

RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, May 22, 2019, 9:00 a.m.

Shoreview City Hall Council Chambers
4600 North Victoria Street, Shoreview, Minnesota

Agenda

CALL TO ORDER

ROLL CALL

SETTING OF THE AGENDA

APPROVAL OF MINUTES: APRIL 10, 2019 DRAFT WATERSHED MANAGEMENT PLAN WORKSHOP, MAY 6, 2019 SPECIAL MEETING; MAY 6, 2019 WORKSHOP; MAY 8, 2019 REGULAR MEETING.

CONSENT AGENDA

The following items will be acted upon without discussion in accordance with the staff recommendation and associated documentation unless a Manager or another interested person requests opportunity for discussion:

Table of Contents

Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
18-094	Cox Living Trust Elmer C. Birney Family Trust	Blaine	Final Site Drainage Plan Land Development Wetland Alteration Floodplain Alteration	CAPROC 13 items
19-005	Mounds View Public Schools, ISD 621	Arden Hills	Final Site Drainage Plan	CAPROC 6 items
19-037	Centennial Public Schools	Blaine	Final Site Drainage Plan	CAPROC 8 items

It was moved by Manager _____ and seconded by Manager _____, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and Recommendations, dated May 15, 16, 2019.

PERMIT APPLICATIONS REQUIRING BOARD ACTION

No.	Applicant	Location	Plan Type	Recommendation
17-122	Preferred Properties and Management	Lino Lakes	Final Site Drainage Plan Land Development Bridge/Culvert Crossing Wetland Alteration	VARIANCE REQUEST CAPROC 17 items

No.	Applicant	Location	Plan Type	Recommendation
19-036	City of Blaine	Blaine	After the fact Final Site Drainage Plan Wetland Alteration	VARIANCE REQUEST & CAPROC 14 items

OPEN MIKE

Any RCWD resident may address the Board in his or her individual capacity, for up to three minutes, on any matter not on the agenda. Speakers are requested to come to the podium, state their name and address for the record. Additional comments may be solicited and accepted in writing. Generally, the Board of Managers will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

ITEMS REQUIRING BOARD ACTION

1. Confirm Interim District Administrator. (President Preiner)
2. Consider Salary Survey Option 2. (Nick Tomczik)
3. Consider Check Register dated May 22, 2019, in the amount of \$340,586.43 prepared by Redpath and Company.

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports.
2. June Calendar.
3. Manager’s Update.

**APPROVAL OF MINUTES: APRIL 10, 2019 DRAFT
WATERSHED MANAGEMENT PLAN WORKSHOP,
MAY 6, 2019 SPECIAL MEETING; MAY 6, 2019
WORKSHOP; MAY 8, 2019 REGULAR MEETING.**

Draft

DRAFT WATERSHED MANAGEMENT PLAN WORKSHOP

Wednesday, April 10, 2019

Shoreview City Hall Council Chambers
4600 North Victoria Street, Shoreview, Minnesota

1 The Board convened workshop at 10:25 a.m.

2 Attendance: Board members Patricia Preiner, John Waller, Steve Wagamon, Barbara Haake and Mike
3 Bradley.

4 Absent: None.

5 Staff: Administrator Phil Belfiori; Water Resource Specialist Kyle Axtell.

6 Consultants: District Engineer Chris Otterness and Charlie Sawdey – Houston Engineering (HEI), Attorney
7 John Kolb – Rinke Noonan.

8 Visitors: None.

9 **1. Draft 2020 Watershed Management Plan (WMP) Review.**

10 **Review Draft Chapter 5: Watershed Financing.**

11 The WMP Team and Board reviewed a draft Chapter 5 from the 2020 WMP. The WMP Team walked the
12 Board through Chapter 5, with the bulk of focus on the existing and proposed Water Management
13 Districts (WMDs). The Board discussed the need to include WMDs for projects that had already been
14 completed, such as ACD 31 and ACD 46. Staff responded that there are still deferred charges on many
15 properties in those WMDs that will not be collected until properties develop. As long as there are
16 deferred charges, a WMD must remain in the plan. Manager Waller asked about the duplicative nature of
17 the ACD15/JD4 WMD and the planning WMDs for Forest Lake and Columbus. He stated that he felt the
18 ACD15/JD4 WMD should be eliminated because there are no deferred charges and the project is
19 complete. Future maintenance would likely be completed using ad valorem funding. The WMD Team
20 explained that a WMD is established for a specific purpose and also that these WMDs, while they may be
21 duplicative somewhat in their geographical coverage, are not for the same purposes. Administrator
22 Belfiori explained that the presence of a WMD in the plan does not obligate the Board to act on it and
23 issue a WMD charge to landowners in the WMD. Adding them to the plan now simply opens up the
24 option to the Board should it have a need to issue a charge in the future. Further, adding them now also
25 eliminates the need to complete a watershed plan amendment in the future which is very time
26 consuming. The ACD15/JD4 WMD is the only one proposed that does not have a future planned project
27 and/or deferred charges in the draft watershed plan. Discussion on this topic ensued and ultimately the
28 Board did not direct staff to remove the ACD15/JD4 WMD at this stage of the draft. The Board reviewed
29 the draft maps of each WMD. No corrections were suggested. The WMP Team explained that the draft
30 chapter 5.4 (Funding Considerations) is a carry-over of chapter 7.5 in the current watershed plan. After
31 discussion, it was decided to reorganize the section somewhat to make it clearer how the text
32 descriptions aligned with the various criteria presented in the plan section.

33 **Review Draft Chapter 6: Watershed Plan Administration.**

34 The WMP Team and Board reviewed a draft Chapter 6 from the 2020 WMP. The WMP Team walked the
35 Board through Chapter 6, outlining the difference between general plan amendments, minor plan

36 amendments, and changes not requiring a formal amendment. The Board had only a few minor
37 wordsmithing comments to clarify portions of the text.

38 **Review Implementation Table [Table in Chapter 4].**

39 The WMP Team and Board reviewed the draft Implementation Table from Chapter 4. No comments.

40 **Review City CIP List [Appendix to Plan].**

41 The WMP Team and Board reviewed the draft City CIP List (Appendix to the plan). No comments.

42 **2. Review March 27, 2019 TAC Comments [Chapter 4]**

43 Due to time constraints, this item was tabled to a future workshop.

44 **3. Review April 3, 2019 CAC Comments [Chapter 4]**

45 Due to time constraints, this item was tabled to a future workshop.

46 The workshop was adjourned at 11:57 a.m.

Draft

RCWD BOARD OF MANAGERS SPECIAL MEETING

Monday, May 6, 2019, 11:30 a.m.

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

1

2 Call to Order: President Patricia Preiner called the meeting to order, a quorum being present, at 11:30
3 a.m.

4 Roll Call: Board members Patricia Preiner, John Waller, Steve Wagamon, Barbara Haake and Mike
5 Bradley.

6 Absent:

7 Staff: None.

8 Consultants: Attorney John Kolb, Rinke Noonan.

9 Visitors: None.

10

11 ***Motion by Manager Bradley, seconded by Manager Wagamon, to go into a closed session for the***
12 ***purpose of evaluating the Administrators performance. Motion carried 5-0.***

13

14 President Preiner opened discussion related to the Administrator's performance of duties and related to
15 the Administrator's letter of resignation.

16 Managers shared their opinions that the Administrator's performance was adequate and has met or
17 exceeded expectations since his last job performance review. No criticisms of the Administrator's
18 performance were made.

19 With respect to the letter of resignation, Attorney Kolb suggested that the Board focus on whether it
20 wants to try to retain the Administrator and whether changes to the scope of his duties could reasonable
21 be made that would encourage him to withdraw his resignation. The Board discussed contract
22 alternatives, and hiring additional help or consultants that would allow the Administrator to focus on his
23 core duties; giving the Administrator the flexibility to delegate additional responsibilities. As a matter of
24 consensus, the Board agreed that it should try to retain the Administrator and, in the immediate term, see
25 if he will delay the effective date of his resignation until July 13, to allow the Board to work on possible
26 alternative arrangements and to allow for a better transition if the Administrator is not retained.

27 Manager Bradley was requested to meet with the Administrator to explore these alternatives and an
28 extension of the resignation.

29 ***Motion by Manager Haake, seconded by Manager Bradley, to adjourn the performance evaluation and***
30 ***go out of closed session. Motion carried 5-0.***

31

32 Attorney Kolb explained that out of closed session, the Board should make a statement of the Board's
33 review of the administrator's performance of his duties since his last performance review. This could be
34 done by an adopting motion. He believed the Board has discussed that the Board has determined the

35 Administrators performance of his duties has been satisfactory and that the administrator has met or
36 exceeded expectations in his job performance since the last job review and would there be a motion to
37 accept of that statement of the review of the Administrator’s performance.

38 **Motion by Manager Haake, seconded by Manager Bradley, to accept the statement of Attorney Kolb.**
39 **Motion carried 4-0, Manager Waller abstained.**

40

41 Attorney Kolb noted the Board’s discussion of a request to the administrator in response to his notice of
42 resignation of April 12, 2019. The current effective date of the resignation is May 13, 2019.

43

44 **Motion by Manager Bradley, seconded by Manager Haake, to request Administrator Phil Belfiori to**
45 **rescind his resignation effective May 13, 2019, and make it effective July 13, 2019. During that 60-days**
46 **we would work on four tasks. Posting the opening as soon as possible, working with Manager Bradley**
47 **during the first 30-days to identify possible changes in job responsibilities for the Administrator Belfiori,**
48 **that would allow him to withdraw his effective July 13, 2019 resignation, any such modifications would**
49 **be subject to approval by the full Board. Accomplished by June 13, 2019. Failing that, he would, by**
50 **June 30, 2019, present us with an alternative for consulting services to support the new Administrator**
51 **and ourselves in the transition. The fourth thing, is the Administrator will be requested to create and**
52 **present the Board, on or before July 13, 2019, a playbook outlining transition tasks and key**
53 **requirements for 12 months following his resignation.**

54 Manager Waller suggested that the Board consider hiring a professional group to help establish job and
55 duty descriptions (a playbook) for each staff position.

56 Manager Haake noted that it will be important to discover whether the Administrator’s decision to resign
57 is set in stone. There should be a plan if he is intent on resigning.

58 **Motion carried 5-0.**

59 **Motion by Manager Bradley, seconded by Manager Haake that if the resignation is not extended to July**
60 **13, 2019, the Board accept Phil Belfiori’s resignation letter dated April 12, 2019 effective May 13, 2019.**
61 **Authorize the President to discuss interim duties with Nick Tomczik to discuss his assuming**
62 **responsibility of acting administrator and to make such an appointment upon agreed upon terms.**

63

64 Manager Bradley amended the main motion to have the job posted immediately. Manager Haake
65 accepted.

66 **Motion carried 5-0.**

67 The Board commented to leave it up to the acting or future administrator to see if a contract as a
68 consultant is needed.

69 **ADJOURNMENT**

70 ***Motion by Manager Bradley, seconded by Manager Wagamon, to adjourn the meeting at 12:48 p.m.***

71 ***Motion carried 5-0.***

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Draft

RCWD BOARD OF MANAGERS WORKSHOP

Monday, May 6, 2019, 1:00 p.m.

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

1 The Board convened workshop at 1:00 p.m.

2 Attendance: Board members Patricia Preiner, John Waller, Steve Wagamon, Barbara Haake and Mike
3 Bradley.

4 Absent:

5 Staff: Administrator Phil Belfiori, Public Drainage Inspector Tom Schmidt; Technician Ashlee Ricci; Lake
6 and Stream Specialist Matt Kocian; Office Manager Theresa Stasica (portion of meeting).

7 Consultants: District Engineer Chris Otterness– Houston Engineering (HEI), Attorney John Kolb-Rinke
8 Noonan.

9 Visitors: Duane Gillette, Jo Gillette, Steve Smits, Gary Anderson, Mary Ann Anderson, Tom Hansen,
10 Megan Olsen, Mike Verdoom.

11 **Discuss Anoka County Ditch 31 Landowner Request.**

12 Technician Ashlee Ricci gave background information regarding Mr. Duane Gillette's (17016 Vassar Street
13 NE. Columbus, MN) request to have a culvert removed that was installed during the ACD #31 repair
14 project. The RCWD (as part of the ordered project) installed several new crossings for
15 inspection/maintenance access at various locations throughout the system. One of these crossings resides
16 on Mr. Gillette's property.

17

18 Mr. Gillette is requesting that the crossing on his property be removed because it is causing
19 flooding/damage on his property. The Public Drainage inspector, The District Engineer, and staff feel that
20 the culvert crossing is critical for inspection/maintenance access and should remain in place. It was noted
21 that no damage/flooding was observed after inspection upon request of Mr. Gillette.

22

23 As the crossing was included in the order for repair, staff feels that Board direction should be obtained
24 prior removing this structure.

25

26 Mr. Gillette explained that water froze in the culvert during the winter and the ice held water back in the
27 spring and has made his yard wetter. He stated that there was garbage placed in the ditch during the
28 repair project, and later clarified that the garbage he was referencing was the tree chippings from the
29 repair project. Staff further clarified that the referenced "trash" was actually the material used to create
30 the crossing and cover the installed culvert.

31

32 Public Drainage Inspector Tom Schmidt added that ACD 31, including the branch around Mr. Gillette's
33 property, is slated for minor maintenance this construction season as part of the maintenance program.

34

35 The Board discussed options to resolve the landowners concern including a larger culvert or spraying the
36 channel and monitoring for another year.

37

38 The Board directed staff to consider each option and to notify the landowner of the plan outcome.

39

40 **Update on Public Drainage Maintenance Program.**

41 Public Drainage Inspector Tom Schmidt updated the Board on the maintenance program. There are two
42 excavation contractors and one tree contractor, as well as four beaver trappers. The contractors will be
43 completing the list presented at the last workshop meeting.

44

45 **Discuss Lower Rice Creek Restoration Engineering Proposals.**

46 Lake and Stream Specialist Matt Kocian reviewed the 8 engineering proposals received from the District's
47 RFP to the Engineering Pool and a proposed timeline for review and selection of a project engineer for the
48 Lower Rice Creek Restoration Engineering Proposals.

49 Lake and Stream Specialist Kocian recommended to the Board inviting Barr Engineering, Emmons &
50 Olivier Resources, and Wenck Associates to an interview following the Boards May 22 meeting. All three
51 of these firms provided proposals that demonstrate an understanding of the project, their experience
52 completing similar projects, and had proposed fees that fit within the District's budget. At this interview,
53 the candidates will be invited to provide brief presentations that highlight their proposal, followed by any
54 questions from Managers and Staff.

55 The Board by consensus agreed to staff's recommendation to invite Barr Engineering, Emmons & Olivier
56 Resources, and Wenck Associates for interviews at a special Board Workshop on May 22, 2019
57 immediately following the regular Board meeting in the council chambers.

58 **Follow-up Discussion on Salary Structure Analysis.**

59 Manager Bradley stated this item was brought back to workshop to address his concerns regarding the
60 recommended option that was given by Gallagher Consulting at the Board's February 27, 2019 workshop.
61 Also, Manager Waller requested Gallagher Consulting also contact the State of MN for their salary data to
62 use in this study. Gallagher Consulting has brought back an additional option 3 and collected data from
63 the State of MN that was available.

64 Megan Olsen from Gallagher Consulting gave a presentation including the background of the salary survey
65 study, executive summary, their methodology, analysis of data, and their recommendation. Ms. Olsen
66 stated Gallagher Consulting was contracted by the District along with South Washington & Capitol Region
67 watershed districts to conduct this salary survey study. Ms. Olsen stated that Gallagher Consulting's
68 recommendation based on their findings is Option 2 which updates grades by Overall Market Trend
69 Factor.

70 The Managers expressed their opinions on which option they preferred and why. The Board asked the
71 Administrator for his opinion. Administrator Belfiori stated his opinion to the Board is option 2 per
72 Gallagher Consulting's recommendation. The Managers also supported the recommendation to upgrade
73 the Office Manager 2 position from Grade 8 to Grade 9.

- 74 The Board by majority consensus directed staff to bring the proposed salary structure for the employee
- 75 handbook using Option 2, and the change in the Office Manager 2 position to the next regular Board
- 76 meeting for action.
- 77 The workshop was adjourned at 2:49 p.m.

DRAFT

For Consideration of Approval at the May 22, 2019 Board Meeting.
Use these minutes only for reference until that time.

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS

Wednesday, May 8, 2019

Shoreview City Hall Council Chambers
4600 North Victoria Street, Shoreview, Minnesota

Minutes

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CALL TO ORDER

President Patricia Preiner called the meeting to order, a quorum being present, at 9:00 a.m.

ROLL CALL

Present: President Patricia Preiner, 1st Vice-Pres. Barbara Haake, 2nd Vice-Pres. John Waller, Treasurer Steven Wagamon, and Secretary Michael Bradley.

Absent: None

Staff Present: Administrator Phil Belfiori, Permit Coordinator/Wetland Specialist Nick Tomczik, District Technician Lauren Sampedro, Lake and Stream Specialist Matt Kocian, Office Manager Theresa Stasica.

Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney Louis Smith from Smith Partners; and District Attorney John Kolb from Rinke Noonan.

Visitors: Jon Knutson.

SETTING OF THE AGENDA

Administrator Phil Belfiori requested action item #4: Consider Findings and Order Related to a Drainage Petition to Establish a Lateral to Anoka County Ditch 10-22-32 be pulled from today's agenda.

Motion by Manager Haake, seconded by Manager Waller, to approve the agenda as amended. Motion carried 5-0.

READING OF THE MINUTES AND THEIR APPROVAL

Minutes of the April 24, 2019 Board of Managers Meeting.

Motion by Wagamon, seconded by Manager Bradley, to approve the minutes as presented. Motion carried 5-0.

34 **CONSENT AGENDA**

35 The following items will be acted upon without discussion in accordance with the staff recommendation and
36 associated documentation unless a Manager or another interested person requests opportunity for discussion:

37 **Table of Contents**

38 **Permit Applications Requiring Board Action**

39 No.	Applicant	Location	Plan Type	Recommendation
40 19-001	Mounds View Public School	New Brighton	Final Site Drainage Plan	CAPROC 7 items
41				
42 19-030	Dorso Building Co.	Roseville	Final Site Drainage Plan	CAPROC 6 items
43				

44 Permit Coordinator/Wetland Specialist Tomczik noted that staff have no adjustment to the packet permit
45 application engineer reports. He stated that a representative for Permit 19-030 is present if the Board has
46 any questions.

47 Manager Haake stated that her only comment is in relation to Permit 19-030, they will remove everything
48 so it will be something to go take a look at when it is completed with all the impervious surface.

49 ***It was moved by Manager Bradley seconded by Manager Wagamon, to approve the Consent Agenda***
50 ***item for permits 19-001 and 19-030 as outlined in the above Table of Contents in accordance with RCWD***
51 ***District Engineer’s Findings and Recommendations dated May 1, 2019. Motion carried 5-0.***

52
53 **OPEN MIKE – LIMIT 12 MINUTES.** *Any RCWD resident may address the Board in his or her individual*
54 *capacity, for up to three minutes, on any matter not on the agenda. Speakers are requested to come to*
55 *the podium, state their name and address for the record. Additional comments may be solicited and*
56 *accepted in writing. Generally, the Board of Managers will not take official action on items discussed at*
57 *this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an*
58 *upcoming agenda.*

59
60 No comments.

61
62 President Preiner announced that she would be stepping down for the first agenda item.

63
64 **ITEMS REQUIRING BOARD ACTION**

65 **1. Consider Permit 18-112 MPJWR Wetland Mitigation Bank.**

66 Permit Coordinator/Wetland Specialist Tomczik noted that this item would generally be included
67 on the Consent Agenda; however, it involves one of the managers.

68
69 Manager Bradley stated that the report states that the project requires annual reporting and
70 monitoring for a minimum of 5 years. He asked if this would be reported to the RCWD or to
71 BWSR.

72

73 Permit Coordinator/Wetland Specialist Tomczik stated that it would be reported to RCWD as the
74 LGU.

75
76 Manager Bradley expressed his concern and confusion that this would mean the RCWD was
77 managing a wetland bank and credits.

78
79 Permit Coordinator/Wetland Specialist Tomczik stated that this does not mean the RCWD would
80 be managing a wetland bank and credits but is merely the body that reviews the monitoring
81 reports by the applicant's team.

82
83 Manager Bradley stated that this appears as though it will cost the RCWD engineering fees.

84
85 Permit Coordinator/Wetland Specialist Tomczik stated that it would be similar to other permits
86 being handled as part of the normal daily staff duties.

87
88 Manager Waller stated that last year, District Engineer Otterness had made a presentation with
89 some areas of wetland banking and asked where this 40-acre parcel fits into that
90 recommendation.

91
92 District Engineer Otterness stated that he did not make a recommendation to this Board with
93 regard to this wetland banking site, and he wasn't sure he understood the question because he is
94 not sure which 40-acre parcel Manager Waller is inquiring about.

95
96 Permit Coordinator/Wetland Specialist Tomczik stated that he wasn't sure he understood the
97 question either. He asked if Manager Waller was asking which 40-acre parcel was involved in the
98 Districts communication with landowners and the inquiry of willing landowners for potential
99 wetland banking sites.

100
101 Manager Waller stated that he was asking if this 40-acre parcel was within the 125 acre that was
102 previously recommended by District Engineer Otterness.

103
104 Permit Coordinator/Wetland Specialist Tomczik stated that he does not know the answer, but
105 could investigate it very quickly and report back to the Board.

106
107 Manager Waller stated that he would like to know the answer.

108
109 Manager Haake stated that if there has been a change, perhaps the Board should consider this
110 item at a future date.

111
112 Permit Coordinator/Wetland Specialist Tomczik stated that there has not been a change. The
113 inquiry to the landowners was simply to see who may be interested in developing a wetland bank

114 in the District. He stated that there were no contracts or definitive promises that the work would
115 be undertaken.

116
117 Manager Bradley stated that his recollection was that the only property that the District sought to
118 investigate for this purpose was property that the District already owned.

119
120 The Board discussed the surrounding land areas.

121
122 Manager Haake asked what this will cost RCWD.

123
124 Permit Coordinator/Wetland Specialist Tomczik stated that the cost would be the typical costs for
125 any application that comes before the District and clarified that there is no express, definitive cost
126 that takes place outside of the ordinary.

127
128 ***It was moved by Manager Bradley, seconded by Manager Wagamon, to approve the Consent***
129 ***Agenda item for permit 18-112 as outlined in the above Table of Contents in accordance with***
130 ***RCWD District Engineer’s Findings and Recommendations dated May 1, 2019. Motion carried 4-***
131 ***0.***

132
133 President Preiner returned to the meeting.

134
135 **2. Consider Lower Rice Creek Restoration Project Access Agreement.**

136 Lake and Stream Specialist Matt Kocian explained that this work has been happening for about a
137 month. He noted that the access agreement creates very few burdens for the District. He
138 noted that BWSR likes to see access agreements in the early stages of the project however that
139 means that the specific plans and specs and access routes have not yet been determined. He
140 stated that this means that the District needs to have a certain level of trust with Friday and Anoka
141 County because of the timing of the access agreement. Both the City of Fridley and Anoka
142 County have been excellent partners on this project.

143
144 ***Motion by Manager Haake, seconded by Manger Waller, to authorize the Administrator to***
145 ***execute the Access Agreement between the Rice Creek Watershed District, the City of Fridley,***
146 ***and Anoka County, with non-material changes on advice of counsel. Motion carried 5-0.***

147
148 **3. Consider City of Forest Lake Local Water Plan.**

149 District Technician Lauren Sampedro stated that the City of Forest Lake submitted their revised
150 Local Water Plan on May 1, 2019 which is consistent with the District’s Watershed Management
151 Plan and State requirements. She noted that the City added some new language to their water
152 resource issues section. She reviewed the language that was added on JD5 and JD2. Staff finds
153 that the level of detail is adequate to address the comments from the April 24th Board meeting
154 and staff recommends approval of the Forest Lake Local Water Plan.

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Manager Waller thanked District Technician Sampedro and Administrator Belfiori for getting this additional language added because he feels it is very important.

Motion by Manager Waller, seconded by Manager Haake, to adopt Resolution 2019-11: Approving Forest Lake Local Water Management Plan.

HEREFORE, BE IT RESOLVED that the RCWD Board of Managers hereby approves the City of Forest Lake’s local water management plan, as submitted on May 1, 2019.

ROLL CALL:

Manager Waller – Aye

Manager Haake – Aye

Manager Bradley – Aye

Manager Wagamon – Aye

President Preiner – Aye

Motion carried 5-0.

District Technician Sampedro noted that 20 Local Water Plans have been approved so there are only 8 left to be completed.

- 4. Consider Check Register dated May 8, 2019, in the amount of \$39,188.11 prepared by Redpath and Company.**

Motion by Manager Wagamon, seconded by Manager Bradley, to approve check register dated May 8, 2019, in the amount of \$39,188.11, prepared by Redpath and Company. Motion carried 5-0.

ITEMS FOR DISCUSSION AND INFORMATION

- 1. Staff Engineers Report and Timeline.**

No discussion.

- 2. Managers Update.**

No updates.

ADJOURNMENT

Motion by Manager Haake, seconded by Manager Waller, to adjourn the meeting at 9:24 a.m. Motion carried 5-0.

CONSENT AGENDA

The following items will be acted upon without discussion in accordance with the staff recommendation and associated documentation unless a Manager or another interested person requests opportunity for discussion:

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19-037	Centennial Public Schools	Blaine	Final Site Drainage Plan	CAPROC 8 items

It was moved by Manager _____ and seconded by Manager _____, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated May 15 & 16, 2019.

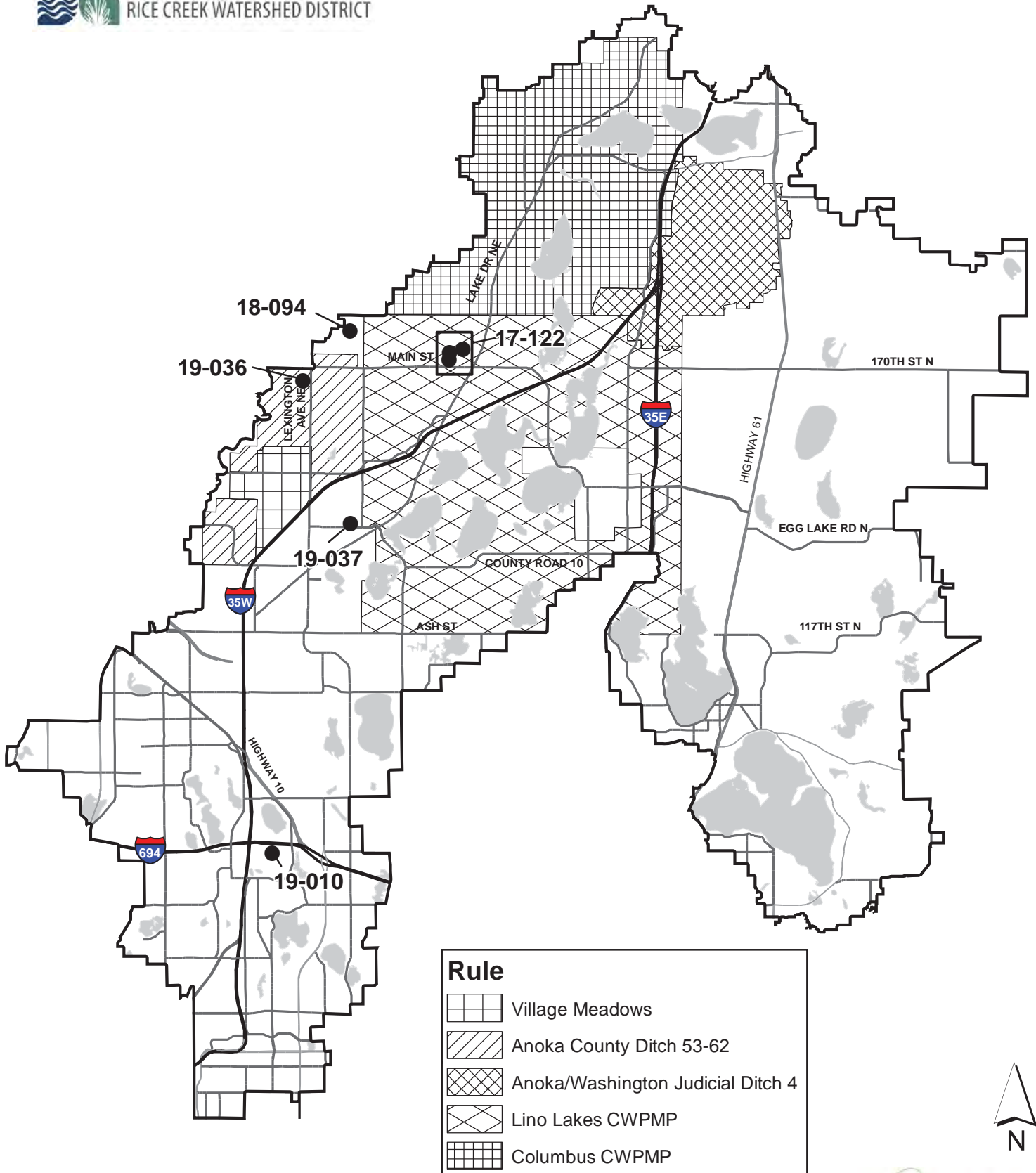
**RICE CREEK WATERSHED DISTRICT
CONSENT AGENDA**

May 22, 2019

It was moved by _____ and seconded by _____ to Approve, Conditionally Approve Pending Receipt Of Changes, or Deny, the Permit Application noted in the following Table of Contents, in accordance with the District Engineer’s Findings and Recommendations, as contained in the Engineer’s Findings and Recommendations, as contained in the Engineer’s Reports dated May 15 & 16, 2019.

TABLE OF CONTENTS

<u>Permit Application Number</u>	<u>Applicant</u>	Page	Recommendation
Permit Location Map		19	
18-094	Cox Living Trust/Elmer C. Birney Family Trust	20	CAPROC
19-005	Mounds View Public Schools, ISD 621	28	CAPROC
19-037	Centennial Public Schools	35	CAPROC



Permit Reviews
5/22/2019 Agenda





WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers

Permit Application Number:

18-094

Permit Applicant Name:

Mill Pond

Applicants/Landowners:

Cox Living Trust
Attn: Victor and Clara Cox
1666 Coffman Street, Unit 130
St. Paul, MN 55108
cox002@umn.edu

Elmer C. Birney Family Trust
Attn: Marcia Birney
13045 Lever St NE
Blaine, MN 55449

Permitting Contacts:

TEG Land Holdings, LLC (Excelsior Group)
Attn: Paul Thomas
1660 Highway 100 S Suite 400
St. Louis Park, MN 55416
Ph: 952-525-3208
paul.thomas@excelsiorllc.com

Carlson McCain Inc.
Attn: Joe Radach
248 Apollo Drive, Suite 100
Lino Lakes, MN 55014
Ph: (763) 489-7912
jradach@carlsonmccain.com

Kjolhaug Environmental Services
Attn: Melissa Barrett
2500 Shadywood Road, Suite 130
Shorewood, MN 55331
Ph: (952) 401-8757
melissa@kjolhaugenv.com

Project Name: Mill Pond

Purpose: FSD – Final Site Drainage, LD – Land Development, WA – Wetland Alteration, FA – Floodplain Alteration; Residential Development

Site Size: 2 parcels totaling 39.4± acres / 30± acres of disturbed area; existing and proposed impervious areas are 0.625± acres and 11.854± acres, respectively

Location: North of Main Street, 0.5 miles east of Lexington Ave, Blaine

T-R-S: NE ¼, Section 1, T31N, R23W

District Rule: C, D, F, I

Recommendations: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items:

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:
 - (b) Tabulation of the construction implementation schedule.
 - (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.

