









BOARD OF DIRECTORS MEETING AGENDA

December 12, 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 October 24, 2018 
- IV. **Visitors and Presentations**
- V. **Operations and Administration - Reports**
 - A. TEC Report and Financial – December – Paul Duxbury/Stephanie
 - B. Professional Services Requests for Proposal: legal, auditing 
 - C. Education and Outreach - Nick
 - 1. 2018 EOP Summary Chart
 - 2. Remote cameras – Nick /Dawn
 - D. Sustainable Lake Management Plans – Dawn / Tyler
 - 1. Three lakes: Charley-Pleasant-Deep
 - 2. Surveys and Stakeholder meeting
 - E. Lambert Creek (Co. Ditch 14)
 - 1. Lambert Lake maintenance site meeting – Stephanie-Brian-Dawn
 - 2. Discussion of repair Scoping
 - 3. Engineering student
 - F. Goose Lake
 - 1. WBF grant update –Tyler/Stephanie
 - 2. Vegetation Management Plan – Dawn
 - 3. Spent lime treatment grant request – Oak Knoll pond
 - 4. Alum treatment Grant request
 - G. Birch Lake – 4th and Otter – Tyler/Stephanie
 - 1. Project updates
 - 2. MN Conservation Corp grant– Dawn
 - H. Additional Opportunities
 - 1. Partnerships – Service Learning
 - 2. LimnoTech DIY automated sampling device demo invitation
- VI. **Business**
 - A. Certification of 2018 Fund balance - Res. 10-2018 Stephanie 
 - B. Engineering Support Proposal 
 - C. Equipment Proposal 
 - D. MAWD members proposal 
- VII. **Discussion**
- VIII. **Administration Communication** –Grass Lake update
- XI. **Adjourn**

Next regular meeting: [February 27, 2019](#)



MINUTES OF THE BOARD OF DIRECTORS
 October 24, 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	
Dawn Tanner	Program Development Coord.	X	
Nick Voss	Education & Outreach Coord.	X	
Tyler Thompson	GIS Watershed Tech.	X	

Others in attendance: Jason Hill, VLAWMO Attorney, Kennedy & Graven (stand-in for Troy Gilchrist), Paul Duxbury, VLAWMO TEC representative

I. Call to Order

The meeting was called to order at 7:02 pm by Chair Jones.

II. Approval of Agenda

A motion was made by Lindner and seconded by Prudhon to approve the meeting agenda. Vote: all aye. Motion passed.

III. Approval of Minutes from August 22, 2018

A motion was made by Prudhon and seconded by Long to approve the minutes from the August 22, 2018 Board of Directors Meeting. Vote: all aye. Motion passed.

IV. Visitors and Presentations

A. Welcome Dawn Tanner – VLAWMO’s new Program Development Coordinator

Dawn joined the staff team in September to fulfill VLAWMO’s Program Development Coordinator position. She earned her Master’s and PhD at the U of M, where she also taught at as an adjunct professor before finding the position here at the watershed. Her specialty area of study and background is in conservation and ecology, but she was drawn to her new position by her longtime interest in water quality, and for the opportunity to make measured improvements here in the Watershed.

B. Lambert Creek (Co. Ditch 14) Attorney Direction – Jason Hill, Kennedy & Graven

VLAWMO’s regular attorney, Troy Gilchrist, was unavailable, but an alternate attorney, Jason Hill, spoke to the Board on the issue of operation and maintenance of the Ditch and its branches under state statute and how it relates to, and is affected by, VLAWMO’s JPA and 2017-2026 Water Plan. McNamara gave an overview of the last meeting and why we are discussing the information on the Ditch. Hill explained that after a Ditch is transferred to the transferee, the ditch will be operated under the law that the organization operates under, as addressed in its JPA. In VLAWMO’s case, it operates under State Statute 103B.

1. Discussion of ACSIC for Co. Ditch 14

After Hill's direction and explanation, the Board discussed whether to hold a public hearing to approve Co. Ditch 14 & its branches under their current 2018 ACSIC condition, or to hold off, for the purpose of maintenance & operation of the system. It was discussed that if VLAWMO's attorney advised it is necessary, in his legal opinion, to operate Ditch 14 and its branches under 103E, as well as hold a public meeting for the ACSIC of the Ditch System, so the Board would heed his opinion and not move to hold a public meeting or operate under Statute 103E. Jones stated that the Watershed needs to adopt a policy regarding maintenance and specific language for the difference of how branch ditches are maintained and who maintains them.

2. Discussion of repair recommendations

The Board also further discussed the repair options to dredge Co. Ditch 14 and how to budget for the project after reviewing the estimate provided by staff from the experienced private contractor, who met onsite with staff to get a better idea of access and conditions. Corcoran presented the estimate. Board discussed that the dredging maintenance option would make little difference on how the Ditch currently operates and our current method of checking and clearing debris on a yearly basis. Board discussed that they would be interested in staff pursuing benchmarks to be able to tell if the ditch is getting worse or improving. Jones asked for a motion to pursue the ditch dredging of Co. Ditch 14. Nyblom expressed that the Watershed has a duty to reduce flooding in the affected homeowners' backyards, and the Board discussed that dredging, as outlined in the Houston Report, would make very minimal difference to their flooding situation and to pursue yearly debris removal, as necessary, and to budget for this. Nyblom asked Corcoran if it was possible to dredge the section of Ditch 14 directly in front of Pennington Place and spread spoils out on the affected backyards. Corcoran addressed that area is delineated wetland, and the legality of that is questionable, and could possibly worsen conditions not dredging the entire stretch of Co Ditch 14.

Nyblom made a motion to undertake dredging maintenance, as recommended by Houston Engineering, Lindner seconded. Vote: 1 aye, 4 nay. Motion does not pass.

Nyblom made a friendly motion amendment to his first motion to dredge ditch in front of Pennington Place and spread spoils onto yards of residents to build up their yards. No second, motion fails.

3. Information regarding Lambert Lake maintenance

McNamara explained, just upstream from where the recommended dredging could occur, a weir structure was constructed in 2005 primarily for the benefits of improving water quality, but with the added benefit of dropping out sediment, keeping more from going downstream and filling the ditch at a slower rate. McNamara and Tanner also discussed the issue of phragmites within the basin and also the potential to work species management into the plan. Linder mentioned the possibility of working grant money into the project for treatment of phragmites. Nyblom stated he recently visited the weir and some of the sheet piling was beginning to fail. Direction from Board to pursue information on maintenance costs, repair, expansion possibilities, and possible addition of this matter to the Water Plan amendment. Board asked for information by the April meeting. Board asked staff to seek any and all options for maintenance and/or improvement. Corcoran asked if staff has permission to seek engineering. Jones asked staff to use their judgement if the project

repair/improvements would benefit the area. Jones would like to see staff pursue grant money for management of phragmites, as well.

V. Operations & Administration

A. TEC Report and Financial – October

The VLAWMO Technical Commission Report to the Board was presented by TEC Commissioner Paul Duxbury and the August financial report was discussed by McNamara. Long mentioned exploring giving more power to the TEC to approve larger monetary decisions, or some surveys. Jones mentioned this could be explored at the next policy and personnel meeting.

B. Education & Outreach – Tanner Experience presentation

1. Fall 2018 Update

Turf management meeting, Connect the Drops, Master Water Stewards and AIS/Picture Post training in North Oaks have all occurred. Voss mentioned the watershed game can be used to fulfill MS4 requirements for the JPA communities.

2. December Water Matters content – direction

Jones asked for interest from the Board to seek more Water Matters content. Jones presented the option to have 2 Water Matters per year. Long presented the idea of doing WM twice a year on off Board months. Jones presented having the first Water Matters in May for inviting Burns & MacDonald for presenting the E coli study results. This was agreed upon to plan the first Water Matters in May 2019.

VI. Business

A. Goose Lake

1. Overview of assessments and best practices

McNamara gave a rundown of the current works in the Goose Lake subwatershed. VLAWMO has secured the Watershed Based Funding grant to fund a subwatershed H&H study, design of 3 BMPs to 60%, and full design & construction of one of those 3 projects. The work plan is currently in the review and acceptance process by BWSR. The grant for an alum treatment on East Goose Lake was submitted at the end of August and its approval will be found out in December.

2. Vegetation Management Plan

Along with the potential for alum treatment on East Goose Lake, Tanner has been working with the DNR to begin the process of having the DNR compose an aquatic vegetation management plan for the Lake, as aquatic vegetation is expected to experience large growth in the Lake if the water is clarified by an alum treatment.

