



MINUTES OF THE BOARD OF DIRECTORS – December 13, 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       |        |
| Sarah Shah            | City of North Oaks              | x**     |        |
| Phil Belfiori         | Administrator                   | x       |        |
| Brian Corcoran        | Water Resources Mgr.            | x       |        |
| Dawn Tanner           | Program Development Coord.      | x       |        |
| Nick Voss             | Education & Outreach Coord.     | x       |        |
| Lauren Sampedro       | Watershed Tech & Program Coord. | x       |        |

\*= with prior notice

\*\*= alternate

**Others in attendance:** Connie Taillon (City of White Bear Lake), Greg Wilson (Barr Engineering), Terry Huntrods (VLAWMO TEC/City of White Bear Lake), Anne Sawyer (Board of Water and Soil Resources ‘BWSR’), Gina Schmidt (VLAWMO WAV Volunteer), Stephanie McNamara

**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 December 13, 2023 Board meeting was presented for approval.

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

**III. Approval of Minutes** 

The minutes from the October 25, 2023 Board meeting were placed on the agenda for approval, as presented. No comments from the Directors.

A motion was made by Director Jones and seconded by Director Rafferty to approve the October 25<sup>th</sup> meeting minutes.

Vote: Shah: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Rafferty: aye, Jones: aye. Motion passed.

**IV. Visitors and Presentations**

**A. Recognition of Director Dan Jones**

Board members and VLAWMO staff commemorated and thanked Director Jones for his years of service on the VLAWMO Board.

**B. BWSR Presentation of 40<sup>th</sup> Anniversary Plaque**

Anne Sawyer, BWSR Board Conservationist, presented a BWSR plaque commemorating VLAWMO's 40<sup>th</sup> anniversary. Photos were taken with the plaque.

**C. 2023 VLAWMO Watershed Awards**

Voss presented the photos from the VLAWMO watershed awards granting that took place in December with each award winner.

**D. 2023 Watershed Action Volunteers (WAV) summary presentation**

Voss and volunteer Gina Schmidt presented the summary of volunteer efforts and activities in 2023.

Director Doll Kanne inquired about the permitting requirements for invasive purple loosestrife beetles, attributed to Megan Sigmon-Olsen's 2023 capstone project that was listed in the WAV presentation. Staff Dawn Tanner confirmed that no permit is required to purchase and release the beetles, but the rearing process is a permitted activity with the MN DNR.

**E. TEC Report to the Board and December Finance Report**

TEC Commissioner Terry Huntrods presented the December TEC Report to the Board. Terry summarized the review of the 2024 cost share updates, the review of five contracts for various projects such as upcoming curly-leaf pondweed surveys, and maintenance of the Whitaker Pond Biochar project. The Tamarack and Wilkinson lakes alum feasibility study contract was also reviewed and approved.

Director Jones inquired about the status of the Technical Commission quorum for this year. Administrator Belfiori confirmed that most meetings of 2023 have been beyond quorum and all have met quorum requirements.

**F. 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 items on the agenda and included in the December Board packet were as follows:

- A. Consider Columbia Park IESF Feasibility Study scope from HEI and agreement with City and County
- B. Consider 2024 Salary /Compensation analysis scope of work
- C. Consider VLAWMO employee policy for earned sick and safe time

- D. Consider 2024 Cost Share Policy Updates, Resolution 08-2020 Amendment, and 2024-25 RSCWCD Professional Services Agreement
- E. Consider Contracts/quotes for 2024- (5 total)
- F. Update on Spent Lime Demo Project
- G. Update on North Oaks News articles on Pleasant Lake aquatic vegetation
- H. Consider Update on 2023 Ed. & Outreach Plan Summary
- I. Update on Wilkinson Deep water wetland project
- J. Update on Sentence to Serve ditch maintenance work
- K. Update on MN DNR for the CLP funding

Discussion:

A motion was made by Director Prudhon and seconded by Director Jones to approve the consent agenda.

Director Jones expressed encouragement for the continuation of consent item F, Spent Lime Demo Project.

