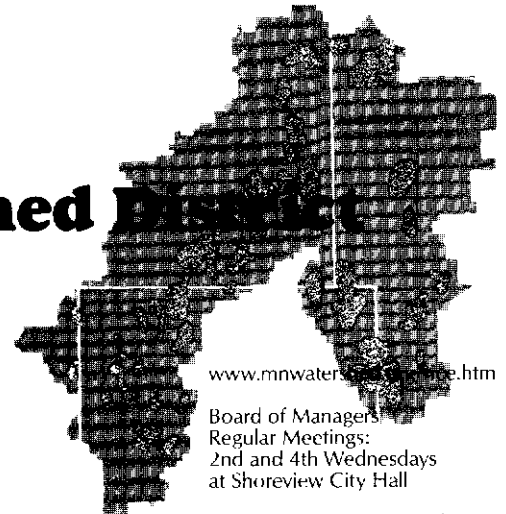


APPROVED

# Rice Creek Watershed District

3585 N. LEXINGTON AVENUE . SUITE 330  
ARDEN HILLS, MINNESOTA 55126 8056  
PHONE 651 766-4191 · FAX 651-766-4196



www.mnwater.com

Board of Managers  
Regular Meetings:  
2nd and 4th Wednesdays  
at Shoreview City Hall

STEVE HOBBS, District Admin.  
BONITA TORPE, Office Admin.

## MINUTES

### REGULAR MEETING OF THE RICE CREEK WATERSHED DISTRICT BOARD OF MANAGERS

Shoreview City Hall Council Chambers  
4600 North Victoria Street, Shoreview, Minnesota  
January 8, 2003, 7:00 p.m.

#### ROLL CALL

Present: President Cardinal, 1<sup>st</sup> Vice-Pres. Leroux, Secretary Aiken, and Treasurer Doege  
Absent: 2<sup>nd</sup> Vice-President Haake, absent w/prior notice

Staff Present: District Administrator Hobbs  
Consultants: District Engineer Emmons, EOR, District Attorney Holtman, Smith Parker  
Visitors: John Waller, 1410 N. Homestead Ave., Hugo and Advisory Committee Liaison

#### CALL TO ORDER

President Cardinal called the meeting to order, a quorum being present, at 7:00 p.m.

#### SETTING OF THE AGENDA

Under ITEMS FOR DISCUSSION AND INFORMATION, Manager Doege asked to update the board on an organization he had recently come in contact with and Manager Aiken asked to update the board on two upcoming dates. Administrator Hobbs asked to add under ITEMS FOR ACTION the purchase of a new computer. *Board adopted new agenda by consensus.*

#### READING OF THE MINUTES AND THEIR APPROVAL

1. Minutes of December 18, 2002, Board of Managers Regular Meeting. *Motion by Leroux, seconded by Aiken to approve the minutes as presented. Motion carried 3-0 with Doege abstaining due to absence at last meeting.*

#### PERMIT APPLICATIONS REQUIRING BOARD ACTION

The following applications requiring special consideration have been reviewed by the District Engineer and Staff and will be acted upon without discussion in accordance with the Engineer's Recommendation unless a Manager or the Applicant or another interested person requests opportunity for discussion:

No.	Applicant	#Plan Type	Description/Location	*Recommendation
36				
37	None			

The Engineer's Report becomes part of these minutes by reference.

