



MINUTES OF THE BOARD OF DIRECTORS – APRIL 2020 BOARD MEETING
 April 22nd, 2020

Attendance		Present	Absent
Jim Lindner, Chair	City of Gem Lake	X	
Marty Long	City of North Oaks		X
Rob Rafferty, Secretary-Treasurer	City of Lino Lakes	X	
Ed Prudhon	White Bear Township	X	
Dan Jones	City of White Bear Lake	X	
Patricia Youker	City of Vadnais Heights	X	
Phil Belfiori	Administrator	X	
Stephanie McNamara	Administrator (retiring)	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: Paul Duxbury (VLAWMO TEC commissioner & rep.); Liz Towne & Chris Knopik (CLA Associates); Greg Wilson (Barr Engineering); Bob Larson (VLAWMO TEC)

I. Call to Order

The meeting was called to order at 7:02 pm by Chair Lindner, and a roll call was made for the Board Directors for the electronic video conferencing meeting, also available by telephone call-in. Chair Linder read aloud the electronic meeting statute protocol.

Roll call: Lindner: present Long: absent Rafferty: present Jones: present Prudhon: present Youker: present Prudhon: present

II. Approval of Agenda

The agenda for the April 22nd, 2020 Board meeting was presented for approval, Chair Lindner asked for any additions or corrections; none requested.

A motion was made by Rafferty and seconded by Youker to approve the April meeting agenda, as presented. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye Prudhon: aye. Motion passed.

III. Visitors and Presentations

A. 2019 Financial Report and Audit

Chris Knopik and Liz Towne from Clifton Larson Allen LLP (CLA) presented VLAWMO’s 2019 Financial Report and Audit to the Board of Directors. The audit, financial report, governance letter and the internal control letter were included in the Board packet. Upon approval, these documents will be sent to the Board of Water & Soil Resources (BWSR) and the State Auditor’s Office, along with copies going to each of VLAWMO’s member JPA municipalities. **Staff recommended that Board accept the 2019 Financial Report and Audit documents and approve them for distribution.**

Discussion: Youker asked for clarification of a \$7,650 unavailable revenue for 2019. Knopik explained that these are outstanding income inflows that weren’t yet available for 2019. Rafferty asked about the recommended percentage of the general fund balance, as it’s just below 40% and has been growing the last few years, but questioned if a higher percentage closer to 50% was advised, and at what time rate this should be accrued. Knopik noted that a 50% general fund balance would be a safer and allowable level to attain in case funding inflows are disrupted, as VLAWMO relies upon its special assessments for cash flow revenues. Knopik recommended moving at the same rate of time as VLAWMO has been for accruing a 50% general fund savings, and continuing to chip away at this goal and reaching it in 2-3 years would be advisable. Prudhon

questioned whether Ramsey County pushing back property taxes until July 15, 2020 may have an effect on cash flow. Knopik answered that a majority of tax payments should be on time, though to expect another small payment made later in the year for delayed collected assessments, due to COVID-19 delays.

A motion was made by Jones and seconded by Youker to approve the 2019 VLAWMO Financial Report and Audit documents, and to allow for distribution. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye Prudhon: aye. Motion passed.

B. TEC Report and Financial

Duxbury presented the April TEC Report and that there are 2 recommendations for the Board, postpone the CB grant until January 2021 and for WBF to move with BMP 14. McNamara offered to go over any questions on the April Financial Report, as both Reports were included in the April Board packet.

C. Award presentation: Stephanie McNamara

After just over 30 years in serving with the Vadnais Lake Area WMO, Stephanie McNamara is retiring. Staff presented her with an award and certificate for 30 years of service. Jones noted that McNamara was the moving piece in VLAWMO's direction, and thanked her for her service. Rafferty echoed Jones comments and thanked her for service to VLAWMO and for years of educating him on watershed topics and business. Prudhon noted that he appreciates her years of service and a planning for a celebration should be in order, when allowed. Youker noted that she has not had the pleasure to know her as long as the others, but appreciates her taking her under her wing and the time that they have gotten to spend together.

D. Public Visitors – non-agenda items

None.

IV. Consent Agenda

A. Approval of Minutes: March 25, 2020

The minutes from the March 25th, 2020 Special Board meeting are placed on the consent agenda for approval, as presented.

B. Project update reports: Birch SLMP, Frog and Toad Story Map, W Vadnais Carp Project, Lambert EAW, Birch Lake 4th & Otter.

C. 2019 Annual Report, report summary, water monitoring summary

A motion was made by Jones and seconded by Rafferty to approve the April Board meeting consent agenda, as presented. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye. Prudhon: abstains Motion passed.

V. Business

A. Administration

1. Administrator

Belfiori noted that the short memo before them is to approve the outgoing Administrator's severance package, as guided per the employee handbook.

Discussion: none.

A motion was made by Rafferty and seconded by Youker to approve the outgoing Administrator's severance. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye Prudhon: aye. Motion passed.

2. Draft 2021 Budget - discussion

McNamara presented that a preliminary working-budget is in draft form, and requested that the Board have a preliminary discussion on the 2021 budget direction, for current and future priorities and to consider possible economic realities due to the unprecedented COVID-19 crisis. McNamara also asked the Board to determine which members would be available to join for the discussion.

