

## VLAWMO TECHNICAL COMMISSION MEETING

7:30 AM October 9, 2020

Meeting will be held by Zoom teleconference. Meeting link:

<https://us02web.zoom.us/j/82609413241?pwd=Qy9rcURGb2VPdjB4UkV3VDVyWHA2UT09>

Meeting ID: 826 0941 3241

Passcode: 874971

Dial by location: +1 312 626 6799 US (Chicago)

Action items: ✎

- I. Call to Order – 7:30am –Chair Gloria Tessier
- II. Approval of Agenda
- III. Approval of Minutes (September 11, 2020)
- IV. Administration & Operations
  - A. Financial Report for October & authorization for payment – Phil ✎
  - B. October TEC Report to the Board– Phil ✎
- V. Programs
  - A. Cost Share Program Policy Updates, Subcommittee Meeting – Tyler and Phil
    1. Overview of September 23<sup>rd</sup> Subcommittee Recommendation of Policy Changes ✎
  - B. Education & Outreach – Nick
    1. Annual Awards: Watershed Steward & Watershed Partner
    2. Master Water Stewards 2021/Watershed Action Volunteers meeting
- VI. Projects
  - A. Lambert Lake update – Dawn
  - B. Correction crews & volunteer/service-learning workdays – Dawn
  - C. 319 grant process - Dawn
  - D. Pleasant Lake boat launch and planning for carp harvest - Dawn
  - E. Ditch 14 maintenance - Brian
  - F. East Goose boat launch complete - Brian
- VII. Commissioner Reports:
- VIII. NOHOA
- IX. Ramsey Soil & Water Conservation Division:
- X. St. Paul Regional Water Services
- XI. Public Comment
- XII. Next Meetings: TEC: November 13, 2020  
Board of Directors Meeting: October 28, 2020.
- XIII. Adjourn

**Events:** [vlawmo.org/events](http://vlawmo.org/events)

- October 6: Taking Action for Water Quality web forum
- Fridays in Oct. (12:30-3:30 pm): Buckthorn buster workdays continuing at City Hall in Vadnais Heights
- October 24-25: Lake Care Weekend (Adopt-a-Drain blitz/social distancing event)



The Vadnais Lake Area Water Management Organization  
800 County Road E East, Vadnais Heights, 55127 651-204-6070  
Website: [www.vlawmo.org](http://www.vlawmo.org); Email: [office@vlawmo.org](mailto:office@vlawmo.org)

Vadnais Lake Area Water Management Organization  
Technical Commission Minutes  
September 11, 2020

Zoom Teleconference Open Meeting:

<https://us02web.zoom.us/j/83828772829?pwd=RzhmTEFRSGdkYnh6ZHd4cW9vNDc3Zz09>

Join by phone: +1-312-626-6799; meeting ID: 838 2877 2829; password: 234257

**Commission Members Present:**

Gloria Tessier	Chair, Gem Lake (GL)
Jesse Farrell	Vice Chair, Vadnais Heights (VH)
Bob Larson	Treasurer, North Oaks (NO)
Paul Duxbury	White Bear Township (WBT)
Andy Nelson	Lino Lakes (LL)

**Commission Members Absent:** Terry Huntrods (White Bear Lake)

**Others in attendance:** Phil Belfiori, Brian Corcoran, Dawn Tanner, Nick Voss, Tyler Thompson (VLAWMO); Kara Ries, Patricia Orud (NO), Cha Thao (RCSWCD); Justine Roe (SPRWS)

- I. **Call to Order** Chair Tessier called the meeting to order at 7:30 am. A roll call was made for attending Commissioners of the electronic meeting: Farrell: present Larson: present Duxbury: present Huntrods: absent Nelson: present Tessier: present.
- II. **Approval of Agenda**  
The agenda for the September 11, 2020 Technical Commission Meeting was presented for approval. No new additions.  
It was moved by Larson and seconded by Tessier to approve the September 11, 2020 TEC agenda, as amended. Vote: Tessier: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.
- III. **Approval of Minutes**  
It was moved by Larson and seconded by Duxbury to approve the August 14, 2020 meeting minutes, as presented. Vote: Tessier: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.
- IV. **Administration & Operations**
  - A. **Financial Report for September & Authorization for Payment**  
Belfiori presented the September Financial Report for review and authorization of payments and that the budget line items are tracking on-par, schedule-wise, with how far into the year we are. Staff is recommending payment of the September bills.  
It was moved by Larson and seconded by Duxbury to approve the September Treasurer's Report and authorization of payments. Vote: Tessier: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.
  - B. **Update on Mississippi East Watershed Based Funding**  
Belfiori presented an update on the new WBF funds. VLAWMO will likely be receiving around \$90,000, with a 10% match, and the funding must be utilized by 2023. Staff is looking at a few different possible project areas and work will begin on a work plan as the funding moves further along the process.
  - C. **Update on proposed boundary change – White Bear Center for the Arts**  
Belfiori presented that the 3-parcel VLAWMO watershed boundary change with Rice Creek Watershed District in White Bear Lake was approved by the Board at their August meeting. This will go for review and possible approval by BWSR later this fall.