3. Goose Lake subwatershed modeling and BMP – Grant agreement Res. 08-2018

McNamara presented a resolution that would execute the grant agreement with the State and authorize execution of the grant attached in the Board packet. **Staff is recommending approval of Resolution 08-2018, executing the grant agreement between VLAWMO and the State of Minnesota for the 2018-2019 Watershed Based Funding grant funds.**

Discussion: Jones does not want alum treatment carried out on either lake until boating restrictions are looked into and considered.

A motion was made by Lindner and seconded by Prudhon to approve Resolution 08-2018 to execute the grant agreement for the Watershed Based Funding grant and enter into contract with the State of Minnesota. Vote: all aye. Motion passed.

B. Storm Sewer Utility Rates – Res. 09-2018

As the 2019 budget was passed at the June Board meeting, and the SSU fee rates resolution was passed at the August Board meeting, this is the final step in the annual process to complete and certify the Storm Sewer Utility rates for 2019. Both staff and VLAWMO’s SSU consultant have prepared the final parcel lists for both Ramsey and Anoka counties to be certified for 2019. The full parcel lists were sent in the Board ePacket and are available upon request.

Staff is recommending approval of resolution 09-2018, certifying the 2019 Storm Sewer parcel lists and rates.

A motion was made by Long and seconded by Prudhon to approve Resolution 09-2018, certifying the 2019 Storm Sewer Utility Rates parcel lists for charge in 2019. Vote: all aye. Motion passed.

C. Birch Lake – 4th & Otter

1. Project updates

Thompson updated the Board on the Project’s progress. After leaf-off, final surveying has been completed pro-bono by the City of White Bear Lake’s survey crew and has been delivered to Barr Engineering for continued final design of the Project. Final design is anticipated this winter, and then a bidding for construction will follow late-winter, early-spring. Staff discussed the parcel ownership with City of White Bear Lake staff in a meeting last week.

Discussion: Jones asked McNamara what direction is needed from the Board on parcel acquirement or sale to the City of WBL. McNamara asked that the Board give a formal recommendation on the parcel.

A motion was made by Jones and seconded by Long to aid the City of White Bear Lake in acquiring Ramsey County parcel 153022420114. Vote: all aye. Motion passed.

2. MN Conservation Corps grant application

Along with project construction, site clearing and post-construction stabilization and planting are included in the Project. Tanner has prepared an application for a Minnesota Conservation Corps crew to perform the majority of this work, decreasing costs for the project, and utilizing a work source the Watershed has had excellent experiences with on several occasions in the past. **Staff is recommending the Board allow staff to submit the MNCC grant for consideration.**

A motion was made by Long and seconded by Lindner to approve submittal of the MNCC grant application for work on the 4th & Otter site. Vote: all aye. Motion passed.

VII. Discussion

VIII. Administration Communication

McNamara mentioned MAWD is bringing up for vote the ability for member WMOs to vote in MAWD. If this passes, McNamara is looking for direction from the Board to pursue being a member. Board will anticipate news of the ability to allow WMOs to vote, and pursue from there based on cost.

XI. Adjourn

A motion was made by Lindner and seconded by Long to adjourn at 9:17 pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.

TEC Report to the Board
December 2018

Programs & Projects	Effort Level	Completion Date	Comments
	LOW		
	MED		
	HIGH		
Projects			
Oak Knoll Pond	LOW	2019	Application of grant funding for OKP in-lake treatment submitted by Barr Engineering in September. We should hear back in December if the grant was selected. Preliminary design in WBF grant.
Sucker Lake Channel	LOW	2018	We anticipate the educational signage going in the second week of October. SPRWS was removing zebra mussel shells 10/3.
Lambert Creek - Ditch 14, branches	MED	2018	Staff developing creek/ditch policy and working with Peterson Companies on Lambert Lake maintenance costs
Birch Lake	LOW	2017-19	Final surveying data has been completed and passed to Barr to continue and complete engineering the structure and site plans
Goose Lk subshed project	MED	2018-19	The Work Plan is being finalized. Once the grant agreement is fully executed Barr Eng. can proceed with the first step of modeling the subwatershed.
Whitaker Wetlands	LOW	2018	system has been winterized and shut down for the winter
Programs			
Outreach	LOW	ongoing	White Bear Township Days (9/8), North Oaks Aquatic Invasive Species + picture post presentation (10/2), WBL School district volunteer fair (10/22). Two press publications on Whitaker Treatment Wetlands: WB Press and Pioneer Press.
Education	MED	ongoing	Arranging school visits for Fall, updating Education and Outreach Plan for 2019.
Website	LOW	ongoing	Edits on school portion of webpage.
WAV	HIGH	ongoing	Master Water Stewards are in their training. Recruiting for 2019 volunteer positions. Volunteers checking out stormdrain clean-up kit for neighborhood service projects.
Cost Share	LOW	ongoing	All cost share level 1 grants have been closed out for the year and will be reimbursed following approval of November financials. LL2 2018-01 to be finished in spring '19.
GIS	MED	ongoing	Programs supporting, SLMP work, VLAWMO GIS site update in progress
Monitoring	MED	ongoing	most monitoring has been completed, starting to compile data.
WCA	MED	ongoing	Staff developing wetland replacement policy, working on year end report

TEC Report to the Board
December 2018

Admin & Operation			
SLMPs		2018	Deep Lk aquatic and shoreline veg surveys completed by RSWCD, just awaiting reports. Deep Lake 2018 SLMP in progress, slated for winter completion.
Budget		June 2018	The approved 2019 SSU rates were approved at the October Board meeting for certification.
Administration		Sept. 2018	Open staff position has been filled - welcome Dawn Tanner. The new VLAWMO job structure and market survey is being applied to VLAWMO staff.
SSU		ongoing	Fall certification list being prepared for Board action in October.
Water Plan		ongoing	The last two Local Water Plans from North Oaks and White Bear Lake are remaining for approval in 2018.

FINANCIAL SUMMARY as of 12/1/2018			CD's	4M Term Series	
				Maturity	Rate
4M Account (1.10)	4M Plus (1.23)	Total	Term series	NA	
\$428,812	\$304,135	\$732,947			

Budget Summary	Actual Expense YTD	2018 Budget amended	Remaining in Budget	% YTD
Operations	\$461,925	\$558,090	\$96,165	83%
CIP	\$301,640	\$529,850	\$228,210	57%
Total	\$763,565	\$1,087,940	\$324,375	70%

