



RAMSEY-WASHINGTON
METRO WATERSHED DISTRICT

September 2022 Board Packet

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Agenda

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Regular Board Meeting Agenda

Wednesday, September 7, 2022

6:30 PM

This month's meeting will be held at the District office (2665 Noel Drive, Little Canada, MN) but also via the video conferencing platform Zoom. Board members, staff, consultants, and general public will be able to join in person OR via video and/or phone. In order to continue to be sensitive to the COVID-19 pandemic, we may need to limit the number of public in the board room. The public will be able to listen to meeting but not participate with the exception of the visitor comments portion of the agenda. Instructions for joining in on the Zoom meeting can be found after the agenda.

1. Call to Order – 6:30 PM
2. **Approval of Agenda (pg. 3)**
3. **Consent Agenda: To all be approved with one motion unless removed from consent agenda for discussion.**
 - A. Approval of Regular Meeting Minutes August 3, 2022 (pg. 7)
 - B. Treasurer's Report and Bill List (pg. 16)
 - C. Permit Program
 - i. 22-24 Impact Apartments, Oakdale (pg. 29)
 - D. 2022 Targeted Retrofit Projects – Change Order No. 3 (pg. 37)
4. Visitor Comments (limited to 4 minutes each)
5. Permit Program
 - A. Applications
 - i. 22-25 Xcel Energy Maplewood Gas Plant, Maplewood (pg. 44)
 - B. Enforcement Action Report (pg. 56)
6. Stewardship Grant Program
 - A. Applications – NONE
 - B. Budget Status Update (pg. 60)
7. Action Items
 - A. **2023 Preliminary Budget and Levy Public Hearing (pg. 62)**
 - i. **Approval of 2023 Preliminary Budget and Levy Certification to Ramsey and Washington Counties – Resolution 22-01 (pg. 63)**
8. Attorney Report
9. Board Issues, Policies and Operation (for discussion at meeting)
 - A. Action Log: Additions, Deletions, Purpose
 - B. Board Member Roles and Responsibilities
10. New Reports and/or Presentations
 - A. NONE
11. Administrator's Report (pg. 83)
 - A. Meetings Attended
 - B. Upcoming Meetings and Dates
 - C. Ongoing Project Update
 - D. MAWD Items for Discussion

12. Project and Program Status Reports (*pg. 114*)
 - A. Interim Emergency Response Planning
 - B. Kohlman Creek Flood Risk Feasibility Study
 - C. Kohlman Creek/Wakefield Lake Diversion Feasibility Study
 - D. County Ditch 17 Improvements Feasibility Study
 - E. Phalen Village Feasibility Study
 - F. Ames Lake Area Flood Risk Reduction Planning Study
 - G. Owasso Basin/North Star Estates Improvements
 - H. Double Driveway Pond Optimization Study
 - I. Carver Ponds Improvement Study
 - J. South Metro Mississippi River TSS TMDL
 - K. Annual Water Quality Report Assistance
 - L. Kohlman Permeable Weir Test System
 - M. Shallow Lake Aeration Study
 - N. Target Store Stormwater Retrofit Projects
 - O. Targeted Retrofit Projects
 - P. Stewardship Grant Program – Street Sweeping
 - Q. Woodbury Target Stormwater Retrofits
 - R. Lake Emily Subwatershed Regional BMP
 - S. Beltline Five Year Inspection
 - T. District Inspection Standardization
 - U. CIP Maintenance and Repair Project 2022
 - V. Natural Resources Program Update
 - W. Public Involvement and Education Program Update
 - X. Communications Program and Website Update
13. Manager Comments and Next Month's Meeting
 - A. Board Action Log (*pg. 134*)
14. **Adjourn**



RAMSEY-WASHINGTON

METRO WATERSHED DISTRICT

NOTICE OF BOARD MEETING

Wednesday, September 7, 2022

6:30 PM

Hybrid Meeting: In-Person and Web Conference

This month's meeting will be held at the District office (2665 Noel Drive, Little Canada, MN) AND via the video conferencing platform Zoom. Board members, staff, consultants, and general public will be able to join in person OR via Zoom. In order to continue to be sensitive to the COVID-19 pandemic, we may need to limit the number of public in the board room area. The public will be able to listen to meeting but not participate with the exception of the visitor comments portion of the agenda. Visitor comment may be given in person or via Zoom. Instructions for joining in on the Zoom meeting can be found below.

To access the meeting via webcast, please use this link: <https://us02web.zoom.us/j/89260806129?pwd=eGd5QUQzK3ZtbWU1M3loVGxPdGk0dz09>

The meeting room will open at 6:20 pm with the meeting starting at 6:30 pm. To connect to audio you may choose to use your computer audio options or you may use your mobile device to call. The phone access number is **(312) 626-6799**. The Meeting ID is **892 6080 6129**. The meeting password is **048418**. If you have any questions, please contact Tina Carstens at tina.carstens@rwmwd.org.

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Consent Agenda

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**Ramsey-Washington Metro Watershed District
Minutes of Regular Board Meeting
August 3, 2022**

The Regular Meeting of August 3, 2022, was held at the District Office Board Room, 2665 Noel Drive, Little Canada, Minnesota, and via Zoom web conferencing, at 6:30 p.m. A video recording of the meeting can be found at <https://youtu.be/bX8LW4DzNB8>. Video time stamps included after each agenda item in minutes.

PRESENT:

Larry Swope, President
Dianne Ward, Vice President
Val Eisele, Treasurer
Matt Kramer, Manager

ABSENT:

Dr. Pam Skinner, Secretary

ALSO PRESENT:

Tina Carstens, District Administrator
Brad Lindaman, Barr Engineering
Greg Williams, Barr Engineering
Dave Vlasin, Project Coordinator

Paige Ahlborg, Project Manager
Nicole Soderholm, Permit Inspector
Laurann Kirschner, Attorney for District
Bill Bartodziej, Natural Resource Specialist

1. CALL TO ORDER

The meeting was called to order by President Swope at 6:30 p.m.

2. APPROVAL OF AGENDA

Motion: Manager Eisele moved, Manager Kramer seconded, to approve the agenda as presented.

A roll call vote was performed:

Manager Ward	aye
President Swope	aye
Manager Eisele	aye
Manager Kramer	aye

Motion carried unanimously.

3. CONSENT AGENDA (0:35)

- A. Approval of Minutes from July 6, 2022
- B. Treasurer's Report and Bill List
- C. Permit Program
 - i. 22-20; Hawkins Terminal Improvements, St. Paul
 - ii. 22-21; Lapham-Hickey Steel Addition, Little Canada
 - iii. 22-23; Shoreview Deluxe Redevelopment Phase I, Shoreview
- ~~D. 2022 Targeted Retrofit Projects – Change Order No. 2~~

President Swope requested to remove Item D from the Consent Agenda.

Motion: Manager Eisele moved, Manager Ward seconded, to approve the consent agenda as amended.

Further discussion: Manager Ward referenced Item C.ii and asked if the review of the permit took into account the flood issues the Board has been discussing. She noted that this is a high priority area for flooding and a large project. Nicole Soderholm stated that this project was reviewed for volume and rate control and additional flood storage was not identified on the property. She stated that with the expansion there was not much room left to provide a regional benefit. She noted that the rate control requirements for the site will be met. She stated that staff does continue to look proactively but did not see a regional benefit that could be provided on this site.

Manager Eisele asked if any of the water seeped into the location in 2016. Nicole Soderholm stated that she is unaware of any issues. Brad Lindaman stated that he is also unaware of any site in that area that experienced flooding during that wet year.

A roll call vote was performed:

Manager Ward	aye
Manager Kramer	aye
Manager Eisele	aye
President Swope	aye

Motion carried unanimously.

D. 2022 Targeted Retrofit Projects – Change Order No. 2

President Swope noted that the Financial Implications section in the cover letter should be “increase the total contract price” not “decrease.”

President Swope referenced the increase in project cost and the impact on the bid results. He asked if the item that caused the overspend would have been unknown to anyone or whether another bidder could have been aware of that overage. Brad Lindaman replied that it is his understanding that because of the permitting requirements of the City of Saint Paul, a need to use a contractor on the approved list was triggered. He stated that perhaps a contractor could have read into those permit/contract requirements but noted that would have required a lot of digging early in the process. He noted that any of the contractors would have had to meet those same requirements and therefore it was not specific to this contractor and would have been an additional charge to any of the bids.

President Swope asked what would happen if one bidder were to include that cost in their bid and the low bidder did not. Brad Lindman noted that the final increase in project cost will be less due to items being removed during construction.

Laurann Kirschner stated that the threshold question would be whether the other bidders included that permit requirement cost in their bid. She stated that the contract documents do place the burden to secure permits on the bidder. She stated that there is not a legal requirement that would prohibit the District from continuing on this contract.

Brad Lindaman provided additional clarification on the permit requirements and responsibility.

President Swope commented that he agrees to proceed.

Dave Vlasin provided additional details on the short list of contractors allowed to complete this type of work in Saint Paul and that process.

Motion: Manager Eisele moved, Manager Kramer seconded, to approve the 2022 Targeted Retrofit Projects – Change Order No. 2.

A roll call vote was performed:

Manager Eisele	aye
Manager Kramer	aye
Manager Ward	aye
President Swope	aye

Motion carried unanimously.

4. VISITOR COMMENTS (15:03)

No comments.

5. PERMIT PROGRAM (15:11)

A. Applications – See Consent Agenda

B. Monthly Enforcement Report

During July, six notices were sent to address: install/maintain inlet protection (2), install/maintain perimeter control (3), and install stabilization (1).

President Swope stated that he would like additional detail on the residential permit, such as whether it was for a driveway or rain garden. Nicole Soderholm stated that typically those are shoreline permits as the District rules are otherwise not triggered. She confirmed that a short statement could be added going forward.

Manager Eisele referenced previous discussion where it was requested to have past permits more easily searchable and asked if that had been done. Tina Carstens noted that the information is available on the map and commented that staff will ensure the managers have access to that.

6. STEWARDSHIP GRANT PROGRAM (17:58)

A. Applications - None

B. Budget Status Update

President Swope asked for details on the consulting fees. Paige Ahlborg provided additional details on those fees for the design work, inspections, and close out of permits. She noted that Barr Engineering also reviews projects over \$50,000.

Manager Eisele stated that it appears they are above the 50 percent point and asked if there are any concerns with running out of funds before the end of the year. Paige Ahlborg stated that although the funds were going quickly in the first part of the year, she does not have concerns at this time. She noted that there are no larger projects in the timeline for this year.

7. ACTION ITEMS (19:45)

None.

8. ATTORNEY REPORT (19:51)

Laurann Kirschner provided details on the case from the Supreme Court the previous week related to watershed laws. She stated that it was determined that Anoka County did not follow the proper procedure for appointing a member to the watershed organization. She commented that MAWD will most likely provide input and guidance on appointments to the counties in the future. She highlighted activities she worked on for the District in the past week.

9. BOARD ISSUES, POLICIES, AND OPERATION (FOR DISCUSSION AT MEETING) (26:33)

A. Board Action Log; Additions and Deletions

Manager Ward suggested West Vadnais Lake and the Ponds of Battle Creek be added to the action log.

Tina Carstens stated that those items are already ongoing, and it was her understanding that the action log is meant to track future items.

President Swope believed that the land acquisition policy should be added to the log as it will continue to be worked on but is not front and center. Tina Carstens noted that she has included that item on her ongoing list under the Administrator's Report.

President Swope commented that he would like to see the lake level integration page on the list. Tina Carstens clarified that is not a Board action, but a staff action and is tracked in the communications program report each month.

B. West Vadnais Lake Next Steps

President Swope asked if there is an update prior to the Board making a motion to authorize the Administrator to move ahead. Tina Carstens stated that she met with BWSR today and they went through the petition process with her. She stated that she will bring a petition forward to the Board for action, but the Board could make a motion to direct staff to move forward with that petition process.

Motion: Manager Eisele moved, Manager Ward seconded, to authorize the Administrator to move forward with the petition process.

Further discussion: Tina Carstens reviewed the steps that would be completed in the petition process.

Manager Eisele asked who would make the public notice. Tina Carstens replied that BWSR would release the public notice. She noted that preapprovals have already been gained from the cities and watershed and therefore BWSR does not anticipate that this would be controversial.

Manager Ward asked how often boundary changes are considered by BWSR. Tina Carstens replied that only a few changes are done per year.

A roll call vote was performed:

Manager Eisele	aye
Manager Kramer	aye
Manager Ward	aye
President Swope	aye

Motion carried unanimously.

C. Ponds of Battle Creek Golf Course Update and Land Acquisition and Use Policy

Tina Carstens noted that she has not spoken with anyone about the Ponds of Battle Creek since the last meeting. She stated that staff is still researching data for the potential policy.

Manager Eisele stated that really likes the wetland rules and comparison and contrast pieces. He asked if the land use policy would be influenced by any of those policies. Tina Carstens stated that there is a lot that could come from each of those processes.

D. Letter from LEAP Tour Participant and Fall Board Tour Ideas

President Swope commented that the letter was excellently written. He stated that perhaps this would be a good opportunity to see some of these projects. He suggested that the Board provide suggestions of places they would like to see on a Board tour. He suggested Aldrich Arena, the Beltline, completed Target retrofit sites, and the Keller and Phalen weirs.

Tina Carstens provided background information on previous Board tours and sites that were visited. She noted that typically some of the larger project sites are chosen as well as some of the LEAP sites. She recognized that there is a time constraint and not every site can be visited.

Manager Eisele stated that he drove past a few permit sites and found it informative.

President Swope agreed that it is helpful to see what project sites actually look like.

Tina Carstens stated that typically the tour would be held in September and welcomed the Board to send in any requests.

President Swope asked the number of people that went on the LEAP tour. Tina Carstens estimated 20 to 25 people.

10. NEW REPORTS AND/OR PRESENTATIONS (44:23)

A. Wetland Management Roles of Other Watershed Management Organizations

Manager Eisele asked if staff looked at the types of projects that came from enforcement of policies from other organizations. Greg Williams, Barr Engineering, stated that he looked at the CIP to determine the projects slated to be completed but did not follow up to determine if the actual projects were completed. He noted that within the CIP the projects are called wetland restoration and provided additional details noting that the majority of those projects aimed to reduce phosphorus loading downstream.

President Swope commented that this is a great report. He stated that he was struck by certain factors that would support a more robust policy. He stated that it appears different tips can be gained from each entity to help craft a policy.

Manager Eisele stated that this made him consider what made the entity create a unique policy for wetlands and whether there are the same triggers within this district.

President Swope commented that he believes that the District would also have its own unique characteristics to take into consideration when developing a policy. He noted that part of this would be management of existing wetlands as well as what could be done proactively going forward.

Tina Carstens stated that restoration sites do not qualify for BWSR banking but could qualify under different District standards.

President Swope commented that he would prefer to see restoration of wetlands in the District boundaries rather than the purchase of credits outside of the District. Tina Carstens noted that the BWSR and WCA requirements would still need to be met as well.

Tina Carstens asked for input from the Board on what would be helpful to include or items that may be of more interest.

President Swope stated that he would be more interested in hydrological change as well as bounce and inundation standards.

Greg Williams stated that hydrological standards related to bounce and inundation are applicable at the time of development review and intended to mitigate the impact to development downstream. He explained that a permitted project would need to demonstrate that their project would not increase the water surface elevation for an unreasonable amount of time or increase runoff. He provided additional details on the standards used by other water management entities.

Manager Eisele stated that there has been some wetland flooding and did not see anything that stood out for flood reduction in a policy outside of the permitting requirements. Greg Williams stated that the regulations would apply whether or not there is floodplain mapped. He stated that there is a section that references how managed water bodies are defined but did not find anything in terms of policy related to water quantity concerns for wetlands that would arise under natural conditions and not as an impact of a new permit. He stated that the RWMWD plan includes a statement that when those water bodies are defined, they will be managed differently than other managed water bodies but the plan is not specific on how those activities are different.

Tina Carstens referenced Capitol Region that has very few wetlands and therefore their rules are very stringent.

Manager Eisele acknowledged that motivation was part of his question as to how the policies are developed by other entities. Tina Carstens noted that different entities function differently because of the size or classification (WMO versus District).

Greg Williams agreed with the statement related to Capitol Region noting that they prioritize sites based on the preservation of the limited wetlands as well as the history of the wetlands for sites that have potential for restoration. He noted that even if it is not included in the CIP for an entity, most have identified sites that could have restoration opportunities.

Brad Lindaman asked if those districts are being more opportunistic or whether funding had been allocated through their CIP program. Greg Williams stated that only two organizations had detailed projects within their CIP, noting that one of the project benefits was more to address local flooding. He commented that most were opportunistic, and the policies left the opportunity open without funding allocated.

Tina Carstens stated that staff spoke with Capitol Region in their creek daylighting project and wetland restoration projects, noting that the intention is to bring back some of the lost acreage within that watershed.

Nicole Soderholm commented that Capitol Region is a very urban area and bringing back these natural spaces is part of their equity and engagement process. She stated that watershed looks very different, as RWMWD has hundreds of wetlands whereas Capitol Region is a very different landscape.

President Swope asked if the workshop would be the next step in this process. Greg Williams confirmed that would be the next step in the scope summary.

B. 2023 Budget Planning Discussion

Tina Carstens provided a summary of the information included in the Board packet. She noted that staff starts high with their projections and then solicits the input of the Board in order to make desired refinements. She noted that as the process moves forward there will be more solid numbers for carryover on items and how that impacts the proposed budget and levy. She stated that if there were any significant changes as a result of this discussion,

she would make those and then send the proposed budget to the cities in order to receive comments and feedback prior to the September meeting at which time the Board would consider a preliminary budget and levy to be certified to the County.

President Swope asked the status of the proposed levy with this draft budget. Tina Carstens replied that the levy is proposed at a 12 percent increase at this time.

President Swope recognized that with inflation, it would be hard to avoid a levy increase but noted that he would prefer a target of five to eight percent for the levy. He was unsure if that would be high enough for the needs of the District. Tina Carstens stated that in discussions with other entities, it does sound like the range is currently between five to ten percent.

Manager Ward referenced some items that need to be planned for in order to ensure costs are covered. She suggested that the Double Driveway project come from contingency funds. She stated that the Board currently does not have a land acquisition policy but may have a one-time opportunity. Tina Carstens confirmed that project could be funded through the contingency fund, and it would still leave a healthy balance.

Manager Eisele asked how the incorporation of West Vadenais would impact the budget and whether that has been planned for. Tina Carstens confirmed that has been budgeted for noting that the funds for that lake would come from the lakes/TMDL line item.

Manager Eisele asked if there is a purposeful way wetland items can be planned for, noting the previous agenda item discussion. Tina Carstens stated that there is a wetland restoration project fund with a balance of \$500,000 which would be enough to move forward.

President Swope commented that it would seem the money in the budget for West Vadenais is not for cleaning it up. Tina Carstens confirmed that to be true, noting that the funds allocated in the budget would be used to determine what should be done. She explained the process that would be followed in order to develop an implementation plan.

Brad Lindaman provided additional details on the Double Driveway project, which would potentially be linked to another project that would occur in that area to increase the benefit.

President Swope stated that he noticed the 694 project was not listed. Tina Carstens noted that if that project were to move forward it would not be for another two years. Brad Lindaman provided additional details and noted that project is not guaranteed.

President Swope referenced a resiliency study and asked for additional details. Tina Carstens noted that would look at areas not tributary to the Beltline. She noted that about 75 percent of the district was covered in the Beltline study, and this would provide similar data for the remainder of the district.

President Swope referenced debt items and asked when those would be paid off. Tina Carstens stated that the Beltline from 2016 was a 20 year note but advised that the Maplewood Mall item had a shorter term and should be paid off in the next few years.

Manager Eisele suggested splitting the cost of the Double Driveway, using half of the funding from contingency. Tina Carstens replied that she does not have an issue with moving the double driveway project to be funded through contingency.

Manager Ward suggested putting an item in the budget for land acquisition. Tina Carstens stated that she would be unsure how to reflect that item in the budget. Manager Ward was also unsure. Tina Carstens stated that it

would be hard to place a budget number in for the potential levy without having the item in the District plan. Manager Ward suggested using only a portion of contingency funds for the Double Driveway project and leaving the remainder in that fund that could be used for things such as land acquisition.

Manager Eisele agreed there are a lot of variables for land acquisition such as the type of acquisition and whether there are other partners involved.

Tina Carstens recognized that there have been discussions about a certain property but would be uncomfortable putting that in the budget. She stated that perhaps staff could develop a ballpark figure, but for the purposes of going to the cities and counties for comment those entities do not go into depth into the pots of money used. She noted that they focus more on projects and project areas. She stated that in her September presentation she will show the impact to homes as a result of different levy percentages, noting that there are only small differences.

11. ADMINISTRATOR'S REPORT (1:36:30)

A. Meetings Attended

No comments.

B. Upcoming Meetings and Dates

Tina Carstens highlighted upcoming meetings and MAWD events and meetings.

C. Ongoing Project Update

No comments.

D. West Vadnais Lake Boundary Change Update

No comments.

E. MAWD Summer Tour Information

Tina Carstens noted that she will be attending and can provide a report to the Board.

12. PROJECT AND PROGRAM STATUS REPORTS (1:41:30)

- A. Interim Emergency Response Planning
- B. Kohlman Creek Flood Risk Feasibility Study
- C. Kohlman Creek/Wakefield Lake Diversion Feasibility Study
- D. County Ditch 17 Improvements Feasibility Study
- E. Phalen Village Feasibility Study
- F. Ames Lake Area Flood Risk Reduction Planning Study
- G. Owasso Basin/North Star Estates Improvements
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- T. Beltline Five Year Inspection
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- V. CIP Maintenance and Repair Project 2022
- W. Natural Resources Program Update
- X. Public Involvement and Education Program Update
- Y. Communications Program and Website Redesign Update

Manager Eisele asked when the meeting would be held with the city related to North Star Estates. Brad Lindaman stated that meeting has not yet been scheduled but stated that staff is prepared to have that meeting.

President Swope referenced Item A and asked for input on the response of the cities. Tina Carstens replied that there is a lot that goes on with the emergency response plans that the cities are unsure of. She stated that the City Councils need to define the responsibilities of the city. She stated that the District has helped to provide materials (bags and sand) but has not helped pay for manpower. She stated that the emergency response plans are not deployed that often but recognizes that staffing is always a concern for emergency response.

Manager Eisele stated that in his experience if sandbagging is required, residents are expected to provide the manpower.

President Swope referenced Item D and asked how storage would be added. Tina Carstens believed that refers to the Goodrich Golf Course area. Brad Lindaman provided additional details, noting that concepts for additional storage will be put into the model to evaluate those options.

President Swope commented that Item K seems to be long-term. Tina Carstens stated that staff has the data, it will just be a matter of putting that together.

President Swope asked if the annual water quality report would be done at the next meeting. Brad Lindaman confirmed that would be presented in the next few months.

President Swope commented that he was pleased to see the CIP project completed on time. He referenced Item O and asked if the diffusers have promoted algae growth. Bill Bartodziej explained the purpose of the diffusers and how those function, noting that algae growth has not been experienced.

13. MANAGER COMMENTS AND NEXT MONTH'S MEETING (1:48:48)

A. Board Action Log

President Swope commented that he attended the metro chapter of the Minnesota Association of Watershed Districts meeting online and noted some stormwater contingency items that were discussed. He stated that it was also mentioned that BWSR was short staffed.

Tina Carstens stated that MAWA will meet at the summer tour and will provide comments as a group about the MAWD Strategic Plan.

14. ADJOURN

Motion: Manager Kramer moved, Manager Eisele seconded, to adjourn the meeting at 8:23 p.m. Motion carried unanimously.

RWMWD BUDGET STATUS REPORT
Administrative & Program Budget
Fiscal Year 2022
8/31/2022

Budget Category	Budget Item	Account Number	Original Budget	Budget Transfers	Current Month Expenses	Year-to-Date Expenses	Current Budget Balance	Percent of Budget
Manager	Per diems	4355	\$8,500.00	-	-	959.10	\$7,540.90	11.28%
	Manager expenses	4360	4,000.00	-	-	-	4,000.00	0.00%
Committees	Committee/Bd Mtg. Exp.	4365	3,500.00	-	321.41	2,850.16	649.84	81.43%
	Sub-Total: Managers/Committees:		\$16,000.00	\$0.00	\$321.41	\$3,809.26	\$12,190.74	23.81%
Employees	Staff salary/taxes/benefits	4010	1,660,000.00	-	124,760.61	1,070,768.46	589,231.54	64.50%
	Employee expenses	4020	15,000.00	-	376.11	4,771.00	10,229.00	31.81%
	District training & education	4350	75,000.00	-	7,828.00	19,985.81	55,014.19	26.65%
	Sub-Total: Employees:		\$1,750,000.00	\$0.00	\$132,964.72	\$1,095,525.27	\$654,474.73	62.60%
Administration/ Office	GIS system maint. & equip.	4170	10,000.00	-	300.00	2,541.02	7,458.98	25.41%
	Data Base/GIS Maintenance	4171	40,000.00	-	-	98.94	39,901.06	0.25%
	Equipment maintenance	4305	3,000.00	-	-	152.69	2,847.31	5.09%
	Telephone	4310	4,000.00	-	59.34	474.72	3,525.28	11.87%
	Office supplies	4320	7,000.00	-	1,019.86	4,604.64	2,395.36	65.78%
	IT/Internet/Web Site/Software Lic.	4325	75,000.00	-	6,411.80	52,009.91	22,990.09	69.35%
	Postage	4330	3,000.00	-	143.55	962.62	2,037.38	32.09%
	Printing/copying	4335	5,000.00	-	294.00	2,968.40	2,031.60	59.37%
	Dues & publications	4338	11,000.00	-	988.00	9,069.94	1,930.06	82.45%
	Janitorial/Trash Service	4341	15,000.00	-	1,596.45	6,900.35	8,099.65	46.00%
	Utilities/Bldg.Contracts	4342	30,000.00	-	1,382.22	8,279.60	21,720.40	27.60%
	Bldg/Site Maintenance	4343	150,000.00	-	2,033.18	21,248.63	128,751.37	14.17%
	Miscellaneous	4390	5,000.00	-	-	-	5,000.00	0.00%
	Insurance	4480	55,000.00	-	12,415.00	53,156.00	1,844.00	96.65%
	Office equipment	4703	150,000.00	-	626.98	6,917.81	143,082.19	4.61%
	Vehicle lease, maintenance	4810-40	20,000.00	-	876.17	4,622.14	15,377.86	23.11%
	Sub-Total: Administration/Office:		\$583,000.00	\$0.00	\$28,146.55	\$174,007.41	\$408,992.59	29.85%
Consultants/ Outside Services	Auditor/Accounting	4110	70,000.00	-	1,813.05	47,684.99	22,315.01	68.12%
	Engineering-administration	4121	125,000.00	-	7,325.50	53,353.50	71,646.50	42.68%
	Engineering-permit I&E	4122	10,000.00	-	23.00	3,303.50	6,696.50	33.04%
	Engineering-eng. review	4123	60,000.00	-	4,520.00	49,116.50	10,883.50	81.86%
	Engineering-permit review	4124	55,000.00	-	2,635.00	31,961.50	23,038.50	58.11%
	Project Feasibility Studies	4129	410,000.00	-	46,377.88	207,599.72	202,400.28	50.63%
	Attorney-permits	4130	10,000.00	-	-	-	10,000.00	0.00%
	Attorney-general	4131	40,000.00	-	-	9,470.10	30,529.90	23.68%
	Outside Consulting Services	4160	20,000.00	-	-	-	20,000.00	0.00%
	Sub-Total: Consultants/Outside Services:		\$800,000.00	\$0.00	\$62,694.43	\$402,489.81	\$397,510.19	50.31%
Programs	Educational programming	4370	75,000.00	-	3,847.38	26,430.98	48,569.02	35.24%
	Communications & Marketing	4371	50,000.00	-	507.69	28,616.05	21,383.95	57.23%
	Events	4372	46,000.00	-	627.28	46,070.59	(70.59)	100.15%
	Water QM-Engineering	4520-30	180,000.00	-	53,696.22	141,203.48	38,796.52	78.45%
	Project operations	4650	200,000.00	-	5,143.34	117,344.29	82,655.71	58.67%
	SLMP/TMDL Studies	4661	125,000.00	-	4,776.00	13,670.00	111,330.00	10.94%
	Natural Resources/Keller Creek	4670-72	120,000.00	-	4,091.31	66,704.04	53,295.96	55.59%
	Outside Prog.Support/Weed Mgmt.	44683	57,000.00	-	-	17,369.33	39,630.67	30.47%
	Research Projects	4695	225,000.00	-	17,076.59	71,667.69	153,332.31	31.85%
	Health and Safety Program	4697	3,000.00	-	183.85	3,578.38	(578.38)	119.28%
	Sub-Total: Programs:		\$1,081,000.00	\$0.00	\$89,949.66	\$532,654.83	\$548,345.17	49.27%
GENERAL FUND TOTAL			\$4,230,000.00	\$0.00	\$314,076.77	\$2,208,486.58	\$2,021,513.42	52.21%
CIP's	CIP Project Repair & Maintenance	516	1,500,000.00	-	83,051.74	941,411.02	558,588.98	62.76%
	Targeted Retrofit Projects	518	1,500,000.00	-	150,445.37	293,669.98	1,206,330.02	19.58%
	Flood Risk Reduction Fund	520	5,200,000.00	-	1,990.59	24,817.44	5,175,182.56	0.48%
	Debt Services-96-97 Beltline/MM/Battle Creek	526	394,710.00	-	-	393,040.40	1,669.60	99.58%
	Stewardship Grant Program Fund	529	1,000,000.00	-	23,726.15	136,583.71	863,416.29	13.66%
	Wetland Restoration Projects	540	500,000.00	-	-	-	500,000.00	0.00%
CIP BUDGET TOTAL			\$10,094,710.00	-	\$259,213.85	\$1,789,522.55	\$8,305,187.45	17.73%
TOTAL BUDGET			\$14,324,710.00	\$0.00	\$573,290.62	\$3,998,009.13	\$10,326,700.87	27.91%

Current Fund Balances:

Fund:	Beginning Fund Balance @ 12/31/21	Fund Transfers	Year to date Revenue	Current Month Expenses	Year to Date Expense	Fund Balance @ 08/31/22
101 - General Fund	\$2,382,780.20	-	1,709,063.88	314,076.77	2,208,486.58	1,883,357.50
516 - CIP Project Repair & Maintenance	162,659.00	-	895,457.37	83,051.74	941,411.02	116,705.35
518 - Targeted Retrofit Projects	948,555.00	-	-	150,445.37	293,669.98	654,885.02
520 - Flood Damage Reduction Fund	3,415,744.00	-	880,045.92	1,990.59	24,817.44	4,270,972.48
526 - Debt Services-96-97 Beltline/MM/Beltline-Battle Creek Tunnel Repair	944,949.00	-	-	-	393,040.40	551,908.60
529 - Stewardship Grant Program Fund	854,750.00	-	181,199.96	23,726.15	136,583.71	899,366.25
536 - Stormwater Impact Fund	309,837.00	-	-	-	-	309,837.00
540 - Wetland Restoration Projects	498,036.00	-	-	-	-	498,036.00
580 - Contingency Fund	1,465,487.00	-	-	-	-	1,465,487.00
Total District Fund Balance	\$10,982,797.20	\$0.00	\$ 3,665,767.13	\$ 573,290.62	\$3,998,009.13	\$10,650,555.20

Ramsey Washington Metro Watershed Dist.
Check Register
For the Period From Aug 1, 2022 to Aug 31, 2022

