2025.

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. RCWD Board Election of Officers (Nick Tomczik)
2. Rice Creek Watershed District Permits in Ramsey County (Patrick Hughes)
3. Washington County Cooperative Weed Management Area Partnership (Nick Tomczik)
4. Houston Engineering, Inc. Task Order 2025-001: Comprehensive Wetland Protection and Management Plans Annual Reporting (Patrick Hughes)
5. RCWD 2025 Board of Managers Calendar Update (Nick Tomczik)
6. Check Register Dated January 22, 2025, in the Amount of \$366,404.37 and January Interim Financial Statements Prepared by Redpath and Company

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports
2. February Calendar
3. Administrator Updates
4. Manager Updates

**APPROVAL OF MINUTES: JANUARY 6, 2025, WORKSHOP; JANUARY
9, 2025, REGULAR MEETING**

RCWD BOARD OF MANAGERS WORKSHOP

Monday, January 6, 2025

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 9:00 a.m.

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

4 Absent:

5 Staff: Administrator Nick Tomczik, Technical Assistant Abel Green, Drainage & Facilities Manager Tom
6 Schmidt, Lake Monitoring Technician Catherine Nester, Project Manager David Petry, Lake and Stream
7 Manager Matt Kocian, Communications & Outreach Manager Kendra Sommerfeld (video-conference),
8 Program Support Technician Emmet Hurley (video-conference), Office Manager Theresa Stasica

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

11 Visitors:

12

13 **District IESF Operations and Maintenance Update**

14 Technical Assistant Green gave a presentation to the Board on the Districts IESF's including locations and
15 different system designs and operations. Staff provided operations updated for each system including staffs
16 trouble shooting for pump and system improvements for 2025.

17 **IESF Monitoring Reports**

18 Lake and Stream Manager Kocian presented monitoring results for two different IESF projects within the
19 District. Staff and Board discussed the results. Lake and Stream Manager Kocian stated monitoring results
20 are generally positive with the removal of both total and dissolved phosphorus. The Board and staff
21 discussed the importance of infiltration bed vegetative and sediment maintenance for optimal removal of
22 total and dissolved phosphorus.

23

24 Drainage and Facilities Manager Schmidt gave an update on the ACD 10-22-32 maintenance from 137th to
25 Pine Street.

26

27 **CAC Member Appointments for 2025**

28 Communications & Outreach Manager Kendra Sommerfeld reviewed the slate for the 2025 Citizen Advisory
29 Committee which includes a new member for Anoka County. There is a Washington and Anoka County
30 vacancy.

31

32 **Discuss Administrator Performance Review Process**

33 The Board discussed the process and requested District Attorney Kolb provide administrator performance
34 review templates for consideration. The Board requested staff send the current goals for the administrator
35 to the Board and District Attorney Kolb. The Board and administrator will bring goals to discuss at the
36 March workshop.

37 **Administrator Updates**

- 38 • Election of officers will be on the January 22nd meeting
39 • Possible meeting with Anoka County Commissioner Reinert regarding concerns of Mr. Rybak
40 • District has reviewed and commented on WSB's draft Stormwater Reuse Assessment Report
41 • Board Meetings will be held at the City of Mounds View Council Chambers

42

43 The workshop was adjourned at 10:24 p.m.

1
2 For Consideration of Approval at the January 22, 2025 Board Meeting.
3 Use these minutes only for reference until that time.
4

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS
Thursday, January 9, 2025

Mounds View City Hall Council Chambers
2401 County Road 10, Mounds View, Minnesota
and
Meeting also conducted by alternative means
(teleconference or video-teleconference) from remote locations

Minutes

5
6 **CALL TO ORDER**

7 President Michael Bradley called the meeting to order, a quorum being present, at 9:00 p.m.
8

9 **ROLL CALL**

10 Present: President Michael Bradley, 1st Vice-Pres. John Waller, 2nd Vice-Pres. Steve Wagamon,
11 Secretary Jess Robertson, and Treasurer Marcie Weinandt
12

13 Absent: None
14

15 Staff Present: District Administrator Nick Tomczik, Regulatory Manager Patrick Hughes, Communications
16 and Outreach Manager Kendra Sommerfeld, Drainage and Facilities Manager Tom Schmidt,
17 Project Manager David Petry, Program Support Technician Emmet Hurley (video-
18 conference), and Office Manager Theresa Stasica
19

20 Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney
21 John Kolb from Rinke Noonan
22

23 Visitors: Rachel Workin-City of Fridley
24

25 **SETTING OF THE AGENDA**

26 ***Motion by Manager Weinandt, seconded by Manager Bradley, to approve the agenda as presented.***

27 ***Motion carried 5-0.***
28

29 District Administrator Tomczik reminded President Bradley that before they proceeded, they needed to
30 administer the Oath of Office to two of their members.
31

32 **OATH OF OFFICE: STEVE WAGAMON AND JOHN WALLER**

33 District Attorney Kolb administered the Oath of Office to Manager Wagamon and Manager Waller.
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READING OF THE MINUTES AND THEIR APPROVAL

Minutes of the December 9, 2024, Workshop; December 11, 2024, Board of Managers Regular Meeting. Motion by *Manager Robertson, seconded by Manager Weinandt, 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
24-077	CSM Corporation	Blaine	Final Site Drainage Plan Floodplain Alteration	CAPROC 8 items

It was moved by Manager Wagamon and seconded by Manager Robertson, 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 30, 2024. Motion carried 5-0.

OPEN MIC/PUBLIC COMMENT

There were no public comments.

ITEMS REQUIRING BOARD ACTION

1. Citizen Advisory Committee Member Appointments for 2025

Communications and Outreach Manager Sommerfeld presented the slate of candidates for the Citizen Advisory Committee (CAC).

President Bradley noted that his understanding was that the only vacancy they currently had was for Washington County related to the Conservation District.

Communications and Outreach Manager Sommerfeld stated that was correct.

Motion by Manager Robertson, seconded by Manager Wagamon, to appoint the 10 individuals proposed on the slate shown below, for membership on the Citizen Advisory Committee for 2025.

District Administrator Tomczik stated that in addition to the vacancy in Washington County, there was also one in Anoka County.

Manager Weinandt noted that the Board had discussed this at their recent workshop where they had also expressed their appreciation for the work done by the CAC.

Name		Affiliation or Organization	County
<i>Vacant</i>			Anoka
Rebecca Keller		Lino Lakes	Anoka
Truchon, Mary Jo*		Anoka Conservation District	Anoka
O'Connell, Teresa		Lino Lakes	Anoka
Ellen Donaldson		White Bear Township	Ramsey
Lazarus, William		Shoreview	Ramsey
Andrew Kovacs		Mounds View	Ramsey
Schroeder, Michael*		Ramsey Conservation Department	Ramsey
Richard Thompson		Forest Lake	Washington
Larsen, Peter		Hugo	Washington
Ramseth, Douglas		Forest Lake, Clear Lake	Washington
Vacant*		Washington County CD	Washington

75

76

Motion carried 5-0.

77

78

2. City of Fridley Final Payment Approval – Moore Lake Enhancement Project

79

Project Manager Petry explained that he was asking the Board to approve the final payment for the Moore Lake Enhancement Project and gave a brief overview of the overall project and explained that he had asked Rachel Workin from the City of Fridley to talk about the project.

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Rachel Workin, City of Fridley, Environmental Planner, stated that she wanted to thank the District for their support on this project and also wanted to highlight the level of partnership that there has been with the City of Fridley and the District that made it so successful. She noted that she believed that she had worked with every department within the District over the last few years on this project which she felt was key to having it be what it was today. She explained that the project began with a series of technical studies prepared by the District following the designation of Moore Lake as impaired for aquatic recreation. She explained that the stormwater retro fit analysis identified a stormwater BMP at the southern outfall which discharged untreated runoff from about 75 acres of a residential area directly into the lake as the most cost effective location for the BMP. She stated that they had worked with District staff to apply for a BWSR Clean Water Fund Grant in the amount of \$400,000 in order to install a biochar and iron-enhanced sand filter at this location which they were successfully awarded, and, at that time, had also entered into an agreement with the District to cost-share the required match. She noted that during the design of the project there were things that arose, including things like supply chain issues, and also with the feasibility of their original design. She stated that the City also began planning for a multi-million dollar revitalization of Moore Lake Park and Anoka County began planning for the construction of the Gardena Avenue roundabout in order to address a significant congestion issue. She stated that both of those projects faced significant issues meeting the Districts regulatory requirements due to space

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101 constraints and proximity to the lake. She explained that they were able to work with the Districts
102 regulatory staff and Houston Engineering in order to develop a comprehensive stormwater
103 management plan which was approved by the Board. She stated that this creatively addressed
104 and met the Districts regulatory requirements which also achieved cost efficiencies for all three
105 projects and maintained valuable recreation space within the park. She noted that, as a result, the
106 expected treatment efficiencies of the filter increased from 18 pounds of phosphorus annually to
107 26 pounds of phosphorus annually. She stated that she felt it was safe to say that the Districts
108 relatively small investment was a huge catalyst for major improvements for Moore Lake. She
109 explained that this project also occurred within a much larger reconstruction of Moore Lake Park
110 that included other water quality benefits and noted that a direct outfall from the parking into
111 Moore Lake was eliminated during construction. She stated that the City of Fridley was also able
112 to significantly reduce the amount of impervious surface in the park and added many native
113 plantings within what was an existing sand area. She noted that the construction of the filter was
114 completed in the fall of 2023 which they celebrated with a native planting event with students from
115 North Park Elementary school and explained that District staff had also attended this event. She
116 stated that the filter went live this past summer and explained that their operations staff had been
117 really diligent in maintaining the filter and have worked with the District's monitoring staff in order
118 to develop a monitoring protocol for the filter. She explained that they have also seen a huge
119 increase in park use, so the filter has received great visibility. She stated that the City of Fridley
120 had worked with Communications and Outreach Manager Sommerfeld in order to develop a
121 beautiful and informative informational sign to accompany the filter. She stated that this project
122 has been a source of community pride and revitalization and noted that they were looking forward
123 to the installation of the new public art piece at Moore Lake Park which she felt was another great
124 example of the City and the District working together in order to achieve more than they could
125 individually. She stated that they are also looking forward to seeing the results of some of their
126 monitoring work that they have done together as well as updating the Moore Lake stormwater retro
127 fit analysis in order to pick their next project that will benefit Moore Lake with their eventual goal
128 to have it delisted from the impaired waters list. She reiterated her appreciation to the Board and
129 District staff.

130
131 President Bradley thanked Ms. Workin for attending today's meeting and for her excellent
132 presentation on the project.

133
134 Project Manager Petry explained that the funds for this project were coming out of the 2024 60-03
135 Lower Rice Creek project.

136
137 Manager Weinandt stated she agreed that it was an excellent presentation by Ms. Workin but more
138 importantly she felt that this was an excellent project. She stated that \$400,000 came from the
139 Clean Water Fund which was appropriated because the citizens in the State voted to tax themselves
140 for these types of water quality issues. She stated that she was a member of the Clean Water
141 Council representing watersheds and would like to have Ms. Workin come and do a presentation

142 for them, because this was an excellent example of how the Clean Water Fund was able to leverage
143 for this type of project. She asked if this came out of the Watershed Based Implementation Fund or
144 the Clean Water Fund competitive grant.

145
146 Ms. Workin explained that it was the competitive grant.

147
148 Manager Weinandt stated that was similar to the grant that the District was awarded for Centerville
149 Lake and noted that the District was greatly benefitting from many of those funds.

150
151 Manager Waller stated that the District also had excellent staff that was very good at competition.
152 He expressed his appreciation to Ms. Workin for coming to present to the Board and stated that he
153 was happy that the District was able to help do something about Moore Lake and explained that
154 during her presentation he was thinking about a stream or drainage that was above Moore Lake
155 that the District was talking about working on a few years ago and asked if that may have been
156 misplaced or lost somehow. He asked that this be put on a checklist in order to take a look at what
157 had been going on with that other stream. He stated that he was happy to be able to work with
158 the City of Fridley and felt that they have had 2 great projects in the last few years where they have
159 worked together successfully and encouraged the City of Fridley to keep asking the District for
160 money for these types of projects.

161
162 District Administrator Tomczik stated that earlier this year the District met with Ms. Workin and
163 other staff members from the City of Fridley to talk about a number of different projects including
164 the County looking at some flood control and flood management around 73rd Avenue.

165
166 President Bradley stated that they should not forget about the dam at Locke Lake.

167
168 Project Manager Petry stated that they had also submitted a grant application that has not been
169 determined yet for looking at the whole Moore Lake watershed, as a whole, in order to reprioritize
170 and come up the next projects now that the top ones have been knocked off the list and clarified
171 that the District would continue to work with the City of Fridley.

172
173 ***Motion by Manager Weinandt, seconded by Manager Robertson, to approve the City of Fridley's***
174 ***final pay request as submitted, and directs staff to issue a payment in the amount of \$60,019.23.***
175 ***Motion carried 5-0.***

176
177 **3. Dunaway Construction Final Payment Approval – Ramsey County Ditch #4 Repair Phase 2**

178 Drainage and Facilities Manager Schmidt stated they were asking for approval of Dunaway
179 Constructions final payment for their work on RCD4, phase 2 repair which was the Little Lake
180 Johanna to the Lake Johanna channel. He noted that there were photos of the completed work
181 included in the Board packet materials and reminded the Board that they had not yet made the final

182 payment for Phase 1 yet, because they were waiting for vegetation to be established. He noted that
183 when that happens they will do a more thorough presentation on the total project.

184
185 Manager Weinandt asked if this portion was just for the riprap and additional expenses for the
186 plantings and shoreline restoration would still be coming.

187
188 Drainage and Facilities Manager Schmidt stated this payment was for the entire channel stabilization
189 between Little Lake Johanna and Lake Johanna and was not for the rest of RCD4 that was upstream
190 going to Oasis Pond.

191
192 Manager Weinandt stated that it looked like there was riprap on both sides of this channel and
193 noted that she would imagine that the residents in the area were thrilled.

194
195 District Administrator Tomczik stated that the residents had come forward with concerns for this
196 area but the District already had the work planned and Drainage and Facilities Manager Schmidt
197 was able to field the resident concerns and this project was the outcome.

198
199 President Bradley stated that he felt that this project was an excellent example of the District being
200 responsive to legitimate concerns that were brought to their attention.

201
202 Manager Weinandt noted that in addition to just being responsive, the work also happened very
203 quickly.

204
205 ***Motion by Manager Weinandt, seconded by Manager Waller, to approve Dunaway Construction's***
206 ***Invoice as submitted and verified by Staff and the District Engineer and further directs staff to***
207 ***issue payment in the amount of \$57,846.25.***

208
209 Manager Waller stated that he also wanted to point out that this was a quick project that was
210 responsive to the individuals who brought it to the District's attention and hoped that they can
211 continue having this kind of quick reaction time in order to fix drainage ditches.

212
213 District Administrator Tomczik stated that he felt it was important to note that the two phases
214 existed and were contemplated in the project from the beginning and clarified that staff was already
215 aware of the concerns about the stabilization of the banks.

216
217 ***Motion carried 5-0.***

218
219 **4. Check Register Dated January 9, 2025, in the Amount of \$118,227.72 Prepared by Redpath and**
220 **Company**

222 ***Motion by Manager Weinandt, seconded by Manager Wagamon, to approve check register dated***
223 ***January 9, 2025, in the Amount of \$118,227.72 prepared by Redpath and Company. Motion***
224 ***carried 5-0.***
225

226 **ITEMS FOR DISCUSSION AND INFORMATION**

227 **1. District Engineer Updates and Timeline**

228 District Engineer Otterness noted that the Drainage Work Group would have a meeting later today
229 and will discuss whether there may be consensus for recommendations to the legislature including
230 a framework for how changes are made to the Minnesota Public Drainage Manual and the
231 consideration of repealing a portion of the statute regarding the requirement for drainage
232 inspectors to submit reports on buffer strips related to 103 requirements.
233

234 Manager Weinandt asked District Engineer Otterness to elaborate on this a bit more and asked if he
235 had stated that the Drainage Work Group would be making a request to eliminate that requirement.
236

237 District Engineer Otterness explained that the Drainage Work Group would be considering
238 elimination of that portion of the drainage statute. He stated that at the meeting today the group
239 would determine whether they had consensus to move forward with this recommendation to the
240 legislature on it.
241

242 Manager Weinandt asked if the District would be impacted and asked if staff currently reported on
243 buffer strips.
244

245 District Engineer Otterness clarified that the District has not completed any redeterminations of
246 benefit and that BWSR asks the drainage authorities every year whether they have completed an
247 action requiring buffer strip reporting and it creates more of a hassle for the drainage inspectors
248 that have more of these actions occurring.
249

250 Manager Weinandt noted that the District should not have that many miles of buffer strips that they
251 would need to report on.
252

253 Drainage and Facilities Manager Schmidt stated that in the 17 years he has been with the District,
254 he has filled the form out every year, but has always put down 'zero' in every box and explained that
255 this specific reporting would not have any impact on the District.
256

257 **2. Administrator Updates**

258 District Administrator Tomczik stated at a previous meeting the Ramsey County inspection
259 agreement came up in the discussion and a question was raised about the number of permits that
260 the District saw and noted that Regulatory Manager Hughes went back and took a look and asked
261 him to fill in the Board on that history.
262

263 Regulatory Manager Hughes explained that he had taken a look at the last 5 years of applications
264 and 37% of them were within Ramsey County. He stated that if you look in greater detail about
265 the specific area that is covered by the Ramsey SWCD for inspections, that was between 20-25%, so
266 he felt that was a pretty significant portion of the permits.

267
268 District Administrator Tomczik stated that he also wanted to mention their annual contractor service
269 agreements which are used for day labor, which is often for public drainage system work. He
270 stated that these would be the work orders that are reported to the Board on their spreadsheet.
271 He noted that District Attorney Kolb had reviewed the contract document. He explained that these
272 were for maintenance which is different than repair projects and asked Drainage and Facilities
273 Manager Schmidt to add a bit of detail on what makes maintenance and repair different from each
274 other.

275
276 Drainage and Facilities Manager Schmidt stated that, under Statute, there was no distinction
277 between repair and maintenance, but the Board had determined that there was a maintenance
278 program, and they also do repairs, but both are handled in different ways. He explained that the
279 District uses the day labor contracts in order to fulfill their maintenance obligations to the systems
280 and noted that the agreements with the contractors state that the District or staff will not dictate
281 means or methods on how they complete the work. He stated that they do work with them to have
282 an understanding of the outcome and what is desired, but do not tell them how to do it and let them
283 make those decisions based on their experience and best judgment.

284
285 President Bradley stated that there was an experience last winter where someone was not
286 adequately experienced and dropped equipment which caused lots of problems and increased
287 costs. He stated that he would hope that just because there is a difference between telling them
288 how to do it and telling them, 'based on our experience, this is what we think you ought to do'. He
289 stated that he felt that they may not want to follow that distinction in order to better protect
290 ourselves.

