



MINUTES OF THE BOARD OF DIRECTORS
 June 22, 2016

In Attendance		Absent	
Marc Johannsen	Vadnais Heights	Marty Long	North Oaks
Dan Jones	White Bear Lake	Bob Uzpen	Gem Lake
Ed Prudhon	White Bear Township		
Rob Rafferty	Lino Lakes		
Stephanie McNamara	Administrator		
Kristine Jenson	Program Manager		
Brian Corcoran	Water Resources Manager		
Tyler Thompson	Water Resources & GIS Technician		
Nick Voss	Education & Outreach Coordinator		

Others in attendance: Paul Peterson (TEC Chair), Mary Peterson (MN Board of Water and Soil Resources)

I. Call to Order

The meeting was called to order at 7:01 pm by Chair Johannsen. A quorum is present for the meeting.

II. Approval of Agenda

A motion was made by Prudhon and seconded by Jones to approve the agenda as presented. Vote: all aye. Motion passed.

III. Approval of Minutes from May 25, 2016

A motion was made by Jones and seconded by Prudhon to approve the minutes from the May 25, 2016 Board of Directors Meeting. Vote: 3 aye; 1 abstain (Rafferty). Motion passed.

IV. Technical Commission Report to the Board

A. Activity Summary

Peterson shared the following:

- The TEC made passed a motion to hire Burns & McDonnell to assist with updating the Water Policy.
- The funding for the Whitaker wetlands project passed the legislature and was signed by the Governor so we will be moving ahead with the project.
- The monitoring season has begun and we purchased an automated sampler which Brian showed to the TEC at their last meeting.

B. June Financial Report

Stephanie stated that we have moved some money from savings to cover bills this month and we anticipate our first half of the storm sewer utility payment in July.

V. New Business

A. Public hearing for the draft 2017-2026 Watershed Management Plan; Consideration and Request to send to BWSR – Resolution 04-2016

Mary Peterson introduced herself and spoke about her role in assisting the watershed in the planning process. She commended VLAWMO on the updated plan. She said it is prioritized, targeted, and measurable and is organized very well. She said that after the public hearing today and the Board approval, it will go to BWSR and she will notify the relevant state agencies and give them the opportunity to review. Then BWSR will convene a committee meeting with members of the BWSR board and VLAWMO staff, Board and TEC will be invited to have an opportunity to engage with the

committee. This will be done either in early September or early October. Depending on timing, it will be given to the BWSR board for final approval by either late September or late October. VLAWMO's goal is to have it before the VLAWMO Board for final adoption in October but if it is not yet approved by BWSR at that time, it can go before the VLAWMO Board at its regular December board meeting.

The Water Plan process continues to forge ahead. The Plan is ready for its 90 day review. At the May meeting, the Board was able to see the comments received after the 60 day review and VLAWMO's responses. Many updates were made to the Plan that will hopefully meet with the approval of the Board of Water and Soil Resource (BWSR) and other involved agencies.

Stephanie provided highlights of Plan changes based on the comments received.

- The Executive Summary at the beginning of the Plan has been redrafted and may now also serve as a stand-alone document.
- The Introductory section has been streamlined in formatting, some graphics modified, with some additional information and mapping provided. Additional information includes more planning process history, watershed flow pattern narrative and description of the chapter structure in the Plan. Strategy language has been tightened up or augmented in response to comments from reviewers. Language has also been added to consider local response to the effects of climate change on stormwater management.
- Chapter 3 Core Activities now includes Operations and Administration with more information provided in Chapter 5. The education portion has been updated to more consistent with the Education & Outreach Plan under development. The 'watershed rundown' graphic has been updated and is now being used as a stand-alone piece as well. A discussion of operations and maintenance was added to the Capital Projects and Programs area. Chapter 3 also includes a discussion the VLAWMO's ditch authority as part of its Regulatory activity.
- Chapter 4 covers subwatershed targeted projects and programs. This contains mostly minor language and map updates.
- Chapter 5 Plan Implementation and Roles has a variety of updates. The responsibilities of VLAWMO and its partners have been better defined including the addition of Table 4, VLAWMO Duties and Responsibilities. VLAWMO remains a non-permitting watershed with its water policy and standards being implement by our municipal members through their local water plans and enforcing ordinances and codes. VLAWMO will be reviewing all local water plans by the end of 2018 for consistency with our Plan and Water Policy. This section also includes more information on our annual review process. The large fold out sheet has the implementation budget and schedule. The Budget distribution graphic (Fig. 15) has been moved to this section with narrative language added. Language or costs in Fig. 15 were updated if new information was available. This section adds a reference to a new Appendix C, the VLAWMO Storm Sewer Utility Rule. The Rule itself has not changed.
- Chapter 7 includes the Impacts to Local Governments. Again, language has been added to clarify the intent of the section. Lists of what Local Water Management Plans need to have are provided. This section will work with the VLAWMO Water Policy which is being updated to current industry standards. Because the update is in progress, it has not been added as another Appendix, however the Board may wish to consider that in a future amendment to the Plan.
- Appendix A. The almost completely ratified Joint Powers Agreement for 2017 – 2026 has been included rather than the current JPA.

