








## BOARD OF DIRECTORS MEETING AGENDA

7:00 PM June 27, 2018

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

- I. **Call to Order**, Chair, Dan Jones
- II. **Approval of Agenda**
- III. **Approval of Minutes** from April 25, 2018
- IV. **Visitors and Presentations**
- V. **Operations and Administration - Reports**
  - A. TEC Report and Financial – June – Mark Graham/Stephanie
  - B. 2018 workshop review
  - C. Project updates
    1. Lambert Creek & Whitaker Wetlands – Brian
    2. Birch Lake 4<sup>th</sup> & Otter Project – update – Tyler
    3. Watershed Funding: Goose Lake Subwatershed Project - Stephanie
      - Modeling and Feasibility
      - Feasibility: Polar Channel, Oak Knoll pond, etc. Tyler
      - Implementation – TBD
    4. Goose Lake
      - Stakeholder meeting – Nick
      - Grant application for Alum treatment of Goose Lake 
- VI. **Business**
  - A. 2019 Budget – Re. 01-2018 –Stephanie 
  - B. Gem Lake Local Water Management plan Res. 02-2018 – Stephanie 
  - C. Vadnais Heights Surface Water Management Plan 03-2018 – Stephanie & Mark Graham 
  - D. Purchase agreement for 4<sup>th</sup> and Otter parcel – Res. 04-2018 
  - E. Monthly Board meeting direction 
- VII. **Discussion**
  - A. VLAWMO direction – Dan
  - B. Lambert Creek maintenance - Terry
- VIII. **Administration Communication**
- XI. **Adjourn**

Next regular meeting: August 22<sup>nd</sup>



MINUTES OF THE BOARD OF DIRECTORS  
 APRIL 25, 2018

Attendance		Present	Absent
Dan Jones, Chair	City of White Bear Lake	X	
Jim Lindner, Vice Chair	City of Gem Lake	X	
Rob Rafferty, Secretary-Treasurer	City of Lino Lakes	X	
Ed Prudhon	White Bear Township	X	
Marty Long	City of North Oaks	X	
Terry Nyblom	City of Vadnais Heights	X	
Stephanie McNamara	Administrator	X	
Brian Corcoran	Water Resources Mgr.	X	
Nick Voss	Education & Outreach Cord.	X	
Tyler Thompson	GIS Watershed Tech.	X	

Others in attendance: Liz Towne & Chris Knopik (Clifton Larson Allen, LLP), Mark Graham (City of Vadnais Heights Engineer & TEC Chair); Paul Duxbury (White Bear Township TEC representative)

**I. Call to Order**

The meeting was called to order at 7:00 pm by Chair Jones. A quorum is present for the meeting.

**II. Approval of Agenda**

**Discussion:** member Nyblom stated he had not had time to read the Vadnais Heights Surface Water Management Plan that is up for approval by the BOD and wanted to table the approval until the June 2018 BOD meeting. McNamara stated by the next meeting the Plan approval time will have expired and without action from the Board, the Plan will be considered approved. The Board members agreed to do this.

Approval of amending of Agenda to include item B under IV. Visitors and presentations, and removal of item D under section VII.

A motion was made by Lindner and seconded by Nyblom to approve the agenda as amended. Vote: all aye. Motion passed.

**III. Approval of Minutes from February 28, 2018**

A motion was made by Nyblom and seconded by Lindner to approve the minutes from the February 28, 2018 Board of Directors Meeting. Vote: all aye, Motion passed.

**IV. Visitors and Presentations**

**A. Acceptance and highlights from the 2017 Audit & Financial statements**

Liz Towne & Chris Knopik gave a brief overview of the 2017 audit to the Board. The Board accepted the Management Letter and Financial Statements.

**V. Consent Agenda**

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

**A. Contract for Noah & Associates for HR assistance**

Recommended by Policy & Personnel the Human Resources firm of Noah do will be engaged to review job descriptions, job structure and a market analysis at a cost not to exceed \$4000.

**VI. Operations & Administration**

**B. TEC Report and Financial – April**

The VLAWMO Technical Commission Report to the Board was presented by TEC Chair Graham and the April financial report was discussed by McNamara.

### C. Education Events

Voss outlined an overview of the Education & Outreach events and workshops planned for this spring and upcoming summer. He also outlined new strategies and games that will debut at the events this year.

### D. Project Updates

#### 1. Sucker Channel & Whitaker Treatment Wetlands

McNamara discussed the progress on Sucker Channel; all major construction is complete, the site will be planted with native plants and stabilized. As VLAWMO is responsible for the signage, Voss is working on sign design and turning it into the finished products that will stand at the park. Corcoran reported that major construction is complete for the Whitaker Treatment Wetlands project and the contractor will be conducting finishing details this spring. The Project will be ready to run for storm sampling this season.

#### 2. Goose Lake & Oak Knoll Pond Study

Thompson reported that the Feasibility Study has come in from Barr Engineering and presents several recommendations for water quality projects moving forward in the Goose Lake Subwatershed. These include: alum treatment for East and/or West Goose Lake; initiation of a spent lime study for Oak Knoll Pond, which acts as a stormwater pond that flows downstream to East Goose, to address internal nutrient loading and keep nutrients from moving downstream; and a Lake Vegetation Management Plan for East/West Goose Lake, as the lack of native aquatic vegetation in the Lakes compounds the issues of their ailing health. Several different options were discussed with Greg Wilson (Barr Eng.) regarding his opinions on differing combinations of projects- Thompson elaborated on these.

**Staff is seeking direction on which combination of projects to move forward on.**

**Discussion:** Board directed staff to ensure homeowner support around Oak Knoll Pond for a spent lime study, and then to move forward on the Study. They were also in favor of moving ahead with the Polar Chev Channel project particularly if treatment of the stormwater can be achieved, as well. There was a preference to table the alum treatment until it can be discussed by all of the major stakeholders in Goose Lake.

## VII. Business

### A. Accept 2017 Annual Report for distribution

Voss and McNamara presented the 2017 VLAWMO Annual Report that is required by MN rules, Chapter 8410, Part 8410.0150. This Report summarizes and lays out all of VLAWMO's business and works that took place in 2017, as well as sets goals and lays out a work plan for 2018.

A motion was made by Lindner and seconded by Long to approve the 2017 VLAWMO Annual Report for distribution to its partners and oversight agencies. Vote: all aye. Motion passed.

### B. Lambert Creek – Engineering Study Update

Staff is reporting that the draft *RCD14 Records Reestablishment Memorandum* has been completed and received from HEI for the main trunk of Ditch 14. The same document is in production for the branch ditches, and requires a few more survey shots that had to wait for the spring melt that is finally happening. These documents allow VLAWMO to reestablish the Ditch & Branch Ditches in a legal manner and understanding to subsequently move forward with future repairs and improvements. HEI has also informed staff just this week that they are beginning the H&H modeling of the main trunk of Ditch 14.

### C. Community Blue Grant – Connect the Drops

Voss received and presented a Community Blue Grant application submitted by Growing Green Hearts, LLC to employ the *Connect the Drops* curriculum to engage in watershed education and activities with church-goers in the VLAWMO watershed. **Staff is recommending approval of the Connect the Drops Community Blue grant application.**

A motion was made by Lindner and seconded by Long to approve the *Connect the Drops* Community Blue Grant Application. Vote: all aye. Motion passed.

#### **D. Birch Lake Project – Update**

Thompson reported that the work plan and grant agreement have been approved by BWSR and it is ready for Barr to begin work on engineering design and plans for the detention structure and iron enhanced sand filter at the wetland outlet. Ramsey County has now signed on as a partner for the 25-year Operations & Maintenance Agreement for the Project, and they are also assisting with drafting the Agreement. The property owner of the wetland parcel on which part of the Project is to take place wishes to donate the parcel to VLAWMO, as it is not developable.

**Staff is seeking authorization to sign the work agreement with Barr Engineering to perform final design and construction oversight for the costs indicated in the Grant Agreement.**

A motion was made by Long and seconded by Prudhon to approve the authorization of staff to sign a work agreement with Barr Eng. for final design & engineering and construction oversight. Vote: all aye. Motion passed.

**Staff is also seeking Board approval to accept donation and ownership of this parcel, as well as the use of legal assistance and associated costs bared from VLAWMO's attorney to make this happen.**

A motion was made by Long to deny the acceptance of donation of Parcel 153022420114 and associated legal fees of receiving it. There was no second. Motion died, no action.

**Direction:** Board directed staff to work further with City to secure property and easement on this parcel.

**Finally, staff is asking that the Board formally approve Tyler Thompson as the authorized representative for the Birch Lake Project and Grant Agreement.**

A motion was made by Lindner and seconded by Jones to approve Tyler Thompson as authorized representative for the Project and Grant Agreement. Vote: all aye. Motion passed.

