

VLAWMO TECHNICAL COMMISSION MEETING
7:30 AM November 13, 2020

Meeting will be held by Zoom teleconference. Meeting link:
<https://us02web.zoom.us/j/82609413241?pwd=Qy9rcURGb2VPdjB4UkV3VDVyWHA2UT09>

Meeting ID: 826 0941 3241

Passcode: 874971

Dial by location: +1 312 626 6799 US (Chicago)

Action items: ✈

- I. **Call to Order – 7:30am –Chair Gloria Tessier**
- II. **Approval of Agenda**
- III. **Approval of Minutes (October 9, 2020)**
- IV. **Administration & Operations**
 - A. Financial Report for November & authorization for payment – Phil ✈
 - B. TEC Report to the Board – November/December ✈
- V. **Programs**
 - A. Cost Share Program Policy Updates – Tyler
 1. TEC Update after the October 28, 2020 Board Meeting
 - B. Education & Outreach – Nick
 1. Annual Awards: Nominations & Voting ✈
 2. End of Year Surveys
- VI. **Projects**
 - A. Lambert Lake update – Dawn
 - B. Volunteer/community-engaged-learning workdays – Dawn
 - C. Pleasant Lake carp harvest – Dawn
 - D. Leadership Tomorrow - Dawn
 - E. Phragmites Update - Dawn
 - F. Possible partnership with DNR on East Goose Fish Stocking - Dawn
 - G. VLAWMO Unified Project Maintenance Contract, Natural Shore Technologies – Dawn ✈
- VII. **Commissioner Reports:**
- VIII. **NOHOA**
- IX. **Ramsey Soil & Water Conservation Division:**
- X. **St. Paul Regional Water Services**
- XI. **Public Comment**
- XII. **Next Meetings:** TEC: December 11, 2020
Board of Directors Meeting: December 9, 2020.
- XIII. **Adjourn**

Events: vlawmo.org/events

- December 1st – East Goose Neighbor Meeting
- November 13th – 9am-10:30am – MN DNR East Metro Groundwater Meeting
- November 17th, 12:00 PM - MN Water Steward Info Session



The Vadnais Lake Area Water Management Organization
800 County Road E East, Vadnais Heights, 55127 651-204-6070
Website: www.vlawmo.org; Email: office@vlawmo.org

Vadnais Lake Area Water Management Organization
Technical Commission Minutes
October 9, 2020

Zoom Teleconference Open Meeting:

<https://us02web.zoom.us/j/83828772829?pwd=RzhmTEFRSGdkYnh6ZHd4cW9vNDc3Zz09>

Join by phone: +1-312-626-6799; meeting ID: 838 2877 2829; password: 234257

Commission Members Present:

Gloria Tessier	Chair, Gem Lake (GL)
Jesse Farrell	Vice Chair, Vadnais Heights (VH)
Bob Larson	Treasurer, North Oaks (NO)
Paul Duxbury	White Bear Township (WBT)
Andy Nelson	Lino Lakes (LL)
Terry Huntrods	White Bear Lake (WBL)

Commission Members Absent:

Others in attendance: Phil Belfiori, Brian Corcoran, Dawn Tanner, Nick Voss, Tyler Thompson (VLAWMO); Patricia Orud (NO), Ed Shapland (VLAWMO Water Steward), Justin Townsend, Justine Roe

- I. **Call to Order** Chair Tessier called the meeting to order at 7:30 am. A roll call was made for attending Commissioners of the electronic meeting: Farrell: present Larson: present Duxbury: present Huntrods: present Nelson: present Tessier: present.
- II. **Approval of Agenda**
The agenda for the October 9, 2020 Technical Commission Meeting was presented for approval. No new additions.
It was moved by Farrell and seconded by Huntrods to approve the October 9, 2020 TEC agenda, as amended. Vote: Tessier: aye Larson: aye Duxbury: aye Nelson: aye Huntrods: aye. Motion passed.
- III. **Approval of Minutes**
It was moved by Farrell and seconded by Larson to approve the September 11, 2020 meeting minutes, as presented. Vote: Tessier: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.
- IV. **Administration & Operations**
 - A. **Financial Report for October & Authorization for Payment**
Belfiori presented the October Financial Report for review and authorization of payments. Staff is recommending payment of the October bills.
It was moved by Larson and seconded by Duxbury to approve the October Treasurer's Report and authorization of payments. Vote: Tessier: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.
 - B. **October TEC Report to the Board**
Belfiori presented the October 2020 TEC Report to the Board was presented for review and approval.
It was moved by Duxbury and seconded by Farrell to approve the October TEC Report to the Board. Vote: Tessier: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.
- V. **Programs**
 - A. **Cost Share Program**
 1. **Overview of September 23rd Subcommittee Recommendation of Policy Changes**
Belfiori and Thompson overviewed the proposed Cost Share Program policy update and changes that the September 23rd Subcommittee recommended for moving forward for adoption, known as "Option 1". The new policy would create a new Soil Health Grant, and restructure the Rain Barrel grant to pull a combined budget of

\$5,000 from the Community Blue Grant Program. Landscape Level 1 would be restructured to allow for larger water quality projects, with funding up to \$7,500 per grant. Landscape Level 2 would be restructured for the ability to reserve funds and work with municipal partners to implement larger-scale BMPs, focusing on reconstruction projects. Full details are available in the October 2020 TEC packet. Native restoration and pollinator planting projects would be focused to the new Soil Health Grant. Staff is recommending the TEC move recommendation to the Board for approval of draft Cost Share Grant Guidance documents and policy.

Discussion: Huntrods noted more flexibility in shoreline erosion and restoration, not excluding problem areas that may be out of the 100-yr flood elevation

It was moved by Duxbury and seconded by Huntrods to recommend approval to the VLAWMO Board of the updated VLAWMO Cost Share Policy and Guidance documents, as recommended, following “Option 1”, by the 9/23/20 Subcommittee and staff. Vote: Tessier: aye Farrell: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.

B. Education & Outreach

1. Annual Awards: Watershed Steward & Watershed Partner

Voss noted that moving towards a 2-award system to emphasize commendation to both municipal or agency Watershed partners, as well as a separate award for citizen, volunteer, or community service individuals within the Watershed.

Nominations are due soon, and will be presented at the December Board meeting.

2. Master Water Stewards 2021/Watershed Action Volunteers meeting

Master Water Stewards has changed to Minnesota Water Stewards, and applications are being accepted until November 30th 2020 for 2021 Water Stewards entrants.

