

BOARD OF DIRECTORS MEETING AGENDA

7:00 PM October 27, 2021

Vadnais Heights City Hall, Council Chambers; 800 County Road E, East, Vadnais Heights

- I. **Call to Order**, Chair, Jim Lindner
- II. **Approval of Agenda**
- III. **Approval of August 25, 2021 Board Meeting Minutes**
- IV. **Visitors and Presentations**
 - A. TEC Report to the Board (Pg. 15) & Finance Report (Pg. 17) – October – Paul Duxbury
 - B. Watershed Action Volunteers report to Board – Ceci Shapland (Pg. 24)
 - C. Public visitors – non agenda items
- V. **Consent Agenda** 
 - A. Consider Salary survey table per recommendation of personnel subcommittee  (Pg. 28)
 - B. Consider West Vadnais Lake SLMR  (Pg. 30)
 - C. Consider Barr revisions to scope of work for Wilkinson Lake BMP  (Pg. 31)
 - D. Update on Pleasant Lake Carp Management (Pg. 35)
 - E. Update on maintenance agreement -Vadnais-Sucker Lake Regional Park Restoration (Pg. 36)
 - F. Update on Project of the year application to MAWD (Pg. 37)
 - G. Update on Sensible Land use Coalition Presentation (Pg. 38)
 - H. Update on VLAWMO watershed awards (Pg. 39)
 - I. Update on TEC change of date, time and location (Pg. 40)
- VI. **Business**
 - A. **Administration**
 1. Consider storm sewer utility certification lists for 2022– Res. 10-2021 – Phil  (Pg. 41)
 2. Consider Auditor Services for Fiscal Years 2021-2022 – Phil  (Pg. 46)
- VII. **Projects**
 - A. Consider “Phase 2” RCD 14 Ditch Maintenance Construction Contract with Scandia Trucking & Excavation – Brian  (Pg. 47)
 - B. Consider Barr Engineering scope for of work for development of position regarding VLAWMO’s role in veg. management – Phil  (Pg. 53)
 - C. Consider scope of work and process for strategic direction with VLAWMO Board – Phil  (Pg. 68)
- VIII. **Discussion**
- IX. **Administration Communication**
- X. **Adjourn:** Next regular meeting: December 8, 2021

MINUTES OF THE BOARD OF DIRECTORS – AUGUST 2021 REGULAR BOARD MEETING
August 25th, 2021
Vadnais Heights City Hall Council Chambers
800 County Road E East Vadnais Heights, MN 55127

Attendance		Present	Absent
Jim Lindner, 2021 Chair	City of Gem Lake	X	
Tom Watson	City of North Oaks	X*	
Rob Rafferty	City of Lino Lakes	X	
Ed Prudhon	White Bear Township	X	
Bill Walsh, alternate	City of White Bear Lake	X	
Patricia Youker, 2021 Secretary-Treasurer	City of Vadnais Heights	X	
Phil Belfiori	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	

* Present and observing via teleconference; not eligible for voting or towards quorum

Others in attendance: Paul Duxbury, Bob Larson (VLAWMO TEC); Troy Gilchrist (Kennedy & Graven); Nolan Wall (City of Vadnais Heights); Martin Harstad

I. Call to Order

The meeting was called to order at 7:00 pm by Chair Lindner. Noted that Tom Watson is attending remotely but not voting or counting towards quorum. Watson indicated that he is present remotely. Watson noted that he was advised to limit COVID-19 exposure to the greatest extent. Watson asked for Board consideration of alternative attendance, otherwise noted he will seek an alternate for future meetings. Director Rafferty asked about eligibility of voting when a director attends the meeting remotely and Chair Lindner answered that those questions will be discussed by Attorney Gilchrist later in the agenda. Director Rafferty also asked about mask wearing and Director Watson responded.

II. Approval of Agenda

The agenda for the August 2021 VLAWMO Board meeting was presented for approval, Chair Lindner asked for any additions or corrections. None.

A motion was made by Rafferty and seconded by Youker to approve the August 25, 2021 VLAWMO Board meeting agenda, as presented. Vote: aye. Motion passed.

III. Approval of June 23, 2021 Board Meeting Minutes

The June 23, 2021 Board meeting minutes were presented for approval. Lindner asked for any additions or corrections. None.

A motion was made by Youker and seconded by Rafferty to approve the June 23, 2021 Board meeting minutes, as presented. Vote: Lindner, Youker, Rafferty: aye; Walsh & Prudhon: abstain. Motion passed.

IV. Visitors and Presentations

A. TEC Report and Financial – August

Duxbury gave the Board a briefing on current projects and programs, as reviewed at the August TEC meeting and reported on the TEC Report to the Board.

B. Public Visitors – non-agenda items

None.

V. Consent Agenda

A. Consider Auditor Services RFP for Budget Years 2021-2022

Staff recommends the Board review and approve submittal of a Request for Proposal for auditing services for fiscal years 2021 & 2022. More can be found in the August 25, 2021 Board packet.

B. MAWD Resolutions Consideration

If the VLAWMO Board has any policy resolutions it wishes to submit to MAWD, then staff would recommend discussion/consideration at the August 25, 2021 VLAWMO Board meeting. At this time, VLAWMO staff does not have any recommended MAWD policy resolutions for 2021. No additions from Board directors.

C. Update on Lambert Lake Project submitted to MAWD

The Lambert Lake Project has been submitted to the MAWD for 2021 project of the year. More information can be found in the August 25, 2021 Board packet.

D. Great River Greening Update

Staff has continued to complete the landowner agreement with project partners, and the SPRWS has committed to supplying work crews for maintenance following project completion.

E. Consider Submit MN DNR CPL Grant

VLAWMO staff requests Board authorization to submit a MnDNR CPL Grant application for continued restoration work at the 4th & Otter site. More information can be found in the August 25, 2021 Board packet.

F. Update on Amelia Lake bathymetry and aquatic vegetation surveys

Staff update on Amelia lake surveys, more information can be found in the August 25, 2021 Board packet.

G. Update on East Goose Lake ALM

Staff provided an update on the East Goose Lake ALM, with more information available in the August 25, 2021 Board packet.

Discussion: No discussion upon any items within the item V. Consent Agenda.

A motion was made by Rafferty and seconded by Youker to approve the August 2021 Board meeting consent agenda, as presented. Vote: all aye. Motion passed.

VI. Business

A. Administration

1. Consider 2022 Storm Sewer Utility Rates – Res. 06-2021

Belfiori introduced and presented the proposed 2022 VLAWMO storm sewer utility rates, as based on the approved 2022 VLAWMO budget. The 9% increase over 2021 rates includes support for several 2022 projects and programs. Belfiori presented a slideshow on the 2022 SSU rates and budget. Staff recommends the Board adopt the 2022 VLAWMO Storm Sewer Utility Rates with the approval of Resolution 06-2021.

Discussion: Rafferty asked how many other of the JPA municipalities have or are considering stormwater utilities and the corresponding Directors answered. Rafferty asked for clarification on the REF factor and identified rates and Belfiori explained and clarified.

A motion was made by Prudhon and seconded by Youker to approve Resolution 06-2021, adopting the 2022 VLAWMO Storm Sewer Utility rates. Vote: all aye. Motion passed.

**RESOLUTION NO. 06-2021
Of the Vadnais Lake Area Water Management Organization (VLAWMO)**

A RESOLUTION APPROVING THE STORMSEWER UTILITY RATES FOR 2022.

Resolution 06-2021 was moved by Director Prudhon and second by Director Youker.

WHEREAS, the 2022 Budget of the Vadnais Lake Area Water Management Organization (VLAWMO) has been approved by the VLAWMO Board of Directors and

WHEREAS, Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, has been applied to the properties within the boundary,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, The SSU Rates for 2022 will be as follows:

Classification	Total Amount	R.E.F.	Rate
Residential 1- 3 units	\$598,437.00	1.00	\$57.96/ Unit
Residential 4 or more	\$39,404.91	2.72	\$84.00/ Acre
Commercial	\$146,594.04	4.23	\$84.00/ Acre
Industrial	\$130,030.52	3.30	\$84.00/ Acre
Institutional	\$85,909.98	3.30	\$84.00/ Acre
Golf courses	\$13,815.55	0.74	\$84.00/ Acre
Agricultural	\$9,497.83	0.25	\$84.00/ Acre
Vacant/Road/RR/Water	\$0	Exempt	\$0.00

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Bill Walsh (alternate)</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Patricia Youker</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	√	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

B. WCA & Ditch System Transfer Agreement

1. Bluebird Development & Branch Ditch #5

a). Consideration of WCA Replacement Plan

Harstad Hills, Inc. is proposing the Bluebird Grove residential development project within an approximately 9-acre site in Vadnais Heights. The Bluebird Grove project will be a 21 lot, single-family development with associated streets, utilities, and stormwater areas. The site currently consists of multiple parcels (partial parcels), two of which contain vacant, large-lot single family homes. The remainder of the site is woodland, meadow, or wetland.

The Bluebird Grove project will involve 13,414 sf (0.3079-ac) of permanent impact to one isolated wetland. Additionally, 6,706 sf (0.1539-ac) of temporary excavation impact to the same isolated wetland in order to incorporate the wetland into a detention basin is proposed as a non-WCA regulated impact (No Loss). Permanent wetland impacts will be replaced via the purchase of wetland bank credits at a ratio of 2:1 within the same major watershed and Bank Service Area (BSA) as the proposed project.

Staff has reviewed and recommends approval of a No-Loss request on excavation of a portion of a Type 1 wetland 0.1539-ac; Sequencing for filling a portion of a Type 1 wetland for road access to buildable upland and creating a storm pond in a portion of a Type 1 wetland; Replacement plan for 0.3079-ac of impact to a Type 1 wetland replaced with banking credits at 2:1. The VLAWMO Technical Commission voted to recommend approval to the Board of all motions at their August 13th meeting.

Discussion: Walsh asked about the wetland bank location and the vicinity. Corcoran noted that it is the closest wetland banking site to VLAWMO. Rafferty asked for the rough cost of wetland banking credits per acre. Corcoran answered that this depends on the banking credit location, and the project location. Prudhon asked how close to final these plans are. Corcoran noted that they cannot deviate from the approved plans and wetland impact and buffer areas.

A motion was made by Prudhon and seconded by Youker for the approval a No-Loss request on excavation of a portion of a Type 1 wetland 0.1539-ac of the Bluebird Grove site. Vote: all aye. Motion Passed.

A motion was made by Walsh and seconded by Youker for the approval of Bluebird Grove sequencing for filling a portion of a Type 1 wetland for road access to buildable upland and creating a storm pond in a portion of a Type 1 wetland. Vote: all aye. Motion Passed.

A motion was made by Youker and seconded by Prudhon for the approval of the Bluebird Grove replacement plan for 0.3079-ac of impact to a Type 1 wetland replaced with banking credits at 2:1. Vote: all aye. Motion passed.

b). Consider Branch Ditch #5 Drainage System Transfer JPA – Resolution 07-2021

Belfiori gave the overview of the proposed drainage system transfer to the City of Vadnais Heights, and the corresponding proposed JPA, noting that the proposed transfer section is from the top of Branch #5, down to the outlet of the existing City stormwater pond in Bear Park. He also noted that this eliminates the duplication of efforts, and the City will be maintaining this proposed storm sewer and ponding as stormwater infrastructure. This proposed attached JPA, which as was drafted by VLAWMO Attorney Troy Gilchrist and has been reviewed by the City attorney and City staff, recognizes the ongoing Ditch operation and maintenance responsibilities the City will incur if the proposed Bluebird development alternative plan is approved and the proposed modifications to Branch 5 are constructed. The proposed JPA also allows for a streamlined development review process and reduces the number of agreements needed between the parties and the developer. Staff recommends approval of Resolution 07-2021.

Discussion: Lindner clarified the transfer of Ditch authority and responsibility to the City through the JPA, Belfiori confirmed this. Walsh asked how often authority transfer occurs, and if it is permanent. Belfiori answered that these transfers are more unique to watersheds and are permanent. Prudhon asked about City comfort for taking on this section of branch #5. Wall answered that the City is prepared and equipped for drainage authority transfer, as stormwater infrastructure maintenance is under existing City function.

A motion was made by Youker and seconded by Rafferty to approve Resolution 07-2021, transferring the section of Branch Ditch #5 to the City of Vadnais Heights. Vote: all aye. Motion passed.

Resolution 07-2021

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Approval of JPA with the City of Vadnais Heights (City) regarding a portion of Branch 5 of Ramsey County Ditch 14.

Resolution 07-2021 was moved by Director Youker and seconded by Director Rafferty:

Whereas, In 1986, Ramsey County transferred its rights and responsibilities to County Ditches 13 & 14 to VLAWMO;

Whereas, VLAWMO manages the Ditch system pursuant to its authority under Minn. Stat. §§ 103B.201-103B.253, not Minn. Stat., Chap. 103E, as provided in Minn. Stat. § 103E.812, subd. 8 and the joint powers agreement establishing VLAWMO;

Whereas, a developer is working with the City on a proposed alternative development plan. If the alternative development plan is approved, its construction will involve modification of the Branch 5 and the creation of stormwater ponds and storm sewer facilities at the northern end of Branch 5;

Whereas, City desires to assume responsibility as the ditch authority over the approximately 1,200 foot northern end of Branch 5;

Whereas, In order to recognize ongoing maintenance responsibilities the City will incur if the alternative plan is approved, and the modifications constructed, the proposed JPA (Attachment B) allows for a streamlined development review process and reduces the number of agreements needed between the parties and the developer;

Whereas, The purpose of the proposed JPA (attachment B) is to transfer from VLAWMO to the City the authority and responsibility to serve as the ditch authority over the Transferred Portion of the Branch;

Whereas, The parties desire to enter into a proposed JPA to have the City serve as the local government entity responsible for overseeing the approval and construction and then for the City to assume all authority and responsibility as the ditch authority over the Transferred Portion of Branch 5.