#### **E. Watershed Based Funding Priorities**

Staff is seeking direction on a first and a second priority project to pursue and to begin publishing a work plan for funds to be approved and earmarked for said project. The RCD has generated a concept plan set, as well as rough estimated cost for the Polar Channel restoration project that is in dire need. **Staff is seeking direction on which two projects to select for inclusion into the grant work plan.**

**Discussion:** Jones is seeking action to address sand being dumped onto to the shoreline of West Goose lake.

A motion was made by Long and seconded by Prudhon to select the Polar Channel Restoration and proceed as needed for the Watershed Based Funding BWSR grant program. Vote: all aye. Motion passed.

**F. Master Water Stewards 2018-2019**

Staff is seeking funding for 2 Master Water Stewards for 2018-2019. The cost per Steward is \$2,500, so staff is seeking approval of \$5,000 from E&O funding and the VLAWMO budget that is equipped to cover this cost. If approved, the Stewards would begin work with VLAWMO in October, 2018. **Staff is seeking approval from the Board to recruit 2 Master Water Stewards for VLAWMO for 2018-2019 at the total cost of \$5,000 to come from the E&O budget.**

**Discussion:** Jones would like water stewards from 2 separate municipalities, max one steward per city.

A motion was made by Long and seconded by Prudhon to approve staff to move forward with recruiting 2 Master Water Stewards for 2018-2019 for the total cost of \$5,000 from the E&O budget, contingent that there is a maximum of one per municipality. Vote: all aye. Motion passed.

**II. Chloride direction for VLAWMO**

Corcoran is presenting a summary of MPCA chloride practices as well as data and results from the Shingle Creek TMDL and 5 year study. Voss presented BMPs for municipal salt application, including an MPCA assessment tool were presented. **Staff is seeking direction as to what VLAWMO's policy on chloride will be, as well as its role and where it fits in.**

**Discussion:** Board would like staff to continue on with education as it is, as well as come up with list of methods to support the reduction of private salting. No direction further from Board.

**VIII. Discussion**

**A. Draft 2019 Budget**

McNamara presented an overview of the current Draft 2019 budget.

**B. Zebra mussel studies**

Voss gave information about different zebra mussel studies that are progressing within the state.

**IX. Administration Communication** – McNamara presented information regarding Grass, West & East Vadnais Lakes flow study and the direction Ramsey Washington Metro WD are headed. She also probed for Board interest in a means of connecting all of these studies. The Board was not interested at this time.

**X. Public Comment**

**XI. Adjourn**

A motion was made by Lindner and seconded by Long to adjourn at 9:55 pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.

TEC Report to the Board  
June 2018

Programs & Projects	Effort Level	Completion Date	Comments
	LOW		
	MED		
	HIGH		
<b>Projects</b>			
Oak Knoll Pond	MED	2018	Letters sent to homeowners around pond, 7 received, all "yes". Engineer will help find research grants for project, as well as draw up a project scope.
Sucker Lake Channel	LOW	Spring 2018	Spring 2018 should be coming soon and will include installation of native plants and signage.
Lambert Creek - Ditch Survey, debris removal	LOW	2018	Survey data, modeling and project recommendations based on conditions will soon be delivered. ICWC crew was successful with debris removal effort
Birch Lake	MED	2017-18	BWSR grant approved, wetland delineation & survey scheduled to allow for beginning of project engineering for project feasibility
Polar Channel	MED	2018-19	Preliminary submission to BWSR for WBF grant in June. Work Plan in Aug.
Whitaker Wetlands	MED	2018	Ready to begin sampling
<b>Programs</b>			
Outreach	HIGH	ongoing	Landscape Revival in Shoreview (6/2), Raingarden maintenance workshop (6/13), Vadnais Heights Ice Cream Social (6/19), MarketFest (July 26th) and WB Tnshp Days in Sept. Entries submitted to North Oaks News, Gem Lake News, and White Bear Press.
Education	MED	ongoing	Attended 'The Watershed Game' training at the U of M. Led science activities for two classes at VH Elementary. Facilitated macroinvertebrates field studies with the Playground VH summer camp.
Website	MED	ongoing	Updates on Lambert Creek maintenance, an intro/update to Whitaker Treatment Wetlands, and a new webpage for community members to check-out education supplies and help be educators themselves: <a href="http://www.vlawmo.org/get-involved/education-tools/">http://www.vlawmo.org/get-involved/education-tools/</a>
WAV	LOW	ongoing	WAV conducted 5 raingarden maintenance events, helped with the raingarden maintenance workshop on June 13th, and helped create a video to promote raingarden maintenance as a fun, healthy, outdoor activity. Sunrise Park Middle School conducted a stormdrain clean-up and adopt-a-drain promotion.
Cost Share	MED	ongoing	Program has received its 3rd & 4th LL1 grant application of the year, and 6 rainbarrels reimbursement requests. MIDs being calculated for applications.
GIS	HIGH	ongoing	Monitoring, cost share program, E&O work and projects facilitation
Monitoring	MED	ongoing	2018 monitoring in full swing
WCA	MED	ongoing	Aster Meadow Apartments B&T approved in Vadnais Heights

TEC Report to the Board  
June 2018

Admin & Operation			
SLMPs		2018	Deep bathymetry survey complete, vegetation survey will begin later this summer. Deep Lake 2018 SLMP has begun.
Budget		June 2018	The proposed 2019 budget will be considered for approval at the June 27th meeting
Administration		Sept. 2018	The posting for the open staff position will be happening this summer.
WCA		ongoing	Requests for service moderate

FINANCIAL SUMMARY as of 4/1/2018			CD's	4M Term Series	
				Maturity	Rate
4M Account (1.10)	4M Plus (1.23)	Total	Term series	NA	
\$62,811	\$201,541	\$264,352			

Budget Summary	Actual Expense YTD	2018 Budget amended	Remaining in Budget	% YTD
Operations	\$225,184	\$558,090	\$332,906	40%
CIP	\$121,560	\$529,850	\$408,290	23%
Total	\$346,744	\$1,087,940	\$741,196	32%

6/1/2018		Actual 6/1/18	Actual to Date	2018 Budget	2017 carry over/Grants	Remaining in Budget	2018 available	Act vs. Budget
<b>BUDGET #</b>	<b>INCOME</b>							
<b>5.11</b>	Storm Water Utility	\$0	\$11,365	\$745,400	\$0	\$734,035	\$745,400	2%
<b>5.12</b>	Service Fees	\$100	\$310	\$500	\$0	\$190	\$500	62%
<b>5.13</b>	Interest	\$387	\$1,844	\$500	\$0	(\$1,344)	\$500	369%
<b>5.14</b>	Misc. income - WCA	\$90	\$1,470	\$5,000	\$0	\$3,530	\$5,000	29%
<b>5.15</b>	Other Income Grants	\$0	\$119,197	\$20,000	\$0	(\$99,197)	\$0	
<b>5.16</b>	Transfer from reserve	\$0	\$0	\$0	\$316,540	\$0	\$316,540	
	<b>TOTAL</b>	<b>\$577</b>	<b>\$134,186</b>	<b>\$771,400</b>	<b>\$316,540</b>	<b>\$637,214</b>	<b>\$1,067,940</b>	<b>17%</b>

<b>EXPENSES</b>								
<b>3.1</b>	<b>Operations &amp; Administration</b>							
<b>3.110</b>	Office - rent, copies,	\$1,916	\$9,642	\$23,700	\$0	\$14,058	\$23,700	41%
<b>3.120</b>	Information Systems	\$1,652	\$10,009	\$21,500	\$2,500	\$13,991	\$24,000	42%
<b>3.130</b>	Insurance	\$120	\$2,149	\$5,200	\$500	\$3,551	\$5,700	38%
<b>3.141</b>	Consulting - Audit	\$0	\$6,265	\$6,400	\$0	\$135	\$6,400	98%
<b>3.142</b>	Consulting - Bookkee	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000	0%
<b>3.143</b>	Consulting - Legal		\$259	\$3,000	\$3,890	\$6,631	\$6,890	4%
<b>3.150</b>	Storm Sewer Utility		\$1,895	\$13,500	\$3,000	\$14,605	\$16,500	11%
<b>3.160</b>	Training (staff/board	\$45	\$1,110	\$4,000	\$500	\$3,390	\$4,500	25%
<b>3.170</b>	Misc. & mileage	\$208	\$1,275	\$5,200	\$4,000	\$7,925	\$9,200	14%
<b>3.191</b>	Administration - staff	\$18,981	\$149,847	\$314,000	\$4,000	\$168,153	\$318,000	47%
<b>3.192</b>	Employer Liability	\$4,722	\$37,576	\$83,000	\$0	\$45,424	\$83,000	45%
<b>3.2</b>	<b>Monitoring and Studies</b>							
<b>3.210</b>	Lake and Creek lab a	\$1,337	\$1,337	\$22,500	\$0	\$21,163	\$22,500	6%
<b>3.220</b>	Equipment	\$25	\$25	\$2,500	\$3,500	\$5,975	\$6,000	0%
<b>3.3</b>	<b>Education and Outreach</b>							
<b>3.310</b>	Public Education	\$20	\$2,176	\$7,000	\$200	\$5,024	\$7,200	30%
<b>3.320</b>	Marketing	\$301	\$1,619	\$7,000	\$500	\$5,881	\$7,500	22%
<b>3.330</b>	Community Blue Ed	\$0	\$0	\$10,000	\$5,000	\$15,000	\$15,000	0%
<i>Total Core functions: Ops, Monitor</i>		<i>\$29,327</i>	<i>\$225,184</i>	<i>\$530,500</i>	<i>\$27,590</i>	<i>\$332,906</i>	<i>\$558,090</i>	<i>40%</i>