VLAWMO will make its selections moving into 2021.

Voss provided an update from the 10/8/20 end-of-year volunteer (WAV) meeting, and that the meeting minutes and a video summary will be available at vlawmo.org/get-involved/volunteer.

VI. Projects

A. Lambert Lake Update

Bid opening on October 1st, went smoothly, 10 bids submitted, all below anticipated Engineer’s estimated budget. SEH is working on bid tabulation and recommending bid award for project construction, and will be going to the VLAWMO Board at their October meeting. Bidding numbers and info will be released

B. Correction crews & volunteer/service-learning workdays

Final clearing and work at 4th & Otter, as well as continued buckthorn removal behind City Hall. Further work is continuing on a Japanese Barberry infestation in North Oaks. A controlled burn is hoped to happen this fall and spring. A buckthorn workday will take place behind City Hall, as well as at the Vadnais Heights Commons on 10/9/20. Jumping worms have been detected in Minnesota and within VLAWMO.

C. 319 grant process

VLAWMO is working with PCA on focusing a project within the Birch-Tamarack-Wilkinson subwatershed area. SEH’s feasibility study will target and feed into project planning and possible implementation.

D. Pleasant Lake boat launch and planning for carp harvest

Tanner thanked the SPRWS for their boat launch construction and noted carp harvest and removal is planned as water temps get colder before freezing.

E. Ditch 14 maintenance

Corcoran overviewed 2 locations on lower Ditch 14 where VLAWMO is working on moving towards ditch maintenance and included dredging. Staff is working on DNR and USACE permitting for both sections. Phase 1 would be dredging Ditch 14 between Oak Crest down to the entrance of Ditch 14 to East Vadnais Lake. Phase 2 is dredging and maintenance further up on Koehler Bend up past Branch Ditch 5, Pennington Place, and as far up towards the Lambert Lake meander as possible.

F. East Goose boat launch complete

Corcoran updated that the East Goose Lake boat launch is now complete. Staff has been watering the stabilization seed and has staked the Flexamat in place.

VII. Commissioner Reports:

None.

VII. NOHOA

Orud noted that the RCSWCD report on Japanese knotweed and oriental bittersweet infestations within North Oaks will be ready and available soon.

IX. Ramsey Soil & Water Conservation Division (RCSWCD) Report

Townsend noted further that the entirety of North Oaks has been surveyed by MCC staff, and is being mapped and the report is in process. Townsend reported that several invasive phragmites areas within VLAWMO will be treated. Tanner noted that SEH found several phragmites locations within VLAWMO's wetland delineation area of the Sucker & East Vadnais Lake subwatershed area, and shapefiles are being developed to map those areas.

X. St. Paul Regional Water Service (SPRWS) Report

Thompson updated for Roe that the SPRWS plant phase 1 upgrade and pilot project has received 3 proposals for construction. A sad update that an SPRWS employee passed away due to COVID-19 complications in September. He was a valued and loved by his coworkers, family, and friends, and will be missed dearly. The whole of VLAWMO has him and his family in their thoughts & hearts.

XI. Public Comment

None.

XII. Next Meetings

TEC: November 13th, 2020; Board: October 28th, 2020

XII. Adjourn

It was moved by Farrell and seconded by Larson to adjourn at 8:45 am. Vote: Tessier: aye Farrell: aye Larson: aye Duxbury: aye Nelson: aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.

November 2020 VLAWMO Finance Report

November-20		Actual 11/1/20	Actual to Date	2020 Budget	2019 carry over/Grants	Remaining in Budget	2020 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$0	\$502,738	\$890,800	\$0	\$388,062	\$890,800	56%
5.12	Service Fees	\$0	\$600	\$200	\$0	(\$400)	\$200	300%
5.13	Interest + mitigation acct	\$24	\$4,217	\$5,000	\$0	\$783	\$5,000	84%
5.14	Misc. income - WCA admin & other	\$0	\$5,150	\$3,000	\$0	(\$2,150)	\$3,000	172%
5.15	Other Income Grants	\$2,454	\$95,812	\$0	\$0	(\$95,812)	\$0	
5.16	Transfer from reserves	\$100,000	\$350,000	\$0	\$0	(\$350,000)	\$0	
	TOTAL	\$102,478	\$958,517	\$899,000	\$0	(\$59,517)	\$899,000	107%
	EXPENSES							
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$1,918	\$21,801	\$25,200	\$0	\$3,399	\$25,200	87%
3.120	Information Systems	\$2,286	\$13,116	\$20,000	\$2,000	\$8,884	\$22,000	60%
3.130	Insurance	\$367	\$6,352	\$5,800	\$0	(\$552)	\$5,800	110%
3.141	Consulting - Audit	\$0	\$6,893	\$6,700	\$0	(\$193)	\$6,700	103%
3.142	Consulting - Bookkeeping	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	0%
3.143	Consulting - Legal	\$0	\$1,015	\$4,000	\$2,500	\$5,485	\$6,500	16%
3.144	Consulting - Eng. & Tech.	\$0	\$4,153	\$30,000	\$0	\$25,847	\$30,000	14%
3.150	Storm Sewer Utility	\$0	\$4,565	\$14,000	\$0	\$9,435	\$14,000	33%
3.160	Training (staff/board)	\$0	\$690	\$4,500	\$1,500	\$5,310	\$6,000	12%
3.170	Misc. & mileage	\$204	\$3,861	\$5,500	\$800	\$2,439	\$6,300	61%
3.191	Administration - staff	\$39,924	\$338,857	\$347,200	\$50,000	\$58,343	\$397,200	85%
3.192	Employer Liability	\$9,692	\$91,286	\$89,600	\$12,000	\$10,314	\$101,600	90%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$851	\$13,028	\$22,000	\$10,000	\$18,972	\$32,000	41%
3.220	Equipment	\$0	\$276	\$4,000	\$0	\$3,724	\$4,000	7%
3.230	Wetland assessment & management	\$4,949	\$17,549	\$10,000	\$0	(\$7,549)	\$10,000	175%
3.3	Education and Outreach							
3.310	Public Education	\$50	\$2,500	\$8,500	\$1,000	\$7,000	\$9,500	26%
3.320	Marketing	\$143	\$2,348	\$7,500	\$0	\$5,152	\$7,500	31%
3.330	Community Blue Ed Grant	\$0	\$9,012	\$10,000	\$2,000	\$2,988	\$12,000	75%
<i>Total Core functions: Ops, Monitoring, Education</i>		\$60,384	\$537,302	\$616,000	\$81,800	\$160,498	\$697,800	77%
	Capital Improvement Projects and Programs							
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek	\$3,639	\$93,015	\$120,000	\$63,275	\$90,260	\$183,275	51%
3.425	Goose Lake	\$0	\$41,444	\$60,000	\$150,316	\$168,872	\$210,316	20%
3.430	Birch Lake	\$253	\$152,954	\$10,000	\$39,067	(\$103,887)	\$49,067	312%
3.440	Gilf Black Tam Wilk Amelia	\$4,035	\$17,413	\$30,000	\$50,000	\$62,587	\$80,000	22%
3.450	Pleasant Charley Deep	\$1,335	\$20,666	\$10,000	\$9,000	(\$1,666)	\$19,000	109%
3.460	Sucker Vadnais	\$14,500	\$17,664	\$12,000	\$10,000	\$4,336	\$22,000	80%
3.48	Programs							
3.481	Landscape 1	\$0	\$23,278	\$24,000	\$11,500	\$12,222	\$35,500	66%
3.482	Landscape 2	\$0	\$22,621	\$20,000	\$11,361	\$8,740	\$31,361	72%
3.483	Project Research & feasibility	\$0	\$9,725	\$0	\$0	(\$9,725)	\$0	#DIV/0!
3.470	Facilities Maintenance	\$2,000	\$3,125	\$5,000	\$29,176	\$31,051	\$34,176	9%
3.5	Regulatory							
3.510	Engineer Plan review	\$0	\$60	\$2,000	\$0	\$1,940	\$2,000	3%
	Total CIP & Program	\$25,762	\$401,965	\$293,000	\$373,695	\$264,730	\$666,695	60%
	Total of Core Operations & CIP	\$86,146	\$939,267	\$909,000	\$455,495	\$425,228	\$1,364,495	69%