Check #	Date	Payee ID	Invoice #	Payee	Description	Amount
EFT	08/01/22	met008	Aug 2022	MetLife-Group Benefits	Employee Benefits	\$2,013.29
EFT	08/15/22	hea002	Sep 2022	HealthPartners	Employee Benefits	12,563.83
70283	08/08/22	ada002	Aug 2022	Adam's Pest Control, Inc.	Utilities/Bldg. Contracts	172.22
70284	08/08/22	adv004	Aug 2022	Advanced Concrete Sawing, Inc.	Stewardship Grant Fund	1,150.00
70285	08/08/22	aer001	Aug 2022	Aeration Supply, Inc.	Construction Imp.-Maint & Repair	9,493.69
70286	08/10/22	lea001	Aug 2022	League of MN Cities Ins. Trust WC	Insurance Expense	12,415.00
73183	08/17/22	ada002	3506857	Adam's Pest Control, Inc.	Utilities/Bldg. Contracts	86.11
73184	08/17/22	aws001	S1335957-080122	AWS Service Center	Janitorial/Trash Service	297.07
73185	08/17/22	bat002	P53553156	Batteries Plus Bulbs	Water QM Staff-General	454.92
73186	08/17/22	cad001	18701105	Allstream	Water QM Staff-General	139.68
73187	08/17/22	cit001	007734-001/000	City of Little Canada	Utilities/Bldg. Contracts	135.03
73188	08/17/22	for001	272449-00	Forestry Suppliers, Inc.	Water QM Staff-General	80.02
73189	08/17/22	gru001	01-18524	Gruber's Power Equipment	Natural Resources Project	659.99
73190	08/17/22	hom001	9515857	Home Depot Credit Services	Events/Nat.Res./Water QM	161.62
73191	08/17/22	min008	35287	Minnesota Native Landscapes, Inc.	Construction Imp.-Maint & Repair	54.00
73192	08/17/22	nsp001	787772647	Xcel Energy	Construction-Flood/Utilities	552.41
73193	08/17/22	pre003	318912320	Premium Waters, Inc.	Utilities/Bldg. Contracts	28.00
73194	08/17/22	sai001	3596	Saint Paul Media	Communications & Marketing	50.00
73195	08/17/22	sch009	29168	Schlomka Services, LLC	Project Operations	3,300.00
73196	08/17/22	shi001	B1570082	SHI International Corp.	Office Equipment	87.00
73197	08/17/22	tec001	326277	Tech Sales Co.	Water QM Staff-General	12,285.00
73198	08/17/22	twi002	Z216002	Twin City Garage Door Co.	Bldg./Site Maintenance	1,553.14
73199	08/17/22	usb005	478901853	US Bank Equipment Finance	Printing Expense	294.00
73200	08/17/22	van001	84270	Vanguard Cleaning Systems of Minnesota	Janitorial/Trash Service	705.38
73201	08/17/22	vik001	3246825	Viking Industrial Center	Water QM Staff-General	466.41
73202	08/17/22	yam001	08/15/22	Yamaha Motorsports Marine	Water QM Staff-General	5,350.00
73203	08/30/22	abl001	21-23	Ablelight, Inc.	Dev Escrow-General	13,650.00
73204	08/30/22	ada002	3519960	Adam's Pest Control, Inc.	Utilities/Bldg. Contracts	86.11
73205	08/30/22	ahl001	Aug 2022	Paige Ahlborg	Employee Reimbursement	178.65
73206	08/30/22	att002	287256653401X08252022	AT & T Mobility - ROC	IT/Website/Water QM/Proj.Oper.	166.54
73207	08/30/22	bal002	Aug 2022	Darcy Ballantyne	Employee Reimbursement	15.44
73208	08/30/22	bar001	7/16-8/19/22	Barr Engineering	July/August Engineering Expense	144,804.97
73209	08/30/22	ber008	22-26 CS	Roxanne Berwald	Stewardship Grant Fund	2,688.81
73210	08/30/22	bro001	1531021-00	Brock White, Inc.	Natural Resources Project	49.80
73211	08/30/22	cit011	231123	City of Roseville	IT/Website/Software	6,264.21
73212	08/30/22	com004	08/16/22	Comcast	Utilities/Bldg. Contracts	81.50
73213	08/30/22	dav003	142131	Davey Resource Group, Inc.	Construction Imp.-Maint & Repair	2,913.75
73214	08/30/22	eld001	21-35 CS	Anna Eldridge	Stewardship Grant Fund	608.86
73215	08/30/22	fis002	22-19 CS	Fish & Waters Conservation Fund	Stewardship Grant Fund	2,790.00
73216	08/30/22	fit002	Aug 2022	Mary Fitzgerald	Employee Reimbursement	58.25
73217	08/30/22	gru001	01-18774	Gruber's Power Equipment	Natural Resources Project	955.59
73218	08/30/22	hom001	7013883	Home Depot Credit Services	Natural Resources/Water QM	132.30
73219	08/30/22	inn002	IN3863113	Innovative Office Solutions LLC	Office Supplies/Water QM	504.99
73220	08/30/22	int001	W22070479	Office of MN, IT Services	Telephone Expense	59.34
73221	08/30/22	lan009	1296/1342	Landbridge Ecological, Inc.	Construction/Stewardship Grant	3,968.33
73222	08/30/22	mcd001	17-04	McDonald's USA, LLC	Dev Escrow-General	10,700.00
73223	08/30/22	mel001	Aug 2022	Michelle L. Melsner	Employee Reimbursement	461.84
73224	08/30/22	min008	35434	Minnesota Native Landscapes, Inc.	Construction Imp.-Maint & Repair	21,974.00
73225	08/30/22	nsp001	Aug 2022	NCPERS Group Life Ins.	Employee Benefits	16.00
73226	08/30/22	nsp001	792190402	Xcel Energy	Proj.Oper/Bldg./Site/Water QM	1,016.94
73227	08/30/22	odl001	20-07 MTN	Kristy Odland	Stewardship Grant Fund	1,000.00
73228	08/30/22	pac001	22103382666	Pace Analytical Services, Inc.	Water QM Staff-General	19,940.05
73229	08/30/22	pit001	3105653328	Pitney Bowes Global Financial Serv LLC	Postage Expense	143.55
73230	08/30/22	put001	Aug 2022	Catherine C. Putzier	Employee Reimbursement	5.15
73231	08/30/22	qwe001	Aug 2022	CenturyLink	Project Operations	313.83
73232	08/30/22	red002	150471961	Redpath & Company	July Accounting Services	1,570.10
73233	08/30/22	res003	IN29263	Resource Environmental Solutions, LLC	Construction Imp.-Maint & Repair	12,896.46
73234	08/30/22	rmb001	B005718	RMB Environmental Laboratories	Water QM Staff-General	8,885.00

Ramsey Washington Metro Watershed Dist.
Check Register
For the Period From Aug 1, 2022 to Aug 31, 2022

Check #	Date	Payee ID	Invoice #	Payee	Description	Amount
73235	08/30/22	sca001	2750	Scales Advertising	Natural Resources Project	675.00
73236	08/30/22	sch009	29541	Schlomka Services, LLC	Project Operations-Maint & Repair	7,280.00
73237	08/30/22	sch013	Progress Pay #1	Shoreline Landscaping	Construction-Targeted Retrofit	132,046.10
73238	08/30/22	sim001	Aug 2022	Emily Simmons	Employee Reimbursement	123.28
73239	08/30/22	ske001	22-15 CS	Corinne Skellenger	Stewardship Grant Fund	294.23
73240	08/30/22	sna001	22-17 CS	Snail Lake Homeowner's Association	Stewardship Grant Fund	718.00
73241	08/30/22	sod001	Aug 2022	Nicole Soderholm	Employee Reimbursement	50.53
73242	08/30/22	til002	Jul-Aug 2022	Joseph S. Tillotson	Employee	36.22
73243	08/30/22	tim002	27543	Timesaver Off-Site Secretarial, Inc.	Committee/Board Meeting Exp.	228.75
73244	08/30/22	tro002	22-8	Cathy Troendle	Educational Program	3,847.38
73245	08/30/22	usb002	Aug 2022	U.S. Bank	Monthly Credit Card Expense	14,568.71
73246	08/30/22	usb009	20-36	U.S. Bank	Dev Escrow-General	6,390.00
73247	08/30/22	van001	Sep 2022	Vanguard Cleaning Systems of Minnesota	Janitorial/Trash Service	594.00
73248	08/30/22	voy001	8692934232235	US Bank Voyager Fleet Sys.	Vehicle Fuel	858.26
73249	08/30/22	was002	5677/5685	Washington Conservation District	Stewardship/Water QM Staff	2,831.75
Total						<u><u>\$493,990.38</u></u>
EFT	08/05/22	myp001	08/05/22	August 5th Payroll Fees	4110-101-000	73.95
EFT	08/19/22	myp001	08/19/22	August 19th Payroll Fees	4110-101-000	72.00
Dir.Dep.	08/05/22	---	Payroll Expense-Net	August 5th Payroll	4010-101-000	31,759.12
EFT	08/05/22	int002	Internal Rev.Serv.	August 5th Federal Withholding	2001-101-000	11,307.51
EFT	08/05/22	mnd001	MN Revenue	August 5th State Withholding	2003-101-000	2,029.35
EFT	08/05/22	per001	PERA	August 5th PERA	2011-101-000	6,319.13
EFT	08/05/22	emp002	Empower Retirement	Employee Def.Comp. Contributions	2016-101-000	2,420.00
EFT	08/05/22	emp002	Empower Retirement	Employee IRA Contributions	2018-101-000	400.00
Dir.Dep.	08/19/22	---	Payroll Expense-Net	August 19th Payroll	4010-101-000	31,273.66
EFT	08/19/22	int002	Internal Rev.Serv.	August 19th Federal Withholding	2001-101-000	11,206.56
EFT	08/19/22	mnd001	MN Revenue	August 19th State Withholding	2003-101-000	2,007.30
EFT	08/19/22	per001	PERA	August 19th PERA	2011-101-000	6,319.13
EFT	08/19/22	emp002	Empower Retirement	Employee Def.Comp. Contributions	2016-101-000	2,420.00
EFT	08/19/22	emp002	Empower Retirement	Employee IRA Contributions	2018-101-000	400.00
Payroll/Benefits:						<u><u>\$108,007.71</u></u>
Total						Accounts Payable/Payroll/Benefits: <u><u>\$601,998.09</u></u>

Ramsey Washington Metro Watershed Dist.
Cash Disbursements Journal
For the Period From August 1, 2022 - August 31, 2022

Date	Check #	Vendor ID	Name	Account ID	Account Description	Amount	Check Detail
08/01/22	EFT	met008	MetLife-Group Benefits	4040-101-000	Employee Benefits-General	\$2,013.29	
08/15/22	EFT	hea002	HealthPartners	4040-101-000	Employee Benefits-General	12,563.83	
08/08/22	70283	ada002	Adam's Pest Control	4342-101-000	Utilities/Bldg. Contracts	172.22	
08/08/22	70284	adv004	Advanced Concrete Sawing, Inc.	4682-529-000	Stewardship Grant Fund	1,150.00	
08/08/22	70285	aer001	Aeration Supply, Inc.	4630-516-000	Construction Imp.-Maint & Repair	9,493.69	
08/10/22	70286	lea001	League of MN Cities Ins. Trust WC	4480-101-000	Insurance-General	12,415.00	
08/17/22	73183	ada002	Adam's Pest Control	4342-101-000	Utilities/Bldg. Contracts	86.11	
08/17/22	73184	aws001	AWS Service Center	4341-101-000	Janitorial/Trash Service	297.07	
08/17/22	73185	bat002	Batteries Plus Bulbs	4530-101-000	Water QM Staff-General	454.92	
08/17/22	73186	cad001	Allstream	4530-101-000	Water QM Staff-General	139.68	
08/17/22	73187	cit001	City of Little Canada	4342-101-000	Utilities/Bldg. Contracts	135.03	
08/17/22	73188	for001	Forestry Suppliers, Inc.	4530-101-000	Water QM Staff-General	80.02	
08/17/22	73189	gru001	Gruber's Power Equipment	4670-101-000	Natural Resources Project-General	659.99	
08/17/22	73190	hom001	Home Depot			161.62	
				4670-101-000	Natural Resources Project-General		114.03
				4530-101-000	Water QM Staff-General		6.73
				4630-516-000	Construction Imp.-Maint & Repair		8.98
				4372-101-000	Events		31.88
08/17/22	73191	min008	Minnesota Native Landscapes, Inc.	4630-516-000	Construction Imp.-Maint & Repair	54.00	
08/17/22	73192	nsp001	Xcel Energy			552.41	
				4342-101-000	Utilities/Bldg. Contracts		494.41
				4630-520-000	Construction-Flood Damage		58.00
08/17/22	73193	pre003	Premium Waters, Inc.	4342-101-000	Utilities/Bldg. Contracts	28.00	
08/17/22	73194	sai001	Saint Paul Media	4371-101-000	Communications & Marketing	50.00	
08/17/22	73195	sch009	Schlomka Services, LLC	4650-516-000	Project Operations-General	3,300.00	
08/17/22	73196	shi001	SHI International Corp.	4703-101-000	Office Equipment-General	87.00	
08/17/22	73197	tec001	Tech Sales	4530-101-000	Water QM Staff-General	12,285.00	
08/17/22	73198	twi002	Twin City Garage Door Co.	4343-101-000	Bldg./Site Maintenance	1,553.14	
08/17/22	73199	usb005	US Bank Equipment Finance	4335-101-000	Printing-General	294.00	
08/17/22	73200	van001	Vanguard Cleaning Systems of Minnesota	4341-101-000	Janitorial/Trash Service	705.38	
08/17/22	73201	vik001	Viking Industrial Center	4530-101-000	Water QM Staff-General	466.41	
08/17/22	73202	yam001	Yamaha Motorsports Marine	4530-101-000	Water QM Staff-General	5,350.00	
08/30/22	73203	abl001	Ablelight, Inc.	2024-101-000	Dev. Escrow-General	13,650.00	
08/30/22	73204	ada002	Adam's Pest Control	4342-101-000	Utilities/Bldg. Contracts	86.11	
08/30/22	73205	ahl001	Pagie Ahlborg			178.65	
				4040-101-000	Employee Benefits-General		40.00
				4020-101-000	Employee Expenses-General		138.65
08/30/22	73206	att002	AT & T Mobility			166.54	
				4530-101-000	Water QM Staff-General		27.54
				4325-101-000	IT/Website/Software		54.66
				4650-101-000	Project Operations-General		84.34
08/30/22	73207	bal002	Darcy Ballantyne	4020-101-000	Employee Expenses-General	15.44	
08/30/22	73208	bar001	Barr Engineering			144,804.97	
				4121-101-000	Engineering Admin-General Fund		7,325.50
				4123-101-000	Engineering-Review		4,520.00
				4129-101-000	Project Feasability-General		5,099.00
				4129-101-000	Project Feasability-General		60.00

Ramsey Washington Metro Watershed Dist.
Cash Disbursements Journal
For the Period From August 1, 2022 - August 31, 2022

Date	Check #	Vendor ID	Name	Account ID	Account Description	Amount	Check Detail
				4129-101-000	Project Feasability-General		13,762.50
				4129-101-000	Project Feasability-General		5,418.50
				4129-101-000	Project Feasability-General		1,156.00
				4129-101-000	Project Feasability-General		1,755.00
				4129-101-000	Project Feasability-General		1,201.00
				4129-101-000	Project Feasability-General		3,437.13
				4129-101-000	Project Feasability-General		24.00
				4129-101-000	Project Feasability-General		14,464.75
				4170-101-000	GIS System Maint. & Equipment		300.00
				4520-101-000	Engineering-WQM		2,069.50
				4520-101-000	Engineering-WQM		1,523.88
				4520-101-000	Engineering-WQM		1,138.13
				4122-101-000	Engineering-Permit I&E		23.00
				4124-101-000	Engineering-Permit Review		2,635.00
				4661-101-000	SLMP/TMDL Studies		2,089.50
				4661-101-000	SLMP/TMDL Studies		24.00
				4661-101-000	SLMP/TMDL Studies		2,662.50
				4695-101-000	Research Projects-General		122.50
				4695-101-000	Research Projects-General		3,216.63
				4695-101-000	Research Projects-General		13,737.46
				4650-101-000	Project Operations-General		4,629.78
				4128-518-000	Engineering-Targeted Retrofit		136.50
				4128-518-000	Engineering-Targeted Retrofit		1,385.00
				4128-520-000	Engineering-Flood Damage		1,150.50
				4128-518-000	Engineering-Targeted Retrofit		10,751.02
				4682-529-000	Engineering-Stewardship Grant Program		9,984.00
				4128-518-000	Engineering-Targeted Retrofit		6,126.75
				4128-516-000	Engineering-Maint. & Repair		14,609.01
				4128-516-000	Engineering-Maint. & Repair		1,995.93
				4128-516-000	Engineering-Maint. & Repair		1,508.00
				4128-516-000	Engineering-Maint. & Repair		4,763.00
08/30/22	73209	ber008	Roxanne Berwald	4682-529-000	Stewardship Grant Fund	2,688.81	
08/30/22	73210	bro001	Brock White, Inc.	4670-101-000	Natural Resources Project-General	49.80	
08/30/22	73211	cit011	City of Roseville	4325-101-000	IT/Website/Software	6,264.21	
08/30/22	73212	com004	Comcast	4342-101-000	Utilities/Bldg. Contracts	81.50	
08/30/22	73213	dav003	Davey Resource Group, Inc.	4630-516-000	Construction Imp.-Maint & Rep	2,913.75	
08/30/22	73214	eld001	Anna Eldridge	4682-529-000	Stewardship Grant Fund	608.86	
08/30/22	73215	fis002	Fish & Water Conservation Fund	4682-529-000	Stewardship Grant Fund	2,790.00	
08/30/22	73216	fit002	Mary Fitzgerald	4040-101-000	Employee Benefits-General	58.25	
08/30/22	73217	gru001	Gruber's Power Equipment	4670-101-000	Natural Resources Project-General	955.59	
08/30/22	73218	hom001	Home Depot			132.30	
				4670-101-000	Natural Resources Project-General		47.40
				4530-101-000	Water QM Staff-General		84.90
08/30/22	73219	inn002	Innovative Office Solutions, LLC			504.99	
				4530-101-000	Water QM Staff-General		43.10
				4320-101-000	Office Supplies-General		461.89
08/30/22	73220	int001	Office of MN, IT Services	4310-101-000	Telephone-General	59.34	

Ramsey Washington Metro Watershed Dist.
Cash Disbursements Journal
For the Period From August 1, 2022 - August 31, 2022

Date	Check #	Vendor ID	Name	Account ID	Account Description	Amount	Check Detail
08/30/22	73221	lan009	Landbridge Ecological, Inc.			3,968.33	
				4682-529-000	Stewardship Grant Fund		1,781.25
				4630-516-000	Construction Imp.-Maint & Repair		2,187.08
08/30/22	73222	mcd001	McDonald's USA, LLC	2024-101-000	Dev. Escrow-General	10,700.00	
08/30/22	73223	mel001	Michelle Melser			461.84	
				4345-101-000	Bldg./Site Maintenance		375.00
				4020-101-000	Employee Benefits-General		86.84
08/30/22	73224	min008	Minnesota Native Landscapes, Inc.	4630-516-000	Construction Imp.-Maint. & Repair	21,974.00	
08/30/22	73225	ncp001	NCPERS Group Life Insurance	4040-101-000	Employee Benefits-General	16.00	
08/30/22	73226	nsp001	Xcel Energy			1,016.94	
				4343-101-000	Bldg./Site Maintenance		105.04
				4650-520-000	Project Operations-General		782.09
				4530-101-000	Water QM Staff-General		129.81
08/30/22	73227	odl001	Kristy Odland	4682-529-000	Stewardship Grant Fund	1,000.00	
08/30/22	73228	pac001	Pace Analytical Services, Inc.	4530-101-000	Water QM Staff-General	19,940.05	
08/30/22	73229	pit001	Pitney Bowes Global Financial Services, LLC	4330-101-000	Postage-General	143.55	
08/30/22	73230	put001	Catherine C. Putzier	4020-101-000	Employee Expenses-General	5.15	
08/30/22	73231	qwe001	CenturyLink	4650-101-000	Project Operations-General	313.83	
08/30/22	73232	red002	Redpath & Company, Ltd.	4110-101-000	Auditor/Accounting	1,570.10	
08/30/22	73233	res003	Resource Environmental Solutions, LLC	4630-516-000	Construction Imp.-Maint. & Repair	12,896.46	
08/30/22	73234	rmb001	RMB Environmental Laboratories	4530-101-000	Water QM Staff-General	8,885.00	
08/30/22	73235	sca001	Scales Advertising	4670-101-000	Natural Resources Project-General	675.00	
08/30/22	73236	sch009	Schlomka Services, LLC	4650-516-000	Project Operations-Maint. & Repair	7,280.00	
08/30/22	73237	sch013	Shoreline Landscaping	4630-518-000	Construction-Targeted Retrofit	132,046.10	
08/30/22	73238	sim001	Emily Simmons			123.28	
				4020-101-000	Employee Expenses-General		83.28
				4040-101-000	Employee Benefits-General		40.00
08/30/22	73239	ske001	Corrine Skellenger	4682-529-000	Stewardship Grant Fund	294.23	
08/30/22	73240	sna001	Snail Lake Homeowner's Association	4682-529-000	Stewardship Grant Fund	718.00	
08/30/22	73241	sod001	Nicole Soderholm			50.53	
				4040-101-000	Employee Benefits-General		40.00
				4020-101-000	Employee Expenses-General		10.53
08/30/22	73242	til001	Joseph Tillotson	4020-101-000	Employee Expenses-General	36.22	
08/30/22	73243	tim002	Timesaver Off-Site Secretarial, Inc.	4365-101-000	Committee/Board Meeting Expense	228.75	
08/30/22	73244	tro002	Cathy Troendle			3,847.38	
				4370-101-000	Educational Program-General		3,806.25
				4370-101-000	Educational Program-General		41.13
08/30/22	73245	usb002	U.S. Bank			14,568.71	
				4320-101-000	Office Supplies-General		57.16
				4650-101-000	Project Operations-General		75.97
				4342-101-000	Utilities/Bldg. Contracts		298.84
				4325-101-000	IT/Website/Software		92.93
				4365-101-000	Committee/Board Meeting Expense		60.58
				4365-101-000	Committee/Board Meeting Expense		32.08
				4372-101-000	Events		5.22
				4320-101-000	Office Supplies-General		45.14
				4320-101-000	Office Supplies-General		26.95

Ramsey Washington Metro Watershed Dist.
Cash Disbursements Journal
For the Period From August 1, 2022 - August 31, 2022

Date	Check #	Vendor ID	Name	Account ID	Account Description	Amount	Check Detail
				4320-101-000	Office Supplies-General		(1.43)
				4320-101-000	Office Supplies-General		(38.47)
				4320-101-000	Office Supplies-General		201.59
				4110-101-000	Auditor/Accounting		97.00
				4320-101-000	Office Supplies-General		89.80
				4320-101-000	Office Supplies-General		8.48
				4320-101-000	Office Supplies-General		19.79
				4670-101-000	Natural Resources Project-General		24.52
				4697-101-000	Health & Safety Program		111.50
				4697-101-000	Health & Safety Program		12.70
				4697-101-000	Health & Safety Program		8.00
				4697-101-000	Health & Safety Program		26.00
				4697-101-000	Health & Safety Program		12.95
				4697-101-000	Health & Safety Program		12.70
				4320-101-000	Office Supplies-General		11.97
				4371-101-000	Communications & Marketing		173.47
				4372-101-000	Events		17.99
				4338-101-000	Dues/Publications		112.00
				4350-101-000	Training & Education		495.00
				4350-101-000	Training & Education		215.00
				4350-101-000	Training & Education		129.03
				4670-101-000	Natural Resources Project-General		1,564.98
				4530-101-000	Water QM Staff-General		23.48
				4350-101-000	Training & Education		637.20
				4350-101-000	Training & Education		637.20
				4350-101-000	Training & Education		637.20
				4338-101-000	Dues/Publications		64.00
				4350-101-000	Training & Education		197.37
				4371-101-000	Communications & Marketing		135.00
				4372-101-000	Events		377.91
				4338-101-000	Dues/Publications		170.00
				4338-101-000	Dues/Publications		170.00
				4371-101-000	Communications & Marketing		19.99
				4338-101-000	Dues/Publications		64.00
				4338-101-000	Dues/Publications		170.00
				4338-101-000	Dues/Publications		170.00
				4350-101-000	Training & Education		605.00
				4350-101-000	Training & Education		765.00
				4350-101-000	Training & Education		765.00
				4530-101-000	Water QM Staff-General		587.90
				4338-101-000	Dues/Publications		68.00
				4350-101-000	Training & Education		495.00
				4350-101-000	Training & Education		115.00
				4350-101-000	Training & Education		605.00
				4350-101-000	Training & Education		765.00
				4350-101-000	Training & Education		765.00
				4040-101-000	Employee Benefits-General		94.95

Ramsey Washington Metro Watershed Dist.
Cash Disbursements Journal
For the Period From August 1, 2022 - August 31, 2022

Date	Check #	Vendor ID	Name	Account ID	Account Description	Amount	Check Detail
				4530-101-000	Water QM Staff-General		299.99
				4840-101-000	Miscellaneous Vehicle Expense		17.91
				4371-101-000	Communications & Marketing		22.71
				4320-101-000	Office Supplies-General		36.82
				4630-516-000	Construction Imp.-Maint & Repair		67.84
				4371-101-000	Communications & Marketing		106.52
				4650-101-000	Project Operations-General		39.42
				4530-101-000	Water QM Staff-General		39.43
				4320-101-000	Office Supplies-General		35.29
				4320-101-000	Office Supplies-General		35.98
				4703-101-000	Equipment-General		539.98
				4320-101-000	Office Supplies-General		26.96
				4372-101-000	Events		194.28
				4320-101-000	Office Supplies-General		1.94
08/30/22	73246	usb009	U.S. Bank	2024-101-000	Dev. Escrow-General	6,390.00	
08/30/22	73247	van001	Vanguard Cleaning Systems of Minnesota	4341-101-000	Janitorial/Trash Service	594.00	
08/30/22	73248	voy001	US Bank Voyager Fleet Sys.	4830-101-000	Vehicle Fuel-General	858.26	
08/30/22	73249	was002	Washington Conservation District			2,831.75	
				4682-529-000	Stewardship Grant Fund		2,711.00
				4530-101-000	Water QM Staff-General		120.75
Accounts Payable Total:						\$493,990.38	
EFT	08/05/22	myp001	Payroll Fees	4110-101-000	August 5th Payroll Fees	73.95	
EFT	08/19/22	myp001	Payroll Fees	4110-101-000	August 19th Payroll Fees	72.00	
Dir.Dep.	08/05/22	---	Payroll Expense-Net	4010-101-000	August 5th Payroll	31,759.12	
EFT	08/05/22	int002	Internal Rev.Serv.	2001-101-000	August 5th Federal Withholding	11,307.51	
EFT	08/05/22	mnd001	MN Revenue	2003-101-000	August 5th State Withholding	2,029.35	
EFT	08/05/22	per001	PERA	2011-101-000	August 5th PERA	6,319.13	
EFT	08/05/22	emp002	Empower Retirement	2016-101-000	Employee Def.Comp. Contributions	2,420.00	
EFT	08/05/22	emp002	Empower Retirement	2018-101-000	Employee IRA Contributions	400.00	
Dir.Dep.	08/19/22	---	Payroll Expense-Net	4010-101-000	August 19th Payroll	31,273.66	
EFT	08/19/22	int002	Internal Rev.Serv.	2001-101-000	August 19th Federal Withholding	11,206.56	
EFT	08/19/22	mnd001	MN Revenue	2003-101-000	August 19th State Withholding	2,007.30	
EFT	08/19/22	per001	PERA	2011-101-000	August 19th PERA	6,319.13	
EFT	08/19/22	emp002	Empower Retirement	2016-101-000	Employee Def.Comp. Contributions	2,420.00	
EFT	08/19/22	emp002	Empower Retirement	2018-101-000	Employee IRA Contributions	400.00	
Payroll/Benefits						\$108,007.71	
TOTAL:						\$601,998.09	




**Summary of Professional Engineering Services During the Period
July 16, 2022 through August 19, 2022**

	Total Engineering Budget (2022)	Total Fees to Date (2022)	Budget Balance (2022)	Fees During Period	District Accounting Code	Plan Implementation Task Number
Engineering Administration						
General Engineering Administration	\$80,000.00	\$53,353.50	\$26,646.50	\$7,325.50	4121-101	DW-13
RWMWD Health and Safety/ERTK Program	\$2,000.00	\$540.00	\$1,460.00	\$0.00	4697-101	DW-13
Educational Program/Educational Forum Assistance	\$20,000.00	\$2,847.50	\$17,152.50	\$0.00	4129-101	DW-11
Topical Workshop, Education, and Planning	\$25,000.00	\$0.00	\$25,000.00	\$0.00	4129-101	DW-13
Engineering Review						
Engineering Review	\$60,000.00	\$49,116.50	\$10,883.50	\$4,520.00	4123-101	DW-13
Project Feasibility Studies						
Interim emergency response plan funds for top priority District flooding areas	\$30,000.00	\$20,617.00	\$9,383.00	\$5,099.00	4129-101	DW-19
Groundwater/Surface Water Next Steps	\$50,000.00	\$0.00	\$50,000.00	\$0.00	4129-101	DW-10, DW-16
Hillcrest Golf Course	\$20,000.00	\$72.00	\$19,928.00	\$0.00	4129-101	DW-6
Kohlman Creek flood damage reduction feasibility study	\$75,000.00	\$5,813.50	\$69,186.50	\$60.00	4129-101	DW-9, KC-2, BELT-3
Kohlman Creek- Wakefield Lake Diversion Planning and Design	\$111,600.00	\$48,138.50	\$66,010.00	\$13,762.50	4129-101	DW-9, KC-2, BELT-3
Improvements to County Ditch 17	\$20,000.00	\$23,893.00	-\$3,893.00	\$5,418.50	4129-101	DW-9, BELT-3
Improvements to Phalen Village	\$20,000.00	\$15,438.00	\$4,562.00	\$1,156.00	4129-101	DW-9, BELT-3
Ames Lake Technical Assistance and Project Planning with St. Paul	\$25,000.00	\$16,156.00	\$8,844.00	\$1,755.00	4129-101	DW-9, BELT-3
694/494/94 WQ treatment feasibility study	\$30,000.00	\$0.00	\$30,000.00	\$0.00	4129-101	BCL-3
Double Driveway Optimization Study	\$25,000.00	\$4,310.50	\$20,689.50	\$1,201.00	4129-101	FC-2
Carver Pond Improvements Study (Fish Creek Subwatershed)	\$25,000.00	\$13,590.25	\$11,409.75	\$3,437.13	4129-101	FC-2
Evaluate compliance with South Metro Mississippi River TSS TMDL	\$30,000.00	\$2,028.00	\$27,972.00	\$24.00	4129-101	MR-2
Owasso Basin area/North Star Estates improvements (with City of Little Canada)	\$50,000.00	\$51,726.47	-\$1,726.47	\$14,464.75	4129-101	GC-3
Wetland Restoration Workshop, Education, and Planning	\$5,000.00	\$2,969.00	\$2,031.00	\$0.00	4129-101	DW-8
Contingency*	\$45,000.00	\$0.00	\$45,000.00	\$0.00	4129-101	
GIS Maintenance						
GIS Maintenance	\$5,000.00	\$854.00	\$4,146.00	\$300.00	4170-101	DW-13
Monitoring Water Quality/Project Monitoring						
Lake Water Quality Monitoring (Misc QA/QC)	\$10,000.00	\$34.50	\$9,965.50	\$0.00	4520-101	DW-2
Annual WQ Report Assistance	\$10,000.00	\$12,390.00	-\$2,390.00	\$2,069.50	4520-101	DW-2
Special Project BMP Monitoring	\$25,000.00	\$8,606.17	\$16,393.83	\$1,523.88	4520-101	DW-12
Grass Lake Berm Wetland Monitoring	\$10,000.00	\$8,847.08	\$1,152.92	\$1,138.13	4520-101	DW-5
Permit Processing, Inspection and Enforcement						
Permit Application Inspection and Enforcement	\$10,000.00	\$3,303.50	\$6,696.50	\$23.00	4122-101	DW-7
Permit Application Review	\$55,000.00	\$31,961.50	\$23,038.50	\$2,635.00	4124-101	DW-7
Lake Studies/TMDL Reports						
2022 Grant Applications	\$40,000.00	\$2,005.50	\$37,994.50	\$0.00	4661-101	DW-13
WMP Updates - Including Implementation Plan Updates if needed	\$20,000.00	\$5,138.00	\$14,862.00	\$2,089.50	4661-101	DW-13
Prioritization of water quality projects from subwatershed feasibility studies	\$5,000.00	\$864.00	\$4,136.00	\$24.00	4661-101	DW-13
Cost/Benefit Analysis of Treatment Options for Bennett and Wakefield in 2020 Internal Load Analysis	\$35,000.00	\$3,592.50	\$31,407.50	\$2,662.50	4661-101	WL-3, BeL-3
Phalen Chain of Lakes Changes in Water Quality	\$2,500.00	\$2,070.00	\$430.00	\$0.00	4661-101	DW-2, DW-12
Contingency for Lake Studies	\$22,500.00	\$0.00	\$22,500.00	\$0.00	4661-101	
Research Projects						
New Technology Mini Case Studies (average 6 per year)	\$12,000.00	\$2,934.50	\$9,065.50	\$122.50	4695-101	DW-12
Kohlman Permeable Weir Test System - Implement Monitoring Plan	\$50,000.00	\$14,645.13	\$35,354.87	\$3,216.63	4695-101	DW-12
Shallow Lake Aeration Study	\$90,000.00	\$54,088.06	\$35,911.94	\$13,737.46	4695-101	DW-12
Project Operations						
2021 Tanners Alum Facility Monitoring	\$15,000.00	\$18,657.27	-\$3,657.27	\$4,629.78	4650-101	TaL-3
Capital Improvements						
North St. Paul Target	\$160,000.00	\$157,256.30	\$2,743.70	\$136.50	4128-518	DW-6
East St Paul and North St. Paul Target Retrofit Projects	\$5,000.00	\$3,522.00	\$1,478.00	\$1,385.00	4128-518	DW-6
Ryan Drive-Keller Parkway Conveyance	\$194,000.00	\$226,267.70	-\$32,267.70	\$1,150.50	4128-520	DW-9, GC-3
2022 Targeted Retrofit Projects	\$191,000.00	\$145,109.02	\$45,890.98	\$10,751.02	4128-518	DW-6
Stewardship Grant Program: GenI BMP Design Assistance and Review (cases where Dist is approached by landowner, or landowner is not commercial, school, church).	\$75,000.00	\$26,394.31	\$48,605.69	\$9,984.00	4682-529	DW-6
Kohlman Creek Storage and Detention	\$200,000.00	\$0.00	\$200,000.00	\$0.00	4128-520	KC-2
Wetland Restoration	\$100,000.00	\$0.00	\$100,000.00	\$0.00	4128-529	DW-8
South Owasso Boulevard East WQ Pond	\$150,000.00	\$0.00	\$150,000.00	\$0.00	4128-520	GC-3
West Industrial Park Berm and associated improvements	\$150,000.00	\$0.00	\$150,000.00	\$0.00	4128-520	GC-3
Lake Emily Subwatershed Regional BMP	\$160,000.00	\$8,375.25	\$151,624.75	\$6,126.75	4128-518	LE-3
CIP Project Repair & Maintenance						
Routine CIP Inspection and Unplanned Maintenance Identification	\$125,000.00	\$55,872.22	\$69,127.78	\$14,609.01	4128-516	DW-5
Beltline 5-year Inspection	\$70,000.00	\$67,971.45	\$2,028.55	\$1,995.93	4128-516	BELT-2
District Inspection Standardization	\$34,200.00	\$31,325.76	\$2,874.24	\$1,508.00	4128-516	DW-5
2022 CIP Maintenance and Repairs	\$150,000.00	\$92,832.92	\$57,167.08	\$4,763.00	4128-516	DW-5
2023 CIP Maintenance and Repairs (planning, bidding, and project setup)	\$40,000.00	\$0.00	\$40,000.00	\$0.00	4128-516	DW-5

\$144,804.97

Barr declares under the penalties of Law that this Account,
Claim, or Demand is just and that no part has been paid.


