

VLA WMO BOARD OF DIRECTORS MEETING AGENDA

7:00 PM December 9, 2020







Meeting will be held by Zoom teleconference. Meeting link:

<https://us02web.zoom.us/j/81844224204?pwd=VWl0SnYxdGVTTTEpXbzJ2NHhRheVcwZz09>

Passcode: vlawmo20

Dial by telephone: +1-312-626-6799

Meeting ID: 818 4422 4204 Passcode: 56199449

- I. **Call to Order**, Chair, Jim Lindner
- II. **Approval of Agenda**
- III. **Visitors and Presentations**
 - A. Public visitors – non-agenda items
 - B. TEC Report and Financial – November (TEC-approved) & December (to-be-approved)–Phil (Pg. 2)
 - C. Present Watershed stewardship and partnership awards (2)
 - D. Recognition of Director Marty Long
 - E. Katherine Doll Kanne - WAV /CAC update and annual summary (Pg. 20)
- IV. **Consent Agenda** 
 - A. Approval of Minutes October 28, 2020 (Pg. 23)
 - B. Project Reports and Updates (Pg. 33)
 1. Consider Natural shores combined maintenance contract (Pg. 35)
 2. WBF in Goose subwatershed (Co. Rd F Raingardens)
 3. Small Watershed 319 Process (Wilkinson Subwatershed)
 4. East Goose Lake: public engagement meeting & fisheries management with MN DNR
 5. Ditch 14 maintenance
 6. Great River Greening update on Vadnais/Sucker Park restoration
 7. Update on Vote for master water steward @ TEC
 8. Update on Lambert biochar
 9. Interim report available on Pleasant Lake carp project
 10. Minnesota Water Stewards selections 2021
 - C. Consider Updated Project Table for FY 20/21 BWSR WBF- Phil (Pg. 37)
- V. **Business**
 - A. Administration
 1. Consider 2021 fund balance and “working” budget – Res. 11-2020– Phil  (Pg. 39)
 2. Consider Employee benefits package for 2021 - Phil  (Pg. 54)
 - B. Projects and Programs
 1. Approve use of Loan Disbursement Request form as expenses are incurred for sheet pile – Lambert Project- Dawn  (Pg. 71)
 2. Consider East Goose Lake RFQ for Public Engagement Services- Phil  (Pg. 73)
 - C. Operations
 1. Consider Metro INET JPA and 2021 Budget – Res. 12-2020 – Tyler  (Pg. 79)
 - D. Education and Outreach
 1. Update on 2020 Education and Outreach Plan, 2020 Summary- Nick (Pg. 101)
- VI. **Discussion/Updates –**
- VIII. **Administration Communication –**
- XI. **Adjourn** Next regular meeting: Feb. 24, 2021

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

TEC Report to the Board
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%

November 2020 VLAWMO Financial 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>	<i>\$60,384</i>	<i>\$537,302</i>	<i>\$616,000</i>	<i>\$81,800</i>	<i>\$160,498</i>	<i>\$697,800</i>	<i>77%</i>
	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

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

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>

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 Financial 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			<u>-1,219.46 1,219.46</u>
	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			<u>-851.00 851.00</u>
	Check 5041 11/13/2020 EDCO	Checking - 1987	-142.09
		3.320 · Marketing	-142.09 142.09
TOTAL			<u>-142.09 142.09</u>
	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			<u>-49,409.62 49,409.62</u>
	Check 5043 11/13/2020 minnesota Native Landscapes	Checking - 1987	-2,000.00
		3.461 · Sucker channel	-2,000.00 2,000.00
TOTAL			<u>-2,000.00 2,000.00</u>
	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			<u>-2,000.00 2,000.00</u>

November 2020 VLAWMO Financial 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		<u>-10,592.81</u>	<u>10,592.81</u>
Check 5046 11/13/2020 HDR Engineering, Inc.	Checking - 1987		-367.82
	Website & email hosting	-367.82	367.82
TOTAL		<u>-367.82</u>	<u>367.82</u>
Check 5047 11/13/2020 carp solutions	Checking - 1987		-1,334.80
	3.450 · Pleasant Charley Deep	-1,334.80	1,334.80
TOTAL		<u>-1,334.80</u>	<u>1,334.80</u>
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		<u>-12,500.00</u>	<u>12,500.00</u>
Check 5049 11/13/2020 Kennedy & Graven, Chartered	Checking - 1987		-79.60
	LL VLAWMO cash match	-79.60	79.60
TOTAL		<u>-79.60</u>	<u>79.60</u>
Check 5050 11/13/2020 Barr Engineering Co	Checking - 1987		-252.95
	4th & Otter project	-252.95	252.95
TOTAL		<u>-252.95</u>	<u>252.95</u>
Check 5051 11/13/2020 Andy Shoemaker	Checking - 1987		-731.56
	3.230 · Wetland Asses. & Manage	-731.56	731.56
		<u>-731.56</u>	<u>731.56</u>

November 2020 VLAWMO Financial 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		<u>-20.99</u>	<u>20.99</u>
Check 5053 11/13/2020 Brian Corcoran	Checking - 1987		-95.12
	3.170 · Misc. & mileage	-95.12	95.12
TOTAL		<u>-95.12</u>	<u>95.12</u>
Check 5054 11/13/2020 Dawn Tanner	Checking - 1987		-53.48
	3.170 · Misc. & mileage	-53.48	53.48
TOTAL		<u>-53.48</u>	<u>53.48</u>
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		<u>-84.50</u>	<u>84.50</u>

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

December 2020 VLAWMO Financial Report

December-20		Actual 12/1/20	Actual to Date	2020 Budget	2019 carry over/Grants	Remaining in Budget	2020 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$389,017	\$891,755	\$890,800	\$0	(\$955)	\$890,800	100%
5.12	Service Fees	\$0	\$600	\$200	\$0	(\$400)	\$200	300%
5.13	Interest + mitigation acct	\$19	\$4,236	\$5,000	\$0	\$764	\$5,000	85%
5.14	Misc. income - WCA admin & other	\$100	\$5,250	\$3,000	\$0	(\$2,250)	\$3,000	175%
5.15	Other Income Grants	\$48,800	\$144,612	\$0	\$0	(\$144,612)	\$0	
5.16	Transfer from reserves	\$0	\$350,000	\$0	\$0	(\$350,000)	\$0	
	TOTAL	\$437,936	\$1,396,453	\$899,000	\$0	(\$497,453)	\$899,000	155%

EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,074	\$23,875	\$25,200	\$0	\$1,325	\$25,200	95%
3.120	Information Systems	\$0	\$13,116	\$20,000	\$2,000	\$8,884	\$22,000	60%
3.130	Insurance	\$0	\$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	\$318	\$1,333	\$4,000	\$2,500	\$5,167	\$6,500	21%
3.144	Consulting - Eng. & Tech.	\$0	\$4,153	\$30,000	\$0	\$25,847	\$30,000	14%
3.150	Storm Sewer Utility	\$4,375	\$8,940	\$14,000	\$0	\$5,060	\$14,000	64%
3.160	Training (staff/board)	\$0	\$690	\$4,500	\$1,500	\$5,310	\$6,000	12%
3.170	Misc. & mileage	\$93	\$3,954	\$5,500	\$800	\$2,346	\$6,300	63%
3.191	Administration - staff	\$26,616	\$365,473	\$347,200	\$50,000	\$31,727	\$397,200	92%
3.192	Employer Liability	\$7,023	\$98,309	\$89,600	\$12,000	\$3,291	\$101,600	97%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$0	\$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	\$0	\$17,549	\$10,000	\$0	(\$7,549)	\$10,000	175%
3.3	Education and Outreach							
3.310	Public Education	\$0	\$2,500	\$8,500	\$1,000	\$7,000	\$9,500	26%
3.320	Marketing	\$128	\$2,476	\$7,500	\$0	\$5,024	\$7,500	33%
3.330	Community Blue Ed Grant	\$3,000	\$12,012	\$10,000	\$2,000	(\$12)	\$12,000	100%
<i>Total Core functions: Ops, Monitoring, Education</i>		\$43,627	\$580,929	\$616,000	\$81,800	\$116,871	\$697,800	83%

Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek	\$519	\$93,534	\$120,000	\$63,275	\$89,741	\$183,275	51%
3.425	Goose Lake	\$0	\$41,444	\$60,000	\$150,316	\$168,872	\$210,316	20%
3.430	Birch Lake	\$0	\$152,954	\$10,000	\$39,067	(\$103,887)	\$49,067	312%
3.440	Gilf Black Tam Wilk Amelia	\$1,721	\$19,134	\$30,000	\$50,000	\$60,866	\$80,000	24%
3.450	Pleasant Charley Deep	\$0	\$20,666	\$10,000	\$9,000	(\$1,666)	\$19,000	109%
3.460	Sucker Vadnais	\$0	\$17,664	\$12,000	\$10,000	\$4,336	\$22,000	80%
3.48	Programs							
3.481	Landscape 1	\$2,000	\$25,278	\$24,000	\$11,500	\$10,222	\$35,500	71%
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	\$1,500	\$4,625	\$5,000	\$29,176	\$29,551	\$34,176	14%
3.5	Regulatory							
3.510	Engineer Plan review	\$0	\$60	\$2,000	\$0	\$1,940	\$2,000	3%
Total CIP & Program		\$5,740	\$407,705	\$293,000	\$373,695	\$258,990	\$666,695	61%
Total of Core Operations & CIP		\$49,367	\$988,634	\$909,000	\$455,495	\$375,861	\$1,364,495	72%

Fund Balance	11/1/2020	12/1/2020
4M Account	\$153,511	\$68,700
4M Plus Savings	\$424,060	\$424,077
Total	\$577,571	\$492,778

Restricted funds	12/1/2020
Mitigation Savings	\$21,036
Term Series (3/28/19)	\$0

December 2020 VLAWMO Financial Report

Vadnais Lake Area Water Management Orga 11:49 AM
Profit & Loss 12/02/2020
November 14 through December 11, 2020 Cash Basis
Nov 14 - Dec 11, 20

Ordinary Income/Expense	
Income	
Misc.	100.00
5.1 · Income	
5.11 · Storm Water Utility	389,016.98
5.13 · Interest	19.41
5.15 · Other Income Grants	
Birch Lake	48,800.00
Total 5.15 · Other Income Grants	<u>48,800.00</u>
Total 5.1 · Income	<u>437,836.39</u>
Total Income	<u>437,936.39</u>
Gross Profit	<u>437,936.39</u>
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	15.18
Phone/Internet/Machine Overhead	275.00
Postage	181.25
Rent	1,540.00
Supplies	62.50
Total 3.110 · Office	<u>2,073.93</u>
3.143 · Legal	318.40
3.150 · Storm Sewer Utility	4,375.00
3.170 · Misc. & mileage	93.42
3.191 · Employee Payroll	
payroll	26,616.04
Total 3.191 · Employee Payroll	26,616.04
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	1,874.69
Administration PERA	1,996.20
Insurance Benefit	3,107.04
Total 3.192 · Employer Liabilities	<u>7,022.85</u>
Total 3.1 · Administrative/Operations	<u>40,499.64</u>
3.3 · Education and Outreach	
3.320 · Marketing	128.00
3.330 · Community Blue Education Grant	3,000.00
Total 3.3 · Education and Outreach	<u>3,128.00</u>
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	
Ditch authority	83.84
LL VLAWMO cash match	434.76
Total 3.420 · Lambert Creek Restoration	<u>518.60</u>

December 2020 VLAWMO Financial Report

3.440 · Gilfillan Black Tamarack Wilkin	1,721.30
3.470 · Facilities & Maintenance	<u>1,500.00</u>
Total 3.4 · Capital Imp. Projects/Programs	3,739.90
3.48 · Programs	
3.481 · Landscape 1 - cost-share	<u>2,000.00</u>
Total 3.48 · Programs	2,000.00
Total Expense	49,367.54
Net Ordinary Income	388,568.85
Net Income	<u>388,568.85</u>

December 2020 VLAWMO Financial Report

Vadnais Lake Area Water Management Organization Check Detail

11:42 AM

12/02/2020

November 14 through December 11, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	12/02/2020	Reliance Standard		Checking - 1987		-201.70
				Insurance Benefit		-201.70	201.70
TOTAL						-201.70	201.70
Check	eft	12/05/2020	further		Checking - 1987		-5.00
				Insurance Benefit		-5.00	5.00
TOTAL						-5.00	5.00
Check	5056	12/11/2020	Nicholas Voss		Checking - 1987		-15.65
				3.170 · Misc. & mileage		-12.65	12.65
				3.320 · Marketing		-3.00	3.00
TOTAL						-15.65	15.65
Check	5057	12/11/2020	Dawn Tanner		Checking - 1987		-51.75
				3.170 · Misc. & mileage		-51.75	51.75
TOTAL						-51.75	51.75
Check	5058	12/11/2020	Tyler J Thompson		Checking - 1987		-73.54
				3.170 · Misc. & mileage		-11.04	11.04
				Supplies		-62.50	62.50
TOTAL						-73.54	73.54
Check	5059	12/11/2020	Brian Corcoran		Checking - 1987		-101.82
				3.170 · Misc. & mileage		-17.98	17.98

December 2020 VLAWMO Financial Report

	Ditch authority	-83.84	83.84
TOTAL		-101.82	101.82
	Check 5060 12/11/2020 FirstService Residential	Checking - 1987	-2,000.00
	3.481 · Landscape 1 - cost-share	-2,000.00	2,000.00
TOTAL		-2,000.00	2,000.00
	Check 5061 12/11/2020 Ehlers & Associates, Inc.	Checking - 1987	-4,375.00
	3.150 · Storm Sewer Utility	-3,500.00	3,500.00
	3.150 · Storm Sewer Utility	-875.00	875.00
TOTAL		-4,375.00	4,375.00
	Check 5062 12/11/2020 Department of Corrections	Checking - 1987	-1,500.00
	3.470 · Facilities & Maintenance	-1,500.00	1,500.00
TOTAL		-1,500.00	1,500.00
	Check 5063 12/11/2020 SEH	Checking - 1987	-2,156.06
	3.440 · Gilfillan Black Tamarack Wilkin	-1,721.30	1,721.30
	LL VLAWMO cash match	-434.76	434.76
TOTAL		-2,156.06	2,156.06
	Check 5064 12/11/2020 impressive print	Checking - 1987	-95.00
	3.320 · Marketing	-95.00	95.00
TOTAL		-95.00	95.00
	Check 5065 12/11/2020 Hisdahl's Trophies	Checking - 1987	-30.00
	3.320 · Marketing	-15.00	15.00
	3.320 · Marketing	-15.00	15.00
TOTAL		-30.00	30.00

December 2020 VLAWMO Financial Report

	Check 5066 12/11/2020 Freshwater Society		Checking - 1987	-3,000.00
			3.330 · Community Blue Education Grant	-3,000.00 3,000.00
TOTAL			<u>-3,000.00</u>	<u>3,000.00</u>
	Check 5067 12/11/2020 City of Vadnais Heights		Checking - 1987	-2,011.43
			Rent	-1,540.00 1,540.00
			Phone/Internet/Machine Overhead	-200.00 200.00
			Phone/Internet/Machine Overhead	-75.00 75.00
			Postage	-181.25 181.25
			Copies	-15.18 15.18
TOTAL			<u>-2,011.43</u>	<u>2,011.43</u>
	Check 5068 12/11/2020 City of White Bear Lake		Checking - 1987	-33,432.19
			payroll	-26,616.04 26,616.04
			Administration FICA	-1,874.69 1,874.69
			Administration PERA	-1,996.20 1,996.20
			Insurance Benefit	-2,900.34 2,900.34
			Admin payroll processing	-44.92 44.92
TOTAL			<u>-33,432.19</u>	<u>33,432.19</u>
	Check 5069 12/11/2020 Kennedy & Graven, Chartered		Checking - 1987	-318.40
			3.143 · Legal	-318.40 318.40
TOTAL			<u>-318.40</u>	<u>318.40</u>

December 2020 VLAWMO Financial Report

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
 October 1 through December 1, 2020

11:33 AM

12/02/2020

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Oct 1 - Dec 1, 20									
Credit Card Charge	10/05/2020		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	36.00	36.00
Credit Card Charge	10/09/2020		adobe *photography plan		US Bank CC		Software	9.99	45.99
Transfer	10/20/2020			Funds Transfer	US Bank CC		Checking - 1987	-1,429.20	-1,383.21
Credit Card Charge	10/24/2020		Zoom	subscription	US Bank CC		3.320 · Marketing	1.10	-1,382.11
Credit Card Charge	10/26/2020		Adobe "Creative Cloud		US Bank CC		Software	32.20	-1,349.91
Credit Card Charge	10/26/2020		Zoom	subscription	US Bank CC		3.320 · Marketing	16.09	-1,333.82
Credit Card Charge	11/03/2020		Google*SVCAPPS_VLAWM		US Bank CC		WEB	36.00	-1,297.82
								<u>-1,297.82</u>	<u>-1,297.82</u>
Oct 1 - Dec 1, 20									

2020 Program Highlights



Volunteer Activities:

- Adopt-a-raingarden: Fox Meadow (WBT), Heritage Hall (Gem Lake), VH City Hall, VH Elementary
- Leaf Pack monitoring: Lambert Creek, North Oaks channels (Deep, Charley Lakes)
- University of Minnesota community engagement volunteers: 12
- Aquatic Invasive Species (AIS): 3
- North Oaks movie night: Hometown Habitat
- Neighborhood raingarden and native plant tour (DIY)
- Rainbarrel webinar and install program
- Junior Watershed Explorer program



2020 Program Highlights

Rainbarrel Workshop: Install & Use



Rainbarrel installation
Customizing + doubling-up
Cleaning + winterizing
Water saving tips at home

Aug 13th
2020

6:30 PM - 7:30 PM
Online

A free rainbarrel
is provided to the first 15
registrations.

One rainbarrel
per household.

Visit our website to RSVP:
vlawmo.org/events

651.204.6070

Facilitated by
Master Water Steward
Katherine Doll Kanne

Master Water Stewards
Community Leadership for Clean Water



Native Plants: Close to home

Planting, maintaining, and enjoying the benefits!

Free event:
May 13, 2020
7-8:30 PM
Online webinar

Featuring special guest
Tracy Lawler of
Native Plant Technology, Inc.

Register online at:
vlawmo.org/events
or call us at:
651.204.6070
nick.voss@vlawmo.org

NATURAL SHORE

VLAWMO

Summer Dreamin'

How to get grants
for property improvements

February 12, 2020
6:30-7:30 pm
Vadnais Heights
City Hall
800 County Rd E East
Free to attend!