Fund Balance	10/1/2020	11/1/2020
4M Account	\$132,868	\$153,511
4M Plus Savings	\$524,037	\$424,060
Total	\$656,905	\$577,571

Restricted funds	11/1/2020
Mitigation Savings	\$21,036
Term Series (3/28/19)	\$0

November 2020 VLAWMO Finance Report

Vadnais Lake Area Water Management Orga
Profit & Loss
October 10 through November 13, 2020

12:24 PM

11/04/2020

Cash Basis

Oct 10 - Nov 13, 20

Ordinary Income/Expense	
Income	
5.1 · Income	
5.13 · Interest	24.12
5.15 · Other Income Grants	2,454.19
Total 5.1 · Income	2,478.31
Total Income	2,478.31
Gross Profit	2,478.31
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	56.27
Phone/Internet/Machine Overhead	275.00
Postage	46.50
Rent	1,540.00
Total 3.110 · Office	1,917.77
3.120 · Information Systems	
IT Support	1,918.00
Website & email hosting	367.82
Total 3.120 · Information Systems	2,285.82
3.130 · Insurance	367.00
3.170 · Misc. & mileage	204.09
3.191 · Employee Payroll	
payroll	39,924.09
Total 3.191 · Employee Payroll	39,924.09
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,861.77
Administration PERA	2,994.30
Insurance Benefit	3,791.24
Total 3.192 · Employer Liabilities	9,692.23
Total 3.1 · Administrative/Operations	54,391.00
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	851.00
3.230 · Wetland Asses. & Manage	4,948.99
Total 3.2 · Monitoring and Studies	5,799.99
3.3 · Education and Outreach	
3.310 · Public Education	50.00
3.320 · Marketing	143.19
Total 3.3 · Education and Outreach	193.19
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	
LL VLAWMO cash match	3,639.40

November 2020 VLAWMO Finance Report

Total 3.420 · Lambert Creek Restoration	3,639.40
3.430 · Birch Lake	
4th & Otter project	252.95
Total 3.430 · Birch Lake	<u>252.95</u>
3.440 · Gilfillan Black Tamarack Wilkin	4,035.04
3.450 · Pleasant Charley Deep	1,334.80
3.460 · Sucker Vadnais	
3.461 · Sucker channel	2,000.00
3.460 · Sucker Vadnais - Other	12,500.00
Total 3.460 · Sucker Vadnais	<u>14,500.00</u>
3.470 · Facilities & Maintenance	2,000.00
Total 3.4 · Capital Imp. Projects/Programs	<u>25,762.19</u>
Total Expense	<u>86,146.37</u>
Net Ordinary Income	<u>-83,668.06</u>
Net Income	<u><u>-83,668.06</u></u>

November 2020 VLAWMO Finance Report

Vadnais Lake Area Water Management Organization Check Detail

12:20 PM

11/04/2020

October 10 through November 13, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	11/03/2020	Reliance Standard		Checking - 1987		-201.70
				Insurance Benefit		-201.70	201.70
TOTAL						-201.70	201.70
Check	eft	11/05/2020	further		Checking - 1987		-5.00
				Insurance Benefit		-5.00	5.00
TOTAL						-5.00	5.00
Check	5036	10/28/2020	League of MN Cities Insurance Trust WC		Checking - 1987		-367.00
				3.130 · Insurance		-367.00	367.00
TOTAL						-367.00	367.00
Check	5037	11/13/2020	City of Vadnais Heights		Checking - 1987		-1,917.77
				Rent		-1,540.00	1,540.00
				Phone/Internet/Machine Overhead		-200.00	200.00
				Phone/Internet/Machine Overhead		-75.00	75.00
				Postage		-46.50	46.50
				Copies		-56.27	56.27
TOTAL						-1,917.77	1,917.77
Check	5038	11/13/2020	City Of Roseville		Checking - 1987		-1,918.00
				IT Support		-959.00	959.00
				IT Support		-959.00	959.00
TOTAL						-1,918.00	1,918.00

