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RCWD BOARD OF MANAGERS WORKSHOP

Monday, April 10, 2017, 1:00 p.m.

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

Agenda

ITEMS FOR DISCUSSION (times are estimates only)

- 1:00 Follow-up discussion on Washington Judicial Ditch (WJD) 2 Branch 1 Repair Memo.
- 1:40 Discussion on the Halls Marsh Outlet Repair Task Order.
- 2:00 Discussion on Browns Preserve Monitoring and Bank Management Task Order.
- 2:25 Discussion on Metropolitan Council Stormwater Grant Applications.
- 2:50 Discussion on Invitation to Ramsey County Commissioner Huffman on Rice Creek Commons.
- 3:15 Discussion on Administrators Performance Review.
- 3:45 Discussion on Bylaws/Standing Rules and Procedures Committee of the Whole.
- 4:30 Discussion on President Preiner’s Request.

NOTE: If the workshop agenda isn’t completed, the workshop may reconvene immediately after the April 12, 2017, 9 a.m. regular RCWD Board meeting in the Grass Lake room which is located at City of Shoreview City Hall, 4600 North Victoria Street, Shoreview MN.

1:40 Discussion on the Halls
Marsh Outlet Repair Task
Order.

SCOPE OF SERVICES



Task Order No. 2017-012
Rice Creek Watershed District



Halls Marsh Outlet Repair – Final Engineering Design, Solicitation & Construction Management Support

RCWD Administrative Information:

Account No.: 95-03

Account Name: District Facilities

Houston Engineering Project No.: R155555-260 Phase 006

Task Order Purpose:

The project purpose is to support the Rice Creek Watershed District (District) with final design and construction of the Halls Marsh Outlet Repair Project. In 2016, the District prepared plans and engaged the services of a contractor to complete an in-place lining repair of the existing low-flow culvert of the Halls Marsh Outlet Structure, located in the City of Mahtomedi. However, during jetting operations it was determined that the existing culvert was too deteriorated to enable in-place lining. The District Engineer and District staff are now recommending that the culverts comprising the structure be replaced through open cut excavation. As part of this effort, Houston Engineering, Inc. (HEI) will develop final construction plans, support the District with project solicitation and provide construction management support (construction observation). Development of the final plans will improve upon work completed during previous phases of the project.

HEI has created a conceptual design for preliminary discussion with the DNR, City of Mahtomedi and affected residents adjacent the project. As result of these discussions and coordination with contractors, the proposed final plans will incorporate an open-cut construction operation. Note: The necessary field survey information required to facilitate the final design was gathered during previous phases of the project. No additional survey information is anticipated at this time.

The Final Design Construction Plans will be developed in two stages. The initial stage will involve the creation of 95% Final Design Construction Plans drawing upon the project elements refined via the conceptual design. HEI will coordinate with the DNR to amend the existing Public Waters Work Permit for the Halls Marsh Outlet Structure. HEI will coordinate with the City of Mahtomedi via conference call to confirm the project elements prior to initiating the

SCOPE OF SERVICES



Task Order No. 2017-012
Rice Creek Watershed District



Halls Marsh Outlet Repair – Final Engineering Design, Solicitation & Construction Management Support

final design process. HEI will also conduct an initial meeting with the affected landowners (3 residences/4 lots) to discuss the major project components as well as the anticipated site access restrictions expected during the construction process. The 95% Final Design Construction Plans, which include project specific technical specifications, will be provided to the various project stakeholders (District, DNR & City of Mahtomedi) for review and comment.

HEI will incorporate comments from stakeholder review into the 100% Final Design Construction Plans. The previously generated technical specifications will be revised and incorporated into a comprehensive project manual that will include front-end (financial) specifications to support contractor selection via a quote process. HEI will refine the preliminary opinion of probable construction costs (POPCC) estimate as part of the 100% Final Design process.

HEI will assist the District with project solicitation. HEI will setup and conduct a pre-bid meeting to explain the project to prospective contractors. To complete this task HEI will generate a comprehensive bid recommendation memorandum.

HEI will assist the District with construction management. The construction project will affect access to 3 residences/4 lots adjacent the project. During construction, access to residences will be interrupted, requiring temporary homeowner relocation. To mitigate the hardship for affected property owners, it is proposed that project construction will be completed over a period of three (3) days. HEI will conduct a pre-construction meeting with the Contractor to confirm project schedule and the anticipated work effort. HEI will conduct a second informational meeting with affected residences, following the pre-construction meeting, to confirm the project schedule and associated logistics of homeowner relocation. HEI will provide construction staking of the proposed project elements and be onsite during construction to observe and document the work. HEI will gather as-built survey documentation for incorporation into a record drawing plan set.