V. **Programs**

A. **Education & Outreach**

**1. Updates from summer programs: Rainbarrel workshop, Neighborhood tour, Jr Watershed Explorer program, Floodplain Friday**

Voss overviewed that for the Neighborhood tour took place with much help and support from BMP site contributors. A packet was sent to folks that signed up, though site hosts saw limited visitors. Voss noted the final Floodplain Friday short will be up and live soon.

**2. 4<sup>th</sup> & Otter sign update**

Voss updated that the 4<sup>th</sup> & Otter sign is expected to be delivered and installed at the project site soon.

B. **Cost Share**

Thompson updated that the Cost Share Program Policy subcommittee was approved at the August Board meeting, and that the group would be meeting on September 23<sup>rd</sup> at 6:30 pm. Thompson overviewed that if both the following Landscape Level 1 grants are approved, as presented, this would exhaust the Landscape Cost Share grant funding for 2020.

**1. LL1 Application – 2020-15 Lissick Native Planting**

Thompson presented Landscape Level 1 application 2020-15 for funding consideration.

**Staff is recommending approval and funding of LL1 2020-15 in the amount of \$2,000.00 (41% funding match).**

**2. LL1 Application – 2020-16 Green No-Mow Lawn Replacement**

Thompson presented Landscape Level 1 application 2020-16 for funding consideration.

**Staff is recommending approval and funding of application LL1 2020-16 in the amount of \$1,471.87 (46% funding match).**

**Discussion:** The TEC agreed to approve both LL1 applications in one motion.

It was moved by Farrell and seconded by Larson to approve the Landscape Level 1 application 2020-15 and approve grant funding in the amount of \$2,000.00, as well as the Landscape Level 1 application 2020-16 and approve grant funding in the amount of \$1,471.87. Vote: Tessier: aye Farrell: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.

VI. **Projects**

A. **Lambert Lake Update**

Tanner updated that the Board approved going out for bid for the Lambert Lake project at their August meeting, a preconstruction meeting date and time has been set and any contractors in placing a bid are required to attend the meeting.

B. **Correction crew workday at Koehler Bend**

Tanner presented photos from the buckthorn removal maintenance at the Koehler flume restoration and behind the Vadnais Heights City Hall.

**Discussion:** Farrell proposed having buckthorn treatment kits available to residents of the watershed.

VII. **Commissioner Reports:**

None.

VII. **NOHOA**

Orud updated that the aquatic weed harvest took place on Pleasant Lake, and the carp removal is anticipated later this year.

**IX. Ramsey Soil & Water Conservation Division (RCSWCD) Report**

Thao updated that aquatic lake surveys have been completed on Sucker and East Vadnais Lakes and submitted to VLAWMO staff, and the shoreline vegetation reports will be coming in soon.

**X. St. Paul Regional Water Service (SPRWS) Report**

Roe noted that there were no updates for SPRWS, besides there was a sludge tank that was demolished at the treatment plant.

**XI. Public Comment**

None.

**XII. Next Meetings**

TEC: October 9<sup>th</sup>, 2020; Board: October 28<sup>th</sup>, 2020

**XII. Adjourn**

It was moved by Farrell and seconded by Larson to adjourn at 8:29 am. Vote: Tessier: aye Farrell: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.