Vote: Shah: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Rafferty: aye, Jones: aye. Motion passed.

## VI. Business

### A. Administration and Projects

#### 1. Consider alum feasibility study for Tamarack Lake and Wilkinson Lake and proposed scope of work for design and inspection services

Tanner introduced the alum feasibility study. The study included sediment core sampling and was completed in spring, 2023. Tanner explained that both Wilkinson and Tamarack lakes are impaired for nutrients and are priorities for VLAWMO and the 319 Small Watershed program. 10+ years of water quality data were analyzed to assess the treatment dosing on each lake. The feasibility study determined that a split application is recommended, separated by a couple of years. To support the mobility costs of alum treatment, combining the lakes into the same scope of work helps to reduce costs and promote efficiency. The anticipated application for phase one is fall 2024.

Discussion:

Director Shah inquired about the treatment effectiveness for 10 years. Tanner provided that spreading out the treatments helps increase.

A motion was made by Director Jones and seconded by Director Prudhon to approve and finalize the Tamarack and Wilkinson alum feasibility study by Barr Engineering and authorize the engineering scope of services from Barr Engineering in the amount of \$28,000 with an additional 15% (\$4200) contingency if any unforeseen technical issues arise during design or inspection phase.

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

**2. Consider VLAWMO Comprehensive Watershed Management Plan development scope of work and action to initiate planning process and stakeholder input: Res 692023**

Administrator Belfiori introduced the watershed management plan update process with context to the MN State requirements from BWSR to complete a comprehensive water plan every 10 years. Belfiori explained that project planning including feasibility studies are part of the plan and that potential minor amendments are used to keep the plan current over time.

Tanner stated Rachel Olm’s involvement in plan consulting and development. Rachel (Houston Engineering) assisted VLAWMO and guided the 2021 strategic direction process and this plan builds off that effort. Analysis of strategic efforts will take place with the TEC and Board through 2024 and 2025.

**Discussion:**

None

A motion was made by Director Rafferty and seconded by Director Doll Kanne to:

1. approve the Scope of Services with HEI for the VLAWMO Watershed Management Plan development (with non-material changes and upon advice of counsel) for an estimated cost of \$135,690, plus a 20% contingency;
2. approve Resolution 09-2023 to initiate the Watershed Plan development process (with non-material changes);
3. approve the 60-day notice letters to partners and review authorities, and authorize letter distribution (with non-materials changes)

Vote: Shah: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Rafferty: aye, Jones: aye. Motion passed.

**Resolution 09-2023**

**A RESOLUTION TO UPDATE THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION (VLAWMO)’S 10-YEAR COMPREHENSIVE WATERSHED MANAGEMENT PLAN.**

Whereas, Minnesota Statutes Chapter 103B.231 of the Metropolitan Surface Water Management Act (Act), requires metropolitan water management organizations (WMOs) to develop and adopt a watershed management plan, and

Whereas, the Act requires that WMOs update their watershed management plan at least once every 10 years after the original watershed management plan is approved, and

Whereas, the updated watershed management plan must contain the elements described in Minnesota Rules 8410.0050-140, and

Whereas, the VLAWMO has determined that the update and continued implementation of a watershed management plan will help promote the health and welfare of its citizens.

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

Be it Resolved that the VLAWMO will coordinate its efforts in the update of its plan with the contiguous WDs/WMOs and counties conducting water planning and implementation under sections 103B.101 and 103B.301 to 103B.355.

Be it Further Resolved that the VLAWMO Board of Directors authorizes the establishment of an advisory committee(s) to provide recommendations to the VLAWMO Board on revisions and updates to the plan.

Be it Further Resolved that the VLAWMO Board of Directors delegates the VLAWMO staff the responsibility of coordinating, assembling, writing and implementing the watershed management plan pursuant to M.S. 103B.231.

The question was on the adoption of the resolution and there were 6 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>         | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Sarah Shah</i>           | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>John Shuman</i>          |            |                          | x                        |
| <i>Katherine Doll Kanne</i> | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Jim Lindner</i>          | X          | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_\_\_  
James Lindner, Chair

\_\_\_\_\_  
Date

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 13th day of December 2023, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 13th day of December 2023.

