



JULY						
S	M	T	W	T	F	S
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					

AUGUST						
S	M	T	W	T	F	S
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RCWD BOARD OF MANAGERS WORKSHOP

Monday, July 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 Discussion on Draft Anoka County Ditch 10-22-32 Branch 1 Memo.
- 1:45 Discussion on Options for Floating Excavator.
- 2:15 Discussion on Possible Buffer Law Cost Share Letter.
- 2:35 Discussion on Banked Volume Control Credits and Debits.
- 2:50 Discussion on Permit Delegation to Administrator.
- 3:00 Discussion on Draft of RCWD's Bylaws.
- 3:30 Discussion on Draft Preliminary 2018 Budget.

1:00 Discussion on Draft Anoka
County Ditch 10-22-32
Branch 2 Memo.

DRAFT



Technical Memorandum

To: Phil Belfiori, District Administrator, RCWD
Cc: Tom Schmidt
From: Nancy Stowe, P.E.; Kris Guentzel
Through: Chris Otterness, P.E.
Subject: Anoka County Ditch 10-22-32 Branch 1 Repair Memorandum
Date: June 23, 2017
Project: R165555-271

INTRODUCTION

On November 7, 2016, the Rice Creek Watershed District (RCWD) received a petition from Mr. Jeff Morell to repair Branch 1 of the Anoka County Ditch (ACD) 10-22-32 (see **Figure 1**). In his petition, Mr. Morell stated that an obstruction on Branch 1 is impairing the function of the drainage system, thereby depriving him of the beneficial use of the drainage system. Mr. Morell also stated that this obstruction is causing damage to his property. As part of Mr. Morell's petition, he has requested the RCWD either (1) correct the obstruction and return the drainage system to its as-constructed and subsequently improved condition (ACSIC), or (2) establish and pay damages for his loss of drainage benefits, should repairing/removing the obstruction be found to be neither feasible nor practicable.

At the December 14, 2016 RCWD Board of Managers meeting, the Board approved Resolution 2016-35, accepting Mr. Morell's petition and directing the appointment of Houston Engineering, Inc. (HEI) to "investigate the condition of the drainage system, to investigate the source, history and circumstances of the alleged obstruction, if any; to evaluate the feasibility and practicability of repair; to assess and recommend repair alternatives, if any; to assess the pre- and post-construction condition of Mr. Morell's property in order to understand the scope of damages, if any; and to prepare and file a report of findings." The purpose of this technical memorandum is to fulfill each of the directed articles requested by the Board (and listed above) during its December 14, 2016 appointment of HEI to investigate the Branch 1 drainage system. This memorandum also presents the contributing factors to the drainage deficiency of the public ditch system, repair alternatives which could improve drainage, a qualitative assessment of the benefits and feasibility of each alternative, an opinion of probable construction cost for each alternative, and a recommendation to the Board on the most feasible and practicable alternative.



Figure 1: Project Location

ASSESSMENT OF THE DRAINAGE SYSTEM PERFORMANCE

BACKGROUND

ACD 10-22-32 Branch 1 was established in 1898 to improve drainage for the predominantly agricultural land use prevalent in the area at that time. Substantial changes have occurred to the drainage system since its original grading, as detailed in the *Anoka County Ditch (ACD) 10-22-32 Historical Review* (Houston Engineering Inc. 2010). As referenced in the *ACD 10-22-32 Historical Review*, Branch 1 has been modified extensively through the construction of the Century Farms development, with over half of its open channel being replaced by stormwater ponds. Currently, Branch 1 exists as a pipe and pond network from its confluence with the ACD 10-22-32 Main Trunk through a large stormwater pond north of Palomino Lane, ending at Robinson Drive, with an open channel, 2,915 feet in length.

Based on field survey, the conveyance of flow through Branch 1 is controlled at four critical points (shown on **Figure 1**):

- 1) 36" reinforced concrete pipe (RCP) below Palomino Lane;
- 2) 65" reinforced concrete pipe arched (RCPA) crossing Century Trail;
- 3) 24" RCP at a driveway crossing between Robinson Drive and Century Lane; and
- 4) 84" x 48" corrugated metal pipe arch (CMPA) at a field crossing between Robinson Drive and Century Lane.

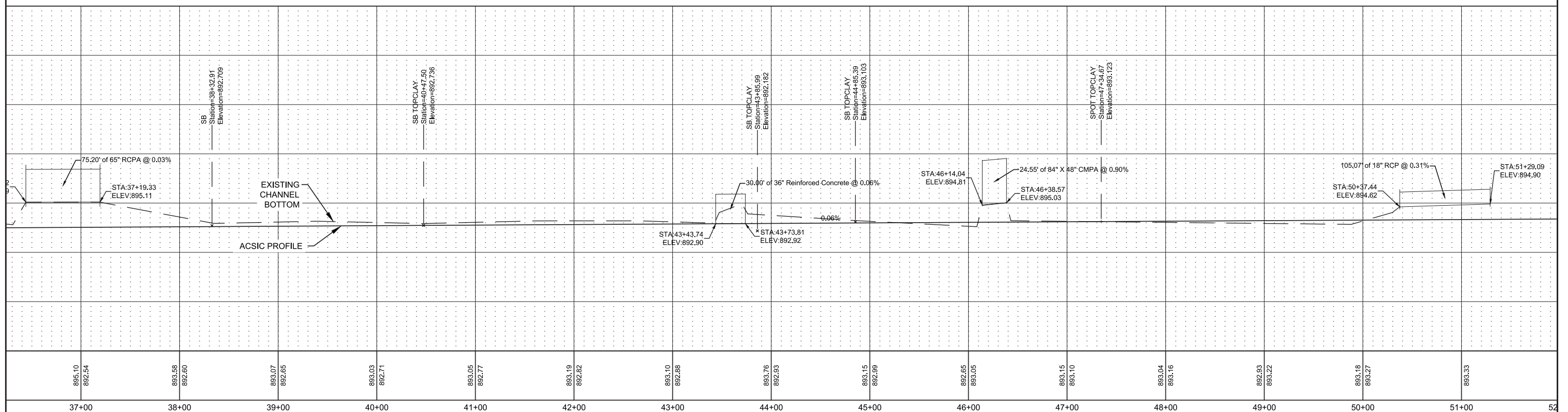
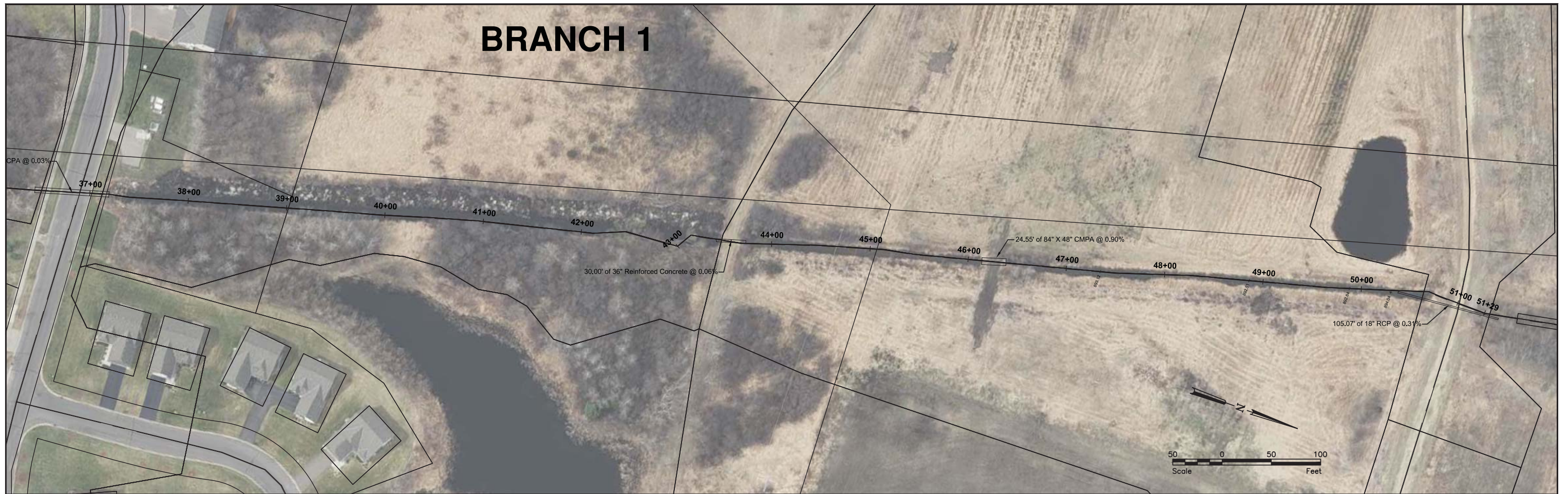
The pipe below Palomino Lane, colloquially referred to as the "tee-pee" due to its shape, is the furthest downstream structure affecting the current system profile (**Figure 1**). This pipe was installed as part of the Century Farms development project constructed in 1999. At the time of construction, an 8-inch petroleum line (currently owned by Magellan) crossed the public drainage system open channel near the proposed crossing of Palomino Lane. Rather than coordinate the lowering of the petroleum line (which was and continues to be above the as-constructed elevation of the public drainage system), the project engineer designed the pipe conveying the Branch 1 flow to extend up and over the petroleum line. The elevation of this pipe determined the water level on the upstream pond and subsequently installed crossings of the public drainage system upstream.

The following sections discuss the elevations of the structures and their relationship to the as-constructed condition, how wetland extents have changed over time on Mr. Morell's property, as well as alternatives for restoring drainage function along with an evaluation of their effectiveness and estimated cost. This discussion will be followed up by a recommended course of action.

FIELD SURVEY TO DETERMINE PROFILE OF THE PUBLIC DRAINAGE SYSTEM

On May 22, 2017, HEI conducted a survey of the portions of Branch 1 between Palomino Lane and Robinson Drive. The survey included collecting current ditch bottom elevations approximately every 500 feet and information on culverts along the public drainage system. In addition, HEI probed elevations to refusal (presumed to be the elevation of the as-constructed and subsequently improved condition -- ACSIC). The results are summarized in the profile drawing in **Figure 2**.

BRANCH 1



No.	Revision	Date	By

--	--	--	--



Maple Grove
 P: 763.493.4522
 F: 763.493.5572

Drawn by DJL
 Date 8-20-10
 Checked by CCO
 Scale AS SHOWN

ANOKA COUNTY DITCH 10-22-32 BRANCH 1
 REPAIR MEMO
 RICE CREEK WATERSHED DISTRICT

BRANCH 1 PROFILE
 FIGURE 2
 PROJECT NO. 5555-080.010

SHEET
 2 of 2

Table 1 lists the elevations of the hydraulic control structures along Branch 1 between Palomino Lane and Robinson Drive.

Table 1: Hydraulic control structure elevations¹ in ACD 10-22-32 Branch 1

Structure Name/Location	Description	Current Elevation* (feet)	ACSIC Elevation† (feet)
Palomino Lane “Tee-Pee”	Inverted 36” reinforced concrete pipe (RCP) below Palomino Lane	894.96	891.85
Palomino Lane Pond Outlet	21” RCP draining pond north of Palomino Lane	892.00	892.00
Century Trail Culvert	65” RCPA below Century Trail	895.11	892.55
Driveway Crossing Culvert	36” RCP below a private driveway	892.92**	892.92
Field Crossing Culvert	84” CMPA below a field crossing on the Morell property	895.03	893.07
Robinson Drive Culvert	18” RCP below Robinson Drive	894.90	893.35

* Survey elevations from HEI surveys in 2010 and on May 22, 2017

** Design elevation.

†As-Constructed Subsequently Improved Condition (ACSIC) elevations based on the soil borings and ditch profiles collected during the May 22, 2017 field survey.

With the exception of the driveway crossing, the elevation of each of these structures is substantially higher than the ACSIC profile. The largest discrepancy is the Palomino Lane “tee-pee” pipe, which is over 3 feet higher than the ACSIC. This structure increases permanent pooling in the Branch 1 open channel, thereby increasing drawdown time and potentially the peak flood duration on Mr. Morell’s property. This impact is discussed further in the *Model Analysis for Branch 1 Alternatives* section later in this document.

During the May 22, 2017 field survey, the 24” culvert at the driveway crossing (**Figure 1**) was found to be too small and too clogged to adequately drain the runoff from moderate rainfalls. As a result, the culvert was creating a flow “bottleneck”, thereby reducing drainage capacity. Therefore, the pipe will be replaced in June 2017 with a 36” RCP (see **Table 1** and **Figure 2**). Modeling analysis listed in the *Model Analysis for Branch 1 Alternatives* section also reflects this change.

Note: Three other structures along Branch 1 exist downstream of Palomino Lane. These crossings are above the ACSIC profile but lower than the “tee-pee” structure, ranging in elevation from 892.1 to 893.59. These structures currently have little effect on water surface elevations upstream of Palomino Lane, but may affect function if the structures under Palomino Lane and upstream were to be lowered.

¹ All elevations provided herein are in North American Vertical Datum of 1988 (NAVD 88).

Other general findings from the survey are listed below:

- 1) A soil probe taken in the ditch section from Palomino Lane to Century Trail found about 17" of muck between the existing ditch bottom and the ACSIC ditch bottom. Maintenance in this section could restore some of the drainage capacity for Branch 1.
- 2) Of the 5 soil probes taken upstream of Century Trail, only one found more than 3" of sediment accumulated above the ditch ACSIC profile. This is because the District has completed maintenance on these sections of Branch 1 within the last 5 years. The single soil probe with more than 4" of accumulated sediment was just upstream of the driveway crossing, and was likely heavily influenced by the undersized driveway culvert.
- 3) The field crossing culvert may also require maintenance and/or replacement. The 84" X 48" CMPA has accumulated significant trash inside of it, including a door, a swing-set frame, carpet refuse, and oil cans among other items (**Figure 3**). The pipe is oversized for its drainage area and expected flow, but its high invert elevation and built-up trash in the pipe may both be impediments on flow capacity.
- 4) City-owned stormwater infrastructure, including culverts and overflow structures at Robinson Drive, Century Trail, and Palomino Lane, remain in decent shape and were efficiently conveying flow in Branch 1.



Figure 3: Swing-set frame and other trash found during the May 22 field survey within the 84" CMPA below the field crossing.

PRE- AND POST-CONSTRUCTION AERIAL REVIEW

A review of historic aerial photographs was completed to evaluate changes to wetland extent and hydrology on Mr. Morell's property both before and after installation of the "tee-pee" pipe at Palomino Lane in 1999. Detailed in the paragraphs below are the methods used to conduct the historical aerial survey, as well as the results and conclusions drawn from the review.

Using light detection and ranging (LiDAR) data, HEI approximated current wetland areas on Mr. Morell's property. This method identified two basins east of the structures on Mr. Morell's property, in the northern and southern portions of the site (**Appendix A Figure 5**). These areas correspond to a wetland delineation that was completed and approved in 2015 on Mr. Morell's property (under District Review File 15-061R).

These approximated wetland areas were used as reference for identifying wetland signatures throughout the aerial photo series. The aerial photo series was obtained from four sources, and included years ranging from 1938 to 2016. Sources of aerial photography included the University of Minnesota Historical Aerial Photographs Online (MHAPO) database, Farm Service Agency (FSA), Google Earth, and the Minnesota Geospatial Commons Web Map Service (MN GEO WMS). Precipitation conditions were analyzed for the date of each photo utilizing the three-month prior method to evaluate antecedent precipitation based on data obtained from the Minnesota Climatology Office (Board of Water & Soil Resources 2015). This analysis resulted in a classification of climatic conditions as "dry", "normal," or "wet" for each photo year. Aerial photographs were then reviewed and interpretations of wetland signatures were made using the methodologies outlined in the BWSR document *Using Aerial Imagery to Assess Wetland Hydrology* (BWSR Technical Guidance, July 1, 2010) and *Hydrology Tools for Wetland Identification and Analysis* (USDA NRCS Part 650 Engineering Field Handbook, Sept 2015). The aggregate of these comparisons, both before and after the installation of the Palomino Lane "tee-pee" pipe in 1999, was then used to identify whether Mr. Morell's property has seen increased wetland hydrology since the installation of the "tee-pee" pipe.

Comparisons of climatic conditions based on the antecedent precipitation analysis and wetland signatures interpreted from aerial photography for each year aerial photographs were available are summarized in **Appendix A**. Four out of 10 years (40%) reviewed before 1999 presented wetland signatures. Of these four, no wetland signatures were observed in years of normal climatic conditions (3 wet photo and 1 dry photo). In contrast, 10 out of 13 years (76%) analyzed after 1999 revealed wetland signatures, and 100% occurred during normal climatic conditions.

Along with the aerial survey results, **Appendix A** also includes a figure displaying the general wetland areas on Mr. Morell's property, based on LiDAR elevation data, as well as each of the aerial photographs used in this review.

It should be noted that the methods used for photo interpretation are dependent on the quality of the image, the type of vegetation present at the time of the image, and the relative tolerance of that vegetation to flooding and saturation. Conventional crops (such as corn and soybeans) are most intolerant to surface and subsurface wetland hydrology, whereas some grass species, such as those that are typically hayed for feed, are more tolerant to surface and subsurface hydrology. Based on the photo evidence, we can deduce that the grass species present in these photos are likely more tolerant to infrequent flooding events, which would result in

wetland signatures (evidence of wetland hydrology) showing up less frequently, or less visibly, throughout the aerial photo series.

However, based on the review of aerial photography and the patterns that were observed over the course of many years, there is a clear increase in surface wetness on Mr. Morell’s property in the early 2000’s. This wetness has been sustained from the early 2000’s through today’s date and appears to be independent of climatic conditions, based on continued wetness on his property in normal and even dry precipitation years. Due to this increased wetness, as well as its timing, it can be concluded that the installation of the Palomino Lane “tee-pee” pipe has created increased hydrologic stress on Mr. Morell’s property. It is likely that surface water is present more frequently, or for a longer duration, than was present prior to the installation of the pipe “tee-pee.”

HEI cannot conclude, however, that the installation of the “tee-pee” pipe has increased the wetland acreage on Mr. Morell’s property. Photo evidence indicates that the land use history, beginning with the earliest photo from 1938, has consisted of grass which has been cut for hay, and that it has never consisted of conventional crops for the area, i.e. corn or soybeans. This is typical for lands that have lower productivity resulting from the presence of wetland hydrology early on in the growing season. It can therefore be presumed that historically, these areas have consistently maintained wetland hydrology for at least a portion of the growing season (likely spring and early summer, at the ground surface or just below the ground surface), and that now the wetland hydrology is more visible in both the aerial photography and on site, with an increased frequency of standing water at the ground surface.

Based on this evidence, it does not appear that there has been a measurable increase in wetland acreage on site, and therefore would not result in an increase in the amount of wetland mitigation required, should this property be developed at a future date.

RAINFALL PATTERNS

Rainfall amounts have been much higher than average over the past three years, which also contributes to high water levels experienced by landowners within the ACD 10-22-32 Branch 1 drainage area. **Table 2** compares the summer rainfall totals of the last three full years compared to the 30-year normal rainfall totals.

Table 2: Measured monthly precipitation total
 (Source: Minnesota Department of Natural Resources; data from the Twin Cities International Airport)

Year	Rainfall Totals (inches)				
	June	July	August	September	4-month total
30-yr Normal	4.3	4.0	4.3	3.1	15.7
2016	4.5	5.1	7.8	5.5	22.9
2015	4.4	7.3	3.0	4.6	19.3
2014	11.4	2.3	2.9	0.9	16.9

CURRENT FUNCTION OF DRAINAGE SYSTEM – SUMMARY AND CONCLUSIONS

The field survey, historical aerial review, and desktop analysis documented above enables us to draw the following conclusions regarding the capacity and function of ACD 10-22-32 Branch 1:

1. The “tee-pee” pipe is substantially higher than the ACSIC and affects normal water levels, peak flood elevations, and peak flood duration upstream of Palomino Lane.
2. The primary cause of hydrologic stress on Mr. Morell’s property is the “tee-pee” pipe at Palomino Lane, which has effectively raised the invert elevation of the pond north of Palomino Lane. This increased dead storage in the pond and reduced drainage capacity in Branch 1 upstream.
3. Other factors which substantially contribute to sustained high water levels in the system include:
 - a. The 24” driveway crossing culvert, which is undersized and installed above the ACSIC ditch elevation. ***This pipe will be replaced by the RCWD in June 2017 with a 36” pipe properly installed at the ACSIC elevation;*** and
 - b. The 84” field crossing culvert which is installed above the ACSIC and has accumulated trash in the pipe, thereby impeding flow. It is also recommended that this pipe be replaced and/or lowered and the trash is cleaned out.
 - c. The maintenance noted in (a) and (b) above will restore some function of the public drainage system.