December-18		Actual 12/1/18	Actual to Date	2018 Budget	2017 carry over/Grants	Remaining in Budget	2018 available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$331,659	\$755,203	\$745,400	\$0	(\$9,803)	\$745,400	101%
5.12	Service Fees	\$0	\$310	\$500	\$0	\$190	\$500	62%
5.13	Interest	\$686	\$5,982	\$500	\$0	(\$5,482)	\$500	1196%
5.14	Misc. income - WCA	\$0	\$2,529	\$5,000	\$0	\$2,471	\$5,000	51%
5.15	Other Income Gran	\$0	\$187,428	\$20,000	\$0	(\$167,428)	\$0	
5.16	Transfer from reser	\$0	\$0	\$0	\$316,540	\$0	\$316,540	
	TOTAL	\$332,346	\$951,452	\$771,400	\$316,540	(\$180,052)	\$1,067,940	123%
	EXPENSES							
3.1	Operations & Administration							
3.110	Office - rent, copies	\$1,945	\$21,279	\$23,700	\$0	\$2,421	\$23,700	90%
3.120	Information System	\$942	\$15,746	\$21,500	\$2,500	\$8,254	\$24,000	66%
3.130	Insurance	\$0	\$5,251	\$5,200	\$500	\$449	\$5,700	92%
3.141	Consulting - Audit	\$0	\$6,265	\$6,400	\$0	\$135	\$6,400	98%
3.142	Consulting - Bookke	\$0	(\$70)	\$2,000	\$0	\$2,070	\$2,000	-4%
3.143	Consulting - Legal	\$2,070	\$2,329	\$3,000	\$3,890	\$4,561	\$6,890	34%
3.150	Storm Sewer Utility	\$2,640	\$12,914	\$13,500	\$3,000	\$3,586	\$16,500	78%
3.160	Training (staff/boar	\$101	\$2,344	\$4,000	\$500	\$2,156	\$4,500	52%
3.170	Misc. & mileage	\$440	\$4,011	\$5,200	\$4,000	\$5,189	\$9,200	44%
3.191	Administration - sta	\$36,437	\$293,819	\$314,000	\$4,000	\$24,181	\$318,000	92%
3.192	Employer Liability	\$7,914	\$74,359	\$83,000	\$0	\$8,641	\$83,000	90%
3.2	Monitoring and Studies							
3.210	Lake and Creek lat	\$254	\$13,146	\$22,500	\$0	\$9,354	\$22,500	58%
3.220	Equipment	\$58	\$807	\$2,500	\$3,500	\$5,193	\$6,000	13%
3.3	Education and Outreach							
3.310	Public Education	\$22	\$3,617	\$7,000	\$200	\$3,583	\$7,200	50%
3.320	Marketing	\$0	\$2,008	\$7,000	\$500	\$5,492	\$7,500	27%
3.330	Community Blue Ec	\$0	\$4,100	\$10,000	\$5,000	\$10,900	\$15,000	27%
Total Core functions: Ops, Monitoring,		\$52,823	\$461,925	\$530,500	\$27,590	\$96,165	\$558,090	83%
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek	\$0	\$224,913	\$57,000	\$106,290	(\$61,623)	\$163,290	138%
3.425	Goose Lake	\$0	\$3,669	\$60,000	\$57,365	\$113,696	\$117,365	3%
3.430	Birch Lake	\$655	\$7,977	\$22,200	\$4,700	\$18,923	\$26,900	30%
3.440	Gilf Black Tam Wilk	\$0	\$5,892	\$30,000	\$5,185	\$29,293	\$35,185	17%
3.450	Pleasant Charley D	\$444	\$3,576	\$5,700	\$3,700	\$5,824	\$9,400	38%
3.460	Sucker Vadnais	\$0	\$100	\$0	\$65,000	\$64,900	\$65,000	0%
3.48	Programs							
3.481	Landscape 1	\$0	\$20,843	\$24,000	\$4,500	\$7,657	\$28,500	73%
3.482	Landscape 2	\$0	\$6,605	\$30,000	\$0	\$23,396	\$30,000	22%
3.483	Project Research &	\$0	\$22,834	\$5,000	\$16,500	(\$1,334)	\$21,500	106%
3.470	Facilities Maintena	\$0	\$3,538	\$5,000	\$25,710	\$27,173	\$30,710	12%
3.5	Regulatory							
3.510	Engineer Plan revie	\$108	\$1,694	\$2,000	\$0	\$306	\$2,000	85%
	Total CIP & Program	\$1,207	\$301,640	\$240,900	\$288,950	\$228,210	\$529,850	57%
	Total of Core Opera	\$54,030	\$763,565	\$771,400	\$316,540	\$324,375	\$1,087,940	70%

Fund Balance		11/1/2018	12/1/2018
4M Account		\$102,488	\$428,812
4M Plus Savings		\$303,625	\$304,135
Total		\$406,113	\$732,947

Restricted funds		12/1/2018
Mitigation Savings		\$29,658
Term Series (NA)		

Vadnais Lake Area Water Management Orga
Profit & Loss
November 10 through December 14, 2018

3:29 PM
12/05/2018
Cash Basis
Nov 10 - Dec 14, 18

Ordinary Income/Expense	
Income	
5.1 · Income	
5.11 · Storm Water Utility	331,659.17
5.13 · Interest	686.46
Total 5.1 · Income	332,345.63
Total Income	332,345.63
Gross Profit	332,345.63
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	120.13
Phone/Internet/Machine Overhead	270.00
Rent	1,510.00
Supplies	45.33
Total 3.110 · Office	1,945.46
3.120 · Information Systems	
IT Support	942.00
Total 3.120 · Information Systems	942.00
3.143 · Legal	2,069.60
3.150 · Storm Sewer Utility	2,640.00
3.160 · Training (staff/board)	101.17
3.170 · Misc. & mileage	440.14
3.191 · Employee Payroll	
Total 3.191 · Employee Payroll	36,436.80
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,730.77
Administration PERA	2,732.76
Insurance Benefit	2,130.50
3.192 · Employer Liabilities - Other	275.00
Total 3.192 · Employer Liabilities	7,913.95
Total 3.1 · Administrative/Operations	52,489.12
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	253.80
3.220 · Equipment	58.32
Total 3.2 · Monitoring and Studies	312.12
3.3 · Education and Outreach	
3.310 · Public Education	22.33
3.320 · Marketing	0.00
Total 3.3 · Education and Outreach	22.33
3.4 · Capital Imp. Projects/Programs	
3.425 · Goose Lake	0.00

3.430 · Birch Lake	
4th & Otter project	655.00
Total 3.430 · Birch Lake	<u>655.00</u>
3.450 · Pleasant Charley Deep	444.33
Total 3.4 · Capital Imp. Projects/Programs	<u>1,099.33</u>
3.5 · Regulatory	
3.510 · Engineer Plan review	108.00
Total 3.5 · Regulatory	<u>108.00</u>
Total Expense	<u>54,030.90</u>
Net Ordinary Income	<u>278,314.73</u>
Net Income	<u><u>278,314.73</u></u>

Vadnais Lake Area Water Management Organization

Check Detail

3:30 PM

12/05/2018

November 10 through December 14, 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	12/14/2018	Reliance Standard		Checking - 1987		-179.74
				Insurance Benefit		-179.74	179.74
TOTAL						-179.74	179.74
Check	4626	12/14/2018	Ramsey County		Checking - 1987		-108.00
				3.510 · Engineer Plan review		-108.00	108.00
TOTAL						-108.00	108.00
Check	4627	12/14/2018	Ramsey County		Checking - 1987		-253.80
				3.210 · Lake & Creek lab analysis		-253.80	253.80
TOTAL						-253.80	253.80
Check	4628	12/14/2018	Barr Engineering Co		Checking - 1987		-655.00
				4th & Otter project		-655.00	655.00
TOTAL						-655.00	655.00
Check	4629	12/14/2018	Brian Corcoran		Checking - 1987		-22.89
				3.170 · Misc. & mileage		-22.89	22.89
TOTAL						-22.89	22.89
Check	4630	12/14/2018	Tyler J Thompson		Checking - 1987		-5.67
				3.170 · Misc. & mileage		-5.67	5.67
TOTAL						-5.67	5.67
Check	4631	12/14/2018	Dawn Tanner		Checking - 1987		-253.84
				3.170 · Misc. & mileage		-185.30	185.30
				3.220 · Equipment		-58.32	58.32
				3.160 · Training (staff/board)		-10.22	10.22
TOTAL						-253.84	253.84
Check	4632	12/14/2018	Kennedy & Graven, Chartered		Checking - 1987		-2,069.60
				3.143 · Legal		-2,069.60	2,069.60
TOTAL						-2,069.60	2,069.60
Check	4633	12/14/2018	Stephanie McNamara		Checking - 1987		-183.17
				3.170 · Misc. & mileage		-183.17	183.17

TOTAL		-183.17	183.17
	Check 4634 12/14/2018 Innovative Office Solutions	Checking - 1987	-45.33
		Supplies	-45.33 45.33
TOTAL		<u>-45.33</u>	<u>45.33</u>
	Check 4635 12/14/2018 City Of Roseville	Checking - 1987	-942.00
		IT Support	-942.00 942.00
TOTAL		<u>-942.00</u>	<u>942.00</u>
	Check 4636 12/14/2018 City of Vadnais Heights	Checking - 1987	-2,314.01
		Rent	-1,510.00 1,510.00
		Phone/Internet/Machine Overhead	-200.00 200.00
		Phone/Internet/Machine Overhead	-70.00 70.00
		3.450 · Pleasant Charley Deep	-413.88 413.88
		Copies	-120.13 120.13
TOTAL		<u>-2,314.01</u>	<u>2,314.01</u>
	Check 4637 12/14/2018 City of White Bear Lake	Checking - 1987	-43,896.01
		payroll	-36,436.80 36,436.80
		Administration FICA	-2,730.77 2,730.77
		Administration PERA	-2,732.76 2,732.76
		Insurance Benefit	-1,950.76 1,950.76
		Admin payroll processing	-44.92 44.92
TOTAL		<u>-43,896.01</u>	<u>43,896.01</u>
	Check 4638 12/14/2018 Stephanie Oliver McNamara	Checking - 1987	-275.00
		3.192 · Employer Liabilities	-134.00 134.00
		3.192 · Employer Liabilities	-141.00 141.00
TOTAL		<u>-275.00</u>	<u>275.00</u>
	Check 4639 12/14/2018 Ehlers & Associates, Inc.	Checking - 1987	-2,640.00
		3.150 · Storm Sewer Utility	-2,640.00 2,640.00
TOTAL		<u>-2,640.00</u>	<u>2,640.00</u>
	Check 4640 12/14/2018 Nicholas Voss	Checking - 1987	-46.48
		3.170 · Misc. & mileage	-24.15 24.15
		3.310 · Public Education	-22.33 22.33
TOTAL		<u>-46.48</u>	<u>46.48</u>