Learn about VLAWMO's cost-share and other grant programs to make your next project a breeze.

- How to do the paperwork
- How to plan a project according to your needs
- Local success stories
- Who to contact for support

...and then resume hibernation!

Visit our website to register:
vlawmo.org/events
or contact:
651.204.6070
nick.voss@vlawmo.org

VLAWMO

Neighborhood Garden & Plant Tour

A self-guided tour of local
raingardens, native plants, and
landscaping that improves
water resources.

Aug 22nd & 23rd
2020

10:00 AM - 4:00 PM
Adapted for social distancing:
Drive separate and ask questions via
phone & email.

Registered guests will receive
a tour booklet with background
information on host sites,
a driving route, and contact
information for questions
to the host sites.

All projects supported by VLAWMO cost-share funds.
See how your yard can be a solution for clean water!

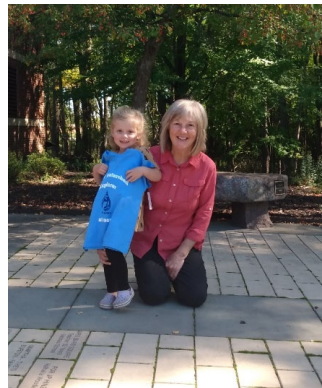
Visit our website to RSVP:
vlawmo.org/events
651.204.6070

Facilitated by
Master Water Stewards
Ceci and Ed Shapland

Master Water Stewards
Community Leadership for Clean Water

VLAWMO

2020 Program Highlights



Ceci and Ed Shapland
Minnesota Water Stewards

Watershed workbook for kids and families available in office and online

Kate Winsor
North Oaks Natural Resources Commission

Movie night at the North Oaks Golf Club:
Habitat, stormwater, green infrastructure education



Movie Night
Wednesday, March 4th
7-9 PM - North Oaks Golf Club Ballroom

Free Event For North Oaks families and their guests

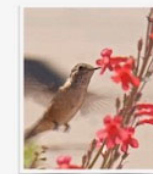


A little bit about the movie:

For two years, producer/director Catherine Zimmerman and film crew traveled around the country to visit with people who are exploring what it means to bring conservation close to home. Zimmerman shares success stories and lessons learned to reawaken and redefine our relationship with nature. The message is inspiring – we all have the power to support habitat by making our yards more valuable to the Earth. By learning from these examples and reflecting on how we use our yards, the movie gives a glimpse of how natural landscaping can be the new norm.

Refreshments will be served and the audience will leave with a free gift!!

*** Please RSVP at <https://tinyurl.com/smp49h5>
Call 651-238-4198 with questions.



2021 Aspirations



Continued programs:

- Invasive species control: Integration with Vadnais/Sucker Park restoration
- Citizen Science efforts
- Native plant swap event
- Neighborhood tour
- Adopt-a-Raingarden: Expand to new sites with public raingardens
- New Minnesota Water Stewards for 2021: 2

MINUTES OF THE BOARD OF DIRECTORS – June 2020 REGULAR BOARD MEETING
October 28th, 2020

Attendance		Present	Absent
Jim Lindner, Chair	City of Gem Lake	X	
Marty Long, Vice Chair	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	
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: Martin Johnson, Ed & Dianne Haddon, Troy Kunze, Erinn & Ralph Robovsky, Jeff Moore (VH residents); Grant Johnson (Re/Max Results); Emily Jennings (SEH); Bob Larson (VLAWMO TEC); Mark Houge (North Oaks Company).

I. Call to Order

The meeting was called to order at 7:00 pm by Chair Lindner. Lindner: present, Long: present, Rafferty: absent, Prudhon: present, Jones: present, Youker: present via Zoom.

II. Approval of Agenda

The agenda for the October 28, 2020 Board meeting was presented for approval, Chair Lindner asked for any additions or corrections. There were 2 proposed changes: move item V. B. 5. to the Consent Agenda as IV. B. 5. and the addition of item IV. B. 6. Payment of Workers Comp. Premium to LMCIT to the Consent Agenda.

A motion was made by Long and seconded by Jones to approve the October Board meeting agenda, as amended. Vote: all aye. Motion passed.

III. Visitors and Presentations

A. Public Visitors – non-agenda items

Edward Haddon (532 Bear Ave North, Vadnais Heights) brought forth concept plans for the extension of Bear Ave North in Vadnais Heights. Haddon expressed that some of the residents have no interest in changes to their development and questioned if such plans could be approved by VLAWMO.

Lindner noted that VLAWMO will have to go through the proper legal process for project approval or disapproval of the potential project. Haddon thanked them for their time. Troy Kunze (500 Bear Ave North, Vadnais Heights) noted the original development was platted in 1937 and residents have concern about water issues and sedimentation that may come with the development.

B. TEC Report and Financial – October

Belfiori briefly overviewed the October TEC Report to the Board and Finance Report.

IV. Consent Agenda

Chair Lindner asked if any Board members wished to speak on the project updates; none.

A. Approval of Minutes: August 26, 2020

The minutes from the August 26th, 2020 Board meeting are placed on the agenda for approval, as presented. No comments from the Directors.

A motion was made by Jones and seconded by Lindner to approve the August 26, 2020 Board meeting minutes, as presented. Vote: all aye. Motion passed.

B. Project Reports and Updates

Staff prepared updates for projects and programs in the October Board meeting packet. Belfiori noted that while these were placed on the Consent Agenda, they provide some excellent reports and would encourage the Board to review them.

1. S.E.H. Wetland Inventory Report Sucker/Vadnais Subwatershed

Summary in October 28, 2020 Board packet.

2. Pleasant Lake Sedimentation/Internal Load Study

Summary in October 28, 2020 Board packet.

3. Wilkinson Feasibility Study

Summary in October 28, 2020 Board packet.

4. Small Watershed 319 Process (Wilkinson Subwatershed)

Summary in October 28, 2020 Board packet.

5. Watershed Partner Award call for nominations

Voss gave a brief overview that the nominations for Watershed Partner Award are live.

6. Payment of workers compensation premium due to annual audit

Summary in October 28, 2020 Board packet.

A motion was made by Prudhon and seconded by Jones to approve the October 2020 Board meeting consent agenda, as amended. Vote: all aye. Motion passed.

V. Business

A. Administration

1. Consider storm sewer utility certification lists for 2021 – Resolution 06-2020

Belfiori presented the proposed 2021 storm sewer utility parcel summary and lists for consideration and approval of Resolution 06-2020, certifying storm sewer utility charges to the County Auditor to be assessed on real estate taxes payable in 2021. Staff recommended approval.

Discussion: None.

A motion was made by Jones and seconded by Prudhon to approve Resolution 06-2020, approving VLAWMO's Storm Sewer Utility Certification Lists for Anoka and Ramsey Counties for 2021. Vote: Lindner: aye, Long: aye, Prudhon: aye, Jones: aye, Youker: aye. Motion passed.

RESOLUTION 06-2020

A RESOLUTION CERTIFYING STORM SEWER UTILITY CHARGES TO THE COUNTY AUDITOR TO BE ASSESSED ON REAL ESTATE TAXES PAYABLE IN 2021.

WHEREAS, Minnesota Law 2008, Chapter 366, Article 6, Section 47 provides that the Vadnais Lake Area Water Management Organization may certify to the County Auditors the amounts of storm sewer utility charges to be collected on said premises the ensuing year; and

WHEREAS, the Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, provides that the watershed may certify to the County Auditors the amounts of unpaid utility charges to be collected as part of the tax levy/special assessments on said premises the ensuing year;

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

1. Attachments 1 and 2 attached hereto and made a part thereof by reference is a list of parcels of real property lying within the VLAWMO limits of which have surface water runoff and on which there are service charges payable in 2021.
2. The Board hereby certifies said list and requests the Ramsey County Auditor and Anoka County Auditor to include in the real estate taxes/assessments due the amount set forth in Attachments 1 and 2 with taxes/assessments due and payable in 2021.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

James Lindner, Chair _____ Date

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 28th day of October 2020, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 28th day of October 2020.

Phil Belfiori, Administrator

2. 2021 – 2023 Office space lease agreement

Belfiori presented a lease Agreement for continued partnership for renting office space at the Vadnais Heights City Hall. This comes after negotiations to renew VLAWMO’s space lease, with terms that were recommended by the Policy & Personnel Committee, and proposed agreement would see an annual average increase in costs just under 3% over the next 3 years. The Vadnais Heights City Council voted to approve the proposed lease

Agreement at their Oct. 20, 2020 meeting. Staff recommended approval and adoption of Resolution 11-2020.

Discussion: None.

A motion was made by Youker and seconded by Lindner to move the approval of the 2021-2023 VLAWMO lease Agreement with the City of Vadnais Heights, as presented, and approval of Resolution 11-2020. Vote: Lindner: aye, Long: aye, Prudhon: aye, Jones: aye, Youker: aye. Motion passed.

Resolution 11-2020
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Office Lease

Resolution 11-2020 was moved by Director Youker and seconded by Director Lindner :

A RESOLUTION FOR APPROVAL OF THE 2021 – 2023 OFFICE LEASE with the City of Vadnais Heights.

Whereas, VLAWMO must maintain an office, with required facilities within the VLAWMO jurisdiction and the accommodations within the Vadnais Heights city hall meet those needs, and

Whereas, VLAWMO finds the location, accommodations and personnel at city hall to be a good fit with VLAWMO needs,

Therefore be it resolved to approve the 2021 – 2023 lease agreement with the City of Vadnais Heights with any non-material changes and upon advice of Counsel.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

B. Projects

1. Lambert Lake Meander and Sheetpile Replacement Project

a. Consider contract award for the Lambert Lake Project – Res. 07-2020

Tanner presented that after the bid closing and opening for the Lambert Lake project, 10 bids for construction were received. SEH has completed a tabulation and review of all bids, and is recommending Sunram Construction, Inc for the bid award in the amount of \$539,976.90, and is also the lowest bidder. SEH and staff are recommending authorization to select Sunram for bid selection, along with authorization of the VLAWMO Administrator to sign into contract with the selected bidder. Staff recommends the Board ratify and approve signing of Resolution 07-2020 formally approving the bid recommendation, approve notice of award, authorize SEH to prepare the conformed contract, and authorize signature of the contract by the VLAWMO Administrator.

Discussion: Jones mentioned the Engineer's Estimate and asked about the range of project bids. Jennings noted that the unit prices varied between the bidders and spoke to the range, and the complexity of the type of work. Jennings spoke of Sunram's experience with prior wetland work in the winter, being comparable to the Lambert Lake project, and submitted 3 project examples, including stream restoration projects. Lindner noted that being wary of change orders and low bidding. Belfiori noted the change order cap of 15% for the project. Prudhon asked about contingencies for change orders. Jennings noted a 10% reserve was set aside for any changes in materials.

A motion was made by Prudhon and seconded by Jones for the approval of Resolution 07-2020 authorizing the selection of bid recommendation to Sunram Construction, Inc.; approves the notice of award; authorizes SEH to prepare the conformed contract; and authorizes the VLAWMO Administrator to sign the contract upon receipt from Sunram Construction, Inc. and upon advise from counsel. Vote: Lindner: aye, Long: abstains, Prudhon: aye, Jones: aye, Youker: aye. Motion passed.

Resolution 07-2020

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Order recommended bid; approve the notice of award; authorize SEH to prepare the conformed contract; and authorizes the VLAWMO Administrator to sign contract upon receipt from contractor for Lambert Lake Pond sheetpile replacement and meander construction

Resolution 07-2020 was moved by Director Prudhon and seconded by Director Jones :

Whereas, the Board of the Vadnais Lake Area Water Management Organization (the "Board") is proceeding with the Lambert Lake VLAWMO Bacteria, Sediment, and Nutrient Reduction Project as agreed upon in the grant and loan contracts agreed upon and signed with MPCA in 2019;

Whereas, the sheetpile replacement and meander construction portions of the project are referenced as "Lambert Lake Improvements" in the formal request for bids and project specification;

Whereas, the Board has reviewed anticipated project costs as part of the June, 2020, Board meeting; reviewed the plans and a summary of specifications during the August, 2020, Board meeting; authorized solicitation of bids for Lambert Lake Improvements during the August, 2020, Board meeting;

Whereas, in accordance with applicable legal requirements, VLAWMO duly advertised for sealed bids for construction of the Lambert Lake Improvements, and on October 1, 2020 via QuestCDN, bids were opened and read aloud, with 10 bids being received for the Project;

Whereas, SEH has submitted a memorandum dated October 13, 2020, in which it reports that the low bid was submitted by Sunram Construction, Inc., in the amount of \$539,824.00, that the bid is responsive and that Sunram Construction, Inc., is a responsible bidder, and recommends awarding the bid accordingly;

Therefore be it resolved that the VLAWMO Board that:

1. The contract for the Lambert Lake Improvement Project is awarded to Sunram Construction, Inc. for the contract price of \$539,824.00;
2. The VLAWMO Board authorizes SEH to sign and transmit the Notice of Award, SEH to prepare the conformed contract, the VLAWMO Administrator to sign the construction agreement and issue the notice to proceed on advice of SEH and counsel and when prerequisites for issuance have been met by the contractor;

3. The VLAWMO Board authorizes the VLAWMO Administrator to sign change orders increasing the contract price in an aggregate net amount not exceeding 15 percent of the contract price

The question was on the adoption of the resolution and there were 4 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Chair Date

Attest Date

b. Consider SEH construction inspection scope of work

Staff is recommending the Board authorize a not-to-exceed amount of \$41,750 for a contract for scope of work for construction oversight, inspection, and documentation for the length of the Lambert Lake project. Staff requests that the Board approve the scope of work and not-to-exceed total of \$41,750 for construction services including oversight, inspection, and documentation. Staff also requests that the Board authorize signing the Supplemental Letter Agreement by the VLAWMO Administrator for SEH construction services. Tanner noted that more oversight by SEH is more likely to keep the project budget from fewer overruns. Addition of drone flights is also included in the contract price.

Discussion: none

A motion was made by Jones and seconded by Prudhon for the approval of the scope of work and not-to-exceed total of \$41,750 for contract and hiring of SEH for construction services including oversight, inspection, and documentation, and authorizes signing the Supplemental Letter Agreement by the VLAWMO Administrator for SEH construction services. Vote: Lindner: aye, Long: abstains, Prudhon: aye, Jones: aye, Youker: aye. Motion passed.

2. Consider VLAWMO Cost Share Program Policy Update

Thompson presented the proposed Policy updates for the VLAWMO Cost Share Program via PowerPoint presentation and thanked those involved for their time and consideration on the effort. At their 10/9/20 meeting, the VLAWMO TEC recommended to the Board the approval of "Option 1" for updated of the VLAWMO Cost Share and Community Blue Grant Programs. Staff recommends the Board consider approval of the Program Policy updates, and ratification of Resolution 08-2020 implementing these updates.

Discussion: Lindner asked about marketing for the Program and Thompson noted that the Education & Outreach Program will continue to do a great job of promoting the Program.

A motion was made by Jones and seconded by Long for the authorization of "Option 1" for updating of the VLAWMO Cost Share Program, and approving ratification of VLAWMO

Resolution 08-2020. Vote: Lindner: aye, Long: aye, Prudhon: aye, Jones: aye, Youker: aye. Motion passed.

Resolution 08-2020

**Of the Vadnais Lake Area Water Management Organization (VLAWMO)
To clarify and update the use of VLAWMO Cost Share & Community Blue Program Funds**

Resolution 08-2020 was moved by Director Jones and seconded by Director Long :

Whereas, The VLAWMO Board established a Cost-share program to contribute funding to eligible projects where an application has been approved by the VLAWMO Board or VLAWMO Technical Commission, and

Whereas the VLAWMO cost share program has been subsequently updated with past resolutions 08-2009, 02-2012, and 01-2014, to become the current Program, which currently includes the rain barrel, Landscape Level 1, and Landscape Level 2 grant programs, and

Whereas, Funds for the Cost Share Program are established and budgeted on an annual basis, with projects recommending \$5,000.00 or more in VLAWMO grant funds require approval from the VLAWMO Board of Directors, and grant funding in lesser amounts requiring approval from the VLAWMO Technical Commission, and

Whereas, at the June 2020 VLAWMO Board meeting, the Directors discussed the need to review the current VLAWMO cost share policy and related program budget, and

Whereas, at the August 2020 VLAWMO Board meeting, the Board authorized a Cost Share Program Policy Review & Update Subcommittee creation and agreed to schedule a subcommittee meeting in September 2020, and

Whereas, the Cost Share Program Policy Review Subcommittee met on Sept. 23, 2020 and reach unanimous consensus to pursue "option 1" which included proposed program changes to clarify and update the eligibility for the VLAWMO Landscape Cost Share Grant Program, Level 1 & Level 2, as well as the partial program and funding integration of VLAWMO Education and Outreach Community Blue Education Grant Program to create the Soil Health Grant, and

Whereas, at the October TEC meeting the Commissioners approved the Cost Share Program Policy Review Subcommittee Recommendation to the VLAWMO Board, and

Whereas, The Board intends to evaluate these Program changes after one year.

Therefore, be it resolved: The VLAWMO Board of Directors adopts the attached language and documents dated 10-28-2020 to update the VLAWMO Cost Share & Community Blue Grant Programs eligibilities and funding amounts as presented and with non-material changes to Program documents allowed, upon approval.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

3. Consider East Goose Lake Adaptive Lake Management Public Engagement

Belfiori overviewed the most recent East Goose Lake Adaptive Management strategy, as well as recent efforts on public engagement. A presentation was given to City of White Bear Lake City Council at their 10/13/20 meeting, and no reservations were voiced to future partnership on public engagement or building of a financial partnership to implement possible draft management activities. Staff is recommending the Board authorize staff to proceed with scheduling the East Goose Lake Neighborhood Conversation for Dec. 1, 2020 at 6:30 pm and authorize the distribution of the invitation letter for this meeting with any non-material changes. Belfiori presented the included presentation in the meeting packet.

Discussion: Prudhon asked about the scope of the residents that were reached out to. Belfiori answered that it would be landowners around the Lake. Jones mentioned he would like to see more outreach to the businesses and organizations invited and asked for their input, interest and assistance. Jones and Long expressed interest in asking the SPRWS for assistance in lake management. Belfiori noted that the bigger businesses and agencies will be scoped for inclusion.

A motion was made by Prudhon and seconded by Jones for the authorization to proceed with scheduling the East Goose Lake Neighborhood Conversation for Dec. 1, 2020 at 6:30 pm and authorize the distribution of the invitation letter for this meeting with any non-material changes. Vote: all aye. Motion Passed.