DRAFT

October-20		Actual 10/1/20	Actual to Date	2020 Budget	2019 carry over/Grants	Remaining in Budget	2020 Available	Act vs. Budget
BUDGET #	<b>INCOME</b>							
5.11	Storm Water Utility	\$0	\$502,738	\$890,800	\$0	\$388,062	\$890,800	56%
5.12	Service Fees	\$300	\$600	\$200	\$0	(\$400)	\$200	300%
5.13	Interest + mitigation acct	\$24	\$4,193	\$5,000	\$0	\$807	\$5,000	84%
5.14	Misc. income - WCA admin & other	\$0	\$5,150	\$3,000	\$0	(\$2,150)	\$3,000	172%
5.15	Other Income Grants	\$20,000	\$93,358	\$0	\$0	(\$93,358)	\$0	
5.16	Transfer from reserves	\$0	\$250,000	\$0	\$0	(\$250,000)	\$0	
	<b>TOTAL</b>	<b>\$20,324</b>	<b>\$856,039</b>	<b>\$899,000</b>	<b>\$0</b>	<b>\$42,961</b>	<b>\$899,000</b>	<b>95%</b>
	<b>EXPENSES</b>							
3.1	<b>Operations &amp; Administration</b>							
3.110	Office - rent, copies, post tel supplies	\$2,273	\$19,883	\$25,200	\$0	\$5,317	\$25,200	79%
3.120	Information Systems	\$1,687	\$10,830	\$20,000	\$2,000	\$11,170	\$22,000	49%
3.130	Insurance	\$0	\$5,985	\$5,800	\$0	(\$185)	\$5,800	103%
3.141	Consulting - Audit	\$0	\$6,893	\$6,700	\$0	(\$193)	\$6,700	103%
3.142	Consulting - Bookkeeping	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	0%
3.143	Consulting - Legal	\$0	\$1,015	\$4,000	\$2,500	\$5,485	\$6,500	16%
3.144	Consulting - Eng. & Tech.	\$0	\$4,153	\$30,000	\$0	\$25,847	\$30,000	14%
3.150	Storm Sewer Utility	\$0	\$4,565	\$14,000	\$0	\$9,435	\$14,000	33%
3.160	Training (staff/board)	\$255	\$690	\$4,500	\$1,500	\$5,310	\$6,000	12%
3.170	Misc. & mileage	\$290	\$3,657	\$5,500	\$800	\$2,643	\$6,300	58%
3.191	Administration - staff	\$26,616	\$298,933	\$347,200	\$50,000	\$98,267	\$397,200	75%
3.192	Employer Liability	\$7,671	\$81,594	\$89,600	\$12,000	\$20,006	\$101,600	80%
3.2	<b>Monitoring and Studies</b>							
3.210	Lake and Creek lab analysis	\$2,479	\$12,177	\$22,000	\$10,000	\$19,823	\$32,000	38%
3.220	Equipment	\$6	\$276	\$4,000	\$0	\$3,724	\$4,000	7%
3.230	Wetland assessment & management	\$3,739	\$12,600	\$10,000	\$0	(\$2,600)	\$10,000	126%
3.3	<b>Education and Outreach</b>							
3.310	Public Education	\$50	\$2,450	\$8,500	\$1,000	\$7,050	\$9,500	26%
3.320	Marketing	\$0	\$2,205	\$7,500	\$0	\$5,295	\$7,500	29%
3.330	Community Blue Ed Grant	\$0	\$9,012	\$10,000	\$2,000	\$2,988	\$12,000	75%
	<i>Total Core functions: Ops, Monitoring, Education</i>	<i>\$45,067</i>	<i>\$476,918</i>	<i>\$616,000</i>	<i>\$81,800</i>	<i>\$220,882</i>	<i>\$697,800</i>	<i>68%</i>
	<b>Capital Improvement Projects and Programs</b>							
3.4	<b>Subwatershed Activity</b>							
3.410	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek	\$8,076	\$89,376	\$120,000	\$63,275	\$93,899	\$183,275	49%
3.425	Goose Lake	\$2,160	\$41,444	\$60,000	\$150,316	\$168,872	\$210,316	20%
3.430	Birch Lake	\$3,188	\$152,701	\$10,000	\$39,067	(\$103,634)	\$49,067	311%
3.440	Gilf Black Tam Wilk Amelia	\$1,273	\$13,378	\$30,000	\$50,000	\$66,622	\$80,000	17%
3.450	Pleasant Charley Deep	\$0	\$19,331	\$10,000	\$9,000	(\$331)	\$19,000	102%
3.460	Sucker Vadnais	\$0	\$3,164	\$12,000	\$10,000	\$18,836	\$22,000	14%
3.48	<b>Programs</b>							
3.481	Landscape 1	\$3,667	\$23,278	\$24,000	\$11,500	\$12,222	\$35,500	66%
3.482	Landscape 2	\$0	\$22,621	\$20,000	\$11,361	\$8,740	\$31,361	72%
3.483	Project Research & feasibility	\$0	\$9,725	\$0	\$0	(\$9,725)	\$0	#DIV/0!
3.470	Facilities Maintenance	\$202	\$1,125	\$5,000	\$29,176	\$33,051	\$34,176	3%
3.5	<b>Regulatory</b>							
3.510	Engineer Plan review	\$60	\$0	\$2,000	\$0	\$2,000	\$2,000	0%
	<i>Total CIP &amp; Program</i>	<i>\$18,626</i>	<i>\$376,143</i>	<i>\$293,000</i>	<i>\$373,695</i>	<i>\$290,552</i>	<i>\$666,695</i>	<i>56%</i>
	<b>Total of Core Operations &amp; CIP</b>	<b>\$63,694</b>	<b>\$853,061</b>	<b>\$909,000</b>	<b>\$455,495</b>	<b>\$511,434</b>	<b>\$1,364,495</b>	<b>63%</b>

Fund Balance	9/1/2020	10/1/2020
4M Account	\$183,689	\$132,868
4M Plus Savings	\$624,015	\$524,037
Total	\$807,704	\$656,905