<b>Capital Improvement Projects and Programs</b>								
<b>3.4</b>	<b>Subwatershed Activity</b>							
<b>3.410</b>	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
<b>3.420</b>	Lambert Creek	\$128	\$101,807	\$57,000	\$106,290	\$61,483	\$163,290	62%
<b>3.425</b>	Goose Lake	\$1,074	\$2,301	\$60,000	\$57,365	\$115,064	\$117,365	2%
<b>3.430</b>	Birch Lake	\$0	\$0	\$22,200	\$4,700	\$26,900	\$26,900	0%
<b>3.440</b>	Gilf Black Tam Wilk A	\$0	\$5,892	\$30,000	\$5,185	\$29,293	\$35,185	17%
<b>3.450</b>	Pleasant Charley Dee	\$0	\$1,998	\$5,700	\$3,700	\$7,402	\$9,400	21%
<b>3.460</b>	Sucker Vadnais	\$50	\$50	\$0	\$65,000	\$64,950	\$65,000	0%
<b>3.48</b>	<b>Programs</b>							
<b>3.481</b>	Landscape 1	\$290	\$729	\$24,000	\$4,500	\$27,771	\$28,500	3%
<b>3.482</b>	Landscape 2	\$0	\$0	\$30,000	\$0	\$30,000	\$30,000	0%
<b>3.483</b>	Project Research & f	\$0	\$7,197	\$5,000	\$16,500	\$14,303	\$21,500	33%
<b>3.484</b>	Facilities Maintenance	\$0	\$0	\$5,000	\$25,710	\$30,710	\$30,710	0%
<b>3.5</b>	<b>Regulatory</b>							
<b>3.510</b>	Engineer Plan review		\$1,586	\$2,000	\$0	\$414	\$2,000	79%
<i>Total CIP &amp; Program</i>		<i>\$1,542</i>	<i>\$121,560</i>	<i>\$240,900</i>	<i>\$288,950</i>	<i>\$408,290</i>	<i>\$529,850</i>	<i>23%</i>
<b>Total of Core Operat</b>		<b>\$30,869</b>	<b>\$346,745</b>	<b>\$771,400</b>	<b>\$316,540</b>	<b>\$741,196</b>	<b>\$1,087,940</b>	<b>32%</b>

Fund Balance	5/1/2018	6/1/2018
4M Account	\$105,864	\$62,811
4M Plus Savings	\$201,261	\$201,541
<b>Total</b>	<b>\$307,125</b>	<b>\$264,352</b>

Restricted funds	6/1/2018
Mitigation Savings	\$29,647
Term Series (NA)	



**Vadnais Lake Area Water Management Organization**  
**Check Detail**

3:33 PM  
06/04/2018

May 12 through June 4, 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/23/2018	SelectAccount		Checking - 1987		-5.00
				Insurance Benefit		-5.00	5.00
TOTAL						<u>-5.00</u>	<u>5.00</u>
Check	EFT	05/31/2018	Reliance Standard		Checking - 1987		-153.46
				Insurance Benefit		-153.46	153.46
TOTAL						<u>-153.46</u>	<u>153.46</u>
Check	4515	06/04/2018	Brian Corcoran		Checking - 1987		-168.30
				3.170 · Misc. & mileage		-162.96	162.96
				3.220 · Equipment		-5.34	5.34
TOTAL						<u>-168.30</u>	<u>168.30</u>
Check	4516	06/04/2018	Tyler J Thompson		Checking - 1987		-33.60
				3.170 · Misc. & mileage		-13.41	13.41
				3.220 · Equipment		-20.19	20.19
TOTAL						<u>-33.60</u>	<u>33.60</u>
Check	4517	06/04/2018	Barr Engineering Co		Checking - 1987		-1,073.50
				3.425 · Goose Lake		-1,073.50	1,073.50
TOTAL						<u>-1,073.50</u>	<u>1,073.50</u>
Check	4518	06/04/2018	City of Vadnais Heights		Checking - 1987		-1,916.31
				Rent		-1,510.00	1,510.00

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
				Phone/Internet/Machine Overhead		-200.00	200.00
				Phone/Internet/Machine Overhead		-70.00	70.00
				Postage		-96.42	96.42
				Copies		-35.77	35.77
				Copies		-4.12	4.12
TOTAL						<u>-1,916.31</u>	<u>1,916.31</u>
<b>Check</b>	<b>4519</b>	<b>06/04/2018</b>	<b>Bullis Insurance Agency LLC</b>		<b>Checking - 1987</b>		<b>-120.00</b>
				3.130 · Insurance		-120.00	120.00
TOTAL						<u>-120.00</u>	<u>120.00</u>
<b>Check</b>	<b>4520</b>	<b>06/04/2018</b>	<b>Mary Viavattine</b>		<b>Checking - 1987</b>		<b>-100.00</b>
				3.481 · Landscape 1 - cost-share		-100.00	100.00
TOTAL						<u>-100.00</u>	<u>100.00</u>
<b>Check</b>	<b>4521</b>	<b>06/04/2018</b>	<b>Cindy Timmers</b>		<b>Checking - 1987</b>		<b>-189.80</b>
				3.481 · Landscape 1 - cost-share		-189.80	189.80
TOTAL						<u>-189.80</u>	<u>189.80</u>
<b>Check</b>	<b>4522</b>	<b>06/04/2018</b>	<b>Nicholas Voss</b>		<b>Checking - 1987</b>		<b>-51.62</b>
				3.170 · Misc. & mileage		-31.50	31.50
				3.310 · Public Education		-20.12	20.12
TOTAL						<u>-51.62</u>	<u>51.62</u>
<b>Check</b>	<b>4523</b>	<b>06/04/2018</b>	<b>Kristine Jenson</b>		<b>Checking - 1987</b>		<b>-280.50</b>
				3.1912 · Program Coordinator		-280.50	280.50
TOTAL						<u>-280.50</u>	<u>280.50</u>
<b>Check</b>	<b>4524</b>	<b>06/04/2018</b>	<b>Stephanie Oliver McNamara</b>		<b>Checking - 1987</b>		<b>-275.00</b>

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
				3.192 · Employer Liabilities		-134.00	134.00
				3.192 · Employer Liabilities		-141.00	141.00
TOTAL						-275.00	275.00
<b>Check</b>	<b>4525</b>	<b>06/04/2018</b>	<b>City of White Bear Lake</b>		<b>Checking - 1987</b>		<b>-22,989.28</b>
				Payroll		-18,700.80	18,700.80
				Administration FICA		-1,380.08	1,380.08
				Administration PERA		-1,402.56	1,402.56
				Insurance Benefit		-1,210.90	1,210.90
				Insurance Benefit		-250.02	250.02
				Admin payroll processing		-44.92	44.92
TOTAL						-22,989.28	22,989.28
<b>Check</b>	<b>4526</b>	<b>06/04/2018</b>	<b>City of White Bear Lake</b>		<b>Checking - 1987</b>		<b>-301.00</b>
				3.320 · Marketing		-301.00	301.00
TOTAL						-301.00	301.00
<b>Check</b>	<b>4527</b>	<b>06/04/2018</b>	<b>City Of Roseville</b>		<b>Checking - 1987</b>		<b>-942.00</b>
				IT Support		-942.00	942.00
TOTAL						-942.00	942.00
<b>Check</b>	<b>4528</b>	<b>06/04/2018</b>	<b>RMB Environmental Laboratories, Inc.</b>		<b>Checking - 1987</b>		<b>-1,337.00</b>
				3.210 · Lake & Creek lab analysis		-409.00	409.00
				3.210 · Lake & Creek lab analysis		-928.00	928.00
TOTAL						-1,337.00	1,337.00
<b>Check</b>	<b>4529</b>	<b>06/04/2018</b>	<b>ESRI</b>		<b>Checking - 1987</b>		<b>-710.33</b>
				WEB		-710.33	710.33
TOTAL						-710.33	710.33

**Vadnais Lake Area Water Management Organization**  
**Custom Transaction Detail Report**  
 May 12 through June 4, 2018

3:47 PM  
 06/04/2018  
 Accrual Basis

	Type	Date	Num	Name	Amount	Balance
<b>May 12 - Jun 4, 18</b>						
	Credit Card Charge	05/31/2018		Voss Bailers	127.91	127.91
	Credit Card Charge	05/30/2018		University of Minnesota	45.00	172.91
	Credit Card Charge	05/27/2018		ARCH	50.00	222.91
<b>May 12 - Jun 4, 18</b>					<b>222.91</b>	<b>222.91</b>

