

BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

June 28, 2023

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

 = requested Board action

- I. **Call to Order** Chair, Jim Lindner
- II. **Approval of Agenda** 
- III. **Approval of April 26, 2023 Board Meeting Minutes** 
- IV. **Visitors and Presentations**
 - A. TEC Report to the Board (Pg. 21) & Finance Report (Pg. 13) – June 2023– Terry Huntrods
 - B. Public visitors – non agenda items
- V. **Consent Agenda**  - *Directors may request to move any item to business agenda for discussion*
 - A. Consider Landscape Level 1 Grant Applications: 1) LL1 2023-01 ; 2) LL1 2023-02 ; 3)LL1 2023-03 Pg. 22
 - B. Consider LMC Liability Waiver Form for Insurance Renewals Pg. 26
 - C. Consider Mock-up and Templates for New Website Rebuild Pg. 30
 - D. Consider Adding Juneteenth as Holiday in VLAWMO Employee Manual Pg. 32
 - E. Update on 2023 Events Calendar and VLAWMO 40th Anniversary Campaign Pg. 33
 - F. Pleasant/Deep Lake Carp Removal Update Pg. 35
 - G. Partnership with SPRWS for 50% of Sheet Pile Loan Payment to MPCA Pg. 36
 - H. Pleasant and Birch Lake Surveys with RCSWCD Pg. 37
 - I. Munch Bunch/Goats at Vadnais Heights City Hall Pg. 38
- VI. **Business**
 - A. **Budget**
 1. Consider Proposed 2024 Budget- Phil  (20 mins.) Pg. 39
 - B. **Projects and Studies/Plans**
 1. Consider Construction Contract for Oak Knoll Spent Lime Project and Temporary Easement Signatures; Resolution 03-2023 – Dawn, Phil, & Greg W.  (15 min) Pg. 64
 2. Consider Wilkinson Lake Deep Water Wetland Plans & Specs, Supplemental Agreement with NOC, and Authorize Soliciting Bids; Resolution 04-2023–Dawn and Chris O  (15 min) Pg. 84
 3. Consider 3 MOUs and a Request for Services for E Vadnais Lake Subwatershed Resiliency Study – Lauren  (10 min) Pg. 118
 4. Consider Feasibility Study for Polar Lakes Park Water Reuse and MOU with White Bear Township – Brian  (10 min) Pg. 132
- VII. **Discussion /Administration Communication**
 - A. August 24th VLAWMO 40th Anniversary Event – Nick
- VIII. **Adjourn:** Next regular meeting: August 23, 2023

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MINUTES OF THE BOARD OF DIRECTORS – April 26, 2023 REGULAR BOARD MEETING

Attendance		Present	Absent
Jim Lindner, Chair	City of Gem Lake	x	
John Shuman	City of North Oaks	x	
Rob Rafferty	City of Lino Lakes		X*
Ed Prudhon	White Bear Township	x	
Dan Jones, Vice Chair	City of White Bear Lake		x*
Bill Walsh	City of White Bear Lake	X**	
Katherine Doll Kanne	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	
Lauren Sampedro	Watershed Tech & Program Coord.	x	

*= with prior notice

** = alternate

Others in attendance: Connie Taillon (City of White Bear Lake), Terry Huntrods (VLAWMO Technical Commission), Chris Knopik, Ezra Koetz (Clifton, Larson, Allen LLP), Greg Wilson (Barr Engineering)

I. Call to Order

The meeting was called to order at 7:03 pm by Chair Lindner.

II. Approval of Agenda

The agenda for the April 26, 2023 Board meeting was presented for approval.

A motion was made by Director Walsh and seconded by Director Doll Kanne to approve the April Board meeting agenda.

Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye. Prudhon: aye, Walsh: aye. Motion passed.

III. Approval of Minutes

The minutes from the February 28 Board meeting were placed on the agenda for approval, as presented. No comments from the Directors.

A motion was made by Director Prudhon and seconded by Director Shuman to approve the February 28th meeting minutes. Vote: Shuman: aye, Doll Kanne: abstain. Lindner: aye, Prudhon: aye, Walsh: abstain. Motion passed.

IV. Visitors and Presentations

A. Oath of Office

Director Doll Kanne and Director Shuman took the oath of office to serve on the VLAWMO Board, administered by Belfiori.

B. TEC Report to the Board and February Finance Report

Huntrods presented the April finance report and April TEC report to the Board as included in the packet. Notable items include the 319 biochar project with monitoring starting in spring, the Oak Knoll spent lime study, Wilkinson Lake BMP, Pleasant Lake carp management, and a new groundwater webpage posted on the VLAWMO website..

Discussion:

Director Shuman inquired about what possible roadblocks exist on the efforts included in the TEC report to Board, and if there's anything that the Board can possibly help with. Huntrods and Administrator Belfiori provided that there aren't known challenges at this time, but they would appear on a regular basis as action items and proposals brought to future meeting agendas.

B. Public Visitors

None

V. Consent Agenda

Chair Lindner asked if any Board members wished to speak on any of the consent agenda items, no requests were made from directors.

Consent agenda items on the agenda and included in the February Board packet were as follows:

- A. **Update on Wilkinson Lake Deep Water Wetland Restoration Project**
- B. **Consider Public Drainage Inspection Protocol & 2023 Public Drainage System Inspection Report**
- C. **Consider VLAWMO Monitoring Field Safety Policy**
- D. **Consider authorizing Amelia Lake SLMR**
- E. **Consider MOU with NOHOA and revised service agreement for 2023 with RCD for Pleasant Lk aquatic plant survey**
- F. **Update on E Vadnais Lake Subwatershed Resiliency Study**

Discussion: Administrator Belfiori informed the Board that V.E. had an update on the agreement between packet formation and the meeting.

A motion was made by Director Prudhon and seconded by Director Doll Kanne to approve the consent agenda. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Walsh: aye. Motion passed.

VI. Business

A. Administration

1. Election of Board Officers, VLAWMO subcommittee and Update on TEC chair/officers

Chair Lindner initiated discussion of the roles and positions available for Board officers and the subcommittee in 2023.

Discussion:

Chair Lindner provided an update that subcommittee meetings will be in-person going forward due to counsel guidance on the open meeting law. Administrator Belfiori described the subcommittee as a valuable working session with three Board members, allowing a deeper level of detail than regular meetings. The subcommittee meetings are beneficial to budget arrangement as well as complex projects.

Chair: Jim Lindner

A motion was made by Director Prudhon and seconded by Director Walsh to approve Director Lindner to serve as Chair of the Board of Directors. Vote: Shuman: aye, Doll Kanne: aye, Lindner: abstain, Prudhon: aye, Walsh: aye. Motion passed.

Vice-Chair: Dan Jones

A motion was made by Director Prudhon and seconded by Director Shuman to approve Director Jones to serve as Vice Chair of the Board of Directors. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Walsh: aye. Motion passed.

Secretary Treasurer: Katherine Doll Kanne

A motion was made by Director Doll Kanne and seconded by Director Walsh to approve Director Doll Kanne to serve as Secretary Treasurer of the Board of Directors. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Walsh: aye. Motion passed.

Subcommittee: Jim Lindner, Ed Prudhon, Katherine Doll Kanne

A motion was made by Director Walsh and seconded by Director Doll Kanne to approve Chair Lindner, Director Prudhon, Director Doll Kanne to sit on the Board subcommittee. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Walsh: aye. Motion passed.

B. Projects and Programming

1. Consider 2022 Audit – CLA presentation

VLAWMO's auditors Chris Knopik and Ezra Koetz with Clifton, Larson, Allen LLP presented a summary of the 2022 audit results as included in the April Board packet. The audit results included an unmodified opinion from the auditors, internal controls over financial reporting, and Minnesota legal compliance. The auditors encouraged documentation and review of internal controls.

The auditors also displayed the reserves and assured the Board that they're adequate and sustainable.

A Governance communication letter was provided, which expressed that the auditors are comfortable with management's estimates, that no difficulties or disagreements were encountered, and assurance that receivables, payables, and wages were properly issued.

Lastly, the auditors explained that the signed letter is prepared and that the final step in this process is Board approval.

Discussion:

Director Walsh requested more description of the 2022 MPCA loan. Administrator Belfiori provided that it's a no interest MPCA loan that paid for a significant portion of the sheet pile on Lambert Lake Pond in 2021 in Vadnais Heights. This loan program is part of the State Clean Water Legacy program.

A motion was made by Director Prudhon and seconded by Director Shuman to approve the 2022 Financial Report and audit documents and direct them to be distributed to the appropriate state and local agencies, Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, , Walsh: aye. Motion passed.

2. Consider Resolution 01-2023 regarding Oak Knoll Pond spent lime demonstration project 

Tanner introduced the packet items for this agenda item and the project team including Connie, Greg Wilson, Phil, and Dawn. The project planning and proposed implementation are in partnership with the City of White Bear Lake.

Background includes a grant program in partnership with RWMWD treating two ½ acre ponds, one of which was within VLAWMO on Ash St in Lino Lakes. The current project is a scaled-up demonstration and experiment using spent lime as a water quality improvement technique to address internal phosphorus loading in Oak Knoll Pond/Wood Lake in White Bear Lake.

The feasibility study results to conduct a demonstration project in Oak Knoll Pond/Wood Lake were presented to the Board. Tanner outlined the components of the feasibility study technical and social feasibilities, permitting by the MPCA, and the cost estimate.

Wilson described the technical feasibility analysis, which started with a lab analysis of Oak Knoll Pond water. From this, the pH conditions were investigated and the calculated projected dose was indicated. It would be expected that the treatments would take 1.5-2 months to apply the full dose, with active monitoring for pH during the project to ensure compliance with permit requirements.

Wilson noted that the 10 completed easements received for accessing the pond are adequate for the project and for a cost-effective procedure. Wilson estimated the cost to be \$83,100, and that the budget includes approved 50% cost-share with the City of White Bear Lake as well as VLAWMO 2023 budget. Tanner noted that subwatershed budgeted funds are sufficient to cover the outlined costs.

Tanner noted the timing for proposed next steps include creating a scope of work, receiving quotes, and bringing these back to the June 2023 VLAWMO Board meeting. Tanner lastly outlined the components of Resolution 01-2023 as included in the April Board Packet.

**RESOLUTION NO. 01-2023
Of the Vadnais Lake Area Water Management Organization (VLAWMO)**

A RESOLUTION APPROVING THE FEASIBILITY STUDY FOR SPENT LIME DEMONSTRATION PROJECT FOR OAK KNOLL POND/WOOD LAKE, MOU BETWEEN THE CITY OF WHITE BEAR LAKE AND VLAWMO, SCOPE OF WORK FOR FINAL PROJECT DESIGN /INSPECTION, AND AUTHORIZE VLAWMO SUBCOMMITTEE TO CONSIDER FINAL PROJECT CONTRACT DOCUMENTS AND SOLICIT QUOTES

Resolution 01-2023 was moved by Director _____ and second by Director _____.

WHEREAS, Oak Knoll Pond is a public water wetland that functions as a stormwater pond and receives runoff from the surrounding neighborhoods;

WHEREAS, Oak Knoll Pond is located in the Goose Lake subwatershed. East Goose Lake is on the State of Minnesota's Section 303(d) impaired waters list for excess nutrient through the Clean Water Act;

WHEREAS, internal load feasibility study and implementation, detention pond retrofit and maintenance, and emerging technologies demonstrations were identified as Goose Lake nutrient reduction strategies in the 2014 VLAWMO Total Maximum Daily Load (TMDL) Implementation Plan;

WHEREAS, the VLAWMO Board authorized participation in the research project with Barr Engineering and experimental spent lime treatment of Ash Street Pond in Lino Lakes during 2021;

WHEREAS, Barr Engineering reported that internal load was reduced and such reductions were maintained in treatment ponds (~0.5 acres in size) that were part of the spent lime research project that was conducted in 2021;

WHEREAS, the VLAWMO Board authorized the spent lime feasibility study with Barr Engineering to treat a larger waterbody to see if spent lime treatment is a technology for water quality improvement that can be scaled up;

WHEREAS, field samples were collected, monitoring conducted, and lab analyses were conducted to determine that Oak Knoll Pond/Wood Lake is a suitable waterbody for spend lime treatment due to water and sediment chemistry;

WHEREAS, the recently completed feasibility study (attached in the April 26, 2023, Board packet) determined that the Project is socially and technically feasible and cost effective for a spent lime demonstration project on Oak Knoll pond;

WHEREAS, the City of White Bear Lake has been an active participant and financial partner during each step of the spend lime demonstration project development to date and has budgeted for a cost share in the currently proposed demonstration project;

WHEREAS, the attached Feasibility Study and scope of work dated April 18, 2023, from Barr Engineering identifies the anticipated engineering work needed to prepare plans and specs, conduct the solicitation of quotes, provide a recommendation for a contractor to complete the Project, and provide Project development of plans and specs, request for quotes, oversight and inspection in the amount of \$15,000 and provides a cost estimate for completion of the Project at an anticipated \$60,500, with a recommended 10% contingency;

WHEREAS, VLAWMO and City mutually desire to partner on the spent lime demonstration project in Oak Knoll Pond/Wood Lake that is resulting from the recently completed spent lime feasibility study and have prepared a corresponding MOU (attached) between VLAWMO and the City for 50% payment each of the attached scope of work from Barr Engineering. The City Council is unable to act on the MOU until May 9th however the contract with Barr Engineering for development of plans /specs and contract documents will be signed by April 28th to allow Barr Engineering the time need to complete work items for the May subcommittee packet; and

WHEREAS, the VLAWMO Board desires to move forward with the development of final contract documents and solicitation of quotes for consideration at an upcoming meeting of either the VLAWMO subcommittee or VLAWMO Board.

NOW, THEREFORE, BE IT RESOLVED, by the Vadnais Lake Area Watershed Management Organization Board of Directors that the Board authorizes:

- 1) Approval of the Oak Knoll Pond Spent Lime Demonstration Treatment Feasibility Study dated April 18, 2023
- 2) Approval of the scope of work from Barr Engineering dated April 18, 2023, to complete final demonstration project contract documents, solicit quotes, and inspect project implementation
- 3) Approval of MOU with City of White Bear Lake, which identifies 50% cost share on Barr Engineering above mentioned scope of work, and
- 4) The VLAWMO subcommittee to consider final design plans/specs and authorize soliciting quotes for the demonstration project.

Adopted this 26th day of April 2023 on a vote of 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Dan Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ed Prudhon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Rafferty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Shuman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Doll Kanne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Lindner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Walsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BY THE VLAWMO BOARD

Chairperson

Attest: _____
Administrator

Discussion:

Director Lindner inquired whether any property owners were against the study. Wilson noted that correspondence indicates either support for the project or a lack of an expressed opinion.

Director Shuman asked about the level of confidence that the residents around the pond support the project. Tanner affirmed that the responses were supportive at the public meeting and staff received inquiries on if and how residents can help.

Director Doll Kanne inquired about the next steps after the proposed project is completed and if VLAWMO is unique in pursuing this type of water quality study. Wilson noted that the increase from the 2022 study to this 2023 application is an increase of about 10 times larger in pond size. Wilson described that the experimental or demonstration study is an attempt to bridge the gap between what has been documented to work on a small level and other water treatment methods that have been established on a larger lake scale, such as alum treatment.

Wilson affirmed that this study at this level of treatment with accompanying dosing, monitoring, and project scope is providing new information to the previously completed lab work and field tests. Wilson stated that a value of spent lime is that it is a low-cost byproduct of water treatment processes currently used as an agricultural field amendment. Its use in water quality improvement is of high interest in the field as a potential, cost-effective alternative to alum.

Director Prudhon inquired about whether discussion took place on residential fertilizer use and other yard practices around the pond. Tanner noted that the pond receives stormwater and cost share projects were highlighted at the community meeting. Chair Lindner asked if the pond has always been there or if it is man-made. Wilson noted that the pond is in the public water inventory, and was likely pre-existing before development occurred. With that, it was likely modified to meet the function of a stormwater pond for the development.

A motion was made by Director Walsh and seconded by Director Doll Kanne to approve Resolution 01-2023 Approving the feasibility study for spent lime demonstration project for Oak Knoll Pond/Wood Lake, MOU between the City of White Bear Lake and VLAWMO, scope of work for final project design/inspection, and authorize VLAWMO subcommittee to consider final project contract documents and solicit quotes. Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, Walsh: aye. Resolution passed.

C. Budgets

1. Discussion and consideration of 4-year partnership projects table

Administrator Belfiori introduced the agenda item with an overview of 2022 strategic planning process. He then noted that this 4-year table is based on interviews and feedback from key staff from the various municipal and local partners. This feedback was then incorporated into the next draft which was discussed with the VLAWMO Board subcommittee in March.

Administrator Belfiori referred to the presented project table and noted that capital projects are budgeted according to subwatershed. Efforts that are not specific capital projects include watershed-wide program partnerships.

Administrator Belfiori explained the various example scenarios for long-range budget planning and fund balance management are high-level and for illustrative purposes only to inform the 2024 preliminary draft budget, as outlined in the April Board packet. Administrator Belfiori noted that the budget expressed in the packet is focused on VLAWMO direct expenditures and did not assume grant or partnership funding.

Administrator Belfiori expressed that 5% fund balance high level scenario identifies completing two thirds of the projects outlined in the project table. He noted that striving for two thirds of the projects may be a more realistic approach to long range budget planning. He also noted that factors such as inflation may create unknowns and higher costs when projects are pursued in the future, and that not all of the projects may occur due to the complex nature of partnerships and economic feasibility.

Administrator Belfiori expressed a comparison of tax levy income of the watersheds in Ramsey County compared to VLAWMO. He noted that VLAWMO is very competitive for the value it provides for its residents.

Discussion:

Director Walsh asked about for clarification on the difference between scenarios 4 and 5, Director Shuman clarified which scenario would be the Administrator's recommendation. Administrator Belfiori responded that the two scenarios are the same except scenario 5 involves drawing down the fund balance. He noted that this agenda item does not include his 2024 budget recommendation and that his recommendation would be provided at the Board subcommittee meeting and that the subcommittee would then bring a budget recommendation to the full Board. This discussion serves as a high level budget planning discussion only and is a precursor to the June 2023 Board meeting budget discussion. Chair Lindner provided that the subcommittee will have discussed, planned, and prepared insight for the June Board meeting. Administrator referred to the slide on page 121 of the Board packet which outlined the 2024 budget planning process.

Director Walsh asked about the history of VLAWMO SSU increases. Administrator Belfiori provided that at the time he joined VLAWMO three years ago the increase has been 5%, 9% and 7%. He noted that the increases have been lower than other watersheds and has allowed for more large-scale, high-impact projects to be implemented.

Director Doll Kanne inquired about what the public response to SSU increases has been. Administrator Belfiori expressed that overall comments have been supportive. He noted that increases are according to the Board's level of comfort in managing the fund balance. He noted that the primary task at this time is deciphering what the VLAWMO Board philosophy is in managing the fund balance. Director Prudhon added that he has not received any comments from the public.

Director Lindner provided a perspective on long-range planning in that the ultimate consideration is what VLAWMO desires to accomplish, and that per the VLAWMO calendar year this conversation and decision-making process will return every year.

Director Walsh expressed support for not managing the fund balance down to the lowest possible per the fund balance policy but closer to the upper end of the policy range. Director Walsh inquired about if or how the current Minnesota State budget surplus may compliment the VLAWMO 2024 budget. Administrator Belfiori noted that VLAWMO does get regular updates on legislature activity.

Doll Kanne asked whether striving for 2/3 of projects is a historical pattern VLAWMO pursues, and what the rationale is for the remaining 1/3. Administrator Belfiori responded that the remaining 1/3 of the projects aren't to be abandoned but to be spaced out in a longer-term basis. He noted that project partnerships can create delays in timing between

many organizations, and this is the primary cause for aspired projects to not be completed in their projected timeline.

A motion was made by Director Shuman and seconded by Director Doll Kanne to approve that the attached 4-year partnership project table (Attachment 1) generally captures a high-level long range plan for partnership projects for the VLAWMO. Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, Walsh: aye. Motion passed.

2. Discussion and authorization of VLAWMO subcommittee to provide recommendations on rough draft preliminary 2024 budget 🐦

Administrator Belfiori introduced that the budget presented is not considered the staff-recommended budget and is a rough draft only meant as a preview to the subcommittee's activity planned for May 2023. He described the projects proposed as outlined in pages 117-119 of the April Board packet.

He outlined the target dates for subcommittee and Board meetings, and noted that traditionally the Board invites a VLAWMO Technical Commission member to attend the subcommittee meetings.

Discussion:

None

A motion was made by Director Walsh and seconded by Director Prudhon to authorize the Subcommittee to review the draft 2024 budget materials and provide the full Board recommendation(s) at the June 28 meeting. Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, Walsh: aye. Motion passed

VII. Discussion

None

VIII. Administration Communication

1. Discussion on possible VLAWMO project summer tour

Administrator Belfiori inquired about a 2-3 hour summer tour of notable VLAWMO cost share and capstone projects. Directors Lindner, Shuman, and Doll Kanne expressed interest.

VII. Adjourn

A motion was made by Director Walsh and seconded by Director Doll Kanne to adjourn at 8:34 pm.

Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, Walsh: aye. Motion passed.

Minutes compiled and submitted by Nick Voss.

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VLAWMO Finance Summary: June 2023

Jun-23		Actual 6/1/23	Actual to Date	2023 Budget	Carry over from 2022 to 2023	Remaining in Budget	2023 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$0	\$10,891	\$1,090,887	\$0	\$1,079,996	\$1,090,887	1%
5.12	Service Fees	\$0	\$0	\$200	\$0	\$200	\$200	0%
5.13	Interest + mitigation acct	\$4,380	\$22,237	\$1,000	\$0	(\$21,237)	\$1,000	2224%
5.14	Misc. income - WCA admin & other	\$6,499	\$6,499	\$3,000	\$0	(\$3,499)	\$3,000	217%
5.15	Other Income Grants/ <u>loan</u>	\$0	\$69,693	\$385,284	\$0	\$315,591	\$385,284	18%
5.16	Transfer from reserves	\$0	\$0	\$294,364	\$231,999	\$526,363	\$526,363	0%
	TOTAL	\$10,879	\$109,320	\$1,774,735	\$231,999	\$1,897,414	\$2,006,734	6%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,095	\$12,795	\$28,181	\$0	\$15,386	\$28,181	45%
3.120	Information Systems	\$2,189	\$9,792	\$33,300	\$0	\$23,508	\$33,300	29%
3.130	Insurance	\$0	\$161	\$7,571	\$0	\$7,410	\$7,571	2%
3.141	Consulting - Audit	\$0	\$10,585	\$9,000	\$0	(\$1,585)	\$9,000	118%
3.142	Consulting - Bookkeeping	\$44	\$197	\$1,500	\$0	\$1,303	\$1,500	13%
3.143	Consulting - Legal	\$82	\$723	\$6,000	\$0	\$5,277	\$6,000	12%
3.144	Consulting - Eng. & Tech.	\$766	\$1,538	\$30,000	\$15,000	\$43,462	\$45,000	3%
3.150	Storm Sewer Utility	\$0	\$2,978	\$15,000	\$0	\$12,022	\$15,000	20%
3.160	Training (staff/board)	\$69	\$7,869	\$13,250	\$0	\$5,381	\$13,250	59%
3.170	Misc. & mileage	\$404	\$1,015	\$6,300	\$0	\$5,285	\$6,300	16%
3.191	Administration - staff	\$31,403	\$202,232	\$422,353	\$0	\$220,121	\$422,353	48%
3.192	Employer Liability	\$9,475	\$58,695	\$122,428	\$0	\$63,733	\$122,428	48%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$1,534	\$1,534	\$18,000	\$0	\$16,466	\$18,000	9%
3.220	Equipment	\$0	\$928	\$3,000	\$1,000	\$3,072	\$4,000	23%
3.230	Wetland assessment & management	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	0%
3.240	Watershed planning /special study	\$0	\$0	\$10,000	\$5,000	\$15,000	\$15,000	0%
3.3	Education and Outreach							
3.310	Public Education	\$24	\$2,131	\$6,000	\$0	\$3,869	\$6,000	36%
3.320	Marketing	\$213	\$3,585	\$15,000	\$9,500	\$20,915	\$24,500	15%
3.330	Community Blue Ed Grant	\$1,500	\$1,500	\$8,000	\$0	\$6,500	\$8,000	19%
<i>Total Core functions: Ops, Monitoring, Education</i>		<i>\$49,798</i>	<i>\$318,258</i>	<i>\$754,883</i>	<i>\$40,500</i>	<i>\$477,125</i>	<i>\$795,383</i>	<i>40%</i>
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$15,000	\$10,000	\$25,000	\$25,000	
3.420	Lambert Creek	\$0	\$2,083	\$55,000	\$0	\$52,917	\$55,000	4%
3.421	Lambert Lake Loan	\$0	\$19,284	\$38,568	\$0	\$19,284	\$38,568	50%

3.425	Goose Lake	\$251	\$12,944	\$92,500	\$0	\$79,556	\$92,500	14%
3.430	Birch Lake	\$0	\$0	\$20,000	\$0	\$20,000	\$20,000	0%
3.440	Gilf Black Tam Wilk Amelia	\$19,661	\$73,128	\$157,500	\$43,000	\$127,372	\$200,500	36%
3.450	Pleasant Charley Deep	\$0	\$11,560	\$48,000	\$30,000	\$66,440	\$78,000	15%
3.460	Sucker Vadnais	\$0	\$1,857	\$35,000	\$28,000	\$61,143	\$63,000	3%
3.48	Programs							
3.480	Soil Health Grant	\$490	\$568	\$8,000	\$0	\$7,432	\$8,000	7%
3.481	Landscape 1	\$0	\$0	\$30,000	\$6,263	\$36,263	\$36,263	0%
3.482	Landscape 2/BWSR WBF	\$0	\$1,576	\$35,000	\$36,636	\$70,060	\$71,636	2%
3.483	Project Research & feasibility	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.	\$1,555	\$7,212	\$90,000	\$37,600	\$120,388	\$127,600	6%
3.5	Regulatory							
3.510	Engineer Plan review	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	0%
	<i>Total CIP & Program</i>	\$21,957	\$130,212	\$634,568	\$191,499	\$695,855	\$826,067	16%
	Total of Core Operations & CIP	\$71,755	\$448,470	\$1,389,451	\$231,999	\$1,172,980	\$1,621,450	28%

Fund Balance	5/1/2023	6/1/2023
4M Account	\$846,347	\$750,936
4M Plus Savings	\$231,872	\$232,868
Total	\$1,078,219	\$983,804

Restricted funds		6/1/2023
Mitigation Savings		\$21,015
Term Series		\$0

Vadnais Lake Area Water Management Organizatic
Profit & Loss
May 11 through June 14, 2023

8:33 AM
06/07/2023
Cash Basis

May 11 - Jun 14, 23

Ordinary Income/Expense	
Income	
Misc.	6,498.54
5.1 · Income	
5.13 · Interest	4,380.45
Total 5.1 · Income	<u>4,380.45</u>
Total Income	<u>10,878.99</u>
Gross Profit	<u>10,878.99</u>
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	58.80
Phone/Internet/Machine Overhead	305.00
Postage	16.44
Rent	1,715.00
Total 3.110 · Office	<u>2,095.24</u>
3.120 · Information Systems	
IT Support	1,439.00
IT Systems - Hardware	720.00
Software	30.00
Total 3.120 · Information Systems	<u>2,189.00</u>
3.142 · Bookkeeping help	44.02
3.143 · Legal	82.80
3.144 · Eng. & Tech.	766.00
3.160 · Training (staff/board)	69.50
3.170 · Misc. & mileage	404.73
3.191 · Employee Payroll	
payroll	31,403.26
Total 3.191 · Employee Payroll	<u>31,403.26</u>
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,282.94
Administration PERA	2,355.24
Insurance Benefit	4,791.95
Total 3.192 · Employer Liabilities	<u>9,475.05</u>
Total 3.1 · Administrative/Operations	<u>46,529.60</u>
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	1,534.00
Total 3.2 · Monitoring and Studies	<u>1,534.00</u>
3.3 · Education and Outreach	
3.310 · Public Education	23.94
3.320 · Marketing	213.08

3.330 · Community Blue Education Grant	1,500.00
Total 3.3 · Education and Outreach	<u>1,737.02</u>
3.4 · Capital Imp. Projects/Programs	
3.425 · Goose Lake	
Oak Knoll	251.00
Total 3.425 · Goose Lake	<u>251.00</u>
3.440 · Gilfillan Black Tamarack Wilkin	
Wilk 319 cash match \$182,137	17,633.25
3.440 · Gilfillan Black Tamarack Wilkin - Other	2,028.60
Total 3.440 · Gilfillan Black Tamarack Wilkin	<u>19,661.85</u>
Total 3.4 · Capital Imp. Projects/Programs	<u>19,912.85</u>
3.48 · Programs	
3.480 · Soil Health Grant	490.00
3.485 · Facilities & Maintenance	1,555.00
Total 3.48 · Programs	<u>2,045.00</u>
Total Expense	<u>71,758.47</u>
Net Ordinary Income	<u>-60,879.48</u>
Net Income	<u><u>-60,879.48</u></u>