SCOPE OF SERVICES



Task Order No. 2017-012
Rice Creek Watershed District



Halls Marsh Outlet Repair – Final Engineering Design, Solicitation & Construction Management Support

Estimated Total Project Budget:

As part of the conceptual phases of this project HEI has generated a series of cost estimates detailing components of the total project cost. For planning purposes, we have provided a summary of these estimates below for your consideration. Please note that the estimates provided below may change through the development of the Final Design Construction Plans.

Project Component	Estimated Cost (\$)
Probable Opinion of Probable Construction Costs (from concept design)	\$65,500 – 91,000*
Homeowner Relocation (assumes 3 residences, 3 days @ \$300 per day)	\$2,700
Engineering Services	\$29,200
Contingency (assumed 10% of total costs)	\$9,800 – 12,300
Total Project Costs	\$107,200 – 135,200

*Includes additional removal and replacement of underground utilities and portions of the driveway pavement. Construction cost may vary depending on the extent of utility and pavement replacement required.

Professional Services Rendered:

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

1. Generate Final Design Construction Plans in two (2) stages including a comprehensive project manual developed to facilitate a “quote” process solicitation effort.
2. Coordinate with DNR and City of Mahtomedi via conference calls
3. Prepare an MPARs Application to amend the DNR Permit

SCOPE OF SERVICES



Task Order No. 2017-012
Rice Creek Watershed District



Halls Marsh Outlet Repair – Final Engineering Design, Solicitation & Construction Management Support

4. Conduct two (2) informational meetings with affected landowners to discuss project elements and anticipated schedule regarding restricted access / relocation during construction.
5. Provide construction staking and construction observation to accommodate an anticipated three (3) day construction effort.
6. Generate record drawings detailing as-built project elements.

Deliverables:

The deliverables for the Task Order will consist of:

1. 95% Final Design Construction Plan set for review and comment
2. 100% Final Design Construction Plan set complete with comprehensive project manual detailing “front-end” and technical specifications
3. Revised POPCC reflecting project elements within 100% Final Design Construction Plan set
4. Bid Recommendation Memorandum
5. Record Drawings incorporating construction observation notes and as-built survey data

Schedule and Compensation:

The work will be completed no later than the October 31, 2017. HEI will perform the professional services identified above on a time and materials basis up to an amount of **\$29,200**. HEI shall not exceed this amount for the completion of this work without prior authorization from the Rice Creek Watershed District. **Attachment A** provides a summary of the probable cost per task. HEI reserves the right to move dollars across tasks, while remaining within / below the total amount identified by this Agreement.

SCOPE OF SERVICES



**Task Order No. 2017-012
Rice Creek Watershed District**



**Halls Marsh Outlet Repair – Final Engineering Design, Solicitation & Construction
Management Support**

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. District staff will coordinate with affected residences/homeowners to facilitate project informational meetings.
2. No additional modeling will be required
3. The repaired structure will include replacement of the existing low and high flow culverts, and installation of a culvert inlet protection device. No fish barrier will be required.
4. Contractor will be procured through a quote process. District staff and HEI will coordinate to identify 2 to 3 bidders to request quotes.
5. Construction will be completed in three (3) days.
6. No re-staking will be required

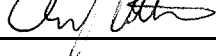
SIGNATURES:

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 **March 15, 2017** as authorized by the signatures of representatives of the Rice Creek Watershed District and Houston Engineering, Inc.

Rice Creek Watershed District

By: _____
Name: Patricia Preiner
Title: President
Date: _____

Houston Engineering, Inc.

By: 
Name: Chris Otterness
Title: District Engineer
Date: March 31, 2017

Attachment A
ESTIMATED BUDGET
Halls Marsh Outlet Repair Project



Hourly Rate ==> \$154 \$101 \$79 \$148 \$101

Total Estimated Labor **\$28,246**
 Total Estimated Expenses **\$1,040**
 Total Estimated Budget **\$29,286**

Date Prepared: 3/10/2017
 Date Revised: 3/31/2017
 Prepared by: I. Olson-Holmly
 Checked by: D. McAlpine