REPAIR ALTERNATIVES

Based on the conclusions above, Mr. Morrell has experienced a loss of drainage benefit caused by the Palomino Lane “tee-pee” pipe and subsequent upstream culvert replacements. HEI has conceptualized the following alternatives to either (1) return the drainage benefit to Mr. Morell’s property, or (2) reimburse Mr. Morell for the loss of drainage benefit of the ACD 10-22-32 Branch 1 drainage system. The three alternatives are presented below as well as in figures in **Appendix B**.

ALTERNATIVE #1 MAINTAIN EXISTING BRANCH 1 DRAINAGE SYSTEM AND REIMBURSE MR. MORELL FOR DAMAGES

Should the other alternatives prove infeasible or impractical, Mr. Morell may be reimbursed for the damages to his property. Potential damages paid to Mr. Morell may be based on 1) the additional volume of fill required to enable the property to be buildable (i.e. above the 100-year rainfall event); and 2) the cost of wetland replacement credits for wetlands created by the construction of the “tee-pee” and other upstream crossings. The fill volume is estimated based on the additional area on Mr. Morell’s property which would be inundated in the 100-yr rainfall event as compared to the inundation his property would experience if the drainage system was functioning at the ACSIC. Since no wetlands have been created as a result of structures placed on the public drainage system, no wetland replacement credits are required.

As part of this alternative, we recommend that the Branch 1 open channel between Century Trail and Palomino Lane be maintained to remove sediment, and that miscellaneous debris be removed from the culverts along Branch 1. Since this work is required for all three alternatives, we have not included this work in the cost estimates for each alternative.

ALTERNATIVE #2 RETURN THE PUBLIC DRAINAGE SYSTEM TO THE ACSIC PROFILE

The rationale for this alternative is restore the function of the Branch 1 drainage system (at and upstream of Palomino Lane) to the as constructed and subsequently improved condition. This alternative includes:

- 1) Replacement of the Palomino Lane “tee-pee” pipe, to the ACSIC;
- 2) Lowering of the utilities (gas, sewer, and water) currently below the “tee-pee” pipe and above the ACSIC (this would require the construction of a new lift station for the sanitary sewer system along Palomino Lane); and
- 3) A lowering of the culverts in **Table 1** with exception of the driveway crossing culvert (which has already been replaced).

This alternative would fully restore the drainage system’s capacity, but it would impact the stormwater pond function upstream of Palomino Lane. This pond was constructed to National Urban Runoff Program (NURP) standards, with a 10:1 safety bench and a minimum 4-foot average depth. It was also designed to meet RCWD water quality rules. This design predicated on a normal water level of 895.0. Lowering the “tee-pee” elevation would result in a corresponding decrease in the normal water elevation, shrinking the size and depth of the pond. The pond would no longer conform to NURP standards or meet RCWD water quality rule requirements.

ALTERNATIVE #3 INSTALL DITCH PLUG AND PUMP SYSTEM TO BRANCH 1

The rationale for this alternative is to provide the drainage function of Alternative 2 (through a lowering of water levels in Branch 1) while maintaining the water level in the pond upstream of Palomino Lane. This alternative consists of the installation of a ditch plug just upstream of the Palomino Lane Pond, and a pumping system to remove water in the ditch between storm events. This alternative would provide increased storage capacity to Branch 1 between storm events while ensuring that the downstream pond does not drain below its current outlet. The crest of the ditch plug would be set just above the “tee-pee” pipe invert elevation, 894.96 ft., so most runoff events would overtop the plug, allowing for continued drainage.

MODEL SIMULATIONS FOR BRANCH 1 ALTERNATIVES

To determine the impact of the repair alternatives on drainage to Mr. Morell’s property, each alternative was simulated in the RCWD’s Autodesk Storm and Sanitary Analysis computer model. This model is used by the District for planning and design purposes related to the hydraulic and hydrologic impact of its water resources and public drainage systems. Results from model simulations from each alternative are shown in the table below (**Table 3**). The table lists the peak flood elevation experienced along the ditch at Mr. Morell’s property during each simulation (2-yr, 10-yr, and 100-yr runoff events). These elevations are also shown visually in the maps in **Appendix C**.

Table 3: Simulated flood elevations for the 2-yr, 10-yr, and 100-yr runoff events for each repair alternative

2-Year	
Scenario	Morell Property Flood Elevation (ft.)
Alternative 1	895.51
Alternative 2	894.18
Alternative 3	895.38

10-Year	
Scenario	Morell Property Flood Elevation (ft.)
Alternative 1	896.06
Alternative 2	895.11
Alternative 3	895.11

100-Year	
Scenario	Morell Property Flood Elevation (ft.)
Alternative 1	897.10
Alternative 2	896.78
Alternative 3	896.78

Alternative 2, will reduce the peak flood elevation for each of the modeled rainfall events, particularly so for the 100-yr event (see **Table 3**). Notably, even with the system returned to the ACSIC profile (Alternative 3), 4.73 acres of Mr. Morell’s property would still be inundated by the 100-year rainfall. The floodplain will decrease by only 0.43 acres compared to existing conditions (see **Appendix C**).

Alternative 3 has little impact in reducing the peak flood stage for any of the modeled rainfall events (see **Table 3**). The additional amount of storage provided by a dry ditch, estimated to be 1.3 acre-feet between the Palomino Lane Pond and Robinson Drive, is much smaller than the runoff volume created by these design storms. This alternative will decrease drawdown time (i.e. the time it takes for the ditch to return to pre-storm conditions), as the pump can drain the ditch channel in 24 hours. This alternative will also maintain a lower “normal” water level (i.e. during dry weather conditions) than existing conditions. However, we do not anticipate that lower water levels will result in a change in the wetland acreage on Mr. Morrell’s property.

PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST

A Preliminary Opinion of Probable Construction Cost (POPCC) has been estimated for each alternative and is tabulated in **Table 4**.

Table 4: Preliminary Opinion of Probable Construction Cost for Each Alternative

Alternative		Estimated Cost (\$)
1	Maintain current system and reimburse Mr. Morell for damages	\$5,700
2	Remove Palomino Lane “tee-pee” pipe and return ditch profile to ACSIC	\$660,000
3	Install a ditch plug and pump north of Palomino Lane Pond	\$223,000

Important factors with respect to cost for each opinion are provided in the following subsections.

ALTERNATIVE #1: MAINTAIN EXISTING BRANCH 1 DRAINAGE SYSTEM AND REIMBURE MR. MORRELL FOR DAMAGES

Total cost to the District for this alternative includes a damage payment of approximately \$4,500 to Mr. Morell, and related legal/administrative costs. This payment represents the damages incurred by Mr. Morell, as the cost of fill necessary to return the fraction of land Mr. Morell had above the 100-yr flood elevation prior to installation of the Palomino Lane “tee-pee” pipe in 1999.

ALTERNATIVE #2: RETURN THE PUBLIC DRAINAGE SYSTEM TO THE ACSIC PROFILE INSTALL DITCH PLUG AND PUMP SYSTEM TO BRANCH 1

The cost of this alternative includes the removal of the Palomino Lane “tee-pee” pipe, lowering of 3 culverts, and some channel excavation, resulting in \$465,000 of construction costs. An estimated \$100,000 in additional costs include permitting fees; engineering, design, legal, and administrative costs; and a 20% contingency.

Modification of the pond north of Palomino Lane is not included in the estimated cost for this alternative. However, it is likely that grading and vegetative restoration would be required to restore the safety bench along the pond, vegetate areas that would be exposed by the lowering of the pond, and potential excavate the pond larger and deeper to restore water quality function.

ALTERNATIVE #3: INSTALL DITCH PLUG AND PUMP SYSTEM TO BRANCH 1

This cost of this alternative includes the materials (pumping system and controls, ditch plug fill, stormwater management and site restoration materials) and labor (mobilization, site preparation and restoration, installation) necessary to establish the ditch plug and pumping system. An additional \$70,000 in operations and maintenance costs can be expected over the pumping system’s 20-year lifetime. These costs include power consumption, annual routine maintenance, and annual winterization.

CONCLUSIONS AND RECOMMENDATION

The following is a summary of findings:

- 1) The wetland extent on Mr. Morell's property does not appear to have changed substantially as a result of modifications to the public drainage system
- 2) This frequency and depth of flooding inundation on Mr. Morell's property has increased as a result of the installation of the "tee-pee" pipe in 1999 and subsequent upstream structure installations. An additional 0.43 acres are now at risk for inundation during a 100-yr event.
- 3) Although Alternative 2 would restore the peak flood elevation on Mr. Morell's property to the pre-development condition, it would impact the of the pond upstream of Palomino Lane and require a substantial cost.
- 4) Alternative 3 will not substantially decrease flooding risk on Mr. Morell's property, but will lower water levels in Branch 1 under dry conditions. This alternative will likely have little effect on the usage and value of Mr. Morell's property.
- 5) No other properties have experienced diminished function or value as a result of the installation of structures on Branch 1. Mr. Morrel's properties are the only land parcels using Branch 1 as an outlet that a) are not part of the Century Farms Development (which was designed with the consideration of the Branch 1 structure elevations; or b) owned by the developer of Century Farms.

For these reasons, HEI recommends the District proceed with Alternative 1 (maintain existing Branch 1 drainage system and reimburse Mr. Morell for damages). We further recommend that the District continue maintenance of the Branch 1 open channel (in particular excavation of remaining sediment) and removal of obstructions in the culverts upstream of Palomino Lane.

REFERENCES

- Board of Water & Soil Resources, 2015. *Evaluating Antecedent Precipitation Conditions Using Climate Data Available in Minnesota*, St. Paul.
- Houston Engineering Inc., 2010. *Anoka County Ditch 10-22-32 Historical Review*,
- United States Army Corps of Engineers, 2015. *Guidance for Submittal of Delineation Reports to the St. Paul District Army Corps of Engineers and Wetland Conservation Act Local Governmental Units*, St. Paul.
- USDA NRCS Sept 2015. *Hydrology Tools for Wetland Identification and Analysis* (Part 650 Engineering Field Handbook).

APPENDIX A: SUPPLEMENTAL INFORMATION FROM THE HISTORICAL AERIAL REVIEW

Methods

The *Pre- and Post-Construction Aerial Review* section summarized the methods, results, and conclusions of the review of historical aerial photographs. This appendix section provides additional detail, including the aerial photographs along with the photograph's reference information.

Table A-1: Historical aerial review summary table. The 'Pre' and 'Post' Installation Status reflect the timing of the aerial photograph with regard to the installation of the Palomino Lane "tee-pee" pipe.

Photo Year	Date	Installation Status	Climatic Condition	Photo Interpretation Result
1938	10/28/1938	Pre	Wet	wetland signature
1953	10/30/1953	Pre	Dry	normal vegetation
1960	5/23/1960	Pre	Dry	normal vegetation – likely hay
1988	7/1/1988	Pre	Dry	wetland signature and altered pattern
1990	7/1/1990	Pre	Wet	wetland signature, altered pattern standing water, wetland signature and not cropped (tilling avoidance)
1991	4/16/1991	Pre	Wet	
1992	7/1/1992	Pre	Dry	inconclusive photo
1995	7/1/1995	Pre	Normal	normal vegetation
1996	7/1/1996	Pre	Normal	normal vegetation
1998	7/1/1998	Pre	Normal	normal vegetation
2002	7/29/2002	Post	Wet	wetland signature
2003a	7/1/2003	Post	Dry	normal vegetation
2003b	10/31/2003	Post	Wet	normal vegetation
2004	11/13/2004	Post	Wet	normal vegetation
2008	7/1/2008	Post	Normal	drowned out, crop stress/ vegetative pattern, standing water
2010a	5/18/2010	Post	Dry	wetland signature (however, signatures in both wetlands are reduced in size)
2010b	7/1/2010	Post	Normal	drowned out, crop stress / vegetative pattern
2012	4/3/2012	Post	Normal	drowned out, crop stress/ vegetative pattern
2013	9/15/2013	Post	Normal	wetland signature
2014	10/11/2014	Post	Normal	altered pattern (south wetland)
2015a	8/11/2015	Post	Wet	altered pattern, wetland signature
2015b	7/1/2015	Post	Normal	crop stress / vegetative pattern

Photo Year	Date	Installation Status	Climatic Condition	Photo Interpretation Result
2016	3/11/2016	Post	Normal	standing water (spring thaw)

Figure A-1: North (1) and south (2) potential wetland areas on Mr. Morell's property, as estimated from LiDAR data.

