

## BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

August 23, 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 June 28, 2023 Board Meeting Minutes** 
- IV. **Visitors and Presentations**
  - A. TEC Report to the Board & Finance Report – August 2023– Terry Huntrods **p. 15**
  - 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 2023-04 ; 2) LL1 2023-05 **p. 25**
  - B. Consider RCD 13 agreement to transfer responsibility of Ditch maintenance to City of WBL **27**
  - C. Consider Carp revised scope of work **p. 39**
  - D. Consider 2024-26 office lease with City of Vadnais Heights **p. 43**
  - E. Consider biannual solicitation for auditing services **p. 47**
  - F. Update on Spent Lime contact for construction /project communication **p. 53**
  - G. Update on Aug 24<sup>th</sup> - 40<sup>th</sup> anniversary celebration event – Steph’s recognition **p. 55**
  - H. Website Update **p. 57**
  - I. CLP grant application for seed for wood wetland VH **p. 59**
- VI. **Business**
  - A. **Projects and Studies**
    1. Consider construction contract for Wilkinson Deep Water Wetland Project - Resolution 5-2023 –Dawn/Phil/Adam 15 mins. **p. 61**
    2. Consider Contract with SRF for Development of the E. Vadnais Lake Subwatershed Resiliency Study- Resolution 06-2023 - Lauren 10 mins. **p. 77**
  - B. **Administrative**
    1. Consider 2024 SSU rates- Resolution 07-2023 Phil 10 mins. **p. 87**
- VII. **Discussion /Administration Communication**
  - A. Update on August 24<sup>th</sup> VLAWMO 40<sup>th</sup> Anniversary Event – Nick
- VIII. **Adjourn:** Next regular meeting: October 25, 2023

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MINUTES OF THE BOARD OF DIRECTORS – June 28, 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	
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

**Others in attendance:** Connie Taillon (City of White Bear Lake), Greg Wilson (Barr Engineering), Chris Otterness (HEI), Terry Huntrods (VLAWMO TEC/City of White Bear Lake)

**I. Call to Order**

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

**II. Approval of Agenda**

The agenda for the June 28, 2023 Board meeting was presented for approval.

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

**III. Approval of Minutes**

The minutes from the April 26, 2023 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 Doll Kanne to approve the April 26th meeting minutes. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Jones: abstain. Motion passed.

**IV. Visitors and Presentations**

**A. TEC Report to the Board and June Finance Report**

Terry Huntrods presented the June finance report and June TEC report to the Board as included in the packet. Notable items included three level one grant applications, the website rebuild mock-up, requests for bid for the Oak Knoll spent lime project, and carp

removal in Pleasant Lake. Huntrods also updated the BOD on the recent vacancy in the TEC chair position, which was elected to Gloria Tessier.

**Discussion:** None

**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. **Consider Landscape Level 1 Grant applications (3)**
- B. **Consider LMC Liability Waiver Form for Insurance Renewals**
- C. **Consider Mock-up and Templates for New Website Rebuild**
- D. **Consider adding Juneteenth as Holiday in VLAMWO employee manual**
- E. **Update on 2023 events calendar and VLAMWO 40<sup>th</sup> anniversary campaign**
- F. **Pleasant/Deep Lake Carp Removal update**
- G. **Partnership with SPRWS for 50% of sheet pile loan payment to MPCA**
- H. **Pleasant and Birch Lake surveys with RCSWCD**
- I. **Munch bunch/goats at the Vadnais Heights City Hall**

Discussion:

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

**VI. Business**

**A. Administration**

Administrator Belfiori presented the discussion on the proposed 2024 budget referring to item VI. A. from the Board packet. Belfiori noted that the proposed budget presented is consistent with the April 26<sup>th</sup> Board of Directors meeting and the May 24<sup>th</sup>, 2023 budget subcommittee consensus. Examples of Capital Improvement Projects outlined in the 2024 budget that were listed include Wilkinson/Tamarack TMDL implementation for a possible alum project, continued implementation of the Wilkinson Lake deep water wetland BMP, ongoing public ditch maintenance and inspection, among others.

The 2024 budget anticipates \$327,500 in outside grant and other partnership revenue/income, in addition to the SSU. He noted the proposed budget also identifies using a budget fund balance of approximately \$300,000 to \$800,000 to implement program areas. . This balance is subject to uncertainty due to timing, partnership development and commitments, or other unforeseen circumstances. Belfiori noted that each project is subject to timeline adjustments, but the budget enables VLAMWO to be prepared for the project, and

that future Board meetings will help guide these decisions and planning needs. Belfiori also noted that the planning for a new 10-year water plan will begin in 2024.

**Discussion:**

Director Lindner noted that the budget is ambitious yet realistic and valuable for keeping VLAWMO active to the needs at hand.

**1. Consider proposed 2024 budget: Resolution 02-2023** 

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

Resolution 02-2023 was moved by Director\_Jones\_ and seconded by Director \_Prudhon\_:

**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 5 yeas and 0 nays as follows:

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

**Discussion:**

A motion was made by Director Jones and seconded by Director Prudhon to approve Resolution 02-2023 adopting the 2024 Budget. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Jones: aye. Resolution passed.

## B. Projects and Programming

### 1. Consider construction contract for Oak Knoll Spent Lime project and temporary easement signatures: Resolution 03-2023

Tanner highlighted the project team in attendance and presented the quote received for the spent lime Oak Knoll Pond project. Tanner noted that the current study started with previous studies at smaller waterbodies, and has moved up to Oak Knoll pond as a larger site in the progression of the series of studies. The subcommittee authorized requesting quotes at their meeting on May 24, 2023.

Greg Wilson outlined the contract documents, explaining that 22 work days of pond treatment with spent lime is expected. A permit condition from the MPCA is to keep the pond pH between 6 and 9. Because spent lime typically brings the pH up, this could be a factor that limits application. Five back-up days are also included in the contract and requested schedule. Work hours are to be determined by the City of White Bear Lake, ensuring the work is completed by October 13<sup>th</sup>, 2023. A copy of the temporary easement with the residents living around the pond was included in the contract.

Tanner stated that next steps for the project are to bring the contract/quote to the White Bear Lake City Council for approval. Upon approval, the project will commence, and will take 1.5-2 months. Resolution 03-2023 was presented to encompass next steps and authorization requested.

#### Discussion:

Director Jones inquired about how quickly pH is able to bounce back to the desired range if it goes out of the range. Wilson noted that existing monitoring at the pond indicates that the pond is expected to be fairly stable; however, deeper depths of the pond have lower pH closer to the sediment.

Director Prudhon inquired about which depths of the pond are tested during monitoring. Wilson stated that monitoring would be conducted in 1-foot increments from the surface to the bottom.

Director Doll Kanne asked about the potential to add additional substances to potentially counter act pH changes. Wilson noted that adding new chemicals may demand additional permits, and that in terms of a study, the focus on spent lime allows for the targeted understanding before other additives potentially alter the results. Doll Kanne suggested future studies and efforts in this area explore the use of additional chemical additives to be used at certain pH thresholds.

Director Jones asked about whether alum has the same pH restrictions. Wilson noted that the same issues occur with alum, but in the opposite direction on the pH scale. MPCA permits require the same range of 6 to 9 for alum treatments as well, as going outside of 6 to 9 is the range that risks harm to aquatic life.

Chair Lindner noted that receiving more than one quote would have been beneficial; however, the project scope and contract aligns with VLAWMO's mission and thus keeps VLAWMO moving in the direction it wants to go.

Director Doll Kanne noted that the contract appeared to be highly specialized and was thus not surprised that one bid was received.

**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 Doll Kanne and second by Director Jones.**

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 28<sup>th</sup> day of June 2023 on a vote of 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Dan Jones	<u>X</u>	<u>□</u>	<u>□</u>
Ed Prudhon	<u>X</u>	<u>□</u>	<u>□</u>
Rob Rafferty	<u>□</u>	<u>□</u>	<u>X</u>
John Shuman	<u>X</u>	<u>□</u>	<u>□</u>
Katherine Doll Kanne	<u>X</u>	<u>□</u>	<u>□</u>
Jim Lindner	<u>X</u>	<u>□</u>	<u>□</u>

**BY THE VLAWMO BOARD**

A motion was made by Director Doll Kanne and seconded by Director Jones to approve Resolution 03-2023, Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Jones: aye. Motion passed.

**2. Consider Wilkinson Lake deep water wetland plans and specs, supplement at agreement with NOC, and authorize soliciting bids: Resolution 04-2023** 🐦

Tanner introduced the topic referring to the attachments included in part IV. B. 2. in the Board packet. The project dashboard conveyed that all project items have been completed as scheduled including preliminary design and specs, final plan and specs, permitting, review, and for this Board meeting the authorization of bids. Signed letters from the North Oaks Company and Minnesota Land Trust stating their review and approval of the plans/specs is included in the packet.

Chris Otterness discussed the plan documents included in the packet. He noted that the grading plan pertains to the excavation of the deep-water wetland. The excavation is designed to be an organic shape that delivers both water quality function and provides useful wetland habitat. Construction is going to require de-watering, leveling, and re-grading the surface. Otterness anticipates the contractor to utilize machine-controlled GPS, in which case the dimensions are entered into the equipment to conduct the excavation on-site with precision. A wetland seed mix is included to support vegetation re-establishment. Project plans have taken into consideration a nearby eagle's nest according to USFWS requirements.

Tanner described the supplemental agreement in the packet, noting that it covers construction and contract administration ongoing construction inspection, payment of each parties' final cost-share obligation, and any long-term rights and maintenance responsibilities between the parties. This agreement was developed by VLAWMO's legal counsel and agreed upon by both parties. HEI will facilitate the bid process through Quest CDN. A mandatory meeting for potential contractors is to be held July 26, 2023, and bid opening will occur on August 3, 2023.

**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 \_Shuman\_ and second by Director \_\_Doll Kanne.**

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 28<sup>th</sup> day of June 2023 on a vote of 5\_\_ yeas and \_0\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Dan Jones	<u>X</u>	<u>□</u>	<u>□</u>
Ed Prudhon	<u>X</u>	<u>□</u>	<u>□</u>
Rob Rafferty	<u>□</u>	<u>□</u>	<u>X</u>
John Shuman	<u>X</u>	<u>□</u>	<u>□</u>
Katherine Doll Kanne	<u>X</u>	<u>□</u>	<u>□</u>
Jim Lindner	<u>X</u>	<u>□</u>	<u>□</u>

**BY THE VLAWMO BOARD**

A motion was made by Director Shuman and seconded by Director Doll Kanne to approve Resolution 04-2023 (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. Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, Jones: aye. Resolution passed.

**3. Consider 3 MOUs and a request for services for East Vadnais Lake subwatershed resiliency study** 🐦

Sampedro began highlighting the East Vadnais Lake subwatershed flooding issues, documented as early as 1978. Sampedro noted that this type of flooding isn't new, but is expected to intensify with climate change. The proposed resiliency study builds on an existing Ramsey County flood feasibility study at the intersection of Edgerton Street and Centerville Road. The resiliency study expands this flood feasibility study by targeting additional project sites upstream from the flood feasibility study intersection.

Sampedro noted that the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services (SPRWS) have signed a MOU for completing the resiliency study. VLAWMO, the City, and Ramsey County are proposing to cover 28.6% of the study cost and SPRWS 14.3%. If costs exceed \$70,000, staff propose VLAWMO covers the remaining costs as the lead of the study.

Highlights of the study include identification of five BMP options, development of existing and future conditions hydraulic and hydrologic models, stormwater and water quality models for flood risk and water quality improvement options, and identification of external grant opportunities. If the request for services (RFS) is approved, staff propose distributing the RFS to five engineers from VLAWMO's engineering pool. Proposals would be collected by July 27<sup>th</sup> and scored in the first two weeks of August, with results of the bidding to be brought to the VLAWMO August Board meeting with a staff recommendation.

**Discussion:**

Director Shuman provided that it appears to be a public safety issue as well as an environmental one. He voiced a hope that the effort goes quickly due to the public safety component.

Chair Lindner noted a personal memory of intensive flooding at the intersection and at the Vadnais Heights Walmart parking lot.

A motion was made by Director Prudhon and seconded by Director Jones 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. Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, Jones: aye. Motion passed.

A motion was made by Director Jones and seconded by Director Doll Kanne 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 VLAWMOs engineer pool. Vote: Shuman: aye, Doll Kanne: aye. Lindner: aye, Prudhon: aye, Jones: aye. Motion passed.

**4. Consider feasibility study for Polar Lake Park water reuse and MOU with White Bear Township **

Corcoran introduced this partnership with White Bear Township at Polar Lakes Park. Corcoran explained that there are eight ball fields at the site, currently using about 1.6 million gallons of water each year in irrigation. The Feb 28<sup>th</sup> Board meeting approved smart irrigation devices, and these are currently in the process of being installed.

Proposed water reuse for irrigation would utilize water from a mitigated wetland that drains from the Birch Lake and Rotary Nature Preserve area and then into Polar Lakes Park. . The

feasibility study will include two water reuse concepts, one for just the lower ball fields and the other for the entire park system. It will also include storage optimization and planning for costs.

VLAWMO would propose to enter into an MOU with White Bear Township in a 50/50 cost split for the feasibility study scope of work. The MOU has been approved by the Township Board on June 5, 2023. With VLAWMO Board approval, the feasibility report is anticipated to be completed by the end of 2023 pending any unforeseen issues.

**Discussion:**

Director Prudhon acknowledged the White Bear Lake lawsuit and existing pressure to conserve water. The Township has attempted to search for contractors to utilize surface water for irrigation in the past.

Director Jones asked about the potential consequences of taking a significant draw from wetlands in the area. Corcoran noted that this topic will be further explored in the feasibility study. He noted that there the system is highly managed and there are multiple points that runoff enters the system.

Director Prudhon noted that the process appears to be surprisingly more complicated than simply drawing water out of a pond. Chair Lindner noted that the soccer season must demand higher watering rates. Director Prudhon noted that the lower ball fields in the park include drain tile to also prevent the fields from flooding.

Chair Lindner commented that the strategy seems to carve out a water cycle between the pond and the field on an appropriate scale.

A motion was made by Director Prudhon and seconded by Lindner to approve the 5/16/2023 Barr Engineering Polar Park Stormwater Reuse Feasibility Scope of Work & Partnership MOU with White Bear Township for 50% cost share. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Jones: aye. Motion passed.

**VII. Discussion and Administration Communication**

**1. August 24<sup>th</sup> VLAWMO 40<sup>th</sup> Anniversary Event**

Voss presented the 2023 summer event series commemorating VLAWMO's 40<sup>th</sup> anniversary, including a shared event with Ramsey County Soil and Water Conservation Division who is celebrating their 50<sup>th</sup> anniversary, on August 24, 2023. VLAWMO coasters are included as a prize for the general public to be used in a trivia activity, and coasters were provided to the Board as a token of appreciation. Voss explained an overview of what the summer series events will look like and what the August 24<sup>th</sup> event will include, noting that the Board, TEC, volunteers, and the greater VLAWMO community are all invited.

**VIII. Adjourn**

A motion was made by Director Prudhon and seconded by Director Jones to adjourn at 8:15 pm. Vote: Shuman: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Jones: aye. Motion passed.

Minutes compiled and submitted by Nick Voss.