- Appendix B. There have been technical language changes based on comments from the MPCA and others.

At 7:25pm, Johannsen officially opened the Public Hearing. There was no comment. The Chair officially closed the public hearing. An audio recording is available upon request.

RESOLUTION 04-2016

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

June 22, 2016

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 22nd day of June at 7:00 o'clock p.m.

The following members were present: Prudhon, Jones, Johannsen, Rafferty

The following members were absent: Long, Uzpen

Resolution 04-2016 was moved by Director Jones and seconded by Director Prudhon :

RESOLUTION NO. 04-2016

A RESOLUTION ACCEPTING THE FINAL DRAFT COMPREHENSIVE WATERSHED MANAGEMENT PLAN FOR THE YEARS 2017-2026 FOR DISTRIBUTION TO THE MINNESOTA BOARD OF WATER AND SOIL RESOURCES FOR FINAL 90 DAY REVIEW AND APPROVAL CONSIDERATION.

WHEREAS, The Vadnais Lake Area Water Management Organization (VLAWMO), is required to update its Comprehensive Watershed Management Plan (Plan) at least every 10 years, and

WHEREAS, the current Plan will expire December 31, 2016, and

WHEREAS, VLAWMO has completed an update to the Plan to be consistent with State Statute 103B.231 and Minnesota Rules 8410, and will be in effect until December 31, 2026, and

WHEREAS, VLAWMO has distributed the Plan to appropriate agencies and made it available to the public for a 60 day comment period, responded to all written comments, made revisions to the Plan, and held a public hearing on June 22, 2016, submit the Plan to BWSR for a 90 day review

THEREFORE BE IT RESOLVED that the Vadnais Lake Area Water Management Organization recommends the Plan be submitted to the Minnesota Board of Water and Soil Resources (BWSR) for the final 90 day review.

BE IT FURTHER RESOLVED that VLAWMO requests BWSR to consider final approval of the Plan.

The resolution was declared passed and adopted by the VLAWMO Board of Directors.

Vote: all aye

B. Joint Powers Agreement Update

Stephanie stated that five of the communities have approved the JPA and asked Prudhon to give an update on what the Township Board decided at their meeting this past Monday. Prudhon stated the Township hasn't approved the JPA yet due to some comments from their attorney but they are meeting again on Friday to address those comments and then it will go before the Town Board on July 6.

C. Social Media Policy

As a supportive piece to the Education & Outreach Plan, Nick has put together the draft Social Media Policy. That policy has been reviewed by the Policy and Personnel committee and the amended version is included in the Board packet for your consideration.

In general the Policy gives guidance to how staff, Board and TEC will use social media. The Policy clarifies goals, gives structure to what and how often social media will be used, and spells out some constraints that will be followed. It serves as a guide and schedule for staff and provides some resources for staff to go to in order to find information to post. Johannsen stated that it was reviewed at the Policy & Personnel Committee and they asked for a couple of changes which have been added and have recommended to the Board to approve.

It was moved by Jones and seconded by Rafferty to adopt the 2016 VLAWMO Social Media Policy.

Vote: all aye. Motion passed.

D. 2017 Budget – Resolution 05-2016

The proposed budget for 2017 is nearly the same as 2016 when you subtract the Whitaker wetland grant funding. What is different is that our storm sewer utility (SSU) rates will be going up. With this increase, VLAWMO will now have a self-sufficient budget that doesn't rely on reserves to subsidize the storm sewer fees. SSU fees for single family residential properties will be about \$8.00 higher or about \$37.00 per single family property. This is still lower than many of the fees charged by our neighboring watersheds.