- (e) Clear identification of all temporary erosion and sediment control measures which will remain in place until permanent vegetation is established. Other than silt fence, no other temporary erosion control is shown. Silt fence must be provided around the wetlands.
- (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).
- (i) A Storm Water Pollution Prevention Plan for projects that require an NPDES Permit.

Rule F – Wetland Alteration

- 2. Applicant must provide a copy of the MnDNR Takings Permit for state-listed threatened and endangered species.
- 3. Applicant must provide a “Transaction Form for Withdrawal of Wetland Credits from the Minnesota Wetland Bank”, which is signed by the bank user and the bank seller for the correct amount and type of wetland credit.
- 4. Applicant must provide proof of BWSR debiting the wetland bank for the correct amount and type of wetland credit.

Rule I – Drainage Systems

- 5. Applicant must provide a 20-foot easement from top of bank to the east property line specifying and encompassing a District right of maintenance access for the public drainage system. The easement must contain a maintenance pathway parallel to top of ditch bank (20-foot width, no more that 10% sideslope, no more than 5:1 longitudinal slope).
- 6. Applicant may wish to consider adding a monument outside of the ditch easement identifying the EOF to be protected from spoil placement as practicable.
- 7. The applicant must submit a signed statement that the District deems adequate to document the District’s reserved right to drain or otherwise affect the wetland within the meaning of Minn. Rules 8420.0420, subpart 5.

Administrative

- 8. Send one final, signed 11x17 sized plan set to the District, and e-mail a full sized pdf copy to both the District and the District Engineer. Place the Ditch Full 100-year elevation for the Lake. Include a list of changes that have been made since approval by the RCWD Board.
- 9. The applicant must pay the remaining Water Management District Charges associated with this parcel. These charges were previously noticed to the landowner. The charges are administered through the County property tax collection process as well as administration of a deferred charge due upon development. The charges are subject to change during the 12-month CAPROC term of this permit application, therefore the applicant must contact the District prior to submitting final payment to verify the amount to be paid to the District.

PID: 003-013123130005
Amount: \$582.65
Fund: ACD 10-22-32 84848
Status: Future

- 10. Submit a copy of the plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Blaine).

11. The applicant must submit a Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features. The Declaration must cover the 36-inch pipe serving as the EOF from Pond 100.
12. The applicant must provide an attested copy of the signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
13. The applicant must submit a surety of \$69,700 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The applicant must provide the first \$5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a check or a Performance Bond or Letter of Credit. The surety is based on \$10,500 for 30 acres of disturbance, and \$58,200 for 118,483 CF of storm water treatment.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. An as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) is to be submitted to the District for verification of compliance with the approved plans before return of the surety.
2. An as-built survey of Wetlands 2, 3 and 5, 7 and 8 must be submitted to the District for verification they were graded, or avoided, per the approved plans.

Exhibits:

1. Plan set containing 6 sheets, dated and received 5-7-2016.
2. Permit application, dated 2-26-2018 and 2-28-2018; received 8-29-2018.
3. Revision 4 Stormwater Calculations, dated and received 5-7-2019, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, full ditch and back to back 100-year events for proposed conditions, geotechnical report (dated 2-28-2018), pond sizing calculation and grading plan set. Original calculations dated 8-23-2018 and received 8-30-2018, Revision 1 calculations dated and received 10-5-2018, Revision 2 calculations dated and received 10-26-2018, Revision 3 calculations, dated 4-12-2018 and received 4-16-2019.
4. Botanical T&E survey, dated 8-27-2018, received 8-28-2018.
5. Wetland permit application, dated and received 8-29-2018.
6. Floodplain exhibit, dated 9-21-2018, received 8-31-2018.
7. Emails to the Coon Creek Watershed District, dated 11-16-2018, 5-8-2019 and 5-15-2019.
8. Coon Creek Watershed District responses dated 12-4-2018 and 5-15-2019.
9. Review file 18-068R.

Findings:

1. Description – The applicant is proposing to construct 93 single family homes on two 39.4± acre parcels in Blaine. The parcels currently consist of one single family home and driveway totaling 0.625± acres of impervious surface. The proposed post-developed impervious area is 11.854± acres. The majority of the stormwater will drain to the proposed BMPs and then to the Resource of Concern, Marshan Lake via ACD 10-22-32 Branch 3. A small portion will drain to the northeast

into the Coon Creek Watershed District (CCWD). The applicant has submitted an incorrect application fee of \$13,125. The correct application fee is \$11,875, which corresponds to greater than 10 acres of new/redeveloped impervious surface, greater than 10 acres of land disturbance, Rule I (public drainage system) and less than 1-acre wetland mitigation. The extra fee is being refunded.

2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	Pretreatment/Dead pool requirement	Volume provided	EOF
NURP Pond100	South center of property	1.62 acre-feet	11.1 acre-feet	898*
Infiltration Basin	West of Pond	Sump in splitter	1.102 acre-feet	898*
Lake	East side of property	NA – Rate control only		

*The rim of Pond 100 outlet control structure is the EOF. See below for further detail.

Soils on site are primarily poorly graded sand, with some silty sand (HSG A and B) soils, however infiltration is limited to areas that can maintain 3-feet of separation from the seasonal high water.

The applicant has infiltrated to the maximum extend feasible and has provided adequate water quality treatment for the site, treating approximately 100% of the total 11.854± acres of post-developed impervious area. Approximately 6.630± acres (56%) flow into the infiltration basin. Approximately 2.641± (22%) flow directly to the appropriately sized NURP pond. The remaining 2.583± acres (22%) are rear roofs meeting the criteria of Rule C.6(f). Additional TSS removal is not required. Adequate pre-treatment has been provided. Drawdown is expected within 48-hours using an appropriate rate of 0.5 inches per hour. Adequate separation from the bottom of the basin (897.5) and the seasonal high water table was determined based on the lack of seasonal high indicators in the test pits down to 893.8 which is also the approximate elevation of the water in the ditch. The project is not located within a DWSM area. The infiltration basin complies the design criteria of C.9(a). The pond sizing, and outlets and overflows are consistent with the design criteria of Rule C.9(d). The applicant has met all the Water Quality requirements of Rule C.6 and the appropriate design criteria of Rule C.9.

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Northwest to CCWD	0.0	0.1	0.0	0.6	0.4	2.4
West to Lever Street	0.0	0.0	0.0	0.0	0.4	0.0
East to ACD 10-22-32	0.0	0.1	0.3	0.2	15.2	1.8
Totals	0.0	0.1	0.3	0.6	16.0	2.6

The project is located not within the Flood Management Zone. The applicant has complied with the rate control requirements in aggregate within the tolerance of the models. The applicant submitted an assessment indicating that the increases to the CCWD are not expected to cause an adverse impact. The District Engineer concurs with this assessment. The CCWD has also concurred.

The applicant proposes to enhance the remaining wetlands on site which will tolerate the proposed hydrological conditions. This meets the bounce and inundation requirements.

There are two downstream control structures on Branch 3 that would allow management of the water up to an elevation of 895.8. This is higher than the proposed pond design normal water elevation (894.0). However, the water levels are typically managed at levels between 892.5 and 894, which is consistent with LiDAR, survey data, and on-site observations by District staff. As such, the District engineer considered two different hydrologic conditions. The typical condition assumed a water level below a 894.0 and was used to determine compliance with infiltration/WQ practices and rate control. The worst case scenario assumed the highest managed elevation of the managed condition (895.8). This resulted in a HWL of 897.5 for the Lake, which was used to determine compliance with the Rule 9(g) governing freeboard requirement (2-feet above the high water elevation) for houses around the Lake.

The infiltration basin flows into Pond 100 at elevation 897.7, however they do not have an overland emergency overflow. The emergency overflow for both is considered the 36-inch pipe. This 36-inch emergency overflow is not a typical overland overflow as it has potential to plug. Therefore, RCWD reviewed the back to back 100-yr 24-hour rainfall event with the 36-inch pipe inlet pipe from the pond plugged to ensure that the surrounding structures were not inundated. The resulting high water level elevations were 899.5 and 900.4 for Pond 100 and the infiltration basin respectively. All lowest floor elevations are at least two feet above the respective 100-year back to back elevation. The District considers this compliant with the freeboard requirements of Rule C.9(g).

3. Wetlands – Wetlands were delineated under review file(s) 18-068R with boundary decision, which remains valid, issued on 07-13-2018. A replacement plan application was submitted to the District for proposed wetland impacts. The application was noticed to the TEP on 9-11-2018. The comment period will close on 10-3-2018. The applicant has responded to all comments.

The applicant is proposing 0.4327 acres of wetland impact, and has provided an alternatives analysis, including a no-build and no impact alternative. The wetlands proposed for impact are cultivated wetlands. The applicant has requested sequencing flexibility (8420.0520 Subp. 7a) on the basis that the existing wetlands have been degraded to the point where replacement via wetland banking will provide increased functions and values, compared to the existing condition cultivated wetlands. District staff find that sequencing flexibility is appropriate in this case.

Wetland mitigation obligations will be met via the purchase of 0.8654 acres of wetland bank credits from bank #1409 (Moen). The wetland bank is in the same major watershed (20) and Bank Service Area (7) as the impacts. This meets the siting criteria of 8420.0522 Subp. 4. Applicant must provide signed withdrawal paperwork to the District and must notify District when credits have been withdrawn.

The applicant is coordinating with the MnDNR and applied for a takings permit for state-listed threatened and endangered plant species from the MNDNR. Applicant must secure a takings permit and provide documentation to the District, prior to permit issuance, per 8420.0515 Subp. 2.

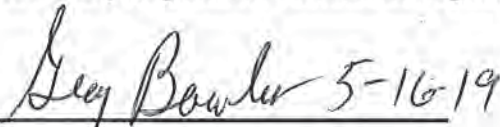
4. Floodplain – The regulatory floodplain elevation is 896.9 NAVD 88 for ACD 10-22-32. The applicant is proposing to excavate in the floodplain. Since no fill is proposed, the project is compliant with Rule E.
5. Erosion Control – Proposed erosion control methods include silt fence. The applicant must address other temporary erosion control measures. An NPDES permit is required for the project. The information listed under the Erosion and Sedimentation Control Recommendations needs to be submitted. Otherwise, the project complies with RCWD Rule D requirements.
6. Drainage Systems – ACD 10-22-32 Branch 3 is located just east of the property line on the adjacent parcel. The applicant is proposing work within the public drainage system right-of-way which includes a storm sewer outlet pipe and a short (36± feet) channelized connection to the ditch. The connection will not alter the profile of the ditch, and therefore is compliant with Rule I.

The applicant has received an easement from the adjacent property owner for grading across the property boundary for the connection into the ditch.


The applicant has indicated the intend to perform certain work within Type 1/Type 2 wetlands on the property, and that this work may cause wetland within the District's 10-22-32 public drainage system easement on the property to expand or become wetter. The work as described is not subject to WCA, and will not generate any WCA replacement credit. The applicant understands that its maintenance of this wetland in an altered condition is subordinate to the right of the District as drainage authority to maintain the public drainage system; to operate within the maintenance easement; and to fill, drain or otherwise cause impact to the wetland as is otherwise within its legal rights in maintaining the system. As a condition of the permit, the applicant must submit a signed statement that the District deems adequate to document the District's reserved right to drain or otherwise affect the wetland within the meaning of Minn. Rules 8420.0420, subpart 5.

7. Documenting Easements and Maintenance Obligations – Applicant must meet the easement and maintenance obligations above and provide a receipt showing recordation of the approved documents.
8. Previous Permit Information – Wetlands were delineated under 18-068R.

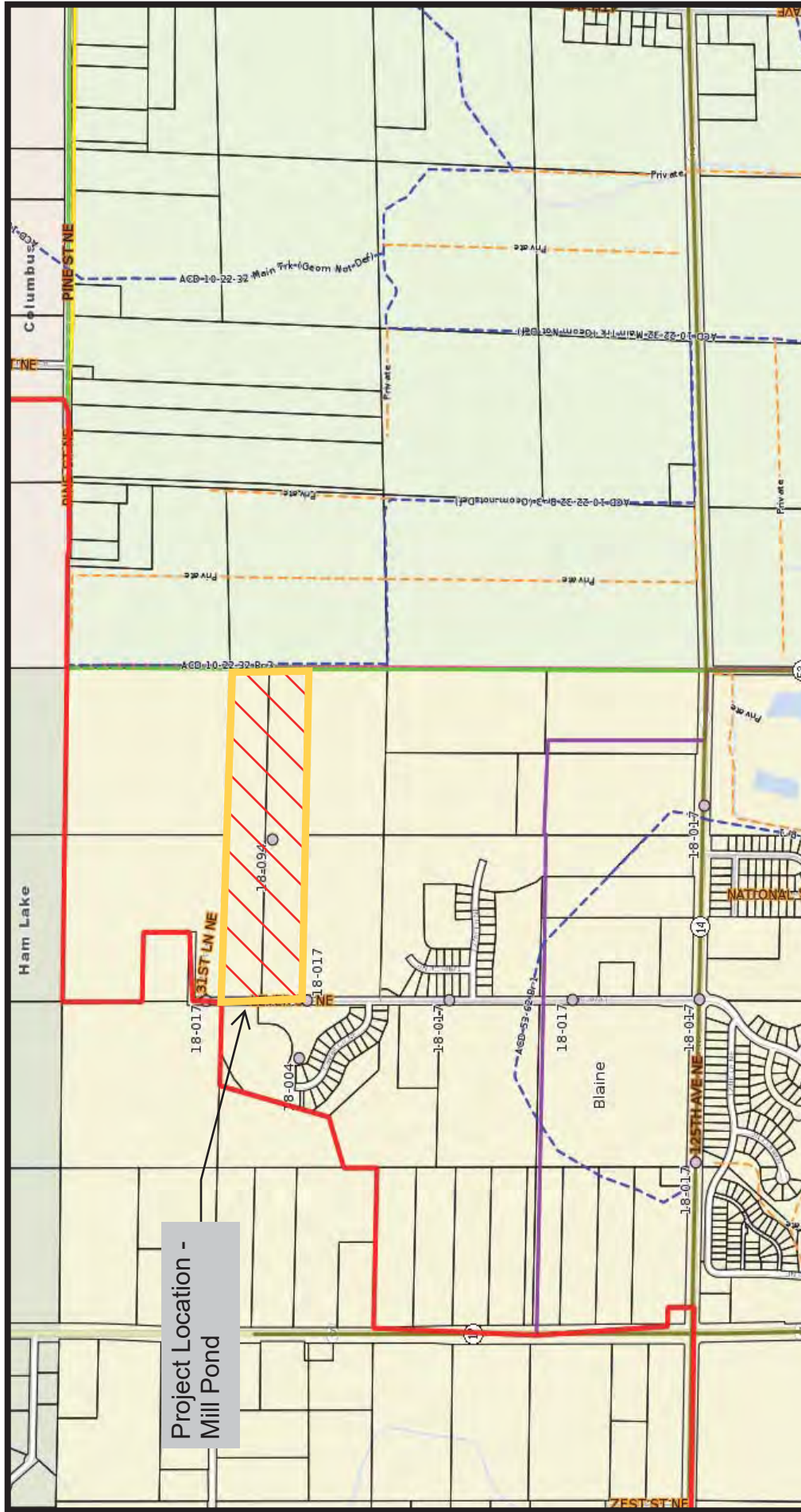
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.



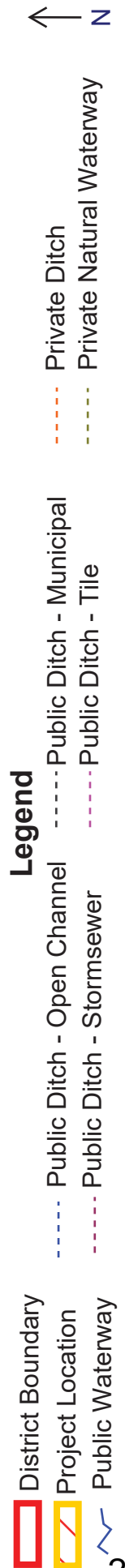
Greg Bowles
MN Reg. No 41929

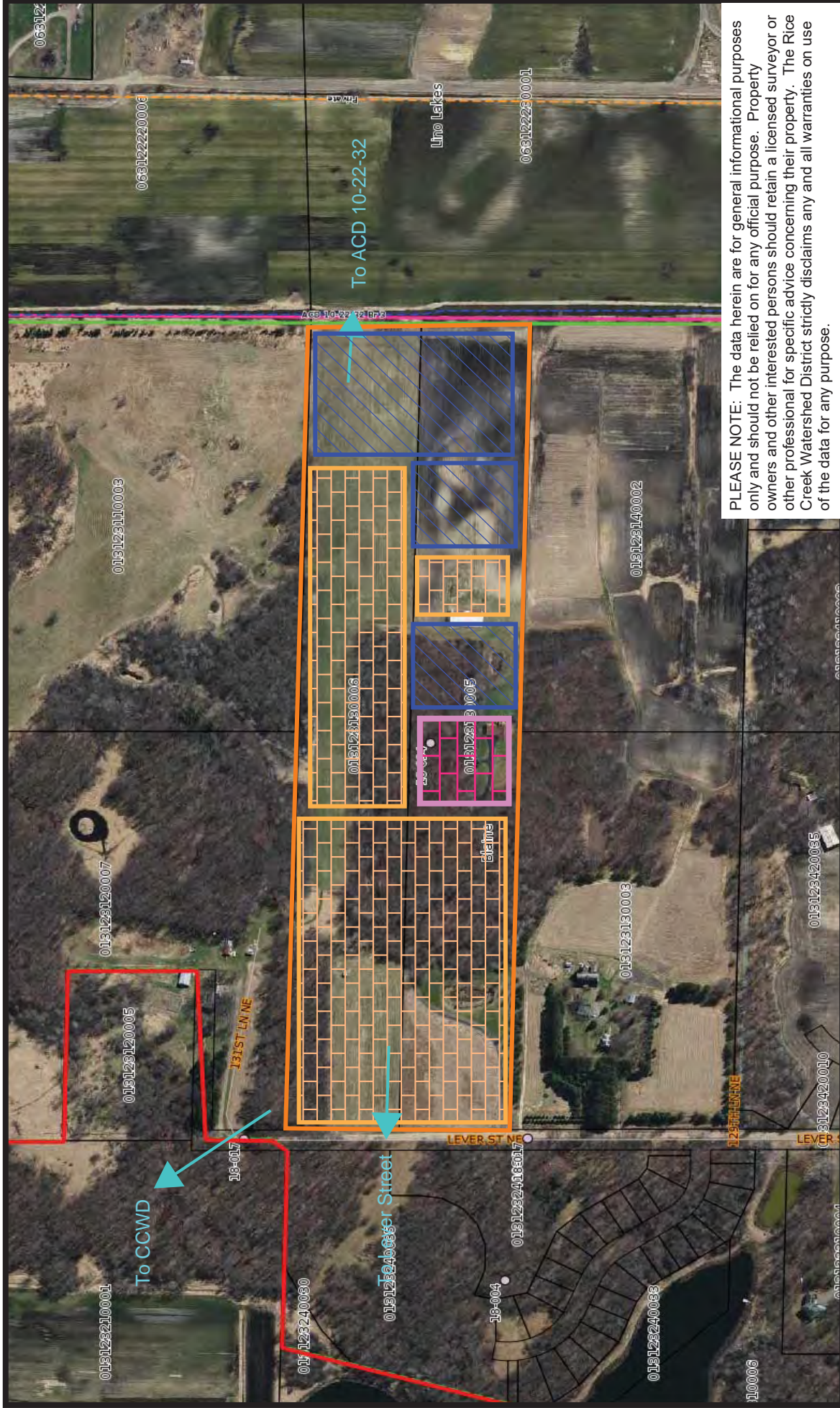


Katherine MacDonald
MN Reg. No 44590



Project Location -
Mill Pond





PLEASE NOTE: The data herein are for general informational purposes only and should not be relied on for any official purpose. Property owners and other interested persons should retain a licensed surveyor or other professional for specific advice concerning their property. The Rice Creek Watershed District strictly disclaims any and all warranties on use of the data for any purpose.

Legend

- District Boundary
- Project Location
- Proposed Infiltration
- Proposed Pond/Lake
- Proposed Housing Development
- ➔ Water Flow Offsite

↑ N



WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers.

Permit Application Number:

19-005

Permit Applicant Name:

Mounds View High School Additions and Renovations

Applicant/Landowner:

Mounds View Public Schools, ISD 621
Attn: Carole Nielsen
4570 Victoria Street North
Shoreview, MN 55126
Ph: 651-621-6017
Carole.nielsen@moundsviewschools.org

Consultant:

Anderson-Johnson Associates, Inc.
Attn: Mike Tierney
7575 Golden Valley Road, Suite 200
Minneapolis, MN 55427
Ph: 763-544-7129
mike@ajainc.net

Consultant:

World Architects & Engineers
Attn: Nick Marcucci
332 Minnesota Street, Suite W2000
St. Paul, MN 55101
Ph: 651-227-7773
nmarcucci@woldae.com

Consultant:

Pinnacle Engineering, Inc.
Attn: Scott Thelen
11541 95th Ave N
Minneapolis, MN 55369
Ph: 763-277-8410
sthelen@pineng.com

Project Name: Mounds View High School Additions and Renovations

Purpose: FSD – Final Site Drainage; Additions and renovations to the existing high school campus

Site Size: 56.34 ± acre parcel / 12.26 ± acres of disturbed area; existing and proposed impervious area is 11.88 ± acres and 12.32 ± acres, respectively

Location: 1900 Lake Valentine Road, Arden Hills

T-R-S: NW ¼, Section 28, T30N, R23W

District Rule: C, D, F

Recommendations: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items.

Rule C - Stormwater

1. Clearly show that the 100-year rainfall is contained in the pond and label the EOF on the final plans.

Rule D – Erosion and Sediment Control

2. Submit the following information per Rule D.4:
 - (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
 - (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

- (i) A Storm Water Pollution Prevention Plan for projects that require an NPDES Permit.

Administrative

3. Send one final, signed 11x17 sized plan set to the District, and e-mail a full-sized pdf copy to both the District and the District Engineer. Include a list of changes that have been made since approval by the RCWD Board.
4. Submit a copy of the plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Mounds View).
5. The applicant must memorialize the responsibility for maintenance of stormwater facilities in a document executed by the property owner in a form acceptable to the District and recorded on the deed. Alternatively, a public permittee may meet the perpetual maintenance obligation by executing a programmatic or project-specific maintenance agreement with the District. A draft document should be submitted to the District for consideration prior to execution. (The agreement process requires submittal of the final original signed agreement to the District. If the applicant needs an original of the signed agreement, then two endorsed final agreements should be submitted.)
6. The applicant must provide an attested copy of any and all signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. An as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) is to be submitted to the District for verification of compliance with the approved plans.
2. Provide an as-built survey of wetland boundaries, quantifying the wetland impact area for verification of compliance with the approved plans.
3. Temporary wetland impacts are to be restored to the pre-project condition, including restoration of grades and the vegetative cover.

Exhibits:

1. Updated plan set containing 29 sheets, dated 2-22-2019 and received 4-22-2019.
2. Notice of Decision, dated 5-6-2019 and received 5-6-2019.
3. Joint wetland application form, dated 5-3-2019 and received 5-3-2019.
4. Pond maintenance access figure, not dated and received 5-3-2019.
5. Earthwork specifications, not dated and received 5-3-2019.
6. Insufficient items email, dated 5-3-2019 and received 5-3-2019.
7. Project scope diagram, dated 2-6-2019 and received 4-22-2019.
8. Response to incomplete items, dated 4-22-2019 and received 4-22-2019.
9. Permit application, dated 1-15-2019 and received 1-17-2019.

10. Updated Stormwater Calculations, dated 4-17-2019 and received 4-22-2019, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
11. Stormwater Calculations, dated 1-2-2019 and received 2-27-2019, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
12. Geotechnical Report, dated 2-5-2019 and received 2-27-2019.

Findings:

1. Description – The applicant is proposing three building additions and reconstruction of the parking areas south of Lake Valentine Road at the Mounds View High School in Arden Hills. The project will increase the impervious area by 0.44 ± acres, from 11.88 ± acres to 12.32 ± acres and reconstruct 6.73 ± acres of impervious area within the project area. The project will disturb approximately 12.26 ± acres overall. The project drains to the proposed BMPs and then to existing wetlands which discharges to Lake Valentine, the resource of concern.
2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	Pretreatment	NURP Requirement	Volume provided	EOF
Bio-filtration Basin (7BP)	South of Lake Valentine Rd.	Rain Guardian	N.A.	8,103± cubic feet below the outlet	911.9±
NURP Pond (5P)	Northeast Corner of Property	N.A.	61,332± cubic feet	79,278± cubic feet	907.0±

Soils on site are primarily sandy clay (HSG D) soils. Thus, infiltration is not considered feasible and bio-filtration/NURP ponds are acceptable to meet the water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 1.65-inches and 2.2-inches for the bio-filtration and NURP ponds respectively. The requirement over the new/reconstructed area (7.17 ± acres) is 55,579± cubic feet based on 6.23 acres (49,752± cubic feet) routed to the NURP pond and 1.48 acres routed to the bio-filtration basin of which only 0.94 acres (5,766± cubic feet) requires treatment however the NURP criteria governs. Adequate pre-treatment has been provided for the bio-filtration basin. Drawdown is expected within 48-hours for the bio-filtration basin using an appropriate rate of 0.8 inches per hour. A minimum of 12-inches of sand has been provided above the drain tile. The seasonal high water table elevation varies throughout the site, however the presence of clay soil provides a barrier between the drain tile and seasonal high water table. Skimming for the NURP pond has been provided by a hooded outlet cover in the outlet control structure and the project meets NURP design and sizing criteria. The applicant has treated 100% of the project area. Additional TSS removal is not required. The applicant must address Recommendation 1 above. Otherwise, the applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(c&d).

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Northeast of Lake Valentine RD	10.7	5.3	16.0	7.8	28.2	14.5
West to Existing Wetland	5.9	5.1	10.1	9.5	27.1	20.0
In Aggregate (total)*	14.0	10.0	21.9	17.2	43.9	33.4
80% Existing	11.2		17.5		35.1	

*differences due to time of concentration.

The project is located within the Flood Management Zone. The applicant has complied with the rate control requirements of Rule C.7 and the freeboard requirements of Rule C.9(g).

3. Wetlands – A wetland delineated report was submitted on 03-15-2019 with a revised report, submitted and noticed on 3-29-2019. The Notice of Decision was issued on 4-30-2019, which remains valid.

The project proposes 500 SF of temporary impacts and 100 SF of permanent impacts for the 15-inch storm sewer pipe and riprap in Wetland 1. District staff find that project meets the criteria of the utility exemption, in that the project proposes the replacement of utility lines, has avoided and minimized impacts to the greatest extent possible, and the project will modify less than 0.50 acre of wetland. Temporary impacts will be restored to the pre-project condition, including restoration of grades and the vegetative cover.

The utility exemption delegated decision signed Notice of Decision and email notice completed on 5-6-2019.

4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence, rock construction entrances, inlet protection and rip rap. An NPDES permit is required for the project. The project drains to Lake Valentine which is an impaired water. The information listed under the Erosion and Sedimentation Control Recommendations needs to be submitted. Otherwise, the project complies with RCWD Rule D requirements.
6. Bridges and Culvert Crossing/Drainage Systems – There are no bridges or culvert crossings within the property.
7. Documenting Easements and Maintenance Obligations – Applicant must execute an agreement with the RCWD for the maintenance of the stormwater facilities to ensure proper functioning.
8. Previous Permit Information – Previous permit information includes 82-063, 91-026, 93-042, 00-053, 04-009, and 89-R37.

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

Ben Jore 5-15-19

Ben Jore, EIT
EIT Reg. No 13431

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

Katherine MacDonald 5-15-19

Katherine MacDonald
MN Reg. No 44590







Project Location -
Mounds View High School
Additions and Renovations





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Legend

-  Project Location
-  Proposed Filtration
-  Proposed Building
-  Water Flow to Existing
-  Proposed Pavement
-  Storm Sewer

↑ N



WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers.

Permit Application Number: 19-037
Permit Applicant Name: Centennial Public Schools (I.S.D. #12) – Site Improvements

Applicant/Landowner:

Centennial Public Schools
Attn: Tim Burton
4707 North Road
Circle Pines, MN 55014
Ph: 763-792-6016
tburton@ISD12.org

Permit Contact:

Larson Engineering
Attn: Justin Nielsen
3524 Labore Road
White Bear Lake, MN 55110
Ph: 651-888-8113
jnielsen@larsonengr.com

Project Name: Centennial Public Schools (I.S.D. #12) – Site Improvements

Purpose: FSD – Final Site Drainage; Project consists of building addition, new grounds building, new and reconstructed bituminous and concrete pavements, an infiltration basin and all related utilities.

Site Size: 70.4± acre parcel / 4.34 ± acres of disturbed area; existing and proposed impervious areas are 13.7 ± acres and 14.1 ± acres, respectively

Location: 4707 North Road, Blaine

T-R-S: SE ¼, Section 24, T31N, R23W

District Rule: C, D

Recommendations: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items.

Rule C - Stormwater

1. The applicant has indicated that the system has been inspected and needs to be cleaned. The applicant must provide a timeline of the intended maintenance, which must occur within the permit term.

Rule D – Erosion and Sediment Control

2. Submit the following information per Rule D.4:
 - (a) Tabulation of the construction implementation schedule.
 - (b) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
 - (c) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).
 - (d) A Storm Water Pollution Prevention Plan for projects that require an NPDES Permit.

Administrative

3. Submit the permit application with the signature of the successful bidder to the District.
4. Send one final, signed 11x17 sized plan set to the District, and e-mail a full-sized pdf copy to both the District and the District Engineer. Include a list of changes that have been made since approval by the RCWD Board.
5. The applicant must pay the remaining Water Management District Charges associated with this parcel. These charges were previously noticed to the landowner. The charges are administered through the County property tax collection process as well as administration of a deferred charge due upon development. The charges are subject to change during the 12-month CAPROC term of this permit application, therefore the applicant must contact the District prior to submitting final payment to verify the amount to be paid to the District.

PID: #003-243123430008
Amount: \$112.37
Fund: ACD 53-62 & Fund # 85128
Status: current

6. Submit a copy of the plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Blaine).
7. The applicant must memorialize the responsibility for maintenance of stormwater facilities in a document executed by the property owner in a form acceptable to the District and recorded on the deed. Alternatively, a public permittee may meet the perpetual maintenance obligation by executing a programmatic or project-specific maintenance agreement with the District. A draft document should be submitted to the District for consideration prior to execution. (The agreement process requires submittal of the final original signed agreement to the District. If the applicant needs an original of the signed agreement, then two endorsed final agreements should be submitted.)
8. The applicant must provide an attested copy of any and all signed and notarized easements from the County Recorder (if required). Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. An as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) is to be submitted to the District for verification of compliance with the approved plans.

