



MINUTES OF THE BOARD OF DIRECTORS  
 December 12, 2018

Attendance		Present	Absent
Dan Jones, Chair	City of White Bear Lake	X	
Jim Lindner, Vice Chair	City of Gem Lake	X	
Rob Rafferty, Secretary-Treasurer	City of Lino Lakes	X	
Bob Kermes (alternate)	White Bear Township	X	
Marty Long	City of North Oaks	X	
Terry Nyblom	City of Vadnais Heights		X
Stephanie McNamara	Administrator	X	
Brian Corcoran	Water Resources Mgr.	X	
Dawn Tanner	Program Development Coord.	X	
Nick Voss	Education & Outreach Coord.	X	
Tyler Thompson	GIS Watershed Tech.	X	

Others in attendance: Paul Duxbury, VLAWMO TEC representative

**I. Call to Order**

The meeting was called to order at 7:00 pm by Chair Jones.

**II. Approval of Agenda**

A motion was made by Lindner and seconded by Long to approve the meeting agenda. Vote: all aye. Motion passed.

**III. Approval of Minutes from October 24, 2018**

A motion was made by Lindner and seconded by Long to approve the minutes from the October 24, 2018 Board of Directors Meeting. Vote: all aye. Motion passed.

**IV. Visitors and Presentations**

None present

**V. Operations & Administration**

**A. TEC Report and Financial – December**

The December VLAWMO Technical Commission Report to the Board was presented by TEC Commissioner Paul Duxbury and the December financial report was discussed by McNamara.

**B. Professional Services Requests for Proposal: legal, auditing**

McNamara explained the RFPs for both legal counsel and annual auditing services are ready to be sent out upon direction and approval from the Board. McNamara also explained that in the past VLAWMO has gone longer than 2 years between RFPs for professional services, as do other watersheds, and that going through the time and expenses, for both the Watershed as well as the consultants, may not be an efficient use of public money, and to possibly extend time between RFPs. McNamara suggested the Board discuss this. **McNamara requested Board direction to send out RFPs for both auditing and legal counsel as soon as possible, as well as discuss a second option for direction to proceed into 2019 with our current auditor and legal counsel and postpone RFPs until 2019.**

**Discussion:** Lindner asked what the repercussions about skipping a year for RFPs. McNamara answered they are light if we don't follow guidelines exactly. Board discussed that they were comfortable letting RFPs lap a year. Long proposed postponing them for 2 years.

A motion was made by Long and seconded by Lindner to approve the waiving the Request for Proposal for both legal counsel and annual auditing services until 2019. Long withdraws motion and no vote is taken. Motion fails.

Jones and Rafferty expressed reservation about 4 total years between RFPs. Rafferty proposed issuing RFPs in 2019. The board agrees that going to 3 years (2019) is appropriate. Lindner is making the friendly amendment to push RFPs to 2019- Long seconds.

A friendly amendment is made by Lindner and seconded by Long to the previous motion to approve the waiving the Request For Proposal for both legal counsel and annual auditing services until 2019. Vote: all aye, Motion passed.

### **C. Education & Outreach**

#### **1. 2018 EOP Summary Chart**

Voss presented the 2018 Education & Outreach chart to the Board, along with the 2019 updated Education & Outreach Plan (EOP). Voss discussed the 2018 E&O efforts, as well as 2019 upcoming efforts.

#### **2. Remote Cameras**

Tanner presented current efforts and results of placing and using remote cameras (trail cameras) to observe, record and quantify wildlife species within different areas of the watershed, as well as plans and efforts to continue monitoring at locations in the conservation easement of North Oaks.

### **D. Sustainable Lake Management Plans**

#### **1. Three Lakes: Charley-Pleasant-Deep**

Tanner gave an updated report on the progress of the Charley and Deep Lake SLMPs. Lake Homeowner Surveys are being analyzed and incorporated into the Plans, as well as suggested BMP locations. Staff plans to have these finished and posted to the website in January. Tanner also reported moving Pleasant Lake up on the SLMP schedule from 2020 to 2019 as to better concentrate efforts on the tri-lake area (Charley-Pleasant-Deep). It was also discussed that as Pleasant already has bathymetry completed, staff will hire and conduct these surveys on 2 other targeted lakes in 2019.