4. Consider Ditch 14 Maintenance Project E. Vadnais Lake to Oak Creek Dr.

Corcoran presented the continued work on the proposed maintenance work on 700 linear feet of lower Ditch 14 (Lambert Creek), downstream of Oak Creek Drive W and into East Vadnais Lake. Work would include dredging of material down to the ACSIC elevation profile and lowering of the downstream culvert. Progress is being made on the permit process with the DNR, SPRWS, Ramsey County, and BWSR. Due to the unique timing of pending permits and work schedule, staff is recommending approval and authorization of the Administrator for signing of the contract with Scandia Trucking for proposed work, authorize the Administrator to sign liability waivers with Ramsey County and SPRWS, and authorization to move up 2021 budget funds (up to \$15,000) for possible 2020 construction.

Discussion: Belfiori thanked Youker for her help in moving towards this project, as well as the Board pursuing this project. Lindner asked about potential maintenance of this work. Corcoran noted the possible upstream ditch work to keep flow open. Prudhon asked about moving the funds from 2021 to 2020. Belfiori outlined pulling funds from budgeted maintenance 2020 funds if the project is completed this fall.

A motion was made by Youker and seconded by Jones for the authorization to proceed with the above three (3) actions; contract with Scandia Trucking for Ditch 14 maintenance project with any non-material changes and upon advice of Counsel; the VLAWMO Administrator to sign liability waivers with Ramsey County and St. Paul Regional Water Service; authorization to move up 2021 budgeted work into 2020 budget for possible construction yet this year and increase authorized spending up to \$15,000 for project costs. Vote: all aye. Motion Passed.

C. Operations

1. Consider Birch Lake Animal Hospital Buffer Variance Request

Corcoran presented the request of a wetland buffer variance for the Birch Lake Animal Hospital to expand parking space and reduce off-street parking. As part of the request, the requester will add an infiltration basin to reduce runoff to the effected wetland. Staff is recommending the Board approves the wetland buffer variance request, contingent on the installation of the proposed infiltration basin, and ratification of Resolution 09-2020 granting this variance.

Discussion: Lindner asked if the TEC had recommended approval. Corcoran noted that the request had come in after TEC and due to timing constraints, there is no TEC

recommendation at the time of the Board meeting. Jones questioned whether the infiltration basin has a maintenance plan, and is not in favor of the request if there is no available information. Belfiori asked about the purpose of the variance, is it strictly for the infiltration basin or solely for VLAWMO's buffer rules. Corcoran clarified that the City normally arranges a maintenance agreement, and there is not information yet on an agreement, but noted a contingency may be placed on the variance for the basin maintenance. Corcoran also noted that this decision is strictly based upon VLAWMO's buffer rules. Jones discussed the possibility of tabling the agenda item. Lindner noted that without the TEC's recommendation, a motion to table the agenda item for the December meeting would seem beneficial to gather more information.

A motion was made by Jones and seconded by Prudhon to seek more information and table the hearing of the Birch Lake Animal Hospital Buffer Variance Request to the December 9, 2020 Board meeting. Vote: all aye. Motion Passed.

2. Consider Moore's Vincent Estates (Staeheli) Buffer Variance Request – Res. 10-2020

Corcoran presented a VLAWMO wetland buffer variance request submitted for a proposed 22 unit development in Vadnais Heights, named Moore's Vincent Estates. A total of 111 square feet of structure, a raised deck, would be within the wetland buffer. The applicant has made changes in development designs to allow for maximum reduction of impervious surface and stormwater volume reduction. Staff is recommending approval of the wetland buffer variance request on unit 22 (111.3 sq ft) for the Moore's Vincent Estates, and ratification of Resolution 10-2020 approving this wetland buffer variance.

Discussion: Lindner and Prudhon questioned the effects of the proposed development design based on the proximity to the wetland and the possible future implications. Jones asked for clarification on the two wetland buffer lines shown on plan and Corcoran provided clarification. Lindner asked how the proposed development would be effected without a granted Variance. Jeff Moore answered that a possible deletion of unit 22 would need to be analyzed to determine financial feasibility of the development project if the VLAWMO Board does not approve, though the development size may decrease. Prudhon asked about the guarantee of engineering for the building, noting concerns about soils, building integrity, and the assumption of risk. Moore noted that the buildings will be engineered properly and meet all state codes, and the adjacent wetland has ample elevation from the proposed development. Jones thanked Moore for his explanation and clarification. Prudhon noted his hesitation on approval of the proposed wetland buffer variance.

A motion was made by Jones and seconded by Youker for the authorization of the wetland buffer variance to Moore's Vincent Estates, unit 22, and ratification of Resolution 10-2020 granting this variance. Vote: Lindner: aye, Long: aye, Prudhon: aye, Jones: aye, Youker: aye. Motion passed.

Resolution 10-2020

**Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Buffer Variance Moore's Vincent Estates**

Resolution 10-2020 was moved by Director Jones and seconded by Director Youker :

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the buffer variance request for Moore's Vincent Estates (Staeheli) as presented by VLAWMO staff. The variance request and documents are attached to this Resolution, and

Whereas, Moore's Vincent Estates (Staeheli) are proposing a variance to the VLAWMO wetland buffer of a max of 10' (111.3 sq ft) on unit 22 for a deck and enclosed porch, please see attached buffer exhibit. A Manage 2 wetland is

adjacent to the proposed 22 unit development. Buffer impact has been reduced by narrowing road and cul-de-sac as well as clustering townhomes to reduce previous surface,

Therefore be it resolved that the Buffer Variance for Moore’s Vincent Estates (Staehele), dated 10-28-2020 is approved.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

3. Anderson Woods Replacement Plan Amendment

Corcoran presented a proposed wetland replacement plan for the Anderson Woods South development in North Oaks. The replacement plan proposes .1925 acres of permanent impact to one wetland, and would be replaced by withdrawing .3850 acres of wetland credit from the North Oaks Company wetland bank, Account #170. The project has been designed to minimize wetland impacts to the extent practicable and include construction practices to reduce or eliminate secondary wetland impacts. Staff is recommending to the Board for the approval of the wetland impact amendment for Anderson Woods South of an additional 0.0142 acre of permanent wetland impact, replacement at 2:1 via wetland bank credits will increase from 0.3850 (acres) to 0.4134 (acres), a 7.4 percent increase from original June 24th, 2020 approved replacement plan.

Discussion: Lindner clarified this is an amendment to an earlier approved action in June. A motion was made by Long and seconded by Jones for the authorization and approval of the wetland impact amendment for Anderson Woods South of an additional 0.0142 acre of permanent wetland impact, replacement at 2:1 via wetland bank credits will increase from 0.3850 (acres) to 0.4134 (acres). Vote: all aye. Motion Passed.

VI. Discussion/Updates – Meeting Format Discussion

Lindner addressed the current state of meeting format and needing the decision for moving to electronic meetings for the near future. Belfiori noted the Board would need to justify moving back to electronic meetings with a document. Prudhon asked about ease of visitors and presentations. Lindner supported moving back to the electronic format again, as the VLAWMO attorney advised deciding on a meeting format, one way or the other. Lindner and Prudhon noted that their cities are meeting in person, Jones and Long noted that Zoom has worked well for their cities. Lindner acknowledged his intent to sign the electronic meeting disclosure document, and noticed that the December 2020 Board meeting will be virtual.

VII. Administration Communication

A. MAWD Annual meeting

Belfiori noted the MAWD annual meeting will be held electronically.

VII. Adjourn

A motion was made by Prudhon and seconded by Jones to adjourn at 8:59 pm. Vote: all aye. Motion passed.
Minutes compiled and submitted by Tyler Thompson.

To: VLAWMO Board of Directors

From: VLAWMO Staff

Date: December 9, 2020

Re: IV. B. Project Reports and Updates

- 1. Consider Natural shores combined maintenance contract:** 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 combined 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.

The recommendation from the TEC is to support the combined maintenance contract with Natural Shore Technologies in the amount of \$8,200 in 2021.

As part of the consent agenda, staff propose a motion for the Board to approve the maintenance contract with natural Shore Technologies for 2021.

Motion: The VLAWMO Board authorizes VLAWMO staff to complete a combined maintenance contract with Natural Shore Technologies in the amount of \$8,200 for 5 sites in 2021.

- 2. WBF in Goose subwatershed (Co. Rd F Raingardens):**
- 3. 319 Priority Watershed process continuing:** VLAWMO and MPCA have continued working together to prepare for the 319 funding round for 2021. EPA approved the format and content of the spreadsheet for Birch Lake that was mentioned in the October Board packet. VLAWMO staff have prepared a draft of possible projects with estimated rough load reductions in the form of a spreadsheet for Wilkinson and Tamarack Lakes. We have been working with North Oaks Company and Barr Engineering to include recommended projects that will come out of their current feasibility for large, regional projects. We anticipate that the spreadsheet and memo for MPCA and EPA will be part of the Feb. Board packet.
- 4. East Goose Lake: public engagement meeting & fisheries management with MN DNR:**
A public engagement meeting was held with East Goose Lake shoreline owners on Dec. 1 (6:30-7:30) in partnership with VLAWMO and City staff. Councilmember Jones provided a welcome and introduction. City Manager Hiniker facilitated the meeting. See agenda item V.B.2. for additional information and update on East Goose Lake engagement.

VLAWMO staff have been discussing and coordinating with MN DNR for predator fish stocking in East Goose Lake for 2021. MN DNR is also interested in harvesting bullhead to feed MN State Fair fish because there is an abundance of bullhead in the lake, and the lake is accessible for MN DNR to do small harvests and transport fish to the Fair site. We expect to work with MN DNR to stock walleye fingerlings into East Goose Lake in the spring (pending results of stakeholder engagement). These small fish will eat a lot of bullhead as they grow. They likely will not survive in the lake until water quality has improved and habitat (vegetation) is available. However, they will likely greatly reduce the bullhead population over the course of the spring/summer season.

5. **Ditch 14 maintenance** Ditch 14 maintenance from East Vadnais Lake to Oak Creek Dr. began 12/2/2020. Project will lower culvert under the Ramsey County trail, remove a concrete weir, and dredge the ditch to the ACSIC elevation. This work is to improve ditch flow and to help reduce up-stream flooding issues. Project should be completed no later than 12/11/2020.
6. **Great River Greening update on Vad./Sucker Park restoration:** VLAWMO staff received notification that the restoration project of 45 acres in Vadnais-Sucker Park has been fully approved and is ready to go forward during 2021. Additional information and expected timeline have been requested by VLAWMO staff but not yet received from Great River Greening.
7. **Update on Vote for master water steward @ TEC**
8. **Update on Lambert biochar:** The biochar portion of the Lambert project is behind schedule. Time and activities were delayed due to COVID. VLAWMO received an invoice beyond what was allocated for the current grant-funded task (designing and installing biochar). The invoice has been formally placed on hold with the University of Minnesota and is anticipated to be paid in Feb., once the UMN team has caught up and proceeded on to task 2 of the grant activities. A design is underway and anticipated during a meeting with VLAWMO staff and the UMN project lead on Dec. 7. With design details, VLAWMO staff can continue permitting discussions.
9. **Interim report available on Pleasant Lake carp project:** Carp Solutions completed a report of electroshocking and biomass estimate in 2019 and spawning movement in 2020. The report is available on the [VLAWMO website](#).
10. **Minnesota Water Stewards selections:** VLAWMO staff received two applications for the Minnesota Water Stewards 2021 program. Upon review, staff will recommend the two applications for approval into VLAWMO's MN Water Steward program for the 2021 training year in conjunction with Freshwater Society. The cost for two sponsored Stewards is reduced to \$3,000 (formally \$4,000) for Freshwater's customized online training due to COVID-19. Funds are allocated from Education and Outreach 3.33, Community Blue, as allocated according to new Community Blue structures applied at the October, 2020 BOD meeting. Interviews were conducted on November 4th, 2020 via zoom. Applicants (Gary Ellis, Sierra Weirens) both reside in the City of North Oaks and have also expressed interest in working both in and outside of North Oaks. Training begins for new MN Water Stewards in January, 2021, and completes in May. Upon completion of training each steward is required to complete a capstone project and fulfill 50 hours of service to the host site (VLAWMO) within the next year. Following years require 25 hours of service annually to retain membership in program. With two more additions VLAWMO's MN Water Steward team will consist of 5 members helping to provide valuable education and outreach programming, event support, and content.



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



To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator; Tyler Thompson, GIS Watershed Technician

Date: December 3, 2020

Re: IV. C. Consider Updated Project Table for FY 20/21 BWSR WBF

At the August 2020 meeting, the Board approved a project list table that included VLAWMO's portion and project for the 2020/2021 Watershed Based Funding grant in the Mississippi East region. Since then staff have made some revisions clarify measurable outcomes and specify "prioritize, target and measurable criteria" as required by BWSR. The attached revised table now identifies two grant activity divisions to allocate the approximate \$93,000 of grant funds between 2021 and 2023. After discussing with BWSR, staff has updated our grant project portions in the table that would split '21-'23 WBF grant funding between additional funding for the Cost Share program and stormwater BMPs in the Gilfillan-Tamarack-Black-Wilkinson-Amelia, Birch, and Goose Lake subwatersheds.

Moving forward, BWSR will again review our grant table activity items for meeting the grant requirements and will work with us to approve them. Grant activity approval is anticipated by the end of March 2021. Once approved, staff will complete a grant workplan that should be finalized and approved by BWSR in April 2021, followed by execution of the grant agreement.

Recommendation

Staff recommends the VLAWMO Board approve the attached updated Mississippi East Collaborative Project List table and authorize the submittal of the table to BWSR.

Proposed Motion

_____ moves to approval the attached updated Mississippi East Collaborative Project List table and authorize the submittal of the table to the BWSR with any non-material changes. Seconded by _____.

Attached:

