



MINUTES OF THE BOARD OF DIRECTORS

December 10, 2014

ATTENDING:

Bob Uzpen	Gem Lake
Rob Rafferty	Lino Lakes
Absent	North Oaks
Marc Johannsen	Vadnais Heights
Dan Jones	White Bear Lake
Bill Mample	White Bear Township

Stephanie McNamara	VLAWMO Administrator
Kristine Jenson	VLAWMO Program Manager
Brian Corcoran	VLAWMO Water Resources Manager
Vanessa Strong	VLAWMO Communications & Education Programs Manager

Also in attendance: Tom Peterson, TEC Representative; Margaret Sletten-Behrens, Ramsey Conservation District

**I. Call to Order**

The meeting was called to order at 7:05 pm by Vice Chair Jones.

**II. Approval of Agenda**

A motion was made by Rafferty and seconded by Uzpen to approve the agenda. Vote: all aye. Motion passed.

**III. Approval of Minutes from October 22, 2014**

A motion was made by Jones and seconded by Mample to approve the minutes from the October 22, 2014 Board of Directors Meeting. Vote: 4 aye; Rafferty abstained. Motion passed.

**IV. Technical Commission (TEC) Report to the Board**

**A. Activity Summary**

Peterson said the TEC has only had one meeting since the last Board meeting. At the last TEC meeting, much of the time was spent discussing the monitoring results from this year. One item discussed was the effect (or lack of effect) of the floating island in Tamarack Lake. So far, we are not seeing water quality improvement. There are some reports that say it could take 5 years to see results. We are seeing education benefits. Rafferty stated that he has heard about it not giving results immediately. Stephanie is going to send our early results to Dick Osgood (known as the Lake Doctor) who could give his opinion on the island.

Other items:

Discussed moving ahead with an RFP for Sucker Lake channel.

Approved moving ahead with putting in monitoring wells.

There was a presentation last week about the E.coli monitoring work VLAWMO is doing.

**B. December financial report**

Stephanie presented the December Financial Report. We are at about 71% of budget. We will discuss the carry over amounts for 2015 later in the meeting. The Storm Sewer Utility fee preparation went over budget due to property changes that required changes by our consultant this fall.

**V. New Business**

**A. Consideration of contract with HDR to create a design template for the updated Annual Report and new Annual Report Summary**

VLAWMO's Annual Report needs improvement in order for staff, stakeholders, and decision makers to receive measurable benefit and direction from its contents. VLAWMO is required under MN Rule 8410.0150 to submit an Annual Report. The Rule requirements are designed to meet the needs of the

State, but not necessarily the needs of the Watershed. An Annual Report that meets the needs of VLAWMO should show stakeholders who we are, and summarize what we have accomplished throughout the year. Additionally, it will provide readers with a clear idea of where we are going in the future, and contain content that can be reused in other applications. This is particularly important, as it will assist with the 2016 Watershed Management Plan update. There are sufficient funds remaining in the 2014 Education budget to cover the cost of this project.

Staff would like to design a new Annual Report that:

1. Is more visually engaging
2. Is simple. It can summarize main goals and achievements in less than 5 minutes
3. Assists staff with day to day planning of duties and workloads. A reference point for capacity and focus for efficient spending.
4. Can integrate, and connect 3 primary activity plans. The bi-monthly timescale of our TEC Report to Board, the Annual Report, and the 10 year comprehensive Watershed Management Plan
5. Has a template that is easy to update and compatible with our other media/website etc.

**Recommendation:** Approval of the HDR contract to develop a new Annual Report and Annual Report Summary, including templates. Project cost not to exceed \$3,220.

**Discussion:** Jones said that he wants item 8 struck from the Terms and Conditions.

A motion was made by Jones and seconded by Mample to approve the HDR contract as described above at a cost not to exceed \$3,220 and with striking item 8 from the Terms and Conditions language. Vote: all aye. Motion passed.

**B. Consideration of 2-year contract with Ramsey Conservation District (RCD) for technical assistance**

RCD has been providing technical assistance to VLAWMO for several years, usually in the form of project design or modeling. VLAWMO has budgeted the \$5000 into the Technical Assistance budget and this agreement is consistent with that amount. This agreement allows VLAWMO to extend our capacity at a cost efficient rate. Some projects that are anticipated include updating project designs for grant applications, running pollutant removal efficiencies of current cost-share projects.

Larger projects such as the Sucker channel restoration are usually contracted as separate agreements.

**Recommendation:** Approval of the 2014 – 2015 Professional Service Agreement with Ramsey Conservation District at a cost of up to \$5000/year.

A motion was made by Rafferty and seconded by Jones to approve a 2 year contract with RCD at a cost of \$5,000/year for technical assistance. Vote: all aye. Motion passed.

**C. Consideration of the Ramsey County GIS User Group JPA**

Staff recommends approval of \$254.26 for the 2015 RCGISUG membership fee. Staff also recommends approval of the 2015-2017 JPA among members of the Ramsey County Geographic Information Systems Users Group. This is an agreement with Ramsey County for access to GIS Data. Components include the collection of aerial photography and maintenance of digital physical features derived from aerial photography along with the Ramsey County Attribute Database. The Board is being asked to approve the 2015 RCGISUG membership fee and also approve and sign the 2015-2017 Joint Powers Agreement (JPA).

