



1

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS

Wednesday, July 24, 2019

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

2

3

Approved Minutes

CALL TO ORDER

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

6

ROLL CALL

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

10

Absent: None

12

Staff Present: Interim District Administrator Nick Tomczik, District Technician Lauren Sampedro, Project Manager Kyle Axtell, Office Manager Theresa Stasica.

15

Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney Chuck Holtman from Smith Partners.

18

Visitors: None.

20

SETTING OF THE AGENDA

Interim District Administrator Tomczik stated that staff would suggest adding #1, 2020 Budget Update, under Items for Discussion and Information, based on Board direction from the July 22, 2019 workshop.

25

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

28

READING OF THE MINUTES AND THEIR APPROVAL

Minutes of the July 8, 2019 Workshop. *Motion by Manager Bradley Wagamon, seconded by Manager Haake, to approve the minutes as presented. Motion carried 5-0.*

32

Minutes of the July 10, 2019 Board of Managers Meeting.

Motion by Manager Bradley, seconded by Manager Haake, to approve the minutes as presented.

35

36
37 Manager Waller stated that he believes the portion of the minutes on page 3, between lines 82
38 and 87, specifically lines 86 and 87 is lacking the specific points he shared for why he voted as he
39 did. He stated that he thinks his reasons are relevant and important to the discussion.

40
41 President Preiner stated that his reasons can be inserted and the Board can vote on them at the
42 next meeting.

43
44 Manager Haake asked if Manager Waller had written out his points.

45
46 Manager Waller stated that he does have his comments in writing for insertion in the minutes.

47
48 ***Motion by Manager Haake, seconded by Manager Bradley to table the minutes of July 10, 2019***
49 ***regular meeting to allow for full comments made by Manager Waller to be included. Motion***
50 ***carried 4-0-1 (Manager Wagamon abstained due to absence).***

51
52 ***Minutes of the July 10, 2019 Workshop. Motion by Manager Bradley, seconded by Manager***
53 ***Haake, to approve the minutes as presented. Motion carried 4-0-1 (Manager Wagamon***
54 ***abstained due to absence).***

55
56 **CONSENT AGENDA**

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

60 **Table of Contents**

61 **Permit Applications Requiring Board Action**

62 No.	Applicant	Location	Plan Type	Recommendation
63 19-054	PPL Properties	Blaine	Final Site Drainage Plan	CAPROC 7 items
64				
65 19-061	Independent School District #13	Fridley	Final Site Drainage Plan	CAPROC 6 items
66				

67 ***It was moved by Manager Haake, seconded by Manager Wagamon, to approve the Consent***
68 ***Agenda item for permits 19-054 and 19-061 as outlined in the above Table of Contents in***
69 ***accordance with RCWD District Engineer's Findings and Recommendations dated July 12 & 17,***
70 ***2019, subject to CAPROC requirements contained in the Findings and Recommendations.***
71 ***Motion carried 5-0.***

72
73 **OPEN MIKE – LIMIT 12 MINUTES.** *Any RCWD resident may address the Board in his or her*
74 *individual capacity, for up to three minutes, on any matter not on the agenda. Speakers are*
75 *requested to come to the podium, state their name and address for the record. Additional*
76 *comments may be solicited and accepted in writing. Generally, the Board of Managers will not*

77 take official action on items discussed at this time, but may refer the matter to staff for a future
78 report or direct that the matter be scheduled on an upcoming agenda.
79 No Comments.

80

81 **ITEMS REQUIRING BOARD ACTION**

82 **1. Consider Board Calendar Revision.**

83 Interim Administrator Tomczik stated that at the last workshop meeting there was
84 discussion on adjusting the meeting dates in the month of November 2019 and those
85 discussion points have been included in an updated calendar for Board consideration and
86 action.

87

88 ***Motion by Manager Wagamon, seconded by Haake, to approve rescheduling their***
89 ***November 12, 2019 workshop to 1-3 p.m. Friday, November 1, 2019, at the RCWD office***
90 ***and their November 13, 2019 regular meeting to 9 a.m. Monday, November 4, 2019, at***
91 ***the Shoreview Council Chambers. Staff will change the Board's official calendar and***
92 ***complete the proper noticing. Motion carried 5-0.***

93

94 **2 Consider Revised 2019 Water Quality Grant Program Documents.**

95 District Technician Lauren Sampedro explained that the 2019 Water Quality Grant
96 Program documents have been revised consistent with the Board's direction at the July
97 8, 2019 workshop meeting. She stated that the documents have been revised with
98 assistance from legal counsel and the intent is for these documents to replace the
99 documents that were previously approved by the Board on January 23, 2019. She noted
100 that these documents will be for all new projects going forward except the projects that
101 are currently at or have already passed the design step of the process.