TASK DESCRIPTION	Project Manager	Project Engineer	CAD Technician	Survey Crew	Construction Observer	Total	
						Hours	Dollars
Project Totals						252	\$28,246
Task 1 - Permitting/Coordination							
Permitting/Coordination	DMCCO 61 \$9,394	IOH/KL 94 \$9,494	WS 52 \$4,108	JAWS 15 \$2,220	IOH 30 \$3,030	25	\$3,108
Prepare DNR Permit Amendment (MPARS)	11	14	0	0	0	25	\$3,108
Coordination with DNR	2	8	0	0	0	10	\$1,116
Coordination with City of Mahtomed to confirm project components	4	2	0	0	0	6	\$818
Coordination Meeting w/affected homeowners	2	2	0	0	0	4	\$510
Coordination Meeting with City of Mahtomed to confirm project components	3	2	0	0	0	5	\$664
Task 2 - Engineering Design and Solicitation							
95% Design - Construction Plans	29	52	46	0	0	127	\$13,352
Cover and sheet setup	12	16	38	0	0	66	\$6,466
Site Plan (2 sheets)	1	4	2	0	0	3	\$259
Details (2 sheets)	2	4	18	0	0	23	\$1,980
Revisions per RCWD Comments	2	4	18	0	0	24	\$2,134
Revisions per City of Mahtomed Comments	2	4	18	0	0	24	\$2,134
Internal meetings/coordination/project management	1	1	0	0	0	2	\$255
100% Design - Construction Plans	6	2	8	0	0	8	\$1,126
Revisions to 95% Design Construction Plans	4	4	8	0	0	16	\$1,652
Prepare Documents and Specifications	4	4	8	0	0	16	\$1,652
Prepare Specifications (Private bid/quote package)	6	22	0	0	0	28	\$3,146
Revise Opinion of Construction Cost form Conceptual Phase	4	18	0	0	0	22	\$2,434
Solicitation	2	4	0	0	0	6	\$712
Pre-bid Meeting & Coordination with Contractors	7	10	0	0	0	17	\$2,088
Recommendation Memorandum	4	4	0	0	0	8	\$1,020
Task 3 - Construction Management and Support							
Construction Management	21	28	6	15	30	100	\$11,786
Pre-construction meeting	13	20	0	0	0	33	\$4,022
Coordination Meeting w/affected homeowners	3	3	0	0	0	6	\$765
Administer Contract Documents (includes 1 change order and 2 field orders)	3	2	0	0	0	5	\$664
Process Pay Request (1 Request)	2	8	0	0	0	10	\$1,116
Coordination with RCWD during construction	1	3	0	0	0	4	\$457
Construction Support Services	4	4	6	15	30	53	\$6,466
Construction Staking	8	8	6	15	30	67	\$7,764
Construction Observation	6	4	0	5	30	45	\$5,457
Survey Underground Utilities (asbuilt during construction)	6	4	0	4	30	44	\$4,358
As-built Survey (after construction)	3	3	0	6	6	15	\$1,911
Record Drawings	2	0	6	0	0	8	\$782

Assumptions:

- 1 HEI will set construction stakes once. The contractor is responsible for replacement of any disturbance of staking.
- 2 HEI is the lead on inspection activities.
- 3 Construction observation anticipated for three (3) days, ten (10) hours per day.

2:00 Discussion on Browns
Preserve Monitoring and
Bank Management Task
Order.

**Browns Preserve Monitoring, Credit Maximization and Bank Management
2017 - 2019**

RCWD Administrative Information:

RCWD Account Name and Number: 60-18 JD4 RMP Implementation

Houston Engineering Project No.: R175555-226

Task Order Purpose:

The Rice Creek Watershed District (RCWD) initiated a wetland restoration and banking project, Browns Preserve, in 2011. Since that time, the site has undergone restoration and vegetative management activities, including three prescribed burns, numerous herbicide applications, mowing / raking and removal of accumulated thatch, and interseeding with native seed mixes. The Browns Preserve site has seen dramatic improvements in the plant communities because of these activities.

As of 2016, the RCWD has completed the standard 5-years of annual vegetative and hydrologic monitoring and reporting to measure restoration progress. The results of this annual data collection are reported to both the Minnesota Board of Water and Soil Resources (BWSR) and the US Army Corps of Engineers (USACE), and the data is used as justification for release of wetland credit for deposit into the State Wetland Bank. This credit, once deposited, is used to mitigate District projects that impact wetland.

The RCWD to date has deposited 52 acres of wetland credit to state and federal wetland bank (35.5 for the RCWD, and 16.5 for Dan Hair), approximately 50% of the site acreage. An additional 18.97 credits have met the criteria for deposit in 2016, and will be submitted for agency approval in the spring of 2017. In total, 70.99 credits (50.69 for RCWD, and 20.31 for Dan Hair) have been deposited or will be deposited soon (pending agency approvals). This totals 63% of the total credit potential (73% for RCWD and 54% for Dan Hair).