Restricted funds	10/1/2020
Mitigation Savings	\$21,035
Term Series (3/28/19)	\$0

**Vadnais Lake Area Water Management Orga**  
**Profit & Loss**  
September 12 through October 9, 2020

11:28 AM

10/01/2020

Cash Basis

Sep 12 - Oct 9, 20

Ordinary Income/Expense

Income

5.1 · Income

5.12 · Service Fees 300.00

5.13 · Interest 24.42

5.15 · Other Income Grants

Birch Lake 20,000.00

**Total 5.15 · Other Income Grants 20,000.00**

**Total 5.1 · Income 20,324.42**

**Total Income 20,324.42**

**Gross Profit 20,324.42**

Expense

3.1 · Administrative/Operations

3.110 · Office

Copies 73.96

Phone/Internet/Machine Overhead 275.00

Postage 82.50

Rent 1,540.00

Supplies 301.98

**Total 3.110 · Office 2,273.44**

3.120 · Information Systems

IT Support 959.00

WEB 728.17

**Total 3.120 · Information Systems 1,687.17**

3.160 · Training (staff/board) 255.00

3.170 · Misc. & mileage 290.19

3.191 · Employee Payroll

payroll 26,616.01

**Total 3.191 · Employee Payroll 26,616.01**

3.192 · Employer Liabilities

Admin payroll processing 44.92

Administration FICA 1,843.74

Administration PERA 1,996.20

Insurance Benefit 3,786.24

**Total 3.192 · Employer Liabilities 7,671.10**

**Total 3.1 · Administrative/Operations 38,792.91**

3.2 · Monitoring and Studies

3.210 · Lake & Creek lab analysis 2,479.00

3.220 · Equipment 6.43

3.230 · Wetland Asses. & Manage 3,738.75

**Total 3.2 · Monitoring and Studies 6,224.18**

3.3 · Education and Outreach

3.310 · Public Education 50.00

Total 3.3 · Education and Outreach	50.00
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	
Ditch authority	300.00
LL VLAWMO cash match	<u>7,776.18</u>
Total 3.420 · Lambert Creek Restoration	8,076.18
3.425 · Goose Lake	2,160.47
3.430 · Birch Lake	
4th & Otter project	<u>3,187.50</u>
Total 3.430 · Birch Lake	3,187.50
3.440 · Gilfillan Black Tamarack Wilkin	1,273.18
3.470 · Facilities & Maintenance	<u>202.21</u>
Total 3.4 · Capital Imp. Projects/Programs	14,899.54
3.48 · Programs	
3.481 · Landscape 1 - cost-share	<u>3,667.25</u>
Total 3.48 · Programs	3,667.25
3.5 · Regulatory	
3.510 · Engineer Plan review	<u>59.70</u>
Total 3.5 · Regulatory	<u>59.70</u>
Total Expense	<u>63,693.58</u>
Net Ordinary Income	<u>-43,369.16</u>
Net Income	<u><u>-43,369.16</u></u>

**Vadnais Lake Area Water Management Organization**  
**Check Detail**

11:24 AM  
10/01/2020

September 12 through October 9, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	09/17/2020	Reliance Standard		Checking - 1987		-201.70
				Insurance Benefit		-201.70	201.70
TOTAL						-201.70	201.70
Check	AudAJE27	09/16/2020			Checking - 1987		-200.00
				4M Account		-200.00	200.00
TOTAL						-200.00	200.00
Check	5019	10/09/2020	City of Vadnais Heights		Checking - 1987		-1,971.46
				Rent		-1,540.00	1,540.00
				Phone/Internet/Machine Overhead		-200.00	200.00
				Phone/Internet/Machine Overhead		-75.00	75.00
				Postage		-82.50	82.50
				Copies		-73.96	73.96
TOTAL						-1,971.46	1,971.46
Check	5020	10/09/2020	Innovative Office Solutions		Checking - 1987		-106.02
				Supplies		-75.14	75.14
				Supplies		-30.88	30.88
TOTAL						-106.02	106.02
Check	5021	10/09/2020	City of White Bear Lake		Checking - 1987		-34,085.41
				payroll		-26,616.01	26,616.01
				Administration FICA		-1,843.74	1,843.74
				Administration PERA		-1,996.20	1,996.20