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# VLAWMO Finance Summary: August 2023

Aug-23		Actual 8/1/23	Actual to Date	2023 Budget	Carry over from 2022 to 2023	Remaining in Budget	2023 Available	Act vs. Budget
<b>BUDGET #</b>	<b>INCOME</b>							
<b>5.11</b>	Storm Water Utility	\$581,750	\$592,641	\$1,090,887	\$0	\$498,246	\$1,090,887	54%
<b>5.12</b>	Service Fees	\$0	\$0	\$200	\$0	\$200	\$200	0%
<b>5.13</b>	Interest + mitigation acct	\$6,043	\$28,280	\$1,000	\$0	(\$27,280)	\$1,000	2828%
<b>5.14</b>	Misc. income - WCA admin & other	\$1,710	\$8,209	\$3,000	\$0	(\$5,209)	\$3,000	274%
<b>5.15</b>	Other Income Grants/loan	\$0	\$69,693	\$385,284	\$0	\$315,591	\$385,284	18%
<b>5.16</b>	Transfer from reserves	\$0	\$0	\$294,364	\$231,999	\$526,363	\$526,363	0%
	<b>TOTAL</b>	<b>\$589,503</b>	<b>\$698,823</b>	<b>\$1,774,735</b>	<b>\$231,999</b>	<b>\$1,307,911</b>	<b>\$2,006,734</b>	<b>39%</b>
<b>EXPENSES</b>								
<b>3.1</b>	<b>Operations &amp; Administration</b>							
<b>3.110</b>	Office - rent, copies, post tel supplies	\$2,140	\$14,935	\$28,181	\$0	\$13,246	\$28,181	53%
<b>3.120</b>	Information Systems	\$1,439	\$11,231	\$33,300	\$0	\$22,069	\$33,300	34%
<b>3.130</b>	Insurance	\$9,245	\$9,406	\$7,571	\$0	(\$1,835)	\$7,571	124%
<b>3.141</b>	Consulting - Audit	\$0	\$10,585	\$9,000	\$0	(\$1,585)	\$9,000	118%
<b>3.142</b>	Consulting - Bookkeeping	\$46	\$243	\$1,500	\$0	\$1,257	\$1,500	16%
<b>3.143</b>	Consulting - Legal	\$0	\$723	\$6,000	\$0	\$5,277	\$6,000	12%
<b>3.144</b>	Consulting - Eng. & Tech.	\$640	\$2,178	\$30,000	\$15,000	\$42,822	\$45,000	5%
<b>3.150</b>	Storm Sewer Utility	\$0	\$2,978	\$15,000	\$0	\$12,022	\$15,000	20%
<b>3.160</b>	Training (staff/board)	\$940	\$8,809	\$13,250	\$0	\$4,441	\$13,250	66%
<b>3.170</b>	Misc. & mileage	\$444	\$1,459	\$6,300	\$0	\$4,841	\$6,300	23%
<b>3.191</b>	Administration - staff	\$31,403	\$233,635	\$422,353	\$0	\$188,718	\$422,353	55%
<b>3.192</b>	Employer Liability	\$9,475	\$68,170	\$122,428	\$0	\$54,258	\$122,428	56%
<b>3.2</b>	<b>Monitoring and Studies</b>							
<b>3.210</b>	Lake and Creek lab analysis	\$2,510	\$4,044	\$18,000	\$0	\$13,956	\$18,000	22%
<b>3.220</b>	Equipment	\$0	\$928	\$3,000	\$1,000	\$3,072	\$4,000	23%
<b>3.230</b>	Wetland assessment & management	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	0%
<b>3.240</b>	Watershed planning /special study	\$0	\$0	\$10,000	\$5,000	\$15,000	\$15,000	0%
<b>3.3</b>	<b>Education and Outreach</b>							
<b>3.310</b>	Public Education	\$0	\$2,131	\$6,000	\$0	\$3,869	\$6,000	36%
<b>3.320</b>	Marketing	\$436	\$4,021	\$15,000	\$9,500	\$20,479	\$24,500	16%
<b>3.330</b>	Community Blue Ed Grant	\$0	\$1,500	\$8,000	\$0	\$6,500	\$8,000	19%
<i>Total Core functions: Ops, Monitoring, Education</i>		<i>\$58,718</i>	<i>\$376,976</i>	<i>\$754,883</i>	<i>\$40,500</i>	<i>\$418,407</i>	<i>\$795,383</i>	<i>47%</i>
<b>Capital Improvement Projects and Programs</b>								
<b>3.4</b>	<b>Subwatershed Activity</b>							
<b>3.410</b>	Gem Lake	\$0	\$0	\$15,000	\$10,000	\$25,000	\$25,000	
<b>3.420</b>	Lambert Creek	\$3,024	\$5,107	\$55,000	\$0	\$49,893	\$55,000	9%
<b>3.421</b>	Lambert Lake Loan	\$0	\$19,284	\$38,568	\$0	\$19,284	\$38,568	50%

3.425	Goose Lake	\$5,151	\$18,095	\$92,500	\$0	\$74,405	\$92,500	20%
3.430	Birch Lake	\$0	\$0	\$20,000	\$0	\$20,000	\$20,000	0%
3.440	Gilf Black Tam Wilk Amelia	\$12,389	\$85,517	\$157,500	\$43,000	\$114,983	\$200,500	43%
3.450	Pleasant Charley Deep	\$10,880	\$22,440	\$48,000	\$30,000	\$55,560	\$78,000	29%
3.460	Sucker Vadnais	\$0	\$1,857	\$35,000	\$28,000	\$61,143	\$63,000	3%
3.48	<b>Programs</b>							
3.480	Soil Health Grant	\$1,250	\$1,818	\$8,000	\$0	\$6,182	\$8,000	23%
3.481	Landscape 1	\$5,000	\$5,000	\$30,000	\$6,263	\$31,263	\$36,263	14%
3.482	Landscape 2/BWSR WBF	\$675	\$2,251	\$35,000	\$36,636	\$69,385	\$71,636	3%
3.483	Project Research & feasibility	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.	\$537	\$7,749	\$90,000	\$37,600	\$119,851	\$127,600	6%
3.5	<b>Regulatory</b>							
3.510	Engineer Plan review	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	0%
	<i>Total CIP &amp; Program</i>	\$38,906	\$169,118	\$634,568	\$191,499	\$656,949	\$826,067	20%
	<b>Total of Core Operations &amp; CIP</b>	<b>\$97,624</b>	\$546,094	\$1,389,451	\$231,999	<b>\$1,075,356</b>	\$1,621,450	<b>34%</b>

Fund Balance	7/1/2023	8/1/2023
4M Account	\$688,652	\$1,216,296
4M Plus Savings	\$233,845	\$234,866
Total	\$922,497	\$1,451,162

Restricted funds	8/1/2023
Mitigation Savings	\$21,016
Term Series	\$0

**Vadnais Lake Area Water Management Organization**  
**Check Detail**  
**July 13 through August 9, 2023**

11:14 AM  
08/01/2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	07/24/2023	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	08/01/2023	US Bank		Checking - 1987		-46.09
				3.142 · Bookkeeping help		-46.09	46.09
TOTAL						-46.09	46.09
Check	5590	07/14/2023	Barr Engineering Co		Checking - 1987		-2,169.50
				Oak Knoll		-2,169.50	2,169.50
TOTAL						-2,169.50	2,169.50
Check	5591	08/09/2023	city of North Oaks		Checking - 1987		-1,912.25
				3.440 · Gilfillan Black Tamarack Wilkin		-1,912.25	1,912.25
TOTAL						-1,912.25	1,912.25
Check	5592	08/09/2023	Brian Corcoran		Checking - 1987		-232.48
				3.170 · Misc. & mileage		-232.48	232.48
TOTAL						-232.48	232.48
Check	5593	08/09/2023	Lauren Sampedro		Checking - 1987		-36.29
				3.170 · Misc. & mileage		-36.29	36.29
TOTAL						-36.29	36.29
Check	5594	08/09/2023	Nicholas Voss		Checking - 1987		-16.14
				3.170 · Misc. & mileage		-15.07	15.07
				3.320 · Marketing		-1.07	1.07
TOTAL						-16.14	16.14
Check	5595	08/09/2023	Dawn Tanner		Checking - 1987		-160.00
				3.170 · Misc. & mileage		-160.00	160.00
TOTAL						-160.00	160.00
Check	5596	08/09/2023	Sisoka Duta		Checking - 1987		-420.00
				3.320 · Marketing		-420.00	420.00
TOTAL						-420.00	420.00
Check	5597	08/09/2023	Kelli Wendland		Checking - 1987		-5,000.00
				3.481 · Landscape 1 - cost-share		-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00

Check	5598	08/09/2023	City of Vadnais Heights	Checking - 1987		<b>-2,139.72</b>
				Rent	-1,715.00	1,715.00
				Phone/Internet/Machine Overhead	-305.00	305.00
				Postage	-71.19	71.19
				Copies	-48.53	48.53
TOTAL					<u>-2,139.72</u>	<u>2,139.72</u>
Check	5599	08/09/2023	Ramsey County	Checking - 1987		<b>-675.00</b>
				3.482 · Landscape 2	-675.00	675.00
TOTAL					<u>-675.00</u>	<u>675.00</u>
Check	5600	08/09/2023	Barr Engineering Co	Checking - 1987		<b>-8,597.54</b>
				3.440 · Gilfillan Black Tamarack Wilkin	-4,110.01	4,110.01
				3.440 · Gilfillan Black Tamarack Wilkin	-1,506.50	1,506.50
				Oak Knoll	-2,981.03	2,981.03
TOTAL					<u>-8,597.54</u>	<u>8,597.54</u>
Check	5601	08/09/2023	SEH	Checking - 1987		<b>-640.33</b>
				3.144 · Eng. & Tech.	-640.33	640.33
TOTAL					<u>-640.33</u>	<u>640.33</u>
Check	5602	08/09/2023	RMB Environmental Laboratories, Inc.	Checking - 1987		<b>-2,685.00</b>
				3.210 · Lake & Creek lab analysis	-55.00	55.00
				3.210 · Lake & Creek lab analysis	-396.00	396.00
				3.210 · Lake & Creek lab analysis	-362.00	362.00
				LL VLAWMO cash match	-175.00	175.00
				3.210 · Lake & Creek lab analysis	-441.00	441.00
				3.210 · Lake & Creek lab analysis	-858.00	858.00
				3.210 · Lake & Creek lab analysis	-55.00	55.00
				3.210 · Lake & Creek lab analysis	-343.00	343.00
TOTAL					<u>-2,685.00</u>	<u>2,685.00</u>
Check	5603	08/09/2023	League of MN Cities Insurance Trust WC	Checking - 1987		<b>-3,460.00</b>
				3.130 · Insurance	-3,460.00	3,460.00
TOTAL					<u>-3,460.00</u>	<u>3,460.00</u>
Check	5604	08/09/2023	League of MN Cities Insurance Trust P & C	Checking - 1987		<b>-5,785.00</b>
				3.130 · Insurance	-5,785.00	5,785.00
TOTAL					<u>-5,785.00</u>	<u>5,785.00</u>
Check	5605	08/09/2023	Houston Engineering, Inc	Checking - 1987		<b>-8,157.50</b>
				3.420 · Lambert Creek Restoration	-2,848.75	2,848.75
				3.485 · Facilities & Maintenance	-537.50	537.50
				Wilk 319 cash match \$182,137	-4,771.25	4,771.25
TOTAL					<u>-8,157.50</u>	<u>8,157.50</u>
Check	5606	08/09/2023	Metro - Inet	Checking - 1987		<b>-1,439.00</b>
				IT Support	-1,439.00	1,439.00

TOTAL			-1,439.00	1,439.00
<b>Check 5607</b>	<b>08/09/2023</b>	<b>carp solutions</b>		
			<b>Checking - 1987</b>	<b>-10,880.00</b>
			3.450 · Pleasant Charley Deep	-10,880.00
TOTAL			<u>-10,880.00</u>	<u>10,880.00</u>
<b>Check 5608</b>	<b>08/09/2023</b>	<b>Press Publications</b>		
			<b>Checking - 1987</b>	<b>-88.93</b>
			3.440 · Gilfillan Black Tamarack Wilkin	-88.93
TOTAL			<u>-88.93</u>	<u>88.93</u>
<b>Check 5609</b>	<b>08/09/2023</b>	<b>City of White Bear Lake</b>		
			<b>Checking - 1987</b>	<b>-40,566.15</b>
			payroll	-31,403.24
			Administration FICA	-2,282.97
			Administration PERA	-2,355.24
			Insurance Benefit	-4,479.78
			Admin payroll processing	-44.92
TOTAL			<u>-40,566.15</u>	<u>40,566.15</u>
<b>Check 5610</b>	<b>08/09/2023</b>	<b>Charley Lake Homeowners Assoc</b>		
			<b>Checking - 1987</b>	<b>-1,250.00</b>
			3.480 · Soil Health Grant	-1,250.00
TOTAL			<u>-1,250.00</u>	<u>1,250.00</u>

**Vadnais Lake Area Water Management Organizatio**  
**Profit & Loss**  
**July 13 through August 9, 2023**

11:11 AM

08/01/2023

Cash Basis

Jul 13 - Aug 9, 23

Ordinary Income/Expense	
Income	
Misc.	1,710.00
5.1 · Income	
5.11 · Storm Water Utility	581,749.79
5.13 · Interest	6,043.69
Total 5.1 · Income	<u>587,793.48</u>
Total Income	<u>589,503.48</u>
Gross Profit	589,503.48
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	48.53
Phone/Internet/Machine Overhead	305.00
Postage	71.19
Rent	1,715.00
Total 3.110 · Office	<u>2,139.72</u>
3.120 · Information Systems	
IT Support	1,439.00
Total 3.120 · Information Systems	<u>1,439.00</u>
3.130 · Insurance	9,245.00
3.142 · Bookkeeping help	46.09
3.144 · Eng. & Tech.	640.33
3.160 · Training (staff/board)	940.00
3.170 · Misc. & mileage	443.84
3.191 · Employee Payroll	
payroll	31,403.24
Total 3.191 · Employee Payroll	<u>31,403.24</u>
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,282.97
Administration PERA	2,355.24
Insurance Benefit	4,791.95
Total 3.192 · Employer Liabilities	<u>9,475.08</u>
Total 3.1 · Administrative/Operations	<u>55,772.30</u>
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	2,510.00
Total 3.2 · Monitoring and Studies	<u>2,510.00</u>
3.3 · Education and Outreach	
3.320 · Marketing	435.97
Total 3.3 · Education and Outreach	<u>435.97</u>
3.4 · Capital Imp. Projects/Programs	

<b>3.420 · Lambert Creek Restoration</b>	
LL VLAWMO cash match	175.00
<b>3.420 · Lambert Creek Restoration - Other</b>	<u>2,848.75</u>
<b>Total 3.420 · Lambert Creek Restoration</b>	<u>3,023.75</u>
<b>3.425 · Goose Lake</b>	
Oak Knoll	<u>5,150.53</u>
<b>Total 3.425 · Goose Lake</b>	<u>5,150.53</u>
<b>3.440 · Gilfillan Black Tamarack Wilkin</b>	
Wilk 319 cash match \$182,137	4,771.25
<b>3.440 · Gilfillan Black Tamarack Wilkin - Other</b>	<u>7,617.69</u>
<b>Total 3.440 · Gilfillan Black Tamarack Wilkin</b>	<u>12,388.94</u>
<b>3.450 · Pleasant Charley Deep</b>	<u>10,880.00</u>
<b>Total 3.4 · Capital Imp. Projects/Programs</b>	<u>31,443.22</u>
<b>3.48 · Programs</b>	
3.480 · Soil Health Grant	1,250.00
3.481 · Landscape 1 - cost-share	5,000.00
3.482 · Landscape 2	675.00
3.485 · Facilities & Maintenance	<u>537.50</u>
<b>Total 3.48 · Programs</b>	<u>7,462.50</u>
<b>Total Expense</b>	<u>97,623.99</u>
<b>Net Ordinary Income</b>	<u>491,879.49</u>
<b>Net Income</b>	<u><u>491,879.49</u></u>