Vadnais Lake Area Water Management Organization  
**Profit & Loss Detail**  
 May 12 through June 4, 2018

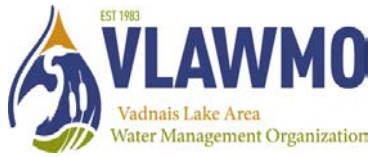
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06/04/2018

Accrual Basis

	Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>Misc.</b>									
Total Misc.	Sales Receipt	#####	145	Misc.	Raingarden or Shoreline workshop		Undeposited Funds	90.00	90.00
								90.00	90.00
<b>5.1 - Income</b>									
<b>5.12 - Service Fees</b>									
Total 5.12 - Service Fees	Sales Receipt	#####	146	KSP 2003 LLC - Peter Stalland	WCA Fee exempt/no loss Aster Meadow Apartments		Undeposited Funds	100.00	100.00
								100.00	100.00
<b>5.13 - Interest</b>									
Total 5.13 - Interest	Deposit	#####			Deposit		4M Account	107.62	107.62
	Deposit	#####			Deposit		4M Plus Savings	279.72	387.34
								387.34	387.34
Total 5.1 - Income								487.34	487.34
Total Income								577.34	577.34
Gross Profit								577.34	577.34
<b>Expense</b>									
<b>3.1 - Administrative/Operations</b>									
<b>3.110 - Office</b>									
<b>Copies</b>									
Total Copies	Check	#####	4518	City of Vadnais Heights	color copies		Checking - 1987	35.77	35.77
	Check	#####	4518	City of Vadnais Heights	b/w copies		Checking - 1987	4.12	39.89
								39.89	39.89
<b>Phone/Internet/Machine Overhead</b>									
Total Phone/Internet/Machine Overhead	Check	#####	4518	City of Vadnais Heights	phone/computer connection		Checking - 1987	200.00	200.00
	Check	#####	4518	City of Vadnais Heights	copy/postage/fax fees		Checking - 1987	70.00	270.00
								270.00	270.00
<b>Postage</b>									
Total Postage	Check	#####	4518	City of Vadnais Heights	postage		Checking - 1987	96.42	96.42
								96.42	96.42
<b>Rent</b>									
Total Rent	Check	#####	4518	City of Vadnais Heights	rent		Checking - 1987	1,510.00	1,510.00
								1,510.00	1,510.00
Total 3.110 - Office								1,916.31	1,916.31
<b>3.120 - Information Systems</b>									
<b>IT Support</b>									
Total IT Support	Check	#####	4527	City Of Roseville	Inv 0224553 - May IT		Checking - 1987	942.00	942.00
								942.00	942.00
<b>WEB</b>									
Total WEB	Check	#####	4529	ESRI	Invoice 93459998		Checking - 1987	710.33	710.33
								710.33	710.33
Total 3.120 - Information Systems								1,652.33	1,652.33
<b>3.130 - Insurance</b>									
Total 3.130 - Insurance	Check	#####	4519	Bulls Insurance Agency LLC	Invoice# 147086 renew policy		Checking - 1987	120.00	120.00
								120.00	120.00
<b>3.160 - Training (staff/board)</b>									
Total 3.160 - Training (staff/board)	Credit Card Charge	#####		University of Minnesota	watershed game training - nick		US Bank CC	45.00	45.00
								45.00	45.00
<b>3.170 - Misc. &amp; mileage</b>									
Total 3.170 - Misc. & mileage	Check	#####	4515	Brian Corcoran	Mileage		Checking - 1987	162.96	162.96
	Check	#####	4516	Tyler J Thompson	mileage		Checking - 1987	13.41	176.37
	Check	#####	4522	Nicholas Voss	Mileage & Parking		Checking - 1987	31.50	207.87
								207.87	207.87
<b>3.191 - Employee Payroll \$18,981.30</b>								18,981.30	18,981.30
<b>3.192 - Employer Liabilities</b>									
<b>Admin payroll processing</b>									
Total Admin payroll processing	Check	#####	4525	City of White Bear Lake	Invoice 11640		Checking - 1987	44.92	44.92
								44.92	44.92
<b>Administration FICA</b>									
Total Administration FICA	Check	#####	4525	City of White Bear Lake	Invoice 11640		Checking - 1987	1,380.08	1,380.08
								1,380.08	1,380.08
<b>Administration PERA</b>									
Total Administration PERA	Check	#####	4525	City of White Bear Lake	Invoice 11640		Checking - 1987	1,402.56	1,402.56
								1,402.56	1,402.56
<b>Insurance Benefit</b>									
Total Insurance Benefit	Check	#####		EFT SelectAccount	HSA fee - May 2018 inv. 1234168		Checking - 1987	5.00	5.00
	Check	#####		EFT Reliance Standard	Short-term Disability - June		Checking - 1987	153.46	158.46
	Check	#####		4525 City of White Bear Lake	Invoice 11640		Checking - 1987	1,210.90	1,369.36
	Check	#####		4525 City of White Bear Lake	Invoice 11640		Checking - 1987	250.02	1,619.38
								1,619.38	1,619.38
<b>3.192 - Employer Liabilities - Other</b>									
Total 3.192 - Employer Liabilities - Other	Check	#####	4524	Stephanie Oliver McNamara	medicare - june		Checking - 1987	134.00	134.00
	Check	#####	4524	Stephanie Oliver McNamara	ucare - june		Checking - 1987	141.00	275.00
								275.00	275.00
Total 3.192 - Employer Liabilities								4,721.94	4,721.94
Total 3.1 - Administrative/Operations								27,644.75	27,644.75
<b>3.2 - Monitoring and Studies</b>									
<b>3.210 - Lake &amp; Creek lab analysis</b>									
Total 3.210 - Lake & Creek lab analysis	Check	#####	4528	RMB Environmental Laboratories, Inc.	Stream inv. 390007		Checking - 1987	409.00	409.00
	Check	#####	4528	RMB Environmental Laboratories, Inc.	Lake inv. 390013		Checking - 1987	928.00	1,337.00
								1,337.00	1,337.00
<b>3.220 - Equipment</b>									
Total 3.220 - Equipment	Check	#####	4515	Brian Corcoran	batteries		Checking - 1987	5.34	5.34
	Check	#####	4516	Tyler J Thompson	locks & liquid wrench		Checking - 1987	20.19	25.53
								25.53	25.53
Total 3.2 - Monitoring and Studies								1,362.53	1,362.53
<b>3.3 - Education and Outreach</b>									
<b>3.310 - Public Education</b>									
Total 3.310 - Public Education	Check	#####	4522	Nicholas Voss	Public Education		Checking - 1987	20.12	20.12
								20.12	20.12
<b>3.320 - Marketing</b>									
Total 3.320 - Marketing	Check	#####	4526	City of White Bear Lake	Rain Barrels (5)		Checking - 1987	301.00	301.00
								301.00	301.00
Total 3.3 - Education and Outreach								321.12	321.12
<b>3.4 - Capital Imp. Projects/Programs</b>									
<b>3.420 - Lambert Creek Restoration</b>									
<b>Whitaker Wetlands</b>									
Total Whitaker Wetlands	Credit Card Charge	#####		Voss Ballers	well samplers		US Bank CC	127.91	127.91
								127.91	127.91
Total 3.420 - Lambert Creek Restoration								127.91	127.91
<b>3.425 - Goose Lake</b>									
Total 3.425 - Goose Lake	Check	#####	4517	Barr Engineering Co	Sediment Monitoring - Goose Lake & Oak Knoll Pond		Checking - 1987	1,073.50	1,073.50
								1,073.50	1,073.50
<b>3.460 - Sucker Vadnais Sucker channel</b>									
Total Sucker channel	Credit Card Charge	#####		ARCH	5/29/18 sucker channel sign - Nick		US Bank CC	50.00	50.00
								50.00	50.00

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total 3.460 - Sucker Vadnals								50.00	50.00
Total 3.4 - Capital Imp. Projects/Programs								1,251.41	1,251.41
<b>3.48 - Programs</b>									
<b>3.481 - Landscape 1 - cost-share</b>									
	Check	#####	4520	Mary Viavattine	rainbarrel reimburse			100.00	100.00
	Check	#####	4521	Cindy Timmers	rainbarrel reimburse			189.80	289.80
Total 3.481 - Landscape 1 - cost-share								289.80	289.80
Total 3.48 - Programs								289.80	289.80
Total Expense								30,868.61	30,868.61
Net Ordinary Income								#####	-30,232.27
<b>Net Income</b>								#####	<b>-30,232.27</b>



To: The Board of Directors  
From: Nick Voss  
RE: **VI. B. 2018 Workshop Review**

The following is a summary of the survey results from the last two years of VLAWMO workshops. This valuable insight helps steer our efforts to relevant and effective methods of education and outreach.

Between raingarden, native plant, and raingarden maintenance workshops, we've served almost 100 residents from 2017 to 2018. Despite 10 years of workshops, this tells us that there's still a captive audience that will attend and take advantage of our resources. With this 10 years of workshops however, it is a good time to modify our programs and adapt to resident's interests and abilities.