#KEY: FSD=Final Site Drainage \*TWAF AA = Table With Authorization For Administrative Action pro = pending receipt of  
\*\*\*SEE "PERMIT KEY" IN BD AG FILE FOR COMPLETE KEY\*\*\*

**OPEN MIKE** *Individuals may address the Board of Managers about any item not included on the regular agenda. Speakers are requested to come to the podium, state their name and address for the record, and limit their remarks to five minutes. Generally the Board of Managers will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

#### BOARD OF MANAGERS

A.J. CARDINAL, SR.  
ANOKA COUNTY

ROGER K. AIKEN  
RAMSEY COUNTY

JAMES A. LEROUX  
WASHINGTON COUNTY

BARBARA A. HAAKE  
RAMSEY COUNTY

ROBIN C. DOEGE  
ANOKA COUNTY

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**ADDITIONAL ITEMS REQUIRING BOARD ACTION**

1. **Consider Compensation policy for 2003.** *No action taken as board requested that Administrator Hobbs put together additional information to bring back to the next meeting. The Board felt that there should be a comprehensive compensation policy that takes into account the job market and benefits.*
2. **Consider Appointing District Administrator Hobbs as Data Practices Officer.** *Motion by Aiken, seconded by Doege to appoint Administrator Hobbs as data practices official for the RCWD. Motion carried 4-0. Board asked Hobbs to come to next meeting with documentation on costs for complying with data requests so that a schedule of fees could be considered.*
3. **Consider Approval of Check Register for the period 12/18/02 thru 1/8/03 in the amount of \$53,179.76 as prepared by Tautges Redpath.** *Motion by Doege, seconded by Leroux to approve the disbursement of checks in the amount of \$53, 159.76 (the amount noted in the check register rather than the amount stated in the agenda). Motion carried 4-0.*
4. **Consider Approval of Purchasing Computer not to exceed \$1,000.** *Administrator Hobbs mentioned that the laptop computer that was once the field computer is broken and cannot be fixed. Motion by Leroux, seconded by Doege to replace the broken computer not to exceed \$1,000. Motion carried 4-0.*

**ITEMS FOR DISCUSSION AND INFORMATION**

1. **EOR Project Memo and Timeline Updates.** *Engineer Emmons gave PowerPoint presentation on projects and programs now underway at the District (see attached memo from EOR). There was some discussion regarding the issues and Long Lake and Manager Aiken agreed to meet with the landowners to attempt to mediate the issue. There was discussion of the timing and progress of the JD2 culvert project and Board was encouraged to hear of the progress made and that work on site should begin next week. Manager Cardinal inquired about the planks at Centerville Dam and the status of the outflow and Engineer Emmons and Administrator Hobbs gave him a brief update. Manager Cardinal also asked about vandalism at the Lamotte Ditch project and Administrator Hobbs said he would follow up with Chuck Johnson. Managers Cardinal and Leroux also asked about the Eagle Brook Church project and they were informed by Hobbs and Emmons that we have yet to see a permit application, but have been in contact with the developers and we have expressed our concerns about potential negative impacts to the drainage in the area.*
2. **Engineer's Miscellaneous Items.** *Nothing to add beyond the previous presentation.*
3. **Billing Report through 12-31-02.** *Manager Leroux asked about the charge from B.V.F. and was informed by Administrator Hobbs that was for maintenance and clean out of ditches.*
4. **Update by Manager Aiken.** *Manager Aiken informed the board that there will be a meeting next Thursday from 5-8 p.m. regarding the northwest quadrangle in St. Anthony. He also mentioned that he had contacted Arden Hills regarding their maintenance of grid chambers and was satisfied about their commitment to ensure the proper function of these structures. Manager Aiken also mentioned the possible seminar for the I35W corridor cities and the importance to getting information to them that is useful and proposed that a book be put together that graphically demonstrates the best management practices and operating procedures for water quality systems in a format that is easy to understand.*
5. **Update by Manger Doege.** *Manager Doege discussed meeting Clean Water Action representatives and mentioned that there seem to many groups out there that we could use as a partner in our endeavors.*

**ADJOURNMENT**

*Motion by Doege, seconded by Leroux to adjourn at 8:45 p.m. Motion carried 4-0.*

- c: District Managers (5)  
 District Staff (6)  
 District Attorney  
 District Engineers (2)  
 District Accountant  
 District Advisory Committee (6)