		Insurance Benefit	-3,584.54	3,584.54
		Admin payroll processing	-44.92	44.92
TOTAL			-34,085.41	34,085.41
<b>Check 5022</b>	<b>10/09/2020 RMB Environmental Laboratories, Inc.</b>	<b>Checking - 1987</b>		<b>-2,479.00</b>
		3.210 · Lake & Creek lab analysis	-605.00	605.00
		3.210 · Lake & Creek lab analysis	-246.00	246.00
		3.210 · Lake & Creek lab analysis	-1,160.00	1,160.00
		3.210 · Lake & Creek lab analysis	-468.00	468.00
TOTAL			<u>-2,479.00</u>	<u>2,479.00</u>
<b>Check 5023</b>	<b>10/09/2020 FastSigns</b>	<b>Checking - 1987</b>		<b>-50.00</b>
		3.310 · Public Education	-50.00	50.00
TOTAL			<u>-50.00</u>	<u>50.00</u>
<b>Check 5024</b>	<b>10/09/2020 SEH</b>	<b>Checking - 1987</b>		<b>-12,191.11</b>
		3.440 · Gilfillan Black Tamarack Wilkin	-1,273.18	1,273.18
		LL VLAWMO cash match	-7,179.18	7,179.18
		3.230 · Wetland Asses. & Manage	-3,738.75	3,738.75
TOTAL			<u>-12,191.11</u>	<u>12,191.11</u>
<b>Check 5025</b>	<b>10/09/2020 Brock White</b>	<b>Checking - 1987</b>		<b>-2,092.06</b>
		3.425 · Goose Lake	-1,900.00	1,900.00
		3.425 · Goose Lake	-192.06	192.06
TOTAL			<u>-2,092.06</u>	<u>2,092.06</u>
<b>Check 5026</b>	<b>10/09/2020 Kennedy &amp; Graven, Chartered</b>	<b>Checking - 1987</b>		<b>-1,213.90</b>
		3.510 · Engineer Plan review	-59.70	59.70
		3.470 · Facilities & Maintenance	-119.40	119.40
		4th & Otter project	-318.40	318.40

			4th & Otter project	-119.40	119.40
			LL VLAWMO cash match	-59.70	59.70
			LL VLAWMO cash match	-537.30	537.30
TOTAL				<u>-1,213.90</u>	1,213.90
	<b>Check 5027</b>	<b>10/09/2020 Barr Engineering Co</b>	<b>Checking - 1987</b>		<b>-2,711.50</b>
			4th & Otter project	-2,711.50	2,711.50
TOTAL				<u>-2,711.50</u>	2,711.50
	<b>Check 5028</b>	<b>10/09/2020 City Of Roseville</b>	<b>Checking - 1987</b>		<b>-959.00</b>
			IT Support	-959.00	959.00
TOTAL				<u>-959.00</u>	959.00
	<b>Check 5029</b>	<b>10/09/2020 ESRI</b>	<b>Checking - 1987</b>		<b>-707.00</b>
			WEB	-707.00	707.00
TOTAL				<u>-707.00</u>	707.00
	<b>Check 5030</b>	<b>10/09/2020 Nisha Johnson</b>	<b>Checking - 1987</b>		<b>-1,667.25</b>
			3.481 · Landscape 1 - cost-share	-1,667.25	1,667.25
TOTAL				<u>-1,667.25</u>	1,667.25
	<b>Check 5031</b>	<b>10/09/2020 Katie Kelsey</b>	<b>Checking - 1987</b>		<b>-2,000.00</b>
			3.481 · Landscape 1 - cost-share	-2,000.00	2,000.00
TOTAL				<u>-2,000.00</u>	2,000.00
	<b>Check 5032</b>	<b>10/09/2020 Dawn Tanner</b>	<b>Checking - 1987</b>		<b>-63.25</b>
			3.170 · Misc. & mileage	-63.25	63.25
TOTAL				<u>-63.25</u>	63.25

<b>Check 5033</b>	<b>10/09/2020 Tyler J Thompson</b>	<b>Checking - 1987</b>		<b>-116.23</b>
		3.170 · Misc. & mileage	-78.03	78.03
		4th & Otter project	-38.20	38.20
TOTAL			<u>-116.23</u>	<u>116.23</u>
<b>Check 5034</b>	<b>10/09/2020 Nicholas Voss</b>	<b>Checking - 1987</b>		<b>-102.25</b>
		3.170 · Misc. & mileage	-17.25	17.25
		3.160 · Training (staff/board)	-85.00	85.00
TOTAL			<u>-102.25</u>	<u>102.25</u>
<b>Check 5035</b>	<b>10/09/2020 Brian Corcoran</b>	<b>Checking - 1987</b>		<b>-206.50</b>
		3.170 · Misc. & mileage	-131.66	131.66
		3.425 · Goose Lake	-64.89	64.89
		3.220 · Equipment	-6.43	6.43
		3.425 · Goose Lake	-3.52	3.52
TOTAL			<u>-206.50</u>	<u>206.50</u>

Vadnais Lake Area Water Management Organization  
**Custom Transaction Detail Report**  
 August 1 through October 1, 2020