VLAWMO staff's biggest takeaway from the results is that when looking at before and after attending the workshop, average confidence in installing a raingarden goes from 30% to 75%.

About the same amount of workshop attendees intend to build a raingarden in the same year as attendees intending to build a raingarden the following year.

38% of attendees documented an exceptional change in knowledge about stormwater, 42% documented a moderate change in attitude towards stormwater.

In the last 3 years of workshops, about 18% of attendees have followed-up with a VLAWMO cost-share grant. The trend shows that residents pursue a project 1-3 years after a workshop. Many workshop attendees pursue projects independent of VLAWMO projects, which is a challenge for VLAWMO's record keeping.

In sum, VLAWMO staff will take future workshops into a more example-based, 1-on-1 consultation dynamic, and will include more outdoor, on-the-ground demonstrations in the neighborhood. With dozens of successful raingardens installed, VLAWMO now has compelling outreach capital where it had little to none 10 years ago. Just under half of the attendees show to be already in the know and have knowledge about stormwater and the watershed. The other half, once in attendance, show a large increase in knowledge and attitude. Behavior change is also marked as very high (installing, telling a friend), indicating that the in-person workshop setting is an effective way to produce tangible for watershed improvements.

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### **Raingarden Workshop 2017 + 2018: 24 survey participants**

#### *1. Ranking the different sections of the workshops in terms of meeting expectations.*

- Highest ranked section: Soils and infiltration
- Lowest ranked section: Plants and planting tips

#### *2. Rate presenter's knowledge and handouts.*

met.

- All responses showed 98-99% ranking of expectations

3. *What is still confusing from the workshop?*

- Property-specific questions, plant selection

4. *What parts were most helpful?*

- Examples, visuals, help with math, hole digging demonstration

5. *My confidence installing a raingarden is (before/after workshop, scale of 1-5, 5 being "completely confident")*

- Before: 30% "3" (moderate), 30% "2" (not very confident).
- After: 75% "4" (somewhat confident)

6. *How likely are you to build a raingarden this year? (1-5, 5 being very likely)*

- 38% say "4" (likely)
- 29% say "next year"

7. *How likely are you to tell a friend or neighbor about raingardens? (1-5, 5 being very likely)*

- 63% say "5" (very likely)

8. *Compare before and after the workshop: how did your knowledge and attitude towards stormwater change? (1-5, 1 being no change, 5 being exceptional change)*

- Knowledge: 38% say "5"
- Attitude: 42% say "4"

9. *What is your interest in VLAWMO's volunteer opportunities?*

- 29% say "5" - high interest.

10. *How did you hear of this workshop?*

- 13% tie: Facebook, VLAWMO website, North Oaks News.
- 8% tie: Vadnais Heights Newsletter and utility bill, flyer around town, city website, city email.

**Native Plant Workshop 2017 + 2018: 40 respondents**

1. *Rate presenter's knowledge, handouts, meeting class Expectations (200 points possible)*

- Knowledge: 92%
- Handouts: 89%
- Class met expectations: 89%



*2. How can workshop be improved?*

- More examples of actual yards, ideas for new home/blank slate, at least 1.5 hrs or more time

*3. What parts did you find the most helpful?*

- Presenter's working knowledge, list of plants, soil/sun groupings, slideshow, resources, yard selection strategy

*4. My confidence in selecting plants for my yard is: (1-5, 5 being completely confident)*

- 35% say "3" (moderate)

*5. How likely are you to install native plants this year? (1-5, 5 being very likely)*

- 68% say "5" (very likely)
- 53% say they are blending native and non-natives, 40% are creating new areas for planting/turf reduction, 35% striving for completely natives.

*6. How likely are you to tell a friend or neighbor about these gardening strategies? (1-5, 5 being very likely)*

- 35% say "5"

*7. Compare before and after: how did your knowledge and interest in the watershed change? (1-5, 1 being no change and 5 exceptional increase)*

- Knowledge: 25% say "4"
- Interest: 33% say "4"

*8. What is your interest in VLAWMO's grant programs? (1-5, 5 very interested)*

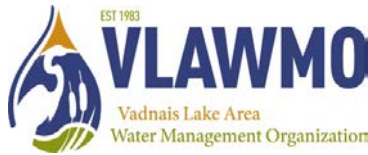
- 18% say "1" (not interested)

*9. What is your interest in service programs such as adopt-a-drain? (1-5, 1 being not interested, 5 being highly interested)*

- 20% say "2"

*10. How did you hear of this workshop?*

- 20%: Vadnais Heights Newsletter
- 10%: VLAWMO website
- 8%: WB Press, WBL newsletter
- Others: Word of mouth, VLAWMO email, flyer, VH utility bill, facebook



To: The Board of Directors

From: Brian Corcoran, Tyler Thompson

**RE: V. C. 1. Lambert Creek & Whitaker Wetlands**

Houston Engineering is near finishing the H&H modeling of the Lambert Creek subwatershed to gauge the system's plumbing, as well as to identify areas that could use maintenance or improvements. Along with the completion of the modeling, VLAWMO Staff will be given GIS data to explore and observe the system conditions for themselves. Staff also had a meeting with HEI to discuss progress of the study, as well as timelines for the completion of the final Engineer's Report on the System, which is still on track to be completed by the end of the summer. The draft engineers report will be received July 15<sup>th</sup>. Staff would like to have HEI come to a BOD meeting before the final engineer report is due to present to the BOD and get feedback on the report.

"The engineer's report will describe an overview of the drainage system history, development of the ACSIC profile, technical analysis assessing system capacity, analyzed alternatives, and the estimated cost of the repairs and recommendations in accordance with MS103E.715

We assume that the engineer's report will consider two alternatives: (1) a full-depth repair alternative, and (2) an alternative maximizing drainage while minimizing wetland impacts and risk of flood damage. The analysis will involve an assessment of comparative benefits and construction costs for each alternative. The repair report will include opinions of probable construction costs. We do not foresee exploring alternatives that would significantly increase hydraulic capacity or extend drainage benefits to new land. As noted earlier, VLAWMO's status as a MS 103B watershed management organization and MS 103E drainage authority provide unique and expanded opportunities for project funding. The repair report will discuss some of these opportunities, including utilization of outside funding (grants) if water quality components are considered and introduced. Coordination between HEI, VLAWMO, and your legal counsel for this project will ensure that the suggested funding mechanisms comply with state statutes."

The ICWC crew had a successful May 11<sup>th</sup> clean-up of the main stem of Lambert Creek. Crew covered about 1.5 miles of creek from the Pennington Place down to East Vadnais Lake. Two major blockages were removed and flow and creek level had a noticeable change from the start of debris removal to the end. Two crews of 10 were used. We had great feedback from residents during and after the debris removal.

Whitaker wetlands are up and running. Planting has been done and final seeding of site should be done by the end of June. Contractor is still waiting on a backordered convertor for one half of the solar panel. Staff and wetlands are ready for sampling.

The yearly grant audit with the DNR was on June 20<sup>th</sup>. The audit went great and no issues with bills, reimbursements or the grant process. The 6 month work plan update for the project was submitted to the LCCMR on June 1<sup>st</sup>.

The Whitaker Wetlands open house is scheduled for August 30<sup>th</sup> from 6:30pm to 7:30pm at Columbia Park in White Bear Township. Press, public officials, board members, and the public are welcome to attend.

# Whitaker

## TREATMENT WETLANDS

### OPEN HOUSE

**THURSDAY, AUGUST 30<sup>th</sup>**  
6:30-7:30 PM  
Columbia Park  
1756 County Hwy 96  
White Bear Township  
*Parking in lot off 96 near tennis courts*



- Tour
- Q & A
- Ice Cream Social

Learn about a new way to treat polluted stormwater.

**vlawmo.org/events**  
651.204.6070  
office@vlawmo.org  
*Back-up date in the case of weather: Sept 6th*  
Check us out @VLAWMO



**ENVIRONMENT AND NATURAL RESOURCES TRUST FUND**



**BELAIR SITWORK SERVICES**



**WHITE BEAR TOWNSHIP**

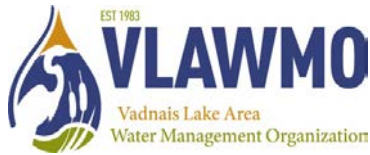


**EST 1983 VLAWMO**  
Vadnais Lake Area  
Water Management Organization



Visit our webpage for a detailed write-up on this project:

<http://www.vlawmo.org/projects/maps/project-map/whitaker-treatment-wetlands/>



800 County Road E East, Vadnais Heights, MN 55127  
[www.vlawmo.org](http://www.vlawmo.org)

To: The Board of Directors

From: Tyler Thompson

**RE: VI. C. 2. Birch 4<sup>th</sup> & Otter Project Update**

The 4<sup>th</sup> & Otter project is moving along as directed by the Board. The initial wetland delineation was performed by Ramsey County and the formal process will continue to an approved boundary and type as stipulated by the Wetland Conservation Act (WCA). The City of White Bear Lake is performing the in-depth survey that will make the engineering possible to begin for the project. Once the engineering begins, we will have more insight as to what the project will look like.