November 2020 VLAWMO Finance Report

Check 5039 11/13/2020 Press Publications	Checking - 1987		-1,219.46
	LL VLAWMO cash match	-459.68	459.68
	LL VLAWMO cash match	-759.78	759.78
TOTAL		-1,219.46	1,219.46
Check 5040 11/13/2020 RMB Environmental Laboratories, Inc.	Checking - 1987		-851.00
	3.210 · Lake & Creek lab analysis	-605.00	605.00
	3.210 · Lake & Creek lab analysis	-246.00	246.00
TOTAL		-851.00	851.00
Check 5041 11/13/2020 EDCO	Checking - 1987		-142.09
	3.320 · Marketing	-142.09	142.09
TOTAL		-142.09	142.09
Check 5042 11/13/2020 City of White Bear Lake	Checking - 1987		-49,409.62
	payroll	-39,924.09	39,924.09
	Administration FICA	-2,861.77	2,861.77
	Administration PERA	-2,994.30	2,994.30
	Insurance Benefit	-3,584.54	3,584.54
	Admin payroll processing	-44.92	44.92
TOTAL		-49,409.62	49,409.62
Check 5043 11/13/2020 minnesota Native Landscapes	Checking - 1987		-2,000.00
	3.461 · Sucker channel	-2,000.00	2,000.00
TOTAL		-2,000.00	2,000.00
Check 5044 11/13/2020 Natural Shore Technologies, Inc	Checking - 1987		-2,000.00
	3.470 · Facilities & Maintenance	-2,000.00	2,000.00
TOTAL		-2,000.00	2,000.00

November 2020 VLAWMO Finance Report

Check 5045 11/13/2020 SEH	Checking - 1987	-10,592.81
	3.440 · Gilfillan Black Tamarack Wilkin	-4,035.04 4,035.04
	LL VLAWMO cash match	-2,340.34 2,340.34
	3.230 · Wetland Asses. & Manage	-4,217.43 4,217.43
TOTAL		-10,592.81 10,592.81
Check 5046 11/13/2020 HDR Engineering, Inc.	Checking - 1987	-367.82
	Website & email hosting	-367.82 367.82
TOTAL		-367.82 367.82
Check 5047 11/13/2020 carp solutions	Checking - 1987	-1,334.80
	3.450 · Pleasant Charley Deep	-1,334.80 1,334.80
TOTAL		-1,334.80 1,334.80
Check 5048 11/13/2020 Ramsey Washington Metro WD	Checking - 1987	-12,500.00
	3.460 · Sucker Vadnais	-12,500.00 12,500.00
TOTAL		-12,500.00 12,500.00
Check 5049 11/13/2020 Kennedy & Graven, Chartered	Checking - 1987	-79.60
	LL VLAWMO cash match	-79.60 79.60
TOTAL		-79.60 79.60
Check 5050 11/13/2020 Barr Engineering Co	Checking - 1987	-252.95
	4th & Otter project	-252.95 252.95
TOTAL		-252.95 252.95
Check 5051 11/13/2020 Andy Shoemaker	Checking - 1987	-731.56
	3.230 · Wetland Asses. & Manage	-731.56 731.56

November 2020 VLAWMO Finance Report

TOTAL		-731.56	731.56
Check 5052 11/13/2020 Tyler J Thompson	Checking - 1987		-20.99
	3.170 · Misc. & mileage	-20.99	20.99
TOTAL		-20.99	20.99
Check 5053 11/13/2020 Brian Corcoran	Checking - 1987		-95.12
	3.170 · Misc. & mileage	-95.12	95.12
TOTAL		-95.12	95.12
Check 5054 11/13/2020 Dawn Tanner	Checking - 1987		-53.48
	3.170 · Misc. & mileage	-53.48	53.48
TOTAL		-53.48	53.48
Check 5055 11/13/2020 Nicholas Voss	Checking - 1987		-84.50
	3.170 · Misc. & mileage	-34.50	34.50
	3.310 · Public Education	-50.00	50.00
TOTAL		-84.50	84.50

November 2020 VLAWMO Finance Report

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
September 1 through November 1, 2020

12:18 PM

11/04/2020

Accrual Basis

	Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Sep 1 - Nov 1, 20										
	Credit Card Charge	09/03/2020		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	36.00
	Credit Card Charge	09/04/2020		Midwest Veterinary Supply, Inc	drugs for otter project	US Bank CC	√ 3.230 · Wetland Asses. & Manage		6.85	42.85
	Credit Card Charge	09/04/2020		Midwest Veterinary Supply, Inc	supplies for otter project	US Bank CC	√ 3.230 · Wetland Asses. & Manage		254.74	297.59
	Credit Card Charge	09/09/2020		adobe *photography plan		US Bank CC	√ Software		9.99	307.58
	Credit Card Charge	09/10/2020		Ace Hardware	supplies 4 & otter	US Bank CC	√ 4th & Otter project		28.39	335.97
	Credit Card Charge	09/12/2020		Go Daddy	domain renewal	US Bank CC	√ WEB		21.17	357.14
	Credit Card Charge	09/18/2020		University of Minnesota	mn water resource conferenced - phil	US Bank CC	√ 3.160 · Training (staff/board)		85.00	442.14
	Credit Card Charge	09/18/2020		Fresh Thyme	correction crew snacks	US Bank CC	√ 3.470 · Facilities & Maintenance		34.77	476.91
	Credit Card Charge	09/19/2020		subway	lunch Corrections crew	US Bank CC	√ 3.470 · Facilities & Maintenance		48.04	524.95
	Credit Card Charge	09/21/2020		Vista Print	office supplies	US Bank CC	√ Supplies		195.96	720.91
	Credit Card Charge	09/21/2020		MN Department of Natural Resources	ditch 14 E. Vad to Oak creek permit	US Bank CC	√ Ditch authority		300.00	1,020.91
	Credit Card Charge	09/21/2020		University of Minnesota	mn water resource conferenced - dawn	US Bank CC	√ 3.160 · Training (staff/board)		85.00	1,105.91
	Transfer	09/21/2020			Funds Transfer	US Bank CC	√ Checking - 1987		-256.78	849.13
	Credit Card Charge	09/21/2020		Vacker Inc.	sign for 4th & Otter project	US Bank CC	√ 4th & Otter project		275.00	1,124.13
	Credit Card Charge	09/25/2020		Zoom	subscription	US Bank CC	√ Hardware		16.09	1,140.22
	Credit Card Charge	09/28/2020		Adobe "Creative Cloud		US Bank CC	√ Software		32.20	1,172.42
	Credit Card Charge	10/05/2020		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	1,208.42
	Credit Card Charge	10/24/2020		Zoom	subscription	US Bank CC	3.320 · Marketing		1.10	1,209.52
Sep 1 - Nov 1, 20									1,209.52	1,209.52