291
292 District Attorney Kolb stated that he felt that was reasonable and noted that staff was obviously
293 working with all of the contractors. He noted that he felt that one of the considerations upfront
294 before one of these annual contracts are awarded is that there is a review of the contractors and
295 their competency. He stated that by awarding a contract, the Board does show some level of
296 confidence in the independent judgment and skill set of the contractors. He stated that it is attention
297 and it has to do with how much risk the District undertakes every time it sets a contractor loose to
298 do something on the landscape. He noted that this was one of the reasons why the District had a
299 distinction between maintenance and repair because maintenance was usually viewed to be lower
300 risk, simpler work, and does not require a lot of regulatory oversight. He stated that repair, on the
301 other hand, would be managed more intensively with a very detailed set of plans and specifications,
302 construction supervision, and verification of grades. He explained that one of the reasons why this
303 discussion was relevant today was that there were complaints surrounding the means and methods

304 that the contractor was undertaking to perform the repair work. He stated that if that issue was
305 brought to the inspector, the inspector would say, here is our contract that would show the level of
306 independence that is given to the contractors because they had already been vetted on the front
307 end and explain that the District does not dictate that level of control, oversight, or direction of the
308 means and methods employed by the contractor. He noted that the difference between the
309 inspector handling that question and a Manager handling the question is that a Manager may not
310 have the insight as to the contract, so the landowner can get a more sympathetic ear and it can end
311 up becoming a larger issue. He stated that the District has to give them some independence, but he
312 felt that it was well supervised and coordinated with current staff. He stated that he felt if they
313 should leave that level of independence to the contractors, within reason, then for every project
314 they approach, they should look at the level of risk that the District would be undertaking if they
315 don't add an added level of supervision.
316

317 President Bradley stated that he had tried to draw a distinction between the District's level of
318 supervision on a repair versus maintenance, but he would suspect that the contracts for both types
319 of employees for these contractors contain the same language absolving the District of responsibility
320 for how they do the job.
321

322 District Attorney Kolb explained that in the annual maintenance contracts, there is indemnification,
323 an insurance requirement, and hold harmless language and in the larger contracts that are executed
324 there is similar language but it is a bit more detailed because there are unique operations in those
325 contracts that sometimes do not exist in the maintenance work or contracts, for example, culvert
326 replacement, that would be highly specified and controlled more than just removing vegetation out
327 of a ditch.
328

329 Manager Wagamon stated that he had a lot of questions and discussion items on that, but didn't
330 feel they should be discussed right now and suggested that they take it up at a workshop.
331

332 Manager Waller thanked Drainage and Facilities Manager Schmidt and District Attorney Kolb for
333 their explanations. He stated that he felt that there was a significant issue that he felt should be
334 noted when this is discussed with people regarding the difference between maintenance and repair
335 that the District makes. He noted that repair is a special assessment and maintenance is general
336 funds which means there was a big difference in how these are paid for which many people may not
337 be aware of and a maintenance project means that these individuals would not be getting a bill.
338 He clarified that one of the important issues that he felt was important to know was that
339 maintenance was an ad valorem tax and not a special assessment.
340

341 President Bradley stated that this was a policy that has been in place for many years.
342

343 District Administrator Tomczik stated that an additional difference between maintenance and repair
344 is that if there is less regulation involved in maintenance and going through the repair permitting

345 process was often a distinction. He moved the discussion to the pay equity report and noted that it
346 had been completed and submitted to the State. He explained that it had received approval for
347 the good work of the District, so they were in compliance. He stated that prior to the meeting staff
348 had handed out the Minnesota Watersheds legislative briefing that will be coming up on February
349 19-20 2025. He noted that they are asking for advance registration and asked the Board to get in
350 touch with Officer Manager Stasica regarding their interest in attending. He stated that the District's
351 past efforts, specific to Rice Creek, have been for RCD2, RCD3, RCD5, Jones Lake, and 35W flood
352 mitigation. He explained that he had been in communication with staff from the City of New
353 Brighton in order to collaborate with them as a way to ramp up and engage with them for that
354 project.

355
356 Manager Weinandt stated that she felt the groundwork had been laid for RCD2, RCD3, and RCD 5
357 projects and the District just needed to give it some more oxygen and move forward.

358
359 President Bradley stated that he felt the next step should be reconnecting with both of their
360 representatives to ensure that they understand that the District still wants their help.

361
362 District Administrator Tomczik stated that to add to a multi-pronged approach, the District has a
363 grant application that they will also submit.

364
365 **3. Managers Update**
366 Manager Weinandt stated that there is a Ramsey Council elected officials meeting that takes place
367 once a month which has had representatives from Ramsey-Washington Watershed there and
368 believed that the District should also be expecting an invitation from them.

369
370 Manager Waller stated that at the recent workshop they discussed adding structure to the review
371 process for the District Administrator which he was in favor of and noted that there were some
372 things that he would like to see moving forward including making sure the structure contains
373 transparency, accountability, objectivity, and impartiality. He stated that he also felt that it was
374 important that they take a look at the job description as they get ready for the structured approach
375 for the position and the contract because that was a basic informational piece that would be
376 important to look at as they are developing this structure. He noted that Forest Lake had a new
377 mayor this year and had also replaced their administrator with Mark, from Centerville, which he felt
378 would be a good thing because he was someone who always came to the city-county partner
379 meetings and always had things to share. He noted that he believes that the District could expect to
380 see the result of the study being conducted by WSB related to the water re-use program in the near
381 future.

382
383 President Bradley asked District Administrator Tomczik to send his job description to the Board.
384

385 District Administrator Tomczik stated that he would send it to the Board in addition to District
386 Attorney Kolb.

387

388 **ADJOURNMENT**

389 ***Motion by Manager Waller, seconded by Manager Robertson, to adjourn the meeting at 9:46 a.m.***

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

391

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
24-040	Menomonie Land 11, LLC Rechner, LLC JSN Properties, LLC BlaineSpec IRA, LLC Contour Land, LLC	Blaine	Final Site Drainage Plan Land Development Wetland Alteration Floodplain Alteration	CAPROC 15 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 January 14, 2025.

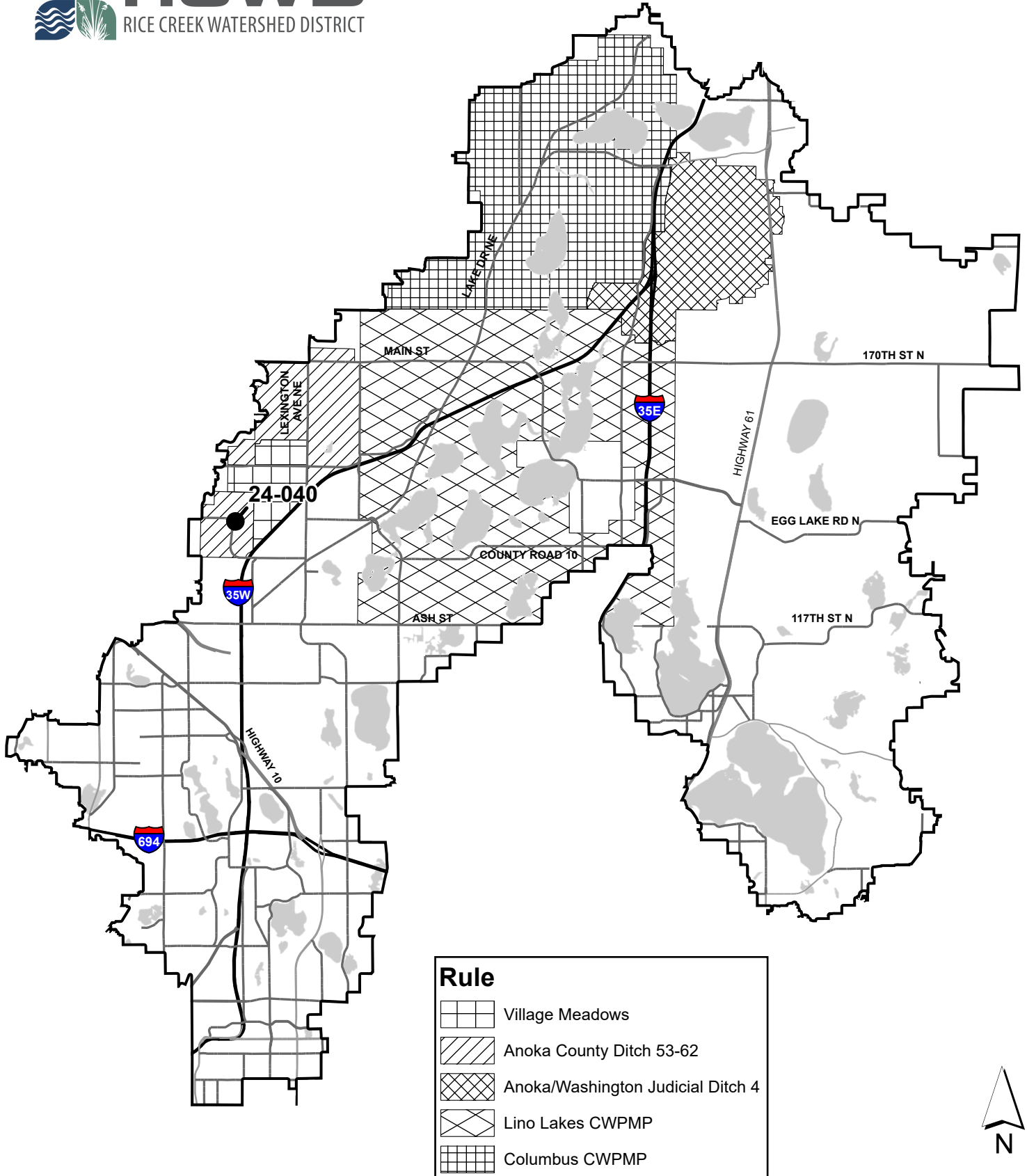
**RICE CREEK WATERSHED DISTRICT
CONSENT AGENDA**

January 22, 2025

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 Report dated January 14th, 2025.

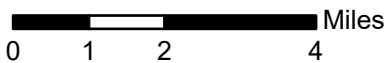
TABLE OF CONTENTS

Permit Application Number	Applicant	Page	Recommendation
Permit Location Map		19	
24-040	Menomonie Land 11, LLC Rechner, LLC JSN Properties, LLC BlaineSpec IRA, LLC Contour Land, LLC	20	CAPROC



Rule	
	Village Meadows
	Anoka County Ditch 53-62
	Anoka/Washington Judicial Ditch 4
	Lino Lakes CWPMP
	Columbus CWPMP

Permit Reviews
01/22/2025 Agenda





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:

24-040

Permit Application Name:

Radisson Business Center

Applicant/Landowner:

Menomonie Land 11, LLC
Attn: Luke Appert
4558 Trading Post Trail South
Afton, MN 55001
Luke.Appert@cushwake.com

Rechner, LLC
Attn: Ben Drew
5580 Xene Ln N
Plymouth, MN 55446
Ph: 952-210-4637
ben.drew@cushwake.com

JSN Properties, LLC
Attn: Jesse Neuman
18651 Buchanan Street NE
East Bethel, MN 55011
Ph: 763-238-2618
jesse@decmn.com

BlaineSpec IRA, LLC
Attn: Jon Rausch
5229 Minnetoga Terrace
Minnetonka, MN 55343
Ph: 612-685-8288
jon.rausch@cushwake.com

Permit Contact:

Kjolhaug Environmental Services Company
Attn: Melissa Barrett
2500 Shadywood Road STE 130
Orono, Minnesota 55331
Ph: 952-388-3752
melissa@kjolhaugenv.com

Applicant/Landowner:

Contour Land, LLC
Attn: Joseph Radach
8195 Vernon Street
Rockford, MN 55373
Ph: 612-730-2265
jradach@contourcd.com

Project Name: Radison Business Center

Purpose: FSD – Final Site Drainage, LD – Land Development, WA – Wetland Alteration, FA – Floodplain Alteration; WCA sequencing application and subsequent proposed business center development

Site Size: 12.29± acre parcel / 5.2 ± acres of disturbed area; existing and proposed impervious areas are 0.41 ± acres and 3.81± acres, respectively

Location: 3100 101st Ave NE, Blaine

T-R-S: NE ¼, Section 27, T31N, R23W

District Rule: C, D, E & F

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).

Rule F – Wetland Alteration

2. Applicant must provide shape file of wetland boundaries; a condition of approval of the type and boundary delineation.
3. Applicant must supply the District with a copy of the receipt for the MnDNR Takes Permit (Sceptridium oneidense).
4. Applicant must provide a “Standard Credit Withdrawal Form”, which is signed by the bank user and the bank seller.
5. The applicant must provide proof of BWSR debiting wetland bank for the correct amount and type of wetland credit.
6. As a condition of permit issuance under Rule F.6(e)(9), a property owner must file on the deed a declaration, in a form approved by the District, establishing a vegetated buffer area adjacent to the delineated wetland edge within the final WMC and other wetland buffers approved as part of a permit under this Rule. A draft must be submitted for review prior to recordation.
7. The property owner must convey to the District and record or register, in a form acceptable to the District, a perpetual, assignable easement over the WMC.
8. A map of the final WMC boundary must be prepared and submitted for approval, and a GIS shapefile or CADD file of the final WMC boundary shall be submitted to the District.
9. The applicant must provide a buffer signage plan including proposed signage and placement location for District consideration.

Administrative

10. 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.
 - Ensure the final plans set reflects the grading changes made on 1-6-24.
11. The applicant must pay the deferred Water Management District Charges associated with this parcel. These charges were previously noticed to the landowner in conjunction with a public hearing which established the charges to be due upon development or redevelopment of the parcel. The charges are subject to change during the 12-month CAPROC term of this permit application. Therefore, the applicant must contact the District prior to submitting final payment to verify the amount to be paid to the District.

PID: [273123120010]
Amount: [\$967.88]
RCWD Fund: 80-24 (PDS ACD 53-62)

12. Submit a copy of the recorded plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Blaine).
13. The applicant must submit a Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features.
14. The applicant must provide an attested copy of any and all signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
15. The applicant must submit a surety of \$33,700 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 applicant must provide the first \$5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a check or a Performance Bond or Letter of Credit. The surety is based on \$3,000 for 5.2 acres of disturbance, \$23,300 for 46,609 CF of storm water treatment, and \$ 7,400 for 984 CY of floodplain mitigation.

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 all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) to the District for verification of compliance with the approved plans before return of the surety.
2. 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 before return of the surety.
3. Provide an as-built survey of wetland boundaries, quantifying the wetland impact area for verification of compliance with the approved plans
4. Installation of permanent, freestanding markers at development side edge of buffer, wetland or otherwise, with a design and text approved by District staff in writing and in compliance with the approved plans

Exhibits:

1. Plan set containing 17 sheets dated 12-02-2024 and received 12-03-2024
2. Permit application, dated 12-04-2024 and received 12-05-2024.
3. Revised Stormwater Calculations dated 1-6-2025 and received 1-6-2025, containing revised grading plan, drainage maps and HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
4. Revised Stormwater Calculations dated 12-21-2024 and received 12-21-2024, containing drainage maps and HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
5. Stormwater Calculations, dated 12-02-2024 and received 12-03-2024, containing narrative, drainage maps, soil borings and HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
6. Wetland replacement plan application, signed and received 11-20-2024.
7. Review file 23-205R.

Findings:

1. Description – The project proposes to construct a business center on a 12.29± acre parcel located in Blaine, Minnesota. The project will increase the impervious area from 0.41± acres to 3.81± acres and disturb 5.2± acres overall. The northwestern portion of the site drains to an existing road ditch before discharging to an existing culvert which then drains to ACD 53-62 Branch 6 Lateral 1. A large portion of the site is directly discharging to the existing wetland to the southeast. The parking lot and proposed building are routed through storm sewer to the pond which then discharges to the existing wetland. The existing wetland discharges to ACD 53-62 Branch 6 Lateral 1, and to Golden Lake 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 BMPs as described below for the project:

Proposed BMP Description	Location	NURP requirement	Volume provided	EOF
NURP Pond 10	Northeastern property line	0.615 ac-ft	1.070± acre-feet	907.1

Soils on site are primarily HSG A consisting of poorly graded sand (SP). The seasonal high ground water elevation is estimated to be 900.00, which does not allow for 3 feet of separation. Thus, infiltration is not considered feasible and NURP pond design 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 (3.40± acres), however NURP sizing criteria governs

The pond sizing, and outlets and overflows are consistent with the design criteria of Rule C.9(d). The applicant has treated 99% of the required impervious area. Additional TSS removal is not practicable. Otherwise, the applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(d).

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
North to culvert under 101 st Ave	0.4	0.5	0.7	0.8	1.5	1.9
East to Wetland	1.0	1.1	1.6	1.9	3.5	3.8
Totals	1.2	1.3	1.9	2.2	4.3	4.6

The project is not located within the Flood Management Zone. The difference in aggregate and key points is due time of concentration. The slight increase in rates are within tolerance of the model. The applicant has complied with the rate control requirements of Rule C.7.

The applicant has complied with the bounce and inundation requirements of Rule C.8 for moderately susceptible wetlands.

The applicant has complied with the freeboard requirements of Rule C.9(g).

3. Wetlands – Wetlands were delineated under review file 23-205R with boundary decision, which remains valid, issued on 11-07-2023.

The project area is located within the Anoka County Ditch 53-62 CWPMP boundary and is subject to Wetland Management Corridor (WMC) requirements per F.6(b)(2)(i).

A sequencing application was submitted to the District on 06-04-2024 for the construction of a ~60,000 ft² building with associated parking and loading docks. The application initially proposed

1.515 acres of wetland impact to achieve the project. There was robust discussion on the project's purpose and need and avoidance and minimization. Ultimately, an updated site plan was submitted on 10-18-2024 that met the end-users minimum needs, incorporated LGU/TEP/City of Blaine feedback, and reduced the proposed wetland impact to 0.391 acres. A notice of decision was issued on 10-23-2024.

A wetland replacement plan application was submitted to the District 11-20-2024. The application was noticed to the TEP on 12-04-2024 and the comment period closed on 12-30-2024. The application reflects a slight increase in the amount of wetland impact from the approved sequencing application from a culvert outfall/riprap from the stormwater BMP. The project will include 0.40 acres of permanent wetland impact and 0.1350 acres of temporary impact for the construction of a retaining wall. The temporary impacts will not exceed 6 months in duration and the area will be restored to pre-existing conditions and seeded.

The applicant has provided an alternatives analysis, including discussion of impact avoidance, minimization and mitigation. The applicant has reasonably avoided and minimized wetland impacts to the extent possible. The applicant has addressed all comments and the TEP concurs that WCA impact sequencing is met. The proposed stormwater pond will impact a population of blunt-lobed grape-fern (*Sceptridium oneidense*) and a take application has been submitted by the applicant to the DNR. The DNR's approval will be a condition of the WCA approval and required prior to permit approval.

The application included a MnRAM analysis for the impacted wetland. The MnRAM determined that Wetland 1 is severely degraded, therefore the applicable wetland replacement ratio is 2:1, consistent with Table F1.