- VLAWMO-updated Proposed Mississippi East Collaborative Project List

Responsible Party/Agency	Name of Activity/Project/Program	Description of Activity/Project/Program	Plan reference	Water Resource(s)	LGU Coordination	Timeframe for implementation	Grant funds requested	Local match funds (minimum 10%)	Total project cost	Fiscal Agent	Prioritization and Targeting	Measurable Outcomes	Other Notes (if needed)
CCWD	Aurelia Park Stormwater Retrofits	Design and install stormwater retrofits in Aurelia Park to reduce sediment and nutrient loading to Springbrook Creek. The proposed stormwater retrofits will treat water from a 51.5-acre urban catchment that is currently discharging directly to Springbrook without any treatment. Proposed BMPs include construction of a new stormwater treatment basin/reservoir to promote settling of pollutants, provide storage/rate control, and to enable stormwater reuse for irrigation of the park. This work would also include associated rerouting of stormwater pipes and installation of pre-treatment sumps and baffles. If unforeseen site conditions limit constructability, alternate BMPs such as underground storage and filtration will be substituted as needed to meet stated water quality outcomes.	CCWD plan, pg 45: "Goal 3: To ensure water is protected from contamination... 3.3 To protect and, where needed, improve the physical, chemical, biological, and aesthetic quality of the water resource..."; Pg 54: "Strategies... To construct, modify, or retrofit stormwater treatment devices to increase their ability to treat water quality"; Blaine LSWMP Table 6.1 "Project 7: Aurelia Park Infiltration Basin"; ACD 2020 Annual Plan: "Priority initiatives for 2020: SRA Plan Implementation (p. 13)"	Springbrook Creek	Coon Creek WD City of Blaine	Mar 2021-Nov 2023	\$ 77,542	\$ 250,000	\$ 327,542	CCWD	This project, identified in the Springbrook SRA, is within one of our four TMDL targeted subwatersheds and five flood reduction subwatersheds. Reducing pollutant loading and stormwater volume in this area is "High" under the Management Priorities scheme of our Watershed Management Plan and Blaine LSWMP.	Reduced TSS and TP loading to Springbrook Creek by at least 8965 lbs/yr and 19 lbs/yr, respectively. (P8 model)	The Aurelia Park Infiltration Basin project referenced in the Blaine LSWMP and Springbrook SRA report has been expanded in scope considerably to the proposed concept given the findings of the "Aurelia Park Flood and Water Quality Improvements" feasibility study performed by Wesick Associates in September 2019. Available by request. Note: reallocated \$15,500 of CCWD allocation towards ACD's proposed animated videos with companion content
CRWD	Boulevard Rain Gardens	Installation of approximately 25 curb-cut rain gardens in priority subwatersheds. Ramsey County Soil and Water Conservation Division has completed 90% designs and are incorporating final design modifications based on comments from our partner Cities (St. Paul and Roseville). Three rain gardens are proposed in the McCarrons subwatershed and 23 are proposed in the Como Lake subwatershed.	2021-2030 CRWD Watershed Management Plan, 3.5.2 Como Lake Subwatershed Projects and Capital Improvements, Page 92, 405-P Como Lake - Future CIPs and 3.5.3 Lake McCarrons Subwatershed Projects and Capital Improvements, Page 94, 410-G Future Stormwater Planning and Implementation	Como Lake, Lake McCarrons	Cities of St. Paul and Roseville	Spring, 2021	\$ 93,039	\$ 157,000	\$ 250,039	CRWD	This project is listed as "Critical" under our Priority Level criteria and is within the Como subwatershed which is within one of our 5 targeted subwatersheds.	6 lbs. TP/Year reduction	These projects were also part of the Como Lake Management Plans and Lake McCarrons Management Plans that were incorporated into the overall Watershed Management Plans
LMRWMO	Mississippi River Ravine Erosion and Direct Drainage Study	There are many areas along the Mississippi River within the boundary of the LMRWMO that are experiencing stream bank or ravine erosion. This erosion results in a large sediment load to the Mississippi River. This item will include a study of direct drainage watersheds to the Mississippi River and identification of water quality improvement projects in those subwatersheds, focusing on erosion issues as well as stormwater management projects prioritized by subwatershed as well.	Watershed Management Studies Table 6-3, Items 8, 13, 14.	Mississippi River	The LMRWMO will reach out the ACOE to coordinate potential study and determine the potential for a partnership. The LMRWMO will also coordinate with the affected Member Cities staff on technical aspects of the study.	April 2021-December 2023	\$ 93,042	\$ 9,304	\$ 102,345	LMRWMO	This project is prioritized in the LMRWMO 10 year Watershed Management Plan implementation table. Water quality projects identified will be prioritized based on their impact to the target resource, the Mississippi River.	A prioritized project list which identifies the location and extent of ravine erosion throughout entire Mississippi River direct drainages with estimated pollutant load reductions to the Mississippi River and estimated cost of project/repair. The project list will also identify the location and estimated cost of feasible stormwater quality improvement projects and rate control projects in direct drainage subwatersheds as necessary to remedy erosion issues and improve water quality to the Mississippi River. The work will be performed contracted engineering consultants and will utilize the appropriate stormwater modeling software.	
RCWD	Peltier/Centerville Lakes Disconnection Diagnostic & Feasibility Study	The purpose of this diagnostic study is to better quantify the negative effects of Peltier Lake backflow on water quality in Centerville Lake. Additionally, the study will improve RCWD's understanding of the hydraulic relationship between the two lakes. Centerville Lake does not meet MN State water quality standards, and suffers from frequent and occasionally intense algae blooms. Monitoring data indicate an increasing trend of phosphorus and chlorophyll in annual summer means. A significant portion of the annual phosphorus load for Centerville Lake (40-50%, TMDL, 2013) is thought to be from Peltier Lake backflow. Backflow is thought to occur when Peltier Lake's surface elevation rises above Centerville Lake's after rain events due to Peltier Lake's much larger watershed and draw out time of concentration. If Peltier Lake backflow into Centerville Lake is a problem that requires management (i.e. flow cutoff or reroute), flow rates and elevations are required for project design. Should the lakes be recommended for disconnection, there are two known potential options for maintaining outlet flows from Centerville Lake that, along with any other possible scenarios, need to be analyzed for technical feasibility, downstream impact, and cost effectiveness. This is the next, most important, and achievable step identified for improvement of Centerville Lake in the Peltier Lake and Centerville Lake TMDL Implementation Plan.	Rice Creek Watershed District 2020 Watershed Management Plan (4.3.10, page 4-29); Peltier Lake and Centerville Lake TMDL (90, page 84) Peltier Lake and Centerville Lake TMDL Implementation Plan (VI, page 34-35)	Centerville Lake (primary), Peltier Lake (secondary), Reshanau Lake (secondary)	RCWD, St. Paul Regional Water Services, Minnesota DNR, Anoka County, City of Centerville, City of Lino Lakes	2021-2022	\$ 93,042	\$ 11,959	\$ 105,000	RCWD	This study directly addresses the RCWD's measurable goal WQ-4 in its 2020 Watershed Management Plan (Page 3-38) and seeks to implement the next logical engineering step (identified as high priority) in the Peltier Lake and Centerville Lake TMDL Implementation Plan (Section VI, Page 34).	Completion of one feasibility and diagnostic study.	Grant funds will not be utilized for any water quality monitoring portions of the feasibility and diagnostic work, consistent with BWSR grant policy. The bulk of this project involves bi-directional flow monitoring utilizing an Acoustic Doppler Current Profiler, extensive XP-SWMM and lake response modeling, and should the acquired data support disconnection of the two lakes an analysis will be undertaken of potential engineering solutions and their downstream effects.
RWMWD	Target North St. Paul Stormwater Retrofits	Install 3 tree trenches and 6 rain gardens to treat stormwater off the rooftop and parking lot.	Goal 1: Achieve quality surface water. Action Items: WQ2, WQ11, WQ17, WQ18.	Kohlman Creek	RWMWD	Summer 2021	\$ 93,042	\$ 1,300,000	\$ 1,393,042	RWMWD	This project is identified as an effort to improve water quality of Kohlman Lake which is listed as "impaired". Kohlman Lake and Kohlman Creek Subwatersheds are identified as high-priority project areas. (p. 2-45, Table 2.3-5 of Watershed Plan)	6.16 lbs/yr TP removal, 1,114.9 lbs/yr TSS removal, 16,958 cf of volume reduction.	RWMWD is installing 7 rain gardens at a Target in East St. Paul in 2020. This proposed project will be a continuation of our partnership with Target Corporation.
SWWD	Nuevas Fronteras Filter	Underground filtration BMP targeting TSS and TP	SWWD WMP page 29-30, https://www.swwdmn.org/wp-content/uploads/2019/04/SWWD-WMP-2019-Amendment-Adopted.pdf	Mississippi River	ISD833, City of Newport	2021-2022	\$ 93,042	\$ 300,000	\$ 393,042	SWWD	This project was identified as part of SWWD's preliminary East Mississippi stormwater retrofit assessment process. This opportunity represents one of the best opportunities to address SWWD's water quality goals for its East Mississippi watersheds which drain to the Mississippi River. This project is a priority because agreements are in place with the school district to construct this BMP on school property and stormwater diversion structures were constructed as part of the City's 2019 stormwater project. This project will treat stormwater that is otherwise not treated prior to discharge to the River.	10,354 lbs/yr TSS, 25 lbs/yr TP	Project ready for final design and construction
VLAWMO	Stormwater BMPs	Install stormwater BMPs through existing VLAWMO Cost Share incentive programs, targeting TP, volume, and TSS reductions	P. 42 of VLAWMO Comprehensive Watershed Plan. Strategy 1-1-1 and Strategy 1-1-4 (P. 26 & 27) of Watershed Management Plan	Lambert Creek & Goose Lake subwatersheds	Cities of White Bear Lake, Vadnais Heights, Gem Lake, North Oaks, Lino Lakes, and White Bear Township	2021-2023	\$ 60,000	\$ 6,000	\$ 66,000	VLAWMO	Targeting priority watersheds of Lambert Creek and Goose Lake (see 11 and Wilkinson Lake Subshed (Iser 2) for stormwater nutrient and volume reduction, with project eligibility following VLAWMO Cost Share Program policy.	0.3 lbs of TP reduction annually, construction on average of at least 1 BMP annually in partnership with City or local partner street /stormwater project within subwatershed	VLAWMO is anticipating more than 1 BMP installed per year as part of the existing cost share program.
VLAWMO	Stormwater/ Water Resource BMPs	Install stormwater/water resource BMPs identified in Subwatershed Stormwater Retrofits Studies /SLMPs- e.g. Wilkinson Lake Load Assessment Project, Birch Lake Retrofit Study, Goose Lake Feasibility and Modeling Report, etc.	P. 37 of VLAWMO Comprehensive Watershed Plan, P. 50 of Comprehensive Watershed Plan, Strategy 1-2-2 (P. 28) of Watershed Management Plan.	Giffman-Tamarack-Black-Wilkinson-Amelia subwatershed; Birch Lake subwatershed; Goose Lake subwatershed	Cities of White Bear Lake, Vadnais Heights, Gem Lake, North Oaks, Lino Lakes, and White Bear Township	2021-2023	\$ 33,042	\$ 3,304	\$ 36,346	VLAWMO	"Project will be prioritized based on their impact to water resources. Project will be targeted based on subwatershed plans." (P. 42 of Watershed Plan)	0.3 lbs of TP reduction annually	
						Sum of WD/WMO Projects	\$ 635,791	\$ 2,037,567	\$ 2,673,356				
						East Miss WBIF Allocation	\$ 1,085,485				Allocation to each WD/WMO		
						60% Allocation to WD's/WMO's	\$ 651,291	\$ 93,042					
						CCWD Allocation to ACD	\$ (15,500)						
							\$ 635,791						

To: VLAWMO Board
From: Phil Belfiori, Administrator
Date: December 2, 2020
Re: V. A. 1. Consideration of 2020 Fund Balance and 2021 Carry Over

The purpose of the memo is to provide the VLAWMO Board with background and recommendations related to the proposed 2020 Fund balance and 2021 carry over. The following information in this memo and the Attached table (attachment 2) was discussed at the November 18 Finance and Personnel Subcommittee meeting and the Subcommittee reached consensus on their recommendation to support these proposed fund balances and carry over amounts.

Background on 2020 Fund Balance Carry Over

At the December 2019 meeting, the Board approved Resolution 8-2019 which approved the use of \$455,895 for fund balance carryover from 2019 to the 2020 budget. This amount (\$455,895) was then identified as “committed” per the VLAWMO Fund Balance Policy (See attachment 3) and included in the 2019 audit.

At the June 2020 meeting, the Board approved the 2021 budget which identified two key elements as related to the proposed fund balance carryover (see attachment 2):

1. The approved 2021 budget projected a remaining 2020 “committed” fund balance of \$285,206 (out of the total “committed” fund balance of \$455,896 approved in the Dec. 2020 “working” budget). (This is the Grey cell in Attachment 2)
 - a. The actual 2020 expenditures to date (from the Nov. 2020 financial report) is tracking pretty close to this projected unspent carry over from the June Board meeting. This remaining projected “committed” fund balance (\$285,206) is the result of unspent 2020 budget in several Subwatershed Funds including (but not limited to) the Lambert Creek, Goose Lake, and Gil/Black/Tam/Wilkinson.
 - b. When added to the “unassigned” \$330,208 of fund balance as identified in the 2019 Audit, the total estimated “unassigned” fund balance going forward to 2021 is going to be around \$615,000 (apx).
2. The approved 2021 budget (approved at the June Board meeting) then utilized \$192,840 of the “unassigned” fund balance fund to implement budgeted 2021 operations, projects and programs.

At the November 18, 2020 Finance and Personnel Subcommittee meeting, the three Directors recommended to pursue “option 3” for Employee Health Insurance package for 2021. The additional estimated cost to implement “option 3” (\$10,000) is identified in Table 1 (below) and in the Attached Fund Balance and Carry Over budget table (Attachment 2).

Summary of Proposed Fund Balance Carry Over

Table 1 (below) provides a summary of the proposed fund balance carry over including the \$192,840 carry over included in the approved 2021 Budget and the \$14,000 per the November 18 Subcommittee recommendation related to 2021 Employee Health Insurance (for a total of \$202,840) and \$4000 for a possible slight increase in cost due to Metro Inet change to JPA and



Hardware/software updates planned for 2020.. The \$206,840 would now be considered “committed” for 2021 per the approved VLAWMO Fund Balance Policy. (This information is also included in more detail in the **Green cells** in Attachment 2). It is anticipated that at the end of 2021 (and going forward into 2022), the “unrestricted” fund balance in the General fund should be in the required range of 35 - 50% of the 2021 budgeted expenditures as is identified in the VLAWMO Fund Balance Policy (Attachment 3).

Table 1. Summary of Fund Balance Carry Over - Resolution 11-2020 is recommended for Board consideration that includes the following carry over funds:

Fund Name and Description	Approved “working” 2020 Budget (from Board action on Dec. 2019)	Projected 2020 Fund Balance amount in Fund (apx).	Proposed Carry Over “committed” Funds (into 2021) and Purpose
General Fund - Fund 3.1. Operations and Administration	\$622,800	\$30,000	\$14,000 For 2021 Health Benefits package per Finance and Personnel Subcommittee Recommendation, Possible slight increase in cost due to Metro Inet change to JPA and Hardware/software updates planned for 2020.
General Fund -Fund 3.4. Capital Improvement Projects and Programs	\$633,334	\$200,000	\$192,840 The approved 2021 budget (approved at the June Board meeting) included utilizing \$192,840 of the projected unspent 2020 Capital Improvement Projects and Programs fund to implement 2021 projects and programs including the Lambert Lake Project, Adaptive Lake Management Project at E. Goose Lake, Carp and hydrologic/water quality partnership based projects in both Vadnais and Pleasant Lake, and other 2021 approved project and programs. Unspent carryover in Fund 3.4 is due to unspent approved 2020 working budget funds within several subwatersheds including (but not limited to) the Goose Lake, Lambert, and the Gilfillan/ Black /Tamarack /Wilkinson /Amelia subwatersheds.

Staff Recommendation

Consistent with the Consensus recommendation of the Financial and Personnel Subcommittee, Staff recommends approve of Resolution 11-2020.

Attachments:
Resolution 11-2020



Attachment 1: Powerpoint Slides for Consideration of Fund Balance

Attachment 2: 2021 Fund Balance & Carry Over /"working" Budget for 12/9/20 Board meeting.

Attachment 3: VLAWMO Fund Balance Policy

(Attachment 1) VLAWMO Board Meeting
Consideration of 2020 Fund Balance and
2021 Carry Over

December 9, 2020



Background

- At the November 18 Finance and Personnel Subcommittee meeting and the Subcommittee reached consensus on the following proposed fund balances and carry over amounts.
- At the December 2019 meeting, the Board approved the use of \$455,895 for fund balance carryover from 2019 to the 2020 budget.



Background Fund Balance and Carry over included in 2021 approved budget

- At the June 2020 meeting, the Board approved the 2021 budget which identified two key elements as related to the proposed fund balance carryover
- Projected a remaining 2020 “committed” fund balance of \$285,206 (out of the total “committed” fund balance of \$455,896 approved in the Dec. 2020 “working” budget).
 - When added to the “unassigned” \$330,208 of fund balance as identified in the 2019 Audit, the total estimated “unassigned” fund balance going forward to 2021 is going to be around \$615,000 (apx).
- The approved 2021 budget then utilized \$192,840 of the “unassigned” fund balance fund to implement budgeted 2021 operations, projects and programs



Background - November 18, 2020 Finance and Personnel Subcommittee meeting

- At the November 18, 2020 Finance and Personnel Subcommittee meeting, the three Directors recommended to pursue “option 3” for Employee Health Insurance package for 2021. The additional estimated cost to implement “option 3” (\$10,000) is identified in Resolution 11-2020.



Proposed Fund Balance Carry Over – Resolution 11-2020

Fund Name and Description	Proposed Carry Over “committed” Funds (into 2021) and Purpose
General Fund - Fund 3.1. Operations and Administration	<p>\$14,000</p> <p>For 2021 Health Benefits package per Finance and Personnel Subcommittee Recommendation, Possible slight increase in cost due to Metro Inet change to JPA and Hardware/software updates planned for 2020.</p>
General Fund -Fund 3.4. Capital Improvement Projects and Programs	<p>\$192,840</p> <p>The approved 2021 budget (approved at the June Board meeting) included utilizing \$192,840 of the projected unspent 2020 Capital Improvement Projects and Programs fund to implement 2021 projects and programs including the Lambert Lake Project, Adaptive Lake Management Project at E. Goose Lake, Carp and hydrologic/water quality partnership based projects in both Vadnais and Pleasant Lake, and other 2021 approved project and programs.</p>

- The \$206,840 would now be considered “committed” for 2021;
- It is anticipated that at the end of 2021 (and going forward into 2022), the “unrestricted” fund balance in the General fund should be in the required range of 35 - 50% of the 2021 budgeted expenditures as is identified in the VLAWMO Fund Balance Policy

Requested Board Action

- Proposed Motion

Director _____ moves to approve Resolution 11-2020.



Attachment 2. 2021 Fund Balance & Carry Over Budget for 12/9/20 Board meeting

VLAWMO BUDGET 2021		Approved 2020 Budget	Approved "Working" 2020 Budget	Actual 2020 expenditures	Approved 2021	Proposed Carry Over	Proposed 2021 "working" Budget	Notes
EXPENSE		Board Action in June 2019	Board action Dec. 2019	to date (Nov TEC report)	Board action in June 2020	For Dec. 9, 2020 Board mtg.	For Dec. 9, 2020 Board mtg.	
3.1	Operations & Administration	\$554,000	\$622,800	\$492,589	\$599,540	\$14,000	\$613,540	
3.110	Office	\$25,200	\$25,200	\$21,801	\$26,214	\$0	\$26,214	
3.120	Information systems	\$20,000	\$22,000	\$13,116	\$22,365	\$4,000	\$26,365	Metro INET shift to JPA, hardware/software upgrades planned in 2020.
3.130	Insurance	\$5,800	\$5,800	\$6,352	\$7,000	\$0	\$7,000	
3.141	Consulting - Audit	\$5,700	\$5,700	\$5,893	\$7,728	\$0	\$7,728	
3.142	Consulting - Bookkeeping	\$1,500	\$1,500	\$0	\$1,500	\$0	\$1,500	
3.143	Consulting - Legal	\$4,000	\$6,500	\$1,015	\$4,000	\$0	\$4,000	
3.144	Consulting - Eng. & Tech.	\$30,000	\$30,000	\$4,153	\$30,000	\$0	\$30,000	
3.150	Storm Sewer Utility	\$14,000	\$14,000	\$4,565	\$13,000	\$0	\$13,000	
3.160	Training - staff, board, TEC	\$4,500	\$6,000	\$690	\$8,750	\$0	\$8,750	
3.170	Mileage and noticing	\$5,500	\$6,300	\$3,861	\$6,300	\$0	\$6,300	
3.191	Employee payroll	\$347,200	\$397,200	\$338,857	\$370,307	\$0	\$370,307	
3.192	Employee liability	\$89,600	\$101,600	\$91,286	\$102,376	\$10,000	\$112,376	Subcommittee Recommended 2021 Employee Health Care package
3.2	Monitoring & Studies	\$26,000	\$46,000	\$30,883	\$21,000	\$0	\$21,000	
3.210	Lake & creek program lab analysis	\$22,000	\$32,000	\$13,028	\$18,000	\$0	\$18,000	
3.220	Equipment	\$4,000	\$4,000	\$276	\$3,000	\$0	\$3,000	
3.230	Wetland assessment & management	\$10,000	\$10,000	\$17,549	\$0	\$0	\$0	
3.3	Education & Outreach	\$26,000	\$29,000	\$15,860	\$26,000	\$0	\$21,500	
3.310	Public Education	\$8,500	\$8,500	\$2,500	\$8,500	\$0	\$8,500	
3.320	Outreach and marketing	\$7,500	\$7,500	\$2,348	\$7,500	\$0	\$7,500	
3.330	Community Blue education grant	\$10,000	\$12,000	\$9,012	\$10,000	\$0	\$5,500	\$4500 will be transferred into new soil health grant cost share program
3.4	Capital Improvement Projects and Programs	\$291,000	\$633,334	\$401,905	\$487,840	\$192,840	\$492,340	\$192,840 was fund balanced carry over identified as part of the approved 2021 Budget from June Board meeting.
	Subwatershed Activity	\$242,000						
3.410	Gem Lake subwatershed	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek subwatershed	\$120,000	\$183,275	\$93,015	\$222,100	\$0	\$222,100	
3.425	Goose Lake subwatershed	\$60,000	\$210,316	\$41,444	\$124,200	\$0	\$124,200	
3.430	Birch Lake subwatershed	\$10,000	\$49,067	\$152,954	\$0	\$0	\$0	
3.440	Giffilian Black Tamarack Wilkinson	\$30,000	\$80,000	\$17,413	\$16,000	\$0	\$16,000	
3.450	Pleasant Charley Deep subwatershed	\$10,000	\$19,000	\$20,666	\$22,500	\$0	\$22,500	
3.460	Sucker Vadnais subwatershed	\$12,000	\$22,000	\$17,664	\$12,500	\$0	\$12,500	
3.48	Programs	\$48,000	\$101,087	\$68,740.00				
3.481	Soil Health Grant - new					\$0	\$4,500	NEW FUND per Board approval. From Community Blue
3.482	Landscape 1 - cost-share	\$24,000	\$35,500	\$23,278	\$16,000	\$0	\$16,000	
3.483	Landscape 2	\$20,000	\$31,961	\$22,621	\$28,000	\$0	\$28,000	
3.484	Project research and feasibility - wa	\$0		\$9,725				
3.485	Maintenance & operations	\$5,000	\$34,176	\$3,125	\$46,540	\$0	\$46,540	5% increase in SSU per approved 2021 budget in June
3.5	Regulatory	\$2,000	\$2,000	\$50	\$0	\$0	\$0	
3.510	Engineering plan review	\$2,000	\$2,000	\$60	\$0	\$0	\$0	
be	Total budget	\$899,000	\$1,333,134	\$939,267	\$1,134,380	\$206,840	\$1,148,380	
INCOME								
5.1		Ap 2020	2020 w-FB		Dr. 2021			
5.11	Storm Sewer Utility	\$860,800	\$860,800		\$935,340		\$935,340	
5.12	Fees for Service	\$200	\$200		\$200		\$200	
5.13	Interest	\$3,000	\$3,000		\$3,000		\$3,000	
5.14	Misc. income - WCA admin grant	\$3,000	\$3,000		\$3,000		\$3,000	
	Total VLAWMO income				\$941,540		\$941,540	
	TOTAL: Other funding sources - grants, partnerships donations	\$0	\$0		\$894,679		\$894,679	
	MPCA 319 Lambert				\$211,179		\$211,179	
	Loan MPCA Sheet pile Lambert				\$650,000		\$650,000	
	BWSR WBF				\$133,500		\$133,500	
	City of WBL for WBF Goose Subshed				\$17,500		\$17,500	
5.16	From reserves or fund balance	\$0	\$455,496		\$192,840	\$192,840	\$206,840	\$192,840 was fund balanced carry over for 2021 "working" budget (\$192,840 from June budget + \$14,000 added at Dec. Board meeting. \$206,840 is total fund balance carry over for 2021 "working" budget (\$192,840 from June budget + \$14,000 added at Dec. Board meeting.
5.17	Projected Fund balance Carry over from 2020 to 2021			\$285,206	\$285,206			\$285,206 was the estimated fund balance rollover from 2020 to 2021 as included in June Board meeting budget.
	Total income	\$899,000	\$1,354,496		\$1,134,380		\$1,148,380	Represents total VLAWMO generated income including \$206840 from Reserves /fund balance
	Total income w/ other funding				\$2,029,059		\$2,043,059	