Bradley J. Lindaman, Vice President

2022 SCHOOLS & FAITH-BASED SITES BMP RETROFITS
RAMSEY-WASHINGTON METRO WATERSHED DISTRICT
Progress Payment Application No. 1

1.	Completed to Date:	<u>\$ 146,717.89</u>	
2.	Less Previously Billed:	<u>\$ -</u>	
3.	Amount Completed This Period:		<u>\$ 146,717.89</u>
4.	Amount Previously Retained:	<u>\$ -</u>	
5.	Amount Retained This Period (See Note 1):		<u>\$ (14,671.79)</u>
6.	Total Amount Retained (See Note 2):	<u>\$ (14,671.79)</u>	
7.	Retainage Released Through This Period:		<u>\$ -</u>
8.	Less Total Retainage Remaining:	<u>\$ (14,671.79)</u>	
	Less Amounts Previously Paid		
9.	(Pay Application Nos. <u>1, 2, 3</u>)	<u>\$ -</u>	
10.	Amount Due This Period:		<u><u>\$ 132,046.10</u></u>

Note 1: At rate of 10% until Completed to Date equals 50% of current Contract Price and a rate of 0% thereafter.

Note 2: Maximum amount is 5% of current Contract Price (Original Contract Price is \$477,624.50; adjusted Contract Price to date is \$505,963.39)

SUBMITTED BY:

Name: Stephan McLafferty Date: 8/25/2022
Title: President
Contractor: Shoreline Landscaping, Inc.

Signature: 

RECOMMENDED BY:

Name: Marcy Bean Date: 8/25/2022
Title: Project Manager
Engineer: Barr Engineering Company

Signature: 

APPROVED BY:

Name: Lawrence Swope Date: _____
Title: President
Owner: Ramsey-Washington Metro Watershed District

Signature: _____

MOUNDS PARK ACADEMY

CONSTRUCTION CONTRACT AMOUNT FOR PROGRESS PAYMENT

BID TOTAL

INVOICE #3826, 8/4/2022

TOTAL COMPLETED
THROUGH THIS PERIOD

Bid Item	Description	Unit	Estimated Quantity	Unit Price	Extended Cost	Unit Price	Actual Quantity*	Extended Cost
A	Mobilization/Demobilization/Traffic Control/Erosion Control (C.0.1.B)	L.S.	1	\$5,000.00	\$5,000.00	\$26,050.00	1	\$26,050.00
B	Construction Entrance (P)	EA	1	\$1,500.00	\$1,500.00	\$1,500.00	1	\$1,500.00
C	Inlet Protection	EA	2	\$150.00	\$300.00	\$150.00	2	\$300.00
D	Tree Protection Fencing	L.F.	112	\$5.00	\$560.00	\$5.00	112	\$560.00
E	6" Sediment Control Logs	L.F.	206	\$6.00	\$1,236.00	\$6.00	245	\$1,470.00
F	Sawcut Pavement	L.F.	232	\$2.50	\$580.00	\$2.50	232	\$580.00
G	Remove and Dispose of Existing Concrete Curb and Gutter	L.F.	190	\$10.00	\$1,900.00	\$10.00	190	\$1,900.00
H	Clearing and Grubbing (P)	AC	0.5	\$13,000.00	\$6,500.00	\$13,000.00	0.5	\$6,500.00
I	Remove and Dispose of Bituminous Pavement	SY	698	\$8.00	\$5,584.00	\$8.00	698	\$5,584.00
J	Excavate, Haul, and Dispose of Materials (P)	C.Y.	10	\$25.00	\$250.00	\$25.00	10	\$250.00
K	Bituminous Wearing Course (2" Depth), Including Tack Coat	S.Y.	338	\$16.00	\$5,408.00	\$16.00	342	\$5,472.00
L	Bituminous Base Course (2" Depth)	S.Y.	338	\$16.00	\$5,408.00	\$16.00	342	\$5,472.00
M	MnDOT B612 Concrete Curb and Gutter	L.F.	152	\$48.00	\$7,296.00	\$48.00	152	\$7,296.00
N	6x12 Concrete Utility Curb	L.F.	72	\$48.00	\$3,456.00	\$48.00	77	\$3,696.00
O	Iron Enhanced Sand	C.Y.	20	\$180.00	\$3,600.00	\$180.00	20	\$3,600.00
P	4" CPEP Draintile, Perforated	L.F.	120	\$5.00	\$600.00	\$5.00	120	\$600.00
Q	6" SCH 40 PVC, Solid	L.F.	34	\$20.00	\$680.00	\$20.00	34	\$680.00
R	Planting Soil (P)	C.Y.	94	\$38.00	\$3,572.00	\$38.00	195	\$7,410.00
S	4" CPEP Draintile Cleanout	EA	3	\$150.00	\$450.00	\$150.00	3	\$450.00
T	Riprap	SF	57	\$30.00	\$1,710.00	\$30.00	57	\$1,710.00
U	Precast Stormwater Concrete Curb Inlet	EA	1	\$8,500.00	\$8,500.00	\$8,500.00	1	\$8,500.00
V	Landscape Edging	L.F.	280	\$10.00	\$2,800.00	\$10.00	280	\$2,800.00
W	Twice-Shredded Hardwood Mulch (P)	C.Y.	27	\$80.00	\$2,160.00	\$80.00	27	\$2,160.00
X	Perennial (#1 Cont.) (P)	EA	459	\$18.00	\$8,262.00	\$18.00	0	\$0.00
Y	Shrub (#2 Cont.) (P)	EA	44	\$30.00	\$1,320.00	\$30.00	0	\$0.00
Z	Deciduous Tree (#10 Cont.) (P)	EA	7	\$350.00	\$2,450.00	\$350.00	0	\$0.00
AA	Soil Loosening	SY	561	\$4.00	\$2,244.00	\$4.00	561	\$2,244.00
BB	Turf Seeding (Mn/DOT Mix#)	AC	0.1	\$6,500.00	\$650.00	\$6,500.00	0.1	\$650.00
CC	Turf Reinforcement Mat (P)	SY	30	\$12.00	\$360.00	\$12.00	30	\$360.00
DD	Painted Pavement Markings	L.S.	1	\$1,500.00	\$1,500.00	\$1,500.00	1	\$1,500.00
1.A	Parallel Pedestrian Curb Ramp w/Truncated Domes	EA	1	\$2,500.00	\$2,500.00	\$2,500.00	1	\$2,500.00
1.B	Concrete Curb and Gutter, Tipout	L.F.	30	\$48.00	\$1,440.00	\$48.00	30	\$1,440.00
1.C	Concrete Walks (C.0.1.B)	S.Y.	98	\$130.00	\$12,740.00	\$65.00	99	\$6,435.00
1.D	Decomposed Granite Surfacing (C.0.1.B)	S.Y.	42	\$180.00	\$7,560.00	\$90.00	42	\$3,780.00
1.E	Dry Placed Stone Seat Wall w/Concrete Foundation (C.0.1.B)	L.S.	1	\$39,600.00	\$39,600.00	\$0.00	0	\$0.00
1.F	4" CPEP Draintile, Perforated	L.F.	80	\$8.00	\$640.00	\$8.00	80	\$640.00
1.G	6" SCH 40 PVC, Solid	L.F.	13	\$20.00	\$260.00	\$20.00	13	\$260.00
1.H	Flagstone Surfacing	S.F.	78	\$45.00	\$3,510.00	\$45.00	78	\$3,510.00
1.I	Fine Filter Aggregate (P)	CY	2	\$120.00	\$240.00	\$120.00	2	\$240.00
1.J	Class 5 Aggregate Base	TON	12	\$90.00	\$1,080.00	\$90.00	12	\$1,080.00

C.0.1.B	Stone Outcropping	L.S.			\$11,300.00	1	\$11,300.00
C.0.1.D	Select Tree Removal	EA			\$650.00	10	\$6,500.00
C.0.1.E	Catch Basin Adjustment	LS			\$4,800.00	1	\$4,800.00
C.0.3.A	Weedy species removal	CY			\$29.00	24	\$700.00
C.0.3.B	Compactable fill	CY			\$28.50	98	\$2,793.00
C.0.3.C	Topsoil borrow	CY			\$25.00	18	\$450.00
C.0.3.D	Pollinator seed mix	LS			\$245.89	1	\$245.89
C.0.3.E	Seeding and blanketing	LS			\$400.00	1	\$400.00
C.0.3.F	Grout catch basin	LS			\$350.00	1	\$350.00

	TOTAL			BID TOTAL	\$155,406.00	TOTAL (PAY APPLICATION #1)	\$146,717.89
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* NOTE: Items noted as **BOLD** indicate a change from original bid quantities.



Invoice

Date	Invoice #
8/4/2022	3826
Contact Information	
Terms	Due Date
Net 30	9/3/2022

Ramsey Washington Metro Watershed Distric
2665 Noel Dr.
Little Canada, MN 55117

Item	Item...	Description	Qty	UofM	Rate	Amount
Construct...	A	Mounds Park Academy 2051 Larpenteur Ave E St Paul, MN	1	LS	26,050.00	26,050.00
Construct...	B	Mobilization/Demobilization /Traffic Control/Erosion	1	EA	1,500.00	1,500.00
Construct...	C	Contruction Entrance (P)	2	EA	150.00	300.00
Construct...	D	Inlet Protection	112	LF	5.00	560.00
Construct...	E	Tree Protection Fencing	245	LF	6.00	1,470.00
Construct...	F	6" Sediment Conrol Logs	232	LF	2.50	580.00
Construct...	G	Sawcut Pavement	190	LF	10.00	1,900.00
Construct...	H	Remove and Dispose of Existing Concrete Curb and Gutter	0.5	AC	13,000.00	6,500.00
Construct...	I	Clearing and Gubbing (P)	698	SY	8.00	5,584.00
Construct...	J	Remove and Dispose of Bituminous Pavement	10	CY	25.00	250.00
Construct...	K	Excavate, Haul, and Dispose of Materials (P)	342	SY	16.00	5,472.00
Construct...	L	Bituminous Wearing Course(2' Depth), Including Tact Coat	342	SY	16.00	5,472.00
Construct...	M	Bituminous Base Course (2" Depth)	152	LF	48.00	7,296.00
Construct...	N	MnDOT B612 Concrete Curb and Gutter	77	LF	48.00	3,696.00
Construct...	O	6X12 Concrete Utility Curb	20	CY	180.00	3,600.00
Construct...	P	Iron Enhanced Sand	120	LF	5.00	600.00
Construct...	Q	4" CPEP Draitile, Perforated	34	LF	20.00	680.00
Construct...	R	6" SCH 40 PVC, Solid	195	CY	38.00	7,410.00
Construct...	S	Planting Soil (P)	3	EA	150.00	450.00
Construct...	T	4" CPEP Draitile Cleanout	57	SF	30.00	1,710.00
Construct...	U	Riprap	1	EA	8,500.00	8,500.00
Construct...	V	Precast Stromwater Concrete Curb Inlet	280	LF	10.00	2,800.00
Construct...	W	Lanscape Edging	27	CY	80.00	2,160.00
Construct...	X	Twice-Shredded Hardwood Mulch (P)	0	EA	18.00	0.00
Construct...	Y	Perennial (#1Cont.) (P)	0	EA	30.00	0.00
Construct...	Z	Shrub (#2 Cont.) (P)	0	EA	350.00	0.00
Construct...		Deciduous Tree (#10 Cont.) (P)	0	EA		

Total

Payments/Credits

Balance Due

Phone #	E-mail	Web Site
651-257-2655	stephan@shorelinelandscaping.net	www.shorelinelandscaping.net



Invoice

Date	Invoice #
8/4/2022	3826
Contact Information	
Terms	Due Date
Net 30	9/3/2022

Ramsey Washington Metro Watershed Distric
2665 Noel Dr.
Little Canada, MN 55117

Item	Item...	Description	Qty	UofM	Rate	Amount
Construct...	AA	Soil Loosening	561	SY	4.00	2,244.00
Construct...	BB	Turf Seeding (MN/DOT Mix#)	0.1	AC	6,500.00	650.00
Construct...	CC	Turf Reinforcement Mat (P)	30	SY	12.00	360.00
Construct...	DD	Painted Pavement Markings	1	LS	1,500.00	1,500.00
Construct...	1.A	Parallel Pedestrian Curb Ramp w/Truncated Domes	1	EA	2,500.00	2,500.00
Construct...	1.B	Concrete Curb and Gutter, Tipout	30	LF	48.00	1,440.00
Construct...	1.C	Concrete Walks	99	SY	65.00	6,435.00
Construct...	1.D	Decomposed Granite Surfacing	42	SY	90.00	3,780.00
Construct...	1.E	Stone Out Cropping	132	SFF	85.60606	11,300.00
Construct...	1.F	4"CPEP Drintile, Perforated	80	LF	8.00	640.00
Construct...	1.G	6" SCH 40 PVC, Solid	13	LF	20.00	260.00
Construct...	1.H	Flagstone Surfacing	78	SF	45.00	3,510.00
Construct...	1.I	Fine Filter Aggregate (P)	2	CY	120.00	240.00
Construct...	1.J	Class 5 Aggregate Base	12	TON	90.00	1,080.00
Change ...	C.O.1. D	Select Tree Removal	10	EA	650.00	6,500.00
Change ...	C.O.1. E	Catch Basin Adjustment	1	LS	4,800.00	4,800.00
Change ...		Feild Order #1 -Convert Low Maintenance Turf Mix to Pollinator mix (seed only) -Weedy - Species clean up outside of work area -Import and install 7 loads of Compactable Fill (98CY) -Topsoil Borrow outside of work area (18 yards) -Seed and Blanket area -Grout Flowline of Catch Basin Structure (MPA)	1	LS	4,938.89	4,938.89

Shoreline Landscaping guarantees all work for one year (Non-Transferable, i.e. homeowner to homeowner), with the exclusion of damage to shorelines from Ice heaving/jacking, or acts of God. All irrigation parts have a two year warranty. All plant and tree material have a 1 year 1time 50% replacement cost per plant warranty. Shoreline Landscaping is not responsible for damage to sod or seed due to a lack of watering. All invoices are Due Upon Receipt. We reserve the right to apply a 1.5% finance charge per month to any invoice that has not been paid in full.

Total	\$146,717.89
Payments/Credits	\$0.00
Balance Due	\$146,717.89

Phone #	E-mail	Web Site
651-257-2655	stephan@shorelinelandscaping.net	www.shorelinelandscaping.net

Permit Application Coversheet

Date September 07, 2022

Project Name Impact Apartments

Project Number 22-24

Applicant Name Dean McComas, Norhart, LLC

Type of Development Residential

Property Description

This project is located southeast of Helmo Avenue North and 3rd Street North, north of I-94 in the City of Oakdale. The applicant is proposing to construct an apartment building with parking, utilities, and city road construction with sidewalk areas. The total disturbance area is approximately 6 acres. A wet pond constructed as part of a 2005 PUD (Permit #05-22) will be reconstructed as part of this project to meet current rate control standards. A filtration bench will be added to meet water quality treatment requirements. Filtration is being proposed due to poor soils.

It's anticipated that the southwest corner of the site will be developed in a future phase. Site stormwater management has been designed to account for this future impervious area per the stormwater management plan. Any future phases will need to submit a separate permit application to confirm the proposed impervious area does not exceed what the stormwater treatment facilities were designed to accommodate. An extra 3,674 cubic feet of volume reduction credit will also be banked for future development. Lastly, a portion of 2nd Street N will be treated by a BMP to be constructed by the Metro Transit Gold Line project (Permit #21-16).

A temporary erosion control permit was issued on 8/19/22 to accommodate an early start to construction.

Watershed District Policies or Standards Involved:

- | | |
|--|---|
| <input type="checkbox"/> <i>Wetlands</i> | <input checked="" type="checkbox"/> <i>Erosion and Sediment Control</i> |
| <input checked="" type="checkbox"/> <i>Stormwater Management</i> | <input type="checkbox"/> <i>Floodplain</i> |

Water Quantity Considerations

The proposed stormwater management plan is sufficient to handle the runoff from the site.

Water Quality Considerations

Short Term

The proposed erosion and sediment control plan is sufficient to protect downstream water resources during construction.

Long Term

The proposed stormwater management plan is sufficient to protect the long term quality of downstream water resources.

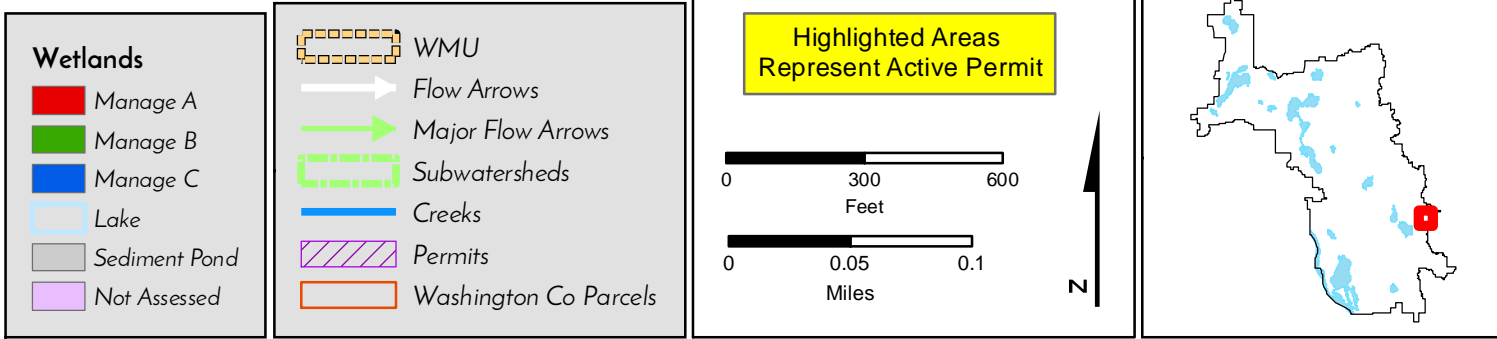
Staff Recommendation

Staff recommends approval of this permit with the special provisions.

Attachments:

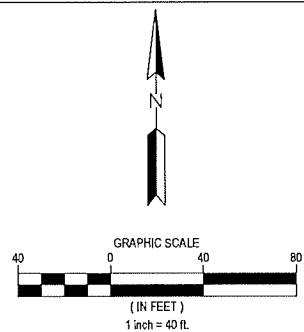
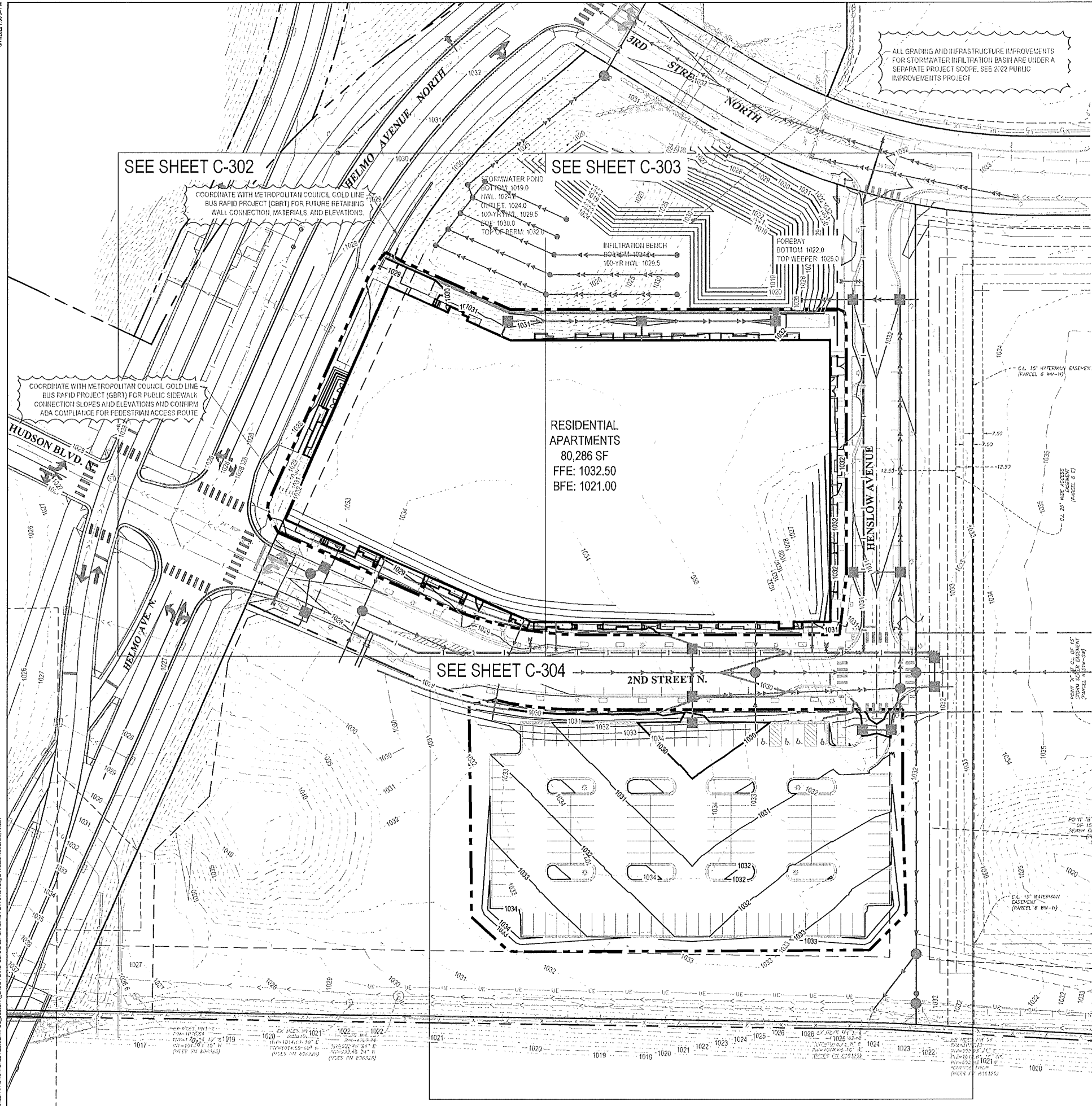
- ☒ Project Location Map
- ☒ Project Grading Plan

#22-24 Impact Apartments



Special Provisions

1. The applicant shall add a note to the plans to notify Nicole Soderholm, Ramsey-Washington Metro Watershed District, at 651-792-7976 at least 48 hours prior to construction of the stormwater filtration area.
2. The applicant shall submit the final, signed plans set for the apartments portion of the project.
3. The applicant shall submit the final, signed plans set for the road construction portion of the project.



LEGEND

	PROPERTY BOUNDARY
	LOT LINE
	EASEMENT LINE
	SETBACK LINE
	RIGHT OF WAY LINE
	SECTION LINE
	QUARTER LINE
	EXISTING EASEMENT LINE
	EXISTING PROPERTY LINE
	EXISTING MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	PROPOSED MAJOR CONTOUR
	GRADING LIMITS
	CONSTRUCTION LIMITS
	SURFACE GRADE & FLOW DIRECTION
	SURFACE SLOPE (H:V) & FLOW DIRECTION

NOTES

- SEE SHEET G-002 FOR ADDITIONAL PROJECT NOTES.
- EXISTING SPOT ELEVATIONS AT MATCH POINTS ARE BASED ON POINT TO POINT SURVEY DATA. CONTRACTOR IS RESPONSIBLE FOR VERIFYING CONNECTION POINTS PRIOR TO INSTALLATION OF IMPROVEMENTS AND FOR MAKING NECESSARY ADJUSTMENTS IN THE FIELD FOR CONSTRUCTABILITY AND TO ENSURE SMOOTH TRANSITIONS TO FIELD CONDITIONS. CONTRACTOR SHALL NOTIFY ENGINEER IN WRITING OF ANY FIELD DISCREPANCIES. CONTRACTOR IS RESPONSIBLE FOR REWORK OF ANY UNCOMMUNICATED DISCREPANCIES.
- CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER AND ENGINEER IN WRITING OF DISCREPANCIES OR CONFLICTS IN THE CONTRACT DOCUMENTS BEFORE COMMENCING WORK. NO FIELD CHANGES OR DEVIATIONS ARE TO BE MADE WITHOUT PRIOR WRITTEN APPROVAL FROM THE ENGINEER. FAILURE TO NOTIFY OWNER AND ENGINEER OF AN IDENTIFIABLE CONFLICT BEFORE PROCEEDING WITH INSTALLATION RELIEVES OWNER AND ENGINEER OF ANY OBLIGATION TO PAY FOR A RELATED CHANGE ORDER.
- CONTRACTOR SHALL PROVIDE RETAINING WALL DESIGN AND SUBMIT PROFESSIONAL ENGINEER'S STAMPED DESIGN CALCULATIONS AND PRODUCT SPECIFICATION TO ENGINEER FOR REVIEW. RETAINING WALL DESIGNER IS RESPONSIBLE FOR ALL ASSOCIATED DRAINAGE, WHEELPOLES, ADJACENT DRAINAGE, ACCOMMODATION OF FENCING/RAILING AT THE TOP OF WALL, PIPE PENETRATIONS, STORM SEWER PIPES, STORM SEWER MANHOLES, AND OTHER ASSOCIATED FEATURES. SUBMIT TO DEPTH AS REQUIRED AND REPLACE WITH SUITABLE COMPACTED STRUCTURAL FILL TO ACHIEVE THE REQUIRED BEARING CAPACITY AND SLIDING RESISTANCE AS DIRECTED BY THE SITE GEOTECHNICAL ENGINEER. ALL STRUCTURAL FILL TO BE COMPACTED TO DENSITY RECOMMENDED BY SITE GEOTECHNICAL ENGINEER. COORDINATE WITH OWNER FOR RETAINING WALL MATERIAL AND DESIGN DETAILS.
- THE EXISTING CONDITIONS SHOWN ARE A COMBINATION OF AN EXISTING TOPOGRAPHIC SURVEY, THE METROPOLITAN COUNCIL GOLD LINE BUS RAPID PROJECT (GBRT), AND THE LAKE ELMO WEST CONNECTION MCES INTERCEPTOR 1-WO-500. COORDINATE WITH ADJACENT PROJECTS TO VERIFY ALL FIELD CONDITIONS AND PHASING.
- IF ANY UNSUITABLE SOILS ARE DISCOVERED AT BOTTOM OF 1:5 INFILTRATION SECTION, CONTRACTOR SHALL CONTINUE EXCAVATING AND REPLACE WITH APPROVED MATERIAL. ADDITIONAL EXCAVATION MAY BE NECESSARY TO REMOVE THESE SOILS IF NOT ACHIEVED DURING CONSTRUCTION OF FINISHED GRADES SHOWN ON THE GRADING PLAN. SEE GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION.

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG

GOPHER STATE ONE CALL

TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166



7500 OLSON MEMORIAL HWY
SUITE 300
GOLDEN VALLEY, MN 55427
PHONE: 763-252-5800
FAX: 652-431-1268
WWW.STANTEC.COM

CLIENT



IMPACT APARTMENTS

OAKDALE, WASHINGTON COUNTY,
MINNESOTA
HELMO AVE AND 1-54

PROJECT TITLE:

ISSUE NO.:

1

2

3

4

5

6

7

DESCRIPTION:

DATE:

12/08/2021

12/16/2021

07/24/2022

04/07/2022

06/07/2022

06/13/2022

08/11/2022

CERTIFICATION:

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Patrick W. Sveum

PATRICK W. SVEUM

LICENSE NO.:

54244

DATE:

08/11/2022

PROJECT NO.:

227704434

DWN BY:

CHK'D BY:

APP'D BY:

HKK

JTP

PWS

ISSUE DATE:

08/11/2022

ISSUE NO.:

7

SHEET TITLE:

OVERALL GRADING PLAN

SHEET NO.:

C-301

Permit Application Coversheet**Project Name** Oaks Business Center **Project Number** 05-22**Applicant Name** Carlson Real Estate Company**Type of Development** Commercial**Property Description**

This project is located in the City of Oakdale near the intersection of 4th Street and Helmo Avenue. This is a large 55 acre commercial development that will be constructed over the next several years. A portion of this project is located in the South Washington Watershed District and in fact will add drainage area to the RWMWD by changing the natural drainage boundary. **This permit is to approve the overall stormwater management plan for the entire development and also stage 1 of the first phase of grading and construction.** The applicant is aware that individual permits will be required for each additional phase. The initial phase would construct the proposed Helmo Street extension as well as the proposed Oak Street. All utilities will be constructed, as well as **three of the stormwater ponds.** The overall site grading would be done in this first phase but in two stages. The first stage would grade the stormwater ponds and site grading north of the proposed Oak Street, to include Oak Street itself. Two wetlands are located in the southern portion of the property located in the area marked as stage 2. These areas will be left untouched until a Wetland Permit Application is received, processed, and approved. The wetlands are located in South Washington Watershed District but RWMWD is the local governing unit (LGU) for all wetlands in the City of Oakdale. The stormwater management on the RWMWD portion of the site consists of three stormwater ponds and two underground infiltration systems. There are two existing protect category wetlands at the western boundary that are being preserved and a average 75 foot buffer is being maintained. This site eventually drains under the freeway and into the Battle Creek Lake system. Because of the demand on the system already for stormwater storage, the District asked the applicant to infiltrate any runoff from impervious areas in excess of 23.7 acres. The applicant has met that request with their underground infiltration systems. The applicant has provided a interim erosion and sediment control plan that will be followed during the first stage of the first phase.

Watershed District Policies or Standards Involved:☒ *Wetlands*☒ *Erosion and Sediment Control*☒ *Stormwater Management***Water Quantity Considerations**

The proposed stormwater treatment areas are adequate to handle the additional runoff from the site.

Water Quality Considerations**Short Term**

The erosion and sediment control plan with the special provisions is adequate to protect downstream water resources during construction.

Long Term

The proposed stormwater management areas are adequate to treat the runoff from the site.

Staff Recommendation

Staff recommends approval of this permit with the special provisions.

Attachments:☒ Project Location Map☒ Project Grading Plan

Permit Application Coversheet

Date June 02, 2021

Project Name Metro Transit Gold Line BRT

Project Number 21-16

Applicant Name Christine Beckwith, Metro Transit

Type of Development Linear

Property Description

This project is located from approximately downtown St. Paul to Hadley Avenue along I-94, then north to 4th Street in Oakdale, then south on Bielenberg Drive in Woodbury, ending at a future Park and Ride station at I-494. The BRT (Bus Rapid Transit) corridor will consist of 7 miles of dedicated guideway with 3.2 miles of mixed traffic roadways through the cities of St. Paul, Maplewood, Landfall, Oakdale, and Woodbury. The total site area is approximately 224 acres. The western-most portion of the project from approximately downtown St. Paul to Earl Street is located within Capitol Region Watershed District (CRWD) and will be permitted separately through that watershed, although the vast majority of stormwater treatment for the project as a whole will occur in Ramsey-Washington (RWMWD). The project will consist of constructing and reconstructing roadways, station areas, pedestrian and bicycle access ways, and park-and-ride facilities.

34 Best Management Practices (BMPs) are proposed within RWMWD to exceed stormwater treatment requirements, including infiltration basins, filtration basins, dry detention ponds, wet detention ponds, underground storage systems, and structural pollutant control devices for pretreatment. Filtration is being proposed where needed due to various site conditions. Additional volume will be banked with various municipalities for future projects. Finalized banked credits and BMP maintenance responsibilities will require documentation with the watershed districts; discussion is ongoing.

A rate control variance request (Rule C) is included for board consideration. There are two locations where modeling shows slight increases in rates (3M and Tamarack Reserve). In both cases, the 100-year rate control requirements are met. The applicant proposes these increases will not have negative impacts downstream, however District staff will require confirmation that the localized increases are reviewed and approved by the owners of the respective storm sewer systems before the permit can be issued.

The project includes fill proposed in the 100-year floodplain of Battle Creek Lake and a wetland in the 4th Street/Helmo area in Oakdale. In both cases, compensatory storage is being provided such that there is no net loss of flood storage on the landscape as a result of this project.

A wetland replacement plan (#19-21 WCA) was approved by the RWMWD Board of Managers on 2/5/20 for 0.61 acre permanent and 0.34 acre temporary wetland impacts. 2:1 mitigation is accounted for through the purchase of banked credits. Additionally, the applicant has included a variance request for wetland buffer impacts (Rule E) in three locations. The request is included for board consideration. The applicant proposes that due to the design constraints and space limitations, these permanent and temporary impacts could not be avoided. Temporarily disturbed areas will be restored with native vegetation. A copy of the Wetland Conservation Act (WCA) Notice of Decision is enclosed for reference.

The applicant has submitted an erosion and sediment control plan and draft Stormwater Pollution Prevention Plan (SWPPP). Due to the scale of the project, the SWPPP is under review

by the Minnesota Pollution Control Agency (MPCA) and will require approval on the state level prior to permit issuance.

Watershed District Policies or Standards Involved:

- | | |
|--|---|
| <input checked="" type="checkbox"/> <i>Wetlands</i> | <input checked="" type="checkbox"/> <i>Erosion and Sediment Control</i> |
| <input checked="" type="checkbox"/> <i>Stormwater Management</i> | <input checked="" type="checkbox"/> <i>Floodplain</i> |

Water Quantity Considerations

The applicant has submitted a variance request for two subwatersheds' rate increases for the 2 and 10 year events.

Water Quality Considerations

Short Term

The proposed erosion and sediment control plan is sufficient to protect downstream water resources during construction.

Long Term

The proposed stormwater management plan is sufficient to protect the long term quality of downstream water resources.

Staff Recommendation

Staff recommends approval of the permit with the special provisions and variance requests (Rules C, E).