Staff has also probed and coordinated with our legal services for the acquirement of the 4<sup>th</sup> & Otter parcel from Tyme Properties to the City of White Bear Lake, or by VLAWMO. In the interest of being timely for the pending Project, relying upon the City to acquire the property in a timely fashion to secure a property agreement and deed in time for the continuation of the Project is a risk. Therefore, staff has pursued legal services to prepare a resolution for parcel acquisition for the VLAWMO Board of Directors consideration. This would involve VLAWMO acquiring the property from Tyme Properties, and then transferring the property to the City with conditional easement upon the property for the Project, as stipulated by VLAWMO, as part of the property transfer.



To: The Board of Directors

From: Stephanie McNamara, Tyler Thompson

**RE: VI. C. 3. Watershed Funding: Goose Lake Subwatershed Project**

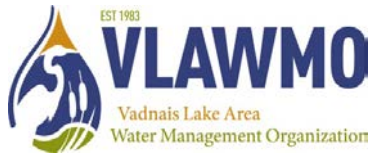
Combined funding: after several discussions it has been determined that VLAWMO will be able to combine the Watershed Based BWSR grant money from both Ramsey (\$53,388) and Anoka County (\$5,651) for a total available for one project of \$59,039. Grant requirements include at least a 10% local match but the VLAWMO to \$40,961 to allow for a total project cost of about \$100,000. The VLAWMO funds are included in the Goose Lake subwatershed line item for 2019.

The BWSR grant funds have a variety of requirements that have to be met. Some of those criteria that impacted the Board directive to work on Polar channel and Oak Knoll pond included not being able to use the grant for maintenance of stormwater facilities (Polar channel) or on non-proven technologies (research into using spent lime). Staff met with Barb Peichel and Dan Fabian of BWSR to discuss what options were available to VLAWMO assuming we still wanted to address projects in the Goose Lake subwatershed.

It was determined that the first step could be to bring the hydrologic analysis to the point where measurable outcomes could be determined for at least 3 projects in the subwatershed and then install one of them. Step 1 will be to complete hydrologic and hydraulic (H & H) modeling for the subwatershed. Step 2 will be to bring at least 3 projects, including Polar channel work and alum/spent lime treatment on Oak Knoll pond would be engineered to a 60% design level. Reliable cost estimates and removal efficiencies would be determined. The remaining funds would be used to install one of the three projects designed one of the projects. Which one would depend on the results of the modeling and design work.

More thoughts on the installation portion of the grant. Polar channel improvements would need to be able to document water quality improvements rather than a stabilization. The Oak Knoll pond project would be designed for either an alum treatment or spent lime. However it would need an installation funding source other than this grant if the spent lime pilot were to be chosen instead of alum.

Oak Knoll /Wood Lake survey. The Board wanted to know the wishes of the residents around Oak Knoll pond. After sending out a mailing poll to residents on Oak Knoll Pond, the majority of letters have been received, and all have been in favor of the spent lime study. Staff has also spoken to several residents that have made their support vocally known. This study will also be rolled in as one of the prongs or aspects of the proposed Goose Lake Subwatershed Feasibility Study as mentioned above.



To: The Board of Directors  
From: Nick Voss  
RE: **V. C. 4. Goose Lake Stakeholder Meeting & Alum Treatment Grant**

The next stage in the goal to improve Goose Lake will be held in a follow-up stakeholder meeting on **Monday, July 16<sup>th</sup>, from 4 to 6 pm** at Vadnais Heights City Hall. 12 key stakeholders have confirmed their availability and interest in attending.

The goal of the meeting is to use the latest studies and recommendations (see below) and harness them into a clear path of action on the lake for 2019 and beyond.

VLAWMO has compiled the relevant documents on the East Goose Lake web page, found here: <http://www.vlawmo.org/waterbodies/east-goose-lake/>. Meeting participants are encouraged to review the documents for a successful, informed meeting that outlines a future direction for action on the lake. For an expedited look into these documents, VLAWMO had outlined the highlights here:

Goose and Wilkinson Lakes Feasibility Study 2017:

Page 7: Summary of Jan, 2017 Charrette meeting

Page 15: Potential improvement projects

East and West goose Lake Oak Knoll Pond Feasibility Study:

Page 3: Summary of recent water quality monitoring

Page 15: Social implications of in-lake management

Page 16: Summary of potential improvement projects

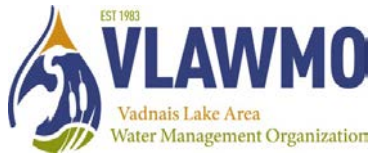
Goose Lake Fish Survey 2017:

Page 7-8: comparison and conclusion

The meeting will be facilitated in a circle-style discussion that delineates between lake needs, stakeholder values and priorities, and possible routes for action. VLAWMO hopes for a discussion that's cognizant of all these parameters, allowing any future action to be grounded, sustainable, and understood by all parties. Board members with Cities near to or relating to Goose Lake are welcome and encouraged to attend to provide your valuable insight to the decision making process.

**Alum Treatment Grant Application**

As presented by Barr Engineering, an alum treatment is the main option for nutrient reduction in Goose Lake, as it is estimated upon sediment sampling that 80% of the issue is internal loading in the Lake itself. This method is costly, but is also the most efficient and cost-effective means to reduce nutrients and clarify Goose Lake. **Contingent upon the direction received from the Goose Lake Stakeholder meeting, as well as the Board, staff is looking for approval from the Board to prepare and submit a 2018 grant application for the purpose of an alum treatment on Goose Lake.**



Date: June 2018

To: the Board of Directors

From: Stephanie McNamara, Administrator

**Re: VI. A. 2019 Budget for consideration**

The proposed budget for 2019 shows an increase from 2018 of \$70,350. This represents an increase of the percent increase from 2018 of 5.72%. The budget is essentially the same as that presented at the April Board meeting and has been reviewed and modified by the Finance Committee. In the Operations budget there were some areas that were increased and some decrease based actual 2017 expenses and information about upcoming cost increases. Some areas increasing slightly included office costs, insurance, audit, legal, storm sewer utility, payroll and public education. Overall increase in operations 6.9%. Areas that decreased slightly included miscellaneous and equipment. Please look at the Footnotes for the 2019 budget for further detail.

The storm sewer utility (SSU) fees remain the main source of VLAWMO funding. Rates are proposed to be going up from about \$42.63 to \$46.64 in 2019 for single family residential charges. As you know VLAWMO has a flat fee for this type of residential property, rather than on based on tax capacity. In 2017 VLAWMO has moved substantially toward a self-sustaining budget that doesn't rely on reserves to subsidize the storm sewer fees. SSU fees for single family residential properties in 2019 will be about \$4.57 higher annually than this year. The SSU fees are estimated at this time. Final numbers will be available in the August Board materials using updated parcel data and the new approved budget. VLAWMO SSU fees remain lower than the taxes charged by our neighboring watersheds.

Elements of the new Water Plan are incorporated into this budget. We have several projects in 2018 and 2019 that have leveraged grant funding and partner contributions. Monitoring costs for the new Whitaker Treatment Wetlands is estimated at \$30,000 (LCCMR grant for Whitaker) + \$97,000 Clean Water grant for the 4<sup>th</sup> & Otter project will be spent over 2018-2019. Also over 2018-2019 is the new Watershed Based funding grant supporting projects in the Goose Lake subwatershed (\$59,039 with both Ramsey and Anoka County money combined.) The grant funding has over \$325,000 to the VLAWMO budget over the 2018 – 2019 biennium. .

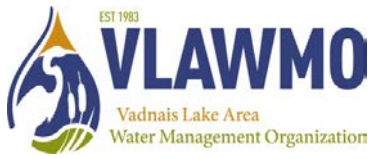
The Policy and Personnel and the Finance committee have considered the draft 2018 budget and are recommending it with no funding transferred from reserves.

In summary, the total proposed budget is \$817,650. The non-grant project 2018 budget would be \$695,900 compared to the 2017 budget of \$650,140. We will not know the final 2017 expenditures until February 2019.