**Vadnais Lake Area Water Management Organization**  
**Custom Transaction Detail Report**  
 May 1 through July 1, 2023

11:09 AM  
 08/01/2023  
 Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
May 1 - Jul 1, 23									
Credit Card Charge	05/02/2023		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	42.00
Credit Card Charge	05/08/2023		adobe *photography plan		US Bank CC	√	Software	9.99	51.99
Credit Card Charge	05/11/2023		ESRI	ArcGIS credits	US Bank CC	√	IT Systems - Hardware	720.00	771.99
Transfer	05/22/2023			Funds Transfer	US Bank CC	√	Checking - 1987	-444.81	327.18
Credit Card Charge	05/25/2023		Adobe "Creative Cloud		US Bank CC	√	Software	32.20	359.38
Credit Card Charge	05/28/2023		hologram	account refill	US Bank CC	√	Software	30.00	389.38
Credit Card Charge	05/30/2023		print for change	WMO Brochures	US Bank CC	√	3.320 · Marketing	186.00	575.38
Credit Card Charge	06/02/2023		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	617.38
Credit Card Charge	06/06/2023		Speedy	mulch remnent	US Bank CC	√	3.460 · Sucker Vadnais	23.96	641.34
Credit Card Charge	06/07/2023		Speedy	mulch remnent	US Bank CC	√	3.460 · Sucker Vadnais	29.95	671.29
Credit Card Charge	06/09/2023		Speedy	mulch remnent	US Bank CC	√	3.460 · Sucker Vadnais	23.96	695.25
Credit Card Charge	06/14/2023		Crestline	coasters	US Bank CC	√	3.320 · Marketing	353.19	1,048.44
Credit Card Charge	06/15/2023		adobe *photography plan		US Bank CC	√	Software	9.99	1,058.43
Credit Card Charge	06/20/2023		Frattalone Companies	staples remnent	US Bank CC	√	3.460 · Sucker Vadnais	8.99	1,067.42
Credit Card Charge	06/20/2023		TO Retail	plants remnant	US Bank CC	√	3.460 · Sucker Vadnais	85.50	1,152.92
Transfer	06/20/2023			Funds Transfer	US Bank CC	√	Checking - 1987	-1,010.20	142.72
Credit Card Charge	06/26/2023		Adobe "Creative Cloud		US Bank CC	√	Software	32.20	174.92
Credit Card Charge	06/27/2023		Prairie Moon Nursery	wilkinson plants	US Bank CC	√	3.440 · Gifillan Black Tamarack Wilkin	1,564.64	1,739.56
Credit Card Charge	06/29/2023		REI	dawn - water jug	US Bank CC	√	3.460 · Sucker Vadnais	19.95	1,759.51
Credit Card Charge	06/30/2023		Meta	neighborhood tours post	US Bank CC		3.320 · Marketing	12.93	1,772.44
								<b>1,772.44</b>	<b>1,772.44</b>
May 1 - Jul 1, 23									

**TEC Report to the Board  
August 2023**

Programs & Projects	Effort Level	Completion Date	Comments			
	LOW					
	MED					
	HIGH					
<b>Projects</b>						
319 Biochar			Monitoring ongoing and final report to MPCA in development process			
Oak Knoll Pond/Wood Lake		ongoing	In discussions with contractor on final contract language.			
Public Ditch Maintenance		ongoing	Planning fall cleaning			
MPCA 319 /Wilkinson Lake BMP		2021-24	Partner review of plans and specs received. HEI has provided the final bid package.			
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.			
<b>Administration &amp; Operation</b>						
			Audit		2022/2023	2022 audit approved by Board at the April meeting.
			Budget		for 2024 budget	VLAWMO Board approved 2024 budget at June 28 meeting.
			Personnel /HR		ongoing	Mid year review and discussion on employee work objectives complete
			SSU		ongoing	2023 SSU certifications is anticipated for consideration at the August VLAWMO Board meeting
			Strategic /watershed planning		2023	Starting discussion this month on strategic planning for late 23 /early and mid 24 that will lead into development of 10 year watershed plan starting in 2024
<b>Programs</b>						
City/Township MS4		June	Distributing existing MS4 education materials, customization by request. Vadnais Heights custom raingarden guide for Bridgewood Park Raingarden.			
Education/Outreach		August-Sept	Public boothing active such as White Bear Lake Marketfest and Vadnais Heights Heritage Days. Smart irrigation campaign continues, addition of WBT promo photos, article printed in WB Press July 26, 2023. Planning 40th Anniversary Campaign celebration event for August 24th, 2023, composing a video consisting of interviews of past and present VLAWMO admins and Board chair.			
Website		June-August	Website mock-up completed, final renovated sight expected in August, 2023.			
WAV		June-Sept	Minnesota Water Steward Megan Sigmon-Olsen capstone project has completed the purple loosertrife component of the project. Megan is now conducting tours of her VLAWMO grant-funded raingarden, hosting education materials in neighborhood Night to Unite, and issuing a mailing letter to the neighborhood. Summer tours of past cost-share projects and WB Montessori native plantings.			
Cost Share & BWSR WBIF		ongoing	Westfield Park project completed and featured at an open house for the public August 3, NOHOA entrance raingarden planting completed this month. Several cost share applications moving forward and site visits continue. Two North Oaks homeowner's associations pursuing potential smart irrigation controllers. Continuing to work on projects for the BWSR WBIF grant program with partners, such as a potential raingarden through a Vadnais Heights street reconstruction project.			
GIS		ongoing	Managing ESRI storage, updating the online GIS viewer as needed.			
Monitoring		ongoing	2023 season underway			
WCA		ongoing	Administering WCA as needed.			

FINANCIAL SUMMARY as of 8/1/2023		
4M Account (1.10)	4M Plus (1.23)	Total
\$1,216,296	\$234,865	\$1,451,161

Budget Summary	Actual Expense YTD	2023 Budget "working"	Remaining in Budget	% YTD
Operations	\$376,976	\$795,383	\$418,407	47%
CIP	\$169,118	\$826,067	\$656,949	20%
Total	\$546,094	\$1,621,450	\$1,075,356	34%

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To: VLAWMO Board of Directors  
From: Lauren Sampedro, Watershed Technician & Program Coordinator  
Date: August 14, 2023  
Re: **V. A. 1.** Consider Landscape Level 1 2023-04 Hill Grant Application

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### Introduction

#### LL1 2023-04 Hill Shoreline

- Applicant: Kristi Herman Hill
- Location: 1520 S Birch Lake Blvd, White Bear Lake
- Project Type: Shoreline Restoration
- Total Estimated Project Cost: \$11,013.96
- VLAWMO Grant Recommendation: 50%, up to \$5,000

### Background

This application proposes a shoreline restoration project on approximately 110 linear feet of shoreline along the southeast side of Birch Lake in White Bear Lake. Over time the shoreline has been reduced from soil loss due to wave action and the lack of deep-rooted vegetation. This restoration project would implement the recommendations from the Birch Lake Sustainable Lake Management Plan of naturalizing more of the Birch Lake shoreline to improve water quality.

Natural Shore Technologies, Inc. provided a plan for the project to reduce erosion and restore the shoreline. This project would provide treatment for a drainage area of about 0.4 acres that discharges to Birch Lake. The estimated pollutant reductions are as follows: a reduction in TSS of 4.84 tons/year and a reduction of TP of 4.11 lbs/year. The project as proposed would involve restoring the shoreline by removing existing turf grass and replacing it with native species over an area of about 1,200 square feet and an additional upland native buffer of about 2,400 square feet.

The applicant obtained two bids for the project:

- Natural Shore Technologies, Inc. : \$11,310.50\*
- Minnesota Native Landscapes: \$11,013.96

The estimated project cost and proposed grant award are based on Minnesota Native Landscapes' low bid. This project was discussed at the TEC meeting on July 11<sup>th</sup> and the TEC recommended approval.

\*This bid was updated after the TEC meeting to include coir logs for additional erosion control and is no longer the low bid, however the recommended grant award remains the same.

### Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 1 Grant funds for the 2023-04 Hill Shoreline Restoration project.

### Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the Landscape Level 1 grant application 2023-04 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: [Link](#)

[https://www.vlawmo.org/index.php/download\\_file/4642/](https://www.vlawmo.org/index.php/download_file/4642/)

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: August 14, 2023

Re: **V. A. 2.** Consider Landscape Level 1 2023-05 Swanson Grant Application

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### Introduction

#### LL1 2023-05 Swanson Shoreline

- Applicant: Kristina and Andy Swanson
- Location: 35 Robb Farm Road, North Oaks
- Project Type: Shoreline Restoration
- Total Estimated Project Cost: \$10,294.00
- VLAWMO Grant Recommendation: 50%, up to \$5,000

### Background

This application proposes a shoreline restoration project on approximately 256 linear feet of shoreline along the south side of Gilfillan Lake in North Oaks. Gilfillan Lake is impaired for nutrients and the TMDL implementation plan recommends restoring 75% of the shoreline with native vegetation and installing buffers.

Davey Resource Group, Inc. provided a plan for the project to reduce erosion and restore the shoreline. This project would provide treatment for a drainage area of about 0.45 acres that discharges to Gilfillan Lake. The estimated pollutant reductions are as follows: a reduction in TSS of 1.41 tons/year and a reduction of TP of 1.2 lbs/year. The project as proposed would involve restoring the shoreline by removing the existing, failing concrete wall along the bank, removing existing invasive species and turf grass, and replacing them with native plant plugs over 140 linear feet. An additional 2,400 square feet of native buffer will be added to further restore the shoreline and capture stormwater runoff.

The applicant obtained two bids for the project:

- Natural Shore Technologies, Inc.: \$15,430
- Davey Resource Group, Inc. : \$10,294

The estimated project cost and proposed grant award are based on the eligible costs from Davey Resource Group's bid. This project was discussed at the TEC meeting on July 11<sup>th</sup> and the TEC recommended approval.

### Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 1 Grant funds for the 2023-05 Swanson Shoreline Restoration project.

### Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the Landscape Level 1 grant application 2023-05 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](https://www.vlawmo.org/index.php/download_file/4643/)) [https://www.vlawmo.org/index.php/download\\_file/4643/](https://www.vlawmo.org/index.php/download_file/4643/)

To: VLAWMO Board of Directors

From: Phil Belfiori & Brian Corcoran

Date: August 16, 2023

Re: **V. B. Consent** – Consider RCD 13 agreement to transfer responsibility of Ditch maintenance to the City of White Bear Lake

---

This Ditch Repair Agreement is between the Vadnais Lake Area Water Management Organization and the City of White Bear Lake.

- Ramsey County established Ramsey County Ditch 13 (RCD 13) in the 1910's as an open drainage ditch.
- In 1980, the City secured an easement from the County over the RCD 13 route and constructed a stormsewer system.
- In 1986 the County transferred its rights and responsibilities to the RCD 13 to VLAWMO together with County Ditch 14.
- VLAWMO currently manages the Ditch System (RCD 13 and RCD 14) pursuant to its authority under Minn. Stat. §§ 103B.201-103B.253, not Minn. Stat., Chap. 103E, as provided in Minn. Stat. § 103E.812, subd. 8 and VLAWMO's joint powers agreement.
- In 2018, VLAWMO hired Houston Engineering, Inc. to prepare a repair report to help VLAWMO identify and plan for maintenance and repair projects on the Ditch System.
- The RCD 13 functions solely through the stormsewer system installed by the City and the City has maintained the RCD 13 since 1980.
- VLAWMO does not maintain stormsewer systems and the parties agree the City is in the better position to assume the on-going maintenance responsibility for the RCD 13 as it is the City's stormsewer system.

The RCD 13 location is the storm pipe installed by the City and is located from the 96 inch storm sewer outfall near the Whitaker Weir, north to 5th Street as shown on the map attached as Exhibit A and is more specifically described in the technical drawings attached as Exhibit B.

In the attached agreement, VLAWMO agrees to transfer, and City agrees to accept, the on-going responsibility to maintain the Ditch as described within the attached Ditch Repair Agreement. The City agrees to maintain the Ditch, in its discretion, as part of its stormsewer system and in accordance with its usual procedures, policies, and practices.

In an email dated August 11, 2023, City staff identified that they are supportive of the language in the attached agreement (attachment 1) and that the agreement will be considered at the August 22, 2022 City Council meeting.

### **Proposed Motion**

Director \_\_\_\_\_ moves to approve the RCD13 ‘Ditch Repair Agreement’ dated 8-16-23 between the Vadnais Lake Area Water Management Organization (VLAWMO) and the City of White Bear Lake (City).

Attached:

- 1. Proposed RCD13 Ditch maintenance agreement dated 8-16-23 with Exhibit A. CD & branch map CD13 highlight and close up and Exhibit B. Ditch 13 Easement and storm sewer profile

## DITCH REPAIR AGREEMENT

Attachment 1

This Ditch Repair Agreement (“**Agreement**”) is made and entered into by and between the Vadnais Lake Area Water Management Organization, a Minnesota joint powers water management organization, (“**VLAWMO**”) and the City of White Bear Lake, a Minnesota municipal corporation (“**City**”). VLAWMO and the City may hereinafter be referred to individually as a “party” or collectively as the “parties.”

### RECITALS

- A. Ramsey County (“**County**”) established County Ditch 13 (“**Ditch**”) in the 1910’s as an open drainage ditch;
- B. In 1980, the City secured an easement from the County over the Ditch route and constructed a stormsewer system;
- C. In 1986 the County transferred its rights and responsibilities to the Ditch to VLAWMO together with County Ditch 14 (collectively, the “**Ditch System**”).
- D. VLAWMO manages the Ditch System pursuant to its authority under Minn. Stat. §§ 103B.201-103B.253, not Minn. Stat., Chap. 103E, as provided in Minn. Stat. § 103E.812, subd. 8 and VLAWMO’s joint powers agreement.
- E. In 2018, VLAWMO hired Houston Engineering, Inc. to prepare a repair report (“**Report**”) to help VLAWMO identify and plan for maintenance and repair projects on the Ditch System.
- F. The Ditch functions solely through the stormsewer system installed by the City and the City has maintained the Ditch since 1980.
- G. VLAWMO does not maintain stormsewer systems and the parties agree the City is in the better position to assume the on-going maintenance responsibility for the Ditch as it is the City’s stormsewer system.

### AGREEMENT

In consideration of the mutual undertakings and understandings expressed herein, and intending to be legally bound, the parties hereby agree as follows:

1. **Ditch Described**. The Ditch that is the subject of this Agreement is the portion containing the storm pipe installed by the City and is located from the 96 inch storm sewer outfall near the Whitaker Weir, north to 5<sup>th</sup> Street as shown on the map attached as Exhibit A and is more specifically described in the technical drawings attached as Exhibit B.
2. **Transfer of Maintenance Responsibility**. VLAWMO agrees to transfer, and City agrees to accept, the on-going responsibility to maintain the Ditch as described herein. The City

agrees to maintain the Ditch, in its discretion, as part of its stormsewer system and in accordance with its usual procedures, policies, and practices.

3. **Grant of Authority.** VLAWMO hereby grants and delegates to the City its authority as a ditch authority to maintain, repair, and improve the Ditch as it deems appropriate. This Agreement constitutes a grant of a license to the City to use such easement areas VLAWMO obtained from the transfer of the Ditch from the County for the purposes of maintaining, repairing, and improving the Ditch. The Report identifies the general location and width of the Ditch, but VLAWMO makes no representations as to the location or width of the easements it obtained from the County as part of the transfer of the Ditch. Nothing in this Agreement limits the City's authority under law with respect to its stormsewer system.
4. **Insurance & Indemnity.** The parties each carry policies of liability insurance in at least the amounts specified as the extent of their individual liability under Minnesota Statutes, section 466.04, as amended. Nothing herein shall be deemed to waive any statutory limits of liability granted to the parties. Each party agrees to defend, indemnify and hold harmless (including reasonable attorney's fees) the other party, its officials, officers, agents and employees from any liability, claims, demands, damages, personal injury, costs, judgments or expenses arising from any act or omission of the indemnifying party relating to the Project. Neither party shall be required to pay to the other party any amount as indemnification under this Agreement, whether arising pursuant to this Agreement, expressly, by operation of law or otherwise, in excess of the limits of liability applicable to the indemnifying party under Minnesota Statutes, Chapter 466, or in the event that Minnesota Statutes, Chapter 466 does not apply, the maximum amount of insurance coverage available to the indemnifying party. In those instances in which a party is directly liable for damages as well as for indemnification to the other party, the combined liability of the indemnifying party shall not exceed the limits of liability under Minnesota Statutes, Chapter 466 or, in the event that Minnesota Statutes, Chapter 466 does not apply, the maximum amount of insurance coverage available to the indemnifying party. To the extent the maintenance of the Ditch is considered a joint undertaking of the parties, the total liability of the parties shall not exceed the liability limit of a single governmental unit as provided in Minnesota Statutes, section 471.59, subdivision 1a. Neither party agrees to accept liability for the acts or omissions of the other party.
5. **Term and Termination.** This Agreement shall commence as of the date of the last party to execute it and shall be on-going until terminated as provided herein.
6. **Entire Agreement.** This document, including the recitals (which are incorporated herein), shall constitute the entire agreement between the parties regarding construction of the Project. This Agreement supersedes all prior negotiations, representations, or agreements between the parties regarding the Project, whether written or oral. No modifications to this Agreement shall be in effect unless they are reduced to writing and are signed by both Cities.
7. **No Third-Party Rights.** This Agreement is solely for the benefit of the parties. This Agreement shall not create or establish any rights in or for the benefit of any third party.

