

Administrator's Report

January 8, 2025

ADMINISTRATION		
Equipment Acquisition	Procurement or repair of existing assets	
Fleet Management	Future Board Action (>12 months)	The Ford pick-up will need replacement in 2026. The board should consider levying next budget cycle for the purchase of a replacement vehicle and how to dispose of the vehicle.
Hardware	Future Administrative Action (<30 days)	The board budgeted for the acquisition of a drone for the 2024 fiscal year. Staff Dickhausen has been working with Frontier Precision and staff have consulted with 9Mile regarding their recent acquisition.
Software	Future Administrative Action (<3 months)	Individual workstation ESRI GIS software licenses have been replaced by enterprise licenses. This funding is already programmed in office costs. Additional savings have already occurred as GIS work formerly requested of Barr is now being performed in-house by staff Portoghese.
Data Collection	Future Administrative Action (<6 months)	Staff Maxwell, Staff Hartmann, and Administrator Jeffery are evaluating future monitoring equipment needs. This includes equipment needed for the WOMP station (for which a grant was procured), monitoring RPBCWD BMPs for pre- and post-construction metrics, and telemetry and data loggers for the monitoring well program. No additional funding beyond the programmed amount will be required.
District Fiscal Policy	Management of RPBCWD financial activity as set forth in the Governance Manual.	
Audit	Future Board Action (<6 months)	<i>We have begun uploading materials requested by the auditors for the 2024 audit to their secure cloud folder. The fieldwork is scheduled for April 24th and 25th.</i>
Budget and Levy	Future Board Action (<3 months)	<i>Confirmation of the final budget and levy has been submitted to both County Auditors and the receipt has been acknowledged.</i> <i>The final figures for the 2024 budget cycle will be brought to the board for review at the February workshop to be held immediately preceding the regular meeting of the BOM.</i>
4M Fund and US Bank	Future Administrator Action (<3 months)	<i>Administrator Jeffery met with staff from RedPath CPAs at their White Bear Lake office to discuss the proper record keeping protocols for the Spring Road Conservation Project and to set up a cash flow balance accounting report. Auditors at Abdo as well as the accountants and auditors at Redpath all confirmed we are recording the project properly. Administrator Jeffery is meeting with the accountants Friday morning (1/10/25) regarding the cash flow balance format. The goal is to bring the revised format to the Audit and Finance Committee at the January 30, 2025 meeting.</i> <i>As a result of default sunset dates, there was an issue with the ACH payment to PERA as well as federal and state taxes this payroll cycle. Administrator Jeffery worked with staff</i>

		<i>from US Bank and Associated Payroll Services to resolve the issue.</i>
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Fund Balance	Summary of current and projected fund balance needs	
Legal fees for LAK lawsuits	Future Board Action (<3 months)	<i>Legal fund balance is 50% over budget and expected to be greater by the end of the calendar year. This over run is entirely accounted for by the additional time required to address the litigation brought by Larry Koch.</i>
Manager per diems	TBD	<i>The manager per diem fund is 15% over for the year. Much of this can be attributed to additional committee meetings to address the governance manual edits.</i> <i>I propose that, starting with the January per diems, manager claims be submitted through the online payroll application.</i>
Reconciliation	Future Board Action (<3 months)	At the February meeting, we will present the final fund balances of 2024 and any necessary adjustments.
ACH Payments	A listing of all ACH payments initiated by administrator since last meeting	
	Monthly	Payments made via ACH have been included in the monthly Treasurer's Report.
Human Resources	Summary of Human Resources related activities	
Staffing	NA	Drafting of the next 10-Year Watershed Management Plan will help guide if future positions are needed.
Salary Survey	Future HR Committee and Admin Action (<3 months)	<i>Administrator Jeffery met with David Drown and Associates on New Years Eve Day to answer some final questions regarding the salary survey for the RPBCWD. Results are forthcoming. DDA is still waiting on a few more responses.</i>
Compensation and Benefits	Future HR Committee and Admin Action (<3 months)	North Risk Partners provided the changes in benefit costs to the Personnel Committee. See "Budget and Levy" above for discussion.
FACILITIES MANAGEMENT		
Lake Drive	Procurement, maintenance, or repair of RPBCWD main office	
Controlled Access	Future Staff Action (ongoing)	<i>The access control system and public safety alert system continue working well. The project has been closed out and the final payment made.</i>
Hardware	Future Administrative Action (<3 months)	<i>Rachel Whittington computer was ordered on 1/6/25 and will arrive 1/9/25. Funding will come from a combination of the Wetland Program and Office Costs.</i>
Software	Future Administrative	<i>ESRI license has moved to an online checkout system.</i>