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
November 2018

3:32 PM

12/05/2018

Accrual Basis

	Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Nov 18	Credit Card Charge	11/02/2018		Google*SVCAPPS_VLAWM		US Bank CC		WEB	20.83	20.83
	Credit Card Charge	11/02/2018		Vacker Inc.	sign for sucker project	US Bank CC		3.460 · Sucker Vadnais	180.00	200.83
	Credit Card Charge	11/02/2018		Vacker Inc.	sign for sucker project	US Bank CC		3.460 · Sucker Vadnais	2,203.00	2,403.83
	Credit Card Charge	11/10/2018		Fresh Thyme	Tec Refreshments	US Bank CC		3.170 · Misc. & mileage	18.96	2,422.79
	Credit Card Charge	11/14/2018		University of Minnesota	pesticide books	US Bank CC		3.160 · Training (staff/board)	90.95	2,513.74
	Credit Card Charge	11/20/2018		Office Max		US Bank CC		3.450 · Pleasant Charley Deep	30.45	2,544.19
Nov 18									<u>2,544.19</u>	<u>2,544.19</u>



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To: The Board of Directors

From: Stephanie McNamara

Re: **RFP for legal and auditing services**

The requests for proposal (RFP) for legal counsel and annual auditing services are ready to send out. VLAWMO sent these RFPs two years (January 2017) which is compliant with state Statute 103B.227, Subd. 5. Our current providers are Kennedy and Graven Chartered for legal assistance and Clifton Larson Allen LLP for our annual financial and audit report. We have in the past, gone longer than 2 years between RFP's as do other watersheds. Going to the time and expense of biennial RFPs for relatively small contracts (\$3,000 - \$6,000) may not be an efficient use of public money (or the time of the consultants). However, it does comply with state statute. It was suggested the Board have a conversation about this.

I am looking for direction from the Board. RFP's can be sent before the end of the year if the Board chooses.

A second request for direction involves allowing the annual audit to be completed in a fairly timely manner. I am requesting authorization to proceed either with our current auditor, Clifton Larson Allen to schedule the audit in January, or to work with the lowest bidder from a request for proposal at their earliest convenience.

To: Board of Directors

From: Nick Voss, Dawn Tanner

Date: December 7, 2018

Re: **V. C. Education and Outreach**

1) 2018 E/O Summary Chart

Please see the 2018 E/O evaluation chart PDF. For more detail, the chart along with the 2019 Education and Outreach Plan (EOP) is posted on our website here:

<http://www.vlawmo.org/about/why-water-matters/>

2) Remote Cameras

Staff has remote cameras on loan from the Fisheries, Wildlife, and Conservation Biology Department through spring and are using them to learn more about habitat quality in the watershed. We obtained permission from Tamarack Nature Center, completed 4.5 weeks of monitoring in wetlands and near Tamarack and Fish Lakes, captured photos of 9 mammal species, and shared photos. We completed a contract with SPRWS and currently have cameras monitoring in Vadnais-Sucker Park (5 mammal species in 2 days, including River otter). We are working to obtain permission from North Oaks Company to use cameras in the conservation easement in North Oaks. North Oaks was planning to get back to us by the middle of November. We have not had follow-up responses, despite checking back.

Amazing Results Already:

The highlight reel can be found at this link on our website:

<http://www.vlawmo.org/news/blog/who-lives-watershed/>

Commissioner John Linc Stine, MPCA retweeted Nick's Blog post and video.

Evaluation of 2018 Education and Outreach goals using the measurable objectives

VLAWMO Priority Issues

Goals

		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 (AIS) management	6: Local flooding.
Professional Support	1: VLAWMO provides assistance in MS4 permitting			Smart Salting, Turf Maintenance workshops. 3 reported improvements			
	2: Improved city-to-VLAWMO communication in the MS4 permitting process.				Outreach and correspondence with 2/9 MS4 partners.. 36 outreach email correspondences.		
	3: Key personnel have continued to advance their knowledge of water and related natural resources.			Water Matters events and Whitaker Wetlands tour, Native plant workshop: 80% of BOD, 20% of TEC			
Formal Education	4: Place-based watershed education that applies to multiple age demographics.	3% of school age population reached, 9 school-age activities.	White Bear Lake AquaFair: 3 contacts with parents.				
	5: Schools have established and maintained stormwater BMP's embracing educational value.			3 school BMP maintenance events, 2 independent.			
Informal Education / Interpretation	6: Community members are educated on VLAWMO water issues and projects.	10 community events, 3 workshops, 90 new registrations for general email list	1 raingarden was installed as a result of VLAWMO workshops.	Whitaker Treatment Wetlands Tour: 8 participants, press coverage.		AIS workshop in North Oaks, 20 participants,	Outreach for Lambert Creek Debris clearing project: 60 residents. Horton Engineering presentation: 40 participants
	7: Community members increased their own knowledge as well as acted on watershed issues with help from VLAWMO's tools and resources.	26 drains adopted in watershed.	9.8 lbs of organic debris collected from stormdrains.	3 community blue grant programs in progress.			
	8: A local sense of place established, fostering ecological awareness and providing community reflection.	8 participants in 'tour watershed' 27% growth in volunteer list.		16 newspaper appearances between WB Press, North Oaks News, and Pioneer Press			
	9: A continually growing volunteer base that learns and leads.	65 volunteers participated in VLAWMO ed. program/ volunteer events		5 volunteers served as educators to their peers in drain cleaning & booths. 955 volunteer email opens.	2 official CAC members, 2 Master Water Stewards, 1 VLAWMO volunteer, 40 WAV affiliates	6 new volunteers in phenology, 3 new AIS volunteers	
	10: A water-focused congruency between community groups and agendas exists in VLAWMO.	8/30 Whitaker Treatment Wetlands: Press coverage, presentation in WBT		6/3 White Bear Aqua Fair, Sucker Channel Picture post with Ramsey County	4 staff within VLAWMO took Smart Salting/turf workshops.	10/2 AIS cooperative workshop between Ramsey County, NOHOA, and VLAWMO.	

To: Board of Directors

From: Dawn Tanner, Tyler Thompson

Date: December 7, 2018

Re: **V. D. Sustainable Lake Management Plans**

1) Finishing Charley and Deep Lake SLMPs

Both of these SLMPs had a substantial amount done but had not been completed and posted on the VLAWMO website. We made it a priority to finish these and work to catch SLMPs up to scheduled. Charley and Deep SLMPs are revised, edited, updated, and need final incorporation of lake homeowner surveys (Dawn) and BMPs added in the subwatershed (Tyler).

Staff plan to finish and post Charley and Deep SLMPs on the website in Jan.

2) Moving Pleasant Lake up in SLMP schedule

Staff identified an opportunity to bring lakes together and consolidate efforts by moving Pleasant Lake up by a year. Pleasant was scheduled for 2020 and was moved to 2019 so we can convene stakeholders together for Charley, Deep, and Pleasant Lakes, and identify strategies for improving water quality and habitat with these 3 lakes together. They are connected water bodies for delivery of drinking water with SPRWS and have similar issues and possible community involvement. We plan to schedule a united stakeholder meeting for Feb. and are working with NOHOA to schedule and promote that meeting.

Staff plan to continue working on the Pleasant Lake SLMP as a focus for 2019.

Staff would like to encourage development of a united tri-lake association. That will be a goal at the Feb. stakeholder meeting.

3) Lake Homeowner Surveys

Staff revised and finalized a stakeholder survey that was shared with TEC in Nov. Staff also received and incorporated comments from North Oaks HOA. A copy of the survey is included here with memo. Surveys were sent to homeowners living next to or very close to **Charley Lake** (54 sent, 20 returned so far = **37%**), **Deep Lake** (64 sent, 24 returned so far = **38%**), and **Pleasant Lake** (303 sent, 84 returned so far = **28%**).

The final deadline for returned surveys is Dec. 15. Analysis will be completed and incorporated into SLMPs. The stakeholder meeting will follow in Feb.

4) Opportunity to conduct bathymetry and lake vegetation survey in a lake from a previous SLMP

Pleasant Lake has a recent vegetation survey (2015) and bathymetry on file. We have funding in the SLMP budget for 2019 and could do either an upcoming lake and work ahead or add this information to previously completed SLMPs that do not include this information. (Watershed map attached)

Recommendation:

Discussion and direction from the Board to proceed on identifying a lake or lakes to conduct bathymetry and vegetation surveys in lieu of Pleasant.