That said, credit potential remains on site. This credit potential was estimated following the collection and analysis of the 2016 plant community data. Through an analysis of the data collected and the general trajectory of the site improvements, we can roughly estimate remaining credit potential. In addition to identifying the areas of credit potential, we identified those areas which are underperforming in terms of vegetative improvements, and will benefit from additional

**Browns Preserve Monitoring, Credit Maximization and Bank Management
2017 - 2019**

intensive vegetative management. The estimate showed that the site has the potential to generate an additional 12 - 15 acres of credit (7 - 8 for RCWD and 5 - 7 for Dan Hair), with an additional two to three years of planned management and monitoring.

The annual monitoring and management activities proposed within this task order will be a moving process, and is not tied to a definitive 3-year timeline. Instead, Critical Connections Ecological Resources (CCES) and HEI will continue to assess the site progress annually, and continue to report to the board annually with an estimate of credit remaining on site and the costs associated achieving the additional credits. As the District continues through the remainder of this process over the next several years, the site will reach a point of diminishing returns, and it will be at the boards discretion when to continue developing credits and when to be finished with developing wetland credits at the Browns Preserve site.

The following task order outlines the services necessary to complete up to three additional years of vegetative management planning, monitoring, reporting and agency coordination for credit transactions.

This task order does not include the cost of performing the vegetative management work. We are intending that that work will be selected from a qualified contractor through the publishing of a Request for Quotes in the spring of 2017.

Reduced Management Alternative

There are several locations on site that have met the Floristic Quality Index (FQI) threshold required for full crediting, for a period of two years. If these locations simply maintain the current vegetative quality for one additional year, they will meet the threshold of the highest performance standard, and achieve the maximum 100% credit of the area. We estimate this will yield approximately 9.95 acres of credit. This likely can be achieved by completing similar vegetative management strategies as previous years, monitoring one additional year, completing agency coordination to process the additional credit deposit paperwork, and completing a required close-out final wetland delineation.

**Browns Preserve Monitoring, Credit Maximization and Bank Management
2017 - 2019**

Professional Services Rendered:

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

1. **Phase II Management Plan.** Spring 2017. CCES will develop a Phase II Management Plan for the Browns Preserve site. This revised management plan will identify management activities and specify the location of the prescribed management activities for Browns Preserve Wetland Bank Site. For the past 5 years, many areas of the site have exceeded expectations on improvement; other areas, particularly areas along the fringe, have lagged behind. The Phase II Management Plan will focus on maintaining those areas that have met and exceeded the improvement goals, and will prescribe more intensive methods to increase the credit realized on the fringe areas. The Phase II Management Plan will also include a detailed cost estimate which will outline the costs associated with the management tasks that will be used to prepare the bid package and bid evaluation process. This is intended to be completed in the spring of 2017.
2. **Preparation of request for quote package for contractor management work.** Spring 2017. HEI / CCES will coordinate with District staff to prepare a request for quote package, detailing the methods prescribed within the Phase II Management Plan. HEI / CCES will coordinate with District staff to publish the Request for Quotes. CCES will hold a pre-bid meeting with all interested qualified contractors to review project specifications. HEI / CCES will review all submitted quotes, and will make a recommendation to the Board of Managers. CCES will coordinate with selected subcontractor to implement the revised management plan, as described within Task 5. This is intended to be completed in the spring of 2017.
3. **Cost / benefit assessment.** Winter 2018. A cost / benefit assessment will be developed to outline the additional estimated credit and the financial requirements and time commitments (duration) required to achieve that credit. This is intended to be completed after the 2017 management and monitoring activities to assess the progress of the site, and to aid in decision making for the 2018 and 2019

**Browns Preserve Monitoring, Credit Maximization and Bank Management
2017 - 2019**

growing seasons. HEI / CCES will assess credit potential, present an estimated cost for work and provide a recommendation to the Board of Managers regarding the future of the site. This analysis will be used by the Board of Managers in making future management decisions for the bank site.

4. **Annual monitoring and reporting** (up to three years, as necessary). CCES will continue monitoring the Browns Preserve site using the same 19 vegetative plots and methodologies. We assume that no additional plots will be added and no plots will be removed at this time. This data collected will measure site response and will be used as evidence of meeting the performance standards. The annual report(s) will be submitted to the state Board of Water and Soil Resources (BWSR) and the US Army Corps of Engineers (USACE) and used to request the deposit of additional credits.
5. **Management and oversight of subcontractors** (up to 3 years, as necessary). CCES will manage and oversee the restoration subcontractors throughout the duration of the project. The management and oversight of the subcontractors will only be necessary for each year that restoration management is necessary, and will be assessed after each year of implementation and monitoring.
6. **Credit management / agency coordination** (up to 3 years, as necessary). HEI will coordinate with CCES on the data gathered through the vegetative monitoring, and will identify areas meeting performance standards. HEI will complete all necessary deposit paperwork, and will coordinate with Technical Evaluation Panel (TEP) and US Army Corps of Engineers to complete deposit(s). This task includes one (1) TEP meeting per year, for discussion with the agencies on site response, data, and crediting.
7. **Wetland delineation** (summer 2019, or during final final monitoring year). Consistent with past wetland bank projects, a final wetland boundary delineation will be required by the state and federal agencies upon closeout of the wetland bank site, as necessary. This wetland delineation will be completed using same methodologies as the pre-restoration wetland delineation, and will be used to compare the pre and post restoration wetland areas.