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
 April 1 through June 1, 2023

12:50 PM

06/05/2023

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Apr 1 - Jun 1, 23									
Credit Card Charge	04/03/2023		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	41.99	41.99
Credit Card Charge	04/04/2023		Trophies By EDCO	Tec award Jesse	US Bank CC	√	3.310 · Public Education	87.30	129.29
Credit Card Charge	04/05/2023		POND5	pictures	US Bank CC	√	3.320 · Marketing	8.00	137.29
Credit Card Charge	04/10/2023		adobe *photography plan		US Bank CC	√	Software	9.99	147.28
Credit Card Charge	04/11/2023		Frattalone Companies	keys for Carp Solutions	US Bank CC	√	3.220 · Equipment	10.76	158.04
Credit Card Charge	04/13/2023		Target	remote camara battery	US Bank CC	√	3.220 · Equipment	71.97	230.01
Transfer	04/20/2023			Funds Transfer	US Bank CC	√	Checking - 1987	-1,240.00	-1,009.99
Credit Card Charge	04/25/2023		Adobe *Creative Cloud		US Bank CC	√	Software	32.20	-977.79
Credit Card Charge	04/28/2023		Zoom	subscription april23-april24	US Bank CC	√	Software	149.90	-827.89
Credit Card Charge	05/02/2023		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	-785.89
Credit Card Charge	05/08/2023		adobe *photography plan		US Bank CC	√	Software	9.99	-775.90
Credit Card Charge	05/11/2023		ESRI	ArcGIS credits	US Bank CC		IT Systems - Hardware	720.00	-55.90
Credit Card Charge	05/28/2023		hologram	account refill	US Bank CC		Software	30.00	-25.90
Credit Card Charge	05/30/2023		print for change	WMO Brochures	US Bank CC		3.320 · Marketing	186.00	160.10
								160.10	160.10
Apr 1 - Jun 1, 23									

Vadnais Lake Area Water Management Organization
Check Detail

8:36 AM

06/07/2023

May 11 through June 14, 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	05/19/2023	Reliance Standard		Checking - 1987		-312.17
				Insurance Benefit		-91.50	91.50
				Insurance Benefit		-220.67	220.67
TOTAL						-312.17	312.17
Check	eft	05/19/2023	US Bank		Checking - 1987		-44.02
				3.142 · Bookkeeping help		-44.02	44.02
TOTAL						-44.02	44.02
Check	5562	06/14/2023	City of Vadnais Heights		Checking - 1987		-2,095.24
				Rent		-1,715.00	1,715.00
				Phone/Internet/Machine Overhead		-305.00	305.00
				Postage		-16.44	16.44
				Copies		-58.80	58.80
TOTAL						-2,095.24	2,095.24
Check	5563	06/14/2023	Freshwater Society		Checking - 1987		-1,500.00
				3.330 · Community Blue Education Grant		-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Check	5564	06/14/2023	Kennedy & Graven, Chartered		Checking - 1987		-2,111.40
				3.143 · Legal		-82.80	82.80
				3.440 · Gilfillan Black Tamarack Wilkin		-2,028.60	2,028.60
TOTAL						-2,111.40	2,111.40
Check	5565	06/14/2023	RMB Environmental Laboratories, Inc.		Checking - 1987		-1,534.00
				3.210 · Lake & Creek lab analysis		-1,053.00	1,053.00
				3.210 · Lake & Creek lab analysis		-426.00	426.00
				3.210 · Lake & Creek lab analysis		-55.00	55.00
TOTAL						-1,534.00	1,534.00
Check	5566	06/14/2023	Metro - Inet		Checking - 1987		-1,439.00
				IT Support		-1,439.00	1,439.00
TOTAL						-1,439.00	1,439.00
Check	5567	06/14/2023	Houston Engineering, Inc		Checking - 1987		-19,188.25
				3.485 · Facilities & Maintenance		-1,555.00	1,555.00
				Wilk 319 cash match \$182,137		-17,633.25	17,633.25
TOTAL						-19,188.25	19,188.25
Check	5568	06/14/2023	Barr Engineering Co		Checking - 1987		-1,017.00

			Oak Knoll	-251.00	251.00
			3.144 · Eng. & Tech.	-766.00	766.00
TOTAL				<u>-1,017.00</u>	1,017.00
	Check	5569	06/14/2023 janelle green	Checking - 1987	0.00
TOTAL				0.00	0.00
	Check	5570	06/14/2023 Colleen O'Brien	Checking - 1987	-420.00
			3.480 · Soil Health Grant	-420.00	420.00
TOTAL				<u>-420.00</u>	420.00
	Check	5571	06/14/2023 City of White Bear Lake	Checking - 1987	-40,566.14
			payroll	-31,403.26	31,403.26
			Administration FICA	-2,282.94	2,282.94
			Administration PERA	-2,355.24	2,355.24
			Insurance Benefit	-4,479.78	4,479.78
			Admin payroll processing	-44.92	44.92
TOTAL				<u>-40,566.14</u>	40,566.14
	Check	5572	06/14/2023 Brian Corcoran	Checking - 1987	-226.17
			3.170 · Misc. & mileage	-226.17	226.17
TOTAL				<u>-226.17</u>	226.17
	Check	5573	06/14/2023 Dawn Tanner	Checking - 1987	-181.38
			3.170 · Misc. & mileage	-111.88	111.88
			3.160 · Training (staff/board)	-69.50	69.50
TOTAL				<u>-181.38</u>	181.38
	Check	5574	06/14/2023 Lauren Sampedro	Checking - 1987	-43.75
			3.170 · Misc. & mileage	-43.75	43.75
TOTAL				<u>-43.75</u>	43.75
	Check	5575	06/14/2023 Nicholas Voss	Checking - 1987	-73.95
			3.170 · Misc. & mileage	-22.93	22.93
			3.310 · Public Education	-23.94	23.94
			3.320 · Marketing	-27.08	27.08
TOTAL				<u>-73.95</u>	73.95
	Check	5576	06/14/2023 Caden Hill	Checking - 1987	-70.00
			3.480 · Soil Health Grant	-70.00	70.00
TOTAL				<u>-70.00</u>	70.00

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**TEC Report to the Board
June 2023**

Programs & Projects	Effort Level	Completion Date	Comments													
	LOW															
	MED															
	HIGH															
Projects				Administration & Operation												
319 Biochar			Monitoring started 2023.	Audit		2022/2023	2022 audit approved by Board at the April meeting.									
Oak Knoll Pond/Wood Lake		ongoing	Barr authorized by Subcommittee to go out for quotes. Quotes due at noon on June 9.	Budget		for 2024 budget	Board Subcommittee discussed draft 2024 budget. VLAWMO Board will be considering 2024 budget at June 28 meeting.									
Public Ditch Maintenance		ongoing	Drainage inspections complete, Conducted site visit to two gullies with Ramsey County	Personnel /HR		ongoing	Staff continue to pursue professional development per their approved training plans.									
MPCA 319 /Wilkinson Lake BMP		2021-24	Partner review of plans and specs received. HEI has provided the final bid package.	SSU		ongoing	2023 SSU certifications submitted to Ramsey and Anoka County.									
Pleasant Lake Carp Management		2022-28	Spring removal complete. Biomass estimate will be done later in the season, and a 5-year plan is requested by VLAWMO from Carp Solutions to bring to the Board by the end of the year.	Strategic /watershed planning		2023										
Programs				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">FINANCIAL SUMMARY as of 6/1/2023</th> </tr> <tr> <th style="width: 33%;">4M Account (1.10)</th> <th style="width: 33%;">4M Plus (1.23)</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$750,936</td> <td style="text-align: right;">\$232,868</td> <td style="text-align: right;">\$983,804</td> </tr> </tbody> </table>				FINANCIAL SUMMARY as of 6/1/2023			4M Account (1.10)	4M Plus (1.23)	Total	\$750,936	\$232,868	\$983,804
FINANCIAL SUMMARY as of 6/1/2023																
4M Account (1.10)	4M Plus (1.23)	Total														
\$750,936	\$232,868	\$983,804														
City/Township MS4		June	New grass clippings mailing insert (MCM 1), new construction BMPs guide (MCM 4-5). Collaboration with White Bear Township for mailing insert, North Oaks Home Owner's Association for SummerFest 6/3/23. City of Vadnais Heights stormwater BMP training in June.													
Education/Outreach		June-August	Smart irrigation and groundwater conservation campaign to be launched for summer '23. Birch Lake Elementary program with White Bear Lake Rotary and City of WBL complete in May '23. Develop Wilkinson, and Tamarack lake improvement and Oak Knoll Pond spent lime outreach as projects unfold.													
Website		June-August	40th Anniversary campaign live, groundwater page live. Website renovation in mock-up stage with content development completed by staff in summer '23.													
WAV		June-Sept	Minnesota Water Steward Megan Sigmon-Olsen capstone project with purple loosestrife bio control. Eagle Scout project with Vadnais Heights Elementary raingarden upkeep. New volunteer on macroinvertebrate LeafPack monitoring. 3-4 public tours of past cost-share projects and WB Montessori native plantings.													
Cost Share & BWSR WBIF		ongoing	Westfield Park project on schedule to complete in June, NOHOA entrance raingarden planting to be completed this summer. Several cost share applications moving forward. Participated in VH smart irrigation controller training & discussed expanding the program to additional parks in the City. Continuing to work on potential projects for the BWSR WBIF grant program with partners.													
GIS		ongoing	Renewed ESRI storage credits and updating the online GIS viewer as needed.													
Monitoring		ongoing	2023 season underway													
WCA		ongoing	Administering WCA as needed.													

Budget Summary	Actual Expense YTD	2023 Budget "working"	Remaining in Budget	% YTD
Operations	\$318,258	\$795,383	\$477,125	40%
CIP	\$130,212	\$826,067	\$695,855	16%
Total	\$448,470	\$1,621,450	\$1,172,980	28%

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 15, 2023

Re: **V. A. 1.** Consider Landscape Level 1 2023-01 Wendland Grant Application

Introduction

LL1 2023-01 Wendland Swales

- Applicant: Kelli and Mike Wendland
- Location: 10 Radley Place, North Oaks
- Project Type: Vegetated swales
- Total Estimated Project Cost: \$12,391
- VLAWMO Grant Recommendation: 50%, up to \$5,000

Background

This application proposes the conversion of turf roadside ditches to vegetated swales and extensive native plantings at a residential property in North Oaks. The 2015 Pleasant Charley Deep Subwatershed Urban Stormwater Retrofit Analysis completed by Ramsey County Parks & Recreation Soil and Water Conservation Division (SWCD) recommended conversion of the neighborhood's turf roadside ditches to grassed swales, bioswales, or raingardens to reduce stormwater volume before it reaches Charley Lake. The proposed project directly drains to Charley Lake and discharges to Pleasant Lake, which is impaired for nutrients.

Rustic Hills Garden Company provided a design for the proposed vegetated swales and native planting project to capture stormwater runoff from the property's impervious surfaces, adjacent streets, as well as from several neighboring properties. Extra edible shrubs were included in the design that will not be covered by a grant and are at the applicant's expense. The estimated annual pollutant reductions are as follows: 38% reduction in volume (25,700 cubic feet), a 45% reduction in TSS (105 lbs), and a 42% reduction in TP (0.5 lbs). The swales and extra native plantings as proposed would be about 6,650 square feet in size. The first phase of the project will be dense native plantings on the west side of the property and the second phase will be the turf roadside ditch conversion to vegetated swales on the north and east sides of the property.

This project will have high public visibility, especially due to a neighborhood trail beginning on the west side of the property and may interest other neighbors in the future. The applicant obtained one bid for the project from Rustic Hills Garden Company, totaling \$12,391. Staff is confident of the value of this bid. This project was discussed at the TEC meeting on June 14th and the TEC recommended approval.

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 1 Grant funds for the 2023-01 Wendland Vegetated Swales project.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the Landscape Level 1 grant application 2023-01 at 50% of eligible project expenses, not to exceed \$5,000.00 in accordance with VLAWMO staff's recommendation and established program guidelines.

Attachment

- Application packet ([linked here](#))

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 15, 2023

Re: **V. A. 2.** Consider Landscape Level 1 2023-02 Olinger Grant Application

Introduction

LL1 2023-02 Olinger Permeable Pavers

- Applicant: Lori Olinger
- Location: 25 Deer Hills Drive, North Oaks
- Project Type: Permeable Paver Driveway
- Total Estimated Project Cost: \$21,714.00
- VLAWMO Grant Recommendation: 50%, up to \$5,000

Background

This application proposes the installation of a permeable paver driveway to replace an existing asphalt driveway at a residential property in North Oaks. The proposed project is located near Black Lake within the Gilfillan-Tamarack-Black-Wilkinson-Amelia subwatershed and is ultimately tributary to Wilkinson Lake, which is impaired for nutrients. The VLAWMO Nutrient TMDL includes Wilkinson Lake and identifies the need for more infiltration practices in this subwatershed as a waste load reduction strategy.

The proposed permeable paver driveway will infiltrate stormwater runoff that currently discharges from the property's roof, street, and part of a neighbor's driveway, to a natural stream to the east side of the property, which drains to Black Lake. The estimated annual pollutant reductions are as follows: 55% reduction in volume (11,761 cubic feet), a 52% reduction in TSS (~42 lbs), and a 53% reduction in TP (0.23 lbs). The permeable paver driveway would be 1,085 square feet in size and would involve removing the existing blacktop, adding MPCA-recommended permeable paver rock media for the paver bedding and joints, a perforated drain tile, permeable geotextile fabric, and permeable pavers.

This project will have moderate public visibility as neighbors have voiced contrasting opinions on landscaping practices and it could serve as an education and outreach opportunity. The applicant is also interested in pursuing turf grass replacement through bee lawn or native plantings and rain barrels in the future. This project and potential future projects at this location can help influence behavior change towards more water quality improvement practices in the neighborhood.

The applicant obtained two bids for the project:

- Scrubtown Brick Paving: \$27,500.00
- Pavire Driveways: \$21,714.00

The estimated project costs and proposed grant award are based on Pavire Driveway's low bid. This project was discussed at the TEC meeting on June 14th and the TEC recommended approval.

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 1 Grant funds for the 2023-02 Olinger Permeable Pavers project.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the Landscape Level 1 grant application 2023-02 at 50% of eligible project expenses, not to exceed \$5,000.00 in accordance with VLAWMO staff's recommendation and established program guidelines.

Attachment

- Application packet ([linked here](#))

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 15, 2023

Re: **V. A. 3.** Consider Landscape Level 1 2023-03 NOHOA Grant Application

Introduction

LL1 2023-03 NOHOA Pleasant Lake Shoreline

- Applicant: North Oaks Homeowner's Association (NOHOA)
- Location: 11 Skillman Lane, North Oaks
- Project Type: Shoreline Restoration
- Total Estimated Project Cost: \$12,072.00
- VLAWMO Grant Recommendation: 50%, up to \$5,000

Background

This application proposes a shoreline stabilization and restoration project on approximately 264 linear feet of eroding shoreline along the southeast side of Pleasant Lake, located off of Skillman Lane in North Oaks. NOHOA owns the buffer area around Pleasant Lake and is working with a private landowner on this project. Pleasant Lake is impaired for nutrients and the 2009 Pleasant Lakeshore Evaluation Report recommended action to stabilize the shoreline in this project area within 10 years of the report. NOHOA has initially discussed partnering with VLAWMO and private landowners on projects similar to this project in the future.

Natural Shore Technologies, Inc. provided a plan for the project to stabilize the shoreline to reduce erosion. This project would provide treatment for a drainage area of about 0.8 acres that discharges to Pleasant Lake. The estimated pollutant reductions are as follows: a reduction in TSS of ~5.6 tons/yr and a reduction in TP of ~5.6 lbs/yr. The project as proposed would involve restoring the shoreline by removing existing invasive species and replacing them with 975 native groundcover plants that can tolerate periods of shade in an area of about 4,500 square feet. The existing native trees will largely remain to provide further stabilization of the shoreline.

The applicant obtained two bids for the project:

- Woodland Resources Restorations, LLC: \$15,274.09
- Natural Shore Technologies, Inc.: \$12,072.00

This estimated project cost and proposed grant award are based on Natural Shore Technologies' low bid. This project was discussed at the TEC meeting on June 14th and the TEC recommended approval.

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 1 Grant funds for the 2023-03 NOHOA Pleasant Lake Shoreline project.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the Landscape Level 1 grant application 2023-03 at 50% of eligible project expenses, not to exceed \$5,000.00 in accordance with VLAWMO staff's recommendation and established program guidelines.

Attachment

- Application packet ([linked here](#))

To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator

Date: June 2, 2023

Re: **V. B. Consent** – Consider LMC Liability Waiver Form for Insurance Renewals

Consistent with past years, staff is working on submission on LMC Liability Insurance application. As part of this process, the application asks if VLAWMO wishes to waive statutory tort limits. Per the recommendation of Marc Bullis, VLAWMO insurance representative, the proposed motion below identifies the that the Board wish to NOT waive its monetary limits on liability. Last year the Board did not waive.

Proposed Motion

Director _____ moves that VLAWMO wish to **NOT WAIVE** the monetary limits on municipal tort liability established by Minn.Stat. § 466.04.

Attached:

- LMC Liability waiver form



Liability Waiver

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION - P&C

in

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of it purchased. The decision to waive or not to waive the statutory limits has the following effects:

1. *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limit applies. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
2. *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
3. *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision. This decision must be made by the city council. Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. For further information, contact LMCIT. You may also wish to discuss these issues with your attorney.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

For more information download the Liability Waiver Form (<https://www.lmc.org/wp-content/uploads/documents/Liability-Coverage-Waiver-Form.pdf>)

Submit Renewal

I have completed this section

(/Reports/PrintRenewalMaster?inProgramNbr=0011&cityID=600348010&inLOB=PC&inFormID=16824)

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: **Vadnais Lake Area Water Management Org.**

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

To: VLAWMO Board of Directors

From: Nick Voss, Education and Outreach Coordinator

Date: June 21, 2023

Re: **V. C.** Consider Mock-up and Templates for New Website Rebuild

Staff and partners at HDR have assembled a website mock-up in preparation of the VLAWMO.org website rebuild. The VLAWMO Technical Commission approved the mock-up and granted HDR permission to move into the final stage of the website rebuild during the June 14th, 2023 TEC meeting.

When the mock-up is complete, VLAWMO staff will still be able to change website content, text, photos, and add/remove sub-pages as staff, TEC, and BOD see fit. The structure and base aesthetic that HDR and VLAWMO staff have co-designed and will be reflected in the final rebuild consists of:

- Updating website to the most current version of Concrete5 software
- Homepage
 - Am I in VLAWMO?
 - News/events toggle
 - Important announcements: Public notice, RFPs
 - Embedded GIS map
- About VLAWMO
 - Watershed Basics
 - What we do
 - Comprehensive plan docs/TMDL
- News
- Events calendar
- Explore
 - Waterbodies and waterbodies page template
 - Embedded GIS Map
 - Watershed stories (awards, spotlights)
 - Storymaps
 - WCA and Rules
- Projects
 - Project page template
 - Link to project map
- About us
 - JPA, SSU, budget docs, water policy, annual reports
 - BOD/TEC/Staff
- Resource library
- Grants
 - Grants page template
- Get involved
 - Volunteering

- Smart salting
- Curbsides and green spaces (yard care, adopt-a-drain, IDDE, Good Neighbor Guide, links)
- Groundwater and water conservation
- Surface water management (wetlands, shallow lakes, drainage, high water/climate change)

Photo of website rebuild mock-up:



Template previews:

- [Home page](#)
- [Waterbodies](#)
- [Grants](#)
- [Project page](#)
- [News](#)
- [About us](#)
- [Events](#)

Staff and TEC recommend approval of the current mock-up and seek a motion from the VLAWMO Board to complete the website rebuild in the summer of 2023.

To: VLAWMO Board of Directors

From: Phil Belfiori

Date: June 21, 2023

Re: **V. D. (Consent):** Consider Adding Juneteenth as Holiday in VLAWMO Employee Manual

Juneteenth is now recognized as a federal holiday to be observed on June 19th. Based on this holiday designation, the City of Vadnais Heights has closed offices in observance of this day.

Recommendation

Staff recommends adding June 19th holiday of Juneteenth as Holiday in VLAWMO Employee Manual

Proposed Motion

Director _____ moves, Director _____ seconds to add June 19th /Juneteenth as Holiday in VLAWMO Employee Manual

To: VLAWMO Board of Directors

From: Nick Voss, Education and Outreach Coordinator

Date: June 21, 2023

Re: **V. E.** Update on 2023 Events Calendar and VLAWMO 40th Anniversary Campaign

Staff have assembled a 40th anniversary celebration campaign that serves as a theme to span across multiple events in the summer of 2023.

The Board is invited to a “Celebration of Conservation” event on August 24th from 3-7 pm (open house). The event is a partnership between VLAWMO celebrating its 40th anniversary and the Ramsey County Soil and Water Conservation Division celebrating its 50th anniversary. The event takes place at the Vadnais-Sucker Regional Park.

The campaign and thematic components include the summer events, a custom coaster prize, interviews from VLAWMO administrators past and present, and a summary webpage highlighting VLAWMO successes over the decades. Activities and events will be reflected in VLAWMO e-newsletters, social media, public educational booths at events such as White Bear Lake market fest, and Press Pubs throughout the summer.



Conservation Celebration!
An Anniversary Open House

EST 1983
VLAWMO 40 YEARS
Vadnais Lake Area
Water Management Organization

RAMSEY COUNTY
Soil and Water
Conservation Division
50 YEARS

Free food
Chat with staff

Project highlights
Macroinvertebrates
kids activity

August 24, 2023
3:00-7:00 pm
Sucker Lake Pavilion Shelter #1
4500 Rice St - Vadnais Heights, MN 55127

RSVP by August 17:
vlawmo.org/events
or contact:
651.204.6070



The graphic features a background of rippling water. At the top center is the VLAWMO logo, which includes a stylized blue and yellow water drop with a fish inside, the text 'EST 1983', 'VLAWMO', 'Vadnais Lake Area Water Management Organization', and a purple circle with '40 YEARS'. Below the logo is the title '40th Anniversary Series' in a large, bold, blue font. Underneath the title is the subtitle 'Celebrating 40 years of watershed management and community' in a smaller, italicized, brown font. A yellow rounded rectangle contains a list of events with their dates.

Event	Date
Neighborhood plant and raingarden tour #1	June 29 th
White Bear Lake MarketFest	July 27 th
Neighborhood plant and raingarden tour #2	August 9 th
Neighborhood plant and raingarden tour #3	August 17 th
Vadnais Heights Heritage Days	August 19 th
Conservation Celebration: Picnic open house with Ramsey County Soil and Water Conservation Division (their 50 th anniversary)	August 24 th
White Bear Township Day	Sept 16 th

Unique event pages:
www.vlawmo.org/events

40th anniversary website summary:
<https://www.vlawmo.org/about/40th-anniversary/>

To: VLAWMO Board of Directors
From: Dawn Tanner
Date: June 21, 2023
Re: **V. F. (Consent):** Pleasant/Deep Lake Carp Removal Update

A successful carp removal was completed on May 19, 2023. Approximately 10,000 pounds of carp were removed during the spring effort. Increased equipment in the field improved time required to process captured carp. A biomass estimate will be conducted during fall 2023 to help inform a 5-year plan requested by VLAWMO from Carp Solutions at the end of this field season.

<p>Carp Solutions' team removing trapped carp during 2023 spring removal</p>	<p>Double barrier system that allows carp to be contained between the barriers as they attempt to migrate to Wilkinson Lake</p>	<p>A folk lift and truck were ready onsite to help load carp. This increased efficiency in the field.</p>
		

To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 21, 2023

Re: **V. G.** Partnership with SPRWS for 50% of Sheet Pile Loan Payment to MPCA

SPRWS notified VLAWMO during 2022 that their annual budget for 2023 was expected to include funding for 1 (of 2) annual loan payments for the Lambert sheet pile replacement. SPRWS's budget was approved, including the loan payment for Lambert sheet pile.

After VLAWMO received the first loan invoice from the Minnesota Pollution Control Agency on May 1, 2023, in the amount of \$19,284.48. VLAWMO paid the invoice and has requested reimbursement from SPRWS in the amount of \$19,284.48. SPRWS's TEC representatives are assisting in the reimbursement process. VLAWMO appreciates the involvement and financial support from SPRWS and all of our partner organizations.

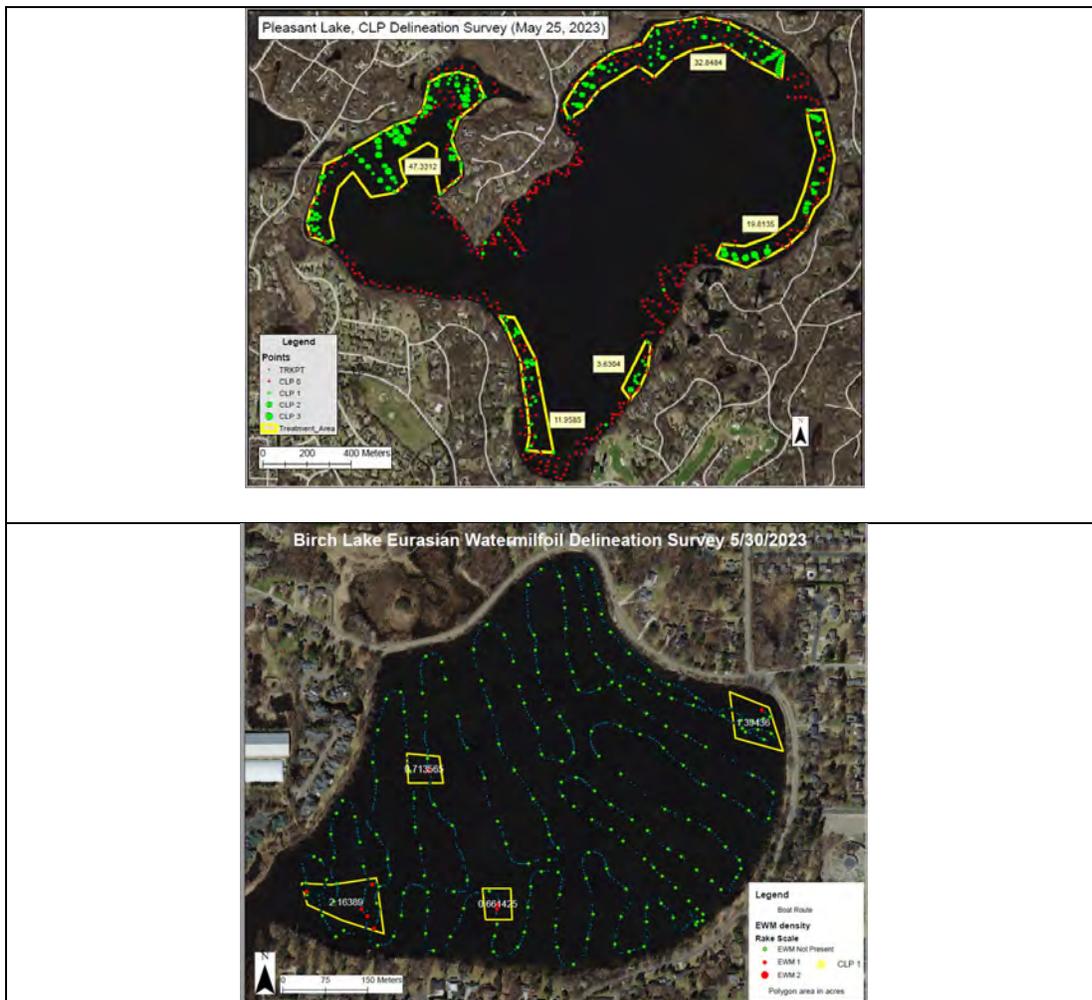
To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 21, 2023

Re: **V. H. (Consent):** Pleasant and Birch Lake Surveys with RCSWCD

The Pleasant Lake Curly-leaf pondweed delineation has been completed with RCSWCD and VLAWMO staff. This delineation will be used to continue discussions with project partners and the Minnesota Department of Health (MDH). The Birch Lake EWM delineation has been completed with RCSWCD and VLAWMO staff. Permitting with MN DNR for the second year of the 2-year grant-funded effort has been completed. BLID and additional project partners are engaged and planning for a June EWM removal with Dive Guys. The removal is scheduled for June 15, 2023, at the time of packet preparation.