Pleasant Lake Stakeholder Survey

This survey will inform a Sustainable Lake Management Plan for Pleasant Lake. Thank you for your help.

1. How important are the following possible lake issues to you? Circle the number that best fits your response. Check N/A if you feel the issue does not apply. (Underlined terms are defined on p.4.)

Issue	Not Important	Fairly Important	Important	Very Important	N/A (Check)
Water level	0	1	2	3	<input type="checkbox"/>
Lake access	0	1	2	3	<input type="checkbox"/>
<u>Shoreline stability</u>	0	1	2	3	<input type="checkbox"/>
<u>Invasive plants</u>	0	1	2	3	<input type="checkbox"/>
Other <u>aquatic invasive species</u> (AIS)	0	1	2	3	<input type="checkbox"/>
Algae growth	0	1	2	3	<input type="checkbox"/>
Odor	0	1	2	3	<input type="checkbox"/>
<u>Nuisance wildlife</u>	0	1	2	3	<input type="checkbox"/>
Habitat for wildlife (including fish and other aquatic species)	0	1	2	3	<input type="checkbox"/>
<u>Stormwater capture</u>	0	1	2	3	<input type="checkbox"/>
<u>Pretreatment pond</u> function	0	1	2	3	<input type="checkbox"/>
Nearby wetland health	0	1	2	3	<input type="checkbox"/>

Other? Please list issues that we missed: _____

2. Which activities do you enjoy at Pleasant Lake? (Check all that apply.)

1. Aesthetics <input type="checkbox"/>	2. Wildlife viewing/ <input type="checkbox"/> birding	3. Canoeing/ <input type="checkbox"/> kayaking (non-motorized boating)	4. Using trails/ <input type="checkbox"/> (walking, running, biking, etc.)
5. Outdoor BBQ/ <input type="checkbox"/> grilling	6. Swimming <input type="checkbox"/>		

Tell us more! (List other activities you enjoy on & around the lake.) _____

3. How do you feel about the current quality of Pleasant Lake for activities you enjoy? Circle the number that best fits your response. Check N/A if the activity does not apply. Add activities from question #2 if you listed additional ones.

Topic	Poor (Unable to enjoy)	Average (Could be better)	Excellent (Ideal)	N/A
Aesthetics	1	2	3	<input type="checkbox"/>
Wildlife viewing/birding	1	2	3	<input type="checkbox"/>
Canoeing/kayaking (non-motorized boating)	1	2	3	<input type="checkbox"/>
Using trails	1	2	3	<input type="checkbox"/>
Outdoor BBQ/grilling	1	2	3	<input type="checkbox"/>
Swimming	1	2	3	<input type="checkbox"/>
	1	2	3	
	1	2	3	

4. Which water-related priorities are most important to you? (Check up to 3. Fewer is just fine too.)

1. Water supply <input type="checkbox"/>	2. Water pollution <input type="checkbox"/>	3. Threatened or impaired groundwater <input type="checkbox"/>	4. Threatened or impaired <u>surface water</u> <input type="checkbox"/>
5. <u>Pollinators</u> <input type="checkbox"/>	6. Local flooding <input type="checkbox"/>	7. Wetland conservation <input type="checkbox"/>	8. Public education about the watershed <input type="checkbox"/>
9. Data & research to understand the watershed <input type="checkbox"/>	10. Invasive species <input type="checkbox"/>	11. Other <input type="checkbox"/> If other, list: _____	

5. Why does water matter to you? (Check all that apply.)

1. Scenery <input type="checkbox"/>	2. Clean drinking water <input type="checkbox"/>	3. Gardening/ lawn care <input type="checkbox"/>	4. Wildlife habitat <input type="checkbox"/>
5. Recreation <input type="checkbox"/>	6. Future generations <input type="checkbox"/>	7. Other <input type="checkbox"/> If other, list: _____	

6. For each question, circle the option that best reflects how you feel.

Question	Options				
a. How familiar are you with local water issues?	Not at all	A little	Average	Above average	Very familiar
b. What barriers might prevent you from engaging in local water issues?	They're confusing	Time constraints	Not enough experience	Not sure where to look	Don't see the point
c. How involved are you in doing activities that improve local water resources?	None No time, or don't feel that it's my responsibility	Low I do a little	Medium I do my part within my regular routine	High I am doing specific activities & willing to do more	Very high I am doing specific activities & am at my max

7. What is your highest priority regarding future management of Pleasant Lake?

8. What additional questions/concerns do you think we should be aware of with respect to Pleasant Lake, management, or status of the lake?

Thank you for completing this survey! We value your time and appreciate your responses. If you would like to know more about Pleasant Lake, visit <http://www.vlawmo.org/waterbodies/lake-Pleasant/>

We enjoy working with volunteers and welcome your involvement. If you would like to sign up to become a volunteer, visit: <http://www.vlawmo.org/get-involved/volunteer/>

We invite you to join our mailing list, and follow us on Facebook and Twitter @VLAWMO. Sign up to receive our seasonal newsletter at the bottom of the VLAWMO homepage to stay up-to-date on watershed news. If you would like to get in touch, contact our Program Development Coordinator: Dawn Tanner dawn.tanner@vlawmo.org or 651-204-6074.

Glossary

Aquatic invasive species (AIS): New plants that don't historically belong in the aquatic ecosystem.

Aquatic invasive species (sometimes called exotic, invasive, nonindigenous or non-native) are aquatic organisms that invade ecosystems beyond their natural, historic range and cause harm. (Source: USFWS)

Invasive species: Species that are not native to an area and cause economic or environmental harm or harm to human health. Minnesota's natural resources are threatened by a number of invasive species such as zebra mussels, Eurasian watermilfoil, common buckthorn, and emerald ash borer. Invasive species can occur on land or in the water. (Source: MN DNR)

Nuisance wildlife: Animals that are capable of damaging your lawn or degrading your living area. This term applies to animals that may be appealing in some settings—but may pose problems when sharing the lakeshore with you and your family. Specific instances may be defined nuisance by some people and not by others because the “nuisance” extent is a matter of individual perspective. Examples may include: Muskrats, Canada geese, Mallard ducks, Raccoons, and others. (Source: MN DNR)

Pollinators: Bees, butterflies, and wind. Pollination happens when wildlife, wind, or water carry pollen from the anther (male part) to the stigma (female part) of flowers. Almost 90% of the world's flowering plant species rely on pollinators, including bees, butterflies, and others. Colony Collapse Disorder (CCD) refers to the puzzling disappearance of honey bees from their hives. CCD has been recognized as a problem relatively recently in the U.S.; the term was introduced in 2006. While CCD does not affect native pollinators, challenges that face honey bees affect our native insects. These challenges include pesticide use, habitat loss, pathogens, parasites, climate change, invasive species, and other factors. (Source: MN DNR)