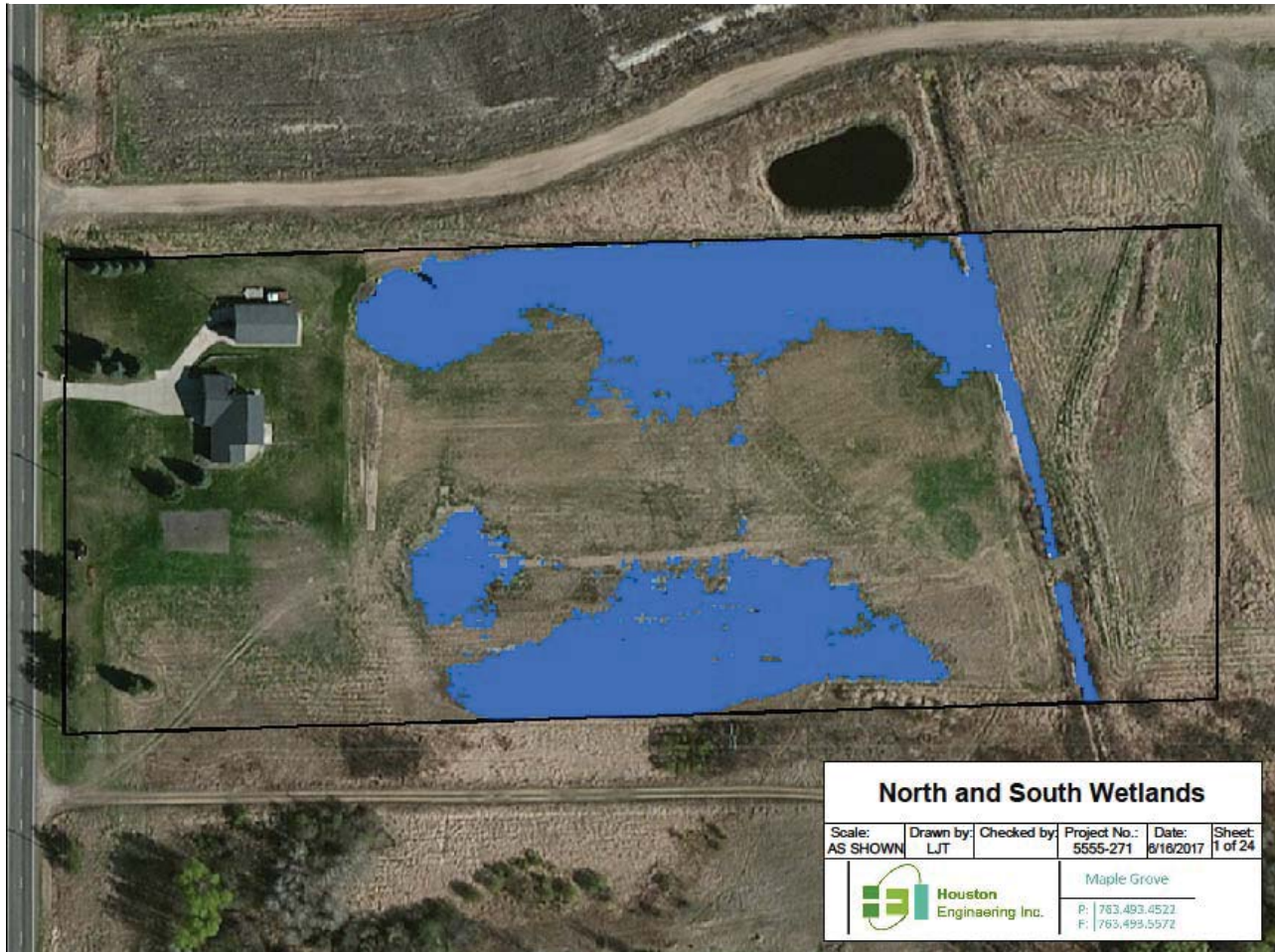
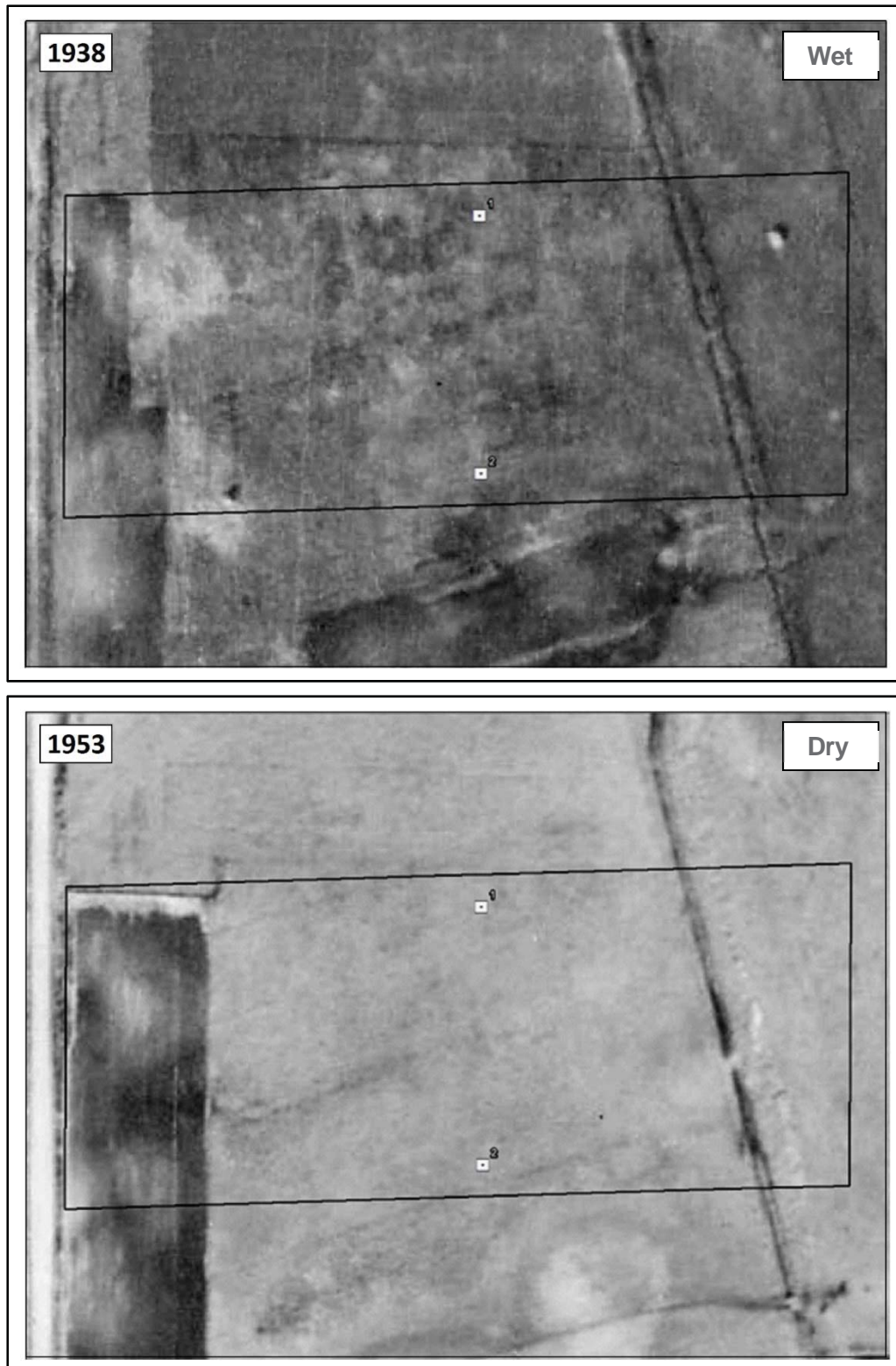
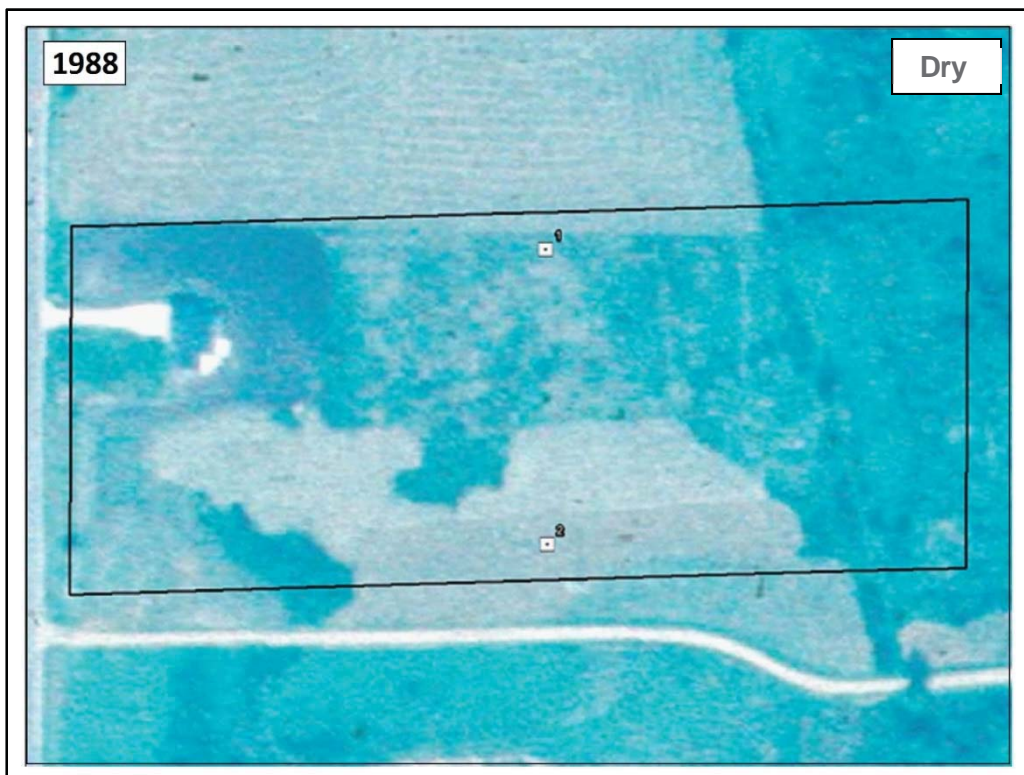
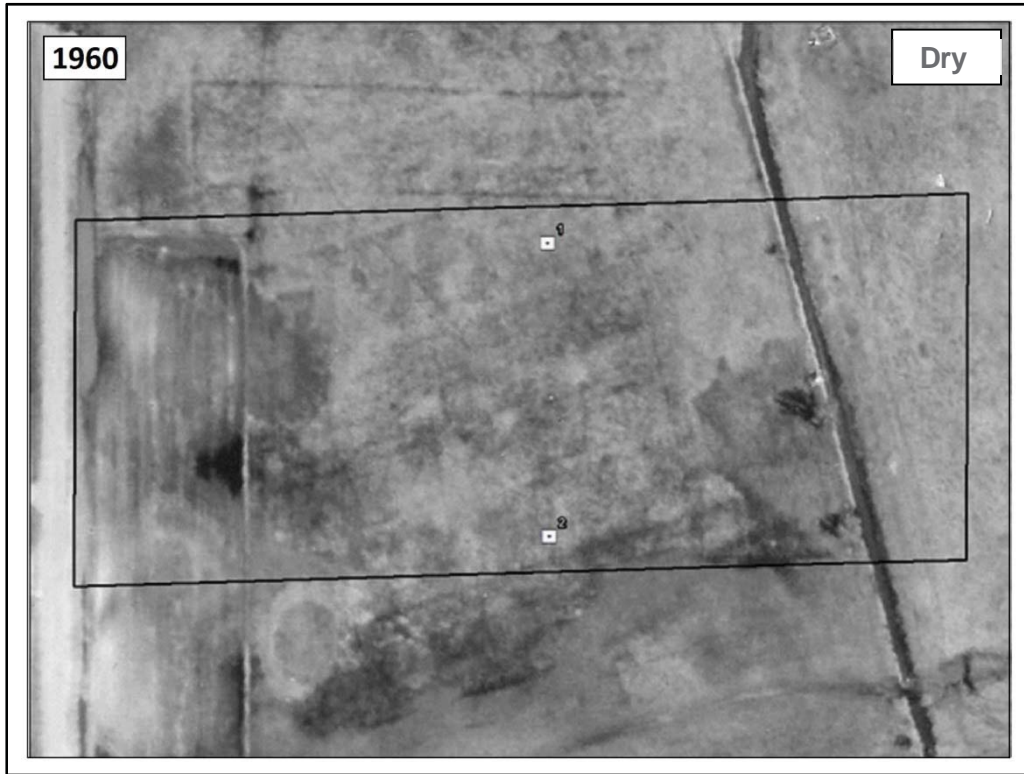
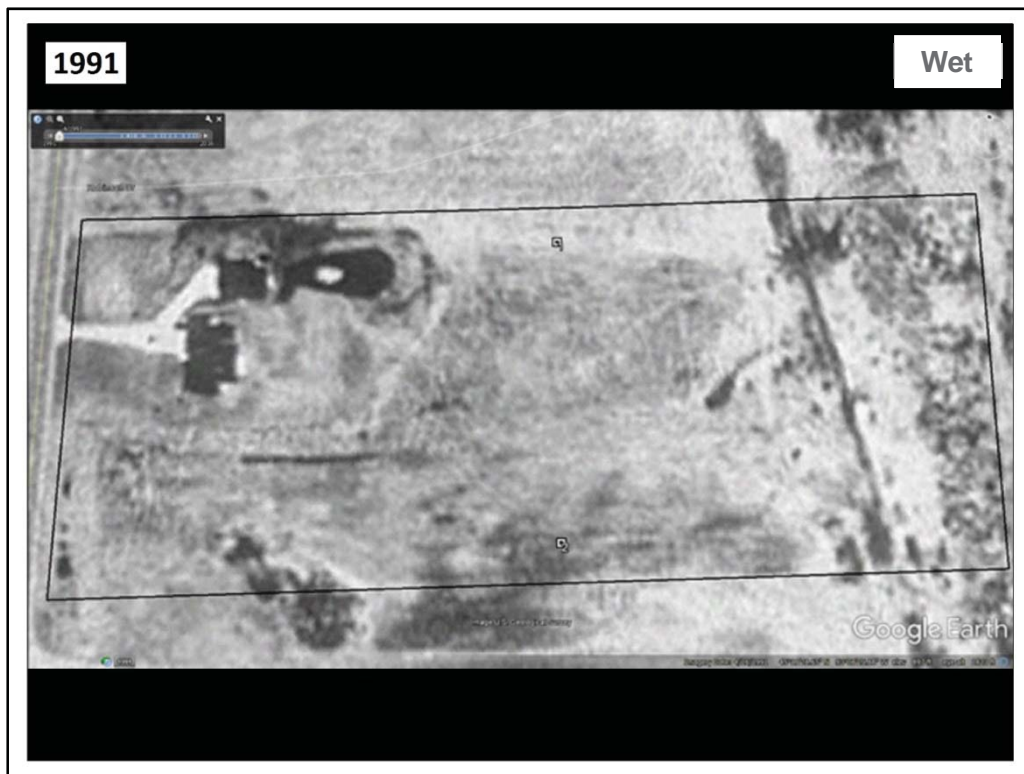
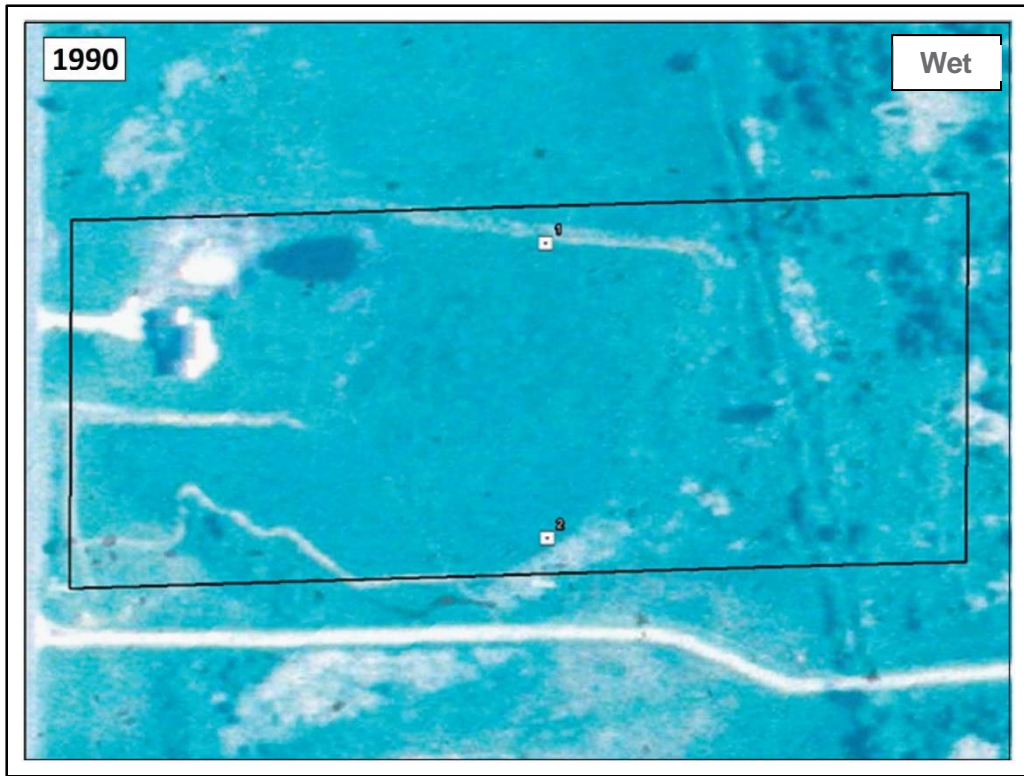
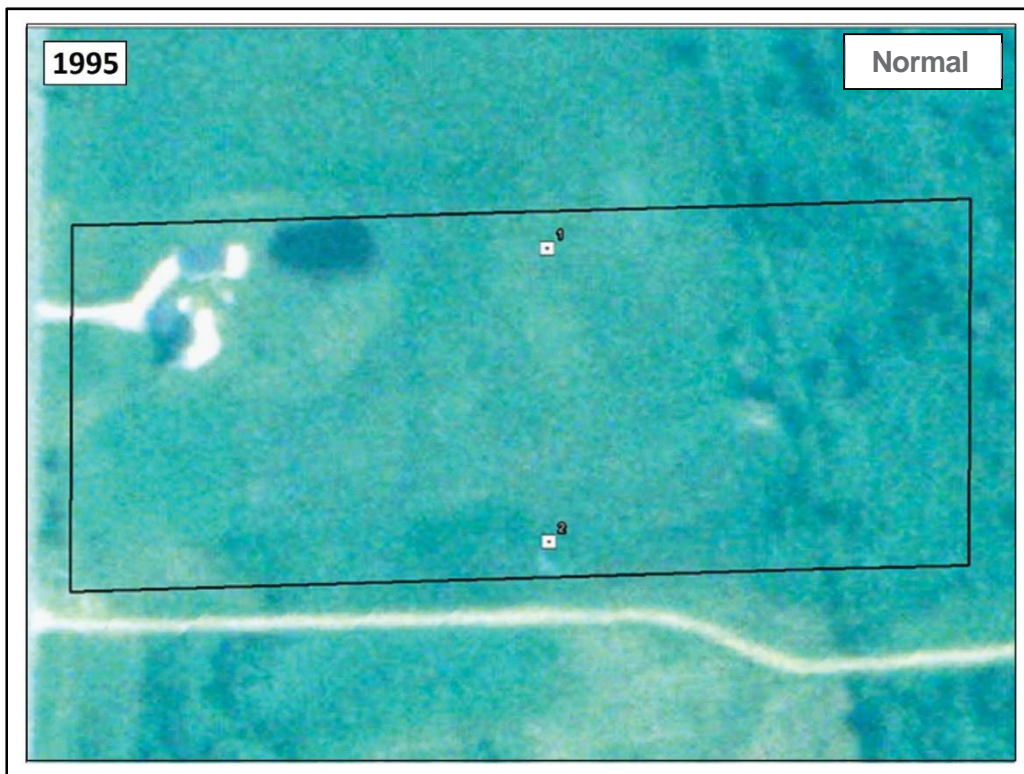
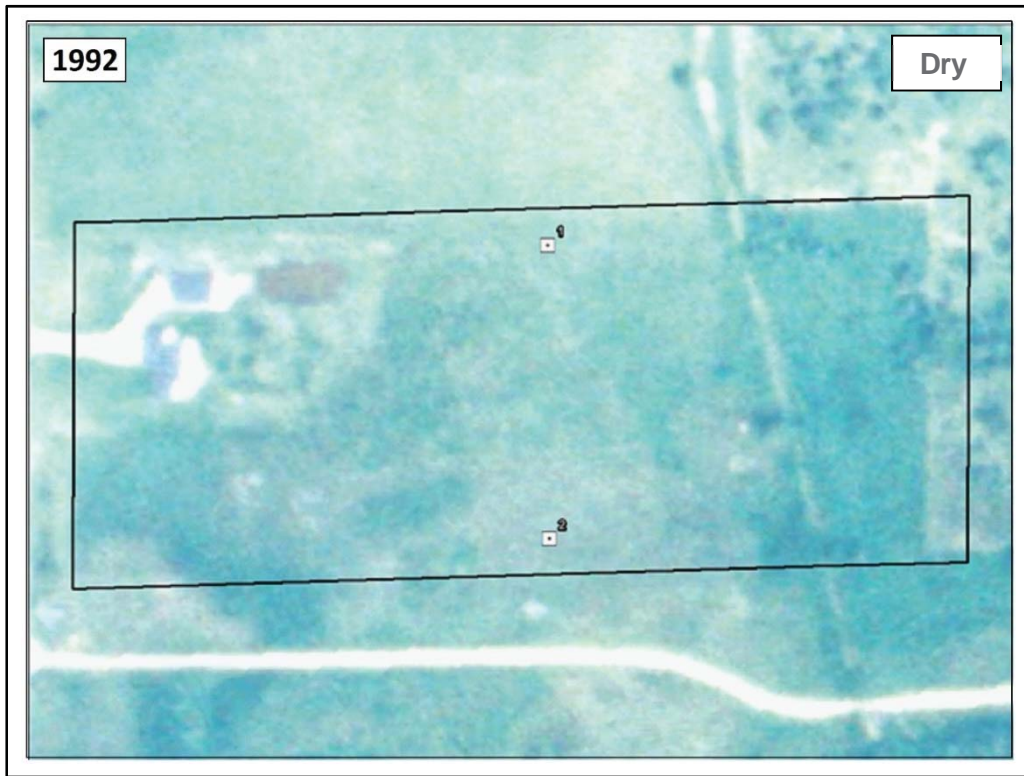


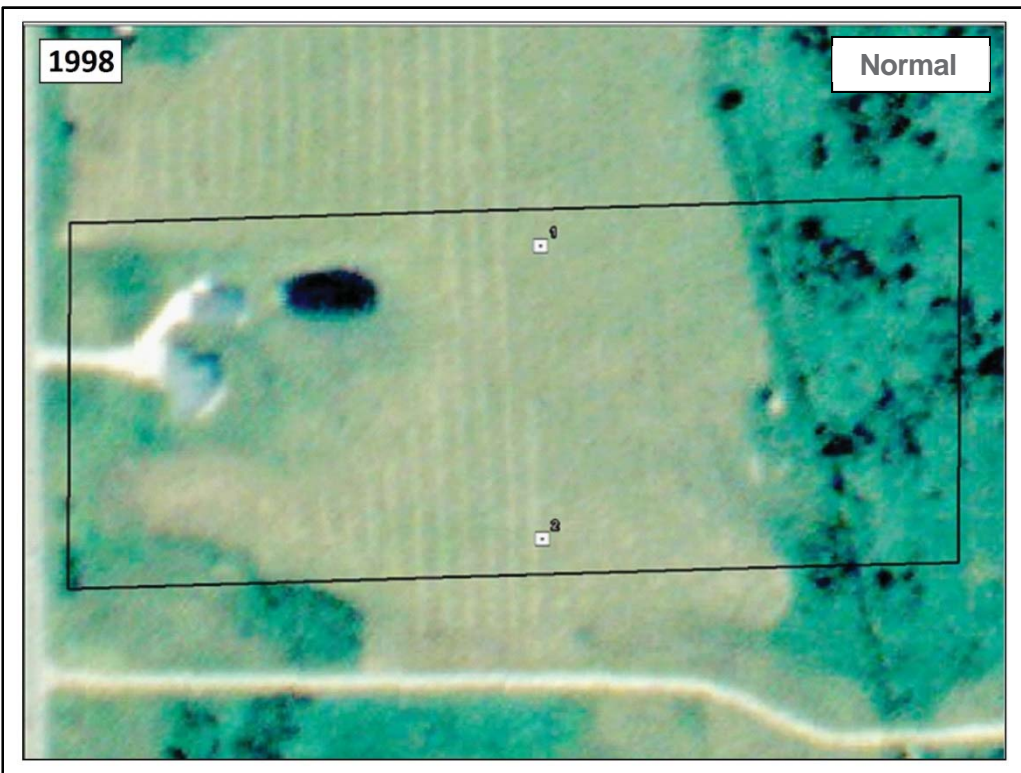
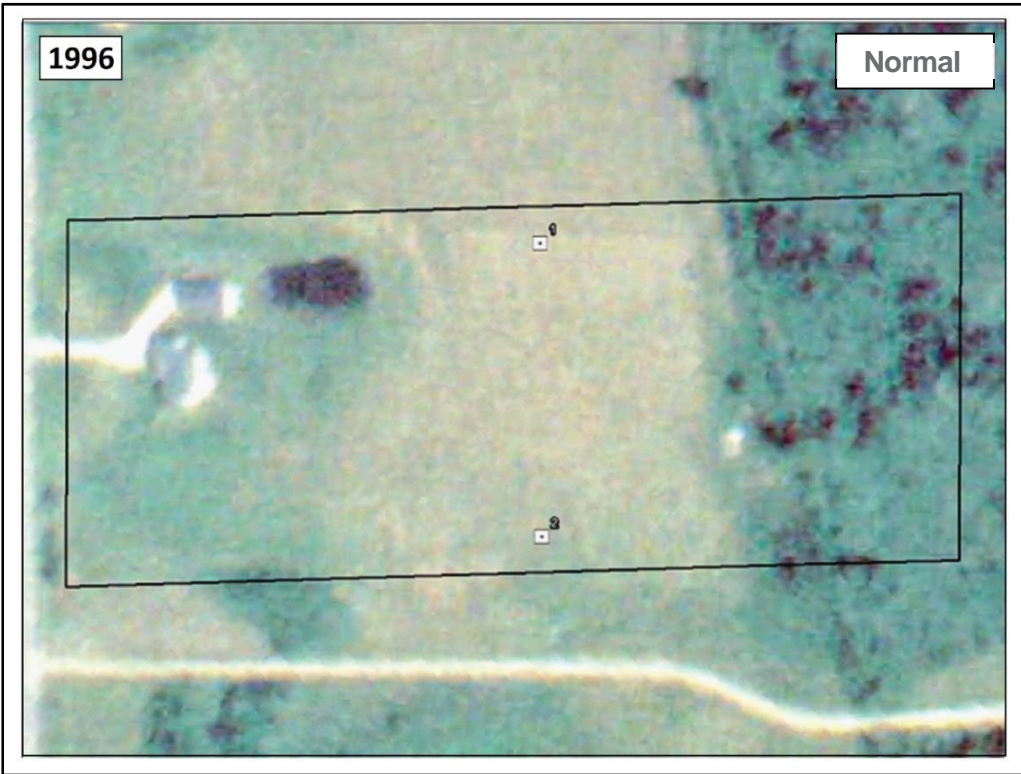
Figure A-2: Historical aerial photography used to determine wetland hydrology on Mr. Morell's property for years 1938 to 2016.