102

103 ***Motion by Manager Haake, seconded by Manager Bradley, to approve the revised***
104 ***Water Quality Grant Program Application and Contract and Program Guidelines***
105 ***documents as presented, and authorize staff to implement the revised documents, post***
106 ***on the District website, and disburse to the SWCDs and public. Motion carried 5-0.***

107

108 Manager Bradley explained that this decision authorized the Board to pay the contractors
109 directly rather than requiring the owners of the property to pay them and then be
110 reimbursed. He stated that this new process will be a simpler process for the clients.

111

112 **3. Consider Check Register dated July 24, 2019, in the amount of \$308,368.91 prepared by**
113 **Redpath and Company.**

114

115 ***Motion by Manager Wagamon, seconded by Manager Bradley, to approve check***
116 ***register July 24, 2019, in the amount of \$308,368.91, prepared by Redpath and***
117 ***Company. Motion carried 5-0.***

118

119

120 **ITEMS FOR DISCUSSION AND INFORMATION**

121 **1. 2020 Budget item.**

122 Interim Administrator Tomczik explained that at the July 22, 2019, the Board had a
123 number of items that they asked staff to do and noted that Office Manager Stasica was
124 distributing copies of the updated information regarding the budget. He stated that he
125 wanted to review the updated items with the Board seeking Board consensus. He stated
126 that if the Board agrees, then the intent would be to notice the public hearing that is
127 required before the budget can be adopted.

128
129 Interim Administrator Tomczik stated that the Board at the past budget meeting
130 requested staff to set a budget trajectory that would keep the fund balance within the
131 policy limits through the rotation of the Water Management Plan (WMP) years. He stated
132 that to do so staff adjusted the anticipated future WMP spending timeframes and
133 amounts to later in the ten year period, reduced project total spending and also made
134 definitive aggregate project sum allocations to key years which results in the budget being
135 consistent with the policy for the fund balance.

136
137 Interim Administrator Tomczik stated that staff has also reduced some funding in the
138 current 2020 budget in areas where staff thought there would be some flexibility. He
139 noted that the rent increase of \$12,000 was not reflected in the prior version of the
140 budget and has been included in this revised version. He explained that the Anoka Chain
141 of Lakes WMP shows a reduction of \$50,000.

142
143 Project Manager Axtell explained that there were funds that were planning for the
144 possibility of an alum treatment on Centerville Lake in the future. He stated that the
145 District still has seed money to conduct a study if needed. He noted that the other funds
146 are generally for implementation of the TMDLs. He stated that this was an area that they
147 felt could be carved back a little bit because they did not know what projects are
148 specifically in mind for these funds.

149
150 Interim Administrator Tomczik stated that there is a \$25,000 reduction for the Middle
151 Rice Creek Management project. He stated that they would still like to maintain some
152 seed money should the partners come to the Board and ask for any studies. He stated
153 that Stormwater Management Cost Share has a reduction of \$200,000.

154
155 Project Manager Axtell explained that this fund was formerly the Urban Stormwater
156 Remediation Cost Share program. He noted that historically, this program has been at
157 approximately \$300,000. He stated that the initial plan was to bump it up to \$500,000 in
158 the coming years given some of the restrictions and aspirations in the next planning cycle,
159 however staff is proposing that it remain at the \$300,000 for the coming year.

160
161 Manager Waller stated that this does not appear to be decreasing the budget from the
162 year before but just decreasing the estimated budget that was discussed earlier in the

163 year. He stated that he thinks this is an important clarification for the public to be aware
164 of because it is just not moving forward as aggressively with budget increases.

165
166 Interim Administrator Tomczik stated that he agreed this was true. He, however, added
167 the caveat that this is a bit of apples to oranges between the past budget line items and
168 the current budget going into the WMP. He reiterated that the reductions that he is
169 stating are simply changes from the last budget for 2020 that the Board had previously
170 reviewed.

171
172 Manager Waller stated that he feels it is important to distinguish between the
173 conversations about the budgets between the ten-year plan and the next year. He stated
174 that this distinction is fairly easy to see on paper but may not be as easily discernable from
175 discussions.

176
177 Manager Bradley stated that early on in the process there is a possibility for BWSR to
178 double last year's grant money that is available which would essentially replace the
179 money that the Board is talking about taking out of the budget.

180
181 President Preiner asked if the BWSR money would really be replacing the money in the
182 budget.

183
184 Manager Bradley stated that it would augment the money that the Board is taking out.

185
186 Interim Administrator Tomczik stated that the next reductions are for \$50,000 from the
187 Southwest Urban Lakes Implementation and \$50,000 from the Clear Lake WMP.