8. **Applicable Law.** This Agreement shall be interpreted under the laws of Minnesota.
9. **Compliance.** Each party shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and shall obtain such permits and permissions as may be required, in carrying out their respective duties under this Agreement.

**IN TESTIMONY WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers effective as of the date of the last party to execute it.

**City of White Bear Lake**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**Vadnais Lake Area Water Management Organization**

\_\_\_\_\_  
Its Chair

\_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
Date

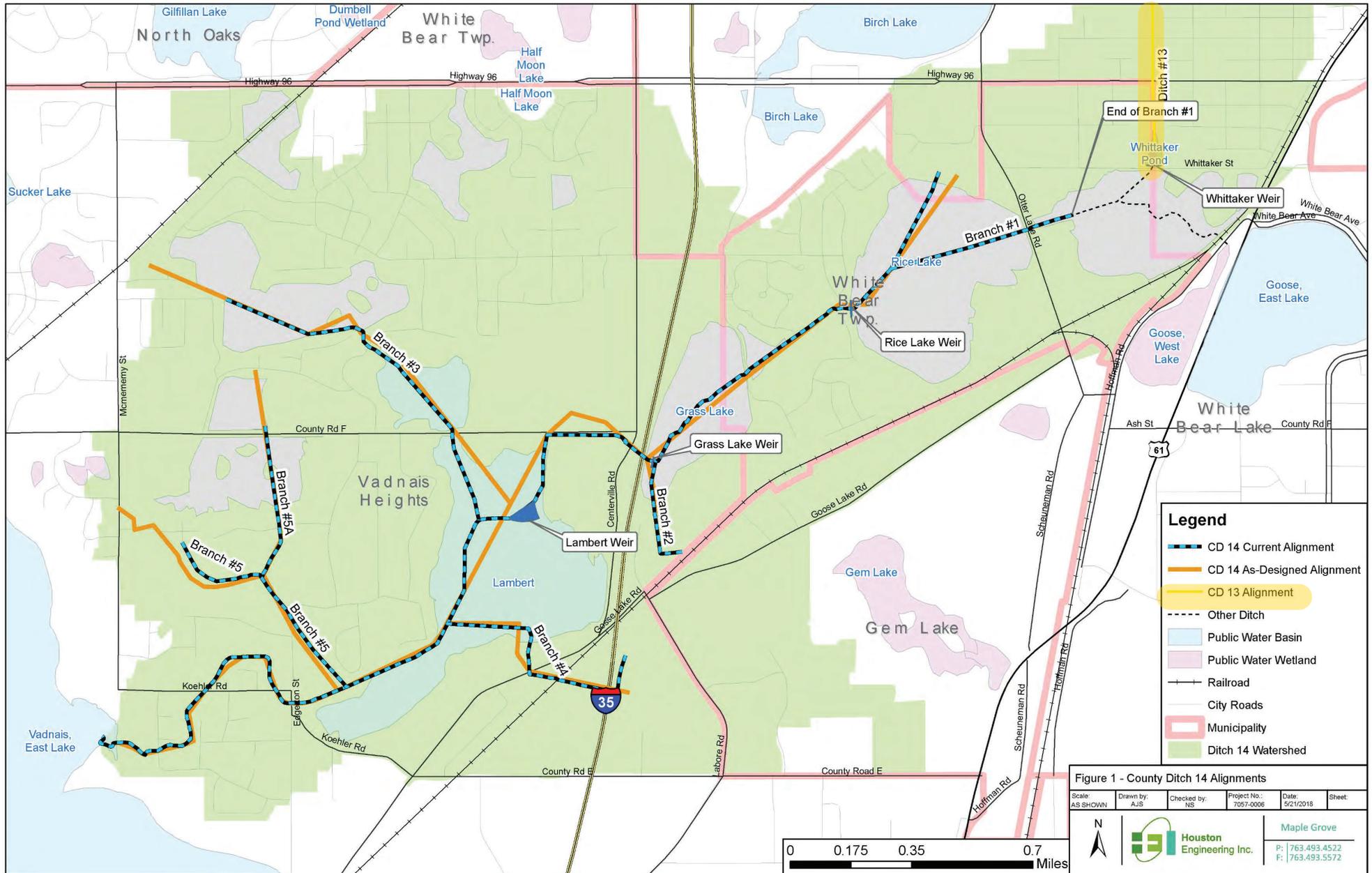
**EXHIBIT A**  
**Map of Ditch Location**

[attached hereto]

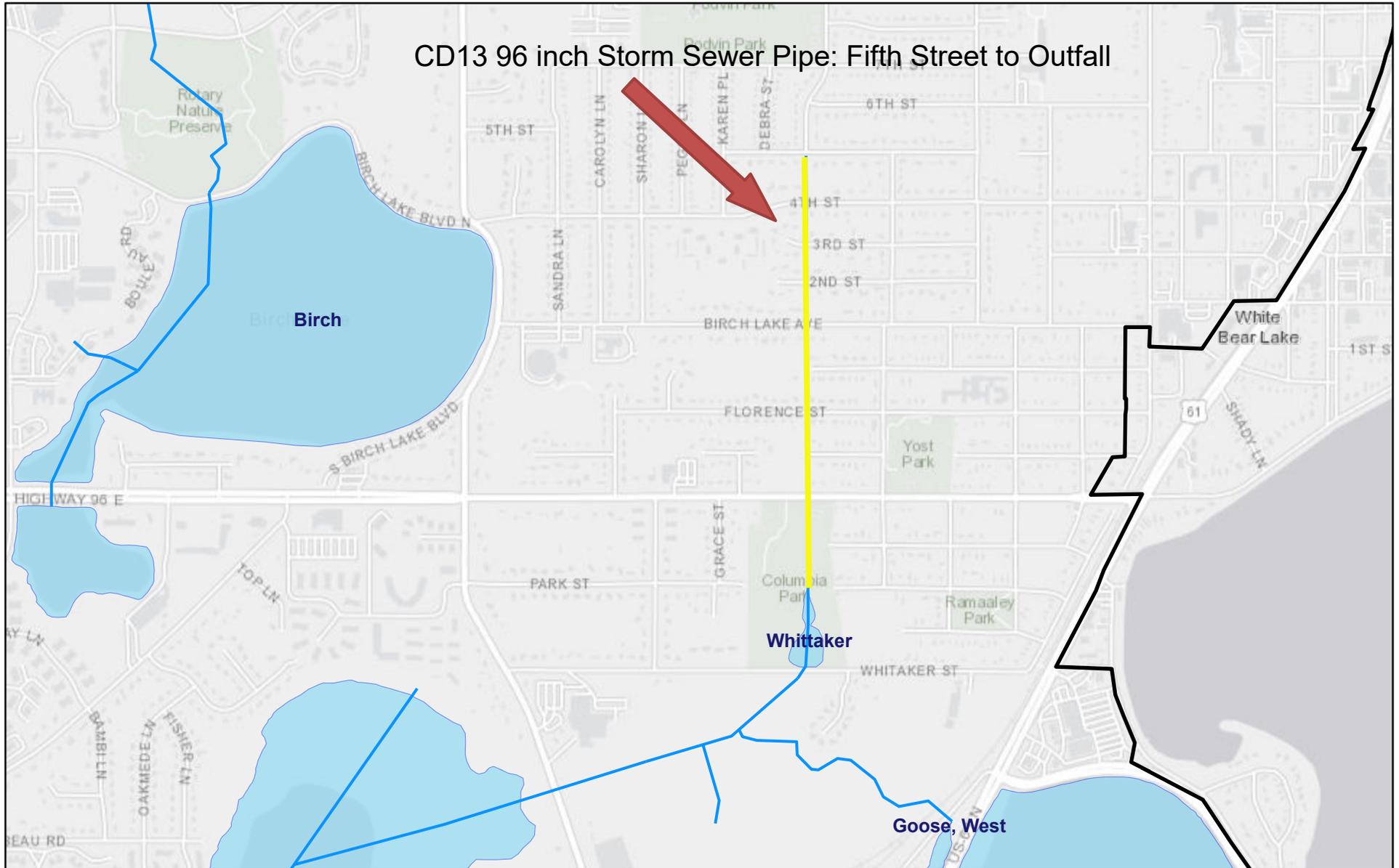
**EXHIBIT B**  
**Technical Drawings of the Ditch**

[attached hereto]

# Exhibit A: CD13 96 inch Storm Sewer Pipe: Fifth Street to Outfall

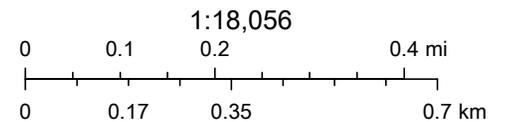


# CD13 96 inch Storm Sewer Pipe: Fifth Street to Outfall



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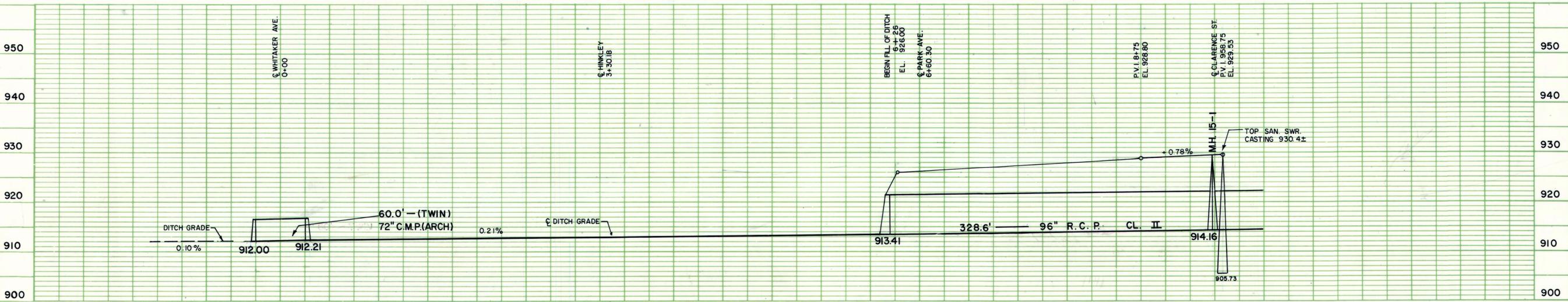
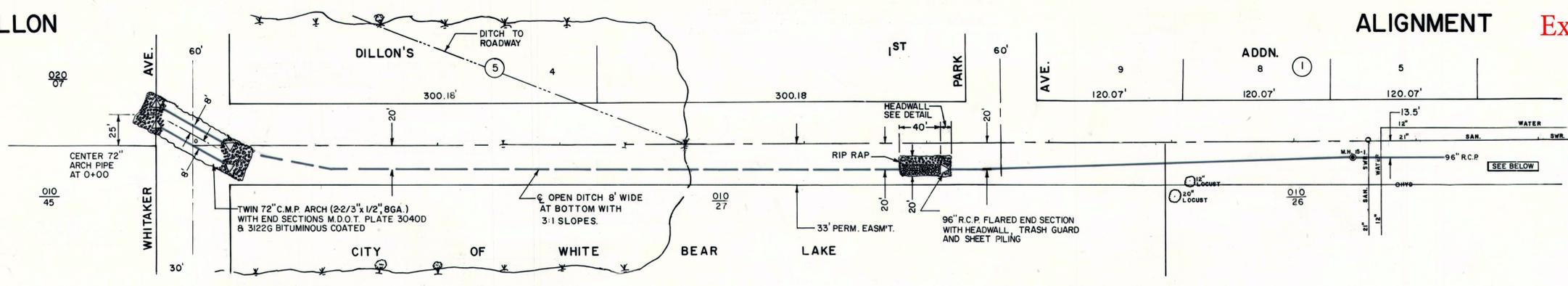
-  VLAWMO Boundary 2020
-  VLAWMO lakes
-  VLAWMO streams



Esri, HERE, County of Ramsey, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA