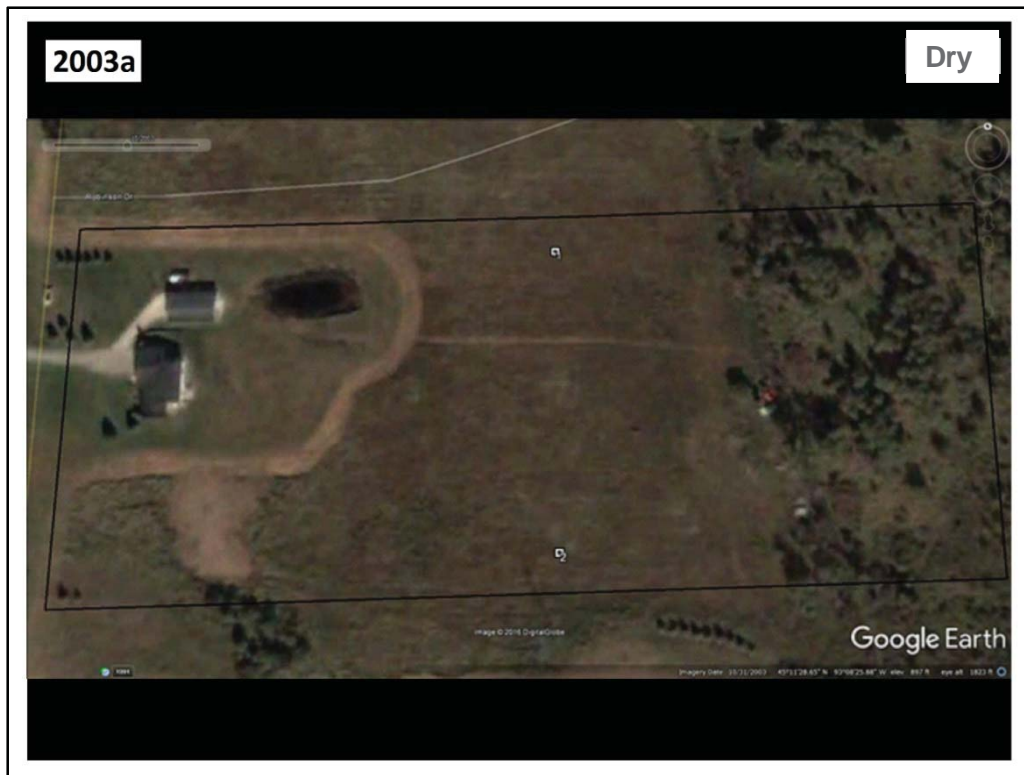


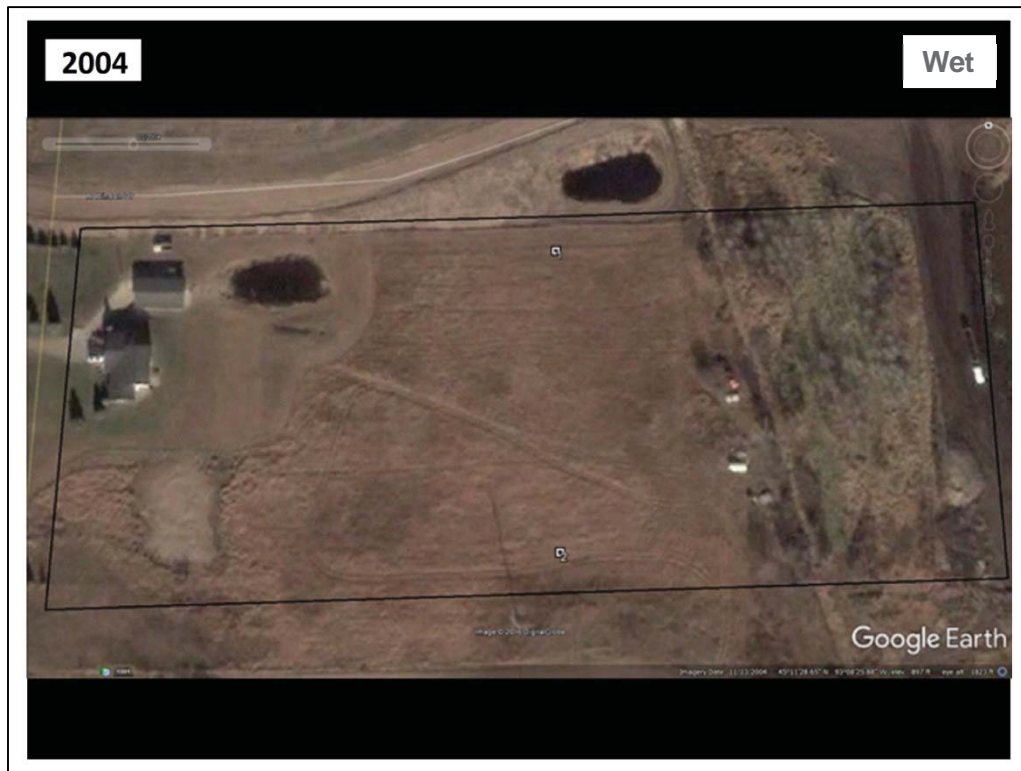


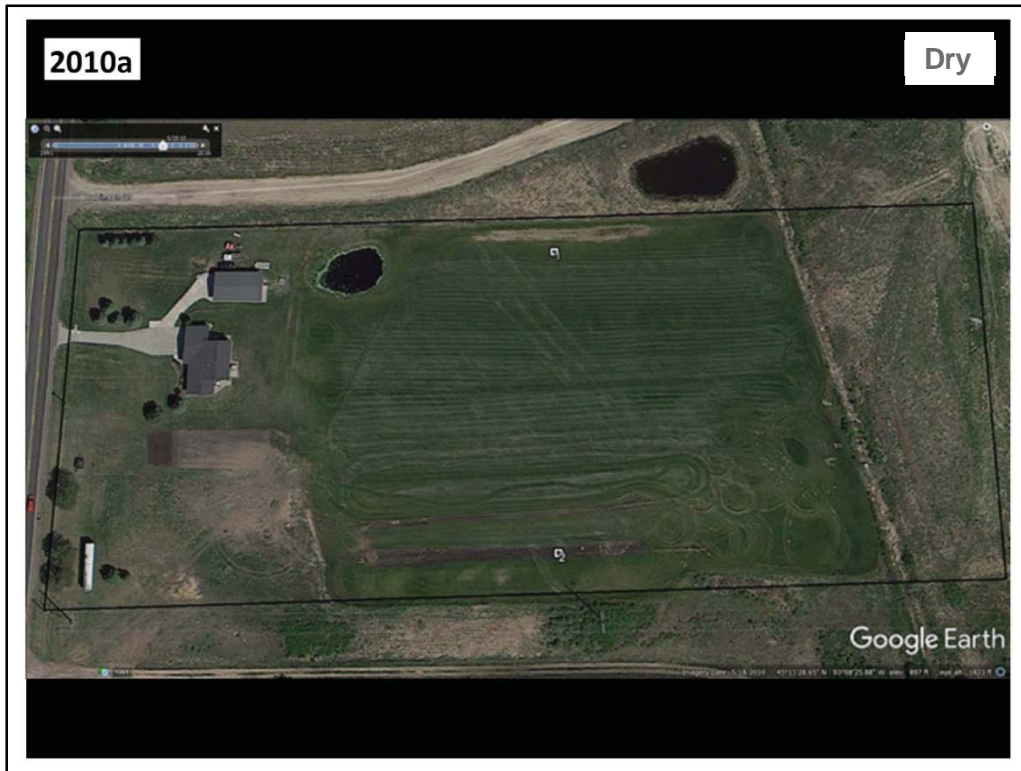


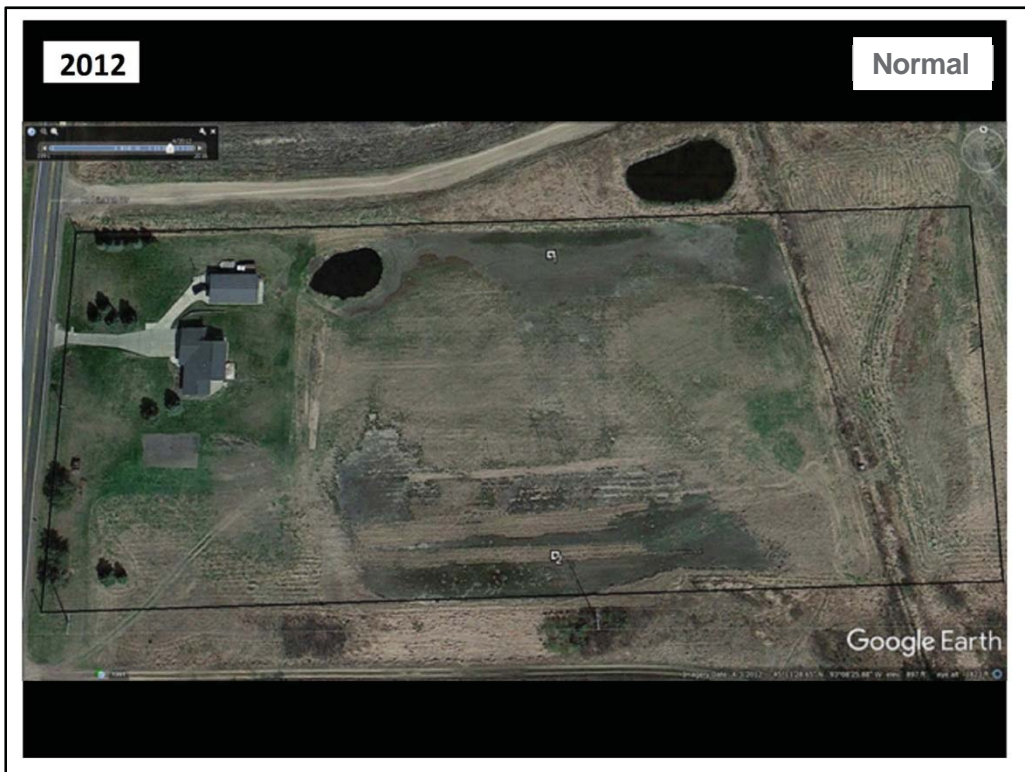


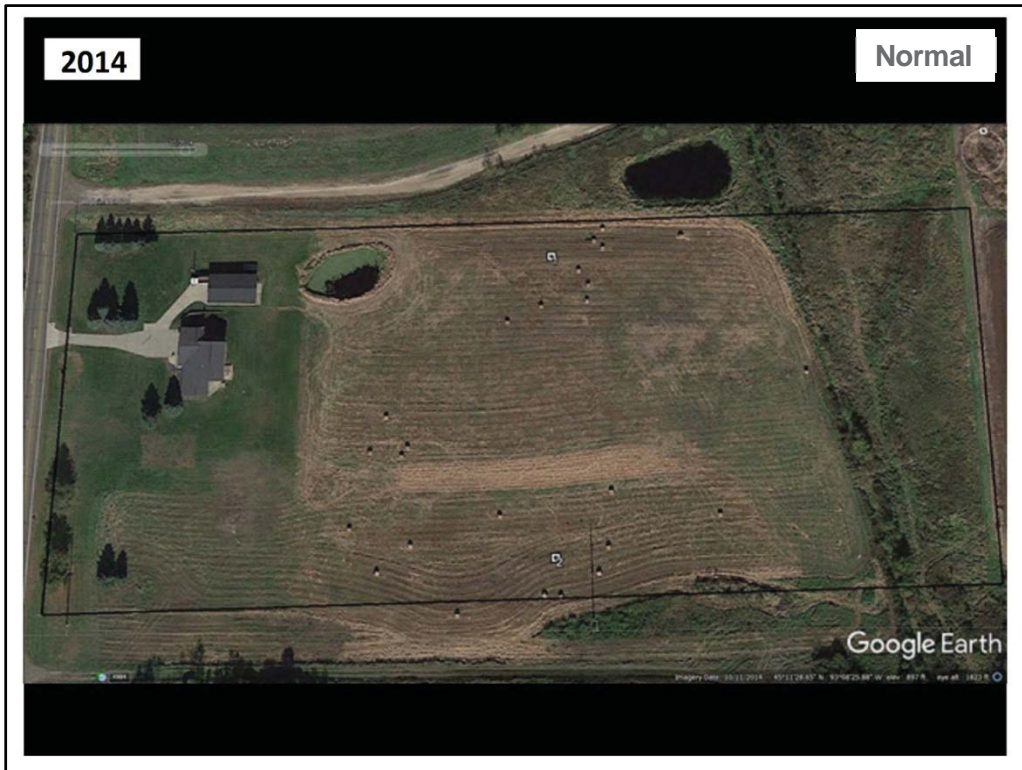


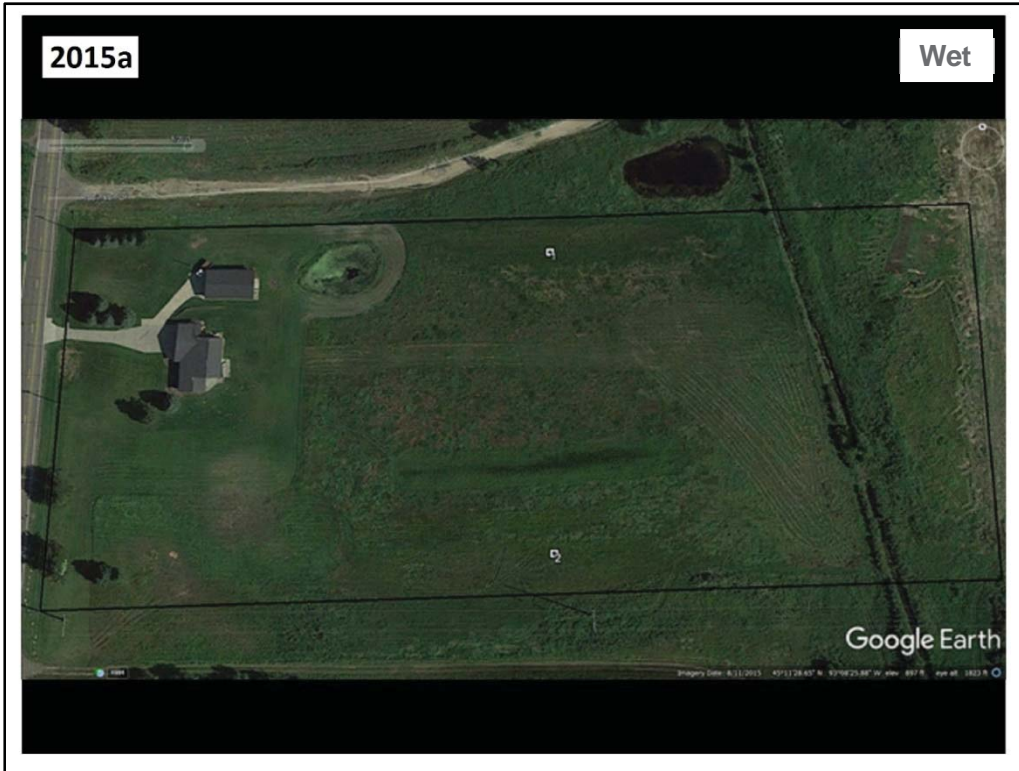


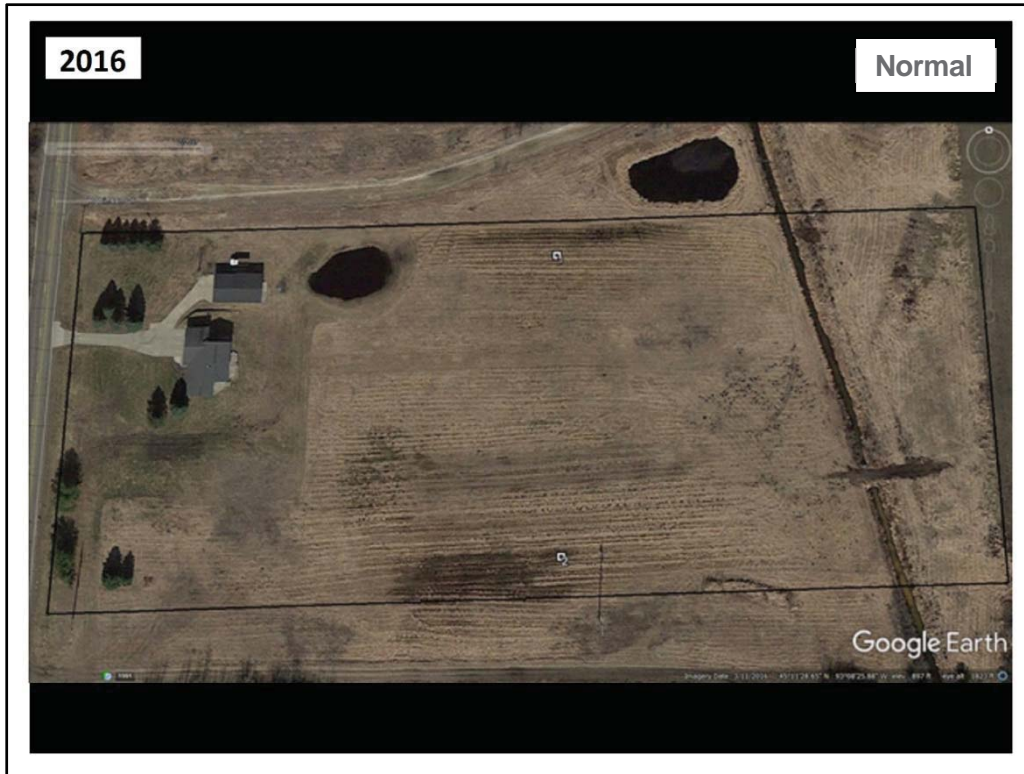




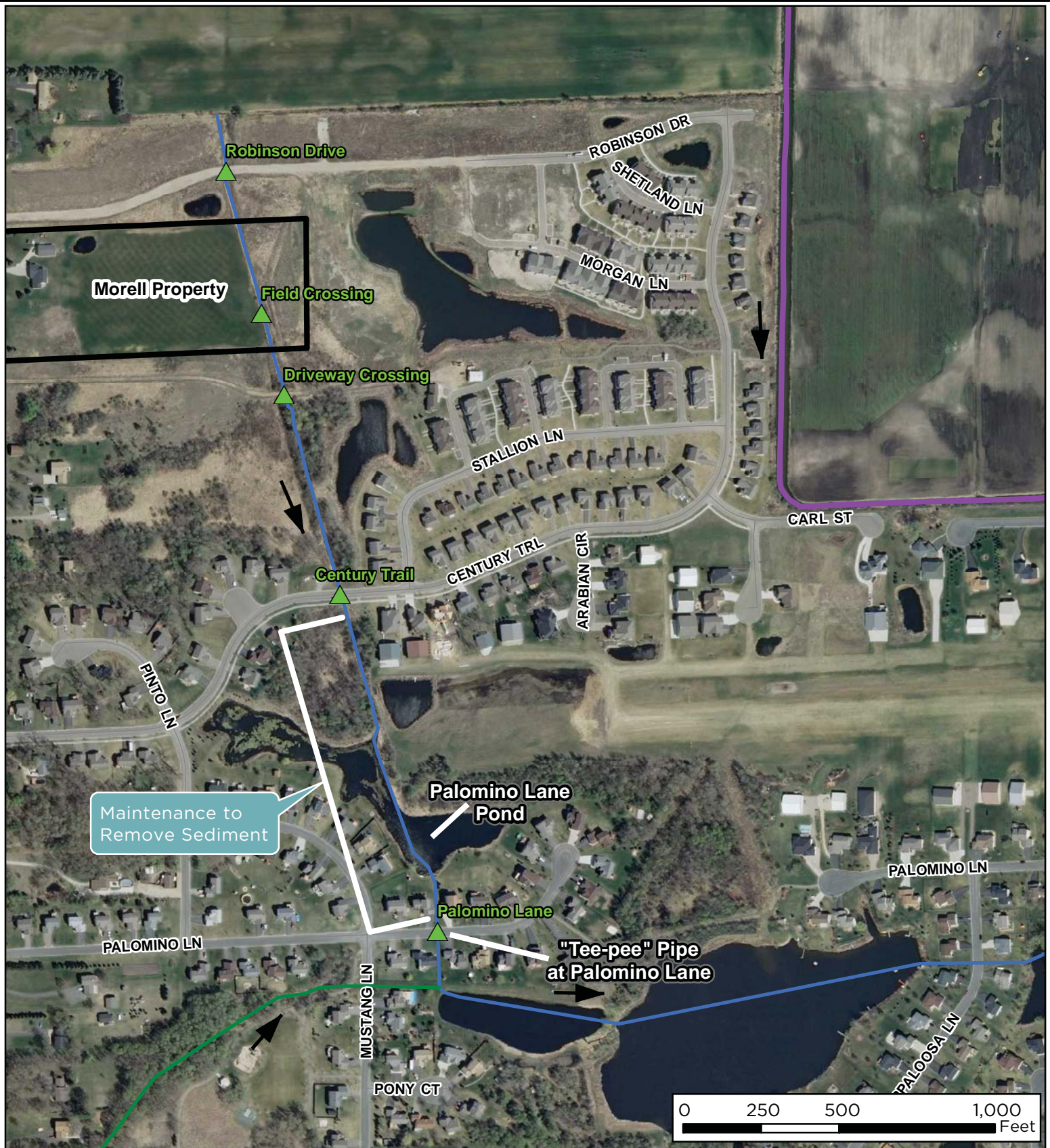








APPENDIX B: FIGURES OF ALTERNATIVES 1, 2, AND 3



ACD 10-22-32 Branches

↗ Branch 1a
 ↘ Branch 1
 ↘ Main Trunk

Other Map Attributes

- ▲ ACD 10-22-32 Branch 1 Crossings
- Morell Property Boundary

Maintain Existing Branch 1 System and Reimburse for Damages

Alternative 1

Scale: AS SHOWN	Drawn by: BRG	Checked by:	Project No.: 5555-271	Date: 6/21/2017	Sheet
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Maple Grove
 P: 763.493.4522
 F: 763.493.5572



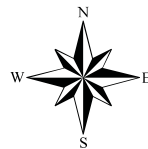


ACD 10-22-32 Branches

↗ Branch 1a
 ↘ Branch 1
 ↘ Main Trunk

Other Map Attributes

- ▲ ACD 10-22-32 Branch 1 Crossings
- Morell Property Boundary



Return Drainage System to ASCIC Profile

Alternative 2					
Scale: AS SHOWN	Drawn by: BRG	Checked by:	Project No.: 5555-271	Date: 6/21/2017	Sheet
Houston Engineering Inc.			Maple Grove P: 763.493.4522 F: 763.493.5572		33

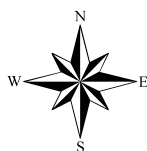


ACD 10-22-32 Branches

↗ Branch 1a
 ↘ Branch 1
 ↘ Main Trunk

Other Map Attributes

- ▲ ACD 10-22-32 Branch 1 Crossings
- Morell Property Boundary



Install Ditch Plug and Pump System to Branch 1

Alternative 3					
Scale: AS SHOWN	Drawn by: BRG	Checked by:	Project No.: 5555-271	Date: 6/21/2017	Sheet
Houston Engineering Inc.			Maple Grove P: 763.493.4522 F: 763.493.5572		34

APPENDIX C: MAPS OF MODEL RESULTS

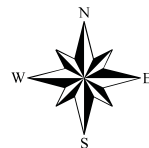
Visual representations of the peak flood elevations at the Morell property for each alternative are illustrated in the maps below. Model simulations were created for the 2-yr, 10-yr, and 100-yr design storms.

Please note the term 'Flooded Areas' in each map describes the area inundated by flood waters on Mr. Morell's property during each runoff event, based on the modeling results for each scenario and the existing LiDAR elevations on Mr. Morell's property. Any potential flooded areas outside of Mr. Morell's property were not shown on these maps, as determining flooded areas outside of Mr. Morell's parcels was outside the scope of this project. Areas considered to be 'Unsaturated' are those with a ground surface elevation above the peak flood elevation for a particular modeling scenario. The flood elevations in these figures coincide with those listed in **Table 3**



Flooded Area - 2yr Event (Morell Property Only)

- Alternative 2 ≤ 894.18 ft
- Alternative 3 ≤ 895.38 ft
- Alternative 1 ≤ 895.51 ft

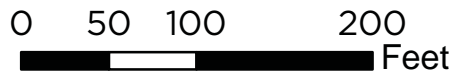
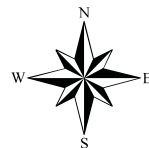


Model Simulations: 2 Year Event					
Scale: AS SHOWN	Drawn by: KSG	Checked by:	Project No.: 5555-271	Date: 6/20/2017	Sheet:
Houston Engineering Inc.			Maple Grove		36
			P: 763.493.4522 F: 763.493.5572		



Flooded Area - 10yr Event (Morell Property Only)

- Alternative 2 <= 895.11 ft
- Alternative 3 <= 895.95 ft
- Alternative 1 <= 896.06 ft

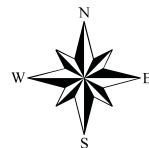


Model Simulations: 10 Year Event					
Scale: AS SHOWN	Drawn by: KSG	Checked by:	Project No.: 5555-271	Date: 6/20/2017	Sheet:
			Maple Grove		37
			P: 763.493.4522 F: 763.493.5572		



Flooded Area - 100yr Event (Morell Property Only)




- Alternative 2 \leq 896.78 ft
- Alternative 3 \leq 897.04 ft
- Alternative 1 \leq 897.1 ft



Model Simulations: 100 Year Event					
Scale: AS SHOWN	Drawn by: KSG	Checked by:	Project No.: 5555-271	Date: 6/20/2017	Sheet:
				Maple Grove	
				P: 763.493.4522 F: 763.493.5572	

1:45 Discussion on Options for Floating Excavator.

Comparison of Amphibious Ditch Maintenance Equipment

Scale	Style	Examples	Activities Best Fit for Equipment	Work Limitations	Transport Considerations	Likely Operator	Purchase Cost (Estimated)	Photo	Rental Cost (assume 1 month rental)	Likely Market for Renting to Other Agencies
Small	Self-contained amphibious vehicle with multiple attachments	<ul style="list-style-type: none"> • Mobitrac • Marsh Master 	<ul style="list-style-type: none"> • Mowing and Spraying Ditch Banks • Removal of Beaver Dams • Removal of Isolated Sediment Humps (<200' in length) • Ditch vegetation removal • Cleanout of Culvert Ends • Test Pits • District Facility Maintenance 	<p>Likely too small for extensive repair jobs</p> <p>Marsh Master best suited for mowing</p>	Can be hauled with pickup truck and trailer	District staff or Contractor	\$80,000 - \$100,000 new (used equipment very rare)	 <p style="text-align: center;">MOBITRAC USA.com</p>	Purchase only	High
Medium	Small excavator with pontoon floats	<ul style="list-style-type: none"> • Bobcat E80 • Kubota KX • Caterpillar 307 	<ul style="list-style-type: none"> • Systematic cleanout of open channel through deep wetland bogs 	<p>Fewer (and more costly) available attachments</p> <p>Mobilization is more difficult than small vehicle</p>	<p>Requires large truck and flatbed</p> <p>Considered an "Oversize Load" which requires additional coordination</p>	Contractor	\$150,000 (used)-\$225,000+ (new) (Used machine on the lower end but hard to find)		+/- \$20,000	High
Large	Mid-size excavator with pontoon floats	<ul style="list-style-type: none"> • Caterpillar 320 	<ul style="list-style-type: none"> • Full repair to extensive portions of a drainage system • Pond Dredging 	<p>Too large and cumbersome to work in steep or confined areas</p> <p>Transport difficulties limit remobilization (i.e. need to keep on site for an extended period of time)</p>	<p>Requires large truck and flatbed</p> <p>Requires removal of floats prior to hauling</p>	Contractor	\$ 300,000 +		More than \$20,000	Low

2:35 Discussion on Banked Volume Control Credits and Debits.

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers

Date: July 5, 2017

From: Nick Tomczik

Subject: Discussion on Banked Volume Control Credits and Debits

Background:

Staff are seeking direction regarding road authorities banked volume control credits and debits. RCWD's 2008 Rule C 5(f) created a volume banking system for public linear projects. Generally, the rule required public linear applicants to infiltrate stormwater when feasible. When the road authority found infiltration feasible, requested deposit and the ultimate volume treated was in excess of the current project's obligation then the applicant could bank the surplus with the District. If site conditions made infiltration difficult, undesirable or impossible then the applicant was required to meet the standard on site to the extent feasible and any unmanaged volume would become a debit for the road authority to address in the future. The banking program was administered based on the applicant's jurisdiction within RCWD jurisdictional boundary. (That approach is in contrast with the current rule's Resource of Concern (ROC) approach.) Today there are numerous road authorities with a debit or credit on the books; as past permits are closed associated credits and debits may change.

In 2013, RCWD, in working with the Technical Advisory Committee and examining ways to simplify the stormwater rule, discontinued the volume bank concept adopting an alternative into the 2013 rule revision. This was based on a belief that that road authorities would be better able to meet the requirements; because of a lower standard for volume control, greater flexibility in locating treatment as well as a provision for a public road authority to address a treatment obligation by preparing a Comprehensive Stormwater Management Plan (CSMP). The credits existing on the effective date of the revised rule would be recognized until used, and existing debits would be recognized until addressed. Staff have encountered a few requests to eliminate a road authorities debit in the bank system based on the current rule's reduction in permit threshold but that staff view as an equity issue for those road authorities working diligently to address the debit obligation. The current rule is administered consistent with current rule language which reads as follows:

Rule C 6.(g): Banked "volume control" credits and debits established by public entities for Public Linear Projects with the RCWD prior to the effective date of this rule will continue to be recognized and enforced until all credits are used or all debits are fulfilled. Existing credits and debits may be used and fulfilled, respectively, anywhere within the applicant's jurisdiction. (Here the "the effective date of this rule" refers to the July 1, 2013 date when C.6(g) became effective.)

Please see attached record of existing debits and credits for road authorities; again, these amounts are subject to change based on open permits with the District.

This issue is also a part of a municipalities' Local Water Plan. A municipality must include language in the Local Water Plan as to how they will address any debits of the volume control bank.

MEMORANDUM
Rice Creek Watershed District

Discussion:

There are two points of discussion for which staff are seeking direction regarding public road authorities' banked volume control credits or debits.

1. Road authorities address debit or use credit outside of public linear projects

Most recently, Roseville has approached the RCWD requesting the use of their volume control credits in association with a non-public linear project. (See attached letter.) Generally, the District in administration of the stormwater rule and associated volume bank did not take a position on the "appropriate time" to utilize; that is "spend", the credits. However, the Roseville letter proposes a significant shift in administration; moving away from the use of the volume bank specifically in association with public linear projects. As you know, public linear projects were found to be challenging for treating stormwater; with their limited right of way and typically compromised soils. However, the adoption of the 2016 rule revisions, revised the permit threshold on public linear projects to just those projects which create new impervious surface. So, for communities with largely developed conditions the credits have a reduced value as roads will likely be reconstructed with minimal if any increase in impervious area. Staff do not see a shift in allowing credits to be utilized or debits to be addressed on non-public linear projects as an unreasonable request. Staff do not see large complications from this proposed shift. Road authorities without credits or debits in the volume bank and under the current regulation of the rule ("reduced" permit thresholds of public linear projects) continue to function in the regulatory arena without any known excess challenges.