Now, Therefore, be it resolved by the VLAWMO Board that:

1. The VLAWMO Board approves entering into the proposed JPA in substantially the form as set out in Attachment A and authorizes the Board Chair and Secretary to execute it on VLAWMO’s behalf and forward it to the City once it is in a form acceptable to VLAWMO’s attorney.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Bill Walsh (alternate)</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Patricia Youker</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	√	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

VII. Projects

A. Consider Branch Ditch #3 Vadnais Heights Repair Agreement – Res. 08-2021

Belfiori presented that The VLAWMO Board at the April 28, 2021 meeting directed staff to work with VLAWMO Attorney to develop the attached Ditch Repair Agreement (See Attachment B) with the City related to the proposed City maintenance /repair of Branch 3 of Ditch 14.

The attached Ditch Repair Agreement identifies consent for the proposed Project, City/VLAWMO responsibility, long-term maintenance responsibility, and indemnification.

The City has approved the attached -agreement at their Council meeting on July 20, 2021. Staff recommends approval of Resolution approving the Ditch Repair Agreement related to the proposed maintenance & repair of Branch Ditch #3.

Discussion: None.

A motion was made by Prudhon and seconded by Youker to approve Resolution 08-2021, accepting the Branch Ditch #3 Repair Agreement. Vote: all aye. Motion passed.

Resolution 08-2021

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Approval of Ditch Repair Agreement (Branch #3) with the City of Vadnais Heights (City)

Resolution 08-2021 was moved by Director Prudhon and seconded by Director Youker:

Whereas, In 1986 Ramsey County transferred its rights and responsibilities to County Ditches 13 & 14 to VLAWMO;

Whereas, VLAWMO manages the Ditch System pursuant to its authority under Minn. Stat. §§ 103B.201-103B.253, not Minn. Stat., Chap. 103E, as provided in Minn. Stat. § 103E.812, subd. 8 and VLAWMO’s joint powers agreement;

Whereas, In 2018, VLAWMO hired Houston Engineering, Inc. to prepare a repair report to help VLAWMO identify and plan for maintenance and repair projects on the Ditch System;

Whereas, The City desires to undertake its own proposed project to repair a portion of the Ditch System identified as Branch #3;

Whereas, the VLAWMO Board at the April 28, 2021 meeting directed staff to work with VLAWMO Attorney to develop the attached Ditch Repair Agreement (See Attachment B) as was recommended by the Attorney in his memo dated April 21, 2021;

Whereas, the attached Ditch Repair Agreement identifies consent for the proposed Project, City/VLAWMO responsibility, long-term maintenance responsibility, and indemnification;

Whereas, the parties agree the City may undertake the proposed Project on Branch 3 in accordance with the terms and conditions of this Ditch Repair Agreement;

Therefore be it resolved by the VLAWMO Board that:

1. The VLAWMO Board approves the Ditch Repair Agreement as identified in Attachment B and authorizes the Board chair to sign the document and submit it to the City.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	Yea	Nay	Absent
<i>Bill Walsh (alternate)</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Patricia Youker</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	√	<input type="checkbox"/>	<input type="checkbox"/>

Board Chair Date

Attest Date

B. County Ditch 14 “Phase 2” Maintenance

1. Public meeting on VLAWMO CWM Plan Minor Amendment

Belfiori overviewed the public hearing open meeting and requested that: 1) the Board chair open the public meeting for purposes of receiving any public comments on the proposed plan amendments pursuant to MR 8410.0140, and then 2) staff will provide a short presentation to explain the amendments, and then 3) staff will then request the Board Chair ask if any member of the public wishes to make comment.

BOARD CHAIR OPENED PUBLIC MEETING AT 7:53 PM

Public comment: none.

Board Chair asked for a motion to close the public meeting

A motion was made by Prudhon and seconded by Rafferty to close the public meeting hearing the 2021 VLAWMO CWM Plan Minor Amendment. Vote: all aye, motion passed.

BOARD CHAIR CLOSED PUBLIC MEETING AT 7:55 PM

2. Consider CWM Plan Minor Amendment – Res. 09-2021

Thompson presented that since the Board approved draft CWMP Minor Amendment at their June 2021 meeting, staff has moved forward with the process. Draft language includes minor updating on 2 pages of the Plan, updating information about VLAWMO’s role as ditch authority and ditch maintenance in Sections 3.4 & 3.5, and allowing for support of the Ditch 14 Phase 2 maintenance project. This Minor Amendment was released to VLAWMO’s review authority contacts, comprising of agencies and municipalities, for a 30-day comment period. Three “no comments” were received and 1 comment from Ramsey County Public Works identifying that ditch system maintenance activities and authorities are described in MN Statutes 103E instead of 103B.

Our BWSR Board Conservationist has since submitted a formal determination letter on the Minor Amendment, stating “no comment” and approval from BWSR and recommending moving forward with a public hearing and approval by the VLAWMO Board for approval. Staff had noticed the public hearing for the August 25th Board meeting.

At their August 13th meeting, the TEC voted to recommend to the Board to hold a public hearing for the Plan amendment (following MN Rules 8410.0140), approval of the draft VLAWMO CWMP Minor Amendment with Resolution 09-2021, following staff and BWSR recommendation, and filing and submitting the Minor Amendment with our Plan review authorities and member JPA municipalities. Staff is also recommending the same.

Discussion: none.

A motion was made by Rafferty and seconded by Youker for the approval and adoption of the 2021 Minor Amendment to VLAWMO’s 2017-2026 CWMP with the approval of Resolution 2021-09, and submittal of Minor Amendment changes to Plan review authorities and JPA municipalities. Vote: all aye. Motion passed.

**RESOLUTION NO. 09-2021
Of the Vadnais Lake Area Water Management Organization (VLAWMO)**

Resolution 09-2021 was moved by Director Rafferty and second by Director Youker.

**ADOPTING THE COMPREHENSIVE WATERSHED MANAGEMENT PLAN MINOR AMENDMENT AND
AUTHORIZING DISTRIBUTION OF MODIFIED PAGES**

WHEREAS, the Cities of Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, and White Bear Lake, and the Township of White Bear Lake (“Members”) are party to a joint powers agreement entitled Joint Powers Agreement To Protect And Manage The Vadnais Lake Area Watershed (the “Joint Powers Agreement”); and

WHEREAS, the Joint Powers Agreement provides for the establishment of the Vadnais Lake Area Water Management Organization (“VLAWMO”), organized in accordance with the Metropolitan Surface Water Management Act, Minn. Stat. § 103B.201 et seq., and Minn. Stat. § 471.59, which is managed by a Board of Directors (“Board”); and

WHEREAS, the Board is authorized to undertake various projects to further the purposes of VLAWMO; and

WHEREAS, Review Authority comment has been requested and received by VLAWMO, a public meeting has been noticed and initiated as required and in accordance with Minnesota rules 8410.0140 Subp. 2., and BWSR has approved and has authorized VLAWMO to proceed to formally adopt the Minor Amendment and distribute modified pages of the Comprehensive Watershed Management Plan to review authorities and JPA member municipalities,

THEREFORE, BE IT RESOLVED by the Vadnais Lake Area Watershed Management Organization that the Minor Amendment be formally adopted as of August 25, 2021, and pages distributed to agency representatives, as specified by BWSR.

BE IT FURTHER RESOLVED that the Vadnais Lake Area Watershed Management will undertake activities outlined in the Minor Amendment continue to expand upon plans for the maintenance and repair of its public drainage system.

WHEREUPON the above resolution was adopted at a regular meeting of the VLAWMO Board of Directors this 25th of August, 2021.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Bill Walsh (alternate)</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Patricia Youker</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	√	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

3. Consider Acceptance of Phase 2 Maint. Construction Plans for Filing & Authorization to solicit quotes

Corcoran presented the plans for the proposed Ditch 14 “Phase 2” maintenance project, along with the SWPPP narrative and Specifications for Repair. Written responses from both the DNR and ACOE were received and noted no permits will be needed from either agency for the proposed maintenance. This project will follow the Nation Wide Permit conditions for the ACOE and is exempt from a Public Waters permit from the DNR. At their August 13th meeting, the TEC recommended approval to the Board to accept plans and send out for quotes for project construction.

Discussion: Directors asked about the spoil piles & conditions, Corcoran responded. Watson asked about a tree survey and if this has been done. Watson noted the impact of erosion with trees being taken down. Watson asked about the possibility of a tree survey taking place. Prudhon asked about design spec and elevations, Corcoran noted that yes, the contractor will be excavating to spec. Rafferty proposed adding a line for further desirable tree protection. Belfiori asked for further clarification for the record. Lindner proposed adding the clarification regarding protecting desirable mature hardwoods and other trees within reason and where possible during the project.

A motion was made by Youker and seconded by Prudhon for the approval, acceptance, and filing of the Phase 2 Ditch 14 maintenance project plans, specifications and SWPPP narrative and authorization for solicitation of quotes for project construction, with amended spec notes defining a process to identify valued trees with the contractor before construction begins where practicable and reasonable in context of the project scope and mission. Vote: all aye. Motion passed.

C. Wilkinson Lake Water Quality BMP

1. Update document sent to North Oaks City Council and NOHOA

An update to the North Oaks City Council and NOHOA regarding project progress was submitted to both on August 4th, 2021.

2. Consider NOC MOU and Operations & Maintenance Agreements

The MOU/Maintenance agreement draft was provided to the Board at the April regular Board meeting. Maintenance is specified as a 50/50 split between VLAWMO and NOC/NOF. The Maintenance agreement has been revised to specify provisions that address the possible dissolution of NOC prior to the end of the 10- year maintenance timeframe. If NOC ceases to exist as a company prior to the end of the 10 years, VLAWMO will take over the maintenance responsibility, with secured easement access from NOC/NOF. Specific maintenance needs will be sought annually by VLAWMO working with their contractor as part of ongoing monitoring/maintenance. The Wilkinson site will be included in VLAWMO's compiled maintenance sites (once construction is complete), currently being conducted by Natural Shores Technologies, Inc.

Discussion: Watson noted that he worked closely with staff in development of the proposed agreement being considered. Watson noted that he pushed for at least 10 years of maintenance in the partnership with North Oaks Company. Watson noted he recommended approval of the MOU /Operation and Maintenance agreements to North Oaks City Council. Prudhon noted that he agreed with Watson in that NOC will unlikely be around for the next 10 years. Watson noted that the project should move forward and supports this agenda item request, though he has reservations regarding NOC project contributions. Rafferty asked why the City had eventually agreed to approve this. Watson answered that City does support this project and this agenda item and doesn't want to handicap this project in regards to other interests, but does not believe that the NOC is backing the project with enough contribution. Tanner noted that the NOC did include financial partnership on the local cash match and on the maintenance obligations during their existence, which could be considered in-kind contributions from the landowner. Belfiori noted that this proposed project related to the agreement is an excellent example of a regional water quality project and VLAWMO staff pursued use of NOC private property given the critical location of where the proposed regional BMP needed to be placed to most efficiently reduce nutrient loading to Wilkinson Lake. He noted that NOC offered to provide a contribution of local cash match to the grant and maintenance partnership during their existence. Watson mentioned the City has a development agreement to pursue additional resources from NOC. Rafferty asked about adding language to approach NOC to provide more funding to the project, and possible consideration for a second motion to pursue more money from NOC. Gilchrist noted that he is hesitant to condition the approval with seeking more funding, and cautioned the Board against further conditions.

A motion was made by Rafferty to deny approval of the Operations & Maintenance Agreement with North Oaks Company . No second. Motion fails.

A motion was made by Walsh and seconded by Youker for the authorization of the VLAWMO Board Chair to sign and enter into the Operations & Maintenance Agreement with North Oaks Company/North Oaks Farm for the Wilkinson Lake 319 Project. Vote: all aye. Motion passed.

3. Consider 319 Grant Workplan Submission

VLAWMO staff requested and received a TEC recommendation to the Board to authorize the workplan/budget for continued approval with MPCA/EPA. Maintenance of BMPs is required as part of the 319 program. Specific guidance is not provided. MPCA recommends using VLAWMO's standard practice, which is 10 years for cost-share projects.

Discussion: None.

A motion was made by Youker and seconded by Walsh for the authorization of staff to submit 319 Project MPCA workplan and budget to the MPCA and EPA. Vote: all aye. Motion passed.

4. Consider Barr Engineering Scope of Work for Geo Technical and Survey work

To begin project design and planning, which could include site geotechnical and survey work or other technical assistance items as necessary. A scope of work proposal for work with Barr Engineering in the total of \$20,000 is being proposed and recommended for approval by VLAWMO staff.

Discussion: Youker asked how much above budget the project scope is thus far. Tanner answered that the project is not over budget, but this item is for Board approval to begin site scope investigation.

A motion was made by Walsh and seconded by Prudhon for the authorization to move forward with geotechnical & survey work, and to approve the scope of work with Barr Engineering in the amount of \$20,000.00. Vote: all aye. Motion passed.

D. Consider Lambert Lake Project Final Application for Payment

Tanner presented that a pay request was submitted by Sunram Construction, Inc., for release on the retainage held from AFP 1-3, on August 8, 2021. The Final Application for Payment (AFP) #4 was submitted to VLAWMO on August 13, 2021. SEH recommends approval for payment to Sunram Construction, Inc. in the amount of \$29,405.64. The breakdown of payment for AFP #4 is \$10,121.16 for the meander retainage and \$19,284.48 for the sheetpile retainage. Per S.E.H. memo, the project is complete at this time.

Discussion: Rafferty asked if the contractor was good to work with. Tanner addressed the contractor was very agreeable, and SEH has been fantastic to work with.