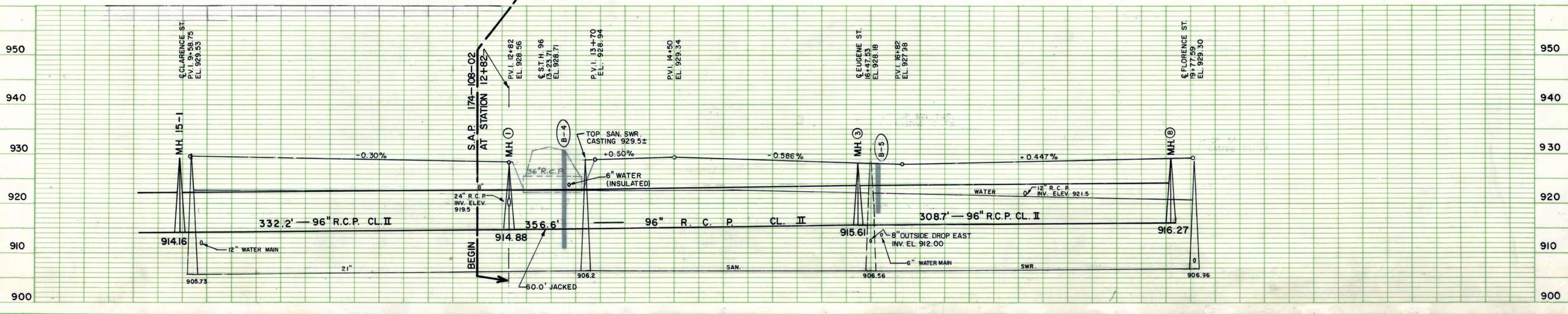
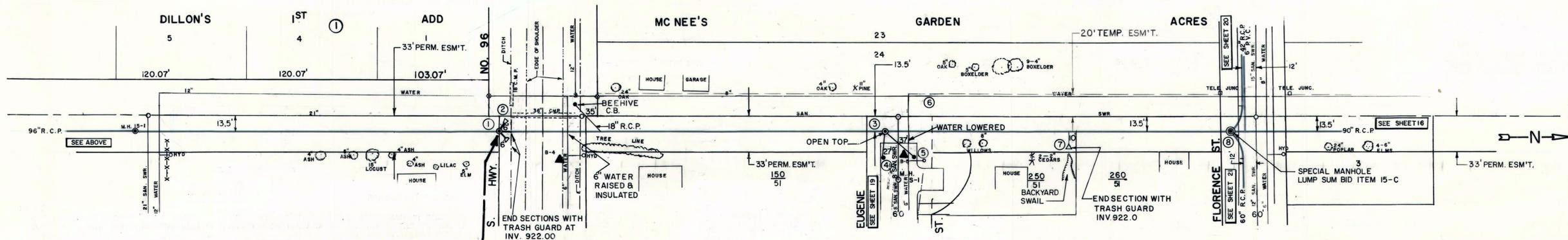
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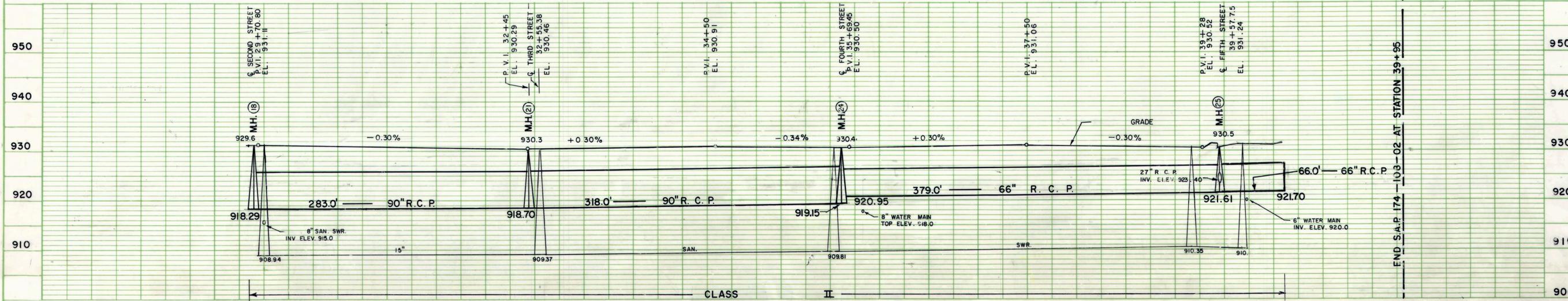
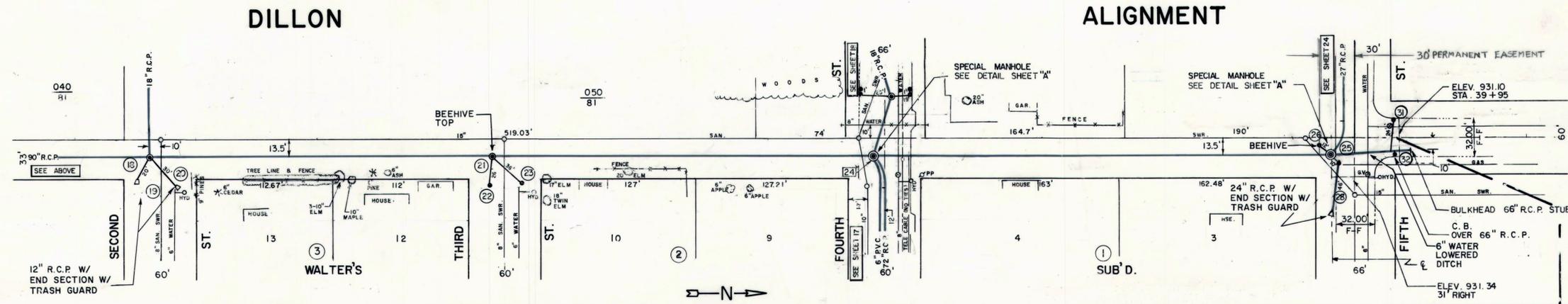
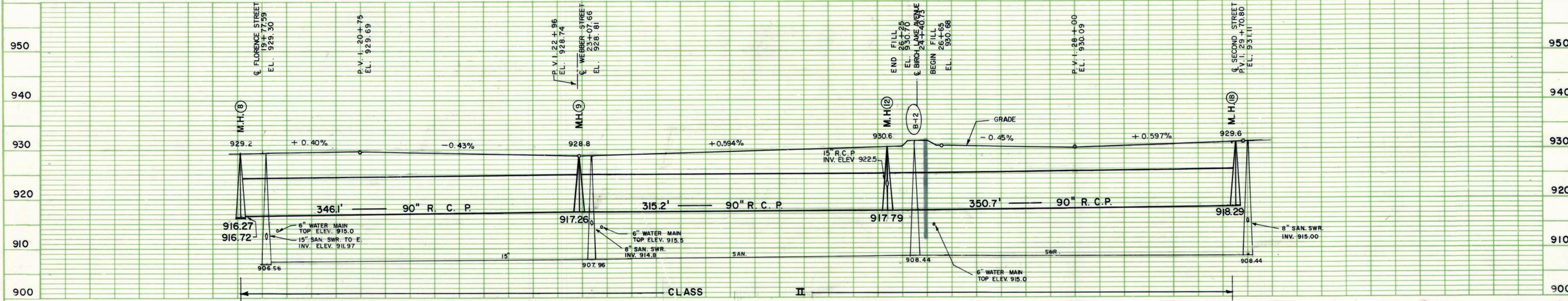
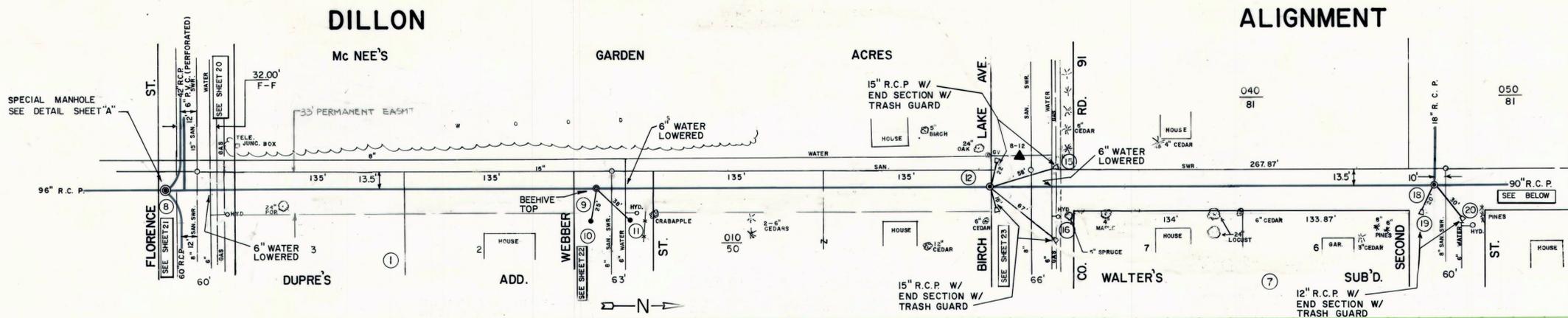


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STORM SEWER PROJECT NO. 592  
 WHITE BEAR LAKE, MINNESOTA

ORR-SCHELEN-MAYERON AND ASSOCIATES, INC.  
 CONSULTING ENGINEERS  
 2021 EAST HENNEPIN AVENUE - SUITE 238  
 MINNEAPOLIS, MINNESOTA 55413  
 TELEPHONE: 612-331-8660

PLAN NO. 15



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STORM SEWER PROJECT NO. 592 WHITE BEAR LAKE, MINNESOTA

ORR-SCHELEN-MAYERON AND ASSOCIATES, INC. CONSULTING ENGINEERS 2021 EAST HENNEPIN AVENUE SUITE 238 MINNEAPOLIS, MINNESOTA 55413 TELEPHONE: 612-331-8660

PLAN NO. 16

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: August 16, 2023

Re: **V. C.:** Pleasant/Deep Lake Carp Remaining Scope of Work for Fall, 2023, and Prep for Spring 2024

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VLAWMO staff have been working closely with Carp Solutions to determine the best course of action to prepare for remaining invasive common carp removals and especially spring 2024. So far, a 5-year plan has not been built because the project remains highly iterative and dependent upon fish movement and responses to removal strategies implemented. An observation from the 2023 successful spring removal, where ~10,000 pounds of carp were removed, was that it appeared that more hesitant carp approached the barrier initially but did not return. The carp that were persistent and approached the barrier repeatedly were trapped between the double-barrier system between Deep and Wilkinson Lakes and removed. Possibly approximately a third of the PIT tagged carp that initially approached the barrier returned to Deep Lake and remaining in Deep Lake before returning to Pleasant Lake. This appears to indicate that successful removing of a portion of the remaining carp requires a barrier between Pleasant Lake and Deep Lake.

The radio telemetry effort that was begun during summer 2021 and is part of the carp removal program has been informative in allowing VLAWMO staff and Carp Solutions to understand timing of carp movement and locations of individuals that improves our understanding of movement patterns over time. For example, the earliest migrating carp moved from Pleasant Lake into Deep Lake immediately as ice out was occurring on Deep Lake and even prior to ice out on Pleasant Lake during spring 2023. Movement was earlier than it was in 2022. This understanding has helped inform timing of placement of a new barrier for 2024. Waiting until spring to build and place a new barrier would likely mean that some carp would be missed. Therefore, a new barrier will need to be built and placed during fall 2023 to provide the best possible results in 2024. The battery life for the size of radio telemetry transmitters used is ~48 months. Transmitters initially implanted in 2021 are reaching their lifespan and ceasing to function.

VLAWMO staff requested a revised scope of work with additional effort to take place during fall 2023 to respond to fish movement and patterns observed. Specifically, Carp Solutions will:

- Work with MN DNR to obtain the necessary permits, build, and place a new barrier that will be fully deployed in the spring at Deep Lake Channel on Chickadee Lane
- Implant up to 5 new radio transmitters to allow continued real-time monitoring of carp movement and locations especially leading up to and during the spawning season
- Revise the existing biomass estimate if sufficient data are collected during the electroshocking effort to implant new transmitters

A scope of work with the spring removal effort will be provided as part of the 2024 contract with Carp Solutions that will be prepared for the Board prior to 2024 (as has been done in previous years). In

the table below, rows that are highlighted in yellow will be completed during fall 2023, and rows that are highlighted in green will be part of the scope of work and contract that will be presented to the Board later this year for work in 2024.

### Scope of work from Carp Solutions for fall preparation and estimate for spring removal

Objective 1: Install carp barrier at Deep Lake outlet				
	People/Units	Hours/Units	Rate	\$
Prep and Install physical barrier (80 feet in length plus 20 ft for fence, and gate)				
Barrier material prep (purchasing pipes, drilling boards, building gate)	2	16	95	\$3,040
Barrier Install	4	16	95	\$6,080
Materials				
Green Treated 2x4x10		20	8	\$160
10'ABS Pipes		300	16	\$4,800
Gate				\$1,000
Spring 2024 prep/fix after winter	2	6	100	\$1,200
<b>Total</b>				<b>\$16,280</b>
Objective 2: Implant carp with radio transmitters in Pleasant Lake				
	People	Hours	Rate	\$
Boat electrofishing	2	16	100	\$3,200
Surgeries	1	8	140	\$1,120
Materials				\$150
<b>Total</b>				<b>\$4,470</b>
Objective 3: Carp removal in spring 2024 during spawning migrations				
	People	Hours	Rate	\$
Site prep after winter	2	8	100	\$1,600
Install PIT antenna + camera	2	4	100	\$800
PIT system fee incl data access, monitoring and analysis (\$2,000/month)		2	2000	\$4,000
Carp removal and disposal	6	32	100	\$19,200
Coordination, gas and misc				\$1,000
Report				\$1,000
<b>Total</b>				<b>\$27,600</b>
<b>TOTAL Estimated cost for work needed</b>				
				<b>\$48,350</b>
Contingency 5% to allow adaptive response in coordination with VLAWMO staff				\$2,418
Total for fall 2023				\$19,550
Total for spring 2024				\$31,218
<b>TOTAL</b>				<b>\$50,768</b>

**Requested Action:** VLAWMO staff request Board approval for the additional carp preparation work during 2023 at an estimated cost of \$19,550, that is within the allocated Pleasant Lake subwatershed budget for 2023. VLAWMO staff additionally recommend that the Board request that the estimate for spring removal be incorporated by Carp Solutions into the program contract between Carp Solutions and VLAWMO for 2024 invasive common carp removal. A contingency of 5% is requested to allow adaptive response during the removal effort in 2024 and continued planning for the following year.

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To: Board of Directors

From: Phil Belfiori

Re: V. D. 1. 2024 – 2026 Office space lease agreement

### **Background**

VLAWMO has leased office space in the Vadnais Heights City Hall for the last apx. 15 years. This new lease would extend that agreement for another three years.

This lease agreement affords VLAWMO the main VLAWMO office, four cubicles, internet and telephone, storage space and access to conference rooms and other common space. The lease language is generally the same as the last three years (other than financial components as identified below).

The proposed attached lease agreement would see an average overall annual increase of just under 3% over the next three years (assuming that staffing office space needs don't change). Currently (2023), VLAWMO pays apx. \$2,146 per month to the City of Vadnais Heights for office space, use of commons areas, use of conference/meeting rooms, storage, phone/internet, postage and copies. The 2024 costs are consistent with the approved 2024 budget.

The above mentioned financial terms were discussed with the VLAWMO Finance and Personnel Subcommittee on May 24, 2023 and upon further discussions, there was consensus for staff to move forward and finalize the lease agreement for Board consideration. City staff have reviewed the attached lease and identified to VLAWMO they are in support of the agreement. City staff anticipates that the City of Vadnais Heights City Council will be considering the attached lease agreement at their Sept. 5, 2023 meeting with a staff recommendation of approval.

### **Staff Recommendation**

Approval of the attached 2024 -26 Office space lease agreement with the City of Vadnais Heights.

### **Proposed Board Action**

Director \_\_\_\_\_ and Director \_\_\_\_\_ seconds to moves to approve the 2024 – 2026 lease agreement with the City of Vadnais Heights with any non-material changes and upon advise of Counsel.

**Attachments :** Proposed Office Lease agreement document

**Agreement Between the City of Vadnais Heights  
and Vadnais Lake Area Water Management Organization  
for Office Space at Vadnais Heights City Hall  
Effective January 1, 2024 through December 31, 2026**

Whereas, the Vadnais Lake Area Water Management Organization (hereafter called “VLAWMO”) wishes to lease office space in the City Hall at 800 East County Road E from the City of Vadnais Heights (hereafter “City”); and

Whereas, the City is one of the participating communities in VLAWMO and currently has available space in its City Hall; and

Whereas, the City believes that VLAWMO would provide other positive contributing factors to the Vadnais Heights Community by locating their office at the Vadnais Heights City Hall.

Now, therefore, for valuable consideration, the City and VLAWMO agree as follows:

The City will:

1. Provide to VLAWMO an approximately 192 sq. ft. office space, also referred to as the “Council Workroom” and provide a maximum of four additional office cubicle spaces in the City’s Administrative Pool Office area, the size and location to be decided by the City. If one intern/project position staff is needed, it will be discussed with the City prior and he/she will work out of the Administrative Pool Office area (if available) and will pay at same cubical rate/mo. as other cubicles and other fees /mo. as other employees. If Administrative Pool Office area is not available, the VLAWMO office would be the next option. The City retains the right to move any VLAWMO staff to another cubicle if the City deems necessary. This has been discussed with and agreed to by the VLAWMO Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City’s need for such space, and all conflicts will be resolved by the City.
4. Provide access to use the City’s copy, fax, and postage machines at a cost to be mutually agreed upon.
5. Allow VLAWMO to have an identity sign, etc. on the premises, the size and location to be approved by the City.
6. Provide typical receptionist service to VLAWMO customers.
7. Provide use of other customary City Hall service areas for VLAWMO employees, such as the employee lunchroom, restrooms, etc.
8. Provide current janitorial services to the areas proposed to be used by VLAWMO in

the same manner as the City receives, including removal of regular trash and recycling products. VLAWMO will pay for any special fees for disposal of computers, or the like.

9. Allow existing parking areas to be used by VLAWMO employees and visitors.
10. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
11. Provide fire and general liability insurance on the building.