11:21 AM

10/01/2020

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
<b>Aug 1 - Oct 1, 20</b>									
Credit Card Charge	08/03/2020		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	36.00
Credit Card Charge	08/10/2020		adobe *photography plan		US Bank CC	√ Software		9.99	45.99
Transfer	08/20/2020			Funds Transfer	US Bank CC	√ Checking - 1987		-429.27	-383.28
Credit Card Charge	08/25/2020		Zoom	subscription	US Bank CC	√ Software		16.09	-367.19
Credit Card Charge	08/26/2020		Prairie Moon Nursery	seed for VH city hall 4th & Otter	US Bank CC	√ 4th & Otter project		128.50	-238.69
Credit Card Charge	08/26/2020		Adobe "Creative Cloud		US Bank CC	√ Software		32.20	-206.49
Credit Card Charge	08/28/2020		Landscape Restoration	buckthorn removal chemicals	US Bank CC	√ 3.220 · Equipment		34.00	-172.49
Credit Card Charge	09/03/2020		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	-136.49
Credit Card Charge	09/04/2020		Midwest Veterinary Supply, Inc	drugs for otter project	US Bank CC	3.230 · Wetland Asses. & Manage		6.85	-129.64
Credit Card Charge	09/04/2020		Midwest Veterinary Supply, Inc	supplies for otter project	US Bank CC	3.230 · Wetland Asses. & Manage		261.59	131.95
Credit Card Charge	09/10/2020		Ace Hardware	supplies 4 & otter	US Bank CC	4th & Otter project		28.39	160.34
Credit Card Charge	09/12/2020		Go Daddy	domain renewal	US Bank CC	WEB		21.17	181.51
Credit Card Charge	09/18/2020		University of Minnesota	mn water resource conferenced - phil	US Bank CC	3.160 · Training (staff/board)		85.00	266.51
Credit Card Charge	09/18/2020		Fresh Thyme	correction crew snacks	US Bank CC	3.470 · Facilities & Maintenance		34.77	301.28
Credit Card Charge	09/19/2020		subway	lunch Corrections crew	US Bank CC	3.470 · Facilities & Maintenance		48.04	349.32
Credit Card Charge	09/21/2020		Vista Print	office supplies	US Bank CC	Supplies		195.96	545.28
Credit Card Charge	09/21/2020		MN Department of Natural Resources	ditch 14 E. Vad to Oak creek permit	US Bank CC	Ditch authority		300.00	845.28
Credit Card Charge	09/21/2020		University of Minnesota	mn water resource conferenced - dawn	US Bank CC	3.160 · Training (staff/board)		85.00	930.28
								<b>930.28</b>	<b>930.28</b>
<b>Aug 1 - Oct 1, 20</b>									

TEC Report to the Board  
October 2020

Programs & Projects	Effort Level	Completion Date	Comments
	LOW		
	MED		
	HIGH		
<b>Projects</b>			
East Goose Lk. Adaptive Mgnt. - Boat Launch		late 2020	Upon Board approval for E. Goose Adaptive Lake Management Project in May, boat launch construction complete, planning for future work still ongoing
East Goose Lk Adaptive Mgnt. - subshed project		2020- 21	Anticipated stakeholder meeting for East Goose Lk. Adaptive Management Project - scheduled later in 2020/early 2021.
Lambert Creek - Ditch 14, branches		2021	MN DNR and USACE permits are in place. S.E.H. is finalizing specs and anticipating going out for bid following the August Board meeting. Ditch 14 maintenance from E. Vadnais to Oak Creek Dr. is moving forward with possible work starting this fall.
Birch Lake		2017-20	Construction has been closed out, Blackstone paid. Working with BWSR to finalize grant closeout, and finalizing project O&M.
Wetland Assessment - Vadnais Sucker		2020	SEH has finished the report
Whitaker Wetlands		2020	Final report was received, still working on reimbursements
<b>Programs</b>			
Outreach		April-June	Watershed Steward Award seeking nominations, the program will divide into two awards this year: Watershed Partner Award (City-level partnerships) and Watershed Steward Award (volunteer/residential/cost-share partnerships). Anoka County webinar partnership for outreach to Northern/Anoka County region of watershed (Oct 6th).
Education		April-July	Jr Watershed Steward booklet is now live and available to the public. Birch Lake education sign installed.
Website		Ongoing	HDR web contractors have moved our website onto a new server for increased performance, however the website is showing signs of age. New neighborhood spotlight posted in September. Lambert Lake project page updated monthly.
WAV		May-July	End-of year meeting occurring October 8th to recap 2020, set sights for 2021, and discuss roles, programs, and efforts that VLAWMO's volunteering will pursue in the future. VLAWMO recruiting two new Minnesota Water Stewards (formerly known as Master Water Stewards) for 2021.
Cost Share		ongoing	Subcommittee provided a recommendation for policy change at their 9/23/20 meeting. Staff will be bringing Policy updates for approval.
GIS		ongoing	Programs support and beginning to update VLAWMO 2020 database.
Monitoring		ongoing	2020 season is underway
WCA		ongoing	administering WCA as needed

TEC Report to the Board  
October 2020

Administration & Operation			
SLMPs		2021	Lake surveys are completed for 2020, and planning is underway for Amelia in 2021.
Budget		2020-21	Administrator continues to manage 2020 budget funds and track anticipated 2020 budget carry over amounts.
Administration		Oct 2020	Staff has initiated discussion with City of Vadnais Heights staff re: renewal of VLAWMO co-location office lease. The Finance committee as recommended to pursue renewal of existing lease terms with a few changes and a apx /roughly 3% annual adjustment in rent.
SSU		ongoing	Board will consider approval of storm sewer utility certification lists for 2021 at October meeting
Administration/ HR		ongoing	Anticipate discussion with Personnel Committee Re: 2021 health care and employee benefits renewal in late Oct.