**Browns Preserve Monitoring, Credit Maximization and Bank Management
2017 - 2019**

Reduced Management Alternative

Services provide for the Monitoring-Only Alternative includes Task 2, one year of Tasks 4, 5, and 6, and completion of Task 7.

Deliverables:

The deliverables for the Task Order consist of:

- Phase II Vegetative Management Plan;
- Request for Quote package for vegetative management activities;
- Contractor recommendation to Board of Managers;
- Monitoring reports for up to 3 additional years (2017, 2018 & 2019);
- Credit release request paperwork and agency coordination for up to three years, (2017, 2018 & 2019); and.
- Wetland delineation of post-restoration condition of the site;

Reduced Management Alternative

The deliverables for the Monitoring-Only Alternative include:

- Request for Quote package for vegetative management activities;
- Contractor recommendation to Board of Managers;
- Monitoring report for one additional year (2017);
- Credit release request paperwork and agency coordination for one year (2017); and.
- Wetland delineation of post-restoration condition of the site;

Schedule and Compensation:

HEI / CCES will perform the professional services identified on a time and materials basis up to an amount of **\$199,560**. HEI / CCES shall not exceed this amount for the completion of this work without prior authorization from the Rice Creek Watershed District. This cost estimate and scope of services includes time and materials for up to three (3) additional years of management, monitoring and agency coordination. ***The RCWD may cancel this Task Order prior to any specific years monitoring activities, by email notice to Houston Engineering, (It should be***

**Browns Preserve Monitoring, Credit Maximization and Bank Management
2017 - 2019**

noted that separate cost will be incurred for the services of a contractor to complete work directed by HEI/CCES under this Task Order). Attachment A provides a summary of the probable cost per task. HEI reserves the right to move dollars across tasks, while remaining within / below the total amount identified by this Agreement.

Reduced Management Alternative

Alternatively, HEI / CCES will perform the professional services described herein as the “Reduced Management Alternative” on a time and materials basis up to an amount of **\$59,840**.

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. Vegetative monitoring conducted within the same 19 sampling plots as was completed in previous years.



**SCOPE OF SERVICES
Task Order No. 2017-015
Rice Creek Watershed District**



**Browns Preserve Monitoring, Credit Maximization and Bank Management
2017 - 2019**


SIGNATURES:

This 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 **March 28, 2017** as authorized by the signatures of representatives of the Rice Creek Watershed District and Houston Engineering, Inc.

Rice Creek Watershed District

By: _____
Name: Ms. Patricia Preiner
Title: President
Date: _____

Houston Engineering, Inc.

By: 
Name: Chris Otterness, P.E.
Title: District Engineer
Date: March 30, 2017

Reduced Management Alternative

We request that HEI/CCES complete the scope of the Reduced Management Alternative as described herein.

Rice Creek Watershed District

By: _____
Name: Ms. Patricia Preiner
Title: President
Date: _____

Attachment A
ESTIMATED BUDGET

Browns Preserve Bank Management and Credit Maximization - 2017 - 2019



2017 Hourly Rates ==>

\$112

\$170

Date Prepared: March 27, 2017

Prepared by: E. Baskerville

Checked by: MRD

Total Estimated Labor \$199,360
Total Estimated Expenses \$200
Total Estimated Budget \$199,560