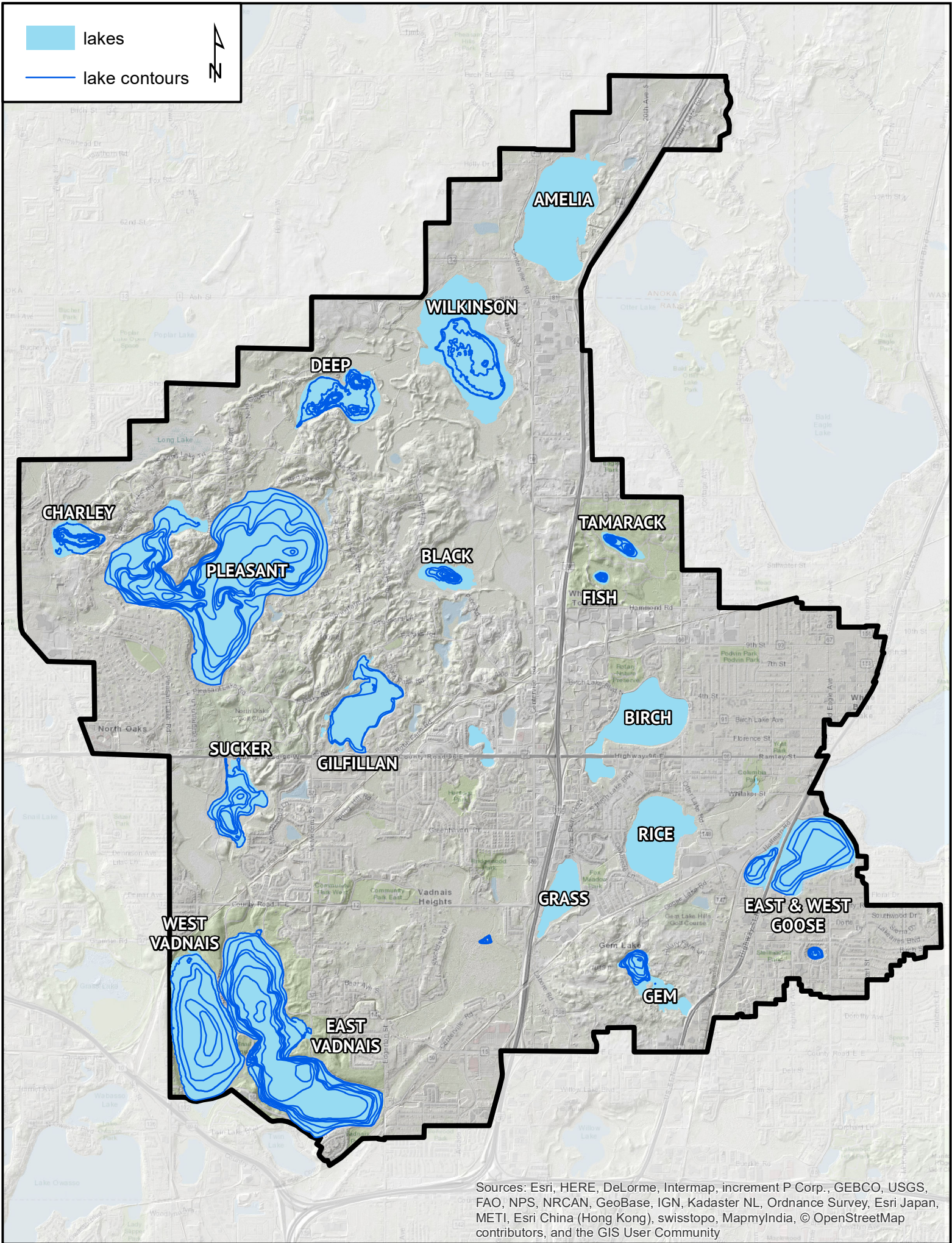
Pretreatment pond: A human-made pond that holds water before it goes to a larger water body. Impervious surfaces consist of pavement and other hard surfaces that cause water to rush quickly off the surface instead of allowing it to infiltrate, or move more slowly through the soils. Stormwater pretreatment practices are required as part of planning and development to buffer bounce (rapid fluctuations in water level), and remove debris, sediment, and other pollutants before runoff flows into our lakes and streams. Common types of pretreatment practices include settling devices (ponds), screens (filters), and vegetated filter strips. Ponds dissipate the velocity of incoming water and provide stilling, sedimentation, and trapping of gross pollutants. There are many pretreatment ponds in North Oaks and our watershed. (Source: MPCA)

Shoreline stability: How solid, formed, and resilient the shoreline is to weathering and erosion. The shoreline provides habitat for fish and wildlife, cleans stormwater runoff, and provides structural integrity to the water's edge, protecting it from erosion. Shoreline erosion is caused by a number of factors including storms, wave action, rain, ice, winds, runoff, and loss of trees and other vegetation. Although erosion is not intrinsically harmful, it becomes so when it occurs to the point that it affects natural resources, water quality, ecosystems, and causes property loss. (Source: NY State Dept of Conservation)

Stormwater capture: Collecting stormwater instead of allowing it to run off the land to support a more reliable water supply and healthier environment.

Surface water: Water on the surface of the planet (in streams, rivers, lakes, wetlands, & the ocean)—as opposed to groundwater and atmospheric water. Surface water defines Minnesota. The land of 10,000 lakes actually has about 12,000 lakes, more than 104,000 miles of streams, and ~9.3 million acres of wetlands. (Source: MPCA)

lakes
 lake contours

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

To: Board of Directors

From: Stephanie McNamara, Brian Corcoran, Dawn Tanner

Date: December 7, 2018

Re: **IV. B. Lambert Creek (Co. Ditch 14)**

1.) Lambert Lake maintenance site meeting

Stephanie, Brian, and Dawn met with Curt Peterson, from Peterson Excavating, and Julia Bohnen, from the University of Minnesota, at Lambert Lake on Nov. 7. Curt is working on a bid to determine what repair and replacement would cost for maintenance of the pond and weirs. Julia gave advice on plant community health (it is not healthy) and identified Phragmites at the site. Phragmites is the native strain, so we do not have a new invasive species to contend with, but we do have low diversity and high coverage by Reed canary grass. Plans for maintenance should include improvement of habitat.

2.) Discussion of Repair Scoping

The fiberglass portion of the weir is starting to lean pretty significantly in some areas and needs to be addressed. The steel portion of the weir is holding up well. The pond has been filling over the years with sediment and should be dredged back to design to increase holding capacity. Engineering students will look into ways to allow sheet flow through the wetland. System is currently short-circuiting and flowing directly to the main channel. engineering students have assisted VLAWMO in project concept development in the past including the Lambert Lake concept. Final design would be completed by a registered engineer.

3.) Engineering Student

Joe Magner currently supervises many UMN engineering students. He has been involved in VLAWMO for a long time and would like to dedicate student time to working on engineering problems in our watershed. Dawn is meeting with Joe on Jan. 3 to discuss options that would improve ecosystem health in the system, including a possible remeander of the ditch and restructuring the retention pond. Restoration costs will be compared against maintenance costs as decisions are made as to how to best proceed. LimnoTech is also interested in working on this project with us.

Stephanie and Tyler are collecting building plans and cost information from previous construction efforts to create the pond and build the steel and fiberglass weirs.

To: Board of Directors
From: Stephanie McNamara, Dawn Tanner, Tyler Thompson
Date: December 7, 2018
Re: V. F. Goose Lake

1. Watershed Based Funding Grant Update

The work plan and agreement with BWSR has been signed and executed by both parties, and Barr Engineering was given the go-ahead to commence modeling and engineering on the Goose Lake subwatershed in November. They are slated to have the first draft of the Technical Memo, modeling and engineering delivered in February 2019 for TEC and Board review.

2. January 16th Stakeholder Meeting, Vadnais Heights City Hall (4:00-5:15 pm)

Stakeholder meeting is set to share upcoming plans with stakeholders. We have invited: BWSR, MN DNR, MPCA, and the City of White Bear Lake. Connie Taillon (White Bear Lake Environmental Specialist) and Eric Alms (MPCA) are confirmed. DNR has not responded. Melissa King (BWSR) is not able to attend but will meet with Dawn on Jan. 18 for an update.

Nick made a flyer to advertise the meeting. That was sent to the White Bear Press and is posted at Cabin 61, Polar Chevrolet, Holiday, Gem Lake Golf Course, and White Bear Lake Library.

A final agenda will be ready following news from BWSR on the pending alum treatment grant.

Invitations will be mailed to Goose Lake homeowners once the final agenda is set.

3. Spent Lime Treatment Grant – Oak Knoll Pond

The Spent Lime Treatment Grant application to the U of M that was submitted by Barr Engineering this fall, was approved. VLAWMO is a partner to this grant, as the pilot project would take place in Oak Knoll Pond, as well as a pond in Ramsey Washington Metro WD. As a partner to this Project, VLAWMO has pledged to contribute staff time and help for monitoring and coordination. Staff will await further news from Barr following submittal of a work plan and grant execution.

4. Alum treatment grant request

More information by the Board meeting.

❖ **Late Add:** Our vegetation transplant permit with MN DNR looks like it will be approved shortly. We should have final word on that by the Board meeting. Permit will be valid for 2 years.

To: Board of Directors
From: Stephanie McNamara, Tyler Thompson, Dawn Tanner
Date: December 7, 2018
Re: V. G. Birch Lake Project – 4th St & Otter Update

1. Project Updates

After a summer and fall of collecting site survey data and information, Barr began engineering on the 4th & Otter iron-enhanced sand filter (IESF) in November. Preliminary design plans and an Engineer's estimate of costs are slated to be completed and available for review in January 2019. After the prelim design and cost estimate is delivered it will be dispersed to partner organizations for review, and a partners meeting will be scheduled to discuss and comment. After a consensus is reached by the partners regarding the plans, comments will be sent back to Barr to begin final design plans to prepare for project construction bidding.

The City of WBL has agreed to secure the corner parcel. It is anticipated the filter practice will be on an existing drainage easement area.

2. MN Conservation Corp Grant Application

MCC Grant is submitted. The timeline for review and notification is:

December 15: Application deadline
December 15-January 15: Application review
January 15-30: Award notices sent out to applicants
March-December: Project implementation period

3. Pesticide-herbicide Licensure

Staff decided it would be advantageous to have a person on staff who is certified to use herbicide to treat invasive species, especially oriental bittersweet (just reported at Deep Lake) and buckthorn. Dawn reviewed materials and is taking the exam for licensure on Dec. 11. She will be certified for sections A) Core and J) Natural Areas.