Exhibits:

1. Updated Plan set containing 10 sheets dated 5-3-2019 and received 5-3-2019.
2. Updated stormwater calculations, dated 5-3-2019 and received 5-3-2019, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
3. Updated HydroCAD report dated and received 5-9-2019 for the 2-year, 10-year, and 100-year rainfall events for the proposed condition.
4. Larson Response to insufficient item comments dated 5-3-2019 and received 5-3-2019.
5. Permit application, dated 4-11-2019 and received 4-11-2019.
6. Permit application checklist, no date, received 4-11-2019.

7. Stormwater Calculations, dated 4-12-2019 and received 4-13-2019, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
8. Review file 19-035R.
9. Permit Closure Memo #16-033 dated 7/11/2017.
10. Executed Maintenance Agreement 16-033 dated 6-2-2016.

Findings:

1. Description – The proposed project, Centennial High School Independent Public School (ISD) #12, located within the City of Blaine consists of a building addition, a new grounds building, new and reconstructed bituminous and concrete pavements, and two new infiltration basins, one on the surface and one underground. Additionally, the permit covers stormwater for the unpermitted building addition to the southeast corner of Centennial Junior High School which added 1,646± SF of additional impervious surface. Permit Closure Memo #16-033 indicates that the district accepted that treatment for this area could be considered by the existing subsurface infiltration basin constructed under permit # 16-033. The applicant has included the unpermitted area in the current proposed stormwater calculations. The applicant has also included calculations for a future building addition that would connect the two high schools. This report only takes into consideration the calculations proposed for the current project. Any future project must file a separate permit application subject to the rules in place at that time. The parcel is approximately 70.4 acres of which approximately 4.34 acres will be disturbed. Existing and proposed impervious areas are 13.7 and 14.1 acres respectively with 1.92 acres of new/reconstructed impervious surface. Runoff from the site drains either north or south to storm sewer along 103rd Lane or North Road, respectively. Runoff from site all eventually runs to Rice Lake, the resource of concern (ROC). No application fee required for public entities.
2. Stormwater – The applicant is proposing the BMPs as described below for the project:

BMP Description	Location	Pretreatment	Volume provided	EOF
Existing subsurface infiltration BMP	Existing parking lot northeast of ice arena	Isolator row	45,797± cubic feet (29,065± available)	Outlet structure rim at 904.7
New surface Infiltration Basin-1	Northeast section of property east of synthetic turf field	Grass swale	3,054± cubic feet below the EOF	906.8
New Underground Infiltration Basin-2	North of synthetic turf field, east of existing parking lot	Sump catch basins	55,789	Outlet structure rim at 902.8

Soils on site are primarily poorly graded sand with silt (HSG B) soils. Thus, infiltration is considered feasible and is required to meet the water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 1.1-inches over the new/reconstructed area (1.92± acres) plus 1,646 SF of unpermitted impervious surface from 2017 for a water quality volume requirement of 7,837± cubic feet. Additionally, the applicant is removing two stormwater BMPs constructed under RCWD permit 12-035 that provided 815 CF that must be replaced for a total requirement of 8,652 CF. The applicant is proposing in lieu treatment of 3,880± SF of new/reconstructed impervious area that is

currently not routed to a stormwater BMP. The untreated area amounts to 356 CF of water quality volume that will be provided by Basin-2. The water quality volume requirement is broken down by source in the table below. Adequate pre-treatment has been provided. Drawdown is expected within 48-hours using an appropriate rate of 0.45 inches per hour. Neither static water nor redoximorphic features were encountered in the soil borings, which extended more than 3 feet below the bottom of the basin, showing adequate separation. The project is located within a DWSM area, but not within the 1-year emergency response zone. The applicant has treated 100% of the project area. The applicant must address the recommendations listed in the Rule C - Stormwater section above. Otherwise, the applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(c).

BMP	Available Impervious Capacity of BMP	Current Permitted Impervious To the BMP	Current Impervious Allocation Breakdown
Existing subsurface infiltration BMP	164,607 SF*	41,455 SF	Permit #16-033: 16,732 SF
			Permit #16-033 unpermitted In Lieu: 1,646 SF
			Permit # 19-037: 23,077 SF
New surface Infiltration Basin-1	33,316 SF	32,572 SF	19-036: 32,572 SF
New Underground Infiltration Basin-2	306,857 SF*	37,156SF	Permit #12-035 BMP removal: 8,891 SF
			Permit # 19-037: 24,385 SF
			Permit # 19-037 In Lieu: 3,880 SF

*BMP is oversized and has treatment volume capacity available for future use

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Offsite North	11.8	4.5	20.1	10.6	44.0	39.4
Offsite South	18.7	4.3	28.7	6.7	50.3	11.8
Totals	30.5	8.8	48.8	17.3	94.4	51.2

The project is not located within the Flood Management Zone. The submitted information indicates that the project does not increase aggregate peak runoff rates in compliance with District Rule C.7.

The project is in compliance with freeboard requirements of Rule C.9(g).

3. Wetlands –There are no wetlands located within the project area.
4. Floodplain – The site is not in a regulatory floodplain.

5. Erosion Control – Proposed erosion control methods include sediment control log, rock construction entrances, inlet protection and erosion control blanket. An NPDES permit is required for the project. The information listed under the Erosion and Sedimentation Control Recommendations needs to be submitted. Otherwise, the project complies with RCWD Rule D requirements.
6. Bridges and Culvert Crossing/Drainage Systems – There are no drainage systems on or adjacent to the property, thus Rules G and I are not applicable.
7. Documenting Easements and Maintenance Obligations – Applicant must meet the easement and maintenance obligations per Recommendations listed above. Applicant must execute an agreement with the RCWD for the maintenance of the stormwater facilities to ensure proper functioning.
8. Previous Permit Information – Permits 91-027 (Junior High building addition, new ice center, and performing arts center), 01-035 (parking lot), 01-110 (high school building addition), 12-035 (synthetic turf athletic field), and 16-033 (Centennial High School Pavement & Athletic Facility Improvements) are previous permits located on this site.

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

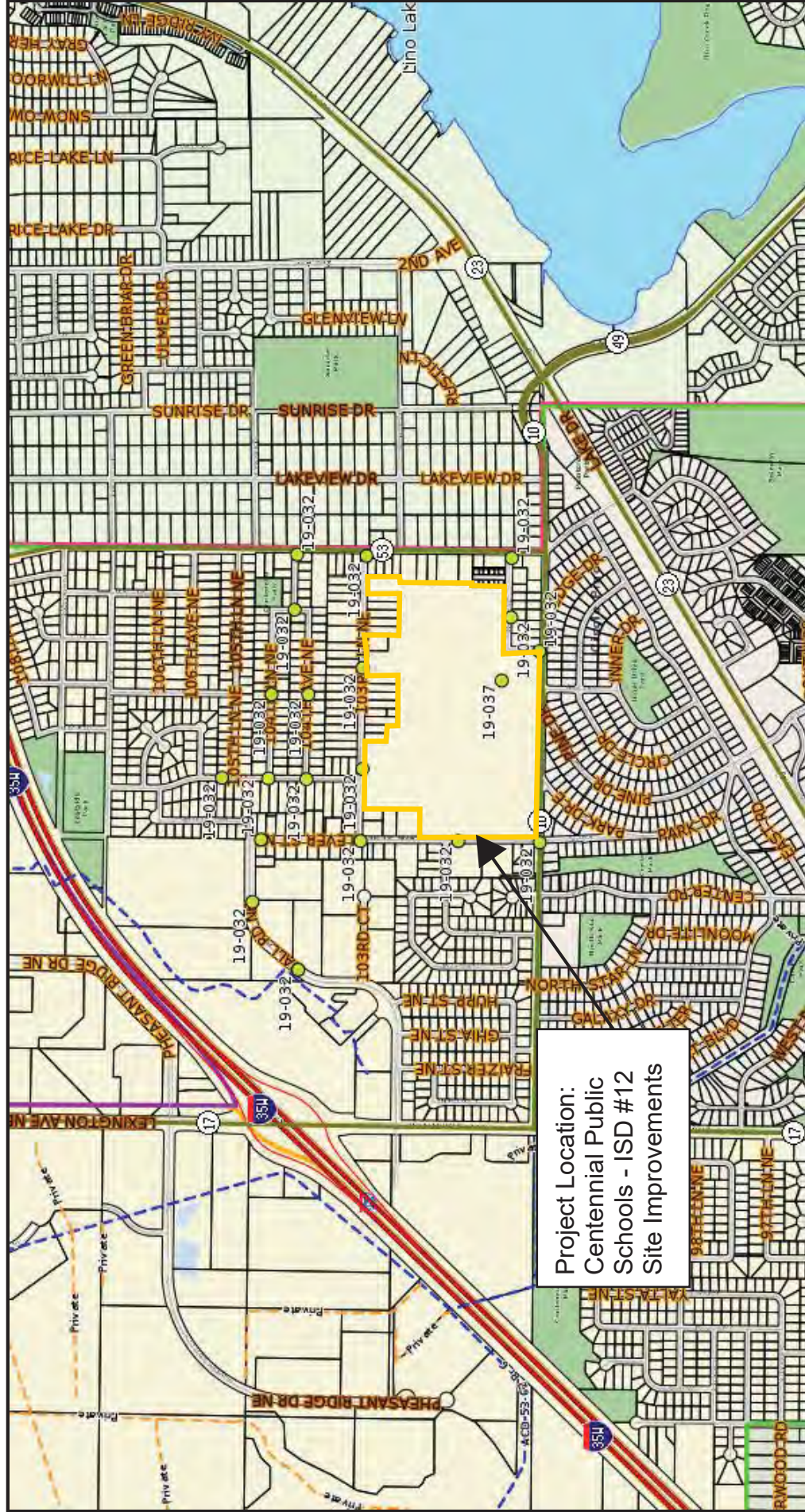
 5/15/19



Mark Christenson, EIT

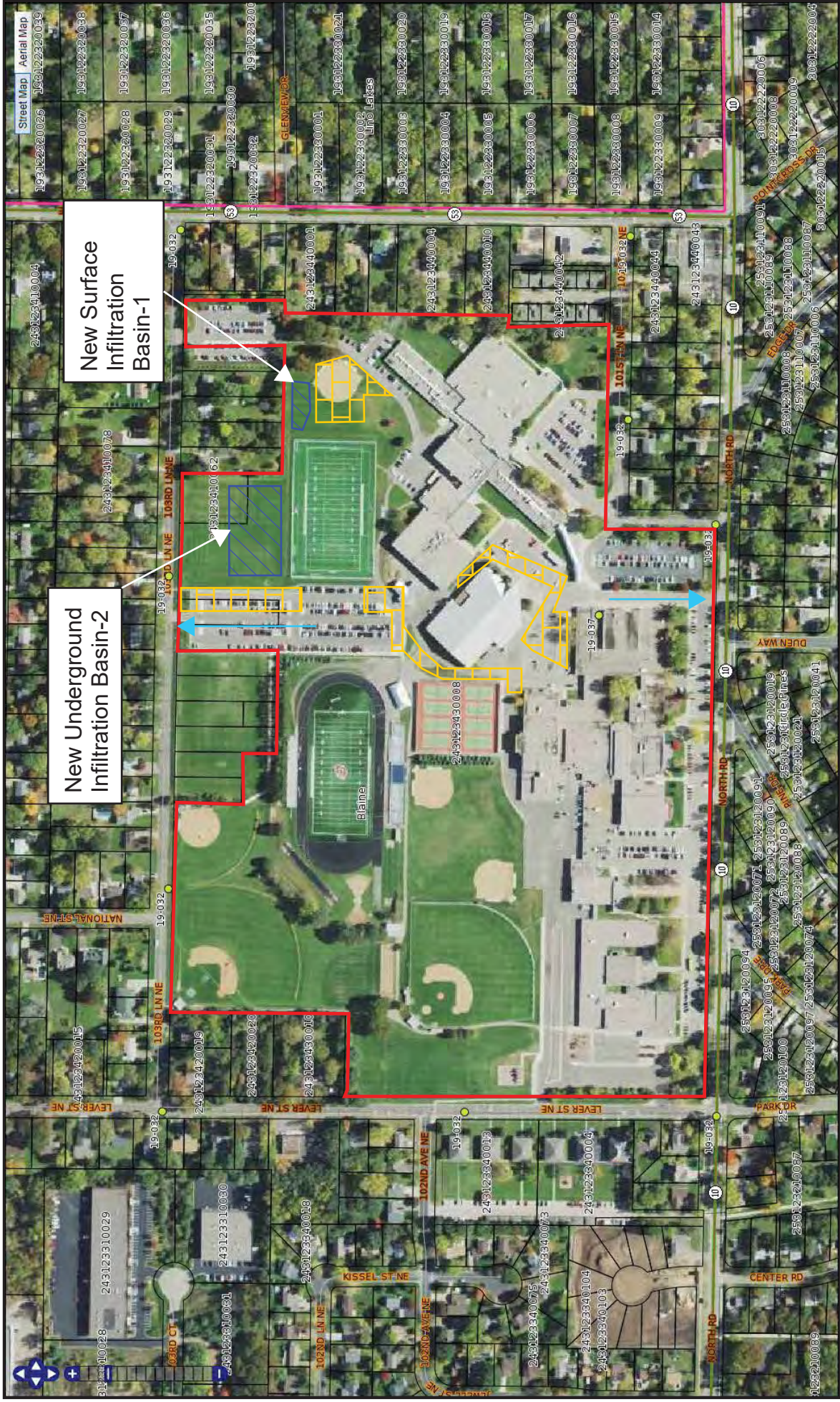
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

 5-15-19

Katherine MacDonald, Mn Reg. No 44590



- Legend**
-  District Boundary
 -  Project Location
 -  Public Waterway
 -  Public Ditch - Open Channel
 -  Public Ditch - Municipal
 -  Private Ditch
 -  Public Ditch - Tile
 -  Private Natural Waterway



New Underground Infiltration Basin-2

New Surface Infiltration Basin-1

Legend

-  Project Location
-  Proposed Stormwater BMPs
-  Water Flow
-  Proposed Building/Lot



PERMIT APPLICATIONS REQUIRING BOARD ACTION

No.	Applicant	Location	Plan Type	Recommendation
17-122	Preferred Properties and Management	Lino Lakes	Final Site Drainage Plan Land Development Bridge/Culvert Crossing Wetland Alteration Floodplain Alteration	VARIANCE REQUEST CAPROC 17 items

Two Actions:

Variance Request

It was moved by Manager _____ and seconded by Manager _____, to Approve/Deny the Variance request for variance application 17-122 as outlined in accordance with RCWD District Engineer’s Variance Technical memorandum, dated May 15, 2019.

Permit Application

It was moved by Manager _____ and seconded by Manager _____, to Approve/CAPROC/Deny permit 17-122 as outlined in accordance with RCWD District Engineer’s Findings and Recommendations, dated May 15, 2019.



WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers

Permit Application Number:

17-122

Permit Applicant Name:

Natures Refuge

Applicant/Landowner:

Preferred Properties and Management
Attn: Andrew (Pete) Kociscak
10500 Bren Road East Suite 100
Minnetonka, MN 55343
Ph: 612-581-2600
apk@preferredbuilders.us

Consultant:

Melissa Barrett
Kjolhaug Environmental Services
2500 Shadywood Road Suite 130
Orono, MN 55331
Ph: 952-401-8757
melissa@kjolhaugenv.com

Brian Krystofiak
Carlson McCain Inc.
3890 Pheasant Ridge Drive
Blaine, MN 55449
Ph: 763-489-7900
Fx: 763-489-7959
bkrystofiak@carlsonmccain.com

Project Name: Natures Refuge

Purpose: FSD – Final Site Drainage, LD – Land Development, B/CC – Bridge / Culvert Crossing, WA – Wetland Alteration, FA – Floodplain Alteration; Residential development with 65 single family homes

Site Size: 3 parcels totaling 94± acres/ 40± acres of disturbed area; existing and proposed impervious areas are 0± acres and 8.7± acres, respectively

Location: North of Main Street and east of Woodduck Trail, Lino Lakes

T-R-S: SE ¼, Section 5, T31N, R22W

District Rule: C, D, E, F, G, I, L

Recommendations: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items.

Rule C - Stormwater

1. Applicant must show the EOF of Pond 300 on the final plans.
2. Per Rule C.9(f), an outfall structure discharging to a wetland, public water or public water wetland must incorporate a stilling-basin, surge-basin, energy dissipater, placement of ungrouted natural rock riprap or other feature to minimize disturbance and erosion of natural shoreline and bed resulting from stormwater discharges. Stabilization must either be placed outside the wetland boundary or accounted for as a wetland impact.

Rule D – Erosion and Sediment Control

3. Submit the following information per Rule D.4:
 - (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
 - (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

Rule F – Wetland Alteration

4. Applicant must secure an Endangered and Threatened Species Taking Permit from the MnDNR. Applicant must provide a copy of the final permit to the District.
5. Per F.6(b)(4), provide a GIS shapefile or CADD file of the final WMC boundary to the District.
6. As a condition of permit issuance under Rule F.6(e)(9), a property owner must file on the deed a declaration in a form approved, submit draft, by the District establishing a vegetated buffer area adjacent to the delineated wetland edge within the final WMC and other wetland buffers approved as part of a permit under this Rule. A draft must be submitted for review prior to recordation.
7. Applicant must provide a “Transaction Form for Withdrawal of Wetland Credits from the Minnesota Wetland Bank”, which is signed by the bank user and the bank seller.
8. The applicant must provide a draft easement granting the District the authority to monitor, modify and maintain hydrologic and vegetative conditions within the WMC wetland and buffer adjacent to WMC wetland for District approval per F.6(f).
9. The applicant must provide a buffer signage plan including proposed signage and placement location for District consideration.
10. Applicant must prepare a Blanding’s Turtle Avoidance Plan, per email correspondence with the MnDNR, dated 3-5-19. Applicant must provide correspondence from the MnDNR, confirming that the Avoidance Plan is sufficient.

Administrative

11. The applicant is responsible for the actual cost of variance review and must pay any remaining balance due; contact District for amount.
12. Send one final, signed 11x17 sized plan set to the District, and e-mail a full-sized pdf copy to both the District and the District Engineer. Include a list of changes that have been made since approval by the RCWD Board.
13. The applicant must pay the remaining Water Management District Charges associated with this parcel. These charges were previously noticed to the landowner. The charges are administered through the County property tax collection process as well as administration of a deferred charge due upon development. The charges are subject to change during the 12-month CAPROC term of this permit application, therefore the applicant must contact the District prior to submitting final payment to verify the amount to be paid to the District.

PID: 003-053122430006
Amount: \$178.77
Fund: ACD 10-22-32 Fund #84848
Status: future/deferred

14. Submit a copy of the plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Lino Lakes).
15. The applicant must submit a Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features. The maintenance agreement must include the pond in-line with the public drainage system (Pond 200) and culvert crossings. Applicant is responsible for maintaining pond and crossings to ensure drainage function is maintained.
16. The applicant must provide an attested copy of the signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
17. The applicant must submit a surety of \$114,300 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The applicant must provide the first \$5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a check or a Performance Bond or Letter of Credit. The surety is based on \$13,000 for 40 acres of disturbance, \$34,700 for 69,478 CF of storm water ponds, \$1,600 for 215 CY of floodplain mitigation and \$65,000 for 2.6 acres of wetland mitigation.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. An as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) is to be submitted to the District for verification of compliance with the approved plans before return of the surety.
2. Applicant must provide an as-built survey of the flood plain mitigation area to the District for verification of compliance with the approved plans.
3. An as-built survey of wetland boundaries, including quantification of wetland impact, is to be submitted for verification that wetland impact does not exceed amount proposed.
4. The buffer must be indicated by permanent, freestanding markers at the buffer upland edge, with a design and text approved by District staff in writing.
5. An as-built survey of excavation within the drainage system right of way including, at a minimum, ditch bottom at 200-foot centers and cross-sections with bottom width and side slopes every 1,000-feet, and culvert inverts with size and material.
6. Applicant must implement a Blanding's Turtle Avoidance Plan, as approved by the MnDNR.

Exhibits:

1. Revised plan set containing 6 sheets revision date 4-19-2019 and received 4-19-2019.
2. Revised plan set containing 21 sheets revision date 2-1-2019 and received 3-14-2019.
3. Original plan set containing 31 sheets 11-14-2017 and received 12-5-2017.
4. Response to incomplete items not dated and received 4-19-2019.
5. Response to incomplete items not dated and received 3-14-2019.
6. Permit application, no date, received 12-05-2017.

7. Updated Stormwater Management Plan, dated 4-19-2019 (Revision 4) and received 4-19-2019, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, 100-year rainfall events, and 10-day snowmelt for existing and proposed conditions, and geotechnical assessment. Original calculations dated 11-14-2017 and received 3-14-2019, Revision 1 calculations dated 4-11-2018 and received 5-23-2018, Revision 2 calculations dated 3-14-2019 and received 3-15-2019, Revision 3 calculations, dated 4-19-2019 and received 4-19-2019.
8. Storm Water Pollution Prevention Plan, dated 4-11-2018 and received 3-14-2019.
9. Updated Variance Application, dated 4-5-2019 and received 4-5-2019. Original Variance Application dated 4-18-2018 and received 4-23-2018. Previous revisions included Revision 1 dated 1-28-2019 and received 1-29-2018 and Revision 2 dated 4-4-2019 and received 2-5-2019.
10. Revised Wetland Replacement Plan, dated 4-5-2019 and received 4-5-2019. Previously dated 1-25-2019 and received 1-25-2019, and 4-18-2017 and received 4-18-2017.
11. WCA Notice of Application, dated 1-25-2019.
12. Revised Wetland Replacement Plan, dated 4-5-2019, received 4-5-2019.

Findings:

1. Description – The proposed project is a new housing development, which includes 65 single-family homes and associated infrastructure. The project is located between Lake Drive Northeast and Wood Duck Trail and is bounded to the south by CSAH 14 (Main Street). The site is located on three undeveloped parcels (0 acres of existing impervious area) totaling 94 acres, however only two parcels contain the development, while the third contains only wetlands and WMC buffer. The project will add 8.7± acres of impervious area and disturb 40.0± acres overall. Runoff from the site flows through a wetland complex to ACD 10-22-32, which crosses the site, and ultimately to Marshan Lake, the Resource of Concern. The applicant has submitted a \$10,850 application fee, which corresponded to 7.2± acres of new/redeveloped impervious surface, >10 acres of land disturbance, floodplain mitigation, 1 to 5 acres of wetland mitigation, and bridge, culvert, and utility crossings of a public ditch.
2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	Pretreatment:	Required NURP Volume	Volume provided	EOF
Surface infiltration basin (Basin 10)	North of Basin 20	Grass strip	N.A.	4,055± cubic feet below the outlet	908.5
Surface infiltration basin (Basin 20)	North of CSAH 14	Grass strip	N.A.	8,420± cubic feet below the outlet	908.5
NURP Pond (Pond 100)	South of Pond 200	NA	25,657± cubic feet	177,855± cubic feet	905.5
Pond (Pond 200)	Western property Line	NA	Rate Control Only		905.5
Pond (Pond 300)	Northeast Property Line	NA	Rate Control Only		TBD
NURP Pond (Pond 400)	East of Pond 200	NA	5,140± cubic feet	30,666± cubic feet	906.5

Soils on site are primarily silty sands and poorly graded sands (HSG A) soils. A high water table, exists on site limiting infiltration. The applicant has infiltrated to the maximum extent feasible and has used NURP stormwater ponds to meet the remaining water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 2.2-inches over the newly constructed impervious area (8.7± acres) for a total requirement of 69,478± cubic feet which is less than the 2.5-inch NURP design criteria.

Adequate pre-treatment has been provided for the two infiltration basins. Drawdown is expected within 48-hours using an appropriate rate of 0.5 inches per hour. The seasonal high water table is estimated at elevation 904.1, which provides a minimum of three feet of separation. The project is not located within a DWSM area.

The NURP ponds have been designed to provide accepted design standards for average and maximum depth (within 3 feet and 10 feet depth). A permanent pool with dead storage at least equal to the runoff volume from a 2.5-inch rainfall over the area tributary to the pond and an outlet structures capable of preventing migration of floating debris and oils for at least the one-year storm and rate controlling the 2-year, 10-year and 100-year frequency events. Approximately 100% of the impervious area is treated by infiltration basins, NURP ponds, or meets the criteria of Rule C.6(f). Additional TSS removal is not required. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(a&c).

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
ACD 10-22-32	0.5	0.4	3.8	1.6	21.6	13.4
Main Street	0.2	0.3**	1.3	1.5**	5.5	5.3
Total (In Aggregate)*	0.7	0.7	4.0	3.1	22.2	13.5

*Differences due to time of concentration.

**Increase is within the tolerance of the model.

The project is not located within the Flood Management Zone. The submitted information indicates that the project does not increase peak runoff rates beyond existing conditions thus in compliance with District Rule C.7. The project complies with the freeboard requirements of Rule C.9(g).

3. Wetlands – The project area is located within the Lino Lakes CWPMP boundary being subject to Wetland Management Corridor (WMC) requirements. Wetlands were delineated under review file(s) 15-184R with WCA boundary decision, which remains valid, issued on 06-16-2016. The replacement plan application was noticed on 1-25-19, and the comment period closed on 3-5-19. The applicant has responded to all comments.

The applicant has provided a thorough alternatives analysis, which included both offsite considerations and onsite avoidance and minimization measures. The applicant is proposing 1.6296 acres of wetland impact, as calculated in the summary table below. The applicant has provided an alternatives analysis, including a no-build and no-impact alternatives. The applicant provided a sequencing discussion and has reduced wetland impacts to the greatest extent practicable, by narrowing road-widths and reduced front-yard setbacks for homes. The alternatives analysis and sequencing discussion meets the sequencing standards of MN Rule 8420.0520.

Wetland	Impacts (SF)	Impacts (acres)	Replacement Ratio (Per Rule F)	Required Mitigation
Wetland 1	57,388	1.3174	1.5:1	1.9761
Wetland 2 North	6,707	0.1540	2.5:1	0.3850
Wetland 2 South	4,490	0.1031	2.5:1	0.2577
Wetland 3	1,453	0.0334	2:1	0.0668
Wetland 3B	949	0.0218	2:1	0.0436
TOTAL	70,987	1.6296		2.7292

The applicant is also proposing 1.3148 acres of wetland excavation to the Type 2 portions Wetland 2 and therefore excavation is not a regulated activity under WCA. The impacts are a result of shallow excavation for wetland restoration purposes. The excavation is not expected to result in permanent wetland loss, and is designed to increase the wetland function, both the hydrologic storage capabilities and the biodiversity on the site.

Wetland mitigation obligations will be met via the purchase of 2.8408 acres of wetland bank credits from bank #1537, Dan Hair. This is 0.1116 acres more than the required mitigation obligations under the Districts Rule F, due to the USACE requiring mitigation for an additional wetland that is non-jurisdictional under state WCA/Rule F standards. The wetland bank is in the Contributing Drainage Area to the CWPMP's, therefore meeting the standards of Rule F.6(d)(6).

The applicant must provide a final BWSR withdrawal transaction form, signed by all parties, and demonstrate that the final withdrawal from the BWSR bank has occurred.

The site has been identified to have several state listed plant species present. The MnDNR has concluded that the project will result in impacts to these state-listed species. To meet the standards of Mn Rule 8420.0515 Subp. 2, the applicant must secure an Endangered and Threatened Species Taking Permit from the MnDNR. Applicant must provide a copy of the final permit to the District.

To meet the standards of 8420.0515 Subp. 2, the applicant must follow the MnDNR guidance and prepare a Blanding's Turtle Avoidance Plan, and once acceptable to the MnDNR, the plan must be implemented on site to avoid incidental takings of this state-protected species.

4. Floodplain – Portions of the site are within regulatory floodplain. The RCWD model of ACD 10-22-32 indicates that the critical event for this area is the 10-day snowmelt with flood elevations of 904.2 on the west side of the farm road and 904.5± on the east side of the service road. The proposed plans include filling 215± cubic yards within the floodplain and excavation of 47,700± cubic yards, which would result in a net increase in floodplain storage volume by 47,485± cubic yards.
5. Erosion Control – Proposed erosion control methods include silt fence, temporary seeding of stockpiles, gravel construction entrances, bio-rolls, temporary sedimentation basins, and vegetative buffer strips. An NPDES permit is required for the project. The information listed under the Erosion and Sedimentation Control Recommendations needs to be submitted. Otherwise, the project complies with RCWD Rule D requirements.
6. Variance - The applicant has requested a variance regarding the wetland buffer width and slope requirements. The applicant represents that if the buffer requirement was met, the site would not be of usable size and if the slope requirement was met, additional wetland impacts would occur. Additional reasoning and support may be found in the Practical Difficulties Memo and variance application.

7. Drainage Systems – Anoka County Ditch (ACD) 10-22-32 crosses the site. Parcel 003-053122430006 has future charges, due at time of application as noted in the Administration recommendations above. The applicant has denoted an easement on the proposed plans, which includes a 50-foot easement (25-feet from ditch centerline on each side) along the ditch and around the north side of the proposed in-line pond thus consistent with District Rule C.10.b(2). No permanent structures, impervious surfaces, or landscape features may be within this easement except for approved ponding, road or trail crossings. No property within the easement may be used for any alternative use such as wetland replacement, upland buffer, et cetera.
8. Documenting Easements and Maintenance Obligations – Applicant must meet the easement and maintenance obligations per Recommendations 7 and 10. Applicant must provide a draft maintenance declaration for approval, and a receipt showing recordation of the approved maintenance declaration and the drainage and flowage easements (if required).
9. Previous Permit Information – Previous permit information includes permits 82-071, 88-133, and review file 15-184R.

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

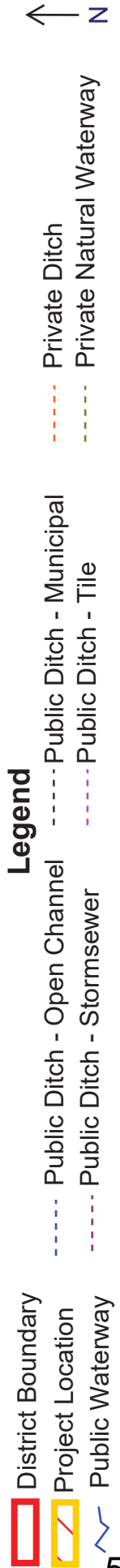
Ben Jore 5-15-19

Ben Jore, EIT

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

Katherine MacDonald 5-15-19

Katherine MacDonald
MN Reg. No 44590





PLEASE NOTE: The data herein are for general informational purposes only and should not be relied on for any official purpose. Property owners and other interested persons should retain a licensed surveyor or other professional for specific advice concerning their property. The Rice Creek Watershed District strictly disclaims any and all warranties on use of the data for any purpose.



- Legend**
-  Project Location
 -  Proposed Infiltration
 -  Proposed Pond
 -  Water Flows to ACD
 -  Proposed Housing Development
 - 10-22-32

Technical Memorandum

To: Rice Creek Watershed District
Board of Managers

From: Kate MacDonald (PE), & Ben Jore (EIT)
Houston Engineering, Inc.