2. Road authorities address debits with non-volume control projects.

There are several road authorities with debits under the volume banking program. In the case of a municipality, the municipalities' local water plan must acknowledge the debit and include a plan to address the debit. In that the current rule has a reduced permit threshold for road authority projects, the road authority's motivation to seek and find projects, secure funds and address their current debit is likely reduced. In other words, a road authority with a debit and potentially limited likelihood of triggering the regulation under future projects may have debits with the volume bank well into the future. Some municipalities have suggested the debit be addressed by non-volume control projects. If RCWD would proceed with debits being addressed by non-volume control methods then that is a fundamental shift in administration. The shift would provide some flexibility in meeting the volume bank obligation and opportunity to utilize partnership, provide incentive, for regional projects. However, the volume constrained condition of the District would be further shifted from being addressed in the regulatory system to being addressed under projects. Staff seeks some discussion and develop direction on this issue.

Attachments:

- Volume Banking Accounts
- Roseville Letter – Volume Credits for Non-Public Linear Project

Volume Banking Report

As of 07/05/2017

Recipient	Balance	Last Activity
Unknown	0 cu.ft	
Anoka County	-1,159 cu.ft	09/01/2015
City of Arden Hills	-6,989 cu.ft	03/12/2014
City of Centerville	-2,452 cu.ft	11/06/2015
City of Circle Pines	-24,623 cu.ft	04/11/2014
City of Fridley	0 cu.ft	
City of Lino Lakes	0 cu.ft	
City of Mahtomedi	-5,657 cu.ft	10/25/2012
City of Mounds View	-8,055 cu.ft	01/06/2017
City of New Brighton	19,811 cu.ft	09/12/2016
City of Roseville	63,287 cu.ft	02/12/2015
City of St. Anthony	-13,533 cu.ft	09/12/2016
City of White Bear Lake	26,123 cu.ft	01/04/2017
MnDOT	104,974 cu.ft	10/24/2016
Ramsey County	0 cu.ft	



2660 Civic Center Drive • Roseville, Minnesota 55113
651-792-ROSE • TDD: 651-792-7399 • www.cityofroseville.com

To: RCWD Board of Managers
From: Marc Culver, Public Works Director
Date: 15-June-17
Re: Use of stormwater credits for Cedarholm Community Building

RCWD Board of Managers:

Roseville staff recently met with the District to discuss the permit application for the Cedarholm Community Building improvements. During the meeting, City staff asked about the use of credits as a treatment option for an area that is limited on feasible stormwater improvements that would fit the budget and keep the golf course in the same usable manner it is today. The District's interpretation for the use of credits was strictly for public linear projects. The District Attorney's view of the use of credits was not specifically for public linear projects, but more broad based and usable within the City and District boundary.

Roseville currently has 58,265 banked credits with the RCWD that have become very limited in value with the recent Rule C change that doesn't require treatment for public linear projects that don't increase impervious surface. As Roseville is completely built out, there is very little potential to use these credits for public linear projects. The City will be redoing some parking lots and potentially buildings in the future, and the credits would become very valuable again.

The City is very responsible in using credits. For the Twin Lakes Parkway Phase III project, the City amended the original permit to incorporate filtration basins that would treat stormwater prior to getting to Langton Lake, and removing the use of credits as originally approved. The City saw the use of credits in the Twin Lakes area as a missed opportunity to make a valuable improvement in water quality and flood control. For future projects, the City would look at the use of credits in the same manner: use them when feasible stormwater improvements cannot be made.

With the new and reconstructed impervious at Cedarholm, the City is very limited on usable space at the Golf Course that can feasibly be used for stormwater infrastructure. The City looked at underground and porous pavement options but the overall cost increase and the actual stormwater improvement made infrastructure changes infeasible. The parking lot is proposed as a mill and overlay and the stormwater improvements would have greatly increased this cost by having to redo a large portion of the lot. The City also looked at modifying the pond that is onsite but the potential increase in ponding depth could flood a fairway and make it unusable until it drew down and dried out enough for walkers and carts.

The City will be installing an appropriately sized raingarden that will capture the 1.5" rainfall off of the contributing drainage area to it. While the raingarden will only capture 35% of the required volume, it was placed and sized with water quality and functionality in mind.

The City of Roseville is requesting to use banked stormwater credits to meet the Rule C water quality requirements of the District for the proposed improvements being made at the Cedarholm Community Building.

I thank you for your time and consideration to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Culver', with a long horizontal line extending to the right.

Marcus Culver, P.E.
Public Works Director
City of Roseville

2:50 Discussion on Permit Delegation to Administrator.

RESOLUTION 2017-17

**RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

DELEGATING PERMITTING AUTHORITY for CULVERT REPLACEMENT

Manager _____ offered the following resolution and moved its adoption, seconded by
Manager _____:

WHEREAS pursuant to Minnesota Statutes §103D.341, the Rice Creek Watershed District (“District”) Board of Managers (“Board”) has adopted and implements rules governing permits for work within the watershed that may affect water resources;

WHEREAS Rule B, paragraph 3, of the adopted rules states that the Board, by resolution, may delegate permitting authority to the Administrator;

WHEREAS it benefits the District, its constituents and its stakeholders that the regulatory program be implemented efficiently and that permit decisions be made without undue delay;

WHEREAS Resolution 2009-09, adopted by the Board on March 11, 2009, is a general delegation to the Administrator of authority to issue permits for categories of work that typically have limited potential for significant water resource impacts, and do not have significant public interest or raise significant policy questions;

WHEREAS replacing a culvert or similar structure within a surface water conveyance system typically does not present issues that require the Board’s consideration and often requires urgency to prevent a local washout or address a flood risk;

WHEREAS Resolution 2009-09 does not delegate authority to issue permits for such replacements under District Rule G;

THEREFORE BE IT RESOLVED that the Board of Managers hereby delegates to the Administrator, with the advice of the District engineer, the authority to make permit decisions on applications under District Rules G and I to replace a culvert or similar structure within a surface water conveyance system, in accordance with the following terms:

- Culvert inlet and outlet elevations, and hydraulic capacity, must be equal or materially equivalent to those of the structure being replaced;
- For replacements within a public drainage system, if an existing elevation differs from an as-constructed-and-subsequently-improved-condition (ACSIC) as adopted by the Board, the culvert or similar structure must be replaced to conform to the ACSIC.
- If the structure to be replaced is of an obsolete dimension, the next-largest hydraulic equivalent is to be used.

BE IT FURTHER RESOLVED that the delegation does not apply if a variance is required, and that the Administrator may decide that the application should be brought before the Board if it

raises a technical, policy or legal question that the Board should consider.

The question was to adopt the Resolution and there were ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
WALLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAAKE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRADLEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGAMON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREINER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution _____.

Dated: July 12, 2017

Michael Bradley, Secretary

I, Michael Bradley, Secretary of the Rice Creek Watershed District, hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find it to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I set my hand this 12th day of July, 2017.

Michael Bradley, Secretary

3:00 Discussion on Draft of
RCWD's Bylaws.

BY-LAWS OF RICE CREEK WATERSHED DISTRICT

(By-Laws adopted by Rice Creek Watershed District under Chapter 103D.315: Subd. 11.
“Administration By-Laws: *“The managers shall adopt By-laws for the administration of
business and affairs of the watershed district.”*)

ARTICLE I.

NAME

Section 1. ~~—NAME:~~ Rice Creek Watershed District.

Section 2. **ABBREVIATIONS:** Throughout these By-Laws whenever it is desirable to abbreviate the name of the Rice Creek Watershed District, the initials “RCWD” shall be used.