Attachments:

- ☒ Project Location Map
- ☐ Project Grading Plan

Consent Agenda Action Item

Board Meeting Date: September 7, 2022

Agenda Item No: 3D

Preparer: Tina Carstens, Administrator

Item Description: Change Order No. 3 for the 2022 Targeted Retrofit Projects

Background:

Attached is change order number 3 for the 2022 Targeted Retrofit Project. This one in particular is for the Mounds Park Academy portion of the project. The attached change order lists a number of items that we asked the contractor to complete in order to provide stable slopes between the project area and an existing pond. By reducing the erosion potential, it also provided an opportunity to restore more areas of the site with native plants. The total change in cost of this change order is \$4,938.89.

Applicable District Goal and Action Item:

Goal: **Achieve quality surface water** – The District will maintain or improve surface water quality to support healthy ecosystems and provide the public with a wide range of water-based benefits.

Action Item: Implement retrofit water quality improvement projects.

Staff Recommendation:

Approve Change Order No. 3.

Financial Implications:

This change order increases the total contract price by \$4,938.89.

Board Action Requested:

Approve Change Order No. 3.

**Change Order No. 3 – Mounds Park Academy
Ramsey-Washington Metro Watershed District
2022 School and Faith-Based Retrofit Sites**

DATE OF ISSUANCE: August 18, 2022

Owner: Ramsey-Washington Metro Watershed District
2665 Noel Drive
Little Canada, MN 55117
Attn: Lawrence Swope

Contractor: Shoreline Landscaping
29159 Ivywood Trail
Chisago City, MN 55013
Attn: Stephan McLafferty

Engineer: Barr Engineering Company
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435
Attn: Marcy Bean, Senior Landscape Architect

Summary:

All items within this change order apply to the Mounds Park Academy site. This work was requested by the owner's Watershed Project Coordinator to provide stable slopes between the project area and the existing pond, allowing it to be restored with native plants. The contractor completed the work, in good faith, under verbal authorization and direction by the owner's representative.

C.O.3.A Weedy species removal

Description of Change:

The contractor performed weedy species removal to prepare the site for clean soils and native seeding. This work included stripping weedy soils, excavation and exporting soils.

Measurement and Payment:

The contractor will be paid on a per exported load (LOAD) unit price basis to complete all work as specified. This unit price shall be payment in full for the costs of all supervision, materials, equipment, labor, supplies profit and overhead, and perform all operations as are necessary to complete the work.

Total Impact on Contract Price:

2 Load @ \$350/Load for a total cost of \$700.00.

C.O.3.B Compactible Fill

Description of Change:

The contractor furnished and installed compactible fill and installed it on the pond edge to prepare for topsoil and seeding.

Measurement and Payment:

The contractor will be paid on a cubic yard (CY) unit price basis to complete all work as specified. This unit price shall be payment in full for the costs of all supervision, materials, equipment, labor, supplies profit and overhead, and perform all operations as are necessary to complete the work.

Total Impact on Contract Price:

98 CY @ \$28.50/CY for a total cost of \$2,793.00.

C.O.3.C Topsoil Borrow

Description of Change:

Similarly, the contractor furnished and installed topsoil borrow and installed it on the pond edge to prepare for seeding.

Measurement and Payment:

The contractor will be paid on a cubic yard (CY) unit price basis to complete all work as specified. This unit price shall be payment in full for the costs of all supervision, materials, equipment, labor, supplies profit and overhead, and perform all operations as are necessary to complete the work.

Total Impact on Contract Price:

18 CY @ \$25.00/CY for a total cost of \$450.00.

C.O.3.D Pollinator Seed Mix

Description of Change:

The contractor purchased a pre-mixed pollinator seed mix as approved by the project landscape architect.

Measurement and Payment:

The contractor will be paid on a lump sum (LS) price basis to purchase seed only.

Total Impact on Contract Price:

1 @ \$245.89.

C.O.3.E Seeding and Blanketing

Description of Change:

The contractor installed the pollinator seed mix, followed by furnish and installation of erosion control blanket with all natural fibers for slope stabilization.

Measurement and Payment:

The contractor will be paid on a lump sum (LS) price basis to complete all work as specified. This lump sum shall be payment in full for the costs of all supervision, materials, equipment, labor, supplies profit and overhead, and perform all operations as are necessary to complete the work.

Total Impact on Contract Price:

1 @ \$400.00.

C.O.3.F Grout Catch Basin

Description of Change:

In order to reuse an existing beehive structure on site, it was necessary to grout the flowline of the catch basin structure. The work was determined during construction once the structure was completed and was approved by district staff.

Measurement and Payment:

The contractor will be paid on a lump sum (LS) price basis to complete all work as specified. This lump sum shall be payment in full for the costs of all supervision, materials, equipment, labor, supplies profit and overhead, and perform all operations as are necessary to complete the work.

Total Impact on Contract Price:

1 @ \$350.00.

Change in Contract Time:

These changes do not affect the contract time.

Total Impact on Contract Price:

This change increases the total contract price by \$4,938.89.

This Change Order No. 1 is:

Submitted By:
(ENGINEER)


Marcy Bean, Senior Landscape Architect
Barr Engineering Company


Date: August 18, 2022

Authorized By:
(OWNER)

Lawrence Swope, President
Ramsey-Washington Metro Watershed District

Date: _____

Approved By:
(CONTRACTOR)



Stephen McLafferty
Shoreline Landscaping

Date: 8/26/22

Shoreline

Landscaping

shorelinelandscaping.net

Shoreline Landscaping
29159 Ivywood Trail
Chisago City, MN 55013
651-257-2655

stephan@shorelinelandscaping.net

Project Name — 2022 BMP Retrofits (Mounds Park Academy Site)

Change Order Agreement(s) to Project-

1. Convert Low Maintenance Turf Mix to Pollinator mix (Sheet L-01 (Revised in Green)) cost of seed only= \$245.89
2. Weedy Species Clean up outside of Work Area – Excavate / Strip & Export 2 loads -\$700.00
3. Import & Install 7 loads of compactible fill (98 cubic yards) – See attached load tickets (Green Lake Pit to MPA Site). \$2793.00
4. Topsoil borrow outside of work area 18 cubic yards - \$450.00
5. Seed & Blanket Area \$400.00
6. Grout Flowline of Catch Basin Structure (Mounds Park Academy) - \$350.00

Change Order Total = \$ 4,938.89 _____

Change order does not require a payment now. Adjustment in the contract price resulting in the Change Order will be made upon completion.

Acceptance of Change Order

By their signature below the Parties accept the change to the scope of the work, specifications, and prices as stated in this Change order. Shoreline Landscaping is authorized to begin work on the earliest available date

Signature -

* * * * *

Permit Program

* * * * *

Permit Application Coversheet

Date September 07, 2022

Project Name Xcel Energy Maplewood Gas Plant

Project Number 22-25

Applicant Name Brian Sullivan, Xcel Energy

Type of Development Utility Maintenance

Property Description

This project is located at 1555 Century Ave North, south of Larpenteur Avenue in the City of Maplewood. The applicant is proposing to complete modifications to an existing gas utility plant in order to meet fire code and safety requirements. The project is proposed to include grading to improve site stormwater management and other safety upgrades including a new vehicle loading zone. A proposed wet containment pond with an impermeable liner will be constructed. The pond will have an emergency outlet shutdown device in order to provide water quality treatment and to contain hazardous materials in the event of a propane spill.

Due to an accelerated timeline for completing these site safety upgrades, the applicant has elected to defer construction of a volume reduction BMP per the District's alternative compliance sequencing. A filtration BMP is being considered on the west side of the site but is still in a feasibility stage. The applicant must provide this stormwater treatment within 2 years or pay into the Stormwater Impact Fund per District Rule C. Rate control will be met onsite throughout the project.

A wetland delineation was approved on 7/6/22 (#22-06 WCA). Three wetlands were identified, and one wetland (Wetland 1) was determined to be incidental. The site currently discharges sediment-laden stormwater to the adjacent wetlands. To accommodate site grading for stormwater pretreatment and sediment load reduction practices, a wetland buffer variance request has been submitted for Wetland 3 on the west side of the site. This variance, if approved, would permanently disturb 0.29 acre but would strive to maintain as much remaining native buffer vegetation as possible.

Watershed District Policies or Standards Involved:

- | | |
|--|---|
| <input checked="" type="checkbox"/> <i>Wetlands</i> | <input checked="" type="checkbox"/> <i>Erosion and Sediment Control</i> |
| <input checked="" type="checkbox"/> <i>Stormwater Management</i> | <input type="checkbox"/> <i>Floodplain</i> |

Water Quantity Considerations

The proposed stormwater management plan is sufficient to handle the runoff from the site.

Water Quality Considerations

Short Term

The proposed erosion and sediment control plan is sufficient to protect downstream water resources during construction.

Long Term

The proposed stormwater management plan is sufficient to protect the long term quality of downstream water resources.

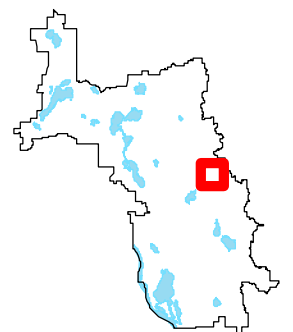
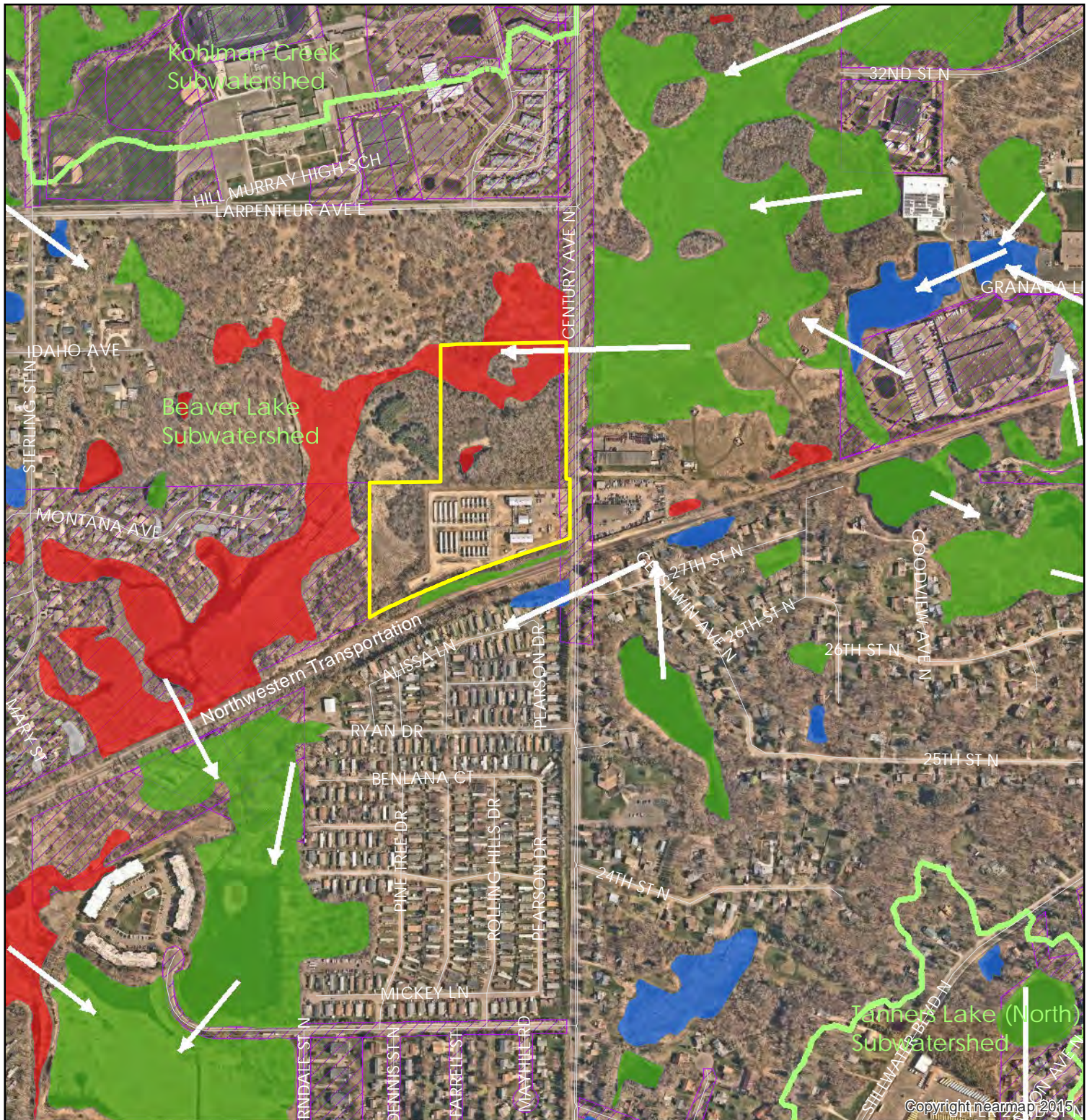
Staff Recommendation

Staff recommends approval of this permit with the special provisions and variance request (Rule E).

Attachments:

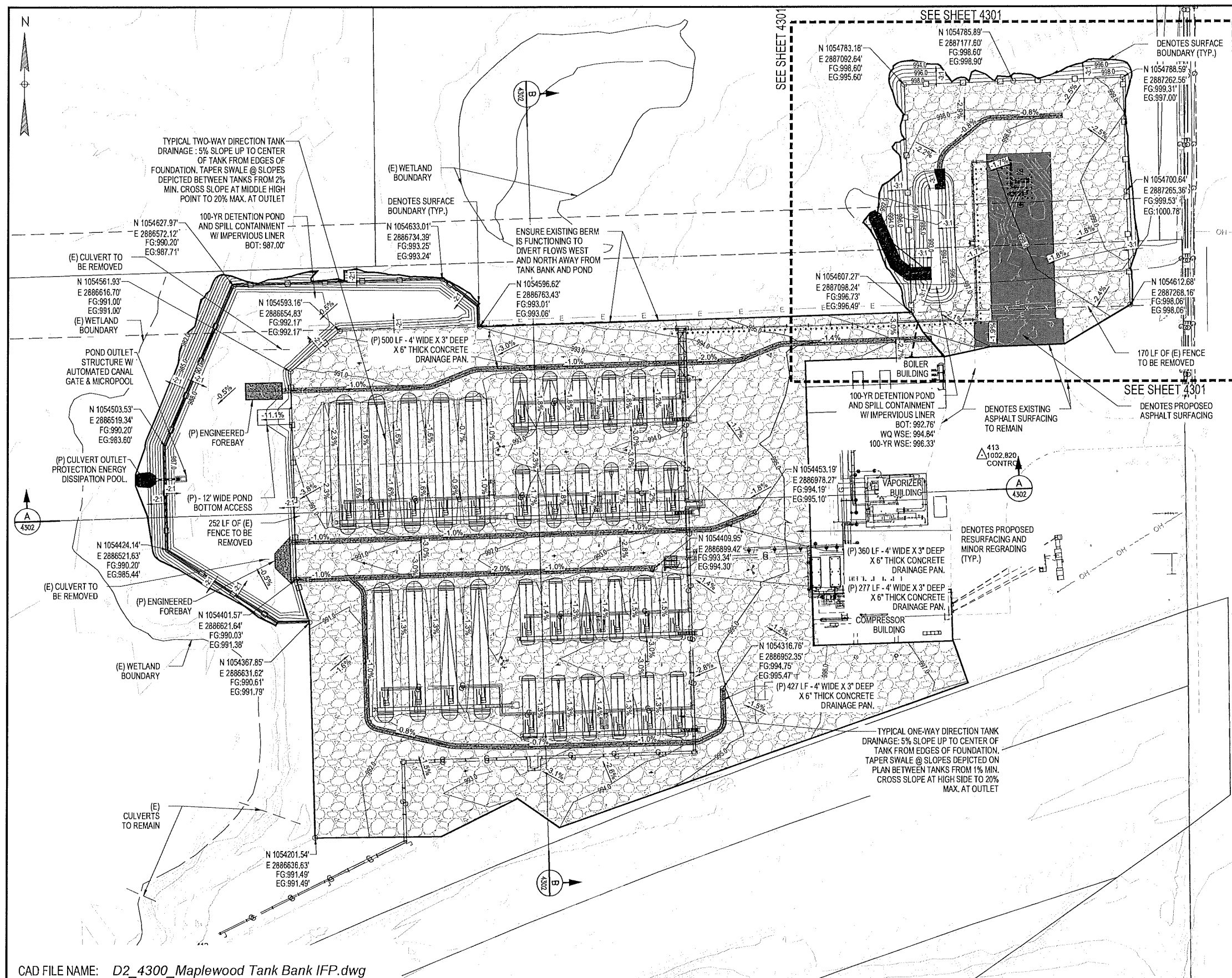
- ☒ Project Location Map
- ☒ Project Grading Plan

#22-25 Xcel Energy Maplewood Gas Plant

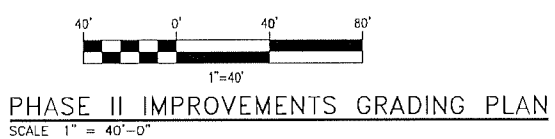


Special Provisions




1. The applicant shall submit the \$500 permit processing fee.
2. The applicant shall provide a figure identifying the future BMP location where volume reduction requirements will be deferred.
3. The applicant shall submit the \$24,900 escrow fee.
4. The applicant shall label the 100-year water surface elevation of 980.0' on the plans.
5. The applicant shall add a note to the plans to notify Nicole Soderholm, Ramsey-Washington Metro Watershed District, at 651-792-7976 prior to beginning construction activity to schedule an initial erosion control inspection.
6. The applicant shall ensure SWPPP notes are updated and reflect the project being proposed.
7. The applicant shall provide contact information for the trained erosion control coordinator responsible for implementing the SWPPP.
8. The applicant shall provide the final, signed plans set.
9. The applicant shall submit a copy of the approved Minnesota Pollution Control Agency's NPDES Construction Permit coverage for the project.



- NOTES:
- ALL COORDINATES BASED ON NAD83 MINNESOTA STATE PLANES, SOUTH ZONE.
 - TOPOGRAPHY SHOWN INSIDE FENCE IS FROM LIDAR SURVEY PERFORMED BY CEPC IN 2021. TOPOGRAPHY OUTSIDE FENCE LIMITS IS FROM MN GIS ELEVATION DATA.
 - WETLAND BOUNDARIES DEPICTED PER WETLAND DELINEATION SURVEY AND REPORT BY BARR ENGINEERING DATED MAY 25TH, 2022.
 - AREAS OF DISTURBANCE:
- | TANK BANK AREAS OF DISTURBANCE | |
|--|-----------------------|
| AREA NAME | AREA |
| TANK BANK 100 YR. BASIN | 30,899 SF |
| CRUSHED ROCK DRIVING SURFACE & TANK BANK REGRADING | 155,636 SF |
| TOTAL | ~186,535 SF (4.28 AC) |
- TANK BANK AREA OUTSIDE OF PROPOSED POND LIMITS TO HAVE A 2" LAYER OF VIBRATORY COMPACTED CLEAN 1 - 1/2" CRUSHED STONE/GRAVEL OVER A 4" MIN. LAYER OF AGGREGATE BASE COURSE MECHANICALLY COMPACTED TO 95% OF M.D.D. PER ASTM D1557 OVER TENCATE MIRAFI RS2801 OR E.O.R. APPROVED EQUAL.
 - 5.1. EXCLUDE GEOTEXTILE IN AREAS NOT SUBJECT TO VEHICLE TRAFFIC.
 - PROVIDE IMPERVIOUS LINING FOR POND LIMIT.
 - SEASONAL HIGH GROUNDWATER LEVEL IS ASSUMED TO BE AT OR BELOW ELEVATION 987.00'. TO BE VERIFIED PRIOR TO CONSTRUCTION OF TANK BANK POND.
 - TANK BANK AREA EARTHWORK CALCULATIONS:
 - ASSUMPTIONS:
 - EXISTING SURFACING ONSITE IS ASSUMED TO BE WEATHERED, MIXED WITH NATIVE FINES, AND IS NOT APPROVED FOR RE-USE AS SURFACING MATERIAL. RE-USE AS FILL MATERIAL IS UP TO THE DISCRETION OF THE ONSITE GEOTECHNICAL ENGINEER. IF APPROVED FOR RE-USE AS A SURFACING MATERIAL, THE IMPORT AND EXPORT VOLUMES BELOW CAN BE DECREASED ACCORDINGLY. VALUES BELOW CONSERVATIVELY REPRESENT MAXIMUMS.
 - VOLUMES NOT MODIFIED FOR SHRINKAGE, SWELLING, NOR COMPACTION OF SOIL.
 - SOIL QUANTITIES:
 - AGGREGATE BASE COURSE.....1,922 C.Y.
 - 1-1/2" CRUSHED STONE.....951 C.Y.
 - 9" D50 RIPRAP OR ROCK SLOPE PROTECTION.....10 C.Y.
 - TOPSOIL STRIPPED AND STOCKPILED.....1,150 C.Y.
 - TOPSOIL TO BE RE-USED ON BANKS AND OTHER DISTURBED AREA OUTSIDE OF FENCE.....663 C.Y.
 - TOPSOIL SPOILED OR DISPERSED OFF-SITE.....487 C.Y.
 - OTHER MATERIAL QUANTITIES:
 - 18" DIA. HDPE W/ SMOOTH INTERIOR PIPING.....14 L.F.
 - CONCRETE (FOREBAYS / OUTLET STRUCTURE / DRAINAGE PAN).....AS REQ'D
 - AUTOMATED CANAL GATE.....1 EA.
 - 3/8" STEEL ORIFICE PLATE.....1 EA.
 - NEOPRENE GASKET.....AS REQ'D
 - STAINLESS STEEL WATER QUALITY SCREEN.....1 EA.
 - CULVERT STANDARD FLARED END SECTIONS.....1 EA.
 - SEPARATION & REINFORCEMENT GEOTEXTILE.....15,000 S.Y.
 - IMPERVIOUS POND LINING GEOTEXTILE.....3,000 S.Y.
 - STATION FENCING.....243 L.F.
 - POND PERIMETER FENCING.....560 L.F.
 - MODEL VOLUMES
 - MODEL CUT VOLUME (EXCLUDES STRIPPED TOPSOIL).....2,692 C.Y.
 - MODEL FILL VOLUME.....2,415 C.Y.
 - MODEL NET (CUT).....277 C.Y.
 - SUMMARY
 - TOTAL EXPORT.....4,310 C.Y.
 - TOPSOIL.....487 C.Y.
 - USABLE CUT MATERIAL.....3,823 C.Y.
 - TOTAL IMPORT.....2,883 C.Y.
 - AGGREGATE BASE COURSE.....1,922 C.Y.
 - 1-1/2" CRUSHED STONE.....951 C.Y.
 - 9" D50 RIPRAP OR ROCK SLOPE PROTECTION.....10 C.Y.
- EXAMPLE: MODEL CUT - MODEL FILL + TOTAL IMPORT + RE-USABLE TOPSOIL = ADDITIONAL IMPORT (NEG) OR LEFTOVER USABLE CUT (POS)



CAD FILE NAME: D2_4300_Maplewood Tank Bank IFP.dwg

	 1401 Blake Street, Denver, CO 80202 (303) 623-3345	HISTORY	DATE	REVISIONS			MAPLEWOOD PROPANE PLANT PHASE II IMPROVEMENTS GRADING PLAN				DRAWING 4300	
		DRAWN BY: IFC	07/20/2022	NO.	DESCRIPTION	BY	DATE	SERVICE CENTER: NORTHERN STATES POWER COMPANY LOCATION: 00				
		DESIGNED BY: IFC	07/20/2022	0	ISSUED FOR PERMIT	IFC	07/20/2022					
		CHECKED BY: JG	07/20/2022					DIVISION: NORTHERN CITY/COUNTY : MAPLEWOOD / RAMSEY TYPE: FACILITY				
		APPROVED BY: MHM	07/20/2022									
FLOC: GU-MPG		IN SERVICE DATE:										

Memorandum

To: Ramsey Washington Metro Watershed District Board of Managers
From: Tyler Conley; Barr Engineering
Subject: Wetland Buffer Variance
Date: August 26, 2022
Project: Xcel Energy Maplewood Propane Plant Variance Request
c: Brian Sullivan; Xcel Energy, Aaron Mielke; Barr Engineering

Xcel Energy is proposing modifications to their existing Maplewood Propane Plant Facility located in the City of Maplewood in Ramsey County (Figure 1). The project includes expanding the plant boundary for modifications needed to meet fire code requirements. The purpose of this memo is to request a variance to the wetland buffer requirements from the Ramsey Washington Metro Watershed District (RWMWD) for the proposed modifications.

Purpose and Need

A review of the Maplewood Propane Plant identified hazardous conditions on-site, including pooling of precipitation at the base of the tank bases. In the event of a liquid propane spill, it is plausible that propane could pool in similar low spots, trapping dangerous flammable liquids underneath tanks; these conditions appear to be in violation of the national fire prevention Association 59 Requirements (NFPA 59). The area under containers needs to be re-graded or shall have dikes or curbs installed so that the flow or accumulation of flammable liquids with flash points below 200°F is prevented." (NFPA 59, 5.4.1.8, ref 11.7). In addition, the third party identified saturated conditions at tank banks that could compromise subgrades and foundation and poses a risk of foundation movement or deterioration.

The core Project objective is to improve the existing stormwater routing, storage, and discharge systems at the Maplewood Propane Plant while reducing the failure risk potential of on-site storage tanks and meeting NFPA 59 requirements. To meet this core objective, the Project will specifically include grading revisions to better comply with the requirements set forth by NFPA 59, drainage system upgrades, and revised stormwater storage and discharge design and operations. Site upgrades, design, and operations would also consider new anticipated vehicle loading operations.

Additional improvements recommended by the third party include impervious fence linings surrounding the proposed containment/water quality pond, a channel protection outlet structure, an emergency pond outlet shutdown device, pond pretreatment structures, and (forebays) to facilitate maintenance activities and reduce sediment loading from a generally unsurfaced and sediment-laden site.

Grading Extents

The project will grade approximately 4.98 acres; 3.48 acres of grading would occur within the existing facility fence line and the remaining 1.5 acres of ground disturbance would occur outside the facility fence line (Figure 2). Of this disturbance area, approximately 0.11 acres will be temporarily disturbed from

August 26, 2022

grading activities, and 1.39 acres will be permanently disturbed from the construction of the truck loading area. Please refer to Attachment 1 for grading plans.

Impervious Surface

The project would create 1.49 acres of additional impervious surface. Including 0.70 acres from the construction of the loading area and 0.79 acres from the western pond, as the pond will have an impermeable liner.

Stormwater

The project includes permanent drainage improvements such as an engineered water quality and channel protection outlet structure. The outlet structure incorporates a water quality screen to prevent clogging, a steel orifice plate to limit post development discharge to pre development values, a micropool to prevent unwanted mosquito breeding in shallow pools within the pond, an impermeable pond lining to prevent infiltration of hazardous materials that may enter the impoundment basin by design, an emergency pond outlet shutdown device, and engineered forebays (pond pretreatment structures) to facilitate maintenance activities and to reduce sediment loading from a generally unsurfaced and sediment-laden site. A rock-lined emergency spillway will be implemented to pass extreme flows in the event of a pond failure.

The district's volume reduction standards cannot be met on-site due to impermeable pond liners required because of the hazardous materials that may enter the impoundment basin by design in the event of a propane spill. Xcel is proposing to defer volume reduction to a future project that would be completed within the next two years.

The district's rate control standards are met for the 1, 2, 5, 10, 25, 50, and 100-year storm frequencies.

Floodplain Impacts

The 100-year flood elevation is 980.0' (Figure 2). There will be no project related disturbance below the 100-year flood elevation. As a result, the project will not trigger Rule D for flood control.

Wetland Impacts

Barr Engineering completed a wetland delineation of the proposed project area on May 13, 2022. The wetland delineation identified three wetlands totaling 5.79 acres. Wetland 1 was determined to be an incidental wetland. RWMWD approved the delineation and incidental determination on July 6, 2022 (Attachment 2). Construction of the truck loading area will directly fill all of wetland 1 (0.03 acres). Wetland 2 and Wetland 3 will not be impacted by the proposed project.

Variance Request

The watershed requires buffer zones around the existing wetlands, lakes, and streams to be preserved during construction. The wetland buffer requirements are identified in Table 1. It is not feasible to maintain the buffer around wetland 3 due to the available space for construction. A variance is requested

To: Ramsey Washington Metro Watershed District Board of Managers
From: Tyler Conley; Barr Engineering
Subject: Wetland Buffer Variance
Date: August 26, 2022 August 26, 2022

for the Maplewood Propane Plant in locations where buffer zones cannot be feasibly preserved around Wetland 3. The project would permanently disturb approximately 0.29 acres of the wetland 3 buffer (Figure 2). No temporary wetland buffer impacts would occur.

Table 1 Wetland Buffer Requirement

Wetland	Minimum Buffer Width	Average Buffer Width	Temporary Wetland Buffer disturbance (Acres)	Permanent Wetland Buffer disturbance (Acres)
Wetland 2 (Manage B)	50'	25'	0	0
Wetland 3 (Manage A)	75'	37.5'	0	0.29

Minimization measures

Xcel will install redundant sediment controls to prevent sedimentation into adjacent wetlands (Figure 2). The temporarily disturbed wetland buffers will be restored to their original contours and planted with the woodland edge south and west native seed mix (Attachment 3). In addition, Xcel will implement the Stormwater Pollution Prevention Plan included in Attachment 4.

Attachments

Figure 1 – Project Location Map

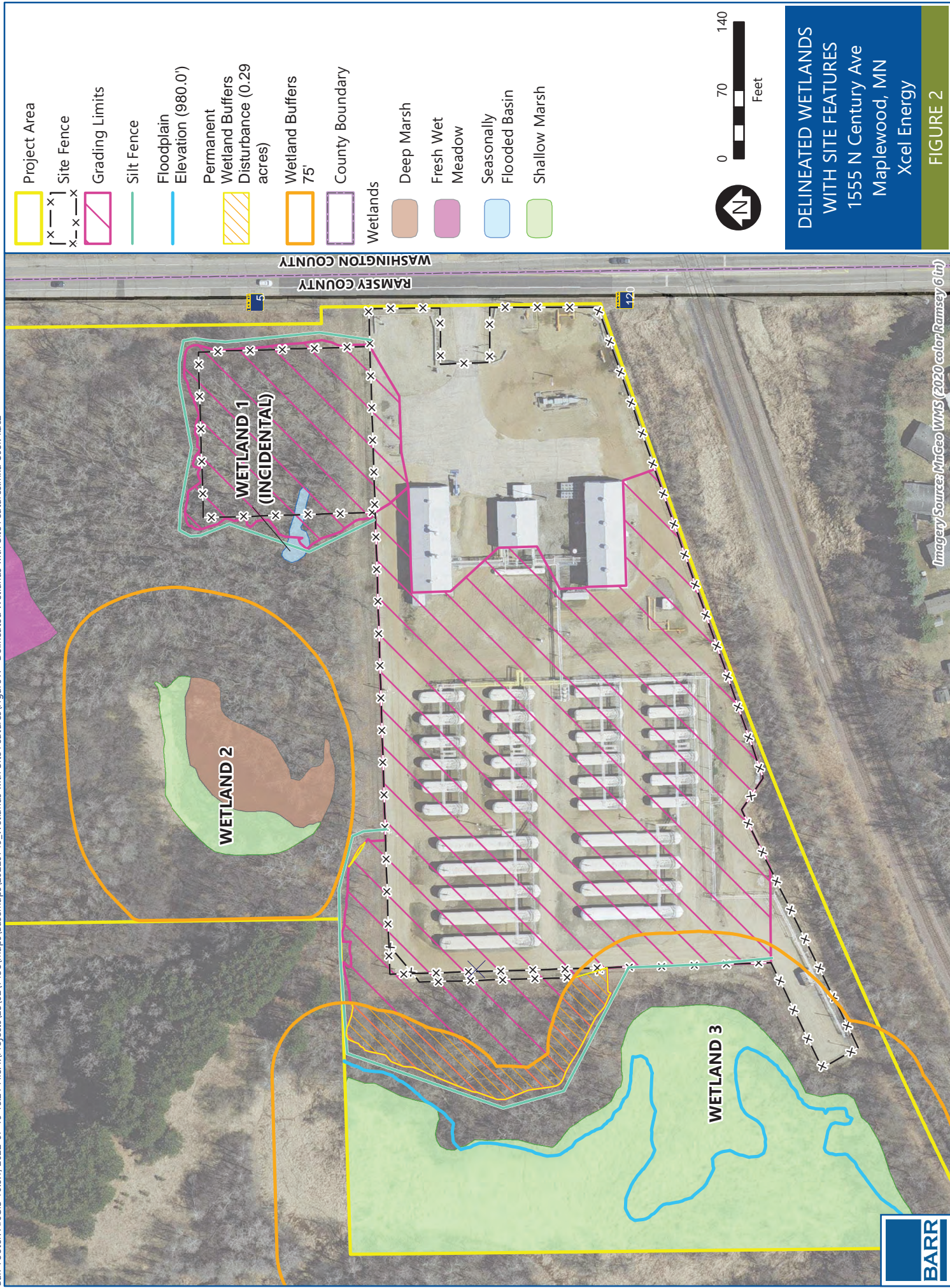
Figure 2 – Project Layout

Attachment 1- Plan Sheets

Attachment 2- WCA Notice of Decision

Attachment 3 – Seed Mix

Attachment 4 - SWPPP



Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: Ramsey-Washington Metro Watershed District (RWMWD)	County: Ramsey
Applicant Name: Brian Sullivan (Xcel Energy) Applicant Representative: Tyler Conley (Barr Engineering)	
Project Name: Xcel Energy Maplewood Gas Plant	LGU Project No. (if any): 22-06 WCA
Date Complete Application Received by LGU: 6/8/22	
Date of LGU Decision: 7/6/2022	
Date this Notice was Sent: 7/6/22	

WCA Decision Type - check all that apply

<input checked="" type="checkbox"/> Wetland Boundary/Type <input type="checkbox"/> Sequencing <input type="checkbox"/> Replacement Plan <input type="checkbox"/> Bank Plan (not credit purchase)	
<input type="checkbox"/> No-Loss (8420.0415) <input type="checkbox"/> Exemption (8420.0420)	
Part: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	Subpart: <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:
Wetland Replacement Type: <input type="checkbox"/> Project Specific Credits: <input type="checkbox"/> Bank Credits:
Bank Account Number(s):

Technical Evaluation Panel Findings and Recommendations (attach if any)

<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve w/Conditions <input type="checkbox"/> Deny <input type="checkbox"/> No TEP Recommendation
<p>Nicole Soderholm (RWMWD- LGU), Tyler Conley, and Cory Tellers (Xcel Energy) met onsite for a field review on 6/22/22. There was a verbal request by the applicant to designate Wetland 1 as incidental given past grading activities on the site. A revised joint application and supporting historical aerial imagery were requested for consideration.</p> <p>The applicant submitted the requested information on 6/24/22. Ben Meyer (BWSR) and Nicole Soderholm agreed that the aerial imagery supports an incidental designation for Wetland 1. The revised joint application and imagery was distributed to the rest of the TEP on 6/30/22 without further comment.</p>

LGU Decision

<input type="checkbox"/> Approved with Conditions (specify below) ¹ List Conditions:	<input checked="" type="checkbox"/> Approved ¹	<input type="checkbox"/> Denied
Decision-Maker for this Application: <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Governing Board/Council <input type="checkbox"/> Other:		
Decision is valid for: <input checked="" type="checkbox"/> 5 years (default) <input type="checkbox"/> Other (specify):		

¹ Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

- ☒ Attachment(s) (specify): **Figure 6- Wetland Delineation Results**
- ☒ Summary: **The wetland delineation report (boundary/type) was approved with an incidental designation for Wetland 1. Wetland 1 is proposed to be partially or fully impacted for an upcoming safety improvement project on the site.**

While not specifically related to WCA, the applicant also requested changes in the District's MnRAM classifications that ultimately determine the no-disturb setbacks required for the proposed development by RWMWD and the City of Maplewood. Given the documentation submitted to support this request, Wetland 1 shall be classified Manage B (previously unclassified in the District's wetland inventory). Wetland 2 shall be classified as Manage B (previously classified as Manage A). Wetland 3 shall remain unchanged at a Manage A classification.