A motion was made by Youker and seconded by Prudhon for the authorization of final payment to Sunram Construction Inc. in the pay request amount of \$29,405.64. Vote: all aye. Motion passed.

E. Cost Share Program

1. Consider Landscape Level 2 Grant LL2 2021-01 City of WBL CC Rain Garden

The RCSWCD has designed the project and has generated an opinion of total project cost at \$9,370. Being a curb cut rain garden taking and removing direct street runoff, pollutant reduction estimates are considerable, given the basin's size. After being put out for bid, the lowest construction bid of \$6,808.50 was accepted, with good prior partner working experience with the contractor. Via updated 2021 Landscape Level 2 policy, VLAWMO is able to cover up to 90% of project implementation and construction costs. Upon grant approval, the homeowner will sign into a 10-year Operations & Maintenance Agreement with VLAWMO.

At their August 13th meeting, the TEC voted to recommend to the Board grant approval and funding for application LL2 2021-01 in the amount of \$6,127.65, or 90% of the project cost, as allowed by the updated Landscape Level 2 grant policy. Staff is also recommending approval and funding in this amount.

Discussion: None.

A motion was made by Walsh and seconded by Youker for the approval of Landscape Level 2 (LL2) Grant 2021-01 and funding of 90% of the project implementation costs, up to \$6,127.65. Vote: all aye. Motion passed.

2. Consider Landscape Level 2 Grant LL2 2021-02 City of Vadnais Heights Parking Lot Rain Garden

The Opinion of Cost for the rain garden is estimated at \$29,956 by the RCSWCD, and the project was released for bid on August 12th, with bids due on August 30th. The City of Vadnais Heights has submitted a Landscape Level 2 application for the project and is requesting funding for the rain garden up to \$33,000 for a 10% contingency funding above the project's estimated cost. The final selected bid price will determine the actual VLAWMO grant value, but shall not exceed \$33,000. If the lowest acceptable bid comes in above \$33K, all will be rejected, and the project will go back out for bid this winter for 2022 construction. A 10-year Operations & Maintenance Agreement would be signed with the City. The grant funding would not come from VLAWMO's Landscape Level 2 grant fund, but from the \$60,000 BWSR Watershed-Based Implementation Grant we have secured from '21-'23, as this is the exact type of project we're trying to implement with these BWSR grant funds.

At their August 13th meeting, the TEC voted to recommend to the Board grant approval and funding for application LL2 2021-02 in the amount up to \$33,000 for project construction, as allowed by the updated Landscape Level 2 grant policy. Staff is also recommending approval and funding in this amount.

Discussion: None.

A motion was made by Prudhon and seconded by Youker for the approval of Landscape Level 2 (LL2) Grant 2021-02 and funding of project implementation costs, up to \$33,000. Vote: all aye. Motion passed.

VIII. Discussion

Gilchrist presented on the open meeting law and options for VLAWMO meeting format to abide by the MN open meeting law. For a member to participate remotely, a 3-day notice of remote attendance that identifies the member's remote location is required for a public elected official to count towards quorum and vote in an otherwise in-person meeting. Due to the health pandemic, the Board could notice this as being the reason to moving back to remote meetings citing the continuation of the health pandemic. Gilchrist noted that the Chair has the final say for the meeting notice, and that VLAWMO would need to make its own emergency declaration referencing the COVID-19 pandemic. Otherwise, to allow a member to participate remotely the room must have the technology to allow everyone to see and hear everyone else. The current set up would not be sufficient as not everyone can see the member who is on the computer screen. The remote location must also be open to the public.

Discussion: Prudhon noted that if this meeting was being done as a noticed remote meeting via Zoom, would all members be eligible to vote. Gilchrist answered that yes, if the VLAWMO Board was operating under emergency order and the regular meeting was posted and hosted via teleconference, then yes. Lindner noted that during previous remote meetings during the pandemic, technical difficulties were a challenge for the meeting. Lindner asked if the chair has the ability to determine if an emergency declaration is appropriate for VLAWMO and Gilchrist replied yes. Lindner asked how soon before the next meeting would an emergency declaration need to be determined by the chair and Gilchrist replied 3 days. Belfiori asked for direction from the Board given it may take some time and research for the possible technical A/V improvements needed. He noted that remote participation may present technical challenges. Watson noted that he is aware of organizations that have done many different things related to remote participation of its members. He noted that he feels he is being barred from being a public servant. Rafferty asked for clarification that his feeling is because he is unable to vote at this current meeting. Watson confirmed this. Gilchrist again expanded that because the VLAWMO Board has not exercised its ability to extend emergency

pandemic circumstances, the Board must follow regular, non-emergency, open meeting law rules and standards. Gilchrist then noted that members could participate if the meeting was properly noticed per open meeting law rules and other standards are followed. Watson asked the Chair if VLAWMO had noticed a public health emergency, separate from the State or local municipalities, as this could still be in-effect. Lindner answered that no separate public health emergency was noticed independently by VLAWMO.

VIII. Administration Communication

F. Lambert Project Drone footage

Staff presented the new drone footage of the completed Lambert Lake Meander Project.

IX. Adjourn

A motion was made by Rafferty and seconded by Prudhon to adjourn at 9:28 pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.

DRAFT

TEC Report to the Board
October 2021

Programs & Projects	Effort Level	Completion Date	Comments
	LOW		
	MED		
	HIGH		
Projects			
Lambert Pond /Meander Project		2021/22	Construction of Meander and Sheet Pile completed and final closeout items ongoing.
East Goose Lk Adaptive Mgmt.		2021- ongoing	Anticipated next step is discussion with the VLAWMO subcommittee of management planning process/phasing for 2022
Ditch 14 Maintenance project		2021/22	Anticipate consideration of the construction award /hiring contractor at the Oct. 27 VLAWMO Board meeting.
MPCA 319 /Wilkinson Lake BMP		2021-24	Continue to work on defining Barr Eng. scope of work for initial project technical assistance and easement determination.
21-23 BWSR WBF		2023	The VH Bridgewood Park project and application is moving forward, along with design for a Birch Lake Elementary parking lot rain retrofit.
Programs			
Outreach		Oct-Nov	VLAWMO appearances at White Bear Township Day, Vadnais Heights Heritage Days, White Bear Lake MarketFest. Monthly e-newsletters active. Lake Care weekend to promote Adopt-a-Drain held Oct 23-24. Lead tackle disposal drop box installed at Sucker Channel. Annual MS4 materials completed for each VLAWMO municipality: pet waste, smart salting, and illicit discharge, materials include infographics, full-page info sheets, and mailing slips. Additional MS4 guidance provided to municipalities for coordinating and documenting MS4 SWPPP reports. White Bear Center for the Arts partner project "Upstream" completed Oct 15th.
Education		Sept-Oct	Updated project page reflecting past projects such as Heritage Estates raingarden and Goodwill development. Project page updated and expanded with more entries. New neighborhood spoglight posted from White Bear Lake. Blue-green algae blooms notice for Pleasant and East Goose Lakes posted 9/13. Local otter and wildlife activity reflected on blog, social media. New sub-page under "projects" exclusively for neighborhood spotlights.
Website		Sept	NOHOA bioswale completed, 2 volunteer booths completed at local community events. WAV fall meeting held October 12th, agenda and minutes posted at vlawmo.org/get-involved. VH Lions adopting and assisting raingarden maintenance at VH Fire Dept raingarden, AFSA service day complete Sept 24. Fieldwork service days/restoration projects scheduled through October - VH City Hall and 4th and Otter fitler in WBL. Teal Pond planting at Tamarack Nature Center complete 9/28.
WAV		Sept-Oct	
Cost Share		ongoing	2021 street reconstruction projects beginning construction, grants moving forward & being closed out. Planning for 2022 CS Policy update and projects.
GIS		ongoing	West Vadnais SLMR, project maps & data, geodatabase updating for '21/'22
Monitoring		ongoing	2021 monitoring season continuing, Ash Street pond monitoring.
WCA		ongoing	administering WCA as needed.

TEC Report to the Board
October 2021

Administration & Operation			
Audit		2021	It is anticipated that consideration of Audit firms to conduct 2021 and 2022 Audits will be considered at the Oct.27 Board meeting.
Budget		2020-21	Consideration of the 2022 storm sewer utility certification lists will be brought forward to the Board at the Oct.25th meeting.
Personnel		2021	staff continue to pursue professional development per their approved training plans.
SSU		ongoing	Parcel redefinitions have been reviewed as they are submitted.
Administration/ HR		ongoing	Work is underway by HR consultant Sara Noah on development of Board directed salary data collection/ salary survey review project

FINANCIAL SUMMARY as of 10/1/2021			CD's 4M Term Series		
			Maturity		Rate
4M Account (1.10)	4M Plus (1.23)	Total	Term series		
\$570,619	\$324,179	\$894,798			

Budget Summary	Actual Expense YTD	2021 Budget amended	Remaining in Budget	% YTD
Operations	\$470,013	\$656,040	\$186,027	72%
CIP	\$739,394	\$492,340	(\$247,054)	150%
Total	\$1,209,407	\$1,148,380	(\$61,027)	105%

October 2021 VLAWMO Finance Report

October-21		Actual 10/1/21	Actual to Date	2021 Budget	2020 carry over/Grants	Remaining in Budget	2021 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$0	\$520,901	\$935,340	\$0	\$414,439	\$935,340	56%
5.12	Service Fees	\$0	\$950	\$200	\$0	(\$750)	\$200	475%
5.13	Interest + mitigation acct	\$13	\$141	\$3,000	\$0	\$2,859	\$3,000	5%
5.14	Misc. income - WCA admin & other	\$1,117	\$4,239	\$3,000	\$0	(\$1,239)	\$3,000	141%
5.15	Other Income Grants/ <u>loan</u>	\$19,284	\$655,490	\$894,679	\$0	\$239,189	\$894,679	73%
5.16	Transfer from reserves	\$0	\$0	\$192,840	\$14,000	\$206,840	\$206,840	0%
	TOTAL	\$20,415	\$1,181,721	\$2,029,059	\$14,000	\$861,338	\$2,043,059	58%
	EXPENSES							
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$1,950	\$20,097	\$26,214	\$0	\$6,117	\$26,214	77%
3.120	Information Systems	\$1,289	\$14,780	\$22,365	\$4,000	\$11,585	\$26,365	56%
3.130	Insurance	\$0	\$6,142	\$7,000	\$0	\$858	\$7,000	88%
3.141	Consulting - Audit	\$220	\$7,245	\$7,728	\$0	\$483	\$7,728	94%
3.142	Consulting - Bookkeeping	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	0%
3.143	Consulting - Legal	\$480	\$1,776	\$4,000	\$0	\$2,224	\$4,000	44%
3.144	Consulting - Eng. & Tech.	\$2,061	\$7,474	\$30,000	\$0	\$22,526	\$30,000	25%
3.150	Storm Sewer Utility	\$0	\$7,512	\$13,000	\$0	\$5,488	\$13,000	58%
3.160	Training (staff/board)	\$210	\$4,425	\$8,750	\$0	\$4,325	\$8,750	51%
3.170	Misc. & mileage	\$481	\$2,553	\$6,300	\$0	\$3,747	\$6,300	41%
3.191	Administration - staff	\$27,792	\$290,111	\$370,307	\$0	\$80,196	\$370,307	78%
3.192	Employer Liability	\$8,686	\$87,787	\$102,376	\$10,000	\$24,589	\$112,376	78%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$3,022	\$13,354	\$18,000	\$0	\$4,646	\$18,000	74%
3.220	Equipment	\$0	\$849	\$3,000	\$0	\$2,151	\$3,000	28%
3.230	Wetland assessment & management	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
3.3	Education and Outreach							
3.310	Public Education	\$0	\$2,891	\$8,500	\$0	\$5,609	\$8,500	34%
3.320	Marketing	\$16	\$901	\$7,500	\$0	\$6,599	\$7,500	12%
3.330	Community Blue Ed Grant	\$252	\$2,119	\$10,000	(\$4,500)	\$3,381	\$5,500	39%
<i>Total Core functions: Ops, Monitoring, Education</i>		<i>\$46,458</i>	<i>\$470,013</i>	<i>\$646,540</i>	<i>\$9,500</i>	<i>\$186,027</i>	<i>\$656,040</i>	<i>72%</i>
	Capital Improvement Projects and Programs							
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek	\$231	\$652,372	\$222,100	\$0	(\$430,272)	\$222,100	294%
3.425	Goose Lake	\$2,357	\$9,607	\$124,200	\$0	\$114,593	\$124,200	8%
3.430	Birch Lake	\$0	\$637	\$0	\$0	(\$637)	\$0	#DIV/0!
3.440	Gilf Black Tam Wilk Amelia	\$0	\$1,173	\$16,000	\$0	\$14,827	\$16,000	7%
3.450	Pleasant Charley Deep	\$3,639	\$8,802	\$22,500	\$0	\$13,698	\$22,500	39%
3.460	Sucker Vadnais	\$0	\$27,033	\$12,500	\$0	(\$14,533)	\$12,500	216%
3.48	Programs							
3.480	Soil Health Grant	\$0	\$910	\$4,500	\$0	\$3,590	\$4,500	20%
3.481	Landscape 1	\$4,100	\$13,065	\$16,000	\$0	\$2,935	\$16,000	82%
3.482	Landscape 2	\$0	\$2,250	\$28,000	\$0	\$25,750	\$28,000	8%
3.483	Project Research & feasibility	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
3.485	Facilities Maintenance	\$3,080	\$23,544	\$46,540	\$0	\$22,996	\$46,540	51%
3.5	Regulatory							
3.510	Engineer Plan review	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
<i>Total CIP & Program</i>		<i>\$13,408</i>	<i>\$739,394</i>	<i>\$492,340</i>	<i>\$0</i>	<i>(\$247,054)</i>	<i>\$492,340</i>	<i>150%</i>
Total of Core Operations & CIP		\$59,866	\$1,209,407	\$1,138,880	\$9,500	(\$61,027)	\$1,148,380	105%