Impact/Mitigation Table

Wetland Name (Location)	Impact Amount	Replacement Ratio	Required
Wetland 1	0.40	2:1	0.80

The property owner must file on the deed a declaration in a form approved by the District establishing a vegetated buffer area adjacent to the delineated wetland edge within the final WMC and other wetland buffers approved as part of a permit under this Rule. The declaration must state that on further subdivision of the property, each subdivided lot of record shall meet the monumentation requirement of Section 6(e)(8).

A map of the final WMC boundary must be prepared and submitted to the District for approval, per Rule F.6(b)(4). The map will reflect any change to the boundary as a result of the permitted activity. The final WMC, including associated buffer, shall be subject to an easement in favor of the District as described in Section 6(f). A GIS shapefile or CADD file of the final WMC boundary shall be submitted to the District.

The property owner must convey to the District and record or register, in a form acceptable to the District, a perpetual, assignable easement granting the District the authority to monitor, modify and maintain hydrologic and vegetative conditions within the WMC wetland and buffer adjacent to WMC wetland, including the authority to install and maintain structural elements within those areas and reasonable access to those areas to perform authorized activities, per Rule F.6(d)(f). The WMC shall be identified and delineated as part of the recorded easement.

Wetland replacement will occur via wetland bank account #1762, in the amount of 0.80 acres. The wetland bank is within the contributing drainage area of the CWPMP consistent with Rule F 6(d)(5). The applicant must provide the final BWSR withdrawal transaction form and demonstrate final withdrawal from the BWSR Bank.

4. Floodplain – The regulatory 100-year floodplain elevation is at 905.1 (NAVD88) based on the 10-day snow-melt. The proposed fill volume is 808 CY and the total cut volume is 984 CY. The project has net increase in storage volume provided within the floodplain and is therefore compliant with Rule E.
5. Erosion Control – Proposed erosion control methods include heavy duty silt fence, rock construction entrances, inlet protection and rip rap. The project will disturb more than 1 acre; an NPDES permit is required. The SWPPP is located on plan sheet C5.3. The information listed under Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. Golden Lake is an impaired water but is more than one mile downstream.
6. Regional Conveyances – Rule G is not applicable.
7. Public Drainage Systems – Rule I is not applicable.
8. Documenting Easements and Maintenance Obligations – Applicant must provide a draft maintenance declaration for approval, and a receipt showing recordation of the approved maintenance declaration and the drainage and flowage easements (if required).
9. Previous Permit Information – No previous permit information was found for this site.

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

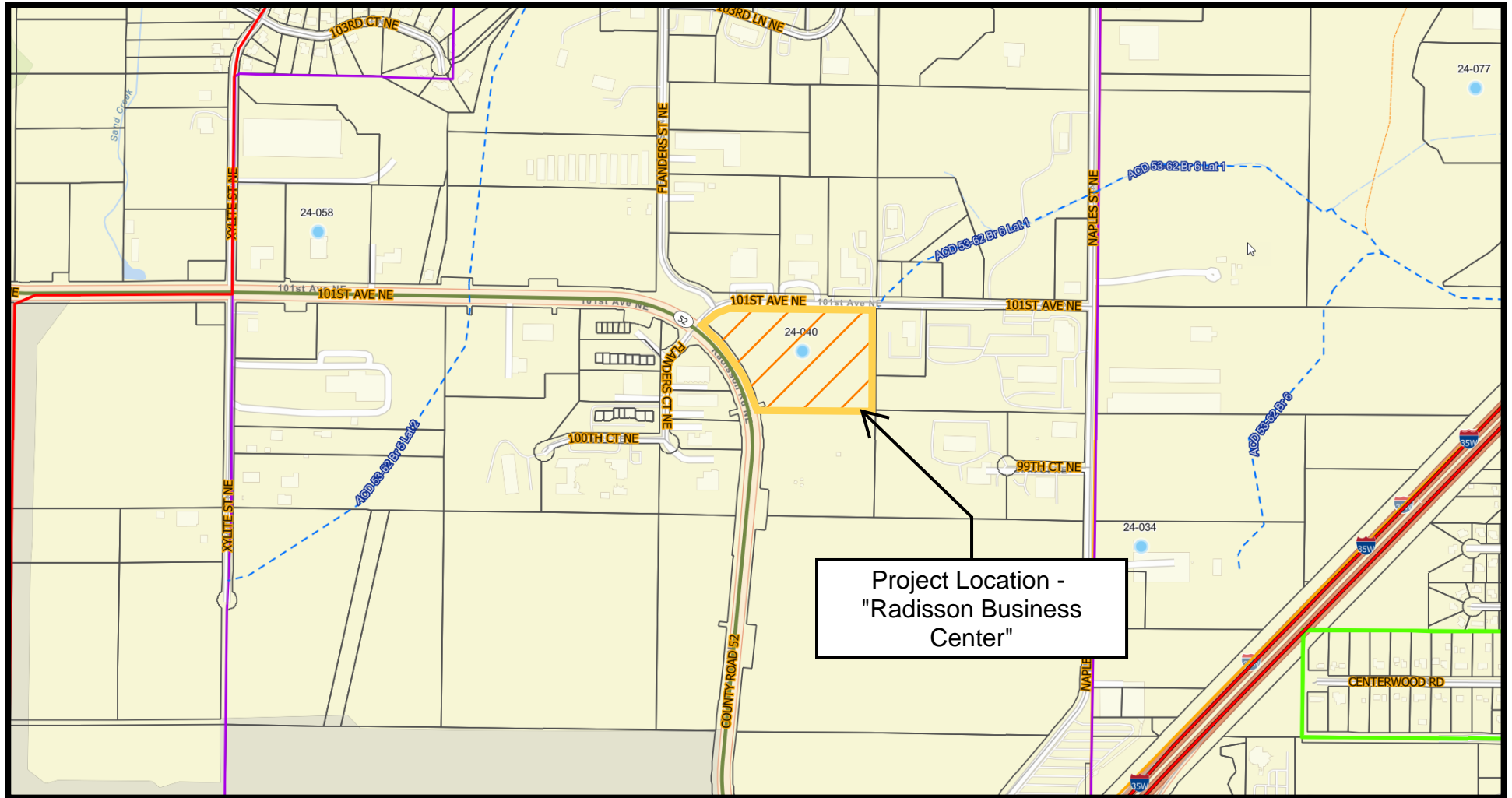
Belle Reeve 01/14/2025

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.

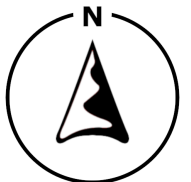
K. MacDonald 01/14/2025

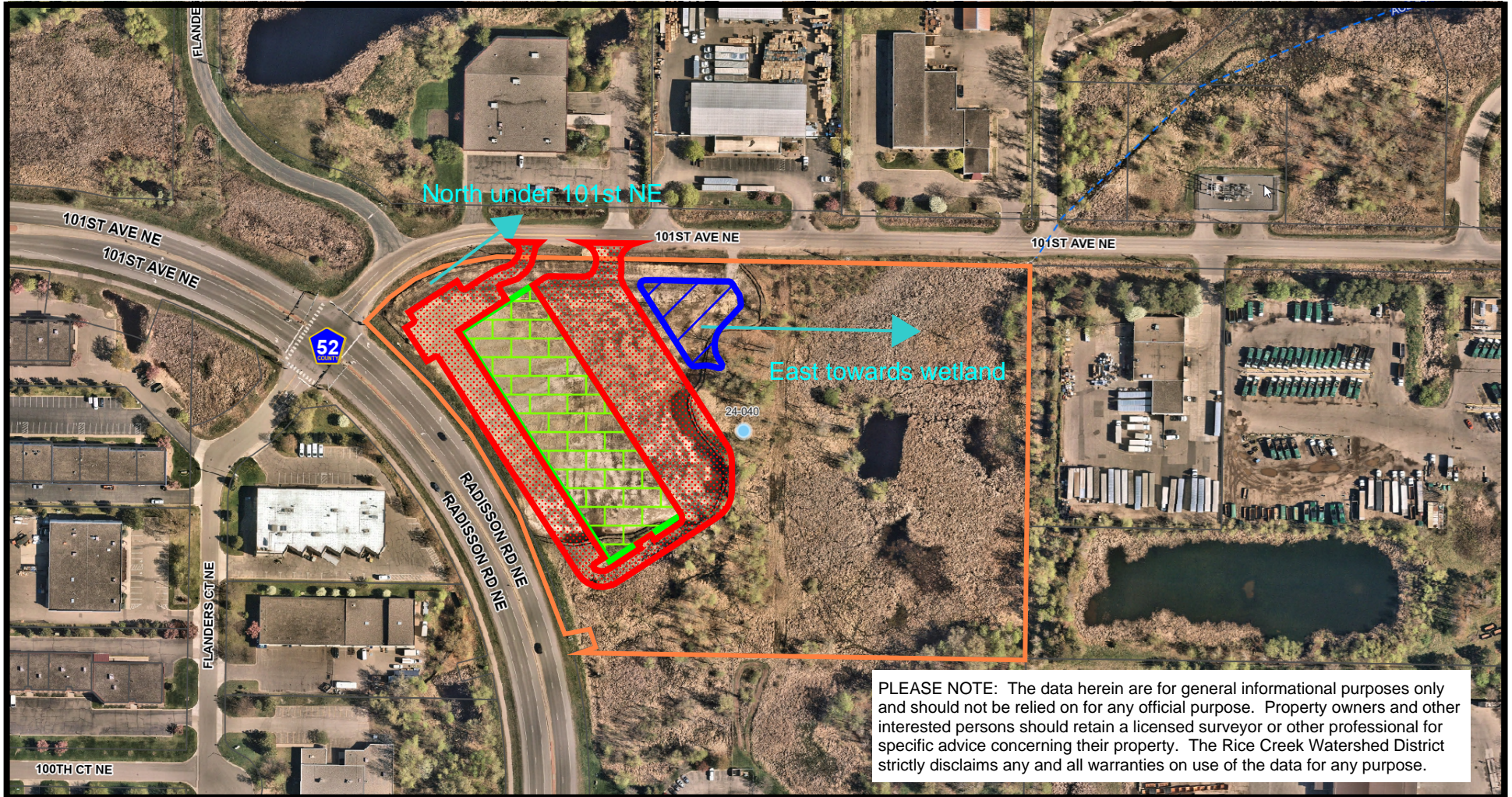
Katherine MacDonald, MN Reg. No 44590









Legend

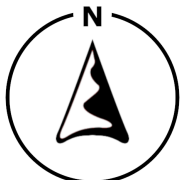
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|---|--|---|
|  District Boundary |  Project Location |  ACD 53-62 CWPMP |
|  Public Ditch - Open Channel |  Private Ditch |  City Boundary |





Legend

-  Project Location
-  Proposed Building
-  Proposed Impervious Surface
-  ACD 53-62 Br 6 Lat 1
-  NURP Pond
-  Drainage Arrow



ITEMS REQUIRING BOARD ACTION

1. RCWD Board Election of Officers (Nick Tomczik)

MEMORANDUM

Rice Creek Watershed District



Date: January 15, 2025
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: RCWD Board Election of Officers

Introduction

Annually the RCWD Board must elect its officers.

Background

The District Board By-Laws, Article V, direct the election of officers each calendar year "...on or before the first regularly scheduled meeting in February...". The officer term is one-year unless re-elected. The officers are President, First Vice-President, Second Vice-President, Secretary and Treasurer. The duties of each officer's position are captured in the Bylaw Article V attachment.

The following is a parliamentary refresher:

- A manager, with a second, may move a slate of officers. If no manager objects, the slate may be voted on. However, any manager may request that each office be voted on individually, no second or vote is required.
- If election does not proceed by slate, the order of elections should be president, treasurer, secretary, vice president.
- A nomination may be made by any manager. There is not the need for a motion, second, or vote. The nominated manager may refuse the nomination or accept it. Once nominations cease, the chair should confirm that there are no more nominations and close the nominations. Again, there is no vote on closing nominations.
- Votes are to be public, voice.

Staff Recommendation

Staff recommend managers consider officer positions and act.

Attachment

RCWD Board Bylaw Article V Sections 1-4

ARTICLE V. - OFFICERS AND BOARD

Section 1. ELECTION of OFFICERS: The following officers shall be elected each calendar year on or before the first regularly scheduled meeting in February: President, First Vice-President, Second Vice-President, Secretary and Treasurer. Terms are for one-year unless re-elected.

Section 2. OFFICER VACANCIES: MS 103D.315 Subd. 3: *“The managers must fill vacancies occurring in the officers’ positions.”*

Section 3. TEMPORARY APPOINTMENTS OF OFFICERS: The Board may appoint a Board member as officer pro tem if an officer is absent or disabled and action by that officer is required.

Section 4. DUTIES OF OFFICERS:

- (a) **President:** The President shall preside at all meetings of the Board of Managers. The President shall serve under the supervision and direction of the Board and shall see that all orders and resolutions of the Board are carried into effect. The President shall execute all contracts or instruments requiring an officer’s signature, unless otherwise directed by the Board, and shall have the general powers and duties usually vested in the office of President of the Board and shall have such other powers and perform such other duties as the Board may from time to time prescribe.
- (b) **First Vice-President:** In the absence of the President at a regularly held RCWD meeting, the First Vice-President shall preside at the meeting. The First Vice-President shall exercise and perform the authorities and duties of the President in the event of the latter’s absence, death, disqualification, or incapacity until the RCWD Board of Managers elect a new President. The First Vice-President shall exercise and perform such other authorities and duties as may be prescribed or limited from time to time by the Board of Managers.
- (c) **Second Vice-President:** In the absence of the President and the First Vice-President, the Second Vice-President shall preside at any regularly held RCWD meeting. The Second Vice-President shall exercise and perform such other authorities and duties as may be prescribed or limited from time to time by the Board of Managers.
- (d) **Secretary:** The Secretary shall cause to be recorded all votes and the minutes of all proceedings of the Board of Managers and of the members in a book to be kept for that purpose. The Secretary shall give, or cause to be given, notice of all meetings of the Board, and shall perform such other duties as may from time to time be prescribed by the Board or by the President.
- (e) **Treasurer:** The Treasurer shall have the care and custody of the funds and securities and shall disburse the funds of RCWD as may be ordered from time to time by the Board. The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to RCWD, and shall deposit all monies, securities and other valuable effects of the RCWD in the name and to the credit of the RCWD in such depositories as may be designated from time to time by the Board. Except to the extent that some other person or persons may be specifically authorized by the Board to do so, the Treasurer shall make, execute, and endorse all checks and other commercial paper on behalf of RCWD when requested by the Board and shall perform such other duties as may be prescribed by the Board. Checks may be executed before Board approval but the Treasurer shall oversee procedures to prevent premature disbursement.

ITEMS REQUIRING BOARD ACTION

2. Rice Creek Watershed District Permits in Ramsey County (Patrick Hughes)

Date: January 15th, 2025
To: RCWD Board of Managers
From: Patrick Hughes, Regulatory Manager
Subject: Rice Creek Watershed District Permits in Ramsey County

Introduction

This informational agenda item includes data of permit applications and permit inspections within Ramsey County during the years from 2020 through 2024.

Background

At the December 11, 2024 meeting the Board of Managers approved an amendment to extend the inspection services agreement with Ramsey County Parks and Recreation – Soil and Water Conservation Division (Ramsey County SWCD) through 2026. The Managers expressed interest in knowing the permit workload for this portion of the District. At the January 9, 2025 meeting I identified that 37% of all permit application submitted within the last 5 years were within Ramsey County and that approximately 20-25% of all applications were within the inspection territory that Ramsey County SWCD covers. After the meeting, a request was made for definitive permit numbers rather than percentages.

Below is a summary of the permit applications received between 2020 and 2024 as well as the amount of permit inspections completed during this 5-year period. This information is included to provide clarity on the work completed in association with the Ramsey County SWCD inspection services agreement. The partnership with Ramsey SWCD has been extremely valuable to the administration of the regulatory program and staff look forward to its continuation. The agreement is structured with a maximum amount of service hours per year and no minimum to allow the work to be driven by the economy and the number of permits within the inspection area.

2020-2024 Permit Data

- 542 permit applications received District-wide*
 - 131 applications in Ramsey County SWCD inspection area
 - 24.2% of all applications received
- 3,616 permit inspections completed by District staff and contracted inspectors
 - 1,327 inspections completed by Ramsey County SWCD**
 - 36.7% of all inspections completed

* Excluding Level 2 communities (i.e. Circle Pines, Mounds View, Hugo)

** This total includes all open permits in Ramsey County SWCD territory and not just the permits received within the 2020-2024 time period

ITEMS REQUIRING BOARD ACTION

3. Washington County Cooperative Weed Management Area Partnership (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District



Date: January 15, 2025
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Washington County Cooperative Weed Management Area Partnership

Introduction

Washington County is requesting a renewal of the partnership through an updated Memorandum of Understanding (MOU) for invasive species issues.

Background

The Washington County Cooperative Weed Management Area (CWMA) is renewing partnerships with an updated MOU. The Washington County CWMA has been meeting annually since 2017, less regularly since 2012. This group of federal, state and local government agencies, non-profits, and engaged citizen groups meet to discuss management strategies, opportunities for shared resources, and desired outreach for invasive species issues in Washington County.

The purpose of the MOU is to encourage and formalize the cooperative relationship necessary for effective management, coordination, and implementation of invasive terrestrial and aquatic plant species programs among the partners. Further, it is to enhance the success of the CWMA for Washington County by encouraging sharing of resources, information, expertise, and effort on a willing and cooperative basis on both public and private lands and waters.

The District’s interests in invasive species management is founded under its water quality goals. Aquatic Invasive Species (AIS) may impact water quality in District resources. The District is involved in managing AIS for water quality purposes. AIS can also have deleterious effects on habitat and recreational lake use. There are mutual terrestrial and aquatic invasive species control and management communication and outreach messages. The District WMP focus, and District policies would likely place RCWD as a limited member and this would be like our membership in the Ramsey County Cooperative Weed Management Area. However, the partnership may provide consistent messaging on invasive species and another resource to the District in assisting landowner requests. This type of MOU is becoming a prerequisite for many of the available invasive species grant programs.

Signing does not obligate the District to participate or contribute funding in any way. It demonstrates that management of invasive species is important, and that there is efficiency in partnering around these issues. More recently, this agreement is becoming a prerequisite for many of the available invasive species grants. In 2020, the District previously considered the opportunity and at its May 11, 2020 workshop by consensus directed the administrator to sign the MOU and return it to the county.

Staff Recommendation

Staff recommend entering the CWMA MOU.

Proposed Motion

Manager _____ moves to authorize the Administrator, on advice of counsel, to sign entering into the Washington County Cooperative Weed Management Area Memorandum of Understanding.