¹ Findings must consider any TEP recommendations.

Attached Project Documents

- ☒ Site Location Map ☐ Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
Minnesota Board of Water & Soils Resources
520 Lafayette Road North
St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

- ☐ Yes¹ ☒ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

Notice Distribution (include name)

Required on all notices:

<input checked="" type="checkbox"/> SWCD TEP Member: Mike Goodnature (Ramsey County)	<input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer
<input type="checkbox"/> LGU TEP Member (if different than LGU contact):	
<input checked="" type="checkbox"/> DNR Representative: Jim Levitt, Dan Scollan	
<input type="checkbox"/> Watershed District or Watershed Mgmt. Org.:	
<input checked="" type="checkbox"/> Applicant (notice only): Cory Tellers <input checked="" type="checkbox"/> Agent/Consultant (notice only): Aaron Mielke (Barr Engineering)	

Optional or As Applicable:

<input checked="" type="checkbox"/> Corps of Engineers:	
<input type="checkbox"/> BWSR Wetland Mitigation Coordinator (required for bank plan applications only):	
<input type="checkbox"/> Members of the Public (notice only):	<input checked="" type="checkbox"/> Other: Shann Finwall (City of Maplewood)

Signature: <i>Nicole Soderholm</i>	Date: 7/6/2022
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This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.



RAMSEY-WASHINGTON

METRO WATERSHED DISTRICT

MEMORANDUM

Date: September 7, 2022

To: Board of Managers and Staff

From: Nicole Soderholm, Permit Coordinator
Mary Fitzgerald, District Inspector

Subject: August Enforcement Action Report

During August 2022:

Number of Violations: **23**

Install/Maintain Inlet Protection	2
Install/Maintain Perimeter Control	9
Sweep Streets	2
Stabilize Exposed Soils	2
Remove Discharged Sediment	2
Implement Property Dewatering	1
Install/Maintain Permanent BMPs	1
Install Slope/Ditch Checks	1
Install/Maintain Energy Dissipation	2
Complete Required Site Inspections	1

Activities and Coordination Meetings:

Collaboration with private developers and public entities, miscellaneous resident inquiries, ongoing ESC inspections/reporting, non-compliance follow-up inspections and enforcement, WCA administration/procedures, wetland mitigation site visits, new permit review with Barr Engineering, permit closure/final walk-throughs, vegetation establishment and 48-hour rainfall inspections, inspections team meeting, closed permit routine BMP inspections, initial erosion control walk-throughs

Project Updates:**19-48 Elim Care Assisted Living (Maplewood)**

Work continues at the new assisted living facility near County Road C and Hazelwood, with curb installed and first lift of paving complete. Staff conducted a routine inspection on August 4th and found action items needed including removing accumulated sediment from biologs, reinstalling perimeter control where missing, cleaning up construction debris, and sweeping paved surfaces throughout the site. Staff conducted another routine inspection on August 17th and found maintenance to be incomplete from the previous report. Staff spoke with contractors about the urgency to make repairs, and communicated that the site was now in non-compliance. Staff re-inspected the site on August 19th and found that there were still remaining maintenance items incomplete. Staff followed up with site contacts that the site was still in non-compliance, and that immediate repairs were needed to avoid further enforcement escalation. Site contacts confirmed all remaining work would be complete by the end of the day.

20-07 John Glenn Middle School Addition (Maplewood)

John Glenn Middle School's two-year renovation project is nearing completion, with final grading, landscaping, and final building work in progress. Two large underground infiltration stormwater systems were installed to treat stormwater, and RWMWD and Barr staff will conduct an underground inspection prior to permit closure to ensure their functionality and cleanliness. During a routine inspection on August 17th, staff found a few items that needed attention, including replacing damaged inlet protection devices, removing sediment from sidewalks and parking lots, and pulling sediment back from biologs where devices were ½ full. Contractors confirmed all items would be addressed within the allotted permit timeframes.

19-38 McKnight Road – Anchor Block Commons (North St. Paul)

The new common development in North St. Paul now features 3 completed individual projects: permit #21-14 Kwik Trip, #20-30 Anchor View Apartments, and #20-28 Anchor Block Storage Facility. Now that these three individual projects are complete, the common development has resumed work to complete the remaining filtration basins throughout the site. These basins remained in a temporary state through construction to avoid any sedimentation of the systems. Now they are receiving drain tile, an engineered media mix, and final landscaping to wrap up the 3-year project. Staff will conduct a post-rainfall inspection of all of the basins once complete to verify proper drawdown and function.

Single Lot Residential Permits Approved by Staff:

None

Permits Closed:

17-04 McDonald's Maplewood (Maplewood)
19-04 Hiway Federal Credit Union (Woodbury)
19-19 Roseville Middle School Addition (Little Canada)
20-36 The Parkway (St. Paul)
21-18 2756 Keller Parkway (Maplewood)
21-23 Cornerstone Village- WITHDRAWN (Oakdale)

* * * * *

Stewardship Grant Program

* * * * *

Stewardship Grant Program Budget Status Update

September 7, 2022

Homeowner	Coverage	Number of Projects: 16	Funds Allocated
Habitat Restoration and rain garden w/o hard surface drainage	50% Cost Share \$15,000 Max	11	\$35,375
Rain garden w/hard surface drainage, pervious pavement, green roof	75% Cost Share \$15,000 Max	4	\$48,125
Master Water Steward Project	100% Cost Share \$15,000 Max	0	\$0
Shoreland Restoration	100% Cost Share \$15,000 Max	1	\$15,000

Commercial, School, Government, Church, Associations, etc.	Coverage	Number of Projects: 11	Funds Allocated
Habitat Restoration	50% Cost Share \$15,000 Max	3	\$25,500
Shoreland Restoration (below 100-year flood elevation w/actively eroding banks)	100% Cost Share \$100,000 Max	1 (Lake Owasso)	\$160,000
Priority Area Projects	100% Cost Share \$100,000 Max	4	\$328,540
Non-Priority Area Projects	75% Cost Share \$50,000 Max	1	\$50,000
Public Art	50% Cost Share \$15,000 Max	0	\$0
Aquatic Veg Harvest/LVMP Development	50% Cost Share \$15,000 Max	2	\$12,430

Maintenance	50% Cost Share \$5,000 Max for 5 Years	73	\$51,375
Consultant Fees			\$32,766
Total Allocated			\$758,861

2022 Stewardship Grant Program Budget	
Budget	\$1,000,000
Total Funds Allocated	\$758,861
Total Available Funds	\$241,139

* * * * *

Action Items

* * * * *

Request for Board Action

Board Meeting Date: September 7, 2022

Agenda Item No: 7A

Preparer: Tina Carstens, Administrator

Item Description: Approval of District budget and preliminary levy for fiscal year 2023.

Background:

The board discussed the preliminary budget table at the August Board meeting. That draft budget has been noticed in the legal newspaper, Pioneer Press, and posted on the District web site. No comments have been received to date. The required public hearing will be held at the September board meeting prior to this action item to receive comments. At the public hearing I will give a short presentation on the proposed 2023 budget and preliminary levy and highlight any changes I have made since the August meeting. The only change I have made since the August meeting is to change the funding sources of the Double Driveway project implementation. The proposed \$675,000 project is now split in half between levy funds and contingency funds. This brings the proposed levy increase to around 7%.

This preliminary budget approval is required to be sent to the county by September 30th. We can then further refine the budget up until December 7th board meeting when the final levy will be approved. While this budget does show an increase in the proposed levy over 2022, that number will be further refined before the December meeting. I would anticipate the 7% increase to stay or be less by the December meeting.

Attached to this cover sheet is the resolution, draft budget table, budget program line item breakouts, narrative, and draft slides for the public hearing budget presentation.

Applicable District Goal and Action Item:

Goal: Manage effectively – The District will operate in a manner that achieves its mission while adhering to its core principles.

Action Item: Follow all legal requirements applicable to watershed districts.

Staff Recommendation:

Approve the draft budget for purposes of the preliminary levy and approve resolution 22-01.

Financial Implications:

The counties require preliminary levy certification by September 30th of each year. This step is required for final levy authority in December.

Board Action Requested:

Approve the draft budget for purposes of the preliminary levy and approve resolution 22-01.



RESOLUTION 22-01

RESOLUTION APPROVING THE PRELIMINARY PAYABLE 2023 TAX LEVY

WHEREAS, the Ramsey-Washington Metro Watershed District (District) prepared a budget for fiscal year 2023 to implement the District's programs and projects as defined in the District's Watershed Management Plan; and

WHEREAS, the District distributed the proposed budget and levy for review and comment and conducted a requisite public hearing on September 7, 2022;

NOW, THEREFORE, BE IT RESOLVED by the Board of Managers of the Ramsey-Washington Metro Watershed District that the following preliminary levy be certified to Ramsey and Washington Counties.

General Revenue Levy	\$7,244,000
<u>Debt Service Levy</u>	<u>\$0</u>
Total Levy	\$7,244,000

Adopted by the Board of Managers of the Ramsey-Washington Metro Watershed District this 7th day of September, 2022.

Lawrence Swope, President

Attest:

Dr. Pam Skinner, Secretary

Fiscal Year 2023 Budget V3
September Preliminary Levy Approval

Budget ID Number	Budget Item		FY 2022 Budget	General Fund	Capital Improvements	Carry-over Funds	Other Funds	Total Proposed 2023 Budget	Increase (decrease) from 2022 Budget
1	Engineering	Administration	125,000	132,000				132,000	7,000
2		Engineering Review	60,000	70,000				70,000	10,000
3		Permit Application Review	55,000	59,000				59,000	4,000
4		Permit Inspection and Enforcement	10,000	10,000				10,000	0
5		Project Feasibility Studies	410,000	395,000				395,000	(15,000)
6		GIS Maintenance	5,000	5,000				5,000	0
7									
8	Attorney	General	40,000	40,000				40,000	0
9		Permit Enforcement	10,000	5,000				5,000	(5,000)
10									
11	Managers	Meeting Per diems	8,500	7,000				7,000	(1,500)
12		Managers Expenses	4,000	3,000				3,000	(1,000)
13									
14	Auditor/Accounting	Auditor/Accounting	70,000	75,000				75,000	5,000
15									
16	Miscellaneous	Dues & Publications	11,000	11,000				11,000	0
17		Insurance	55,000	60,000				60,000	5,000
18		Committee & Board Meeting Expenses	3,500	3,500				3,500	0
19		Miscellaneous	5,000	5,000				5,000	0
20									
21	Administrative	Salary & Benefits	1,660,000	1,860,000				1,860,000	200,000
22		Employee Expenses	15,000	15,000				15,000	0
23		Janitorial/Trash Services/Snow Plowing	15,000	15,000				15,000	0
24		Building Maintenance	150,000	125,000				125,000	(25,000)
25		Utilities (gas,electric, water, sewer, maintenance)	30,000	30,000				30,000	0
26		Office Supplies	7,000	7,000				7,000	0
27		Copying/Printing	5,000	5,000				5,000	0
28		Postage/Delivery	3,000	2,000				2,000	(1,000)
29		Office Furniture & Computer Equipment	150,000	120,000				120,000	(30,000)
30		Office Equipment Maintenance	3,000	2,000				2,000	(1,000)
31		Training/Education	75,000	75,000				75,000	0
32		Telephone	4,000	2,000				2,000	(2,000)
33		District Vehicles/Maintenance	20,000	20,000				20,000	0
34		GIS System Maintenance & Equip.	5,000	5,000				5,000	0
35		Database Improvements	40,000	20,000				20,000	(20,000)
36		IT Services/Internet/Website/Software Licenses	75,000	85,000				85,000	10,000
37		Outside Program Support	57,000	57,000				57,000	0
38		Outside Consulting Services	20,000	20,000				20,000	0
39									
40	Program	Lakes, TMDLs, Grants	125,000	142,000				142,000	17,000
41	Activities	Natural Resources Program	120,000	120,000				120,000	0
42		Water Monitoring-Lab Costs & Equip.	180,000	214,000				214,000	34,000
43		Research Projects	225,000	155,000				155,000	(70,000)
44		Project Operations	200,000	200,000				200,000	0
45		Education Program	75,000	70,000				70,000	(5,000)
46		Communications and Marketing	50,000	50,000				50,000	0
47		Events	46,000	51,000				51,000	5,000
48		Health & Safety Program/Staff In-House Training	3,000	4,000				4,000	1,000
49									
50	Capital Improvements	Maplewood Mall SRF Loan Debt Service	91,848		0	92,441		92,441	593
51	Summary	Beltline and Battle Creek Tunnel Repair Debt Service	302,863		0	302,963		302,963	101
52		Targeted Retrofit Projects	1,500,000		1,100,000	400,000		1,500,000	0
53		Stewardship Grant Fund	1,000,000		800,000	200,000		1,000,000	0
54		Double Driveway Water Quality Optimization Implementation	0		337,500	337,500		675,000	675,000
55		Project Repair & Maintenance	1,500,000		1,000,000	500,000		1,500,000	0
56		Wetland Restoration Projects	500,000		0	500,000		500,000	0
57		Flood Risk Reduction Fund	5,200,000		700,000	4,500,000		5,200,000	0
		Totals	14,324,710	4,351,500	3,937,500	6,832,904	0	15,121,904	797,194

	Budget Total	Budget Total By Fund		Proposed Levy
		General Fund	CIB	
2023 Budget Total and totals by fund	15,121,904	4,351,500	10,770,404	7,244,000
2022 Budget Total and totals by fund	14,324,710	4,230,000	10,094,710	6,763,498
2023 Budget Increase or (Decrease) from 2022 Budget	797,194	121,500	675,694	480,502
2023 Budget % change from 2022 Budget	5.57%	2.87%	6.69%	7.10%

2023 Budget Program Line Item Breakouts

Project Feasibility Studies (Line 5)	
Emergency Response Plans	\$15,000
Groundwater/Surface Water Next Steps	\$50,000
Hillcrest Golf Course Planning Assistance	\$20,000
Kohlman Creek Flood Risk Reduction Feasibility Study Continued	\$75,000
Ames Lake Technical Assistance and Project Planning	\$40,000
Resiliency Study for non-Beltline Tributary Areas	\$150,000
Contingency	\$45,000
Total =	\$395,000

Outside Program Support (Line 37)	
Watershed Partners	\$10,000
Blue Thumb	\$3,000
East Metro Education	\$13,000
Cooperative Weed Management Program	\$10,000
GIS Users Group	\$1,000
Contingency	\$20,000
Total =	\$57,000

Lake Studies Etc. (Line 40)	
Grant Applications	\$40,000
Watershed Management Plan Updates	\$20,000
West Vadnais Lake Incorporation	\$15,000
Subwatershed Feasibility Studies Prioritization	\$5,000
Carver Ponds Internal Load Reduction	\$37,000
Contingency	\$25,000
Total =	\$142,000

NR Program (Line 41)	
Ongoing Site Maintenance	\$25,000
Carp Management Program	\$50,000
Restoration Project Work	\$20,000
Equipment Needs	\$20,000
Contingency	\$5,000
Total =	\$120,000

Water Monitoring (Line 42)	
WQ Equipment Replacement and Repair	\$50,000
Lab Costs	\$90,000
Engineering Monitoring Assistance and Reporting	\$22,000
Special Project Monitoring: Maplewood Mall, Battle Creek etc	\$52,000
Total =	\$214,000

Research (Line 43)	
Minnesota Stormwater Research Council	\$50,000
Shallow Lakes Aeration Study	\$40,000
New Technology Reports	\$15,000
Internal Research/Contingency	\$50,000
Total =	\$155,000

Education/Events/Communications (Lines 45-47)	
Education and Work in Schools	\$70,000
Communications and Marketing	\$50,000
WaterFest	\$35,000
Watershed Excellence Awards	\$6,000
Events Contingency	\$10,000
Total =	\$171,000

Targeted Retrofits (Line 52)	
Retrofit WQ Projects Budget (eg. Lake Emily BMP, Roosevelt Homes)	\$1,500,000
Total =	\$1,500,000

Project Repair and Maintenance (Line 55)	
2021 Project Repair and Maintenance Contract	\$1,000,000
Beltline 5-year Inspection Completion and Repairs	\$15,000
Routine Inspections and Unplanned Maintenance ID	\$235,000
BMP and NR Maintenance Program	\$250,000
Total =	\$1,500,000

Flood Risk Reduction Fund (Line 57)	
Phalen Village/County Ditch 17 Final Design	\$150,000
Owasso Basin Flood Risk Reduction Projects (West Industrial Park Berm and Associated Improvements)	\$2,300,000
Tanners Lake/Battle Creek Lake Pipe Installation	\$410,000
Wakefield Lake Diversion Planning and Design	\$120,000
Other Flood Risk Reduction and Conveyance Feasibility Study Implementation Projects + Contingency	\$2,220,000
Total =	\$5,200,000

Items shown on these budget line item breakouts are subject to change. Projects are identified but may need adjustments or additional project opportunities with similar goals may be determined during the year.

2023 BUDGET NARRATIVE

Budget Line No.	Item & Description	Budget Amount	Change from '22 increase (decrease)
General Fund Budget Summary:			
1	Engineering - Administration Oversight of all District Engineering activities, supervising staff assigned to projects, responding to general inquiries of the public and the Board, and preparing correspondence and billings. Engineering attendance at meetings of the District- covers Board and related project meetings, mini case studies, data collection, analysis, preparation of reports as requested by the managers and assisting in District water management planning activities. This also includes preparation for board workshop topics as requested.	132,000	7,000
2	Engineering - Review Review and comment on plans and proposals submitted to the District for review relative to District regulations, policies and concerns. Assist communities and counties with data and information needs related to projects and plans.	70,000	10,000
3	Engineering - Permit Application Review and Processing Provides for Engineering assistance in review of all permit applications, clarifying problems with the developer, meet developer on-site, coordinate permit issues with communities, counties, and other regulatory bodies.	59,000	4,000
4	Engineering - Permit Inspection & Enforcement Inspect projects when a designed improvement is involved and requested by District staff.	10,000	0
5	Engineering - Project Feasibility Studies This item provides a budget item for annual feasibility studies in preparation of future capital improvement projects. See Program Budget Line Item Breakout table.	395,000	(15,000)
6	Engineering - GIS Maintenance Provides funds for maintenance and assistance of the District GIS system.	5,000	0

Budget Line No.	Item & Description	Budget Amount	Change from '22 increase (decrease)
8	Attorney - General Legal advice at meetings, research on various issues for Board consideration, preparation and publication of legal notices, preparation of Board resolutions, and other matters requiring legal counsel.	40,000	0
9	Attorney - Permit Enforcement Legal advice on permit sites including enforcement activities, letter and legal action as necessary.	5,000	(5,000)
11	Manager per Diems Manager per diems for regular and special meeting attendance. Increased budget due to increase in state statute amount allowed for manager per diems.	7,000	(1,500)
12	Manager Expenses Manager Expenses incurred in the performance of official manager duties, such as attendance at conferences and meetings and related expenses.	3,000	(1,000)
14	Auditor/Accounting Preparation of the District's annual audit and provide monthly accounting services.	75,000	5,000
16	Dues & Publications Dues for appropriate organization memberships (MAWD, League of MN Cities, etc.) and for purchase of necessary publications and reference materials.	11,000	0
17	Insurance District General Liability, Property/Casualty, Public Official Liability insurance, etc.	60,000	5,000
18	Committee & Board Meeting Expenses Budget to cover miscellaneous expenses related to the duties and activities of District advisory committees, such as, meeting refreshments, supplies, public information materials, etc.	3,500	0

Budget Line No.	Item & Description	Budget Amount	Change from '22 increase (decrease)
19	Miscellaneous Expenses Expenses of the District not elsewhere classified. Examples include: miscellaneous financial charges and expenses, District tour expenses, pass through expenses, etc.	5,000	0
21	Staff Salaries, Taxes & Benefits Includes salary, taxes, insurance and benefits for existing full time staff plus summer interns. This budget includes an allowance for a salary increases and increased benefit costs.	1,860,000	200,000
22	Employee Expenses This includes mileage, parking, and supply expenses incurred by the District's staff.	15,000	0
23	Janitorial/Trash Services/Snow Removal Contract services required for office building and winter snow removal.	15,000	0
24	Building Maintenance Building repairs, equipment and landscape maintenance expenses.	125,000	(25,000)
25	Utilities (gas, electric, water, sewer) Provides for office building utility expenses.	30,000	0
26	Office Supplies Office supply costs for district operations.	7,000	0
27	Copying/Printing Photocopying and commercial printing expenses.	5,000	0
28	Postage/Delivery District postage and delivery expenses.	2,000	(1,000)
29	Office Furniture and Computer Equipment Acquisition of necessary new and replacement office equipment and furniture.	120,000	(30,000)

Budget Line No.	Item & Description	Budget Amount	Change from '22 increase (decrease)
30	Office Equipment Maintenance To fund office equipment maintenance.	2,000	(1,000)
31	Training/Education Training and education expenses for the District staff including pursuing equity/inclusion work.	75,000	0
32	Telephone District telephone expenses. Includes office phone system and support costs.	2,000	(2,000)
33	Vehicle Replacement, Equipment and Maintenance Provides for fleet maintenance and equipment.	20,000	0
34	GIS System Maintenance & Equipment Provides for continuous upgrading of GIS system data files and equipment as needed.	5,000	0
35	Database Improvements Provides for improvements to district database programs for permit program, stewardship grant program, inspections and timesheets.	20,000	(20,000)
36	IT Services/Internet/Web Site/Software Licenses Provides for maintenance and upgrades to computer network and software upgrades.	85,000	10,000
37	Outside Program Support Provides budget for financial support of programs that provide support to the District and its goals. See attached list.	57,000	0
38	Outside Consultant Services Provides funds for contracting special services with outside consultants as needs arise in the year.	20,000	0

Budget Line No.	Item & Description	Budget Amount	Change from '22 increase (decrease)
40	Lakes, TMDLs, Grants This item is for various water body studies and related topics. See Program Budget Line Item Breakout table.	142,000	17,000
41	Natural Resources Program This item includes funding for project to enhance ecological diversity within the District – habitat restoration projects, site maintenance, studies and research.	120,000	0
42	Water Quality Monitoring Includes lab costs and equipment for lake sampling, BMP monitoring and performance monitoring. See attached list for breakdown.	214,000	0
43	Research Projects This account provides funds for conducting research into various water and resource management issues and problems. The budget includes contributions to the Minnesota Stormwater Research (MSR) program, and shallow lake aeration study. See Program Budget Line Item Breakout table. The decrease is due to moving from research to implementation for the Kohlman Permeable Weirs.	155,000	(70,000)
44	Project Operations This budget provides funds for the ongoing operational costs for District projects that incur utility or supply costs. Some examples include the auto lake level monitoring systems as well as the Keller Channel Weir and Phalen Outlet modification operations.	200,000	0
45	Educational Programming Production of materials and programs designed to improve the understanding and knowledge of the school children, general public, city and county staff, developers and others of the District's programs and watershed management. This includes continued support of Master Water Stewards Program as well as support of the Adopt-a-Drain program.	70,000	(5,000)

Budget Line No.	Item & Description	Budget Amount	Change from '22 increase (decrease)
46	Communications and Marketing This will be used to support our communications and marketing plan.	50,000	0
47	Events Provide funds for the annual WaterFest program and Watershed Excellence Awards program.	51,000	5,000
48	Health & Safety Program/Staff In-house Training Provides funds to support the District staff safety program, training costs, equipment.	4,000	1,000

Capital Improvement Budget Summary:

50	Maplewood Mall SRF Loan Debt Service Annual payment for the State Revolving Fund (SRF) loan for Maplewood Mall Phase IV project.	92,441	593
51	2016 Beltline and Battle Creek Tunnel Repair Debt Service This is the principal and interest payment for a bond issue approved in 2016.	302,963	101
52	Targeted Retrofit Projects This budget is to fund projects that have been targeted by the District as a priority project for water quality and natural habitat. Projects are vetted in the current year and potential project implementations are planned for 2023. Projects with the most potential at this time are planned for. Other projects identified to meet the goals for targeted retrofits may also present themselves over the next year. Staff will manage projects within the proposed Targeted Retrofit Projects budget and present them to the board as they develop.	1,500,000	0
53	Stewardship Grant Fund Provide funds for cost-share assistance to local partners, churches, public and private developers and homeowners for funding of volume reduction, habitat restoration, and other practices above the requirements of District rules.	1,000,000	0

Budget Line No.	Item & Description	Budget Amount	Change from '22 increase (decrease)
54	Double Driveway Water Quality Optimization Implementation This is a capital improvement project that may materialize out of the 2022 feasibility study of the same name. This is a water quality project in the Fish Creek subwatershed to target sediment based on the impairment the creek has.	675,000	675,000
55	Project Repair and Maintenance Provides funds for the maintenance of District projects and trunk conveyor system. Also includes funds for continuation of a BMP maintenance program and a contingency fund. See Program Budget Line Item Breakout table.	1,500,000	0
56	Wetland Restoration Projects This is a placeholder for the board to consider for projects that would include wetland restoration work. This is carryover from 2022.	500,000	0
57	Flood Risk Reduction Fund Provides funds for flood control projects including acquisition or flood proofing of existing flood prone structures. Assistance to cities to reduce flood risks in areas identified by District modeling of Atlas 14 storm events could also be included. This fund pools money for projects that meet the board's flood risk reduction goals. Projects identified out of the Owasso Basin Flood Risk Reduction Feasibility Study are included and listed in the line items breakout attachment. Also, anticipating projects from the completion of the Kohlman Creek Flood Risk Reduction Feasibility Study. Funds are also held in reserves for other project opportunities that may arise.	5,200,000	0



RAMSEY-WASHINGTON
METRO WATERSHED DISTRICT

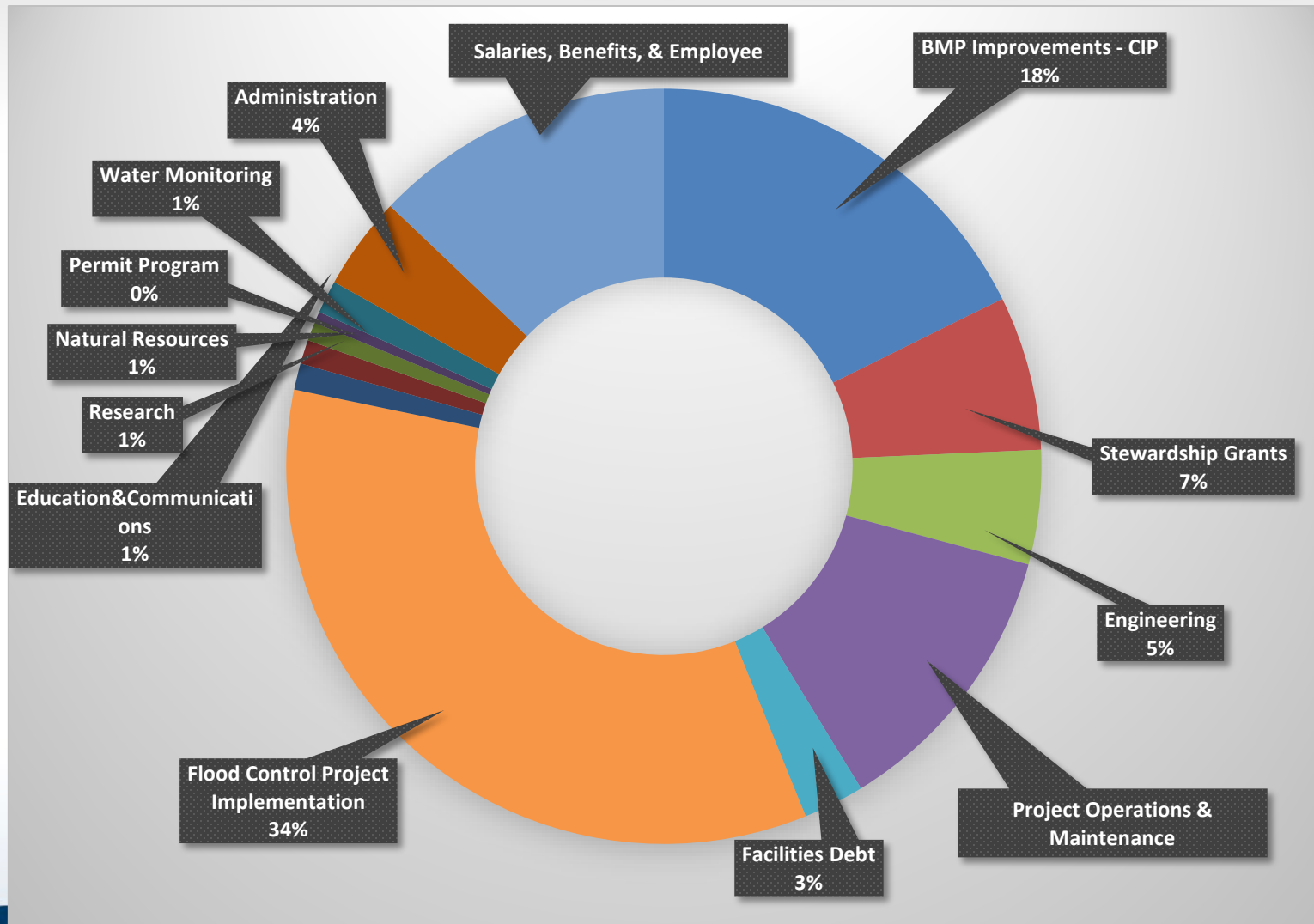
Quality Water for Quality Life.