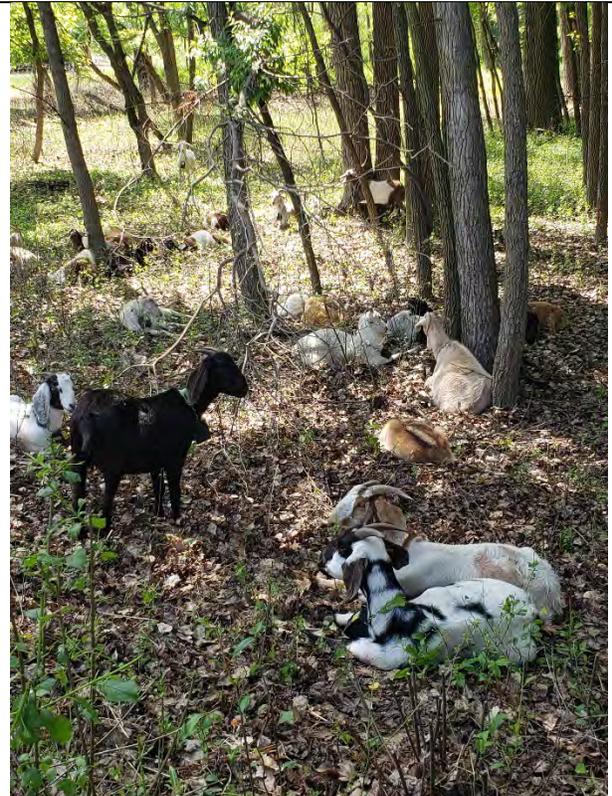
To: VLAWMO Board of Directors

From: Dawn Tanner

Date: June 21, 2023

Re: **V. I. (Consent):** Munch Bunch Goats at Vadnais Heights City Hall

The Munch Bunch goat team arrived onsite at Vadnais Heights City Hall and began the first round of munching on May 28, 2023. This is a project partnership between VLAWMO and the City of Vadnais Heights. The goats will be onsite for ~4 weeks for this round of munching and again late summer/early fall after the buckthorn have re-leaved out.

<p>Goats shortly after their arrival at the City Hall wooded wetland</p>	<p>Support from residents: A sign appeared next to the Goats at Work sign. Staff are delighted to see residents taking notice of this restoration project</p>
	

Date: June 21, 2023

To: VLAWMO Board

From: Phil Belfiori, Administrator

Re: VI. A. 1. Consider Proposed 2024 Budget

Background / Introduction

Pursuant to the consensus recommendation from the 2024 VLAWMO Subcommittee at their meeting on May 24, 2023 and consistent with the project planning discussion at April 26, 2023 Board meeting, please find for your review and consideration the attached information related to the VLAWMO subcommittee and staff recommended 2024 VLAWMO budget.

This proposed budget continues to pursue several partnership based projects and initiatives including the Wilkinson Lake deep water wetland BMP project, Spent lime demonstration project (if not completed in 23), Wilkinson /Tamarack Lake TMDL implementation (alum-if feasible?), Pleasant Lake carp management & water quality projects, implementation of proposed resiliency subwatershed study, public ditch maintenance program, the comprehensive cost share partnerships with groundwater conservation and water quality projects to name only a few.

Summary of 2024 Budget Highlights

The attached proposed 2024 budget continues the focus on a more accelerated and comprehensive project implementation approach over the next 4 years as was discussed by the Board at the April 2023 meeting and has been identified in the 4-year partnership project table review.

It should be noted that the proposed 2024 budget includes some level of uncertainty related project timing and /or implementation feasibility connected to several proposed 2024 projects including (but not limited to):

- Wilkinson /Tamarack Lake alum project (pending results of ongoing feasibility study and use of MPCA loan program to finance implementation),
- Completion (construction schedule?) for the Wilkinson Lake Deep Water Wetland BMP,
- Completion of the Spent Lime Demonstration Project at Oak Knoll Pond (construction schedule?),
- Timing of the development of the VLAWMO 10-year watershed management plan,
- Amount of public drainage maintenance needed per ongoing system inspections,
- Pleasant Lake TMDL and the AIS possible management discussions with MN Dept of Health,
- Results of proposed feasibility study of possible water reuse project in Polar Park,

- Implementation of the proposed East Vadnais Lake Subshed resiliency feasibility study results,
- Number of voluntary raingarden cost share applications in City street reconstruction projects in the City of Vadnais Heights and City of White Bear Lake;

This project timing /results of studies (which is also mentioned in the attachment 3 footnotes document) may require budget revision /updates in the “working budget” proposed budget in December 2023 or in next year’s budget process.

A few key highlights of the draft 2024 budget as identified in attachment 2 and 3 include:

1. Consistent with the subcommittee discussion at the May 24, 2023 meeting and the Board discussion at the April 26, 2023 meeting, the proposed 2024 budget includes a 5% increase in SSU rate. The 5% increase provides for adequate funding of the 2024 proposed projects and program while also allowing for:
 - Anticipated necessary year end fund balance range in the amount to fund some of the projects listed with uncertain timing/ analysis above;
 - Pursuing a number of the long-range projects identified in the 4-year project implementation budget presented at the April 26 Board meeting;
 - Overall project cost inflation.
2. If the Board were to approve a 5% increase in SSU rate, the residential SSU rate would be apx. \$64.89/ yr. for the Residential 1-3 units classification for 2024 (2023 SSU rate for residential was \$61.80). The SSU rate for all other classifications in 2024 (including but not limited to commercial, industrial and institutional) would be apx. \$94.12/Ac. (2023 SSU rate for all other classifications was \$89.64/Ac.).
3. Continuing progress towards implementation of CIP type projects like (including but not limited to):
 - Wilkinson Lake wetland BMP continued implementation;
 - Wilkinson /Tamarack Lake TMDL implementation/ possible alum project,
 - Pleasant Lake management including carp management, possible AIS management and water quality projects,
 - Implementation of proposed resiliency study in East Vadnais Lake subwatershed,
 - Accelerated public ditch ongoing ditch maintenance, inspection, and technical work & partnership and assistance w/local partners related to public drainage management;

- Debt Service for Lambert sheet pile portion of the project (2nd year of required funding through 2032);
 - BWSR Watershed Based Fund grant implementation – cost-share program partnership with member communities.
4. Implementation of key watershed programs including: Starting development of the 10-year watershed management plan, water quality monitoring, cost-share program including partnership on groundwater conservation and water quality project, project communication and education/ outreach, regulatory/ engineering, wetland assessment work and MS 4 partnerships.
 5. Continuing a strong operations & administration program including the employee payroll (based on Board approved performance-based salary adjustment policy) and approved employee benefits package. This information was reviewed by the Personnel Subcommittee as part of the VLAWMO subcommittee meeting on May 24, 2023. At this meeting, the Personnel Subcommittee did reach consensus to recommend the budget identified on Rows 15 and 16 in Attachment 2.

Options

The attached “footnotes” document (Attachment 3) contains a detail list of each fund’s recommended budget as defined in Attachment 2 table. The projects /programs listed in these attachments and as summarized in the attached PowerPoint presentation could be used by the Board to discuss possible options to either add projects/programs not included in the proposed 2024 budget and /or to make budget reductions if it wishes.

Recommendation

Consistent with 2024 Budget Subcommittee recommendation from their May 24, 2023 meeting and the discussion/direction provided by the Board members at the 2024 preliminary draft budget discussion and the discussion on the 4-year partnership project table at the April 26, 2023 Board meeting, Staff recommends that the Board approve the attached 2024 VLAMWO Budget.

Proposed Motion

Approve Resolution 02-2023 adopting the 2024 Budget.

Attachments

Attachment 1 – PowerPoint presentation- proposed 2024 Budget

Attachment 2 – Spreadsheet identifying proposed 2024 budget

Attachment 3- Footnotes of the key budget items identified in Attachment 2.

Attachment 4 – Background slides related to historical stormwater rates and comparable watersheds in Ramsey County

Attachment 5- Proposed Resolution 02-2023 adopting the 2024 Budget

VI. A. 1.

Discussion and Consideration of the Proposed 2024 Budget Attachment 1



Board Meeting – June 28, 2023

1

Items Covered in this Presentation

- Background related to Recommended 2024 Budget
- Summary of recommended proposed budget for each fund (also see attachment 2 & 3 Spreadsheet and footnotes)
 - Operations / Administration
 - Programs
 - Projects
- Feedback from 2024 Budget/Finance Subcommittee. Board members, Lindner, Doll Kanne, Prudhon and TEC member Nelson



Board meeting
June 28, 2023

2

Background- 2024 budget

- The attached proposed 2024 budget is consistent with the VLAWMO Subcommittee consensus recommendation on the 2024 budget from their meeting on May 24, 2023 and
- The attached 2024 budget also strikes a balance between the long range budgeting fund balance management as defined in the funding of 2/3rds of project implementation scenarios identified in the approved 4-year project partnership table considered at the April 2023 Board meeting and is also generally similar to with the preliminary draft budget presented at the April 2023 board meeting.
- Attached 2024 budget provides an important step in achieving a more accelerated and comprehensive project implementation approach over the next +-4 years as was discussed in April.
- Continued momentum towards a more project implementation focus while maintaining a strong foundation of nonstructural and core services programs.

3

Background- 2024 budget highlights:

- Consistency with the consensus recommendation at the May 24, 2023 budget subcommittee meeting, includes a 5% increase in SSU rate. Based on this recommended 5% increase, the average residential SSU rate would be apx. \$64.89 for the residential 1-3 units classification and apx.\$94.12 /Ac. for the other classifications.(2023 was \$61.80 & \$89.64/ac.)
- Continuing progress towards implementation of CIP type projects:
 - Continued implementation of the Wilkinson Lake deep water wetland BMP,
 - Wilkinson /Tamarack Lake TMDL implementation/ possible alum project,
 - Pleasant Lake management including carp management, possible AIS management (per discussions with MN Dept of Health), and water quality projects,
 - Implementation of proposed resiliency study in East Vadnais Lake subwatershed,
 - Public ditch ongoing ditch maintenance, inspection, and technical work & partnership
 - BWSR Watershed Based Fund grant implementation – cost-share program partnership with member communities including City street reconstruction projects in the City of Vadnais Heights and City of White Bear Lake;
 - Completion of the Spent Lime Demonstration Project at Oak Knoll Pond (construction schedule?),
 - Development of the VLAWMO 10 year watershed management plan,
 - Results of proposed feasibility study of possible water reuse project in Polar Park

4

Background- 2024 budget highlights

- Anticipates approximately \$327,500 in outside grant and other partnership revenue /income (in addition to the SSU).
- A projected fund balance range between Apx. \$300,000 and \$800,000 will be utilized as part of implementation of the proposed 2024 budget, year end 2024 fund balance range (at the end of the year December 31, 2024) is estimated between \$600,000 to \$1,100,000 (within the range of Board policy for fund balance).
- Recommended adjustments in employee payroll and benefits based on the Personnel Subcommittee approval and Board approved salary policy.

5

Background- 2024 budget highlights

- Uncertainty related project timing and or feasibility connected to:
 - Wilkinson Lake Deep Water Wetland BMP,
 - Possible Wilkinson/Tamarack alum project,
 - 10 year watershed plan development,
 - Spent Lime Demonstration project at Oak Knoll Pond
 - Pleasant Lake TMDL/AIS management,
 - Public drainage maintenance,
 - Polar Park water reuse study results,
 - E. Vadnais study resiliency study results
 - Cost share program City partnership and voluntary application volume.

This timing and other factors may require later budget revision /updates and will potentially and likely change the fund balance predictions in the future.

6

Summary of recommended 2024 budget

Operations / Administration

- \$735,742
 - **Employee Payroll:** recommends Increases and market adjustments based on Board approved Policy. Recommended by Personnel Subcommittee on May 24, 2023.
 - **Employee benefits :** consistent with the approved updated employee benefits package.
 - Other operational funds roughly close to 2023 approved “working” budget. Including: 1) Office, 2) Information systems, 3) Insurance, 4) Audit, 5) Bookkeeping, 6)Engineering 7) Legal 8) SSU 9) Training, 10)Mileage and Noticing



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Summary of recommended 2024 budget

Projects (page 1 of 4)

Continuing progress towards implementation of CIP type projects:

- **Lambert Creek Subwatershed Budget - \$90,000**
 - City partnership on street projects/parks/ environmental initiatives
 - Water quality or wetland enhancement partnership projects on /upstream of Branch public ditches
 - City partnership /retrofit project
 - Lambert Creek projects maintenance (meander /biochar/wetland)
 - Lambert Pond project Loan Debt Service- **\$38,568**
- **Maintenance and Operation (including RCD 14) - \$78,000**
 - RCD 14 main stem ditch maintenance per the pub. Drainage policy
 - Inspection and feasibility report development - Branch and/or main stem
 - Required maintenance for previously grant-funded projects (not ditch⁸)



Summary of recommended 2024 budget

Projects (page 2 of 4)

- **Gilfillan Black Tamarack Wilkinson Amelia Subwatershed- \$345,000**
 - Wilkinson Lake deep water wetland restoration Project
 - Wilkinson /Tamarack Lake Alum analysis and /or implementation
 - Feasibility study for regional water quality project
 - BMP partnership in subwatershed study /project
 - Partnership on groundwater conservation /Water Quality
- **Goose Lake Subwatershed- \$85,000**
 - Ongoing Spent Lime demonstration implementation
 - Goose Lake Management (planning, survey, data collection and /or projects?/or polar channel)



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Summary of recommended 2024 budget

Projects (page 3 of 4)

- **Pleasant Charley Deep Subwatershed \$145,000**
 - Carp management
 - Possible AIS management
 - Partnership with NOHOA on wetland restoration around Deep Lake
 - Subshed BMPs/Shoreline BMPs
 - Nutrient /TMDL studies, plans and partnerships
 - Infrastructural planning /studies /partnerships
- **Sucker Vадnais Subwatershed. \$90,000**
 - Implementation projects from Resiliency study/plan
 - Street project(s) /env. Initiatives /city hall partnership
 - Partnership Edgerton/Centerville drainage area
 - Sucker Vадnais regional park restoration



10

Summary of recommended 2024 budget

Projects (page 4 of 4)

- **Birch Lake Subwatershed-\$48,000**
 - Subwatershed BMPs/water quality project
 - sports center wetland /shoreline restoration
 - Rotary Park work
 - Surveys for AIS support

- **Gem Lake Subwatershed-\$25,000**
 - Feasibility retrofit study/ analysis and or implementation for a City partnership project in the area of the “commercial district”.



11

Summary of recommended 2024 budget

Programs

- Monitoring and studies – pursuing wetland functions and values assessment at targeted wetland complexes that are being considered for restoration and or management by local partners - \$21,000
- Cost Share - landscape level 1 and 2 and groundwater conservation program. increase in budget- \$110,500
- Communication, Education and Outreach – More focus on project communication, water steward, MS 4 assistance and Web site- \$39,000
- Beginning work on 10 year Watershed Management Plan and special report - salary survey- \$100,000



12

Summary of recommended 2024 budget

Fund Balances

- \$1.25M was be carried over from 2022 into 2023 budget (per audit)
- Predicted fund balance range at end of 2023 is apx. \$800,000 - \$1.3M
- The proposed 2024 budget utilizes between \$300,000 - \$800,000 of the projected fund balance
- The predicted fund balance range at next year end (December 31, 2024) is apx. \$600,000 – \$1.1M (generally in line with approved fund bal. policy)



13

Recommendation from 2024 Budget Subcommittee

- On May 24, 2023 the VLAWMO Subcommittee (Board members Lindner, Doll Kanne, Prudhon and TEC member Nelson) met to review the purposed draft 2024 budget.
- Staff provided a summary of specific fund project and programs budgets.
- After this discussion, the Personnel Committee also approved the projected salary/benefits budget as recommended based on Board approved policy.
- Upon further discussion, the Subcommittee came to a consensus to recommend approval of the budget included in this board packet/ being presented tonight.



Comments from Subcommittee member?

14

Board consideration

- **Proposed Board motion :**

- Proposed Motion – _____ moves to approve Resolution 02-2023 related to approval of the 2024 VLAWMO Budget. Second by _____.



ATTACHMENT 2 - 2024 Proposed Budget for June 28, 2023 Board meeting

VLAWMO BUDGET 2024		Approved 2023 "working"	Projected/ Estimated	Proposed 2024 Budget	<u>2024 Notes</u>
EXPENSE		Budget	2023 expenditures		
3.1	Operations & Administration	\$709,883	\$683,244	\$735,742	
	3.110 Office	\$28,181	\$28,181	\$32,239	
	3.120 Information systems	\$33,300	\$27,000	\$33,850	
	3.130 Insurance	\$7,571	\$9,500	\$10,050	
	3.141 Consulting -Audit	\$9,000	\$9,000	\$12,000	
	3.142 Consulting - Bookkeeping	\$1,500	\$1,500	\$1,500	
	3.143 Consulting - Legal	\$6,000	\$6,000	\$7,000	
	3.144 Consulting - Eng. & Tech.	\$45,000	\$30,000	\$30,000	
	3.150 Storm Sewer Utility	\$15,000	\$15,000	\$22,500	
	3.160 Training - staff, board,TEC	\$13,250	\$13,250	\$14,250	
	3.170 mileage and noticing	\$6,300	\$6,300	\$6,930	
	3.191 Employee payroll	\$422,353	\$418,278	\$435,554	salary adjustments based on performance based matrix per Board Policy
	3.192 Employee liability (benefits)	\$122,428	\$119,235	\$129,869	
3.2	Monitoring & Studies	\$47,000	\$31,500	\$136,000	
	3.210 Lake & creek program lab analysis	\$18,000	\$12,000	\$18,000	
	3.220 Equipment	\$4,000	\$3,000	\$3,000	
	3.230 Wetland assessment & management	\$10,000	\$9,000	\$15,000	
	3.240 Watershed Planning & Special	\$15,000	\$7,500	\$100,000	Starting work on 10 year watershed plan
3.3	Education & Outreach	\$38,500	\$32,500	\$34,000	
	3.310 Public Education	\$6,000	\$4,500	\$6,000	
	3.320 Communication, Outreach and	\$24,500	\$21,000	\$20,000	
	3.330 Community Blue education grant	\$8,000	\$7,000	\$8,000	
3.4	Capital Improvement Projects	\$821,067	\$527,368	\$1,060,069	
	Subwatershed Activity				

3.410	Gem Lake subwatershed	\$25,000	\$5,000	\$25,000	
3.420	Lambert Creek subwatershed (Does NOT Include Debt Service)	\$55,000	\$35,000	\$90,000	
3.421	Lambert Pond Project Loan Debt Service	\$38,568	\$38,568	\$38,569	
3.425	Goose Lake subwatershed	\$92,500	\$40,000	\$85,000	
3.430	Birch Lake subwatershed	\$20,000	\$10,000	\$48,000	
3.440	Gilfillan Black Tamarack Wilkinson Amelia sub	\$200,500	\$167,500	\$345,000	
3.450	Pleasant Charley Deep subwatershed	\$78,000	\$53,300	\$145,000	
3.460	Sucker Vadnais subwatershed	\$63,000	\$45,000	\$90,000	
3.48	<i>Programs</i>				
3.481	Soil Health Grant	\$8,000	\$8,000	\$10,500	
3.482	Landscape 1 - cost-share	\$36,263	\$35,000	\$40,000	Includes funding for groundwater conservation cost share
3.483	Landscape 2	\$71,636	\$41,000	\$60,000	Includes some of the BWSR WBF grant local match?
3.484	Project research and MS 4 partnership work	\$5,000	\$4,000	\$5,000	Assist MS4 programming/implementation

	3.485	Maintenance and operations (Facilities maintenance & Ditch maintenance)	\$127,600	\$45,000	\$78,000	Public drainage program maintenance and inspection- engineering and implementation of needed maintenance - \$50,000
3.5		Regulatory	\$5,000	\$1,500	\$5,000	
	3.510	Engineering plan review	\$5,000	\$1,500	\$5,000	
		Total budget	\$1,621,450	\$1,276,112	\$1,970,811	
		INCOME				
5.1						
	5.11	Storm Sewer Utility	\$1,090,887		\$1,145,431	5% INCREASE IN SSU increased
	5.12	Fees for Service	\$200		\$1,000	
	5.13	Interest	\$1,000		\$30,000	
	5.14	Misc. income - WCA admin grant	\$3,000		\$3,000	
		Total VLAWMO income	\$1,095,087	\$1,140,000	\$1,179,431	
	5.15	TOTAL- Other funding sources - grants, partnerships donations	\$385,284	\$271,284	\$327,500	
		BWSR WBF 21 - 23	\$46,500		\$37,500	BWSR 23-25
		Proposed MPCA 319 Wilkinson Lake BMP	\$188,000	\$188,000	\$160,000	Proposed MPCA 319 Wilkinson
		NOC per prosed partnership agreement for Wilk	\$64,000	\$64,000	\$50,000	NOC
		SPRWS	\$19,284	\$19,284		
		City of WBL proposed E Goose ALM partnership?	\$67,500		\$80,000	Cities/ County/SPRWS
	5.16	Range of predicted use of carry over 2023	Apx. \$100,000 - \$400,000		Apx. \$300,000 - \$800,000	Range of predicted use of carry over 2024
		Range for predicted fund balance at end 23 (12/31/23) - (year end 2022, per Audit is \$1,255,431)	Apx. \$800,000- \$1,300,000		Apx. \$600,000 - \$1,100,000	Range for predicted fund balance at end of 2024
		Minimum fund balance required per Board Policy (assume 35% to50%of total general fund budget)	\$565,000-\$807,000		\$700,284 - \$1,000,405	Minimum fund balance required per Board Policy (assume 35% to50%of total general fund budget)

Attachment 3

Footnotes for the proposed 2024 VLAWMO Budget-

This document is meant to be read at the same time as Attachment 2 proposed budget spreadsheet

1. **3.110 - \$32,239. Office.** A new 3 year office lease will need be negotiated and executed in second half of 2023 with the City of Vadnais Heights. The proposed 2024 rent assumes a 4% increase from 2023. Details are in the table below. Rent includes the main office, 4 cubicles, storage space and access to conference rooms, Postage, copies and supplies are estimated. *Contingency = 2024 rent will be negotiated in 2nd half of 2023.

Office expense	2023	Proposed 2024 (4%)
Rent	\$20,488	\$21,308
Tel /Internet/ machine use	\$3,707	\$3,855
Postage	\$665	\$692
Copies	\$1,125	\$1170
Supplies	\$2,196	\$2,283
Contingency (10%)*		\$2,931
Total	\$28,181	\$32,239

2. **3.12 - \$33,850. Information systems.** -This covers the critical IT annual maintenance costs, hardware updates and software licenses. Does not include overall comprehensive web site update. Increases and contingency anticipated given some advanced GIS work and or website related technical services may be necessary.

Information systems	2024 Budget	Notes
Roseville – Metro INET.	\$ 18,600	Metro INET – assume \$1550/mo.
Website hosting, maintenance on web site , support & email	\$2500	HDR
Microsoft outlook email (transition)	\$1235	May occur in 2024
Google apps for government	\$496	
Zoom	\$193	
GIS web hosting & update to the GIS mapping system	\$1500	May include work with Houston Eng or RCD
ESRI ArcView license renewal & GIS User group	\$965	
Software updates	\$1184	For new/existing systems
Hardware updates (including laptops)	\$3500	For one new system with all accessories and labor

Attachment 3

Adobe software	\$600	
Total	\$33,850	Includes 10% contingency

3. **3.13 - \$10,050. Insurance-** Includes cost of the League of MN Cities insurance and membership. Worker’s compensation insurance tracks with payroll costs so slight increase from 2023.
4. **3.141- \$12,000. Consulting - Audit.** Informed by current auditor that cost for 2024 may increase. \$9,000 budgeted in 2023.
5. **3.142 \$1,500. Consulting - Bookkeeping.** Continue to do quickbook effectively in house. It has proven very useful to ask for special Quick books assistance at year-end.
6. **3.143 \$7,000. Consulting – Legal-** Increased from \$6,000 in 2023 to \$7,000 in 2024 given possible additional project partnership agreements and related work.
7. **3.144 \$30,000. Engineering and Technical.** In 2024 staff would propose to use this fund for work with the various engineering firms in the approved VLAWMO engineering “pool” to 1)“assign” small/limited technical assistance tasks to any of the pre-qualified firms in the pool and 2) utilize the list of firms in the pool for professional services solicitations or selection with Board authorization.
8. **3.150 \$22,500. Storm Sewer Utility.** - This budget item provides consultant assistance to translate our annual budget into SSU fees for each of 11,000+ parcels within VLAWMO and assistance certifying those parcels to two Counties. This assistance is critical to the SSU, the main source of VLAWMO funding. Consulting fees vary slightly from year to year. New for 2024 includes \$6,000 for analysis / GIS review of charges of priority parcels. (16,500 + 6,000= \$22,500)
9. **3.160 \$14,250. Training: staff, Board, TEC.** Five staff and some volunteers taking advantage of occasional excellent workshops. \$1000 is included the training budget to provide the beginning of the educational assistance. At average of \$1150 /staff person for training. 2024 budget include \$7,500 for MAWD dues.
10. **3.170. \$6,930. Mileage and Noticing.** Mileage at federal rates, legal notices and other expenses are paid with this budget item.
11. **3.191 & 3.192. Administration or staff payroll: = \$ 435,554 + \$129,869**
(employer liability – FICA, PERA, health insurance)

Employee Payroll: - \$435,554. Includes recommended projected salary adjustment for the 2024 budget. Increases/ adjustments based on Board approved policy and 2021-24 approved salary survey.

Employee Liability:– \$129,869. Per health benefits package approved by the Board in previous years. Paying staff is our biggest single expense, but critical to all other programs. VLAWMO benefits include vacation and sick leave (based on length of service), paid holidays, health /dental insurance & HSA, PERA (required public pension), life insurance and short term disability.

Attachment 3

- 12. 3.21. \$18,000. Lake and creek lab analysis.** This is the same budget as in 2023.
- 13. 3.22. \$3,000. Equipment.** This pays for maintenance, replacement costs on essential water quality equipment, bacteria processing supplies, ice & dry ice for transport and other supplies.
- 14. 3.23. \$15,000. Wetland assessment & management.** This fund provides for implementation of Rotary Park wetland restoration work and or additional design work. Funds could also be utilized in Pleasant /Deep subwatershed.
- 15. 3.240 \$100,000. Watershed Planning and or special studies /reports.** This fund provides completing work related to starting development of the next 10 year VLAWMO Watershed Management Plan. Would also fund special studies/reports /technical work related to the plan development. This fund also funds 2024 salary survey and analysis study (\$15,000).
- 16. 3.310 \$6,000. Public Education -** This budget item provides funding for MS 4 partnership for education, training and outreach. It pays dues to partner organizations such as NEMO, and Watershed Partners. This is for expenses associated with the Annual Report.
- 17. 3.320 \$20,000. Communication, Outreach and marketing.** This portion of the budget would fund brochures, community event materials and project related signage. Facebook ads, constant contact for e-news distribution, brochures, MS 4 outreach assistance, branding material are included. In 2024 this budget also includes funding to continue update to the VLAWMO Web site with a focus on organizing and simplifying the site based on audience needs.
- 18. 3.330 \$8,000. Community Blue Education grant.** An education grant program that partners with community groups within the watershed to promote water resource stewardship. In 2024 this fund also includes funding for water stewards program.
- 19. 3.410 \$25,000 Gem Lake Subwatershed.** Budget includes funding a feasibility retrofit study/ analysis and or implementation for a City partnership project in the area of the “commercial district”.
- 20. 3.420 \$90,000. Lambert Creek Subwatershed (does NOT include debt service).**
This amount could be revised later /at the December 2023 Board meeting as part of the proposed carry over “working” budget pending results of City of WBL Street project.

Proposed Subwatershed Projects	Budget	Notes
City partnership on street projects/parks/ environmental initiatives	\$30,000	City partnership funding
Water quality or wetland enhancement partnership projects on /upstream of Branch public ditches	\$10,000	City partnership funding
City partnership retrofit project	\$30,000	County /city partnership?

Attachment 3

Lambert creek projects maintenance (meander /biochar/wetland)	\$20,000	
Total	\$90,000	

21. 3.421 \$38,568. Lambert Pond Project Loan Debt Service. Thru 2032

22. 3.425 \$85,000. Goose Lake Subwatershed. This amount could be revised later /at the December 2023 Board meeting as part of the proposed carry over “working” budget pending results of status of completion of Spent Lime Demo Project and or other necessary work in subwatershed.

Proposed Subwatershed Projects	Budget	Notes
Ongoing Spent Lime demonstration implementation	\$10,000	Assuming project /application completed in 2023. City partnership funding
W. Goose and or Polar Chev. Channel project or analysis	\$25,000	
Goose Lake Management (planning, survey, data collection and /or projects?/or polar channel)	\$50,000	City /local partnership
Total	\$85,000	

23. 3.430 \$48,000. Birch Lake Subwatershed. Possible partnership with City for raingarden project(s) and or restoration projects in Rotary Park and or Sports center property.

Proposed Subwatershed Projects	Budget	Notes
Subwatershed BMPs/water quality project	\$25,000	Neighborhood raingardens or pretreatment systems
sports center wetland /shoreline restoration	\$15,000	City partnership
Rotary Park work	\$5,000	
Surveys for AIS support	\$3,000	Work with BLID
Total	\$48,000	

24. 3.440 \$345,000. Gilfillan Black Tamarack Wilkinson Amelia Subwatershed. This amount could be revised later /at the December 2023 Board meeting as part of the proposed carry over “working” budget pending: when project construction takes place for the Wilkinson Lake deep water wetland restoration project, findings /results from the alum feasibility study for Wilkinson /Tamarack Lake, if a MPCA loan would be pursued for funding possible alum project, and/or feasibility study results from Polar Park water reuse study.