TEC Report to the Board
November 2020

Programs & Projects	Effort Level	Completion Date	Comments
	LOW		
	MED		
	HIGH		
Projects			
Lambert Pond /Meander Project		2021	Board approved construction contract at the October meeting. Anticipate construction to begin in Winter 2020/21.
East Goose Lk Adaptive Mgnt.		2020- 21	Boat launch construction complete, planning for future work still ongoing. Neighborhood meeting with East Goose Lk. Shoreline residents planned for 12/1/20.
Ditch 14 Maintenance project		2021	Maintenance from E. Vadnais to Oak Creek Dr. is tentatively scheduled for end of November, all permits and contracts are ready.
Birch Lake		2017-20	Project O&M finalized and executed. Final steps taken to close out grant and working with BWSR. Last half of grant funds to be collected.
MPCA 319 Planning		2021	Currently developing 9 element plan and preparing for discussions with partners before submission on draft to EPA.
Whitaker Wetlands		2020	Project closeout complete
Programs			
Outreach		2020	Watershed Steward Award seeking nominations, the program will divide into two awards this year: Watershed Partner Award (City-level partnerships) and Watershed Steward Award (volunteer/residential/cost-share partnerships).
Education		April-July	Jr Watershed Steward booklet is now live and available to the public. Birch Lake education sign installed.
Website		Ongoing	HDR web contractors have moved our website onto a new server for increased performance, however the website is showing signs of age. New neighborhood spotlight posted in September. Lambert Lake project page updated monthly.
WAV		May-July	End-of year meeting occurring October 8th to recap 2020, set sights for 2021, and discuss roles, programs, and efforts that VLAWMO's volunteering will pursue in the future. VLAWMO recruiting two new Minnesota Water Stewards (formerly known as Master Water Stewards) for 2021.
Cost Share		ongoing	Cost Share Policy update for 2021 approved at the October Board meeting. Preparing grant documents and getting in touch with JPA municipalities for 2021.
GIS		ongoing	Programs support and beginning to update VLAWMO 2020 database.
Monitoring		ongoing	working on data analysis
WCA		ongoing	administering WCA as needed

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November 2020

Administration & Operation			
SLMPs		2021	Lake surveys are completed for 2020, and planning is underway for Amelia in 2021.
Budget		2020-21	Administrator continues to manage 2020 budget funds and track anticipated 2020 budget carry over amounts which will be considered by the Board at their Dec. meeting.
Administration		Oct 2020	Office lease has been renewed with the City of Vadnais Heights for 3 more years of co-location.
SSU		ongoing	Board approved the storm sewer utility certification lists at October meeting - certifications will be submitted to the County's in Nov.
Administration/ HR		ongoing	Personnel and Finance Committee will be discussing employee benefits renewal in mid November

FINANCIAL SUMMARY as of 11/1/2020			CD's		4M Term Series	
					Maturity	Rate
4M Account (1.10)	4M Plus (1.23)	Total			Term series	
\$153,511	\$424,060	\$577,571				

Budget Summary	Actual Expense YTD	2020 Budget amended	Remaining in Budget	% YTD
Operations	\$537,302	\$697,800	\$160,498	77%
CIP	\$401,965	\$666,695	\$264,730	60%
Total	\$939,267	\$1,364,495	\$425,228	69%

TEC Staff Memo – November 2020

IV. Administration & Operations

- A. **Financial Report for November** –The November Financial Report is attached in the ePacket.
- B. **November TEC Report to Board** – attached in the November TEC ePacket

V. Programs

A. Cost Share Program Policy Updates– Tyler

1. TEC Update after the October 28, 2020 Board Meeting

At their October meeting, the Board approved the Cost Share Program policy updates, as it was recommended by the TEC at their October meeting. Staff has begun finalizing grant application documents and outreach to member municipalities for potential 2021 Landscape Level 2 projects. Renewed Cost Share and Community Blue grant funds will be available and grant applications will begin to be accepted and reviewed on January 1st, 2021.

B. Education and Outreach:

- 1. Annual award program nominations and voting:

To support our great partners and celebrate watershed success stories, VLAWMO is now designating two awards each year. The existing Watershed Steward Award (from 2019) will continue as is, applicable to volunteer and residential projects and programs. An additional award called the Watershed Partner Award will be installed to acknowledge City, Township, or other local official or staff efforts that display watershed planning and leadership.

Nominations included in this TEC memo packet will be reviewed at the November 13th meeting. Nominees with nomination forms in this TEC packet include: Ceci Shapland (Steward Award), Molly Churchill/Ramsey County (Partner Award), Connie Taillon/White Bear Lake (Partner Award).

Nominations are being accepted until November 12th – additional nominations may come in for review on the 13th between when the TEC packet is released and the meeting day. Nick will provide a review of the nominations during the TEC meeting followed by facilitating a vote. Winners and honorable mentions will be presented at the December, 2020 Board meeting.

Visit www.vlawmo.org/get-involved/watershed-steward-award for award program information and nomination forms.

2. End-of-year Surveys:

TEC members are invited to participate in two end-of-year surveys. Each one is a valuable piece of our review, reflection, and growth process. There are two surveys this year instead of one due to COVID-19. In lieu of a volunteer banquet, where we formally recognize and thank TEC, BOD, and volunteers, VLAWMO staff will be using this second survey to gather hours invested and notes on highlights of the year. The second survey is the standard VLAWMO program review that occurs annually.

Community reflection (Volunteer banquet):

<https://www.surveymonkey.com/r/CM8PTSS>

Average time spent from completed surveys: 9 minutes

2020 Program Review:

<https://www.surveymonkey.com/r/58573HD>

Average time spent from completed surveys: 7 minutes

Events:

DNR North and East Metro Groundwater Meeting – November 13th, 9 am

<https://tinyurl.com/y37tjn7x>

VI. Projects

A. Lambert Lake Update

The Board authorized SEH to send the notice of award and proceed with the conformed contract for sheetpile replacement and meander construction with Sunram Construction, Inc., during the October Board meeting. That is now in process. The Board authorized the VLAWMO administrator to sign the conformed contract upon advice from counsel. The engineering scope of work for construction oversight, inspection, and drone documentation was also approved for a not-to-exceed total of \$41,750.

A postcard was mailed to residents in the project area (N = 267) during the first week of Nov. The postcard included key dates, entities who will be involved accessing the site, and a notice regarding the upcoming pre-construction photographic survey of buildings in the project area (N = 21).