Discussion: Rafferty posited that keeping the same group for budget planning as in 2020 could be beneficial for continuity, and that perhaps a more conservative approach to the

2021 budget may be in order, due to current and future fiscal issues related to COVID-19. It may also be possible that projects coming up for bid may come in lower, if they go out for bid earlier in the year. Rafferty asked for Administrator Belfiori's input. Belfiori noted that VLAWMO has a considerable project load, going into 2021, that will either be entering into construction, or already being constructed, and that shifting budgeting may be necessary to keep project momentum. Prudhon noted that projects coming in for bid have been coming in drastically lower, and this may be a good time to continue on for projects, for the possibility of prices coming in lower. Jones added that a modest 2-4% increase in the 2021 budget may be possible, though he also gave credit for the possibility of projects and expenses coming in lower. Rafferty noted that while this is not business as usual, business must continue.

A motion was made by Prudhon and seconded by Jones to proceed with the VLAWMO 2021 Draft Budget process and to appoint Board members Lindner, Rafferty, Jones and TEC member Jesse Ferrell to the Budget subcommittee. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye. Prudhon: aye. Motion passed.

B. Education and Outreach

1. White Bear Center for the Arts – Community Blue Grant Amendment

Voss presented that the project is posed for being postpone until 2021 based on the community and in-person nature of the project, due to COVID-19 restrictions, in place. Staff is asking the project is approved, as amended, to approve rescheduling of the project.

Discussion: Lindner noted that keeping touch with the project partners and updating on a regular basis should be pursued.

A motion was made by Prudhon and seconded by Youker to approve the amended White Bear Center for the Arts Community Blue Grant agreement, until 2021 or a time where the project is allowed to advance. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye. Prudhon: aye. Motion passed.

C. Projects

1. Lambert Lake – Preparation for CPL Grant

Tanner updated that the project 90% plans are nearly complete and staff has been working with the DNR on permitting, as well on the EAW for the project. No action item was needed for the CPL grant application, and noted that if additional funds are needed after going out for bid, funds will be pursued at that time, but is not necessary right now. **ACTION ITEM CANCELED.**

Discussion: none.

2. Goose Lake Alum Treatment Grant

Belfiori overviewed new updates, as relating to the Goose Lake alum treatment, and where staff is at working with BWSR to attempt to pursue mutually acceptable grant assurances. New information includes an updated Technical Memo from Barr Engineering, along with new project graphics were presented. Wilson explained the anticipated total phosphorus removals that have been modeled, based upon the averages of the last several years of water quality monitoring data. Engineer Wilson presented a graphic to the Board that explained the technical justification for his recommendation on project assurances "metrics" and explained the range of practical lake phosphorus concentrations that would be expected with the Alum project. Belfiori noted that BWSR has not yet agreed to any proposed assurance parameters, and staff is proposing several other assurance items, along with in-lake management strategies, and supporting subwatershed BMPs for a holistic subwatershed approach. Belfiori outlined 3 recommendations and 2 motions for the Board to consider: 1.) establish a May 27 Special Meeting of the Board of Directors to move on action items that are anticipated after BWSR responds; 2). Authorizing staff to move forward with supporting complementary projects to prepare for an alum treatment, of which, costs are not covered by BWSR grant funding; and

3.) the inclusion on 1-3 Directors of the Board for discussion and direction on BWSR's assurance direction before the May special board meeting.

Discussion: Jones asked for clarification subwatershed projects, and if their implementation would benefit an alum project. It was confirmed that these supporting BMPs will reduce nutrient loading into East Goose Lake.

A motion was made by Jones and seconded by Rafferty to schedule a Special Board meeting of the Board of Directors for May 27, 2020, to authorize staff to move forward and incur expenses for in-lake management projects and to appoint Directors Jones and Lindner to discuss BWSR assurances before the May 27 Special Board meeting. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye Prudhon: aye. Motion passed.

3. WBF Goose Lake Subwatershed BMP Selection & Proceeding

Thompson presented that the Watershed Based Funding option BMP search has netted a small group of feasible projects with one that currently appears, based on early technical analysis, to be the best fit within VLAWMO's modeling parameters to meet the Watershed Based Funding total phosphorus reduction criteria of 3-6 lbs per year. The identified proposed "BMP 14" would be an iron-enhanced sand filter on the NW intersection of Highway 61 and Cedar Avenue in White Bear Lake. Staff anticipate to begin the process to start to investigate by contacting agencies to partner on this project, as well as Rush Line BRT project staff, as this is a proposed location for a future BRT stop. Staff is recommending moving forward with initial investigation and planning for this "BMP 14", as well as authorizing Tyler Thompson as the project representative and manager.

Discussion: Prudhon noted that the proposed project location is encroaching onto the adjacent parking lot and questioned whether this could cause complications. Thompson addressed that this is, indeed, an approximate placement location for the BMP, and final location will be set once the project plans mature. Jones noted that the 6 lb/year reduction in TP is lower than the current Birch Lake filter, but the project cost is roughly the same and asked for insight into this. Thompson addressed that the modeled reduction is lower than the Birch Lake filter due to the smaller watershed loading that BMP 14 would be treating, as compared to the Birch Lake filter.

A motion was made by Jones and seconded by Prudhon to authorize moving forward with initial investigation and planning for BMP 14 and authorizing Tyler Thompson as project representative and manager. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye Prudhon: aye. Motion passed.

VIII. Discussion Rafferty noted he would like to welcome Phil Belfiori to the team and he's looking forward to working together over the coming years.

IX. Administration Communication

None.

X. Adjourn

A motion was made by Rafferty and seconded by Prudhon to adjourn at 8:49 pm. Vote: Lindner: aye Rafferty: aye Jones: aye Youker: aye. Prudhon: aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.