\_\_\_\_\_  
Phil Belfiori, Administrator

**3. Consider working 2024 budget fund balance carryover: Res 10-2023** 

Administrator Belfiori introduced the 2024 budget. He provided context from the June 2023 approval of the 2024 budget. Due to weather and some bids arriving lower than expected, the end-of-year fund balance is greater than planned. He summarized the 2024 carryover as expressed in the Board packet.

**Discussion:**

Director Rafferty expressed that the costs of projects is going up across the US and that lining efforts up ahead of time helps to reduce the impact of inflation. Rafferty also expressed support for ongoing maintenance in future budgets as well as early bidding and aggressive planning.

A motion was made by Director Rafferty and seconded by Director Jones to approve Resolution 10-2023. Vote: Shah: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Rafferty: aye, Jones: aye. Motion passed.

**RESOLUTION 10-2023**

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

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

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

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

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

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

**Committed**

| Fund Name and Description                                 | Proposed Carry Over “committed” Funds (into 2024 “working” budget) and Purpose  |
|---|---|
| General Fund - Fund 3.1.<br>Operations and Administration | <b>\$27,000</b><br>Engineering and/or pool firms to implement technical assistance tasks: approved watershed plan amendment projects, planning, feasibility studies, unanticipated technical work to date. Auditor costs based on approved proposal for 2023 Audit. |
| General Fund - Fund 3.2.<br>Monitoring and Studies        | <b>\$15,000</b><br>Required work to update Watershed plan. Possible work with Rotary Park or next phase wetland restoration /feasibility study.   |

|   |   |
|---|---|
| General Fund - Fund 3.3.<br>Education and Outreach                      | <b>\$2,000</b><br>Carrying over into 2023 re: approved website updated  |
| General Fund -Fund 3.4.<br>Capital Improvement Projects<br>and Programs | <b>\$940,442</b><br>The approved 2024 budget (approved at the June 2023 Board meeting) already included utilizing <u>\$791,380</u> of fund balance carry over to implement the 2024 Capital Improvement Projects and Programs. The proposed 2024 “working” budget now proposes an additional <u>\$149,062</u> of additional fund balance carry over for a total Proposed Carry Over “committed” Funds (into 2024 “working” budget) of <u>\$940,442</u> . For implementation of the proposed projects in several subwatersheds including: Wilkinson Lake BMPs /studies, Wilkinson & Tamarack Alum, City of Lino Lakes partnership, North Oaks Company partnership, Polar Lakes Park Reuse, City of Gem Lake partnerships, E. Vadnais Lake subshed resiliency study /partners projects, Level 1/ 2 and SHG cost-share partnership projects, and those proposed projects identified in the approved 2024 budget. |

The question was on the adoption of the resolution and there were 6 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>   | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Sarah Shah</i>     | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>John Shuman</i>    |            |                          | x                        |
| <i>Katherine Doll</i> | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Kanne</i>          |            |                          |                          |
| <i>Jim Lindner</i>    | x          | <input type="checkbox"/> | <input type="checkbox"/> |

Upon vote, the Chair declared the Resolution adopted on this 13<sup>th</sup> day of December 2023.

\_\_\_\_\_ Board Chair      Dated: December \_\_\_\_, 2023

\_\_\_\_\_ Attest                      Dated: December \_\_\_\_, 2023

**VII. Discussion**

- 1. Reminder: 2024 Board and alternate appointments/ TEC appointments and alternates**  
Director Lindner confirmed that the Board and TEC appointments will be taken to the member communities.

**VIII. Administration communication**

Administrator Belfiori thanked the Board of Directors and VLAWMO staff for their work in 2023.

**XI. Adjourn**

A motion was made by Director Jones and seconded by Director Rafferty to adjourn at 8:13 pm. Vote: Shah: aye, Doll Kanne: aye, Lindner: aye, Prudhon: aye, Rafferty: aye, Jones: aye. Motion passed.