VLAWMO BUDGET 2018 EXPENSE		Actual		Approved	approved	2018 Working	Draft 2019		
		2017	2017	2018	fund balance	Budget (w-FB)	Budget		
3.1	Operations & Administration	\$459,740		\$481,500	\$18,390	\$499,890	\$517,450	budget	6.9%
	3.110 Office	\$23,740	\$23,001	\$23,700	\$0	\$23,700	\$24,980	\$1,280	
	3.120 Information systems	\$19,500	\$14,911	\$21,500	\$2,500	\$24,000	\$22,000	\$500	
	3.130 Insurance	\$5,200	\$5,110	\$5,200	\$500	\$5,700	\$5,200	\$0	
	3.141 Consulting - Audit	\$6,800	\$6,170	\$6,400	\$0	\$6,400	\$6,700	\$300	
	3.142 Consulting - Bookkeeping	\$1,500	\$1,420	\$2,000	\$0	\$2,000	\$2,000	-500	
	3.143 Consulting - Legal	\$3,000	\$4,020	\$3,000	\$3,890	\$6,890	\$4,000	\$1,000	
	3.150 Storm Sewer Utility	\$16,000	\$12,449	\$13,500	\$3,000	\$16,500	\$13,500	\$0	
	3.160 Training - staff, board, TEC	\$4,000	\$3,016	\$4,000	\$500	\$4,500	\$4,500	\$500	
	3.170 Misc & contingency	\$7,000	\$4,026	\$5,200	\$4,000	\$9,200	\$5,500	-500	2018 2019
	3.191 Employee payroll	\$303,000	\$298,761	\$314,000	\$4,000	\$318,000	\$340,260		3.5% 7.0%
	3.192 Employee liability	\$70,000	\$79,939	\$83,000	\$0	\$83,000	\$88,810		3.5% 7.0%
3.2	Monitoring & Studies	\$25,500		\$25,000	\$3,500	\$28,500	\$26,000		4%
	3.210 Lake & creek program lab analysis	\$23,000	\$23,523	\$22,500	\$0	\$22,500	\$24,000	1500	
	3.220 Equipment	\$2,500	\$1,454	\$2,500	\$3,500	\$6,000	\$2,000	-500	
3.3	Education & Outreach	\$34,000		\$24,000	\$5,700	\$29,700	\$28,000		14%
	3.310 Public Education	\$7,000	\$6,136	\$7,000	\$200	\$7,200	\$9,500	\$2,500	Master Water stewards
	3.320 Outreach and marketing	\$7,000	\$1,204	\$7,000	\$500	\$7,500	\$8,500	\$1,500	
	3.330 Community Blue education grant	\$20,000	\$700	\$10,000	\$5,000	\$15,000	\$10,000	\$0	
3.4	Capital Improvement Projects & Programs	\$125,900		\$240,900	\$288,950	\$527,850	\$244,200		1.4%
	Subwatershed Activity			\$174,900	\$242,240	\$417,140	\$179,200		
	3.410 Gem Lake subwatershed	\$0	\$0	\$0	\$0	\$0	\$1,200		
	3.420 Lambert Creek subwatershed	\$1,000	\$323,384	\$57,000	\$106,290	\$163,290	\$30,000	\$30,000	ditch atuh \$30K Whitaker monitoring
	3.425 Goose Lake subwatershed	\$14,900	\$12,534	\$60,000	\$57,365	\$117,365	\$67,000	\$67,000	alum dosi \$53,000 pilot study/rest BMP
	3.430 Birch Lake subwatershed	\$5,700	\$12,469	\$22,200	\$4,700	\$26,900	\$10,000	\$10,000	shoreline work, catchme \$90,000 installation of BMP
	3.440 Giffillan Black Tamarack Wilkinson Amelia sub	\$17,600	\$17,915	\$30,000	\$5,185	\$35,185	\$54,000	\$54,000	Wilk BMP, SLMP study
	3.450 Pleasant Charley Deep subwatershed	\$5,700	\$0	\$5,700	\$3,700	\$9,400	\$15,000	\$15,000	Charley sed. Study
	3.460 Sucker Vadnais subwatershed	\$0	\$0	\$0	\$65,000	\$65,000	\$2,000	\$2,000	Sucker channel
	3.48 Programs				\$46,710	\$110,710	\$63,000		
	3.481 Landscape 1 - cost-share	\$24,000	\$19,094	\$24,000	\$4,500	\$28,500	\$24,000		
	3.482 Landscape 2	\$30,000	\$10,000	\$30,000	\$0	\$30,000	\$20,000		
	3.483 Project research and feasibility - watershed wide	\$17,000	\$20,223	\$5,000	\$16,500	\$21,500	\$14,000		
	3.484 Maintenance & operations	\$10,000	\$2,290	\$5,000	\$25,710	\$30,710	\$5,000		
3.5	Regulatory	\$5,000		\$2,000		\$2,000	\$2,000		
	3.510 Engineering plan review	\$5,000	\$0	\$2,000	\$0	\$2,000	\$2,000		
<b>Total budget</b>		<b>\$650,140</b>	<b>\$903,749</b>	<b>\$773,400</b>	<b>\$316,540</b>	<b>\$1,087,940</b>	<b>\$817,650</b>		<b>5.72%</b>
<b>INCOME</b>								Increase	
5.1		2017		Ap. 2018		Ap 2018	Dr. 2019	\$63,750	budget
	5.11 Storm Sewer Utility	\$645,440	\$655,124	\$747,400	\$0	\$747,400	\$811,150	\$63,750	SSU inc. 8.53%
	5.12 Fees for Service	\$500	\$100	\$500	\$0	\$500	\$200	\$42.63	2018 SSU
	5.13 Interest	\$200	\$1,581	\$500	\$0	\$500	\$1,300	\$46.27	est. '19 SSU
	5.14 Misc. income - WCA admin grant	\$4,000	\$4,360	\$5,000	\$0	\$5,000	\$5,000	\$3.64	inc in SSU
	5.15 Other funding sources - grants, donations	\$0	\$202,264	\$20,000	\$0	\$20,000	\$0	\$995.650	w/ grants
	5.16 Transfer from reserves or fund balance	\$0	\$90,000	\$0	\$316,540	\$316,540	\$0		change w/grants #####
<b>Total income</b>		<b>\$650,140</b>	<b>\$953,429</b>	<b>\$773,400</b>	<b>\$316,540</b>	<b>\$1,089,940</b>	<b>\$817,650</b>	\$286,177.50	Fund Balance target

Grants 2018 reports will help define costs \$270,690.00





**Resolution 01-2018**  
**Of the Vadnais Lake Area Water Management Organization (VLAWMO)**  
**Approving the 2019 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 27<sup>th</sup> day of June, 2018 at 7:00 o'clock p.m.

The following members were present:  
Jones, Lindner, Long, Nyblom, Prudhon, Rafferty

The following members were absent:

Resolution 01-2018 was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_:

**Whereas**, the Board of the Vadnais Lake Area Water Management Organization has considered the 2019 draft Budget as recommended by the Finance Committee, the Technical Commission and the attendant information. The 2019 budget and footnotes are attached to this Resolution, and

**Whereas**, the income and expenses for the 2019 budget will be \$824,250.

**Therefore** be it resolved that the 2019 Budget, dated 6-27-2018 is approved.

Vote:  
Aye:  
Nay:  
Abstain:

\_\_\_\_\_  
Dan Jones, Chair Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Stephanie McNamara, Administrator Date \_\_\_\_\_



To: The Board of Directors

From: Stephanie McNamara, Administrator

**Re: VI. B. & VI. C. Local Water Plan Approval: Gem Lake Local Water Management Plan and Vadnais Heights Surface Water Management Plan**

The local water plan updates for Gem Lake and Vadnais Heights has been received and reviewed by VLAWMO staff. All comments have been addressed in both plans with the exception of the current Vadnais Heights plan Appendix of Design standards are lacking some changes to be consistent with VLAWMO.

Local Water Plan updates. Last year at this time VLAWMO finished its 10-year Comprehensive Water Plan with approval from BWSR. Under State statute all of the local (municipal) governments have until December 31, 2018 to update their local water plans to be consistent with the watershed plans. It has the positive effect of insisting cities and watersheds talk to each other about water management, clarifying priorities and setting implementation steps and timelines for reaching our common goals. As VLAWMO, a non-permitting watershed, looks to our municipalities to enforce our standards, it provides a chance to talk about where we have updated our standards and how they are going to ensure those protections are in place. VLAWMO is charged with reviewing all six local water plans of the communities within VLAWMO for consistency with the VLAWMO plan.

**VI. B. Gem Lake Local Water Management Plan (GL LWMP)**

The LG LWMP is consistent with the VLAWMO Water Management Plan approve them. The Implementation plan portion of the LWMP has been enhanced and includes the required information.

Link: [http://www.vlawmo.org/files/2815/2968/3671/SWMP\\_FINALPLAN\\_wAppendicies\\_reduced.pdf](http://www.vlawmo.org/files/2815/2968/3671/SWMP_FINALPLAN_wAppendicies_reduced.pdf)

**Recommendation:** Staff recommends the Board approve the Gem Lake Local Water Management Plan as consistent with the VLAWMO Water Management Plan and meeting state requirements.

**VI. C. Vadnais Heights Surface Water Management Plan (VHSWMP)**

A request has come from the City Engineer asking VLAWMO Board to consider approval of the Vadnais Heights Surface Water Management Plan after minor revisions to the Appendix addressing design standards. The current VH SWMP was considered approved after it was removed from the April VLAWMO Board agenda. The 60-day approval window expired within the following week.