**Discussion:** Tanner asked for direction from the Board on which lakes to pursue normal surveys on. Jones commented he feels comfortable leaving that decision up to staff. Tanner suggested possibly Birch and West Vadnais Lakes for survey and asked Thompson his thoughts. Thompson conferred Birch and West Vadnais would be good choices for surveys due to the projects and activities going in and on around them.

#### **2. Surveys and Stakeholder meeting**

It was reported by Tanner that a stakeholder meeting for the tri-lake area is planned for February 2019 to discuss the SLMPs, promoting water quality and to encourage the possibility of developing a united tri-lake association to consolidate efforts.

### **E. Lambert Creek (Co. Ditch 14)**

#### **1. Lambert Lake maintenance site meeting**

Staff met with Curt Peterson from Peterson Excavating and Julia Bohnen from the U of M on November 7<sup>th</sup>. Peterson is working on a bid for repair and maintenance of the Lambert Lake (LL) weir, and Bohnen identified the plant community in the area. Plans for maintenance will plan to incorporate vegetation and habitat management.

## **2. Discussion of repair Scoping**

Staff presented the current conditions of the LL weir: the steel portion on the structure is holding up well, but the fiberglass portion is leaning and the basin needs to be dredged to restore volume capacity to original design. Also, the outflow of the weir short-circuits the designed wetland sheet flowage by skirting the weir and going directly into Ditch 14. The original design was to allow water to flow out into the wetland to reduce storm discharge bounce, as well as filtering for water quality.

**Discussion:** Long proposed taking this out with an official RFP for project. McNamara stated it definitely will have to be, but staff was conducting research for idea of possible project scope. Jones asked what the imminent danger of filling up was before proper budgeting. Corcoran answered the liability is low and we have the time now to prepare and decide how exactly to move forward. Long expressed he would like staff to look into Wenck Engineering due to their experience with similar projects.

## **3. Engineering student**

Joe Magner, U of M professor and engineering student supervisor, has been involved with VLAWMO on several projects over the last 20 years. Tanner and Magner are meeting on January 3<sup>rd</sup> to discuss the possibility of an engineering student to design a stream re-meander and restoration in the Lambert Lake wetland downstream of the LL structure as a possible future project.

**Discussion:** The Board expressed their excitement for project scoping for possible options in Lambert Lake with U of M students.

## **F. Goose Lake**

### **1. WBF grant update**

Thompson reported that the workplan has been approved, and grant agreement has been signed by both parties and executed by BWSR back in November, allowing for Barr to begin on the first phase of Project. This includes H&H modeling, engineering of possible projects, and a technical memo that is slated to have the first draft to be ready for review in February 2019.

**Discussion:** Long mentioned concern over the West Goose Lake shore erosion from the Boat Works. McNamara mentioned Boat Works is invited to the stakeholder meeting and we will work with all parties to figure out the best options for the Lakes.

### **2. Vegetation Management Plan**

A stakeholder meeting is planned for January 16<sup>th</sup> at the Vадnais Heights City Hall from 4:00-5:15 pm that includes representatives from oversight agencies, as well public and private members of the community to discuss and share the upcoming plans and projects for the Goose Lake Subwatershed.

### **3. Spent lime treatment grant request**

Staff reported the Spent Lime Treatment Grant application submitted by Barr Eng. to the U of M was approved. VLAWMO is a partner to this grant and will contribute staff time by way of monitoring and execution assistance. Staff is awaiting further direction from Barr. This grant also involves a “sister” pond in the RWMWD to compare results. McNamara explained that VLAWMO will be contributing staff time and monitoring costs.

### **4. Alum treatment Grant request**

McNamara reported that the Goose Lake Alum Treatment Grant Application was not chosen by BWSR for implementation, but staff will reapply for 2020 funds in 2019.

**G. Birch Lake – 4<sup>th</sup> & Otter**

**1. Project updates**

After a summer and fall of collecting site and survey information, Barr began engineering on the plans for the iron-enhanced sand filter and retrofit site design. The City has agreed to secure the corner parcel VLAWMO was previously pursuing. Draft designs and Engineer's Estimate of Costs are slated to be completed and delivered in January 2019. Staff will disperse these plans to partners for review and comment, and a meeting will also be scheduled to discuss these.

**2. MN Conservation Corp grant**

The MCC grant application is submitted and award notices will be sent to applicants January 15-30<sup>th</sup>.

**H. Additional Opportunities**

**1. Partnerships – Service Learning**

VLAWMO is now an approved Community Partner for the Center for Community-Engaged Learning at UMN and Tanner & Voss will be presenting to a class on January 24<sup>th</sup> to offer 2 service-learning positions for possible project and volunteer involvement for students.