Attachment - Washington County Cooperative Weed Management Area Memorandum of Understanding

Memorandum of Understanding

Among the Washington County Cooperative Weed Management Area Partners (Listed in Appendix A)

I. Background and Objectives

Invasive species have significant environmental, social, and economic impacts on natural areas, parks, and open spaces. Invasive species are a leading threat to the native species of the United States, second only to habitat destruction. Invasive plants consume approximately three million acres of land each year. Invasive plants threaten both entire ecosystems and individual species. They negatively impact ecosystems through competition, suppression, and displacement of native species and can alter ecosystem functions. Washington County contains a myriad of groups including governmental agencies, non-profit organizations, private business, and private citizens and landowners that give the county the unique opportunity to manage invasive plants in a cooperative manner.

II. Purpose

The purpose of this Memorandum of Understanding (MOU) is to encourage and formalize the cooperative relationship necessary for effective management, coordination, and implementation of invasive terrestrial and aquatic plant species programs among the above mentioned Partners.

Other organizations or individuals may, at any time, join as Partners of the Washington County Cooperative Weed Management Area (WC-CWMA). Partners may agree to offer funding or in-kind service to the WC-CWMA. These Partners will be required to sign a signatory page stating that they will voluntarily participate under the applicable guidelines in this MOU. Partners are listed in Appendix A.

Definition of terms

Introduction- the intentional or unintentional escape, release, dissemination, or placement of a species into an ecosystem as a result of human activity.

Ecosystem- the complex of a community of organisms and its environment.

Native species- a plant species that historically occurred in Washington County, not as a result of an introduction.

Local Ecotype Native Seed- seed originating from the ecoregions found in Washington County. Seed used in the WC-CWMA must be Local Ecotype Native Seed, and must originate from as close to the given project as possible. "Yellow tag" certified seed should be used whenever possible.

Non-native species-with respect to a particular ecosystem, any plant species, including its seeds, spores, or other biological material capable of propagating that species, that has been introduced to that ecosystem by means other than natural processes.

Invasive plant or weed- a plant species, typically non-native, that has competitive advantages and can become established in natural plant communities and wild areas and replace native vegetation. They may alter the ecosystem and may cause economic, environmental, and/or social harm and may also negatively affect human health.

Noxious weed- a plant determined to be problem by a governmental agency. This can be on a county, state, or national level. They are mandated by law as pest species, and the law calls on all citizens for the destruction of the species.

WC-CWMA - Washington County Cooperative Weed Management Area- geographically defined as the lands and waters within the geopolitical boundaries of Washington County. A cooperative effort to manage invasive plants in Washington County.

WC-CWMA Steering Committee - WC-CWMA Steering Committee organizes members, provides direction, holds regular meetings, and generally furthers the common goal of cooperative invasive plant management. Each Partner will be directly or indirectly represented on the Steering Committee. The steering committee shall select a chair and vice chair.

III. Legislative Authority

For the National Park Service, the legal authority for entering into this agreement is the National Park Service Organic Act (16 U.S.C. §§ 1-3). This is a general management authority for entering into a memorandum of understanding to document mutually agreed upon policies, procedures, objectives, and/or assistance relationships that do not involve funding.

This MOU is neither a fiscal nor a funds obligation document. Any action involving contribution of funds or reimbursement between parties to this MOU will be handled in accordance to applicable laws, regulation, and procedures including those for Government procurement and printing. These actions will be outlined in separate agreements between parties and will be authorized by the appropriate statutory authority. This authority does not provide such authority, nor does it establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

IV. Statement Of Work

The intent of this MOU is to enhance the success of the Cooperative Weed Management Area for Washington County by encouraging sharing of resources, information, expertise, and effort on a willing and cooperative basis on both public and private lands and waters. This MOU is not intended to establish legal authorities or mandates where they do not currently exist.

The undersigned parties mutually agree to the following:

- a. Participate and/or cooperate in the development of the Washington County Cooperative Weed Management Area (WC-CWMA); including cooperatively preparing a Strategic Plan to describe the goals objectives and strategies of the CWMA. The Strategic Plan will outline the structure and function of the CWMA and provide any other needed background information. Absent any separate agreement among one or more parties, each party is solely responsible for its own costs and participation in this joint planning effort.
- b. Share information among Partners and provide assistance and expertise regarding invasive plant management activities on their lands and waters.
- c. Provide opportunities to outside interest groups, private landowners, and the public for involvement in carrying out weed management planning and education on lands and waters within the Washington County Cooperative Weed Management Area (WC-CWMA).
- d. Utilize the Washington Soil and Water Conservation Division as the fiscal administrator for any grants or financial support received by the WC-CWMA.
- e. Review this MOU and make revisions and updates as necessary to meet the purpose of the agreement. Amendments shall become effective upon approval by all Partners.

This MOU in no way restricts any of the Partners from participating in similar activities with other public or private agencies, organizations, or individuals.

V. Term of Agreement

This MOU will become effective upon July 1st, 2025. Any additional parties added after this date will be subject to the 30 day review process outlined in Section VII before becoming a partner. This MOU expires 5 years from the effective date at which time it will be subject to review, renewal, or expiration. If the Partners mutually agree to continue cooperation, a new agreement shall be executed.

VI. Modification and Termination

Modifications to this MOU shall be made by the issuance of an unanimously approved modification prior to any changes being performed. Any Partner may withdraw from this agreement at any time before the date of expiration by providing 30 days written notice to all signatories.

VII. Additional Parties to the MOU

Additional parties may, and are encouraged to, be added to the MOU as Partners at anytime. All Partners will be notified of any additional party and will be given 30 days after the notification to determine if there is a conflict of interest. If a conflict of interest is identified the Partner may choose to withdraw from the MOU. If the Partner does not withdraw, then the additional party with the conflict of interest may not be added to the MOU.

VIII. Key Officials and Signatures

A separate page will be included for each of the Partners designating the key official to this MOU and the signature for the person authorized to enter into this agreement.

Memorandum of Understanding

Among the
Washington County Cooperative Weed Management Area Partners
(Listed in Appendix A)

IX. Key Official and Signatures (continued)

Name, Title:

Agency/Organization:

Address:

Key Official Signature: _____

X. Primary Partner Contact

Name, Title:

Agency/Organization (If different than above):

Phone:

E-mail:

Appendix A.

Washington County
Washington Conservation District
Minnesota Department of Agriculture
Minnesota Department of Natural Resources
National Park Service – St. Croix National Scenic Riverway
Carnelian-Marine-St. Croix Watershed District
Comfort Lake Forest Lake Watershed District
Middle St. Croix Watershed Management Organization
Ramsey-Washington Metro Watershed District
Rice Creek Watershed District
South Washington Watershed District
Valley Branch Watershed District
City of Afton
City of Bayport
Birchwood Village
City of Cottage Grove
City of Newport
City of Oakdale
City of Scandia
City of Stillwater
Stillwater Township
West Lakeland Township
City of Woodbury
Arcola Mills
Belwin Conservancy
Carpenter Nature Center
Dodge Nature Center- Shepard Farm
Friends of the Mississippi River
Minnesota Land Trust
Prairie Enthusiasts – St. Croix Valley Chapter
St. Croix River Association
Washington County Master Gardeners
Wild Rivers Conservancy
Wild Ones – St. Croix Savanna Chapter

ITEMS REQUIRING BOARD ACTION

4. Houston Engineering, Inc. Task Order 2025-001: Comprehensive Wetland Protection and Management Plans Annual Reporting (Patrick Hughes)



MEMORANDUM

Rice Creek Watershed District

Date: January 15, 2025
To: RCWD Board of Managers
From: Patrick Hughes, Permit Coordinator/Wetland Specialist
Subject: 2024 Comprehensive Wetland Protection and Management Plans Annual Reporting – Houston Engineering Task Order

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 (CWPMPS) 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 (CWPMPS) 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 2024 annual report.

RCWD adopted the five CWPMPS 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 2023. HEI has prepared a task order to assemble the CWPMPS Annual Report for the current year's activities to submit to BWSR in 2025.

Staff Recommendation

Staff recommend approving the HEI Task Order 2025-01 to prepare the 2024 CWPMPS Annual Monitoring Report.

Proposed Motion

Manager _____ moves to authorize the Board President to execute the HEI Task Order 2025-01 to prepare the 2024 CWPMPS Annual Monitoring Report in an amount not to exceed \$17,000, seconded by Manager _____.

Attachments

- Houston Engineering Task Order No. 2025-01, dated January 10, 2025

SCOPE OF SERVICES



**Task Order No. 2025-001
Rice Creek Watershed
District**



Comprehensive Wetland Protection and Management Plans Annual Reporting - 2024

RCWD Administrative Information:

Account No.: 70-03

Account Name: Comprehensive Wetland Protection and Management Plans
Annual Reporting

Houston Engineering Project No.: R005555-0063 Phase 025

Task Order Purpose:

The purpose of this project is to prepare the 2024 Comprehensive Wetland Protection and Management Plan (CWPMP) Annual Monitoring Report, summarizing the permitting details within those areas in the Rice Creek Watershed District (RCWD) that have an adopted and implemented CWPMP's. The RCWD manages five different areas with BWSR approved CWPMP's. Annual reporting to the Board of Water and Soil Resources (BWSR) is a requirement of CWPMP'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 recent annual reporting efforts. The report summarizes permit details from the individual implementation dates for each of the five CWPMP 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 2024 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 2024 year. The report will also include a review of CWPMP goals and



SCOPE OF SERVICES

**Task Order No. 2024-001
Rice Creek Watershed District**



Comprehensive Wetland Protection and Management Plans Annual Reporting - 2024

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 2024 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 1st, 2024 through December 31st, 2024.
- 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.



SCOPE OF SERVICES

Task Order No. 2024-001
Rice Creek Watershed District



Comprehensive Wetland Protection and Management Plans Annual Reporting - 2024

- 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 2024 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.



SCOPE OF SERVICES

Task Order No. 2024-001
Rice Creek Watershed District



Comprehensive Wetland Protection and Management Plans Annual Reporting - 2024

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 2024 CWPMP Annual Report by **February 7, 2025**.

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 2023 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. 2024-001
Rice Creek Watershed District



Comprehensive Wetland Protection and Management Plans
Annual Reporting - 2024

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 January 9, 2025 as authorized by the signatures of representatives of the Rice Creek Watershed District and Houston Engineering, Inc.

Rice Creek Watershed District

Houston Engineering, Inc.

By: _____

By: [Signature] _____

Name: Michael Bradley _____

Name: Chris Otterness, P.E. _____

Title: President _____

Title: District Engineer _____

Date: _____

Date: January 10, 2025 _____

ITEMS REQUIRING BOARD ACTION

5. RCWD 2025 Board of Managers Calendar Update (Nick Tomczik)

Date: January 15, 2025
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: RCWD 2025 Board of Managers Calendar

Introduction

RCWD Board to consider an adjustment to its meeting calendar.

Background

Annually the District Board adopts a meeting calendar. The calendar informs the public, all parties, when a quorum of the Board will be assembling to conduct business. The Board may and does periodically adjust the calendar as may be necessary for differing events.

The Minnesota Watersheds Summer Tour is scheduled on the fourth Wednesday of the month, is being held in northern Minnesota, and while the tour's agenda is pending the event conflicts with the Board's regular meeting day.

Staff Recommendation

Staff recommend managers consider moving the Board's second meeting in June to Monday June 23rd.

Attachment

Adjusted RCWD Board of Managers Calendar

RICE CREEK WATERSHED DISTRICT – 2025 BOARD OF MANAGERS CALENDAR approved 12/11/2024

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>1/1: New Year's Holiday- Office Closed</p> <p>1/1 NO CAC Mtg</p> <p>6: Board Workshop (9 a.m. RCWD office)</p> <p>9: <u>Thursday</u>, Regular Bd. Mtg. (9:00 am Mounds View CC)</p> <p>9: Per Diem & Mileage Claim Forms Due</p> <p>20: MLK Day-Office Closed</p> <p>22: Regular Bd. Mtg. (9:00 am Mounds View CC)</p>	<p>5: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Waller</p> <p>10: Board Workshop (9 a.m. RCWD office)</p> <p>12: Regular Bd.Mtg. (9:00 am Mounds View CC)</p> <p>13: Per Diem & Mileage Claim Forms Due</p> <p>17: President's Day- Office Closed</p> <p>19: MW Legislative Event, Capitol Ridge Hotel in St. Paul</p> <p>26: Regular Bd.Mtg. (9:00 am Mounds View CC)</p>	<p>5: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Robertson</p> <p>10: Board Workshop (9 a.m. RCWD office)</p> <p>12: Regular Bd.Mtg. (9:00 am Mounds View CC)</p> <p>13: Per Diem & Mileage Claim Forms Due</p> <p>26: Regular Bd. Mtg. (9:00 am Mounds View CC)</p>	<p>2: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Wagamon</p> <p>7: Board Workshop (9 a.m. RCWD office)</p> <p>9: Regular Bd.Mtg. (9:00 am Mounds View CC)</p> <p>10: Per Diem & Mileage Claim Forms Due</p> <p>23: Regular Bd.Mtg. (9:00 am Mounds View CC)</p>	<p>7: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Bradley</p> <p>12: Board Workshop (9 a.m. RCWD office)</p> <p>14: Regular Bd.Mtg. (9:00 am Mounds View CC)</p> <p>15: Per Diem & Mileage Claim Forms Due</p> <p>28: Regular Bd. Mtg. (9:00 am Mounds View CC)</p> <p>26: Memorial Day -Office Closed</p>	<p>4: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Weinandt</p> <p>9: Board Workshop (9 a.m. RCWD office)</p> <p>11: Regular Bd.Mtg. (9:00 am Mounds View CC)</p> <p>12: Per Diem & Mileage Claim Forms Due</p> <p>19: Juneteenth -Office Closed</p> <p>23: <u>Monday</u> Regular Bd.Mtg.(9:00 am Mounds View CC)</p> <p>24-26: MW Summer Tour, Roseau River WD</p>
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>2: NO CAC Mtg</p> <p>4 Independence Day- Office Closed</p> <p>7: Board Workshop (9 a.m. RCWD office)</p> <p>9: Regular Bd.Mtg. (9:00 am Mounds View CC)</p> <p>10: Per Diem & Mileage Claim Forms Due</p> <p>23: Regular Bd.Mtg. (9:00 am Mounds View CC)</p>	<p>6: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Waller</p> <p>11: Board Workshop (9 a.m. RCWD office)</p> <p>13: Regular Bd.Mtg & Proposed Budget Hrg & announce Dec. Truth & Taxation public meeting (9:00 am Mounds View CC)</p> <p>14: Per Diem & Mileage Claim Forms Due</p> <p>27: Regular Bd.Mtg. (9:00 am Mounds View CC)</p>	<p>1: Labor Day - Office Closed</p> <p>3: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Robertson</p> <p>8: Board Workshop (9 a.m. RCWD office)</p> <p>10: Regular Bd.Mtg (9:00 am Mounds View CC)</p> <p>11: Per Diem & Mileage Claim Forms Due</p> <p>24: Regular Bd.Mtg. (9:00 am Mounds View CC)</p>	<p>1: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Wagamon</p> <p>6: Board Workshop (9 a.m. RCWD office)</p> <p>8: Regular Bd.Mtg. (9:00 am Mounds View CC)</p> <p>9: Per Diem & Mileage Claim Forms Due</p> <p>22: Regular Bd.Mtg. (9:00 am Mounds View CC)</p>	<p>5: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Bradley</p> <p>10: Board Workshop (9 a.m. RCWD office)</p> <p>11: Veteran's Day-Office Closed</p> <p>12: Regular Bd.Mtg. (9:00 am Mounds View CC*)</p> <p>13: Per Diem & Mileage Claim Forms Due</p> <p>26: NO Regular Bd.Mtg</p> <p>27 & 28 Thanksgiving Holiday- Office Closed</p>	<p>TBA MW Annual Mtg</p> <p>3: CAC Mtg (5:30 pm RCWD office) Liaison: Mgr Weinandt</p> <p>8: Board Workshop (9 a.m. RCWD office)</p> <p>10: Regular Brd.Mtg.&Truth & Taxation public mtg (6:30 pm Mounds View CC)</p> <p>11: Per Diem & Mileage Claim Forms Due</p> <p>24 & 25: Christmas Holiday- Office Closed</p> <p>24: NO Regular Bd.Mtg.</p> <p>1/1: New Year's Holiday- Office Closed</p>

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 Mounds View City Council Chambers, 2401 County Road 10, Mounds View, MN, unless otherwise noted. CAC=Citizen Advisory Committee meetings held at RCWD offices and virtually.

ITEMS REQUIRING BOARD ACTION

6. Check Register Dated January 22, 2025, in the Amount of \$366,404.37 and January Interim Financial Statements Prepared by Redpath and Company



January 21, 2025

Nick Tomczik
District Administrator
Rice Creek Watershed District
4325 Pheasant Ridge Drive, Suite 611
Blaine, Minnesota 55449

Dear Nick:

Enclosed please find the checks, invoices, check register, the Administrative and Program Budget and Interim Financial Statements for Rice Creek Watershed District for the one month ending January 31, 2025.

Please examine these statements and if you have any questions or need additional copies, please call me.

Sincerely,

REDPATH AND COMPANY, LLC.

A handwritten signature in black ink that reads "Mark Gibbs".