ARTICLE II.

PURPOSE

Section 1. General Purpose: The RCWD Mission Statement is: “Prevent flooding and enhance water quality in harmony with development for the common good.” In pursuit of the Mission Statement, RCWD strives to achieve balance in a variety of roles and responsibilities, including:

- Acting as the drainage authority for all public drainage systems within the boundaries of the District managing surface water transportation and flood control;
- Administering permits for the Permit Review Program which implements principles of the Watershed Management Plan;
- Serving as the Local Government Unit (LGU) responsible for the administration of the Wetland Conservation Act within the watershed, except for State lands and where authority has been expressly granted to another LGU;
- Adhering to the requirements as a regulated Municipal Separate Storm Sewer System permittee to the Minnesota Pollution Control Agency

~~Pursuant to MN Statute 103D.201, Watershed Districts’ General Purpose is as follows:~~

~~*“To conserve the natural resources of the state by land use planning, flood control, and other conservation projects by using sound scientific principles for the protection of the public health an welfare and the provident use of the natural resources”.*~~

Section 2. Manual of Policy and Procedures: The Board of RCWD has established a management document identified as Policy and Procedures Manual (PPM) to support the orderly and timely details of regular operation. The PPM may be revised at any time by a quorum vote of the Board.

(Note BH: RCWD calls it Policy and Procedures Manual (PPM), not the MOPP which is the term MAWD is proposing to use.)

ARTICLE III

RCWD OFFICE AND WATERSHED DISTRICT'S BOUNDARIES

Section 1. DISTRICT OFFICE: RCWD office is located at 4325 Pheasant Ridge Drive, Suite 611; Blaine, MN 55449-4539.

Section 2. BOUNDARIES of RCWD: RCWD covers an area of 204-186 square miles. Included in its boundaries are twenty-~~nine~~-seven (2927) cities or townships, partially or in their entirety.

(Note BH: Make sure RCWD area and number of cities are correct.)

ARTICLE IV

BOARD OF MANAGERS

Section 1. DISTRIBUTION of MANAGERS and APPOINTMENT THEREOF: Pursuant to MN Statute 103D.301, Distribution of Manager Positions, Subdivision 1: More than one affected county. *“If more than one county is affected by a watershed district, the board must provide that managers are distributed by residence among the counties affected by the watershed district.”* 103D.301 Subd. 3: *“...The county board of commissioners of a county affected by the watershed district...”* appoints the manager.

Section 2. COMPOSITION of RCWD BOARD OF MANAGERS: RCWD is composed of five managers appointed by three of the four counties in the watershed district; Ramsey County, two (2) managers; Anoka County, two (2) managers; and Washington County, one (1) manager. There is no one appointed from the fourth county, Hennepin County due to the fact that ~~it has~~ only a small fraction of RCWD is in Hennepin County~~its land in RCWD~~.

Section 3. TERMS OF OFFICE: Appointments made by the respective counties' Board of Commissioners to the RCWD Board of Managers are for three-year terms. Terms of office begin in January of the year they are appointed unless a county delays in the appointment of a manager.

Section 4. BONDING: Before assuming the duties of the Board, each Board member, at District expense, will obtain and file a bond in accordance with Minnesota Statutes §103D.315, subdivision 2. The Board, at District expense, will provide for insurance for its members to provide liability protection on such terms and in such amounts as the Board decides.

Section 5. VACANCIES: Any manager who is unable to fulfill their three-year term of office on RCWD Board of Managers shall notify their respective county commissioner of the fact they will leaving their positions as manager on the RCWD so the county they represent can appoint another manager as soon as possible to complete the departing manager’s term in office.

Section 6. COMPENSATION: ~~MN Statute 103D.315 Subd. 8:~~ “The compensation of managers for meetings and for performance of other necessary duties may not exceed ~~\$75 a day~~the amount specified by MN Statute 103D.315 Subd.8.—Managers are entitled to reimbursement for traveling and other necessary expenses incurred in the performance of official duties.” The amount of the per diem compensation will be specified in the PPM.

(Note BH: Per diem could go into the PPM, too. No problem with the above MB suggestion. Does this need to be written in italics?)

Section 7. SUBMISSION OF MANAGERS EXPENSES: A claim form shall be filled out by each manager and submitted to the RCWD office to be processed and approved in the same manner as other claims.

Section 8. DESIGNATION OF DEPOSITORY AND OFFICIAL NEWSPAPERS

Board shall designate the official District depository and official newspapers annually at the first regular meeting in February.

~~(a)~~ *(Note BH: There is no (b) so what should one do to point this out? Take out the (a)?)*

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.

Section 5. PRINCIPLES FOR DECISION MAKING

- (a). RCWD has adopted a Watershed Management Plan for the whole watershed district. This plan is to be followed by the RCWD's Board of Managers, its staff and its consultants.
- (b). RCWD has a mission to improve water quality and to contain the quantity of water that is released downstream so it does not exceed the amount of water that was released before improvements/build-outs occurred.
- (c). RCWD has to be part of the solution to reduce TMDL's within its watershed boundaries.
- (d). RCWD's Board of Managers is appointed by their respective county commissioners but the managers are to study, set policy and vote with the whole district in mind. They are to be aware of the impact of every action they take on all of the stakeholders and on the land within its watershed district.
- (e). RCWD's Board of Managers has to plan and make provisions for future growth and redevelopment.
- (f). RCWD has to adhere to and balance between Ditch Law and WCA (Wetland Conservation Act) and the Clean Water Act.
- (g). RCWD Managers answer to their county commissioners and to the taxpayers from all of the counties in the RCWD. RCWD shall institute BMP's at a reasonable cost to the taxpayers.
- (h). RCWD, in adopting a plan for a project, shall consider all of the long-term impacts of the project and adopt a policy that best restores/repairs/rehabilitates a drainage area that minimizes future repairs and gives RCWD a long-lasting solution that can sustain itself in the future.
- (i). RCWD shall try to control flooding within its district boundaries.

(Note BH: This Article V, section 5 is a new insert into the Bylaws. It was taken from the current Policy and Procedures Manual verbatim. Should it be in the PPM? Or is it more visible to the county commissioners who appoint RCWD managers to leave it in the Bylaws?)

Section-5.6. AUTHORIZED SIGNATORIES BY MANAGERS: All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of RCWD shall be signed by two members of the RCWD Board of Managers. Checks may be endorsed through electronic signature.

Section 67. REMOVAL FROM OFFICE: Any officer may be removed at any time, with or without cause, upon the affirmative vote of two-thirds (2/3rd's) of the authorized votes of the Board of Managers.

ARTICLE VI.

CODE OF ETHICS

(

Note BH: *This Article VI is new – not in the current Bylaws. Read it thoroughly and make comments. Should it just be mentioned in the Bylaws, stating that the entire Code of Ethics can be found in RCWD's Policy and Procedure Manual PPM?)*

Section 1. Respect and Compliance with the Law: The Board of Managers and District employees shall respect and comply with the laws and rules affecting the District, and act in a manner that promotes public confidence in the integrity of the District as a public agency. A Board Member or District employee shall not interfere with a Board member or employee's execution of authorized District business.

Section 2 Respectful and Courteous Behavior: The Board of Managers and District employees shall be respectful of and courteous to each other and members of the public while carrying out their public duties.

Section 3. Disorderly Conduct: The Board of Managers and District employees shall not engage in disorderly conduct which disturbs or interrupts the Board's proceedings.

Section 4. Intimidation: The Board of Managers and District employees shall not willfully prevent a Board member or employee from attending to the business of the District, or discharging its legal duties.

Section 5. Improper Influence: No Board member or employee shall give or offer a bribe to a Board member or employee, or attempt by menace or other means, to control or influence a member or employee in giving or withholding the member's vote or discharge of job duties.

Section 6. False or Fraudulent Information: No Board member or employee while attending to the business of the District shall publish or distribute written material or make verbal comment that the member knows is false or fraudulent.

Section 7. Malfeasance, Nonfeasance, or Misfeasance: If any member attending to the business of the district willfully, or otherwise violates their oath of office by: engaging in an unlawful act or deed; not executing their responsibilities, or conducts or executes their responsibilities in a manner that is unlawful or against the best interests

of the District as described in the District by-laws, rules, mission statement or code of ethics.

Section 8. Investigation and Report

(a). Complaint: A Board member may make complaint concerning improper conduct by a member of the Board or the Administrator orally or in writing; others must submit the complaint in writing. The notice by a Board member or staff is to be delivered at the time the agenda is reviewed for approval. Notice by others may be delivered at open mike.

(b) Evaluation and Investigation: Upon receipt of the complaint, the Board shall conduct an evaluation within 30 days. If the complaint contains allegations of inappropriate conduct under Section 7 of this Article against a member of the Board or the Administrator, the Board shall close one or more meetings for preliminary consideration of the allegations in the complaint, in accordance with the provisions of the Minnesota Open Meeting Law, Minn. Stat 471.705. Upon review of the complaint the Board by resolution may authorize an investigation.

(c) Consideration of Results and Action. The Board shall promptly consider the results of the investigation. If after investigation, the Board finds the complaint substantiated by the evidence, the Board may take further action, including the following:

(1) Caution to the Board or Administrator citing the specific behavior or action and noting a more preferred manner of conduct.

(2) Reprimand the Board or Administrator citing the specific behavior or action and noting a more preferred manner of conduct.

(3) With respect to a Board member, issue a letter or resolution to the nominating authority citing the specific behavior or action.

(4) With respect to a Board member, issue a letter or resolution to the appointing authority citing the specific behavior or action.

(5) With respect to a Board member, issue a letter or resolution to the appointing authority requesting a hearing under Minnesota Rule 8410.0040 for violation of the member's oath of office through malfeasance, nonfeasance, or misfeasance.

ARTICLE VII.

MEETINGS OF RCWD BOARD OF MANAGERS

Section 1. REGULAR SET MEETINGS: The managers shall have regular meetings ~~on the second and fourth Wednesday of~~ each month as set forth in the PPM and, if a regularly scheduled meeting is rescheduled, ~~such day shall fall on a holiday,~~ an alternative date for the meeting shall be set and must be noticed at least one-month prior to the changed meeting date.

(Note BH: Since regular meeting dates can be changed by the board depending on appointed managers' availability, should the exact days of the months the meetings will or could take place be in the PPM instead? i.e. RCWD use to meet in the evenings on the second and fourth Wednesday of the month. It also use to meet the evening of the fourth Wednesday in November – regardless of Thanksgiving. Meeting dates can change and something that can be easily “moved”, perhaps, should be in the PPM.)

Section 2. SPECIAL MEETINGS: Special meetings to conduct the business of the RCWD may be held and shall be legally noticed at any other time that the managers may deem necessary.

Section 3. PUBLIC HEARINGS: Public hearings shall be conducted pursuant to Chapter 429 or any other ~~charter~~ chapter provision requiring a public hearing

Section 4. MEETING CALLED BY MANAGER: 103D.315 Subd. 10, states: “A meeting may be called at any time at the request of any manger. When a manager requests a meeting, the secretary of the watershed district must mail a notice of the meeting to each member at least eight (8) days before the meeting.” The district’s office administrator shall notify the managers as soon as possible of the time and place of the pending meeting.

Section 5. QUORUM and ADJOURNED MEETING: At all meetings of the managers, a majority of the managers appointed shall constitute a quorum to do business but a ~~small number~~ majority of those present may adjourn from time to time.

Section 6. CHAIR of MEETINGS: The President shall preside as chairperson at all meetings of the managers. In the absence of the President, the First Vice-President shall preside as the temporary president. In the absence of both, the Second Vice-President shall serve as temporary President. The President and temporary President shall have the same privileges.

Section 7. MEETING FORMAT:

- (a) At the hour appointed for a meeting of the RCWD, upon reaching a quorum, the managers shall be called to order by the President or in his/her absence, by the ~~acting~~ temporary President. The managers shall proceed to do business following a set agenda.

- (b) The President shall preserve order. The President may make motions, second motions or speak on any question, provided, however, that in order to do any of these things, upon demand of any manager, shall vacate the chair and designate a temporary President. The President, or acting President, shall be entitled to vote like other members/managers.
- (c) Every manager, prior to his/her speaking, shall address the President and shall not proceed until he/she has been recognized by the Chair.
- (d) If a manager has a personal interest in a matter, as defined in Section 9, -that comes before the RCWD Board of Managers, the manager shall not vote on said issue.
- (e) No person other than a manager shall address the Board except with the consent of the President or by a vote of the majority of the managers present.
- (f) The President has the authority to set a time limit that a manager or a person addressing the board may speak.
- (g) All committees shall be appointed by the Chair unless expressly ordered by the Board. It shall be the duty of committees to act promptly and faithfully in all matters referred to them and to make reports at a future set time/date established by the board.
- (h) Minutes of all meetings of the RCWD Board of Directors shall be recorded, reviewed by the Board, adopted and kept at the District offices. They shall be signed by the Secretary and shall constitute an official record of the procedure.
- (i) Any member may request that the yeas and nays be recorded on any motion voted on by the Board and such request will be granted by the President.

Section 8. COMMITTEES OF THE BOARD. The Board of Managers may create such committees as necessary to meet the needs of the organization. There may be “Standing Committees” which are established for multiple years or terms as designated by the President and agreed to by the Board of Managers. There may also be temporary or “ad hoc” committees established by the President to meet the immediate needs or expectations of the Board of Managers.

(+) (Note BH: Regarding (d) in Section 7 – past practice was that even if a manager could not vote on an issue due to conflict of interest, they also had to dismiss themselves from the dais and if they wished, could only give background information from the podium where the microphone is located. In other words, does a manager have any right to discuss from any venue any item in which they have a conflict of interest?)

Section 89. CONFLICTS OF INTEREST: ~~A manager who has a personal financial interest, or other private interest or relationship that limits the manager’s ability objectively to consider, deliberate or vote, in a matter scheduled to come before the board must prepare a written statement describing the matter requiring action and the nature of the potential conflict, and deliver the statement to the president of the board of managers prior to the board’s consideration of or taking action on the matter. If a potential conflict arises and a manager does not have sufficient time to prepare a written statement, the~~

~~manager must orally~~ inform the board. Managers must abstain from chairing any meeting, participating as a Manager in any discussion, offering any motion, or voting on any matter that substantially affects the financial interest of the manager, a family member, an associated business, unless the effect on the manager's interest is no more than would be on any other member of the manager's profession, occupation or business classification. Managers must also abstain from chairing any meeting, participating in any discussion, offering any motion, or voting on any matter in which a private interest or relationship of the manager is involved~~limits the manager's ability objectively to consider, deliberate or vote~~. A Manager who abstains may, however, exercise the same rights as other private citizens and provide information when and to the extent authorized by the President. The manager's nonparticipation in the matter will be recorded in the minutes.

Section 910. APPEAL OF A CHAIR RULING: A member may appeal to the Board from a ruling of the Chair. If the appeal is seconded, the member may speak once solely on the question involved and the Chair may explain his or her ruling, but no other Board member will participate in the discussion. The appeal will be sustained if it is approved by a majority of the members present exclusive of the Chair.

ARTICLE VIII.

PARLIMENTARY AUTHORITY

Section 1. PARLIMENTARY AUTHORITY: Robert's Rules of Order Newly Revised (Tenth Edition) shall govern RCWD's meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and/or any special rules of order RCWD may adopt.

Section 2. SUSPENSION: Robert's Rules of Order may be temporarily be suspended by consent of the majority of the managers.

ARTICLE ~~VIII~~IX.

RCWD ADVISORY COMMITTEE

Section 1. ADVISORY COMMITTEE REQUIRED: Pursuant to 103D.331 Subd. 1. "The managers must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district."

Section 2. MEMBERS OF ADVISORY COMMITTEE: 103D.331 Subd. 2
Members:

(a) “The advisory committee consists of at least five members. If practicable, the advisory committee members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization, and a member of a farm organization. Other advisory committee members may be appointed at the discretion of the managers. The members must be residents of the watershed district, except representatives from soil and water conservation districts and counties, and serve at the pleasure of the managers.”

(b) “In addition, the managers may appoint other interested and technical persons who may or may not reside within the watershed district to serve at the pleasure of the managers.”

ARTICLE IX.

TECHNICAL ADVISORY COMMITTEE

TECHNICAL ADVISORY COMMITTEE: MS103D.337: “For a district wholly within the metropolitan area, the Board of Managers shall establish a technical advisory committee consisting of representatives of affected statutory and home rule charter cities, counties, and soil and water conservation districts.”

ARTICLE XI.

ANNUAL REPORT

Section 1. ANNUAL REPORT: MS 103D.351: “(a) *The managers must prepare a yearly report of the financial conditions of the watershed district, the status of all projects, the business transacted by the watershed district, other matters affecting the interests of the watershed district, and a discussion of the managers plans for the succeeding year.*”

Section 2. COPIES DISTRIBUTED: MS 103D.351: “(b) Copies of the report must be transmitted to the Board of Water and Soil Resources, the commissioner, and the director within a reasonable time.”

ARTICLE XII.

ANNUAL AUDIT

ANNUAL AUDIT: MS 103D.355, Subd 1. Requirement: “*The managers must have an annual audit completed of the books and accounts of the watershed district. The annual*

audit may be made by a public accountant or by the state auditor. The annual audit must be made by a certified public accountant or the state auditor at least once every five years, or when cumulative district revenues or expenditures exceed an amount established by the board in consultation with the state auditor.”

ARTICLE ~~XIII~~.

WATERSHED MANAGEMENT PLAN

WATERSHED MANAGEMENT PLAN. MS 103D.401, Subd. 1. Contents:

- (a) *“The managers must adopt a watershed management plan for any and all of the purposes for which a watershed district may be established. The watershed management plan must give a narrative description of existing water and water-related problems within the watershed district, possible solutions to the problems, and the general objectives of the watershed district. The watershed management plan must also conform closely with watershed management plan guidelines as adopted and amended from time to time by the Board of Water and Soil Resources.”*
- (b) *“The watershed management plan may include a separate section on proposed projects. If the watershed district is within the metropolitan area, the separate section of proposed projects or petitions for projects to be undertaken according to the watershed management plan is a comprehensive plan of the watershed district for purposes of review by the Metropolitan Council under section 473.165.”*

ARTICLE ~~XIXIV~~.

AMENDMENT TO BY-LAWS

Section 1. RCWD BY-LAWS MAY BE AMENDED, repealed, or adopted by a majority of the RCWD Board of Managers upon thirty (30) days written notice of the proposed change in its entirety during a meeting of the RCWD Board of Managers unless said notice is waived by all of the managers. Notice of such alteration or amendment is to be contained in the notice of such meeting. The alteration/s or amendment/d must pass by a 4/5th's vote of the RCWD Board of Managers.

Section 2. INTERPRETATION of the By-Laws and any amendment or additions thereto shall rest with the RCWD Board of Managers.

Section 3. TEMPORARY SUSPENSION OF BYLAWS: These rules may be temporarily suspended by consent of a majority of the managers. [what is the intent here, and what rules are the focus?]

ARTICLE ~~XXV~~.

REVIEW OF BY-LAWS

THESE BY-LAWS shall be reviewed at least very five years and revised if needed. These bylaws govern internal RCWD matters and do not create rights in any third parties.

(Note BH: Should everything below this line be eliminated? The date for these revised and updated Bylaws will be noted at the bottom of each page after they are adopted so the public can know when they were updated/revised.)

ALSO, all of the below Resolution 04-08 "Event Policy" should be moved to the PPM.)

August 11, 2004 meeting.

Motion by Manager Haake, seconded by Manager Aiken, to approve the draft to become the official Bylaws of the Rice Creek Watershed District. Motion carried 5-0.

April 11, 2007 meeting.

Motion by Manager Haake, seconded by Manager Oven, to approve the amendment of Article VI, Section 8 of the Rice Creek Watershed District by-laws. Motion carried 4-1 (Manager Waller opposed).

March 11, 2009 meeting.

Motion by Manager Waller, seconded by Manager Ogata, acknowledging that proper notice has been given for the consideration by the managers of a proposed by-law change and move to amend Article IV, Section 8 of the By-laws of the Rice Creek Watershed District. Motion carried 3-0.