Attachment 3.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
FUND BALANCE POLICY

Adopted March 12, 2012

I. PURPOSE

The purpose of this policy is to establish specific guidelines the Vadnais Lake Are Water Management Organization (VLAWMO) will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines VLAWMO will use to classify fund balances into a categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Nonspendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- VLAWMO's highest level of decision making authority (Board of Directors) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the Board of Directors shall pass a resolution

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The Board of Directors has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the **Administrator**.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - i. VLAWMO will maintain an unrestricted fund balance in the General fund of an amount not less than 35 - 50% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including storm sewer utility fees and other government aids are received in the second half of VLAWMO's fiscal year.
 - ii. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by Storm Sewer Utility fees within 1 year.

III. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

VLAWMO will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific

circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

IV. MONITORING AND REPORTING

The **VLAWMO Administrator** and **Bookkeeper** shall annually prepare the status of fund balances in relation to this policy and present to the Board of Directors in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is VLAWMO's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is VLAWO's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

RESOLUTION 11-2020

A RESOLUTION FOR COMMITTING THE FUND BALANCE FOR SPECIFIC PURPOSES

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

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

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

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

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

Committed

Fund Name and Description	Proposed Carry Over “committed” Funds (into 2021) and Purpose
General Fund - Fund 3.1. Operations and Administration	\$14,000 For 2021 Health Benefits package per Finance and Personnel Subcommittee Recommendation, Possible slight increase in cost due to Metro Inet change to JPA and Hardware/software updates planned for 2020.
General Fund - Fund 3.4. Capital Improvement Projects and Programs	\$192,840 The approved 2021 budget (approved at the June Board meeting) included utilizing \$192,840 of the projected unspent 2020 Capital Improvement Projects and Programs fund to implement 2021 projects and programs including the Lambert Lake Project, Adaptive Lake Management Project at E. Goose Lake, Carp and hydrologic/water quality partnership based projects in both Vadnais and Pleasant Lake, and other 2021 approved project and programs.

The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

_____ James Lindner, Chair _____ Date _____

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 9th day of December 2020, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 9th day of December 2020.

_____ Phil Belfiori, Administrator



To: VLAWMO Board

From: Phil Belfiori, Administrator

Date: December 3, 2020

Re: V. A. 2. 2021 employee health care benefits

The purpose of the memo is to provide the VLAWMO Board with background/ analysis, and a summary of options discussed and the consensus recommendations from the Nov. 18 Finance and Personnel Subcommittee meeting as related to the proposed 2021 employee health care benefits.

The attached PowerPoint presentation (**Attachment 1**) is meant to compliment this memo, serves as a summary of the main points and will be the format to present this information to the Board at the December 9, 2020 Board meeting.

Background

The November 18 Subcommittee meeting started with staff reminding that at the June 2020 Finance and Personnel subcommittee on the 2021 proposed budget, several subcommittee members identified the need to further discuss the 2021 employee benefits package. This discussion was also mentioned at the 2021 budget agenda item at the June VLAWMO Board meeting. Based on the request, staff has worked with Ken Carlson from North Risk Partners (Ken is the VLAWMO health insurance consultant) to identify health insurance benefits options and related projected costs.

Staff then identified that the current 2020 VLAWMO health care benefits includes *Health Partners 4100-100 HSA Embedded Sliver SE Open Access plan*. Part of VLAWMO’s health care benefits package also includes a \$2000 /year HSA match for each employee. The VLAWMO Board increased the HSA match from \$1000 /employee /year to \$2000 at the end of 2019. VLAWMO currently pays 100% for employee health insurance premium costs and 25% for dependent health insurance premium costs. The estimated overall cost to all employees and VLAWMO in 2020 is summarized below:

2020 Employee Annual Cost	2020 VLAWMO Annual Cost	Total
\$19,415	\$32,530	\$51,945

The 2021 approved VLAWMO budget includes an approximately 9% increase to the above mentioned 2020 VLAWMO costs given actual costs for 2021 health insurance renewal were not made available until October 2020.

Other Watersheds Health Insurance Comparison

Staff then presented a comparison between the VLAWMO health care benefits package and costs was compared with other watersheds in the Metro. **See Attachment 2.**

From this comparison in Attachment 2 you will note the following related to VLAWMO health care coverage:

1. VLAWMO's cost per employee is at the lower end;
2. VLAWMO has the lowest ancillary coverage amount (offering health care programs other than medical) ie... no dental coverage or life Insurance coverage;
3. VLAWMO pays the lowest percentage of dependent coverage.

2021 Market Alternatives

Staff has worked with Ken Carlson to conduct an analysis of 2021 market alternatives. See **Attachment 3**. Based on this analysis, staff would recommend the Preferred One 4500-100 HSA or copay deductible Plan (column 4 and 5 of attachment 3) given it is the most cost-effective plan for the total premium amount as compared to the other comparable plans identified in Attachment 3. The detailed plan information for these two recommended Preferred One plans were shared with VLAWMO staff and a special staff meeting with Ken Carlson was held on November 3, 2020 to answer any specific questions from staff.

Options Discussed at November Finance and Personnel Subcommittee Meeting

The Finance and Personnel Subcommittee discussed the following three options at the November 18 meeting:

- **Option 1** - The recommended Preferred One Plans (offer employees a choice) with VLAWMO paying current 100% for employee health insurance premium costs and 25% for dependents (same as current 2020 program)
- **Summary of Option 1:**
 - Employee would choose either 4500-100 HSA **or** Copay/ Deductible Plan
 - VLAWMO would NOT cover \$2000 /year HSA match if Copay/Deductible option is selected.
 - Add voluntary dental option (Employee would pay all the costs if they choose).
 - Overall cost to VLAWMO would be slightly less than 2020 health care premium costs
- **Key Takeaway from the 11/18/20 Subcommittee discussion:** Option 1 does not address any of the “gaps” identified in the watershed comparison table including increasing the dependent VLAWMO premium payment to something closer to what other watersheds offer. Option 1 also does not address the issue that VLAWMO has one of the lowest ancillary coverage amounts (such as offering employee Dental or Life Ins. Coverage) nor does it address any needs identified by staff as program improvements.
- **Option 2-** “Preferred One with choice and increase to 50% dependent VLAWMO coverage”.

Summary of Option 2:

- Same as option 1 but Increase the VLAWMO dependent premium payment from 25% TO 50%.
- **Key Takeaway from the 11/18/20 Subcommittee discussion:** Option 2 does including increasing the dependent VLAWMO premium payment to something closer to the average of other metro watersheds but does NOT address the issue of VLAWMO having one of the lowest ancillary coverage amounts of any metro watershed.

- **Option 3.** Add Dental and Life Insurance coverage to Option 2.

Summary of Option 3:

- Includes Increase the VLAWMO dependent premium payment from 25% TO 50%, adds VLAWMO paying premium for a new Dental Plan (at same 100%employee /50% dependent premium percentage), and new life insurance plan for employees (at 1x annual salary with \$50,000 max.).

Key Takeaway from the 11/18/20 Subcommittee discussion: Option 3 addresses the coverage “gaps” compared to the majority of other metro watersheds by providing:

- Offers a choice to employees to choose either 4500-100 HSA **or** Copay/ Deductible Plan;
- increases the dependent VLAWMO premium payment;
- Adds a new Dental Plan coverage;
- Adds a new life new life insurance plan coverage;
- Maintains the \$2000 /year HSA match if HSA plan option is selected.

Option 3 would cost VLAWMO an additional apx \$8,000 -\$10,000 annually.

Finance and Personnel Subcommittee Recommendation

The Finance and Personnel Subcommittee’s consensus recommendation is **Option 3** given it addresses some key areas that were identified by staff as program improvements including increasing the dependent VLAWMO premium payment to something closer to what other watersheds offer and also offers a choice between two plans that the employees can select depending on their personal circumstances. **Option 3** also provides for additional of dental and life coverage which was also identified by staff as important and are plan elements offered by most of the other watersheds in the area.

Staff recommendation

Consistent with eth Subcommittee recommendation, the Administrator recommends **option 3** given it bring VLAWMO’s overall health care Insurance benefits package for 2021 to a more competitive level with other watersheds in the metro who are in the same employment market.



Proposed Motion

Director _____ moves to approve the Finance and Subcommittee’s recommended option (Option 3) and authorize the Administrator to work with North Risk Partners to implement the necessary program changes

Attachments:

Attachment 1 – Presentation Slides

Attachment 2 – Other Watersheds Comparison Benchmarking table

Attachment 3- Summary of Market Alternatives -Jan. 1, 2021.

(Attachment 1)

VLAWMO Board Meeting Consideration of 2021 Employee Health Care Benefits

December 9, 2020



Background

- June 2020 Budget subcommittee meeting and June VLAWMO Board meeting- Members identified need to further discuss the 2021 employee benefits package.
- The current 2020 VLAWMO health care benefits:
 - Health Partners HSA Open Access plan
 - \$2000 /year HSA match for each employee
 - VLAWMO pays 100% for employee health insurance premium costs and 25% for dependents

2020 Employee Annual Cost	2020 VLAWMO Annual Cost	Total
\$19,415	\$32,530	\$51,945

- The 2021 approved VLAWMO budget includes an apx 9% increase to the above mentioned 2020 costs



Other Watersheds Health Insurance Comparison

- **See Attachment 2**

Summary of comparison with other watersheds:

1. VLAWMO's cost per employee is at the lower end;
2. VLAMWO has the lowest ancillary coverage amount ie.. no dental coverage;
3. VLAWMO pays the lowest percentage of dependent coverage.



2021 Market Alternatives

- See **Attachment 3**
- Based on this analysis, staff recommends –*Preferred One 4500-100 HSA or Copay/Deductible Plan*
 - These plans provide the most cost effective plan for the total premium amount as compared to the other comparable plans
- The detailed plan information for these two recommended plans were shared with VLAWMO staff at a special staff meeting to answer any specific questions.



Options Discussed at November Finance and Personnel Subcommittee Meeting - Option 1

- Renewal with the two recommended Preferred One Plans (offer employees a choice)
- **Summary :**
 - Employee would choose either Preferred One \$4500-100 HSA **or** Copay/ Deductible Plan
 - VLAWMO would NOT cover \$2000 /year HSA match if Copay/Deductible option is selected.
 - VLAWMO would offer employees voluntary dental option (Employee would pay all costs).
 - Overall cost to VLAWMO would be slightly less than 2020 health care premium costs
- **Key Takeaway from the 11/18/20 Subcommittee discussion:**
 - Does not address any of the “gaps” identified in the watershed comparison table including increasing the dependent VLAWMO premium payment what other watersheds offer.
 - Does not address the issue that VLAWMO has one of the lowest ancillary coverages
 - Does not address program needs as identified by staff as program improvements.



Options Discussed at November Finance and Personnel Subcommittee Meeting - Option 2

- Same as option 1 but Increase the VLAWMO dependent premium payment from 25% TO 50%.
- **Key Takeaway from the 11/18/20 Subcommittee discussion:**
 - Option 2 does including increasing the dependent VLAWMO premium payment to something closer to the average of other metro watersheds but does NOT address the issue of VLAMWO having one of the lowest ancillary coverage amounts of any metro watershed.
 - Overall cost would be apx. At the level approved for employee health benefits in the 2021 budget.



Options Discussed at November Finance and Personnel Subcommittee Meeting - Option 3

- Same as Option 2 plus add new Dental Plan (at same 100%employee /50% dependent premium percentage) and add new Life insurance plan (at 1x annual salary with \$50,000 max).
- **Key Takeaway from the 11/18/20 Subcommittee discussion:**
- Option 3 addresses the coverage “gaps” compared other metro watersheds:
 - Offers a choice to employees to choose either 4500-100 HSA **or** Copay/ Deductible Plan;
 - Increases the dependent VLAWMO premium payment;
 - Adds a new Dental Plan coverage;
 - Adds a new life new life insurance plan coverage;
 - Maintains the \$2000 /year HSA match if HSA plan option is selected.
 - Estimated cost - additional \$8,000 -\$10,000 annually.



Finance and Personnel Subcommittee Recommendation

Staff Recommendation

- **Option 3**

- Addresses some key areas that were identified by staff as program improvements:
 - increasing the dependent VLAWMO premium payment more consistent with other watersheds
 - Offers a choice between two plans that the employees can select depending on their personal circumstances.
 - Adds dental and life Insurance coverage which was also identified by staff as important and are plan elements offered by most of the other watersheds
 - Overall brings VLAWMO's overall health care Insurance benefits package for 2021 to a more competitive level which is vital for retaining experienced staff team



Requested Board Action

- Proposed Motion

Director _____ moves to approve the Finance and Subcommittee's recommended option (Option 3) and authorize the Administrator to work with North Risk Partners to implement the necessary program changes



VLAWMO Health Plan Cost Compared to other Watersheds.

Attachment 2

by North Risk Partners

Client	Employee Count	Carrier	Plan	Annual cost Medical	Annual Cost Ancillary	Employer Cost	Employer Cost PEPM	Additional Benefits	Contributions
1	14	HealthPartners	\$500-\$40	\$130,500	\$17,040	\$124,522	\$843	Dental Life STD LTD	EE 100% Dep 75%
2	17	HealthPartners	\$0/\$25/95% \$2,000-100 HSA	\$325,584	\$28,572	\$292,464	\$1,574	Dental Life STD LTD	Employee Pays: EE \$45 EE + 1 \$95 Fam \$155
VLAWMO	5	HealthPartners	\$4,100-100 HSA	\$37,668	\$2,112	\$37,668	\$628	STD	EE 100% Dep 25%
4	4	HealthPartners	\$2,000-100 HSA	\$39,739	\$9,240	\$29,804	\$813	Dental Life STD LTD	EE 100% Dep 75%
5	15	HealthPartners	\$3,000-100 HSA Rx Plus \$ 4,100-100 HSA	\$164,426	\$20,868	\$147,555	\$936	Dental STD	EE 100% of Base Plan Dep 75% of Base Plan
6	3	Blue Cross	\$20 Copay Plan	\$26,736	\$1,200	\$26,736	\$776	Dental LTD	EE 100% Dep 50%
7	3	HealthPartners	\$2,000-100 HSA	\$15,552	\$5,156	\$15,552	\$575	Dental Life STD LTD	EE 100% Dep 50%
8	6	HealthPartners	\$2,500-100 HSA	\$42,480	\$12,156	\$36,024	\$669	Dental STD LTD	EE 100% Dep 50%



9	15	HealthPartners	\$0/\$25/95% \$3,000-80 HSA	\$176,400	\$21,580	\$120,660	\$790	Dental Life STD LTD	Employee Pays: EE Pays: \$91 EE + CH \$481 EE + Fam \$669
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Attachment 3

Vadnais Lake Area Water Management Organization Market Alternatives January 1, 2021

	<u>Current</u> HealthPartners HSA 4100-100 Open Access	<u>Renewal</u> HealthPartners HSA 4300-100 Open Access	<u>Alternate 1</u> Preferred One HSA 4500.100.HSA.ST Complete/Connect	<u>Alternate 1</u> Preferred One Copay/Deductible 1000.75.75.ST Complete/Connect	<u>Alternate 2</u> Blue Cross HSA 4250-0 (#645) BlueAccess	<u>Alternate 3</u> Medica HSA w/Rx Copay 4000-0 Rx copay Choice Passport
MEDICARE CREDITABLE	No	No	Yes	Yes	No	Yes
DEDUCTIBLE	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Individual Deductible	\$4,100	\$4,300	\$4,500 - Complete \$3,200 - Connect	\$1,000 Complete \$0 Connect	\$4,250	\$4,000
Family Deductible	\$8,200	\$8,600	\$9,000 - Complete \$6,400 - Connect	\$3,000 Complete \$0 Connect	\$8,500	\$8,000
OUT-OF-POCKET MAXIMUM						
Individual out-of-pocket max	\$4,100	\$4,300	\$4,500 - Complete \$3,200 - Connect	\$5,750	\$4,250	\$5,000
Family out-of-pocket max	\$8,200	\$8,600	\$9,000 - Complete \$6,400 - Connect	\$11,500	\$8,500	\$10,000
OFFICE VISIT / URGENT CARE						
Primary Care	0%	0%	0%	\$75 Complete \$25 Connect	0%	0%
Specialist	0%	0%	0%	\$75 Complete \$25 Connect	0%	0%
EMERGENCY						
Emergency Room Services	0%	0%	0%	25%	0%	0%
IN/OUTPATIENT HOSPITAL						
Facility Fee	0%	0%	0%	25%	0%	0%
Physician/Surgeon Fee	0%	0%	0%	25%	0%	0%
PRESCRIPTION DRUGS						
	Preventive - No Charge (Preferred Only)	Preventive - No Charge (Preferred Only)	Preventive - No Charge (Preferred Only)	Preventive - No Charge (Preferred Only)	Preventive - No Charge (Preferred Only)	Preventive - No Charge (Preferred Only)
	Generic - 0%	Generic - 0%	Generic-0%	Generic -\$15	Generic - 0%	Generic -0%
Rx Copays and Coinsurance based on 31 day Retail Supply	Preferred - 0%	Preferred - 0%	Preferred - 0%	Preferred - \$50	Preferred - 0%	Preferred - \$60
	Non-Preferred- Not Covered	Non-Preferred- Not Covered	Non-Preferred - 0%	Non-Preferred - 25%	Non-Preferred Not Covered	Non-Preferred - \$150
	Specialty - 20%	Specialty - 0%	Specialty - 0%	Specialty - 25%	Specialty - 0%	Specialty - 0% Pref 15% Non-Pref
Total Monthly Premium	\$4,329	\$4,552	\$4,074	\$4,617	\$4,868	\$4,662
Total Annual Premium	\$51,945	\$54,629	\$48,887	\$55,402	\$58,420	\$55,942
Premium Change \$		\$2,684	(\$3,058)	\$3,457	\$6,475	\$3,998
Premium Change %		5.17%	-5.89%	6.66%	12.47%	7.70%

****Coinsurance % applies after deductible unless indicated otherwise****

This outline summarizes certain provisions of the plans illustrated. Complete plan information is included in the legal documents and brochures that govern each plan. If there is a difference between this handout and the legal documents, the documents which are available upon request, will govern.