Mark C. Gibbs, CPA

Enclosure

Rice Creek Watershed District
Check Register
January 9, 2025 - January 22, 2025
To Be Approved at the January 22, 2025 Board Meeting

Check #	Date	Payee	Description		
25998	01/09/25	City of Fridley	Construction	\$60,019.23	2024 *Issued 1/9
26000*	01/09/25	Dunaway Constuction	Construction	57,846.25	2024 *Issued 1/9
26001	01/22/25	Anoka Conservation District	Contracted Services	19,595.00	2024
26002	01/22/25	Apitz Garage, Inc.	Vehicle	125.69	
26003	01/22/25	Blaine Shopping Center, LLC	Rent	8,836.98	
26004	01/22/25	City of Willernie	SMG-Construction	13,000.00	2024
26005	01/22/25	Houston Engineering, Inc.	Engineering Expense	62,918.51	2024
26006	01/22/25	League of Minnesota Cities	Dues	2,358.00	
26007	01/22/25	Metronet	Telecommunications	494.67	
26008	01/22/25	NineNorth	Professional Services	225.68	2024
26009	01/22/25	ODP Business Solutions, LLC	Office Supplies	101.34	2024
26010	01/22/25	Olson's Sewer Service, Inc.	Contracted Services	14,625.70	2024
26011	01/22/25	Premium Waters, Inc.	Meeting Supplies	109.98	2024
26012	01/22/25	Press Publications	Legal Notices	33.30	2024
26013	01/22/25	Print Central	Office Supplies	55.00	
26014	01/22/25	Redpath & Company, LLC	Audit and Accounting	4,442.50	2024
26015	01/22/25	Rymark	Professional Services	3,216.04	
26016	01/22/25	Scandia Trucking & Exc.	Contracted Services	10,860.00	2024
26016	01/22/25	Scandia Trucking & Exc.	Contracted Services	7,410.00	
26017	01/22/25	Smith Partners	Legal Expense	4,828.72	2024
26018	01/22/25	Timesaver Off Site Secretarial, Inc.	Professional Services	194.25	2024
26019	01/22/25	Washington Co. Property Records & Tax	Professional Services	50.00	
26020	01/22/25	Woodland Restorations, LLC.	Contracted Services	3,200.00	
11430V	12/11/24	CMP Engineering Solutions	Surety Release - #24-034	(1,000.00)	*Void
11439	01/22/25	Bituminous Roadways, Inc.	Surety Release - #17-037	5,000.00	
11440	01/22/25	Crown Iron Works	Surety Release - #24-034	1,000.00	2024 *Reissue
11441	01/22/25	Launch Properties, LLC	Surety Release - #21-018	9,300.00	
11442	01/22/25	Two Silo Property Management	Surety Release - #21-079	2,800.00	
Payroll	01/31/25	January 31st Payroll (estimate)	January 31st Payroll (estimate)	38,922.65	
Payroll	01/31/25	Manager Per Diem/Expenses (estimate)	Manager Per Diem/Expenses (estimate)	1,200.12	
EFT	01/06/25	Health Equity	Employee Benefits	39.00	
EFT	01/01/25	Further	Employee Benefits	31.99	
EFT	01/08/25	Further	Employee Benefits	11.34	
EFT	01/14/25	Further	Employee Benefits	5,292.00	
EFT	01/15/25	Health Equity	Employee Benefits	236.58	
EFT	01/22/25	First Unum Life Insurance cCompany	Employee Benefits	1,152.79	
EFT	12/31/24	Xcel Energy	Telecommunications	8.22	2024
EFT	12/31/24	Verizon Wireless	Telecommunications	657.12	2024
EFT	12/31/24	Verizon Wireless	Telecommunications	134.09	2024
EFT	01/31/25	4M Bank Fee	Bank Fee	17.50	

Rice Creek Watershed District
Check Register
January 9, 2025 - January 22, 2025
To Be Approved at the January 22, 2025 Board Meeting

Check #	Date	Payee	Description	
EFT	01/31/25	Internal Revenue Service (estimate)	01/31 Federal Withholding (estimate)	13,608.00
EFT	01/31/25	Minnesota Revenue (estimate)	01/31 State Withholding (estimate)	2,405.00
EFT	01/31/25	Empower Retirement	01/31 Deferred Compensation	895.00
EFT	01/31/25	Empower Retirement	01/31 Roth IRA	305.00
EFT	01/31/25	Health Equity	01/31 HSA	453.83
EFT	01/31/25	PERA (estimate)	01/31 PERA (estimate)	8,054.90
EFT	01/31/25	Empower Retirement	January Health Care Savings (estimate)	<u>1,332.40</u>
Total				<u><u>\$366,404.37</u></u>

* Check number 25999 is void due to printing error

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2025
1/31/2025

Combined General & Administrative	Budget Item	Account Number	Original Budget	Budget Adjustment	Current Month Expenses	Year-to-Date Expenses	Current Budget Balance	Percent of Budget
Manager	Per diems	4000	\$33,000.00	-	\$1,000.00	\$1,000.00	\$32,000.00	3.03%
	Manager expenses	4010-4011	9,000.00	-	123.62	123.62	8,876.38	1.37%
Employees	Staff salary/taxes/benefits	4100-4140	261,869.00	-	18,150.10	18,150.10	243,718.90	6.93%
	District training & education	4265	9,000.00	-	-	-	9,000.00	0.00%
	Employee expenses	4320	1,100.00	-	-	-	1,100.00	0.00%
Administration/ Office	Office/Meeting/Software	4200-4205	5,750.00	-	17.50	17.50	5,732.50	0.30%
	Printing	4208	500.00	-	-	-	500.00	0.00%
	Rent/Office	4210	25,000.00	-	3,534.80	3,534.80	21,465.20	14.14%
	Telecommunications	4240	4,904.00	-	162.91	162.91	4,741.09	3.32%
	Dues	4245	15,899.00	-	14,858.00	14,858.00	1,041.00	93.45%
	Publications	4250	200.00	-	-	-	200.00	0.00%
	Insurance	4270	8,000.00	-	5,240.20	5,240.20	2,759.80	65.50%
	Postage	4280	1,100.00	-	-	-	1,100.00	0.00%
	Legal Notices	4290	1,500.00	-	-	-	1,500.00	0.00%
	Office Equipment/Lease	4635	4,450.00	-	232.79	232.79	4,217.21	5.23%
Sub-Total-Administration:			381,272.00	-	43,319.92	43,319.92	337,952.08	11.36%
Consultants	Auditor/Accounting	4330	22,000.00	-	-	-	22,000.00	0.00%
	Legal	4410	50,000.00	-	-	-	50,000.00	0.00%
	Consultants/Professional Serv.	4420	26,000.00	-	50.00	50.00	25,950.00	0.19%
	Engineering-General	4500	56,000.00	-	-	-	56,000.00	0.00%
Sub-Total-Consultants:			154,000.00	-	50.00	50.00	153,950.00	0.03%
TOTAL			\$535,272.00	-	\$43,369.92	\$43,369.92	\$491,902.08	8.10%

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2025
1/31/2025

Revenue/Expenditures By Project	2025 Budget	2025 Year to date Revenue	2025 Current Month Expense	2025 Year to date Expense	Current Budget Balance	Percent of Budget
10 - General and Administrative	\$535,272.00	\$0.00	\$43,369.92	\$43,369.92	\$491,902.08	8.10%
30 - Environmental Education	305,389.00	-	14,450.09	14,450.09	290,938.91	4.73%
35 - Information Management	316,014.00	-	14,472.59	14,472.59	301,541.41	4.58%
60 - Restoration Projects	2,922,551.00	-	25,587.28	25,587.28	2,896,963.72	0.88%
70 - Regulatory	1,565,687.00	-	45,107.82	45,107.82	1,520,579.18	2.88%
80 - Ditch & Creek Maintenance	1,955,483.00	-	33,862.71	33,862.71	1,921,620.29	1.73%
90 - Lake & Stream Management	1,155,911.00	-	26,794.80	26,794.80	1,129,116.20	2.32%
95 - District Facilities	654,307.00	-	14,624.48	14,624.48	639,682.52	2.24%
Total District Revenue/Expenditures	\$9,410,614.00	\$0.00	\$218,269.69	\$218,269.69	\$9,192,344.31	2.32%

Current Fund Balances:

Fund:	Fund Balance @ 12/31/2024	2025 Fund Balance Transfers	2025 Year to date Revenue	2025 Current Month Expense	2025 Year to date Expense	Fund Balance @ 1/31/2025
10 - General Fund	\$676,846.20	-	\$0.00	\$43,369.92	\$43,369.92	\$633,476.28
30 - Environmental Education	286,712.92	-	-	14,450.09	14,450.09	272,262.83
35 - Information Management	425,312.31	-	-	14,472.59	14,472.59	410,839.72
60 - Restoration Projects	3,572,332.59	-	-	25,587.28	25,587.28	3,546,745.31
70 - Regulatory	1,168,255.99	-	-	45,107.82	45,107.82	1,123,148.17
80 - Ditch & Creek Maintenance	1,780,260.03	-	-	33,862.71	33,862.71	1,746,397.32
90 - Lake & Stream Management	1,208,895.40	-	-	26,794.80	26,794.80	1,182,100.60
95 - District Facilities	1,145,933.50	-	-	14,624.48	14,624.48	1,131,309.02
99 - Project Anticipation	4,500,000.00	-	-	-	-	4,500,000.00
Total District Fund Balance:	\$14,764,548.94	-	\$0.00	\$218,269.69	\$218,269.69	\$14,546,279.25

Rice Creek Watershed District

Interim Financial Statements

January 31, 2025



4810 White Bear Parkway White Bear Lake, MN 55110 651.426.7000 www.redpathcpas.com

Redpath and Company is an independent member of HLB International, a world-wide organization of professional accounting firms.

Rice Creek Watershed District
Statement of Revenue and Expenditures - General Fund - 10
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>GENERAL FUND - 10-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	510,167.00	(510,167.00)
Investment Interest-Surety	0.00	0.00	25,105.00	(25,105.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>535,272.00</u>	<u>(535,272.00)</u>
Expenses				
Manager Per Diem	1,000.00	1,000.00	33,000.00	(32,000.00)
Manager Expense	0.00	0.00	4,000.00	(4,000.00)
Manager Travel	123.62	123.62	5,000.00	(4,876.38)
Wages	14,292.86	14,292.86	178,469.00	(164,176.14)
Benefits	6.13	6.13	35,086.00	(35,079.87)
PERA Expense	1,071.96	1,071.96	13,385.00	(12,313.04)
HCSA Contributions	1,332.40	1,332.40	16,275.00	(14,942.60)
Payroll Taxes	1,145.52	1,145.52	13,653.00	(12,507.48)
Payroll Taxes-Unemployment	301.23	301.23	5,000.00	(4,698.77)
Office Supplies	0.00	0.00	2,426.00	(2,426.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	250.00	(250.00)
Meeting Supplies	0.00	0.00	2,500.00	(2,500.00)
Printing	0.00	0.00	500.00	(500.00)
Rent	3,534.80	3,534.80	25,000.00	(21,465.20)
Telecommunications	162.91	162.91	4,904.00	(4,741.09)
Dues	14,858.00	14,858.00	15,899.00	(1,041.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	0.00	0.00	9,000.00	(9,000.00)
Insurance & Bonds	5,240.20	5,240.20	8,000.00	(2,759.80)
Postage	0.00	0.00	1,100.00	(1,100.00)
Legal Notices	0.00	0.00	1,500.00	(1,500.00)
Staff Travel	0.00	0.00	1,100.00	(1,100.00)
Audit & Accounting	0.00	0.00	22,000.00	(22,000.00)
Professional Services	50.00	50.00	19,000.00	(18,950.00)
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	50,000.00	(50,000.00)
Engineering	0.00	0.00	56,000.00	(56,000.00)
Computer Equipment	0.00	0.00	250.00	(250.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	232.79	232.79	2,200.00	(1,967.21)
Bank Charges	17.50	17.50	325.00	(307.50)
Total Expenses	<u>43,369.92</u>	<u>43,369.92</u>	<u>535,272.00</u>	<u>(491,902.08)</u>
Total Revenues Over/(Under)				
Expenditures - General Fund	<u>(43,369.92)</u>	<u>(43,369.92)</u>	<u>0.00</u>	<u>(43,369.92)</u>
Total Revenue Over/(Under) Expenditur	<u>\$ (43,369.92)</u>	<u>(43,369.92)</u>	<u>0.00</u>	<u>(43,369.92)</u>

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>COMMUNICATION & OUTREACH - 30-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	185,936.00	(185,936.00)
Interest Income	0.00	0.00	14,323.00	(14,323.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>200,259.00</u>	<u>(200,259.00)</u>
Expenses				
Wages	8,373.86	8,373.86	103,919.00	(95,545.14)
Interns	0.00	0.00	4,434.00	(4,434.00)
Benefits	238.80	238.80	10,988.00	(10,749.20)
PERA Expense	628.04	628.04	7,794.00	(7,165.96)
Payroll Taxes	624.04	624.04	8,289.00	(7,664.96)
Office Supplies	0.00	0.00	1,213.00	(1,213.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	500.00	(500.00)
Meeting Supplies	0.00	0.00	500.00	(500.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	1,767.40	1,767.40	12,500.00	(10,732.60)
Telecommunications	81.46	81.46	2,452.00	(2,370.54)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	0.00	4,500.00	(4,500.00)
Insurance and Bonds	2,620.10	2,620.10	4,000.00	(1,379.90)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Audit & Accounting	0.00	0.00	11,000.00	(11,000.00)
Professional Services	0.00	0.00	3,000.00	(3,000.00)
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Computer Equipment	0.00	0.00	250.00	(250.00)
Equipment	0.00	0.00	1,000.00	(1,000.00)
Equipment-Lease	116.39	116.39	1,100.00	(983.61)
Total Expenses	<u>14,450.09</u>	<u>14,450.09</u>	<u>190,389.00</u>	<u>(175,938.91)</u>
Total Revenues Over/(Under)				
Expenditures - Communication:	<u>(14,450.09)</u>	<u>(14,450.09)</u>	<u>9,870.00</u>	<u>(24,320.09)</u>

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>WATERSHED COMMUNICATION & OUTREACH - 30-02</u>				
Revenues				
General Property Tax	0.00	0.00	14,000.00	(14,000.00)
Total Revenues	0.00	0.00	14,000.00	(14,000.00)
Expenses				
Computer Software	0.00	0.00	1,000.00	(1,000.00)
Printing	0.00	0.00	1,000.00	(1,000.00)
Training & Education	0.00	0.00	8,500.00	(8,500.00)
Legal	0.00	0.00	3,500.00	(3,500.00)
Total expenses	0.00	0.00	14,000.00	(14,000.00)
Total Revenues Over/(Under)				
Expenditures - Watershed Communicati	0.00	0.00	0.00	0.00
 <u>MASTER WATER STEWARD PROGRAM - 30-03</u>				
Revenues				
General Property Tax	0.00	0.00	9,500.00	(9,500.00)
Total Revenues	0.00	0.00	9,500.00	(9,500.00)
Expenses				
Training & Education	0.00	0.00	5,000.00	(5,000.00)
Contracted Services	0.00	0.00	25,000.00	(25,000.00)
Total expenses	0.00	0.00	30,000.00	(30,000.00)
Total Revenues Over/(Under)				
Expenditures - Master Water:	0.00	0.00	(20,500.00)	20,500.00
 <u>OUTREACH PARTNERSHIPS - 30-04</u>				
Revenues				
General Property Tax	0.00	0.00	28,000.00	(28,000.00)
Total Revenues	0.00	0.00	28,000.00	(28,000.00)
Expenses				
Training & Education	0.00	0.00	10,000.00	(10,000.00)
Contracted Services	0.00	0.00	33,000.00	(33,000.00)
Total expenses	0.00	0.00	43,000.00	(43,000.00)
Total Revenues Over/(Under)				
Expenditures - Outreach:	0.00	0.00	(15,000.00)	15,000.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>MINI-GRANTS PROGRAM - 30-05</u>				
Revenues				
General Property Tax	0.00	0.00	8,630.00	(8,630.00)
Total Revenues	0.00	0.00	8,630.00	(8,630.00)
Expenses				
Construction	0.00	0.00	20,000.00	(20,000.00)
Total expenses	0.00	0.00	20,000.00	(20,000.00)
Total Revenues Over/(Under)				
Expenditures - Mini-Grants:	0.00	0.00	(11,370.00)	11,370.00
 <u>ENGINEERING & TECHNICAL SUPPORT - 30-06</u>				
Revenues				
General Property Tax	0.00	0.00	3,000.00	(3,000.00)
Total Revenues	0.00	0.00	3,000.00	(3,000.00)
Expenses				
Engineering	0.00	0.00	3,000.00	(3,000.00)
Total expenses	0.00	0.00	3,000.00	(3,000.00)
Total Revenues Over/(Under)				
Expenditures - Eng. & Technical:	0.00	0.00	0.00	0.00
 <u>WATERSHED PLAN MAINTENANCE - 30-08</u>				
Revenues				
General Property Tax	0.00	0.00	2,500.00	(2,500.00)
Total Revenues	0.00	0.00	2,500.00	(2,500.00)
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	4,000.00	(4,000.00)
Total expenses	0.00	0.00	5,000.00	(5,000.00)
Total Revenues Over/(Under)				
Expenditures - Watershed Plan:	0.00	0.00	(2,500.00)	2,500.00
 Total Revenue Over/(Under) Expenditur	 \$ (14,450.09)	 \$ (14,450.09)	 (39,500.00)	 25,049.91

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Information Management - 35
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>INFORMATION MANAGEMENT - 35-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	137,693.00	(137,693.00)
Interest Revenue	0.00	0.00	14,821.00	(14,821.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	152,514.00	(152,514.00)
Expenses				
Wages	2,533.32	2,533.32	31,856.00	(29,322.68)
Benefits	63.99	63.99	5,030.00	(4,966.01)
PERA Expense	190.00	190.00	2,389.00	(2,199.00)
Payroll Taxes	189.57	189.57	2,438.00	(2,248.43)
Office Supplies	0.00	0.00	606.00	(606.00)
Computer Software	0.00	0.00	15,204.00	(15,204.00)
Printing	0.00	0.00	125.00	(125.00)
Rent	883.70	883.70	6,250.00	(5,366.30)
Telecommunications	40.72	40.72	1,226.00	(1,185.28)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	0.00	0.00	2,250.00	(2,250.00)
Insurance and Bonds	1,310.05	1,310.05	2,000.00	(689.95)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Audit & Accounting	0.00	0.00	5,500.00	(5,500.00)
Professional Services	8,516.04	8,516.04	55,670.00	(47,153.96)
Contracted Services	0.00	0.00	1,000.00	(1,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	500.00	(500.00)
Computer Equipment	0.00	0.00	57,320.00	(57,320.00)
Equipment	0.00	0.00	1,500.00	(1,500.00)
Equipment Lease	58.20	58.20	550.00	(491.80)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	13,785.59	13,785.59	192,514.00	(178,728.41)
Total Revenues Over/(Under)				
Expenditures - Information Management	(13,785.59)	(13,785.59)	(40,000.00)	26,214.41
	<hr/>	<hr/>	<hr/>	<hr/>
<u>BOUNDARY MANAGEMENT PROGRAM - 35-03</u>				
Revenues				
General Property Tax	0.00	0.00	1,000.00	(1,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	1,000.00	(1,000.00)
Expenses				
Legal	0.00	0.00	250.00	(250.00)
Engineering	0.00	0.00	750.00	(750.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	0.00	0.00	1,000.00	(1,000.00)
Total Revenues Over/(Under)				
Expenditures - Boundary Mgmt:	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Information Management - 35
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT-WIDE MODEL - 35-04</u>				
Revenues				
General Property Tax	0.00	0.00	60,000.00	(60,000.00)
Total Revenues	0.00	0.00	60,000.00	(60,000.00)
Expenses				
Legal	0.00	0.00	7,500.00	(7,500.00)
Engineering	0.00	0.00	52,500.00	(52,500.00)
Total Expenses	0.00	0.00	60,000.00	(60,000.00)
Total Revenues Over/(Under)				
Expenditures - District-Wide Model:	0.00	0.00	0.00	0.00
<u>DATABASE & VIEWER MAINTENANCE - 35-05</u>				
Revenues				
General Property Tax	0.00	0.00	60,000.00	(60,000.00)
Total Revenues	0.00	0.00	60,000.00	(60,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	55,000.00	(55,000.00)
Total expenses	0.00	0.00	60,000.00	(60,000.00)
Total Revenues Over/(Under)				
Expenditures - Database & Viewer:	0.00	0.00	0.00	0.00
<u>DISTRICT WEBSITE - 35-15</u>				
Revenues				
General Property Tax	0.00	0.00	2,500.00	(2,500.00)
Total Revenues	0.00	0.00	2,500.00	(2,500.00)
Expenses				
Professional Services	687.00	687.00	1,500.00	(813.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	500.00	(500.00)
Total expenses	687.00	687.00	2,500.00	(1,813.00)
Total Revenues Over/(Under)				
Expenditures - District Website:	(687.00)	(687.00)	0.00	(687.00)
Total Revenue Over/(Under) Expenditur	\$ (14,472.59)	\$ (14,472.59)	(40,000.00)	25,527.41