Attachment 3

Proposed Subwatershed Projects	Budget	Notes
Wilkinson Lake deep water wetland restoration Project/ 319 grant -VLAWMO share of local cash match for engineering design and implementation	\$80,000	Assumed total possible project expenses for VLAWMO only is \$110,000(not including grant funding or NOC partnership match funding)- unlikely all spent if fall 2023 construction?
Wilkinson /Tamarack Lake Alum analysis and /or implementation	\$200,000	Could be upto \$300,000. Or \$20K-\$30K /year with MPCA Loan?
Feasibility study for regional water quality project	\$25,000	Possible water reuse or water quality analysis
BMP partnership in subwatershed study /project	\$10,000	Local partnership funding. Including but not limited to CR J project.
Partnership on groundwater conservation /Water Qual.	\$30,000	Local partner funding
Total	\$345,000	

25. 3.450 \$145,000. Pleasant Charley Deep Subwatershed. This amount could be revised later /at the December 2023 Board meeting as part of the proposed carry over “working” budget pending status/timing of the Pleasant Lake TMDL and related nutrient reduction work.

Proposed Subwatershed Projects	Budget	Notes
Carp Management -Pleasant Lake	\$35,000	
AIS partnership (survey and project partnership)	\$ 30,000	Partnership with NOHOA
Subshed BMPs/Shoreline BMPs	\$15,000	Partnership with NOHOA
Nutrient /TMDL studies, plans and partnerships	\$25,000	City /local partners funding collaboration. MPCA
Infrastructural planning /studies /partnerships	\$25,000	Partnership with City
NOHOA partnership on lakeshore wetland restoration	\$15,000	Partnership with NOHOA

Attachment 3

Total	\$145,000	
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26. 3.460 \$90,000. Sucker Vadnais Subwatershed. This amount could be revised later /at the December 2023 Board meeting as part of the proposed carry over “working” budget pending status of RWMWD’s timing and status of requested boundary revisions in West Vadnais Lake drainage area and the subsequent VLAWMO Board decision.

Proposed Subwatershed Projects	Budget	Notes
Implementation projects from Resiliency study/plan	\$50,000	County /City Partnership
Street project(s) /env. Initiatives /city hall partnership	\$20,000	City Partnership
Possible West Vadnais Lake budget items	\$0	Per Subcommittee comments.Pending RWMWD action and VLAWMO Board decision on boundary discussions
Partnership Edgerton/Centerville drainage area	\$15,000	
Sucker Vadnais regional park restoration	\$5,000	
Total	\$90,000	

27. 3.481 \$10,500. Soil Health Grant (includes \$500 for rain barrel program).

28. 3.482 \$40,000. Landscape 1 (cost-share). This program remains effective at putting the funds directly back into BMP’s in the ground. This fund also includes funding for groundwater quantity conservation cost share program.

29. 3.483 \$60,000. Landscape 2. This cost share funding source is for those larger (greater than \$5,000) projects brought to VLAWMO by community partners who otherwise could not implement their best management practice. This budget will also need to serve as the local (min. 10%) cash match for the 2023 -25 BWSR WBF grant.

30. 3.484 \$5,000. Project research, MS 4 assistance and feasibility – watershed wide. This funding provides technical assistance to the community partners for their MS 4 program and related project research and feasibility.

31. 3.485 \$78,000. Maintenance and operations (including public ditch maintenance and management as well as VLAWMO Facilities maintenance).

Proposed Projects	Budget	Notes
Inspection and related technical report if needed - Branch and/or main stem	\$10,000	

Attachment 3

Public drainage program maintenance and management program.	\$30,000	Implementation of actions identified in inspections and reports (possible gully work with Ramsey Co.)- may need revision/update at Dec. 2023 meeting
technical /legal work for possible coordination and partnerships	\$10,000	
Required maintenance for previously grant-funded projects (VLAWMO facilities)	\$28,000	
Total	\$78,000	

32. 3.510 \$5,000. Plan reviews – engineering assistance. This review, if needed, can also utilize fund 3.114 consulting engineering and tech. fund identified above.

33. INCOME. 5.11 \$1,179,431. Storm Sewer Utility fees. – (see orange section of spreadsheet). 2024 recommended budget proposes a 5% increase in SSU fees from 2023 based on the need to fund identified projects and programs listed above. The increase in SSU aligns with discussion at April 2023 Board meeting discussion regarding maintaining a fund balance on the larger size of the spectrum and to allow for longer-term planned partnership projects as identified on Board approved 4 year project partnership planning table. Last year in 2023 the SSU revenue was \$1,090,887. (See **Attachment 4 powerpoint** for SSU rate background graph). Last year the rate for the single family home was \$61.80. This rate for 2024 will be defined more specifically at the Aug. 2023 Board meeting, however, initial estimates are that if the Board approves a 5% increase in SSU fees for 2024, the rate for a single family home would be apx. \$64.89 for the Residential 1-3 units classification.

34. 5.12 Service fees (\$1000) based on actual to date although this income varies from year to year.

35. 5.13 Interest (\$30,000) has been increased to better reflect current interest rates.

36. 5.14 WCA subgrant & misc. income (\$3000) – this is dependent on what development activity is happening during the year.

37. 5.15 Other funding sources – grants, donations. (see peach color cells on attachment 1)

2024 actual estimated income from “other” funding sources is projected at **\$327,500** (see peach section on spreadsheet). With the addition of the following anticipated grant /partnership revenues, total projected income for 2024 (including SSU revenue) is anticipated to be around an estimated \$1,506,931.

In 2024, would anticipate the following grant and other partnership revenue (in addition to the SSU revenue):

Attachment 3

Grant or Partnership Income Source	Amount of Income anticipated in 2024
Proposed MPCA 319 Wilkinson Lake BMP	\$160,000
NOC per proposed partnership agreement for Wilkinson Lake BMP	\$50,000
BWSR WBF 23-25	\$37,500
Possible City/ County /SPRWS partnerships	\$80,000
TOTAL	\$327,500

38. 5.16 From reserves /use of fund balance. (see green color cells on attachment 1)

In 2024, it is projected that a range between Apx. \$300,000 and \$800,000 of the fund balance will be utilized as part of implementation of the draft 2024 budget.

39. 5.17 Fund Balance at year end - The projected year end 2024 fund balance range (at the end of the year December 31, 2024) is between \$600,000 to \$1,100,000. This range of estimated fund balance is within the range of Board policy for fund balance. Some additional year end fund balance (over the minimum fund balance policy amount) is recommended due to several possible future “uncertainties” associated with budgeting and timing for several partnership based project /program areas including (but not limited to):

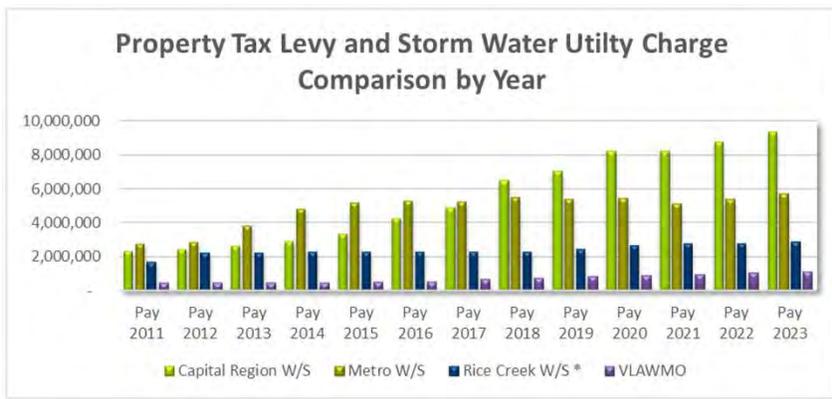
- Wilkinson /Tamarack Lake alum project (pending results of ongoing feasibility study);
- Completion (construction schedule?) for the Wilkinson Lake Wetland BMP;
- Completion of the Spent Lime Demonstration Project (construction schedule?);
- Timing of the development of the VLAWMO 10 year watershed management plan;
- Amount of public drainage maintenance needed per ongoing system inspections;
- Pleasant Lake TMDL and the AIS possible management discussions with MN Dept of Health;
- Results of proposed feasibility study of water reuse project in Polar Park;
- Implementation of the proposed E Vadnais Lake Subshed resiliency feasibility study results;

Attachment 3

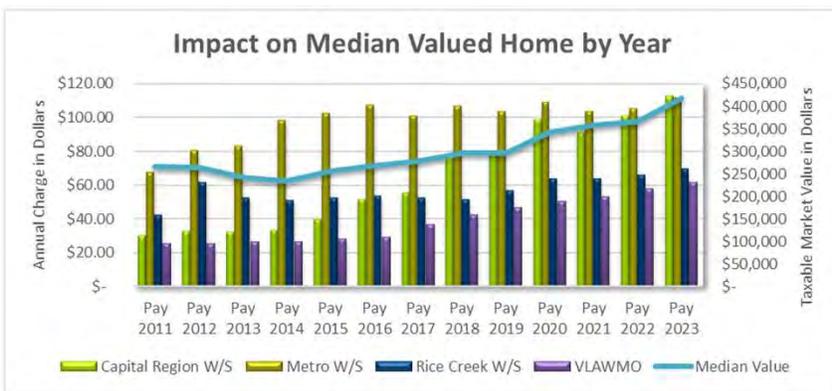
- Number of voluntary raingarden cost share applications in City street reconstruction projects in the City of Vadnais Heights and City of White Bear Lake;
- Possible East Goose Lake management projects;
- Overall inflation in projects bid cost?;
- Gem Lake Commercial District planning or project?

Attachment 4

Comparing Total Tax Levy Income of WD's in Ramsey County to VLAWMO's SSU income



Comparing Tax Levy Rate on Median Value Residential Property in Ramsey County's WDs to VLAWMO's SSU Residential Rate



Attachment 5

Resolution 02-2023
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Approving the 2024 Budget

Resolution 02-2023 was moved by Director _____ and seconded by Director _____:

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the 2024 Budget as recommended by the 2024 Budget /Finance Subcommittee and the attendant information. The 2024 budget and footnotes are attached to this Resolution, and

Whereas, Total revenue for 2024 is projected at \$1,970,811 of which \$1,145,431 is from the VLAWMO Storm Sewer Utility (5% increase in the VLAWMO Storm Sewer Utility from 2023) and the remainder of the revenue being from a MPCA 319 Grant, BWSR Watershed-based grant, partnership from local communities/partners, proposed project agreement with North Oaks Company, Fund balance carryover from 2023, and fees/investment income.

Whereas, the total expenditures for 2024 is projected at \$1,970,811 which will be paid utilizing: 1) \$1,643,311 of VLAWMO funds/ carry over funds from 2023, and 2) \$327,500 of loans, grants and partnerships funds.

Therefore be it resolved that the 2024 Budget, dated 6-28-2023 is approved.

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>John Shuman</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Katherine Doll Kanne</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

To: VLAWMO Board

From: Dawn Tanner, Phil Belfiori, Greg Wilson, and Connie Taillon

Date: June 21, 2023

Re: **VI. B. 1.** Consider Approval of Received Quote, Authorize Signing Contract Documents for Oak Knoll Pond/Wood Lake Spent Lime Demonstration Project, and Adopt Resolution 03-2023 to Undertake Spent Lime Demonstration Project in Partnership with the City of White Bear Lake

Background

At the April 26, 2023 meeting, the VLAWMO Board approved Resolution 01-2023 which took the following action related to the above-mentioned project:

- Approval of the Oak Knoll Pond Spent Lime Demonstration Treatment Feasibility Study dated April 18, 2023;
- Approval of the scope of work from Barr Engineering dated April 18, 2023 to complete final demonstration project contract documents, solicit quotes, and inspect project implementation;
- Approval of MOU with City of White Bear Lake, which identifies 50% cost share on Barr Engineering above mentioned scope of work; and
- The VLAWMO subcommittee to consider final design plans/specs and consider authorize soliciting quotes.

The City of White Bear Lake then approved the MOU at their May 9, 2023, Council meeting. VLAWMO and the City now have a completed and fully signed MOU for 50% partnership for Barr Engineering's work and the project at the engineer's project estimate (with a 10% contingency) for a total of \$83,100.

Following the April Board approvals, Barr Engineering completed RFQ/Contract documents (final plans and specs) and prepared to solicit quotes.

The VLAWMO Subcommittee met on May 24, 2023, and, pursuant to the Full Board authorization, approved the Request for Quotes /contract documents dated May 17, 2023, from Barr Engineering, with nonmaterial changes and upon advice of Counsel, and authorized to solicit quotes for the spent lime demonstration project at Oak Knoll Pond/Wood Lake.

After the subcommittee meeting, Barr Engineering solicited quotes and established a deadline of June 9, 2023. One quote was received. That quote is attached in the Board packet- See attachment 2. Barr Engineering has reviewed and recommended the quote received (See attachment 3).

Staff Recommendation

Based on:

- The VLAWMO Board approvals at the April 26 meeting,
- The subsequent VLAWMO Subcommittee approvals at their meeting on May 24,
- The Project Engineer's findings/conclusions as defined in the feasibility study, his completed RFQ/contract documents, and Engineering recommendation for project award,

VLAWMO staff recommend approval of Resolution 03-2023.

Proposed Motion

Director _____ moves and Director _____ seconds approval of Resolution 03-2023.

Attached:

1. PowerPoint presentation
2. Final quote received including contract documents from Barr Engineering dated June 9, 2023- **pages 1-8.** ([full quote /contract documents package linked here](#))
3. Recommendation to accept quote received from Barr Engineering
4. Resolution 03-2023

Agenda item VI. B. 1.

Attachment 1

Oak Knoll Pond Spent Lime Demonstration Project

Consideration of Quote Received and Authorize Project

Dawn Tanner, Phil Belfiori, Greg Wilson, Connie Taillon
6/28/2023



Background



- Oak Knoll Pond/Wood Lake in WBL
- Proposed demonstration project expands upon previous small pond experiments to scale up to a larger waterbody

Background : Engineer's estimated project cost



- VLAWMO included project in 2023 approved budget
- City of WBL also included project in 2023 approved budget
- Following April Board meeting and authorization by VLAWMO of MOU for 50% partnership, the City has authorized (May 9, 2023) and signed the MOU; fully executed

Table 1. Estimated costs of Oak Knoll Pond spent lime treatment.

Description	Cost
Spent lime treatment contract	\$60,500
Engineering and treatment contracting/oversight	\$15,000
Contingency (10%)	\$7,600
Total	\$83,100

Background: In April, Board approved:



1. Oak Knoll Pond Spent Lime Demonstration Treatment Feasibility Study dated April 18, 2023
2. Scope of work from Barr Engineering dated April 18, 2023 to complete final demonstration project contract documents, solicit quotes, and inspect project implementation
3. MOU with City of White Bear Lake, which identifies 50% cost share on the demonstration project construction costs and the cost for Barr Engineering specified in above mentioned scope of work, and
4. Authorized VLAWMO subcommittee to consider final design plans/specs (now titled Request for Quotations) and consider authorize soliciting quotes

Background : May 24 Subcommittee meeting



The VLAWMO Subcommittee meet on May 24, 2023 and, pursuant to the Full Board authorization, approved the Request for Quotes /contract documents dated May 17,2023, from Barr Engineering and authorized to solicit quotes for the spent lime demonstration project at Oak Knoll Pond/Wood Lake.

Request for Quotations



- Barr Engineering completed Request for Quotations and solicited quotes
- Deadline for quotes June 9, 2023
- One quote was received- *included in Board meeting packet*
- Barr Engineering has reviewed and provided a recommendation to accept the quote received- *included in Board meeting packet*

Quote received



- Contractor: Chad Mitchell
Erosion Works
8177 199th Ave NW
Nowthen, MN 55330
- Contractor has previous experience in the watershed and was the same contractor that carried out the spent lime application in Ash Street Pond in 2021

Item	Description	Unit	Estimated Quantity	Unit Price	Extension
1.1	Spent Lime Slurry Application to Zone 1 of Oak Knoll Pond	Loads	14	\$1,750.00	\$24,500.00
1.2	Spent Lime Slurry Application to Zone 2 of Oak Knoll Pond	Loads	8	\$4,500.00	\$36,000.00
Total Quote					\$60,500.00

Some Highlights of Contract Docs:



- Work to start once Notice to Proceed is issued by Engineer and completed by Oct. 13, 2023; performance and payment bonds required
- Work will take place during established hours as determined by the City of WBL and specified in temporary easement language
- Engineer will determine if project needs to be paused due to pH or weather conditions and alert all involved parties—communications will happen each afternoon prior to the spent lime application that will occur the following day. The contractor will identify 22 work days when anticipated application would occur with 5 back up days.

Anticipated Next Steps



If VLAWMO Board approves the resolution, it is then anticipated that:

- The White Bear Lake City Council will consider accepting the quote/contract at their July 11 meeting
- Project will commence if and or when: both approvals are completed, prerequisites have been provided by the contractor and approved by Barr Engineering, and the contract is signed/notice to proceed issued
- Project will take 1.5-2 months to complete once implementation starts

Staff recommendation



- Based on :
 - the VLAWMO Board approvals at the April 26 meeting,
 - the subsequent VLAWMO Subcommittee approvals at their meeting on May 24,
 - the Project Engineer's findings/conclusions as defined in the feasibility study, his completed RFQ/contract documents and Engineering recommendation for project award,

VLAWMO staff recommend approval of Resolution 03-2023

Proposed motion



Director _____ moves and Director _____ seconds approval of Resolution 03-2023.

1. The contract for the 2023 SPENT LIME TREATMENT FOR OAK KNOLL POND WHITE BEAR LAKE, MINNESOTA Project is awarded to Chad Mitchell at Erosion Works, Nowthen, MN, for the contract price of \$60,500;
2. The Administrator or Board Chair is authorized to sign and transmit the notice of award/selection, sign the contractor services agreement, issue the notice to proceed on advice of project engineer and counsel and when prerequisites for issuance have been met by the contractor, and transmit contract information to the City of WBL for consideration by the City Council;
3. The Administrator is authorized to sign change orders increasing the contract price in an aggregate net amount not exceeding \$7,600;
4. The Board Chair and Secretary are authorized to sign the temporary easements for the Project.
5. The VLAWMO Board recognizes in this resolution that above 4 items are dependent upon the acceptance of the quote/contract by White Bear Lake City Council

REQUEST FOR QUOTATIONS

2023 SPENT LIME TREATMENT FOR OAK KNOLL POND
WHITE BEAR LAKE, MINNESOTA
VADNAIS LAKE AREA WATERSHED MANAGEMENT ORGANIZATION
AND CITY OF WHITE BEAR LAKE

This Request for Quotations was prepared by Barr Engineering Company.



Barr Engineering Company
4300 MarketPointe Drive, Suite 200
Bloomington, MN 55435

**2023 SPENT LIME TREATMENT FOR OAK KNOLL POND
WHITE BEAR LAKE, MINNESOTA
VADNAIS LAKE AREA WATERSHED MANAGEMENT ORGANIZATION AND
CITY OF WHITE BEAR LAKE**

TABLE OF CONTENTS

REQUEST FOR QUOTATIONS

- A. Scope of Work
- B. Contractor Qualifications
- C. Examination of Contract Documents and Site
- D. Work Schedule
- E. Price Quote Form
- F. Submission of Price Quotes
- G. Review and Signing of Agreement
- H. Definitions

TECHNICAL SPECIFICATIONS

<u>Division 1</u>	General Specifications
01000	Summary of Work
01010	Measurement and Payment
01070	Project Meetings
01080	Submittals
01085	Safety
01095	Closeout Procedures
01100	Mobilization and Demobilization
<u>Division 2</u>	Technical Specifications
02400	Chemical Treatment

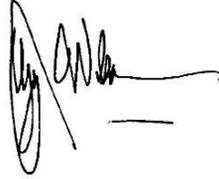
DRAWINGS: Figures 1 and 2

ATTACHMENTS: Attachments 1 and 2



CERTIFICATION

I hereby certify that these specifications were prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the Laws of the State of Minnesota.



Gregory J. Wilson, P.E.
Reg. No. 25782 Date May 25, 2023

REQUEST FOR QUOTATIONS
2023 SPENT LIME TREATMENT FOR OAK KNOLL POND
WHITE BEAR LAKE, MINNESOTA
VADNAIS LAKE AREA WATERSHED MANAGEMENT ORGANIZATION AND
CITY OF WHITE BEAR LAKE

The Vadnais Lake Area Watershed Management Organization (Owner) is requesting written quotations for conducting a spent lime treatment of Oak Knoll Pond in White Bear Lake, Minnesota. The Work (as defined below) includes delivering and applying spent lime slurry (referred to as spent lime) to the pond to mitigate the internal release of phosphorus from pond sediment. The Work is to be completed by October 13, 2023. Quotations must be submitted to the Owner in accordance with the requirements herein by **noon CST on Friday, June 9, 2023**.

The form of the contract to be entered by the selected contractor and the Vadnais Lake Area Watershed Management Organization is provided in Attachment 1. Respondents must prepare a quote based upon the requirements of the contract form, attached drawings (Figures 1 and 2) and technical specifications. The quotes provided in response to this request must represent full reimbursement for all costs associated with completing the scope of work.

A. Scope of Work

The Work includes:

1. Mobilize and demobilize labor, equipment, and materials, as needed.
2. Deliver and apply spent lime slurry to the pond.
3. Maintain and protect shoreline areas used for access to pond and areas used for parking of equipment and materials.
4. Install and remove all appropriate signage and buoys (if used) in a timely manner.
5. Restore all land areas directly or indirectly disturbed by the Work.

B. Contractor Qualifications

1. The quote must include documentation of past relevant experience, including examples of application of spent lime slurry to ponds.
2. The Owner reserves the right to make inquiries regarding whether a respondent has the practical knowledge, experience, available personnel, equipment and financial resources for the timely and professional completion of the Work. The Owner also reserves the right to make inquiries regarding past performance of a respondent on previous contracts. The



object of this review and subsequent inquiries is to provide the Owner with the best available information regarding the capabilities of the respondent to complete the Work as specified in the Contract Documents, and minimize the risk of awarding work to an unqualified Contractor.

3. The Owner reserves the right to reject all quotes or any quote providing insufficient or unsatisfactory evidence to demonstrate the respondent's ability to perform the Work. Failure on the part of any respondent to have carried out previous contracts satisfactorily, to show adequate experience, or to possess necessary equipment or labor for completion of the work, may be deemed sufficient cause for disqualification of said respondent.
4. The Owner will exercise its discretion to select from among the respondents the Contractor it determines is most likely to complete the Work in a timely and satisfactory manner in accordance with the Contract Documents and specifications.

C. Examination of Contract Documents and Site

1. It is the responsibility of each respondent before submitting a price quote to examine this request for quotations and all attachments (the Contract Documents, as defined in the Agreement form in Attachment 1) and become thoroughly familiar with all terms, conditions, and requirements; visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work; and notify Owner of all conflicts, errors or discrepancies in the request for quotations and all attachments.
2. A site visit is recommended. Portions of the site (shown in Figure 2) are available for inspection during normal working hours with prior notice to the Engineer, who will notify VLAWMO, at least 48 hours in advance.
3. Any questions shall be directed to:

Greg Wilson, PE
Senior Water Resources Engineer
Barr Engineering Co.
952.832.2672
gwilson@barr.com

D. Work Schedule

1. The Work will begin immediately after Owner issues a notice to proceed to Contractor and must be completed by October 13, 2023. Following notice to proceed, Contractor will notify Engineer and Owner 5 days in advance of the beginning of the Work to allow for notification to residents living around the pond.

E. Price Quote Form

1. The undersigned Contractor proposes and agrees, if this quote is accepted, to enter into an agreement with the Owner in the form included in the Contract Documents (Attachment 1), and to perform all work as specified or indicated in the Contract Documents for the prices in its quote and within the times indicated, in accordance with the terms and conditions of the



Contract Documents. Contractor accepts all terms and conditions of the request for quotes. A submitted quote will remain subject to acceptance for 45 days after the date for submission of quotes stated above.

- In submitting this quote, the Contractor represents that it has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents, and hereby acknowledges receipt of the following addenda:

Addendum No.	Addendum Date

- The price quote form may be completed in ink, by typewriter, or by computer program.
- The address and telephone number for communications regarding the price quote must be shown on the price quote form.

Item	Description	Unit	Estimated Quantity	Unit Price	Extension
1.1	Spent Lime Slurry Application to Zone 1 of Oak Knoll Pond	Loads	14	\$1,750.00	\$24,500.00
1.2	Spent Lime Slurry Application to Zone 2 of Oak Knoll Pond	Loads	8	\$4,500.00	\$36,000.00
Total Quote					\$60,500.00

GRAND TOTAL OF BASE PRICE QUOTE EXTENSIONS

(in words) sixty thousand five hundred and xx/100 Dollars
 (\$ \$60,500.00)

F. Submission of Price Quotes

- All price quotes shall be submitted on the unaltered forms included with the quotation. The blank spaces on the form shall be filled in correctly in ink, typewritten or printed where indicated for each and every item for which a quantity is given, and the respondent shall clearly indicate the prices for which he/she proposes to do each item of the Work.
- All costs to complete the Work will be considered to be included in the quoted price and no additional compensation will be provided.
- The price quote submittal must include documentation of past relevant experience, in a format of choice, including examples of applications of spent lime slurry to ponds.



4. The price quote form including required attachments shall be submitted by email to Greg Wilson at gwilson@barr.com or by mail to:

Barr Engineering Company
4300 MarketPointe Drive, Suite 200
Bloomington, MN 55435
Attn: Greg Wilson gwilson@barr.com

5. Price quotes must be received not later than **noon CST, June 9, 2023**.

G. Review and Signing of Agreement

1. Owner will notify the Contractor selected to complete the Work of its selection on or before the close of business July 14, 2023, and will provide the required number of unsigned counterparts of the Contract Documents for the Work.
2. The respondent shall review Attachment 1, noting all insurance requirements. Attachment 1 includes baseline terms regarding indemnification, insurance, property, and data management. Owner is disinclined to negotiate the terms of the Contract Documents, but encourages respondents to call to discuss any terms. Modification of terms in the Agreement is solely at Owner's discretion.
3. Within ten calendar days after receiving notice of selection, the selected Contractor must sign and deliver the required number of counterparts of the Contract Documents with attachments to Owner, in accordance with the instruction for delivery in the notice, along with the required evidence of insurance and any other required submittals.

H. Definitions

1. Terms used in the Contract Documents have the following meanings:
 - a. **Agreement**– the template document included in the Contract Documents titled Agreement between Vadnais Lake Area Watershed Management Organization and Contractor, to be completed and executed by Vadnais Lake Area Watershed Management Organization and the selected Contractor (Attachment 1).
 - b. **City** – the City of White Bear Lake, fee title holder of the Site.
 - c. **Contract Documents**– the documents listed in the recitals of the Agreement.
 - d. **Engineer**– Barr Engineering Co., the owner's agent, responsible for project oversight on behalf of the Owner.
 - e. **Owner**– Vadnais Lake Area Watershed Management Organization.
 - f. **Project** – is synonymous with the Work.
 - g. **Site**– the area within which the Work is to be performed, shown in Figure 1.
 - h. **Load**– between 3,600 and 4,000 gallons of spent lime slurry that is expected to be available for pickup from the White Bear Lake water treatment facility for each day of the Work to be performed.
 - i. **Selected Contractor or Contractor** – the respondent selected by Owner to complete the Work. The selected contractor becomes the Contractor on execution of the agreement.



- j. **Work**– pursuant to the Contract Documents, furnishing all materials, equipment and labor to complete the scope of work in Section A of this request for quotations and the items in the Price Quote Form.

Communications concerning this price quote shall be addressed to the address of respondent at the address indicated below.

This quotation is submitted by:

Firm Name: Erosion Works

By (Typed or Printed): Chad Mitchell

Signature: *Chad Mitchell*

Title: operations

Official Address: 8177 199th ave nw
Nowthen MN 55330

Phone: (612)282-9907

Federal Tax I.D. No. 26-1605885

Date: 6/9/2023

Experience With Spent Lime Applications to Ponds (Yes or No): Yes

Contact Information for Project Reference(s): Chad Mitchell





Technical Memorandum

To: Phil Belfiori and Dawn Tanner, Vadnais Lake Area Water Management Organization (VLAWMO) and Connie Taillon, City of White Bear Lake
From: Greg Wilson, Barr Engineering
Subject: Oak Knoll Pond 2023 Spent Lime Treatment Quote Recommendation
Date: June 13, 2023
Project: 23621480.00

Project Background and Quote Summary for 2023 Spent Lime Treatment

Past monitoring indicates that Oak Knoll Pond (also known as Wood Lake), a 4.5-acre pond located in White Bear Lake, experiences sediment phosphorus release that can limit its stormwater treatment capacity during the summer months.