TASK DESCRIPTION	Ecologist (CCES)	Scientist (HEI)	Senior Env. Project Manager (HEI)	Total	
				Hours (HEI)	Dollars
Browns Preserve Bank Management and Credit Maximization - 2017 - 2019		340	34	374	
Task 1 -- Phase II Management Plan (spring 2017)	\$20,000	50	0	50	\$25,600
Review FQI data and credit summaries of previous years; identify underperforming areas and areas where credit potential exists		50		50	\$5,600
Prepare an adapted restoration plan for areas of credit potential. Plan will outline specific management tasks, areas and timing					
Prepare an estimate of potential cost of additional management, and summarize of potential credit realized.				0	\$0
Develop revised monitoring plan; communicate / coordination with TEP.				0	\$0
One TEP meeting to discuss new plan				0	\$0
Task 2 -- Preparation of request for quote package for subcontractor management work (spring 2017)	\$8,000	0	6	6	\$9,020
Prepare bid package using management strategy from Task 1			6	6	\$1,020
Pre-bid meeting				0	\$0
Review submitted bids, provide recommendation to Board				0	\$0
Task 3 -- Cost / benefit assessment (winter 2018)	\$6,000	0	12	12	\$8,040
Considering credit trajectory and site response. Identify additional credit potential totals					\$0
Estimate cost of additional vegetative management			6	6	\$1,020
Prepare memo summarizing additional credit and costs; provide recommendation			6	6	\$1,020
Task 4 -- Annual monitoring and reporting (up to three years, as necessary).	\$9,000	30	6	36	\$4,380
Monitoring site visit to measure FQA (will utilize same 19 plots as previous years)					
Report Preparation		30	6	36	\$4,380
Task 5 -- Management and oversight of subcontractors (up to three years, as necessary).	\$16,500	0	2	2	\$16,840
Management and oversight of subcontractors; invoicing.			2	2	\$340
Task 6 -- Credit Management and agency and team coordination (up to three years, as necessary).	\$9,000	260	8	268	\$39,480
Credit calculations, preparation of deposit forms, coordination with District		120		120	\$13,440
Coordination with BWSR and USACE		60	2	62	\$7,060
Meetings and correspondence (includes up to 3 TEP meetings [1 per year] and additional team and agency coordination)		80	6	86	\$9,980
Task 7-- Wetland delineation (summer 2019).	\$6,000	0	0	0	\$6,000
Wetland delineation site visit				0	\$0
Report preparation				0	\$0
Coordinate agency approvals				0	\$0
TOTALS	155,500	340	34		\$199,360

Total Estimated Labor	\$155,500	\$38,080	\$5,780	\$199,360
Total Estimated Expenses				\$200
Total Estimated Cost				\$199,560

Assumptions:

Monitoring will include the same 19 total monitoring plots as previous years.

Total 2017 \$53,393
Total 2018 \$50,233
Total 2019 \$64,273
Total 2020 \$31,460

Attachment B
ESTIMATED BUDGET - Optional Minimum
Browns Preserve Bank Management and Credit Maximization - 2017 & 2019



2017 Hourly Rates ==>

\$112

\$170

Date Prepared: March 30, 2017

Prepared by: E. Baskerville

Checked by: MRD

Total Estimated Labor \$59,638
Total Estimated Expenses \$200
Total Estimated Budget \$59,838

TASK DESCRIPTION	Ecologist (CCES)	Scientist (HEI)	Senior Env. Project Manager (HEI)	Total	
				Hours (HEI)	Dollars
Browns Preserve Bank Management and Credit Maximization - 2017 & 2019		44	13	57	
Task 2 -- Preparation of request for quote package for subcontractor management work (spring 2017)	\$8,000	0	6	6	\$9,020
Prepare bid package using management strategy from Task 1			6	6	\$1,020
Pre-bid meeting					
Review submitted bids, provide recommendation to Board					
Task 4 -- Annual monitoring and reporting (2017)	\$30,000	8	6	14	\$31,916
Monitoring site visit to measure FQA (will utilize same 19 plots as previous years)					
Report Preparation		8	6	14	\$1,916
Task 5 -- Management and oversight of subcontractors (up to three years, as necessary).	\$5,500		1	1	\$5,670
Management and oversight of subcontractors; invoicing.			1	1	\$170
Task 6 -- Credit Management and agency and team coordination (2017).	\$3,000	36	0	36	\$7,032
Credit calculations, preparation of deposit forms, coordination with District		20		20	\$2,240
Coordination with BWSR and USACE		8		8	\$896
Meetings and correspondence, agency coordination		8		8	\$896
Task 7 -- Wetland delineation (summer 2018).	\$6,000	0	0	0	\$6,000
Wetland delineation site visit					\$0
Report preparation					\$0
Coordinate agency approvals					\$0
TOTALS	\$52,500	44	13		\$59,638
	\$52,500	\$4,928	\$2,210		

Total Estimated Labor \$59,638
Total Estimated Expenses \$200
Total Estimated Cost \$59,838

Assumptions:

Monitoring will include the same 19 total monitoring plots as previous years.