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Loren Hentges      Joe Preiner  
Marvin LaValle  
Emmons & Olivier (FX#03)  
City of Shoreview Posting (FX#24)  
P. Glamos (FX429-7733)  
B. Bernier (FX651-426-1126)

Updated 12-19-02

**TRACKING LIST FOR ACTIVE LETTERS OF CREDIT &/OR BONDS**

Note: Three months before expiration, Inspector is to check site and report findings to Admin., Then 2 months before expiration, Admin. writes letter to permittee either: 1. cancel the LoC/Bond (if Insp. says the cash is sufficient to cover any problems), or 2. refund a portion of the LoC/reduce the Bond/LoC if site conditions so dictate, or 3. return/cancel the LoC in accord w/Inspector's report.

Exp. date	PA#	Applicant information	Cash
None	98-05	City of Hugo, Assignment, \$80,000, no exp.(Bald Eagle Industrial Park, H)	None
None	01-33	City of Hugo, Assignment, \$10,000, no exp.(Peloquin Industrial Park, H)	None
04-18-01	98-17	North Suburban Development, Inc., \$12,500 Bond (exp upon completion of proj. - permit expires 4-18-01)	+\$5,000
05-05-02	97-109	Roger Baron, \$20,000 LOC Error: this permit does not indicate that we have these sureties on file (Dellwood Estates, D)	+\$5,000
05-31-02	98-163	Lexington—Bn, LLC, \$50,000 LOC Error: permit says they put up only \$50,000 surety (Naples Business Center, BN)	+\$5,000
05-31-02	95-100	Royal Oaks Realty,\$17,000 LOC (Woods of Bald Eagle, H)	+ \$5,000
06-20-02	99-171	Residential Development, Inc. \$30,000 LOC (Bridle Pass, FLT)	+\$5,000
06-30-02	98-41	Backes Companies, \$55,000 LOC (Clearwater Creek Preserve, H)	+\$5,000
07-01-02	98-164	Gary Larson, \$20,000 LOC (Northern Asphalt, BN)	+\$5,000
07-02-02	00-68	Tollefson Development, Inc., \$25,000 LOC (Sterling Oaks, FL)	+\$5,000
07-31-02	01-13	TSM Development, Inc., \$5,000 LOC (Highland Meadows West 3 <sup>rd</sup> Addtn., LL)	+\$5,000
09-26-02	01-71	Carriage Homes X, Inc., \$20,000 LoC(Mallard Point, FL)	\$5,000
12-28-02	98-25	TSM Development, \$10,000 LOC,(Highland Meadows, WA&R Plan, LL)	+\$5,000
01-08-03	00-120	Richard S. Carlson, \$43,000 LOC, (West Shadow Ponds, LL)	
02-28-03	99-164	POA--Scherer, LLC, \$80,000 LOC, (Victor Gardens, H)	+\$5,000
03-24-03	01-04	Ground Development, \$40,000 LoC, (Pheasant Marsh, CV)	\$5,000
03-29-03	95-25	Hokanson Development, \$7,000 LoC, (Trapper's Crossing, LL)	\$5,000
04-05-03	02-004	Palda & Sons, \$2,500 Bond (Silver Lk Rd Project)	\$5,000
04-09-03	01-05	Ryan Companies US, Inc., \$55,000 Bond (ends on completion-permit expires 4-9-03) (MarketPlace, LL)	\$5,000
05-01-03	01-93	Richard Gersdorf, \$1,000 LOC, (Shamrock Ind. Pk, BN)	+\$5,000
05-13-03	99-42	R&R Leasing, \$9,000 LOC, (Deer Pass, CV)	+\$5,000
05-20-03	01-107	K-G Development, Inc., \$7,000 LOC (Bank as they send us 30-day notice of intent to terminate)utomatically extends unles	+\$5,000
06-01-03	02-019	Timber Wolf Hollow, LLC, \$121,500 LoC (Timber Wolf Hollow, FL)	No Cash
06-10-03	01-43	Friedges Excavating, Inc., \$22,500 LoC, (The Preserve residential housing, FL)	+\$5,000
07-08-03	00-54	Heritage Development of MN, Inc., \$19,000 Bond (exp.at permit term or completed) (Bluebill Ponds, LL)	+\$5,000
8-16-02	02-032	Kettler Construction, Inc., \$5,000 LoC (Fenway Park Development, H)	+\$5,000
Apx.09-03-03	01-98	C. S. McCrossan Construction, Inc, \$15,000 Bond, (Radisson Rd, BN)	+\$5,000
09-18-03	02-039	Tollefson Development, Inc., \$53,000 LoC (Stoneybrook, LL)	+\$5,000
Apx 12-31-03	02-038	Glenn Rehbein Excavating, Inc., \$11,000 Bond (The Village at Circle Pines)	\$5,000
9-20-03	01-028 02-025 02-062	Rockne Goertz @ \$8,500 LoC (Residential Spirit Hills, 01-028, Village Hills commercial, 02-025, and Ware Road construction, 02-062, LL)	