To: Board of Directors
From: Dawn Tanner
Date: December 9, 2020

Re: V. B. 1. Approve use of Loan Disbursement Request Form as expenses are incurred for sheetpile and authorize amendment(s) with MPCA if additional funds (aggregate net amount not exceeding 15% of the contract price) are needed as approved during the Oct. Board meeting – Lambert Project

Since the October Board meeting, the Lambert Lake Improvement Project contract has been fully signed and executed. SEH and VLAWMO staff met with the contractor on Dec. 2 to discuss procedures. Sunram is currently working with SEH to place silt fencing and complete additional erosion control measures.

With the construction approaching, once the peat is frozen and upon approval by the engineers, VLAWMO staff seek authorization from the Board to submit the MPCA Loan Disbursement Request Forms as expenses are incurred in the sheetpile portion of the project. The accepted bid amount is \$386,827 for the sheetpile portion of the project. The approved MPCA loan is in the amount of \$400,000, as signed by all partners and executed on September 16, 2019. A sample MPCA Loan Disbursement Request Form is included in the packet. These will be submitted to MPCA as invoices are received for completed construction. MPCA can provide payment within 2-3 days, so that VLAWMO does not need to front large sums of money.

During the October Board meeting, the Board approved the administrator to sign change orders increasing the contract price in an aggregate net amount not exceeding 15% of the contract price. If needed, that could increase the price of sheetpile replacement up to \$444,851.05. As part of MPCA's loan process, they can approve up to twice the loan amount (\$800,000) with amendments, to provide for project costs that exceed original cost estimates. VLAWMO and SEH will be working closely to avoid change orders. If additional funds are needed, VLAWMO staff request authorization from the Board to amend the MPCA loan as needed but not to exceed the already approved possible 15%. Advance authorization is requested because the construction will likely happen quickly, during winter, and time may not be sufficient to wait until the next regular Board meeting in February.

Project costs and status will be reported at the February Board meeting.

Recommendation: Staff request that the Board approve use of the MPCA Loan Disbursement Request Form as expenses are incurred for sheetpile and authorize amendment(s) with MPCA if additional funds (aggregate net amount not exceeding 15% of the contract price) are needed.

Certification of Incurred Costs CWP Loan Disbursement Request

Clean Water Partnership (CWP) Loan Program

Doc Type: Loan Correspondence

Instructions: Please remit all disbursements requests to: Kurt Soular, Fiscal Services, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155-4194. For questions regarding this request, contact Kurt Soular at 651-757-2748 or email kurtis.soular@state.mn.us.

Project information

Project title: VLAWMO Bacteria, Sediment, & Nutrient Reduction Project
 Date of request (mm/dd/yyyy): _____ Loan agreement number: SRF0319 Payment request number: 1
 Name of requester: Vadnais Lakes Area Watershed Management Organization (VLAWMO)
 Mailing address: 800 E. Co. Rd. E
 City: Vadnais Heights State: MN Zip code: 55127
 Phone: _____ Fax: _____ Email: _____

Budget information

Budget period covered by this request:
 From (mm/dd/yyyy): 10/01/2020 To (mm/dd/yyyy): 12/31/2020
 Project Loan Sponsor: VLAWMO

Best management practice(s) implemented with loan funds:

Well sealing	\$ _____
Education, training, public outreach	\$ _____
Equipment purchase	\$ _____
Individual sewage treatment system(s)/Cluster(s)	\$ _____
Feedlot(s)	\$ _____
In lake/stream manipulation	\$ _____
Land use practices	\$ _____
Permanent structure(s): Sedimentation basin, etc.	\$ _____
Administrative costs	\$ _____

Disbursement request amount (total from allocations above): \$ 0

Certification

I certify on behalf of the above referenced Loan Sponsor that, to the best of my knowledge, that costs in the amount requested above were incurred in the implementation of the State approved Project Workplan for which the Loan Sponsor has not been previously reimbursed during the budget period listed above. These costs have been certified to me as eligible by the Loan Sponsor or its designee. In reporting the receipt of loan disbursements, those activities for which loan funds are disbursed by means of this action shall be referenced with the disbursement number of this action.

Authorized representative

Print name: _____ Title: _____

Signature: _____ Date (mm/dd/yyyy): _____

Loan approval: _____

To: Board of Directors

From: Phil Belfiori

Re: **V.B. 2.** East Goose Adaptive Lake Management (ALM)– RFQ for Public Engagement services

Background

Director Jones, other City Council members, and VLAWMO/ City staff attended the East Goose Lake Neighborhood Conversation Meeting with lakeshore residents on December 1. The meeting was kicked off by a welcome statement from Director Jones, followed by an overview of the East Goose Adaptive Lake Management program and finally the meeting completed with a facilitated input session focused on gathering input on the four management areas within the ALM program: Fish Management, Vegetation Management, Subwatershed BMP's and Internal Load Management. Overall the meeting was productive with numerous questions and valuable input provided. See the December 1 Neighborhood meeting at this link (including the powerpoint slides): <https://www.vlawmo.org/waterbodies/east-goose-lake/>

A hardcopy input response form has been sent to all lakeshore owners to collect more detailed input to the facilitated input questions identified at the Dec. 1 meeting. These input response forms are due by January 8, 2021. Input received at the 12/1/20 neighborhood meeting and gathered from the input response form will be compiled/ analyzed and synthesized.

The next step in the East Goose ALM engagement process is to gather additional community-wide stakeholder Input. Some possible activities needed in this step may include: community conversation and input session meetings, survey development and distribution, and engagement approaches using web and engagement software platforms. It is in this next step of the ALM engagement process where the VLAWMO and City staff team is seeking additional expertise from a consultant with specific experience in this specialized skill set.

Request for Qualifications for East Goose Lake ALM Engagement

To begin the process of developing this public engagement effort, staff recommends the distribution of a Request for Qualifications (RFQ) which would be sent to consulting firms for the purpose of providing public engagement services for the East Goose ALM Program. See **Attachment 1** for a DRAFT version of this RFQ.

It is anticipated that the selected consulting firm would bring the following critical skills sets to the project team: public engagement experience including engagement software, web based engagement platform development, negotiation and meeting facilitation skills, development of input summary documents and recommending innovative “common ground” approaches.

The attached DRAFT RFQ requests that the qualified consultant firms submit a Statement of Qualification (SOQ) to VLAWMO /City by **January 18, 2021**. This SOQ would include an outline of firm's preliminary scope of work, description and examples of experience and list of individuals who will provide services in this project.

Total cost range for proposed work associated with this RFQ is \$15,000 to \$25,000 depending of the level of City participation. VLAWMO and City of White Bear Lake staff have tentatively discussed the RFQ partnership and are supportive. If both parties were to agree to equally share cost, the cost for each would not exceed \$12,500. This possible partnership would also include an intergovernmental agreement which would be prepared and brought forward at the February 24th Board meeting for consideration. City staff is also planning to be in attendance at the 12/9 VLAWMO Board meeting. The E. Goose ALM program was included in the VLAWMO 2021 approved budget for \$47,500 and this proposed work was also included in the recent presentation to both the City Council and VLAWMO earlier this Fall.

Given the long timing gap between the VLAWMO Board meeting (apx 2.5 months), staff is requesting board consideration the following:

1. Consider approval of the attached Draft RFQ – Attachment 1 (with non-material changes) and authorize staff to work with the City to finalize RFQ;
2. Authorize staff to review the SOQ's and select the consultant firm;
3. Work with selected consultant firm to develop a final draft scope to work and contract that would then be considered by the VLAWMO Board at the Feb 24 Board meeting.

Staff Recommendation

Approval of attached draft RFQ for the for E Goose Lake ALM Plan development (with non material changes), and authorize staff to then select the firm that will develop a final draft scope of work and contract.

Attachment:

1. Draft Request for Qualifications (RFQ)—Consultant Services for East Goose Adaptive Lake Management Engagement

DRAFT
REQUEST FOR QUALIFICATIONS

TO: 1-3 firms with experience in public engagement and innovative approaches for stakeholder input for lake management and planning

FROM: Vadnais Lake Area Watershed Management Organization (VLAWMO) and City of White Bear Lake

DATE: December 3, 2020

SUBJECT: Request for Qualifications—Consultant Services for East Goose Adaptive Lake Management (ALM) Engagement

Purpose of RFQ

This memorandum serves as a request for qualifications (RFQ) of your firm related to providing assistance to VLAWMO and City of White Bear Lake to provide public engagement and stakeholder input services as part of the East Goose ALM program.

This RFQ has been sent out to firms determined to have experience with public engagement efforts as related to lake management and planning. The firm selected will be working as part of the East Goose ALM Staff team (from the City of White Bear Lake and VLAWMO) and must be highly skilled in the following areas: public engagement, engagement approaches such as engagement software and web-based engagement in the COVID environment, meeting facilitation and finding innovative “common ground” solutions to problems, compiling and organizing data, and project communication strategies.

Background

East Goose Lake is located in the City of White Bear Lake and marks the southern entrance point to the City of White Bear Lake via northbound Highway 61. It is also the place where the city settlement began with its first home, school, church, cemetery, and business. Addressing problems in East Goose Lake are important because it is part of the headwaters of Lambert Creek, tributary to East Vadnais Lake, which is the drinking water reservoir for more than 430,000 St. Paul residents. East Goose Lake has about two dozen landowners that live on the Lake. The lake does not have public access, but it is highly visible in the watershed, as Highway 61 bisects East and West Goose Lakes.

East Goose Lake has a long history of poor water quality. East Goose Lake is a listed impaired waterbody (303(d) Impaired Waters) for nutrient levels for recreational use. East Goose Lake total phosphorus (TP) and Chlorophyll-a levels average nearly 4 times Shallow Lake State standards. High nutrient levels have resulted in a lake that is devoid of vegetation and dominated by algae, including blue-green algae. Numerous sediment studies, water-quality monitoring, and a feasibility study have been completed for East Goose Lake. Studies conducted on East Goose Lake show that 88% of East Goose Lake’s phosphorus loading is internal. Historical accumulated inputs, combined with external inputs, led to the current internal load. East Goose Lake was the discharge point for the White Bear Lake Wastewater Treatment Plant from the 1930s to the 1960s.

In 2020, the VLAWMO Board decided to no longer pursue a temporary boating restriction on East Goose Lake, as was recommended as part of a proposed alum treatment project. The Board also decided to no longer pursue a BWSR Clean Water Grant which would have partially funded the proposed alum project. In the Fall of 2020, the VLAWMO Board and City of White Bear City Council approved pursuing a Adaptive Lake Management approach for East Goose Lake. In December 1, 2020 the City and VLAWMO held a Neighborhood Conversation kickoff meeting – this meeting can be viewed at this link : <https://www.vlawmo.org/waterbodies/east-goose-lake/> and <https://www.youtube.com/watch?v=bZDxxTBPhCk>

The VLAWMO and City now seek qualified consulting firms to provide additional public engagement and stakeholder input expertise as part of the East Goose ALM program.

Project Description

Project Goals

The overall Goal of the East Goose Lake ALM program is to improved water quality and a healthier East Goose Lake.

Key elements of the ALM engagement approach include:

- Development of a management framework based on stakeholder engagement and continuous evaluation;
- Frequent partner check-ins, monitoring, surveys;
- A transparent process with incremental results, clear communication, and explicit recognition of challenges.

Project Elements

1. Public and Stakeholder Engagement approaches:
 - Soliciting input from the greater community through a web resource and community input processes.
 - Soliciting and communication with community business partners and agencies
 - Survey development and application, synthesis of results
 - Social Pinpoint software (or similar type software) web platform
 - Special consideration should be given to engagement approaches given the COVID limitations
2. Analysis / Synthesis of Public and Stakeholder Input received:
 - From input collected from the community meetings, survey methods, and website resources, assist the team in analyzing and synthesizing the data /information received
 - Sorting and coding of comments according to qualitative research methods and drafting narrative for distribution to participants for review
 - Analyzing and development of themes
3. Development of Draft and Final Input Summary documents:
 - Summary document reflecting feedback from stakeholders for use in developing goals and priorities for the overall ALM process

4. Meeting Facilitation:
 - Negotiations, mediation and conflict resolution
 - Recommending innovative technical, social and financially viable solutions
 - Assist staff team in engagement with key stakeholder to assist in identifying and achieving consensus on possible goals and/or management project elements

5. Provide initial recommendations for ways results from the engagement process could be used for the development of a possible ALM Management Plan (if approved -Plan develop /completed under a separate contract)

Budget

Total cost for all proposed work associated with this RFQ is not to exceed \$25,000.

Deliverables

The Scope of Work including exact deliverables will be developed in consultation with the selected firm. All data, products, and electronic files developed through work on this project are the property of the VLAWMO and City and will be provided to these entities after the project is complete. When the scope of the project is finalized, the deliverables will be more specifically defined.

Submittal Requirements

Please provide 4 copies and 1 digital copy of your Statement of Qualifications (SOQ). **Your SOQ may not exceed 10 (ten) pages in length.** The SOQ must include:

- An outline of your firm's preliminary scope of work to complete the project
- Description and examples of your firm's direct experience with related projects and other relevant work experience
- The specific individuals who will provide services in this project

Staff resumes and more detailed project descriptions may be included as an appendix and are not limited in length. Mailed or delivered hard copy materials are required. SOQs shall be submitted to the VLAWMO office no later than **4:00 p.m. January 18, 2021** at the following address:

Address here:

Selection Criteria

The firms will be evaluated based on the following criteria:

1. Experience in stakeholder engagement, engagement software and web based approaches, meeting facilitation/negotiation, conflict resolution and project communication to multiple audiences (both technical and non-technical);
2. Experience of key personnel involved in the project; and
3. General approach to completing the critical engagement elements

Consultant Selection Process and Schedule

A committee consisting of and key partners will review SOQs and select a firm based on their ability to complete the work. Interviews currently are not planned but may be added if deemed necessary. Once a firm is selected a draft scope of work, budget and schedule will be negotiated and

incorporated into an agreement to be considered by both the City Council and VLAWMO Board. We anticipate the agreement/scope of work will be considered at the February 24, 2021 VLAMWO Board meeting and a February 2021 White Bear Lake City Council meeting. Once the agreement is executed, work may begin. The project is anticipated to begin in Late Feb/March 2021 and shall be completed no later than December 31, 2021.

Questions and Point of Contact

All questions regarding this request for qualifications must be directed to Dawn Tanner no later than January X. Responses to all questions will be distributed to all firms selected to submit an SOQ by January Y. Thank you for providing a statement of qualifications for this work.

DRAFT

To: VLAWMO Board of Directors

From: Tyler Thompson, Phil Belfiori

Date: December 3, 2020

Re: V. C. 1. Consider Metro I-NET JPA and 2021 Budget– Res. 12-2020

At the June 24th Board meeting, the Board gave their general consensus and interest in joining into a Metro I-NET joint powers organization as a member. Since then, dedicated members of Metro I-NET pressed on with a Joint Powers Agreement, and on November 12th, a draft JPA was sent out to members for legal review and consideration of entering into the JPA. The League of Minnesota Cities has also reviewed and approved the draft JPA. Staff forwarded the JPA onto VLAWMO's attorney, Troy Gilchrist, and he returned no concerns after review, and saw nothing that needed to be addressed on behalf of VLAWMO.

At their November 13th meeting, the Technical Commission added the JPA to their meeting agenda and voted to recommend approval for the Board to enter into the Metro I-NET JPA. As a member of the JPA, VLAWMO's 2021 budgeted amount for Metro I-NET services is anticipated to be around the same amount that was approved with the 2021 VLAWMO budget (estimated at \$14,447) and Staff has added a small amount into the fund balance carry over into the 2021 budget working budget (see agenda item V.A.1) just in case of slight increases to cover unanticipated I-NET administrative costs due to transition to a JPA organization. There are no direct increases in 2021 IT costs to Metro-INET members due to the JPA transition, as these are being borne by the City of Roseville and Metro-INET.

As a JPA member, VLAWMO would have voting representation within Metro I-NET and a say in budgetary and organization direction with a representative Director and Alternate. As a JPA organization, Metro I-NET would operate under a Board of Directors. The JPA is non-expiring, and members have the opportunity to part with the organization on an annual basis.

Staff and the TEC are encouraging the Board enters into the Metro I-NET JPA, as the organization has provided exceptional service to VLAWMO since 2015 at a competitive price. Staff is recommending the Board approve Resolution 12-2020, entering VLAWMO into a JPA with Metro-INET.

Attachment 1: Metro I-NET Joint Powers Agreement-623683-v14

Authorize entering into the Metro-INET JPA as participating member with the signing and execution of VLAWMO Resolution 12-2020 with any non-material changes.