VLAWMO increased the amount of work accomplished in 2016 with an added GIS watershed technician staff position. This will continue with the new Water Plan into 2017 and beyond. Projects, programs and work load have added to the budget. The 2016 budget used \$190,000 from reserves to cover costs. Not all of it will be used, perhaps about \$60,000 total will be used as we approach mid-year. Other changes have more to do with rearranging the budget. This is the first budget of the next 10-year water plan and it has been reorganized to be consistent with the new draft Water Plan. The projects and programs to be funded are those identified in the Plan. It is also reorganized around the 5 core activities of the watershed. The CIP is subdivided by subwatersheds and programs.

The Policy and Personnel and the Finance committee have considered the draft 2017 budget and are recommending it with no funding transferred from reserves.

In summary, the total proposed budget is \$1,050,040 including \$400,000 of the Whitaker Wetland budget. The non-grant project 2017 budget would be \$650,140 compared to the 2016 budget of \$694,955. We will not know the final 2016 expenditures until February 2017.

Discussion: Prudhon asked about the effect of adding the 96 missing parcels in White Bear Lake on the SSU. BWSR won't have approval of the boundary change until August at the earliest so the budget and SSU rates must be set before that is finalized. Stephanie said that the properties will add about \$2500 - \$3000. Jones expressed his frustration with having to wait for BWSR to pass the boundary change petition because it affects what we charge properties for the SSU.

Resolution 05-2016

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Approving the 2017 Budget

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 22nd day of June at 7:00 o'clock p.m.

The following members were present: Prudhon, Jones, Johannsen, Rafferty

The following members were absent: Long, Uzpen

Resolution 05-2016 was moved by Director Prudhon and seconded by Director Jones :

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the 2017 draft Budget as recommended by the Finance Committee, the Technical Commission and the attendant information. The 2017 budget and footnotes are attached to this Resolution, and

Whereas, the income and expenses of the for the 2017 budget, inclusive of grant funding for the Whitaker Wetlands project received will be \$1,050,140.

Therefore be it resolved that the 2017 Budget, dated 6-22-2016 is approved.

Vote: all aye

E. Boundary Change Update

The Petition for Boundary Change involving 96 parcels in White Bear Lake has been submitted to BWSR. I have been in contact with BWSR staff who asked for two follow up pieces of information which have been submitted.

The process moving forward includes a Public Notice in Press Publication and I believe Lillie Press which is Ramsey County's legal paper. The Public Notice should be in twice in early July. There is a time period required between publication and when BWSR may act. However as the BWSR Board does not meet in July, the request should go to their Metro committee and the BWSR Board the end of August. Then notice and direction is sent to Ramsey County to change the property tax records. We are being scrupulous in our procedure and feel this should correct this error on the Ramsey County map of watershed boundaries. This should allow VLAWMO to certify SSU fees in 2017 to the 96 parcels in question.

F. Water Policy Update

The Water Management Policy works arm and arm with the Water Plan. It defines the standards for things like buffers, erosion control, infiltration rates and water quality controls for developments and redevelopment. We had not chosen to have to make it a Water Plan appendix at this time because our 2009 Water Policies were in need of updating. However some language has been added to the new draft Water Plan to indicate that we anticipate increasing the infiltration rate, revising buffer standards to be consistent with WCA language and perhaps other changes. Some of the standards in the Water Policy should be reviewed and rewritten by a water resources engineer.

We have requested bids from 3 engineering firms to help with this review. Only one was interested, but proposal is very reasonable, \$3000. The Water Policy could then be reviewed by the TEC and be available for Board consideration at your regular August meeting.

It was moved by Jones and seconded by Rafferty to authorize staff to proceed with the proposal from Burns and McDonnell to review and update the VLAWMO Water Policy at a cost of \$3000. Vote: all aye. Motion passed.

G. Administrative review

The last review of the administrator's work was prior to the salary survey and market updates in 2014. The Policy and Personnel Committee has met and the Chair asked the members to complete an administrative review form and submit those comments to the Chair. Johannsen stated he hadn't received all the comments yet but he is hoping it will be concluded shortly and Stephanie's pay will be prorated to her anniversary date.

VI. Report from the Chair – none

VII. Administrator's Report

Stephanie stated that we hired a new bookkeeper. The computer that was used for the bookkeeper duties needed to be replaced and that has been done.

VIII. Director's Reports - none

IX. Next Regular Meeting – August 24, 2016

X. Public Comment

XI. Adjourn

A motion was made by Rafferty and seconded by Jones to adjourn at 7:45pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Kristine Jenson.