FINANCIAL SUMMARY as of 10/1/2020			CD's	4M Term Series	
				Maturity	Rate
4M Account (1.10)	4M Plus (1.23)	Total		Term series	
\$132,868	\$524,037	\$656,905			

Budget Summary	Actual Expense YTD	2020 Budget amended	Remaining in Budget	% YTD
Operations	\$476,918	\$697,800	\$220,882	68%
CIP	\$376,143	\$666,695	\$290,552	56%
Total	\$853,061	\$1,364,495	\$511,434	63%

## TEC Staff Memo – October 2020

### IV. Administration & Operations

- A. Financial Report for October –The October Financial Report is attached in the ePacket.
- B. October TEC Report to Board – attached in the October ePacket

### V. Programs

#### A. Cost Share Program Policy Updates, Subcommittee Meeting – Tyler and Phil

##### 1. September 23<sup>rd</sup> Subcommittee Recommendation of Policy Change

Since the June Board meeting, VLAWMO staff has reviewed neighboring watershed cost share policies, reviewed our own Policy, and have drafted Cost Share Program policy update options that the Subcommittee discussed and considered at their 9/23/20 meeting for recommendation to the Board. These options were posited for implementation in 2021 for a 1-year demonstration to determine effectiveness in any resulting Program policy structure changes.

The Subcommittee recommended “Option 1” for a VLAWMO Cost Share Program Policy update that divides the Cost Share program into 4 tiers, creates a new Soil Health Grant, and would borrow funding from the Community Blue Grant Program. These borrowed funds would pay for the updated rain barrel grant program, as well as the new Soil Health Grant tier. Policy changes focused on restricting Landscape Level 1 & 2 funds for projects that focus on improving water quality.

**Staff will present and overview the Subcommittee’s recommended Policy update to the TEC, along with staff proposed changes, and is seeking TEC input and a recommendation to the Board for updating the Cost Share Program Policy, implementing “Option 1”.** A separate packet is included with the TEC packet for this proposed Cost Share Program Policy update.

#### B. Education and Outreach:

- 1. Annual Award Programs: Staff discussions in outreach and community partnerships have prompted an effort to update VLAWMO’s Watershed Steward Award. 2019 was the first year for this program, and VLAWMO with help from the TEC nominated and selected a winning recipient for the year. The intent was to have this single award be applicable to any partners from City to residential or volunteer individuals.

To increase our impact in his celebratory tone and to boost positive affirmations, staff will divide this annual award program into two categories, offering two awards each year. The existing Watershed Steward Award will continue as is, applicable just to volunteer and residential projects and programs. An additional award called the Watershed Partner Award will be installed to acknowledge City, Township, or other local official or staff efforts that display watershed planning and stewardship.

The combination of the Steward award and the Partner award will allow VLAWMO to spotlight individuals and communities who are supporting our mission in a more timely and impactful way. Whereas the single award would require one individual to be recognized each year, it would also mean other considerable efforts would have to wait until next year to be nominated. The following year, if new nominations occur, noteworthy projects would be more likely to lose their motivation and steam due to everything else moving on. Having two awards allows for us to be relevant, and avoids placing us in a tough dilemma of voting for award recipients from different categories (public, City, volunteer, etc.). If no nominations are received for an award, the award will not be granted in that year.

Visit [www.vlawmo.org/get-involved/watershed-steward-award](http://www.vlawmo.org/get-involved/watershed-steward-award) to see these changes in the new model with updated nomination forms.

*Nominations are now open* – please consider possible community members to highlight and nominate for presenting our annual award winners at the December, 2020 Board meeting.

2. Minnesota Water Stewards: The Master Water Stewards program (Freshwater Society) has changed its name to the Minnesota Water Stewards. VLAWMO is recruiting two new stewards for 2021, budgeted from the Community Blue program. Freshwater is conducting online info-sessions which are reflected on VLAWMO's web calendar and Facebook event pages. Other promotion such as photos, email, and Instagram outreach will strive to recruit applicants. Staff will conduct interviews on a rolling basis with selections made by December, 2021.

Watershed Action Volunteers (WAV): The Fall, 2020 WAV meeting was held online on October 8<sup>th</sup>. The meeting is a routine meeting following the WAV's twice-a-year meeting schedule. The info packet to accompany the meeting is available upon request, meeting minutes will be posted online here by Oct 12<sup>th</sup>:

<http://www.vlawmo.org/get-involved/volunteer>

The October 8<sup>th</sup> meeting agenda was:

1. Phil introduction
2. 2021 WAV changes
  - Recruiting 2 new Master Water Stewards
  - Foregoing a formal CAC in lieu of WAV/TEC
  - New Community Blue and Cost-share program
3. 2020 Review
  - Workshops and activities
  - Junior Watershed Explorer
4. 2021 Programming
  - Education and outreach plan
  - WAV fieldwork selection

Workshop, tour, webinar selection  
5. Open feedback to VLAWMO, fielding questions, etc.