The Vadnais Lake Area Water Management Organization (VLAWMO) and the City of White Bear Lake hired Barr for completion of an in-pond spent lime demonstration treatment feasibility study that included pond water sampling and analysis, evaluation of technical and social feasibility of spent lime application, preparation of supporting information for permitting, and recommendations for treatment contracting and oversight.

Project design and development of Contract Documents were recently completed and a request for quotes was sent to four contractors on May 25, 2023. The quote closing occurred on Friday June 9, 2023, at noon. This memorandum is intended to provide an analysis of the quote received and recommend next steps to complete the spent lime treatment of Oak Knoll Pond.

Recommendation

One quote was received from Erosion Works, a contractor that has previously applied spent lime to stormwater ponds. The total quote amount matched the \$60,500 budget amount for this project, exactly. As a result, it is recommended that VLAWMO and City of White Bear Lake accept the quote from Erosion Works and begin the process of getting a signed agreement, as described in the Contract Documents.

RESOLUTION NO. 03-2023
Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**A RESOLUTION APPROVING THE QUOTE RECEIVED FOR THE SPENT LIME
DEMONSTATION PROJECT IN THE AMOUNT OF \$60,500 ON OAK KNOLL
POND/WOOD LAKE, AUTHORIZING CONTRACT DOCUMENTS THROUGH BARR
ENGINEERING, AND NOTIFY PROJECT PARTNER CITY OF WBL**

Resolution 03-2023 was moved by Director _____ and second by Director

_____.

WHEREAS, Oak Knoll Pond is a public water wetland that functions as a stormwater pond and receives runoff from the surrounding neighborhoods;

WHEREAS, Oak Knoll Pond is located in the Goose Lake subwatershed. East Goose Lake is on the State of Minnesota's Section 303(d) impaired waters list for excess nutrient through the Clean Water Act;

WHEREAS, internal load feasibility study and implementation, detention pond retrofit and maintenance, and emerging technologies demonstrations were identified as Goose Lake nutrient reduction strategies in the 2014 VLAWMO Total Maximum Daily Load (TMDL) Implementation Plan;

WHEREAS, the VLAWMO Board authorized participation in the research project with Barr Engineering and experimental spent lime treatment of Ash Street Pond in Lino Lakes during 2021;

WHEREAS, Barr Engineering reported that internal load was reduced and such reductions were maintained in treatment ponds (~0.5 acres in size) that were part of the spent lime research project that was conducted in 2021;

WHEREAS, the VLAWMO Board authorized the spent lime feasibility study with Barr Engineering to study a larger waterbody to see if spent lime treatment is a technology for water quality improvement that can be scaled up;

WHEREAS, field samples were collected, monitoring conducted, and lab analyses were conducted to determine that Oak Knoll Pond/Wood Lake is a suitable waterbody for spend lime treatment due to water and sediment chemistry;

WHEREAS, Barr Engineering, in a recently completed and approved feasibility study (attached in the April 26, 2023, Board packet) determined that the Project is socially and technically feasible and cost effective for a spent lime demonstration project on Oak Knoll pond;

WHEREAS, the City of White Bear Lake has been an active participant and financial partner during each step of the spend lime demonstration project development to date and has budgeted for a cost share in the currently proposed demonstration project;

WHEREAS, VLAWMO and City have a signed MOU for 50% payment each of the attached scope of work from Barr Engineering and demonstration project;

WHEREAS, the approved Barr Engineering Feasibility Study dated April 18, 2023, identified an engineer's cost estimate of \$15,000 for development of plans and specs, and project oversight and also provided a cost estimate for completion of the Project at \$60,500, with a recommended 10% contingency;

WHEREAS, the VLAWMO subcommittee authorized the contract document and solicitation of quotes on May 24, 2023, and

WHEREAS, one qualified quote was received on June 9, 2023, and a recommendation to accept the quote was provided by Barr Engineering (attached in the packet).

NOW, THEREFORE, BE IT RESOLVED, by the Vadnais Lake Area Watershed Management Organization Board of Directors:

- 1) The contract for the 2023 SPENT LIME TREATMENT FOR OAK KNOLL POND WHITE BEAR LAKE, MINNESOTA Project is awarded to Chad Mitchell at Erosion Works, Nowthen, MN, for the contract price of \$60,500;
- 2) The Administrator or Board Chair is authorized to sign and transmit the notice of award/selection, sign the contractor services agreement, issue the notice to proceed on advice of project engineer and counsel and when prerequisites for issuance have been met by the contractor, and transmit contract information to the City of WBL for consideration by the City Council;
- 3) The Administrator is authorized to sign change orders increasing the contract price in an aggregate net amount not exceeding \$7,600;
- 4) The Board Chair and Secretary are authorized to sign the temporary easements for the Project.
- 5) The VLAWMO Board recognizes in this resolution that above 4 items are dependent upon the acceptance of the quote/contract by White Bear Lake City Council

Adopted this 28th day of June 2023 on a vote of ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Dan Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Prudhon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Rafferty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Shuman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Doll Kanne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Lindner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

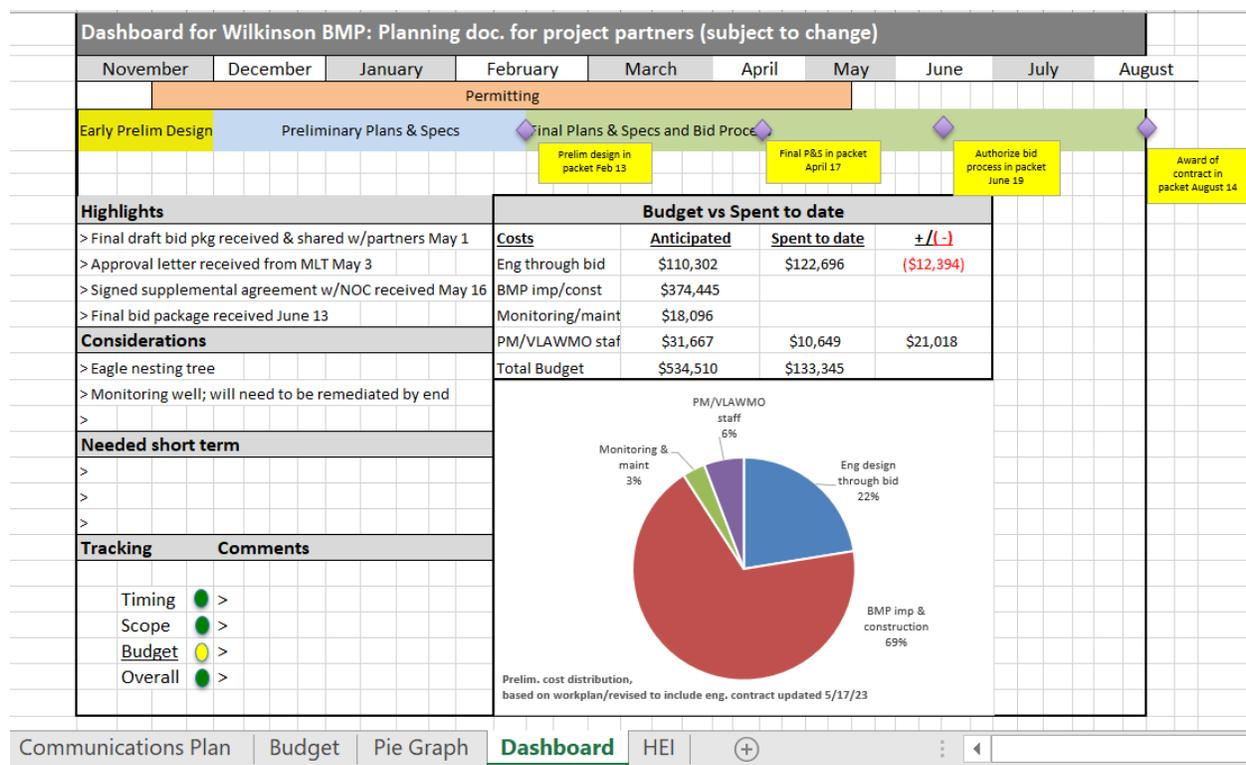
BY THE VLAWMO BOARD

Chairperson

Attest: _____
Administrator

To: VLAWMO Board of Directors
 From: Dawn Tanner and Phil Belfiori
 Date: June 21, 2023
 Re: **VI. B. 2.** Wilkinson Deep Water Wetland Restoration Project: Consideration of Specs/Bid Package, Authorization to Solicit Bids, and Consideration of Supplemental Agreement with NOC Process

Overall Project Status



The TEC and Board have been kept up-to-date with project updates since the last action with the Board at the Feb. regular meeting. Since the last Board meeting, VLAWMO received approvals from NOC and MLT on project plans and specifications. Official letters of support were provided by both partners. A Supplemental Agreement was completed between VLAWMO and NOC, as specified in the project MOU. Houston has completed the final bid package. Following approval and authorization by the Board at the June regular meeting, VLAWMO staff and Houston anticipate going out for bid on the project and providing a recommendation at the August Board meeting.

Staff Recommendation: Staff recommend approving Resolution 04-2023 with the following actions by the Board of Directors:

1. Accepting the Specs/Bid Package for the construction of the Wilkinson Deep Water Wetland Restoration Project dated 6/13/23
2. Directing solicitation of bids according to the Engineer's recommendation for implementation of the project
3. Approving the Supplemental Agreement with NOC/NOF and authorizes the Board Chair and Secretary to sign and return the final executed document to partners, and
4. Requests HEI to process bids received, analyze, and provide a recommendation to the Board for consideration at the August Board meeting.

Attachments:

1. PowerPoint slides
2. Letter of support from North Oaks Company re: final plans and specs, acknowledgement of review and approval ([linked here](#))
3. Letter of support from the Minnesota Land Trust re: final plans and specs, acknowledgement of review and approval ([linked here](#))
4. Supplemental Agreement with NOC/NOF [pages 1-8] ([full agreement package with exhibits linked here](#))
5. Final Specs/ bid package including Plans- pages 1-6 and pages 173 - 181. ([the full 355-page bid package linked here](#))
6. Resolution 04-2023

Agenda item VI. B. 2.

Attachment 1

Consider Accepting Wilkinson Deep Water Wetland Project final Specs/Bid Package, Directing Solicitation of Bids, Approving Supplemental Agreement, and Request Bid Recommendation for August Board meeting

Dawn Tanner, Phil Belfiori, and Chris Otterness
 Board Meeting
 6/28/2023



Wilkinson BMP Project update



Dashboard for Wilkinson BMP: Planning doc. for project partners (subject to change)

November	December	January	February	March	April	May	June	July	August
Permitting									
Early Prelim Design		Preliminary Plans & Specs			Final Plans & Specs and Bid Proc.				
		Prelim design in packet Feb 13			Final P&S in packet April 17		Authorize bid process in package June 13		Award of contract in packet August 14

Highlights

- > Final draft bid pkg received & shared w/partners May 1
- > Approval letter received from MLT May 3
- > Signed supplemental agreement w/NOC received May 16
- > Final bid package received June 13

Considerations

- > Eagle nesting tree
- > Monitoring well; will need to be remediated by end

Needed short term

- >
- >
- >

Tracking

Item	Status	Comments
Timing	Green	>
Scope	Green	>
Budget	Yellow	>
Overall	Green	>

Budget vs Spent to date			
Costs	Anticipated	Spent to date	+/-
Eng through bid	\$110,302	\$122,696	(\$12,394)
BMP imp/const	\$374,445		
Monitoring/maint	\$18,096		
PM/VLAWMO staf	\$31,667	\$10,649	\$21,018
Total Budget	\$534,510	\$133,345	

Prelim. cost distribution, based on workplan/ revised to include eng, contract updated 5/17/23

Communications Plan | Budget | Pie Graph | **Dashboard** | HEI | +

Final Specs/Bid Package, including letters of support



- Final Specs/ Bid Package have received from HEI:
 - Project permitting has been received from permitting entities
 - Multiple rounds of review and written support from project partners: MLT and NOC/NOF letters identifying approval of plans and specs (See attachments 2 and 3 in packet)
 - Review and presentation to the community, NOHOA, and the City of North Oaks Council
 - Publication in update articles in North Oaks News (delivered community-wide)
 - Feedback received was incorporated by HEI to build the final Spec/Bid Package (linked in packet- See Attachment 5)

Vadnais Lake Area Water Management Organization

Summary of final plans as included in Board packet



WILKINSON DEEP WATER WETLAND RESTORATION

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

NORTH OAKS, MINNESOTA
JUNE 2023

SHEET #	SHEET TITLE
1	FILE SHEET
2	EXISTING CONDITIONS
3	GRADING PLAN
4	EROSION CONTROL
5	EROSION CONTROL PLAN DETAILS 1
6	EROSION CONTROL PLAN DETAILS 2
7	EROSION CONTROL PLAN DETAILS 3
8	CONTRACT SPECIFICATIONS
9	CONTRACT SPECIFICATIONS

WILKINSON LAKE

CITY OF NORTH OAKS / CENTERVILLE RD

CITY OF MAPLE LAKE

LOCATION MAP

HOUSTON
engineering, inc.

10000 WILKINSON DRIVE
NORTH OAKS, MN 55120
TEL: 763.429.1100
WWW.HOUSTONENGINEERING.COM

SURVEY INFORMATION

PROJECT NO. 2022-001
DATE OF SURVEY: 05/15/2023
DATE OF PLAN: 06/01/2023
PROJECT: WILKINSON DEEP WATER WETLAND RESTORATION

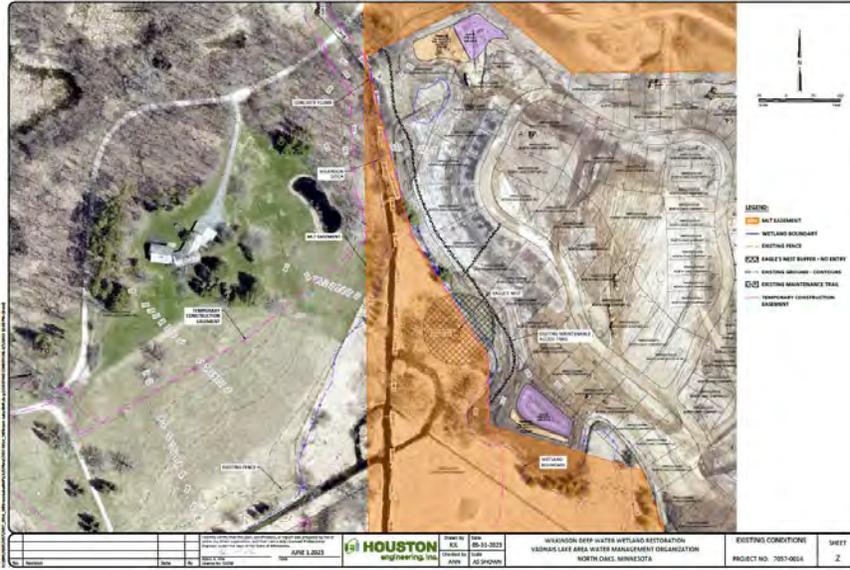
CITY NOTE

THE CITY OF NORTH OAKS HAS REVIEWED THIS PLAN AND APPROVES THE INFORMATION CONTAINED HEREIN FOR THE CITY OF NORTH OAKS. THE CITY OF NORTH OAKS DOES NOT WARRANT THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE CITY OF NORTH OAKS IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS PLAN. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

HOUSTON ENGINEERING, INC.
10000 WILKINSON DRIVE
NORTH OAKS, MN 55120
TEL: 763.429.1100
WWW.HOUSTONENGINEERING.COM

Project No. 2022-001
Date: 06/01/2023

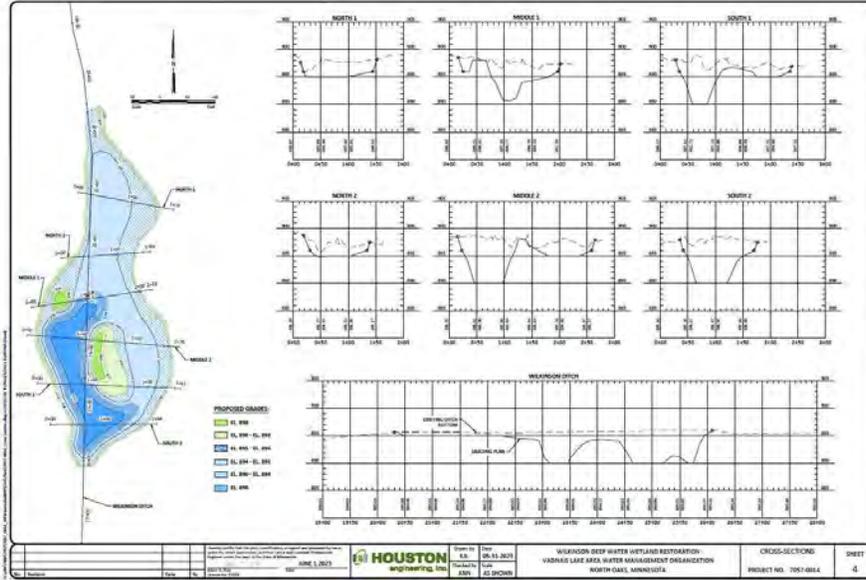
Summary of final plans as included in Board packet



Summary of final plans as included in Board packet



Summary of final plans as included in Board packet



Summary of final plans as included in Board packet



Summary of Supplemental Agreement with NOC/NOF- (See attachment 4 in packet)



- Specified in the original MOU; Supplemental Agreement would be developed when more specific project details were known, and that document would guide remaining project items, including:
 1. Construction and contract administration of Phase I;
 2. Ongoing construction inspection;
 3. Payment of each parties' final cost-share obligation; and
 4. Any long-term rights and maintenance responsibilities between the parties.
- Developed by VLAWMO's legal counsel
- Agreed upon by both parties
- Signed by NOC/NOF on May 16, 2023

Vadnais Lake Area Water Management Organization

Next Steps



Upon Board approval:

- Partner notification of bid process initiating
- HEI will facilitate bid process through Quest CDN
- Notice of bid process will be completed by VLAWMO staff
- Mandatory meeting for potential contractors, including site visit (July 26)
- Bid opening 2:00 pm, August 3 (remote/through Quest CDN)
- Recommendation to VLAWMO Board- August 23
- Construction initiation upon notification by HEI and after Sept. 1, 2023
- Substantial completion March 1, 2024
- Final completion and vegetation establishment by July 1, 2024

Vadnais Lake Area Water Management Organization

Staff recommendation and Board consideration



Staff recommend approving Resolution 04-2023 that:

1. Accepts the Specs/Bid Package for the construction of the Wilkinson Deep Water Wetland Restoration Project dated 6/13/23
2. Directs solicitation of bids according to the Engineer's recommendation for implementation of the Project
3. Approves the Supplemental Agreement with NOC/NOF and authorizes the Board Chair and Secretary to sign and return the final executed document to partners, and
4. Requests HEI to process bids received, analyze, and provide a recommendation to the Board for consideration at the August Board meeting.

Vadnais Lake Area Water Management Organization

**WILKINSON LAKE WATER QUALITY IMPROVEMENTS PROJECT
SUPPLEMENTAL AGREEMENT**

This Supplemental Agreement regarding the Wilkinson Lake Water Quality Improvements Project (“**Supplemental Agreement**”) is made as of this 16th day of May 2023, by and between the Vadnais Lake Area Water Management Organization, a Minnesota joint powers watershed management organization (“**VLAWMO**”), and North Oaks Farms (“**NOF**”), Inc., doing business as North Oaks Company (NOC), LLC, a Minnesota limited liability company (“**NOC**”). VLAWMO and NOC/NOF may hereinafter be referred to individually as a “party” or collectively as the “parties.”

RECITALS

- A. The parties previously entered into a Memorandum of Understanding (“**MOU**”) dated July 16, 2021, which is attached hereto as Exhibit A, to undertake a project to improve water quality in Wilkinson Lake (“**Project**”).
- B. The MOU and this Supplemental Agreement apply only to Phase I of the Project. There is no agreement at this point between the parties on any further stages for the Project.
- C. NOF granted VLAWMO temporary easements to allow it to enter and construct the Project on its Property, which were recorded with Ramsey County on March 10, 2022 as Doc No. T02727173. The portions of the NOF’s property that may be accessed and used as part of the Project are described in the easement (collectively, the “**Easement Area**”).
- D. The Project, which is more fully described in the MOU, sets out the responsibility of the parties, and section 6 of the MOU indicates the parties will enter into a subsequent cooperative agreement to address:
- (1) Construction and contract administration of Phase I;
 - (2) Ongoing construction inspection;
 - (3) Payment of each parties’ final cost-share obligation; and
 - (4) Any long-term rights and maintenance responsibilities between the parties.
- E. There were a number of uncertainties regarding the Project at the time of entering into the MOU (e.g., grant funding, feasibility, etc.) and so parties agreed the details associated with actually constructing and maintaining the Project would be worked out as part of this Supplemental Agreement once the parties obtained additional information regarding the feasibility and funding for the Project.
- F. VLAWMO has entered into an agreement with Houston Engineering (“**Engineer**”) to develop the design, plans, and specifications, as shared with partners on May 1, 2023 as part of the bid package dated April 2023, (collectively, the “**Plans**”) for the Project and to oversee and conduct inspections of the Project.

- G. VLAWMO has received the anticipated Section 319 Program grant in the amount of \$320,705.50 (“**Grant**”), the plans and specifications for the Project are prepared, the Engineer has submitted a cost estimate for the Project, and VLAWMO desires to seek bids to construct the Project.
- H. The Grant constitutes 60% of the total required minimum Project cost of \$534,510.
- I. The Engineer estimates the total based bid cost to be \$304,005, and, with a 20% contingency, the total Project Cost to be \$364,806 (“**Project Cost Estimate**”).
- J. The parties desire to enter into this Supplemental Agreement to serve as the cooperative agreement contemplated in the MOU for construction of Phase I of the Project.

AGREEMENT

In consideration of the mutual promises and agreements hereinafter set forth, and intending to be legally bound, the parties do hereby agree as follows:

- 1. **Incorporation of Recitals**. The above recitals are hereby incorporated into and made part of this Agreement as if fully set forth herein.
- 2. **Plans and Specifications**. The parties have each had an opportunity to review and propose revisions to the Plans for the Project. The parties agree each has issued a written statement approving the Plans and that VLAWMO is authorized to use them to advertise for bids for construction of the Project. Except as expressly provided otherwise herein, the parties further agree that no changes may be made to the approved Plans except upon the exclusive approval of VLAWMO as part of administering the Project contract. The approved Plans are attached hereto as **Exhibit C** and made part of this Supplemental Agreement.
- 3. **Contract and Construction Administration**. The parties agree VLAWMO shall be responsible for the following regarding the administration and construction of the Project as provided in this section.
 - a. Advertise and receive bids for the Project in accordance with applicable laws.
 - b. Provide NOC/NOF a copy of the bids, understanding that if the contract is let VLAWMO is required by law to award the contract to the lowest responsible bidder. If the bid from the apparent low bidder is more than 20% higher than the Project Cost Estimate, the parties agree to discuss their options regarding the Project including, but not limited to, modifying the Plans and rebidding the Project, rebidding the Project without modifying the Plans, or not proceeding with the Project and returning the Grant funds. If the Plans are modified, the parties will agree on such modifications and the modified Plans shall be attached hereto as **Exhibit C**. If the Project is rebid and the bid from the apparent low bidder is not more than 20% higher than the Project Cost Estimate, VLAWMO may proceed to award the contract and the parties agree to share equally in the resulting local cost share portion of the Project Costs. If the

- Project is rebid and the low bid is once again more than 20% higher than the Project Cost Estimate, the parties agree to not proceed with the Project. If the Project is cancelled, VLAWMO will be required to return the Grant funds, but each party remains responsible for paying its half of the Engineering costs incurred through the cancellation of the Project. VLAWMO will invoice NOC/NOF for such costs as provided herein.
- c. Nothing in this Supplemental Agreement limits VLAWMO's authority to reject bids or to otherwise exercise its discretion in accordance with typical bid receipt, processing, award, and contracting procedures.
 - d. Award, enter into, and administer the contract with the selected contractor. VLAWMO agrees to require the contractor to name NOC/NOF as an additional insured on its commercial general liability policy. VLAWMO will require the contractor to provide a performance bond and payment bond for the Project as required by law before it begins any work on the Project.
 - e. VLAWMO shall be considered the "owner" for the purposes of the construction contract documents and surety related to construction of the Project.
 - f. Oversee, through the Engineer, construction of the Project within the Easement Area to ensure the Project is constructed in accordance with the Plans.
 - g. Seek any corrective actions, in accordance with the terms and conditions of the construction contract, for any work the Engineer determines does not satisfy the Plans.
 - h. Notify NOC/NOF of the construction schedule, any updates, and when the Project reaches substantial completion.
4. Construction Inspection. The parties agree that the Engineer will provide oversight and inspection services related to the construction of the Project. The Engineer will work directly with VLAWMO to address any issues identified as part of the inspections in the normal course of construction inspection services and contract administration. NOC/NOF agrees to direct any questions it may have related to construction of the Project to VLAWMO's liaison identified herein.
5. Cost-Share.
- a. Engineering Costs. The parties have agreed to share equally in the Engineer's costs that are not paid by the Grant. Those costs include, but are not limited to, costs to develop the Plans, to oversee construction, and conducting related inspections. VLAWMO has been paying the Engineer's costs and will develop and send NOC/NOF one or more invoices for its share of Engineering costs not paid by the grant. Each invoice will identify the work to which it relates, the total cost, the amount paid by the Grant, and the amount to be paid by the parties as part of the local

- match and the amount to be paid by NOC/NOF. NOC/NOF agrees to pay such invoices within 30 days of receipt.
- b. Project Costs. The MOU projected a total estimated cost for the Project of \$354,356, with approximately 60% of the cost to be paid through a Section 319 Program grant and the required 40% cost-share (approximately \$236,304) to be split equally between the parties (an estimated \$118,152 each). The Project Cost Estimate developed by the Engineer, including a 20% contingency, is \$364,806. The parties understand the actual cost to construct the Project will not be certain until the Project is completed, but agree the Project Cost Estimate is within the original estimate and is subject to the 50/50 cost share arrangement.
 - c. The parties understand the Grant provides a set amount of funds, which does not change if the cost to construct the Project exceeds Project Cost Estimate. If the amount of the apparent lowest responsible bid exceeds the Project Cost Estimate, and the parties do not agree to cancel the Project, the parties agree to share equally in the cost of the Project beyond the amount paid by the Grant.
6. Project Maintenance. The parties had previously discussed the long-term maintenance of the Project as part of the MOU. The parties agree the minimum maintenance period for the Project is 10 years from the date of final completion of the Project (“**Maintenance Period**”). NOC/NOF agrees to not destroy or interfere with the intended function of the Project for at least the entire Maintenance Period. The maintenance responsibilities from the MOU have been attached hereto as Exhibit B. The parties agree the Project will be maintained as provided in Exhibit B.
 7. Grant Requirements. VLAWMO is responsible to satisfying the requirements of the Grant, but NOC/NOF agree to work in good faith with VLAWMO as may be needed to provide the information required to satisfy the obligations of the grantee under the Grant.
 8. Term. This Supplemental Agreement shall be in effect as of the date first written above and shall terminate at the conclusion of the required Maintenance Period, unless terminated earlier as provided in this section. This Supplemental Agreement shall terminate upon payment in full by NOC/NOF of its share of the Engineer’s costs if the parties agree to not proceed with the Project.
 9. Insurance. Each party shall be responsible for maintaining its own insurance coverage as it determines is appropriate to protect itself and to satisfy its indemnification obligation under this Supplemental Agreement.
 10. Indemnification. The parties are each responsible for their own acts under this Agreement and neither party agrees to accept liability on behalf of the other party. NOC/NOF agrees to indemnify, defend, and hold VLAWMO and its officials, employees, and agents harmless for all costs, damages, or expenses which VLAWMO may pay or incur, including attorneys’ fees, in consequence of any claims arising out of or related the acts or omissions of NOC/NOF in

performing its obligations under this Agreement. This duty to indemnify does not extend to any claims arising from VLAWMO's own negligence.

Likewise, VLAWMO agrees to indemnify, defend, and hold NOC/NOF and its officials, employees, and agents harmless for all costs, damages, or expenses which NOC/NOF may pay or incur, including attorneys' fees, in consequence of any claims arising out of or related the acts or omissions of VLAWMO in performing its obligations under this Agreement. This duty to indemnify does not extend to any claims arising from NOC/NOF's own negligence. Nothing in this Agreement shall be construed as a waiver of, or limitation on, any immunity from or limitation on liability available to any party under law.

11. Future Project Phases. The parties desire for this Agreement and the framework established for Phase I contained herein may serve as a roadmap to be followed for future Project phases and collaboration with respect to said phases. To that end, it is expressly acknowledged and understood that the parties will seek to cooperate in good faith beyond the termination of this Agreement, and will together negotiate future agreements, as may be necessary, so that future phases of the Project can be carried out in a manner consistent with the anticipated implementation of Phase I outlined herein.