OPTION	COST	CREDITS		COST PER CREDIT - ALL	COST PER CREDIT - DISTRICT
		D. Hair	District		
One year of monitoring (2017), bid contract, vegetation management and contractor management	\$89,838	3.84	6.12	\$9,020.74	\$14,677.49
Two additional years of monitoring and additional intensive management ESTIMATE (2018-2019)	\$210,162				
new credits only minimum		3.00	2.80	\$36,234.83	\$75,057.86
new credits only maximum		3.50	4.50	\$26,270.25	\$46,702.67

2:25 Discussion on Metropolitan Council Stormwater Grant Applications.

Municipality	Contact	Project Description	Cost	Proposed Grant Request	Possible RCWD Match Source (if Board wishes to utilize)
Columbia Heights	<ul style="list-style-type: none"> • Lauren Letsche: LLetsche@columbiaheightsmn.gov • Tony Havranek: THavranek@wsbeng.com 	Redesign and reconstruction of an existing stormwater pond and addition of a large biofiltration basin at the Silver Lake Boat Launch to enhance TP and TSS removal efficiency.	\$315,250	\$200,000	2015 Urban SW Remediation Cost-Share Funds \$50,000 (approved)
Fridley	<ul style="list-style-type: none"> • Jim Kosluchar: Jim.Kosluchar@fridleymn.gov • Jon Lennander: Jon.Lennander@fridleymn.gov • Jared Ward: jward@wenck.com 	The Fridley Civic Center Complex including a large stepped-pool water feature, iron (and possibly biochar)-enhanced sand filters, a solar-powered pumping system and water fountain, vegetated swales, and sump manholes.	\$2,500,000	\$200,000	Southwest Urban Lakes-Budgeted in Approved 2017 Budget, Not to Exceed \$35K)
Hugo	<ul style="list-style-type: none"> • Bryan Bear: BBear@ci.hugo.mn.us • Erin Heydinger: EHeydinger@wsbeng.com 	Stormwater Reuse for Irrigation at County Road 8/Frenchman Road	\$440,000	\$200,000	2017 Urban SW Remediation Cost-Share Grant of \$60,000 (approved)
New Brighton	<ul style="list-style-type: none"> • Craig Schlichting: Craig.Schlichting@newbrightonmn.gov 	Stormwater Reuse for Irrigation at New Brighton Lions Park (formerly New Brighton Exchange Park)	\$268,000	\$200,000	
Shoreview	<ul style="list-style-type: none"> • Mark Maloney: mmaloney@shoreviewmn.gov • Erin Heydinger: EHeydinger@wsbeng.com 	Stormwater Reuse for Irrigation at Rice Creek Fields	\$365,500	\$200,000	
White Bear Township	<ul style="list-style-type: none"> • Dale Reed: dale.reed@ci.white-bear-township.mn.us • Jim Studenski: jim.studenski@tkda.com 	Bald Eagle Lake Outfall Improvements, including installion of sump manholes with SAFL baffles and outfall stabilization with riprap to reduce sediment and debris from entering Bald Eagle	\$33,600	\$25,200	

2:50 Discussion on Invitation to
Ramsey County
Commissioner Huffman on
Rice Creek Commons.



Draft for discussion purposes only.

April 10, 2017

Commissioner Blake Huffman
Ramsey County
220 Courthouse
15 West Kellogg Blvd.
St Paul, MN 55102

Dear Commissioner Huffman:

Thank you for meeting with me and Rice Creek Watershed District (RCWD) Managers Haake and Bradley on December 7, 2016. We appreciated the opportunity to discuss the important work that the RCWD and Ramsey County are doing to manage and improve water resources.

As follow-up, the RCWD Board of Managers invites you to attend an upcoming RCWD Board meeting to discuss current activities and future partnership opportunities at the Rice Creek Commons development. The RCWD Board is very interested in learning more about this important development. They are also interested in how the RCWD can assist and partner with the County, the City of Arden Hills and other stakeholders to further enhance the water resources and environmental benefits of this area.

Please consider joining the RCWD Board at one of their 9 a.m. meetings on April 26, May 10 or May 24. These meetings are at the City of Shoreview council chambers. There is also a workshop scheduled for May 8 at 1 p.m. in the RCWD's conference room.

Please contact me at 763-398-3071 or pbelfiori@ricecreek.org to select a time for you to attend a Board meeting or workshop.

Thanks for your leadership on this important project and for your continued support of the RCWD.

Sincerely,

Phil Belfiori
Administrator

3:15 Discussion on Administrators Performance Review.

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers **Date:** April 4, 2017
From: Phil Belfiori, Administrator
Subject: Additional discussion on Proposed Administrator’s Annual Performance Review form, process, and timeline

Background/Discussion

As a follow-up to Board discussion at the January 11, 2017 board meeting and the January 25, 2017 Board meeting, President Preiner has asked that the following attached materials be added to the agenda and discussed at the April 10, 2017 Board workshop meeting.