2023 Preliminary Budget & Levy Public Hearing Overview

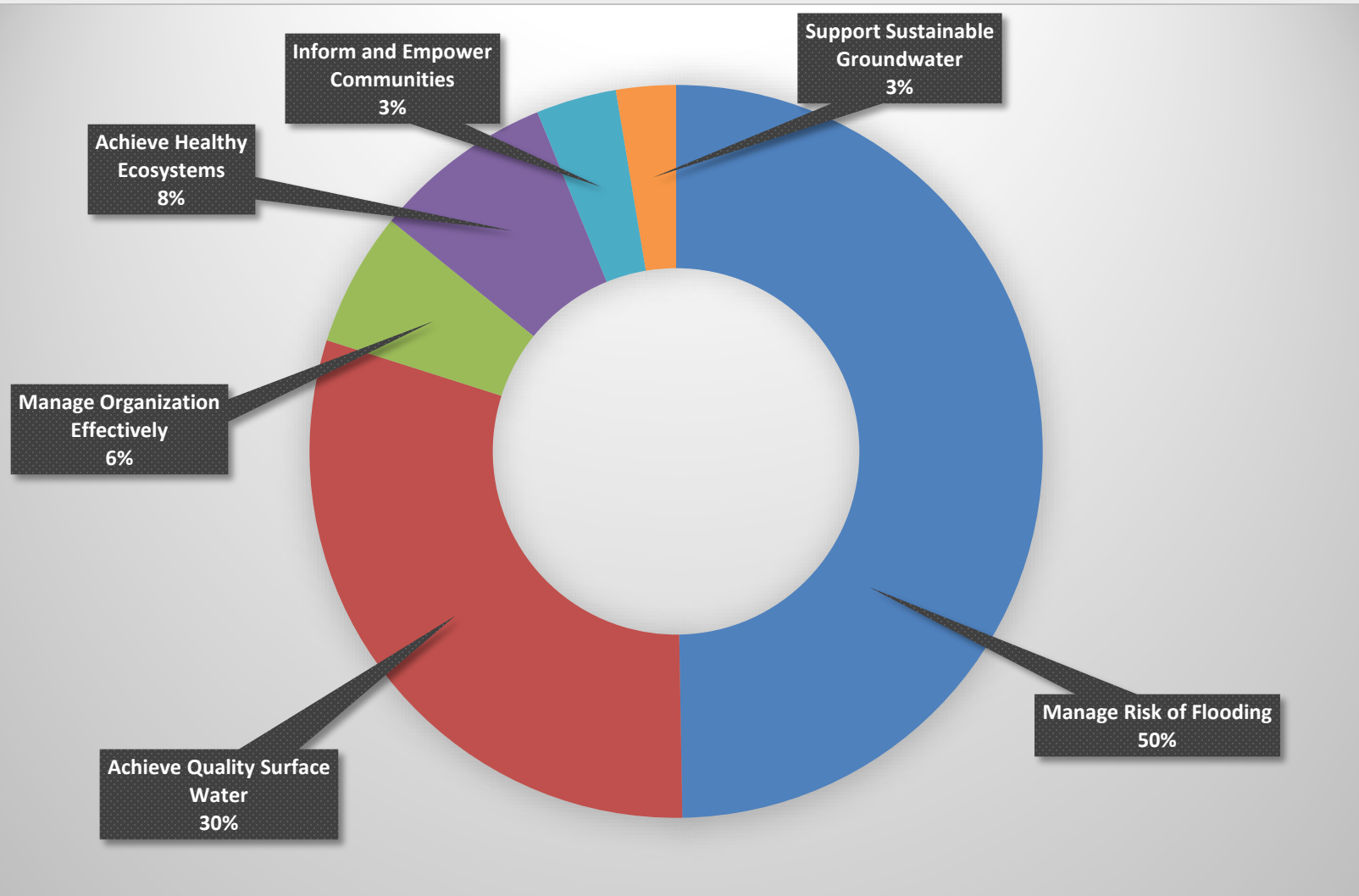
	Budget Total	Budget Total By Fund		Proposed Levy
		General Fund	CIP	
2023 Budget Total and totals by fund	\$15,121,904	\$4,351,500	\$10,770,404	\$7,244,000
2022 Budget Total and totals by fund	\$14,324,710	\$4,230,000	\$10,094,710	\$6,763,498
2023 Budget Increase or (Decrease) from 2022 Budget	\$797,194	\$121,500	\$675,694	\$480,502
2023 Budget % change from 2022 Budget	5.57%	2.87%	6.69%	7.10%



Budget % by Program Area



Budget % by Watershed Management Plan Goals



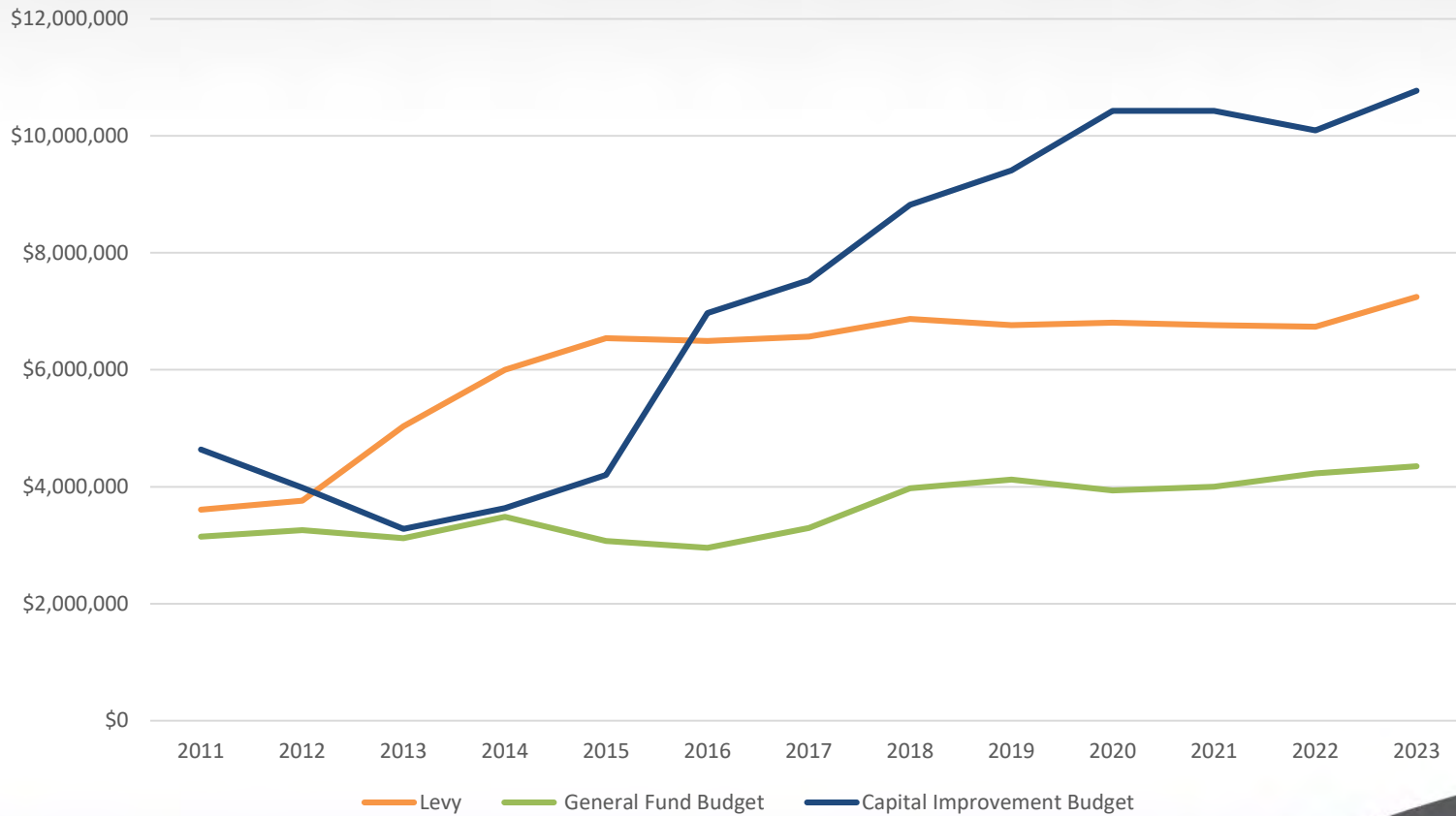
Capital Improvement Projects

Budget Items

CIP Project	2023 Budget	2023 Levy	Carry-over	2022 Budget	Difference
Maplewood Mall SRF Loan Debt Service	92,441	0	92,441	91,848	593
Beltline and Battle Creek Tunnel Repair Debt Service	302,963	0	302,963	302,863	101
Targeted Retrofit Projects	1,500,000	1,100,000	400,000	1,500,000	0
Stewardship Grant Fund	1,000,000	800,000	200,000	1,000,000	0
Double Driveway Water Quality Optimization	675,000	337,500	337,500	0	675,000
Project Repair & Maintenance	1,500,000	1,000,000	500,000	1,500,000	0
Wetland Restoration Projects	500,000	0	500,000	500,000	0
Flood Risk Reduction Fund	5,200,000	700,000	4,500,000	5,200,000	0
TOTALS	\$10,770,404	3,937,500	6,832,904	\$10,094,710	\$675,694



Historical Levy and Budget



Impact of Proposed Levy on Residential Homestead Taxes

2023 Local Tax Rate = 2.819% (decrease of -3.4% from 2022)

Assumes a 19.1% change in market value from 2022 to 2023, the median change.

Proposed Pay 2022					
Market Value	Homestead Market	Taxable	Tax	Taxing District	Change
Before Exclusion	Value Exclusion	Market Value	Capacity	Portion of Tax	From 2021
250,000	10,100	235,300	2,353	\$66.33	18.6%
300,000	14,700	289,800	2,898	\$81.69	18.0%
350,000	5,700	344,300	3,443	\$97.06	17.5%
400,000	1,200	398,800	3,988	\$112.42	17.1%





RAMSEY-WASHINGTON
METRO WATERSHED DISTRICT

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rwmwd.org

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Administrator's Report

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MEMO

TO: Board of Managers and Staff
FROM: Tina Carstens, Administrator
SUBJECT: August Administrator's Report
DATE: August 31, 2022

A. Meetings Attended

Tuesday, August 2	9:00 AM	MAWA Executive Committee
Wednesday, August 3	9:00 AM	Leadership Network Meeting
	1:00 PM	Meet with BWSR re: Boundary Change
	6:30 PM	Board Meeting
Tuesday, August 9	ALL DAY	Primary Election Judging
Monday, August 22	11:00 AM	Meet with Manager Ward
Tuesday, August 23	ALL DAY	MAWD Summer Tour/MAWA Meeting
Wednesday, August 24	ALL DAY	MAWD Summer Tour
Thursday, August 25	ALL DAY	MAWD Summer Tour
Wednesday, August 31	12:00 PM	Flood Risk Meeting with Maplewood

B. Upcoming Meetings and Dates

Board/CAC Tour	TBD – middle/end September
October Board Meeting	October 5, 2022
Water Resources Conference	October 18-19, 2022
November Board Meeting	November 2, 2022
Watershed Excellence Awards	Tuesday, November 15, 2022 (tentative)
MAWD Annual Meeting	Wednesday, Nov 30 – Friday, Dec 2, 2022
December Board Meeting	December 7, 2022

C. Ongoing Project Update

Land Acquisition and Use Policy – I have a meeting scheduled with the administrator and staff of Minnehaha Creek Watershed District to discuss their policies and implementation around land acquisition and use. They have many years of evolved experience in this matter and in my initial conversation with a staff member, it felt very relevant to the discussion you have had recently. I will report back on that conversation and next steps.

Ponds of Battle Creek – I have connected with the Ramsey County staff person in Property Management that is responsible for this property. We have a meeting scheduled to talk about our mutual interests and possible next steps to share with you. I also am aware that Ramsey County Parks, Soil and Water Division have been actively working with Property Management to find ways to maintain and protect the BMPs and natural areas on the course in perpetuity.

West Vadnais Lake Boundary Change – our staff has put together a draft petition and have been working with VLAWMO and Barr staff to best define the subwatershed boundary for this change. I would anticipate you would see the completed boundary change petition to be approved to be sent to BWSR at the October meeting.

Board Tour - During the last meeting, I received a few ideas from the board about potential tour stops. I have started to map out a tour and are planning for the middle to end of September. If any of the board has conflicts with dates in the week of September 19th or 26th, please let me know. I will get a date schedule shortly. I would also like some guidance on the start time of the tour.

D. **MAWD Items for Discussion**

MAWD Summer Tour – I attended the summer tour that was done in conjunction with BWSR and the Red River Partners. The first day was a half day administrators meeting along with a dinner and presentations from the various Red River area organizations. An overview of the Grand Forks 1997 flood and lessons learned was a good introduction into the history of the area, the hydrology of the river, as well as the motivation for much of the work we would see later on the bus tour. The bus tour included various stops in the Red River watershed where large projects have been constructed to help manage large flood events in the valley. There was much discussion around a shifting mentality around reducing flood risks from structures/towns to farms which is the livelihood of the residents. The third day included some educational sessions. All of the presentations were provided in the latest MAWD Education and Training Opportunities email, if you are interested in reviewing.

MAWD Annual Membership Dues – I have attached the proposed 2023 membership dues memo that was provided by MAWD in early August. The MAWD finance committee meets each year to discuss the dues structure and caps and this year determined they wanted to make a change to the caps but keep the formulas the same. Some watersheds will see a decrease in dues due to a lower cap in place and some, like us, will see an increase in dues because our cap was increased. The main motivation for this change is that many

watersheds outside of the metro area have a cap on their ability to levy for administrative funds for the watershed. There has been feedback from members of MAWD that they would like a more fair and equitable way of calculating the dues. This proposed change increases our dues from \$7,500 to \$12,500. It does appear from the memo, that this is a proposed change that will not go into effect in 2023 and will be further examined. I would expect that this will be a topic at the December annual meeting.

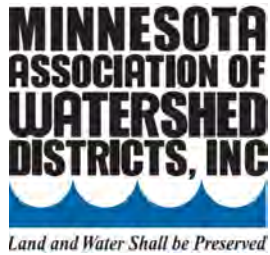
MAWD Proposed Strategic Plan – I have also attached the draft MAWD Strategic Plan for your review and discussion. The memo provided gives an overview of the process and also provides some understanding of the comparison to the current plan.

In my time being involved with the MAWD board through the administrator's (MAWA) executive committee, I am hopeful that this strategic plan will improve the organization and provide a member approved direction for the board to operate. The items I am hearing most from other watersheds that led to the development of this plan is that the association needs to be more member driven and transparent. I do believe the subcommittee that worked on this plan developed a succinct plan that will move the organization forward and provide much better support to its members.

One of the goals of the strategic plan is to be more inclusive to all watershed managers in the state. This would bring in our WMO partners as well as other organizations in the state that have the same mission as watershed districts. A goal of including more partners and expanding membership will enhance the work that we do. I also believe this plan provides a stronger commitment of the organization to be our voice at the state level both in agencies and at the legislature.

I would like you to review the plan and provide me with any comments you have that I can relay to MAWD from the Board. They have extended the comment deadline to September 30. If you the board is inclined, they could provide a motion of support of the plan and direct me to communicate that support along with any comments regarding the plan to MAWD.

Comments received will be considered and the committee will recommend changes to the plan based on those comments. The committee will then give the MAWD board the draft plan and ask that they send it to the membership for review and approval at the December annual meeting.



Minnesota Association of Watershed Districts, Inc.
www.mnwatershed.org | 651-440-9407

MEMORANDUM

DATE: August 1, 2022
TO: Watershed District Administrators
FROM: Sherry Davis White, Treasurer

RE: 2023 MAWD ANNUAL MEMBERSHIP DUES

The MAWD Finance Committee met twice to review a potentially new dues structure. On April 27, they met to define key parameters that would make a dues formula be as fair and equitable as possible. Several ideas were analyzed and thrown out for being too complex, too unpredictable, or simply not being any more fair or equitable than the existing formula. The committee asked staff to run scenarios with the ideas that remained. The committee reviewed the following three scenarios on June 1, 2022.

- Keep the same formula but raise the cap each year by an inflation factor.
- Keep the same formula but set different tiered caps based on type of watershed.
- Run scenarios that illustrate the approximate increase in dues if staffing was increased or if a new strategic plan called for increased services.

Following consideration of all scenarios, the committee unanimously recommended to the MAWD Board a four-tiered dues structure for 2023. On June 20, 2022, the MAWD Board unanimously adopted those recommendations. **Dues will be calculated using the same formula, but with new caps in place.**

On July 25, 2022, the MAWD Board voted to freeze WMO dues for 2023 at the 2022 level. The Board will further examine the WMO dues in the future.

2023 MEMBERSHIP DUES

Dues Calculation = Estimated Market Value (EMV) x 0.00048 x 0.005, not to exceed cap

103D rural member without additional tax revenue options	Cap = \$5,000
103D rural member with additional tax revenue options	Cap = \$7,500
103B metro WD member (EMV ≤ \$10B)	Cap = \$7,500
103B metro WD member (EMV ≥ \$10B)	Cap = \$12,500

As a result of this change, some metro watershed districts will see an increase in their dues and some rural watershed districts will see a decrease in dues. As always, dues fluctuate as your EMV fluctuates.

If you would like to read more about how the committee and board arrived at their decision, the meeting notes have been included for your review.

Emily Javens, who is on leave of absence, had prepared all but the finishing touches on these documents before going on leave. If there are mistakes or oversights, they are mine.

Don't hesitate to contact me if you have any question at 952-215-6963 or sherrywhite@mediacombb.net.

Attachments: Finance Committee meeting notes, April 27, 2022
Finance Committee meeting notes, June 1, 2022
2022 Estimated Market Values
MAWD dues worksheet

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Minnesota Association of Watershed Districts (MAWD)

Finance Committee Meeting

April 27, 2022

Via Zoom



Meeting participants: Chair Sherry Davis White, MAWD Board (Minnehaha Creek WD); Region 1 Manager Dennis Kral, (Pelican River WD) and Region 1 Manager Linda Vavra (Bois de Sioux WD); Region 3 Manager Jill Crafton; Region 1 Administrator Tera Guetter, (Pelican River WD); Region 2 Administrator Amber Doschadis (Upper Minnesota River WD); Region 3 Administrator Matt Moore (South Washington WD); and Emily Javens and Jan Voit, MAWD

Absent: Region 2 Manager Wayne Rasche (Heron Lake WD)

WELCOME AND INTRODUCTIONS

The meeting began at 3:03 p.m.

The purpose of the Finance Committee is to manage the finances of MAWD. While a smaller Executive Finance Committee will handle the day-to-day financial decisions, this committee will deal with the larger big picture issues, like preparing an annual budget and making recommendations on the annual dues structure.

The Finance Committee will: analyze past expenditures and financial projections to make a recommendation to the MAWD board for annual dues; prepare an annual budget for submittal to the MAWD Board; and engage the services of a certified accounting firm to process and maintain the financial records of the organization. Later this year, the committee will solicit request for proposals for auditor and lobbyist services.

Dues are payable in January of each year. The MAWD Board can defer, suspend, or reduce dues for a hardship or funding problem.

TASK ONE. Identify the key parameters of a solid dues' formula.

The current dues formula charges watersheds 0.5% of the maximum percent general fund tax levy allowed in MN Statute 103D.905 Subd. 3, not to exceed \$7,500. The maximum general fund levy is calculated to be .048% of the Estimated Market Value (EMV) of the watershed, not to exceed \$250,000, whichever is less. This formula only applies to rural watershed districts (WDs) because metro WDs can base their maximum levy on the needs identified in their respective Watershed Management Plans rather than the formula identified in statute. Further complicating the matter of finding a fair formula is that metro watershed management organizations (WMOs) do not have levy authority at all. A report was written in 2017 that analyzed different formulas and is provided in this packet. Dues have not been changed since 2018 and during that time, the following concerns have been identified.

- *The current method uses a formula that is not applicable to the metro watersheds.*
 - *The dues' structure doesn't recognize there is a second limiting factor in the general fund levy (not to exceed \$250,000, whichever is less.)*
 - *It is challenging to obtain the EMV for WMOs because it is not automatically generated for us by the state. Data requests are submitted to each county to determine the EMV.*
 - *The cap hasn't been increased for four years which results in only the smaller WDs contributing increased revenue for MAWD through dues.*
 - *Some watersheds were not formed to protect and restore waterbodies through large-scale projects and their budgets reflect that. Others vary in how much they budget based on political views about taxing and spending.*
-

DISCUSSION: Are there other concerns about the current framework being used for calculating dues? If we put this simply, what do we wish to accomplish? “We want to find a dues structure that is _____.”

Discussion was held regarding the following.

- In the metro, there are larger watersheds that don’t have to pay more than the smaller ones. Some have a conservative viewpoint when it comes to taxation.
- All watersheds get the same service, just because some are larger, should they pay more?
- In reviewing the strategic plan survey and members needs and wants, it appears there will be a need to increase staffing. It is not possible to determine exactly what funding is needed right now to meet those needs.
- The budget and dues are two separate decisions, but one affects the other. The dues’ structure needs to be adaptable and fair without having to change it every year.

In answer to the discussion question, the consensus was to develop a dues structure that is as fair as possible, fairly simple, flexible, and won’t be overly volatile from year to year.

TASK TWO. Analyze new ideas against parameters identified in task one.

MAWD members have recently shared some ideas for restructuring dues. Those ideas with examples are shown below.

- | | |
|--|---|
| • Set a flat rate for all watershed districts. | Dues = \$7500 per member. |
| • Set tiered caps depending on different variables.
some interest in this having merit (keep formula the same, two caps, some smaller metro WDs increase cap to others to 9,000 | Dues = \$7500 metro, \$5,000 rural |
| • Base dues on actual tax levied revenue. | Dues = 2% of annual tax levied revenue |
| • Base dues on the total annual revenue of a watershed. | Dues = 2% of annual revenue |
| • Base dues on the watershed’s annual budget. | Dues = 1% of total budget |
| • Use a base amount plus a % value. | Dues = \$2,500 + 1% of tax levy revenue |
| • Adjust the cap annually to consider inflation. | Dues will increase with cost of living |
| • Keep the same formula.
\$7500 | Dues = 0.5 x (0.048% of EMV), NTE |
| • Rather than having a cap, implement discounts. | Dues = \$7500, NTE 2% of annual revenue |

The committee discussed ideas and examples. It was determined that:

- None of the options meet absolute fairness for every watershed. Fairness will have to be sacrificed somewhere.
- A set flat rate for all watershed districts makes the dues situation worse.
- Setting tiered caps seems to be fairer than the current system.
- Basing the dues on the actual tax levied or annual revenue would be problematic.
 - Special assessments for stormwater utility or drainage systems or grant funds are for specific purposes and cannot be used to pay dues.
 - While the BWSR calculator for overhead is used by some watersheds, not every one receives BWSR grant funds. Tracking overhead, even if the cost of dues can be factored in, would be cumbersome.
 - WDs in the Red River Valley have access to funds through the Red River Watershed Management Board to implement large-scale projects. Those funds cannot be used to pay dues.

- Many WDs that are at the \$250,000 cap use those funds for administration and project implementation. Their ability to pay dues is restricted by the cap
- Basing dues on the watershed's annual budget and implementing discounts would require each watershed to provide MAWD with a copy of their budget. MAWD would then have to review and determine whether a discount is warranted. This would not be simple.
- Using a base dues amount plus a percentage value would be difficult for small WDs and WMOS.
- Keeping the same formula has fairness concerns.
 - Over the past five years, the average annual change was approximately \$100 per year. Pelican River WD saw the largest increase at \$1,500. There were six watersheds that had an increase over \$1,000.
 - At the current dues rate, Pelican River WD pays 2% of their annual budget. If Minnehaha Creek with an annual budget of \$12M paid 2% of their budget, their dues would be \$240,000.
 - Adding an inflation factor would allow for flexibility.
- Using a flat rate not to exceed .5 x .0048 of EMV.
 - The not to exceed clause would flip. As years pass, the discount decreases as the EMV increases. Although it is the same formula we use now, it may be more palatable when viewed in a different way.
- Using a weighted formula based on size or other factors seemed difficult to understand or to determine how it would work.
- The metro watersheds represented on the committee believed that their organizations would not object to increased dues.
- Red Lake and Shell Rock River WDs have multi-million budgets, but are still restricted by the \$250,000 general operating levy cap. Sauk River and Buffalo-Red River WDs have special legislation that allows them to generate more than the \$250,000 limit. Those are outliers that need to be considered.

The chart was completed based on committee discussion to help identify the pros and cons of each option.

ANALYSIS

	Fair?	Simple?	Flexible?	Not Volatile	
Flat rate	No – flat rates make it worse	Yes	Yes (raise rate as needed)	Yes	
Tiered caps	Seems to be fairer	Yes	Yes (raise caps as needed)	Yes	
% of tax levies		No			
% of revenue		No			
% of budget		No			
Base + %	No – hard for very small WDs/WMOS				
Keep existing formula	Has concerns with fairness	Fairly simple	More flexible with inflation factor	Varies	Needs inflation factor
Use weighted formulas based on factors (size?)		No			

TASK THREE. Discuss next steps

Do we have enough information to make a recommendation to the MAWD Board? If not, what additional information is needed? How will the strategic plan impact our recommendation? The final numbers in the formula will need to be determined once a budget is recommended for FY 2023.

MAWD staff will run scenarios that:

- Keep the same formula with a raised cap and inflation factor
- Keep the same formula and setting multiple tiers
- Run scenarios that would illustrate the approximate increase in dues would be if staffing was increased.
- Evaluate outliers (budgetary needs, potential lobbying costs, strategic plan goals)

The committee will meet again in a couple weeks. The goal is to have a recommendation for the MAWD Board so that a new structure can be in place for 2023.

The meeting adjourned at 4:32 p.m.

Meeting notes submitted by
Jan Voit

Minnesota Association of Watershed Districts (MAWD) Finance Committee Meeting

June 1, 2022
Via Zoom



Meeting participants: Chair Sherry Davis White, MAWD Board (Minnehaha Creek WD); Region 1 Manager Dennis Kral, (Pelican River WD) and Region 1 Manager Linda Vavra (Bois de Sioux WD); Region 1 Administrator Tera Guetter, (Pelican River WD); Region 2 Administrator Amber Doschadis (Upper Minnesota River WD); and Emily Javens and Jan Voit, MAWD

Absent: Region 3 Manager Jill Crafton (Riley-Purgatory-Bluff Creek WD); Region 3 Administrator Matt Moore (South Washington WD); and Region 2 Manager Wayne Rasche (Heron Lake WD)

The items in Task One and Task Two were provided to committee members for review before the meeting. Discussion was held on this information as noted below.

WELCOME AND INTRODUCTIONS

The meeting began at 3:02 p.m. Emily Javens gave an overview of the meeting packet.

TASK ONE. Review and discuss dues scenarios

At the last meeting we narrowed down possible ideas for a revised dues' structure that would be simple, flexible, non-volatile, and fair. Staff was asked to run scenarios for the committee to review in greater detail. Those scenarios are shown below. The objective of this portion of the meeting is to review the new information and submit a recommendation to the MAWD Board of Directors.

Scenario 1. Keep the same formula but raise the cap each year by an inflation factor.

Notes:

- The values shown in the chart only include revenue from watersheds that have been members from 2018-2022.
- The Consumer Price Index (CPI) was used to calculate the value of \$7,500 in September 2017 to September of each year.
- 2018: Membership voted in July 2017 to increase dues cap to \$7,500 for 2018.
- 2019 – 2022: if inflation had been considered, the new annual caps would have been:

Year	Dues Cap	Dues Revenue – using existing formula	Dues Revenue – when applying the CPI inflation factor	Increased revenue when comparing formulas	# of WDs impacted
2018 - base line year	\$7,500	\$192,700	\$192,700	N/A	N/A
2019	\$7,671	\$192,169	\$194,392	\$1,692	13
2020	\$7,825	\$197,450	\$201,675	\$4,225	13
2021	\$7,909	\$202,173	\$207,490	\$5,317	13
2022	\$8,335	\$202,342	\$213,302	\$10,960	14
2023 Projected	\$8,785	\$202,342	\$219,152	\$16,810	14

The watershed districts impacted by this change during all years include nine metro watershed districts, three Red River Watershed Management Board members, and one Region 1, non-RRWMB member.

(METRO: Capitol Region, Coon Creek, Minnehaha Creek, Nine Mile, Ramsey Washington Metro, Rice Creek, Riley Purgatory Bluff Creek, South Washington, Valley Branch. RRWMB: Bois de Sioux, Red Lake, Wild Rice. OTHER: Buffalo Red. Note: In 2022, Cedar River would have seen an increase of \$105 beyond the current cap of \$7,500.)

Scenario 2. Keep the same formula but set different caps based on type of watershed.

Different thresholds were set for metro versus rural and whether the rural watersheds had additional taxing authorities beyond the \$250,000 general operating revenue. This holds true for members of the Red River Watershed Management Board (RRWMB) and two watersheds: Sauk River and Shell Rock.

Two options are shown below and summarized in the following table. Countless scenarios can be quickly run by adjusting the values in each cap.

Option A.	103B metro watershed member	Cap = \$12,500
	Rural member with additional tax revenue options	Cap = \$10,000
	Rural member without additional tax revenue options	Cap = \$7,500
Option B.	103B metro watershed member (EMV > \$10B)	Cap = \$12,500
	103B metro watershed member (EMV < \$10B)	Cap = \$10,000
	Rural member with additional tax revenue options	Cap = \$7,500
	Rural member without additional tax revenue options	Cap = \$5,000

Note: There was no inflation factor applied to these scenarios.

Annual Dues Revenue	Existing Formula	Option A	Option B
2018	\$192,700	\$241,061	\$225,438
2019	\$192,169	\$240,814	\$226,678
2020	\$198,982	\$247,663	\$232,169
2021	\$202,173	\$253,696	\$234,023
2022	\$203,870	\$254,147	\$236,060

Scenario 3. Run scenarios that illustrate the approximate increase in dues if staffing was increased or if a new strategic plan called for increased services.

Since we don't know what the next strategic plan will include, a scenario was run with a cap equal to \$12,500 without separate tiers. \$12,500 was selected because it was the originally recommended level for the cap when the membership voted in 2017 to adopt a new strategic plan and increase the cap.

2022 Revenue with \$12,500 cap = \$262,807 (longstanding MAWD members only)

Current staffing includes a full-time executive director, and three part-time contract workers that include a lobbyist (approximately 500 hours), event planner (approximately 600 hours), and temporary support staff (approximately 1,200 hours). This level of staffing needs an investment of about \$250,000. Overhead costs are budgeted for \$60,000. Special projects, such as legal research or updating the watershed handbook, are not included in overhead. To maintain our current levels of service (with support staff), we will need \$310,000 per year. The sources of MAWD revenue include dues and event profit. Our last in-person conference saw a profit of about \$83,000. If that profit level is repeated, we will need \$227,000 from dues. If more staff is desired, more revenue would be needed. To help estimate those costs, values have been provided for what we could expect to pay for different types of positions in the Minneapolis – St. Paul area using the 2022 Government Pay Scale. Note: salaries in this area of the nation have been adjusted by 25.49 percent of more typical areas in the U.S. A preliminary budget is included to get a feel for Fiscal Year 2023.

Staffing Options	Salary (Mpls/St. Paul)	Benefits/Payroll Taxes (30% estimated)
Executive Director (G-13)	\$101,918 - \$132,491	\$30,575 - \$39,882
Assistant Director (G-11/12)	\$71,508 - \$111,425	\$21,452 - \$33,427
Program Director (G-9/10)	\$59,102 - \$84,612	\$17,731 - \$25,384
General Staff Position (G-7/8)	\$48,317 - \$69,559	\$14,495 - \$20,868

DISCUSSION

Comprehension. Spreadsheets containing the dues revenue from the MAWD dues history from 2018-2022 were reviewed. An example for one district was followed through each scenario.

MAWD financial needs. MAWD receives revenue from events and dues. The past two years, events have been held online and just broke even. When the annual meeting is in person, the revenue is approximately \$75,000. A few years ago, sponsorship was redefined and tiers were added, which provided different levels of benefits. That change brought increased revenue to the event. A budget of \$220,000 provides funding to keep the existing staff.

The biggest reason for considering a new dues' structure is fairness, as well as keeping the existing staffing. It is not about a need for a huge increase in revenue for MAWD.

Scenario 1. Using inflation as the indicator for changing dues would seem problematic in terms of long-term sustainability. Because interest rates vary, the dues raised each year would not be consistent. MAWD has built a 12-month budgetary reserve, so there is some ability to weather consistency changes.

Inflation would only be applied to the cap. The cap only affects a certain number of entities.

Dues' structure. The committee's task is to determine which option is the most fair, flexible, and simple. When doing this, we need to consider that, if we use the inflation factor, what rate would we apply. Locking into the Consumer Price Index would require changes to be made every year. This seems like a mistake.

We need to be able to explain why we believe the option we recommend and how the membership will benefit. The goal is to keep current members, regain those that have left, and maybe offer membership to newly formed One Watershed, One Plan entities.

Consideration was given to the dues history and projections using different caps, the need for simplicity, and making the structure as fair as possible. Using the term "cap" sends a message that the dues will not increase. If that is the case, any future increases will be borne by the smaller WDs, which is what is happening now.

Scenarios 2A and 2B. In Scenario 2A, all metro WDs are in the same category. In Scenario 2B, the metro WDs are separated into categories with an EMV above or below \$10B. This was done in consideration of metro WDs who believe it is unfair for the very large metro WDs to have the same annual dues as smaller metro WDs. A distinction was also made for rural WDs that are affected by the general operating levy limit and those that have special legislation for an increased general operating levy.

Discussion was held regarding the dues amount for each tier. This included whether the maximum should be \$12,500 or \$10,000; whether the bottom tier for the metro WDs should be equal to the top tier of the rural; and which WDs would be affected by these amounts. In initial discussions with four of the eight metro WDs that would be affected by the biggest increase, there was no objection.

In Scenario 2B, there are four tiers. Nine WDs would have increased dues. Eight would have decreased dues. The majority of WDs dues would remain the same.

How watershed management organizations (WMOs) fit into the dues' structure was discussed. MAWD has the ability to calculate EMVs for WMOs. Some WMOs are quite small. The three current members have an EMV over \$10B.

TASK TWO. Formulate recommendations to the MAWD Board of Directors

After discussing the scenarios presented:

- *Formulate recommendations to the MAWD Board about whether the dues' structure should change and how.*
- *Include other points of consideration such as how to handle the uncertainty of a new strategic plan.*
- *Discuss other factors that may warrant additional guidance for how to handle dues given the uncertainty of a new strategic plan.*

DISCUSSION AND ACTION

Discussion was held regarding how the process works once a recommendation is made. The MAWD Board would act on the recommendation at their next meeting. If adopted, notice would be sent to the membership regarding the structure that would be in place for 2023.

Dennis Kral made a motion to recommend a four-tiered dues structure for 2023: 103B metro watershed member (EMV > \$10B), dues = \$12,500; 103B metro watershed member (EMV < \$10B), dues = \$7,500; rural member with additional tax revenue options, dues = \$7,500; and rural member without additional tax revenue options, dues = \$5,000; and that the MAWD Board directs the Finance Committee to review the dues' structure on an annual basis. Linda Vavra seconded the motion. The motion passed unanimously.

The meeting adjourned at 4:23 p.m.