Through: Greg Bowles (PE)

Subject: Variance Request for Natures Refuge, RCWD #17-122

Date: May 15, 2019

Cc: Nick Tomczik, RCWD
Andrew (Pete) Kociscak, Preferred Properties and Management (Applicant)
Melissa Barrett, Kjolhaug Environmental Services (Consultant)
Brian Krystofiak, Carlson McCain Inc. (Consultant)

INTRODUCTION

Pete Kociscak, as the project applicant for Natures Refuge, has submitted a written request for a variance from Rice Creek Watershed District (RCWD) Rule F.6(e)(2), which requires that a “buffer adjacent to wetland within the final WMC must average at least 50 feet in width, measure 25 feet at all points, and meet the average width at all points of concentrated inflow.” and Rule F.6(e)(10)(iii), which requires “when disturbance is completed, sheet flow characteristics within the buffer are improved; average slope is not steeper than preexisting average slope or 5:1, whichever is less steep”. The District Engineer evaluated the variance request per RCWD Rule L for Permit 17-122 in the final version of the Request for Variance and Statement of Hardship (Exhibit 1) revised April 5, 2019 and received on April 5, 2019. The Request for Variance and Statement of Hardship was originally dated April 18, 2018 and received April 23, 2018. Other prior revisions included Revision 1 dated January 28, 2019 and received January 29, 2019 and Revision 2 dated February 4, 2019 and received February 5, 2019.

The District Engineer evaluated the variance request by applying the “undue hardship” and “practical difficulties” test set forth in the municipal variance statute and incorporated by prior-adopted policy into the District’s variance standard. This standard is applied through the Board of Managers’ consideration and weighing of the following criteria:

- (a) How substantial the variation is in relation to District Rule requirement(s);
- (b) the effect the variance would have on government services;
- (c) whether the variance will effect a substantial change in the character of the watershed resources or will be a substantial detriment to neighboring properties;
- (d) whether the practical difficulty can be alleviated by a feasible method other than a variance (economic considerations play a role in the analysis under this factor);

- (e) how the practical difficulty occurred, including whether the landowner created the need for the variance; and
- (f) whether in light of all of the above factors, allowing the variance will serve the interests of justice.

Ultimately, the Board determines whether consideration of the above criteria supports approval of a variance. The text below reviews the technical aspects of the proposal as they relate to the above criteria. The Board may exercise discretion in analyzing the applicant's compliance with the variance criteria – both generally and with regard to application of the individual variance (and other rule) criteria. The Board also may require input from legal counsel. Nothing herein should be construed as rendering a legal opinion.

PROJECT SUMMARY

The proposed project is a new housing development, which includes 65 single-family homes and associated infrastructure. The project is located between Lake Drive Northeast and Wood Duck Trail and is bounded to the south by CSAH 14 (Main Street). The site is located on three undeveloped parcels (0 acres of existing impervious area) totaling 94 acres, however only two parcels contain the development, while the third contains only wetlands and WMC buffer. The project will add 8.7± acres of impervious area and disturb 40± acres overall. Runoff from the site flows through a wetland complex to ACD 10-22-32, which crosses the site, and ultimately to Marshan Lake, the Resource of Concern.

EVALUATION OF CRITERIA

Per practical difficulties criterion (a), the applicant has not met the 25-foot buffer requirement at location along the Wetland or slope requirement. The areas where the width is not met can be found in the Exhibit A Request for Variance dated 4-5-2019. Multiple areas totaling 0.53 acres, 4% of the total WMC, of the buffer do not meet the 25-foot minimum buffer requirement. The applicant has indicated that there are no feasible design alternatives that would have less wetland impacts and/or preserve preexisting buffer slopes while meeting project goals and requirements. The applicant has provided 15.0 acres of buffer area which is more than the required 14.1 acres of buffer area per the average 50 foot buffer requirement. The approximate existing slope of the buffer is 8:1. The proposed slope where the variance is requested (8 areas totaling 8% of the total WMC) is 3:1 – 6:1 thus is steeper than existing conditions. Steep and narrow slopes are needed to minimize wetland fill at these locations.

Per criterion (b), issuance of a variance for the Natures Refuge project is not expected to increase flooding (see criterion (c)) or have any negative effect on government services. The applicant has maximized the amount of buffer without decreasing the original footprint.

Per criterion (c), which sets the criteria for consideration of whether the variance will effect a substantial change in the character of resources within the watershed, the District Engineer used three criteria to assess substantial change: 1) water quality, defined the quantity of pollutants such as phosphorus and suspended sediment leaving the site and the potential for degrading water quality downstream; 2) the presence of and potential impact to special and impaired waterbodies as defined by various laws including the Minnesota Pollution Control Agency stormwater program, whether a water body is impaired and related designations including Wild and Scenic or Outstanding Natural Resource Value designations; and 3) flooding, the potential for flood damages or other adverse hydrologic impacts.

Marshan Lake, which receives project drainage, is listed on the Section 303(d) impaired water list. The affected designated use is aquatic recreation with a pollutant or stressor of nutrient/eutrophication biological indicators. Drainage patterns and treatment have not changed from the original site footprint. The project as a whole is not expected to cause adverse impacts. Approximately 100% of the impervious area is treated per RCWD treatment requirements. It is not likely that Marshan Lake will be negatively affected by the reduced buffer widths.

Per criterion (c) and whether issuing the variance has a negative effect to the neighboring properties, we considered whether the granting variance will:

- cause or contribute to a change in the 100-year floodplain elevation immediately downstream or upstream of the project site
- increase the frequency or magnitude of flood damages to adjacent properties; or
- increase hardship downstream from peak flow and flood duration.

The proposed variance is for the buffer requirements, which has minimal effect of flood elevations. The applicant has complied with the Rule C stormwater requirements for peak runoff rate control and the Rule E requirements for floodplain mitigation. The project will create a net increase of 47,485 cubic yards of flood plain storage.

The granting of the variance will not cause an adverse impact to the adjacent wetlands. Overall the proposed project even with the variance, represents an upgrade in environmental condition as compared with the existing altered conditions. The granting of the variance represents a loss in opportunity for additional habitat and pollutant removal through the native vegetation, but not an adverse impact compared with existing conditions.

Per criterion (d), an assessment of whether the practical difficulty can be alleviated by a feasible method other than a variance (economic considerations play a role in the analysis under this factor) is necessary. The applicant has indicated that the project cannot be built without the variance, as the footprint cannot be reduced. The District Engineer has not evaluated the economics of the project. The entire site is comprised of the development area, wetlands, or buffer. To meet the minimum buffer width and slope requirements, additional wetland could be filled to create the buffer, however this is not considered acceptable under WCA and is not considered prudent.

Per criterion (e), we considered how the practical difficulty occurred, including whether the landowner created the need for the variance. The District Engineer finds that the current landowner did not cause the situation which led to the implied practical difficulty. The need for a variance was created by the need to construct on the project site. Per the discussion above, the applicant has indicated that to meet the project goals while minimizing the impact to wetlands and improving buffer sheet flow characteristics there is no feasible way to do the project without a variance due to the location and geometry of the multiple adjacent wetlands.

In consideration of criterion (f), some determination of whether in light of all of the above factors, allowing the variance will serve the interests of justice is necessary. This criterion lies largely in the Board's domain as it involves judgments of a non-technical nature. Our criterion for assessing this portion of the practical difficulties standard is the ability or inability of other permit applicants with similar site conditions to comply with the

District's buffer requirements of Rule F.6(e). Other applicants have had the ability to feasibly meet these requirements onsite because the site constraints presented here were not evident in the previous applications.

APPENDIX A

EXHIBITS:

1. Variance Request Form dated 4-5-2019 and received 4-5-2019.

Exhibit A
Variance Request

The applicant's signature below affirms that the applicant has carefully read Rice Creek Watershed District Rule L, Variances, and the Permit Variance Guidance (effective July 1, 2013).

Date: **Revised** April 5, 2019

Permit # RCWD Application #17-122

Applicant: Pete Kociscak

Address: 10500 Bren Road E, Minnetonka, MN 55343

Telephone number:

Email: apk@preferredbuilders.us

Property location and county property identification number:

Nature's Refuge Residential Development PUD, Lino Lakes

Anoka Co PIDs 05-31-22-43-0006, 05-31-22-42-0002, 05-31-22-41-0003

For all items below, attach additional sheets if necessary.

1. RCWD Rule from which variance is requested (circle applicable rule(s) and cite section/paragraph of rule):

A B C D E **F** G H I J

2. Project description: *61 single-family home residential development PUD.*

3. Requirements of applicable rule(s) from which variance is being requested:

Rule F 6.(e)(2) Buffer adjacent to wetland within the Final WMC must average at least 50 feet in width, measure at least 25 feet at all points, and meet the average width at all points of concentrated inflow.

AND

RCWD Rule F 6.(e)(10)(iii) When disturbance is completed, sheet flow characteristics within the buffer are improved; average slope is not steeper than preexisting average slope or 5:1, whichever is less steep.

4. Are you requesting a variance pursuant to Undue Hardship or Practical Difficulty standard (check one or both)? Please complete following sections accordingly. Greater specificity will benefit your request.

a. Description of Undue Hardship (must not rest entirely on economic burden).

b. Description of Practical Difficulty (must not rest entirely on economic burden).

The requested variances are to allow for deviations from (1) WMC 25-ft minimum buffer width requirements, and (2) side slopes within the WMC that are equal to or flatter than preexisting buffer slopes. The requested variances meet the “practical difficulties test” as follows:

- 1. The requested variances are reasonable in that they allow the project design to meet project goals and requirements while at the same time minimizing impacts to wetlands and improving buffer sheet flow characteristics. There are no feasible design alternatives that would have less wetland impact and/or preserve preexisting buffer slopes while meeting project goals and requirements.*
- 2. The requested variances are necessary to address the unique circumstances that exist due to the (1) locations of wetlands on the property, and (2) preexisting topographic conditions.*

Wetland lobes extend into the central portion of the site from the east and west. Street C must extend through the central portion of the site from south to north making complete avoidance of wetlands and their associated WMC buffer not possible. Steep and narrow slopes are needed to minimize wetland fill. Wider and less steep slopes would result in more wetland fill.

The project area is relatively flat, and groundwater elevations are relatively shallow. The proposed elevations of homes, streets, ponds, and remaining wetlands and their buffers takes into consideration the groundwater elevation and post-development site drainage needs. Soil excavated from borrow ponds will be used to raise streets and building pads. Runoff from the front yard of homes and roads will drain to storm sewers, then to treatment ponds, then to wetlands and ditches, and finally offsite to the west. Runoff from backyards will drain downslope either to swale features that direct drainage to treatment ponds and then to wetlands, or, if the backyard is located along the WMC, runoff will flow downslope through the buffer and then to wetlands.

With site construction, the developed area will be higher than current site grades to provide down gradient site drainage. Therefore, with any site plan, there will be slopes steeper than preexisting conditions. The only solution to maintain preexisting average buffer slope grades that are generally flat is to completely avoid wetland buffer areas by reducing the project footprint. Expanding buffer areas to meet the minimum width requirement would also reduce the project footprint. A reduced project footprint would not meet the goals and requirements of project.

Due to the unique circumstances that exist on the site and the need to meet project goals and requirements, it is likely that similar residential development proposals for the site would result in the need for similar variances.

- 3. The requested variances would not change the essential character of the locality. The variances will be compatible with the proposed character of the development site.*

If requesting a variance under the Practical Difficulty standard, please respond to the following:

- (i) How substantial is the requested divergence from the District rule? *Width and slope deviations summarized in the following tables and are illustrated on the attached figure. Required WMC upland buffer on the site totals 14.1 acres and provided WMC upland buffer on the site totals 15.0 acres. The proposed plan provides adequate upland buffer area to WMC wetlands on the site.*

WMC Buffer Width Variance Areas		
Area ID	Total Area (acres)	Minimum Distance (ft)
Area 1	0.02	0
Area 2	0.20	13
Area 3	0.02	0
Area 4	0.03	10
Area 5	0.03	9
Area 6	0.05	10
Area 7	0.03	14
Area 8	0.02	9
Area 9	0.04	6
Area 10	0.02	5
Area 11	0.03	0
Total Area	0.53 ac (or 4% of total WMC)	

WMC Buffer - Slope Variance Areas				
Area ID	Total Area (acres)	Approximate Existing Slope Grade	Approximate New Slope Grade	Approximate Drainage Area (acres)
Area A	0.17	~8:1 or Flatter	4:1	0.33
Area B	0.07	~8:1 or Flatter	5:1	0.09
Area C	0.13	~8:1 or Flatter	6:1	0.13
Area D	0.26	~8:1 or Flatter	4:1	0.26
Area E	0.13	~8:1 or Flatter	6:1	0.30
Area F	0.04	~8:1 or Flatter	5:1	0.06
Area G	0.04	~8:1 or Flatter	4:1	0.08
Area H	0.40	~8:1 or Flatter	3:1	0.80
Total Area	1.24 ac (or 8% of total WMC)			2.05 ac (or 14% of total WMC)

- (ii) In what respects, and to what extent, would the variance increase the cost or difficulty of providing governmental services? *The variances will not increase the cost or difficulty of providing governmental services. The City verifies and GPS locates the wetland monument signs at the time of installation. If the signs are moved, the City requires the developer or the property owner to properly relocate them.*
- (iii) How would the variance change the character of the water resource or be a detriment to neighboring properties? *The variances will not change the character of the water resource or be a detriment to neighboring properties. Because existing buffers are largely comprised of annually tilled cropland, buffer vegetation conditions and sheet flow characteristics will improve with implementation of the buffer seeding and management plan.*
- (iv) How can your project goals be met without a variance? Are any of these alternatives infeasible or economically unreasonable? *Due to numerous design requirements (see item 4.b.2. above), the project goals cannot be met without granting of the variances. In addition to internal site requirements (i.e. effective drainage), the extension of Street C to the north property line is a City requirement of the project. The onsite alignment of Street C avoids and minimizes wetland impacts to the extent possible, and also avoids future offsite wetland impacts when the property to the north is developed.*
- (v) What is the cause of the practical difficulty? Did you or a prior landowner contribute to circumstances creating the practical difficulty? The causes of the practical difficulty are inherent site conditions in combination with project goals and requirements. *See item 4.b.2. above.*
- (vi) How do the interests of justice weigh in granting the variance? *The proposed variance satisfies all parties – wetland impacts have been avoided/minimized, adequate buffer has been provided, and the plan meet project goals and requirements.*

5. Will the proposed activity, if conducted in accordance with the requested variance rather than the strict terms of the District rule:

- a. Have an adverse effect on public health, safety or welfare? **No**
- b. Create public expense? **No**
- c. Adversely affect water quality, water control or drainage in the District? **No**

6. How would granting the variance be consistent with the spirit and intent of the District rules, generally, and the rule from which the variance is requested?

One intent of the WMC upland buffer rule is habitat value. Due to the highly disturbed nature of the site (upland is primarily annually tilled cropland), buffer habitat value is predicted to be equal or greater post development with granting of the requested variances and with implementation of the buffer seeding and management plan.

A second intent of the rule is to provide upland buffers along the boundaries of wetlands to provide water quality protection from untreated runoff. With the proposed plan, no wetland within the final site level WMC will receive untreated runoff, or sheet flow from untreated runoff. Stormwater runoff will be directed away from buffers to treatment ponds, and there will be no points of concentrated flow within the buffer. Because much of the buffer areas are currently annually tilled cropland, sheet flow and water quality characteristics within disturbed buffer areas will be improved with implementation of the buffer seeding and management plan, even with the increase in slope grades.

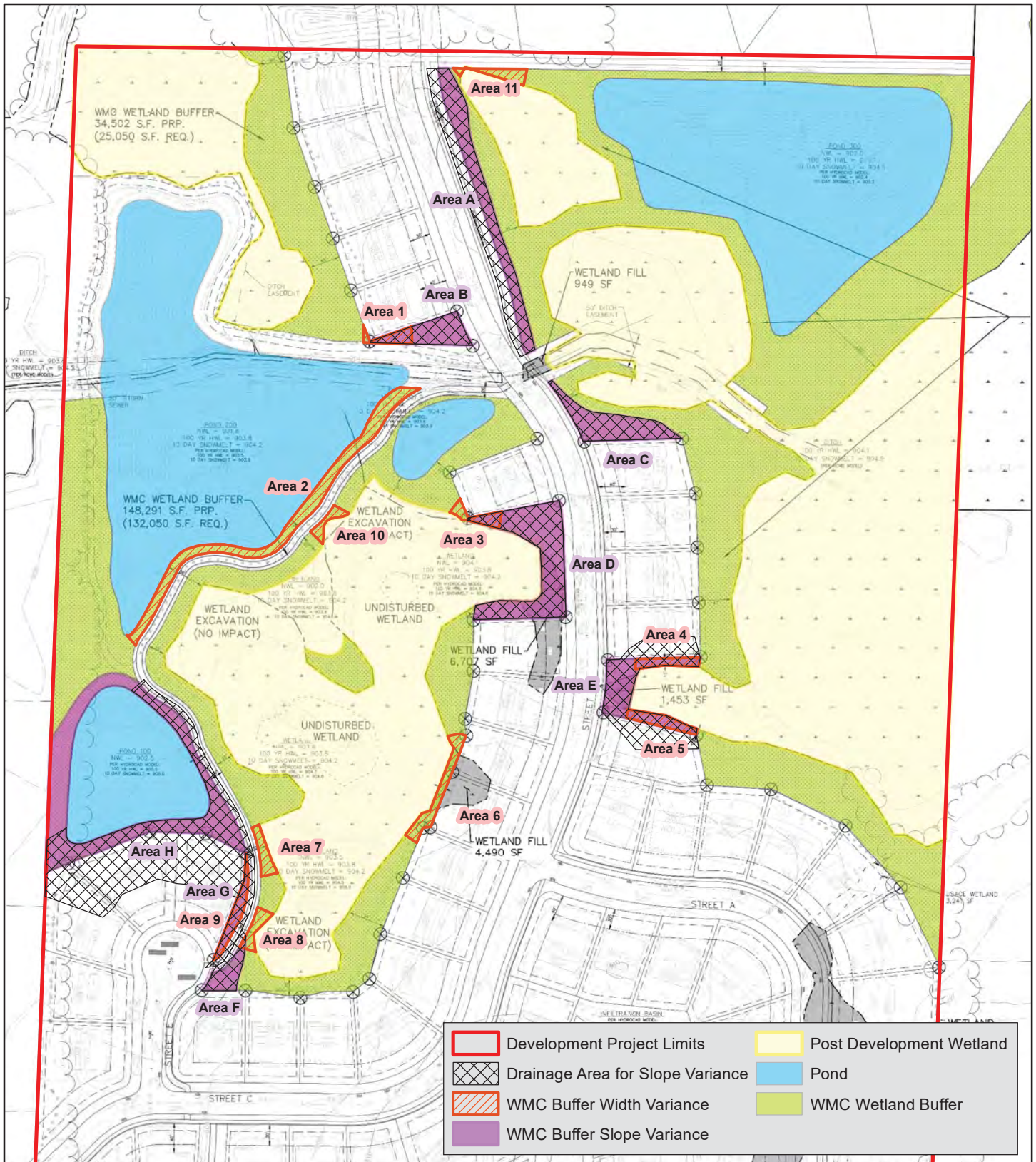
The intent of the rule is to provide upland buffer along the boundaries of wetlands within the final WMC to provide wetlands with water quality protection from untreated runoff with a secondary benefit of wildlife habitat. Granting of the requested variance will meet the spirit and intent of the rules while providing adequate protection of the resource.

Applicant name: _____ **Date:** _____

Applicant signature: _____

Staff Findings (RCWD only)

Staff Recommendation (RCWD only)



Nature's Refuge WMC Variance Areas

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: ESRI Streets Basemap



Nature's Refuge (KES 2015-031) Lino Lakes, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

PERMIT APPLICATIONS REQUIRING BOARD ACTION

No.	Applicant	Location	Plan Type	Recommendation
19-036	City of Blaine	Blaine	After the fact Final Site Drainage Plan Wetland Alteration	VARIANCE REQUEST & CAPROC 14 items

Two Actions:

Variance Request

It was moved by Manager _____ and seconded by Manager _____, to Approve/Deny the Variance request for variance application 19-036 as outlined in accordance with RCWD District Engineer’s Variance Technical memorandum, dated May 15, 2019.

Permit Application

It was moved by Manager _____ and seconded by Manager _____, to Approve/CAPROC/Deny permit 19-036 as outlined in accordance with RCWD District Engineer’s Findings and Recommendations, dated May 15, 2019.



WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers.

Permit Application Number:

19-036

Permit Applicant Name:

Blaine Water Treatment Plant No. 4 (WTP4)

Applicant/Landowner:

City of Blaine
Attn: Stefan Higgens
10801 Town Square Drive Northeast ASFD
Blaine, MN 55449
Ph: 763-717-2722
shiggins@blainemn.gov

Permit Contact:

Barr Engineering Co.
Attn: Matt Metzger
4300 Market Pointe Drive
Bloomington, Mn 55435
Ph: 952-832-2830
Fax: 952-832-2601
mmetzger@barr.com

Project Name: Blaine Water Treatment Plant No. 4

Purpose: After-fact FSD – Final Site Drainage, WA – Wetland Alteration; Construction of new water treatment facility and public works garage.

Site Size: 9.92± acre parcel / 7.58 ± acres of disturbed area; existing and proposed impervious areas are 0.34 ± acres and 2.76 ± acres, respectively

Location: 12260 Lexington Avenue North, Blaine

T-R-S: NE ¼, Section 11, T31N, R23W

District Rule: C, D, E, F, I, L

Recommendations: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items.

Rule C - Stormwater

1. On the final plan set, the applicant must show a defined emergency overflow for the stormwater pond.

Rule D – Erosion and Sediment Control

2. Submit the following information per Rule D.4:
 - (a) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
 - (b) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

Rule F – Wetland Alteration

3. Applicant must provide one final version of the wetland replacement plan application, with the correct wetland impact and replacement quantities updated throughout, and with the updated site plans and exhibits to reflect the most recent construction plans and documentation.

4. Applicant must provide an electronic copy of the city well siting study referenced in the sequencing discussion, for District files.
5. Applicant must provide a "Transaction Form for Withdrawal of Wetland Credits from the Minnesota Wetland Bank", which is signed by the bank user and the bank seller.
6. The applicant must provide proof of BWSR debiting the wetland bank for the correct amount and type of wetland credit.
7. As a condition of permit issuance under Rule F.6(e)(9), a property owner must file on the deed a declaration in a form approved, submit draft, by the District establishing a vegetated buffer area adjacent to the delineated wetland edge within the final WMC and other wetland buffers approved as part of a permit under this Rule.
8. The property owner must convey to the District and record or register, in a form acceptable to the District, submit draft, a perpetual, assignable easement over the WMC.
9. A map of the final WMC boundary must be prepared and submitted to the District for approval, and a GIS shapefile or CADD file of the final WMC boundary shall be submitted to the District.

Administrative

10. Submit the permit application with the signature of the successful bidder to the District.
11. Send one final, signed 11x17 sized plan set to the District, and e-mail a full-sized pdf copy to both the District and the District Engineer. Include a list of changes that have been made since approval by the RCWD Board.
12. The City of Blaine must specify maintenance obligations for the infiltration and bio-filtration basins and NURP pond. This may be accomplished through the programmatic agreement or project-specific maintenance agreement with the District. The City must acknowledge that the drain tile of the infiltration basin will not be uncapped without District concurrence.
13. Applicant must provide a 30-foot easement from top of bank on both side of the public drainage system specifying and encompassing a District right of maintenance access for the public drainage system.
14. The applicant must provide an attested copy of any and all signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. Provide an as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) is to be submitted to the District for verification of compliance with the approved plans.
2. Provide an as-built survey of wetland boundaries, quantifying the wetland impact area for verification of compliance with the approved plans
3. Installation of permanent, freestanding markers at development side edge of WMC buffer, wetland or otherwise, with a design and text approved by District staff in writing and in compliance with the approved plans.
4. The applicant must complete monitoring for one-year post construction for the restored access road impacts, to confirm that they return to their pre-project condition, per TEP recommendation under 18-117R for the approval of the wetland delineation and definition of the unauthorized impacts. Applicant must submit to the LGU, a memo summarizing monitoring findings and conclusions.

Exhibits:

1. Plan set containing 47 sheets dated 2-13-2019 and received 4-10-2019.
2. Permit application, dated 4-10-2019 and received 4-10-2019.
3. Stormwater Calculations, dated 4-10-2019 and received 4-10-2019, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions.
4. Soil boring data, undated and received 4-10-2019.
5. WCA joint application dated 4-19-2019 and received 4-19-2019.
6. WCA notice of application, dated 4-19-2019.
7. Revised wetland impact figure, dated 4-22-2019 and received 4-23-2019.
8. CCES Botanical Survey and Habitat Assessment, dated 4-9-2019, received with Replacement Plan on 4-19-2019.
9. RCWD Early WCA comments email, dated 5-6-19, sent 5-6-19.
10. HEI Engineering comments email dated and sent 5-7-19.
11. HEI Variance comments email dated and sent 5-8-19
12. Wetland comment response memo, dated 5-9-2019, received 5-9-2019.
13. Comment response memo, dated 5-10-19.
14. HEI variance insufficient email dated and sent 5-10-19.
15. Revised Variance Request, dated 5-13-19, received 5-13-19.
16. Updated Wetland Management Corridor Figure 8, dated and received 5-14-19.
17. TEP concurrence email on access path, dated and received 5-14-19.
18. Review files 15-012R, 16-019R, and 18-117R.

Findings:

1. Description – This permit application is located on a 9.92± acre parcel at 12260 Lexington Avenue in Blaine. The permit includes an after the fact for construction of the water tower, well, bituminous drive access to the water tower, and gravel access to the well with associated wetland impacts. The site was previously undeveloped, and the unpermitted work added 0.34± acres of impervious surface. New proposed work includes the construction of Water Treatment Plant No. 4 with an attached public works garage, a backup power generator, and parking, an infiltration basin, a stormwater pond, and various site utility modifications. Addition the project will remove the existing gravel well access drive and will replace it with a pervious access drive stabilized through the use of geogrid. The project will add an additional 2.42± acres of impervious surface for a total post developed total of 2.76± acres. There will be 7.58 acres total of new disturbance. Drainage from the site flows predominantly to the west and north to ACD 53-62 with a small portion flowing east to Lexington Avenue. All drainage from the site flows to Golden Lake, the resource of concern. The applicant filed an “after-the-fact” permit application (10-052) for the water tower project, however the applicant never constructed the required water quality BMPs. The applicant and RCWD have entered in to an agreement to resolve these unpermitted actions that include on-site restoration and off-site replacement of the impacted

wetlands at a 3:1 replacement ratio, per the recommendation of the Technical Evaluation Panel (TEP). The current project will also provide adequate treatment for the unpermitted impervious surfaces under the current (2017) rule. The applicant is a public entity and therefore is not charged an application fee.

2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	Pretreatment/NURP Requirement (for pond)	Volume provided	EOF
Infiltration Rain Garden	Southeast side of proposed water treatment plant	Catch basin sumps	1,205± cubic feet below the outlet	903.3
Stormwater Cistern	Northwest corner of proposed public works garage	Not required to meet stormwater requirements		
Bio-filtration basin	North side of the proposed water treatment plant	Rate control only		
NURP Pond	West of proposed buildings along eastern edge of existing wetlands	0.81 AF	1.64 AF	901.0

Soils on site are primarily silty sands (HSG B) soils. However, infiltration is limited by a high seasonal water table and by the Minnesota Department of Health (MDH) restriction which does not allow stormwater infiltration within 200 feet of drinking water wells. The City is proposing one infiltration BMP and has been met the stormwater sequencing to the extent feasible on site and the NURP pond is acceptable to meet the remaining stormwater requirement. Per Rule C.6(c)(1), the Water Quality requirement is 2.2-inches over the new/reconstructed area, however NURP sizing criteria governs. The pond sizing, and outlets and overflows are consistent with the design criteria of Rule C.9(d). The infiltration rain garden meets the requirements of Rule C.9(a). Adequate pre-treatment has been provided. Drawdown is expected within 48-hours using an appropriate rate of 0.30 inches per hour. The seasonal high-water table is estimated at elevation 892, which provides a minimum of three feet of separation. A DWSMA has not been established and the infiltration basin is located outside of the 200-foot radius of the well.. The applicant has designed the infiltration basin with a capped underdrain as a backup system in the event of clogging or less than adequate infiltration. The applicant may not uncap the drain tile without concurrence of the District. The applicant has treated 97% of the project area. Additional TSS removal is not practicable. Otherwise, the applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(c).

While not required, the applicant is also proposing additional BMPs as additional treatment, a bio-filtration basin, and a water reuse cistern.

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
West (Out 1)	2.6	2.4	5.3	4.6	11.6	10.2
North (Out 2)	0.0	0.0	2.7	1.1	25.1	12.6
East (Out 4-Lexington Avenue)	0	0.3	0.4	0.6	1.0	1.4
Totals	2.6	2.7	8.3	6.3	37.7	24.2

The project is not located within the Flood Management Zone. The increases shown are within the tolerance of the model. The submitted information indicates that the project does not increase aggregate peak runoff rates in compliance with District Rule C.7.

The project is in compliance with freeboard requirements of Rule C.9(g).

3. Wetlands – Wetlands were delineated under review file 18-117R with boundary decision, which remains valid, issued on 10-19-18. Several unpermitted projects have been constructed at this site, including the construction of a well, pad and access road, resulting in unpermitted wetland impacts totaling 0.27 acres.

The project area is located within the ACD 53/62 CWPMP area and is subject to Wetland Management Corridor (WMC) requirements.

A replacement plan application was submitted to the District for both unauthorized wetland impacts from previously projects, as well as proposed wetland impacts for the construction of the water treatment plant. The application was noticed to the TEP on 04-19-2019 and the comment period closed 05-13-19. The applicant has addressed all comments.

The project is development of a water treatment plant for municipal water supply for the city of Blaine. The applicant has provided an alternatives analysis, including discussion of impact avoidance and minimization of wetland impacts. As a part of the agreement between the City and the District with regard to the unauthorized site development, the city must prepare application materials that are independent of the existing site development features, i.e. the city cannot use the siting of unpermitted site development features as rationale to further sequence additional wetland impacts. The city has prepared application materials that meet the conditions of this term of the agreement, which include on-site restoration and off-site replacement of the impacted wetlands at a 3:1 replacement ratio, per the recommendation of the Technical Evaluation Panel (TEP).

The applicant has reasonably avoided and minimized wetland impacts to the extent possible. The applicant has addressed all comments and the TEP concurs that WCA impact sequencing is met. The following tables summarizes all wetland impacts to date and proposed restoration of some of the unauthorized fill activities.

Impact/Mitigation Table

Wetland Name (Location)	Impact Amount	Replacement Ratio	Mitigation (acres)
Unauthorized Fill: Grading Around Well 19 – Wetland A	6,568	3:1	0.4529
Unauthorized Fill: Gravel Access Road (to be restored, but mitigated)	6,562	3:1	0.4519
New Impacts: Fire Land, Garage, Storm sewer Pipe Cover	6,739	3:1	0.4641
New Impacts: Rerouted Access Road	653	3:1	0.0450
New Impacts: Rip rap, apron	409	3:1	0.0282
New Temporary Impacts (to be restored)	1,993	n/a	
TOTAL			1.4415

The property owner must file on the deed a declaration in a form approved by the District establishing a vegetated buffer area adjacent to the delineated wetland edge within the final WMC and other wetland buffers approved as part of a permit under this Rule. The declaration must state that on further subdivision of the property, each subdivided lot of record shall meet the monumentation requirement of Section F.6(e)(8). On public land or right-of-way, in place of a recorded declaration, the public owner may execute a written maintenance agreement with the District. The agreement will state that if the land containing the buffer area is conveyed to a private party, the seller must file on the deed a declaration for maintenance in a form approved by the District.

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

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

Wetland replacement will occur via wetland bank account #1664, in the amount of 1.4415 acres. The wetland bank is within the contributing drainage area of the CWPMP consistent with Rule F 6(d)(5). The applicant must provide the final BWSR withdrawal transaction form and demonstrate final withdrawal from the BWSR Bank.