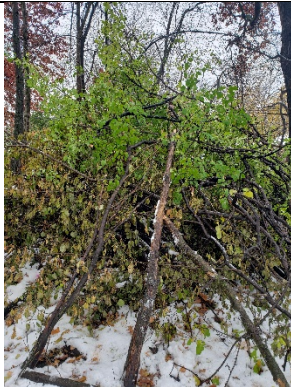
UMN researchers are continuing to work on the final biochar design. The early freeze in October ended the pilot design testing phase on location. The pilot boxes were transported to the NRRI lab in Duluth for further testing to inform design. The project is behind at this time, and invoices have been put on hold until the project catches up (estimated to be early in 2021).

B. Volunteer/community-engaged-learning workdays

With temperatures above freezing once again after the early October freeze, we have continued to work at 4th and Otter Lake Road conducting buckthorn removal. Community-engaged-learning students have hours remaining on their class commitment, so we have

extended the workdays to accommodate their needs and complete additional work. We haven't included these on the VLAWMO event calendar to maintain clarity for residents and volunteers.

We have been focusing on the north end of the property where thick buckthorn remains and across the street where large fruiting buckthorn were present that could easily reseed the restoration area. The City of White Bear Lake is assisting with buckthorn removal at the site. We appreciate their efforts to do that!

Community-engaged-learning students and a watershed volunteer at work on a chilly October day at 4 th and Otter	A large pile of buckthorn removed on the north end of the parcel
	

C. Pleasant Lake carp harvest

VLAWMO staff are continuing to coordinate with the commercial fisher and others to conduct a carp harvest. The fish market has been negatively affected by COVID so there is currently no market for the fish. Staff will continue to coordinate and work to conduct a harvest as the market improves and there is an opportunity for the commercial fisher to sell the catch. Staff went out on the boat to see where fish are aggregating and continue to prepare for the harvest during on Oct. 29.

The commercial fisher used sonar to locate areas where carp are beginning to aggregate. Warmer temperatures mean that the aggregations are not as tight, and fish are moving back into the vegetation to continue feeding.	It was a cold but beautiful day out on Pleasant Lake.
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D. Leadership Tomorrow, City of White Bear Lake

Staff (D. Tanner) was invited to give a presentation about VLAWMO projects and partnerships at the Nov. Leadership Tomorrow session. City Manager E. Hiniker also presented at the meeting.

E. Phragmites update

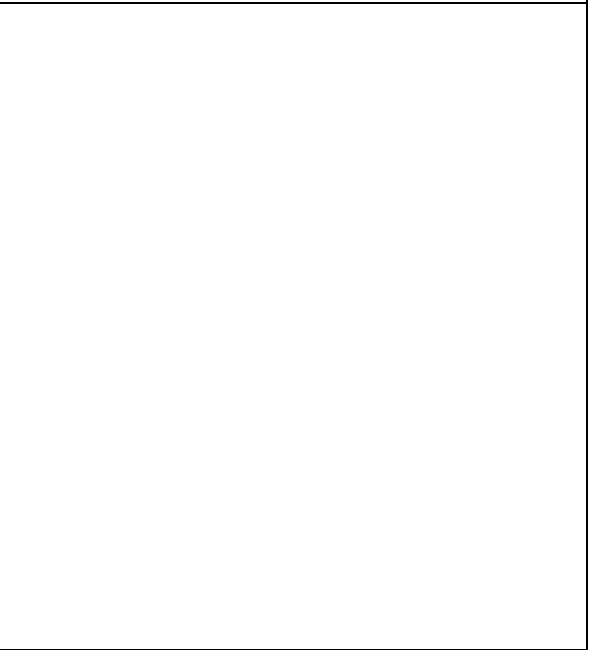
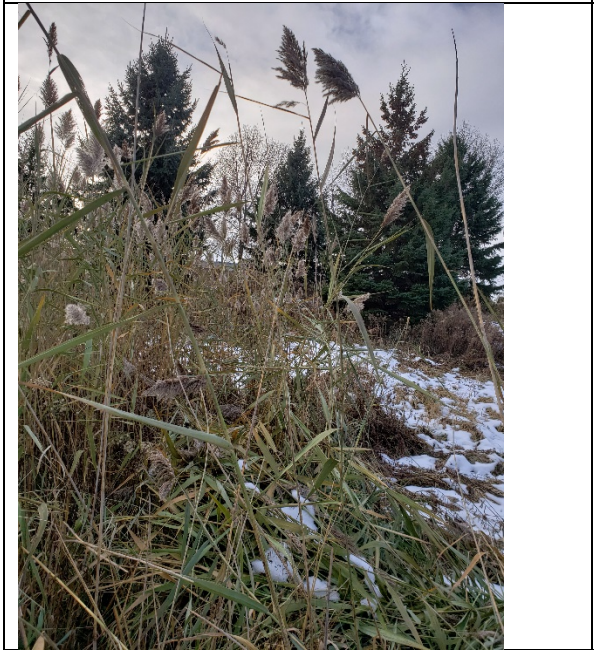
The cooperative project to identify and treat invasive Phragmites stands is ongoing, as RCSWCD mentioned during the Oct. TEC meeting. A new potential invasive Phragmites stand was identified in the Vadnais-Sucker wetland inventory by SEH. VLAWMO staff checked that site and confirmed ID of a sample with UMN experts (J. Bohnen). That site contains native Phragmites and does not need further attention at the time. VLAWMO staff also checked sites mentioned in Cooperative Weed Management Area (CWMA) meetings, including a location on West Vadnais and one on Centerville Road near I-35. So far, these are all native Phragmites. A fairly large stand of invasive Phragmites in the watershed is located across the road (Hammond Road) from Tamarack Nature Center.

Native Phragmites at West Vadnais	The ligule structure (where the grass leaf meets the stalk) is used to determine native from invasive Phragmites.
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Photo (below) shows invasive Phragmites at Hammond Road in White Bear Lake.

Invasive stands are also present along I-35 and near 695. These are being treated as part of the metro-wide grant and will be monitored by MN DOT.



F. Possible partnership with DNR on East Goose Fish Stocking

VLAWMO is working with MN DNR East Metro Fisheries on a possible demonstration project to stock predator fish into East Goose during spring 2021 to reduce bullhead numbers. We appreciate the efforts of the MN DNR to consider working with us.

G. Unified Project Maintenance Contract with Natural Shore Technologies

VLAWMO staff requested a quote from Natural Shore Technologies for maintenance of previously grant-funded restoration sites. These sites are required to be maintained as part of the grant agreements. VLAWMO has used a variety of contractors, and some sites were not being maintained (as identified during an inspection/reporting with MN DNR during 2019). Sites included in the unified contract include: Birch shoreline, Birch 4th and Otter near the iron-enhanced sand filter, Sucker Channel, Kohler Bend, and Oakmede Lane. See the full proposal included in the packet. The Kohler Bend site was prepped for this effort by using the corrections crew to clear overgrown buckthorn during 2020.