Meeting notes submitted by
Jan Voit

2023 MAWD Membership Dues - Watershed Districts

WATERSHED DISTRICT	2022 Estimated Market Values (EMV)	.048% EMV	x 0.005	2022 MAWD Dues	2023 MAWD Dues
BEAR VALLEY	231,310,700	111,029	555	540	555
BELLE CREEK	428,426,200	205,645	1,028	1,018	1,028
BOIS DE SIOUX	4,450,140,100	2,136,067	10,680	7,500	7,500
BROWN'S CREEK	2,274,652,800	1,091,833	5,459	5,130	5,459
BUFFALO CREEK	2,498,874,700	1,199,460	5,997	5,867	5,000
BUFFALO-RED RIVER	9,451,561,500	4,536,750	22,684	7,500	7,500
CAPITOL REGION	26,471,138,600	12,706,147	63,531	7,500	12,500
CARNELIAN MARINE ST. CROIX	1,964,538,200	942,978	4,715	4,621	4,715
CEDAR RIVER	3,306,836,500	1,587,282	7,936	7,500	5,000
CLEARWATER RIVER	1,913,231,000	918,351	4,592	4,351	4,592
COMFORT LAKE - FOREST LAKE	2,406,482,200	1,155,111	5,776	5,506	5,776
COON CREEK	19,485,735,600	9,353,153	46,766	7,500	12,500
CORMORANT LAKES	685,904,600	329,234	1,646	1,516	1,646
CROOKED CREEK	405,961,900	194,862	974	975	974
HERON LAKE	2,504,746,600	1,202,278	6,011	5,988	5,000
HIGH ISLAND	1,228,087,900	589,482	2,947	2,906	2,947
JOE RIVER	240,778,900	115,574	578	563	578
KANARANZI-LITTLE ROCK	1,792,559,900	860,429	4,302	4,248	4,302
LAC QUI PARLE-YELLOW BANK	3,090,449,300	1,483,416	7,417	6,762	5,000
LOWER MINNESOTA RIVER	12,391,396,500	5,947,870	29,739	7,500	12,500
MIDDLE FORK CROW RIVER	2,023,156,000	971,115	4,856	4,605	4,856
MIDDLE SNAKE TAMARAC RIVERS	2,718,434,800	1,304,849	6,524	6,492	6,524
MINNEHAHA CREEK	62,893,144,900	30,188,710	150,944	7,500	12,500
NINE MILE CREEK	23,565,087,200	11,311,242	56,556	7,500	12,500
NORTH FORK CROW RIVER	1,602,276,400	769,093	3,845	3,713	3,845
OKABENA-CHEDA	1,034,278,400	496,454	2,482	2,424	2,482
PELICAN RIVER	2,555,454,100	1,226,618	6,133	5,845	5,000
PRIOR LAKE-SPRING LAKE	5,097,661,100	2,446,877	12,234	7,500	7,500
RAMSEY-WASHINGTON METRO	19,793,800,800	9,501,024	47,505	7,500	12,500
RED LAKE	8,798,392,000	4,223,228	21,116	7,500	7,500
RICE CREEK	27,228,152,900	13,069,513	65,348	7,500	12,500
RILEY-PURGATORY-BLUFF CREEK	16,945,426,600	8,133,805	40,669	7,500	12,500
ROSEAU RIVER	820,826,300	393,997	1,970	1,945	1,970
SAND HILL RIVER	1,244,986,200	597,593	2,988	2,907	2,988
SAUK RIVER	9,885,010,200	4,744,805	23,724	7,500	7,500
SHELL ROCK RIVER	2,228,222,000	1,069,547	5,348	5,216	5,348
SOUTH WASHINGTON	15,504,858,600	7,442,332	37,212	7,500	12,500
STOCKTON-ROLLINGSTONE WS	571,324,900	274,236	1,371	1,319	1,371
THE TWO RIVERS	1,574,610,400	755,813	3,779	3,785	3,779
TURTLE CREEK	1,353,930,900	649,887	3,249	3,109	3,249
UPPER MINNESOTA RIVER	1,451,984,700	696,953	3,485	3,422	3,485
VALLEY BRANCH	5,763,753,200	2,766,602	13,833	7,500	7,500
WARROAD	439,782,300	211,096	1,055	1,027	1,055
WILD RICE	3,940,718,900	1,891,545	9,458	7,500	7,500
YELLOW MEDICINE RIVER	2,557,913,600	1,227,799	6,139	5,946	5,000
TOTALS	318,816,001,100	153,031,681	765,158	229,246	268,526

Notes:

Dues Calculation = Estimated Market Values x 0.00048 x 0.005

103D rural member without additional tax revenue options Cap = \$5,000

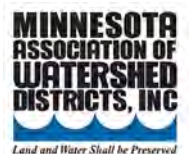
103D rural member with additional tax revenue options Cap = \$7,500

103B metro WD member (EMV≤\$10B) Cap = \$7,500

103B metro WD member (EMV>\$10B) Cap = \$12,500

Source of 2022 WD Estimated Market Values: See included BWSR Memorandum, June 30, 2022

For more information, contact Executive Director Emily Javens at (320) 979-0084 or emily@mnwatershed.org.



2023 MAWD Membership Dues - Watershed Districts

WATERSHED DISTRICT	2022 Estimated Market Values (EMV)	.048% EMV	x 0.005	2022 MAWD Dues	2023 MAWD Dues
BEAR VALLEY	231,310,700	111,029	555	540	555
CROOKED CREEK	405,961,900	194,862	974	975	974
BELLE CREEK	428,426,200	205,645	1,028	1,018	1,028
WARROAD	439,782,300	211,096	1,055	1,027	1,055
STOCKTON-ROLLINGSTONE WS	571,324,900	274,236	1,371	1,319	1,371
CORMORANT LAKES	685,904,600	329,234	1,646	1,516	1,646
OKABENA-OCHEDEA	1,034,278,400	496,454	2,482	2,424	2,482
HIGH ISLAND	1,228,087,900	589,482	2,947	2,906	2,947
SAND HILL RIVER	1,244,986,200	597,593	2,988	2,907	2,988
TURTLE CREEK	1,353,930,900	649,887	3,249	3,109	3,249
UPPER MINNESOTA RIVER	1,451,984,700	696,953	3,485	3,422	3,485
NORTH FORK CROW RIVER	1,602,276,400	769,093	3,845	3,713	3,845
KANARANZI-LITTLE ROCK	1,792,559,900	860,429	4,302	4,248	4,302
CLEARWATER RIVER	1,913,231,000	918,351	4,592	4,351	4,592
MIDDLE FORK CROW RIVER	2,023,156,000	971,115	4,856	4,605	4,856
BUFFALO CREEK	2,498,874,700	1,199,460	5,997	5,867	5,000
HERON LAKE	2,504,746,600	1,202,278	6,011	5,988	5,000
PELICAN RIVER	2,555,454,100	1,226,618	6,133	5,845	5,000
YELLOW MEDICINE RIVER	2,557,913,600	1,227,799	6,139	5,946	5,000
LAC QUI PARLE-YELLOW BANK	3,090,449,300	1,483,416	7,417	6,762	5,000
CEDAR RIVER	3,306,836,500	1,587,282	7,936	7,500	5,000
JOE RIVER	240,778,900	115,574	578	563	578
ROSEAU RIVER	820,826,300	393,997	1,970	1,945	1,970
THE TWO RIVERS	1,574,610,400	755,813	3,779	3,785	3,779
SHELL ROCK RIVER	2,228,222,000	1,069,547	5,348	5,216	5,348
MIDDLE SNAKE TAMARAC RIVERS	2,718,434,800	1,304,849	6,524	6,492	6,524
RED LAKE	8,798,392,000	4,223,228	21,116	7,500	7,500
BUFFALO-RED RIVER	9,451,561,500	4,536,750	22,684	7,500	7,500
SAUK RIVER	9,885,010,200	4,744,805	23,724	7,500	7,500
WILD RICE	3,940,718,900	1,891,545	9,458	7,500	7,500
BOIS DE SIOUX	4,450,140,100	2,136,067	10,680	7,500	7,500
CARNELIAN MARINE ST. CROIX	1,964,538,200	942,978	4,715	4,621	4,715
BROWN'S CREEK	2,274,652,800	1,091,833	5,459	5,130	5,459
COMFORT LAKE - FOREST LAKE	2,406,482,200	1,155,111	5,776	5,506	5,776
PRIOR LAKE-SPRING LAKE	5,097,661,100	2,446,877	12,234	7,500	7,500
VALLEY BRANCH	5,763,753,200	2,766,602	13,833	7,500	7,500
LOWER MINNESOTA RIVER	12,391,396,500	5,947,870	29,739	7,500	12,500
SOUTH WASHINGTON	15,504,858,600	7,442,332	37,212	7,500	12,500
RILEY-PURGATORY-BLUFF CREEK	16,945,426,600	8,133,805	40,669	7,500	12,500
COON CREEK	19,485,735,600	9,353,153	46,766	7,500	12,500
RAMSEY-WASHINGTON METRO	19,793,800,800	9,501,024	47,505	7,500	12,500
NINE MILE CREEK	23,565,087,200	11,311,242	56,556	7,500	12,500
CAPITOL REGION	26,471,138,600	12,706,147	63,531	7,500	12,500
RICE CREEK	27,228,152,900	13,069,513	65,348	7,500	12,500
MINNEHAHA CREEK	62,893,144,900	30,188,710	150,944	7,500	12,500
Metro Watershed Management Organizations (WMOs)					
Bassett Creek WMC - 4th year	14,681,551,100	7,047,145	35,236	7,500	7,500
Mississippi WMO - 4th year	35,435,169,900	17,008,882	85,044	7,500	7,500
Lower Rum River WMO - 3rd year	3,408,635,200	1,636,145	8,181	3,750	3,750
Vadnais Lakes Area Lakes WMO - 4th year	4,875,538,300	2,340,258	11,701	7,500	7,500
New MWO members - 1st year				500	500
TOTALS	377,216,895,600	181,064,110	905,321	255,496	294,776

Notes:

Dues Calculation = Estimated Market Values x 0.00048 x 0.005, not to exceed cap

103D rural member without additional tax revenue options: Cap = \$5,000

103D rural member with additional tax revenue options: Cap = \$7,500

103B metro WD member (EMV≤\$10B): Cap = \$7,500

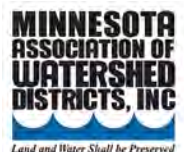
103B metro WD member (EMV>\$10B): Cap = \$12,500

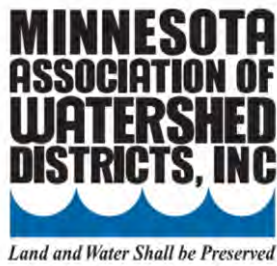
WMO dues remain unchanged from the 2022 rate

Source of 2022 WD Estimated Market Values: See included BWSR Memorandum, June 30, 2022

Source of 2022 WMO Estimated Market Values - same values used for 2021 dues calculation

For more information, contact Sherry Davis White at 952-215-6963 or sherrywhite@mediacommbb.net





Minnesota Association of Watershed Districts
For more information, contact Jan Voit at 507-822-0921 or
jrvoit@outlook.com

Memorandum

DATE: August 1, 2022
TO: MAWD Members
FROM: Jan Voit, MAWD Support Services
RE: MAWD Strategic Plan

MAWD Strategic Plan

Over the last several months, the MAWD Strategic Plan Committee has met to develop a new Strategic Plan (Plan). This is a bold, member-driven plan. The Plan content reflects feedback from the member survey, the Minnesota Association of Watershed Administrators, and the Strategic Plan Committee.

The committee recommended that the Plan:

- Contains a mission and vision that are ambitious and aspirational.
- Includes defined values.
- Ensures strong leadership from an open and transparent board.
- Develops concentrated communication efforts.
- Modernizes the organization by changing its name and focuses on inclusivity of its members, MAWA, and the board.
- Reduces the number of board and committee meetings and changes committee structures for efficient and effective management.
- Supports members' efforts in watershed management.
- Acknowledges the importance of partnerships and building relationships.
- Develops long-standing legislative policies and revises the legislative platform and resolutions development processes and focuses lobbying efforts.

The following components were included:

- Mission: the roadmap of strategic planning to work toward the vision.
- Vision: describes what the organization is building toward in the future.
- Values: form the foundation on which we will perform our work in both relationships and processes.
- Goal: a broad statement of what we hope to achieve.
- Objective: defines the improvement that needs to happen.
- Strategy: how we accomplish the objective.
- Tactics: specific activities to undertake.

Following are a few examples to compare the current and draft Plans.

Mission

- Current: MAWD provides relevant educational opportunities information, training, and advocacy for WDs and WMOs.
- Proposed: to support and advocate for leaders in watershed management.

Vision

- Current: Establish MAWD as the leading resource and advocate regarding water and watershed management.
- Proposed: to establish excellence and innovation in all watershed-based organizations.

Values

- Current (no definitions were included):
 - Integrity
 - Communication
 - Collaboration
 - Relevance
 - Science-based
- Proposed:
 - Collaborate: work with partners to enhance members' watershed management skills and initiatives.
 - Efficient: provide services to maximize effective science-based principles for watershed management.
 - Support: promote and assist members' efforts in watershed management.
 - Member-driven: seek and consider input to ensure the organization's decisions reflect members' voices.
 - Transparent: communicate information about the performance, financial position, and governance of the organization in an open honest manner

Goals

- Current: 1) Education and Training, 2) Communication and Collaboration, and 3) Lobbying and Advocacy
- Proposed (including a proposed name change): 1) Fortify the infrastructure of Minnesota Watersheds to ensure reliable delivery of services; 2) Build a watershed community that supports one another; 3) Serve as a liaison to collaborate with statewide agencies and associations; 4) Ensure strong legislative policies are in place for watershed management; and 5) Enhance the skills of watershed officials.

This Plan is **YOUR** Plan. The Strategic Plan Committee respectfully requests that you review this draft Plan at your August board meeting(s) and send responses on behalf of your entire board by August 31. Responses should be sent to Jan Voit at jrvoit@outlook.com.

DRAFT

MINNESOTA WATERSHEDS

Strategic Plan

August 2022 Draft

Abstract

This document defines Minnesota Watersheds' mission and vision for the future and identifies goals, objectives, strategies, and tactics.

MINNESOTA WATERSHEDS

STRATEGIC PLAN GOALS AND OBJECTIVES

MISSION: To support and advocate for leaders in watershed management.

VISION: To establish excellence and innovation in all watershed-based organizations.

GOALS AND OBJECTIVES:



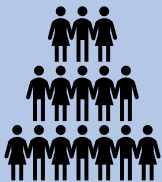
Fortify the infrastructure of MW to ensure reliable delivery of services.

- Ensure MW governance and management are aligned with the Strategic Plan.
- Provide focused leadership training for the MW Board.
- Develop concentrated communication efforts.
- Empower MW to accomplish its goals and objectives.
- Invest in technological resources to accommodate access to information.
- Reduce the number of board and committee meetings without sacrificing quality of input.



Build a watershed community that supports one another.

- Enhance member engagement through inclusivity.
- Increase membership.
- Increase attendance at MW events.
- Increase member involvement on committees and the MW board of directors.



Serve as a liaison to collaborate with statewide agencies and associations.

- Increase collaborative efforts between the Board of Water and Soil Resources (BWSR) and MW.
- Increase partnership activities with statewide entities.



Ensure strong legislative policies are in place for watershed management.

- Streamline the resolutions and legislative platform processes.
- Articulate clearly defined legislative policies so members and MW representatives can accurately state our positions.
- Focus and prioritize lobbying efforts
- Increase member engagement in the legislative process.



Enhance the skills of watershed officials.

- Provide guidance and direction for efficient and effective member operations.

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DRAFT

Strategic Plan

Mission

To support and advocate for leaders in watershed management.

Vision

To establish excellence and innovation in all watershed-based organizations.

Values

Collaborate: work with partners to enhance members' watershed management skills and initiatives.

Efficient: provide services to maximize effective science-based principles for watershed management.

Support: promote and assist members' efforts in watershed management.

Member-driven: seek and consider input to ensure the organization's decisions reflect members' voices.

Transparent: communicate information about the performance, financial position, and governance of the organization in an open honest manner.

Goals, Objectives, Strategies, and Tactics

Goal 1: Fortify the infrastructure of MW to ensure reliable delivery of services.

Background

With only one staff person, it has been challenging to get consistent communication out to members. MW has consistently heard that more communication was needed. Upon further review, the most valued method of receiving information has been through newsletters. Social media does not seem to hit our target audience and may not be worth the investment. It is recommended that a communications plan be developed that brings structure and consistency to this activity. The organization would also benefit from streamlining its operations to ensure staff are spending their time on the most important tasks.

Objectives, Strategies, and Tactics to Achieve Goal 1

1. Ensure MW governance and management are aligned with the Strategic Plan.
 - Focus the organization's efforts on defined goals, strategies, objectives, and tactics.
 - i. Confirm, each month, that board actions are done in accordance with the Strategic Plan.
 - ii. If new issues arise that require significant resources, seek member support before pursuing.
 - iii. Do not adopt major policies or expenditures without staff review and recommendations that consider pros and cons, alternatives, costs, and member perspectives.
2. Provide focused leadership training for the MW Board.
 - Roles and responsibilities for the MW Board.
 - i. Adopt roles and responsibilities for the MW Board within six months of Strategic Plan approval.
 - Orientation document for the MW Board.
 - i. Develop an orientation document that covers MW Board roles and responsibilities, governance documents, committee scopes of work, and communication that is presented to the MW Board in an annual workshop.
 - Leadership training for the MW Board.
 - i. Work with Board of Water and Soil Resources (BWSR), League of MN Cities (LMC), Pryor Learning, and other entities to develop leadership training.

3. Develop concentrated communication efforts.
 - Newsletters.
 - i. Adhere to a consistent process for newsletter development and distribution, as well as a process for posting newsletters on the website.
 - ii. Ensure newsletters are distributed to members and non-members.
 - MW Board agendas and meeting packets.
 - i. Distribute agendas and meeting packets directly to each member organization ahead of each meeting and post on the website.
4. Empower MW to accomplish its goals and objectives.
 - Sufficient staffing.
 - i. Invest in sufficient staff to complete identified strategies and tactics.
 - Suitable policies.
 - i. Set policies that ensure adequate funding for staffing and technological resources.
 - ii. Develop an annual work plan for the MW Board.
5. Invest in technological resources to accommodate access to information.
 - Robust website.
 - i. Update the website to be an up to date and complete resource for boards and administrators.
 - Efficient internal communication tool.
 - i. Work with MAWA to launch a platform for data sharing.
 - ii. Transition electronic files to the cloud for reliable backup and document sharing among staff.
6. Reduce the number of board and committee meetings without sacrificing quality of input.
 - Reduced MW Board meeting schedules.
 - i. Adopt a schedule and cancel meetings if no time-sensitive decisions are needed.
 - Member committees.
 - i. Maintain four member committees: Awards, Events/Education, Legislative, and Resolutions/Policy.
 - ii. Adjust committee leadership to one manager and one administrator who serve as co-chairs. Continue to populate the committee with one manager and one administrator from each region.
 - iii. Refine committee scopes of work annually.
 - iv. Develop annual work plans for committees.
 - Executive committees.
 - i. Form three executive committees: Governance, Personnel, and Finance.
 - ii. Governance Committee: Members include one MW Board member from each region and the Executive Director.
 1. Combine the bylaws, MOPP, and Strategic Plan committee into one executive governance committee. This committee would handle minor issues and make recommendations to the board. When major reviews or revisions are warranted, form a member committee, as defined above, to perform the assigned work.

- iii. Personnel Committee: Members include the President, Vice President, an appointed director from each region not represented by the President and Vice President, and the Executive Director.
- iv. Finance Committee: Members include the President, Vice President, Treasurer, and Executive Director.
 - 1. The executive finance committee will prepare a budget and make the annual recommendation to the board on dues. Form a member committee, as defined above, when major projects are warranted, such as proposing a new dues structure.
- v. Refine committee scopes of work annually.
- vi. Develop annual work plans for committees.

Goal 2: Build a watershed community that supports one another.

Background

Some members have voiced they do not find value in the services of MW and some have left the association. It has also been a struggle to find enough volunteers to serve on the board of directors and committees. This leads to a less unified voice, a weaker understanding of what issues are most important to members, and difficulties associated with an unstable revenue stream.

Objectives, Strategies, and Tactics to Achieve Goal 2

1. Enhance member engagement through inclusivity.
 - Change the name of the organization to accurately represent membership.
 - i. Review work done by the MAWD Board in 2020.
 - ii. Recommend a new name.
2. Increase membership.
 - Meet individually with watershed organizations that are not members to address concerns.
 - i. Start discussions with non-member watershed organizations on the benefits of membership.
 - ii. Use MW Regional Directors and/or Administrators to advocate for MW around the state.
3. Increase attendance at MW events.
 - Increase the percentage of organizations that attend MW events.
 - i. Be inclusive of members and non-members for MW events and meetings to maintain a sense of fairness, apply discounts to members.
 - ii. Hold regional caucuses in conjunction with all MW events.
4. Increase member involvement on committees and the MW Board.
 - Promote the importance of member involvement in the MW board and on the committees that provide direction and guidance to the organization.
 - i. Ensure members have opportunities to voice concerns and provide input at board and committee meetings.
 - ii. Advocate for MW activities through newsletters and the website.

Goal 3: Serve as a liaison to collaborate with statewide agencies and associations.

Background

Some members have expressed a desire for BWSR to balance their focus more equitably between SWCDs, WDs/WMOs, and counties, especially in areas of advocacy, policymaking, funding, and training. MAWA has expressed interest in taking a more active role within MW but has met resistance by the MAWD

Board. Maximizing these relationships ranked as a high priority by members as the best way to advance initiatives, especially with the legislature.

Objectives, Strategies, and Tactics to Achieve Goal 3

1. Increase collaborative efforts between BWSR and MW.
 - Work with BWSR leadership to address member concerns.
 - i. Identify points of contention, develop a work plan to address issues, and develop opportunities for reducing concerns.
2. Increase partnership activities with statewide entities.
 - Identify opportunities to work with MN Association of Watershed Administrators (MAWA), MN Association of Soil and Water Conservation Districts (MASWCD), the Association of MN Counties (AMC), the League of MN Cities (LMC), Local Government Water Roundtable (LGWRT), Drainage Work Group (DWG), Clean Water Council (CWC), and others as deemed appropriate to promote watershed management.
 - i. Attend BWSR, CWC, and DWG meetings and provide updates for members.
 - ii. Develop a plan that articulates the opportunities to partner and track collaboration with entities like MAWA, MASWCD, AMC, LMC, LGWRT, and AMC.
 - iii. Pursue collaborative education and training opportunities with MAWA, MASWCD, AMC, LMC, LGWRT, DWG, and others.
 - iv. Advocate for the appointment of effective watershed board members with BWSR and AMC.

Goal 4: Ensure strong legislative policies are in place for watershed management.

Background

Members have expressed disappointment that more resolutions have not passed at the Capitol. Others feel the setting of the legislative platform does not consider enough input from members. There has been interest in improving the resolutions process to be less chaotic.

Objectives, Strategies, and Tactics to Achieve Goal 4

1. Streamline the resolutions and legislative platform processes.
 - Evaluate the current resolutions and legislative platform process.
 - i. Identify alternative methods to achieve concurrence on resolutions, adopt a revised process, or reaffirm the current process.
2. Articulate clearly defined legislative policies so members and MW representatives can accurately state our positions.
 - Develop a comprehensive platform of clearly defined policies.
 - i. Work with MAWA and the Resolutions Committee to develop a full legislative policy document that is inclusive of policies that can remain on the books indefinitely or until members approve changes to those positions.
 - ii. Draft expectations for support and advocacy for MW representatives that serve on the BWSR Board, CWC, and LGWRT.
3. Focus and prioritize lobbying efforts.
 - Identify legislative issues impacting the most members.
 - i. Support legislation that promotes watershed management.
 - ii. Fend off legislation that limits member abilities to protect and restore water resources.
 - iii. Ensure the MW lobbyist(s) have clear direction on MW legislative priorities.

- iv. Align workload with the resources set aside for lobbying and manage member expectations.
- 4. Increase member engagement in the legislative process.
 - Encourage member involvement on the resolutions and legislative committees.
 - i. Solicit more direct input from members when setting legislative priorities by surveying members or provide another avenue for members to get feedback to the committee before they make a recommendation to the board.
 - ii. Promote committee membership to ensure members' voices are reflected in the legislative platform.
 - Increase communication with members about legislative activity.
 - i. Host an annual event for members to learn about MW's legislative platform and receive guidance on how to discuss and interact with legislators on issues.
 - ii. Personally call and invite legislators to attend MW events.
 - iii. Set up appointments with members and legislators.

Goal 5: Enhance the skills of watershed officials.

Background

The MW Board has approved updating the watershed handbook. There seems to be consensus that MW should focus its education efforts on the board managers and allow MAWA to coordinate efforts for staff.

Objectives, Strategies, and Tactics to Achieve Goal 5

1. Provide guidance and direction for efficient and effective member board operations.
 - Offer comprehensive watershed officials training.
 - i. Provide training sessions at all MW events.
 - ii. Enhance the sharing of knowledge between members at MW events.
 - iii. Maintain an up-to-date watershed handbook by reviewing the handbook annually and revising it as warranted.
 - iv. Work collaboratively with BWSR to provide regional training opportunities.
 - v. Utilize the expertise, knowledge, and experience of MW staff and MAWA in the development of education and training for watershed officials.

Supporting Resources

In addition to the Strategic Plan, MW has developed supporting resources for its governance and management. The documents listed below will be reviewed annually and updated as warranted. The MW Board of Directors can update all documents except the bylaws which requires adoption by the membership. For the most up-to-date versions of these documents, visit www.mnwatershed.org.

Bylaws

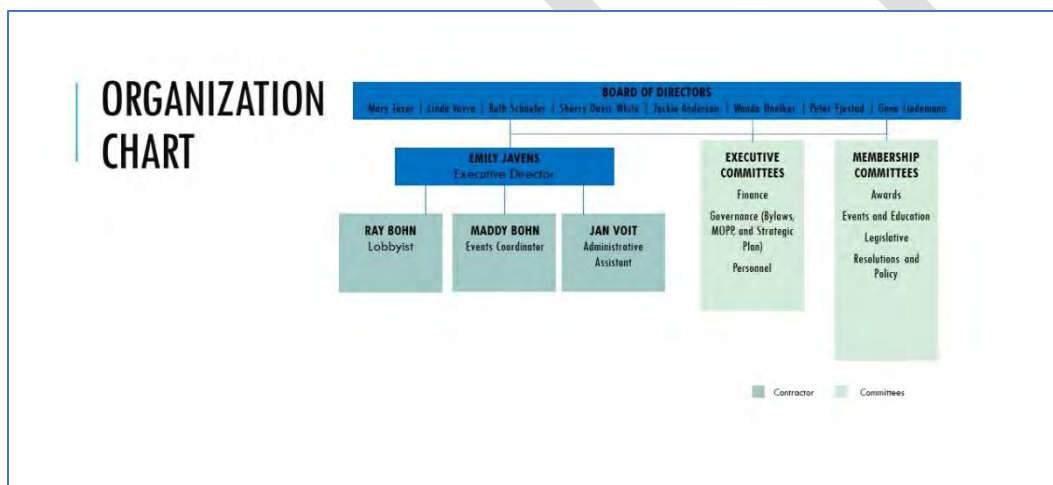
Bylaws are the written rules for conduct of the organization. The Bylaws can be found [here](#).

Manual of Policy and Procedures (MOPP)

The MOPP is designed to regulate all major decisions, actions, and principles of MW. The MOPP can be found [here](#).

Organizational Chart

An organizational chart shows the chain of command within an organization and can be found on the next page.



Position Descriptions

MW Board of Directors

The position description for the Board of Directors guides roles and responsibilities of serving on the MAWD Board.

Executive Director

The position description for the Executive Director specifies the work to be completed by this person.

Executive Committees – Scopes of Work

Finance

The Executive Finance Committee handles day-to-day financial decisions, prepares a budget, and makes recommendations to the board on membership dues. Members include the President, Vice President, Treasurer, and Executive Director.

Governance (Bylaws, MOPP, and Strategic Plan)

The Executive Governance Committee ensures the Bylaws, MOPP, and Strategic Plan are kept up to date and adequately guide the organization. Members include one MW Board member from each region and the Executive Director.

Personnel

The Personnel Committee provides guidance, oversight, and support to the MW Board as it reviews and recommends performance management and compensation systems. Members include the President, Vice President, an appointed director from each region not represented by the President and Vice President, and the Executive Director.

Membership Committees – Scopes of Work

Member committees have six voting members, are co-chaired by one manager and one administrator, and supported by one staff or contract worker. At least one manager should be a MAWD Board Director. The MAWD Board appoints the managers and MAWA appoints the administrators.

Awards

The Awards Committee promotes, manages, and presents the annual MW Project and Program of the Year Awards. This committee has an extra administrator from each region making for nine committee members and is supported by the event manager.

Education/Events

The Education/Events Committee ensures that MW events provide high quality educational and networking opportunities for members and non-members. The committee annually reviews the education work plan, provides input before and after events, and sets the convention presentation schedule. This committee is supported by the assigned education program manager.

Legislative

The Legislative Committee provides focus and direction to the MW lobbyist(s) and Executive Director who also support the committee. They annually review the legislative program work plan and make recommendations on a legislative platform.

Resolutions/Policy

The Resolutions/Policy Committee oversees the resolutions process and is supported by staff assigned to the committee.

Program and Project Work Plans

Work plans describe a project or program from beginning to end, providing detail on what needs to be done, when it needs to be done, and when appropriate how much should be spent. Developing annual work plans for the MW Board and its committees is important. To date, the following have been approved.

Education Program

The education program work plan can be found [here](#).

Legislative Program

The legislative program work plan can be found [here](#).

Note:

The program work plans will eventually be uploaded to the website and will have links included. For now, they are in the development process.

Tactics Timeline

Goal 1. Fortify the infrastructure to ensure reliable delivery of services	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Governance and Management</i>								
Confirm that board actions are done in accordance with the Strategic Plan								
Seek member support if new issues arise that require significant resources								
Staff review and recommendations for major policies or expenditures								
<i>Board Leadership</i>								
Adopt roles and responsibilities within six months of Strategic Plan adoption								
Develop an orientation document for the Board and hold annual workshop								
Work with entities to develop leadership training								
<i>Communication</i>								
Adhere to a consistent process for newsletter development and distribution								
Post newsletters on website								
Distribute newsletters to members and non-members								
Distribute agendas and meeting packets directly to member organizations								
Post agendas and meeting packets on website								
<i>Empower Accomplishing Goals and Objectives</i>								
Invest in sufficient staff to complete identified strategies and tactics								
Set policies that ensure adequate funding for staffing and technology								
Develop an annual work plan for the Board								

Note:

The Tactics Timeline is a work in progress. Its purpose is to show that time and resources will be required to achieve the goals. Once the Plan is approved, the strategies and tactics will be prioritized.

Goal 1. Fortify the infrastructure to ensure reliable delivery of services	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Technological Resources</i>								
Update website								
Work with MAWA to launch a platform for data sharing								
Transition electronic files to the cloud for reliable backup and document sharing among staff								
<i>Reduce the Number of Board and Committee Meetings</i>								
Adopt a schedule and cancel meetings if no time-sensitive decisions are needed								
<i>Maintain member committees: Awards, Events/Education, Legislative, Resolutions/Policy</i>								
Adjust committee leadership to one manager and one administrator who serve as co-chairs. Continue to populate the committee with one manager and one administrator from each region								
Refine committee scopes of work annually								
Develop annual work plans for committees								
<i>Form executive committees: Governance, Personnel, and Finance</i>								
Governance: one Board member from each region and executive director								
Personnel Committee: Board president, vice president, an appointed director from each region not represented by the president and vice president, and executive director								
Finance: Board president, vice president, treasurer, and executive director								
Develop scopes of work for all committees								
Develop annual work plans for committees								
Goal 2. Build a watershed community that supports one another								
Tactics								
<i>Change Organization Name</i>								
Review work done by MAWD Board in 2020								
Recommend a new name								
<i>Meet with Non-Members</i>								
Start discussions on benefits of membership								
Use directors or administrators to advocate								
<i>Increase Attendance Percentage</i>								
Include members and non-members in events								
Hold regional caucuses in conjunction with events								
<i>Promote Member Involvement</i>								
Ensure members have opportunities to voice concerns and provide input at board and committee meetings								
Advocate for activities through newsletters and the website								

Goal 3. Serve as a liaison to collaborate with statewide agencies and associations	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Work with BWSR to Address Member Concerns</i>								
Identify points of contention and develop opportunities for reducing concerns								
<i>Identify Opportunities to Partner to Promote Watershed Management</i>								
Attend BWSR, CWC, and DWG meetings and provide updates								
Develop a plan that articulates opportunities to partner and track collaboration								
Pursue collaborative education and training opportunities								
Advocate for the appointment of effective watershed board members with BWSR and AMC								

Goal 4. Ensure strong legislative policies are in place for watershed management	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Evaluate Current Resolutions and Legislative Platform Process</i>								
Identify alternative methods, adopt revised process, or reaffirm current process								
<i>Develop Comprehensive Platform of Policies</i>								
Work with MAWA and the Resolutions Committee to develop a full legislative policy position document								
Draft expectations for support and advocacy for representatives on the BWSR Board, CWC, LGWRT								
<i>Identify Legislative Issue Impacting Members</i>								
Support legislation that promotes watershed management								
Fend off legislation that limits abilities to protect and restore water resources								
Ensure lobbyist(s) have clear direction on legislative priorities								
Align workload with the resources set aside for lobbying and manage member expectations								
<i>Member Engagement in Resolutions and Legislative Committees</i>								
Solicit more direct input from members when setting legislative priorities								
Promote committee membership to ensure members' voices are reflected in the legislative platform								
Increase Communication about Legislative Activity								
Host an annual event for members to learn about the legislative platform and receive guidance on legislator interaction								
Personally call and invite legislators to attend MW events								
Set up appointments with members and legislators								

Goal 5. Enhance the skills of watershed officials	Start Date	Complete by	Process	2023 Staff Hours	2024 Staff Hours	2025 Staff Hours	2026 Staff Hours	2027 Staff Hours
Tactics								
<i>Offer comprehensive watershed officials training</i>								
Provide training sessions at all MW events								
Enhance the sharing of knowledge between members at events								
Maintain an up-to-date watershed handbook by reviewing it annually and revising it as warranted								
Work collaboratively with BWSR to provide regional training								
Utilize the expertise of staff and MAWA in the development of education and training for watershed officials								

* * * * *

Project and Program Status Reports

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Memorandum

To: Board of Managers and Staff
From: Tina Carstens and Brad Lindaman
Subject: Project and Program Status Report – September 2022
Date: August 31, 2022

Note: *The location, brief description, and current status of each project described below can be found on the [2022 RWMWD engineering services story map](#).*

Project feasibility studies

A. Interim emergency response planning for district areas at risk of flooding (Barr project manager: Gareth Becker; RWMWD project manager: Tina Carstens)

The purpose of this project is to provide information and guidance to cities throughout the district about how to protect low-lying habitable structures from flooding during the 100-year storm event. These emergency response plans address areas for which there is 1) not currently a feasible project that has been identified to protect structures or 2) a project that cannot be implemented in the near future due to logistical and/or budgeting reasons. This effort is an outcome of the Beltline resiliency study. This project will extend into 2022.