12. Miscellaneous.

a. Liaison; Notice. The parties designate the following authorized representatives to serve as the liaison to the other party for purposes of coordination of all work involved in or related to the Project as provided in this Agreement. Any written communications required under this Agreement will be addressed to the other party as follows, except that any party may change its address for notice by so notifying the other party in writing:

To VLAWMO: Vадnais Lake Area Water Management Organization
Attention: Dawn Tanner
Program Development Coordinator
800 E County Road E.
Vадnais Heights, MN 55127

To NOC/NOF: North Oaks Company, LLC
Attention: Donald Pereira
Director of Conservation Programs
5959 Centerville Rd. #200
North Oaks, MN 55127

b. MOU. As provided in Section 9 of the MOU, the MOU terminates upon the effective date of this Supplemental Agreement. The MOU is attached to this Supplemental Agreement as Exhibit A as it addressed the steps necessary to prepare the Project for construction and provides valuable background of the intent of the parties. Rather than attempting to identify and repeat language from the MOU, the parties agree this Supplemental Agreement is entered into as an extension of the agreements reached in

the MOU and that this Supplemental Agreement shall be interpreted in accordance with the intent expressed in the MOU, though understanding the express language of this Supplement Agreement is controlling.

- c. Complete Agreement. This Supplemental Agreement, including the recitals and the exhibits, which are incorporated in and made part of this Supplemental Agreement, contains the complete agreement between the parties and supersedes any previous oral agreements, representations and negotiations between the parties regarding the subject matters of this Supplemental Agreement. This Supplemental Agreement may be executed in more than one counterpart, each of which shall be deemed to be an original but all of which taken together shall be deemed a single instrument. No party shall assign an interest in this Supplemental Agreement, nor shall transfer any interest in the same, without the other party's written consent. No modifications or amendments may be made to this Supplemental Agreement unless in writing and signed by both parties hereto.
- d. Compliance. The parties shall abide by all applicable laws, statutes, ordinances, rules, and regulations in performing this Supplemental Agreement.
- e. Headings. The headings contained in this Supplemental Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Supplemental Agreement.
- f. Waiver. Any waiver by any of the parties of a breach of any provision of this Supplemental Agreement will not affect, in any respect, the validity of the remainder of this Supplemental Agreement.
- g. No Third-Party Rights. This Supplemental Agreement is solely for the benefit of the signatories hereto. This Supplemental Agreement shall not create or establish any rights in, or be construed as being for the benefit of, any third party.
- h. Applicable Law. The execution, interpretation, and performance of this Supplemental Agreement will, in all respects, be controlled and governed by the laws of Minnesota. The provisions of this Supplemental Agreement are severable. If any portion of this Supplemental Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Supplemental Agreement.
- i. Counterparts. This Supplemental Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.
- j. Authority to Execute. The person or persons executing this Supplemental Agreement on behalf of the parties represent that he, she, or they are duly authorized to execute this Supplemental Agreement on behalf of their respective entities and represent and

warrant that this Supplemental Agreement is a legal, valid, and binding obligation enforceable according to its terms.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

VLAWMO:

By: _____

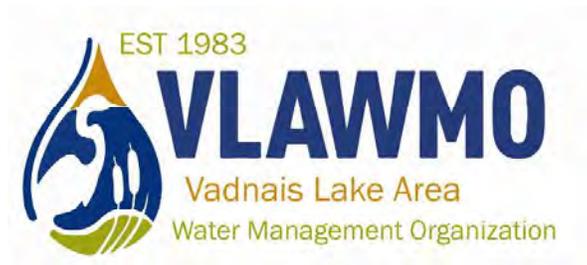
Its Chair

And by: _____

Its Secretary

Date: _____

Specifications/Bid Package
for
Wilkinson Lake Deep-Water Wetland
Restoration
Prepared for the
Vadnais Lake Area Water Management Organization
June 2023



by



7550 Meridian Circle North, Suite 120
Maple Grove, MN 55369

SPECIFICATIONS/BID PACKAGE FOR

Wilkinson Lake Deep-Water Wetland Restoration

in

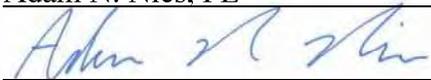
Ramsey County, MN

Owner (for purpose of this contract): Vadnais Lake Area Water Management
Organization (VLAWMO)
800 East County Road E
Vadnais Heights, MN 55127
Phone: 651-204-6070

Prepared By: Houston Engineering, Inc.
7550 Meridian Circle North, Suite 120
Maple Grove, MN 55369
(763) 493-4522

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: Adam N. Nies, PE

Sign Name: 

Date: 6/13/2023 License No. 53358

**SECTION 00010
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ATTACHMENTS

Attachment 1:	Construction Plans
Attachment 2:	Special Provisions – Prevailing Wages
Attachment 3a:	Sediment Sampling Report
Attachment 3b:	MPCA Correspondence Regarding Sediment Sampling Report
Attachment 4:	Wetland Seeding Guidance Documents
Attachment 5:	Agricultural Easement
Attachment 6:	Construction Easement

DIVISION

0

Project Plans and Documents

The bid set including plans and specifications may be downloaded from QuestCDN.com, project #8443103, for a fee of \$22.00. Bids MUST be submitted via the online electronic bid services through QuestCDN for a fee of \$42.00.

The plan holders list and bid results will be available for viewing on the Houston Engineering web site: www.houstoneng.com.

Pre-Bid Meeting

A **mandatory** pre-bid meeting will be held on Wednesday, July 26, 2023 at 1:30 p.m. at North Oaks Community Room, 100 Village Center Drive North Oaks, MN 55127, starting at the Community Room and then visiting the project site.

Bid Bond

A bid bond in an amount equal to five (5) percent of the bid price is required for this project.

VLAWMO reserves all authority to accept or reject any or all bids and to waive informalities therein.

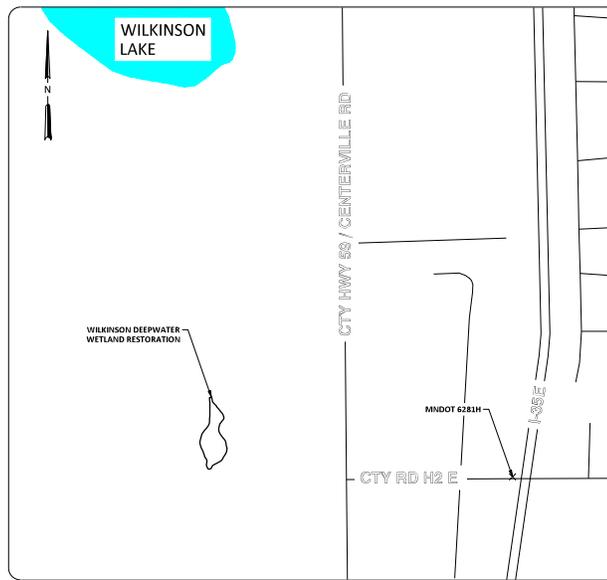
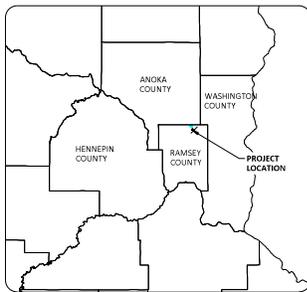
Date

Phil Belfiori, Administrator
VLAWMO
800 East County Road E
Vadnais Heights, MN 55127

WILKINSON DEEP WATER WETLAND RESTORATION VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION NORTH OAKS, MINNESOTA JUNE 2023



TABLE OF CONTENTS	
SHEET #	SHEET TITLE
1	TITLE SHEET
2	EXISTING CONDITIONS
3	GRADING PLAN
4	CROSS SECTIONS
5	EROSION CONTROL PLAN
6	DETAILS 1
7	DETAILS 2
8	SWPPP NARRATIVE 1
9	SWPPP NARRATIVE 2



SURVEY INFORMATION:

HORIZONTAL DATUM: NAD 83
VERTICAL DATUM: NAVD 88
COORDINATE SYSTEM: MNDOT RAMSEY COUNTY
UNIT OF MEASURE: US SURVEY FOOT
PROJECT BENCHMARK: MNDOT 6281 H

UTILITY NOTE:

PRIOR TO ANY EXCAVATION WORK, THE CONTRACTOR RESPONSIBLE UNDER MINNESOTA STATE STATUTE 216D AND MINNESOTA RULES CHAPTER 7560 TO CONTACT Gopher State One Call FOR THE LOCATION OF UNDERGROUND UTILITY FACILITIES IN PROXIMITY TO THE EXCAVATION SITE.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINE FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

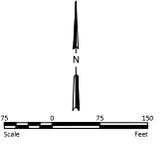
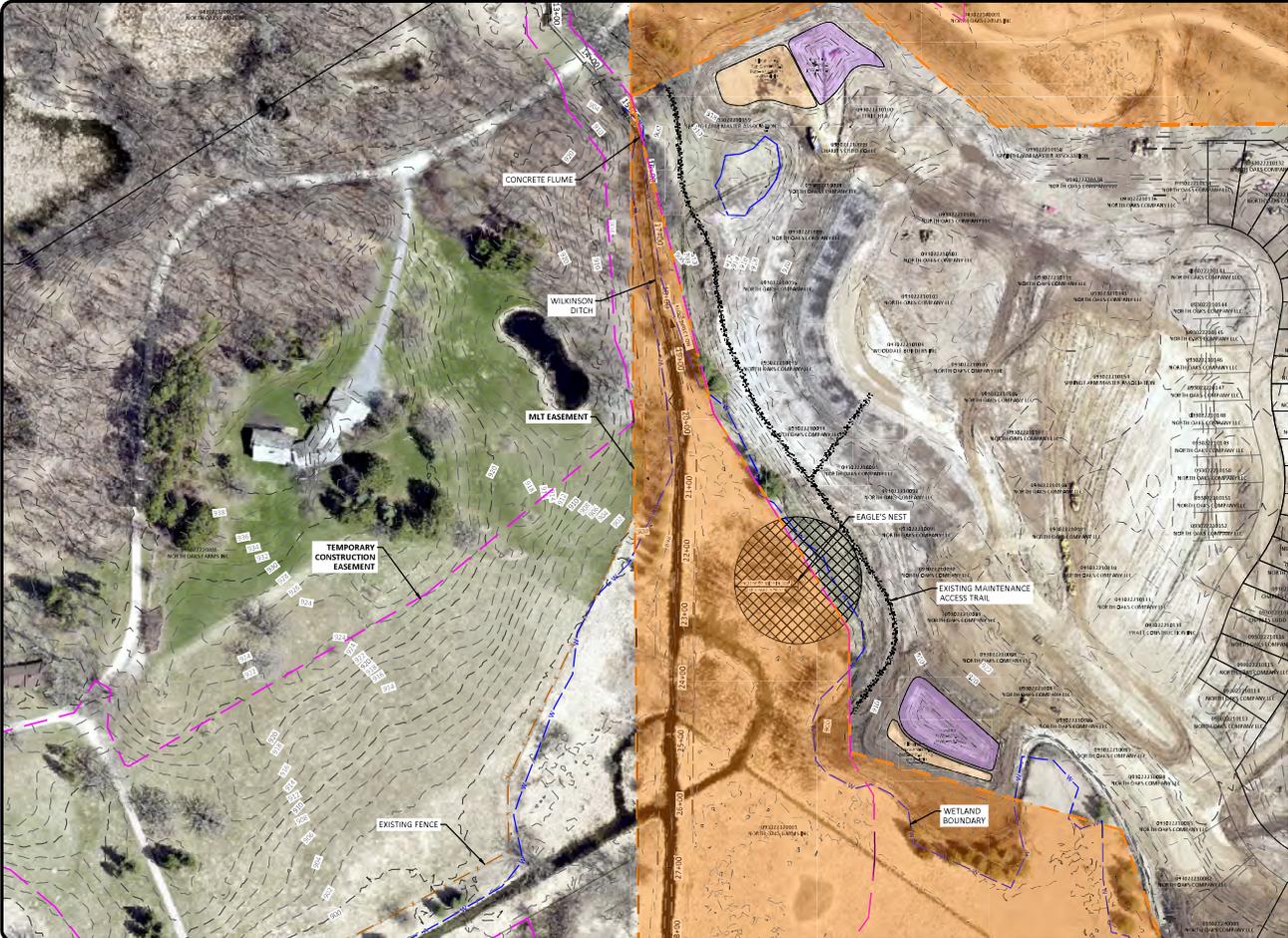
Adam N. Nies
License No. 53358

Date: JUNE 1, 2023

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Project No. 7057-0014

HEI NO. 7057-0014

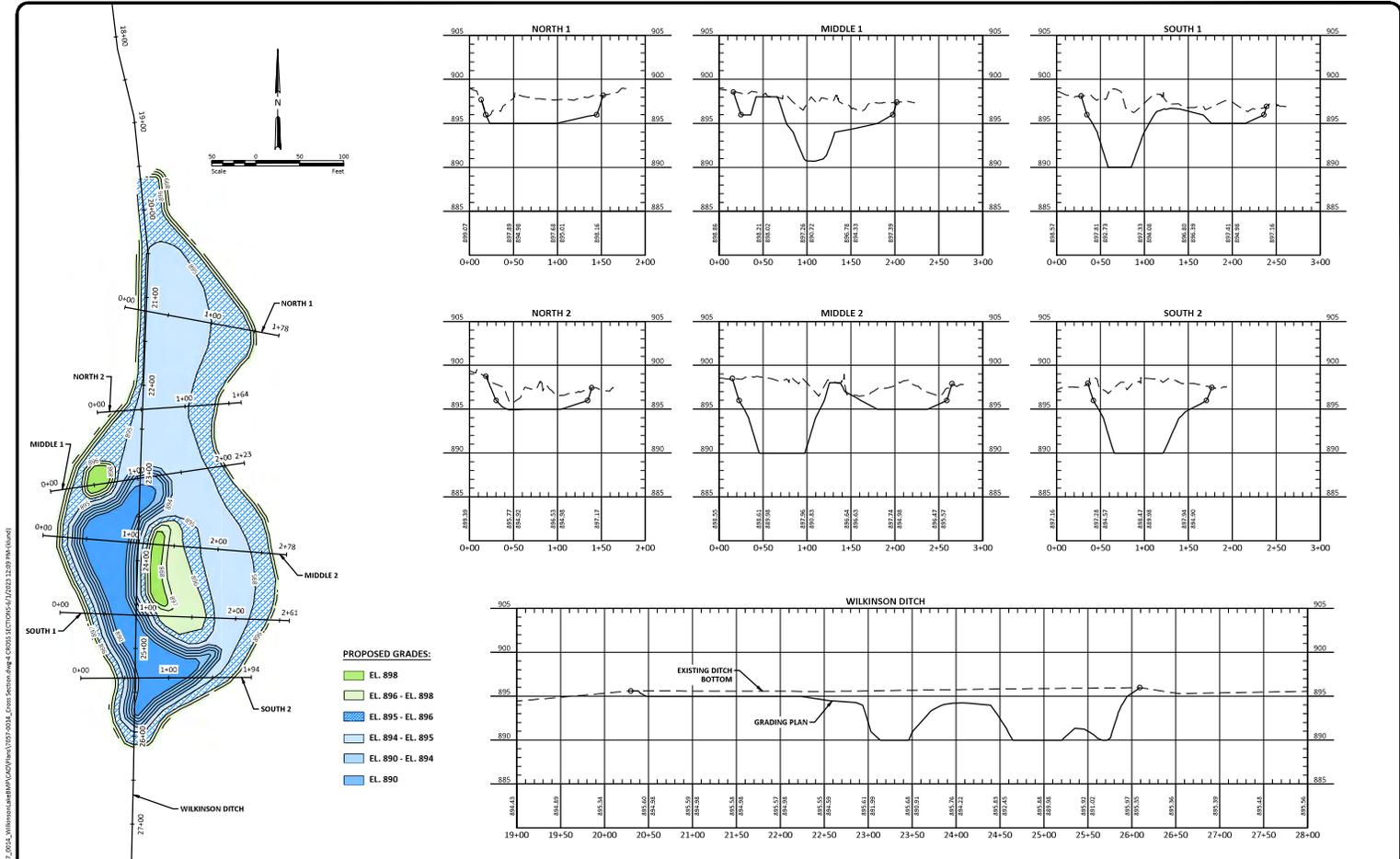


- LEGEND:**
- MLT EASEMENT
 - WETLAND BOUNDARY
 - EXISTING FENCE
 - EAGLE'S NEST BUFFER - NO ENTRY
 - EXISTING GROUND - CONTOURS
 - EXISTING MAINTENANCE TRAIL
 - TEMPORARY CONSTRUCTION EASEMENT

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		I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Date: JUNE 1, 2023 By: Adam R. Hines License No. 22555	HOUSTON engineering, inc.	Drawn by: KIL Checked by: ANN Scale: AS SHOWN	WILKINSON DEEP WATER WETLAND RESTORATION VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION NORTH OAKS, MINNESOTA	EXISTING CONDITIONS PROJECT NO. 7057-0014	SHEET 2
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HEI NO. 7057-0014



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No.	Revision	Date	By

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Adam R. Niles
License No. 22555

Date: JUNE 1, 2023

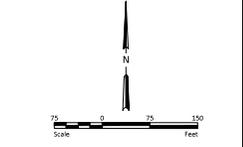
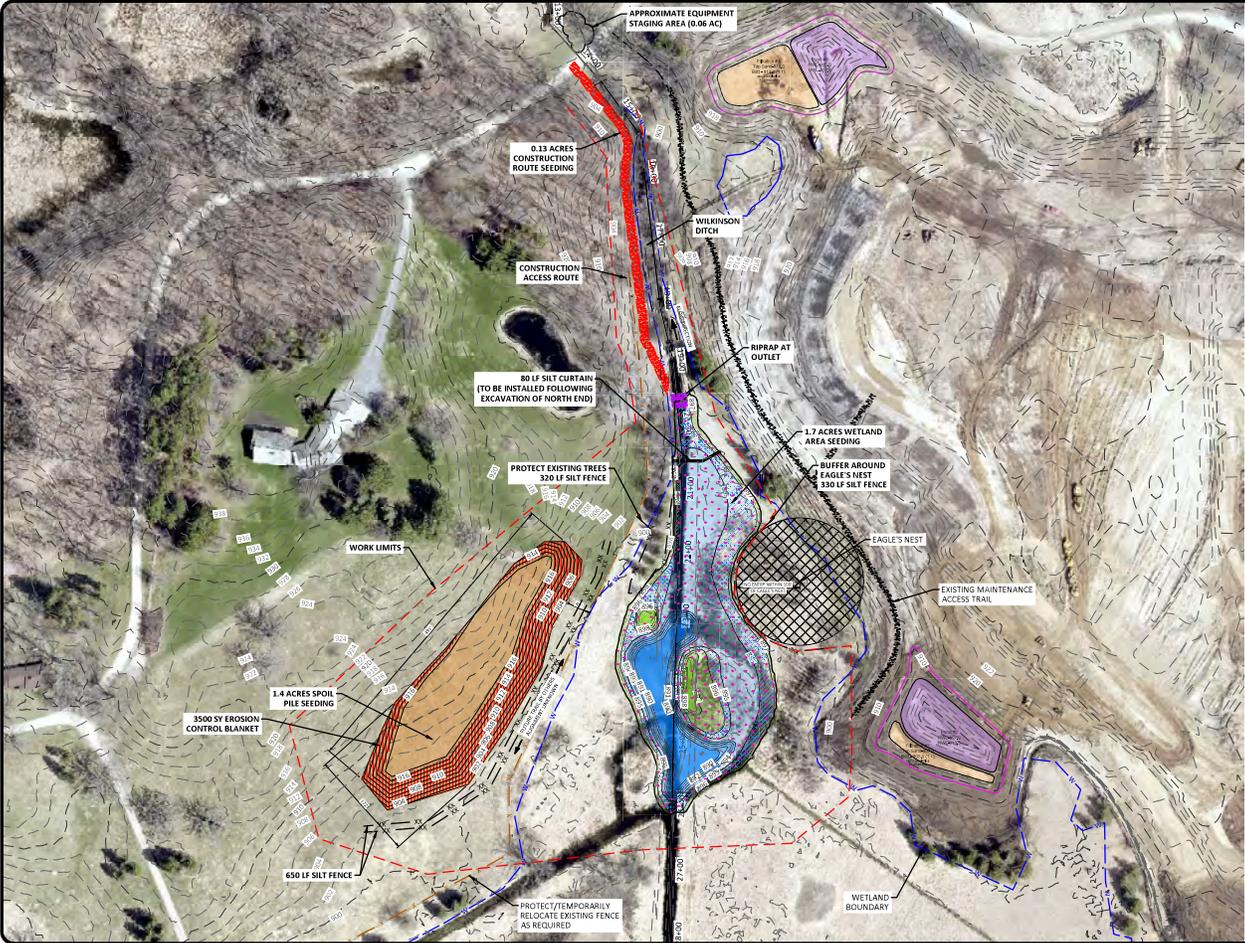
HOUSTON engineering, inc.

Drawn by: KIL
Date: 05-31-2023
Checked by: ANN
Scale: AS SHOWN

WILKINSON DEEP WATER WETLAND RESTORATION
VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
NORTH OAKS, MINNESOTA

CROSS-SECTIONS	SHEET
PROJECT NO. 7057-0014	4

HEI NO. 7057-0014



- LEGEND:**
- EROSION CONTROL BLANKET
 - WETLAND SEEDING PLAN: PRAIRIE MOON NURSERY CUSTOM SEED MIX AS SPECIFIED IN ORDER #23862
 - SPOIL PILE & ACCESS PATH SEEDING PLAN: MNDOT 35-221 DRY PRAIRIE GENERAL, OR SIMILAR
 - SILT FENCE - DOUBLE CONTAINMENT
 - WETLAND BOUNDARY
 - EAGLE'S NEST BUFFER - NO ENTRY
 - EXISTING FENCE
 - CLASS III RIPRAP
 - WORK LIMITS
 - CONSTRUCTION ACCESS PATH
 - 900 - - EXISTING GROUND - CONTOURS
 - 900 - - PROPOSED GRADING - CONTOURS
1. SEE SHEET 5 FOR EROSION CONTROL DETAILS.
 2. SEE SHEETS 6 & 7 FOR SWPPP REQUIREMENTS.
 3. CONSTRUCTION MATTING TO BE USED IN ALL WETLAND AREAS.

- PROPOSED GRADES:**
- EL. 898
 - EL. 896 - EL. 898
 - EL. 895 - EL. 896
 - EL. 894 - EL. 895
 - EL. 890 - EL. 894
 - EL. 890

H:\HUN\7057\7057_005_Wilkinson\DWG\7057-005_Wilkinson_Lake_BMP.dwg 5 EROSION CONTROL PLAN 6/1/2023 12:59 PM (User)

No.	Revision	Date	By	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Adam R. Ives License No. 22555	Date JUNE 1, 2023
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HOUSTON engineering, inc.

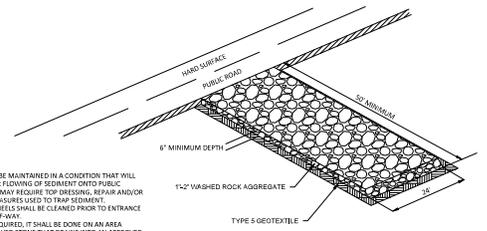
Drawn by: KIL
 Checked by: ANN
 Date: 05-31-2023
 Scale: AS SHOWN

WILKINSON DEEP WATER WETLAND RESTORATION
 VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
 NORTH OAKS, MINNESOTA

EROSION CONTROL PLAN PROJECT NO. 7057-0014	SHEET 5
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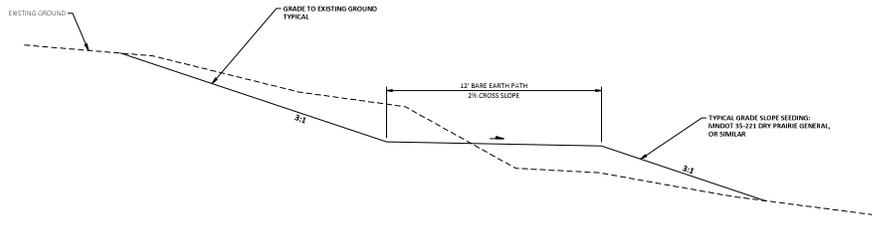
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- NOTES:
1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT.
 2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
 3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.

TEMPORARY ROCK OR WOOD CHIP
CONSTRUCTION ENTRANCE
 NOT TO SCALE



ACCESS PATH GRADING
 NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.			Drawn by KIL	Date 05-31-2023	WILKINSON DEEP WATER WETLAND RESTORATION VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION NORTH OAKS, MINNESOTA	DETAILS 2	SHEET 7
No.	Revision		Checked by ANN	Scale AS SHOWN			
Date	By Adam N. Niles License No. 22555	Date JUNE 1, 2023					

HEI NO. 7057-0014

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

GENERAL CONSTRUCTION ACTIVITY INFORMATION

PROJECT NAME: WILKINSON LAKE BEST MANAGEMENT PRACTICES

1. DESCRIBE PROJECT LOCATION:

ADDRESS OR DESCRIBE AREA: QUARTER-QUARTER NEW, SECTION 9 (30 R22) IN NORTH OAKS

CITY OR TOWNSHIP: NORTH OAKS
STATE: MN ZIP CODE: 55127 COUNTY: RAMSEY

LATITUDE/LONGITUDE OF APPROXIMATE CENTROID OF PROJECT: 45.1057°/-93.0610°

2. DESCRIBE THE CONSTRUCTION ACTIVITY:

THE WILKINSON LAKE BEST MANAGEMENT PRACTICES PROJECT WILL CONSIST OF WETLAND EXCAVATION AND TREE REMOVAL AS SPECIFIED IN THE PLANS. REMOVED SEDIMENT AND EXCESS BANK MATERIAL WILL BE SPOIL BANKED ON THE WEST SIDE OF THE WETLAND AND DISTURBED AREAS RE-VEGETATED.

PROJECT AREAS

1. TOTAL AREA TO BE DISTURBED (ACRES): 10.4
2. PRE-CONSTRUCTION IMPERVIOUS SURFACE (ACRES): 0.0
3. POST-CONSTRUCTION IMPERVIOUS SURFACE (ACRES): 0.0
4. TOTAL NEW IMPERVIOUS SURFACE (ACRES): 0.0

RECEIVING WATERS

SURFACE WATERS WITHIN ONE MILE OF PROJECT BOUNDARY (AERIAL RADIUS MEASUREMENT) THAT WILL RECEIVE STORMWATER FROM THE SITE OR DISCHARGE FROM PERMANENT STORMWATER MANAGEMENT SYSTEM:

WATER BODY ID	NAME OF WATER BODY	TYPE	SPECIAL WATER	IMPAIRED WATER
42-9043-09	WILKINSON LAKE	LAKE	NO	YES

CONTACT INFORMATION

PROJECT OWNER: VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
DAWN TANNER
800 CO. RD. E EAST
ST. PAUL, MN 55127

CONTRACTOR: TO BE DETERMINED

DESIGN OF CONSTRUCTION SWPPP

DESIGN OF CONSTRUCTION SWPPP COMPLETED BY:

AARON ZIKAS
HOUSTON ENGINEERING
7550 MERIDIAN CIRCLE NORTH, SUITE 120
MAPLE GROVE, MN 55469
PHONE: (763) 494-4522

PROJECT INFORMATION

1. CHAIN OF RESPONSIBILITY: OWNER AND CONTRACTOR ARE COPERMITTEES FOR THE MINNESOTA GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY. THE CONTRACTOR IS RESPONSIBLE TO COMPLY WITH ALL ASPECTS OF THE MINNESOTA GENERAL PERMIT AT ALL TIMES UNTIL THE NOTICE OF TERMINATION (NOT) HAS BEEN FILED WITH THE MPCA. THE CONTRACTOR WILL DEVELOP A CHAIN OF COMMAND WITH ALL OPERATORS ON THE SITE TO ENSURE THAT THE SWPPP WILL BE IMPLEMENTED AND STAY IN EFFECT UNTIL THE CONSTRUCTION PROJECT IS COMPLETE, THE ENTIRE SITE HAS UNDERGONE FINAL STABILIZATION, AND A NOTICE OF TERMINATION (NOT) HAS BEEN SUBMITTED TO THE MPCA.

2. TRAINING DOCUMENTATION: CONTRACTOR SHALL LIST PEOPLE REQUIRING TRAINING PER PART III.F.1, DATES OF TRAINING, AND NAME OF INSTRUCTOR AND EVENT PROVIDING TRAINING. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING. THE OWNER SHALL BE PROVIDED WITH A COPY OF THE TRAINING DOCUMENTATION BEFORE THE START OF CONSTRUCTION ON THE PROJECT.