Fund Balance	9/1/2021	10/1/2021
4M Account	\$653,239	\$570,619
4M Plus Savings	\$324,171	\$324,179
Total	\$977,410	\$894,798

Restricted funds		10/1/2021
Mitigation Savings		\$21,037
Term Series		\$0

October 2021 VLAWMO Finance Report

Vadnais Lake Area Water Management Orga
Profit & Loss
 September 11 through October 8, 2021

8:42 AM
 10/01/2021
 Cash Basis
Sep 11 - Oct 8, 21

Ordinary Income/Expense	
Income	
Misc.	1,117.40
5.1 · Income	
5.13 · Interest	13.24
5.15 · Other Income Grants/Loan	19,284.48
Total 5.1 · Income	19,297.72
Total Income	20,415.12
Gross Profit	20,415.12
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	30.82
Phone/Internet/Machine Overhead	290.00
Postage	13.72
Rent	1,615.00
Total 3.110 · Office	1,949.54
3.120 · Information Systems	
Hardware	64.18
IT Support	1,203.91
WEB	21.17
Total 3.120 · Information Systems	1,289.26
3.141 · Audit	220.38
3.143 · Legal	480.16
3.144 · Eng. & Tech.	2,060.54
3.160 · Training (staff/board)	210.00
3.170 · Misc. & mileage	480.98
3.191 · Employee Payroll	
payroll	27,792.01
Total 3.191 · Employee Payroll	27,792.01
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,014.00
Administration PERA	2,084.40
Insurance Benefit	4,542.55
Total 3.192 · Employer Liabilities	8,685.87
Total 3.1 · Administrative/Operations	43,168.74
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	3,022.00
Total 3.2 · Monitoring and Studies	3,022.00
3.3 · Education and Outreach	
3.310 · Public Education	0.00
3.320 · Marketing	15.56

October 2021 VLAWMO Finance Report

3.330 · Community Blue Education Grant	251.60
Total 3.3 · Education and Outreach	267.16
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	
LL VLAWMO cash match	230.89
Total 3.420 · Lambert Creek Restoration	230.89
3.425 · Goose Lake	2,357.20
3.450 · Pleasant Charley Deep	3,639.00
Total 3.4 · Capital Imp. Projects/Programs	6,227.09
3.48 · Programs	
3.481 · Landscape 1 - cost-share	4,100.47
3.485 · Facilities & Maintenance	3,080.40
Total 3.48 · Programs	7,180.87
Total Expense	59,865.86
Net Ordinary Income	-39,450.74
Net Income	-39,450.74

October 2021 VLAWMO Finance Report

Vadnais Lake Area Water Management Organization

8:40 AM

Check Detail

10/01/2021

September 11 through October 8, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	09/20/2021	Reliance Standard		Checking - 1987		-202.29
				Insurance Benefit		-202.29	202.29
TOTAL						-202.29	202.29
Check	eft	09/20/2021	Reliance Standard		Checking - 1987		-90.00
				Insurance Benefit		-90.00	90.00
TOTAL						-90.00	90.00
Check	5212	10/08/2021	City of Vadnais Heights		Checking - 1987		-1,949.54
				Rent		-1,615.00	1,615.00
				Phone/Internet/Machine Overhead		-290.00	290.00
				Postage		-13.72	13.72
				Copies		-30.82	30.82
TOTAL						-1,949.54	1,949.54
Check	5213	10/08/2021	Nicholas Voss		Checking - 1987		-30.12
				3.170 · Misc. & mileage		-14.56	14.56
				3.320 · Marketing		-15.56	15.56
TOTAL						-30.12	30.12
Check	5214	10/08/2021	Dawn Tanner		Checking - 1987		-36.96
				3.170 · Misc. & mileage		-36.96	36.96
TOTAL						-36.96	36.96
Check	5215	10/08/2021	Tyler J Thompson		Checking - 1987		-64.96
				3.170 · Misc. & mileage		-64.96	64.96
TOTAL						-64.96	64.96
Check	5216	10/08/2021	Brian Corcoran		Checking - 1987		-99.18
				3.170 · Misc. & mileage		-99.18	99.18
TOTAL						-99.18	99.18
Check	5217	10/08/2021	City Of Roseville		Checking - 1987		-1,203.91
				IT Support		-1,203.91	1,203.91
TOTAL						-1,203.91	1,203.91
Check	5218	10/08/2021	Bishop White		Checking - 1987		-2,000.00
				3.481 · Landscape 1 - cost-share		-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00

October 2021 VLAWMO Finance Report

	Check 5219 10/08/2021 Corey Popp	Checking - 1987		-100.47
		3.481 · Landscape 1 - cost-share	-100.47	100.47
TOTAL			-100.47	100.47
	Check 5220 10/08/2021 Keith Hisdahl	Checking - 1987		-2,000.00
		3.481 · Landscape 1 - cost-share	-2,000.00	2,000.00
TOTAL			-2,000.00	2,000.00
	Check 5221 10/08/2021 Langer's Tree Service	Checking - 1987		-155.00
		3.330 · Community Blue Education Grant	-155.00	155.00
TOTAL			-155.00	155.00
	Check 5222 10/08/2021 Prairie Moon Nursery	Checking - 1987		-96.60
		3.330 · Community Blue Education Grant	-96.60	96.60
TOTAL			-96.60	96.60
	Check 5223 10/08/2021 wsb	Checking - 1987		-3,450.00
		3.450 · Pleasant Charley Deep	-1,068.50	1,068.50
		3.450 · Pleasant Charley Deep	-1,895.00	1,895.00
		3.450 · Pleasant Charley Deep	-486.50	486.50
TOTAL			-3,450.00	3,450.00
	Check 5224 10/08/2021 SEH	Checking - 1987		-2,291.43
		LL VLAWMO cash match	-230.89	230.89
		3.144 · Eng. & Tech.	-2,060.54	2,060.54
TOTAL			-2,291.43	2,291.43
	Check 5225 10/08/2021 Innovative Office Solutions	Checking - 1987		-64.18
		Hardware	-64.18	64.18
TOTAL			-64.18	64.18
	Check 5226 10/08/2021 RMB Environmental Laboratories, Inc.	Checking - 1987		-3,022.00
		3.210 · Lake & Creek lab analysis	-280.00	280.00
		3.210 · Lake & Creek lab analysis	-749.00	749.00
		3.210 · Lake & Creek lab analysis	-1,295.00	1,295.00
		3.210 · Lake & Creek lab analysis	-614.00	614.00
		3.210 · Lake & Creek lab analysis	-84.00	84.00
TOTAL			-3,022.00	3,022.00
	Check 5227 10/08/2021 Barr Engineering Co	Checking - 1987		-2,234.80
		3.425 · Goose Lake	-2,234.80	2,234.80
TOTAL			-2,234.80	2,234.80
	Check 5228 10/08/2021 Kennedy & Graven, Chartered	Checking - 1987		-3,682.96

October 2021 VLAWMO Finance Report

	3.143 · Legal	-224.40	224.40
	3.143 · Legal	-255.76	255.76
	3.485 · Facilities & Maintenance	-3,080.40	3,080.40
	3.425 · Goose Lake	-122.40	122.40
TOTAL		-3,682.96	3,682.96
 Check 5229 10/08/2021 City of White Bear Lake			
	Checking - 1987		-36,185.59
	payroll	-27,792.01	27,792.01
	Administration FICA	-2,014.00	2,014.00
	Administration PERA	-2,084.40	2,084.40
	Insurance Benefit	-4,250.26	4,250.26
	Admin payroll processing	-44.92	44.92
TOTAL		-36,185.59	36,185.59
 Check 5230 10/08/2021 Press Publications			
	Checking - 1987		-220.38
	3.141 · Audit	-138.54	138.54
	3.141 · Audit	-81.84	81.84
TOTAL		-220.38	220.38

October 2021 VLAWMO Finance Report

Vadnais Lake Area Water Management Organization Custom Transaction Detail Report August 1 through October 1, 2021

8:37 AM

10/01/2021

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Aug 1 - Oct 1, 21									
Credit Card Charge	08/03/2021		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	36.00
Credit Card Charge	08/09/2021		adobe *photography plan		US Bank CC	√ Software		9.99	45.99
Credit Card Charge	08/11/2021		Prairie Moon Nursery	sign for Ramsey County Park	US Bank CC	√ 3.450 · Pleasant Charley Deep		21.00	66.99
Credit Card Charge	08/12/2021		Micro Center	webcam	US Bank CC	√ Hardware		59.13	126.12
Credit Card Charge	08/12/2021		Coller Industries	badges and paper	US Bank CC	√ 3.320 · Marketing		84.36	210.48
Transfer	08/20/2021			Funds Transfer	US Bank CC	√ Checking - 1987		-203.21	7.27
Credit Card Charge	08/20/2021		University of Minnesota	Water Resource Conf. Phil	US Bank CC	√ 3.160 · Training (staff/board)		95.00	102.27
Credit Card Charge	08/26/2021		Adobe *Creative Cloud		US Bank CC	√ Software		32.20	134.47
Credit Card Charge	09/02/2021		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	170.47
Credit Card Charge	09/11/2021		MN Association of Gov. Communicators	Conference Nick	US Bank CC	√ 3.160 · Training (staff/board)		20.00	190.47
Credit Card Charge	09/11/2021		Prairie Moon Nursery	seed	US Bank CC	3.450 · Pleasant Charley Deep		189.00	379.47
Credit Card Charge	09/12/2021		Go Daddy	domain renewal	US Bank CC	WEB		21.17	400.64
Credit Card Charge	09/16/2021		Galeton	gloves	US Bank CC	3.170 · Misc. & mileage		80.30	480.94
Credit Card Charge	09/17/2021		Ace Hardware	flagging	US Bank CC	3.170 · Misc. & mileage		8.97	489.91
Credit Card Charge	09/17/2021		subway	lunch Corrections crew	US Bank CC	3.170 · Misc. & mileage		80.16	570.07
Credit Card Charge	09/17/2021		Fresh Thyme	correction crew snacks	US Bank CC	3.170 · Misc. & mileage		16.71	586.78
Credit Card Charge	09/20/2021		University of Minnesota	Water Resource Conf. Brian	US Bank CC	3.160 · Training (staff/board)		95.00	681.78
Credit Card Charge	09/23/2021		Lunds	snacks for workday	US Bank CC	3.170 · Misc. & mileage		36.25	718.03
Credit Card Charge	09/23/2021		University of Minnesota	Water Resource Conf. Tyler	US Bank CC	3.160 · Training (staff/board)		95.00	813.03
Credit Card Charge	09/28/2021		Ace Hardware	field supplies	US Bank CC	3.170 · Misc. & mileage		42.93	855.96
								855.96	855.96
Aug 1 - Oct 1, 21									

2021 Volunteer Review



Vadnais Lake Area Water Management Organization

2021 Program Highlights



Volunteer Projects:

- East Oaks Bioswale renovation in North Oaks: Sierra Weirens, Gary Ellis
- Teal Pond planting with Tamarack Nature Center: May, Sept
- Rainbarrel webinar and install program: Katherine Doll Kanne
- Volunteer-led booths at public events: Vadnais Heights Heritage Days, Ice Cream Social – MN Water Steward Kyra Oliver
- Citizen Advisory for MS4 materials development: Gina Schmidt, Ceci and Ed Shapland

Vadnais Lake Area Water Management Organization

2021 Program Highlights



Citizen Science and Service:

Adopt-a-raingarden:

- VH City Hall: Vadnais Heights Lions
- VH Elementary: Christ the Servant Lutheran
- Fox Meadow (WBT): Mick Yost
- Heritage Hall (Gem Lake): Gloria Tessier
- Lakeaires Elementary (WBL): Ashley Guthrie, Katherine Doll Kanne

Leaf Pack monitoring:

- Sucker Channel: Amy McMillan/ Girl Scouts
- Deep Lake Channel: Susan Miller
- Lambert Creek: Ed and Ceci Shapland

Picture Posts: Susan Miller

Vadnais Lake Area Water Management Organization

2021 Program Highlights



Fieldwork and project maintenance:

- Vadnais Heights City Hall Raingarden clean-up - May: Bob Larson, Rogene Schnell, Jackie Bussjaeger, Susan Miller, Katherine Doll Kanne
- Saint Mary's of the Lake Raingarden renovation - October: Eagle Scout Alex Nelson
- University of Minnesota community engagement volunteers: 12
- Volunteer-led trash pick-up: Kristine Dugger
- Aquatic Invasive Species (AIS) monitors: Darren McGann, Susan Miller
- 4th and Otter woodland restoration
- Vadnais Heights City Hall buckthorn bustin': AFSA High School
- Vandais Blvd wetland restoration: Stefan, Ceci, Ed

Vadnais Lake Area Water Management Organization



2021 Program Highlights

Raingarden Brush-up

A volunteer day at Lakeaires Elementary to support local lakes + streams.

August 12th 2021

6:30 PM - 7:30 PM
3963 Van Dyke St, WBL

A partnership with the White Bear Center for the Arts and an extension of the "1ststream" Summer, 2021 program



ADOPT A STORM DRAIN

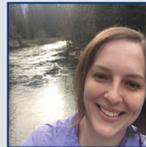
Activities include:

- Weeding the raingarden
- Clearing sediment from the raingarden inlet
- Planting new plants/saving fresh mulch
- Promoting Adopt-a-Drain in the nearby neighborhood

Visit our website to RSVP and select a task:
vlawmo.org/events
651.204.6070



Rainbarrel Bonanza



Facilitated by
MN Water Steward
Katherine Doll-Kanne

MINNESOTA WATER STEWARDS
Community Leadership for Clean Water

Installation demo
Getting creative
Cleaning + winterizing
Water saving tips at home

May 27th 2021

6:30 PM - 7:30 PM
Online

Free rainbarrel lottery drawing!