## VI. Projects

### A. Lambert Lake Update

Bids were accepted from Sept. 9-Oct. 1, 2020 for meander construction and sheetpile replacement. Advertising was done on the VLAWMO, SEH, and City of Vadnais Heights websites, League of Minnesota Cities Marketplace, in the Vadnais Heights and White Bear Lake Press Pubs, and QuestCDN. Bids were accepted via digital submissions. The bid opening was conducted by SEH on Oct. 1, 2:00 pm. A required pre-construction meeting was held onsite at Lambert Lake Pond on Sept. 23 for all contractors planning to submit a bid for the project. There was a strong turnout, with 20 potential contractors signing in for attendance. Results of the bid opening are not available at the time of packet preparation but will be summarized during the TEC meeting. SEH will provide a recommendation for the best responsible bid for submission to the Board for authorization during the Oct. 28 regular Board meeting.

UMN researchers have a prototype biochar filter design running onsite at Lambert Pond. A poster from the preliminary investigations will be presented at the Water Resources Conference in Oct.

### B. Correction crews & volunteer/service-learning workdays

The second day with the corrections crew was productive. Initial buckthorn removal at 4<sup>th</sup> and Otter Lake Road was completed, and work continues at the City Hall wooded wetland. The City of Vadnais Heights brought the chipper, so that large buckthorn could be removed and chipped onsite. Following the effort, volunteers and service-learning students have been helping to remove smaller buckthorn saplings and complete removal in smaller areas at City Hall. The effort is going really well. We invite you to join us (and sincerely appreciate those who already have!) and walk through the removal areas to see the progress first-hand. During our efforts, we observed jumping worms, which are invasive and have been reported in Vadnais Heights. The new locations were reported in EDDMapS and to MN DNR. Photos were submitted to verify identification. Be sure to boot brush your shoes anytime you are visiting natural areas, both before and after visiting to avoid spreading seeds or invasive worm eggs. See before and after photos included below.



**C. 319 grant process**

Conversations, document preparation, and planning are underway for the next round of 319 funding in 2021. VLAWMO is a priority small watershed for this upcoming round. Approval needs to be in place with MPCA and EPA for the 9 Key Element Plan. VLAWMO staff are preparing information and will continue to share steps of the process as they are ready.

**D. Pleasant Lake boat launch and planning for fall carp harvest**

SPRWS completed reconstruction of the south shore boat launch in Sept. using large size gravel to prevent the new launch from eroding/washing away. The launch is ready for the planned carp harvest this fall. The commercial fisher and VLAWMO staff have been in communication for planning and updates in preparation. The harvest will take place when the weather is as cold as possible before the ice freezes over. Carp are more densely aggregated as the weather gets colder. NOHOA will prepare a permit for the commercial fisher as tentative dates are set and established. Carp Solutions will age a small random sample of Bigmouth buffalo (also planned to be harvested along with the carp) to get a better understanding of age structure in the populations. In other parts of the state, some buffalo (especially small-mouth) have been found to be composed of mostly old individuals with low signs of successful recruitment (growth from young to mature/reproductive fish).



### **E. Ditch 14 Maintenance**

VLAWMO is working on proposed maintenance of approximately 700 linear feet downstream of Oak Creek Dr. W. in Vadnais Heights. The work is anticipated to go down to the ACSIC profile (Determined via 2018 Houston Engineering Ditch Report) including lowering the downstream culvert and removal of the downstream SPRWS weir.

Below is a summary of status of the permit work to date:

- US Army Corp of Engineers- project will need a permit from the CORPS for the culvert maintenance, staff has received a letter of acknowledgement that they are moving forward with the process.
- MN DNR- The permit process has also started with the DNR. The MPARS permit application for the DNR and have paid the \$300 application fee.
- SPRWS- Staff has spoken to Jim Bode at the SPRWS on this project. They are fine with what we are planning to do. Once we receive permits staff will work with SPRWS to do the locates and trail access management if needed. (or with RC Parks on trail)
- City – Staff has spoken with Vadnais Heights, no permits needed from City.
- Homeowners - The two homeowners on Oak Creek Dr (west side) were notified of the project via the MPARS application. Letter will go out to these residents once project date is finalized
- WCA TEP- Staff will be bringing the TEP out on site to determine if any type of WCA decision will be needed to side cast the dredged spoils.

- Staff has met with a possible ditch contractor on-site to discuss project and steps for completion

#### **F. East Goose Lake Boat Access**

The East Goose Boat access has been installed on the City of White Bear Lake property just north of County Rd F on Highland Ave. Erosion blanket and Flexmat was installed and site seeded. Should be ready to use as soon as vegetation begins to grow. Staff will show pictures of completed access at TEC mtg.