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To: Board of Directors

From: Stephanie McNamara, Dawn Tanner, Tyler Thompson

Date: December 7, 2018

Re: V. H. Additional Ops

1. Partnerships – Service Learning

VLAWMO is now an approved Community Partner for the Center for Community-Engaged Learning at UMN. We will be working with the Ethics in Natural Resources course (ESPM 3011W). That course has a required service-learning component consisting of 40 hours with an environmental organization during the semester. Dawn and Nick will pitch VLAWMO to the Ethics class on Jan. 24. We are offering 2 service-learning positions to try out the partnership and see 1) how much interest we get from students and 2) determine if we have enough projects to balance continued involvement with other volunteer program obligations.

2. Invitation to the Board: LimnoTech/Enviro DIY Automated Sampling System Demo

We'll be scheduling a date/time sometime in January with LimnoTech and welcome Board members who would like to attend. Dawn will email interested parties when we have a time set.

December 2018

To: The Board of Directors

From: Stephanie McNamara, Administrator

Re: V.A. 2018 Fund Balance designation

Operations Fund balances in specific areas need to be encumbered to pay for already approved 2018 expenses or to build a special purpose fund balance.

Capital budget. In 2018 VLAWMO implemented programs and projects as identified in the 2017 – 2026 Comprehensive Water Management Plan. The following budget items, their purpose and amount are reflected in the table below. This table is included in Resolution 10-2018 for Board consideration. Following is some discussion of the carry-over or fund balance amounts recommended and then the table of recommended fund balance transfers to 2019.

3.4 Capital Improvement Projects and Programs

3.42 Lambert Creek. The Whitaker Wetland project funds break even. We spend the money and the grant reimburses us. The Whitaker doesn't appear in the budget because of grant but it does appear in the cash accounting. Of the \$224,913 actual cash spent so far in the Lambert Creek budget, \$167,055 is for the Whitaker Wetland project. Most of the rest of the \$57,900 in expenses is for the engineering work done by Houston and the corrections crew. We had \$163,290 in the Lambert budget. Subtracting the Houston/crew work leaves us with \$105,300 left in the Lambert budget. **\$50,000 is recommended as carry over to be added to the \$45,000 in 2019 giving us \$95,000 to address a maintenance project. The remaining \$60,000 would go back to reserves.**

3.425 Goose Lake. The recommendation is to carry over all of the \$113,696 so it is available next year. There's a lot going on with costs still to be determined on some of it. Two items are anticipated for the Watershed based funding grant: \$20,000 for local match and \$29,520 for the 1st half already received. At this point, we still don't know what BMP or the cost of installation so **I was considering carrying it all over to 2019. There is \$67,000 in the 2019 budget for a total of \$180,696.** We may need more for the WBF installation practice. We may also need it for either a Goose Lake alum treatment if we get the grant (local match \$45,000) or the Oak Knoll spent lime pilot (cost unknown – although we have verbally committed to monitoring costs).

3.430 Birch Lake. Recommendation: the remaining \$18,923 be carried over for the 4th and Otter project. We anticipated local match of \$15,000. We don't have final design or real costs for the installation yet. It may be prudent to carry over as much as is available.

3.440. Wilkinson-Gilfillan-Amelia. Recommended: \$0. Several studies were done on Wilkinson recently as well as additional monitoring. The next step is an engineering study. It is anticipated that the \$54,000 budget for 2019 should cover that. \$29,293 remains on the 2018. Elsewhere in the budget the Board will consider setting aside up to \$30,000 for hiring an engineering firm on retainer that could address the ongoing project and program related questions that come up. Releasing these funds allows them to go back the VLAWMO's general fund and available for other needs such as engineering and technical services.

VLAWMO could consider consider a wetland health assessment of the wetlands in this area as a start to the wetland assessment / restoration work identified in the Water Management Plan?

3.450. Pleasant-Charley-Deep. Again, some studies were done on Charley and Deep. \$6,268 remains in 2018 which could be carried over. 2019 has another \$15,000 for more study/project work on these lake areas. **Recommendation: carry over the 2018 funds of \$6,268 to address studies and projects as needed (total: \$21,268).**

3.460. Sucker Vadnais. \$64,900 remain from 2018. We need to carry over at least \$60,000 for the Sucker restoration project which includes the \$8,000 needed for four years of restoration area maintenance (2021 – 2024). There may be a little more than the \$4,900 left but we haven't seen the bill from Ramsey County yet for the work out there. There is only \$2,000 in the 2019 budget so this leaves a fairly modest \$6,900 to potentially start working on West Vadnais.

Resolution 10-2018 is recommended for Board consideration that includes the following carry over funds.

Fund	Description	Purpose	Amount
General	Information systems	Purchase of IT equipment & help	\$2,500
General	Insurance	Insurance increase buffer	\$400
General	Legal assistance	Project contracting assistance	\$3,000
General	Storm Sewer Utility	Administrative exp of program	\$2,000
General	Training	Staff, TEC & Board training	\$1,000
General	Misc & mileage	Mileage reimburse, mtg expense	\$1,000
General	Admin-Payroll	Assist with staffing adjustment;	\$32,500
General	Monitoring & Equipment	Survey equipment & extra monitoring	\$9,200
General	Education & Marketing	Program materials & swag replacement	\$3,500
General	Community Blue	Ongoing projects	\$4,300
General	Lambert Creek	Lambert maintenance project	\$50,000
General	Goose Lake	Fund for implementation; feasibility	\$113,696

General	Birch Lake	Match funds for iron filter project	\$18,923
General	Gil, Black, Tam, Wilkin		\$0
General	Pleasant Charley Deep	Encumbered for surveys	\$5,000
General	Sucker Vadnais	Sucker channel & others	\$64,900
General	Landscape 2 cost-share	Approved projects not complete	\$1,500
General	Project research & feasibility	Potential new home of engineering help retainer funds	\$0
General	Facilities Maintenance	Ongoing maintenance of creek and VLAWMO installations	\$27,172
	Total		\$345,212



RESOLUTION 10-2018

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

December 12, 2018

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 12th day of December, 2018 at 7:00 o'clock p.m.

The following members were present:

- Marty Long, City of North Oaks*
- Terry Nyblom, City of Vadnais Heights*
- Ed Prudhon, White Bear Township*
- Dan Jones, City of White Bear Lake*
- Jim Lindner, City of Gem Lake*
- Rob Rafferty, City of Lino Lakes*

The following members were absent:

Director _____ introduced the following resolution and moved its adoption. Director _____ seconded the motion.

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,

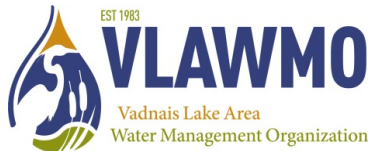
WHEREAS, Board action is required before year end to formalize the commitment of fund balance to specified purposes,

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

<u>Fund</u>	<u>Description</u>	<u>Purpose</u>	<u>Amount</u>
General	Information systems	Purchase of IT equipment & help	\$2,500
General	Insurance	Insurance increase buffer	\$400
General	Legal assistance	Project contracting assistance	\$3,000
General	Storm Sewer Utility	Administrative exp of program	\$2,000



General	Training	Staff, TEC & Board training	\$1000
General	Misc & mileage	Mileage reimburse, mtg expense	\$1,000
General	Admin-Payroll	Assist with staffing adjustment;	\$32,500
General	Monitoring & Equipment	Survey equipment	\$9,200
General	Education & Marketing	Program materials & swag replacement	\$3,500
General	Community Blue	Ongoing projects	\$4,300
General	Lambert Creek	Lambert maintenance project	\$50,000
General	Goose Lake	Fund for implementation; feasibility	\$113,696
General	Birch Lake	Match funds for iron filter project	\$18,923
General	Gil, Black, Tam, Wilkin		\$0
General	Pleasant Charley Deep	Implementation funding SLMPs	\$5,000
General	Sucker Vadnais	Sucker channel & others	\$64,900
General	Landscape 2 cost-share	Approved projects not complete	\$1,500
General	Project research & feasibility	Spent lime study; Lambert creek engineering	\$0
General	Facilities Maintenance	Ongoing maintenance of creek and VLAWMO installations	\$27,172
	Total		\$345,212

The Board of Directors of the Vadnais Lake Area Water Management Organization, Minnesota this 12th day of December, 2018 passed the foregoing resolution.