Visit our website to RSVP:
vlawmo.org/events
651.204.6070



Vadnais Lake Area Water Management Organization



2021 Cancellation

Raingarden + Prairie Plant Tour

Join a neighborhood tour of raingardens, native prairie plants, and landscaping that helps improve water resources.

Aug 14th 2021
9:00 AM - 1:00 PM
Meet and end at
Vadnais Heights City Hall:
800 Co Rd E East



Tour guides:
Nick Voss
VLAWMO Education & Outreach
Ceci and Ed Shapland
Minnesota Water Stewards




Space limited to 13 registrations
Masks requested while on tour bus
Bus is handicap accessible
Bus leaves at 9 am - arrive early
1 registration per household please
Bring a water bottle, refreshments @ last stop

Visit our website to RSVP:
vlawmo.org/events
651.204.6070




Vadnais Lake Area Water Management Organization

2020 Program Highlights



Tamarack Nature Center partnership

May, Sept planting events

VLAWMO and Tamarack Nature Center volunteers combining to continue the Teal Pond wetland restoration.



Vadnais Lake Area Water Management Organization

Sierra Weirens

MN Water Steward

Renovation of East Oaks Rec Center Bioswale in North Oaks



2022 Aspirations



- Good Neighbor Guide
- Citizen Science efforts
- Neighborhood tour
- Adopt-a-Raingarden: Expand to new sites with public raingardens
- Booths at public events
- Tamarack Nature Center continuation: Teal Pond and Wetland monitoring
- Support City/VLAWMO MS4 materials
- Saint Mary's of the Lake raingarden renovation: Eagle Scout project

Vadnais Lake Area Water Management Organization

To: VLAWMO Board **Date:** October 20, 2021
From: Phil Belfiori, Administrator
Subject: V.A. Personnel Subcommittee Recommended Salary Structure Table for 2021-24

Background

At the October 4, 2021 VLAWMO subcommittee, Sara Noah (HR consultant) presented and summarized the outcome of her analysis of salary market data. Sara developed the analysis from several hundred job titles for each grade level and then assigned a minimum and maximum salary value based on the market analysis. Zones were then developed based on splitting the range into roughly 1/3rd groupings. Per the Personnel Subcommittee request, the analysis was based on being valid for the next three years (2021-24) and therefore the salary data analysis of comparable job titles was adjusted to 1/2023.

The final product of the above-mentioned salary structure analysis is included as **Attached-** 2021 - 24 Salary Structure table.

Upon further discussion, the VLAWMO Personnel Subcommittee reached consensus to approve the attached the 2021 - 24 salary structure table. If approved by the VLAWMO Board, this table would be incorporated into the VLAWMO adopted salary administration policy as outlined in the Employee Handbook.

Requested Board Action

Per the Personnel Subcommittee recommendation from the October 4, 2021 meeting, Staff recommends Board approval of the attached 2021 -2024 Salary Structure table.

Proposed Board Motion:

Director _____ moves to approve the VLAWMO 2021-2024 Salary structure table.

Attachment - Subcommittee Recommended 2021 - 24 Salary Structure table.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

2021/2024 Salary Structure

Grade Level	Zone 1	Zone 2 (Midpoint)	Zone 3	% Spread Minimum To Maximum
9	\$100,000-\$112,500	\$112,501-\$137,500 (\$125,000)	\$137,501-\$150,000	50%
8	72,800-81,900	81,901-100,100 (91,000)	100,101-109,200	50
7	65,600-73,800	73,801-90,200 (82,000)	90,201-98,400	50
6	54,400-61,200	61,201-74,800 (68,000)	74,801-81,600	50
5	49,600-55,800	55,801-68,200 (62,000)	68,201-74,400	50
4	40,800-45,900	45,901-56,100 (51,000)	56,101-61,200	50

To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 20, 2021

Re: **V. B. Consider West Vadnais SLMR**

Following survey work by Ramsey County SWCD, VLAWMO staff have worked to compile information and write the Sustainable Lake Management Report (SLMR). This report compiles what we know to date regarding management of this lake and provides a solid document to guide future efforts. Please review the draft that is included in the packet and let VLAWMO staff know if you have edits that you would like to see incorporated. This document was reviewed by the TEC and is recommended for approval to the Board.

Recommendation

Recommend the completed West Vadnais SLMR for approval and request posting on the VLAWMO website.

Attachment:

- [West Vadnais Lake SLMR \(document website link\)](#)

URL:

https://www.vlawmo.org/files/8016/3473/8636/V._B._West_Vadnais_Lake_SLMR_Draft_to_Board_compressed.pdf

To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 20, 2021

Re: **V. C. Consider Barr revisions to scope of work for Wilkinson Lake BMP and update**

A site visit was held on Sept. 28 with Barr Engineering, NOC and VLAWMO staff. The goal of the site visit was to walk the area of the upcoming proposed Wilkinson BMP to help determine site characteristics; collect additional survey points; identify options for possible spoil onsite placement, possible construction access pathways, and discuss the upcoming Sensible Land Use Coalition presentation (coming up on Oct. 27); and determine the best tasks for Barr Engineering to advance the project with the MDH grant/VLAWMO 2021 subshed funds. The site visit was informative and advanced the stated goals. Board Member Watson was unable to attend the site visit and was updated by VLAWMO staff regarding this meeting on Oct. 14.

Following the site visit, Barr Engineering prepared a revised scope of work to assist VLAWMO staff in providing easement access areas (the next step specified in the signed MOU) and continue survey/sampling work as funds allow. The revised scope of work is attached.



Recommendation

Authorize staff to sign the revised scope of work from Barr Engineering.

Attachment:

- Revised Barr Engineering scope of work

October 5, 2021

Phil Belfiori
Vadnais Lakes Area Watershed Management Organization (VLAWMO)
Co Rd E East
St. Paul, MN 55127

Re: Agreement for Coordination of Field Investigation Services for Future North Oaks Regional Stormwater Management Project

Dear Mr. Belfiori:

Thank you for retaining us. We will do our best to justify your expression of confidence in us. This letter, together with our Standard Terms (attached) sets forth the Agreement between VLAWMO (Client) and Barr Engineering Co. (Barr) regarding (1) the coordination of temporary and permanent easement development, and (2) field investigation services (collection and evaluation of soil borings) at the site of the proposed regional stormwater management project in North Oaks.

The scope of professional consulting services we will provide for your project includes two tasks, the first being the development of temporary and permanent easements for the project location identified for a future regional stormwater management project in North Oaks, in partnership with North Oaks Company. Additionally, this scope of services may include the second task of coordination of field investigation services (soil borings, associated lab testing, and engineering interpretation of results) in and around the project area, but these second task services will be dependent on completion of the easement development and remaining budget. The purpose of this scope of services is, to the extent possible within the given budget, to assist VLAWMO in establishing legal ownership and access agreements on North Oaks Company property, as well as to potentially evaluate subsurface soil conditions that may (or may not) be conducive to the designs that have been proposed for the area through the collection and analysis of four soil borings at key locations.

This Agreement will be effective for the duration of the services or until June 1, 2022, whichever comes first unless terminated earlier by either you or us. Our Proposal, if any, is not a part of this Agreement except as specifically indicated or referred to in this letter Agreement. We will commence work upon receipt of a copy of this letter signed by you. We estimate that soil borings would be collected in winter, 2021/2022.

We will inform you of our progress at key milestones, including:

- Task 1: Easement Coordination
 - Development of a conceptual easement figure, including solicitation of multiple rounds of stakeholder comments (VLAWMO and NOC review)
 - Field survey of easements (VLAWMO review)
 - Delivery of easement survey and legal description (subcontractor) as exhibits to easement agreement (developed by VLAWMO and its lawyers)

- Task 2: Geotechnical Investigation
 - Completion of draft RFP for collection of soil borings (VLAWMO review)
 - Collection of soil boring proposals (VLAWMO review)
 - Contracting with soil boring companies
 - Commencement of soil borings
 - Delivery of soil boring results and interpretation relative to feasibility of proposed regional stormwater BMP designs

For the services provided, you will pay us according to the attached Standard Terms. We will bill you. The total cost of the services will not exceed \$20,000 USD without prior approval by you.

We understand you have the authority to direct us. We will direct communications to you at the address on this letter the address on this letter. Direction should be provided to Tyler Olsen (the project manager) and me at the letterhead address.

During the term of this Agreement, Barr agrees to maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the type of insurance and policy limits as set forth below (USD):

Workers' Compensation and Employers' Liability

- | | |
|----------------|-----------------------------------|
| 1. Coverage A: | Per State Statute |
| 2. Coverage B: | \$500,000 Each Accident |
| | \$500,000 Disease – Policy Limit |
| | \$500,000 Disease – Each Employee |

Commercial General Liability

- | | |
|----------------|---|
| 1. \$2,000,000 | General Aggregate |
| 2. \$2,000,000 | Products – Completed Operations Aggregate |
| 3. \$1,000,000 | Each Occurrence |
| 4. \$1,000,000 | Personal Injury |

Commercial Automobile Liability

- | | |
|----------------|---|
| 1. \$1,000,000 | Combined Single Limit Bodily Injury and Property Damage |
|----------------|---|

The Commercial Automobile Liability shall provide coverage for the following automobiles:

1. All Owned Automobiles
2. All Non-Owned Automobiles
3. All Hired Automobiles

Umbrella Liability

- | | |
|-----------------|---|
| 1. \$10,000,000 | Each Claim |
| \$10,000,000 | Annual Aggregate |
| 2. | The Umbrella Liability provides excess limits for the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability policies. |

Professional and Pollution Incident Liability

Professional Liability insurance including Pollution Incident Liability coverage with limits of not less than \$5,000,000 Per Claim / \$5,000,000 Annual Aggregate.

Certificates of Insurance

Certificates of Insurance will be provided upon request.

Barr and Client waive all rights, including their insurers' subrogation rights, against each other, their subcontractors, agents, and employees, and the other's consultants, separate contractors, and their subcontractors, agents, and employees for losses or damages covered by their respective property or casualty insurance, commercial general liability, or Builder's Risk insurance. This waiver of subrogation is effective notwithstanding any duty of indemnity.

If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided, and return it to us. This Agreement will be open for acceptance until November 1, 2021, unless earlier withdrawn by us.

Sincerely yours,

BARR ENGINEERING CO.

Erin Anderson Wenz, PE

Its Vice President

Accepted this _____ day of _____, 20____

Vadnais Lakes Area Watershed Management Organization

By _____

Its _____

Attachments

Standard Terms—Professional Services

To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 20, 2021

Re: **V. D. Update on Pleasant Lake Carp Management**

The active telemetry portion of the Pleasant Lake carp project is now fully active. Twelve transmitters were implanted during August and September electroshocking surveys by WSB and VLAWMO staff. That includes 10 transmitters that were purchased for this project and the 2 that VLAWMO had on-hand for the previous otter project. These active transmitters will be used to allow WSB and the commercial fisher to locate tagged carp and the associated aggregations during harvest.

VLAWMO is partnering with RCSWCD for a targeted vegetation survey that will take place in October or November (depending upon weather conditions) to inform net pull locations. This survey was requested by WSB and the local fisher. VLAWMO will continue to coordinate this effort as we prepare for a fall/winter harvest. SPRWS is financially supporting the carp work on Pleasant Lake.

We appreciate the assistance of all of our partners to make the carp removal effort a success.

WSB and VLAWMO staff using boat electroshocking to capture and implant carp with radio transmitters. Tagged fish will be used to locate aggregations as the water temperature drops. Aggregations are the target for removal this fall/winter. Follow-up stream shocking and harvest will be considered depending upon results of the fall/winter harvest.



To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 20, 2021

Re: **V. E. Update on maintenance agreement –Vadnais-Sucker Lake Regional Park Restoration**

The landowner agreement between Great River Greening and St. Paul Regional Water Services was authorized and signed by the SPRWS Board in Sept. for the 45-acre restoration project that is being led by Great River Greening and funded through Outdoor Heritage Funds (\$154,000, MN DNR) with partnership from Ramsey County Parks & Recreation and VLAWMO.

A draft maintenance agreement among partners is underway and will be brought to the Board in the consent agenda at an upcoming Board meeting. A VLAWMO project page is posted on the VLAWMO website: <https://www.vlawmo.org/projects/maps/project-map/vadnaissucker-park-wetland-restoration/>.

Restoration area west of Sucker Lake in Vadnais-Sucker Lake Regional Park, provided by Great River Greening:





800 County Road E E, Vadnais Heights, MN 55127
www.vlawmo.org; Office@vlawmo.org

To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 20, 2021

Re: V. F. Update Project of the year application to MAWD

Lambert Lake Meander Updates, Project of the Year: The Lambert project has been selected as a finalist for the Minnesota Association of Watershed Districts (MAWD) Project of the Year award that will be announced during the annual meeting in December. VLAWMO staff submitted the full nomination on Oct. 8.

To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 20, 2021

Re: **V. G.** Update on Sensible Land Use Coalition Presentation

As was presented to the VLAWMO Policy and Personnel Committee on Oct. 4, VLAWMO staff gave a presentation Oct. 27 to the Sensible Land Use Coalition at the request of and with partnership from North Oaks Company; the VLAWMO portion of the presentation focused on involvement in the approved 319 program, completed Lambert project, and approved Nine Key Element (NKE) document for the Wilkinson Lake area.