	Action (<3 months)	
Custodial Services	Administrative (current)	<i>MN Services LLC, hired in August, continues to perform well.</i>
Spring Road	Procurement, maintenance, or repair of RPBCWD property on Spring Rd	
Taxes	Future Administrative Action (<3 months)	The 2025 tax statement has been received. They will increase approximately 7%. There is adequate budget programed in 2025 to cover this.
RFP for Architectural Services	Future Board Action (<6 months)	Money has been allotted in 2025 for retaining the services of an architect to evaluate existing structures and to design a sustainable new or retrofitted facility. The ongoing lawsuit has precluded moving forward with an RFQ. In addition, the lawsuit has prevented the district from applying for funds available to design and/or build a zero emission, high efficiency facility.
Facility Maintenance	Future Administrative Action	A service will need to be hired to maintain the open space around the driveway, pool, home, and garage in 2025.
Restoration	Future Board Action	<p>I have been working with Dan Shaw from BWSR and a graduate level ecological restoration class he instructs at the U of MN to evaluate existing conditions and design a restoration plan.</p> <p>Hennepin County has expressed an interest in participating as well. The city of Eden Prairie has graciously offered to use their adjacent restoration for a seed source.</p> <p>Once again, ongoing litigation by Larry Koch has precluded the RPBCWD from applying for, and receiving any grant funds to assist with this. It is unknown at this time if the funds available this cycle will remain in future years.</p>
WOMP Stations	Procurement, maintenance, or repair of RPBCWD four WOMP stations	
Upper Purgatory	Administrative	A review of the Purgatory WOMP station, recently acquired via transfer of ownership from the MCES indicated that much of the wiring has been damaged by rodents. Repair is predicted to be a nominal cost.

GOVERNANCE		
District Policies	Policies and practices for the board of managers and staff.	
Adoption of updated Governance Manual	Board Action - presently	<i>The adopted Governance Manual was submitted to the state per statute. The district website has been updated accordingly.</i>
District Calendar	Board Action – ongoing	<i>The calendar of meetings for the Board and all board committees was adopted and the online calendar has been updated. The next upcoming meetings are BOM workshops scheduled for 12/10/25 & 12/17/25. There is an Audit and Finance Committee meeting on 1/30/25.</i>
Permit application and financial assurance schedules	Board Action – within 3 months	<i>The administrator and district engineer will have recommended changes at the February meeting.</i>
Communications	Required reporting of RPBCWD activities to stakeholders and agencies	

Annual report	No Action	The 2025 Calendar has been printed and is available for distribution.
Website	Board Action within 3 months	<i>District staff have been working on a new website that will be ADA compliant and compliant with statutory obligations. This website will also have an interweb capability for communication with managers. It is anticipated to go live February of 2025. Staff will share a link with the managers to review the site when it is ready.</i>

PROJECTS AND PROGRAMS		
Upper Bluff Creek	Channel stabilization and ecological restoration of the headwaters reach of Bluff Creek and the headwater wetland	
Agreements	Board Action – <	<i>No Changes</i>
Plans and Specifications	Staff Action – Ongoing >6 months	<p>Design is ongoing at approximately 60% plan completion.</p> <p>Placement of the outlet/elevation control structure in the headwaters wetland will require the provision of compensatory flood storage. The designs looked at providing for that storage in the stream channel closer to Galpin Blvd. This area has a REC which amounts to a promiscuous farm dump. The area is replete with broken glass, scrap metal, and other miscellany. While the risks associated with these dumps are minimal, it is definitely not zero.</p> <p><i>Administrator Jeffery will be working with the landowner to enroll them in the VIC program through the MPCA.</i></p>
Permit application	Board Action – w/in 3 months	The administrator and district engineer will work to procure the necessary permits from the DNR, Chanhassen, et al.
Upper Riley Creek	Channel stabilization and ecological restoration of the reach of Riley Creek from MN TH 5 to Lake Susan	
Agreements	Board Action – w/in 3 months	<i>Administrator Jeffery and Legal Counsel Welch met with Chanhassen PW Director and Legal Counsel to discuss the cooperative agreement in general and the decant facility more specifically. The city indicated that they need to collect more data to provide to the city council for the council to feel justified in the expenditure. We asked to soften the language or otherwise modify the agreement to leave it in the agreement. The city indicated that this would need to go back before the council and that they were unlikely to change their minds without the additional data. Chanhassen City Council has approved the revised format. The decant facility will be put into the city Capital Improvement Plan.</i>

		Draft agreements with the private landowners along the project corridor have been provided to all properties. Two have approved the agreement and three are reviewing the agreements. These agreements will should be in place prior to soliciting bids and must be in place prior to construction of the project.
Plans and Specifications	Board Action – N/A	Plans and specifications are complete. Upon procurement of aforementioned agreements, the board has approved solicitation of bids.
Construction Schedule	Board Action w/in 3 months	Currently, construction is tentatively scheduled to begin in late August or September. In this case, substantial completion would be in Spring of 2026.
Lotus Lake Water Quality Project – No LL Park		
Agreements	Board Action – within 3 months	The city, district staff, and legal representatives will need to draft a cooperative agreement. This agreement needs to address plan input and approval, division of costs, long-term maintenance, and credit availability for future Chanhassen projects.
Plans and Specifications	Board Action - within 3 months	Plans and specifications are complete. Upon procurement of aforementioned agreements, the board will need to approve solicitation of bids and decide how to proceed with awarding the project. <i>Seven responses to requests for qualifications of artists were received. One team was clearly superior to the other submittals. I will be bringing a resolution to award concept design to that artist team at the February meeting. They will work as part of the design team to develop concepts to be brought before a review team consisting of members of the BOM, staff, and Chanhassen representatives to be determined.</i> Concept plans for the stormwater facilities was completed and presented to the board in September. No civil plan design has been started yet.
Communications and Outreach	Staff action - within 6 months	A project website has been developed by Ms. Forbes. https://rpbcwd.org/whats-happening/projects/north-lotus-lake-park-water-quality-improvement-project Staff will work with Chanhassen and the artists to hold additional outreach events to solicit input from neighbors, park users, and other interested parties.