[To be added]

RESOLUTION NO. 04-08

**RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS
RESOLUTION ADOPTING
RICE CREEK WATERSHED DISTRICT EVENT POLICY**

Manager Haake offered the following Resolution and moved its adoption, seconded by Manager Aiken:

WHEREAS: The RCWD is comprised of three "parts": a Board of (five) Managers, and under law, an Advisory Committee, and employed Staff members; and

WHEREAS: The Board of Managers is paid on a per diem basis; the Advisory Committee is comprised of unpaid volunteers; and the Staff is paid an annual salary; and

WHEREAS: The RCWD recognizes the need to show its appreciation to its Managers, its Advisory Committee and its Staff; and

WHEREAS: During the year, there may be resignations from one of the three "parts" of the RCWD; and

WHEREAS: The RCWD wishes to recognize the contributions of its Managers, Advisory Committee and its Staff for their yearly work for the RCWD;

THEREFORE BE IT RESOLVED: That the RCWD holds an Annual Appreciation Dinner/Event paid for by RCWD for the above three "parts" of the RCWD along with the individual's guest; that RCWD's consultants or any other participant who wishes to attend shall pay a fair "dinner/event" cost. RCWD Managers and Staff shall not charge RCWD per diem nor "overtime" pay for the event. This Dinner/Event shall honor departures of Managers/Staff/Advisory Committee members; various accomplishments of the District/individuals and express appreciation to members for their time and dedication to Watershed work that took place during the year preceding the annual Dinner/Event.

The question was on the adoption of the Resolution and there were 5 years, 0 nays and 0 abstentions as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
CARDINAL	X		
AIKEN	X		
HAAKE	X		
KARTH	X		
LEROUX	X		

Upon vote, the Chair declared the Resolution passed.

Dated: August 11, 2004 _____

Roger Aiken, Secretary

I, Roger Aiken, Secretary of the Rice Creek Watershed District, do hereby certify that have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 11 day of August, 2004.

Roger Aiken, Secretary

3:30 Discussion on Draft Preliminary 2018 Budget.

MEMORANDUM

Rice Creek Watershed District

To: Board of Managers

Date: July 5, 2017

From: Phil Belfiori

Subject: Draft preliminary 2018 budget

Background / Discussion

Pursuant to Board's general discussion at the June 12, 2017 workshop, the attached information and information provided below is meant to provide the staff recommendations on the 2018 draft preliminary budget.

As you will also note, the projects proposed in the 2018 draft preliminary budget is roughly consistent with the initial rough draft 2018 preliminary budget discussed and June 2017 workshop meeting.

It will be important for the Board to pay close attention to the overall 2018 budget amounts and use of District fund balance. To achieve the Board's financial goal of at least approximately \$4 million in District fund balance by the end of 2019 (or 2020), it will be critical for the Board to continue to 1) pursue additional revenue and or 2) provide direction to staff on where to reduce expenditures if considering adding more budget expenses to any fund.

The following are highlights and summary of attached draft tables:

- 1) Assumes no increase in general property tax levy from 2017 budget.
- 2) Utilizes fund balance to fund the final year of the implementation and construction of Hansen Park Project, Mirror Pond Project, Middle Rice Creek, Carp Management and ACD 53-62 Branch 2 repair project -See "Current and Predicted Future Fund Balances" Table on page 3a.
- 3) Identifies the fourth and final year of budget for construction of Hansen Park Project (fund 60-30), Mirror Pond Project (fund 60-31) and Middle Rice Creek Restoration Projects (Fund 60-03) (as related to the Targeted Watershed Demonstration grant -TWD).
- 4) Provides funding (both ad-valorem and WMD) for construction of the ACD 53-62 Branch 2 repair projects (funds 60-32 and 60-28).
- 5) Provides for funding for the design and construction of the Oasis Pond Iron Enhance Sand Filter project (with the City of Roseville) utilizing 2017 CWF grant (fund 60-24).
- 6) Includes some funding for implementation of phases 2 and 3 of the New Brighton/Saint Anthony/Roseville Basic Water Management Project (fund 60-24).
- 7) Provides funding for development of design plans and specs and related engineering work for proposed WJD 2 Branch 1/ 2 and the initial engineering for the AW JD 3 Main Truck (MT)/Br 3 repair projects.

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Rice Creek Watershed District

- 8) Includes continued project funding for the carp electric barriers demonstration project as part of the Targeted Watershed Demonstration (TWD) carp management project (fund 90-26).
- 9) Provides continuation of funding for possible work within the Peltier Lake drainage area including competitive grant matching funds or RCWD partnership implementation with cities for implementation of a portion of Chain of Lakes /Peltier Centerville TMDL water quality projects or funding of subwatershed drainage and flood control assessment study (fund 90-16).
- 10) Provides increased in funding for the Urban Stormwater Remediation Cost Share program for targeted stormwater reuse for irrigation projects or other regional flood control and/or regional volume control/water quality projects (fund 60-15).
- 11) Provides increased funding level in the ditch general “minor” maintenance fund (fund 80-02). This work could include (but not limited to) maintenance work on ACD 10-22-32, AR JD 1, WCD 5/6/7, , RCD 4, JD 3, ACD 55/72, WJD 2. This work also includes funding for rental of floating excavator equipment. Note that ACD 31/46 maintenance (post project and a proposed 5 year maintenance WMD) would be funded through utilizing the remaining WMD fund balance/ the unspent portion of WMD funds over the next 10 years.
- 12) Identifies continued funding for development of ditch repair reports and historically review and related public drainage analysis and reports (fund 80-03).
- 13) Provides funding for the implementation of ACD 15/JD 4 ongoing maintenance (fund 60-25), and vegetative management/hydrologic monitoring (60-18) and some funding for possible subwatershed drainage assessment study of ACD 15 system (60-18).
- 14) Maintains funding for the District regulatory program and increases funding for local water plan review, regional project planning, review of City ordinances, CSMPs, AUAR's, and regulatory audits (funds 70-01, 70-03, 70-07).
- 15) Maintains same level of funding for lakes and stream monitoring programs (fund 90-04).
- 16) Maintains the \$50,000/ county approach for funding for the Water Quality BMP cost-share program. (assumes unspent 2017 funds are spent in USWR cost program) (fund 90-01).
- 17) Maintains funding for Sediment Basin Maintenance program funding (fund 95-01).
- 18) Includes funding for starting the 10-year Watershed Plan revision process (fund 70-08).
- 19) Includes maintaining funding for the Bald Eagle Lake TMDL implementation program (fund 90-06).
- 20) Includes maintaining funding for work on future conditional modeling and regional water quality modeling (fund 35-05).

MEMORANDUM

Rice Creek Watershed District

- 21) Includes funding for 2018 performance based salary adjustments per the approved employee manual and funding employee benefits (see page 4 under “wages & benefits”).
- 22) Maintains funding for inspection implementation through the ongoing interagency agreement with Ramsey Conservation District (see page 9 under “professional services”).
- 23) Includes increased funding for maintenance on District facilities and initial technical work for acquiring possible maintenance access easements (fund 95- 03).
- 24) Includes increased funding for continued implementation of the “mini-grant” cost share program/ continued implementation of the Master Water Stewards program (fund 30-02) and continued funding of partnership programs such as Watershed Partners and Blue Thumb (fund 30-03).
- 25) Includes funding to continue to implement the District vehicle replacement policy.
- 26) Maintains some funding for subwatershed assessments and regional /reuse project feasibility studies (fund 90-23).
- 27) Include a small amount of funding to initiate discussion on options for possible bonding.
- 28) *Would anticipate grant revenue /water management district (WMD) revenue from:*
 - a. *BWSR TWD grant (fourth and final year of revenue)*
 - b. *BWSR CWF grant for Oasis Pond IESF project in Roseville*
 - c. *ACD 15/JD 4 on-going maintenance WMD (5th and final year)*
 - d. *BEL WMD*
 - e. *ACD 31/46 WMD (year two of five).*
 - f. *ACD 53-62 Branch 2 (year one of three)*

Attachments:

Draft 2018 Preliminary Budget:

- Detailed tables / specific fund recommendations related to draft 2018 preliminary budget
- Permit program budget and levy history summary tables
 - Recommended salary administration memo – sent directly to Managers via email.

MEMORANDUM

Rice Creek Watershed District

Proposed

2018 BUDGET PLANNING AND DEVELOPMENT SCHEDULE

March 6, 2017 Workshop – Initial high-level discussion on large public drainage repair projects/implementation timing.

May 8, 2017 Workshop – Additional discussion on CIP /large project priorities

June 12, 2017 – Review of 2018 budget development process, and initial discussion on rough draft preliminary budget

July 5, 2017 - Preliminary draft 2018 budget sent out.

July 10 & August 7, 2017 – Budget discussions at Board Workshop- with possible separate budget workshop in between July and August workshops or at/around August workshop.

August 9, 2017 (approximately) - Public Notice for hearing goes out.

August 23, 2017 – Budget & levy hearing at Board Meeting.

Late August /Early September 2017 – (Tentative) special Board Workshop if needed to finalize budget & levy.

September 13, 2017 – Certification of preliminary budget & levy certification

October 1, 2017 – Certification of water management charges to counties.

December 13, 2017 – Final certification of budget and levy.

** Budget this year will also include proposed and previously approved water management district (WMD) certification of changes to the counties that are done annually:

- ACD 53-62 WMD – first year
- ACD 31/46 WMD (year two)
- Bald Eagle Lake WMD
- JD4/ACD 15 WMD – 5th and final year for “ongoing maintenance”

Preliminary draft 2018 budget-for discussion purposes only

Rice Creek Watershed District
Total Revenue and Expenditures

Account	2017 Annual Budget	YTD Thru 04/30/17	Projected 05/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Change
Revenues						
General Property Tax	\$4,383,000	0	\$4,273,425	\$4,273,425	\$4,383,000	0.0%
Permit Fees	103,140	64,784	64,784	129,568	157,752	52.9%
Bald Eagle Lake WMD charge	65,000	0	65,000	65,000	65,000	0.0%
TWD Grants Fund 90 for Carp	0	0	0	0	0	0.0%
WMD JD 4 /ACD 15	25,000	0	25,000	25,000	25,000	0.0%
WMD ACD 46	55,566	0	55,000	55,000	49,627	-10.7%
WMD ACD 31	51,737	0	50,000	50,000	36,277	0.0%
ACD 53-62 Br. 2 WMD					166,741	
ACD 31/46 culvert replace (columbus)	23,648	0	23,000	23,000		0.0%
TWD Grants fund 60 for Hansen and Mirror and MRC	0	0	0	0	0	0.0%
CWF IESF Oasis /Roseville Project Grant	0	0	0	0	0	0.0%
Grant - Bald Eagle Lake - DNR	5,000	0	5,000	5,000	0	-100.0%
Grant - Reuse	0	0	0	0	0	0.0%
Loan Alum BEL	0	0	0	0	0	100.0%
Investment Interest-Surety	8,808	3,833	5,366	9,199	9,099	3.3%
Investment Income	51,339	18,657	26,031	44,688	45,624	-11.1%
Miscellaneous Revenue	10,000	3,147	8,200	11,347	5,000	-50.0%
Total Revenues	\$4,782,238	\$90,421	\$4,600,806	\$4,691,227	\$4,943,120	3.4%
Combined Program Capital Costs & Administration:						
General Administration	\$385,206	\$203,705	\$196,947	\$400,652	\$416,037	8.0%
Environmental Education	123,234	56,022	63,814	119,836	136,006	10.4%
Information Management	110,926	44,254	65,016	109,270	117,016	5.5%
Restoration	5,372,332	2,126,620	1,247,901	3,374,521	3,415,259	-36.4%
Regulatory	908,791	420,810	486,291	907,101	1,023,928	12.7%
Ditch & Creek Maintenance	1,242,740	393,717	473,398	867,115	912,659	-26.6%
Lake & Stream	985,869	257,704	709,195	966,899	1,334,145	35.3%
District Facilities	160,000	74,491	169,000	243,491	200,000	25.0%
Total Program Expense	\$9,289,099	\$3,577,323	\$3,411,562	\$6,988,885	\$7,555,051	-18.7%

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Rice Creek Watershed District
Expenditures by Program

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 7/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget
Programs:					
General Administration	385,206	203,705	196,947	400,652	416,037
Environmental Education	123,234	56,022	63,814	119,836	136,006
Information Management	110,926	44,254	65,016	109,270	117,016
Restoration	5,372,232	2,126,620	1,247,901	3,374,521	3,415,259
Regulatory	908,791	420,810	486,291	907,101	1,023,928
Ditch & Creek Maintenance	1,242,740	393,717	473,398	867,115	912,659
Lake & Stream	985,869	257,704	709,195	966,899	1,334,145
District Facilities	160,000	74,491	169,000	243,491	200,000
Total Program Expense	\$9,288,999	\$3,577,323	\$3,411,562	\$6,988,885	7,555,051

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Rice Creek Watershed District
Estimated Fund Balance

Current and Predicted Future Fund Balances

Fund:	Beginning Balance @ 01/01/17	Projected 2017 Revenue	Projected 2017 Expense	Predicted Pre fund transfer fund Balance	Predicted Fund * Balance after 2017 fund transfer	Predicted 2017 Deferred Revenue from BWSR TWD grant (made during audit)	Predicted "adjusted" Final Fund Balance 12/31/2017	Predicted Use of District Fund Balance for Project Construction in 2018 **	Predicted "adjusted" Final Fund Balance 12/31/2018	Predicted Use of District Fund Balance for Project Construction in 2019	Predicted Final Fund Balance 12/31/2019
10 - General Fund	123,605	376,740	400,652	99,693	260,000						
30 - Environmental Education	89,656	118,823	119,836	88,643	120,000						
35 - Information Management	129,363	108,065	109,270	128,158	128,158						
60 - Restoration Projects	3,567,410	1,426,639	3,374,521	1,619,527	2,000,000						
70 - Regulatory	480,264	917,899	907,101	491,062	900,000						
80 - Ditch & Creek Maintenance	179,143	623,612	867,115	(64,360)	1,100,000						
90 - Lake & Stream Management	3,154,155	963,539	966,899	3,150,795	1,100,000						
95 - District Facilities	885,571	155,909	243,491	797,989	703,350						
Total District Fund Balance:	8,609,167	4,691,227	6,988,885	6,311,508	6,311,508	1,281,000	7,592,508	2,611,930	5,613,578	2,130,000	3,483,578

*Rough draft for discussion only - Timing of Board Action for fund transfer(s) is unknown

**Portion of total project cost.

Includes Deferred Revenue from grants.

Very rough estimate.

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Rice Creek Watershed District
Total Revenue and Administrative Costs Breakdown

Account	2017 Annual Budget	YTD Thru 06/30/16	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference Between 2017 & 2018 Budget
Expenses						
Manager Per Diem	15,000	7,725	7,725	15,450	15,000	0.0%
Manager Expense	2,000	425	425	850	2,000	0.0%
Manager Travel	2,500	1,747	1,747	3,494	2,500	0.0%
Wages	794,580	395,336	395,336	790,672	822,518	3.5%
Interns	8,837	2,447	6,200	8,647	8,800	-0.4%
Benefits	101,280	47,235	65,179	112,414	109,501	8.1%
PERA Expense	57,848	29,650	29,650	59,300	61,586	6.5%
H.S.A. Contribution	8,578	4,484	4,484	8,968	9,116	6.3%
Payroll Taxes	59,762	29,854	29,854	59,708	63,596	6.4%
Payroll Taxes-Unemployment	2,000	396	1,000	1,396	2,000	0.0%
Office Supplies	9,000	1,351	3,850	5,201	9,630	7.0%
Supplies-Field	250	904	455	1,359	250	0.0%
Computer Software	1,800	702	700	1,402	1,800	0.0%
Meeting Supplies/Expense	1,000	589	450	1,039	1,000	0.0%
Printing	2,500	216	1,570	1,786	2,500	0.0%
Rent	86,411	37,457	39,306	76,763	86,411	0.0%
Telecommunications	19,140	8,929	8,929	17,858	19,143	0.0%
Dues	6,286	4,000	1,000	5,000	9,471	50.7%
Publications	1,000	136	585	721	1,000	0.0%
Training & Education	11,790	2,190	6,950	9,140	12,615	7.0%
Insurance & Bonds	20,172	21,439	7,000	28,439	22,832	13.2%
Postage	5,500	189	4,405	4,594	5,500	0.0%
Legal Notices-General	2,000	250	2,075	2,325	2,000	0.0%
Staff Travel	7,491	2,442	3,670	6,112	8,015	7.0%
Vehicle Expense	37,221	2,687	34,517	37,204	28,748	-22.8%
Audit & Accounting	57,477	43,694	16,800	60,494	66,880	16.4%
Professional Services-General	89,825	21,600	61,135	82,735	107,825	20.0%
Contracted Services	100	2,876	2,600	5,476	0	0.0%
Recruitment Expense	5	0	0	0	0	0.0%
Legal Fees-General	37,824	13,919	26,688	40,607	39,261	3.8%
Engineering	82,962	18,463	62,537	81,000	87,962	6.0%
Education & Communication	7,500	0	7,000	7,000	12,500	66.7%
Equipment-Computer	14,548	2,764	12,500	15,264	17,548	20.6%
Equipment-General	5,500	460	5,300	5,760	5,500	0.0%
Equipment Lease	10,416	6,775	7,524	14,299	10,416	0.0%
Repairs & Maintenance	0	400	400	800	0	0.0%
Total Administrative Expense	1,570,103	713,731	859,546	1,573,277	1,655,424	5.4%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - General Fund - 10

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	374,269	0	364,911	364,911	404,426	8.1%
Investment Interest-Surety	8,808	3,833	5,366	9,199	9,099	3.3%
Investment Income	2,129	774	1,084	1,858	2,512	18.0%
Miscellaneous Revenue	0	272	500	772	0	0.0%
Total Revenues	385,206	4,879	371,861	376,740	416,037	8.0%
Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Expenses						
Manager Per Diem	15,000	7,725	7,725	15,450	15,000	0.0%
Manager Expense	2,000	425	425	850	2,000	0.0%
Manager Travel	2,500	1,747	1,747	3,494	2,500	0.0%
Wages-General	116,031	57,892	57,892	115,784	120,591	3.9%
Benefits	14,875	10,955	10,955	21,910	17,406	17.0%
PERA Expense	8,449	4,342	4,342	8,684	9,044	7.0%
H.S.A. Contributions	8,578	4,484	4,484	8,968	9,116	6.3%
Payroll Taxes	8,618	4,815	4,815	9,630	9,225	7.0%
Payroll Taxes-Unemployment	2,000	396	1,000	1,396	2,000	0.0%
Office Supplies	1,890	478	500	978	2,022	7.0%
Supplies-Field	250	0	100	100	250	0.0%
Meeting Supplies/Expense	1,000	589	450	1,039	1,000	0.0%
Printing	525	0	300	300	525	0.0%
Rent	18,146	8,383	8,383	16,766	18,146	0.0%
Telecommunications	4,019	1,718	1,718	3,436	4,020	0.0%
Dues	6,286	4,000	1,000	5,000	9,471	50.7%
Publications	210	46	100	146	210	0.0%
Training & Education	2,476	700	1,300	2,000	2,649	7.0%
Insurance & Bonds	4,236	4,875	3,000	7,875	4,795	13.2%
Postage	1,155	0	1,155	1,155	1,155	0.0%
Legal Notices-General	2,000	0	1,800	1,800	2,000	0.0%
Staff Travel	1,573	570	570	1,140	1,683	7.0%
Audit & Accounting	57,477	43,694	16,800	60,494	66,880	16.4%
Professional Services-General	15,000	12,797	5,000	17,797	22,000	46.7%
Legal Fees-General	28,724	13,095	18,333	31,428	30,161	5.0%
Engineering	60,000	18,463	41,537	60,000	60,000	0.0%
Equipment-General	0	0	0	0	0	0.0%
Equipment Lease	2,187	1,516	1,516	3,032	2,187	0.0%
Total Administrative Expense	385,206	203,705	196,947	400,652	416,037	8.0%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - Environmental Education - 30