800 County Road E E, Vadnais Heights, MN 55127
www.vlawmo.org; Office@vlawmo.org

To: VLAWMO Board of Directors

From: Nick Voss

Date: October 27th, 2021

Re: V. H. Watershed Partner Award Call for Nominations

VLAWMO is excited to host its third year of its annual award programs. For the second year, the award program is split into two separate awards. These are the Watershed Steward Award (which was the award given in 2019), and the Watershed Partner Award.

The Watershed Partner Award focuses on municipalities and other state or county agencies who exhibit initiative in watershed leadership in conjunction with a VLAWMO partnership.

Board members are asked to inform their City and Township council communities to help recruit nominations and raise awareness on the award program. Staff are excited to continue this effort in recognizing watershed excellence, initiative, and supportive partnerships. We aspire to build on last year's inaugural award and increase our ability to tell meaningful watershed stories as well as thank our valuable partners who work hard to support VLAWMO's mission.

More information and nomination forms can be found on the VLAWMO website here:

<https://www.vlawmo.org/get-involved/awards/>

Nominations are due by November 9th, 2021. A winner will be selected at the November VLAWMO TEC meeting, and the award will be presented at the December, 2021 VLAWMO Board meeting.

To: VLAWMO Board **Date:** October 20, 2021
From: Phil Belfiori, Administrator
Subject: V.I. TEC decision to change time, date and location for monthly meetings

Background

At the October 8, 2021 VLAWMO TEC meeting, the members decided to change the time, date and location for their regular monthly meetings to the following:

Time: 8:00am
Date: 2nd Wednesday of each month
Location: Vadnais Heights Council Chambers

As you are aware, the previous meetings were 7:30am on the 2nd Friday at the Lakes Room at Vadnais Heights City Hall.

The location was changed to allow for greater social distancing for the in-person meetings. The TEC members decided that these changes would take effect at their November 8 TEC meeting.



800 County Road E E, Vadnais Heights, MN
55127 www.vlawmo.org;
Office@vlawmo.org

Date: October 20, 2021

To: Board of Directors

From: Phil Belfiori, Administrator

Re: **VI.A.1.** Storm Sewer Utility Certification to Ramsey and Anoka Counties

This is the final step in our annual process to complete the Storm Sewer Utility for 2022. The Budget with its anticipated income from the SSU was set in June that drove the rates for residential and non-residential properties which were approved in August. Staff has been working with our SSU consultant and the counties to review property divisions and other updates since then. The charges to each non-exempt parcel are now ready to be certified as we do each October.

Please note the Parcel lists for each county will be sent as a separate attachment /separate file which will only be included in the electronic packet as they are very lengthy. The Resolution for Certification and 2 page summary table are included in both the hard copy and electronic packet.

Attachments:

In Board meeting packet (electronic and hard copies):

1. Summary of pay 2022 Divisions for each County and broken down by City– 2 pages
2. Resolution 10-2021

In separate attachment /file as sent as part of the electronic packet only:

3. **Storm Water Utility Certification lists Anoka and Ramsey County –153 pages. (150 pages for Ramsey and 3 pages for Anoka)**



Vadnais Lake Area Water Management Organization
 Parcels to be certified to Anoka and Ramsey Counties
 For Taxes Payable in 2022

City Name	Land Use Description	Parcel Count	Annual Fee
ANOKA COUNTY			
Lino Lakes	Residential 1-3 units	93	\$ 5,390.28
	Residential 4 or more units	0	-
	Commercial	1	290.73
	Industrial	0	-
	Institutional	0	-
	Airports / Golf Course	0	-
	Agricultural	18	5,786.23
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	0	-
	Manual Override	19	-
Total Lino Lakes		131	\$ 11,467.24
Total Anoka County		131	\$ 11,467.24
RAMSEY COUNTY			
Gem Lake	Residential 1-3 units	186	\$ 10,780.56
	Residential 4 or more units	0	-
	Commercial	13	10,565.09
	Industrial	4	1,090.49
	Institutional	1	816.81
	Airports / Golf Course	8	3,416.72
	Agricultural	1	368.45
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	2	-
	Manual Override	0	-
Total Gem Lake		215	\$ 27,038.12
North Oaks	Residential 1-3 units	1,948	\$ 112,906.08
	Residential 4 or more units	7	5,707.82
	Commercial	17	10,929.62
	Industrial	0	-
	Institutional	4	17,581.75
	Airports / Golf Course	1	10,398.83
	Agricultural	5	2,405.43
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	15	-
	Other Exempt	117	-
	Manual Override	67	-
Total North Oaks		2,181	\$ 159,929.53

City Name	Land Use Description	Parcel Count	Annual Fee
Vadnais Heights	Residential 1-3 units	3,623	\$ 209,989.08
	Residential 4 or more units	15	7,813.26
	Commercial	80	53,626.94
	Industrial	19	20,128.53
	Institutional	18	18,378.90
	Airports / Golf Course	0	-
	Agricultural	3	177.27
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	8	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	36	-
	Manual Override	127	-
	Total Vadnais Heights		3,931
White Bear Lake	Residential 1-3 units	3,034	\$ 175,850.64
	Residential 4 or more units	34	24,781.74
	Commercial	125	51,481.96
	Industrial	38	30,618.89
	Institutional	69	43,678.94
	Airports / Golf Course	0	-
	Agricultural	0	-
	Parks / Cemeteries / Vacant Land	2	-
	Road / Railroad Right of Way	7	-
	Wetlands / Lakes / Streams	1	-
	Other Exempt	30	-
	Manual Override	35	-
	Total White Bear Lake		3,375
White Bear Township	Residential 1-3 units	1,493	\$ 86,534.28
	Residential 4 or more units	1	1,102.09
	Commercial	31	19,699.70
	Industrial	38	78,192.61
	Institutional	7	5,453.58
	Airports / Golf Course	0	-
	Agricultural	3	759.92
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	12	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	73	-
	Manual Override	53	-
	Total White Bear Township		1,713
Total Ramsey County		11,415	\$1,015,235.98
Total VLAWMO		11,546	\$1,026,703.22

RESOLUTION 10-2021

A RESOLUTION CERTIFYING STORM SEWER UTILITY CHARGES TO THE COUNTY AUDITOR TO BE ASSESSED ON REAL ESTATE TAXES PAYABLE IN 2022.

WHEREAS, Minnesota Law 2008, Chapter 366, Article 6, Section 47 provides that the Vadnais Lake Area Water Management Organization may certify to the County Auditors the amounts of storm sewer utility charges to be collected on said premises the ensuing year; and

WHEREAS, the Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, provides that the watershed may certify to the County Auditors the amounts of unpaid utility charges to be collected as part of the tax levy/special assessments on said premises the ensuing year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, AS FOLLOWS:

1. Attachments 1 and 2 attached hereto and made a part thereof by reference is a list of parcels of real property lying within the VLAWMO limits of which have surface water runoff and on which there are service charges payable in 2022.
2. The Board hereby certifies said list and requests the Ramsey County Auditor and Anoka County Auditor to include in the real estate taxes/assessments due the amount set forth in Attachments 1 and 2 with taxes/assessments due and payable in 2022.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date
James Lindner, Chair _____ Date _____

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 27th day of October 2021, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 27th day of October 2021.

Phil Belfiori, Administrator

To: Board of Directors

From: Phil Belfiori, Administrator

Date: October 20, 2021

Re: **VI. A. 2.** Financial Audit Services Proposals and Recommendation

Pursuant to Minnesota Statute 103B, staff noticed and advertised a Request for Proposal (RFP) for Financial Audit services for Fiscal years 2021 and 2022. The purpose of the program is to provide an audit of VLAWMO financial statements for fiscal years ending December 31, 2021 and 2022. The advertisement for the RFP was placed in the Legal of MN Cities marketplace from September 1-17th, in the White Bear Press on September 6 and 13th, and noticed at the offices and placed on the VLAWMO web page. Closing date was to receive proposals was September 24, 2021.

The RFP identified services including development of a report consisting of the Annual Financial Statements and Supplemental Information, report on compliance with requirements applicable to each major program and a report on compliance with applicable laws and regulations.

Two proposals were received from Clifton Larson Allen LLP (CLA) and Abdo, Eick & Meyers, LLP

Scoring was based on the following experience factors: the familiarity with VLAWMO, experience, approach in the proposal, personnel, and cost. The billing rates vary by job classification and is difficult to get equivalent comparison.

CLA scored the highest given they have performed well on the worked completed as VLAWMO auditors over the last several years, their electronic interface system for upload and submitting files works well, and have been very responsive with staff and follow-up.

Both proposals can be found at the following links:

Clifton Larson Allen: https://www.vlawmo.org/files/4116/3431/3226/Proposal_to_Serve_VLAWMO_CLA.pdf

Abdo, Eick & Meyers:

https://www.vlawmo.org/files/2216/3431/3347/Vadnais_Lake_Area_Water_Management_Organization_Proposal_AEM.pdf

Staff Recommendation

Based on the review of the proposals, staff recommends Board approve CLA to provide the annual audits of VLAWMO financials for fiscal years ending December 31, 2021 and 2022 consistent with their proposal for services dated September 20, 2021

To: VLAWMO Board of Directors

From: Phil Belfiori & Brian Corcoran

Date: October 20, 2021

Re: **VII. A. Consider “Phase II” CD 14 Ditch Maintenance Contract with Scandia Trucking & Excavating LLC**

Attached (**Attachment #1**) please find the Houston Engineering Inc. (HEI) CD 14 Construction Contract Award Recommendation Memo. Also attached (**Attachment #2**) for background are the two quotes that were received (Peterson Companies Inc. and Scandia Trucking & Excavating LLC.).

Background

Staff sent requests for quote to three contractor’s on the CD 14 Phase II Ditch Maintenance project; Peterson Companies, Scandia Trucking & Excavating, and Lametti & Sons. Quotes were received from Peterson Companies and Scandia Trucking & Excavating.

As identified in Attachment #1, HEI recommends award of the contract to Scandia Trucking & Excavating, LLC in the amount of \$34,854.00. HEI further recommends that an additional 15% of the contract (\$5,228.10, or a total of \$40,082.10) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses.

VLAWMO Subcommittee Recommendation

Staff brought the two received quotes to the 10-4-2021 VLAWMO subcommittee meeting for discussion. The subcommittee recommended award of contract to the Board to hire Scandia Trucking & Excavating, LLC.

Staff Recommendation

Hire Scandia Trucking LLC for construction of the CD 14 Repair “phase II” project in the amount of \$34,854.00. It is also recommended that an additional 15% of the contract (\$5,228.10, or a total of \$40,082.10) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses.

Attachments:

- Houston Engineering Inc. CD 14 Construction Contract Award Recommendation Memo.
- Two quotes that were received (Peterson Companies Inc. and Scandia Trucking & Excavating LLC.)

Technical Memorandum

To: Brian Corcoran, Phil Belfiori
Vadnais Lake Area Water Management Organization (VLAWMO)

From: Chris Otterness PE, Alex Schmidt PE
Houston Engineering Inc. (HEI)

Subject: CD 14 Repair – Construction Contract Award Recommendation

Date: September 14, 2021

Project #: HEI: R007057-0012

The purpose of this memorandum is to summarize the quotes received for the County Ditch No. 14 Repair (project) and to provide our recommendation for award of the construction contract.

BIDDING PROCESS

The bid processes followed accepted practices as defined within MS 471.345 Uniform Municipal Contracting Law.

VLAWMO solicited quotes from three (3) qualified contractors familiar with the projects type of work. The requirements for bidding were defined within the Specifications/Bid Package for the project - prepared by HEI, dated August 27, 2021. A pre-bid meeting was not conducted.

SUMMARY OF BIDS RECEIVED

A total of two (2) bids were received. No bid was received from Lametti & Sons, Inc. The following table summarizes the bids received, and the bids are ranked according to amount.

Rank	Contractor	Bid Amount
1	Scandia Trucking & Excavating LLC	\$34,854.00
2	Peterson Companies Inc.	\$72,531.60

An itemized and tabulated cost breakout worksheet summarizing each bidder's response is provided in **Attachment A**.

REVIEW OF BIDS

HEI reviewed the submitted documentation by the bidders for mathematical errors, completeness, and responsiveness. Houston Engineering has previously worked with Scandia Trucking & Excavating LLC on drainage projects and can attest to its competency to complete the work. Scandia Trucking & Excavating LLC also submitted the lowest bid for the public drainage system portion of the work. This information demonstrates that the apparent low bidder is responsible and qualified to complete the Project Work. See **Attachment B** for the required submittal by Scandia Trucking & Excavating LLC.

RECOMMENDATION

HEI recommends award of the contract to Scandia Trucking & Excavating, LLC in the amount of \$34,854.00. We further recommend that an additional 15% of the contract (\$5,228.10, or a total of \$40,082.10) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses. Portions of this amount would be paid to the contractor only if additional work is required above and beyond the scope of the work stated in the contract and approved by VLAWMO. The contract can be awarded following concurrence of the Board of Managers with these recommendations.

**County Ditch No. 14 Repair
Bid Summary - Attachment A**

Scandia Trucking

Peterson Companies

Item	Item Description	Unit	Quantity	Unit Cost	Extension	Unit Cost	Extension
1	Mobilization	LS	1	\$ 1,000.00	\$ 1,000.00	\$12,110.00	\$12,110.00
2	Open Channel Excavation	LF	2,338	\$ 5.50	\$ 12,859.00	\$8.65	\$20,223.70
3	Open Channel Excavation using Mats	LF	300	\$ 7.00	\$ 2,100.00	\$12.20	\$3,660.00
4	Clearing (P)	AC	1.67	\$ 7,800.00	\$ 13,026.00	\$16,760.00	\$27,989.20
5	Erosion Control Blanket (MnDOT Category 0)	SY	50	\$ 6.00	\$ 300.00	\$4.10	\$205.00
6	Seeding and Mulch (P)	AC	1.67	\$ 2,100.00	\$ 3,507.00	\$3,820.00	\$6,379.40
7	MnDOT Class 5 Aggregate Base	CY	11	\$ 32.00	\$ 352.00	\$61.30	\$674.30
8	3/4 CY Backhoe	HR	6	\$ 285.00	\$ 1,710.00	\$215.00	\$1,290.00
Total Base Cost =					\$ 34,854.00		\$ 72,531.60

QUOTE FORM

Quote Submitted to: Vadnais area water Management Organization, Vadnais Lake, MN
 Project: County Ditch No. 14 Repair
 Quotes Due: 2:00 pm on September 10, 2021

STIPULATED AMOUNT: The Undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for the Project, all in accordance with the Plans, Specifications and other Contract Documents prepared by Houston Engineering, Inc., 7550 Meridian Cir N, Suite 120, Maple Grove, Minnesota, 55369 for the prices shown below.