4. Floodplain – The regulatory floodplain elevation is 896.9 NAVD 88. The applicant is proposing to excavate in the floodplain. Since no fill is proposed, the project is compliant with Rule E.
5. Erosion Control – Proposed erosion control methods include silt fence, erosion control blanket, temporary diversion ditch and berm, bio-roll blanket system ditch check, concrete washout management area, rock construction entrances, inlet protection and rip rap. An NPDES permit is required for the project. The information listed under the Erosion and Sedimentation Control Recommendations needs to be submitted. Otherwise, the project complies with RCWD Rule D requirements.

6. Variance - The applicant has requested a variance regarding the wetland buffer width and slope requirements, as well as the vegetated pervious access drive running through the buffer for maintenance access to Well 19. The applicant represents that if the buffer requirement and the slope requirement was met, additional wetland impacts would occur. The applicant represents that the access drive is needed to maintain Well 19 and would receive minimal use. Additional reasoning and support may be found in the Practical Difficulties Memo and variance application.
7. Bridges and Culvert Crossing/Drainage Systems – The applicant is proposing work within the public drainage system right-of-way which includes a storm sewer outlet pipe and a short (27± feet) channelized connection to the ditch. The applicant will not alter the profile of the ditch and has included a stormwater basin energy dissipater at the flared end section outlet before flowing to the ditch, therefore not causing a sediment release or negatively impact water quality. The project complies with Rule I. The project does not propose work regulated under rule G and is thus not applicable.
8. Documenting Easements and Maintenance Obligations – Applicant must execute an agreement with the RCWD for the maintenance of the stormwater facilities to ensure proper functioning per Recommendation 12. Applicant provide an easement over the public drainage system as indicated in Recommendation 13.
9. Previous Permit Information – RCWD permit #10-052 (Lexington Avenue Water Tower #4-City of Blaine) was found for the project site.

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

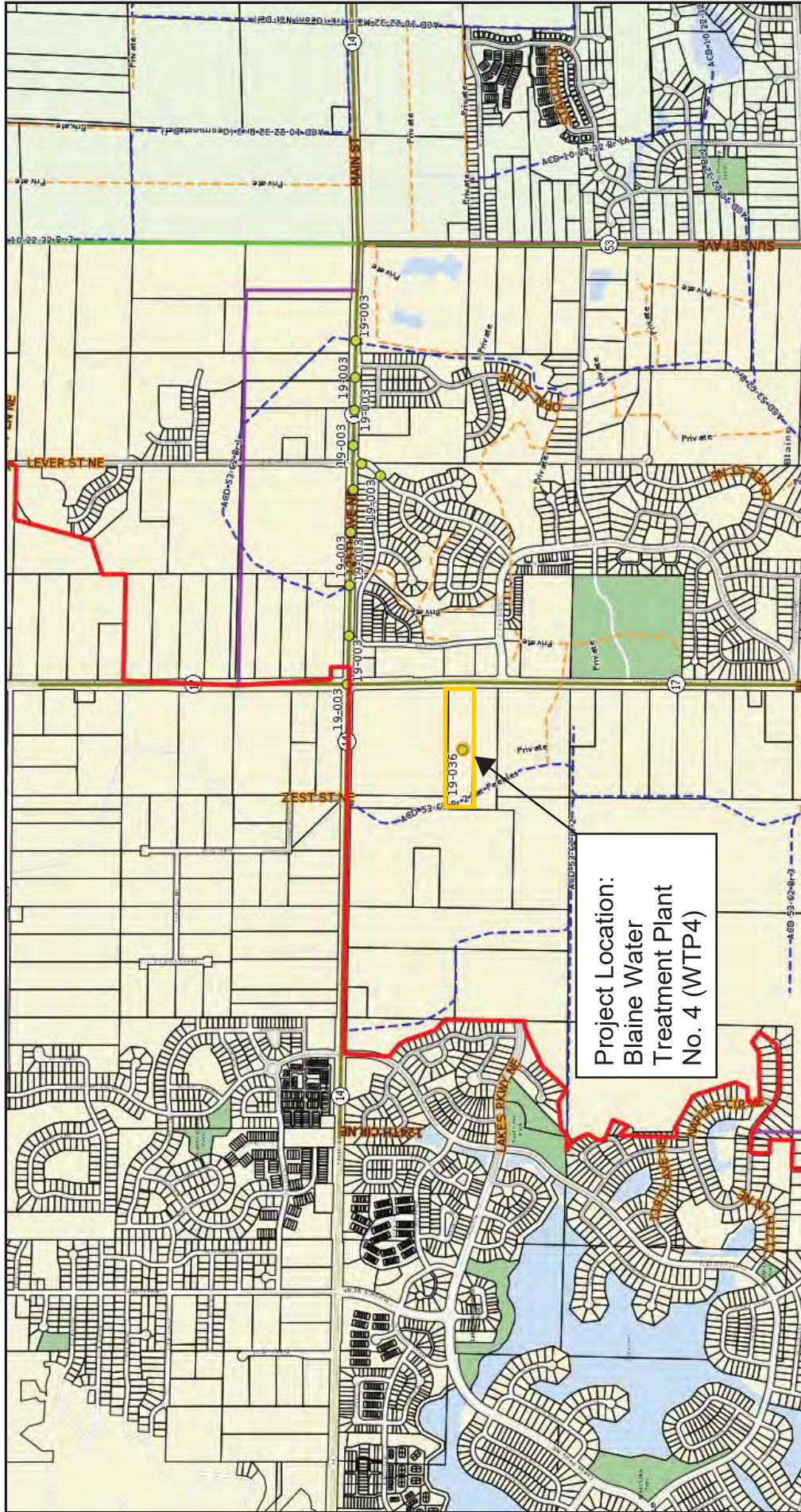
 5-15-19

Mark Christenson, EIT


I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

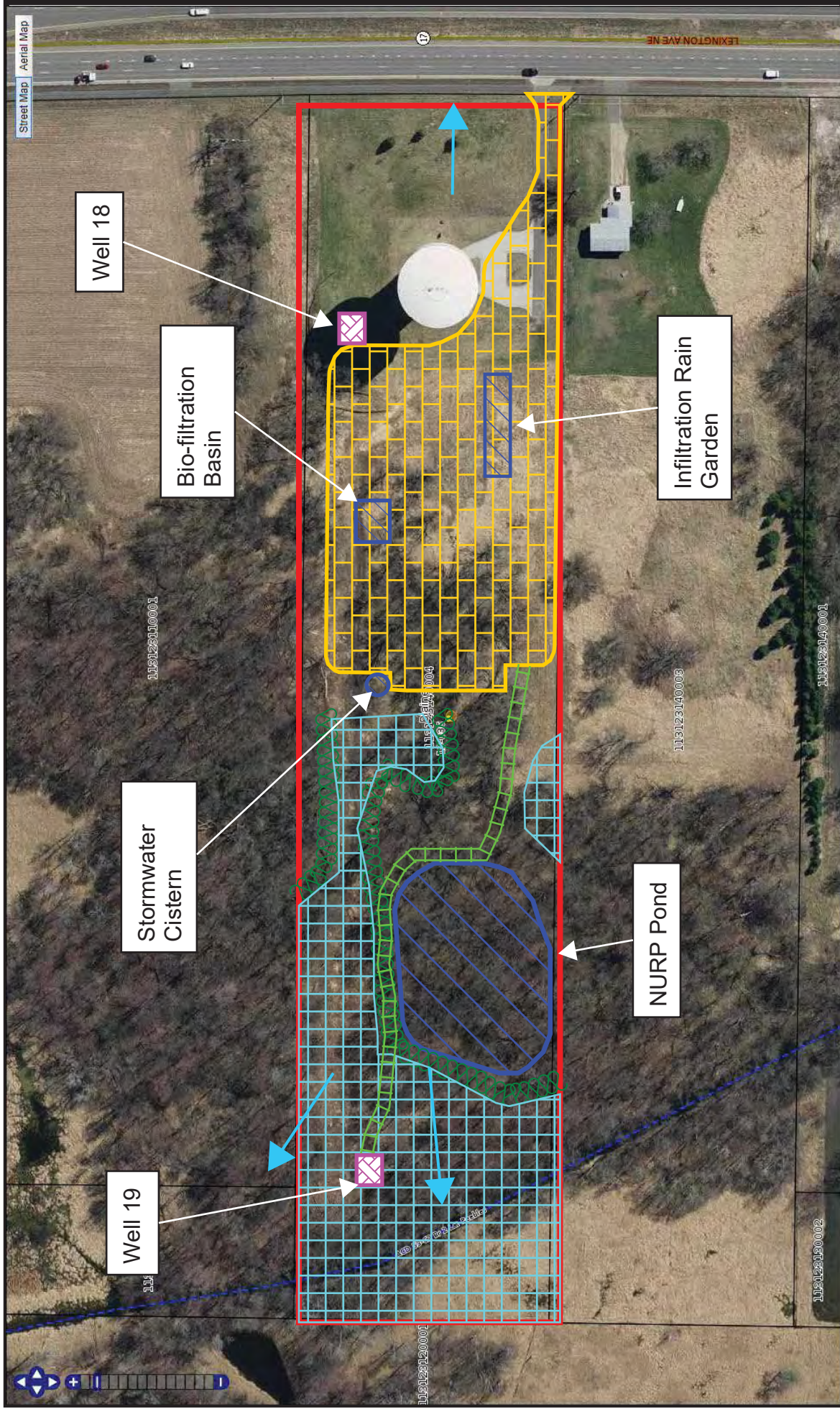
 5-15-19

Katherine MacDonal, Mn Reg. No 44590

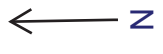


Project Location:
Blaine Water
Treatment Plant
No. 4 (WTP4)

- Legend**
-  District Boundary
 -  Project Location
 -  Public Waterway
 -  Public Ditch - Open Channel
 -  Public Ditch - Municipal
 -  Public Ditch - Tile
 -  Public Ditch - Stormsewer
 -  Private Ditch
 -  Private Natural Waterway
- ← N



- Legend**
-  Project Location
 -  Proposed Stormwater Pond
 -  Water Flow
 -  Proposed Building/Lot
 -  Buffer Planting
 -  Post Project Wetlands
 -  Existing Well
 -  Proposed Pervious Access Drive



Technical Memorandum

To: Rice Creek Watershed District
Board of Managers

From: Kate MacDonald (PE), & Mark Christenson (EIT)
Houston Engineering, Inc.

Through: Greg Bowles (PE)

Subject: Variance Request for City of Blaine, RCWD #19-036

Date: May 15, 2019

Cc: Nick Tomczik, RCWD
Stefan Higgins, City of Blaine (Applicant)
Jon Haukaas, City of Blaine (Applicant)
Matt Metzger, Barr Engineering Co. (Consultant)
Karen Wold, Barr Engineering Co. (Consultant)

INTRODUCTION

Stefan Higgins, as the project applicant for the City of Blaine, has submitted a written request for a variance from Rice Creek Watershed District (RCWD) Rules F.6(e)(2), and F.6(e)(7)(iii). Rule F.6(e)(2) requires that the buffer adjacent to wetland within the final WMC measure at least 25 feet at all points. Rule F.6(e)(7)(iii) allows a buffer to enclose a linear surface for non-motorized travel, however the proposed permeable access drive will be for motorized vehicles to maintain Well 19. The District Engineer evaluated the variance request per RCWD Rule L for Permit 19-036 in the Request for Variance (Exhibit 1) dated May 13, 2019 and received on May 13, 2019

The District Engineer evaluated the variance request by applying the “undue hardship” and “practical difficulties” test set forth in the municipal variance statute and incorporated by prior-adopted policy into the District’s variance standard. This standard is applied through the Board of Managers’ consideration and weighing of the following criteria:

- (a) How substantial the variation is in relation to District Rule requirement(s);
- (b) the effect the variance would have on government services;
- (c) whether the variance will effect a substantial change in the character of the watershed resources or will be a substantial detriment to neighboring properties;
- (d) whether the practical difficulty can be alleviated by a feasible method other than a variance (economic considerations play a role in the analysis under this factor);
- (e) how the practical difficulty occurred, including whether the landowner created the need for the variance; and
- (f) whether in light of all of the above factors, allowing the variance will serve the interests of justice.

Ultimately, the Board determines whether consideration of the above criteria supports approval of a variance. The text below reviews the technical aspects of the proposal as they relate to the above criteria. The Board may exercise discretion in analyzing the applicant's compliance with the variance criteria – both generally and with regard to application of the individual variance (and other rule) criteria. The Board also may require input from legal counsel. Nothing herein should be construed as rendering a legal opinion.

PROJECT SUMMARY

This proposed project is located on a 9.92± acre parcel at 12260 Lexington Avenue in Blaine. The permit includes an after the fact for construction of the water tower, well, bituminous drive access to the water tower, and gravel access to the well with associated wetland impacts. The site was previously undeveloped, and the unpermitted work added 0.34± acres of impervious surface. New proposed work includes the construction of Water Treatment Plant No. 4 with an attached public works garage, a backup power generator, and parking, an infiltration basin, a stormwater pond, and various site utility modifications. Addition the project will remove the existing gravel well access drive and will replace it with a pervious access drive stabilized through the use of geogrid. The project will add an additional 2.42± acres of impervious surface for a total post developed total of 2.76± acres. There will be 7.58 acres total of new disturbance. Drainage from the site flows predominantly to the west and north to ACD 53-62 with a small portion flowing east to Lexington Avenue. All drainage from the site flows to Golden Lake, the resource of concern. The applicant filed an “after-the-fact” permit application (10-052) for the water tower project, however the applicant never constructed the required water quality BMPs. The subsequent construction of the well and existing gravel access drive were also not permitted. The location and placement of the previously unpermitted wells and water tower, and proposed water treatment plant was dictated by a multi-year wellfield study performed by the applicant (see criterion (d)). The applicant and RCWD have entered into an agreement to resolve the unpermitted actions mentioned which includes on-site restoration and off-site replacement of the impacted wetlands at a 3:1 replacement ratio. The current project will also provide adequate treatment for the unpermitted impervious surfaces under the current (2017) rule. The project proposes to restore previously unpermitted wetland impacts in the northwestern portion of the property when Well 19 and associated gravel drive was constructed, however the 25-ft minimum buffer width at all points along the wetland has not been satisfied. The 25-ft buffer is not met near the public works garage as indicated below. The applicant will also need to maintain maintenance access to the well 19, thus requiring a permeable access drive (linear surface) through the buffer, however the requirement that it be for non-motorized travel has not been satisfied. The applicant anticipates vehicular access for maintenance occurring on a biannual basis.

EVALUATION OF CRITERIA

Per practical difficulties criterion (a), the applicant has not met the 25-foot minimum buffer requirement at the location of the public works garage and access drive, where the project will include utilities. The utilities require minimum cover and a 4:1 slope was used to minimize wetland impacts, thus not achieving the required minimum 5:1 slope. This section constitutes 8.3% (97 linear feet) on the northeast portion of the WMC where the grade requirement is not achieved.

Per practical difficulties criterion (a), the applicant will place a permeable maintenance access drive for motorized travel, which does not meet the linear surface for non-motorized travel requirement. The access drive is needed to access Well 19 for biannual maintenance. The purpose of including the access drive is to provide

a stabilized surface for maintenance vehicles to avoid soil disturbance and rutting during maintenance activities. Approximately 290 ft of the access drive occurs within 25-ft of wetland, which was approved by the TEP. To minimize the impact of this drive, the applicant has proposed a permeable drive that will be vegetated with a native xeric prairie mix and will only be utilized a couple times a year. The applicant has indicated that the vegetated drive will not require any additional mowing or maintenance other than indicated in the Vegetation Maintenance Plan (submitted with Variance Application).

Per criterion (b), issuance of a variance for the City of Blaine project is not expected to increase flooding (see criterion (c)) or any negative effect on government services. The applicant has maximized the ability of the vegetated access drive and the 97 linear feet of buffer area not meeting grading requirements to function as a native vegetated wetland buffer.

Per criterion (c), which sets the criteria for consideration of whether the variance will effect a substantial change in the character of resources within the watershed, the District Engineer used three criteria to assess substantial change: 1) water quality, defined the quantity of pollutants such as phosphorus and suspended sediment leaving the site and the potential for degrading water quality downstream; 2) the presence of and potential impact to special and impaired waterbodies as defined by various laws including the Minnesota Pollution Control Agency stormwater program, whether a water body is impaired and related designations including Wild and Scenic or Outstanding Natural Resource Value designations; and 3) flooding, the potential for flood damages or other adverse hydrologic impacts.

The project has met the peak discharge and water quality requirements of the district. Thus, it is not expected to change the characteristics of the watershed.

Golden Lake, which receives project drainage, is listed on the Section 303(d) impaired water list. The affected designated use is aquatic recreation with a pollutant or stressor of nutrient/eutrophication biological indicators.

Per criterion (c) and whether issuing the variance has a negative effect to the neighboring properties, we considered whether the granting variance will:

- cause or contribute to a change in the 100-year floodplain elevation immediately downstream or upstream of the project site
- increase the frequency or magnitude of flood damages to adjacent properties; or
- increase hardship downstream from peak flow and flood duration.

The proposed variance is for the buffer requirements, which has minimal effect of flood elevations. The applicant has complied with the Rule C stormwater requirements for peak rate and water quality.

The variance will create minimal loss of habitat that otherwise would be provided by fully meeting the Rule. Per the vegetative management plan, 6-8 inches will remain after mowing, which affords greater habitat than an allowable asphalt non-motorized trail. The area not meeting the minimum 25-ft width will still be planted with native vegetation.

Per criterion (d), an assessment of whether the practical difficulty can be alleviated by a feasible method other than a variance (economic considerations play a role in the analysis under this factor) is necessary. The

applicant had previously completed a multi-year study to determine the layout of a municipal well field and water treatment plant that would provide domestic water for the northeast area of the city. This study determined that the best geological location for productive municipal wells was a corridor that generally ran from the area west of Lexington Avenue starting at Woodland Parkway northeasterly to just north of 125th avenue on the eastern side of Lexington Avenue. The City owns two parcels of land within this zone, one of which is the subject parcel of this variance application and the other is the entrance to the Blaine Wetland Sanctuary. City wells must be located on city owned property or within an easement controlled by the city. The water treatment plant also needs to be on city owned property. It was determined that four to five wells would be needed to achieve necessary production and that the wells should be located no closer than one quarter mile apart. The City (the wellhead manager) desired to locate the wells on city owned property rather than private property within an easement where the City would have less control on what occurred around the well. Two of the municipal wells were located on the subject parcel, and to meet the quarter mile separation, one well had to be located on the westerly side (Well 19) of the property and the other on the easterly side.

The water treatment plant is located on the subject parcel in a manner that makes connection to the municipal wells, water tower and existing main infrastructure feasible and efficient. The City does not own another site that would be suitable for the water treatment plant. The proposed project plan was designed to avoid and minimize wetland impacts to the maximum extent possible.

The project could meet the minimum 25-foot grade requirement by increasing wetland fill to create more buffer width, however this would not be consistent with the intent of District Rule F to protect wetlands.

A motorized permeable access drive is needed to provide access to Well 19. If the access drive were not installed, vehicles would cause undesirable soil disturbance and rutting, thus degrading the quality and diminishing the functionality of the buffer area. The only alternative alignment of the access drive is around the south and west sides of the stormwater pond, which would route the path through the western wetland setbacks instead of the northern wetland setbacks and would also not avoid the southern property line setback, and is thus not a desirable alignment. The stormwater pond was located to avoid the wetland setbacks to the maximum extent possible.

Per criterion (e), we considered how the practical difficulty occurred, including whether the landowner created the need for the variance requires consideration. The District Engineer finds that the current landowner did not cause the situation which lead to the implied practical difficulty (see criterion (d)). The need for variance was created by the need to construct the municipal wellfield per the restrictions laid out above and the need to have reliable access to these wells. Per the discussion above, the applicant finds that there is no feasible way to do the project which meets the requirements of the applicant and the District without a variance.

In consideration of criterion (f), some determination of whether in light of all of the above factors, allowing the variance will serve the interests of justice is necessary. This criterion lies largely in the Board's domain as it involves judgments of a non-technical nature. Our criterion for assessing this portion of the practical difficulties standard is the ability or inability of other permit applicants with similar site conditions to comply with the Districts buffer requirements of Rule F.6(e). Other applicants have had the ability to feasibly meet these requirements onsite because the site constraints presented here were not evident in the previous applications.

APPENDIX A

EXHIBITS:

1. Variance Request Form dated 5-13-2019 and received 5-13-2019.
2. Wetland Management Corridor Fig 8 dated 5-14-2019 and received 5-14-2019.

Exhibit A
Variance Request

The applicant's signature below affirms that the applicant has carefully read Rice Creek Watershed District Rule L, Variances, and the Permit Variance Guidance (effective July 1, 2013).

Date: revised 05/13/2019

Permit # 18-117R

Applicant: Stefan Higgins, City of Blaine

Address: 10801 Town Square Drive NE, Blaine, MN 55449

Telephone number: 763-717-2722

Email: shiggins@blainemn.gov

Property location and county property identification number:

12260 Lexington Ave NE, PID 11-31-23-14-0004

For all items below, attach additional sheets if necessary.

1. RCWD Rule from which variance is requested (circle applicable rule(s) and cite section/paragraph of rule):

A B C D E [F 6.(e)(2)] vegetated buffer width and [F 6.(e)(7)(iii)] motorized
vehicle use G H I J

2. Project description: The City of Blaine is proposing to construct a new Water Treatment Plant No. 4 (WTP4) to treat groundwater from new northeast well field Wells 18, 19, 20, and 21, for distribution into the public potable water system to meet increased development needs and maintain redundancy and resiliency in the water supply system.

Approximately two years ago, Well 19 and a gravel access roadway were installed, which resulted in wetland fill impacts within the Type 2 fresh (wet) meadow community of Wetland A. During 2016, the locations of City Wells 18-21 were proposed and shared with RCWD. Wetland delineations were not available at that time and desktop review of available information did not indicate wetlands would be impacted. The 9/20/2018 Technical Evaluation Panel Findings & Recommendations and the WCA Notice of Decision acknowledges the inadvertent impact created by Well 19 and recommends mitigating those impacts (See Application 18-117R). Existing Well 19 was constructed at its current location and will need to be accessed periodically at its current location.

Existing Well 19 will supply raw water to the water treatment facility and will need to be accessed once or twice per year. The existing gravel access road (4,173 SF) will be removed and the wetland area will be restored to original grade and seeded with native wetland seed mix. However, since this impact occurred approximately two years ago, it does not qualify as temporary wetland impact. The proposed plan includes removing this gravel access road with a re-routed vegetated access path to minimize the total permanent wetland impacts associated with access to Well 19 to 0.005 ac. (200 sf). The proposed vegetated access path reduces impacts compared to the existing condition with the gravel access road through the wetland. Restoration of previous wetland impacts in Wetland A includes relocation of the gravel access road fill for the Well 19 installation outside of the wetland extent and instead into the setback. The gravel access road will be removed and replaced with a reinforced vegetation access path 10 feet wide. The path will be reinforced with a gap-graded infiltration-promoting stone and geotextile fabric. An as-built drawing and comparison with adjacent wetland will be provided after project construction to document restoration resulting from removal of the gravel access road and excess grading around Well 19.

The proposed vegetated access path is located within the buffer. This path will be vegetated and 10-feet wide and meets buffer requirements with the exception of the need to use motorized vehicles once/twice per year. If the access path were not installed, vehicles would cause undesirable soil disturbance and rutting on the ground to access Well 19 for maintenance. The vegetated access path is not a road, however it would be accessed once/twice per year with a motorized vehicle to reach existing drinking water Well 19. The vegetated access path will provide a stabilized ground layer to avoid soil disturbance and rutting during maintenance activities. The vegetated path is located within 25 feet from the wetland edge, however it was designed to meet all of the other buffer requirements aside from the occasional motorized vehicles. The attached maintenance plan specifies that the perennial prairie plant community management will include annual mowing to control woody species as necessary. The vegetated path will not require more frequent mowing or maintenance.

The only alternative alignment for the access path is around the south and west sides of the stormwater pond, which would generate similar footprint within wetland setbacks. Locating the access path along the south edge of the pond is not favorable, does not avoid south property line setback, and ultimately still needs to get to Well 19 and cross the 25-foot and 50-foot wetland setback lines and be within the 25-foot setback of the wetland on the west edge of the pond instead of on the north edge of the pond. The stormwater pond was located to avoid the wetland setbacks to the extent possible.

3. Requirements of applicable rule(s) from which variance is being requested:

Request variance for [F 6.(e)(7)(iii)] motorized vehicle use for well 19 access at access path

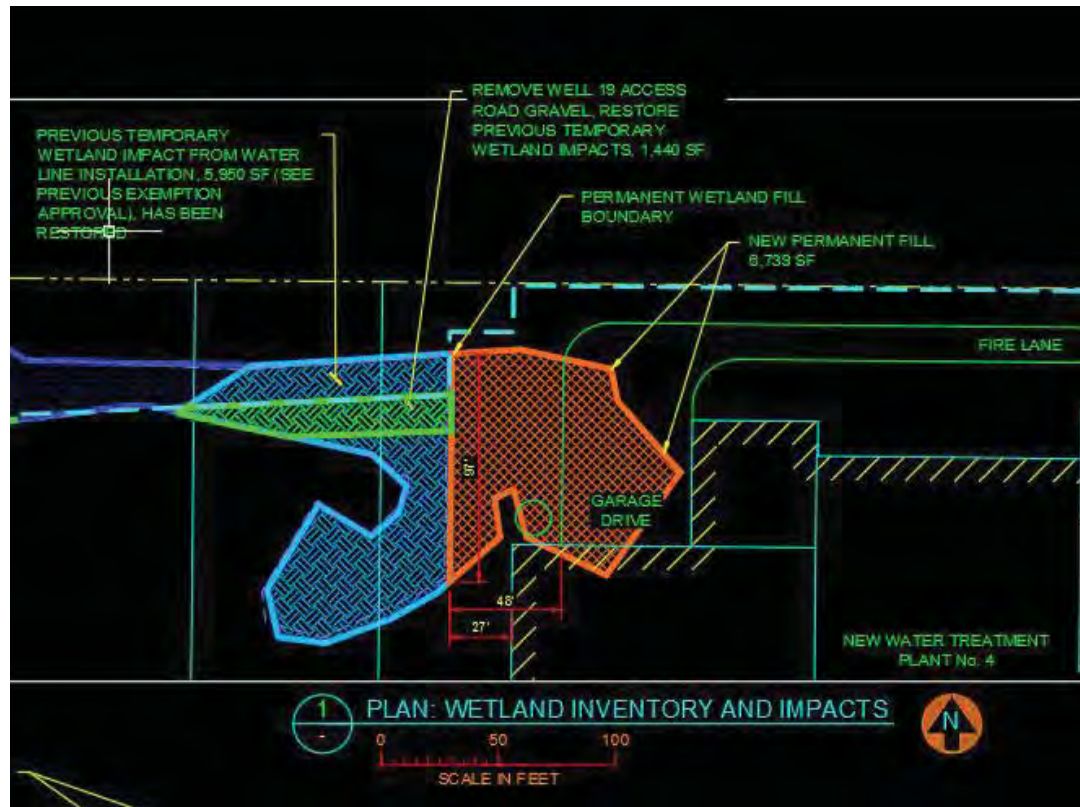
4. Are you requesting a variance pursuant to Undue Hardship or Practical Difficulty standard (check one or both)? Please complete following sections accordingly. Greater specificity will benefit your request.

a. Description of Undue Hardship (must not rest entirely on economic burden).

b. Description of Practical Difficulty (must not rest entirely on economic burden).

If requesting variance under Practical Difficulty standard, please respond to the following:

(i) How substantial is the requested divergence from the District rule? **As shown in Figure 8 attached and the figure inserted below, the 50' average buffer requirement is met. There is one location where the 25' minimum buffer is not included within the Wetland Management Corridor, which is at the location of the wetland impact at the edge of the garage and garage drive. The 4:1 slope grade from the edge of the garage and garage drive down to Wetland A requires wetland impact. The entire length of Wetland A on the site is 1,175 linear feet. The length along which the 25' setback variance request pertains is 97 linear feet. The width between the wetland edge and the garage drive and garage is set back more than 25'. The garage driveway is set back 48 feet from the wetland impact edge. The portions of the site sloping from the garage drive edge to the wetland will be vegetated. The edge of the building is set back 27 feet from the wetland impact edge as detailed below:**



However, the work within the setback would include a storm manhole, 100 CY of fill to achieve minimum storm sewer pipe cover and match grade by sloping down from the edge of the building and edge of the driveway. Due to utility activity within this 97 foot length between the wetland impact edge and garage and garage drive, this section is not included within the Wetland Management Corridor.

As stated previously on this request form, the proposed vegetated path that is located within the Wetland Management Corridor is replacing the gravel access road (4,173 SF) which will be removed and the wetland area will be restored to original grade and seeded with native wetland seed mix. The impact of this gravel access road will be removed and instead replaced with a 10-foot wide prairie vegetated access path with gap-graded rock underlying soil and vegetation to promote infiltration. The area, cover and location of the access path will be less impactful than the existing gravel road through the wetland, despite being located inside of the wetland setback. Space is not available to place the access path outside of the wetland setback. The only alternative alignment for the access path is around the south and west sides of the stormwater pond, which would generate similar footprint within wetland setbacks.

(ii) In what respects, and to what extent, would the variance increase the cost or difficulty of providing governmental services? **Not applicable**

(iii) How would the variance change the character of the water resource or be a detriment to neighboring properties? **Not applicable**

(iv) How can your project goals be met without a variance?

The project could meet the [F 6.(e)(2)] vegetated buffer width requirements by impacting more wetland to create additional upland buffer.

The vegetated access path is located within the buffer. This path meets buffer requirements with the exception of the need to use motorized vehicles once/twice per year, which does not meet the rule under [F 6.(e)(7)(ii)]. If the access path were not installed, vehicles would cause undesirable soil disturbance and rutting on the ground to access Well 19 for maintenance.

Earlier concept designs included constructing a larger garage and additional buildings on site. The currently proposed configuration reduces wetland and wetland setback impacts compared to previous design iterations, while meeting the purpose and need of the project.

Is any of these alternatives infeasible or economically unreasonable?

Impacting more wetland to create additional upland buffer would not be supported by the requirements of the Minnesota Wetland Conservation Act which prioritizes minimizing or avoiding wetland impact. The water tower and wells existing on site necessitate building WTP4 on this site where the existing wells, tower and piping exist.

(v) What is the cause of the practical difficulty?

The proposed project will provide upland buffer as required by the RCWD with the exception of one pinch point at the northwest corner of the building and driveway footprint. The proposed project minimizes wetland impacts to the greatest extent possible utilizing a 4:1 slope from the edge of the garage and garage drive directly to existing wetland, with limited space available at this location for an upland buffer. This portion of the wetland at the pinch point has been impacted previously during water supply piping construction.

The vegetated access path is not a road, however it would be accessed once/twice per year with a motorized vehicle. The vegetated access path will provide a stabilized ground layer to avoid soil disturbance and rutting during maintenance activities. Maintenance access will begin in approximately two years from now when Well 19 operation begins.