Note that, for the Birch Lake shoreline, BLID and City of White Bear Lake would continue to support half (or \$1000 of the \$2,000 total for that site) for annual maintenance, as they have been doing. And, for the 4th and Otter iron-enhanced sand filter site, the City would pay back VLAWMO 50% of the maintenance cost for this site, as per the maintenance agreement.

***VLAWMO requests a recommendation from the TEC to support the unified maintenance contract with Natural Shore Technologies in the amount of \$8,200 in 2021.**



Watershed Steward Award Nomination

Nominee name and affiliation: Volunteer, resident, congregation, home/lake owner's association, community group/club, etc.

Ceci Shapland, Minnesota Water Steward

Project: Ex. "BMP installation, business partnership event, volunteer recruitment event." Include the goals of the effort, location, and nearby waterbody if applicable.

2020

Watershed Explorer Booklet (July through Sep 2020): Ceci developed the idea of making a workbook for children that would educate them about the lakes, wetlands, flora, and animals within the VLAWMO watershed. She developed the vast majority of the material included in the booklet. She also secured a Community Blue grant to pay for final graphics and editing of the booklet. The workbook has been highlighted by the Tamarac Nature Center and is available online through VLAWMO website or at the Vadnais City Hall. The booklet can have a significant impact with more people (adults and children) becoming aware of the VLAWMO watershed and the important of keeping it healthy. She devoted over 60 hours towards this project.

Garden Tour 2020: Although an "in person" tour was not practical due to COVID 19, she was instrumental in developing a virtual tour (Sep 2020). She worked with Nick Voss to develop and coordinate a list of hosted projects and a list of persons that would independently visit the project during a predetermined schedule. This tour helped foster interest in residential projects that can significantly impact water quality in VLAWMO. She devoted over 12 hours towards this project.

Residential project (June through August 2020): Ceci helped develop a project to replace sod in the front for the residence with native plants and grasses. She played a key part in writing and receiving a Landscape Level 1 Grant. She coordinated with the neighbors for their approval to replace sod with sedge on the edge of their property to reduce erosion. She helped oversee the actual project and worked directly on the project. The project was featured on the 2020 Garden Tour. She devoted over 20 hours on the project.

Other activities: She helped with the VLAWMO's plant swap (June, 2019), which resulted increasing people's knowledge and planting of native plants. She has also adopted multiple

drains in her neighborhood as part of the Adopt a Drain program leading to improved water quality (on-going). Ceci has contributed her time towards the macro-invertebrates leaf packs for the last two years (5 hours per year). Ceci is also a member of WAV Committee.

2019

Residential projects to improve water quality and demonstrate BPMs (Mar through July 2019): She lead efforts to secure a Landscape Level I Grant that redirected the rain runoff from the residence that was flowing directly into the storm drains and instead into a rain garden (saving over 450 gallons of runoff [1 inch rainfall] from flowing into the storm drains). This included planting native plant in the rain garden.

A Community Blue Grant, in conjunction with Master Water Steward Training and capstone efforts, was also secured to install a dry creek bed to prevent erosion on the north side of the residence. On the south side of the residence, a swale with native grasses was created to prevent ongoing erosion. She coordinated with the neighbors for their of these projects since they involved portions of their property. These projects showcased BPM's to improve water quality and were highlighted on the August 2019 and September 2020 Garden Tours. She devoted over 36 hours towards these projects.

Garden Tour 2019: Ceci was the key contributor in setting up the Garden Tour (August 24, 2019). Working with Nick Voss, she helped arrange which residential projects were to be visited and coordinated with the project hosts. She also managed the list of tour attendees and communicated with them. Ceci helped in the actual tour, in which a van was rented and attendees shuttled to the various project sites. She also prepared pre and post tour surveys for the project hosts as well as the tour attendees. The tour was well attended with over 15 persons on the tour and survey results indicated that attendees increased their knowledge of BPM's to improve water quality. She devoted over 20 hours towards this project.

2018

Neighborhood drain labeling project: (Sep through Oct 2018) - Ceci secured Community Blue grant to purchase medallions indicating that water entering the storms drains flows into the Vadnais Lake. She helped mount medallions on all neighborhood drains (over 70 drains) and wrote an associated article for neighborhood paper. She also wrote article about proper winter salting techniques. As part of this project, she helped organized a neighborhood cleanup day that included picking up trash along Vadnais Blvd bordering Vadnais Lake. These projects raised neighborhood awareness about importance of cleaning storm drains and proper winter salting. She devoted over 24 hours towards this project.

Hours and time duration: Start of project to end of project (mo/yr), estimate of hours dedicated to effort (prep, implementation, meetings, etc.)

Total volunteer hours:

2020 - over 90 hours

2019 and 2018 - over 90 hours

See projects outlined above.

Description of watershed impact: What was the result for water quality (education message portrayed, event attendance numbers, gallons of water infiltrated, lbs of road salt reduced, acres of turf converted, innovative project construction and specs, grant completion, unique partnership description, etc.)

See projects outlined above.

Quote or summary statement: Based on the memory or experience of the effort, what's the "take-home" summary that the community should hear about this individual/team and their effort? Are there any additional notable skills, dedication, attention to detail, or creative applications?

"Before getting involved with VLAWMO and the Water Steward program, all I knew about water was that it came out of the facet. Now, I understand the importance of water quality and of managing the watershed to provide clean lakes, streams, and wetlands. "



Watershed Partner Award Nomination

Nominee name and affiliation: Ramsey County Public Works, VLAWMO partner organization

Project: Ex. “BMP installation, business partnership event, volunteer recruitment event.” Include the goals of the effort, location, and nearby waterbody if applicable.

VLAWMO capital improvement project: Birch Lake, 4th Street and Otter Lake Road iron-enhanced sand filter project located in the City of White Bear Lake. After outreach to Ramsey County for interest in technical, financial, and project maintenance, the County enlisted for project partnership. Ramsey County organized the majority of the Operations & Maintenance (O&M) Agreement between the project partners, and was the driving force behind its execution. The O&M is the key agreement that keeps the project functioning for its 25 year lifespan, ensuring the future health of Birch Lake.

Hours and time duration: Start of project to end of project (mo/yr), estimate of hours dedicated to effort (prep, implementation, meetings, etc.)