KNOWLEDGE OF LOCAL CONDITIONS AND CONTRACT DOCUMENTS: The Undersigned has examined the location of the proposed work, the Plans, Specifications and other Contract Documents and is familiar with the local conditions at the place where the work is to be performed.

CONTRACT TIME: If awarded the Contract, the Undersigned agrees to complete the work including Seeding and Mulch by **November 30, 2021**.

OWNER'S RIGHTS RESERVED: The Undersigned understands that the Owner reserves the right to reject any or all Proposals or to waive any informality or technicality in any Proposal in the interest of the Owner.

QUOTE BID FORM

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	Mobilization	Lump Sum	1	1,000 ⁰⁰	1,000 ⁰⁰
2	Open Channel Excavation	Lin. Ft.	2,338	550	12,859 ⁰⁰
3	Open Channel Excavation using Mats	Lin. Ft.	300	7 ⁰⁰	2,100 ⁰⁰
4	Clearing (P)	Acre	1.67	7,800 ⁰⁰	13,026 ⁰⁰
5	Erosion Control Blanket (MnDOT Category 0)	Sq. Yd.	50	6 ⁰⁰	300 ⁰⁰
6	Seeding and Mulch (P)	Acre	1.67	2,100 ⁰⁰	3,507 ⁰⁰
7	MnDOT Class 5 Aggregate Base	CY	11	32 ⁰⁰	352 ⁰⁰
8	¼ CY Backhoe	Hours	6	285 ⁰⁰	1,710 ⁰⁰
Total Repair:					34,854⁰⁰

(P) – denotes plan quantity

Contractor's Signature

Date

Roger Rydeen

9-10-21

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Scandia Trucking & Excavating LLC
 CONTRACTOR
Roger Rydeen
 BY **18901 Oakgreen Avenue North** *Owner*
Marine, MN 55047 TITLE
 BUSINESS ADDRESS **651-433-5095**
 CITY STATE ZIP CODE DATE 9-10-21

QUOTE FORM

Quote Submitted to: Vadnais area water Management Organization, Vadnais Lake, MN
 Project: County Ditch No. 14 Repair
 Quotes Due: **2:00 pm on September 10, 2021**

STIPULATED AMOUNT: The Undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for the Project, all in accordance with the Plans, Specifications and other Contract Documents prepared by Houston Engineering, Inc., 7550 Meridian Cir N, Suite 120, Maple Grove, Minnesota, 55369 for the prices shown below.

KNOWLEDGE OF LOCAL CONDITIONS AND CONTRACT DOCUMENTS: The Undersigned has examined the location of the proposed work, the Plans, Specifications and other Contract Documents and is familiar with the local conditions at the place where the work is to be performed.

CONTRACT TIME: If awarded the Contract, the Undersigned agrees to complete the work including Seeding and Mulch by **November 30, 2021**.

OWNER'S RIGHTS RESERVED: The Undersigned understands that the Owner reserves the right to reject any or all Proposals or to waive any informality or technicality in any Proposal in the interest of the Owner.

QUOTE BID FORM

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	Mobilization	Lump Sum	1	\$12,110.00	\$12,110.00
2	Open Channel Excavation	Lin. Ft.	2,338	\$8.65	\$20,223.70
3	Open Channel Excavation using Mats	Lin. Ft.	300	\$12.20	\$3,660.00
4	Clearing (P)	Acre	1.67	\$16,760.00	\$27,989.20
5	Erosion Control Blanket (MnDOT Category 0)	Sq. Yd.	50	\$4.10	\$205.00
6	Seeding and Mulch (P)	Acre	1.67	\$3,820.00	\$6,379.40
7	MnDOT Class 5 Aggregate Base	CY	11	\$61.30	\$674.30
8	¾ CY Backhoe	Hours	6	\$215.00	\$1,290.00
Total Repair:					\$72,531.60

(P) – denotes plan quantity

Contractor's Signature

Date



9-10-21

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Peterson Companies Inc.

CONTRACTOR

Curt Peterson

Vice President

BY

8326 Wyoming Trail

TITLE

BUSINESS ADDRESS

Chisago City MN 55013 9-10-21

CITY

STATE

ZIP CODE

DATE

To: VLAWMO Board

From: Phil Belfiori, Administrator
Dawn Tanner, Program Development Coordinator

Date: October 20, 2021

Re: VII. B. Consideration of the Scope of Work for developing the VLAWMO position on aquatic plant management

Attached please find for Board consideration scope of work for development the VLAWMO position on aquatic plant management from Barr Engineering. Also attached is a PowerPoint slideshow which will be presented at the Board meeting.

Subcommittee Recommendation

The VLAWMO Subcommittee recommended to carry forward the Barr Engineering scope of work for discussion and consideration at the Oct. 27 VLAWMO Board meeting.

Requested Board Action

Staff requests Board consideration scope of work for development of a position on the role of VLAWMO in vegetation management.

Proposed Motion

Director _____ moves to approve the Barr Engineering scope of work for development of a VLAWMO position on aquatic plant management from Barr Engineering dated September 30, 2021.

Attachment

- Attachment 1 – PowerPoint slideshow which will be presented at the Board meeting.
- Attachment 2 – Scope of work for development of a VLAWMO position on aquatic plant management from Barr Engineering.

Consideration of Scope of Work for Developing VLAWMO's Position on Aquatic Plant Management

VLAWMO Board Meeting
10/27/2021

Background

- During discussion on draft scope for E Goose Adaptive Lake Management (ALM) Plan (Sept. 27), the need was identified for a “pre-step” to clarify VLAWMO’s position on aquatic plant management (before the ALM Plan scope is considered by Board)
- Clarification is important in the proposed E. Goose ALM process and for the broader watershed-wide definition (discussion on precedent)
- Based on request, a draft scope of work (as included in attachment 2 in the Board packet) was developed by Barr Engineering and discussed at the Oct. 4th VLAWMO Subcommittee meeting.

Overview of tasks in draft scope of work

- **Task 1: Review information and prepare materials for VLAWMO Board Meeting**
 - Review and summarize the aquatic plant management policies and roles of other watershed organizations and cities for comparison
 - Develop draft VLAWMO aquatic plant management policy options for Board consideration
 - Prepare materials presenting the big picture financial obligations, funding options, and potential funding mechanisms

Overview of tasks in draft scope of work

- **Task 2: Facilitate VLAWMO Board meeting discussion**
 - Present materials at the Dec. 8th VLAWMO Board meeting, facilitate discussion, and respond to Board questions
 - **VLAWMO staff work item:** Send postcard to lakeshore residents informing them of upcoming Dec. 8th VLAWMO Board discussion
 - Highlight opportunity for the public to comment at meeting

Overview of tasks in draft scope of work

- **Task 3: Develop position resolution and present at the Feb. 23 VLAWMO Board meeting**
 - Following discussion at Dec. 8 VLAWMO Board meeting, develop draft resolution for the VLAWMO Board to consider regarding the VLAWMO aquatic plant management position

Cost: \$14,000

- Funding included in Board approved 2021 and 2022 budgets
 - Under East Goose Lake Adaptive Lake Management in Goose Lake subwatershed fund

VLAWMO Subcommittee Discussion on Scope of Work and Recommendations

- Discussion at the subcommittee meeting included questions regarding:
 - What would be the VLAWMO financial contribution of an expanded or changed role in vegetation management?
 - What would be the logistics of the proposed public engagement opportunity at the December 8th board meeting?
- Upon further discussion, the subcommittee reached consensus (2 members) to recommend the Barr Engineering scope of work to the VLAWMO Board.
- Staff also recommends approval of the Barr Engineering scope or work

Proposed next steps

- Oct. 27: VLAWMO Board Considers scope of work
- Dec. 8: Discuss options presented from Barr and staff (includes public engagement opportunity)
- Feb. 23: Discuss, consider, and ratify resolution regarding aquatic plant management policy position. Following Board decision, staff share position with City of WBL to assist in determination of City position on aquatic plant management and possible partnership in E. Goose ALM Plan development

Requested Board Action and Board Questions?

- Questions ?
- **Proposed Motion** : Director _____ moves to approve the Barr Engineering scope of work for development of a VLAWMO position on aquatic vegetation management dated September 30, 2021.

Attachment #2

resourceful. naturally.
engineering and environmental consultants



September 30, 2021

Mr. Phil Belfiori
Administrator
Vadnais Lake Area Water Management Organization (VLAWMO)
800 East County Road E
Vadnais Heights, MN 55127

Re: DRAFT Agreement for Aquatic Plant Management Position Development

Dear Mr. Belfiori:

Thank you for the opportunity to propose on this project. We will do our best to justify your expression of confidence in us. This letter, together with our Standard Terms (attached) sets forth the Agreement between the Vadnais Lake Watershed Management Organization (VLAWMO) and Barr Engineering Co. (Barr) regarding assisting VLAWMO in developing a position on aquatic plant management. Joe Bischoff is proposed as the project manager for this work, supported by Greg Wilson, Karen Chandler, and Greg Williams.

Project Understanding and Approach

It is our understanding that VLAWMO would like Barr to facilitate a discussion with the VLAWMO Board to assist them in developing the VLAWMO position on aquatic plant management. The discussion will include examples of aquatic plant management roles taken on by other watershed organizations or cities, VLAWMO position options, and big picture financial obligations and options for funding. Following the VLAWMO Board discussion, Barr and WMO staff are to develop a draft resolution for the Board to adopt that states VLAWMO's aquatic plant management position. Following VLAWMO Board adoption, the City of White Bear Lake will consider VLAWMO's position and develop their own path forward.

Scope of Work

The scope of work for this project includes preparing information and materials for the VLAWMO Board meeting, facilitating the Board meeting discussion, and assisting WMO staff in developing the Board resolution. The scope of work assumes Barr has no role in the City of White Bear Lake's consideration of the VLAWMO position and the City's path forward. The individual tasks are described in more detail in the following paragraphs.

Task 1: Review information and prepare materials for VLAWMO Board Meeting

Barr will review and summarize the aquatic plant management policies/roles of other watershed organizations and cities, including:

- Riley Purgatory Bluff Creek Watershed District and City of Eden Prairie Partnership
- Ramsey-Washington Metro Watershed District
- Capitol Region Watershed District (Como Lake)
- Nine Mile Creek Watershed District
- Bassett Creek Watershed Management Commission
- Valley Branch Watershed District
- City of Eagan
- Rice Creek Watershed District

The review will include contacting each of the above-mentioned agencies to discuss and summarize their policies and funding approach for aquatic plant management. We will also ask for their consent to present the information to VLAWMO considering many of these approaches may be unwritten positions rather than formal policies. Barr will document and summarize these approaches in a table for comparison.

Based on the review of other organizations' policies and discussion with VLAWMO staff, Barr will develop VLAWMO aquatic plant management policy options for Board consideration. Example options may include, but may not be limited to, the following (alone or in combination):

- VLAWMO participates if management actions that change the character of the lake may impede continued recreational use
- VLAWMO participates if goal is to improve ecological condition such as AIS control, plant introduction, etc.
- VLAWMO participates if actions protect the lifespan or efficacy of BMP investments
- VLAWMO participates only on a cost share or match basis with other entities such as a city or lake improvement district (must be a taxing district, not voluntary)

Barr will prepare materials presenting the big picture financial obligations and funding options, including:

- Magnitude of costs and implications for all lakes in the watershed – i.e., will VLAWMO now be obligated to do this for all the lakes and what financial obligations result for VLAWMO?
 - Note that costs will be high level, and this task does not include a cost analysis specific to any lake in the watershed
 - East Goose Lake and Birch Lake aquatic vegetation management costs may be used for context
- Potential funding mechanisms (lake improvement district, special taxing district, etc.)

Materials that clearly lay out the position options will be provided for the Board packet, which will include the comparison table of other agencies' approaches and a brief summary of the position review described above. We envision a table or list of options will be provided for the Board.

Task 2: Facilitate VLAWMO Board meeting discussion

Barr will facilitate the discussion of the items prepared in Task 1 above at one VLAWMO Board meeting. We will present the materials and guide the Board discussion, including answering questions and summarizing areas of Board agreement or disagreement. The meeting goal is for the Board to provide clear direction regarding their aquatic plant management policy position.

Task 3: Develop position resolution and present at VLAWMO Board meeting

Following the above discussion at the VLAWMO Board meeting in Task 2, and assuming the VLAWMO Board has provided clear policy direction, Barr will develop a draft resolution for the VLAWMO Board to adopt regarding the VLAWMO aquatic plant management policy position. WMO staff will review and final the resolution. Barr staff will attend the VLAWMO Board meeting when the Board considers adoption of the resolution.

Assuming the VLAWMO Board adopts the resolution, the City of White Bear Lake will consider the VLAWMO position resolution and the City's path forward. As noted above, we assume Barr will not participate in the City's process.

Estimated Cost and Schedule

The following table summarizes the estimated costs associated with each task described in the scope of services. This scope of services does not include the cost for meetings in addition to those already included in the written scope of work.