Did you or a prior landowner contribute to circumstances creating the practical difficulty? **no**

(vi) How do the interests of justice weigh in granting the variance? **Not applicable**

5. Will the proposed activity, if conducted in accordance with the requested variance rather than the strict terms of the District rule:

a. Have an adverse effect on public health, safety or welfare? **no**

b. Create public expense? **no**

c. Adversely affect water quality, water control or drainage in the District? **no**

6. How would granting the variance be consistent with the spirit and intent of the District rules, generally, and the rule from which the variance is requested?

According to the RCWD Rule F for wetland alteration 1.(c) it is the policy of the Board of Managers to avoid direct or indirect impacts from activities that diminish the quantity of wetlands. Impacting additional wetland in order to meet buffer requirements under 6.(e)(2) is not consistent with the spirit and intent of the District's Rule F to protect wetlands.

The vegetated access path meets RCWD stormwater requirements. The drawings show the access path and the revised detail for the access path to ensure it is not impermeable. The 10-foot wide vegetated (prairie) cross section is at least as permeable as a permeable pavement cross section due to gap-graded underlying aggregate. The vegetated path is already addressed in the SW treatment/rate calculations.

The attached previous comments and responses provide more detail regarding this variance request.

This 5/13/2019 variance request amends previously submitted versions.

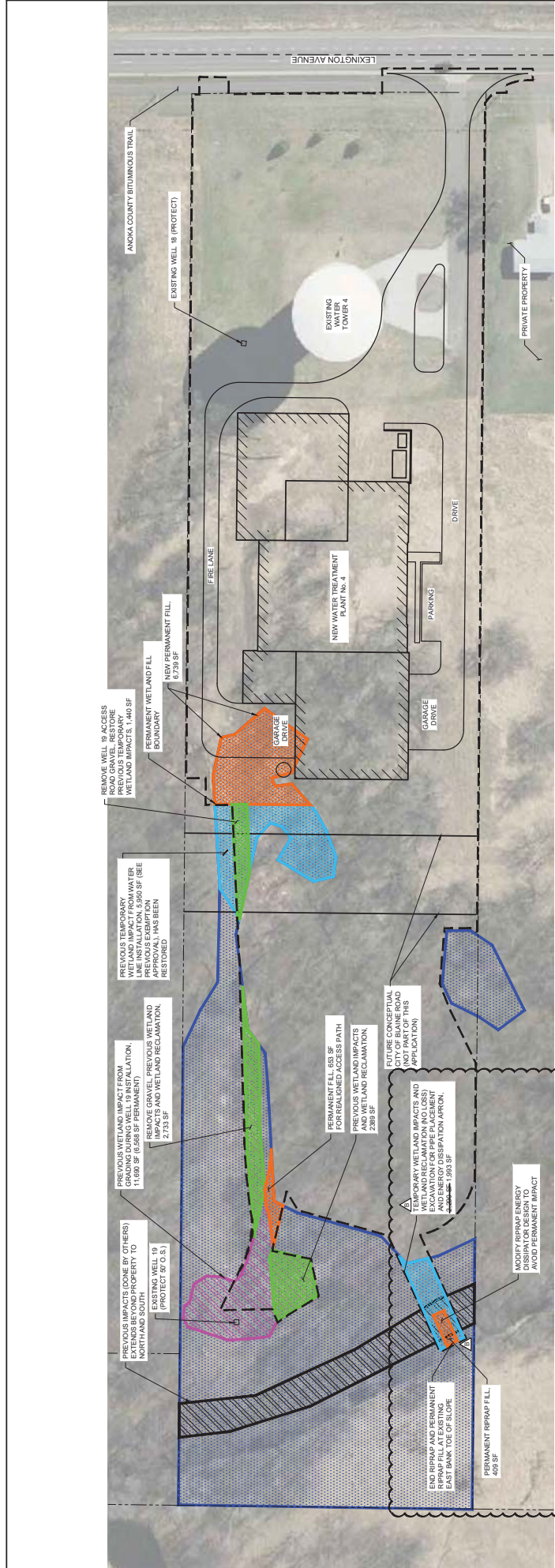
Applicant name: Stefan Higgins ^{Low Applicants} Date: 4/17/2019
Applicant signature: 

Staff Findings (RCWD only)

Staff Recommendation (RCWD only)

Attachments:

- AP G - WETLAND INVENTORY AND IMPACTS
- FIG 8 – WETLAND MANAGEMENT CORRIDOR
- 2.11 WATER TREATMENT PLANT SITE GRADING AND PAVING PLAN
- 2.14 STORMWATER BASIN SITE GRADING AND UTILITY PLAN
- WTP4 Landscape Maintenance Plan
- Memorandum: Blaine Water Treatment Plant No. 4, RCWD Permit Application 19-036, May 8, 2019 Comment and Response Correspondence between Barr Engineering and RCWD.
- Memorandum: Blaine Water Treatment Plant No. 4, RCWD Permit Application 19-036, May 9, 2019 Comment and Response Correspondence between Barr Engineering and RCWD.
- Memorandum: Blaine Water Treatment Plant No. 4, RCWD Permit Application 19-036, May 10, 2019 Comment and Response Correspondence between Barr Engineering and RCWD.



1 PLAN: WETLAND INVENTORY AND IMPACTS



- LEGEND**
- CONSTRUCTION LIMITS
 - - - SECTION LINE
 - - - PROPERTY BOUNDARY
 - ▭ DELINEATED WETLANDS (2.9 ACRES)
 - ▭ PREVIOUS WETLAND IMPACTS
 - ▭ NEW WETLAND IMPACTS
 - ▭ WETLAND RECLAMATION
 - ▭ TEMPORARY WETLAND IMPACT, NO LOSS
 - ▭ PREVIOUS WETLAND IMPACTS (DONE BY OTHERS)

- NOTES**
1. ALL CONSTRUCTION ACTIVITY MUST BE KEPT WITHIN CONSTRUCTION LIMITS, UNLESS PRE-APPROVED BY OWNER. DO NOT BLOCK ACCESS TO SITE WITHOUT COORDINATING WITH OWNER.
 2. PROTECT ALL WETLANDS FROM DISTURBANCE AND SEDIMENT, UNLESS NOTED OTHERWISE.
 3. FOR WETLAND RECLAMATION, SEE SHEET 2.81.
 4. FOR WETLAND SETBACKS, SEE FIGURE 8.
 5. METRO SOURCE HAS BEEN REVIEWED FOR THE TWIN CITIES 5-COUNTY METRO AREA, MINNESOTA BY THE TWIN CITIES 5-COUNTY METRO COUNCIL, JANUARY 2016.

PREVIOUS PERMANENT WETLAND IMPACTS	NEW PERMANENT WETLAND IMPACTS
6,568 SF (WELL 19 AREA)	6,739 SF (DRIVEWAY)
	409 SF (RIPRAP APRON AT DITCH)
	653 SF (WELL 19 ACCESS TRAIL)

PREVIOUS TEMPORARY WETLAND IMPACTS, RESTORED OR TO BE RESTORED	NEW TEMPORARY WETLAND IMPACTS, TO BE RESTORED
5,950 SF (WATER LINE INSTALLATION) RESTORED	2,499 SF 1,993 SF (STORM PIPE TO DITCH) TO BE RESTORED
2,389 SF (WELL 19 AREA) TO BE RESTORED	
2,733 SF (WELL 19 ACCESS TRAIL) TO BE RESTORED	
1,440 SF (WELL 19 ACCESS TRAIL) TO BE RESTORED	

ISSUED FOR PERMITTING
NOT FOR CONSTRUCTION

BOLTON & MENK

BARR

BLAINE

NO. REVISED	DATE	BY
A	PERMIT	04/22/2018
B	PERMIT	04/22/2018
C	PERMIT	04/22/2018

CUSTOMER	BDP
PROJECT	BDP, MRM
CONTRACT NO.	MRM
DATE	04/22/2018
DESIGNED BY	TCR

CITY OF BLAINE, MINNESOTA
WATER TREATMENT PLANT No. 4
WETLAND INVENTORY AND IMPACTS

SHEET
AP G

ITEMS REQUIRING BOARD ACTION

1. Confirm Interim District Administrator. (President Preiner)

RESOLUTION NO. 2019-12

**RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

CONFIRMING APPOINTMENT OF INTERIM ADMINISTRATOR

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

WHEREAS Phil Belfiori submitted his resignation as District administrator effective at the end of the day on May 13, 2019;

WHEREAS the Board of Managers intends to begin the process to hire a new administrator, but that process will take time, and it is essential that the District at all times have an individual exercising the authority of administrator to ensure direction, oversight, accountability and continuity in the work and financial management of the District;

WHEREAS pursuant to the Board's action at the May 6, 2019 Special Meeting, President Preiner appointed Nick Tomczik to serve as interim administrator as of May 14, 2019;

WHEREAS the previous administrator approved leave for Mr. Tomczik in advance of his last day, including June 18 – June 28;

WHEREAS the Board of Managers wishes to confirm the detailed terms of Mr. Tomczik's appointment as interim administrator;

THEREFORE BE IT RESOLVED that the Board of Managers hereby confirms that effective May 14, 2019, and continuing until the Board by resolution determines otherwise, Nick Tomczik, permit coordinator/wetland specialist, is appointed as interim administrator and hereby is authorized and directed to exercise all powers, authorities and responsibilities of the administrator, including but not limited to the following:

- Authority to sign work orders for ditch maintenance pursuant to adopted policy;
- WCA decision authority pursuant to resolution 2019-13;
- Administrative permit approval authority pursuant to board resolution 2009-09; and
- Authority to approve employee leave and expenses claims and to take all other personnel-related actions within the administrator's authority;

THEREFORE BE IT FURTHER RESOLVED that Mr. Tomczik also will continue to exercise his authority and responsibility as permit coordinator/wetland specialist, except as he may reassign part or all of those duties pursuant to his interim administrator authority;

THEREFORE BE IT FURTHER RESOLVED that aside from the temporary job description and additional duties and authority established above, Mr. Tomczik’s terms of employment and employment status are not altered at this time, including his previously approved vacation, except that 1) he will be granted a \$12.00 per hour increase in compensation for the period served as interim administrator and 2) compensatory time and annual leave possessed by Mr. Tomczik as of May 13 and further accumulated when he is serving as interim administrator will be excepted from personnel policies limiting carryover of such time.

The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

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

Upon vote, the Chair declared the Resolution _____.

Michael Bradley, Secretary

Dated: May 22, 2019

* * * * *

I, Michael Bradley, Secretary of the Rice Creek Watershed District, do 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 the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I hereunto set my hand this 22nd day of May 2019.

Michael Bradley, Secretary

ITEMS REQUIRING BOARD ACTION

2. Consider Salary Survey Option 2. (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District

To: RCWD Board of Managers **Date:** May 15, 2019
From: Nick Tomczik, Interim Administrator
Subject: Salary Structure Analysis Gallagher Recommendations

At the September 12, 2018 Board meeting, the Board approved a scope of work with Gallagher Human Resources and Compensation Consulting Practice (Gallagher) to complete an analysis to update the 2019/20 salary structure. The District was able to partner with South Washington Watershed District (SWWD) and Capitol Region Watershed District (CRWD) to reduce cost and increase project efficiencies.

Board Workshops 2/27/19 and 5/6/19

A summary of the salary structure analysis was completed and presented by Gallagher at the Board's February 27, 2019 and May 6, 2019 workshops.

The May 6, 2019 presentation included an overview of Gallagher's market-based analysis, methodology, findings, description of three possible options for the proposed 2019/20 salary structure; all three options recommend a grade change for Office Manager 2 position from a Grade 8 to Grade 9.

The Board reviewed and commented on each option. The Board by majority consensus agreed to recommend Option 2: adjust all pay grade salary structures by an overall market trend factor of 2.0% per year for 2019 and 2020; which includes Office Manager 2 position from a Grade 8 to Grade 9. The purpose is for the District to maintain a salary structure which is in alignment and a competitive position with the current and trending market. The Board majority consensus was to bring this item to the next Board meeting for action.

Proposed Motion: Motion by _____, to approve the 2019/2020 RCWD Salary Structure, Gallagher's Option 2 including the shift of Office Manager 2 position from a Grade 8 to Grade 9 and incorporate the tables into the District's Employee Manual.

Attachment:

Gallagher's Option 2 Salary Structure 2019 & 2020; of 5/6/2019 Board Workshop presentation



Gallagher

Insurance | Risk Management | Consulting

Salary Structure Analysis

Updated Salary Structure 2019: Option 2 – Update Grades by Overall Market Trend Factor				
Grade	Positions	Minimum	Midpoint	Maximum
12	Administrator	\$97,104	\$121,380	\$145,656
11	Program Mgr III; Tech Specialist V	\$76,704	\$95,880	\$115,056
10	Program Mgr II; Tech Specialist IV	\$65,280	\$81,600	\$97,920
9	Educ/Outreach Speclst III; Program Mgr I; Tech Specialist III; Office Manager II	\$57,936	\$72,420	\$86,904
8	Education/Outreach Specialist II; Tech Specialist II	\$49,776	\$62,220	\$74,664
7	Office Mgr I/Admin Asst IV	\$43,656	\$54,570	\$65,484
6	Admin Asst III; Education/Outreach Specialist I; Tech Specialist I	\$39,984	\$49,980	\$59,976
5	Admin Asst II	\$35,292	\$44,166	\$52,938
4	Admin Asst I	\$30,498	\$38,148	\$45,798



Gallagher

Insurance | Risk Management | Consulting

Salary Structure Analysis

Updated Salary Structure 2020: Option 2 – Update Grades by Overall Market Trend Factor				
Grade	Positions	Minimum	Midpoint	Maximum
12	Administrator	\$99,046	\$123,808	\$148,569
11	Program Mgr III; Tech Specialist V	\$78,238	\$97,798	\$117,357
10	Program Mgr II; Tech Specialist IV	\$66,586	\$83,232	\$99,878
9	Educ/Outreach Specplst III; Program Mgr I; Tech Specialist III; Office Manager II	\$59,095	\$73,868	\$88,642
8	Education/Outreach Specialist II; Tech Specialist II	\$50,772	\$63,464	\$76,157
7	Office Mgr I/Admin Asst IV	\$44,529	\$55,661	\$66,794
6	Admin Asst III; Education/Outreach Specialist I; Tech Specialist I	\$40,784	\$50,980	\$61,176
5	Admin Asst II	\$35,998	\$45,049	\$53,997
4	Admin Asst I	\$31,108	\$38,911	\$46,714

ITEMS REQUIRING BOARD ACTION

3. Consider Check Register dated May 22, 2019, in the amount of \$340,586.43 prepared by Redpath and Company.

Rice Creek Watershed District
Check Register
May 9, 2019 - May 22, 2019
To Be Approved at the May 22, 2019 Board Meeting

Check #	Date	Payee	Description	
22917	05/22/19	Allstream	Telecommunications	\$817.88
22918	05/22/19	Kyle Axtell	Employee Reimbursement	82.92
22919	05/22/19	Batteries Plus Blubs	Supplies-Field	575.85
22920	05/22/19	Debra Bayless	Construction Expense	500.00
22921	05/22/19	Philip Belfiori	Employee Reimbursement	298.80
22922	05/22/19	Blaine Associates, Inc.	Rent	6,444.40
22923	05/22/19	Carp Solutions	Professional Services	14,780.00
22924	05/22/19	Elizabeth H. Carreno	Employee Reimbursement	290.28
22925	05/22/19	Terrence Chastan-Davis	Employee Reimbursement	36.03
22926	05/22/19	City of Shoreview	Training & Education	100.00
22927	05/22/19	City of Blaine	Construction Expense	392.46
22928	05/22/19	Freshwater Society	Training & Education	788.00
22929	05/22/19	Gallagher Benefit Services, Inc.	Professional Services	5,000.00
22930	05/22/19	Gary Carlson Equipment Co.	Construction Expense	930.00
22931	05/22/19	Marcus Green	Employee Reimbursement	109.98
22932	05/22/19	Greenscape	Professional Services	18,240.00
22933	05/22/19	Joseph Grubbs	Contracted Services	650.00
22934	05/22/19	HealthPartners	Employee Benefits	11,097.27
22935	05/22/19	Holiday Credit	Vehicle Expense	612.64
22936	05/22/19	Home Depot	Supplies-Field	209.87
22937	05/22/19	Houston Engineering, Inc.	April Engineering Expense	128,273.98
22938	05/22/19	Hubbard Electric, Inc.	Construction Expense	2,327.77
22939	05/22/19	Instrumental Research, Inc.	Lab Expense	1,776.00
22940	05/22/19	Iron Mountain	Professional Services	89.95
22941	05/22/19	Matthew J. Kocian	Employee Reimbursement	99.39
22942	05/22/19	Lillian Suburban Newspaperes, Inc.	Publications	52.95
22943	05/22/19	Metro Blooms	Training & Education	4,500.00
22944	05/22/19	Metro Sales, Inc.	Equipment Lease	1,670.66
22945	05/22/19	Minnesota Pollution Control Agency	Contracted Services	22,624.07
22946	05/22/19	Minnesota Conservation Volunteer	Publications	25.00
22947	05/22/19	Catherine Nester	Employee Reimbursement	14.56
22948	05/22/19	Noah & Associates, Inc.	Professional Services	562.50
22949	05/22/19	Office Depot	Office Supplies	871.98
22950	05/22/19	Print Central	Printing Expense	320.00
22951	05/22/19	Ramsey County	Professional Services	120.80
22952	05/22/19	Redpath & Company, LTD	Audit/Monthly Accounting	25,320.49
22953	05/22/19	Ashlee M. Ricci	Employee Reimbursement	31.15
22954	05/22/19	Rinke Noonan	April Legal Fees	10,237.50
22955	05/22/19	Ryan Companies, Inc.	Permit Fee Refund	1,000.00
22956	05/22/19	Rymark	Professional Services	1,414.50
22957	05/22/19	Lauren Sampedro	Employee Reimbursement	39.84
22958	05/22/19	Doug Setley	Professional Services	150.00

Rice Creek Watershed District
Check Register
May 9, 2019 - May 22, 2019
To Be Approved at the May 22, 2019 Board Meeting

Check #	Date	Payee	Description	
22959	05/22/19	Diane Shallue	Construction Expense	223.11
22960	05/22/19	Smith Partners	April Legal Fees	11,777.33
22961	05/22/19	Theresa M. Stasica	Employee Reimbursement	21.55
22962	05/22/19	TEG Land Holding, LLC	Permit Fee Refund	1,250.00
22963	05/22/19	Timesavers, Inc.	Professional Services	331.50
22964	05/22/19	Nicholas A. Tomczik	Employee Reimbursement	134.46
22965	05/22/19	Verizon Wireless	Cell Phone Expense	672.39
22966	05/22/19	Washington Conservation District	Training/Contracted Services	1,929.71
22967	05/22/19	Washington County	Professional Services	291.00
22968	05/22/19	Water Education Group	Printing Expense	180.00
22969	05/22/19	Wenck Associates, Inc.	April Engineering Expense	10,202.25
22970	05/22/19	Kelsey White	Employee Reimbursement	10.00
22971	05/22/19	Justin Yarrington	Construction Expense	500.00
10995	05/22/19	Todd Zwiefelhofer	Surety Release - #15-097	1,000.00
Dir.Dep.	05/31/19	May 31st Direct Deposits (estimate)	May 31st Direct Deposits	25,760.00
Dir.Dep.	05/31/19	Manager Per Diem/Expenses (estimate)	Manager Per Diem/Expenses	1,540.88
EFT	05/22/19	Card Services	April/May Credit Card	2,449.91
EFT	05/31/19	Internal Revenue Service	05/31 Federal Withholding	9,348.66
EFT	05/31/19	Minnesota Dept. of Revenue	05/31 State Withholding	1,702.23
EFT	05/31/19	Empower Retirement	05/31 Deferred Compensation	2,542.00
EFT	05/31/19	Empower Retirement	05/31 Health Care Savings Plan	786.80
EFT	05/31/19	PERA	05/31 PERA	4,453.18
Total				<u><u>\$340,586.43</u></u>

Rice Creek Watershed District Budget Status Report
 Administrative & Program Budget
 Fiscal Year 2019
 5/31/2019

Combined General & Administrative	Budget Item	Account Number	Original Budget	Budget Adjustment	Current Month Expenses	Year-to-Date Expenses	Current Budget Balance	Percent of Budget
Manager	Per diems	4000	\$15,000.00	-	\$1,350.00	\$7,050.00	\$7,950.00	47.00%
	Manager expenses	4010	4,500.00	-	299.28	2,011.54	2,488.46	44.70%
Committees	Committee/Bd Mtg. Exp.	4800	-	-	-	-	-	-
Employees	Staff salary/taxes/benefits	4100-4140	182,569.00	-	15,635.76	79,769.60	102,799.40	43.69%
	District training & education	4265	5,439.00	-	100.00	600.00	4,839.00	11.03%
	Employee expenses	4320-4321	1,683.00	-	35.96	208.38	1,474.62	12.38%
Administration/Office	Office/Meeting/Software	4200-4205	3,272.00	-	244.19	935.80	2,336.20	28.60%
	Printing	4208	525.00	-	-	-	525.00	0.00%
	Rent/Office	4210	18,146.00	-	1,442.26	7,211.30	10,934.70	39.74%
	Telecommunications	4240	4,624.00	-	346.75	1,549.03	3,074.97	33.50%
	Dues	4245	9,490.00	-	-	7,500.00	1,990.00	79.03%
	Publications	4250	210.00	-	-	-	210.00	0.00%
	Insurance	4270	5,785.00	-	-	6,444.65	(659.65)	111.40%
	Postage	4280	1,155.00	-	-	-	1,155.00	0.00%
	Legal Notices	4290	10,000.00	-	-	-	10,000.00	0.00%
	Office Equipment/Lease	4635	3,142.00	-	429.84	986.76	2,155.24	31.41%
	Bank Charges	4910	-	-	-	17.00	(17.00)	-
	Sub-Total-Administration:		265,540.00	-	19,884.04	114,284.06	151,255.94	43.04%
Consultants	Auditor/Accounting	4330	70,929.00	-	25,320.49	42,642.32	28,286.68	60.12%
	Legal	4410	30,161.00	-	6,454.74	15,121.58	15,039.42	50.14%
	Consultants/Professional Serv.	4420	10,000.00	-	1,161.86	3,273.61	6,726.39	32.74%
	Engineering-General	4500	60,000.00	-	5,309.50	15,509.50	44,490.50	25.85%
	Sub-Total-Consultants:		171,090.00	-	38,246.59	76,547.01	94,542.99	44.74%
TOTAL			\$436,630.00	-	\$58,130.63	\$190,831.07	\$245,798.93	43.71%

Rice Creek Watershed District Budget Status Report
 Administrative & Program Budget
 Fiscal Year 2019
 5/31/2019

Revenue/Expenditures By Project	2019 Budget	2019 Year to date Revenue	2019 Current Month Expense	2019 Year to date Expense	Current Budget Balance	Percent of Budget
10 - General and Administrative	\$436,630.00	\$191,373.44	\$58,130.63	\$190,831.07	\$245,798.93	43.71%
30 - Environmental Education	154,468.00	64,861.30	15,300.69	57,502.69	96,965.31	37.23%
35 - Information Management	224,275.00	94,552.87	11,905.51	48,353.75	175,921.25	21.56%
60 - Restoration Projects	2,015,238.00	846,915.21	35,968.18	261,436.07	1,753,801.93	12.97%
70 - Regulatory	1,338,155.00	522,516.68	109,425.09	474,519.69	863,635.31	35.46%
80 - Ditch & Creek Maintenance	1,556,214.00	664,905.38	66,818.20	240,654.21	1,315,559.79	15.46%
90 - Lake & Stream Management	1,420,050.00	353,083.68	80,130.59	250,490.29	1,169,559.71	17.64%
95 - District Facilities	200,000.00	84,055.61	536.75	18,800.02	181,199.98	9.40%
Total District Revenue/Expenditures	\$7,345,030.00	\$2,822,264.17	\$378,215.64	\$1,542,587.79	\$5,802,442.21	21.00%

Current Fund Balances:

Fund:	Fund Balance @ 12/31/2018	2019 Fund Balance Transfers	2019 Year to date Revenue	2019 Current Month Expense	2019 Year to date Expense	Fund Balance @ 5/31/2019
10 - General Fund	\$159,106.42	-	\$191,373.44	\$58,130.63	\$190,831.07	\$159,648.79
30 - Environmental Education	99,457.00	-	64,861.30	15,300.69	57,502.69	106,815.61
35 - Information Management	157,520.00	-	94,552.87	11,905.51	48,353.75	203,719.12
60 - Restoration Projects	3,105,470.00	-	846,915.21	35,968.18	261,436.07	3,690,949.14
70 - Regulatory	474,285.00	-	522,516.68	109,425.09	474,519.69	522,281.99
80 - Ditch & Creek Maintenance	479,117.00	-	664,905.38	66,818.20	240,654.21	903,368.17
90 - Lake & Stream Management	2,766,918.00	-	353,083.68	80,130.59	250,490.29	2,869,511.39
95 - District Facilities	964,959.00	-	84,055.61	536.75	18,800.02	1,030,214.59
Total District Fund Balance:	\$8,206,832.42	-	\$2,822,264.17	\$378,215.64	\$1,542,587.79	\$9,486,508.80

Rice Creek Watershed District
Statement of Revenue and Expenditures - General Fund - 10
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>GENERAL FUND</u>				
Revenues				
General Property Tax	\$ 34,606.17	\$ 173,030.85	415,724.00	(242,693.15)
Interest Revenue	0.00	3,321.92	4,580.00	(1,258.08)
Investment Interest-Surety	0.00	13,613.17	16,326.00	(2,712.83)
Miscellaneous Revenue	0.00	1,407.50	0.00	1,407.50
Total Revenues	34,606.17	191,373.44	436,630.00	(245,256.56)
Expenses				
Manager Per Diem	1,350.00	7,050.00	15,000.00	(7,950.00)
Manager Expense	0.00	336.50	2,000.00	(1,663.50)
Manager Travel	299.28	1,675.04	2,500.00	(824.96)
Wages-General	10,995.53	55,251.84	0.00	55,251.84
Compensated Absences	0.00	0.00	132,008.00	(132,008.00)
Benefits	2,321.45	11,578.71	18,864.00	(7,285.29)
PERA Expense	589.75	3,908.98	9,901.00	(5,992.02)
HCSA Contributions	786.80	4,025.82	9,697.00	(5,671.18)
Payroll Taxes	942.23	4,568.25	10,099.00	(5,530.75)
Payroll Taxes-Unemployment	0.00	436.00	2,000.00	(1,564.00)
Office Supplies	244.19	701.11	2,022.00	(1,320.89)
Supplies-Field	0.00	0.00	250.00	(250.00)
Meeting Supplies/Expense	0.00	234.69	1,000.00	(765.31)
Printing	0.00	0.00	525.00	(525.00)
Rent	1,442.26	7,211.30	18,146.00	(10,934.70)
Telecommunications	346.75	1,549.03	4,624.00	(3,074.97)
Dues	0.00	7,500.00	9,490.00	(1,990.00)
Publications	0.00	0.00	210.00	(210.00)
Training & Education	100.00	600.00	5,439.00	(4,839.00)
Insurance & Bonds	0.00	6,444.65	5,785.00	659.65
Postage	0.00	0.00	1,155.00	(1,155.00)
Legal Notices-General	0.00	0.00	10,000.00	(10,000.00)
Staff Travel	35.96	208.38	1,683.00	(1,474.62)
Audit & Accounting	25,320.49	42,642.32	70,929.00	(28,286.68)
Professional Services-General	1,161.86	3,273.61	10,000.00	(6,726.39)
Legal Fees-General	6,454.74	15,121.58	30,161.00	(15,039.42)
Engineering-General	5,309.50	15,509.50	60,000.00	(44,490.50)
Equipment-General	0.00	0.00	1,000.00	(1,000.00)
Equipment Lease	429.84	986.76	2,142.00	(1,155.24)
Bank Charges	0.00	17.00	0.00	17.00
Total Expenses	58,130.63	190,831.07	436,630.00	(245,798.93)
Total Revenues Over/(Under) Expenditures - General Fund	(23,524.46)	542.37	0.00	542.37
Total Revenue Over/(Under) Expenditure	\$ (23,524.46)	542.37	0.00	542.37

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Environmental Education - 30
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ENVIRONMENTAL EDUCATION MANAGEMENT - 30-00</u>				
Revenues				
General Property Tax	\$ 9,128.92	\$ 45,644.60	109,547.00	(63,902.40)
Interest Income	0.00	1,175.00	0.00	1,175.00
Investment Income	0.00	0.00	1,620.00	(1,620.00)
Total Revenues	9,128.92	46,819.60	111,167.00	(64,347.40)
Expenses				
Wages-Environmental	5,235.44	26,177.20	62,825.00	(36,647.80)
Benefits-Environmental	473.81	3,008.73	15,339.00	(12,330.27)
PERA-Environmental	392.66	1,963.30	4,712.00	(2,748.70)
Payroll Taxes-Environmental	345.56	1,727.78	4,806.00	(3,078.22)
Office Supplies	81.88	261.83	867.00	(605.17)
Printing	0.00	0.00	225.00	(225.00)
Rent	605.13	3,025.65	7,777.00	(4,751.35)
Telecommunications	114.42	525.52	1,982.00	(1,456.48)
Publications	0.00	0.00	90.00	(90.00)
Training & Education	0.00	0.00	2,331.00	(2,331.00)
Insurance and Bonds	0.00	2,664.13	2,479.00	185.13
Postage	0.00	0.00	495.00	(495.00)
Staff Travel	170.28	565.26	721.00	(155.74)
Professional Services	0.00	0.00	2,500.00	(2,500.00)
Legal Fees	0.00	0.00	600.00	(600.00)
Engineering-Environ.	0.00	0.00	1,500.00	(1,500.00)
Equipment-Environmental	0.00	0.00	1,000.00	(1,000.00)
Equipment-Lease	180.34	413.99	918.00	(504.01)
Total Expenses	7,599.52	40,333.39	111,167.00	(70,833.61)
Total Revenues Over/(Under)				
Expenditures - Environmental Education	1,529.40	6,486.21	0.00	6,486.21
<u>WATER EDUCATION & OUTREACH - 30-02</u>				
Revenues				
General Property Tax	1,941.67	9,708.35	23,300.00	(13,591.65)
Total Revenues	1,941.67	9,708.35	23,300.00	(13,591.65)
Expenses				
Office Supplies	0.00	110.71	0.00	110.71
Meeting Supplies/Expense	208.27	228.13	1,000.00	(771.87)
Printing	180.00	493.77	3,000.00	(2,506.23)
Training & Education	5,649.12	6,262.45	15,300.00	(9,037.55)
Contracted Services	750.00	750.00	4,000.00	(3,250.00)
Total expenses	6,787.39	7,845.06	23,300.00	(15,454.94)
Total Revenues Over/(Under)				
Expenditures - Water Educ. & Outreach	(4,845.72)	1,863.29	0.00	1,863.29

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Environmental Education - 30
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>OUTREACH PARTNERSHIP - 30-04</u>				
Revenues				
General Property Tax	1,666.67	8,333.35	20,000.00	(11,666.65)
Total Revenues	1,666.67	8,333.35	20,000.00	(11,666.65)
Expenses				
Meeting Supplies	0.00	191.51	500.00	(308.49)
Training & Education	298.21	6,017.16	8,000.00	(1,982.84)
Contracted Services	0.00	2,500.00	11,500.00	(9,000.00)
Construction Expense	615.57	615.57	0.00	615.57
Total expenses	913.78	9,324.24	20,000.00	(10,675.76)
Total Revenues Over/(Under)				
Expenditures - Outreach	752.89	(990.89)	0.00	(990.89)
Total Revenue Over/(Under) Expenditure	\$ (2,563.43)	\$ 7,358.61	0.00	7,358.61