PROJECT INFORMATION

1. ENVIRONMENTALLY SENSITIVE AREAS:

A. **IMPAIRED WATERS:** THE DITCH SYSTEM DISCHARGE IS WITHIN ONE MILE OF IMPAIRED WATERS (WILKINSON LAKE). WILKINSON LAKE IS IMPAIRED FOR NUTRIENT EUTROPHICATION BIOLOGICAL INDICATORS AND HAS A USEPA-APPROVED TMDL. THIS IMPAIRMENT IS CONSIDERED NON-CONSTRUCTION RELATED.

B. **SPECIAL WATERS:** THERE ARE NO SPECIAL WATERS WITHIN ONE MILE OF THE DISCHARGE FOR WILKINSON LAKE.

C. **WETLANDS:** SEGMENTS OF THE WORK LIMITS CROSS WETLANDS. WORK SHALL CONFORM TO STATE AND FEDERAL WETLAND LAWS.

D. **KARST AREAS:** THERE ARE NO KNOWN KARST AREAS WITHIN THE PROJECT BOUNDARY.

E. **CALCAREOUS FENS:** THERE ARE NO KNOWN CALCAREOUS FENS WITHIN THE PROJECT BOUNDARY.

F. **ENDANGERED OR THREATENED SPECIES:** THERE ARE NO KNOWN STATE LISTED ENDANGERED OR THREATENED SPECIES WITHIN THE PROJECT BOUNDARY. A BALD EAGLE'S NEST EXISTS ON SITE (SEE PLANS).

G. **HISTORIC PLACES OR ARCHEOLOGICAL SITES:** THERE ARE NO KNOWN HISTORIC PLACES OR ARCHEOLOGICAL SITES WITHIN THE PROJECT BOUNDARY.

H. **STEEP SLOPES:** SLOPES 1:3 (V:H) OR STEEPER IN GRADE ARE CONFINED TO THE SLOPES OF THE PUBLIC DRAINAGE SYSTEM.

2. SOIL TYPES:

THE SOIL REMOVAL WILL GENERALLY CONSIST OF LOAM, CLAY LOAM, SILTY CLAY LOAM, SANDY LOAM, AND MUCK. ESTIMATED PARTICLE SIZE RANGING FROM 0.0001 MM TO 0.5MM.

3. ORDER OF CONSTRUCTION ACTIVITIES:

1. INSTALL EROSION AND SEDIMENT CONTROL MEASURES.
2. PROCEED WITH REMOVAL OF TREES FROM WETLAND, DITCH, RESLOPED BANKS, AND SPOIL BANK AREAS. WORK FROM DOWNSTREAM TO UPSTREAM TO REMOVE SEDIMENT AND SOIL FROM WETLAND AND PLACE IN SPOIL BANK AREAS.
3. STABILIZE AREAS DISTURBED WITH TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES.
4. COMPLETE PERMANENT RESTORATION WITH EROSION AND SEDIMENT CONTROL MEASURES.

EROSION PREVENTION PRACTICES

1. STABILIZATION MUST BE INITIATED IMMEDIATELY AND NO LATER THAN 14 CALENDAR DAYS WHENEVER ANY CONSTRUCTION ACTIVITY HAS TEMPORARILY OR PERMANENTLY CEASED ON ANY PORTION OF THE SITE. STABILIZATION MEANS THE EXPOSED GROUND SURFACE HAS BEEN COVERED BY APPROPRIATE MATERIALS SUCH AS MULCH, STACKED SOD, RIPRAP, EROSION CONTROL BLANKETS, MATS OR OTHER MATERIAL THAT PREVENTS EROSION FROM OCCURRING. GRASS, AGRICULTURAL CROPP OR OTHER SEEDING ALONE IS NOT STABILIZATION. MULCH MATERIALS MUST ACHIEVE APPROXIMATELY 90 PERCENT GROUND COVERAGE (TYPICALLY 2 TON/ACRE).
2. STABILIZATION OF THE NORMAL WETTED PERIMETER OF THE LAST 100 LINEAR FEET OF TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALES THAT DRAIN WATER FROM THE SITE MUST OCCUR WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE.
3. STORMWATER CONVEYANCE CHANNELS MUST BE ROUTED AROUND UNSTABILIZED AREAS. EROSION CONTROLS AND VELOCITY DISSIPATION DEVICES MUST BE USED ALONG THE LENGTH OF THE CONVEYANCE CHANNEL AND AT ANY OUTLET.

SEDIMENT CONTROL PRACTICES

1. SEDIMENT CONTROL PRACTICES MUST BE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS AND BE LOCATED UP GRADIENT OF ANY BUFFER ZONES. THE PERIMETER SEDIMENT CONTROL PRACTICE MUST BE IN PLACE BEFORE ANY UP GRADIENT L AND DISTRIBUTING ACTIVITIES BEGIN. THESE PRACTICES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION.

2. RE-INSTALL ALL SEDIMENT CONTROL PRACTICES THAT HAVE BEEN ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY HAS BEEN COMPLETE. COMPLETE ANY SHORT-TERM ACTIVITY THAT REQUIRES REMOVAL OF SEDIMENT CONTROL PRACTICES AS QUICKLY AS POSSIBLE. RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE.

3. ALL STORM DRAIN INLETS MUST BE PROTECTED BY APPROPRIATE BMPs DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED. INLET PROTECTION MAY BE REMOVED FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (STREET FLOODING/FREEZING) HAS BEEN IDENTIFIED BY THE PERMITTEE OR THE JURISDICTIONAL AUTHORITY. THE PERMITTEE MUST DOCUMENT THE NEED FOR REMOVAL AND RETAIN THE RECORD WITH THE SWPPP.

4. TEMPORARY SOIL STOCKPILES MUST HAVE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS, AND CANNOT BE PLACED IN ANY NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCE SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER.

5. WHERE VEHICLE TRAFFIC LEAVES ANY PART OF THE SITE OR ONTO PAVED ROADS WITHIN THE SITE, A VEHICLE TRACKING BMP, APPROVED BY THE ENGINEER, MUST BE INSTALLED TO MINIMIZE THE TRACK-OUT OF SEDIMENT FROM THE CONSTRUCTION SITE. STREET SWEEPING MUST BE USED IF SUCH VEHICLE TRACKING BMPs ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE STREET.

6. SOIL COMPACTION MUST BE MINIMIZED AND, UNLESS INEVITABLE, PRESERVE TOPSOIL. MINIMIZING SOIL COMPACTION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA OF THE SITE DICTATES THAT IT BE COMPACTED.

CONTROL OF WATER

1. PUMPING, IF NECESSARY, SHALL BE PROVIDED AND CONDUCTED AT DISCHARGE RATES THAT DO NOT ERODE SOIL MATERIAL. DISSIPATION BMPs SHALL BE IMPLEMENTED TO MITIGATE SOIL EROSION.

INSPECTIONS AND MAINTENANCE

1. THE CONTRACTOR SHALL IDENTIFY THE INDIVIDUAL(S) CERTIFIED AS A SITE MANAGER FOR OVERSEEING IMPLEMENTATION OF, REPAIRING, AND AMENDING THE SWPPP AND PERFORMING INSPECTIONS.
2. THE CONTRACTOR SHALL IDENTIFY THE INDIVIDUAL(S) CERTIFIED AS A BMP INSTALLER FOR PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPs.
3. INSPECTIONS WILL BE CONDUCTED AT LEAST ONE TIME PER WEEK AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.50 INCH IN 24 HOURS.
4. WHERE PARTS OF THE CONSTRUCTION SITE HAVE UNDERGONE FINAL STABILIZATION, BUT WORK REMAINS ON OTHER PARTS OF THE SITE, INSPECTIONS OF THE STABILIZED AREAS MAY BE REDUCED TO ONCE PER MONTH.
5. WHERE WORK HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, THE REQUIRED INSPECTIONS AND MAINTENANCE SCHEDULES MUST BEGIN WITHIN 24 HOURS AFTER RUNOFF OCCURS AT THE SITE OR 24 HOURS PRIOR TO RESUMING CONSTRUCTION, WHICHEVER COMES FIRST.
6. ALL PERIMETER CONTROL DEVICES MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WHEN THEY BECOME NON-FUNCTIONAL OR THE SEDIMENT REACHES ONE-HALF (1/2) OF THE HEIGHT OF THE DEVICE. THESE REPAIRS MUST BE MADE BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR THEREAFTER AS SOON AS FIELD CONDITIONS ALLOW ACCESS.
7. SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS, MUST BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION.
8. CONSTRUCTION SITE VEHICLE EXIT LOCATIONS MUST BE INSPECTED FOR EVIDENCE OF OFF-SITE SEDIMENT TRACKING ONTO PAVED SURFACES. TRACKED SEDIMENT MUST BE REMOVED FROM ALL PAVED SURFACES BOTH ON AND OFF SITE WITHIN 24 HOURS OF DISCOVERY.
9. ALL INFILTRATION AREAS MUST BE INSPECTED TO ENSURE THAT NO SEDIMENT FROM ONGOING CONSTRUCTION ACTIVITY IS REACHING THE INFILTRATION AREA. ALL INFILTRATION AREAS MUST BE INSPECTED TO ENSURE THAT EQUIPMENT IS NOT BEING DRIVEN ACROSS THE INFILTRATION AREA.

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		I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.			Drawn by KIL	Date 05-31-2023	WILKINSON DEEP WATER WETLAND RESTORATION VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION NORTH OAKS, MINNESOTA		SWPPP NARRATIVE 1	SHEET
No.	Revision	Date	By		Checked by ANN	Scale AS SHOWN			PROJECT NO. 7057-0014	8

HEI NO. 7057-0014

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE (CONTINUED)

POLLUTION PREVENTION MANAGEMENT MEASURES

THE FOLLOWING POLLUTION PREVENTION MANAGEMENT MEASURES SHALL BE IMPLEMENTED ON THE SITE AND SHALL BE A LUMP SUM PAYMENT:

1. BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS, PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) TO PREVENT THE DISCHARGE OF POLLUTANTS OR PROTECTED BY A SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.

2. HAZARDOUS MATERIALS, TOXIC WASTE, (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM-BASED PRODUCTS, WOOD PRESERVATIVES, ADHESIVES, CURING COMPOUNDS, AND ACIDS) MUST BE PROPERLY STORED IN SEALED CONTAINERS TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE. RESTRICTED ACCESS STORAGE AREAS MUST BE PROVIDED TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE OR HAZARDOUS MATERIALS MUST BE IN COMPLIANCE WITH MINN. R. CH.7948 INCLUDING SECONDARY CONTAINMENT AS APPLICABLE.

3. SOLID WASTE MUST BE STORED, COLLECTED AND DISPOSED OF PROPERLY IN COMPLIANCE WITH MINN. R. CH.7945.

4. PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MINN. R. CH.7944.

5. REASONABLE STEPS SHALL BE TAKEN TO PREVENT THE DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED INCLUDING THE USE OF DRIFF PANS OR ABSORBENTS UNLESS INFEASIBLE. FUELING MUST BE CONDUCTED IN A CONTAINED AREA UNLESS INFEASIBLE. ADEQUATE SUPPLIES MUST BE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND AN APPROPRIATE DISPOSAL METHOD MUST BE AVAILABLE FOR RECOVERED SPILLED MATERIALS. REPORT AND CLEAN UP SPILLS IMMEDIATELY AS REQUIRED BY MINN. STAT. § 11506.1 USING DRY CLEAN UP MEASURES WHERE POSSIBLE.

6. WASHING THE EXTERIOR OF VEHICLES OR EQUIPMENT ON THE PROJECT SITE MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF FROM THE WASHING AREA MUST BE CONTAINED IN A SEDIMENT BASIN OR OTHER SIMILARLY EFFECTIVE CONTROLS AND WASTE FROM THE WASHING ACTIVITY MUST BE PROPERLY DISPOSED OF. STORE AND PROPERLY USE THE SOAPS, DETERGENTS, OR SOLVENTS. NO ENGINE DEGREASING IS ALLOWED ON SITE.

7. EFFECTIVE CONTAINMENT SHALL BE PROVIDED FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OPERATIONS (CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY. THE LIQUID AND SOLID WASHOUT WASTES MUST NOT CONTACT THE GROUND, AND THE CONTAINMENT MUST BE DESIGNED SO THAT IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA RULES. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY THAT REQUIRES SITE PERSONNEL TO UTILIZE THE PROPER FACILITIES FOR DISPOSAL OF CONCRETE AND OTHER WASHOUT WASTES.

8. IN THE EVENT OF A SPILL, THE CONTRACTOR WILL MAKE THE APPROPRIATE NOTIFICATION(S) TO THE MPCA, CONSISTENT WITH THE FOLLOWING PROCEDURES:

SPILLS OF PETROLEUM IN A QUANTITY GREATER THAN 5 GALLONS MUST BE REPORTED IMMEDIATELY TO THE MINNESOTA DUTY OFFICER.

SPILLS OF ANY QUANTITY OF ALL OTHER CHEMICALS OR MATERIALS WHICH MAY CAUSE POLLUTION OF WATERS OF THE STATE MUST BE REPORTED IMMEDIATELY TO THE MINNESOTA DUTY OFFICER.

REPORTABLE SPILLS SHOULD BE DIRECTED TO THE MINNESOTA DUTY OFFICER BY IMMEDIATELY CALLING THE FOLLOWING NUMBERS: (651) 649-5451 OR (800) 423-4798.

FINAL STABILIZATION

FINAL STABILIZATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING REQUIREMENTS ARE COMPLETE:

1. ALL SOIL DISTURBING ACTIVITIES AT THE SITE HAVE BEEN COMPLETED AND ALL SOILS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH A DENSITY OF 70 PERCENT OF ITS EXPECTED FINAL GROWTH DENSITY OVER THE ENTIRE PERSISTENT SURFACE AREA, OR OTHER EQUIVALENT MEANS NECESSARY TO PREVENT SOIL FAILURE UNDER EROSION CONDITIONS.

2. ALL TEMPORARY SYNTHETIC AND STRUCTURAL EROSION PREVENTION AND SEDIMENT CONTROL BMPs (SUCH AS SILT FENCE) HAVE BEEN REMOVED. BMPs DESIGNED TO DECOMPOSE ON SITE (SUCH AS SOME COMPOST LOGS) MAY BE LEFT IN PLACE.

3. FOR CONSTRUCTION PROJECTS ON AGRICULTURAL LAND (E.G., PIPELINES ACROSS CROP, FIELD PASTURE OR RANGE LAND) THE DISTURBED LAND HAS BEEN RETURNED TO ITS PRECONSTRUCTION AGRICULTURAL USE.

EROSION AND SEDIMENT CONTROL QUANTITY SUMMARY AND BMP SCHEDULE		
DESCRIPTION	UNITS	QUANTITY
SILT FENCE	LF	2000
SEEDING & MULCH (P)	ACRE	3.2
EROSION CONTROL BLANKETS	SY	3,500

AMENDMENTS

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No.	Revision	Date	By	Adam R. Nees License No. 22555	Date	JUNE 1, 2023
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Drawn by	KIL	Date	05-31-2023
Checked by	ANN	Scale	AS SHOWN

WILKINSON DEEP WATER WETLAND RESTORATION
VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
NORTH OAKS, MINNESOTA

SWPPP NARRATIVE 2
PROJECT NO. 7057-0014

SHEET
9

HEI NO. 7057-0014

RESOLUTION NO. 04-2023
Of the Vadnais Lake Area Water Management Organization (VLAWMO)

A RESOLUTION APPROVING THE FOLLOWING FOR THE WILKINSON LAKE DEEP WATER WETLAND RESTORATION PROJECT (Project): ACCEPTING FINAL BID PACKAGE, DIRECTING SOLICITATION OF BIDS, APPROVING SUPPLEMENTAL AGREEMENT WITH NOC/NOF AND AUTHORIZING BOARD CHAIR AND SECRETARY TO SIGN, AND REQUEST RECOMMENDATION FROM BID PROCESS AT THE AUGUST BOARD MEETING

Resolution 04-2023 was moved by Director _____ and second by Director _____.

WHEREAS, in 2013, VLAWMO led coordination of the MS4 entities in development of the Vadnais Lake Area WMO Total Maximum Daily Load (TMDL) and Protection Study, and 2014 Implementation Plan that included Wilkinson Lake;

WHEREAS, load reductions required to meet the TMDL are high and regional multipurpose projects are necessary to meet water-quality goals and improve Wilkinson Lake;

WHEREAS, Wilkinson Lake BMPs are identified within the implementation section of the of the approved VLAWMO Watershed Management Plan (2017-2026), funding has been planned for these years, and load reductions in Wilkinson Lake remain a high priority;

WHEREAS, priority locations for BMPs have been identified from multiple feasibility studies leading toward development of the current project and identified the current proposed, which is strategically located to treat the maximum area of upstream watershed before discharge into Wilkinson Lake, including receiving stormwater from five of the seven TMDL identified responsible parties for MS4 reductions (White Bear Township, City of White Bear Lake, North Oaks, Ramsey County, and MnDOT);

WHEREAS, in 2019, the VLAWMO Board of Directors (“Board”) participated in the in-person interview as part of the MPCA selection process for the 319/small priority watershed grant program and authorized approval of VLAWMO’s selection as a small priority watershed for 319 grant funding;

WHEREAS, in 2020/2021, the Board authorized submission to MPCA/EPA following final approval by MPCA of the Nine Key Element document (NKE) which was prepared by VLAWMO staff with coordination from MPCA;

WHEREAS, in 2021, the Board authorized the Memorandum of Understanding (MOU) and Maintenance Agreement with North Oaks Company/North Oaks Farms (NOC/NOF) for the Wilkinson BMP Project and location in North Oaks that is property of NOF;

WHEREAS, in 2021, the Board authorized the partner grant that St. Paul Regional Water Services (SPRWS) authored with VLAWMO staff to the Minnesota Department of Health to match funds in VLAWMO's Wilkinson subwatershed budget for a total cost of \$20,000 (\$10,000 in grant funds and \$10,000 in cash match) to continue preparation for the Wilkinson BMP Project, and VLAWMO has used those funds to develop and secure an easement, including engineering support, legal guidance, and property boundary survey for the Project;

WHEREAS, in 2021, the Board authorized the Project Workplan and Budget for the current grant round of funding, understanding that the total project budget is \$534,510 (\$320,706 in grant funds and \$213,804 in cash match);

WHEREAS, the Minnesota Land Trust, NOC/NOF, and VLAWMO signed the proposed project easement (February 2022), which was reviewed by VLAWMO legal counsel for access to the project site for construction and maintenance;

WHEREAS, the MPCA and VLAWMO signed the project grant agreement, which contractually binds VLAWMO to implementation of the Project utilizing funding from 60% grant funds and 40% local cash match (February 2022);

WHEREAS, the Board authorized the RFP for engineering and hired Houston Engineering, Inc. (HEI), to design, complete permitting, go out for bid, and supervise construction in June 2022;

WHEREAS, HEI has worked with VLAWMO, MLT, and NOC to complete design, permitting, public engagement, and produced a final design with bid package as submitted to the Board in June 2023;

WHEREAS, the Board has reviewed the plans and specifications for the Project;

WHEREAS, the Supplemental Agreement, which has been review and approved by NOC/NOF, serves as the cooperative agreement contemplated in the previous MOU for construction of the Project.

NOW, THEREFORE, BE IT RESOLVED, by the Vadnais Lake Area Watershed Management Organization Board of Directors as follows. The Board:

1. Accepts the Specs/Bid Package for the construction of the Wilkinson Deep Water Wetland Restoration Project dated 6/13/23
2. Directs solicitation of bids according to the Engineer's recommendation for implementation of the Project
3. Approves the Supplemental Agreement with NOC/NOF and authorizes the Board Chair and Secretary to sign and return the final executed document to partners, and
4. Requests HEI to process bids received, analyze, and provide a recommendation to the Board for consideration at the August Board meeting.

Adopted this 28th day of June 2023 on a vote of ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Dan Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Prudhon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Rafferty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Shuman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Doll Kanne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Lindner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BY THE VLAWMO BOARD

Chairperson

Attest: _____
Administrator

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 15, 2023

Re: **VI. B. 3.** Consider 3 MOUs & RFS for the East Vadnais Lake Subwatershed Resiliency Study

Introduction

VLAWMO and the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services are seeking Board approval of three Memorandum of Understanding (MOU)s and a Request for Services (RFS) for the development of a resiliency study for the East Vadnais Lake subwatershed.

Background

VLAWMO staff worked in partnership with the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services to apply for a MPCA Community Planning Grant for Stormwater Resilience in January 2023 to develop a resiliency study that would evaluate opportunities to mitigate and reduce flooding, decrease stormwater rates and volume, improve water quality, and protect drinking water within the East Vadnais Lake subwatershed. The grant application was not successful; however, partners have expressed support moving forward with the resiliency study using local match funds.

The proposed local match contributions, based on an estimated study cost of \$70,000, include 28.6% from VLAWMO, 28.6% not to exceed \$20,000 from the City of Vadnais Heights, 28.6% not to exceed \$20,000 from Ramsey County, and 14.3% not to exceed \$10,000 from Saint Paul Regional Water Services. Should the total cost of the study be over \$70,000, VLAWMO would cover the remaining match.

Three MOUs between the partners and a RFS (MOU Attachment 1) are attached for Board consideration.

The MOUs identify VLAWMO staff will coordinate the consultant hiring process for completion of the study and provide for the management of the study. Professional services costs will be shared with study partners.

Staff recommend the following engineering consultants to receive the RFS from VLAWMO's engineer pool based on experience with similar resiliency projects and familiarity with VLAWMO:

- Barr Engineering
- Houston Engineering, Inc.
- Short Elliot Hendrickson, Inc. (SEH)
- SRF Consulting Group
- Stantec

A few key elements of the proposed RFS scope of work include:

1. Preparation of existing conditions and proposed conditions hydrologic & hydraulic models
2. Preparation of stormwater & water quality models for evaluating flood risk and water quality improvement solutions
3. Development of design alternatives analysis including at least five best management practices (BMPs) in the subwatershed and concept plans for three final BMPs
4. Planning level cost estimates and flood & water quality benefits of each conceptual BMP

5. Summary of relevant existing or future external grant opportunities

Staff Recommendation

VLAWMO staff recommend the Board of Directors approve the attached MOUs and authorize their execution, and approve the attached RFS and authorize its distribution.

Proposed Motions

1. It was moved by Director _____ and seconded by Director _____ to approve the attached MOUs with the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services with any non-material changes and on advice of counsel, and to authorize the Board Chair and Administrator to sign.
2. It was moved by Director _____ and seconded by Director _____ to approve the attached RFS with any non-material changes and on advice of counsel, and to authorize the distribution of the RFS to the recommended list of engineering consultants from VLAWMO's engineer pool.

Attachments

- PowerPoint slides
- 3 MOUs ([linked here](#)) between VLAWMO and:
 - City of Vadnais Heights
 - Ramsey County
 - Saint Paul Regional Water Services
- Final draft RFS for the East Vadnais Lake Subwatershed Resiliency Study

Attachment 1

VI. 3. B. East Vadnais Lake Subwatershed Resiliency Study

MOUs & Request for Services

Lauren Sampedro
Board of Directors Meeting
6/28/2023



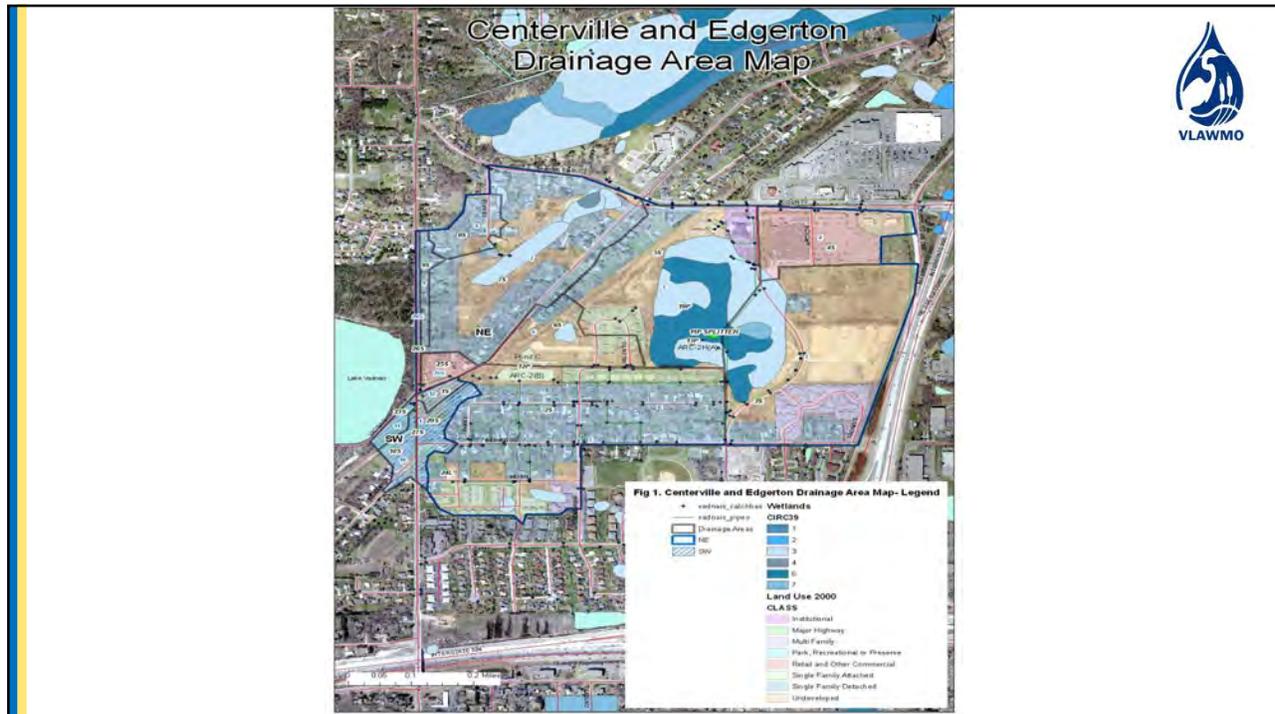
Background



- Purpose :
 - Identify projects to reduce flooding, improve water quality, & protect drinking water in E. Vadnais Lake Subwatershed
- Builds on Ramsey County 2023-2024 Edgerton St./Centerville Rd. Flood Feasibility Study
- Follow-up on MPCA grant application from last winter – now moving forward with local funds



Vadnais Lake Area Water Management Organization



MOU Highlights

- Signed by City of Vadnais Heights, Ramsey County & SPRWS; awaiting VLAWMO signatures
- VLAWMO to coordinate engineering consultant hiring process for resiliency study w/ partners
- VLAWMO will manage resiliency study
- Professional services costs will be shared with partners



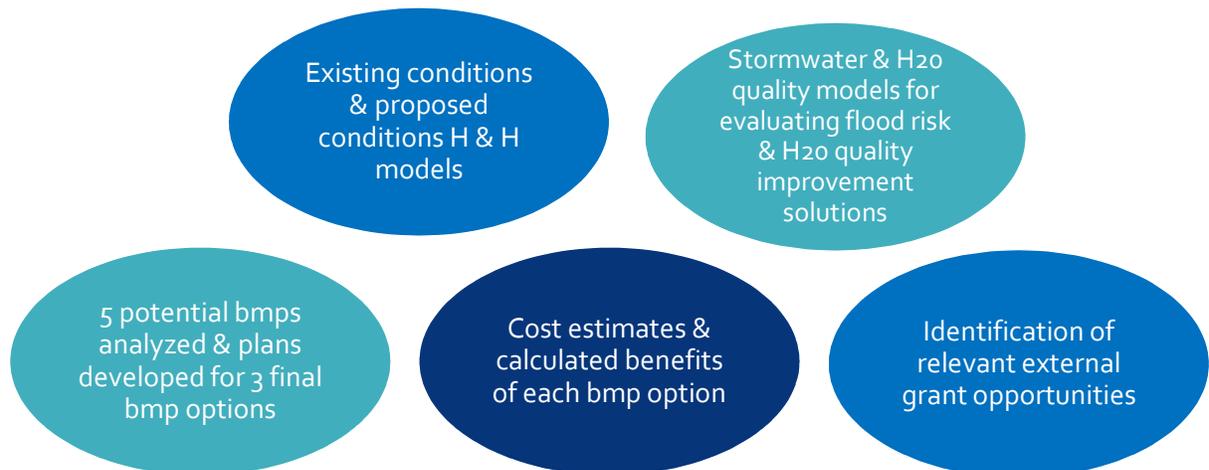
Proposed Local Match



Proposed Contributions in MOUs			
VLAWMO	City of Vadnais Heights	Ramsey County	SPRWS
28.6%*	28.6% not to exceed \$20,000	28.6% not to exceed \$20,000	14.3% not to exceed \$10,000

*Assumed estimated study cost of \$70,000. VLAWMO would cover remaining match if study exceeds \$70k

Request for Services Highlights



Staff-recommended Engineers for RFS



- Barr Engineering
- Houston Engineering, Inc. (HEI)
- Short Elliot Hendrickson, Inc. (SEH)
- SRF Consulting Group
- Stantec

Vadnais Lake Area Water Management Organization

Proposed Next Steps



1. VLAWMO distribute RFS to recommended engineers & request study proposals by 7/27
2. VLAWMO &/or partners score proposals 7/31-8/11
3. VLAWMO &/or partners consider holding interviews with finalists if scores are close
4. Staff present final study proposal recommendation at 8/23 BOD meeting

Staff Recommendations



- Approval of the 3 MOUs and authorization of their execution
- Approval of RFS and authorization of its distribution

Vadnais Lake Area Water Management Organization

Proposed Motions



1. It was moved by Director _____ and seconded by Director _____ to approve the MOUs with the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services with any non-material changes and on advice of counsel, and to authorize the Board Chair and Administrator to sign.
2. It was moved by Director _____ and seconded by Director _____ to approve the RFS with any non-material changes and on advice of counsel, and to authorize the distribution of the RFS to the recommended list of engineering consultants from VLAWMO's engineer pool.