The Administrator Annual Performance Review form (same form as was discussed at the 1/25/17 board meeting) was created by Sara Noah. Also attached is the previous cover memo which was also discussed at the 1/25/17 board meeting (would need to revise timeline).

Attached:

Proposed Administrator Annual Performance Review form
1/23/17 cover memo including recommended review process

**RICE CREEK WATERSHED DISTRICT
PERFORMANCE REVIEW**

TITLE: District Administrator

DATE: _____

PREPARED BY:

REVIEW PERIOD: _____

A. Major Areas of Accountability

1. **With the Board of Managers, develops and adjusts goals, programs, policies, projects and priorities to ensure prudent use and management of water and related land resources in the District.**

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

2. **Manages District activities to implement the District's projects and programs, through coordination with governmental agencies, supervision of staff, District consultants, vendors, and contractors. Establishes priorities effectively in accordance with the Board's direction and follows up to ensure completion. Monitors the performance of contractors and vendors on an on-going basis and takes corrective action as necessary.**

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

3. Manages District budgets and finances to ensure that resources are available to accomplish District goals and objectives and to maintain financial stability.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

4. Promptly and regularly informs Board of all matters of importance in the affairs of the District, recommends and/or indicates an appropriate course of action, or obtains Board guidance, policy interpretation or decisions as necessary. Communicates with the Board promptly as to agreement with Board direction, clarifies direction if necessary and follows through.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

5. Directs/oversees the implementation of critical projects and programs in the watershed.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

6. Represents the District in the community, and supports the Board's similar efforts, demonstrating leadership that helps to achieve District goals and objectives.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

7. Communicates work plan items in the administrator's report and keeps Board informed of progress weekly/monthly. Ensures completion of prior year's performance goals.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

8. Establishes and maintains high standards for quality, stakeholder service and high ethical standards in all dealings with stakeholders, Board members, contractors, and the general public, while setting an example of personal integrity and ethical business practices.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

9. Fosters an environment in which the District is at the forefront of new technologies in watershed management and brings new initiatives to the Board for their consideration.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

10. Creates an environment which encourages employee development, retention and accountability for performance. Monitors and evaluates the performance of employees, explains policies and procedures, determines training needs and creates an atmosphere in which employees are motivated to perform at their highest levels.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

Summary Evaluation of Overall Performance:

To provide positive and effective leadership, direction and control for entire District operations within the policies established by the board. To achieve optimum short and long range outcomes consistent with the mutual best interest of stakeholders, resources and respective communities.

Summary Rating and Comments:

Outstanding ____ Exceeds Requirements ____ Satisfactory ____ Needs Improvement ____ Unacceptable ____

Identify key areas where performance can be improved and/or identify goals for next year, or additional comments:

Recommended salary adjustment:

Signature: _____

Employee Signature: _____

Signature: _____

Date: _____

Signature: _____

Signature: _____

Signature: _____

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers **Date:** January 23, 2017
From: Phil Belfiori, Administrator
Subject: Proposed Administrator's Annual Performance Review form, process, and timeline

Background/Discussion

As a follow-up to Board discussion at the January 11, 2017 board meeting, President Preiner has asked that the following attached materials, proposed process, and timeline described below be added to the agenda and discussed/consider at the January 25, 2017 Board meeting.

Please find attached, for Board review, an Administrator Annual Performance Review form. This form was created by Sara Noah (HR consultant) as a follow-up to comments made at the January 11, 2017 Board meeting. The purpose of the form is to assemble each Manager's comments related to the Administrator's performance for use at the upcoming Administrator's annual review.

Below is a proposed process and timeline for completion of the Administrator's annual performance review (proposed timeline in parenthesis):

1. Managers receive attached performance evaluation form (1/25/17);
2. Administrator completes self evaluation (using same form) and sends to Managers (2/5/17);
3. Managers complete performance evaluation form and send to Sara Noah (see attached self-addressed stamped envelope) or send via email to Sara at snoah@att.net (2/15/17);
4. Sara Noah complies and summarizes Manager's comments and sends summary document to Managers and Administrator (3/1/17);
5. Staff notice and schedule a closed session Board meeting with full board to discuss summary of comments with administrator. (8am on 3/8/17 before regular Board meeting @ Shoreview City hall);
6. Summarize performance review findings and consider any salary adjustment for administrator (if warranted) (3/8/17 regular board meeting).

Proposed motion: Manager _____ moves to approve the attached Administrator Annual Performance Review form and the process and timeline as described above.

Attached:

Proposed Administrator Annual Performance Review form
Self-addressed stamped envelope to Sara Noah