VLAWMO will:

- a. Make all leasehold improvements to the existing “Council Workroom” at their expense and in a manner that is approved by the City.
- b. Pay the City rent, on the 1<sup>st</sup> of each month, for such office space in the following amounts:

	VLAWMO office	1st cubicle	2nd cubicle	3rd cubicle	4th cubicle
2021	\$615.00	\$250.00	\$250.00	\$250.00	\$250.00
2022	\$625.00	\$260.00	\$260.00	\$260.00	\$260.00
2023	\$635.00	\$270.00	\$270.00	\$270.00	\$270.00
2024	\$645.00	\$280.00	\$280.00	\$280.00	\$280.00
2025	\$655.00	\$290.00	\$290.00	\$290.00	\$290.00
2026	\$665.00	\$300.00	\$300.00	\$300.00	\$300.00

- c. Pay for any costs associated with additional access/security improvements as it or the City desires.
- d. Reimburse the City for costs associated with the use of copy/postage/fax machines or other City supplies.
- e. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Metro-Inet for IT services. VLAWMO is independent of the City, therefore VLAWMO must provide any and all of their own IT support.
- f. Contribute to the City toward the use of the copy/postage/fax machines AND for use of individual computer connections/phones/internet as follows:
  - \$58 per employee/mo. in 2021
  - \$59 per employee/mo. in 2022
  - \$61 per employee/mo. in 2023
  
  - \$63 per employee/mo. in 2024
  - \$65 per employee/mo. in 2025
  - \$67 per employee/mo. in 2026

- g. Maintain a certificate of insurance as required by the Vadnais Heights City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City's insurers by reason of VLAWMO's presence.
- h. Not make any permanent improvements or changes to the interior of its office space without prior City approval.
- i. Limited storage for VLAWMO will be contained in areas to be determined by the City and as agreed upon if additional space is needed, VLAWMO may request additional storage space but the City makes no guarantee of availability.

Duration and Termination

- (1) This agreement shall be for a period through December 31, 2026, and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 180 day notice to the other party.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

Dated: \_\_\_\_\_

By \_\_\_\_\_  
 Jim Lindner  
 It's Chairperson

By \_\_\_\_\_  
 Phil Belfiori  
 It's Administrator

CITY OF VADNAIS HEIGHTS

Dated: \_\_\_\_\_

By \_\_\_\_\_  
 Mike Krachmer  
 It's Mayor

By \_\_\_\_\_  
 Kevin Watson  
 It's City Administrator

To: VLAWMO Board of Directors

From: Phil Belfiori

Date: August 16, 2023

**RE: Consent agenda item – V. E. 2023 and 2024 RFP for Audit Services**

Pursuant to Minnesota Statute 103B.227, attached please find for Board consideration the proposed RFP for audit services for fiscal years 2023 and 2024.

Pending Board approval, a notice for the **attached** RFP would be placed in the Legal of MN Cities marketplace, in the White Bear Press and noticed at the offices and placed on the VLAWMO web page.

It is anticipated that this item will be brought forward for Board consideration at the October Board meeting.

**Recommendation:** Staff recommends the Board approval the attached RFP and authorize sending out notice of the RFP to the above mentioned venues.

**Requested Board Action:**

Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds approval of the attached RFP for VLAWMO annual audit services for 2023 and 2024 and authorize sending out notice of the RFP to the above mentioned venues.

**DRAFT**  
**VLAWMO**  
**REQUEST FOR PROPOSALS**  
**AUDIT SERVICES**

The Vadnais Lake Area Water Management Organization (VLAWMO) is requesting proposals from qualified firms of certified public accounts for audit of its financial statements for fiscal years ending December 31, 2023 and 2024, pursuant to Minnesota Statutes Section 103B.227, Subd. 5. This audit is to be performed in accordance with the provisions contained in this request for proposal.

VLAWMO is a 24 square mile Joint Powers water management organization in the north east metropolitan area. Our member communities include: Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, White Bear Lake and White Bear Township. More information on our watershed is available on the VLAWMO website: [www.vlawmo.org](http://www.vlawmo.org).

**Scope of Work to be Performed**

VLAWMO is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2023 and 2024. The audit is to be performed in accordance with the provisions contained in this request for proposals. It is further anticipated that the firm selected shall provide audit adjustment notations as needed, and advise as to procedural changes for the betterment of the financial record-keeping of VLAWMO. These services shall be included in the proposal as incidental to the audit.

**Proposal Requirements**

**Executive Summary**

Describe your understanding of the work to be performed and your overall audit philosophy and how this will benefit VLAWMO. Also, describe your firm's philosophy on communications with clients throughout the year.

**Auditing Standards to be Followed**

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and the standards for financial audits set forth in the U. S. General Accounting Office's Government Auditing Standards.

**License to Practice in Minnesota**

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered and licensed to practice in Minnesota.

### **Audit Approach and Timeline**

Submit a work plan to accomplish the scope of services required. The work plan should include time estimates for each significant segment of the work and the staff level position. Where possible, individual staff members should be named and their titles provided. Also include:

1. Sample size and the extent to which statistical sampling is to be used
  - a. Approach to be taken in drawing audit samples for purposes of tests of compliance
2. Type and extent of analytical procedures to be used
3. Approach to be taken to gain and document an understanding of VLAWMO's internal control structure
4. Approach to be taken in determining laws and regulations that will be subject to audit test work

Describe the specific audit approach that will be used to ensure that your auditors cover all pertinent areas. Explain your approach to educating our staff on how to prepare for the audit and the completeness of your pre-audit documentation requests. Provide a detailed timetable by phase for the audit to show how you plan to meet the deliverables within the time frame allotted.

### **Professional Experience**

Describe the most recent auditing experience similar to the type of audit being requested. Include a reference list of local government audit clients.

Identify the partner, audit manager, and supervisors who will work on the audit. Include:

1. Name
2. Position
3. Number of years with your firm
4. Number of years performing governmental audits
5. Year in which the individual last performed a governmental audit

Resumes including relevant experience and continuing education for each individual assigned to the audit should be included.

### **Pricing**

Proposal should contain all pricing information relative to performing the audit as described in this request for proposal. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses.

Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.

Additionally, if the pricing may be impacted by the timing of the audit, please provide alternative pricing.

VLAWMO will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

### **Oral Presentation**

At the discretion of VLAWMO firms submitting proposals may be requested to make oral presentations as part of the evaluation process

### **Reports to be Issued**

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports:

1. An Independent Management letter.
2. A report consisting of the Annual Financial Statements and Supplemental Information.
3. Combined and individual fund statements.
4. A report on compliance with requirements applicable to each major program and on internal control over compliance based on an audit of financial statements.
5. A summary schedule of prior audit findings.
6. A report on compliance with applicable laws and regulations.

The auditor shall communicate in a letter to the Administrator any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the VLAWMO's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the reports. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to the Administrator, which shall be referred to in the report(s) on internal controls.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the VLAWMO Board.

### **Evaluation Criteria**

Cost will be a factor in the selection of an audit firm, however price will not be the sole determining factor in the selection process. VLAWMO will use the following criteria in selecting the best qualified firm:

1. The firm has no conflict of interest with regard to any other work performed by VLAWMO.
2. Knowledge of generally accepted accounting principles, auditing standards, financial policies, and procedures as applicable to governmental entities. The

- audit firm is independent and licensed to practice in Minnesota.
3. Prior experience in auditing financial statements of similar sized or larger governmental agencies in Minnesota.
  4. Proposing Firm's approach to the examination and the work plan for accomplishing the scope of services required in the RFP.
  5. The quality of the firm's professional personnel to be assigned to VLAWMO and availability of trained personnel and technical resources required for conducting the audit.
  6. Familiarity with VLAWMO and its financial approach and system.

**Proposal Submission**

All proposals must be received electronically in PDF format by 4:00 PM on **XXXX, 2023**, submitted to [phil.belfiori@vlawmo.org](mailto:phil.belfiori@vlawmo.org). Questions should be addressed to Phil Belfiori by email and please contact me with questions before **XXXX, 2023**. If possible, please keep proposals to 15 pages or less. The VLAWMO Board of Directors plans to make a selection pursuant to this RFP at its October 25th meeting. The Board of Directors review proposals, reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the VLAWMO.

**Your consideration and response is much appreciated.**

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To: VLAWMO Board

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

Date: August 16, 2023

Re: V. F. Spent lime demonstration project - Fully signed contract and project implementation beginning

At the June 28, 2023 meeting, the VLAWMO Board approved Resolution 03-2023, authorizing issuing the Notice of Award and signing the contract for spent lime project implementation on Oak Knoll Pond/Wood Lake. Following authorization at the Board meeting, Barr Engineering has worked with the contractor to provide the fully signed contract. The fully signed contract (linked in the packet) includes a change to remove the requirement for bid and performance bonds and reduction of insurance coverage amount, at the request of the contractor and upon approval from VLAWMO legal counsel. In addition, there were changes made to the schedule due to conversations with the City and availability of spent lime from the water treatment plant. The current contract now includes a provision identifying that the water treatment plant will be closed on Sept. 5 until possibly as late as Sept. 30; the schedule extends the required completion date to Nov. 3 to accommodate the treatment plant closure. The fully signed contract has been shared with the City of White Bear Lake, and project implementation is scheduled for late summer/fall, 2023. A postcard notification with the project start date will be provided to the residents living around the pond once it has been received by VLAWMO staff from the contractor.

At the time of packet preparation, Barr Engineering is working to obtain additional required documentation from the contractor, as specified in the contract. Once those documents have been received, Barr will issue the Notice to Proceed.

**Linked Attachment:**

1. Fully signed contract for spent lime implementation: [Linked here](#)

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To: VLAWMO Board of Directors  
From: Nick Voss  
Date: August 16, 2023  
Re: **V. G** – Update on August 24<sup>th</sup> 40<sup>th</sup> Anniversary Celebration event

Staff are eagerly anticipating the 40<sup>th</sup> Anniversary Celebration on August 24<sup>th</sup>, 2023. Sharing the celebration with Ramsey County Soil and Water Conservation Division (RCSWCD), guests will reflect communities from both organizations.

VLAWMO Board, TEC, staff, volunteers, and general community are invited to attend. A retirement recognition will take place from 3:30-4 pm. This will also include a thank-you and acknowledgment for all of the VLAWMO Board, County commissioners, and VLAWMO TEC and volunteers.

Cupcakes and Nelson’s sandwiches are available for those who RSVP (free). Other activities that will be running through the duration of the event until 7 pm include a family-friendly macroinvertebrates lab activity, lawn games, mini tours of nearby restoration sites, and slideshows for looking back and reflecting on 4-5 decades of conservation work in the Northeast Metro. See location and time information on flyer below or at [vlawmo.org/events](http://vlawmo.org/events).

Please contact Nick at [nick.voss@vlawmo.org](mailto:nick.voss@vlawmo.org) for questions or clarification and to RSVP.



**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](http://vlawmo.org/events)  
or contact:  
651.204.6070

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To: VLAWMO Board of Directors  
From: Nick Voss  
Date: August 16, 2023  
Re: **V. H.** Website update

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The VLAWMO website renovation effort has continued throughout the summer of 2023. The month of August has consisted of moving from the mock-up design to building the website itself, as was approved at the June, 2023 VLAWMO Board meeting.

Staff and contractors at HDR are scheduled to conduct a new website training for VLAWMO staff on **Sept. 21<sup>st</sup>, 2023**. The duration of the month of September is expected to consist of pre-populating and building content on the new site before it officially goes live. Priority will go to active projects and news pages to ensure project-related public and contractor communications remain efficient and reliable.

Staff's goal for launching the new site is the **end of October, 2023**. Updates and status reports will be provided in the October, 2023 VLAWMO Board meeting packet.

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To: VLAWMO Board  
From: Dawn Tanner  
Date: August 16, 2023  
Re: V. I. CLP grant application for seed for wood wetland VH

The Conservation Partners Legacy (CPL) grant program with MN DNR is now open. The first round of applications is requested by September 11, 2023. CPL funds conservation projects that restore, enhance, or protect forests, wetlands, prairies, and habitat for fish, game, and wildlife in Minnesota. Grant requests may range from \$5,000 to \$500,000 with a maximum total project cost of \$1,000,000. Nonprofit organizations and government entities are eligible to apply, and a 10% match of non-state origin is required. Funding for the CPL program comes from the Outdoor Heritage Fund.

The current grant cycle again includes a section for Expedited Conservation Projects (ECP) grants. ECP funds projects up to \$50,000 for eligible activities on public lands and waters.

VLAWMO has been successful with previous recent CPL grants to provide funds for seeding and enhancing the 4<sup>th</sup> and Otter restoration area in partnership with the City of White Bear Lake.

The submission deadline is 3:00 PM September 11, 2023, for the first round of ECP funding.

**Request Action:** VLAWMO staff request authorization by the Board to build and submit a proposal to the CPL grant program, in partnership with the City of Vadnais Heights, to provide funds for reseeded and planting the Vadnais Heights City Hall wooded wetland, following a second year of goat munching that is planned for 2024. The proposal will be within the Expedited Conservation Project (ECP) category of grant funding.

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To: VLAWMO Board of Directors

From: Dawn Tanner and Phil Belfiori

Date: August 16, 2023

Re: **VI. 1.** Consider awarding contract to Arnt Construction Company, Inc., for construction of Wilkinson Deep-water Wetland Restoration Project (Project), authorize VLAWMO staff through HEI to negotiate a possible expanded project footprint, authorize HEI to issue the Notice of Award and Notice to Proceed once the contract is fully signed, and authorize VLAWMO staff through HEI to manage construction of the project with a 20% contingency

The VLAWMO Board authorized HEI to conduct the bid process through Quest CDN at the June regular Board meeting. HEI conducted that process, including a mandatory in-person meeting and site visit that was held on July 26, 2023. Project partners from NOC/NOF were also present at that meeting. The meeting was well attended and documented by HEI. The bid opening was held remotely through Quest CDN on August 3, 2023, at 2:00 pm. Thirteen quotes were received. All companies that submitted quotes were confirmed to have attended the required pre-bid meeting. Quotes are documented in the attached HEI memo including company name and bid price.

HEI reviewed the received quotes and issued a Recommendation of Award memorandum on August 11, 2023, for Arnt Construction Company, Inc., in the amount of \$151,026.25. HEI also recommends having a 20%-50% possible expanded project footprint and a 20% contingency available to cover unforeseen conditions during construction in the amount of \$30,205.25.

Please find attached the August 11, 2023, HEI Award Recommendation, Notice of Award, and PowerPoint slides which provide a summary of the bid process and current Project dashboard with status to date.

