

Administrator's Report

October 2, 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) | <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 will be programmed from November of 2024.</p> <p>The hiring of Rachel Whittington full-time permanent 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. |
| 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 (<3 months) | The current agreement with Abdo expires at the end of 2024. A resolution authorizing the Administrator to solicit proposals for auditing services for the 2024 and 2025 fiscal years is on the 10/2/2024 agenda. |
| Budget and Levy | Future Board Action (<3 months) | <p>The levy certification for 2025 has been provided to both Carver and Hennepin County Auditors and acknowledgement of receipt has been provided.</p> <p>The Board will need to finalize the budget and levy at the December 4, 2024, meeting. The public will need to be given an opportunity to speak on the budget although a public hearing is not necessary.</p> |

| | | |
|-----------------------------|--|---|
| 4M Fund and US Bank | Future Administrator Action (<3 months) | <p>Interest rates have already begun to drop (0.5% at the last fed meeting). The Audit and Finance Committee has already met and acknowledged the need to invest additional funds to avoid reduced revenues resulting from a reduced interest rate. Administrator Jeffery has reached out to RedPath to ask for cash flow accounting although they have not yet responded.</p> <p>Administrator Jeffery and Staff Monahan reviewed several US Bank training tutorials on SinglePoint and Positive Pay. These are the software platforms used by US Bank to process ACH, wire transfer, check approval, and vendor set-up. Staff Bakkum was previously responsible for these activities.</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) | (\$66,629) – will need to come from reserves |
| Manager per diems | TBD | (\$2,557) - straight line projection. There were numerous special meetings and continuations which are not anticipated moving forward. Current balance = \$6,773 |
| Opportunity Projects | Future Board Action (<3 months) | (\$17,429) – Expenditures occurred prior to setting up the Spring Rd Conservation Project fund. Transfer amount to Spring Rd Cons project |
| ACH Payments | A listing of all ACH payments initiated by administrator since last meeting | |
| Staff Costs | 9/12/24 | \$1,362 - PERA |
| Staff Costs | 9/12/24 | \$19,735.36 - Payroll |
| Vendor Payment | 9/13/24 | \$80.90 – Associated Payroll |
| Staff Costs | 9/13/24 | \$8,051.39 – Payroll taxes |
| Health Insurance | 9/19/24 | \$7,755.43 - HealthPartners |
| Utilities | 9/20/24 | \$22.03 – Electricity for WOMP |
| Utilities | 9/20/24 | \$923.93 – Electricity for Lake Drive |
| Utilities | 9/20/24 | \$339.89 – Internet service (Lumen) |
| LMCIT | 9/26/24 | \$22,031 – Property and Casualty 24-25 |
| LMCIT | 9/26/24 | \$3,937 – Municipal Excess Liability 24-25 |
| Human Resources | Summary of Human Resources related activities | |
| Staffing | 9/1/24 | Rachel Whittington began on 9/1/24 as a Natural Resources Technician working on our soil health initiative, wetland management, etc |
| Salary Survey | Future HR Committee and Admin Action (<3 months) | <p>The agreement with DDA was executed.</p> <p>South Washington WD is currently doing a salary survey with Abdo in which the administrator is participating.</p> |

| FACILITIES MANAGEMENT | | |
|--------------------------------|---|--|
| Lake Drive | Procurement, maintenance, or repair of RPBCWD main office | |
| | Timeframe | Description |
| Controlled Access | Future Staff Action (>30 days) | IdentiSys will be installing the new controlled access system on October 10 th . There was a delay in getting some of the necessary equipment. It is unknown if this was due to supply chain issues or other issues. |
| 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 will be programmed from November of 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) | Quotes were received from three companies for custodial services. MN Services, LLC was the low quote and will be servicing district offices later in October. The agreement with the previous provider was terminated due to poor service. |
| Spring Road | Procurement, maintenance, or repair of RPBCWD property on Spring Rd | |
| Taxes | Future Administrative Action (<3 months) | The remaining taxes will need to be paid prior to November 15, 2024. This amount is \$280.86 on the three parcels. \$7,021.66 have been paid thus far. |
| 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. |
| Lawn Maintenance | Future Administrative Action (<30 days) | A service will need to be hired to maintain the open space around the driveway, pool, home, and garage. |
| WOMP Stations | Procurement, maintenance, or repair of RPBCWD four WOMP stations | |
| Upper Purgatory | Administrative | The electrical system needed repair. Addressed administratively. |