Proposed motion: A motion was made by _____ and seconded by _____ for the authorization and approval of VLAWMO to join the Metro I-NET Joint Powers Agreement with Resolution 12-2020 with any non – material changes. Vote:

JOINT POWERS AGREEMENT
FOR THE ESTABLISHMENT OF
THE NORTH EAST METROPOLITAN AREA MUNICIPAL
INTERNETWORKING COLLABORATIVE, TO BE KNOWN AS
“METRO-INET”

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132 **JOINT POWERS AGREEMENT FOR THE ESTABLISHMENT OF**
133 **THE NORTH EAST METROPOLITAN AREA MUNICIPAL**
134 **INTERNETWORKING COLLABORATIVE**
135

136 The parties to this joint powers agreement (“JPA”) are local governmental units (“LGUs”)
137 of the State of Minnesota authorized to enter into this JPA. This JPA is made and entered into
138 pursuant to Minnesota Statutes, Section 471.59.
139

140 **ARTICLE I**
141 **GENERAL PURPOSE**
142

143 **Section 1.1. Purpose.** The general purpose of this JPA is to provide for an organization
144 that the participating Members may jointly and cooperatively provide for the development and
145 operation of IT Services for the use and benefit of the Members, and others. To the extent permitted
146 by law, the Members will support the establishment of the IT Services and seek to expand the
147 number of participating agencies either as Members or as non-Member LGUs receiving services
148 from Metro-INET.

149 **ARTICLE II**
150 **DEFINITION OF TERMS**
151

152 **Section 2.1. Definitions.** The terms defined in this Article shall have the meanings given
153 them for the purposes of this JPA.
154

155 **Section 2.1.1. Metro-INET.** “Metro-INET” means the “North East Metropolitan Area
156 Municipal Internetworking Collaborative,” the organization created by this JPA.
157

158 **Section 2.1.2. IT Services.** “IT Services” means the development, operation and
159 maintenance of advanced internet networking and data services through ownership or lease of any
160 and all systems, equipment, technology or means and methods necessary to provide competitive,
161 up-to-date IT services to Members and non-Member LGUs.
162

163 **Section 2.1.3. Board.** “Board” means the Board of Directors of Metro-INET, consisting
164 of one Director from each LGU participating as a Member of Metro-INET pursuant to this JPA.
165

166 **Section 2.1.4. LGU.** “LGU” means any city, township, independent public safety
167 organization, watershed management organization, watershed district, cable commission or other
168 political subdivision of the State of Minnesota that is qualified to enter into joint powers
169 agreements as defined in Minnesota Statutes, Section 471.59, and as it may be amended from time
170 to time.
171

172 **Section 2.1.5. Member.** “Member” means an LGU that enters into this JPA and is at the
173 time involved, a Member in good standing.
174

175 **Section 2.1.6. Associate.** “Associate” means an LGU that is not a Member but has agreed
176 to affiliate with Metro-INET in accordance with Article XI and other applicable JPA provisions.

177 **Section 2.1.7. Data.** “Data” means all information in digital form that can be transmitted
178 or processed.

179
180 **ARTICLE III**
181 **MEMBERSHIP**

182
183 **Section 3.1. Eligibility.** Any Minnesota LGU is eligible to be a Member of Metro-INET.
184

185 **Section 3.2. Execution of JPA and Payment of Member Charges.** An LGU desiring to
186 be a Member shall execute a copy of this JPA and shall pay all Member charges, prorated if
187 appropriate, under Article IX.
188

189 **Section 3.3. Initial Members.** The initial Members of Metro-INET shall be the City of
190 Roseville (“Roseville”) and those LGUs that are parties to a joint powers agreement or an
191 otherwise existing contractual arrangement for IT Services from Roseville, on or prior to
192 December 31, 2020. Upon the execution of this JPA by an initial Member, the clerk or other
193 corresponding officer shall file with the Roseville City Manager a copy of the executed JPA,
194 together with a certified copy of the authorizing resolution or other action. The resolution
195 authorizing the execution of this JPA shall also designate the Member’s Director and Alternate
196 Director (“Alternate”).
197

198 **Section 3.4 Transition of Initial Member IT Services Agreements.** Any joint powers
199 agreement or contract for IT Services between two or more Metro-INET Members that has not
200 been terminated prior to the Effective Date of this JPA shall be terminated by the affected parties
201 at the earliest possible date, without disrupting the delivery of IT Services to the affected parties.
202 After the Effective Date, any term of an earlier agreement for IT Services still in force shall be
203 interpreted not to conflict with this JPA, which shall supersede the earlier agreement if the earlier
204 agreement and this JPA cannot be reconciled. The Board shall have authority to take any action it
205 deems reasonable and prudent to facilitate the transition to Metro-INET by any initial Member,
206 including the creation of a committee authorized to assist affected parties in the termination of
207 earlier agreements and to seek Board approval of action necessary to facilitate the transition.
208

209 **Section 3.5. Effective Date.** This JPA shall become effective on January 1, 2021 [[or other
210 date agreed upon by the initial Members]] (“Effective Date”). Within thirty (30) days after the
211 Effective Date, the Roseville City Manager shall call the first meeting of the Board, which shall
212 be held not later than fifteen (15) days after the notice has been delivered to each Director and
213 Alternate.
214

215 **Section 3.6. New Members.** LGUs that do not qualify for initial membership under
216 Section 3.3 and seek to join Metro-INET shall be admitted by a vote of the Board as it determines
217 at its organizational meeting, or as soon thereafter as the Board may decide and adopt in the
218 bylaws.
219

220 **Section 3.7. Conditions of Membership.** The Board may impose additional conditions
221 upon the admission of new Members.
222

314 special meetings shall be published and given to all Directors and Alternates. Such notice shall
315 include the agenda for the special meeting and the time, date and location of the meeting.
316

317 **Section 5.2. Regular Meetings.** The specific date, time and location of regular meetings
318 of the Board shall be determined by the Board as provided in the Bylaws. The Board shall be
319 required to meet at least four (4) times a year. Its regular meetings shall be held on the dates and
320 at times of each January, April, July and October as determined by the Board at the October
321 meeting and duly published to establish the four regular meetings.
322

323 **Section 5.3. Notice of Regular Meetings.** Notice of regular meetings of the Board shall
324 be given to the Directors and Alternates by the secretary at least fifteen (15) days in advance of
325 the meeting and the agenda for such meetings shall accompany the notice. However, business at
326 regular meetings of the Board need not be limited to matters set forth in the agenda.
327

328 **Section 5.4. Public Meetings.** Meetings of the Board and of the executive committee shall
329 be considered “public” meetings. Notices, agendas, and schedules of such meetings shall be given,
330 maintained and distributed pursuant to the Open Meeting Law, Minnesota Statutes, Section
331 13D.01, et seq.
332

333 **Section 5.5. Officers.** The officers of the Board shall consist of the chair, vice-chair,
334 secretary and two (2) officers-at-large, who shall be elected by the Directors at the organizational
335 meeting of the Board. The chair and vice-chair shall be elected to three-year (3) terms,
336 commencing at the organizational meeting of the Board and every three (3) years thereafter. The
337 secretary shall be elected to a two-year (2) term, commencing at the organizational meeting of the
338 Board, and shall be elected to three-year (3) terms following the completion of the initial term
339 every three (3) years thereafter. The officers-at-large shall be elected to a one-year (1) term,
340 commencing at the organizational meeting of the Board, and shall be elected to three-year (3)
341 terms following the completion of the initial term every three (3) years thereafter. The intent of
342 the election of officers is to ultimately establish three-year (3), staggered terms of officers with the
343 chair and vice-chair being elected in the same year. Other than the organizational meeting of the
344 Board, new officers shall take office at the adjournment of the meeting of the Board at which they
345 are elected.
346

347 **Section 5.6. Chair and Vice Chair.** The chair shall preside at all meetings of the Board
348 and the executive committee. The vice-chair shall act as chair in the absence of the chair.
349

350 **Section 5.7. Secretary.** The secretary shall be responsible for keeping a record of all of the
351 proceedings of the Board and the executive committee.
352

353 **Section 5.8. Officer Vacancies.** A vacancy shall immediately occur in the office of any
354 officer upon his or her resignation, death or upon ceasing to be an employee of the Member. Upon
355 a vacancy occurring in any office, the Alternate shall serve until the Member appoints a new
356 Director.
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ARTICLE VI
POWERS AND DUTIES OF THE BOARD

Section 6.1. Powers and Duties. The powers and duties of the Board shall include the powers set forth in this Article.

Section 6.2. General Purpose. The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization including, but not limited to, the establishment of data processing and information systems, engaging in the development and implementation of the necessary programs therefor, acquiring any necessary site, purchasing any necessary supplies, equipment and machinery, employing any necessary personnel and operating and maintaining any systems for the handling of data processing and management information for the Members and for others. Any of the foregoing activities, or any other activities authorized by the JPA, may be accomplished by entering into contracts, leases or other agreements with others, whenever the Board shall deem this to be advisable.

Section 6.3. Governance. The Board shall have full supervisory control and management of the affairs of Metro-INET including the power to make contracts as it deems necessary to make effective any power to be exercised by Metro-INET pursuant to this JPA; to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the organization; to acquire, hold and dispose of property both real and personal as the Board deems necessary; and to contract for space, materials, supplies and personnel with a Member or Members or with others.

Section 6.4. Membership Dues. The Board may establish and collect membership dues.

Section 6.5. Service Charges. The Board may establish and collect charges for its services to Members and to others.

Section 6.6. Gifts, Loans and Grants. The Board may accept gifts, apply for and use grants or loans of money or other property from the state, or any other governmental units or organizations and may enter into agreements required in connection therewith and may hold, use and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.

Section 6.7. Annual Audit. The Board shall cause an annual independent audit of the books to be made and shall make an annual financial accounting and report in writing to the Members. Its books and records shall be available for and open to examination by its Members at all reasonable times.

Section 6.8. Annual Budget. The Board shall establish the annual budget for the organization as provided in this JPA.

449 acquired by Metro-INET; and to investigate, advise the Board regarding contracts for space,
450 materials, supplies and personnel either with a Member or Members or with third parties and
451 coordinating with Members for the implementation of internet connection, system maintenance
452 and data processing. The executive director shall prepare a report to the Board regarding the
453 operations of Metro-INET for each quarterly and annual meeting of the Board.

454
455 **Section 7.3. Term of Executive Director.** The executive director shall serve for an
456 indefinite period as defined by the contract, which may be terminated and the director removed by
457 a vote of a two-thirds majority of the total votes of the Board.

458
459 **ARTICLE VIII**
460 **EXECUTIVE COMMITTEE**

461
462 **Section 8.1. Membership of Executive Committee.** The Board shall establish an
463 executive committee consisting of five (5) voting members. Its members shall consist of the five
464 (5) officers of the Board as defined in Article V, Section 5.5. The Fiscal Agent and Executive
465 Director shall serve as *ex officio* members of the executive committee in an advisory and non-
466 voting capacity.

467
468 **Section 8.2. Bylaws of Executive Committee.** The executive committee may adopt
469 bylaws governing its own procedures, which shall be subject to this JPA, the bylaws of the Board,
470 and any resolutions or other directives of the Board.

471
472 **Section 8.3. Quorum.** Three (3) members of the executive committee shall constitute a
473 quorum and a majority of the executive committee members present at a meeting where a quorum
474 exists may act, notwithstanding the number of votes held by each member in accordance with
Article IV, Section 4.6.

475
476 **Section 8.4. Regular Meetings.** The specific date, time and location of regular meetings
477 of the executive committee shall be determined by the executive committee. The executive
478 committee shall meet at least four (4) times a year. Notice of regular meetings of the executive
479 committee shall be given to the members of the executive committee and the executive director at
least seven (7) days in advance and the agenda for such meetings shall accompany the notice.

480
481 **Section 8.5. Special Meetings.** Special meetings of the executive committee may be called
482 by the chair or upon the call of any two other members of the executive committee. The date, time
483 and location of the special meeting shall be fixed by the person or persons calling it. At least three
484 (3) days advance written notice of such special meeting shall be given to all members of the
485 executive committee by the person or persons calling the meeting.

486
487 **Section 8.6. Notice of Meetings.** Pursuant to the Open Meeting Law, all meetings of the
488 executive committee shall be noticed and published at least three (3) days prior to the meeting.

489
490 **Section 8.7. Duties and Responsibilities.** The executive committee shall have the
491 following duties and responsibilities: (a) to exercise the powers and perform the duties delegated
492 to it by the Board and subject to such conditions and limitations as may be imposed by the Board;
(b) to cause to be prepared a proposed annual budget each year which shall be submitted to the

493 Board at least thirty (30) days before the annual meeting for the Board’s review and ratification;
494 and (c) to present a full report of its activities at each regular meeting of the Board.
495

496 **Section 8.8. Preparation and Modification of Charges.** The executive committee shall
497 have the responsibility to prepare and modify charges for the use of the programs and facilities of
498 Metro-INET, both as to Members and non-members, subject to Board approval.
499

500 **ARTICLE IX**
501 **FINANCIAL MATTERS**
502

503 **Section 9.1. Fiscal Year.** The fiscal year of Metro-INET shall be the calendar year.
504

505 **Section 9.2. Adoption of Annual Budget.** The annual budget of Metro-INET must be
506 adopted in the following manner:
507

- 508 (a) prior to May 1 the Board will supply each member with a proposed preliminary
509 budget for the coming fiscal year;
- 510 (b) prior to the meeting of the Board in July the Board will supply each Member with
511 a proposed budget adjusted for withdrawal notifications received pursuant to
512 Article XI;
- 513 (c) the annual budget for the coming fiscal year shall be adopted at the July Board
514 meeting.
515
516
517

518 Promptly after adoption of the budget, the Board must mail copies of the budget to the
519 chief administrative officer of each Member. Upon adoption of the budget each Member is
520 obligated to Metro-INET for the budgeted revenues and cost sharing charges fixed by the Board
521 for the ensuing fiscal year in accordance with this Article.
522

523 **Section 9.3. Cost Sharing Charges.** The Board shall have authority to fix cost sharing
524 charges for all Members in an amount sufficient to provide the funds required by the budgets of
525 the organization. The Board shall notify the chief administrative officer of each Member of the
526 amounts of such charges, on or before May 1 of each year. The Board shall prepare, and may
527 amend, a document setting forth the cost sharing charges and policies for Members and rates for
528 services provided to non-members. Such document(s) and policies shall be made available to
529 Members for review and comment upon request.
530

531 **Section 9.4. Invoices to Members.** Invoices for all charges shall be sent to the Members
532 by the Fiscal Agent and shall be due when rendered. Any Member whose charges have not been
533 paid within forty-five (45) days after the date of the invoice may be declared in default by the
534 Board or executive committee and shall not be entitled to further voting privileges nor to have its
535 Director hold any office nor to use any Metro-INET facilities or programs until such time as the
536 default is cured and Metro-INET has been paid in full. Additionally, in the event that such charges
537 have not been paid within forty-five (45) days of the date of the invoice, and such default remains
538 uncured after a reasonable time following notice to cure, the membership of such Member may be

539 terminated by a majority vote of the Board. In the event of a dispute between the Member and the
540 Board as to the amount which is due and payable, the Member shall nevertheless make such
541 payment in order to preserve its status as a Member, but such payment may be made under protest
542 and without prejudice with respect to the Member's right to dispute the amount of the charge and
543 to pursue any legal remedies available to it.
544

545 **Section 9.5. Classification of Cost Sharing Charges.** The charges to the Members of
546 Metro-INET shall be divided, for cost sharing purposes, into three different classes, as further
547 described in Exhibit A to this JPA and incorporated herein:

548 (a) Core Services ("*Class 1 Charges*"). Class 1 Charges shall cover all of Metro-
549 INET's general administrative and operational expenses for core services in having
550 a member participate as a domain member of Metro-INET. Core services are
551 generally defined as services provided by Metro-INET that provides IT support to
552 the Member and its employees to conduct the Member's business. These core
553 services may change over time upon Board approval based on different needs of
554 Members. Changes in the delivery of Class 1 Charges shall be paid by each Member
555 as fixed monthly, quarterly or annual membership dues, as determined by the
556 Board. The amount of Class 1 Charges required to be paid by each Member shall
557 be determined annually by the executive committee, upon approval by the Board.
558 Class 1 Charges shall be prorated to new Members and not retroactively applied to
559 them.

560 (b) Supplemental Services ("*Class 2 Charges*"). Class 2 Charges shall cover the costs
561 of design and development of computer programs and systems and other capital
562 costs for services requested by the Member. Supplemental services are generally
563 defined as services provided by Metro-INET at the request of the Member to meet
564 its specific needs. These supplemental services may change over time upon Board
565 approval based on different needs of Members and changes in the delivery of such
566 services. Class 2 Charges shall be paid by each Member as fixed monthly, quarterly
567 or annual membership dues, as determined by the Board. The amount of Class 2
568 Charges required to be paid by each Member shall be determined annually by the
569 executive committee, upon approval by the Board. Class 2 Charges shall not be
570 retroactively applied to new Members.

571 (c) Necessary Additional Charges ("*Class 3 Charges*"). Class 3 Charges shall cover
572 the costs of system operation and maintenance in serving non-members, on an "as
573 requested" basis as determined by the Board when it deems such charges necessary.
574 The amount of such charges that are applicable to each non-member shall be
575 determined by the Board. The amount of the charges shall cover all costs incurred
576 by Metro-INET in providing these services to the non-member. The Board shall
577 have authority to negotiate and enter into contracts with non-members receiving
578 Class 3 Charges.

579 **Section 9.6. Special Financial Assistance from Members.** It is anticipated that certain
580 Members may be in a position to extend special financial assistance to Metro-INET in the form of
581 grants, or other in-kind payments including use of facilities or other infrastructure deemed
582 beneficial to Metro-INET. The Board shall credit any such in-kind payment against any charges

583 which the granting Member would otherwise have to pay. The Board may also enter into an
584 agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards
585 charges which have been made or in the future may be made against one or more specified
586 Members.

587
588 **Section 9.7. Expenditures.** Board funds may be expended by the Board in accordance
589 with procedures established by law for the expenditure of funds by cities. Orders, checks, drafts
590 and other legal instruments shall be signed by the chair or vice-chair and countersigned by the
591 secretary or such other person as shall be designated by the Board.

592
593 **Section 9.8. Contracts.** Contracts shall be let and purchases shall be made in accordance
594 with the legal requirements applicable to contracts and purchases by Minnesota cities.