**Requested Board Action**

**Staff request Board consideration of proposed motion:**

**Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds to approve Resolution 05-2023.**

**Attached:**

1. PowerPoint
2. Award recommendation memo from HEI dated August 11, 2023
3. Notice of Award
4. Resolution 05-2023

**Agenda Item VI. A. 1.**

Attachment 1

**Consider hiring Arnt Construction Company, Inc. for construction of Wilkinson Deep-Water Wetland Restoration Project (Project), issue notice of award, negotiate possible expanded footprint, sign contract, and issue notice to proceed**

**August 23, 2023  
VLAWMO Board Meeting**



**Project dashboard**

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		Final P&S in packet		Authorize bid process in packet	Award of contract in packet	
				Prelim design in packet Feb 13	Final P&S in packet April 17		Authorize bid process in packet June 19		Award of contract in packet August 14

Budget vs Spent to date			
Costs	Anticipated	Spent to date	+ / (-)
Eng through bid	\$110,302	\$127,467	(\$17,165)
BMP imp/const	\$374,445		
Monitoring/maint	\$18,096		
PM/VLAWMO staf	\$31,667	\$20,369	\$11,298
<b>Total Budget</b>	<b>\$534,510</b>	<b>\$147,836</b>	

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

Tracking	Comments
Timing	>
Scope	>
Budget	>
Overall	>

## Bid process

- Following the June Board approval of the bid package and authorization of the bid process
- HEI conducted the bid process through Quest CDN
- A mandatory pre-bid meeting including a site visit was held on July 26, 2023
- The bid opening was held on August 3, 2023, at 2:00 pm
- 13 companies submitted bids; all attended the pre-bid meeting

## Bids received

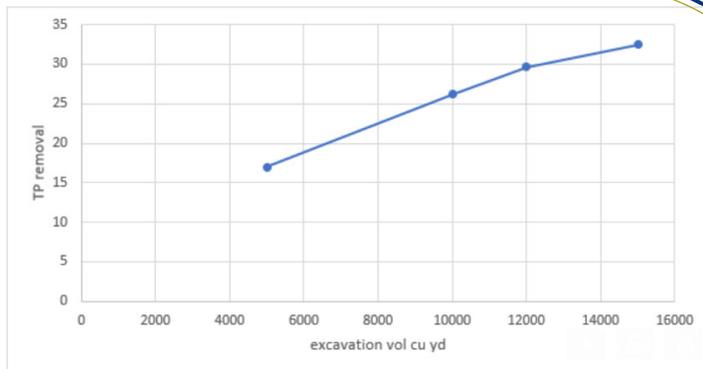
Rank	Contractor	Bid Amount
1	Amt Construction Company, Inc.	\$151,026.25
2	Peterson Companies	\$163,725.46
3	Miller Excavating, Inc.	\$184,739.77
4	C&L Excavating, Inc	\$213,162.00
5	Sunram Construction, Inc.	\$219,983.00
6	MNL	\$227,630.00
7	Environmental Troubleshooters MPLS	\$234,045.00
8	Rachel Contracting, LLC	\$251,559.00
9	New Look Contracting, Inc.	\$260,025.00
10	Fitzgerald Excavating	\$279,542.50
11	Bituminous Roadways Inc.	\$289,020.00
12	US SiteWork	\$306,795.50
13	Michels Marine	\$341,980.00

## HEI recommendation

- HEI staff reviewed received quotes and provided a recommendation of award on August 11, 2023 (recommendation memo in packet)
- HEI determined Arnt Construction Company, Inc. was the lowest responsible contractor and recommend award to Arnt Construction Company, Inc., in the amount of \$151,026.25
- HEI recommends a 20%-50% expanded footprint for the project to be negotiated once the project contract is in place
- HEI staff also recommends having a 20% contingency available to cover unforeseen conditions that may be encountered during construction

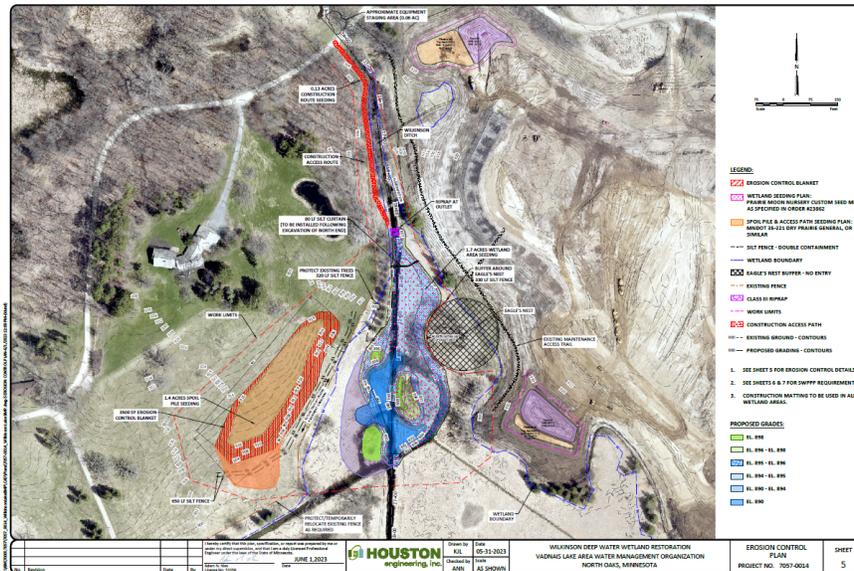
## Possible expanded footprint

- Bids received are low compared to the budget
- Grant-funded project so room to expand
- Additional load reduction would be fairly large and unit cost / pound of P reduced is now much lower
- 20% increase established in contract; more than that must be negotiated with contractor



Project Excavation (approx)	TP removed (lbs/yr)	Increased TP removal over 10,000 CY version
5,000 CY (Alt 1, not used)	17.0	-35%
10,000 CY (as-bid)	26.2	NA
12,000 CY (20% increase)	29.6	13%
15,000 CY (50% increase)	32.5	24%

## Possible expanded footprint



## Next steps and anticipated schedule (pending Board approval)

- HEI issue Notice of Award for contract (August Board meeting)
- HEI complete contract
- Board Chair sign contract upon recommendation by HEI
- HEI issue Notice to Proceed to construct Project (fall/winter 2023)
- HEI/staff negotiate possible change order
- All mobilization to be completed by March 1, 2024
- Substantial completion (seeding and establishment) completed by July 1, 2024
- Monitor Project 2024 and ongoing

## Proposed Board action

### Staff request Board consideration of proposed motion:

Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds to approve **Resolution 05-2023** which includes the following Board actions:

1. Accepts the recommendation provided by HEI to approve awarding the contract for the Wilkinson Deep-Water Wetland Project to Arnt Construction Company, Inc., at a project cost of \$151,026.25
2. Authorizes the Board Chair to sign and HEI to transmit the Notice of Award, and the Board Chair to sign the construction contract when advised by HEI
3. Authorizes the VLAWMO Administrator to sign and HEI to issue the Notice to Proceed to Arnt Construction Company, Inc. once all contract items and associated documentation is complete,
4. Authorizes VLAWMO staff to work through HEI to attempt to negotiate and finalize the expanded footprint option through a change order once the contract is in place and authorizes VLAWMO staff to manage the expanded footprint project with an additional 20% - 50% of project cost (\$30,205.25 - \$75,513.13)
5. Authorizes an additional 20% of the contract (\$30,205.25) as contingency per HEI recommendation for other potential change orders (not including expanded footprint) from unforeseen conditions or omissions.

# Technical Memorandum

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**To:** Phil Belfiori (VLAWMO)  
**Cc:** Dawn Tanner (VLAWMO)  
**From:** Adam N. Nies PE CFM (HEI)  
**Through:** Chris Otterness PE (HEI)  
**Subject:** Bid Recommendation for Wilkinson Lake Deepwater Wetland BMP  
**Date:** August 11<sup>th</sup>, 2023  
**Project #:** 7057-0014

The purpose of this memorandum is to summarize the bids received for the Wilkinson Lake Deepwater Wetland BMP Project (Project) and to provide our recommendation for award of the construction contract.

## BIDDING PROCESS

The bid processes followed accepted practices as generally defined within MS 103D.811 Bids for Construction and MS 471.345 Uniform Municipal Contracting Law.

The Vadnais Lake Area Water Management Organization (VLAWMO) initiated the bid process by placing advertisements onto QuestCDN, a commercial project advertising service. The requirements for bidding were defined within the Specifications/Bid Package for the Project prepared by Houston Engineering Inc. (HEI). No addenda were issued during the bid process. A planholder's list was maintained by QuestCDN for the Project. A total of eighteen (18) prospective "prime bidders" downloaded plan sets. The Project Manual directed that bids were to be submitted electronically via QuestCDN's vBid portal.

There was a mandatory pre-bid meeting conducted on July 26<sup>th</sup>, 2023 that began at the North Oaks Community Room and was followed with a site visit. There were seventeen (17) contractors represented at the meeting, in addition to staff from VLAWMO, HEI, and North Oaks Company (NOC).

## SUMMARY OF BIDS RECEIVED

The bid opening for the Project was held virtually via Microsoft Teams and the vBid portal on Thursday, August 3<sup>rd</sup>, 2023 at 2:00 pm. The Engineer's Opinion of Probable Construction Cost for the

Project is \$309,060.00. A total of thirteen (13) bids were received summarized in the following table and ranked according to total amount.

Rank	Contractor	Bid Amount
1	Arnt Construction Company, Inc.	\$151,026.25
2	Peterson Companies	\$163,725.46
3	Miller Excavating, Inc.	\$184,739.77
4	C&L Excavating, Inc	\$213,162.00
5	Sunram Construction, Inc.	\$219,983.00
6	MNL	\$227,630.00
7	Environmental Troubleshooters MPLS	\$234,045.00
8	Rachel Contracting, LLC	\$251,559.00
9	New Look Contracting, Inc.	\$260,025.00
10	Fitzgerald Excavating	\$279,542.50
11	Bituminous Roadways Inc.	\$289,020.00
12	US SiteWork	\$306,795.50
13	Michels Marine	\$341,980.00

## REVIEW OF BIDS

The Bids were reviewed for accuracy, completeness, and responsiveness. Each of the bidders was confirmed present at the mandatory pre-bid meeting and has provided examples of representative projects of a similar scale and using similar equipment, and all bids are considered complete. References have been contacted for the apparent low bidder with good referrals received.

## EXPANDED EXCAVATION FOOTPRINT OPTION

The bids received are substantially lower than the engineer's preliminary opinion of probable construction cost. This is likely due to a combination of market value corrections, favorable

construction conditions, and contractor availability. This is corroborated by the relatively large number of bids received for the project. Due to the relative low cost of the bids received, expanding the project footprint is advisable to take advantage of the reduced construction cost and the opportunity to achieve higher water quality goals. This could be accomplished within VLAWMO’s project budget for construction and will provide greater annual phosphorus reduction downstream to Wilkinson Lake.

HEI has validated the potential added value of expanding the project footprint through water quality modeling. Our P8 modeling completed as part of the design phase has been modified to represent expanded footprint alternatives of a 20% increase and a 50% increase. The added area increases the potential for total phosphorus reduction on an annual basis. Additional excavation would require design work be completed to fit the expanded footprint into the project.

Project Excavation (approx)	TP removed (lbs/yr)	Increased TP removal over 10,000 CY version
5,000 CY (Alt 1, not used)	17.0	-35%
10,000 CY (as-bid)	26.2	NA
12,000 CY (20% increase)	29.6	13%
15,000 CY (50% increase)	32.5	24%

The expanded footprint option may be accomplished through a change order once the contract is in place and is dependent on successful negotiations with the contractor regarding price and timeline.

## RECOMMENDATION

The lowest bid was received from Arnt Construction Company, Inc. who provided the required information documenting their qualifications to complete the work. Arnt Construction is one of the contractors frequently utilized by NOC and has satisfactorily completed excavation work for NOC in the past and other projects with similar components and site conditions. Furthermore, the intended subcontractors listed in Arnt Construction’s bid submittal are also familiar to NOC with good work history.

**We therefore recommend award of the Project to Arnt Construction Company, Inc. in the amount of \$151,026.25** We further recommend that an additional 20% of the contract (\$30,205.25) be budgeted as a contingency for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses. Portions of this amount would be paid to the contractor only if additional work is required above and beyond the scope of the work stated in the contract.

For consideration of an expanded excavation footprint; we also recommend consideration of an additional 20% – 50% of the contract (\$30,205.25 – \$75,513.13) be allocated to the expanded footprint option. The resulting total potential project cost is \$211,436.75 – \$256,744.63 with both the contingency and the expanded footprint accounted for. The expanded footprint option may be accomplished through a change order once the contract is in place and is dependent on successful negotiations with the contractor regarding price and timeline.

**SECTION 00510  
NOTICE OF AWARD**

To: [Arnt Construction Company, Inc.](#)

Wilkinson Lake Deep-Water Wetland Restoration

Owner: Vadnais Lake Area Water Management Organization

The OWNER has considered the Bid submitted by you for the above described work in response to its Advertisement of Bids and the Information to Bidders.

You are hereby notified that your Bid has been accepted in the Amount of \$ [151,026.25](#) . You are required to execute the Agreement and furnish the required CONTRACTOR’s Performance Bond, Payment Bond, and Certificate(s) of Insurance and endorsement(s) within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said bonds, certificate(s) and endorsement(s) within ten (10) calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER’S acceptance of your bid as abandoned and to your bid bond proceeds. The OWNER will be entitled to such other rights and remedies as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the OWNER.

Dated this [23](#) day of [August](#), 2023.

\_\_\_\_\_  
(OWNER)

By: \_\_\_\_\_

Title: \_\_\_\_\_

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged by \_\_\_\_\_ this  
the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**\*\*END OF SECTION\*\***

**RESOLUTION NO. 05-2023**  
**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 HOUSTON ENGINEERING, INC. (HEI) RECOMMENDATION FROM BID PROCESS FOR CONTRACTOR, AUTHORIZE HEI TO ISSUE NOTICE OF AWARD FOR THE PROJECT, AUTHORIZE BOARD TO SIGN CONTRACT, AND AUTHORIZE HEI TO ISSUE THE NOTICE TO PROCEED ONCE ALL CONTRACT ITEMS AND ASSOCIATED DOCUMENTATION IS COMPLETE**

**Resolution 05-2023 was moved by Director \_\_\_\_\_ and seconded 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;

WHEREAS, the Board authorized HEI to conduct the bid process through Quest CDN at the regular meeting on June 28, 2023;

WHEREAS, HEI advertised the bid through Quest CDN, a mandatory pre-bid meeting was held on July 26, 2023, attended by 17 contractors;

WHEREAS, the bid opening was held through Quest CDN on August 3, 2023;

WHEREAS, 13 bids were received, evaluated and references were checked by HEI, and HEI has provided a recommendation for Arnt Construction Company, Inc., at a project cost of \$151,026.25;

WHEREAS, HEI furthers recommend that an additional 20% of the contract (\$30,205.25)

be budgeted as a contingency for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses;

WHEREAS, HEI also recommends authorizing VLAWMO staff working with HEI to negotiate with the contractor for an expanded excavation footprint. That additional footprint would entail an additional 20% – 50% of the contract (\$30,205.25 – \$75,513.13) for the expanded option. The resulting total potential project cost is \$211,436.75 – \$256,744.63 with both the contingency and the expanded footprint accounted for. The expanded footprint option may be accomplished through a change order once the contract is in place and is dependent on successful negotiations with the contractor regarding price and timeline.

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

1. Accepts the recommendation provided by HEI to approve awarding the contract for the Wilkinson Deep-Water Wetland Project to Arnt Construction Company, Inc., at a project cost of \$151,026.25
2. Authorizes the Board Chair to sign and HEI to transmit the Notice of Award, and the Board Chair to sign the construction contract when advised by HEI
3. Authorizes the VLAWMO Administrator to sign and HEI to issue the Notice to Proceed to Arnt Construction Company, Inc. once all contract items and associated documentation is complete,
4. Authorizes VLAWMO staff to work through HEI to attempt to negotiate and finalize the expanded footprint option through a change order once the contract is in place and authorizes VLAWMO staff to manage the expanded footprint project with an additional 20% - 50% of project cost (\$30,205.25 - \$75,513.13)
5. Authorizes an additional 20% of the contract (\$30,205.25) as contingency per HEI recommendation for other potential change orders (not including expanded footprint) from unforeseen conditions or omissions.

Adopted this 23<sup>rd</sup> day of August 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

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Through: Phil Belfiori, Administrator

Date: August 23, 2023

Re: **VI. A. 2.** Consider Selection of SRF Consulting Group for Development of the East Vadnais Lake Subwatershed Resiliency Study

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### Introduction

VLAWMO in partnership with the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services are seeking Board approval of the recommended engineering consulting firm of SRF Consulting Group for the completion of the East Vadnais Lake Subwatershed Resiliency Study, including adoption of resolution 06-2023 to enter a professional engineering services agreement with SRF.

### Background

At its June 28<sup>th</sup> Board meeting, the VLAWMO Board authorized the distribution of the East Vadnais Lake Subwatershed Resiliency Study's Request for Services to five firms from VLAWMO's engineering pool. Staff solicited proposals on June 29<sup>th</sup>. Four proposals were received from Barr Engineering, Houston Engineering, Inc., SEH, and SRF Consulting Group on July 27<sup>th</sup>. Resiliency study cost estimates ranged from \$54,915-75,000 in the proposals and were well in range with the preliminary cost estimate of \$70,000 that was used to determine partner contributions for the executed MOU. Each proposal received from the four firms was of excellent quality and made scoring difficult. VLAWMO staff and staff from the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services scored the proposals, and the top average score was SRF's proposal. SRF's full proposal is contained in attachment 4 and [linked here](#). The other three proposals are available to the Board upon request.