**Discussion:** Rafferty asked if the fees will go up. Brian responded that this rate will hold until 2020.

A motion was made by Rafferty and seconded by Mample to approve the \$254.26 RCGISUG fee to retain membership with the group and to sign the JPA. Vote: all aye. Motion passed.

**D. Authorization of Request for Proposal for the Sucker Lake channel restoration project**

Since the Board approved the 2014-2016 Strategic Plan this summer work has been underway to move the high priority projects forward, including the Sucker Lake Channel Restoration. The critical partners, Ramsey County Parks (RC Parks) and St. Paul Regional Water Service are enthusiastic and have offered in-kind and /or financial contributions to make it happen. The project would remove old asphalt from the channel and stabilize the eroding and deteriorating channel bank, as well creating 3 fishing areas to

support the use that occurs at the park. Educational material highlighting the importance of the channel and water flow to the metro area would be added. RC Parks endorses these goals with the added benefits of improving fishing and ADA access and beautifying this well used section of the Vadnais Sucker Regional Park.

Staff has been working with our partners to finalize the plan for restoring this channel bank. Some final tweaks are still underway, but in general there are two Phases and an Add alternate. The final engineers estimate is still anticipated but is expected to be close to the amount mentioned at the last Board meeting, about \$127,000. The plans were also reviewed by the engineering firm, HDR, who did the original feasibility analysis. This was done to assure both the design and cost estimate are the most accurate possible. Phase 1 is the southern 2/3's of the channel that will have a bio log/native planting treatment with two flagstone fishing access points. Phase 2 is just north of this section and will need harder armoring with limestone block seawalls, paved trails along the channel and a retaining wall with stairs. The water velocity is much greater as it comes through the conduits under Hwy. 96 so the stabilization techniques must address that need. The add alternate would be to pave some of the access paths from the parking lot to the channel.

Both partners are contributing to the project. This fall, SPRWS fixed the concrete abutment and railing and removed 300 cubic yards of zebra mussel shells from the channel. They have also offered to help apply for a MN Dept. of Health drinking water grant (\$10,000). RC Parks is bringing \$30,000, their MN Conservation Corps crew to do planting (labor value of \$25,000 +/-). RC Parks also has floating silt fence (needed in the channel) that can be used and will cover bench or picnic table upgrades under separate funding. VLAWMO has \$65,000 budgeted for this between 2014 and 2015 (reflected in the Fund Balance resolution of carry over funds for 2015). There are some uncertainties as yet in the final engineers estimate and more importantly what the bids might say. The MDH grant is not assured of course either. The MN Dept of Natural Resources has expressed interest in the project but no funding is assured at this time. Once the estimate is finalized, we will continue to discuss the project with them.

**Recommendation:** We are asking for your authorization to send and publish a Request for Proposal for both Phases of the Sucker Lake channel restoration project to qualified contractors. The bids and recommendation would be available at the February meeting.

**Discussion:** Jones asked about the add alternate. Kristine explained that is for the paved paths and could be an item that is done later if there aren't enough funds to get it done with the project. The paved paths are something Ramsey Parks would like to have in the project but could possibly be done later.

A motion was made by Jones and seconded by Uzpen to authorize staff to send and publish a RFP for the Sucker Lake channel project. Vote: all aye. Motion passed.

#### **E. Establish 2015 Fund Balance – Resolution 12-2014**

The Board was given the Fund Balance Resolution for this year in their packets. The Finance Committee met on December 8<sup>th</sup> to review the draft. The most substantial funds are from carrying over CIP funding for on-going projects. Other carry over funds will complete existing contracts, allow for legal assistance to update the Joint Powers agreement, add equipment and expanded lab analysis.

#### **Policy & Finance Committee recommendations**

The committee reviewed a first draft of the Fund balance 2014 and recommended reducing the total amount. The amounts for technical assistance and CIP were discussed. The committee also recommended clear labeling for the carry-over Fund Balances.

**Response:** each line item was reviewed with appropriate staff. Specific items were either reduced or eliminated as carry-over fund balances. This had a two-fold effect. More of the unspent funds will be returned to the General fund and become more available to other budget items. This may be especially useful in capital improvements, Cost share, monitoring and education. Secondly the total fund balance proposed this year is now less than last year's fund balance as recommended. Finally, more specific labeling for fund balance use is available on the spreadsheet.

Resolution 12-2014 is updated to reflect the lower amounts. The new version is available at your desk.

#### **VLAWMO Grant program & Community Blue**

The committee endorsed the idea of expanding the Landscape 2 program to accommodate projects similar to what has been done with the Community Blue Partnership Grants. Possible funding level: \$20,000 - \$40,000 (1 – 2 projects). Also, the education portion of this program should continue but under the Education portion of the budget. Possible funding level for the first year: \$5,000.  
 Response: Policy, program and budget changes will be brought to the Board at the February meeting.