- c: Lee (to make timely inspections 3 months before LoC/Bond expires)
- Steve (to write letter to permittee 2 months before expiration, based on facts reported by Lee)
- Karl (correct/complete info to the data Base re: total surety on file and stated on permit)
- Ned (For your information in working w/sureties)

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

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**To:** Board of Managers

**Date:** 12/31/02

**From:** Bonnie Torpe

**Subject:** Office Administrator's Report for Dec 14-Dec 31 of 2002

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- ✓ Sent the AC Recruitment letter to 29 municipalities, and 4 SWCDs
- ✓ Marked a large calendar for January with duties to be done each day for my successor (trying for a seamless switch-over)
- ✓ Asked Ned to post the approved Dec. 11 Board Mtg. minutes on our new Web Site ([www.ricecreekwd.com](http://www.ricecreekwd.com)) after approval, copied and mailed to 23 parties who either don't have E-mail, or prefer snail mail.
- ✓ Attended the Dec 18 Board Meeting, took notes/recorded proceedings.
- ✓ Prepped draft minutes of the Dec. 18 Reg. Board meeting
- ✓ Mailed off the three Fund Levies and Certifications to the four counties--by certified mail, return receipt requested
- ✓ Opened, processed mail daily (still sending "We've Moved" cards to large number of offices, magazines, newspapers who haven't changed our address yet), coded bills, chased receipts from purchasers, prepped envelopes for mailing, prepared bills for payment 1-8-03 and 1-22-03, then helped Ned learn how to do the mail until new office administrator is hired.
- ✓ Prepared the February Meeting Schedule, the 12-31-02 Billing Report (updated thru last three weeks), the Recorder's "Skeleton Minutes", and draft AC Minutes of 1/8/03 in advance to the extent possible
- ✓ Reviewed files in my desk, organized, placed helpful notations in them, put notes in Health/Dental, Life/AD&D, L-T Disability Insurance files for successor
- ✓ Posted the 2003 Work Plan after Board's Dec. 18 meeting
- ✓ Deposited \$64,079 to Checking/Savings Accounts, and Transferred necessary funds to pay bills. Entered sureties on master list, computer (active) list, and Billing Report. Paid bills on time.
- ✓ Turned in to Sup'r my MasterCard, keys to files & Petty Cash Box tallied to \$150, blank checks, removed my coverage from two Life Insurances, effective w/January pmts., notified PERA to remove my name from their documents eff. 12-31-02.
- ✓ Opened up a UPS account for the District Office
- ✓ Made final deposits of the year, finalized out check registers for Auditor, did final Billing Report, prepped 2002 minutes in a package for Auditor
- ✓ Enjoyed two days off work for Christmas Eve and Christmas Day
- ✓ Continued to go thru computer files and organized for successor (w/notations placed in Outlook--Contacts file), added to Agendas and Minutes files thru mid-February 2003.

To 1-22-03 Board Meeting