SRF is currently working with Ramsey County on a flood feasibility study for the Edgerton Street and Centerville Road intersection, which is part of the East Vadnais Lake Subwatershed. SRF incorporated this knowledge into their proposal, which was a significant contributor to the proposal's high score. It is anticipated that this prior experience in the area would allow partners to seamlessly expand on the County's flood feasibility study.

The proposed cost for SRF's proposal for the East Vadnais Lake Subwatershed Resiliency Study is \$65,500. One "added value" optional task is recommended to be added to the proposal, which is additional field survey work to investigate complicated storm sewer infrastructure. The field survey work will cost an additional \$4,222 bringing the total study cost to \$69,722. The City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services will be contributing \$50,000 in total towards the study cost per the Board-approved MOU with VLAWMO, with VLAWMO covering the additional costs and any necessary contingency. VLAWMO would cover the additional costs of the study and a 10% contingency totaling \$6,972.

A professional engineering services agreement and a Task Order 1 are attached for Board consideration. Task Order 1 includes the optional task.

Staff Recommendation

VLAWMO staff recommend the Board of Directors adopt the attached resolution 06-2023 to select SRF Consulting Group for the development of the East Vadnais Lake Subwatershed Resiliency Study.

Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to adopt resolution 06-2023.

Attachments

- PowerPoint slides
- Resolution 06-2023
- Professional Engineering Services Agreement [linked here](#) between VLAWMO and SRF
- Task Order 1 with SRF [linked here](#)



## 4 Proposals Received



Barr Engineering

Houston  
Engineering, Inc.

Short Elliot  
Hendrickson, Inc.  
(SEH)

SRF Consulting  
Group

## Scoring Process



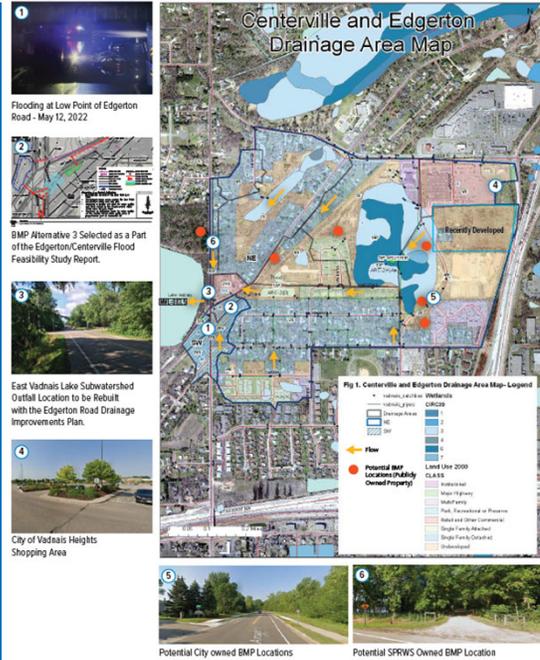
- Excellent quality proposals from 4 firms
  - Proposed cost estimates ranged from:  
\$54,915-75,000
- All partners participated in scoring:  
VLAWMO, City of Vadnais Heights,  
Ramsey County, SPRWS
- After averaging scores, **SRF's** proposal  
received top score & is staff-  
recommended



# SRF Proposal Highlights

- Utilized knowledge from Ramsey County (RC) Flood Feasibility Study to enhance proposed resiliency study
- Reduced data collection needs & added efficiency due to completed work for RC study
- Went beyond RFS & identified 6 potential bmp opportunities
- Possibility of resiliency study implementation in conjunction/sequence with RC study BMPs

## Project Map



# SRF Proposed Study Costs

Study	Optional Additional Field Survey Task	Total Study Cost:
\$65,500	\$4,222	<b>\$69,722</b>
	VLAWMO staff-recommended <b>10% contingency</b> (\$6,972)	<b>\$76,694</b>

## Funding Sources

VLAWMO	City of Vadnais Heights	Ramsey County	SPRWS
<b>\$26,694</b> (with 10% contingency)	\$20,000	\$20,000	\$10,000

## Proposed Next Steps



1. • Execute professional services agreement with SRF & formally notify SRF & partners
  2. • Execute Task Order 1 with SRF
  3. • SRF begins study work after Labor Day in Sept. 2023\*
  4. • Study completed around March 2024 & presented at April 2024 Board meeting for consideration
  5. • Consider implementation of recommended bmps with partners Summer 2024
- \*Dates listed are anticipated and subject to change

## Staff Recommendation



### • Adoption of resolution 06-2023

#### This includes:

- ❖ Approving execution of Professional Engineering Services Agreement with SRF and authorizing Board Chair & Administrator to sign
- ❖ Approving execution of Task Order 1 to select SRF and authorizing Board Chair & Administrator to sign for a total price of \$69,722
- ❖ Authorizing Administrator to sign change orders not exceeding 10% (\$6,972)

## Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to adopt resolution 06-2023.



## Questions?



**Attachment 2**

**RESOLUTION NO. 06-2023  
of the Vadnais Lake Area Water Management Organization (VLAWMO)**

**A RESOLUTION APPROVING SELECTION OF SRF CONSULTING GROUP FOR DEVELOPMENT OF THE EAST VADNAIS LAKE SUBWATERSHED RESILIENCY STUDY; AUTHORIZING PROFESSIONAL ENGINEERING SERVICES AGREEMENT, APPROVING TASK ORDER 1 IN THE AMOUNT OF \$69,722, AND AUTHORIZING STUDY CONTINGENCY**

**Resolution 06-2023 was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_.**

WHEREAS, East Vadnais Lake is used as a primary reservoir for the Saint Paul Regional Water Services (SPRWS) and serves as the drinking water source for approximately 450,000 people;

WHEREAS, the East Vadnais Lake subwatershed experiences chronic flooding during intense precipitation events that may be exacerbated with projected climate change impacts;

WHEREAS, the VLAWMO Board authorized participation in the development of a resiliency study for the East Vadnais Lake subwatershed in partnership with the City of Vadnais Heights, Ramsey County, and SPRWS on April 26, 2023;

WHEREAS, a resiliency study would evaluate opportunities in the East Vadnais Lake subwatershed to reduce flooding and stormwater volume, improve water quality, and protect drinking water for a more resilient subwatershed, consistent with the goals of Minnesota's Climate Action Framework;

WHEREAS, VLAWMO, the City of Vadnais Heights, Ramsey County, and SPRWS have signed a MOU to share the professional services costs associated with the development of a resiliency study;

WHEREAS, the VLAWMO Board authorized the release of a Request for Services to engineering consulting firms for the receipt of resiliency study proposals on June 28, 2023;

WHEREAS, VLAWMO received four East Vadnais Lake subwatershed resiliency study proposals on July 27, 2023;

WHEREAS, staff from VLAWMO, the City of Vadnais Heights, Ramsey County, and SPRWS scored the proposals received, and as an outcome of this scoring, the average proposal rankings recommended the selection of SRF Consulting Group's proposal for the development of the East Vadnais Lake subwatershed resiliency study;

WHEREAS, SRF Consulting Group's proposal identified a study cost estimate of \$65,500;

WHEREAS, the SRF proposal also included an optional task of field survey work that staff would recommend adding to the scope of work that would increase the cost estimate to a total of \$69,722;

WHEREAS, VLAWMO staff also recommend approval of a 10% contingency to cover unforeseen conditions during the completion of the study, not to exceed \$6,972.

**THEREFORE, BE IT RESOLVED**, that the Vadnais Lake Area Watershed Management Organization Board of Directors hereby:

- 1) Approves execution of the attached Professional Engineering Services Agreement with SRF Consulting Group and authorize the Board Chair and Administrator to sign;
- 2) Approves execution of the attached Task Order 1 to select SRF Consulting Group and authorize the Board Chair and Administrator to sign for the total price of \$69,722; and
- 3) Authorizes Administrator to sign change orders increasing the task order price in an aggregate net amount not exceeding 10% (\$6,972).

Adopted this 23<sup>rd</sup> day of August 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

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To: Board of Directors

From: Phil Belfiori, Administrator

Date: August 16, 2023

Re: **VI. B. 1. 2024 Storm Sewer Utility Rates, Resolution 07-2023**

The annual Storm Sewer Utility (SSU) rates are based on the budget approved by the Board at its June meeting. The Storm Sewer Utility is then calculated on the amount of impervious surface generally associated with different land use types and provides the major financial support for watershed activities. To achieve this SSU revenue amount included in the approved 2024 budget (\$1,145,431), the proposed 2024 SSU annual rate is proposed at \$64.56 unit for the residential 1-3 until land use classification (an increase of \$2.76 /year or about \$0.23 / month) and for all other land use classifications the 2024 annual rate is proposed at \$93.48/acre (which is an increase of \$3.84 / acre for the year or \$0.32 /month).

Overall, the 2024 SSU rate is an increase of 4.5% over last year. This rate includes a 0.61% buffer to account for subsequent parcel changes, manual overrides and delinquent payments. See the attached memo from Jeanne Vogt of Ehlers for further discussion.

At the August 23, 2023 VLAWMO Board meeting the Administrator will provide a short presentation summarizing the 2024 SSU rate and also provide information comparing surrounding watersheds. This comparison identifies that “average” VLAWMO residential property owners pay less in stormwater fees than compared to the surrounding watersheds in Ramsey County (when compared to the median residential property tax rate).

As discussed at the June Board meeting, this year’s SSU revenue will address funding for continuing progress towards implementation of CIP type projects including:

- 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,
- Development of the VLAWMO 10 year watershed management plan,
- Results of proposed feasibility study of possible water reuse project in Polar Park

**Recommendation:** Approval of Resolution 07-2023 setting the Storm Sewer Utility Rates for 2024.

**Attachments:**

1. Resolution 07-2023
2. Memo from Jeanne Vogt at Ehlers with manual override attachment at the following link:

[Link](https://www.vlawmo.org/index.php/download_file/4644/) - [https://www.vlawmo.org/index.php/download\\_file/4644/](https://www.vlawmo.org/index.php/download_file/4644/)

3. PowerPoint presentation summarizing proposed SSU rate

**Attachment 1**

**RESOLUTION NO. 07-2023**  
**Of the Vadnais Lake Area Water Management Organization (VLAWMO)**

**A RESOLUTION APPROVING THE STORMSEWER UTILITY RATES FOR 2024.**

**Resolution 07-2023 was moved by Director \_\_\_\_\_ and second by Director \_\_\_\_\_.**

WHEREAS, the 2024 Budget of the Vadnais Lake Area Water Management Organization (VLAWMO) has been approved by the VLAWMO Board of Directors and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, The SSU Rates for 2024 will be as follows:

Classification	Total Amount	R. E. F.	Rate
Residential 1-3 Units	\$675,814.08	1.00	\$64.56/ Unit
Residential 4 or more Units	\$47,253.50	2.72	\$93.48/ Acre
Commercial	\$160,865.99	4.23	\$93.48/ Acre
Industrial	\$143,712.52	3.30	\$93.48/ Acre
Institutional	\$100,057.50	3.30	\$93.48/ Acre
Golf Courses	\$15,376.00	0.74	\$93.48/ Acre
Agricultural	\$9,357.26	0.25	\$93.48/ Acre
Vacant Land	\$0	Exempt	\$0.00
Road/Railroad ROW	\$0	Exempt	\$0.00
Wetland/Public Waters	\$0	Exempt	\$0.00
Other Exempt	\$0	Exempt	\$0.00
<b>Totals</b>	<b>\$1,152,436.85</b>		

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

VI.B.1.  
Attachment 3

# Vadnais Lake Area Water Management Organization

## 2024 Proposed Storm Sewer Utility Rates



August 23, 2023

Prepared by 

## Proposed Rate for Payable 2024

### Pay 2023:

\$61.80/unit  
\$89.64/acre

### Pay 2024:

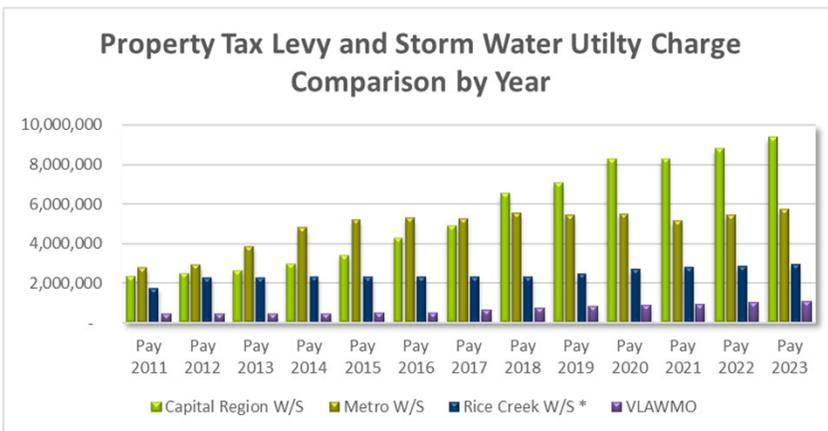
\$64.56/unit  
\$93.48/acre

**4.5% increase from Pay 2023**

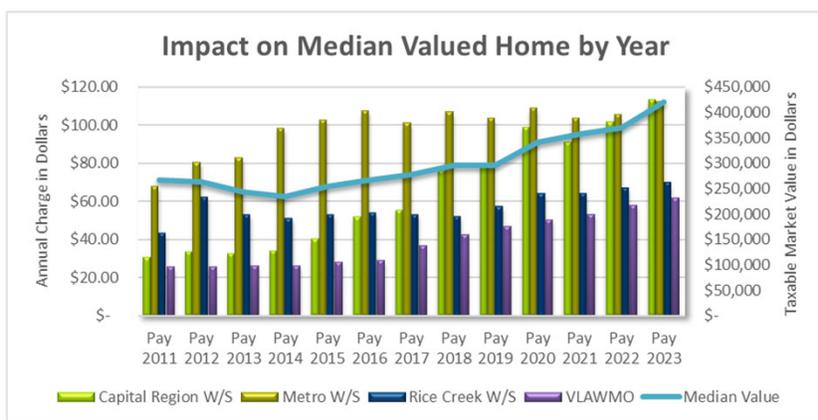
### Payable 2024 Certifications

- 11,530 parcels to Ramsey County
- 133 parcels to Anoka County

## Comparable Districts



## Comparable Districts



## Proposed 2024 Storm Sewer Utility Charges By Property Classification

Classification	Total Amount	R. E. F.	Rate
Residential 1-3 Units	\$675,814.08	1.00	\$64.56/ Unit
Residential 4 or more Units	\$47,253.50	2.72	\$93.48/ Acre
Commercial	\$160,865.99	4.23	\$93.48/ Acre
Industrial	\$143,712.52	3.30	\$93.48/ Acre
Institutional	\$100,057.50	3.30	\$93.48/ Acre
Golf Courses	\$15,376.00	0.74	\$93.48/ Acre
Agricultural	\$9,357.26	0.25	\$93.48/ Acre
Vacant Land	\$0	Exempt	\$0.00
Road/Railroad ROW	\$0	Exempt	\$0.00
Wetland/Public Waters	\$0	Exempt	\$0.00
Other Exempt	\$0	Exempt	\$0.00
<b>Totals</b>	<b>\$1,152,436.85</b>		

## Proposed 2024 Storm Sewer Utility Charges By City

Classification	Total Amount	Parcels
Gem Lake	\$30,169.72	218
Lino Lakes	\$13,516.26	133
North Oaks	\$183,550.05	2,281
Vadnais Heights	\$349,373.34	3,948
White Bear Lake	\$364,245.13	3,376
White Bear Township	\$211,582.35	1,707
<b>Totals</b>	<b>\$1,152,436.85</b>	<b>11,663</b>

## Timeline

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- ❑ **August 23:** VLAWMO Board to approve 2024 Storm Sewer Utility Rates.
- ❑ **August – October:** Staff to work with Ehlers regarding changes to database to accommodate 2024 rates, new reporting layouts to counties, and any additional updates due to property splits.
- ❑ **October 25:** VLAWMO Board to approve parcels to be certified.
- ❑ **November 30:** All parcels certified to Ramsey and Anoka County Auditors.

## Questions?

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