**RESOLUTION 12-2014**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**December 10, 2014**

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 10th day of December, 2014 at 7:00 o'clock p.m. The following members were present:

- Absent, City of North Oaks*
- Marc Johannsen, City of Vadnais Heights*
- Bill Mample, White Bear Township*
- Dan Jones, City of White Bear Lake*
- Bob Uzpen, City of Gem Lake*
- Rob Rafferty, City of Lino Lakes*

The following members were absent: John Schaaf

Director Rafferty introduced the following resolution and moved its adoption. Director Mample seconded the motion.

**A RESOLUTION FOR COMMITTING THE FUND BALANCE FOR SPECIFIC PURPOSES**

**WHEREAS**, the Board of Directors of the Vadnais Lake Area Water Management Organization, does hereby find as follows:

**WHEREAS**, the Governmental Accounting Standards Board’s Statement No. 54 defines committed fund balance as amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board,

**WHEREAS**, Board action is required before year end to formalize the commitment of fund balance to specified purposes,

**WHEREAS**, those committed amounts cannot be used for any other purpose unless the VLAWMO removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

**THEREFORE, BE IT RESOLVED** by the VLAWMO, that the specific portions of fund balance in the identified funds are committed as follows:

**Committed**

<b><u>Fund</u></b>	<b><u>Description</u></b>	<b><u>Purpose</u></b>	<b><u>Amount</u></b>
General	Information systems	Server & other equipment purchase	\$2,500
General	Legal assistance	Help with drafting new JPA	\$3,500
General	Engineering	Ramsey Conservation Dist. Help	\$3,000
General	Tech assistance	Retrofit drainage study & others	\$5,000
General	Payroll	Assist with market adjustment	\$12,500
General	Miscellaneous	SSU assistance – fall divisions overage	\$3,000
General	Water Planning	Building Comprehensive plan update fund	\$5000

General	Financial Incentives	2014 Cost-share projects	\$11,00
General	Education	Annual report project, local lake forum and other expense	\$6,700
General	Maintenance	Maintenance fund for watershed projects	\$10,000
General	Equipment	Expand sampling network	\$4,500
General	Lab Analysis	More monitoring (bacteria, etc.)	\$7,000
General	Lambert Crk restoration	Identified projects in subwatershed	\$18,000
General	Water Quality projects	Priority project installation; grant match; Community Blue	\$24,800
General	Project research	Goose Lake alum & other feasibility assessment	\$1,500
General	Implementation on Impaired waters	Implementation activity	\$35,000
General	Plan directed projects	Partnering on projects	\$24,000
			\$175,000

The foregoing resolution was passed by the Board of Directors of the Vadnais Lake Area Water Management Organization, Minnesota this 10<sup>th</sup> day of December, 2014.

ATTEST: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Discussion:** Jones thanked Stephanie and staff for the work they do and for getting grants to help pay for projects which means we have money left over. Johannsen stated that having the fund carry over can be good for short term projects/programs that need funds but we must be watchful to not carry over too much because it can appear that taxpayers are being charged too much. Staff are doing a good job at getting grants so this is a good problem to have. Rafferty stated that Johannsen has described the situation in a positive way and it is appreciated.

Vote: all aye. Motion passed.

**F. Consideration of the Office Lease agreement 2015-2018 with the City of Vadnais Heights**

VLAWMO has leased office space in the Vadnais Heights City Hall for the last 6.5 years. This new lease would extend that agreement for another three years. There is a slight increase of \$30/month or \$360/year. The monthly lease would be \$1,285, \$1,315, and \$1,345 for 2015, 2016, and 2017 respectively. This affords VLAWMO the main VLAWMO office, three cubicles, internet and telephone, storage space and access to conference rooms and other common space. The lease language is the same as the last three years otherwise.

Stephanie stated we may need to look into our storage capacity at City Hall and space for trainings in the near future. There is an "opt out" clause if necessary but for now this space works. Rafferty said maybe one of the other partner Cities could provide space. Jones and Johannsen said their Public Works buildings are not full and would have space for our needs.

A motion was made by Mample and seconded by Jones to approve the 2015-2017 office space agreement with the City of Vadnais Heights as presented. Vote: 4 aye; Johannsen abstained. Motion passed.

**VI. Report from the Chair**

Johannsen wished everyone Happy Holidays and best wishes to Bill Mample and thanks for his service. He encourages the other Directors to continue on the Board in 2015.

**VII. Administrator's Report**

**VIII. Director's Report**

Mample stated he retired from Township Board and this is his last meeting. He wants to say Thank you for what you do and for letting him be a part of our organization. He has enjoyed working with such focused individuals and what we do is important. He feels the organization is going in the right direction and doing good things. This has been a very fulfilling piece of his life.

**IX. Next Meeting – February 25, 2015**

**X. Public Comment**

**XI. Adjourn**

A motion was made by Rafferty and seconded by Uzpen to adjourn at 7:38pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Kristine Jenson.