188
189 Project Manager Axtell noted that this is similar to Golden Lake and Silver Lake as far as
190 implementation areas in our CIP. He noted that in the new watershed plan there are not
191 large amounts of funds in those project areas. He stated that the District has spent a lot
192 of money in the Clear Lake area in the last decade so this really just represents the District
193 taking a break there but noted that there is still funding identified in the 2020 WMP for
194 Clear Lake.

195
196 Interim Administrator Tomczik stated that the funding level does allow staff to respond
197 in some way should someone come to the District and there is not full project level
198 funding proposed. He stated that this will allow staff to say that the District is anticipating
199 funding for upcoming years because the District is planning for these potential future
200 activities.

201
202 Manager Waller asked if he was trying to say that staff has put a marker in the long term
203 WMP.

204

205 Interim Administrator Tomczik agreed that this was correct. He stated that the Board has
206 things that they want to accomplish for the citizens in the District all of which cannot be
207 accomplished in a single year, so they have been spread out and the hope is that
208 eventually they will be accomplished. He stated that there is a proposed reduction of
209 \$55,000 in Stormwater Master Planning and a reduction of \$60,000 for Ditch and Creek
210 Maintenance RCD-4 repair. He clarified that this did not mean that the District's intention
211 was to do nothing, but that it likely would be further in the future than 2020. He stated
212 that the next proposed reduction is \$25,000 for Lake and Stream Management, Curly-Leaf
213 Pondweed Management. He explained that the total proposed reductions are at
214 \$503,000 from the previous preliminary budget that the Board had reviewed and noted
215 again that this number included the \$12,000 rent increase.

216
217 President Preiner asked if the District had received the signed rental information back.

218
219 Interim Administrator Tomczik stated that they have received a response and are working
220 out the final details of the lease prior to signature.

221
222 Interim Administrator Tomczik stated that the only other thing to discuss is the public
223 notice document found on the last page of the packet that would be published in the
224 papers detailing the public hearing information. He stated that there did not need to be
225 a formal motion if there was consensus of the Board for the stated changes and to publish
226 the public hearing information.

227
228 ***There was a consensus of the Board for the budget changes and to schedule the public***
229 ***hearing on August 28, 2019 and publish the appropriate notifications.***

230
231 Manager Haake suggested that the Board keep the budget packet information for the
232 public hearing, so additional copies do not have to be made.

233
234 Manager Bradley stated that he wanted to acknowledge staff's efforts to get these budget
235 revisions made in such a timely fashion.

236
237 **2. District Engineer Update and Timeline.**

238 No comments.

239
240 **3. Managers Update.**

241 Interim Administrator Tomczik stated that he is hoping for good open discussion with the
242 Board as we move through this transition process and encouraged them to call him with
243 questions or concerns. He stated that it is helpful to him if there is a concern about staff
244 duties and obligations that they are undertaking on behalf of the Board that managers
245 contact him so he can assist in managing staff productivity. He noted the importance of
246 everyone being on the same page and that it be kept consistent with the Board's

247 direction. He stated that he is open to getting this communication via e-mail as long as
248 everyone is cognizant of the open meeting laws.

249
250 President Preiner confirmed that Interim Administrator Tomczik was asking that the
251 Board go through him and then he will go to the staff.

252
253 Interim Administrator Tomczik stated that is correct and if staff is taking on a task that is
254 consistent with Board action, he would like to know if there is a concern and believes that
255 it will help everyone stay on the same page.

256
257 Manager Wagamon stated that he thought this was already the rule.

258
259 Interim Administrator Tomczik stated that he does not believe that this is an adopted
260 policy of the Board but feels that it is certainly a good practice and believed consistent
261 with the past administrator's request. He stated that he would like communication
262 basically to come from the Board, to him, and then to staff.

263
264 Interim Administrator Tomczik noted that the calendar in the packet was obsolete but the
265 Board was provided with a new up to date version that has handed out prior to this
266 meeting. He noted that the Special Board Meeting on August 7, 2019 at 9:00 is where the
267 Board will talk about the WMP and its noting and will be held at the District office and not
268 the Shoreview Council chambers.

269
270 President Preiner stated that at the August 12, 2019 workshop meeting the Board will
271 also get instruction about the new remote participation system and how it can be used.

272
273 Manager Waller stated that he attended the Forest Lake planning session and noted that
274 while it did not get very technical it was an interesting meeting to watch the process.

275
276 President Preiner noted that this was in relation to the five year strategic plan and feels
277 the time to meet with them regarding some of the technical details of water issues and
278 things that pertain to the District is later in the process.

279
280 Manager Haake stated that the job opening for the District Administrator has been
281 officially published.

282
283 **ADJOURNMENT**
284 ***Motion by Manager Haake, seconded by Manager Wagamon, to adjourn the meeting at 9:29***
285 ***a.m. Motion carried 5-0.***
286