Rice Creek Watershed District
Statement of Revenue and Expenditures - Information & Technology Management - 35
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>INFORMATION MANAGEMENT - 35-00</u>				
Revenues				
General Property Tax	\$ 7,526.92	\$ 37,634.60	90,323.00	(52,688.40)
Interest Revenue	0.00	1,705.94	2,352.00	(646.06)
Miscellaneous Income	0.00	378.98	0.00	378.98
Total Revenues	<u>7,526.92</u>	<u>39,719.52</u>	<u>92,675.00</u>	<u>(52,955.48)</u>
Expenses				
Wages-Information Mgmt.	3,018.37	15,728.66	33,472.00	(17,743.34)
Benefits-Information Mgmt.	72.30	433.30	4,896.00	(4,462.70)
PERA-Information Mgmt.	226.38	1,078.68	2,510.00	(1,431.32)
Payroll Taxes-Information Mgmt	226.14	1,076.53	2,561.00	(1,484.47)
Office Supplies	10.38	33.18	96.00	(62.82)
Computer Software	0.00	701.58	1,800.00	(1,098.42)
Printing	0.00	0.00	25.00	(25.00)
Rent	76.69	383.45	864.00	(480.55)
Telecommunications	14.50	66.60	220.00	(153.40)
Publications	0.00	0.00	10.00	(10.00)
Training & Education	0.00	0.00	259.00	(259.00)
Insurance and Bonds	0.00	337.63	275.00	62.63
Postage	0.00	0.00	55.00	(55.00)
Staff Travel	0.00	0.00	80.00	(80.00)
Professional Services	1,414.50	7,841.90	26,900.00	(19,058.10)
Engineering	0.00	6,626.75	0.00	6,626.75
Equipment-Computer	49.00	49.00	17,548.00	(17,499.00)
Equipment-Information	0.00	0.00	1,000.00	(1,000.00)
Equipment Lease	22.85	52.44	104.00	(51.56)
Total Expenses	<u>5,131.11</u>	<u>34,409.70</u>	<u>92,675.00</u>	<u>(58,265.30)</u>
Total Revenues Over/(Under) Expenditures - Information Management	<u>2,395.81</u>	<u>5,309.82</u>	<u>0.00</u>	<u>5,309.82</u>
<u>INFORMATION MANAGEMENT - 35-05</u>				
Revenues				
General Property Tax	10,966.67	54,833.35	131,600.00	(76,766.65)
Total Revenues	<u>10,966.67</u>	<u>54,833.35</u>	<u>131,600.00</u>	<u>(76,766.65)</u>
Expenses				
Legal Fees	0.00	5,902.15	10,000.00	(4,097.85)
Engineering	6,774.40	8,041.90	121,600.00	(113,558.10)
Total expenses	<u>6,774.40</u>	<u>13,944.05</u>	<u>131,600.00</u>	<u>(117,655.95)</u>
Total Revenues Over/(Under) Expenditures - Information Mgmt.	<u>4,192.27</u>	<u>40,889.30</u>	<u>0.00</u>	<u>40,889.30</u>
Total Revenue Over/(Under) Expenditure	<u>\$ 6,588.08</u>	<u>\$ 46,199.12</u>	<u>0.00</u>	<u>46,199.12</u>

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>RESTORATION PROJECT MANAGEMENT - 60-00</u>				
Revenues				
General Property Tax	\$ 7,829.92	\$ 39,149.60	93,959.00	(54,809.40)
Interest Revenue	0.00	15,331.63	21,138.00	(5,806.37)
Total Revenues	<u>7,829.92</u>	<u>54,481.23</u>	<u>115,097.00</u>	<u>(60,615.77)</u>
Expenses				
Wages-Restoration Projects	9,543.43	46,917.77	109,153.00	(62,235.23)
Benefits-Restoration Projects	553.81	2,782.69	14,372.00	(11,589.31)
PERA-Restoration Projects	621.79	3,424.84	8,153.00	(4,728.16)
Payroll Taxes-Restoration	707.77	3,450.80	8,350.00	(4,899.20)
Office Supplies	58.95	283.40	770.00	(486.60)
Printing	200.00	200.00	200.00	0.00
Rent	435.64	2,178.20	6,913.00	(4,734.80)
Telecommunications	138.97	604.93	1,762.00	(1,157.07)
Publications	77.95	77.95	80.00	(2.05)
Training & Education	0.00	1,000.00	2,072.00	(1,072.00)
Insurance and Bonds	0.00	1,917.95	2,204.00	(286.05)
Postage	0.00	0.00	440.00	(440.00)
Staff Travel	42.92	178.64	641.00	(462.36)
Vehicle Expense	0.00	381.00	8,437.00	(8,056.00)
Professional Services	1,666.67	3,468.75	15,000.00	(11,531.25)
Education & Communication	0.00	0.00	2,500.00	(2,500.00)
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	6,039.00	(6,039.00)
Equipment	0.00	0.00	500.00	(500.00)
Equipment Lease	129.84	298.06	816.00	(517.94)
Total Expenses	<u>14,177.74</u>	<u>67,164.98</u>	<u>189,402.00</u>	<u>(122,237.02)</u>
Total Revenues Over/(Under)				
Expenditures - Restoration Management	<u>(6,347.82)</u>	<u>(12,683.75)</u>	<u>(74,305.00)</u>	<u>61,621.25</u>
<u>RICE CREEK MEANDER RESTORATION - 60-03</u>				
Revenues				
General Property Tax	8,259.67	41,298.35	99,116.00	(57,817.65)
Grant-Middle Rice Creek	0.00	284,052.00	0.00	284,052.00
Total Revenues	<u>8,259.67</u>	<u>325,350.35</u>	<u>99,116.00</u>	<u>226,234.35</u>
Expenses				
Legal Fees	1,224.13	1,224.13	10,000.00	(8,775.87)
Engineering-Rice Creek Meander	0.00	0.00	120,000.00	(120,000.00)
Construction-Rice Crk. Meander	0.00	0.00	47,500.00	(47,500.00)
Total expenses	<u>1,224.13</u>	<u>1,224.13</u>	<u>177,500.00</u>	<u>(176,275.87)</u>
Total Revenues Over/(Under)				
Expenditures - Rice Creek Meander	<u>7,035.54</u>	<u>324,126.22</u>	<u>(78,384.00)</u>	<u>402,510.22</u>

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>STORMWATER REMEDIATION - 60-15</u>				
Revenues				
General Property Tax	13,960.00	69,800.00	167,520.00	(97,720.00)
Total Revenues	13,960.00	69,800.00	167,520.00	(97,720.00)
Expenses				
Legal Notices	0.00	1,371.64	2,000.00	(628.36)
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	12,177.25	17,000.00	(4,822.75)
Construction	0.00	0.00	280,000.00	(280,000.00)
Total expenses	0.00	13,548.89	300,000.00	(286,451.11)
Total Revenues Over/(Under)				
Expenditures - Stormwater Redmediatio	13,960.00	56,251.11	(132,480.00)	188,731.11
<u>COLUMBUS RMP - 60-17</u>				
Revenues				
General Property Tax	465.33	2,326.65	5,584.00	(3,257.35)
Total Revenues	465.33	2,326.65	5,584.00	(3,257.35)
Expenses				
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	9,000.00	(9,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Columbus RMP	465.33	2,326.65	(4,416.00)	6,742.65
<u>JD4 RMP IMPLEMENTATION - 60-18</u>				
Revenues				
General Property Tax	5,816.67	29,083.35	69,800.00	(40,716.65)
Total Revenues	5,816.67	29,083.35	69,800.00	(40,716.65)
Expenses				
Telecommunications	17.45	69.88	1,000.00	(930.12)
Contracted Services-JD4 RMP	0.00	0.00	40,000.00	(40,000.00)
Legal Fees	0.00	0.00	4,000.00	(4,000.00)
Engineering	0.00	931.50	80,000.00	(79,068.50)
Total expenses	17.45	1,001.38	125,000.00	(123,998.62)
Total Revenues Over/(Under)				
Expenditures - JD4 RMP Implement.	5,799.22	28,081.97	(55,200.00)	83,281.97

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT-WIDE SWMM MODEL-PHASE 2 - 60-19</u>				
Revenues				
General Property Tax	6,980.00	34,900.00	83,760.00	(48,860.00)
Income-Grants	0.00	49,192.25	0.00	49,192.25
Total Revenues	<u>6,980.00</u>	<u>84,092.25</u>	<u>83,760.00</u>	<u>332.25</u>
Expenses				
Legal Fees	0.00	0.00	5,000.00	(5,000.00)
Engineering-SWMM	0.00	49,192.25	145,000.00	(95,807.75)
Total expenses	<u>0.00</u>	<u>49,192.25</u>	<u>150,000.00</u>	<u>(100,807.75)</u>
Total Revenues Over/(Under)				
Expenditures - District-Wide SWMM	<u>6,980.00</u>	<u>34,900.00</u>	<u>(66,240.00)</u>	<u>101,140.00</u>
<u>ACD 53/62 RMP IMPLEMENTATION - 60-21</u>				
Revenues				
General Property Tax	930.67	4,653.35	11,168.00	(6,514.65)
Total Revenues	<u>930.67</u>	<u>4,653.35</u>	<u>11,168.00</u>	<u>(6,514.65)</u>
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Legal Fees	0.00	0.00	1,500.00	(1,500.00)
Engineering	9,785.13	9,853.13	18,000.00	(8,146.87)
Total expenses	<u>9,785.13</u>	<u>9,853.13</u>	<u>20,000.00</u>	<u>(10,146.87)</u>
Total Revenues Over/(Under)				
Expenditures - ACD 53/62 RMP Impleme	<u>(8,854.46)</u>	<u>(5,199.78)</u>	<u>(8,832.00)</u>	<u>3,632.22</u>
<u>LINO LAKES RMP IMPLEMENTATION - 60-22</u>				
Revenues				
General Property Tax	930.67	4,653.35	11,168.00	(6,514.65)
Total Revenues	<u>930.67</u>	<u>4,653.35</u>	<u>11,168.00</u>	<u>(6,514.65)</u>
Expenses				
Legal Fees	0.00	0.00	3,000.00	(3,000.00)
Engineering	0.00	6,504.35	17,000.00	(10,495.65)
Total expenses	<u>0.00</u>	<u>6,504.35</u>	<u>20,000.00</u>	<u>(13,495.65)</u>
Total Revenues Over/(Under)				
Expenditures - Lino Lakes RMP	<u>930.67</u>	<u>(1,851.00)</u>	<u>(8,832.00)</u>	<u>6,981.00</u>

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>SW URBAN LAKE FLOOD MGMT. IMPLEMENTATION - 60-24</u>				
Revenues				
General Propety Tax	11,633.33	58,166.65	139,600.00	(81,433.35)
Income - Grants	0.00	112,000.00	0.00	112,000.00
Total Revenues	11,633.33	170,166.65	139,600.00	30,566.65
Expenses				
Printing	0.00	0.00	1,000.00	(1,000.00)
Legal Notices	0.00	0.00	3,000.00	(3,000.00)
Legal Fees	0.00	43.60	10,000.00	(9,956.40)
Engineering	9,294.00	59,968.11	186,000.00	(126,031.89)
Construction	0.00	0.00	50,000.00	(50,000.00)
Total expenses	9,294.00	60,011.71	250,000.00	(189,988.29)
Total Revenues Over/(Under)				
Expenditures - Southwest Urban Lake	2,339.33	110,154.94	(110,400.00)	220,554.94
<u>PURCHASE OF WETLAND CREDITS - 60-27</u>				
Revenues				
General Property Tax	4,653.33	23,266.65	55,840.00	(32,573.35)
Total Revenues	4,653.33	23,266.65	55,840.00	(32,573.35)
Expenses				
Legal Fees	0.00	0.00	10,000.00	(10,000.00)
Engineering	0.00	806.00	90,000.00	(89,194.00)
Total expenses	0.00	806.00	100,000.00	(99,194.00)
Total Revenues Over/(Under)				
Expenditures - Wetland Credits	4,653.33	22,460.65	(44,160.00)	66,620.65
<u>ACD 53-62 WMD - 60-28</u>				
Revenues				
Special Assessments-ACD 53-62	4,065.33	20,326.65	48,784.00	(28,457.35)
Income-ROW Charges	0.00	548.08	0.00	548.08
Total Revenues	4,065.33	20,874.73	48,784.00	(27,909.27)
Expenses				
Engineering Expense	0.00	381.50	5,000.00	(4,618.50)
Construction Expense	0.00	0.00	5,000.00	(5,000.00)
Total expenses	0.00	381.50	10,000.00	(9,618.50)
Total Revenues Over/(Under)				
Expenditures - ACD 53-62 WMD	4,065.33	20,493.23	38,784.00	(18,290.77)

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>CLEAR LAKE WATER QUALITY - 60-29</u>				
Revenues				
General Property Tax	3,257.33	16,286.65	39,088.00	(22,801.35)
Total Revenues	3,257.33	16,286.65	39,088.00	(22,801.35)
Expenses				
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering Expense	0.00	0.00	39,000.00	(39,000.00)
Construction Expense	0.00	29,188.17	20,000.00	9,188.17
Equipment Expense	0.00	8,085.00	0.00	8,085.00
Total expenses	0.00	37,273.17	70,000.00	(32,726.83)
Total Revenues Over/(Under) Expenditures - Clear Lake	3,257.33	(20,986.52)	(30,912.00)	9,925.48
<u>HANSEN PARK - 60-30</u>				
Revenues				
General Property Tax	4,653.33	23,266.65	55,840.00	(32,573.35)
Total Revenues	4,653.33	23,266.65	55,840.00	(32,573.35)
Expenses				
Supplies-Field	58.19	105.11	1,000.00	(894.89)
Telecommunications	53.04	181.59	0.00	181.59
Legal Fees	157.50	157.50	2,000.00	(1,842.50)
Engineering Expense	1,201.00	8,288.50	15,000.00	(6,711.50)
Construction Expense	0.00	3,270.00	82,000.00	(78,730.00)
Total expenses	1,469.73	12,002.70	100,000.00	(87,997.30)
Total Revenues Over/(Under) Expenditures - Hanson Park	3,183.60	11,263.95	(44,160.00)	55,423.95
<u>MIRROR POND - 60-31</u>				
Revenues				
General Property Tax	232.67	1,163.35	2,792.00	(1,628.65)
Total Revenues	232.67	1,163.35	2,792.00	(1,628.65)
Expenses				
Construction Expense	0.00	2,471.88	5,000.00	(2,528.12)
Total expenses	0.00	2,471.88	5,000.00	(2,528.12)
Total Revenues Over/(Under) Expenditures - Mirror Pond	232.67	(1,308.53)	(2,208.00)	899.47

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ACD 53/62 BRANCH 2 REPAIR - 60-32</u>				
Revenues				
General Property Tax	465.33	2,326.65	5,584.00	(3,257.35)
Total Revenues	465.33	2,326.65	5,584.00	(3,257.35)
Expenses				
Engineering Expense	0.00	0.00	5,000.00	(5,000.00)
Construction Expense	0.00	0.00	5,000.00	(5,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - ACD 53/62	465.33	2,326.65	(4,416.00)	6,742.65
<u>BWSR WATER-BASED PILOT - 60-33</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Construction Expense	0.00	0.00	413,336.00	(413,336.00)
Total expenses	0.00	0.00	413,336.00	(413,336.00)
Total Revenues Over/(Under)				
Expenditures - BWSR Water-Based	0.00	0.00	(413,336.00)	413,336.00
<u>ACD 53-62 MT + 5/6 - 60-34</u>				
Revenues				
General Property Tax	3,024.67	15,123.35	36,296.00	(21,172.65)
Total Revenues	3,024.67	15,123.35	36,296.00	(21,172.65)
Expenses				
Legal Fees	0.00	0.00	10,000.00	(10,000.00)
Engineering Expense	0.00	0.00	55,000.00	(55,000.00)
Total expenses	0.00	0.00	65,000.00	(65,000.00)
Total Revenues Over/(Under)				
Expenditures - ACD 53-+62 MT	3,024.67	15,123.35	(28,704.00)	43,827.35
Total Revenue Over/(Under) Expenditure	\$ 41,190.07	\$ 585,479.14	(1,068,201.00)	1,653,680.14

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory Projects - 70
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>REGULATORY PROJECT MANAGEMENT - 70-00</u>				
Revenues				
General Property Tax	\$ 31,968.25	\$ 159,841.25	383,619.00	(223,777.75)
Interest Revenue	0.00	10,180.48	14,036.00	(3,855.52)
Total Revenues	31,968.25	170,021.73	397,655.00	(227,633.27)
Expenses				
Wages-Regulatory	18,836.67	81,050.18	212,284.00	(131,233.82)
Wages - Interns	0.00	0.00	3,020.00	(3,020.00)
Benefits-Regulatory	3,535.49	18,896.94	26,740.00	(7,843.06)
PERA-Regulatory	1,276.72	5,923.17	15,921.00	(9,997.83)
Payroll Taxes-Regulatory	1,404.71	5,996.51	16,471.00	(10,474.49)
Office Supplies	291.24	950.97	2,985.00	(2,034.03)
Supplies-Field	0.00	0.00	500.00	(500.00)
Compute Software	0.00	0.00	775.00	(775.00)
Rent	2,152.43	10,762.15	26,787.00	(16,024.85)
Telecommunications	593.83	2,617.42	6,826.00	(4,208.58)
Publications	0.00	0.00	310.00	(310.00)
Training & Education	50.00	677.92	8,029.00	(7,351.08)
Insurance and Bonds	0.00	9,476.25	8,540.00	936.25
Postage	0.00	32.54	1,705.00	(1,672.46)
Staff Travel-Regulatory	62.50	259.36	2,485.00	(2,225.64)
Vehicle Expense	153.16	1,685.51	3,437.00	(1,751.49)
Professional Services	0.00	8,800.64	50,000.00	(41,199.36)
Legal Fees	0.00	0.00	1,500.00	(1,500.00)
Engineering-Regulatory	0.00	0.00	5,678.00	(5,678.00)
Equipment	0.00	0.00	500.00	(500.00)
Equipment Lease	641.49	1,472.60	3,162.00	(1,689.40)
Total Expenses	28,998.24	148,602.16	397,655.00	(249,052.84)
Total Revenues Over/(Under)				
Expenditures - Regulatory Management	2,970.01	21,419.57	0.00	21,419.57
<u>RULE/PLAN REVISIONS - PERMIT GUIDANCE - 70-01</u>				
Revenues				
General Property Tax	5,833.33	29,166.65	70,000.00	(40,833.35)
Total Revenues	5,833.33	29,166.65	70,000.00	(40,833.35)
Expenses				
Legal Fees	0.00	1,450.45	10,000.00	(8,549.55)
Engineering	0.00	681.75	60,000.00	(59,318.25)
Total expenses	0.00	2,132.20	70,000.00	(67,867.80)
Total Revenues Over/(Under)				
Expenditures - Rule/Plan Revisions	5,833.33	27,034.45	0.00	27,034.45

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory Projects - 70
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>PERMIT REVIEW - 70-03</u>				
Revenues				
General Property Tax	25,225.00	126,125.00	302,700.00	(176,575.00)
Permit Fees	4,150.00	51,370.00	217,800.00	(166,430.00)
Total Revenues	<u>29,375.00</u>	<u>177,495.00</u>	<u>520,500.00</u>	<u>(343,005.00)</u>
Expenses				
Legal Notice	0.00	0.00	1,000.00	(1,000.00)
Legal Fees	4,625.56	9,904.28	36,000.00	(26,095.72)
Engineering-Permit Review	56,484.85	225,018.01	483,500.00	(258,481.99)
Total expenses	<u>61,110.41</u>	<u>234,922.29</u>	<u>520,500.00</u>	<u>(285,577.71)</u>
Total Revenues Over/(Under)				
Expenditures - Permit Review	<u>(31,735.41)</u>	<u>(57,427.29)</u>	<u>0.00</u>	<u>(57,427.29)</u>
<u>EARLY COORDINATION/ROAD AUTHORITY - 70-07</u>				
Revenues				
General Property Tax	10,833.33	54,166.65	130,000.00	(75,833.35)
Total Revenues	<u>10,833.33</u>	<u>54,166.65</u>	<u>130,000.00</u>	<u>(75,833.35)</u>
Expenses				
Legal Fees	0.00	1,340.29	5,000.00	(3,659.71)
Engineering-Road Auth.	18,573.94	38,559.79	125,000.00	(86,440.21)
Total expenses	<u>18,573.94</u>	<u>39,900.08</u>	<u>130,000.00</u>	<u>(90,099.92)</u>
Total Revenues Over/(Under)				
Expenditures - Early Coordination	<u>(7,740.61)</u>	<u>14,266.57</u>	<u>0.00</u>	<u>14,266.57</u>
<u>WATERSHED MANAGEMENT - 70-08</u>				
Revenues				
General Property Tax	18,333.33	91,666.65	220,000.00	(128,333.35)
Total Revenues	<u>18,333.33</u>	<u>91,666.65</u>	<u>220,000.00</u>	<u>(128,333.35)</u>
Expenses				
Meeting Supplies	0.00	142.15	0.00	142.15
Training & Education	0.00	151.67	0.00	151.67
Legal Notices	0.00	0.00	2,000.00	(2,000.00)
Legal Fees	742.50	8,520.16	25,000.00	(16,479.84)
Engineering-Watershed Mgmt.	0.00	40,148.98	193,000.00	(152,851.02)
Total expenses	<u>742.50</u>	<u>48,962.96</u>	<u>220,000.00</u>	<u>(171,037.04)</u>
Total Revenues Over/(Under)				
Expenditures - Watershed Mgmt.	<u>17,590.83</u>	<u>42,703.69</u>	<u>0.00</u>	<u>42,703.69</u>
Total Revenue Over/(Under) Expenditure	<u>\$ (13,081.85)</u>	<u>\$ 47,996.99</u>	<u>0.00</u>	<u>47,996.99</u>

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCH & CREEK MANAGEMENT - 80-00</u>				
Revenues				
General Property Tax	\$ 19,481.58	\$ 97,407.90	233,779.00	(136,371.10)
Interest Revenue	0.00	11,839.25	16,323.00	(4,483.75)
Miscellaneous Income	10,000.00	10,000.00	0.00	10,000.00
Total Revenues	29,481.58	119,247.15	250,102.00	(130,854.85)
Expenses				
Wages-Ditch & Creek Maint.	11,772.11	59,288.86	138,004.00	(78,715.14)
Benefits-Ditch & Creek Maint.	1,256.89	6,688.73	22,330.00	(15,641.27)
PERA-Ditch & Creek Maint.	788.94	4,352.68	10,328.00	(5,975.32)
Payroll Taxes-Ditch & Creek	852.53	4,268.68	10,557.00	(6,288.32)
Office Supplies	143.27	690.97	1,830.00	(1,139.03)
Printing	120.00	120.00	475.00	(355.00)
Rent	1,058.81	5,294.05	16,418.00	(11,123.95)
Telecommunications	348.74	1,489.76	4,184.00	(2,694.24)
Publications	0.00	0.00	190.00	(190.00)
Training & Education	0.00	790.00	4,921.00	(4,131.00)
Insurance and Bonds	0.00	4,661.51	5,234.00	(572.49)
Postage	0.00	0.00	1,045.00	(1,045.00)
Legal Notices	0.00	0.00	1,500.00	(1,500.00)
Staff Travel	31.15	84.58	1,523.00	(1,438.42)
Vehicle Expense	306.32	2,018.53	8,437.00	(6,418.47)
Professional Services	19,996.62	20,739.90	18,000.00	2,739.90
Legal Fees-Ditch & Creek	1,080.00	1,080.00	5,000.00	(3,920.00)
Engineering-Ditch & Creek	0.00	0.00	10,000.00	(10,000.00)
Equipment-Computer	0.00	0.00	2,000.00	(2,000.00)
Equipment Lease	315.56	724.40	1,938.00	(1,213.60)
Total Expenses	38,070.94	112,292.65	263,914.00	(151,621.35)
Total Revenues Over/(Under)				
Expenditures - Ditch & Creek Mgmt.	(8,589.36)	6,954.50	(13,812.00)	20,766.50
<u>DITCHES - GENERAL - 80-02</u>				
Revenues				
General Property Tax	25,179.08	125,895.40	302,149.00	(176,253.60)
Miscellaneous Income	1,258.07	1,258.07	0.00	1,258.07
Total Revenues	26,437.15	127,153.47	302,149.00	(174,995.53)
Expenses				
Office Supplies	0.00	32.77	0.00	32.77
Supplies-Field	457.86	1,228.71	8,000.00	(6,771.29)
Staff Travel	9.99	9.99	0.00	9.99
Vehicle Expense	0.00	2,764.59	7,000.00	(4,235.41)
Professional Services	0.00	507.00	1,000.00	(493.00)
Contracted Services-General	650.00	4,528.00	240,000.00	(235,472.00)
Legal Fees	2,362.50	8,548.50	15,000.00	(6,451.50)
Engineering Fees	0.00	15,533.05	25,000.00	(9,466.95)
Construction Expense	0.00	24,500.00	20,000.00	4,500.00
Equipment	0.00	0.00	4,000.00	(4,000.00)
Total expenses	3,480.35	57,652.61	320,000.00	(262,347.39)
Total Revenues Over/(Under)				
Expenditures - Ditches - General	22,956.80	69,500.86	(17,851.00)	87,351.86

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>REPAIR REPORTS - 80-03</u>				
Revenues				
General Property Tax	6,688.17	33,440.85	80,258.00	(46,817.15)
Total Revenues	<u>6,688.17</u>	<u>33,440.85</u>	<u>80,258.00</u>	<u>(46,817.15)</u>
Expenses				
Legal Notices	0.00	0.00	3,000.00	(3,000.00)
Legal Fees	1,867.50	7,183.50	30,000.00	(22,816.50)
Engineering	18,101.91	39,476.61	52,000.00	(12,523.39)
Total expenses	<u>19,969.41</u>	<u>46,660.11</u>	<u>85,000.00</u>	<u>(38,339.89)</u>
Total Revenues Over/(Under) Expenditures - Repair Reports	<u>(13,281.24)</u>	<u>(13,219.26)</u>	<u>(4,742.00)</u>	<u>(8,477.26)</u>
<u>JD-2/Hugo - 80-15</u>				
Revenues				
General Property Tax	3,147.42	15,737.10	37,769.00	(22,031.90)
Total Revenues	<u>3,147.42</u>	<u>15,737.10</u>	<u>37,769.00</u>	<u>(22,031.90)</u>
Expenses				
Contracted Services	0.00	0.00	40,000.00	(40,000.00)
Total expenses	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>(40,000.00)</u>
Total Revenues Over/(Under) Expenditures - JD-2/Hugo	<u>3,147.42</u>	<u>15,737.10</u>	<u>(2,231.00)</u>	<u>17,968.10</u>
<u>ACD 31 WMD - 80-18</u>				
Revenues				
Special Assessments	3,023.08	15,115.40	36,277.00	(21,161.60)
Total Revenues	<u>3,023.08</u>	<u>15,115.40</u>	<u>36,277.00</u>	<u>(21,161.60)</u>
Expenses				
Engineer Expense	0.00	204.00	0.00	204.00
Total expenses	<u>0.00</u>	<u>204.00</u>	<u>0.00</u>	<u>204.00</u>
Total Revenues Over/(Under) Expenditures - ACD 31 WMD	<u>3,023.08</u>	<u>14,911.40</u>	<u>36,277.00</u>	<u>(21,365.60)</u>
<u>ACD 46 WMD - 80-19</u>				
Revenues				
Special Assessments	4,135.58	20,677.90	49,627.00	(28,949.10)
Income-ROW Charges	186.86	186.86	0.00	186.86
Total Revenues	<u>4,322.44</u>	<u>20,864.76</u>	<u>49,627.00</u>	<u>(28,762.24)</u>
Expenses				
Engineering Expense	0.00	204.00	0.00	204.00
Total expenses	<u>0.00</u>	<u>204.00</u>	<u>0.00</u>	<u>204.00</u>
Total Revenues Over/(Under) Expenditures - ACD 46 WMD	<u>4,322.44</u>	<u>20,660.76</u>	<u>49,627.00</u>	<u>(28,966.24)</u>

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>WJD 2 BRANCH 1/2 REPAIR - 80-20</u>				
Revenues				
General Property Tax	14,737.58	73,687.90	176,851.00	(103,163.10)
Total Revenues	<u>14,737.58</u>	<u>73,687.90</u>	<u>176,851.00</u>	<u>(103,163.10)</u>
Expenses				
Legal Fees	0.00	2,142.00	10,000.00	(7,858.00)
Engineering Expense	0.00	0.00	30,000.00	(30,000.00)
Construction Expense	0.00	0.00	147,300.00	(147,300.00)
Total expenses	<u>0.00</u>	<u>2,142.00</u>	<u>187,300.00</u>	<u>(185,158.00)</u>
Total Revenues Over/(Under) Expenditures - WJD 2	<u>14,737.58</u>	<u>71,545.90</u>	<u>(10,449.00)</u>	<u>81,994.90</u>
 <u>AWJD 3 MT BR 3 REPAIR - 80-21</u>				
Revenues				
General Property Tax	51,931.75	259,658.75	623,181.00	(363,522.25)
Total Revenues	<u>51,931.75</u>	<u>259,658.75</u>	<u>623,181.00</u>	<u>(363,522.25)</u>
Expenses				
Legal Notices	0.00	1,099.64	10,000.00	(8,900.36)
Legal Fees	3,435.00	7,057.50	30,000.00	(22,942.50)
Engineering Expense	1,862.50	13,341.70	200,000.00	(186,658.30)
Construction Expense	0.00	0.00	420,000.00	(420,000.00)
Total expenses	<u>5,297.50</u>	<u>21,498.84</u>	<u>660,000.00</u>	<u>(638,501.16)</u>
Total Revenues Over/(Under) Expenditures - AWJD 3	<u>46,634.25</u>	<u>238,159.91</u>	<u>(36,819.00)</u>	<u>274,978.91</u>
Total Revenue Over/(Under) Expenditure	<u>\$ 72,950.97</u>	<u>\$ 424,251.17</u>	<u>0.00</u>	<u>424,251.17</u>