Began project involvement in April 2018 and ended primary work in October 2020. Ongoing project maintenance will likely continue for the 25 years of partner project maintenance. 80 estimated hours of work contributed to the project from 2018 to 2020, with the majority of that time dedicated to work on the Operations & Maintenance Agreement.

Description of watershed impact: What was the result for water quality (education message portrayed, event attendance numbers, volume of water infiltrated, lbs of road salt reduced annually, acres of turf converted, innovative project construction and specs, grant completion, unique partnership description, etc.)

The iron-enhanced sand filter (IESF) is modeled to directly reduce 8.1 lbs of total phosphorus entering into Birch Lake, annually. For perspective, 1 lb of phosphorus is estimated to produce roughly 500 lbs of algae. The executed O&M Agreement between VLAWMO, the City of White Bear Lake, Ramsey County, and the BLID will ensure proper function and effectiveness of the filter for its 25 year lifespan, until 2045.

Quote or summary statement: Based on the memory or experience of the effort, what's the "take-home" summary that the community should hear about this individual/team and their effort? Are there any additional notable skills, dedication, attention to detail, or creative applications?

Molly Churchich, RCPW Env. Resource Specialist, was responsible for the majority of the work behind the Birch Lake IESF Operations & Maintenance Agreement. With her help and the enlistment of Ramsey County, the project has the regional organizational support and investment to aid in keep Birch Lake healthy well into the future. Her work directly impacted the achievement of goals of the VLAWMO 2017-2026 Watershed Management Plan through Capital Improvement Project implementation, regional project collaboration and partnership for the improvement and protection of water quality for VLAWMO water bodies.



Watershed Partner Award Nomination

Nominee name and affiliation: City of White Bear Lake, VLAWMO joint powers member

Project: Ex. “BMP installation, business partnership event, volunteer recruitment event.” Include the goals of the effort, location, and nearby waterbody if applicable.

4th and Otter Sand-iron Filter: A partner-based BMP installation benefiting Birch Lake.

City staff met with VLAWMO in the fall of 2016 to identify potential retrofit opportunities for stormwater treatment around Birch Lake. One area identified was the 4th Street and Otter Lake Road storm sewer outfall. In early 2017, the City Council expressed full support of VLAWMO’s stormwater feasibility study options, with a resolution to financially contribute towards the cost of the feasibility study. After the sand iron filter was identified as a feasible project in the fall of 2017, City Council passed a resolution in support of VLAWMO applying for a BWSR Clean Water Fund grant and made a commitment to contribute towards the grant match.

The City of White Bear Lake provided in-kind services whenever possible, completing an existing survey of the site prior to project design and acquiring ownership of adjacent property for the construction of a maintenance access road to the filter.

Hours and time duration: Start of project to end of project (mo/yr), estimate of hours dedicated to effort (prep, implementation, meetings, etc.)

City staff were involved in the project annually from 2016-2020. 30 hours estimated for each year in accumulated staff person hours. 120 hours estimated total. The project completed in 2020, and still has a 15 hr/yr estimated participation investment from City staff for future years.

Description of watershed impact: What was the result for water quality (education message portrayed, event attendance numbers, volume of water infiltrated, lbs of road salt reduced annually, acres of turf converted, innovative project construction and specs, grant completion, unique partnership description, etc.)

The Sand-iron filter reduces annual phosphorus loading into Birch Lake by 8.1 lbs/yr. In a 1-inch rain event, it can filter 4.36 acre/ft of stormwater runoff, which is equivalent to 1,419,083 gallons.

The City has signed an operation and agreements with VLAWMO in 2020 to upkeep the effectiveness of the filter for 10 years. Part of this agreement entails staff cleaning out the underground structures of debris using a VAC truck.

Quote or summary statement: Based on the memory or experience of the effort, what's the "take-home" summary that the community should hear about this individual/team and their effort? Are there any additional notable skills, dedication, attention to detail, or creative applications?

"The success of this project is a testament to a commitment to collaborate with partners in all aspects of project design, construction, and maintenance, and showcases how strong partnerships can work together for a common goal."



September 8, 2020

VLAWMO 2021 Vegetative Management Bid

Dear Dawn,

Thank you for considering Natural Shore for several VLAWMO BMPs and restoration sites. Please find below our cost estimates outlined below for each individual site and what those costs include:

Estimated Maintenance for 2021:

Birch Lake Shoreline- \$2,000

- Spring clean-up plus 5 visits minimum throughout the growing season
- Control and disposal of undesirable weeds
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plants to boost biodiversity

Birch Lake IESF- \$1,500

- Spring mowing plus 5 visits minimum throughout the growing season
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plant seed where needed
- Inlet or catch basin cleaning during site visits

Additional recommended fall mowing in 2020- \$170

Sucker Channel Shoreline Restoration- \$2,000

- Spring clean-up plus 5 visits minimum throughout the growing season
- Control and disposal of undesirable weeds
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plants to boost biodiversity

Koehler Bend and Flume- \$1,500

- Spring mowing
- Spring and fall herbicide treatment
- 2-3 site visits to prevent weed seed maturation (weeding/whipping)
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Inlet or catch basin cleaning (removal of debris blocking grates)
- Supplemental native seed or plants to boost biodiversity

Oakemede Lane- \$1,200

- Spring mowing
- Spring and fall herbicide treatment
- 2-3 site visits to prevent weed seed maturation (weeding/whipping)
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native seed or plants to boost diversity (2-3 flats)



2021 VLAWMO Maintenance total- \$8,200

These costs are based on site conditions observed during a site assessment and the previous years' maintenance inputs. Prices include consultations, professional monitoring, plant identification, labor, removal and proper disposal of weeds, herbicide, and transportation.

Please let me know if you have any questions or concerns regarding the above estimate. We can work with you to adjust the amount of visits or other maintenance strategies to align with any budget constraints you might have for each of the sites, or to better obtain your site objectives.

Thank you,

Tracy Lawler
Maintenance Program Manager
Cell: 612-220-4178
tracy@naturalshore.com

2021 Maintenance Contract

Approval of 2021 Vegetative Maintenance

Contract Value: \$_____

Client names: VLAWMO

Signed: _____ Date _____

Contractor: *Natural Shore Technologies, Inc.*

Signed:

William M. Bartodziej, M.S.
Senior Restoration Ecologist, Natural Shore Technologies

Please return a signed copy of this contract and a check to:

Natural Shore Technologies, Inc.
6275 Pagenkopf Rd.
Maple Plain, MN 55359