Link: [http://www.vlawmo.org/files/6015/2968/3463/2018\\_Gem\\_Lake\\_LWMP\\_DRAFT.pdf](http://www.vlawmo.org/files/6015/2968/3463/2018_Gem_Lake_LWMP_DRAFT.pdf)

**Recommendation:** Staff recommends the approval of the Vadnais Heights Surface Water Management Plan conditional upon receipt of updates to the stormwater design standards consistent with VLAWMO standards. See Resolution 03-2018.



**Resolution 02-2018**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**Approving the Gem Lake Local Water Management Plan**

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 27<sup>th</sup> day of June, 2018 at 7:00 o'clock p.m.

The following members were present:

Jones, Lindner, Long, Nyblom, Prudhon, Rafferty

The following members were absent:

Resolution 02-2018 was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_:

**Whereas**, the VLAWMO is charged the responsibility of reviewing local water plans as identified in Minnesota Statute, Ch. 103B.235, Subd. 3, and

**Whereas**, the Board of the Vadnais Lake Area Water Management Organization has considered the updated Gem Lake Local Water Management Plan (GL LWMO) available on the VLAWMO website, and

**Whereas**, the VLAWMO review has found the updated GL LWMO to be consistent with the VLAWMO Water Management Plan,

**Therefore** be it resolved that the Gem Lake Local Water Management Plan, dated May 21, 2018 is approved for consistency with the VLAWMO Comprehensive Local Water Management Plan by the Vadnais Lake Area Water Management Organization Board of Directors.

Vote: Aye:    Nay:    Abstain:

\_\_\_\_\_  
Dan Jones, Chair

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Stephanie McNamara, Administrator

\_\_\_\_\_  
Date



**Resolution 03-2018**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**Approving the Vadnais Heights Surface Water Management Plan**

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 27<sup>th</sup> day of June, 2018 at 7:00 p.m.

The following members were present:

Jones, Lindner, Long, Nyblom, Prudhon, Rafferty

The following members were absent:

Resolution 03-2018 was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_:

**Whereas**, the VLAWMO is charged the responsibility of reviewing local water plans as identified in Minnesota Statute, Ch. 103B.235, Subd. 3, and

**Whereas**, the Board of the Vadnais Lake Area Water Management Organization has considered the updated Vadnais Heights Surface Water Management Plan (VH SWMP) available on the VLAWMO website, and

**Whereas**, the VLAWMO review has found the updated VH SWMO to be consistent with the VLAWMO Water Management Plan with the exception of specific design stands identified in Appendix B, and

**Whereas**, Vadnais Heights staff has agreed to complete the updates to Appendix B,

**Therefore** be it resolved that the Vadnais Heights Surface Water Management Plan, dated February 22, 2018 is approved conditional upon the design standards update as consistent with the VLAWMO Comprehensive Water Management Plan by the Vadnais Lake Area Water Management Organization Board of Directors.

Vote:   Aye:                   Nay:                           Abstain:

\_\_\_\_\_  
Dan Jones, Chair

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Stephanie McNamara, Administrator

\_\_\_\_\_  
Date



800 County Road E E, Vadnais Heights, MN 55127  
[www.vlawmo.org](http://www.vlawmo.org); [Office@vlawmo.org](mailto:Office@vlawmo.org)

To: Board of Directors

From: Stephanie McNamara, Administrator

Date: June 22, 2018

**Re: VI. D. Purchase Agreement for 4<sup>th</sup> & Otter parcel**

At the last Board meeting, the Board confirmed the need to secure the parcel at 4<sup>th</sup> & Otter Lake Road needed for the sand iron filter project but directed staff to reach out to the City of White Bear Lake to see if they would be willing to be the property owner for the donated property. Verbal discussions with city staff have confirmed their willingness to be the ultimate owner of the parcel currently owned by DeSoto Assoc. LLC. They also indicated a willingness to help with expenses involved in the transfer.

The VLAWMO legal team was consulted to start the process. As project manager with our WBL partners, and state grant recipient, it is VLAWMO's responsibility to ensure all the pieces are in place to move the project forward. Making sure we had the right to use the property was, of course, critical. Both our general counsel, Troy Gilchrist and the real-estate associate, Brian Lehringer have recommended a two-step process which is summarized in the attached Resolution 04-2018.

VLAWMO will buy the parcel (\$1) from the private owners and then add the easement necessary for the project. Then it will sell it to the City of WBL (\$1). We are looking for a warranty deed because of the difficulty in finding the owners of the parcel. But we will use a quit claim deed if it becomes necessary. I would be happy to try an address any questions you may have. The Resolution 04-2018 was draft by our attorneys.

**Staff recommend adoption Resolution 04-2018.**

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION**

**RESOLUTION NO. 04-2018**

**RESOLUTION AUTHORIZING AND APPROVING THE PURCHASE AND SALE OF REAL PROPERTY FOR THE PURPOSE OF A STORMWATER FACILITY PROJECT**

WHEREAS, the Cities of Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, and White Bear Lake, and the Township of White Bear Lake (“Members”) are party to a joint powers agreement entitled JOINT POWERS AGREEMENT TO PROTECT AND MANAGE THE VADNAIS LAKE AREA WATERSHED (the “Joint Powers Agreement”); and

WHEREAS, the Joint Powers Agreement provides for the establishment of the Vadnais Lake Area Water Management Organization (“VLAWMO”), organized in accordance with the Metropolitan Surface Water Management Act, Minn. Stat. § 103B.201 et seq., and Minn. Stat. § 471.59, which is managed by a Board of Directors (“Board”); and

WHEREAS, the Board is authorized to undertake various projects to further the purposes of VLAWMO; and

WHEREAS, the Board has identified the need for a stormwater facilities project (“Project”) in the City of White Bear Lake to meet the needs of the project area; and

WHEREAS, the owner of property located at the Northeast corner of the intersection of Otter Lake Road and 4<sup>th</sup> Street (address unassigned) in White Bear Lake, Ramsey County, Minnesota, consisting of land identified by Tax Parcel Identification Number 153022420114, which is legally described as Outlot A, Timberwood (the “Property”) has offered to sell the Property to VLAWMO for the price of \$1; and

WHEREAS, the Board has determined that the Property is a suitable location for the Project; and

WHEREAS, the City of White Bear Lake (“City”) has agreed to work with VLAWMO in operating and maintaining the Project, including purchasing the Property from VLAWMO;

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Vadnais Lake Area Water Management Organization Minnesota, as follows:

- 1) The Board approves entering into a purchase agreement to acquire the Property and to accept delivery of a deed conveying title thereto. The Board authorizes the Chairperson and the Administrator to execute such documents and to take such actions as may be necessary to effectuate the acquisition of the Property.
- 2) Upon acquisition of the Property, the Board approves entering into a purchase agreement to sell the Property to the City. The Board authorizes the Chairperson and the Administrator to

execute such documents and to take such actions as may be necessary to effectuate the sale of the Property to the City.

- 3) The Board approves entering into an operation and maintenance agreement with the City and such other parties as may be appropriate to set forth the terms and provisions and creating respective rights and obligations for the shared operation and maintenance of the Project. The Board authorizes the Chairperson and the Administrator to negotiate and enter into the operations and maintenance agreement on behalf of the Board.
- 4) The Chairperson and Administrator are further authorized to acknowledge any document and take any additional action necessary to achieve the goal of implementing the Project. The Chairperson may, but is not required to, bring one or more of the documents to be executed pursuant to this Resolution to the Board for review and approval before execution.

Approved this 27 day of June, 2018.

**BY THE BOARD**

\_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary-Treasurer

To: Board of Directors

From: Dan Jones, Chair and Stephanie McNamara, Administrator

Date: June 2018

Re: VI. E Discussion of scope of VLAWMO activity and financial and staffing resources

A discussion of possible direction for VLAWMO has been placed on the agenda. Dan is preparing material to discuss the scope of what VLAWMO is currently doing under the direction of the Water Management Plan and the projects and programs we might consider. This may be a continuing discussion that will take place over several meetings of the Board. Under consideration:

- What projects and what programs are needed to accomplish the mission of VLAWMO. How can timing and prioritization play a role?
- How can the structure of VLAWMO best serve the mission? Are changes needed, particularly to the Board and Technical Commission responsibilities and meeting schedule?
- Do we have the resources (e.g. financial and staff) needed to accomplish the projects and programs identified.
- Are changes needed to the Water Plan and / or the Joint Powers Agreement?

If more information is needed to discuss any of the above, let's identify what it is. A Water Plan Amendment is scheduled for this winter in any case. The idea would be to capture new projects, programs or any changes in priorities.

#### **VLAWMO Mission Statement**

*VLAWMO's mission is to protect and enhance the water and natural resources within the watershed through water quality monitoring, education and outreach projects, wetland protection, and water quality enhancement projects and programs.*

#### **Priority Issues (from the VLAWMO Water Plan)**

1. Threatened and Impaired surface water and natural resources
2. Threatened or impaired groundwater quality and quantity
3. Need for education and involvement from citizens and stakeholders
4. Need for adequate data, analysis, financing and staff capacity in order to meet goals and accomplish strategies
5. Aquatic Invasive Species management
6. Localized flooding