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream - 90
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LAKE & STREAM MANAGEMENT - 90-00</u>				
Revenues				
General Property Tax	\$ 5,182.33	\$ 25,911.65	62,188.00	(36,276.35)
Interest Income	0.00	10,803.52	14,895.00	(4,091.48)
Total Revenues	5,182.33	36,715.17	77,083.00	(40,367.83)
Expenses				
Wages-Lake & Stream Mgmt.	16,202.17	74,904.17	187,595.00	(112,690.83)
Wages-Interns	0.00	0.00	6,132.00	(6,132.00)
Benefits-Lake & Stream Mgmt.	883.76	4,840.81	23,716.00	(18,875.19)
PERA-Lake & Stream Mgmt.	1,215.17	5,710.54	14,015.00	(8,304.46)
Payroll Taxes-Lake & Stream	1,205.07	5,661.21	14,820.00	(9,158.79)
Office Supplies	91.11	386.25	1,059.00	(672.75)
Supplies-Field	0.00	80.29	0.00	80.29
Printing-Lake & Stream	0.00	0.00	275.00	(275.00)
Rent	673.44	3,367.20	9,505.00	(6,137.80)
Telecommunications	197.84	867.19	2,422.00	(1,554.81)
Publications	0.00	0.00	110.00	(110.00)
Training & Education	0.00	0.00	2,849.00	(2,849.00)
Insurance and Bonds	0.00	2,964.88	3,030.00	(65.12)
Postage	0.00	0.00	605.00	(605.00)
Staff Travel	39.84	39.84	882.00	(842.16)
Vehicle Expense	71.55	984.22	8,437.00	(7,452.78)
Professional Services	1,666.66	1,968.75	15,000.00	(13,031.25)
Education & Communication	0.00	0.00	10,000.00	(10,000.00)
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Equipment	0.00	0.00	1,500.00	(1,500.00)
Equipment Lease	200.72	460.78	1,122.00	(661.22)
Total Expenses	22,447.33	102,236.13	309,074.00	(206,837.87)
Total Revenues Over/(Under)				
Expenditures - Lake & Stream Mgmt.	(17,265.00)	(65,520.96)	(231,991.00)	166,470.04
<u>BMP COST-SHARE PROGRAM - 90-01</u>				
Revenues				
General Property Tax	3,734.67	18,673.35	44,816.00	(26,142.65)
Total Revenues	3,734.67	18,673.35	44,816.00	(26,142.65)
Expenses				
Contracted Services	881.50	9,251.50	55,000.00	(45,748.50)
Engineering-BMP Cost-Share	0.00	0.00	5,000.00	(5,000.00)
Construction-BMP Costshare	1,000.00	1,500.00	152,000.00	(150,500.00)
Total expenses	1,881.50	10,751.50	212,000.00	(201,248.50)
Total Revenues Over/(Under)				
Expenditures - BMP Cost-Share Program	1,853.17	7,921.85	(167,184.00)	175,105.85

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream - 90
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LAKE & STREAM MONITORING - 90-04</u>				
Revenues				
General Property Tax	3,963.67	19,818.35	47,564.00	(27,745.65)
Miscellaneous Income	0.00	350.00	0.00	350.00
Total Revenues	3,963.67	20,168.35	47,564.00	(27,395.65)
Expenses				
Supplies-Field	1,052.75	1,296.08	2,500.00	(1,203.92)
Computer Software	0.00	0.00	500.00	(500.00)
Telecommunications	76.73	265.06	500.00	(234.94)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	0.00	2.25	2,000.00	(1,997.75)
Staff Travel	46.40	282.92	300.00	(17.08)
Vehicle Expense	238.74	316.12	1,800.00	(1,483.88)
Contracted Services	0.00	17,615.31	134,600.00	(116,984.69)
Legal Fees	0.00	0.00	500.00	(500.00)
Engineering	0.00	1,021.40	24,000.00	(22,978.60)
Equipment-Computer	0.00	0.00	22,600.00	(22,600.00)
Equipment	113.19	113.19	0.00	113.19
Repairs & Maintenance	0.00	0.00	500.00	(500.00)
Lab Expense	1,776.00	3,180.00	35,000.00	(31,820.00)
Total expenses	3,303.81	24,092.33	225,000.00	(200,907.67)
Total Revenues Over/(Under)				
Expenditures - Lake & Stream Montr.	659.86	(3,923.98)	(177,436.00)	173,512.02
<u>BALD EAGLE LAKE TMDL - 90-06</u>				
Revenues				
General Property Tax	2,025.83	10,129.15	24,310.00	(14,180.85)
Income-Grants	0.00	196,000.00	0.00	196,000.00
Total Revenues	2,025.83	206,129.15	24,310.00	181,819.15
Expenses				
Legal Fees	0.00	0.00	8,000.00	(8,000.00)
Engineering Expense	0.00	3,705.50	30,000.00	(26,294.50)
Construction Expense	0.00	0.00	77,000.00	(77,000.00)
Total expenses	0.00	3,705.50	115,000.00	(111,294.50)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake TMDL	2,025.83	202,423.65	(90,690.00)	293,113.65

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream - 90
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ANOKA CHAIN OF LAKES - 90-16</u>				
Revenues				
General Property Tax	2,113.92	10,569.60	25,367.00	(14,797.40)
Total Revenues	2,113.92	10,569.60	25,367.00	(14,797.40)
Expenses				
Legal Fees	0.00	0.00	10,000.00	(10,000.00)
Engineering	10,202.25	13,438.55	50,000.00	(36,561.45)
Construction Expense	0.00	0.00	60,000.00	(60,000.00)
Total expenses	10,202.25	13,438.55	120,000.00	(106,561.45)
Total Revenues Over/(Under)				
Expenditures - Anoka Chain of Lakes	(8,088.33)	(2,868.95)	(94,633.00)	91,764.05
<u>TMDL IMPLEMENTATION - 90-23</u>				
Revenues				
General Property Tax	2,994.75	14,973.75	35,937.00	(20,963.25)
Total Revenues	2,994.75	14,973.75	35,937.00	(20,963.25)
Expenses				
Training & Education	0.00	0.00	500.00	(500.00)
Professional Services	0.00	235.50	0.00	235.50
Contracted Services	0.00	0.00	4,500.00	(4,500.00)
Legal Fees	0.00	8,321.62	5,000.00	3,321.62
Engineering	195.50	6,016.75	70,000.00	(63,983.25)
Construction	0.00	0.00	90,000.00	(90,000.00)
Total expenses	195.50	14,573.87	170,000.00	(155,426.13)
Total Revenues Over/(Under)				
Expenditures - TMDL Implementation	2,799.25	399.88	(134,063.00)	134,462.88
<u>BALD EAGLE LAKE WMD - 90-24</u>				
Revenues				
Bald Eagle-Special Assessment	5,416.68	27,083.40	65,000.00	(37,916.60)
Total Revenues	5,416.68	27,083.40	65,000.00	(37,916.60)
Expenses				
Professional Services	411.80	411.80	1,000.00	(588.20)
Contracted Services	22,624.07	22,624.07	54,476.00	(31,851.93)
Legal Fees	0.00	0.00	500.00	(500.00)
Engineering Expense	0.00	309.50	3,000.00	(2,690.50)
Total expenses	23,035.87	23,345.37	58,976.00	(35,630.63)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake WMD	(17,619.19)	3,738.03	6,024.00	(2,285.97)

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream - 90
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

BALD EAGLE LAKE STORMWATER REUSE PROJECT - 90-25

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
Revenues				
General Property Tax	176.17	880.85	2,114.00	(1,233.15)
Income-Reuse Project	0.00	273.81	0.00	273.81
Total Revenues	176.17	1,154.66	2,114.00	(959.34)
Expenses				
Legal Fees	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Construction Expense	0.00	0.00	8,000.00	(8,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake WMD	176.17	1,154.66	(7,886.00)	9,040.66

CARP MANAGEMENT PROJECT - 90-26

Revenues				
General Property Tax	3,523.25	17,616.25	42,279.00	(24,662.75)
Total Revenues	3,523.25	17,616.25	42,279.00	(24,662.75)
Expenses				
Supplies-Field	630.00	630.00	500.00	130.00
Telecommunications	24.91	24.91	0.00	24.91
Professional Services	14,780.00	27,174.20	100,000.00	(72,825.80)
Legal Fees	65.40	1,036.76	2,000.00	(963.24)
Engineering Expense	306.25	5,273.50	15,000.00	(9,726.50)
Construction Expense	3,257.77	24,207.67	82,500.00	(58,292.33)
Total expenses	19,064.33	58,347.04	200,000.00	(141,652.96)
Total Revenues Over/(Under)				
Expenditures - Carp Management	(15,541.08)	(40,730.79)	(157,721.00)	116,990.21
Total Revenue Over/(Under) Expenditure	\$ (50,999.32)	\$ 102,593.39	(1,055,580.00)	1,158,173.39

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

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LONG LAKE SEDIMENT BASIN - 95-01</u>				
Revenues				
General Propety Tax	\$ 8,158.50	\$ 40,829.17	97,902.00	(57,072.83)
Interest	0.00	1,522.43	2,098.00	(575.57)
Total Revenues	<u>8,158.50</u>	<u>42,351.60</u>	<u>100,000.00</u>	<u>(57,648.40)</u>
Expenses				
Contracted Services	0.00	0.00	60,000.00	(60,000.00)
Engineering	0.00	0.00	40,000.00	(40,000.00)
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>(100,000.00)</u>
Total Revenues Over/(Under)				
Expenditures - Long Lake Sediment Basi	<u>8,158.50</u>	<u>42,351.60</u>	<u>0.00</u>	<u>42,351.60</u>
<u>OUTFALL & STRUCTURE ASSESSMENT& REPAIR - 95-03</u>				
Revenues				
General Propety Tax	6,250.00	31,278.08	75,000.00	(43,721.92)
Total Revenues	<u>6,250.00</u>	<u>31,278.08</u>	<u>75,000.00</u>	<u>(43,721.92)</u>
Expenses				
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Legal Fees	0.00	2,482.50	2,000.00	482.50
Engineering	385.00	6,258.50	30,000.00	(23,741.50)
Construction	0.00	0.00	42,000.00	(42,000.00)
Total expenses	<u>385.00</u>	<u>8,741.00</u>	<u>75,000.00</u>	<u>(66,259.00)</u>
Total Revenues Over/(Under)				
Expenditures - Outfall & Structure	<u>5,865.00</u>	<u>22,537.08</u>	<u>0.00</u>	<u>22,537.08</u>

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and Five Months Ending May 31, 2019
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>EASEMENT OPERATION & MAINTENANCE - 95-04</u>				
Revenues				
General Propety Tax	2,083.32	10,425.93	25,000.00	(14,574.07)
Total Revenues	2,083.32	10,425.93	25,000.00	(14,574.07)
Expenses				
Supplies-Field	151.75	234.35	2,000.00	(1,765.65)
Vehicle Expense	0.00	522.24	1,000.00	(477.76)
Contracted Services	0.00	4,800.00	10,000.00	(5,200.00)
Legal Expense	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	4,502.43	3,000.00	1,502.43
Construction Expense	0.00	0.00	5,000.00	(5,000.00)
Equipment	0.00	0.00	2,000.00	(2,000.00)
Total expenses	151.75	10,059.02	25,000.00	(14,940.98)
Total Revenues Over/(Under)				
Expenditures - Wall Wetland Restoration	1,931.57	366.91	0.00	366.91
Total Revenue Over/(Under) Expenditure	\$ 15,955.07	\$ 65,255.59	0.00	65,255.59

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

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports

MEMORANDUM

Rice Creek Watershed District

Date: May 15, 2019
To: RCWD Board of Managers
From: Kyle Axtell, Water Resource Specialist
Subject: Staff Activity Report for 04/14/19 – 05/13/19

Tasks completed during preceding period:

- **Continued coordination of the Hansen Park Comprehensive Water Management Project.**
 - Attempted IESF system startup on 04-25-2019. A flooded valve vault shorted out the valve actuators. Diagnosis work was completed on 04-29-2019. New actuators are required. The cause of the flood was determined; a solution has been developed so that the problem does not occur in the future.
 - Purchased 60 seedlings to re-plant the island with tree cover. Planting will occur in late May.
 - Hosted a project tour for a group from Christ the King Church in New Brighton on 04-28-2019 (Sunday).
- **Continued coordination of the Oasis Pond IESF Project.**
 - Completed IESF system startup activities on 04-25-2019. The cellular modem was still non-functional and has since been replaced by EPG. Operation will be tested again in May.
- **Began coordination of the Bald Eagle Lake (RCD11) IESF Project.**
 - Presented the project to the White Bear Township Park Board on 04-18-2019. The Park Board recommended that the Township Board proceed in partnership on the project as presented.
 - Completed a field visit to the project site with HEI staff on 04-29-2019 to assist with project design.
- **Continued management of the Ramsey County Ditches 2, 3 & 5 Basic Water Management Project.**
 - Worked with P. Belfiori and HEI to submit a DNR flood damage reduction grant application upon Board approval on 04-24-2019.
- **Continued coordination of the District's 2020 Watershed Management Plan Update.**
 - Prepared for TAC and CAC meetings in early May to receive input on Chapters 5 & 6 of the draft WMP.
- **Other important tasks completed include:**
 - Assisted a few landowners with floodplain, erosion control, and/or RCWD Rule and WCA questions.
 - Attended the fifth session of a Leadership Communication Skills certificate program at Hamline University on 04-18-2019.
- I was away from the office in Michigan from 04-30-2019 through 05-13-2019. The last six business days were a planned absence to prepare for a Celebration of Life event for my father who passed away last fall. The first four business days were unplanned to deal with a family health emergency (mother).

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers

Date: 5/15/2019

From: Matthew Kocian

Subject: Lake and Stream Report for April 17 – Mat 15, 2019

Highlights for Preceding Month

Bold items required significant time

- Monitoring
 - Data entry, analysis, and reporting
 - **Stream sample collection**
 - **Stream monitoring site equipment installation**
 - **Lake monitoring**
- **Long Lake Carp Management**
 - **Spring migration removal and hauling**
 - **Site work**
 - **PIT antenna maintenance**
- **Lower Rice Creek CWF Grant Project**
 - **Workplan development and submittal**
 - **Access Agreement development**
 - **Engineering services proposal review and planning**
- GIS - manage GIS data, prepare maps for various projects and RCWD staff
 - Troubleshoot and update software after server crash
- **2019 Aquatic Invasive Plant Management**
 - **Curlyleaf planning with Josephine, Reshanau, Bald Eagle, Centerville, and Silver lakes**
 - **Request quotes from vendors**
 - **DNR permitting**
 - **Plant surveys**
- NALMS conference (Minneapolis 2020) planning meeting
- RCWD Watershed Management Plan section development and review
- Long Lake Association Meeting
- Clear Lake Association Meeting
- Centerville Lake internal loading feasibility review
- RCWD Staff Retreat

MEMORANDUM

Rice Creek Watershed District

To: Board of Managers and Staff

Date: May 15, 2019

From: Marcus Green

Subject: Watershed Technician Report (April 22- May 15, 2019)

My first day on the job was April 22, 2019. I have been mostly training in on inspections with Terrence Chastan-Davis. I am grateful for the opportunity to start part-time. It has been good for balancing schoolwork as well as getting prepared to do inspections on my own. I will be absent from May 20- May 24, with my first day being Tuesday May 28. Among my activities so far are the following:

- Completed permit inspection training with Terrence Chastan-Davis and Catherine Nester.
 - Single family home projects in Dellwood and Mahtomedi.
 - School projects in Forest Lake.
 - Underground infiltration projects in Lexington and Forest Lake.
 - Industrial development projects in Blaine (Naples St NE).
 - Linear projects in Blaine and Lexington (Lake Drive).
- Completed inspection report writing with Terrence and Catherine.
 - Creating reports in Inspection application and generating them in Permit Viewer.
 - Sending reports out to permit holders.
 - Logging all information into Laserfiche.
- Inspected I-35W North MNDOT Design Build Project with Terrence.
- Attended pre-construction meeting in Lino Lakes for the development of a new storage facility.
- Completed regulatory training with Patrick Hughes and other regulatory staff.
 - Permit process.
 - When a permit is needed.
 - Communicating with landowners and citizens.
- Communicated with the City of Fridley to get information pertaining to historic permits.
 - Fridley Road Reconstruction Projects (2005-2011).
- Inspected sites of historical permits in and effort to close them.
 - Visited sites of supposed infiltration BMPs with no as-builts in Fridley.
- Attended the 2019 Water Summit for professional development and networking reasons.
 - Conference contained a lot of information about Water Quality projects around MN.
- Attended the staff retreat to MWMO and the Minneapolis Sculpture Garden.

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers

Date: May 15, 2019

From: Catherine Nester

Subject: District Technician/Inspector Report (April 17, 2019 – May 14, 2019)

Highlights from Preceding Months

- ✓ Continued installing stream monitoring equipment and performing routine stream monitoring at various stream and ditch monitoring sites throughout the District.
- ✓ Started routine lake monitoring at various lake monitoring sites throughout the District.
- ✓ Delivered lake monitoring supply boxes to volunteers for the Met Council's Citizen-Assisted Monitoring Program (CAMP).
- ✓ Ongoing routine permit management, including on-site meetings, as-built survey reviews, filing records, etc.
- ✓ Performed 6 regulatory inspections.
- ✓ Assisted with training the new inspector, including shadowing on field inspections and associated reports/documentation.
- ✓ Ongoing cleaning and organization of office and garage storage areas, including disposal of old monitoring equipment that is no longer used and recycling of broken electronics.

MEMORANDUM

Rice Creek Watershed District

To: Board of Managers
From: Tom Schmidt, Public Drainage Inspector
Subject: Staff Report for April/May 2019

Date: May 13th, 2019

Highlights for Preceding Month(s)

- ✓ Met with several landowners concerning flooding/damage from spring run-off (on-going);
- ✓ Attended Board Workshop for the Duane Gillette culvert issue (complete);
- ✓ Conducted several ditch inspections on various drainage systems after excessive rainfall events (complete);
- ✓ Contracted Greenscapes for maintenance work on ACD 10-22-32 branch #2 (complete);
- ✓ Contracted with Joe Grubbs for beaver trapping on ACD #10-22-32 in Columbus (in-progress);
- ✓ Contracted with Dunaway Construction for minor maintenance on ACD #31, Br. #2 in Columbus (in-progress);
- ✓ Contracted with HEI for drone inspections of public drainage systems requiring “level II” inspections (complete);
- ✓ Continued to respond to reports of flooding thorough out the District (on-going);
- ✓ Assisted lake and stream specialist with logistics on the AIS carp project (complete);
- ✓ Continued discussions with Pine Tree Realty (current office space owners) for potential extension of office space lease (in-progress);
- ✓ Assisted staff and consultants on various permit projects related to the Public Drainage system (Jeff Morrell, Oakwood Ponds, Watermark, etc.) (on-going);
- ✓ Assisted staff with technical questions/data collection (ongoing);
- ✓ Continued to meet and talk with landowners concerning repair reports as well as other landowners on various drainage systems regarding drainage concerns (ongoing);

Upcoming Activities

- ✓ Completion of re-route of AWJD #4, Branch #4 in Forest Lake;
- ✓ Investigation of WJD #5 tile outlet in Forest Lake;
- ✓ WJD #2, Branch #1 repair project (excavation) (Scandia Trucking and Excavating) (waiting for road postings);
- ✓ Start 2019 field/construction season (on-going).

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers

Date: 5/14/2019

From: Theresa Stasica

Subject: Office Manager 4/17-5/14

- Coded invoices for payment this month which were reviewed by Treasurer Steve Wagamon and sent to our accountant Nancy Martinson via an excel spreadsheet.
- Track Accounts Receivable for District.
- Track and invoice (if needed) for grant.
- Deposited checks.
- Send out/process/track ROW payments for several special assessment.
- Handled HR/Benefit issues.
- Prepared 2020 budgeting information.
- Starting to setup information for new hires.
- Provide workshop/special meeting minutes and reviewed and edited regular Board minutes.
- Provide appropriate notices and postcard mailings for landowner information meetings, public hearings, special meetings, and meeting changes.
- Provide information, assembled and distributed board packets, and post on website.
- Updated materials on the website.
- Attended board meetings.
- Attend public hearing.
- Attended staff meetings.
- Placed orders for supplies as needed.
- Assisted staff in their daily activities.
- Scanning documents that District receives into Laserfiche.
- Maintain filing system on and off site.
- Answered phones and assist public.

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers

Date: May 15, 2019

From: Terrence Chastan-Davis

Subject: District Inspector Report (April 18-May 15, 2019)

Highlights from Preceding Month

- ✓ Completed 25 inspections of projects and review files to confirm rule compliance.
 - Met with site supervisors 12 times to discuss corrective actions on site.
 - Sent out inspection reports with specified corrective actions and requested updates when corrective actions were complete.
- ✓ Inspected #16-109 & #17-085 MNDOT design build projects during bi-weekly walk throughs in collaboration with multiple organizations.
- ✓ Organized and participated in the inspector team meeting to discuss program efficiencies and projects with inspection and review staff.
- ✓ Attended the permit triage meeting to discuss updates with MNDOT design build projects.
- ✓ Attended the monthly Forest Lake meeting to discuss public and private projects.
- ✓ Reviewed MNDOT design build package submittals and coordinated with HEI.
- ✓ Assisted in the onboarding for the new RCWD staff.
- ✓ Attended 3 separate pre-construction meetings and discussed District expectations for upcoming projects.
- ✓ Held an onsite meeting with a construction manager and owner to discuss ongoing issues.
- ✓ Attended the RCWD staff retreat to learn about projects at MWMO.
- ✓ Attended the regulatory enforcement training course and learned about new compliance techniques.
- ✓ Attended the BMP maintenance re-certification course to get re-certified and learn further about BMP maintenance.
- ✓ Assisted in responding to questions and concerns from the public.

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers **Date:** 5/15/2019
From: Ashlee Ricci
Subject: District Technical Assistant Report (04/17/2019 – 05/15/2019)

Highlights from Preceding Months

- ✓ Performed routine equipment maintenance for lake sampling; PIT station-batteries
- ✓ Assisted permit applicants in submitting correct “incomplete” and “CAPROC” items
- ✓ Created new review files and permit files in the online database and in Laserfiche
- ✓ Responded to various landowners about permit requirements
- ✓ Attended regular staff and inspection team meetings and permit triage
- ✓ Completed initial review of permit applications
- ✓ Responded to citizen calls regarding rules
- ✓ Responded to citizen calls regarding drainage concerns; inspected when concern near PDS
- ✓ Coordinate drainage maintenance projects with contractor pool
- ✓ Respond to applicants about 103E requirements
- ✓ Inspect ACD 10-22-32 erosion concern
- ✓ Spring flooding inspections for RCD 11, RWJD 1
- ✓ Inspect and respond to landowner concern about ACD 31 culvert crossing
- ✓ Attend Laserfiche webinar
- ✓ Coordinated IT setup for new staff
- ✓ Attended staff retreat
- ✓ Train in new staff on initial completeness review

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers **Date:** 05/15/2019
From: Patrick Hughes
Subject: Regulatory Assistant 04/17/2019 - 05/15/2019

- Created new permit files for the online database
- Created new review files for the online database
- Sent notices of wetland boundary applications – 18-161R, 18-167R
- Sent notice of replacement plan application – 18-121, 19-036
- Sent notice of wetland boundary decision – 19-005
- Sent notice of replacement plan decision – 14-018
- Sent notice of banking plan decision – 18-112
- Sent out multiple CAPROC (board) notices
- Issued multiple permits
- Responded to various landowners about permit requirements (general inquiries)
- Reviewed permit applications – 18-104, 19-040
- Noticed Board of Managers for application status – 19-025, 19-040, 19-041
- Sent out administrative CAPROC notices – 18-036, 19-025, 19-027, 19-029, 19-033, 19-040, 19-041
- Assisted in training new employees
- Attended 1288 & 1325 Main Street pre-application meeting
- Attended pre-application meeting for Stone Mountain Pet Lodge
- Attended pre-application meeting for Lexington Assemblage project
- Attended pre-application meeting for Watermark Phase 2

MEMORANDUM
Rice Creek Watershed District

To: Board of Managers

Date: May 15, 2019

From: Lauren Sampedro

Subject: District Technician Report (April 17, 2019-May 15, 2019)

Highlights from Preceding Month

- ✓ Attended a site visit for a potential Master Water Steward capstone project on April 19th.
- ✓ Attended an all staff retreat on April 30th.
- ✓ Attended the CAC meeting on May 1st.
- ✓ Received a final draft local water management plan from the City of Forest Lake on May 1st that addressed comments from the April 24th Board Meeting.
- ✓ Worked with the Cities of New Brighton, Shoreview, and Fridley on Met. Council Stormwater Grant quarterly reports, including one payment request, and submitted the quarterly reports and payment request to the Met. Council.
- ✓ Completed a review of the City of Birchwood Village's draft 2040 Comprehensive Plan and draft local water management plan and submitted comments on May 3rd.
- ✓ Attended a White Bear Lake neighborhood meeting for property owners interested in the City's street reconstruction raingarden program on May 7th.
- ✓ Attended Board Meeting on May 8th to recommend approval of the City of Forest Lake's local water management plan.
- ✓ Completed a review of the City of Mounds View's draft local water management plan and submitted comments on May 8th.
- ✓ Continued gathering data for the 2018 MPCA MS4 Annual Report and began the notice for the annual SWPPP meeting.
- ✓ Attended a University of MN Regulatory Enforcement training on May 9th.
- ✓ Attended a University of MN Stormwater Bmp Maintenance recertification class to renew stormwater bmp certification on May 14th.
- ✓ Continued reviewing the City of Grant's draft local water management plan.
- ✓ Assisted Kyle Axtell with Urban Stormwater Remediation Cost Share program.
- ✓ Continued coordination of the District's Water Quality Grant Program with conservation staff.
- ✓ Worked with three 2019 Master Water Stewards on capstone projects and next steps.
- ✓ Attended all staff meeting on May 13th.

MEMORANDUM

Rice Creek Watershed District

To: Board of Managers

Date: May 15, 2019

From: Beth Carreño

Subject: Communications and Outreach Efforts – (4/18/19 – 5/15/19)

This was another busy month. I was pleased to be able to support many of our partners with materials and volunteers for their Earth Day events and other water-based messaging needs. I also led the staff retreat, co-facilitated the May TAC meeting, and co-presented on two of the District's projects at the 2019 Water Summit. The annual report was submitted to BWSR before the deadline.

- Assisting District Administrator with priority tasks
 - Continued to assist with communication for legislative purposes and MAWD; developed materials for multiple meetings and communications with legislators and other stakeholders
 - Began planning for an additional intern for winter /spring 2020 to support the communications and outreach program for summer 2020 planning and the legislative session
 - Evaluating the District website effort and whether or not the website redevelopment would begin in 2019 (after completion of the watershed management plan) or be pushed into 2020
 - Assisted with components of BWSR's Watershed Based Funding Pilot Program
 - Assisted Anoka County partners with the countywide outreach and education component
 - Assisted with the watershed management plan; co-facilitated 5/2 TAC meeting
 - Planned and facilitated the staff retreat (4/30)
 - Developed communications emails to be sent for partners
- Assisting Interim District Administrator with priority tasks
 - Assisted in writing the District Administrator position description; wrote and distributed announcement on staff changes
- Completed the Annual Report and submitted to BWSR
- Provided materials and assistance to partners for their outreach/education efforts
 - Steering committee member for the Freshwater Water Summit (development and implementation); co-presented sessions on Hansen Park and Forest Lake Stormwater Reuse Project; facilitated a lightning round general session
 - Facilitating the implementation of the Adopt a Drain program across the District and with interested partners
 - Working with communities including Blaine, Fridley, and other partners to develop and pilot outreach communication regarding targeted water quality concerns through various outreach efforts
 - Implementing community workshop schedule for 2019 based on priorities & partnerships (schedule below)
 - Participated in Planting for Clean Water: Wonderful Wetlands Workshop (in City of Hugo 4/25); this workshop can be duplicated by other District partners (including City of Blaine)
 - Working with partners to develop a workshop for churches interested in water education, water programming, and possible BMPs; assisting Christ the King Lutheran near Hansen Park as a pilot
 - Coordinated District efforts related to partner Earth Day events (providing materials, the roots display and volunteers to numerous regional activities including those taking place at Wargo Nature Center (4/20), City of Blaine (4/26), and City of Fridley (4/26 & 5/4))
 - Working with local partners to develop programming for water quality and BMPs for churches; provided materials and support for a pilot program in New Brighton
- Administration and implementation of mini-grants program
- Assisted staff & board with development of materials and presentations; communications with partners
 - Created materials for national conference tour of Brown's Preserve (5/10); shared materials upon requests after the tour

MEMORANDUM

Rice Creek Watershed District

- Discussed with staff and District Administrator adding funds to the conservation district contracts to provide for additional technical assistance dollars to allow for site visits and limited technical assistance to residents who are looking for water quality and landcare guidance but may not have projects that meet the requirements of the cost-share program; there has been an increase in requests for site visits (because of outreach successes) by people who want to make property modifications that would positively improve water quality or runoff but aren't priorities for the cost-share program; a small increase in the technical assistance contract could meet this need without sacrificing other efforts
- Working on audience-specific communications & strategies (lake associations, etc) around specific topics (PRAP, shallow lakes, stormwater ponds, milfoil hybridization)
- Coordinated a tour of Hansen Park project (Kyle Axtell led the tour)
- Working with company for completion of signs for raingardens, shoreline restorations, stormwater ponds, and general water quality projects (mini-grants); also working with partners on this project
- Assisting permitting group with communications & messaging (website, materials, etc); assisting staff with education reporting requirements for the MS4
- Continued to promote District (and partner) projects & activities on social media & other communications platforms, including partner publications & newsletters
 - Collaborating with White Bear Lake & partners on BMP / raingarden projects associated with the city's 2019 road reconstruction (landowner meeting 5/7); raingarden maintenance workshop is also being planned
- **Forest Lake Area Schools / Stormwater Reuse Project (BWSR grant)** – education component ongoing; presentation being developed for Water Summit
- **Master Water Steward Activities**
 - Working with staff and partners to support, facilitate, and promote the work of MWS
 - Assisting MWS candidates on capstone projects – multiple project ongoing
- **Citizens Advisory Committee**
 - Completed support work related to facilitating and documenting the meeting (5/1)
- **Participation in partner meetings and activities**
 - Washington County Lake Association Networking Meeting (5/13)
 - Blue Thumb –steering committee; strategic planning effort
 - Metro Watershed Partners
 - Metro Communicators CONNECT
 - Freshwater Society – working on committee to plan Water Summit
 - EMWREP – Working with partners from EMWREP and Blaine to develop a wetland workshop for homeowners
 - Anoka Education and Outreach Collaboration - serving on committee to develop and guide county-wide efforts
- **Upcoming Workshops**
 - **May 21st:** Resilient Yards Workshop – *this workshop is hosted in partnership with the City of White Bear Lake*
 - **May 30th:** Resilient Yards Workshop – *this workshop is hosted in partnership with the City of Blaine and Anoka Conservation District (outreach collaborative)*
 - **June 4th:** Turf Alternatives – *this workshop is hosted in partnership with the City of Fridley and Anoka Conservation District (outreach collaborative)*
 - **June 12th:** Resilient Yards – *this workshop is hosted in partnership with Anoka Conservation District (outreach collaborative), the City of Andover, and the Coon Creek Watershed District*
 - **June 28th:** Turf Maintenance Certification Workshop – *this workshop is hosted in partnership with Fortin Consulting, Anoka Conservation District, and the members of the Anoka outreach and education collaborative*

MEMORANDUM

Rice Creek Watershed District

- **August 21st**: Fortin Winter Maintenance Workshop
- **September 11th**: Fortin Winter Maintenance Workshop

ITEMS FOR DISCUSSION AND INFORMATION

2. June Calendar.

MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

To: RCWD Board of Managers
 From: Theresa
 Date: May 13, 2019
 Subject: Significant Dates during Month of June

Wednesday, June 5, 5:30 p.m. Citizen Advisory Committee Meeting, RCWD conference room, Board Liaison Manager Haake

Monday, June 10, 1 p.m. Board Workshop
 RCWD District Conference Room

Wednesday, June 12, 9:00 a.m. Regular Board of Managers Meeting
 at Shoreview City Hall Council Chambers

Wednesday, June 22, 9:00 a.m. Regular Board of Managers Meeting
 at Shoreview City Hall Council Chambers.

Wednesday-Friday, June 26-28 MAWD Summer Tour, Red River Valley, Moorehead

Deadline for submission of per diem claims is June 17, 2019