This month, Barr continued developing emergency response plans and concepts for site-specific modifications to reduce flood risk, based on feedback from the cities of North Saint Paul, Maplewood, and Saint Paul earlier this year—specifically related to response times in areas of flash flooding and limited resources relative to the number of flood-prone structures. This month and through the fall, Barr is creating plan sheets for placing emergency flood risk mitigation measures. We anticipate completing the plans this winter.

B. Kohlman Creek flood risk reduction feasibility study (Barr project manager: Brandon Barnes; RWMWD project manager: Tina Carstens)

The purpose of this study is to complete a feasibility evaluation of modifications to reduce flood risk along Kohlman Creek to remove structures from the 100-year floodplain. Work includes coordination with the cities of Maplewood and North Saint Paul, evaluation of alternatives to reduce flood risk, preparation of cost estimates for each alternative, and identification of permitting requirements. This project focused primarily on areas surrounding PCU Pond and the wetland complex west of White Bear Avenue. This feasibility study is a follow-up study of flood-prone areas identified in the Beltline resiliency study.

This month, Barr gained access to the file transfer site North Saint Paul's consultant set up to share files related to flood risk reduction studies within the city.

This year, the Kohlman Creek flood risk reduction feasibility study will focus on concept development of the types of system improvements near PCU Pond that the city would support and that would

complement North Saint Paul's other ongoing studies. The Kohlman Creek flood risk reduction feasibility study is being conducted in parallel with the Kohlman Creek/Wakefield Lake diversion study (upstream of PCU Pond and the North Saint Paul Urban Ecology Center), so system modifications around PCU Pond as a part of this study will not be further developed until next year when the Kohlman Creek/Wakefield Lake diversion concept is better defined and resulting design flows are determined.

Next month and through the end of the year, Barr will continue working with the city to identify flood risk reduction opportunities that accomplish both RWMWD and city goals and objectives.

C. Kohlman Creek/Wakefield Lake diversion feasibility study (Barr project manager: Brandon Barnes; RWMWD project manager: Tina Carstens)

The purpose of this study is to complete a feasibility evaluation of modifications to reduce flood risk on Kohlman Creek by diverting high flows to the historic County Ditch 17. Work includes coordination with stakeholders, evaluation of alternatives to reduce flood risk, preparation of cost estimates for each alternative, and identification of permitting requirements. This feasibility study is a follow-up study of a flood-prone area identified in the Beltline resiliency study.

This month, Barr continued the hydraulic evaluation of diversion sizes and stormwater storage best management practices (BMPs) located within Goodrich Golf Course. The sizes of the diversion pipes and storage BMPs are interconnected; in general, the larger the diversion, the larger the storage BMPs must be to not increase downstream discharge rates.

Preliminary footprints for ponds within Goodrich Golf Course were shared with Ramsey County and the county's designer for irrigation system improvements. Ramsey County and its designer are reviewing proposed pond locations for conflicts with other planned golf course improvements and to identify additional opportunities for storing flood water. We anticipate receiving comments from the county in September.

This month, Barr also started developing preliminary grading plans and storm sewer profile sheets. In the fall, preliminary figures will be shared with project stakeholders, including the cities of North Saint Paul and Maplewood as well as Ramsey County. Barr will request comments on site impacts and changes to peak water levels within North Saint Paul, Goodrich Golf Course, and Maplewood. After receiving comments, we will continue evaluating and refining alternatives through the winter. The feasibility study is scheduled to continue through summer 2023.

D. County Ditch 17 improvements feasibility study (Barr project manager: Brandon Barnes; RWMWD project manager: Tina Carstens)

The purpose of this study is to complete a feasibility evaluation of modifications to reduce flood risk northeast of Wakefield Lake along historic County Ditch 17 to remove structures from the 100-year floodplain. Work includes coordination with the City of Maplewood, evaluation of alternatives to reduce flood risk, preparation of cost estimates for each alternative, and identification of permitting requirements. This feasibility study is a follow-up study of a flood-prone area identified in the Beltline resiliency study.

This month, Barr developed figures for three options for system modifications to mitigate flood risk along County Ditch 17, south of Frost Avenue. These options include adding flood storage volume north of Frost Avenue, adding flood storage volume west of White Bear Avenue, and building a new storm

sewer system between Frost Avenue and Wakefield Lake. Barr is currently preparing opinions of probable construction cost for each option.

In September, Barr and the RWMWD are meeting with the City of Maplewood to review potential options and identify options that better align with the city's planned street improvement projects. After that meeting, Barr will develop a memorandum summarizing the evaluation results and identification of recommended system modifications. The County Ditch 17 feasibility study is anticipated to extend through the fall.

E. Phalen Village feasibility study (Barr project manager: Brandon Barnes; RWMWD project manager: Tina Carstens)

The purpose of this study is to complete a feasibility evaluation of modifications to reduce flood risk near Phalen Village north of Lake Phalen to remove structures from the 100-year floodplain. Work includes coordination with the City of Maplewood, evaluation of alternatives to reduce flood risk, preparation of cost estimates for each alternative, and identification of permitting requirements. This feasibility study is a follow-up study of a flood-prone area identified in the Beltline resiliency study.

This month, Barr finished developing opinions of probable construction cost for the two alternatives identified to reduce flood risk north of Lake Phalen. These options include two configurations for modifying the existing storm sewer system. We have a meeting scheduled for September with the City of Maplewood to solicit input on potential system modifications. Following the meeting, Barr will prepare a memorandum documenting the evaluation and recommended system modifications. The Phalen Village feasibility study will extend through the fall.

F. Ames Lake area flood risk reduction planning study (Barr project manager: Brandon Barnes; RWMWD project manager: Tina Carstens)

The purpose is to complete a planning-level evaluation of modifications to reduce flood risk near Ames Lake, supported by the City of Saint Paul. Work includes coordination discussions with Saint Paul; review of potential pipe alignments, land acquisition costs, utility conflicts, and permitting issues; and related design. If the planning study identifies projects that impact regional drainage, a feasibility study will be completed in 2023. This planning study is a follow-up study that was identified in the Beltline resiliency study.

This month, Barr continued reviewing comments from the Saint Paul Water Resources Working Group (WRWG) regarding system modifications at different locations within the city. The WRWG consists of Saint Paul staff from various departments who coordinate projects that may impact water resources. Based on input from the WRWG, Barr grouped locations by the potential for city support. Locations where support is likely were identified based on positive feedback from the WRWG and alignment with other city projects and goals. Areas categorized as "unknown" are locations where the city would potentially support a project, but the support is contingent on others' approval and stakeholder coordination. Finally, areas identified as "not likely" are locations where WRWG members identified a conflict or other city plans that would prevent system modifications. A figure showing site locations and corresponding classifications (based on WRWG comments) will be shared with city staff.

Many of the sites have constraints (such as planned future uses) or impacts (such as upland impacts to existing trees) that will require further evaluation in the form of a site-specific feasibility study prior to final design of system modifications.

This planning-level study will extend through summer 2022. The Beltline resiliency study identified modifications to the stormwater system that cities typically implement, such as additional catch basins and storm sewer pipes. However, if potential system-scale modifications are identified, a feasibility study could be completed in 2023.

G. Owasso Basin area/North Star Estates improvements (Barr project manager: Sam Redinger; RWMWD project manager: Tina Carstens)

The purpose of this study is to evaluate the benefit-cost of flood risk reduction strategies in the Owasso Basin/North Star Estates area by reviewing potential pipe and berm alignments, land acquisition costs, utility conflicts, permitting issues, and related design as well as construction and long-term maintenance costs associated with each alternative that achieves the project objective of removing habitable structures from the floodplain in this area. Stakeholder outreach with the City of Little Canada is an important part of this effort. This study is a continuation of the Owasso Basin bypass study, which laid out several phases of implementation and areas of further study.

This period, Barr conducted a detailed site survey around and bathymetric survey of Owasso Basin. This effort, normally completed during the detailed design stage, was necessary to validate analysis findings considering the magnitude of the project scope; completing this effort now provides cost savings in future project stages. Barr is continuing to evaluate modifications in and around Owasso Basin to meet design criteria, assessing alternatives to reduce flood risk for businesses along the western edge of the basin based on this new survey data. During a meeting with the City of Little Canada on August 30, Barr and the RWMWD reviewed the analysis and findings and obtained general city feedback on the alternatives. The city was supportive of the general recommendations and encouraged the team to provide information to the city council in October.

Barr will be preparing a technical memorandum with the findings and recommended next steps for the October board meeting.

H. Double Driveway Pond optimization study (Barr project manager: Tyler Olsen; RWMWD project manager: Tina Carstens)

The purpose of this study is to evaluate the benefit-cost of water quality improvements in Double Driveway Pond in the Fish Creek subwatershed. These improvements will be targeted at sediment reduction strategies that will benefit downstream Fish Creek, which is considered impaired by excess sediment. An important part of this study is tying strategies to the findings of a current Department of Agriculture study (currently under review) that is assessing the water quality of runoff from upstream areas.

Barr will continue monitoring any remediation action outlined by the Minnesota Department of Agriculture (MDA) and look for opportunities to partner with that work to address total maximum daily load (TMDL) issues in downstream Fish Creek. We expect to hear details of MDA's work before the end of the year.

I. Carver Ponds improvements study (Barr project manager: Tyler Olsen; RWMWD project manager: Tina Carstens)

The purpose of this study is to characterize the water quality in the Carver Ponds in the Fish Creek subwatershed and to evaluate the benefit-cost of water quality improvements to the ponds. These improvements will be targeted at internal loading of nutrients in the pond, as well as potential external

sediment and nutrient loading. The goal will be to inform design solutions to be implemented in the ponds.

This period, Barr completed one water quality sampling event for July. The samples were sent to Pace Analytical for testing. Water quality sampling will still take place in August and September. Sediment sampling and release rate experiments will occur in September or October, and the results will help inform next steps.

J. Evaluation of compliance with South Metro Mississippi River total suspended solids (TSS) total maximum daily load (TMDL) (Barr project manager: Tyler Olsen; RWMWD project managers: Eric Korte, Nicole Soderholm)

The purpose of this study is to evaluate the RWMWD's compliance with the South Metro Mississippi River TSS TMDL. As a regulated municipal separate storm sewer system (MS4), the district is required to meet the waste load allocations (WLA) of 154 pounds of TSS per acre per year. The WLA is applicable to the RWMWD for the Saint Paul Beltline Interceptor and its contributing drainage area, as the district owns and operates the infrastructure.

As mentioned last month, this past spring, Barr and the Minnesota Pollution Control Agency (MPCA) discussed 2022 reporting requirements for the South Metro Mississippi River TSS TMDL. Based on those conversations, the MPCA is not requiring reporting from regulated entities in the TMDL until summer 2023. This year, Barr will work with the RWMWD to analyze monitoring data (flow, water quality) for the Beltline to determine if the district is meeting its WLA. We may also utilize the RWMWD's P8 water quality models to help verify whether the district meets the WLA. After the RWMWD requested flow and water quality monitoring data for the Beltline from the Metropolitan Council, the district was informed that a data storage error occurred on the council's website. Barr will continue to inquire with the Metropolitan Council about this data request.

Monitoring water quality and special projects

K. Annual water quality report assistance (Barr project manager: Keith Pilgrim; RWMWD project manager: Eric Korte)

The purpose is to update and report on lake and stream water quality, monitoring of selected best management practices (BMPs), and other water quality improvement projects that highlight district efforts.

Primary activities during this period included organizing water quality data for lakes, streams, and BMPs; developing tables and graphs for the 2021 report; writing the report; and adding project activities for 2021. The draft report was finalized in June, and the final report will be available in early September.

Research projects

L. Kohlman permeable weir test system (Barr project manager: Keith Pilgrim; RWMWD project manager: Bill Bartodziej)

The objective of this current investigation is to design a full-scale permeable weir treatment system for installation in the Kohlman Basin.

Barr and the RWMWD are proceeding with broader implementation of the permeable weir pilot project as a part of the CIP maintenance and repairs project for 2023. During this period, floodplain modeling

confirmed that no changes in flood elevation are expected with the planned permeable weir modifications. We also completed a site visit and continued developing the preliminary design.

In August, Barr developed a project summary memo to inform the wetland permitting process and held initial discussions with the Department of Natural Resources regarding permitting requirements. Since Kohlman Basin is considered a state “Public Waters”, there will be a DNR permitting process associated with the modifications.

M. Shallow lake aeration study (Barr project manager: Keith Pilgrim; RWMWD project manager: Bill Bartodziej)

The purpose of this study is to evaluate the potential effectiveness of aeration in shallow lakes by studying the effect of aeration in three smaller shallow systems (Markham Pond, Bennett Lake, and Gervais Mill Pond) in detail during 2021 and 2022. This approach is being pursued as an alternative to whole-lake alum treatments.

Markham Pond, Bennett Lake, and Gervais Mill Pond are serving as the study sites. The aerator in Markham Pond operated all winter and will continue to do so through the fall. The City of Roseville plans to install a limited aeration system in the east bay of Bennett Lake, and Gervais Mill Pond will have an aerator installed in the north bay in 2022 when equipment is available (currently backordered). Dissolved oxygen meters have been installed, and the first round of monitoring was conducted last spring. This experimental design will provide comparison of:

- Internal loading in Markham Pond without (2021) and with (2022) aeration
- Internal loading in Gervais Mill Pond for a bay with aeration to a bay without aeration (2022)
- Internal loading in the west bay of Bennett Lake (no aeration) to the east bay of Bennett Lake (with aeration) in 2022

Recent activities included the July and August sampling event, organization and review of May and June data for completeness and accuracy, data management, a site visit by Keith Pilgrim to assess the placement of aerators in Bennett Lake, and a site visit to Markham Pond to observe changes due to the aeration system.

Capital improvements

N. Target store stormwater retrofit projects (Barr project manager: Katie Turpin-Nagel; RWMWD project manager: Paige Ahlborg)

The purpose of this project is to design, provide bid assistance for, and oversee construction of BMP retrofits at two Target retail stores.

The one-year plant warranty expired in June at the East Saint Paul Target site. Some plants were replaced in July, and Barr is working with the contractor to complete replacements to satisfy the warranty. The RWMWD coordinated a watering schedule with Ramsey Conservation District to support the plantings through the dry season. This project is now complete, and no further updates are anticipated.

O. Targeted retrofit projects (Barr project manager: Marcy Bean; RWMWD project manager: Paige Ahlborg)

The purpose of this project is to design, provide bid assistance for, and oversee construction of BMP retrofits on previously identified commercial, school, and faith-based properties throughout the district.

Construction at Mounds Park Academy is complete, with planting to be completed in September. The first progress payment application is included as a part of the bill list in the board packet. Change Order 3 is also included in the board packet, for work completed by the contractor, as requested recently by district staff.

The St. Pascal Baylon Catholic Church project has broken ground, and the contractor anticipates approximately six weeks until completion.

Preliminary design and owner coordination is underway for Roosevelt Homes (owned by the Saint Paul Public Housing Authority), a potential project for 2023 construction. Late August flooding of the public housing area was documented and will help guide prioritization of BMP design and implementation across the site. Barr and the RWMWD are coordinating with the City of Saint Paul to help inform improvements.

P. Stewardship grant program – street sweeping (Barr project manager: Marcy Bean and Michael McKinney; RWMWD project manager: Paige Ahlborg)

The purpose of this project is to a) provide BMP design and review services to cost-share applicants throughout the RWMWD on as-needed basis and b) support development of the stewardship grant program.

Barr continued working on the street sweeping prioritization study. This month, we met with the RWMWD to provide updates, including on mapping of tree canopy cover and street curb lines as well as QA/QC of street sweeping removal calculations. Barr submitted a project abstract for this work to the Minnesota Association of Watershed Districts as a potential presentation later this fall.

Q. Woodbury Target stormwater retrofits (Barr project manager: Katie Turpin-Nagel; RWMWD project manager: Paige Ahlborg)

The purpose of this project is to create concept-level designs for Woodbury's Valley Creek Target shopping complex.

On August 3, 2022, representatives from Target, Muir Property Management, the City of Woodbury, RWMWD, and Barr toured Valley Creek Plaza to discuss stormwater retrofit options. The goal of the meeting was to provide background information and discuss partnership opportunities. During this meeting, Target expressed interest in developing a partnership to design stormwater retrofits for the Target property. However, RWMWD and Barr are still awaiting follow-up from Muir Property Management to better understand if they are interested in stormwater retrofit opportunities outside of the Target parcel as well (e.g., retrofits in other locations throughout the Valley Creek Plaza). Once we hear back from Muir Property Management, Barr will provide an update and relevant scope summary in a future board packet.

R. Lake Emily subwatershed regional BMP (Barr project manager: Leslie DellAngelo; RWMWD project manager: Paige Ahlborg)

The purpose of this project is to complete final design, plans, and specifications for a regional stormwater BMP in the Lake Emily subwatershed with the purpose of decreasing phosphorus loads to Lake Emily, which is deemed to be at risk of impairment from excess nutrients.

This period, Barr scheduled topographic surveys and soil borings for both BMP retrofit sites. As-built information was obtained from the City of Shoreview to aid in design. Barr has begun evaluating preferred filtration media options for the underground filtration BMP adjacent to Arbogast Street. Monitoring results from existing filtration BMPs in the district and other locations in the Twin Cities will be used to inform filter design, media selection, and water quality benefits.

CIP project repair and maintenance

S. Beltline five-year inspection (Barr project manager: Sam Redinger, RWMWD project manager: Dave Vlasin)

The purpose of this project is to maintain the existing Beltline and Battle Creek tunnel systems and infrastructure owned and operated by the RWMWD.

Over the next few periods, Barr will evaluate findings to develop the inspection report. The inspection report will include the final inspections to be completed before the end of 2022. The report will likely be complete in early 2023.

T. District inspection standardization (Barr project manager: Tyler Olsen; RWMWD project manager: Tina Carstens)

The purpose of this project is to standardize the district's creek and facilities inspection process, evaluation, and related data collection effort. Work includes review of current methods, development of a scoring system, and implementation of mobile data collection.

This period, Barr used the inspection tool to conduct the annual CIP inspections. The collected data will be summarized for the RWMWD to review and prioritize projects. Tyler Olsen will attend the October board meeting to demonstrate the tool and summarize results.

U. CIP maintenance/repairs 2022 project (Barr project manager: Greg Nelson; RWMWD project manager: Dave Vlasin)

The purpose of this project is to maintain existing systems and infrastructure owned and operated by the RWMWD and to assist and facilitate stormwater pond cleanouts to allow other public entities to meet their municipal separate storm sewer systems (MS4) requirements.

Barr will work with the contractor to fulfill the closeout requirements. Fitzgerald has not submitted nor has Barr received requests for record drawings, the erosion control inspection report, and IC134. Once those items are submitted, the project will be considered complete. No further updates are anticipated.

V. Natural Resources Update – Bill Bartodziej and Matt Doneux

Keller Golf Course – Certified Audubon International Cooperative Sanctuary

This summer, NR and Keller Golf Course staff applied for recertification through the Audubon International Cooperative Sanctuary Program. This involved a comprehensive application process, including site surveys, water quality data, representative natural areas photos, and operations documentation. We are quite pleased to report that Keller learned last week that the facility has retained its designation as a “Certified Audubon Cooperative Sanctuary.” Christine Kane, CEO at Audubon International stated that, “Keller Golf Course has shown a strong commitment to its environmental program. They are to be commended for preserving natural heritage of the area by protecting the local watershed and providing a sanctuary for wildlife on the golf course property.” For more information on the program, check out: <https://auduboninternational.org/acsp-for-golf/>

Below are excerpts from the Audubon Recertification report. Staff are most proud of the fact that the Keller application was amongst the highest quality submittal that Audubon International received this year.

Audubon Cooperative Sanctuary Program for Golf Courses

Golf Course: Keller Golf Course

Location: Maplewood, MN

Certification Date: April 2008

Review Completed: August 24, 2022

Audubon International Representative: Scott Turner

Course Representative: Paul Diegnau

Recertification Status: Approved

Next Recertification: 2023

Certified Audubon Cooperative Sanctuary Backup Documentation Recertification

This report summarizes the results of the Audubon Cooperative Sanctuary Program for Golf Backup Documentation Recertification Review. The report is separated into sections - the initial, acknowledging positive observations, and the latter, providing recommendations for future improvements in each of the ACSP for Golf focal areas.

Overall, you appear to be doing a fantastic job implementing environmentally sustainable practices on your course. We commend you for all your efforts in becoming environmentally conscious. It is truly evident that the staff and volunteers at Keller Golf Course are tremendous stewards of the environment, and you should be recognized as such. Please note that your Back Up Documentation Recertification submittal is amongst the highest quality submittal that we have received this year. We greatly

appreciate your dedication to environmental stewardship on the golf course and congratulations on 14 years of ACSP Certification.

Wildlife & Habitat Management

Audubon International recognizes you for the following positive efforts in Wildlife Habitat Management:

- Creating excellent habitat for a variety of wildlife
- Completing ecological restoration projects
- Planting vegetation that attracts pollinators
- Installing and maintaining bird boxes (20)
- Protecting the property's wetlands
- Diversifying native tree and plant population
- Hosting honeybee hives
- Allowing brush piles to accumulate in out-of-play areas
- Allowing snag trees to stand, that do not compromise the safety of employees or golfers (hole 14)
- Establishing significant acreage of native vegetation
- Conducting minimum maintenance throughout the course's natural areas
- Maintaining buffer zones around water bodies
- Installing signage/steaks in front of environmental sensitive areas to discourage golfers from disturbing the vegetation and habitat

Water Conservation

Audubon International commends you for the following efforts in the Water Conservation focal area:

- Expanding acreage that does not require irrigation (17 acres)
- Analyzing weather data prior to irrigating (weather station)
- Applying wetting agents
- Regularly monitoring irrigation system to ensure efficiency and distribution patterns
- Installing part-circle heads to help eliminate water from going on cart paths and/or native areas
- Hand watering
- Selectively irrigating areas

Water Quality Management

Audubon International commends you for the following efforts in Water Quality management:

- Establishing baseline water quality data for the property's water features
- Continued effort to sustain vegetative buffers around bodies of water
- Raising mow height around water bodies
- Ensuring equipment wash water does not contaminate surface water both on and off the property
- Mitigating bank erosion by completing shoreline restoration projects
- Investing in a pond aeration system to increase circulation and oxygen levels

Outreach & Education

Audubon International commends you for the following practices in the Outreach and Education focal area:

- Participating in speaking engagements on the realities of golf course management, ACSP and environmental issues
- Maintaining an extensive wildlife inventory
- Developing an educational display in the clubhouse
- Installing educational signage
- Developing an educational garden
- Hosting local youth and having them participate in various vegetation plantings
- Providing I.D. tags and QR codes for various vegetation
- Participating in Monarchs In The Rough
- Providing newsletters
- Conveying educational material through the property's social media pages
- Participating in multiple studies through the University of Minnesota
- Establishing a diverse Resource Advisory Group

Below are a few photos that were submitted in the application:



To: Board of Managers and Staff
From: Tina Carstens and Brad Lindaman
Subject: Project and Program Status Report September 2022
Date: August 31, 2022

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Hole #12 – pre-project



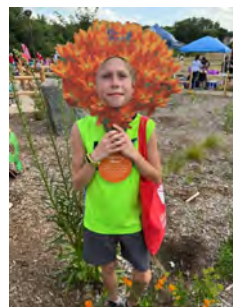
Hole #12 – after native plant establishment – lush wetland buffer

W. Public Involvement and Education Program – Sage Passi

Water Stewards Engage Roosevelt Homes Community at National Night Out



August was a busy month with many back-to-back outreach and engagement activities. Education and Communications staff, Sage and Lauren worked together with Water Stewards, Stephanie Wang and Stuart Knappmiller to set up and host an interactive booth at the East Side Boys and Girls Club for National Night Out on August 2. Stephanie developed a native seed paper making activity that was popular with families (top right). Sage and Stuart Knappmiller engaged families in a drawing to win native seedlings. A DJ called out the winning names and many people were thrilled to get a beautiful healthy plant grown by Ramsey County Correctional Nursery. A crew of Tree Trust youth, hired this summer, built a split rail fence around the native garden. Vincent Xiong (below left) is a youth artist involved in the sculpture project who has been watering the garden all summer. Thank you Vincent! The garden was really starting to show its vivid colors with cardinal flower, prairie blazing star, butterfly milkweed and purple coneflower in full bloom. Sage led youth and parents to the garden so that they could pose with their flower faces near their plant and snap cell phone shots.



Water Stewards Tour East St. Paul Yards for Inspiration and Comradery



Top left (and right) Bette Danielsen's lush, mostly native garden with rain friendly features including a solar powered irrigation system designed and built by Bette to pump water from her rain barrels to her front yard garden. Bottom left: Water Stewards tour Lee Bauer's extensive front and backyard gardens, shoreline restoration and rain garden). Bottom right: A potluck was a great conversation starter! (Pictured from top left and clockwise: Hallie Finucane, Stuart Knappmiller, Linda Neilson and Bobbie Scott)

On August 4, sixteen RWMWD Water Stewards gathered at Lee Bauer's house on Willow Pond in Roseville to tour her large demonstration yard and become reacquainted after such a long time without gathering in large numbers because of Covid.

They also toured capstone projects on the east side of St. Paul at the homes of Rachel Hanks and Bill Cranford and Stuart Knappmiller near Lake Phalen, and the yards of Bette Danielsen and Bobbie Scott.

Participating in the Pollinator Festival at Lake Phalen on August 7



August 7 at Lake Phalen. Sage, Cathy and Water Steward, Stuart Knappmiller fielded questions and shared information about our Stewardship Grant Program, native plants, pollinators, rain gardens, our Watershed District, the Blue Thumb Program, the Lawns to Legume grant program and gave away many beautiful native plants. One hundred twenty people signed up to be our mailing list to receive information on these topics and to determine which watershed district they live in. It was a very busy event with lots of interaction and learning happening all around! It was great to partner with this organization for this event!

Smart Salting Outreach

Sage began assessing the spreadsheets of attendees from Public Works departments of cities in our Watershed posted on the MPCA website to determine who may need to update their certification and will be continuing to reach out to staff to encourage participation in the MPCA's Smart Salting workshops being offered online for the next two months. RWMWD, Rice Creek Watershed District and VLAWMO are co-sponsoring a Smart Salting Parking Lots and Sidewalks workshop on September 21. This is free and available to anyone. <https://www.pca.state.mn.us/water/smart-salting-training-calendar>

Shoreline Planting at Lake Owasso on August 11



On August 11, RWMWD held a public event at Lake Owasso targeted at homeowners on the lake who will be having shoreline restoration projects installed on the lake in the coming year as well as for the general public. In the photo above, Master Gardener, Nancy Berry assists a young resident in planting along the shoreline on the north side of the lake along with Matt Doneux, our Natural Resources Technician.

X. Communications and Outreach Program Report – Lauren Hazenson

Event Outreach

Lake Owasso Community Planting

Thursday, August 11, 5:30 – 7:30 pm



Approximately 27 residents stopped by the RWMWD booth near the beach to discuss the shoreline restoration. With support from Carrie Magnuson, Consultant Tracy Leavenworth led visitors through aquatic organism and watershed drainage activities, which were particularly popular with children. An additional eight residents assisted volunteers with a community shoreline planting activity. Sage Passi and Matt Doneux assisted with the event by supervising the planting

volunteers and providing free native plant seedlings. I conducted the event planning and took charge of resident project outreach discussions when booth visitors arrived. We are considering continuing pop-up booth activities at the beginning of restoration projects to expand in-person engagement and education for residents living near projects and park visitors.

Video Content

LEAP Awards feature

The committee selected four candidates for the Landscape Ecology Awards program, and each site was visited on August 10. I completed filming of each location while assisting with transportation for the committee and edited and completed the short films for each awardee. The videos will be shown at the annual recognition dinner in mid-November.

Water Stewards Promotion

Water Stewards information sessions begin mid-October this year, and we are building anticipation for this opportunity by preparing features on current Water Stewards. This month I completed videos showcasing Paul Gardener and his rain barrel project, Bill Cranford and Rachel Hanks and their Adopt A Drain project. This series aims to show both the skills and knowledge gained through the Water Steward training and the connections gained with like-minded individuals through participation in the program.

Educational Videos for Website

I completed a video showing how to set up a rain barrel connected irrigation system for a garden featuring Water Steward Paul Gardener. Videos featuring rain garden maintenance and other popular topics are planned for filming throughout the next year. These videos will feature RWMWD volunteers demonstrating water-friendly best practices on site, which will then be added to the “What You Can Do” section on the website.

To: Board of Managers and Staff
From: Tina Carstens and Brad Lindaman
Subject: Project and Program Status Report September 2022
Date: August 31, 2022

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City Communications

Articles on projects in specific cities were drafted for fall newsletters, including Goodrich Golf Course and the Lake Owasso shoreline projects. Other cities will receive articles promoting proper pet waste disposal and the Adopt-A-Drain program.

E-newsletter

Audience: 1,580

Opens: 45.1%

Link clicks: 3.5%

Social Media (Facebook, Twitter, Instagram)

Numbers as of 8/29:

Facebook

Reach: 3,195

Engagement(likes, shares, comments): 580

Audience: 1,239

Instagram

Reach: 320

Engagement: 34

Audience: 704

Twitter

Reach: 582

Engagement: 14

Audience: 1,019

Resident Communications/Professional Development/ Public Meetings, Misc.

- Casey Lake harvesting communications
- MN Association of Government Communicators: Community Engagement Workshop (8/3)
- Website closeout meeting with St. Paul Media (8/15)
- Staff support on communication needs (ongoing)

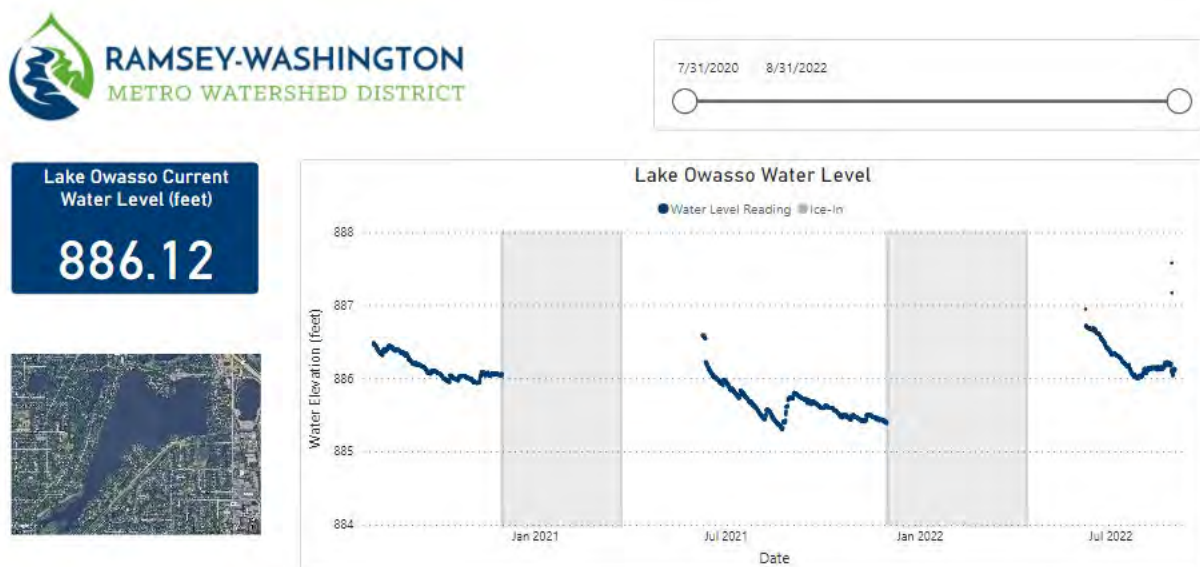
Website Update

This month was focused on polishing areas of the website that showed a need for adjustment through initial use, particularly the resource area on the permitting pages. We also developed processes for public notices and other special announcements so that all staff working on the site are familiar with how to complete these tasks.

Lake Level Station Compilation Page and Individual Charts

Barr Engineering staff Chris Bonick and Jennette Kellerson are in the process of finishing the design for the lake level page. It was discovered that more extensive back-end work is needed to get the filters to work correctly. It is estimated that the project will be completed in late September.

This team also completed adjustments to the individual charts to remove lake-level data during the winter or when the lake-level station requires maintenance. This change will reduce confusion by removing inaccurate data.



Permit Online Payment System

This portion of the website is on pause until an internal staff procedure for processing the online payments is completed. Administrative staff have worked with other watershed organizations who have online payments to develop best practices.

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Board Action Log

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Board of Managers Action Log
Wednesday, September 7, 2022

Date Added	Item	Anticipated Action Date	Means of Action
July 2022	Alum use for internal load control along with information on alternative solutions.	Fall/Winter 2022	Memo/Presentation
July 2022	PFAS (Per- and polyfluoroalyl substances) in MN and RWMWD's role.	Fall/Winter 2022	Presentation – invite MPCA representative
July 2022	Miyawaki Mini-Forest Assessment	Fall 2022	Barr new technology report