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

RESTORATION PROJECTS - 60-00

Revenues				
General Property Tax	\$ 0.00	\$ 0.00	200,393.00	(200,393.00)
Interest Revenue	0.00	0.00	137,070.00	(137,070.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	337,463.00	(337,463.00)
Expenses				
Wages	17,858.75	17,858.75	238,530.00	(220,671.25)
Interns	0.00	0.00	4,434.00	(4,434.00)
Benefits	462.40	462.40	43,415.00	(42,952.60)
PERA Expense	1,360.44	1,360.44	17,890.00	(16,529.56)
Payroll Taxes	1,320.34	1,320.34	18,587.00	(17,266.66)
Office Supplies	0.00	0.00	1,213.00	(1,213.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	1,767.40	1,767.40	12,500.00	(10,732.60)
Telecommunications	81.46	81.46	2,452.00	(2,370.54)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	0.00	4,500.00	(4,500.00)
Insurance and Bonds	2,620.10	2,620.10	4,000.00	(1,379.90)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Vehicle	0.00	0.00	12,000.00	(12,000.00)
Audit & Accounting	0.00	0.00	11,000.00	(11,000.00)
Professional Services	0.00	0.00	12,000.00	(12,000.00)
Contracted Services	0.00	0.00	10,500.00	(10,500.00)
Engineering	0.00	0.00	1,750.00	(1,750.00)
Computer Equipment	0.00	0.00	4,000.00	(4,000.00)
Equipment Lease	116.39	116.39	1,250.00	(1,133.61)
Bank Charges	0.00	0.00	1,100.00	(1,100.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	25,587.28	25,587.28	403,821.00	(378,233.72)
Total Revenues Over/(Under)				
Expenditures - Restoration Projects:	(25,587.28)	(25,587.28)	(66,358.00)	40,770.72
	<hr/>	<hr/>	<hr/>	<hr/>

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

ANOKA CHAIN OF LAKES WATER MGMT. PROJECT - 60-01

Revenues				
General Property Tax	0.00	0.00	160,000.00	(160,000.00)
Total Revenues	0.00	0.00	160,000.00	(160,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	25,000.00	(25,000.00)
Construction	0.00	0.00	130,000.00	(130,000.00)
Total expenses	0.00	0.00	160,000.00	(160,000.00)
Total Revenues Over/(Under)				
Expenditures - Anoka Chain:	0.00	0.00	0.00	0.00

LOWER RC WATER MGMT. PROJECT - 60-03

Revenues				
General Property Tax	0.00	0.00	54,750.00	(54,750.00)
Total Revenues	0.00	0.00	54,750.00	(54,750.00)
Expenses				
Engineering	0.00	0.00	40,000.00	(40,000.00)
Construction	0.00	0.00	145,000.00	(145,000.00)
Total expenses	0.00	0.00	185,000.00	(185,000.00)
Total Revenues Over/(Under)				
Expenditures - Lower RC:	0.00	0.00	(130,250.00)	130,250.00

MIDDLE RC WATER MGMT. PROJECT - 60-04

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Engineering	0.00	0.00	25,000.00	(25,000.00)
Construction	0.00	0.00	75,000.00	(75,000.00)
Total expenses	0.00	0.00	100,000.00	(100,000.00)
Total Revenues Over/(Under)				
Expenditures - Middle RC Water Mgmt.	0.00	0.00	(100,000.00)	100,000.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

BALD EAGLE LAKE (BEL) WMD - 60-05

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Engineering	0.00	0.00	4,000.00	(4,000.00)
Construction Expense	0.00	0.00	24,272.00	(24,272.00)
Total expenses	0.00	0.00	28,272.00	(28,272.00)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake WMD:	0.00	0.00	(28,272.00)	28,272.00

BALD EAGLE LAKE WATER MGMT. PROJECT - 60-06

Revenues				
General Property Tax	0.00	0.00	62,050.00	(62,050.00)
Grants	0.00	0.00	30,000.00	(30,000.00)
Total Revenues	0.00	0.00	92,050.00	(92,050.00)
Expenses				
Engineering	0.00	0.00	50,000.00	(50,000.00)
Construction	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	100,000.00	(100,000.00)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake:	0.00	0.00	(7,950.00)	7,950.00

RCD 2, 3 & 5 BASIC WATER MGMT. PROJECT - 60-08

Revenues				
General Property Tax	0.00	0.00	73,000.00	(73,000.00)
Total Revenues	0.00	0.00	73,000.00	(73,000.00)
Expenses				
Legal	0.00	0.00	15,000.00	(15,000.00)
Engineering	0.00	0.00	335,000.00	(335,000.00)
Construction Services	0.00	0.00	150,000.00	(150,000.00)
Total expenses	0.00	0.00	500,000.00	(500,000.00)
Total Revenues Over/(Under)				
Expenditures - Basic Water Mgmt. Proje	0.00	0.00	(427,000.00)	427,000.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

REGIONAL WATER MGMT.PARTNERSHIP PROJECTS - 60-11

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	10,000.00	(10,000.00)
Construction	0.00	0.00	32,500.00	(32,500.00)
Total expenses	0.00	0.00	54,000.00	(54,000.00)
Total Revenues Over/(Under)				
Expenditures - Regional Water Mgmt.	0.00	0.00	(54,000.00)	54,000.00

STORMWATER MGMT. COST SHARE - 60-15

Revenues				
General Property Tax	0.00	0.00	226,824.00	(226,824.00)
Total Revenues	0.00	0.00	226,824.00	(226,824.00)
Expenses				
Legal Notices	0.00	0.00	3,000.00	(3,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	18,000.00	(18,000.00)
Construction	0.00	0.00	1,084,933.00	(1,084,933.00)
Total expenses	0.00	0.00	1,106,433.00	(1,106,433.00)
Total Revenues Over/(Under)				
Expenditures - Stormwater Mgmt.:	0.00	0.00	(879,609.00)	879,609.00

SW URBAN LAKES IMPLEMENTATION - 60-24

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	19,000.00	(19,000.00)
Construction	0.00	0.00	79,500.00	(79,500.00)
Total expenses	0.00	0.00	100,000.00	(100,000.00)
Total Revenues Over/(Under)				
Expenditures - Southwest Urban Lake	0.00	0.00	(100,000.00)	100,000.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

CLEAR LAKE WATER MGMT.PROJECT - 60-29

Revenues				
General Property Tax	0.00	0.00	47,158.00	(47,158.00)
Total Revenues	0.00	0.00	47,158.00	(47,158.00)
Expenses				
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Construction	0.00	0.00	75,000.00	(75,000.00)
Total expenses	0.00	0.00	85,000.00	(85,000.00)
Total Revenues Over/(Under)				
Expenditures - Clear Lake Water Mgmt.	0.00	0.00	(37,842.00)	37,842.00

STORMWATER MASTER PLANNING - 60-35

Revenues				
General Property Tax	0.00	0.00	18,250.00	(18,250.00)
Total Revenues	0.00	0.00	18,250.00	(18,250.00)
Total Revenues Over/(Under)				
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	25,000.00	(25,000.00)
Total expenses	0.00	0.00	35,000.00	(35,000.00)
Total Revenues Over/(Under)				
Expenditures - Stormwater Master:	0.00	0.00	(16,750.00)	16,750.00

MUNICIPAL CIP EARLY COORDINATION - 60-36

Revenues				
General Property Tax	0.00	0.00	1,350.00	(1,350.00)
Total Revenues	0.00	0.00	1,350.00	(1,350.00)
Expenses				
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	0.00	8,000.00	(8,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Municipal CIP:	0.00	0.00	(8,650.00)	8,650.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

GROUNDWATER MGMT. & STORMWATER REUSE - 60-37

Revenues				
General Property Tax	0.00	0.00	42,000.00	(42,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	42,000.00	(42,000.00)
Expenses				
Contracted Services	0.00	0.00	49,000.00	(49,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	3,000.00	(3,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	0.00	0.00	55,000.00	(55,000.00)
Total Revenues Over/(Under)				
Expenditures - Groundwater Mgmt.:	0.00	0.00	(13,000.00)	13,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenue Over/(Under) Expenditur	\$ (25,587.28)	\$ (25,587.28)	(1,869,681.00)	1,844,093.72
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory - 70
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

REGULATORY - 70-00

Revenues				
General Property Tax	\$ 0.00	\$ 0.00	141,055.00	(141,055.00)
Interest Revenue	0.00	0.00	73,432.00	(73,432.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	214,487.00	(214,487.00)
Expenses				
Wages	29,088.15	29,088.15	348,652.00	(319,563.85)
Interns	0.00	0.00	4,434.00	(4,434.00)
Benefits	134.11	134.11	49,729.00	(49,594.89)
PERA Expense	2,181.62	2,181.62	26,149.00	(23,967.38)
Payroll Taxes	2,150.56	2,150.56	27,011.00	(24,860.44)
Office Supplies	0.00	0.00	3,032.00	(3,032.00)
Field Supplies	0.00	0.00	500.00	(500.00)
Meeting Supplies	0.00	0.00	125.00	(125.00)
Printing	0.00	0.00	625.00	(625.00)
Rent	4,418.50	4,418.50	31,250.00	(26,831.50)
Telecommunications	203.65	203.65	6,130.00	(5,926.35)
Publications	0.00	0.00	250.00	(250.00)
Training & Education	90.00	90.00	11,250.00	(11,160.00)
Insurance and Bonds	6,550.25	6,550.25	10,000.00	(3,449.75)
Postage	0.00	0.00	1,375.00	(1,375.00)
Legal Notices	0.00	0.00	300.00	(300.00)
Staff Travel	0.00	0.00	1,375.00	(1,375.00)
Vehicle	0.00	0.00	12,000.00	(12,000.00)
Audit & Accounting	0.00	0.00	27,500.00	(27,500.00)
Professional Services	0.00	0.00	3,000.00	(3,000.00)
Contracted Services	0.00	0.00	17,500.00	(17,500.00)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Computer Equipment	0.00	0.00	1,250.00	(1,250.00)
Equipment Lease	290.98	290.98	2,000.00	(1,709.02)
Bank Charges	0.00	0.00	2,750.00	(2,750.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	45,107.82	45,107.82	590,687.00	(545,579.18)
Total Revenues Over/(Under)				
Expenditures - Regulatory Management	(45,107.82)	(45,107.82)	(376,200.00)	331,092.18
	<hr/>	<hr/>	<hr/>	<hr/>

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory - 70
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

RULE REVISION & PERMIT GUIDANCE - 70-01

Revenues				
General Property Tax	0.00	0.00	40,000.00	(40,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	40,000.00	(40,000.00)
Expenses				
Legal	0.00	0.00	20,000.00	(20,000.00)
Engineering	0.00	0.00	30,000.00	(30,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Rule/Permit:	0.00	0.00	(10,000.00)	10,000.00
	<hr/>	<hr/>	<hr/>	<hr/>

PERMIT REVIEW, INSPECT & COOR. - 70-03

Revenues				
Permit Fees	0.00	0.00	61,200.00	(61,200.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	61,200.00	(61,200.00)
Expenses				
Contracted Services	0.00	0.00	60,000.00	(60,000.00)
Legal	0.00	0.00	45,000.00	(45,000.00)
Legal-Audit	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	775,000.00	(775,000.00)
Engineering-Reporting	0.00	0.00	20,000.00	(20,000.00)
Engineering-Audit	0.00	0.00	20,000.00	(20,000.00)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	0.00	0.00	925,000.00	(925,000.00)
Total Revenues Over/(Under)				
Expenditures - Permit Review	0.00	0.00	(863,800.00)	863,800.00
	<hr/>	<hr/>	<hr/>	<hr/>

Total Revenue Over/(Under) Expenditur	\$ (45,107.82)	\$ (45,107.82)	(1,250,000.00)	1,204,892.18
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Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCH & CREEK MAINTENANCE - 80-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	252,484.00	(252,484.00)
Interest Revenue	0.00	0.00	91,714.00	(91,714.00)
Total Revenues	0.00	0.00	344,198.00	(344,198.00)
Expenses				
Wages	13,918.79	13,918.79	182,803.00	(168,884.21)
Benefits	241.66	241.66	27,363.00	(27,121.34)
PERA Expense	1,043.90	1,043.90	13,710.00	(12,666.10)
Payroll Taxes	1,044.65	1,044.65	13,984.00	(12,939.35)
Office Supplies	0.00	0.00	1,819.00	(1,819.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	400.00	(400.00)
Meeting Supplies	0.00	0.00	125.00	(125.00)
Printing	0.00	0.00	375.00	(375.00)
Rent	2,651.10	2,651.10	18,750.00	(16,098.90)
Telecommunications	122.18	122.18	3,679.00	(3,556.82)
Publications	0.00	0.00	150.00	(150.00)
Training & Education	0.00	0.00	6,750.00	(6,750.00)
Insurance and Bonds	3,930.15	3,930.15	6,000.00	(2,069.85)
Postage	0.00	0.00	825.00	(825.00)
Legal Notices	0.00	0.00	1,500.00	(1,500.00)
Staff Travel	0.00	0.00	825.00	(825.00)
Vehicle	125.69	125.69	12,000.00	(11,874.31)
Audit & Accounting	0.00	0.00	16,500.00	(16,500.00)
Professional Services	0.00	0.00	13,740.00	(13,740.00)
Contracted Services	0.00	0.00	7,500.00	(7,500.00)
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	6,500.00	(6,500.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	174.59	174.59	1,650.00	(1,475.41)
Total Expenses	23,252.71	23,252.71	344,198.00	(320,945.29)
Total Revenues Over/(Under)				
Expenditures - Ditch & Creek:	(23,252.71)	(23,252.71)	0.00	(23,252.71)

NATURAL WATERWAY MGMT. - 80-01

Revenues				
General Property Taxes	0.00	0.00	8,612.00	(8,612.00)
Total Revenues	0.00	0.00	8,612.00	(8,612.00)
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Construction	0.00	0.00	9,000.00	(9,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Natural Waterway:	0.00	0.00	(1,388.00)	1,388.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCHES - MAINTENANCE - 80-02</u>				
Revenues				
General Property Tax	0.00	0.00	288,502.00	(288,502.00)
Total Revenues	0.00	0.00	288,502.00	(288,502.00)
Expenses				
Field Supplies	0.00	0.00	6,000.00	(6,000.00)
Vehicle	0.00	0.00	8,000.00	(8,000.00)
Professional Services	0.00	0.00	3,000.00	(3,000.00)
Contracted Services	9,470.00	9,470.00	260,000.00	(250,530.00)
Legal	0.00	0.00	8,000.00	(8,000.00)
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction	0.00	0.00	28,000.00	(28,000.00)
Equipment	0.00	0.00	12,000.00	(12,000.00)
Total expenses	9,470.00	9,470.00	345,000.00	(335,530.00)
Total Revenues Over/(Under)				
Expenditures - Ditches - Maintenance:	(9,470.00)	(9,470.00)	(56,498.00)	47,028.00

REPAIR REPORTS & STUDIES - 80-03

Revenues				
General Property Tax	0.00	0.00	130,000.00	(130,000.00)
Grant Income	0.00	0.00	30,000.00	(30,000.00)
Total Revenues	0.00	0.00	160,000.00	(160,000.00)
Expenses				
Legal Notices	0.00	0.00	10,000.00	(10,000.00)
Legal	0.00	0.00	40,000.00	(40,000.00)
Engineering	0.00	0.00	105,000.00	(105,000.00)
Wetland Credits	0.00	0.00	5,000.00	(5,000.00)
Total expenses	0.00	0.00	160,000.00	(160,000.00)
Total Revenues Over/(Under)				
Expenditures - Repair Reports	0.00	0.00	0.00	0.00

ACD 10-22-32 WMD - 80-04

Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	0.00	14,361.00	(14,361.00)
Total expenses	0.00	0.00	14,361.00	(14,361.00)
Total Revenues Over/(Under)				
Expenditures - ACD 10-22-32	0.00	0.00	(14,361.00)	14,361.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ACD 31 WMD - 80-05</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under) Expenditures - ACD 31:WMD:	0.00	0.00	0.00	0.00
<u>ACD 46 WMD - 80-06</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	1,140.00	1,140.00	41,016.00	(39,876.00)
Total expenses	1,140.00	1,140.00	41,016.00	(39,876.00)
Total Revenues Over/(Under) Expenditures - ACD 46 WMD:	(1,140.00)	(1,140.00)	(41,016.00)	39,876.00
<u>RCD 4 WMD - 80-07</u>				
Revenues				
Special Assessments	0.00	0.00	85,038.00	(85,038.00)
ROW Charges	0.00	0.00	9,500.00	(9,500.00)
Total Revenues	0.00	0.00	94,538.00	(94,538.00)
Expenses				
Construction	0.00	0.00	94,358.00	(94,358.00)
Total expenses	0.00	0.00	94,358.00	(94,358.00)
Total Revenues Over/(Under) Expenditures - RCD 4 WMD:	0.00	0.00	180.00	(180.00)
<u>RCD 4 REPAIR - 80-08</u>				
Revenues				
General Property Tax	0.00	0.00	48,000.00	(48,000.00)
Total Revenues	0.00	0.00	48,000.00	(48,000.00)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction	0.00	0.00	38,000.00	(38,000.00)
Total expenses	0.00	0.00	48,000.00	(48,000.00)
Total Revenues Over/(Under) Expenditures - RCD 4 Repair:	0.00	0.00	0.00	0.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>MUNICIPAL PDS MAINTENANCE - 80-15</u>				
Revenues				
General Property Tax	0.00	0.00	43,060.00	(43,060.00)
Total Revenues	0.00	0.00	43,060.00	(43,060.00)
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Municipal PDS	0.00	0.00	(6,940.00)	6,940.00
<u>WJD BRANCH 1/2 REPAIR - 80-20</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under)				
Expenditures - WJD Branch 1/2:	0.00	0.00	0.00	0.00
<u>AWJD 3 REPAIR - 80-21</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under)				
Expenditures - AWJD 3	0.00	0.00	0.00	0.00
<u>ACD 15 & AWJD 4 WMD - 80-22</u>				
Revenues				
General Property Tax	0.00	0.00	18,370.00	(18,370.00)
Total Revenues	0.00	0.00	18,370.00	(18,370.00)
Expenses				
Professional Services	0.00	0.00	8,370.00	(8,370.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Total expenses	0.00	0.00	18,370.00	(18,370.00)
Total Revenues Over/(Under)				
Expenditures - AWCD 15	0.00	0.00	0.00	0.00