Questions?





REQUEST FOR SERVICES

East Vadnais Lake Subwatershed Resiliency Study

Request

The Vadnais Lake Area Water Management Organization (VLAWMO), in partnership with Ramsey County, the City of Vadnais Heights, and Saint Paul Regional Water Services (SPRWS), is requesting a scope of work and cost estimate from qualified consulting firms to conduct a feasibility study to evaluate opportunities to improve resiliency in the East Vadnais Lake subwatershed, including flood mitigation, water quality improvement, and drinking water source protection project opportunities, that expands on an existing Ramsey County flood feasibility study area in the City of Vadnais Heights (see map in attachment 1).

Background Information

The East Vadnais Lake Subwatershed is within the City of Vadnais Heights, which is located in the northeast section of Ramsey County, Minnesota. This subwatershed has a direct drainage area of nearly 300 acres of largely developed area with mixed land uses of single-family residential; retail and other commercial; institutional; park, recreational, or preserve; and undeveloped land. This area ultimately drains to East Vadnais Lake, which is a primary reservoir for the SPRWS and serves as the drinking water source for approximately 450,000 people.

Purpose

The development of a resiliency study is driven by the need for more resilient infrastructure to mitigate future flood and health risks to a critical drinking water supply (source water) in the face of projected climate change impacts. Within the East Vadnais Lake subwatershed, the current flood risk frequently causes the closure of the busy intersection of Edgerton Street and Centerville Road, which are both emergency vehicle routes and main local travel routes for surrounding communities. A flood feasibility study for this area is currently underway with Ramsey County to reduce the flooding of this intersection and improve water quality.

This resiliency study would expand on Ramsey County's flood feasibility study to further reduce flood risk and potential impacts to East Vadnais Lake from likely future increases in stormwater rate and volumes and pollutant loading due to climate change. After this project is complete, partner entities may construct one or more projects identified in the resiliency study in the future.

The purpose of the study is to:

1. Enhance existing flood mitigation and water quality improvement efforts in the East Vadnais Lake Subwatershed.
 - a. Prevent future flooding of the Edgerton Street and Centerville Road intersection
2. Improve the overall resiliency of the East Vadnais Lake Subwatershed to climate change impacts.
3. Protect the drinking water source for approximately 450,000 SPRWS customers.
4. Identify at least 5 technically feasible BMPs/design alternatives to mitigate flooding, expand water storage, reduce stormwater rate and volume, and improve water quality.
5. Identify preferred long-term maintenance strategies for resiliency improvements that would be manageable for study partners and accomplish stakeholder goals.
6. Identify climate resiliency, drinking water protection, and /or water management focused grants programs that could be utilized to implement the study.

Scope of Work

The Scope of Services should include the following:

1. Up to 8 meetings with VLAWMO staff and study partners, including 1 meeting to kick off the project and 7 additional meetings as necessary to complete tasks detailed below.
 - a. At least 1 meeting may include a public presentation for local community feedback/engagement
2. Collect and review data needed to complete a comparative analysis of BMPs/design alternatives.
 - a. May include but not limited to geotechnical investigation, field verification of stormwater sewer infrastructure and outlet control structures, survey work of existing conditions and utilities, existing hydraulic and hydrologic models, stormwater and water quality models, SPRWS America Water Infrastructure Act risk assessment report, SPRWS raw water quality and water level data, wetland delineations, land use and available space, low floor and low building openings, overland EOFs, as-built conditions of existing stormwater management features, and results of Ramsey County flood feasibility study.
3. Preparation of existing conditions and multiple proposed conditions hydrologic and hydraulic models and stormwater and water quality models for defining flood risk and evaluating water quality improvement solutions in the subwatershed.
 - a. Models will utilize Atlas 14 precipitation frequency modeling and other climate prediction modeling methods for a range of return intervals, such as the 500-year event and 100 year 90th percentile events.

- b. Models will contain enough detail to evaluate localized flooding at major intersections, low points, and other areas of interest within the subwatershed.
 - c. Models will define existing stormwater quality management and pollutant loading to East Vadnais Lake. Completed model will include existing stormwater BMPs and infrastructure.
- 4. Development of design alternatives analysis and concept plans for final alternatives.
 - a. Analysis of at least 5 BMPs in the subwatershed for further analysis, including utilization of feedback from study partners and local community.
 - b. Selection of 3 final flood mitigation and water quality improvement BMPs for conceptual design after analysis.
 - c. Conceptual designs will at a minimum include a plan view layout, and evaluation of constructability, major conflicts, and other considerations for implementation.
- 5. For each conceptual BMP identified include planning level cost estimates, estimated pollutant load reductions, volume, rate control and storage enhancements, maintenance requirements, and a high-level assessment of feasibility of each conceptual BMP.
- 6. Summary of permitting considerations for any proposed improvements.
- 7. Summary of any relevant existing or future grant opportunities from external sources including but not limited to climate resiliency and source water protection grant programs.
 - a. Include evaluation of how final study could be revised (if needed) to better “fit” future grant applications.
- 8. Submission of a final report and project deliverables, including attendance at stakeholder public meetings (if needed).

Deliverables

The project’s final deliverables, at a minimum, must include the following:

- 1. Final report summarizing the analysis and recommendations from the resiliency study
- 2. Existing conditions and multiple proposed conditions hydrologic & hydraulic models
- 3. Stormwater and water quality models for evaluating flood risk and water quality improvement solutions in the subwatershed
- 4. Conceptual designs (plan view layouts)
- 5. Conceptual cost estimates for the design alternatives
- 6. Summary of permitting considerations for each alternative
- 7. Summary of external grant opportunities

Partner Entities Responsibilities

Entities will provide to the extent available:

- Aerial photos or contour elevations
- Completed Ramsey County flood feasibility study
- Current development plan sets
- Current wetland delineations
- Existing H & H, stormwater management, or water quality modeling
 - a. 2010 HydroCAD model of subwatershed
 - b. 2022 HydroCAD model of Edgerton St/Centerville Rd intersection area
- Historic photos of past flood events
- VLAWMO GIS layers
- Existing stormwater practices as-built surveys as available
- SPRWS America Water Infrastructure Act risk assessment report
- SPRWS raw water quality and water level data
- 2022 Soil borings
- Storm sewer and stormwater management infrastructure pipe locations
- East Vadnais Lake water quality and rainfall data
- 2013 Subwatershed Urban Stormwater Retrofit Analysis

Anticipated Timeline for Completion

The partners are requesting completion of the study within 6 months of notice to proceed. The anticipated start is approximately September 2023.

Submittal Requirements

Firms replying to this request are required to submit the following information in 15 pages or less:

1. Scope of work including proposed tasks and deliverables
2. Cost estimate with approximate rate and hours per each proposed task for each staff person and any additional expenses
3. Specify a timetable for completion of the study, including for each task of the scope of work
4. Project manager for the project

Evaluation of Proposals

Evaluation of proposals will include review by VLAWMO staff and/or partners based upon, but not limited to, demonstrated success on similar projects, qualifications/expertise of staff

assigned to the project, budget detail, overall cost, and references. Firms may be interviewed by VLAWMO and/or with partners after scoring.

VLAWMO and its partners, reserve the right to reject any and or all proposals. VLAWMO and partners also reserve the right to negotiate with firm to customize considered proposals and are not required to select the low-cost proposal.

Questions

Questions should be emailed to Lauren Sampedro, Watershed Technician & Program Coordinator, at lauren.sampedro@vlawmo.org

Submittal Deadline

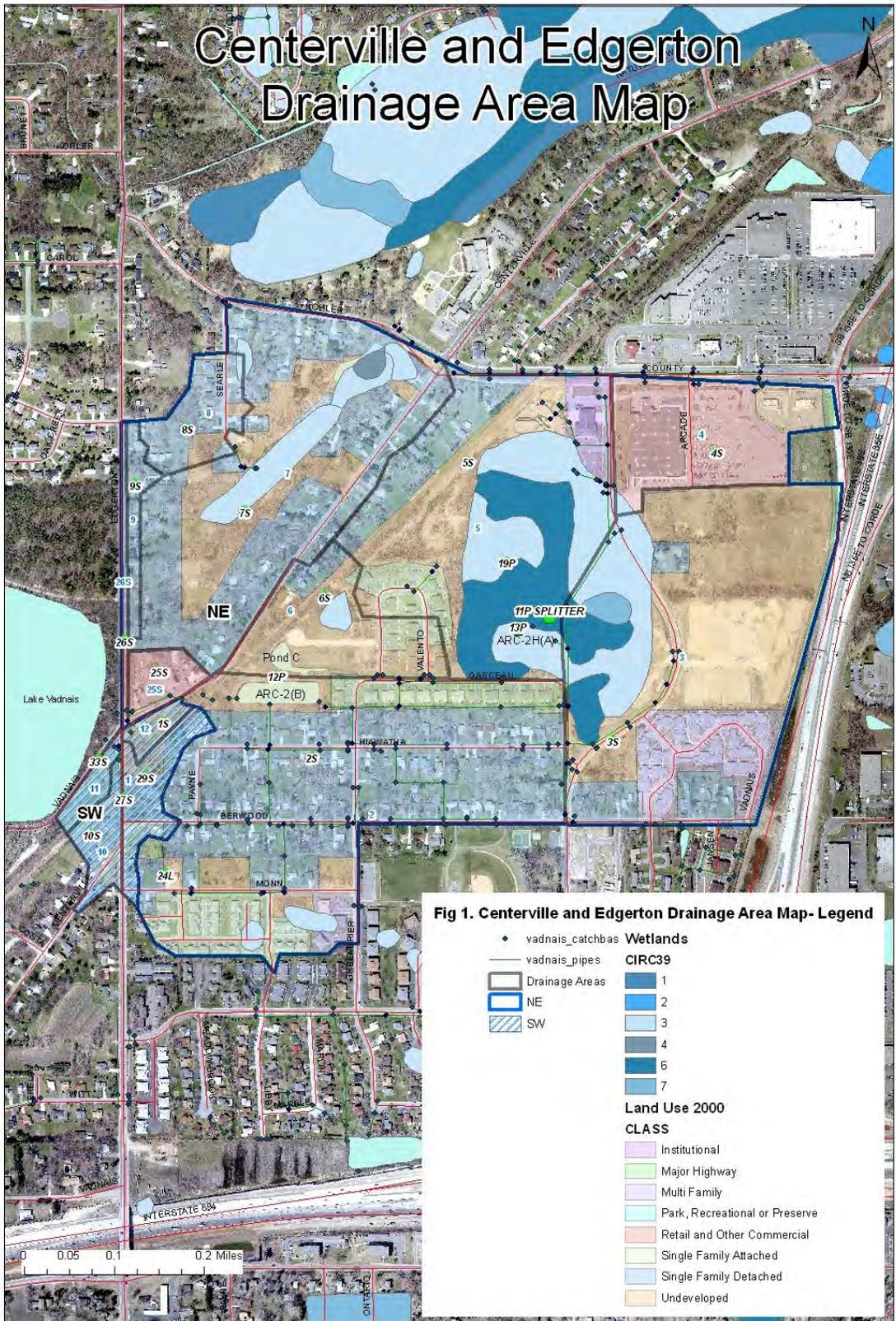
Proposals will be accepted U.S. mail or e-mail. If submitting a hard copy by mail please include one electronic copy in PDF format. Preference is for electronic copies.

Hard Copies Submit to:	Vadnais Lake Area Water Management Organization ATTN: Lauren Sampedro 800 County Rd East Vadnais Heights, MN 55127
E-mail	lauren.sampedro@vlawmo.org
Deadline:	4:30 PM, Friday, July 27, 2023
Format:	Include 1 electronic copy of document in PDF format, no more than 15 pages long.

The entire submittal package must be received by or before the time and date indicated above. Time and date deadlines for submittal will not be waived; however, VLAWMO reserves the right to extend the submittal deadline.

Attachments

1. Study area map



To: VLAWMO Board of Directors

From: Brian Corcoran and Phil Belfiori

Date: June 28, 2023

Re: **VI. B. 4.** Consideration of White Bear Township Stormwater Reuse Feasibility Scope of Work with Barr Engineering & Partnership MOU with White Bear Township

Polar Lakes Park is an approximately 50-acre public park located east of I-35E off Hammond Road in White Bear Township. The park includes numerous athletic fields that are currently irrigated from the Township potable water system (which relies on groundwater as the water supply source). There are two irrigation systems at the park. The lower system irrigates four (4) ball fields and uses between 0.6 and 3.0 million gallons per year. The upper system irrigates four (4) soccer fields and uses between 1.0 and 3.0 million gallons per year. Additionally, the park is located in the North and East Metro Groundwater Management Area and within 5 miles of White Bear Lake and can be subject to Minnesota Department of Natural Resources (MnDNR) appropriations use restrictions.

The proposed reuse system would utilize water from the constructed (mitigation) wetland located on the southwest corner of the site which conveys stormwater runoff and discharges from Birch Lake watershed area. Should water levels in the wetland be too low to use for irrigation, the existing potable water system would be utilized for irrigation back-up supply. The Barr Engineering study will determine the feasibility of the stormwater reuse for irrigation within Polar Lakes Park.

A Partnership Memorandum of Understanding (MOU) between VLAWMO and White Bear Township is also attached. This is a 50/50 cost split for the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work at a total cost of \$35,200. This MOU was approved by the Township board on 6/5/2023.

Please find attached the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work & Partnership MOU with White Bear Township for 50% cost share on Barr Scope of Work.

Recommendation

Staff recommends approval of the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work & Partnership MOU with White Bear Township for 50% cost share.

Requested Motion

Director _____ Moves and Director _____ seconds approval of the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work & Partnership MOU with White Bear Township for 50% cost share on Barr Scope of work.

Attached:

1. PowerPoint Slides
2. 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work
3. Partnership MOU with White Bear Township for 50% cost share on Barr Scope of Work

Agenda item VI. B. 4

Attachment 1

Consider Feasibility Study for Polar Lakes Park Water Reuse and Partnership MOU with White Bear Township

Brian Corcoran
Board Meeting
6/28/2023



- Polar Lakes Park is an approximately 50-acre public park located in White Bear Township
- 8 fields use between 1.6 & 6 million gallons of water a year
- Potable groundwater is the current source for irrigation

Smart Irrigation Controllers



February 28th 2023 VLAWMO Board approved a Level 2 Grant Application 2023-01 at Polar Lakes Park for Smart Irrigation Controllers:

1. 2 Hunter ACC2 controllers and cell modules
2. 2 flow sensors

This proposed Study continues on
The goal of exploring
additional elements at Polar Lakes
Park to conserve groundwater.



Feasibility Study Highlights.



- The proposed reuse system would utilize water from the constructed (mitigation) wetland located on the southwest corner of the site which conveys stormwater runoff and discharges from Birch Lake watershed area.
- The feasibility study will determine max drawdown of wetland and wetland recharge
- Summary of existing irrigation, normal water level, available storage and water quality data
- Deliverables from study will include:
 - Plan view figures of 2 stormwater reuse concepts for Polar Lakes Park looking at reuse on only “lower” fields only and for the entire park system.
 - storage optimization summary for southwest Pond
 - planning level cost estimates for both concepts
 - Final report
- The Final report will be presented for consideration at both the WBT and VLAWMO Board meetings.

Cost Estimate for Completion of Study



Task	Description	Estimated Hours	Amount	Estimated Completion
1	Data Collection and Review	73	\$10,300	July 31, 2023
2	Stormwater Reuse Concept Development and Optimization	98	\$11,900	September 8, 2023
3	Feasibility Report	73	\$9,000	October 6, 2023
4	Board Presentations	28	\$4,000	November 30, 2023
Project Total		272	\$35,200	

MOU Partnership



- A Partnership Memorandum of Understanding (MOU) between VLAWMO and White Bear Township. This is a 50/50 cost split for the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Study Scope of Work at a total cost of \$35,200. This MOU was approved by the Township board on 6/5/2023.

Timing/ Next Steps



- If scope of work is approved tonight, Barr Engineering will begin moving forward with feasibility study tasks
- Feasibility report anticipated to be completed by end of the year pending any unexpected issues.
- Presentation of findings will be brought for consideration by the VLAWMO & WBT Board

Requested Board action:



Recommendation

Staff recommends approval of the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work & Partnership MOU with White Bear Township for 50% cost share on Barr Scope of Work

Requested Motion

Director _____ Moves and Director _____ seconds approval of the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work & Partnership MOU with White Bear Township for 50% cost share on Barr Scope of work.



May 16, 2023

Mr. Phil Belfiori
Administrator
Vadnais Lakes Area Watershed Management Organization
800 East County Road E
Vadnais Heights, MN 55127

Re: Polar Lakes Park Stormwater Reuse Feasibility Study

Dear Mr. Belfiori:

Thank you for the opportunity to provide professional engineering services in relation to a stormwater reuse feasibility study at Polar Lakes Park in White Bear Township in the Vadnais Lakes Area Watershed Management Organization (VLAWMO). This letter scope sets forth the Agreement between the VLAWMO and Barr Engineering Company regarding the evaluation of a potential stormwater reuse system at Polar Lakes Park as discussed with VLAWMO and White Bear Township staff on 1/30/2023 and again at a site visit on 5/4/2023.

This letter presents the scope of professional consulting services we will provide for your project, including the proposed work tasks, the cost estimate, and the schedule for the completion of the proposed work.

Introduction

Polar Lakes Park is an approximately 50-acre public park located east of I-35E off Hammond Road in White Bear Township. The park includes numerous athletic fields that are currently irrigated from the township potable water system (which relies on groundwater as the water supply source). There are two irrigation systems at the park. The lower system irrigates four (4) ball fields and uses between 0.6 and 3.0 million gallons per year. The upper system irrigates four (4) soccer fields and uses between 1.0 and 3.0 million gallons per year. Additionally, the park is located in the North and East Metro Groundwater Management Area and within 5 miles of White Bear Lake and can be subject to Minnesota Department of Natural Resources (MnDNR) appropriations use restrictions.

The proposed reuse system would utilize water from the constructed (mitigation) wetland located on the southwest corner of the site which conveys stormwater runoff and discharges from Birch Lake, which has a significant watershed area. We understand that this water will be treated, including filtration and UV disinfection. Should water levels in the wetland be too low to use for irrigation, the existing potable water system would be utilized for irrigation back-up supply.

Initial conversations between VLAWMO staff and the Board of Soil and Water Resources (BWSR) indicated that reuse is possible if drawdown is limited and controlled by a water level sensor; the depth of drawdown will be determined through the feasibility study and optimization efforts.

The following is our proposed approach for the feasibility evaluation for a stormwater reuse system at Polar Lakes Park.

Proposed Work Tasks

Task 1: Data Collection and Review

Task 1 includes collection and review of existing information from the park (construction/grading plans), existing irrigation information including irrigations plans for both the upper and lower systems (irrigation head and mainline locations, irrigations areas, existing irrigation system (controls and booster pump) locations, and backflow prevention locations), MnDNR Appropriations/irrigation use data, and information related to the existing irrigation pumping rates (e.g. max flow rate in gpm) from White Bear Township. We assume the VLAWMO can provide the most current GIS data as it relates to the watersheds/subwatersheds in the area around and contributing to Polar Lakes Park. We also assume that VLAWMO staff can provide any water level and water quality monitoring data for Birch Lake and can also grab water quality samples from the southwest wetland to test for water quality parameters including TSS, TP, eColi, chlorides, and metals. VLAWMO staff may also install a flow meter on the culvert upstream of the mitigation wetland to understand the potential baseflows into the system (resulting from discharges from Birch Lake and/or groundwater influences upstream of the site).

We will review other available spatial (GIS) datasets including MnDNR public waters/water courses, the national wetlands inventory (NWI), and SSURGO soil type and hydrologic soil group data. We will also request the information/construction plans on the MCES sanitary interceptor that runs east to west through the park from either White Bear Township (if they have the information on hand) or from MCES directly (MCES contact to be provided by the township). However, based on the 5/4/2023 site visit, we do not expect any impacts to the MCES line through the park.

We assume that we will need to collect survey data including topographic and bathymetric data on the two lobes of the southwest mitigation wetland, the vegetated channel connecting the two wetland basins, and the outlet channel/control elevation for the wetland. This assumes one full day of survey as well as time for survey data processing to provide an accurate representation of the existing storage available in the two wetland basins and to help identify potential project components to optimize performance of a reuse system.

Deliverables: Summary of existing system as well as and accurate representation of the normal water level and available storage in the southwest wetland in Polar Lakes Park, including CAD file of survey data.

Task 2: Stormwater Reuse Concept Development and Optimization

Task 2 includes developing two (2) stormwater reuse concepts for Polar Lakes Park, including a plan view figure showing the likely location of the intake, pumping/treatment system, and anticipated connections to the existing irrigation system. The two (2) reuse concepts will focus on one alternative that considers stormwater reuse for irrigation of the lower athletic fields only (four (4) ball fields) and a second alternative that considers stormwater reuse for irrigation of both the lower and upper athletic fields (four (4) ball fields and four (4) soccer fields). The assessment of each concept will include the use of available stormwater reuse calculators for optimization of the storage for reuse. We will also estimate the potential pollutant (total phosphorus) reduction. Additionally, each concept will flag other project components that

may be needed to improve the overall system performance, including stabilization of the outlet from the mitigation wetland (e.g. rip rap stabilized channel) as discussed in the field.

A planning level cost estimate will be developed for each of the two proposed stormwater reuse concepts.

One (1) virtual meeting will be held with VLAWMO, White Bear Township, and potentially MCES staff to review the proposed stormwater reuse concepts. We will also attend one (1) in-person meeting at either a VLAWMO board or White Bear Township meeting. We assume no further meetings with agencies (e.g. BWSR or the MnDNR) will be required at this time and that VLAWMO staff will continue with any conversations with agency staff.

Deliverables: Plan view figures of two (2) stormwater reuse concepts for Polar Lakes Park, storage optimization summary (including spreadsheet tools used for optimization), and planning level cost estimates. One (1) virtual meeting to discuss the concepts.

Task 3: Feasibility Report

Task 3 includes the development of a brief feasibility report that outlines the two (2) stormwater reuse concepts for Polar Lake Park and discusses the overall project feasibility. This will include discuss of any anticipated permits needed for the implementation of the project.

We will develop a draft of the feasibility study report (in PDF format) and will submit to VLAWMO and White Bear Township staff to review. We assume one (1) virtual meeting to discuss the draft report and any comments. We will develop a final draft of the feasibility study report (in PDF format), assuming one round of revisions based on the comments received. We assume we will not need to present the feasibility study to the VLAWMO board of directors.

Deliverables: Draft report (PDF format). One (1) meeting to discuss report/comments. Final Report (PDF format).

Task 4: Board Presentations

Task 3 includes two (2) in-person meetings with both the VLAWMO and White Bear Township board to present the feasibility study.

Deliverables: Two (2) meetings to VLAWMO and White Bear Township boards

Estimated Cost and Schedule

The table below shows the estimated costs associated with the tasks, as described above in the scope of services. Assumptions associated with these costs are included in the above text. The table below also includes the estimated schedule for the services and is based on June 28, 2023 start date. The proposed schedule reflects the time to move through the process feasibility study process. If the start date is later than stated, the schedule will shift accordingly.

Task	Description	Estimated Hours	Amount	Estimated Completion
1	Data Collection and Review	73	\$10,300	July 31, 2023
2	Stormwater Reuse Concept Development and Optimization	98	\$11,900	September 8, 2023
3	Feasibility Report	73	\$9,000	October 6, 2023
4	Board Presentations	28	\$4,000	November 30, 2023
Project Total		272	\$35,200	

This Agreement will be effective for the duration of the services, unless earlier terminated by either the 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-mail updates, telephone calls, invoice details, and other communications.

For the services provided, you will pay us according to the attached Standard Terms. We will bill VLAWMO monthly.

We understand you or your designees have the authority to direct us. We will direct communications to you at the Vadnais Lakes Area Watershed Management Organization, 800 East County Road E, Vadnais Heights, MN 55127. Direction should be provided to Jennifer Koehler at Barr Engineering Co. 4300 MarketPointe Drive, Minneapolis, MN 55435.

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 you have any questions or request additional information, please contact Jen Koehler at 952-832-2750 (office)/612-720-8810 (cell) or me at 952-832-2805. If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided and return it to us.

Sincerely,



Erin Anderson Wenz, PE
Vice President

Accepted this ____ day of _____, 2023

Vadnais Lakes Area Watershed Management Organization (VLAWMO)

By _____

Phil Belfiori
Its Administrator

**Memorandum of Understanding Between
Vadnais Lake Area Watershed Management Organization
and White Bear Township**

This Memorandum of Understanding (“**MOU**”) is made and entered into by and between the Vadnais Lake Area Watershed Management Organization (“**VLAWMO**”) and White Bear Township (“**Township**”) each acting by and through its duly authorized governing bodies.

Whereas, VLAWMO and the Township mutually desire to partner on the Polar Park Water Reuse Feasibility Study (“**Study**”) within Polar Lakes Park (“**Park**”) in White Bear Township in Ramsey County;

Whereas, the Park receives drainage from Birch Lake watershed to a mitigation wetland in the southwest corner of the Park;

Whereas, the Park includes numerous athletic fields that are currently irrigated from the Township potable water system (which relies on groundwater as the water supply source). There are two irrigation systems at the Park. The lower system irrigates four (4) ball fields and uses between 0.6 and 3.0 million gallons per year. The upper system irrigates four (4) soccer fields and uses between 1.0 and 3.0 million gallons per year;

Whereas, the Park is located in the North and East Metro Groundwater Management Area and within 5 miles of White Bear Lake and can be subject to Minnesota Department of Natural Resources (MnDNR) appropriations use restrictions;

Whereas, VLAWMO has expressed interest in exploring water reuse for irrigation within the Park ;

Whereas, the Park is located upstream of and within the subwatershed of Wilkinson Lake which has been identified as an impaired waterbody for excess nutrients and has been incorporated into the 2013 TMDL Report;

Whereas, the purpose of this Study is to investigate feasibility of and provide possible project options to utilize water from the constructed (mitigation) wetland located on the southwest corner of the Park and use for athletic field irrigation;

Whereas, the parties wish to clearly define their respective roles in the development and completion of this Study.

Whereas the Study partners including the Township have reviewed the request for services for development of the Study (attachment 1) and find that it provides the necessary work items to achieve its desired Study outcomes.

Now, therefore, the parties hereby agree to enter into this MOU and to comply with the following processes with respect to the Study:

1. VLAWMO Responsibilities. VLAWMO agrees to do each of the following:
 - a. Coordinate the consultant hiring process for completion of the Study.

- b. Share the professional services costs with the Township to complete the Study.
- c. Invoice the Township at regular intervals in the Study development process for its share of the cost for professional services.
- d. Provide for management and oversight of the Study.
- e. Participate in the development of the Study and schedule partner meetings when needed.
- f. Provide required notices to affected property owners and other stakeholders as may be necessary.
- g. Share and distribute results and deliverables of the Study to the Township.

2. Township Responsibilities. Township agrees to do the following:

- a. Share 50% of the professional services costs to complete the Study with VLAWMO, total cost of Study not to exceed \$35,200.
- b. Pay invoices received from VLAWMO for reimbursement of professional services costs within 30 days of receipt.
- c. Attend meetings and participate in discussion and actions necessary in the development of the Study.
- d. Provide background information or data (if any) necessary for the preparation of the Study.
- e. Assist VLAWMO with required notices to affected property owners and other stakeholders as may be necessary.

3. Use of Study. The reports or documents produced in whole or in part under this MOU will be subject to fair use and may not be the subject of an application for copyright by or on behalf of the Township or VLAWMO. The Township and VLAWMO may use, without restriction, the work products of the Study including, but not limited to, any associated reports and documents.

4. Term. This MOU is effective on the date of the last party to execute it. This MOU shall terminate on or before April 1, 2024 upon completion of the Study and payment for the professional services costs incurred as provided herein.

5. Termination. Each party has the right to terminate this MOU at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination.

6. Entire Agreement; Amendments. This MOU constitutes the entire agreement between the parties regarding this matter. No amendments to this MOU are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives and is effective as of the date of the last party to execute it.

**Vadnais Lake Area Watershed
Management Organization**

Chairperson

White Bear Township



Town Board Chair

Date: _____

Date: _____