CHAIR (or authorized): _____ Date: _____

ATTEST: Signed: _____ Date: _____

To: Board of Directors
From: Stephanie McNamara, Administrator
Date: December 7, 2018
Re: VI. B. Engineering support

As you know, there are multiple projects in the works right now and even more importantly, there many others in the waiting room. Sometimes staff and by extension TEC and Board needs some engineering assistance or other technical support such as a lake/soil/etc. scientist or wetland professional.

- The work may not be large enough to bid in a cost-effective manner.
- The project is still in development; perhaps a concept or rough cost estimate is needed.
- It might be getting ready for a grant application,
- Or fine-tuning another effort. Adaptive management is reality when working with natural resources.

Access to timely engineering and technical services will allow VLAWMO the flexibility and capacity to respond more readily to the needs of the watershed.

Proposal: to select an engineering firm through the Request for Proposal process that would provide VLAWMO engineering or technical assistance valued at less than \$10,000 per project. A \$30,000 annual budget for this would be provided from the general fund in 2019 with reassessment for the 2020 budget.

To: Board of Directors

From: Tyler Thompson

Date: December 7, 2018

Re: VI. C. Equipment Proposal

Staff is asking for use of funds under the amount of \$10,000 to purchase super accurate and modern survey equipment for staff use. Every year staff must seek outside help for surveying for regular program work, as well as for project use, and now there is finally affordable survey-grade equipment accurate up to 1 cm that can easily be used and maintained by staff. If approved, this will not only save money, but a great deal of time in the long run not having to rely on scheduling and hiring outside survey help. Larger full-scale surveys like the one on Ditch 14 would still be planned to be hired out to the professionals for legality-sake, but this equipment will greatly benefit day-to-day programs and operations.

The model of GNSS receiver staff is looking at has a cost of \$7,995 and will last well past the next decade. This package includes all of the necessary hardware and software for immediate setup and use except for the range pole that you fix the receiver and antenna to, which goes for \$225. **Please see below the breakdown and comparison of survey receivers and costs.**

Recommendation: the Board discusses the approval of up to \$9,200 for purchase of the EOS Arrow Gold survey equipment from Monitoring & Equipment budget

GNSS Survey Equipment – EOS Arrow all-in-one Kits

Arrow Gold: ~\$7,995

- GNSS (GPS, GLONASS, Galileo, and BeiDou satellite constellations). Triple frequency GNSS (L1, L2, L5)
- RTK support
- SafeRTK: if you lose RTK service, SafeRTK holds the level of accuracy you had *after* you've lost your connection, for up to 20 mins while waiting for a new connection.
- Can connect to **all GNSS satellites constellations in view**
- 1 cm RTK accuracy (survey-grade accuracy)
- Can be used with nearly any newer smartphone or tablet for collecting data points using many applications, and automatically outputs into GIS using our existing software.

Takeaway: most accurate model, can be used with staff personal smartphones, and has SafeRTK (this could come in handy where we've lost connection in the past- deep down in lower Lambert Creek where we lost connection and couldn't collect data for nearly an hour). **For the extra \$1,000 over the Arrow 200, the**

added GNSS frequency and safeRTK support, staff recommends purchase of the EOS Arrow Gold as its service lifespan and usefulness will be greater in the long run.

Arrow 200: ~\$6,995

- Dual frequency GNSS (L1 & L2)
- SafeRTK is a \$595 option for the 200
- Can connect **up to 4 satellite constellations**
- 1 cm RTK accuracy (survey-grade)
- Smartphone or tablet collection to GIS output (same as above)

Takeaway: basically the same as Gold, but SafeRTK is an added \$595 option. Without safeRTK, this could bring connection challenges like those previously faced in lower Lambert Creek. The 200 is also minimally less-accurate with access to fewer GNSS frequencies.

Arrow 100: ~\$2,995

- GNSS & GPS-SBAS (Satellite-based Augmentation System). Operates on L1 frequency
- Optional single-frequency RTK, providing the sub-foot, 1-3 cm accuracy
- 60 cm accuracy without RTK option

Arrow Lite: ~\$1,995

- GPS-SBAS, operates only on L1 GPS frequency- no GNSS support
- No RTK
- 30-60 cm accuracy

For comparison, the closest similar Trimble sub-meter/cm survey grade receiver starts at \$12,995.

Definitions

GNSS: Global Navigation Satellite System- a collective of all the international satellite constellations (GPS, GLONASS, Galileo, BeiDou, QZSS, IRNSS)

GPS-SBAS: Satellite-based Augmentation System that operates on the L1 frequency

L-Band Frequencies: includes L1 GPS and GNSS bands L1, L2, and L5; all of which have difference frequencies and bandwidths.

- L1 GPS: only uses the satellites on the US GPS constellation
- L1 GNSS: uses the array of international satellite systems in the higher bands (GPS, GLONASS, Galileo, BeiDou)
- L2 GNSS: same as L1 GNSS above, but in the lower frequency band
- L5 GNSS: newest signal band that is twice as powerful as L1, also in the lower frequency band

RTK (Real-Time Kinematic): carrier-based ranging, as opposed to code-based (think old Garmin receivers) that are orders of magnitude more precise, and provide up to 1 cm accuracy. Minnesota has its own RTK network (MnCORS) managed by MnDOT that sends correction signals to GNSS receivers to achieve survey-grade accuracy.

To: Board of Directors

From: Stephanie McNamara, Administrator

Date: December 7, 2018

Re: Membership in the MN Association of Watershed Districts (MAWD)

This has been mentioned at previous Board meetings. The Minnesota Association of Watershed Districts has existed for a number of years although VLAWMO has not been a member. Members of the staff have gone to various meetings over the years which have been helpful to VLAWMO, offering training and networking benefits. Please find the MAWD member benefits flyer attached. Training for staff and boards, lobbying for effective watershed management and regular communication are among the benefits, especially under the leadership of the new executive director.

Membership had only been open to watershed districts, not joint powers WMO's before last year. Then a non-voting associate classification was formed. Last week at the annual convention, the MAWD membership voted to offer full membership to WMOs such as VLAWMO. There is an introductory rate of \$500 annual dues. How to set dues for WMOs going forward has not been determined. As your administrator, I have been a member of the MN Association of Watershed Administrators for a number of years. This group gets together quarterly to share information and act as an advisor to MAWD. MAWA has advocated to MAWD to allow full membership as WMO's do essentially the work through a somewhat different organization.

RECOMMENDATION: Approval of VLAWMO joining MAWD for 2019 with an assessment of benefits and costs after that time.

MEMBER BENEFITS

MN Association of Watershed Districts, 595 Aldine St., St. Paul MN 55104
(612) 790-0700 office | www.mnwatershed.org | @mnwd46 | facebook.com/mnwd46



Land and Water Shall be Preserved

What is the Minnesota Association of Watershed Districts?

The Minnesota Association of Watershed Districts (MAWD) is a non-profit organization that represents the local governments that focus on the management of water on watershed boundaries rather than political boundaries such as those of cities and counties. Members benefit from having an organization that provides a **unified voice for watershed management** and works diligently to maximize the availability of the tools and resources that allow members to most effectively and efficiently meet their water management goals. Primary areas of focus include providing education and training opportunities, lobbying and advocacy services, and regular communications.

Education and Training for Watershed Managers and Staff



Every year, MAWD provides members with opportunities to learn from other members, as well as industry experts, at a variety of workshops, a summer tour, and an annual convention and trade show. Training topics typically include the following: watershed planning, permitting, flood control, education and outreach programs, innovative technologies, effective administration, public relations, data collection and assessment, aquatic invasive species, urban and rural best management practices, governance, and leadership.

Lobbying and Advocacy for Effective and Efficient Watershed Management



MAWD lobbies for funding and programs that enhance the restoration and protection of Minnesota's water resources. Members drive the organization's policy issues through an annual resolutions process and the MAWD Board of Directors sets each year's priorities. Although legislative solutions are often needed to maximize resources, sometimes MAWD will find the best solutions by working directly with state agencies and other non-profits such as wildlife groups, lake associations, environmental groups, and farm organizations.

Organizational Support through Regular Communications



MAWD maintains regular communication with its members to ensure they are kept informed on the latest watershed news including trainings they may find useful, changes to legislation that may impact them, and information to help them stay in compliance with governmental regulations and laws. Formats used to distribute information include newsletters, social media (Facebook and Twitter), email updates and alerts, fact sheets, press releases, and the organization's website: www.mnwatershed.org. Check us out today!

For more information, contact Emily Javens, Executive Director, at (612) 790-0700 or exec.mawd@gmail.com.