Account	2017 Annual Budget	YTD Thru 6/30/17	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	117,553	0	114,614	114,614	135,184	15.0%
Investment Income	681	248	347	595	821	20.6%
Miscellaneous Income	5,000	114	3,500	3,614	0	-100.0%
Total Revenues	123,234	362	118,461	118,823	136,006	10.4%
Account	2017 Annual Budget	YTD Thru 6/30/17	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Expenses						
Wages-Environmental	56,948	28,608	28,608	57,216	59,384	4.3%
Interns	0	0	0	0	0	0.0%
Benefits	11,332	5,186	5,186	10,372	7,879	-30.5%
PERA Expense	4,147	2,146	2,146	4,292	4,454	7.4%
Payroll Taxes	4,230	2,158	2,158	4,316	4,543	7.4%
Office Supplies	810	84	500	584	867	7.0%
Printing	225	0	200	200	225	0.0%
Rent	7,777	3,517	3,517	7,034	7,777	0.0%
Telecommunications	1,723	538	538	1,076	1,723	0.0%
Publications	90	0	50	50	90	0.0%
Training & Education	1,061	0	250	250	1,135	7.0%
Insurance & Bonds	1,815	2,004	150	2,154	2,055	13.2%
Postage	495	0	400	400	495	0.0%
Staff Travel	674	575	575	1,150	721	7.0%
Professional Services	825	0	400	400	825	0.0%
Legal Fees	600	83	500	583	600	0.0%
Engineering-Education	1,245	0	1,000	1,000	1,245	0.0%
Equipment-Environmental	1,000	0	1,000	1,000	1,000	0.0%
Equipment Lease	937	636	636	1,272	937	0.0%
Total Expenses - Environmental	95,934	45,535	47,814	93,349	95,956	0.0%
Projects						
Water Education & Outreach Prog. 30-02	22,000	7,389	14,000	21,389	30,050	36.6%
Blue Thumb - 30-03	5,300	3,098	2,000	5,098		-100.0%
Outreach Partnerships - 30-04 (new 2018)	0	0	0	0	10,000	100.0%
Total-Projects	27,300	10,487	16,000	26,487	40,050	46.7%
Total - Environmental	123,234	56,022	63,814	119,836	136,006	10.4%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - Information Management - 35

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	110,313	0	107,555	107,555	116,309	5.4%
Investment Income	613	223	223	446	707	15.3%
Miscellaneous	0	14	50	64	0	0.0%
Total Revenues	110,926	237	107,828	108,065	117,016	5.5%
Expenses						
Wages-Information Mgmt.	29,894	15,153	15,153	30,306	31,505	5.4%
Benefits	3,453	361	361	722	4,509	30.6%
PERA Expense	2,177	1,136	1,136	2,272	2,363	8.5%
Payroll Taxes	2,220	1,157	1,157	2,314	2,410	8.6%
Office Supplies	90	11	50	61	96	7.0%
Computer Software	1,800	702	700	1,402	1,800	0.0%
Printing	25	0	20	20	25	0.0%
Rent	864	446	446	892	864	0.0%
Telecommunications	191	68	68	136	191	0.0%
Publications	10	0	10	10	10	0.0%
Training & Education	118	0	100	100	126	6.9%
Insurance & Bonds	202	254	50	304	228	13.0%
Postage	55	0	50	50	55	0.0%
Staff Travel	75	0	75	75	80	6.9%
Professional Services	20,000	7,888	12,112	20,000	25,000	25.0%
Contracted Services	100	0	100	100	0	-100.0%
Legal Fees	0	11	100	111	0	0.0%
Engineering	0	0	0	0	0	0.0%
Equipment-Computer	14,548	2,764	12,500	15,264	17,548	20.6%
Equipment	0	0	0	0	0	0.0%
Equipment Lease	104	81	50	131	104	0.0%
Total-Administration	75,926	30,032	44,238	74,270	86,916	14.5%
Projects						
Information Management 35-05	35,000	14,222	20,778	35,000	30,100	-14.0%
Total-Projects	35,000	14,222	20,778	35,000	30,100	-14.0%
Total - Information Management	110,926	44,254	65,016	109,270	117,016	5.5%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	1,410,780	0	1,375,511	1,375,511	1,757,705	24.6%
Grant-WMD- JD 4/ACD 15	25,000	0	25,000	25,000	25,000	0.0%
Special Assessments - ACD 53-62	0	0	0	0	0	0.0%
TWD Grants fund 60 for Hansen and Mirror and MRC	0	0	0	0	0	0.0%
CWF IESF Oasis /Roseville Project Grant	0	0	0	0	0	0.0%
Investment Income	29,692	10,790	15,106	25,896	20,624	-30.5%
Miscellaneous (Wetland Credits)	0	82	150	232	0	0.0%
Total Revenues	1,465,472	10,872	1,415,767	1,426,639	1,803,329	23.1%
Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/1-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Expenses						
Wages-Restoration	95,821	47,281	47,281	94,562	100,482	4.9%
Benefits	11,766	2,596	9,170	11,766	12,864	9.3%
PERA Expense	6,974	3,575	3,575	7,150	7,505	7.6%
Payroll Taxes	7,138	3,420	3,420	6,840	7,687	7.7%
Office Supplies	720	60	400	460	770	7.0%
Printing	200	216	100	316	200	0.0%
Rent	6,913	2,532	4,381	6,913	6,913	0.0%
Telecommunications	1,531	720	720	1,440	1,531	0.0%
Publications	80	90	25	115	80	0.0%
Training & Education	943	170	500	670	1,009	7.0%
Insurance & Bonds	1,614	1,443	500	1,943	1,827	13.2%
Postage	440	7	300	307	440	0.0%
Legal Notices	0	0	125	125	0	0.0%
Staff Travel	599	275	200	475	641	7.0%
Vehicle Expense	9,000	503	8,497	9,000	8,437	-6.3%
Professional Services	2,000	177	1,600	1,777	2,000	0.0%
Legal Fees	1,000	290	900	1,190	1,000	0.0%
Engineering	6,039	0	5,000	5,000	6,039	0.0%
Education and Communication	2,500	0	2,000	2,000	2,500	0.0%
Equipment-Restoration	500	0	500	500	500	0.0%
Equipment Lease	834	458	641	1,099	833	-0.1%
Total-Administration	156,612	63,813	89,835	153,648	163,259	4.2%
Projects						
Rice Creek Meander Restoraton 60-03	290,720	2,644	70,036	72,680	300,000	3.2%
Stormwater Remediation - 60-15	275,000	33,470	241,530	275,000	300,000	9.1%
Columbus RMP #60-17	10,000	1,875	10,000	11,875	10,000	0.0%
JD4 RMP Implementation #60-18	80,000	88,063	30,000	118,063	112,000	40.0%
District-Wide SWMM Model Phase 2 #60-19	45,000	23,219	21,000	44,219	58,000	28.9%
ACD 53/62 RMP Implementaion #60-21	10,000	4,390	5,500	9,890	20,000	100.0%
Lino Lakes RMP Implementatin #60-22	20,000	1,979	18,000	19,979	20,000	0.0%
SW Urban Lake/Flood Mgmt.Implementation #60-24	105,000	19,483	75,000	94,483	530,000	404.8%
JD 4 /ACD 15 WMD #60-25	25,000	885	20,000	20,885	25,000	0.0%
Purchase of Wetland Bank Credits #60-27	40,000	8,354	20,000	28,354	50,000	25.0%
ACD 53/62 WMD - #60-28	0	1,969	2,000	3,969	287,000	100.0%
Clear Lake Water Quality Implementation #60-29	70,000	1,684	65,000	66,684	50,000	-28.6%
Hansen Park #60-30	3,300,000	1,526,046	475,000	2,001,046	1,000,000	-69.7%
Mirror Pond #60-31	875,000	319,472	65,000	384,472	300,000	-65.7%
ACD 53/62 Branch 2 Repair #60-32	70,000	29,274	40,000	69,274	190,000	171.4%
Total-Projects	5,215,720	2,062,807	1,158,066	3,220,873	3,252,000	-37.7%
Total - Restoration	5,372,332	2,126,620	1,247,901	3,374,521	3,415,259	-36.4%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory - 70

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/01-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	800,628	0	780,612	780,612	859,993	7.4%
Permit Fees	103,140	64,784	64,784	129,568	157,752	52.9%
Investment Income	5,023	1,825	2,555	4,380	6,183	23.1%
Miscellaneous Income	0	2,339	1,000	3,339	0	0.0%
Total Revenues	908,791	68,948	848,951	917,899	1,023,928	12.7%
Expenses						
Wages-Regulatory	201,112	98,679	98,679	197,358	203,327	1.1%
Wages-Interns	2,918	612	2,200	2,812	2,904	-0.5%
Benefits	25,078	17,386	17,386	34,772	24,856	-0.9%
PERA Expense	14,644	7,372	7,372	14,744	15,250	4.1%
Payroll Taxes	15,160	7,318	7,318	14,636	15,777	4.1%
Office Supplies	2,790	382	1,000	1,382	2,985	7.0%
Supplies-Field	0	244	75	319	0	0.0%
Printing	775	0	500	500	775	0.0%
Rent	26,787	12,511	12,511	25,022	26,787	0.0%
Telecommunications	5,933	3,012	3,012	6,024	5,934	0.0%
Publications	310	0	200	200	310	0.0%
Training & Education	3,655	938	2,000	2,938	3,911	7.0%
Insurance & Bonds	6,253	7,127	1,000	8,127	7,078	13.2%
Postage	1,705	146	1,000	1,146	1,705	0.0%
Legal Notices	0	250	0	250	0	0.0%
Staff Travel	2,322	479	1,000	1,479	2,485	7.0%
Vehicle Expense	3,437	720	2,700	3,420	3,437	0.0%
Professional Services	50,000	384	40,000	40,384	50,000	0.0%
Contracted Services	0	2,876	2,500	5,376	0	0.0%
Recruitment	5	0	0	0	0	0.0%
Legal Fees	1,500	295	1,000	1,295	1,500	0.0%
Engineering	5,678	0	5,000	5,000	5,678	0.0%
Equipment-Regulatory	500	0	300	300	500	0.0%
Equipment Lease	3,229	2,263	3,168	5,431	3,229	0.0%
Total-Administration	373,791	162,994	209,921	372,915	378,428	1.2%
Projects						
Rule Revisions/Plan Update #70-01	55,000	4,655	50,345	55,000	57,500	4.5%
Permit Review #70-03	360,000	218,788	141,212	360,000	408,000	13.3%
Early Coordination /Road Authority #70-07	80,000	34,187	45,813	80,000	80,000	0.0%
Watershed Plan Revision#70-08	40,000	186	39,000	39,186	100,000	150.0%
Total-Projects	\$535,000	\$257,816	\$276,370	\$534,186	\$645,500	20.7%
Total - Regulatory	\$908,791	\$420,810	\$486,291	\$907,101	\$1,023,928	12.7%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch Creek Maintenance - 80

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/01-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	499,921	0	487,423	487,423	649,502	29.9%
Special assess ACD 31	51,737	0	50,000	50,000	36,277	-29.9%
Special assess ACD 46	55,566	0	55,000	55,000	49,627	-10.7%
ACD 31 /46 culvert replace	23,648	0	23,000	23,000	0	-100.0%
ACD 53-62 Br. 2 WMD					166,741	100.0%
Investment Income	6,868	2,496	3,494	5,990	5,511	-19.8%
Public Drainage Inspection	0	0	0	0	0	0.0%
Miscellaneous Income	5,000	199	2,000	2,199	5,000	0.0%
Total Revenues	642,740	2,695	620,917	623,612	912,659	42.0%
Expenses						
Wages-Ditch & Creek	124,345	62,566	62,566	125,132	129,132	3.9%
Benefits	13,796	5,946	5,946	11,892	20,715	50.1%
PERA Expense	9,052	4,692	4,692	9,384	9,664	6.8%
Payroll Taxes	9,250	4,546	4,546	9,092	9,879	6.8%
Office Supplies	1,710	243	500	743	1,830	7.0%
Supplies-Field	0	580	200	780	0	0.0%
Printing	475	0	250	250	475	0.0%
Rent	16,418	6,154	6,154	12,308	16,418	0.0%
Telecommunications	3,637	1,860	1,860	3,720	3,637	0.0%
Publications	190	0	100	100	190	0.0%
Training & Education	2,240	267	1,900	2,167	2,397	7.0%
Insurance & Bonds	3,833	3,506	1,300	4,806	4,338	13.2%
Postage	1,045	0	1,000	1,000	1,045	0.0%
Legal Notices	0	0	150	150	0	0.0%
Staff Travel	1,423	98	600	698	1,523	7.0%
Vehicle Expense	12,347	1,464	10,883	12,347	8,437	-31.7%
Professional Services	2,000	177	1,823	2,000	8,000	300.0%
Legal Fees	5,000	145	4,855	5,000	5,000	0.0%
Engineering-Ditch & Creek	5,000	0	5,000	5,000	10,000	100.0%
Equipment-Ditch & Creek	2,000	460	2,000	2,460	2,000	0.0%
Equipment Lease	1,979	1,113	1,113	2,226	1,979	0.0%
Total-Administration	215,740	93,817	117,438	211,255	236,659	9.7%
Projects						
Ditches - General #80-02	245,000	96,815	150,000	246,815	333,000	35.9%
Repair Reports #80-03	83,000	52,040	30,960	83,000	83,000	0.0%
ACD 31/46 Repair Report/Implement.#80-07	388,810	88,837	75,000	163,837	0	-100.0%
Ditch Maintenance-Hugo #84-15	40,000	0	40,000	40,000	40,000	0.0%
ACD 10-22-32 WMD - #80-17	0	0	0	0	0	0.0%
ACD 31 WMD #80-18	270,190	15,365	20,000	35,365	10,000	-96.3%
ACD 46 WMD #80-19	0	46,843	40,000	86,843	10,000	100.0%
WJD 2 Branch 1 /2 Repair #80-20	0	0	0	0	150,000	100.0%
AWJD 3 MT and Br 3 Repair #80-201	0	0	0	0	50,000	100.0%
Total-Projects	1,027,000	299,900	355,960	655,860	676,000	-34.2%
Total - Ditch & Creek	1,242,740	393,717	473,398	867,115	912,659	-26.6%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake Stream Management - 90

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/01-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	910,421	0	887,660	887,660	261,088	-71.3%
Bald Eagle WMD charge	65,000	0	65,000	65,000	65,000	0.0%
Grant DNR- Bald Eagle	5,000	0	5,000	5,000	0	-100.0%
Grant BWSR CWL	0	0	0	0	0	0.0%
TWD Grants Fund 90 for Carp	0	0	0	0	0	0.0%
Grant-Reuse Project	0	0	0	0	0	0.0%
Loan Alum BEL	0	0	0	0	0	0.0%
Grant - HWC	0	0	0	0	0	0.0%
Investment Income	5,448	1,980	2,772	4,752	8,057	47.9%
Miscellaneous - Curly Leaf	0	127	1,000	1,127	0	0.0%
Total Revenues	985,869	2,107	961,432	963,539	334,145	-66.1%
Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/01-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Expenses						
Wages-Lake & Stream	170,428	85,157	85,157	170,314	178,096	4.5%
Interns	5,921	1,835	4,000	5,835	5,896	-0.4%
Benefits	20,980	4,805	16,175	20,980	21,273	1.4%
PERA Expense	12,405	6,387	6,387	12,774	13,306	7.3%
Payroll Taxes	13,147	6,440	6,440	12,880	14,075	7.1%
Office Supplies	990	93	900	993	1,059	7.0%
Supplies-Field	0	80	80	160	0	0.0%
Printing	275	0	200	200	275	0.0%
Rent	9,505	3,914	3,914	7,828	9,505	0.0%
Telecommunications	2,105	1,013	1,013	2,026	2,106	0.0%
Publications	110	0	100	100	110	0.0%
Training & Education	1,297	115	900	1,015	1,388	7.0%
Insurance & Bonds	2,219	2,230	1,000	3,230	2,512	13.2%
Postage	605	36	500	536	605	0.0%
Legal Notices	0	0	0	0	0	0.0%
Staff Travel	824	445	650	1,095	882	7.0%
Vehicle Expense	12,437	0	12,437	12,437	8,437	-32.2%
Professional Services	0	177	200	377	0	0.0%
Legal Fees	1,000	0	1,000	1,000	1,000	0.0%
Engineering	5,000	0	5,000	5,000	5,000	0.0%
Education and Communication	5,000	0	5,000	5,000	10,000	100.0%
Equipment	1,500	0	1,500	1,500	1,500	0.0%
Equipment Lease	1,145	708	400	1,108	1,146	0.1%
Repairs & Maintenance	0	400	400	800	0	0.0%
Total-Administration	266,893	113,835	153,353	267,188	278,169	4.2%
Projects						
BMP Cost-Share Program #90-01	115,000	39,522	75,478	115,000	162,000	40.9%
Lake & Stream Monitoring #90-04	250,000	43,754	206,246	250,000	250,000	0.0%
TMDL Bald Eagle Lake #90-06	35,000	266	34,000	34,266	35,000	0.0%
Anoka Chain of Lakes TMDL #90-16	80,000	1,146	35,000	36,146	70,000	-12.5%
Water Quality/TMDL Implementation #90-23	100,000	17,836	60,000	77,836	120,000	20.0%
Bald Eagle Lake WMD - 90-24	58,976	23,858	35,118	58,976	58,976	0.0%
Bald Eagle Lake Stormwater Reuse Project #90-25	10,000	3,600	10,000	13,600	10,000	0.0%
Carp Management Project #90-26	70,000	13,887	100,000	113,887	350,000	400.0%
Total-Projects	718,976	143,869	555,842	699,711	1,055,976	46.9%
Total - Lake & Stream	985,869	257,704	709,195	966,899	1,334,145	35.3%

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Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95

Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/01-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Revenues						
General Property Tax	159,116	0	155,138	155,138	198,792	24.9%
Investment Income	884	321	449	770	1,208	36.6%
Miscellaneous	0	0	0	0	0	0.0%
Total Revenues	160,000	321	155,588	155,909	200,000	25.0%
Account	2017 Annual Budget	YTD Thru 06/30/17	Projected 07/01-12/31/17	Projected 2017 Total	2018 Preliminary Budget	% Difference between 2017 & 2018 Budgets
Projects						
Sediment Basin Maintenance- 95-01	100,000	30,035	30,000	60,035	100,000	0.0%
Structure Repair - 95-03	40,000	44,092	120,000	164,092	80,000	100.0%
Easement Operation & Maint. - 95-04	20,000	364	19,000	19,364	20,000	0.0%
Total-Projects	160,000	74,491	169,000	243,491	200,000	25.0%
Total - District Facilities	160,000	74,491	169,000	243,491	200,000	25.0%

Permit Revenue/Expenditure Analysis (Quick)

Permit Year	# of Permits	Total Expenses	Total Fees Collected	Fees Budgeted	Levied Revenue	Balance
2012	60	377,668	67,960	45,000	402,000	24,332
2013	95	345,638	145,523	45,000	388,000	42,362
2014	106	410,053	77,726	63,960	388,000	-22,053
2015	111	428,719	136,735	67,740	388,000	-40,719
2016	120	522,465	139,965	173,808	440,000	-82,465
To date 2017 (end of june)	61	252,974	64,784			
projected 2017		505,948	129,568	103,140	440,000	-65948
2018 Proposed				157,752	488,000	

4 variances -\$49,821, 1 CSMP -\$11,000, 1 MNDOT Mnpass - \$16,100. staff changes resulted in increased HEI costs.

Estimated (doubled year to date).

Levy / Expenditure History

Year	Levy	Expenditure
2013	4,300,000	3,635,334
2014	4,300,000	3,944,235
2015	4,300,000	3,600,836
2016	4,383,000	5,875,699
2017	4,383,000	6,988,885
proposed 2018	4,383,000	

projected