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ACD 15 & AWJD 4 - 80-23</u>				
Revenues				
General Property Taxes	0.00	0.00	198,076.00	(198,076.00)
Total Revenues	0.00	0.00	198,076.00	(198,076.00)
Expenses				
Professional Services	0.00	0.00	30,000.00	(30,000.00)
Contracted Services	0.00	0.00	200,000.00	(200,000.00)
Total expenses	0.00	0.00	230,000.00	(230,000.00)
Total Revenues Over/(Under)				
Expenditures - ACD 15 & AWJD 4:	0.00	0.00	(31,924.00)	31,924.00
<u>ACD 53-62 WMD - 80-24</u>				
Revenues				
General Property Taxes	0.00	0.00	227,340.00	(227,340.00)
Total Revenues	0.00	0.00	227,340.00	(227,340.00)
Expenses				
Professional Services	0.00	0.00	5,000.00	(5,000.00)
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction	0.00	0.00	342,000.00	(342,000.00)
Total expenses	0.00	0.00	354,000.00	(354,000.00)
Total Revenues Over/(Under)				
Expenditures - ACD 53-62 WMD:	0.00	0.00	(126,660.00)	126,660.00
<u>ACD 53-62 REPAIR - 80-25</u>				
Revenues				
General Property Taxes	0.00	0.00	189,410.00	(189,410.00)
Total Revenues	0.00	0.00	189,410.00	(189,410.00)
Expenses				
Legal	0.00	0.00	15,000.00	(15,000.00)
Engineering	0.00	0.00	77,000.00	(77,000.00)
Construction	0.00	0.00	154,000.00	(154,000.00)
Total expenses	0.00	0.00	246,000.00	(246,000.00)
Total Revenues Over/(Under)				
Expenditures - ACD 53-62 Repair:	0.00	0.00	(56,590.00)	56,590.00
Total Revenue Over/(Under) Expenditur	\$ (33,862.71)	\$ (33,862.71)	(335,197.00)	301,334.29

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LAKE & STREAM MANAGEMENT - 90-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	254,906.00	(254,906.00)
Interest Income	0.00	0.00	54,213.00	(54,213.00)
Total Revenues	0.00	0.00	309,119.00	(309,119.00)
Expenses				
Wages	19,093.75	19,093.75	240,435.00	(221,341.25)
Interns	0.00	0.00	4,434.00	(4,434.00)
Benefits	138.73	138.73	35,916.00	(35,777.27)
PERA Expense	1,432.04	1,432.04	18,033.00	(16,600.96)
Payroll Taxes	1,386.74	1,386.74	18,733.00	(17,346.26)
Office Supplies	32.46	32.46	1,213.00	(1,180.54)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	250.00	(250.00)
Rent	1,767.40	1,767.40	12,500.00	(10,732.60)
Telecommunications	81.46	81.46	2,452.00	(2,370.54)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	0.00	4,500.00	(4,500.00)
Insurance and Bonds	2,620.10	2,620.10	4,000.00	(1,379.90)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	0.00	0.00	550.00	(550.00)
Vehicle	0.00	0.00	12,000.00	(12,000.00)
Audit & Accounting	0.00	0.00	11,000.00	(11,000.00)
Professional Services	0.00	0.00	2,000.00	(2,000.00)
Contracted Services	0.00	0.00	10,500.00	(10,500.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,250.00	(1,250.00)
Equipment	0.00	0.00	1,250.00	(1,250.00)
Equipment Lease	116.39	116.39	1,100.00	(983.61)
Total Expenses	26,669.07	26,669.07	384,266.00	(357,596.93)
Total Revenues Over/(Under)				
Expenditures - Lake & Stream Mgmt.	(26,669.07)	(26,669.07)	(75,147.00)	48,477.93

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>WATER QUALITY GRANT PROGRAM - 90-01</u>				
Revenues				
General Property Tax	0.00	0.00	281,646.00	(281,646.00)
Total Revenues	0.00	0.00	281,646.00	(281,646.00)
Expenses				
Professional Services	0.00	0.00	9,000.00	(9,000.00)
Contracted Services	0.00	0.00	60,500.00	(60,500.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Construction	0.00	0.00	210,146.00	(210,146.00)
Total expenses	0.00	0.00	281,646.00	(281,646.00)
Total Revenues Over/(Under)				
Expenditures - Water Quality:	0.00	0.00	0.00	0.00

SURFACE WATER MONITORING & MGMT. PROGRAM - 90-04

Revenues				
General Property Tax	0.00	0.00	240,000.00	(240,000.00)
Total Revenues	0.00	0.00	240,000.00	(240,000.00)
Expenses				
Field Supplies	0.00	0.00	2,500.00	(2,500.00)
Computer Software	0.00	0.00	5,000.00	(5,000.00)
Telecommunications	0.00	0.00	1,000.00	(1,000.00)
Publications	112.00	112.00	200.00	(88.00)
Training & Education	0.00	0.00	1,800.00	(1,800.00)
Contracted Services	0.00	0.00	115,000.00	(115,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	29,000.00	(29,000.00)
Computer Equipment	0.00	0.00	14,700.00	(14,700.00)
Equipment	0.00	0.00	5,000.00	(5,000.00)
Repairs & Maintenance	0.00	0.00	300.00	(300.00)
Lab Expense	0.00	0.00	65,000.00	(65,000.00)
Total expenses	112.00	112.00	240,000.00	(239,888.00)
Total Revenues Over/(Under)				
Expenditures - Surface Water:	(112.00)	(112.00)	0.00	(112.00)

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>COMMON CARP MANAGEMENT - 90-26</u>				
Revenues				
General Property Tax	0.00	0.00	200,000.00	(200,000.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>(200,000.00)</u>
Expenses				
Telecommunications	13.73	13.73	1,000.00	(986.27)
Staff Travel	0.00	0.00	100.00	(100.00)
Professional Services	0.00	0.00	150,000.00	(150,000.00)
Contracted Services	0.00	0.00	3,000.00	(3,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	4,200.00	(4,200.00)
Construction	0.00	0.00	30,000.00	(30,000.00)
Equipment	0.00	0.00	10,700.00	(10,700.00)
Total expenses	<u>13.73</u>	<u>13.73</u>	<u>200,000.00</u>	<u>(199,986.27)</u>
Total Revenues Over/(Under)				
Expenditures - Common Carp:	<u>(13.73)</u>	<u>(13.73)</u>	<u>0.00</u>	<u>(13.73)</u>
 <u>CURLY LEAF PONDWEED MGMT. - 90-27</u>				
Revenues				
General Property Tax	0.00	0.00	50,000.00	(50,000.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Total Revenues Over/(Under)				
Expenditures - Common Carp:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Revenue Over/(Under) Expenditur	<u><u>\$ (26,794.80)</u></u>	<u><u>\$ (26,794.80)</u></u>	<u><u>(75,147.00)</u></u>	<u><u>48,352.20</u></u>

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT FACILITIES - 95-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 0.00	201,620.00	(201,620.00)
Interest Revenue	0.00	0.00	30,688.00	(30,688.00)
Total Revenues	0.00	0.00	232,308.00	(232,308.00)
Expenses				
Wages	10,415.24	10,415.24	139,831.00	(129,415.76)
Interns	0.00	0.00	4,434.00	(4,434.00)
Benefits	274.58	274.58	21,536.00	(21,261.42)
PERA Expense	781.14	781.14	10,487.00	(9,705.86)
Payroll Taxes	793.21	793.21	11,036.00	(10,242.79)
Office Supplies	55.00	55.00	606.00	(551.00)
Field Supplies	0.00	0.00	250.00	(250.00)
Meeting Supplies	0.00	0.00	125.00	(125.00)
Printing	0.00	0.00	125.00	(125.00)
Rent	883.66	883.66	6,250.00	(5,366.34)
Telecommunications	40.72	40.72	1,226.00	(1,185.28)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	0.00	0.00	2,250.00	(2,250.00)
Insurance & Bonds	1,310.05	1,310.05	2,000.00	(689.95)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Vehicle Expense	0.00	0.00	12,000.00	(12,000.00)
Audit & Accounting	0.00	0.00	5,500.00	(5,500.00)
Professional Services	0.00	0.00	2,000.00	(2,000.00)
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	58.20	58.20	550.00	(491.80)
Total Expenses	14,611.80	14,611.80	232,306.00	(217,694.20)
Total Revenues Over/(Under)				
Expenditures - District Facilities:	(14,611.80)	(14,611.80)	2.00	(14,613.80)

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and One Month Ending January 31, 2025
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT FACILITIES REPAIR - 95-03</u>				
Revenues				
General Propety Tax	0.00	0.00	310,000.00	(310,000.00)
Total Revenues	0.00	0.00	310,000.00	(310,000.00)
Expenses				
Legal	0.00	0.00	17,000.00	(17,000.00)
Engineering	0.00	0.00	43,000.00	(43,000.00)
Construction	0.00	0.00	250,000.00	(250,000.00)
Total expenses	0.00	0.00	310,000.00	(310,000.00)
Total Revenues Over/(Under)				
Expenditures - District Facilities Repair	0.00	0.00	0.00	0.00
 <u>INSPECTION OPERATION & MAINTENANCE - 95-04</u>				
Revenues				
General Propety Tax	0.00	0.00	112,000.00	(112,000.00)
Total Revenues	0.00	0.00	112,000.00	(112,000.00)
Expenses				
Field Supplies	0.00	0.00	5,000.00	(5,000.00)
Telecommunications	12.68	12.68	0.00	12.68
Contracted Services	0.00	0.00	40,000.00	(40,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	0.00	40,000.00	(40,000.00)
Construction	0.00	0.00	21,000.00	(21,000.00)
Equipment	0.00	0.00	3,000.00	(3,000.00)
Total expenses	12.68	12.68	112,000.00	(111,987.32)
Total Revenues Over/(Under)				
Expenditures - Wall Wetland Restoration	(12.68)	(12.68)	0.00	(12.68)
Total Revenue Over/(Under) Expenditur	\$ (14,624.48)	\$ (14,624.48)	2.00	(14,626.48)

Substantially all disclosures required by generally accepted accounting principles are not included.

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports

Date: January 14th, 2025
To: RCWD Board of Managers
From: Sara Belden, Project Technician
Subject: Staff Report 12/3/2024 – 1/14/2025

- Attended the Minnesota Watersheds Conference. Attended a plethora of engaging talks from metro watersheds and engineering partners.
- Virtually attended a Stormwater Seminar Series talk hosted by St. Anthony Falls Laboratory. The December Seminar was focused on federal resources for stormwater projects.
- Reviewed and organized files detailing district facility projects into Laserfiche to ensure District access to historic files and gain familiarity with past and present projects.
- Met with the Project Team to discuss updates relevant to project planning and grant opportunities.
- Met with City of Roseville and New Brighton staff to discuss status of Jones Lake and associated projects.
- Attended meeting with WCD staff to discuss opportunities for collaboration between our organizations, along with discussion of overlapping cities and projects.
- Reviewed the 2025-2035 Washington County Groundwater Plan for their 60-day review. Wrote and distributed the District's comments for the plan.
- Reviewed Stormwater Grant Application files. Scored applications to be compiled with other staff and CAC scores.

MEMORANDUM

Rice Creek Watershed District



Date: January 14, 2025
To: RCWD Board of Managers
From: Ali Chalberg, Watershed Technician & Inspector
Subject: Staff Report 11/27/2024 – 1/14/2025

Highlights from Preceding Month

Inspections

- ❖ Review and work with HEI to approve as-built surveys
- ❖ Closeout Inspections
- ❖ Historic Permits Discussions

Lakes/Streams

- ❖ Equipment Maintenance
- ❖ Analyze Summer Data
- ❖ Working on tech memos

GIS

- ❖ ESRI Licensing meeting with ESRI
- ❖ Inspectors switching to mobile app
- ❖ Getting licenses for new staff
- ❖ Map making
 - Growing Green Hearts

Meetings

- ❖ MN Watersheds Conference
- ❖ Inspection team meetings
- ❖ Lake and Stream team meeting
- ❖ Staff meetings
- ❖ IDDE Training

Other

- ❖ Iron Mountain file review

Date: January 14th, 2025
To: RCWD Board of Managers
From: Anna Grace, Regulatory Technician
Subject: Staff Report 11/27/24 – 1/14/25

- Finished the year 2024 with 85 new permits and 222 new review files.
- 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 permit applications to HEI for review.
- Sent two permit applications to RCWD for review.
- Reviewed one permit application for commercial parking lot work.
- Received 14 new review file inquiries for permit/past file/landowner/consultant/violation/City.
- Assisted in Administrative/Board Notices, CAPROC Notices, CAPROC Review, Permit Review, and Permit Issuance.
- Phone and email correspondence.
- Attended 26 scheduled meetings:
 - Scheduled and attended a virtual pre-application meeting with the project's consultants, HEI, and RCWD to discuss a potential residential subdivision in Forest Lake.
 - Scheduled and attended three virtual pre-application meetings with Anoka County, RCWD, HEI regarding CSAH 12 road project.
 - Attended pre-application meeting with RCWD, WSB, HEI, and the City of Lino Lakes regarding the Otter Lake Road extension project.
 - Attended pre-application meeting with project's consultant, HEI, and RCWD regarding a potential office warehouse development in Blaine.
 - Attended the Wetland Professionals Association (WPA) 2025 Symposium.
 - Attended two TEP aerial site review meetings.
 - Completed my Q-4 meeting with Regulatory Manager, Patrick Hughes.
 - Attended the virtual meeting coordinated by Office Manager, Theresa Stasica, regarding RCWD's 2025 Health, Dental, & Life Insurance renewals.
 - Assisted in Iron Mountain file delivery/sorting, coordinated by Office Manager, Theresa Stasica.
 - Attended the Illicit Discharge Detection and Elimination (IDDE) Annual Training presented by Watershed Technician/Inspector, Will Roach.
 - Joined for an overview of the rule revisions presented by Regulatory Manager, Patrick Hughes.

MEMORANDUM
Rice Creek Watershed District



Date: January 14, 2025
To: RCWD Board of Managers
From: Abel Green, Operations and Maintenance Inspector
Subject: Staff Report

- Following the districts public drainage inspection schedule inspecting and reporting of ditches and crossings as well as inspecting after rain events areas identified as potential problem sites, ensuring the system is still functioning as intended; continuously inspecting for and managing nuisance beaver
- Working with contractor on JD3 repairing damaged infrastructure by high water and reassessing back side drainage issues not known before high precipitation year; final section will be completed once conditions are dry or frozen enough to get large equipment on site
- Hansen park Iron Enhanced Sand is in the process of receiving quotes from contractors to replace current pump control box and raise the box
- Bald Eagle IESF will receive a control unit retro-fit which upgrades to a new and more reliable control unit which should resolve all issues at this site. New unit is scheduled to be installed in the spring during installation and de-winterization of the facility
- Added rip rap to a section of eroding ditch on Ramsey County Ditch 4 to secure it and stop erosion, met with contractors on site to go over the project. Project was completed quicker than expected, land-owners seemed very happy with the outcome
- Continuously working through various beaver activities to maintain drainage system and removing obstructions and blockages throughout the district. Scheduling and working with contractors to mow and mulch district ROW's that have had repair projects done, with continual mowing and spraying we will avoid woody vegetation establishment we hope to reduce beaver impact and downed trees in the ditch
- In the process of creating a vegetation maintenance plan for ditch ROW and district facilities including Iron Enhanced Sand Filters

Date: January 14th, 2025
To: RCWD Board of Managers
From: Patrick Hughes, Regulatory Manager
Subject: Staff Report for 12/02/24 to 01/14/25

Summary

- Created new permit and review files for MS4Front
- Sent notice of sequencing application – 24-040
- Sent notice of replacement plan decision – 21-136
- Assisted in the drafting of engineer’s reports – 21-136, 24-040, 24-077
- Attended the 12/11/2024 and 01/09/2025 Board Meetings
- Attended Anoka County Threatened and Endangered Species discussion meeting
- Attended MN WPA Winter Soiree and presentation
- Attended December PMT meeting for CR 19 (Potomac Street) reconstruction project
- Attended third and fourth Fall 2024 Improving Restoration Webinars
- Held Q4 SMART review meetings with Anna Grace and Kelsey White
- Attended the 12/09/2024 Board Workshop regarding ACD 10-22-32
- Participated in pre-application meeting for Birchwood Estates in Forest Lake
- Met with Circle Pines, Hugo, and Mounds View to discuss the changes made in the rule
- Attended Lino Lakes meeting regarding Otter Lake Road extension plans
- Discussed the findings from the Metro Shooting wetland boundary site visit
- Attended December PMT and January meetings for CSAH 12 reconstruction project
- Attended illicit discharge annual training
- Attended December and January PMT meetings for CR 53 reconstruction project
- Met with City of Lino Lakes regarding their master plan update
- Attended Wetlands Advisory Committee meeting for WCA rulemaking
- Attended December PMT meeting for CSAH 6 mini roundabout project
- Held 3-month check-in discussion with Sarah Struntz
- Attended Hansen Park West project discussion with New Brighton
- Attended MN WPA January Symposium
- Held pre-application meeting for upcoming Commons Park project in Fridley
- Held meeting for 10440 Flanders St NE and renewing permit
- Discussed wetland replacement plan application for 24-085 with permitting technician
- Completed WCA block grant invoice for Anoka County
- Attended meeting to discuss cultivated field crediting for upcoming Winters Wetland Bank

MEMORANDUM

Rice Creek Watershed District



Date: January 15th, 2025
To: RCWD Board of Managers
From: Emmet Hurley, Program Support Technician
Subject: Staff Report 12/2/2024 – 1/15/2025

- Assembled and distributed Agenda Packets for RCWD Board Workshops/Meetings and CAC meetings
 - Updated RCWD website through WordPress to reflect upcoming Board Meetings/Workshops
 - Notified RCWD mailing list through MailChimp; notified Managers Weinandt and Robertson of Packet availability at RCWD office
- Scheduled Zoom meetings for 2025 Board Workshops, Board Meetings, and CAC Meetings
 - Sent Outlook Calendar invites for each 2025 meeting to relevant parties, including the Zoom meeting information
- Adjusted the process for packet assembly to take place via SharePoint rather than on the local G: Drive
 - Adjustment was made to improve the ability to collaborate and to increase the overall efficiency of the packet assembly process
 - Created folders for each upcoming 2025 Board Workshop/Meeting and CAC Meeting, each containing a document with its respective Zoom information
- Created a shell of Smith Partner’s file index on SharePoint to streamline the file-transfer process and maintain an organized record of files
- Gave a presentation during the December 9th, 2024 Board of Managers Workshop, providing an overview of the District’s cybersecurity efforts and related awareness & training course
 - Followed up with relevant information and resources to assist the Board of Managers
- Monitored the District’s cybersecurity awareness and training program, along with simulated phishing attempts
- Administered Zoom Meeting for Board Workshops and Regular Meetings
 - Edited Zoom recordings and posted on the RCWD YouTube channel; sent Zoom recording to local cable channels
- Attended various meetings
 - Monthly staff meeting
 - Meetings with various IT contractors/vendors (Rymark, DocuSign, etc.)
 - Virtually attended Board Workshop, Board Meeting, etc.
- Troubleshooting various IT issues

Date: January 14, 2025
To: RCWD Board of Managers
From: Matt Kocian, Lake and Stream Manager
Subject: Staff Report 12/14/2024 – 1/14/2025

Highlights for Preceding Month

Bold items required significant time & attention

- Monitoring
 - Data entry, analysis, and reporting
 - **Iron-enhanced sand filter data analysis, reporting, and presentation (Board workshop)**
 - Twin Cities Water Monitoring and Data Assessment Workgroup meeting

- Centerville Lake Alum project
 - Follow-up monitoring

- Long Lake Carp Management
 - **Data analysis**
 - **Develop 2025 professional services tasks and budget**

- **Hwy 61 Ponds Project**
 - Kick-off meeting
 - Data analysis and reporting to project engineer

- GIS program development – facilitate “handoff” of RCWD GIS responsibilities to Ali

- Audit meeting with Theresa and accountants, serving as grant revenue representative

- Program Manager Development & Team Leader Meeting
 - **L&S team meetings & 2025 SMART goal development**
 - RCWD Leadership Team meeting

- Silver Lake management plan development with WSB / St. Anthony
 - Data analysis
 - Partner meeting and project identification

- Peltier Lake Association meeting

- North Metro TV interview – chloride issues

- Apportion 2025 fund sub-budgets (Monitoring and some Projects)

MEMORANDUM
Rice Creek Watershed District



Date: January 14, 2024
To: RCWD Board of Managers
From: Erik Larson, Watershed Inspector
Subject: Staff Report 12/2/2024 – 1/14/2024

- Completed routine inspections for 24 active/open permits, along with drive-by inspections to observe site conditions without sending reports.
- Completed closure of 3 permits, worth a total of \$10,900.00 worth of surety payments.
- Performed follow-up inspections for non-compliant sites.
- Two elevated enforcement letters were sent for a permit where site corrections were being refused by the responsible party.
- Phone and email correspondence with city staff and contractors.
- Attended scheduled meetings.
 - Attended RCWD staff meetings.
 - Meetings within the regulatory team.
- Assisted Anna & Kelsey in permit review while learning parts of the permit intake process.
- Further research into unresolved/historic permits, with one closed.
- Enjoyed great food at the staff holiday potluck!