The following table also shows the estimated schedule for the completion of the project tasks. The schedule assumes we receive authorization to proceed by VLAWMO and the City no later than October 28, 2021. The schedule presented in Table 1 assumes a start date of October 31, 2021.

Task	Description of Task	Amount	Estimated Completion
1	Review information and prepare materials for VLAWMO Board Meeting	\$8,400	November 15, 2021 (staff review) December 1, 2021
2	Facilitate VLAWMO Board meeting discussion	\$1,600	December 8, 2021
3	Develop position resolution and present at VLAWMO Board meeting	\$4,000	February 23, 2022

Total Estimated Project Cost \$14,000

This Agreement will be effective for the duration of the services, unless terminated earlier by either VLAWMO or us. We will commence work upon receipt of a copy of this letter signed by your authorized representative.

We will inform you of our progress through periodic (e.g., bi-weekly) e-mail updates, telephone calls, invoice details, and other communications.

For the services provided, we will bill VLAWMO approximately monthly and VLAWMO will pay us according to the attached Standard Terms. The cost of the services will not exceed \$14,000 without prior

approval by VLAWMO. Work beyond the scope outlined above will be billed on a time-and-expense basis in accordance with our fee schedule, following VLAWMO's written permission or otherwise negotiated with VLAWMO.

We understand you or your designees have the authority to direct us. We will direct communications to you at Vadnais Lake Area Water Management Organization, 800 County Road E East. Direction should be provided to Joe Bischoff at the letterhead address.

During the term of this Agreement, Barr agrees to maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the type of insurance and policy limits as set forth below (USD):

Workers' Compensation and Employers' Liability

- | | |
|----------------|-----------------------------------|
| 1. Coverage A: | Per State Statute |
| 2. Coverage B: | \$500,000 Each Accident |
| | \$500,000 Disease – Policy Limit |
| | \$500,000 Disease – Each Employee |

Commercial General Liability

- | | |
|----------------|---|
| 1. \$2,000,000 | General Aggregate |
| 2. \$2,000,000 | Products – Completed Operations Aggregate |
| 3. \$1,000,000 | Each Occurrence |
| 4. \$1,000,000 | Personal Injury |

Commercial Automobile Liability

- | | |
|----------------|---|
| 1. \$1,000,000 | Combined Single Limit Bodily Injury and Property Damage |
|----------------|---|

The Commercial Automobile Liability shall provide coverage for the following automobiles:

1. All Owned Automobiles
2. All Non-Owned Automobiles
3. All Hired Automobiles

Umbrella Liability

- | | |
|-----------------|---|
| 1. \$10,000,000 | Each Claim |
| \$10,000,000 | Annual Aggregate |
| 2. | The Umbrella Liability provides excess limits for the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability policies. |

Professional and Pollution Incident Liability

Professional Liability insurance including Pollution Incident Liability coverage with limits of not less than \$5,000,000 Per Claim / \$5,000,000 Annual Aggregate.

Certificates of Insurance

Certificates of Insurance will be provided upon request.

Barr and Client waive all rights, including their insurers' subrogation rights, against each other, their subcontractors, agents, and employees, and the other's consultants, separate contractors, and their subcontractors, agents, and employees for losses or damages covered by their respective property or casualty insurance, commercial general liability, or Builder's Risk insurance. This waiver of subrogation is effective notwithstanding any duty of indemnity.

If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided, and return it to us.

Sincerely yours,

BARR ENGINEERING CO.

Karen L. Chandler, P.E.
Its Vice President

Accepted this _____ day of _____, 20__

Vadnais Lake Area Water Management Organization

By _____

Its _____

Attachments

- Standard Terms—Professional Services
- Fee Schedule

To: VLAWMO Board

From: Phil Belfiori, Administrator
Dawn Tanner, Program Coordinator

Date: October 18, 2021

Re: VII. C. Proposed Strategic Direction Process with VLAWMO Board

In informal discussions with Chair Lindner, it was brainstormed that an organizational strategy direction /priority setting process with the VLAWMO Board would be beneficial before the 2022 VLAWMO Watershed Management Plan amendment process (as was approved as part of the 2022 budget process) to provide important priority setting discussion and direction to staff.

Staff has asked Rachel Olm, watershed planner with Houston Engineering, to draft the attached a rough draft scope of work (See **Attachment #2**) to assist VLAWMO staff and Board in this proposed Strategic Direction process. Also attached (**Attachment #1**) is a PowerPoint summarizing the main elements of the proposed strategic direction process which will serve as the outline for discussion at the Oct. 27, 2021 VLAWMO Board meeting.

Possible key elements of the strategic direction process could include:

- Workshop session with the VLAWMO Board (Board workshop #1) to :
 - Review the current VLAWMO “priority issues”, and “core activities” as defined in the approved VLAWMO watershed management Plan ;
 - Understand current organizational capacity between the five VLAWMO programs.
 - Facilitate discussion on evaluating fiscal considerations and related “gaps” in current organizational capacity.
 - Develop strategies with Board on how to better coordinate with member communities and other local partners and Develop member community communication strategies related to future partnerships;
 - *This workshop would be partially funded by BWSR Grant if successful.*
- Workshop session with Technical Advisory Committee / key City staff to share outcomes from Board workshop. Gather input on possible partnership projects that could be incorporated into the 2022 VLAWMO Watershed Management Plan amendment to address fiscal considerations and related “gaps”.
- A Follow-up workshop (Board workshop #2) with Board (perhaps as part of the April 2022 VLAWMO Board meeting?) to discuss outcomes from the Technical Advisory Committee / Cities meeting and summarize organizational capacity and define draft capital improvement project list for use in upcoming watershed plan amendment process.

A possible date/time for the first workshop “session” (workshop #1) with VLAWMO Board could be January 26, 2022 (4th Wed. In January)?

Staff has applied for a BWSR grant (BWSR PRAP grant) to fund 50% of the cost for workshop #1. (workshop #1 is focused on strategic planning and therefore better fits grant eligibility criteria). If this BWSR grant is successful, it would reduce the overall cost to VLAWMO by apx. \$3180.

It would be suggested that the proposed work identified in the Houston Engineering scope be funded under the consulting tech. services fund for work schedule in 2021 and 22.

VLAWMO Subcommittee Recommendation

Board subcommittee discussed the proposed process and Houston Scope of work at the Oct. 4th Subcommittee meeting and recommended approval to the full Board.

Staff Recommendation

Based on the VLAWMO Subcommittee recommendation, staff also recommends proceeding with the Houston Engineering scope or work dated Oct. 8, 2021 as attached. Staff recommends that Board provide authority to the Administrator to sign and execute the BWSR grant agreement if grant application is successful.

Attachments:

- PowerPoint summary the Proposed Strategic Direction Process with VLAWMO Board
- Draft Scope of work task order from Houston Engineering to assist staff with this proposed process

VLAWMO Board

Attachment #1

Strategic Direction Process

VLAWMO Board Meeting
10/27/2021



Process overview



- Priority-setting discussion and direction to inform the 2022 VLAWMO Watershed Management Plan Amendment process
- Rachel Olm, Watershed Planner with Houston, provided scope of work (**Attachment #2**) to assist VLAWMO staff and Board
- Discussion with VLAWMO Subcommittee at their Oct. 4, 2021 meeting

Process introduction



- Workshop #1: Session with VLAWMO Board
- Workshop #2: Session with Technical Advisory Committee and key City staff
- Workshop #3: Follow-up workshop with Board

Vadnais Lake Area Water Management Organization

Workshop #1: VLAWMO Board



- Review current *priority issues* and *core activities* (defined in VLAWMO watershed management Plan, **see next slide**)
- Understand current organizational capacity for the 5 programs
- Discuss fiscal considerations and related gaps in current organizational capacity
- Develop strategies on how to improve coordination with member communities and other local partners
- Suggest improvements to member community communication strategies related to future partnerships

Vadnais Lake Area Water Management Organization

Priority issues & core activities



- **Priority Issue 1:** Threatened and impaired surface water and natural resources
- **Priority Issue 2:** Threatened or impaired groundwater quality or quantity
- **Priority Issue 3:** Need for education and involvement from citizens and stakeholders
- **Priority Issue 4:** Need for adequate data, analysis, financing, and staff capacity in order to meet goals and accomplish strategies
- **Priority Issue 5:** Aquatic invasive species (AIS) management
- **Priority Issue 6:** Localized flooding

VLAWMO CORE ACTIVITIES



Under the capital projects & programs, core activities are broken down further by VLAWMO's 7 subwatersheds

Vadnais Lake Area Water Management Organization

Workshop #2: TEC and key City staff



- Gather input on possible partnership projects for incorporation into 2022 VLAWMO Watershed Management Plan Amendment

Vadnais Lake Area Water Management Organization

Workshop #3: Follow-up with Board



- Discuss outcomes from the TEC and City meeting
- Summarize organizational capacity and member community communication strategies
- Define draft capital improvement project list for upcoming watershed plan amendment process.

Vadnais Lake Area Water Management Organization

Proposed next steps



- Oct. 27 - VLAWMO Board consider process and Houston Engineering scope of work
- January 26, 2022 (4th Wed. in January)? -Workshop session #1 with VLAWMO Board @ 7pm at Council Chambers?
- Feb 2022 /March 2022 - Workshop session #2 with TEC and key City staff
- April VLAWMO Board meeting?- Workshop session #3, follow-up with Board to discuss outcomes from Workshop session #2 and summarize process.

Vadnais Lake Area Water Management Organization

Proposed Cost



- Rough Draft Scope of work cost = \$13,998
 - Proposed VLAWMO funded under consulting tech services fund for work in 2021 or '22.
 - Some cost-share funding may be possible through BWSR grant for Workshop #1. If grant successful would fund apx \$3,180. (staff recommend proceeding with or without grant)

Vadnais Lake Area Water Management Organization

Recommendations and proposed Board Action



- Board subcommittee discussed the proposed process and Houston Scope of work at the Oct. 4th Subcommittee meeting and recommended approval to the full Board.
- Staff also recommends approval of the Houston scope of work.

Vadnais Lake Area Water Management Organization

Questions



- Availability for January 26, 2022 for workshop (workshop #1)?
- Other questions?



SCOPE OF SERVICES

Vadnais Lakes Area WMO



Strategic Organizational Capacity Planning

Houston Engineering Inc. (HEI) Project No.: R007057-013

Task Order Purpose:

The purpose of this project is to assist the Vadnais Lakes Area Water Management Organization (VLAWMO) in a Strategic Organizational Capacity Planning process.

Professional Services Rendered:

HEI will provide the following professional services during the completion of this Task Order:

- Review the current VLAWMO issues, priorities, policies, and programs;
- Internal kickoff meeting with VLAWMO Administrator to discuss the proposed Strategic Organizational Capacity Planning process and review materials provided by VLAWMO staff to gain understanding of current organizational capacity and focus in each of VLAWMO's core programs.
- Review current organizational capacity compared to VLAWMO's priority issues:
 - What issues are primarily being addressed, and
 - What programs are primarily being used.
- Prepare a presentation for and facilitate a workshop with the Board to discuss VLAWMO core activities and how they relate to the six priority issues of the VLAWMO:
 - Threatened and impaired surface water and natural resources
 - Threatened or impaired groundwater quality or quantity
 - Need for education and involvement from citizens and stakeholders
 - Need for adequate data, analysis, financing, and staff capacity in order to meet goals and accomplish strategies



SCOPE OF SERVICES

Vadnais Lakes Area WMO



Strategic Organizational Capacity Planning

- Aquatic invasive species (AIS) management
- Localized flooding
- During the workshop, review organizational capacity per priority issue and facilitate an exercise to understand current organizational capacity between the five VLAWMO programs. Facilitate discussion on evaluating fiscal considerations and related “gaps” in current organizational capacity.
- Distribute materials summarizing the outcomes from the Board workshop.
- Develop strategies with Board on how to better coordinate with member communities and other local partners;
- Develop member community communication strategies related to future partnerships;
- Prepare a presentation for and facilitate a workshop with the Technical Advisory Committee / Cities to identify potential capital improvement projects in the VLAWMO.
- Rank list of capital improvement projects based on budget and priority issues addressed.
- Meeting with VLAWMO Administrator to review and revise ranked capital improvement project list
- Prepare a presentation for and facilitate a workshop with the Board on capital improvement project list recommendations.



SCOPE OF SERVICES

Vadnais Lakes Area WMO



Strategic Organizational Capacity Planning

Deliverables:

Deliverables will include:

- Two (2) Board Workshops;
- Two (2) Internal Meetings with VLAWMO Administrator
- One (1) TAC / City Workshop

Schedule and Compensation:

We estimate a cost of **\$13,998** for services described within this task order. HEI shall not exceed this amount for the completion of this work without prior authorization from VLAWMO. HEI will complete the services described within this task order by **April 30, 2022**.

Assumptions:

The estimated compensation for the execution of the tasks identified within the "Professional Services Rendered" section of this Task Order is based upon the following assumptions:

1. Meetings with VLAWMO Administrator will be completed virtually; and
2. Meetings and workshops are in-person and limited to 2 hours in length.



SCOPE OF SERVICES

Vadnais Lakes Area WMO



Strategic Organizational Capacity Planning

SIGNATURES:

The services described by this Task Order are being provided in accordance with the Professional Services Agreement between the Vadnais Lakes Area Water Management Organization and Houston Engineering dated May 5, 2021. This **Task Order** shall be effective **October 8, 2021** as authorized by the signatures of representatives of the Vadnais Lakes Area Water Management Organization and Houston Engineering, Inc.

VLAWMO

Houston Engineering, Inc.

By: _____

By:  _____

Name: Phil Belfiori

Name: Chris Otterness, P.E.

Title: Administrator

Title: Client Manager

Date: _____

Date: October 8, 2021