

Administrator's Report

December 11, 2024

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 (<3 months)	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. Funding will come from the data collection fund and acquisition will be planned for December of 2024.
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3 months)	Individual workstation ESRI GIS software licenses have been replaced by enterprise licenses.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 Portuguese.
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 Governance Manual.	
Audit	Future Board Action (<6 months)	The current agreement with Abdo expires at the end of 2025. Abdo has scheduled field work for April 24-25. A request has been made of Abdo to schedule time to present to the Audit and Finance Committee the third week of May and to the full Board at the June meeting.
Budget and Levy	Future Board Action (<3 months)	<p>The Board will finalize the budget and levy at this meeting. The public will need to be given an opportunity to speak on the budget although a public hearing is not necessary.</p> <p>Health Insurance for 2025 will increase 16.1%. This will be an additional cost of \$14,492 over 2024 costs and \$10,000 over what was budgeted for. I am recommending that, in order to offset these additional obligations for 2025, that intern compensation be drawn directly from the program they support. Dental, vision, and life insurance all have only nominal changes.</p> <p>I am meeting with RedPath on 12/12/24 to discuss cash balance accounting and a new treasurer's report format. They have recently hired an accountant that came from a government organization who I will be working with.</p>
4M Fund and US Bank	Future Administrator	Administrator Jeffery has reached out to RedPath to ask for cash flow accounting. A meeting will take place with Redpath the third week of December. It is unknown how the

	Action (<3 months)	<p>recent election results will, if at all, impact interest rates. This cash flow accounting system will be used to inform investment decisions so that they do not implicate available cash balances for district business.</p> <p>Administrator Jeffery and Staff Monahan continue to learn the nuances of the US Bank Positive Pay system. Recent communications from US Bank indicate that they may have a feature available to allow for receipt of payment from applicants. This is being looked into.</p>
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.
Fund Balance	Summary of current and projected fund balance needs	
Legal fees for LAK lawsuits	Future Board Action (<3 months)	Legal fund balance is 43% 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.
Manager per diems	TBD	<p>Currently, \$1,150 remains in the manager per diem fund. We will likely go slightly over budget. Much of this can be attributed to additional committee meetings to address the governance manual edits.</p> <p>I would propose that manager per diem claims be done through the online payroll application</p>
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	9/1/24	There have been no changes to staffing. No changes are programmed for 2025. 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)	David Drown and Associates is currently undertaking a salary survey for the RPBCWD. Results are anticipated prior to the end of 2024.
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)	IdentiSys has completed installation of the access control system and public safety alert system. Aside from minor glitches, the system has been working well. No access fobs have been issued to all staff. This system allows for management of access by the Administrator through a web based portal. This allows for control of all four doors so that during meetings of the CAC and BOM, the times lock system can be overridden.
Hardware	Future Administrative Action (<3 months)	<p>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. Funding will come from the data collection fund and acquisition had been planned for November of 2024 but will be in January of 2025 although the funds should come from 2024.</p> <p>The hiring of Rachel Whittington full-time will necessitate the acquisition of a new computer. Thus far she has made do with a 2018 computer. Funding will come from a combination of the Wetland Program and Office Costs.</p>
Software	Future Administrative Action (<3 months)	Current ESRI GIS software is acquired on an individual workstation basis. In November, with the expiration of most existing licenses, staff will be moving to an enterprise site license for the new ESRI GIS Pro. This funding is already programmed in office costs. An overall cost savings of several hundred dollars annually should be realized. Additional savings have already occurred as GIS work formerly requested of Barr is now being performed in-house by staff Portoghese. The exact savings are unknown at this time as we are currently evaluating staff needs based upon roles and responsibilities.
Custodial Services	Administrative (current)	MN Services, LLC has begun biweekly cleaning of the district facilities. They shampooed the carpets and stripped and waxed the linoleum.
Spring Road		
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	<p>A service will need to be hired to maintain the open space around the driveway, pool, home, and garage in 2025.</p> <p>A trash pump was acquired by the district and the pool was drained.</p>

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	The Board has the final draft version before them tonight. They received this on 11/4/24 and again on 12/2/24. Comments were received from one manager. Another manager provided a comment of no changes recommended. A third manager contacted me on 12/10 with a concern about language of "all available information" for board packet distribution.
District Calendar	Board Action – within 1 month	The calendar of meetings for the Board and all board committees is on the agenda for adoption on the November 11 th meeting.
Permit application and financial assurance schedules	Board Action – within 3 months	The administrator and district engineer will have recommended changes at the January meeting.
Communications	Required reporting of RPBCWD activities to stake holders and agencies	
Annual report	No Action	The 2025 Calendar has been printed and is available for distribution.
Website	Board Action within 3 months	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 at the beginning of 2025. Staff will share a link with the managers to review the site when it is ready.

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 – within 6 months	<p>The administrator, engineer, and legal will be working on a cooperative agreement with the City of Chanhassen, similar to the one drafted for the culvert crossing, for the project.</p> <p>Staff and engineer held a neighborhood open-house for the project and will continue further outreach efforts as several private properties may be implicated by the wetland restoration. There is an existing drainage and utility easement and the intent is to not have to encroach beyond the easement limits.</p> <p>Discussion of potential flood storage in an area with a Recognized Environmental Condition (REC) is on the agenda for 12/11/24</p>
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. Legal has prepared a memorandum for the board to review. This memo is privileged.</p> <p>An inquiry was made to the city as to whether a Phase 1 ESA was performed with either the Galpin reconstruction project or the Fawn Hill development. A search of the city files yielded nothing. The administrator met on site with the landowner, who is very interested in seeing the site cleaned, to review the extent of the dumping. Debris was observed throughout much of the channel as well as along the banks more easterly on the site.</p> <p>The cost of the box culvert was determined to be too much for the benefit gained. The reason for the elevated cost is due to a conflict with sanitary sewer and water supply in the area that would need to be realigned to accommodate the culvert. This will not interfere with the overall project scope.</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	The city and district staff and legal representation had worked for the past few months to draft an agreement agreeable to both parties. This agreement included the restoration as well as the construction of a decanting facility for sanitary and storm sewer waste. The Chanhassen City Council met in a work session on 12/9/2024 and chose to not move forward with the

		<p>decanting facility. The agreement was to be presented to the board for approval on 12/11/2024 but will be delayed.</p> <p>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.</p>
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.
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 design and construction of a stormwater park in North Lotus Lake Park to provide for water quality, rate control, and education
		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	<p>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.</p> <p>Seven responses to requests for qualifications of artists were received. I am meeting with the Parks and Recreation Director on December 16th to discuss how to review and select artist. The solicitation was to be a part of the design team – working to develop the concept that will be used in the project. Any award to fabricate and construct the art will be a future item brought to the board and to the city council for approval.</p> <p>Concept plans for the stormwater facilities was completed and presented to the board in September. No civil plan design has been started yet. A new task order and resolution will need to be brought to the board for approval before this can begin.</p>
Communications and Outreach	Staff action - within 6 months	<p>A project website has been developed by Ms. Forbes. https://rpbcwd.org/whats-happening/projects/north-lotus-lake-park-water-quality-improvement-project</p> <p>Staff will work with Chanhassen and the artists to hold additional outreach events to solicit input from neighbors, park users, and other interested parties.</p>