MEMORANDUM
Rice Creek Watershed District



Date: January 14th, 2025
To: RCWD Board of Managers
From: Molly Nelson, Outreach and Grants Technician
Subject: Staff Report 12/3/24 to 1/14/25

Introduction

The highlights of my work from December 3rd 2024 to January 14th 2025 are as follows:
(Note that these are highlights and not the full extent of all work that I have done).

- Coordinated project closure for Water Quality Grant W24-01 and completed the voucher and invoice work associated with the reimbursement process.
- Processed 6 2025 Mini Grant Applications.
- Completed invoices for reimbursement for 5 Mini Grant projects.
- Completed annual program review work with SWCDs and outlined any program changes for December Board review.
- Continued work on 2025 Pollinator Pathway Grant with Anoka County and conducted contract/work plan review.
- Coordinated remaining technical services work with SWCDs in accordance with remaining budget.
- Outlined work for 2025 Water Quality Grant maintenance inspections and set up a schedule.
- Began planning for 2025 work and potential projects for the Water Quality and Mini Grants.
- Planned and coordinated with staff for the December CAC meeting.
- Continued work with HEI on the Mini Grant MS4Front online application.
- Met with HEI for final data analysis discussion for the Enhanced Street Sweeping Prioitization Study.
- Set up and led a collaboration meeting between WCD staff and RCWD staff for 2025 slated projects and outreach work.
- Met with Hennepin County staff to plan outreach strategies for the St. Anthony Village prairie restoration project at Central Park.
- Continued work with the Communications and Outreach Coordinator to review the design and structure of the maintenance guide toolkit to provide to new grantees.
- Coordinated and approved signs designs for the treatment train project at Presbyterian Church of the Way and the general Water Quality Grant program outreach.
- Attended the 2024 Minnesota Watersheds Conference.
- Attended a basic hydrology course put on by BWSR to learn about watershed delineation and drainage areas for project designs.
- Participated in a shoreline restoration grant informational meeting with Comfort Lake Forest Lake Watershed District.
- Attended IDDE Annual Training.

MEMORANDUM
Rice Creek Watershed District



Date: 1/14/25
To: RCWD Board of Managers
From: Catherine Nester, District Technician/Inspector
Subject: Staff Report 12/2/24 – 1/13/25

Highlights from Preceding Month

- Ongoing coordination and communication with staff, HEI, BWSR, and affected cities/watersheds regarding proposed legal boundary updates in Ramsey, Anoka, and Hennepin counties (communicated with BWSR on process and noticing requirements).
- Continued setting up the new monitoring data management platform (WISKI), including building system components and developing new workflows & standard operating procedures.
- Finalized set up of new monitoring field computer, including software installations/updates, etc.
- Performed routine maintenance and calibration on lake and stream monitoring equipment and restocked supplies.
- Attended a TC-WaMoDaG meeting at Capitol Region Watershed District on December 17 and gave an overview presentation on the monitoring program.
- Assisted with file management project.
- Attended the CAC meeting on December 4 and gave an overview presentation on the monitoring program.
- Attended the illicit discharge detection and elimination (IDDE) training for field staff on December 12.
- Initiated stream chloride monitoring.
- Started preparing 2023-2024 data submittal to MPCA.
- Reviewed outcomes of 2024 smart goals and prepared new smart goals for 2025.
- Prepared and distributed guidance and information on personal protective equipment to staff.

Date: January 14, 2025
To: RCWD Board of Managers
From: David Petry, Project Manager
Subject: Staff Report

General

- Finalized 2024 SMART Goals and set goals for 2025 with project staff
- Continued to review 2025 Stormwater Management Grant Program with Will
- Continued to review previous feasibility studies/analysis reports
- Reviewed Washington County Groundwater Plan
- Final payment approved to close out grant to Fridley for Moore Lake Enhancement Project
- Update 2024 annual report

Meetings and Workshops

- Minnesota Watersheds Annual Conference, Nisswa, MN
- Met with New Brighton and Roseville staff regarding RCD 2, 3, and 5 projects
- Reviewed progress on Enhanced Street Sweeping study with HEI and RCWD staff
- Attended IDDE annual training
- Reviewed progress on Highway 61 Ponds project with Barr and RCWD staff
- RCWD Monthly PSD Project Updates meetings
- Project Team Meetings with Sara and Will
- RCWD Board Meetings
- SAFL Stormwater Seminar Series – Funding and technical assistance for stormwater management and green infrastructure
- Reviewed Stormwater Reuse Study with WSB and RCWD staff
- Met with MPCA and RCWD staff regarding the District’s MS4 eligibility
- Planning meeting with New Brighton and RCWD staff for Hansen Park West project
- VLAWMO Watershed Management Plan review meeting
- Washington Conservation District / RCWD Collaboration meeting with staff
- RCWD Staff Meetings
- MPCA Stormwater Resilience Grant Listening Session

Upcoming

- ACD72 project planning meeting
- BWSR Successful Outreach Strategies – Designing effective presentations
- SAFL Stormwater Seminar Series
- UMN course – Using the P8 Software Model

MEMORANDUM
Rice Creek Watershed District



Date: January 14, 2025
To: RCWD Board of Managers
From: Connor Price, Technical Field Assistant
Subject: Staff Report

- Completed several ditch inspections and will continue to monitor the district ditch network and crossings to ensure that the system is flowing unobstructed especially during thaws
- Created a monthly schedule for district facilities inspections
- Oversaw ACD 10-22-32 ditch cleanout project completed from Jodrell to Pine St
- Met with many of the landowners in the project area to communicate details of the ACD 10-22-32 ditch cleanout.
- Contractor contacted and ACD 46 beaver dam removed
- Contractor lined up to remove JD4 beaver dam in Bituminous Roadways
- Installed signs on ACD 72 tile inlets
- Installed signs and flags on JD5 Branch 1 tile inlets
- Inspected JD4 tile line branches
- Closing out repair reports left from last year
- Met with several City of New Brighton staff to discuss woody vegetation management on RCD 2 in Hansen Park

MEMORANDUM

Rice Creek Watershed District



Date: 1-14-2025
To: RCWD Board of Managers
From: Will Roach, Watershed Technician/Inspector
Subject: Staff Update Report – December 3rd to January 22nd

Inspections & Regulatory

- Routine inspections of sites in both Columbus and Forest Lake to confirm compliance with District rules.
- Presented the annual IDDE training materials to RCWD field staff and our contracted inspectors.
- Participated in a meeting with RCWD and MPCA staff to discuss the status of the RCWD's public drainage system.

Project Management

- Meet with various municipalities to discuss project applications for the 2025 stormwater management grant program.
- Submitted all five stormwater management grant applications that were received to Houston Engineering for review and scoring.
- Shared the received stormwater grants with the projects team and have begun review and scoring process.
- Shared a link to the stormwater grant applications with the CAC members for their review and scoring.
- Reached out to Mounds View regarding a proposed WBIF project and have scheduled a meeting to be held on January 14th to discuss.
- Began drafting a presentation for the CAC to go over the five received stormwater management grant applications.

Meetings/Misc.

- Participated in the sorting and pulling of older District files from Iron Mountain.
- Participated in several all-staff meetings.
- Participated in Projects Team meeting.

Date: January 13, 2025
To: RCWD Board of Managers
From: Tom Schmidt, Drainage and District Facilities Manager
Subject: Staff Report January 2025

Highlights for this period

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

Completed Phase #2 of RCD#4 repair project Little Johanna to Johanna Channel Stabilization.

Completed Clean-out of ACD10-22-32 main trunk from Pine Street to Jodrell in Columbus. Removing emergent vegetation and associated accumulated sediment and installing a side inlet pipe in a connecting private ditch. (Scandia Trucking).

Continued 2025 Maintenance project planning.

Worked on the 2024 Public Drainage Inspection Report (in progress).

Contracted with Woodland Restorations to remove a large, dead Willow tree on the bank of RCD #11 in White Bear Lake. (Complete).

Updated the annual Day Labor contracts for PDS minor maintenance and distributed them to all contractors in the maintenance pool for signature.

MEMORANDUM

Rice Creek Watershed District



Date: January 13, 2025
To: RCWD Board of Managers
From: Kendra Sommerfeld, Communications & Outreach Manager
Subject: Staff Report 12/02/2024-1/13/2025

MN Water Stewards

- Capstone project approved Forest Lake High School and WCD
 - Project starts spring 2025
- Working with Fridley for the Water Steward art project
 - Project being constructed, install occurs late spring/early summer

Partnerships/Collaborations

- Planning workshops with Blue Thumb for 2025- 2 rain garden, 2 shoreline workshops
- Planning ISEF Workshops with Freshwater
- Joined Freshwater event planning- 100 Year Mississippi Restoration/Protection Celebration
- Partnership with Growing Green Hearts- contract signed for 2025
- Working on targeted outreach initiatives and planning for 2024
 - Planning with program managers for next year goals
- Planning outreach events and workshops with White Bear Art Center
- Supporting and promoting Comfort Lake Forest Lake WD educational classes and workshop in Forest Lake/Hugo/White Bear Lake area
- Salt reduction/best management meeting with Northwestern St. Paul College
- Promoting winter salt week in January 13, 2025
- New partnership with Anoka SWCD and Mini Grant/Pollinator Pathway Grant
- Partnering with Anoka County on MS4 education and outreach
-

Project/Program Outreach

- Promotional work for Water Quality Grant
- Moore Lake IESF close out- sign installation occurring in spring 2025

Other

- Learning Adobe Creative Suite Programs for design and visual media creation
- On Blue Thumb workshop steering team- creating new workshops with Blue Thumb.

MEMORANDUM

Rice Creek Watershed District



Date: January 14, 2025
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: Staff Report 12/3/2024 to 1/14/2025

- 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.
- Initiated approved ACH's from vendor portal and released through US Bank SinglePoint portal.
- Gathered all timesheets and reviewed select employee timesheets for administrator's final review.
- Updated payroll template with ESST hours for employee earning statements.
- Provided worksheets to payroll and to several employees for earning statement information.
- Provide bi-monthly payroll template to Redpath and updated information as needed.
- Continued to provided administrative/HR support to new employees.
- Provided administrator with 2025 salary and benefit summary for specified employees.
- Setup on-line portals for Medica and HealthEquity.
- Enrolled participating employees in health insurance and HealthEquity FSA/HSA plans.
- Track accounts receivable and deposit checks as needed.
- Review and track monthly financial reports.
- Tracking grant expenses for FY2023 WBIF grant & 2024 BWSR CWF grant.
- Handled HR/Benefit issues and entered updated employee info as needed on vendor portals.
- Attended audit kick off meeting. Preparing year-end documents.
- Provide minute templates to TimeSavers for meetings. Reviewed and edited regular Board minutes.
- Reviewed draft minutes for the Board workshop.
- Review monthly check register and interim financial statements.
- Retrieved, reviewed, and coded statements for district 6 bank accounts.
- Monitor District financial accounts and investments, US Bank and 4M.
- Attending on-line cyber security courses
- Provide requested information to Board members and Administrator as needed.
- Assisted Board and Staff as needed.
- Attended board meetings and staff meetings.
- Placed orders for supplies as needed.
- Maintain Laserfiche filing system and scanned documents District receives into Laserfiche.
- Received final file boxes from Iron Mountain and closed account.

Date: January 13, 2025
To: RCWD Board of Managers
From: Sarah Struntz, Watershed Inspector
Subject: Staff Report 12/2/2024-1/14/2025

- Continuing to conduct routine inspections on active sites.
- Attended the Minnesota Watersheds Conference.
- Attended various scheduled meetings:
 - Staff Meeting on 1/10
 - 2025 Health Insurance Renewal Meeting on 12/10
- Participated in the annual IDDE Training on 12/12.
- Had my 3 month check in with Patrick.
- Working with Regulatory department and inspectors to organize and create a standard of procedure for closing out unresolved/open permits and return any surety that the district may be holding.
- Closed out 2 active permits
 - **18-055** Locke Parkway Phase 2- Road Construction on 12/31
 - **22-115** Tommy's Express Carwash on 12/10
- Closed out 1 unresolved/historic permit
 - **11-099** 2012 Street Rehabilitation Proj. No. ST2012-1 on 1/10

MEMORANDUM
Rice Creek Watershed District



Date: January 14, 2025
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Staff Report – January 2025

Highlights for Month

- ✓ Administrative
 - Records Management Discussions
 - Staff SMART Goal Meetings
 - 6-Month Position Discussions
 - Salary Administration
 - RCWD Audit Planning
 - MnPCA’s RCWD MS4 Designation
 - Office Building (Pine Tree) check in options
 - Wetland Professionals Training
 - Public Data Request
 - Staff Meeting
 - Accounts Payable Review
 - Personnel Leave Requests
 - Board Meetings
 - Program Coordination Leadership Meetings
- ✓ Communication & Outreach
 - Growing Green Hearts Discussions
 - Blue Thumb Trademark Transfer
- ✓ Information Management
 - RCWD Local Server Admin Discussion
 - LaserFiche Update Discussions
 - DNR FEMA Updates
 - District Wide Model updates – Anoka Emergency Management, Lino Lakes AUAR efforts
- ✓ Restoration Projects
 - Willernie Discussion
 - Hansen Park Future
 - SW Reuse Study - WSB
 - SW Grant Facilitation
- ✓ Regulatory
 - Lino Lakes AUAR Discussions
 - SW Reuse Study – WSB
 - Regulatory Program’s Standard Comparision
 - Wetland Conservation Act Rules
 - Inspector Areas Coordination Discussions
 - Permit Closures
 - Open Permit Management Discussions
- ✓ Drainage & Facilities Program
 - Lino Lakes AUAR Discussions
 - PLOP Discussions and Agreement
 - Water Management District Administration
 - Maintenance Cost/Budget Discussions
 - Biweekly Program Discussions with Consultants
 - ACD 10-22-32 Maintenance Discussions
- ✓ Lake & Stream Management
 - Water Quality Grant Administration Discussion

Date: January 14th, 2025
To: RCWD Board of Managers
From: Kelsey White, Permit Technician
Subject: Staff Report 12/02/2024 – 01/13/2025

Reviews

- Reviewed 1 administrative permit application.
- Administratively amended 3 CAPROCs.
- Coordinated submittal and review of CAPROC items for 3 permit applications.
- Conducted completeness reviews for 2 WCA applications.
- Drafted and sent 2 wetland boundary/type application notices.
- Drafted and sent 7 wetland boundary/type decisions.

Communications

- Sent notice of permit issuance for 1 permit application.
- Sent 3 Amended CAPROC notices.
- Sent 3 CAPROC notices.
- Sent 4 administrative action notices to the Board.
- Sent 4 notices of MN Statute 15.99 decision timeframe extension.
- Sent 1 CAPROC expiration notice.

Meetings

- Coordinated and/or attended 8 TEP site visits and/or meetings.
- Attended rule revision overview for regulatory staff.
- Attended 3 online webinars on various topics including hydrology, water quality, and landscape restoration.
- Attended BWSR training on antecedent precipitation.
- Attended annual IDDE training.
- Participated in weekly permit coordination meetings and monthly permit triage.
- Attended regular staff meetings.

Other Duties

- Acted as moderator at the MN WPA symposium on various wetland regulatory and wetland status & trends topics.
- Attended staff informational presentations on health care coverage changes and updated necessary paperwork.
- 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.

ITEMS FOR DISCUSSION AND INFORMATION

2. February Calendar



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	

FEBRUARY						
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	

MEMORANDUM
Rice Creek Watershed District

Date: January 15, 2025
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: February Calendar

- Wednesday, February 5, 5:30 p.m.** Citizen Advisory Committee Meeting
 Board Liaison Manager John Waller
 RCWD District Conference Room and remotely*

- Monday, February 10, 9 a.m.** Board Workshop
 RCWD District Conference Room and remotely*

- Wednesday, February 12, 9:00 a.m.** Regular Board of Managers Meeting
 at Mounds View City Hall Council Chambers,
 2401 County Road 10, Mounds View, MN and remotely*

- Thursday, February 13, 4:30 p.m.** Deadline for Per Diem & Milage Claim Forms

- Wednesday, February 17** President’s Day -Office Closed

- Wednesday, February 19, 3 p.m.-7 p.m.** MN Watersheds Legislative Briefing and Reception,
 Radisson Hotel - Capitol Ridge, St. Paul - 161 St Anthony Ave,
 St Paul, MN 55103

- Wednesday, February 20** **7-8 a.m.** MN Watersheds Networking Event, Radisson Hotel -
 Capitol Ridge, St. Paul - 161 St Anthony Ave, St Paul, MN
 55103 **8:30 a.m.-4 p.m.** Meet with Legislators

- Wednesday, February 26, 9:00 a.m.** Regular Board of Managers Meeting
 at Mounds View City Hall Council Chambers,
 2401 County Road 10, Mounds View, MN and remotely*