**2. LimnoTech DIY automated sampling device demo invitation**

Tanner will be scheduling a date & time in January with LimnoTech for a training on automated sampler use. Dawn will email interested parties when there is a time set.

**VI. Business**

**A. Certification of 2018 Fund Balance – Res. 10-2018**

McNamara ran down the portions of the carryover budget from 2018 into 2019, and highlighted some areas of the attached table that breaks down each individual carry over. **Staff recommends the Board approve Resolution 10-2018 for the certification of the 2018 VLAWMO Fund Balance.** **Discussion:** Long asked McNamara to expand on the points of balancing of program funds.

A motion was made by Lindner and seconded by Long to approve Resolution 10-2018 certifying the program carry over from funds from 2018 into 2019. Vote: all aye. Motion passed.

**B. Engineering Support Proposal**

McNamara outlined the areas and situations where having an engineer on retainer would benefit the Watershed in the way of efficiency by offering flexibility and capacity with current and upcoming projects. Instead of waiting upon a RFP every time we need engineering assistance valued less than \$10,000, staff could call upon the engineer on retainer to help where needed. **Staff is recommending the Board consider the approval of an RFP process to obtain an on-retainer engineering firm for use on projects valued under \$10,000, will an annual budget of \$30,000 to come from the general fund in 2019, with reassessment for the 2020 budget.**

**Discussion:** Lindner expressed that he deals with this in his professional life and understands the delays and roadblocks it can cause. Jones stated \$30,000 is a good starting point and is in favor. Long expressed his interest asking for U of M engineering student help with Lambert Lake. McNamara said we will go this route, but we need a professional. Long implored to keep working with the U of M.

A motion was made by Long and seconded by Lindner to approve the submittal of a Request For Proposal for engineering services that would service individual projects valued under \$10,000 and with a total budget of \$30,000 that would come from VLAWMO's general fund in 2019, and reassessment for the 2020 budget. Vote: all aye. Motion passed.

**C. Equipment Proposal**

Thompson presented the possibility of purchasing simple but super-accurate GNSS survey equipment that can easily be operated and maintained by technical staff. Throughout the year, staff encounters many situations where this equipment would be a great benefit in the way of productivity and staff efficiency and professional costs. **Staff is recommending the Board consider approving the use of carry over funds from the 2018 monitoring & equipment budget up to \$9,200 for purchase of a GNSS receiver kit.** **Discussion:** Jones asked about service life. Long asked about the 2<sup>nd</sup> step down model as an option. Thompson answered that the most expensive model will have the longest service life, due to its ability to connect to upcoming satellite systems, making the extra \$1,000 worth it in the long run. Rafferty commended staff for proposing purchase of equipment that will provide a great benefit and effectiveness.

A motion was made by Rafferty and seconded by Jones to approve funds up to \$9,200 of carry over funds from the 2018 Monitoring & Equipment budget to purchase a GNSS survey receiver. Vote: all aye. Motion passed.

**D. MAWD Membership Proposal**

McNamara presented that in years past WMOs have not been allowed to be voting members, but at this past 2018 MAWD meeting, it was voted on and passed to allow for WMOs to be paying members with voting privileges. The introductory rate is \$500 for the first year.

**Staff is recommending the Board approve VLAWMO to join MAWD for the \$500 introductory rate in 2019, and assessment of benefits and costs after that time for 2020.**

**Discussion:** Rafferty asked what next year's dues would be and says he is cautious on this due to the lack of benefits we would get from that. Jones said he is also unsure of 2020 dues. McNamara explained this is an entrance rate and that will be determined next year. Lindner stated that \$500 is not a high price to pay to try something. The Board was in consensus to try the membership for 2019 and reassess for 2020 based on benefits and membership cost.

A motion was made by Lindner and seconded by Long for approval of VLAWMO to join MAWD as a voting member for 2019 for the introductory cost of \$500, and assessment of benefits and costs before membership renewal for 2020. Vote: all aye. Motion passed.

**VII. Discussion**

**VIII. Administration Communication**

McNamara updated that VLAWMO and RWMWD will continue to work together on Grass Lake. Jones announced he will be stepping down as Board Chair. There was discussion on moving nominations to the April meeting.

**XI. Adjourn**

A motion was made by Lindner and seconded by Long to adjourn at 8:43 pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.