595
596 **ARTICLE X**
597 **WITHDRAWAL**

598
599 **Section 10.1. Notice of Withdrawal.** Any Member may at any time prior to June 1 of a
600 given year, give written notice of withdrawal from Metro-INET. Written notice of withdrawal
601 submitted prior to June 1 shall be a timely withdrawal and the Member shall not be responsible for
602 its share of the next year's budget not already made the obligation of the Member by a prior, multi-
603 year budget commitment approved by the Board. The withdrawing Member's financial obligation
604 prior to withdrawal upon timely notice will be based on the Class 1, 2 and 3 Charges outstanding
605 for the remainder of the calendar year and additional years for which the Board committed Metro-
606 INET to such financial obligation while the Member was with Metro-INET as a Member. In such
607 case the Member shall be responsible for the net present value of its a pro rata share of such
608 commitment. Written notice of withdrawal after June 1, shall be untimely for purposes of
609 withdrawal prior to the next calendar year but shall serve as notice for withdrawal effective the
610 year following. A Member's nonpayment of charges as set forth herein or its failure to comply
611 with Metro-INET operational security requirements or other policy prescribed by the Board,
612 without cure after written notice and a reasonable time to cure, shall constitute the Member's notice
613 of withdrawal from Metro-INET as determined by the Board pursuant to Section 4.8 at a regular
614 or special meeting. All Member withdrawals shall take effect at the end of the applicable fiscal
615 year, unless otherwise provided by the Board.

616
617 **Section 10.2. Claim to Assets upon Withdrawal.** A Member's withdrawal from Metro-
618 INET at a time when such withdrawal does not result in dissolution of the organization shall forfeit
619 the Member's claim to any assets of the organization except that it shall have access to any
620 software developed for its use while it was a Member in accordance with and subject to the
621 provisions of Article XIII, Section 13.5(b).

622
623 **Section 10.3. Financial Obligations upon Withdrawal.** Upon withdrawal the Member
624 shall continue to be responsible (1) for all of its prorated share of any unpaid Class 2 Charges; (2)
625 for its share of Class 1 Charges to the effective date of withdrawal; (3) for its share of any Class 3
626 Charges to the effective date of withdrawal; and (4) for any contractual obligations it has separately
627 incurred with Metro-INET.

628

629 **Section 10.4. Financial Obligations prior to Withdrawal.** A Member who has not given
630 notice of withdrawal on or before June 1 of a given year is obligated for the budgeted revenues
631 and the cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with
632 Article IX.

633
634 **ARTICLE XI**
635 **ASSOCIATES**

636
637 **Section 11.1. Associates.** It is understood that certain LGUs may desire to enter into a
638 contractual arrangement with Metro-INET for limited IT Services. Such LGUs may affiliate with
639 Metro-INET as “Associates.”

640
641 **Section 11.2. Admission of Associates.** An LGU desiring to become an Associate may do
642 so in the same manner as is applicable to becoming a Member, except as otherwise provided in
643 this Article.

644
645 **Section 11.3. Confirmation of Associate Status.** At the time of joining Metro-INET as
646 an Associate, the LGU shall indicate in writing that it is not joining as a Member but as an
647 Associate.

648
649 **Section 11.4. Appointment of Director and Alternate Director.** An Associate may
650 appoint a Director and an Alternate Director to the Board but such Director (or Alternate) shall be
651 without voting power, shall not be eligible to serve as an officer and shall not be counted for
652 quorum purposes.

653
654 **Section 11.5. Charges.** The Board shall establish the charges to be paid by Associates and
655 for that purpose it may classify Associates in accordance with their varying circumstances.

656
657 **Section 11.6. Application to Become a Member.** An Associate may apply for
658 membership status and become a Member upon the requisite vote as required in Article III, Section
659 3.5.

660
661 **Section 11.7. Notice of Withdrawal as Associate.** An Associate may discontinue its
662 association with Metro-INET at any time by giving written notice of withdrawal to the secretary.
663 Withdrawal shall not relieve such withdrawing Associate from its obligation to pay any charges
664 which the Associate has incurred up to the time of withdrawal.

665
666 **ARTICLE XII**
667 **DISSOLUTION**

668
669 **Section 12.1. Dissolution.** Metro-INET shall be dissolved whenever: (1) the total number
670 of remaining Members is less than five; or (2) by two-thirds of the votes represented by all
671 Members of the Board.

673 **Section 12.2. Effectuation of Dissolution.** In the event of dissolution, the Board shall
674 determine the measures necessary to effectuate the dissolution and shall provide for the taking of
675 such measures as promptly as circumstances permit and subject to the provisions of this JPA.
676

677 **Section 12.3. Distribution of Assets and Payment of Outstanding Obligations.** Upon
678 dissolution, the remaining assets of Metro-INET and payment of all of its outstanding obligations,
679 the remaining assets of Metro-INET shall be distributed among the then existing Members in
680 proportion to their contributions, as determined by the Board.
681

682 **Section 12.4. Allocation of Deficit.** If, upon dissolution, there is an organizational deficit,
683 such deficit shall be charged to and paid by the Members on a pro rata basis, based upon the Class
684 1 and 2 Charges incurred by such Members during the two years preceding the event which gave
685 rise to the dissolution.
686

687 **Section 12.5. Distribution of Computer Software.** In the event of dissolution the
688 following provisions shall govern the distribution of computer software owned by or licensed to
689 Metro-INET:
690

- 691 (a) All such software shall be an asset of Metro-INET.
- 692
- 693 (b) A Member or former Member may use (but may not authorize reuse by others) any
694 software developed during its membership upon (1) paying any unpaid sums due
695 Metro-INET; (2) paying the costs of taking such software; and (3) complying with
696 reasonable rules and regulations of the Board relating to the taking and use of such
697 software. Such rules and regulations may include a reasonable time within which
698 such software must be taken by any Member or former Member desiring to do so.
699

700 **ARTICLE XIII** 701 **INDEMNIFICATION**

702

703 **Section 13.1. Cooperative Activity of Single Governmental Unit.** Metro-INET shall be
704 considered a separate and distinct public entity to which the Members have transferred all
705 responsibility and control for actions taken pursuant to this JPA. To the fullest extent permitted by
706 law, actions by the Members pursuant to this JPA are intended to be and shall be construed as a
707 “cooperative activity” and it is the intent of the Members that they shall be deemed a “single
708 governmental unit” for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59,
709 subdivision 1a (a); provided further that for purposes of that statute, each Member expressly
710 declines responsibility for the acts or omissions of the other party. The Members are not liable for
711 the acts or omissions of the other Members except to the extent to which they have agreed in
712 writing to be responsible.

713 **Section 13.2. Indemnification.** Metro-INET shall defend, indemnify and hold harmless
714 the Members against all claims, losses, liabilities, suits, judgments, costs and expenses arising out
715 of action or inaction of the Board, its Directors or Alternates, the Fiscal Agent, the executive
716 director and other employees or agents of Metro-INET pursuant to this JPA. Metro-INET shall
717 defend and indemnify the employees of any Member acting pursuant to the JPA except for any act
718 or omission for which the Member’s employee is guilty of malfeasance, willful neglect of duty or

719 bad faith. A Member shall defend, indemnify and hold harmless Metro-INET against all claims,
720 losses, liabilities, suits, judgments, costs, and expenses arising out of action or inaction of the
721 Member regarding the Member's Data. This JPA to defend and indemnify does not constitute a
722 waiver by Metro-INET or any Member of the limitations on liability provided by Minnesota
723 Statutes, Chapter 466.

724 **ARTICLE XIV**
725 **AMENDMENT**
726

727 **Section 14.1. Amendment of JPA.** This JPA sets forth all understandings of the Members.
728 All prior agreements, understandings, representations whether consistent or inconsistent, verbal or
729 written, concerning this JPA, are merged into and superseded by this written JPA. No modification
730 or amendment to the JPA shall be binding unless all Members agree in writing to the proposed
731 change or amendment.

732 **ARTICLE XV**
733 **MISCELLANEOUS**
734

735 **Section 15.1. Data Practices.** The Members agree to comply with the Minnesota
736 Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data created,
737 collected, received, stored, used, maintained or disseminated by Metro-INET. If a Member
738 receives a request to release the data referred to in this section, it must immediately notify the
739 executive director. The executive director will give the Member who has received the data request
740 instructions concerning the release of the data to the requester before the data is released.

741 **Section 15.2. Audit.** The books, records and documents relevant to this JPA are subject to
742 audit by the Members and the State of Minnesota at reasonable times upon written notice.

743 **Section 15.3. Counterparts.** This JPA may be executed simultaneously in two or more
744 counterparts, each of which will be deemed an original, but all of which together will constitute
745 one and the same instrument.

746 **Section 15.4. Headings.** The subject headings of the sections and subsections of the JPA
747 are included for purposes of convenience only, and shall not affect the construction of
748 interpretation of any of its provisions.

749 **Section 15.5. Severability.** In case any one or more of the provisions of this JPA shall be
750 invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the
751 remaining provisions contained in this JPA will not in any way be affected or impaired thereby.

752 **Section 15.6. Applicable Law.** This JPA shall be governed by and construed in accordance
753 with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this
754 JPA shall be heard in Minnesota state district or courts with the venue being in Ramsey County,
755 and the Members waive any objection to the jurisdiction of these courts, whether based on
756 convenience or otherwise.

757
758
759
760
761
762

ARTICLE XVI
DURATION

Section 16.1. Term. This JPA shall continue in effect indefinitely until terminated in accordance with its terms.

763 **IN WITNESS WHEREOF**, the undersigned local governmental unit has caused this JPA
764 to be signed and delivered on its behalf.

765
766
767
768
769

(Name of LGU)

771
772 By: _____

773
774 Its: _____

775
776
777 By: _____

778
779 Its: _____

780
781 Dated: _____, 20____.

**Resolution 12-2020
of the Vadnais Lake Area Water Management Organization (VLAWMO)
to enter into the Joint Powers Agreement with the North East Metropolitan Area Municipal
Internetworking Collaborative (Metro-INET)**

Resolution 12-2020 was moved by Director _____ and seconded by Director _____:

Whereas, the VLAWMO currently contracts IT services through the existing Metro-INET, and

Whereas, the Metro-INET is seeking to form a Joint Powers Agreement (JPA) *“to provide for an organization that the participating Members may jointly and cooperatively provide for the development and operation of IT Services for the use and benefit of the Members, and others. To the extent permitted by law, the Members will support the establishment of the IT Services and seek to expand the number of participating agencies either as Members or as non-Member LGUs receiving services from Metro-INET”*, and

Whereas, VLAWMO is a party to the proposed JPA as a local government unit of the State of Minnesota, and is authorized to enter into this JPA, and

Whereas, this JPA is made and entered into pursuant to Minnesota Statutes, Section 471.59, and

Whereas, VLAWMO will appoint a representative Director and Alternate to represent VLAWMO within the Metro-INET Board of Directors, and shall be a voting member of the JPA, and

Whereas, this JPA shall become effective on January 1, 2021, and

Therefore, be it resolved: The VLAWMO Board of Directors enters VLAWMO into the Metro-INET JPA as a participating member.

The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

2020/2021

Education & Outreach Update

Nick Voss

Education & Outreach Coordinator

12/09/2020



2020/2021

Education & Outreach Update

Outline:

- 2020 Summary and survey results
See attachment 1 for details
- 2021: New structures and priorities
See attachment 2 for details

View complete plan documents at:
www.vlawmo.org/about/why-water-matters



2020 Summary



- 3 Community Blue Programs: One Pre-COVID-19
- 6 Public events: Adapted for social distancing
- 2 Information webinars: VLAWMO Capital Improvement Projects
- 372 volunteer hours
- 1,200 volunteer hours including BOD and TEC investment
- 9 Pre-COVID-19 or COVID-19 adapted workshops
- 223 workshop/webinar participants
- 1 MS4/City event: Pre-COVID-19



See full 2020 Education/Outreach Report for more details:
www.vlawmo.org/about/why-water-matters

2020 Summary: Goal Review



Goals outlined and presented at December, 2019 Board meeting

- 5 out of 9 goals accomplished
- 4 goals partially completed or stalled due to COVID-19

Measurable objective highlights:

- 65% growth in Adopt-a-Drain participation. 45 new adoptions in 2020.
- 4 of 7 public raingardens maintained by volunteers under Adopt-a-Raingarden
- 372 volunteer hours, 1,200 including TEC and BOD hours
- 11,000 website visits in 2020
- 1 workshop/webinar participants continued into cost-share program

2020 Summary: Goal Review



**5 out of 9
goals
accomplished
in 2020**

 **Completed/nearly complete**

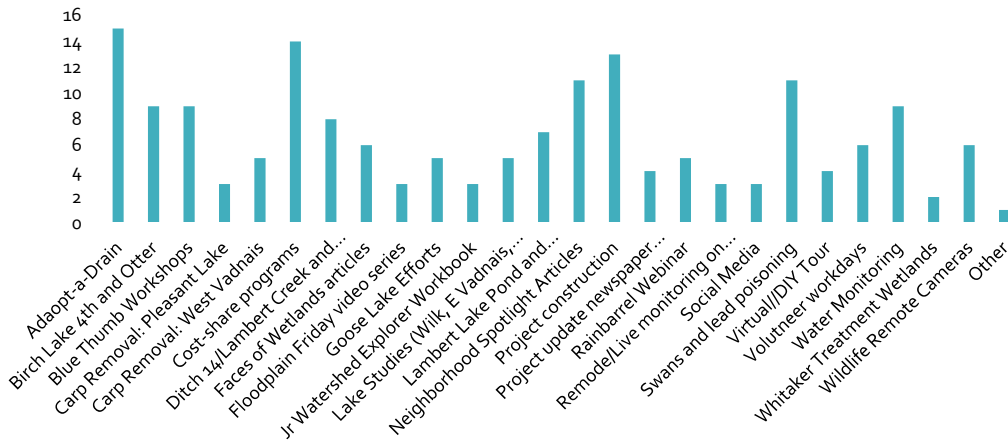
 **Partially completed**

 **Incomplete/
COVID-19 Prevention**

2020 Survey Results N=29



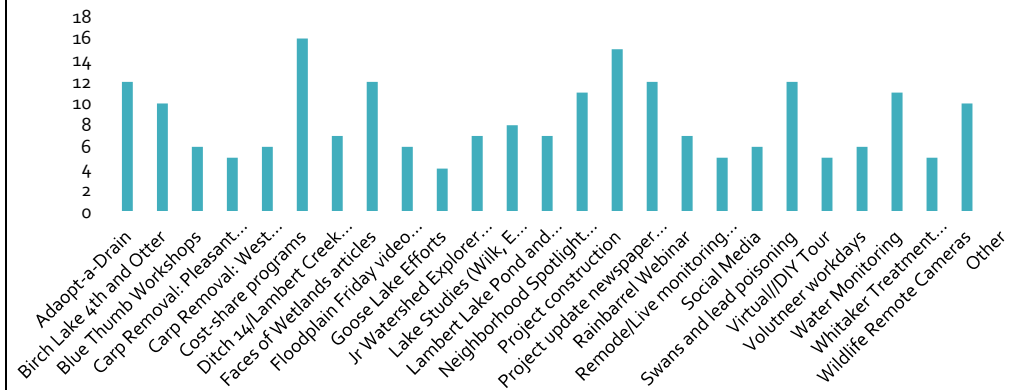
What VLAWMO initiatives were you aware of in 2020?



Top Results: Awareness

- Adopt-a-Drain
- Cost-share programs
- Project construction
- Swans/lead poisoning
- Neighborhood spotlight articles

What VLAWMO initiatives do you think are most important for water resources?



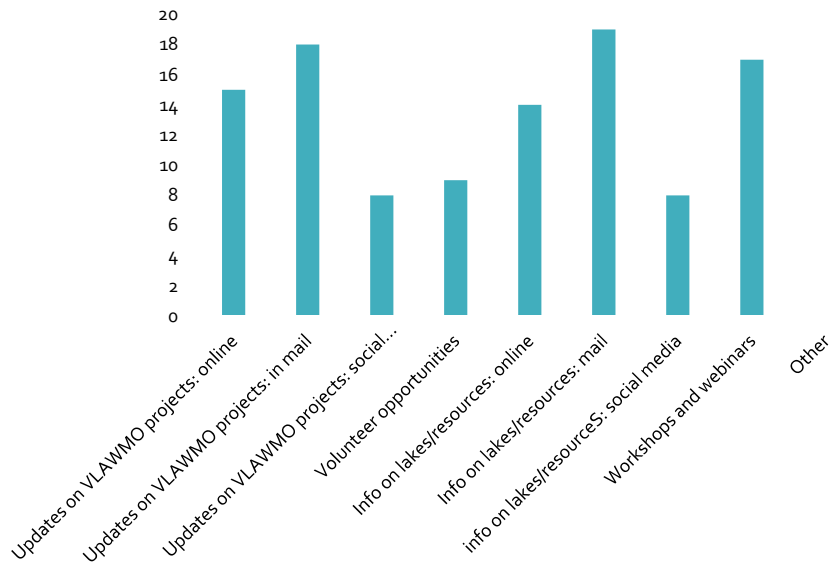
Top Results: Importance

- Cost-share programs
- Project construction
- Project updates
- Swans/lead poisoning
- Adopt-a-Drain, wetland and neighborhood spotlight articles

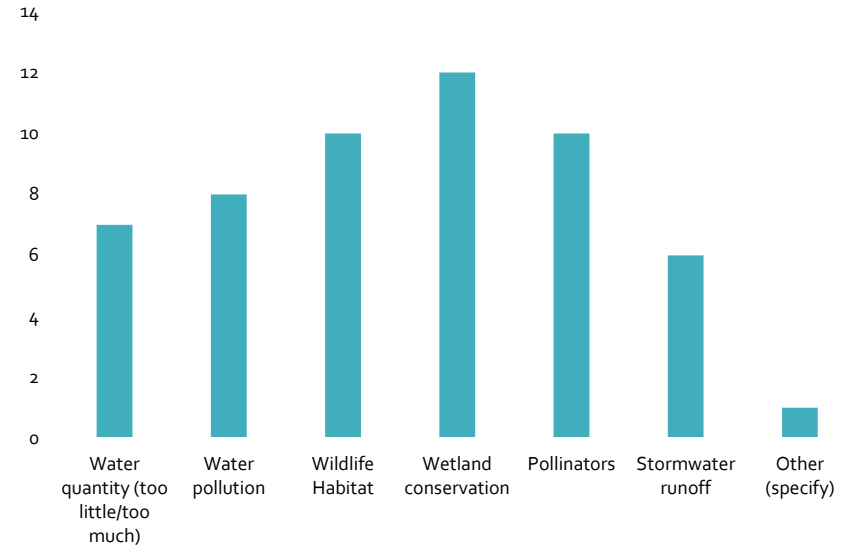
2020 Survey Results N=29



What would be an effective way to increase your familiarity of water resources?



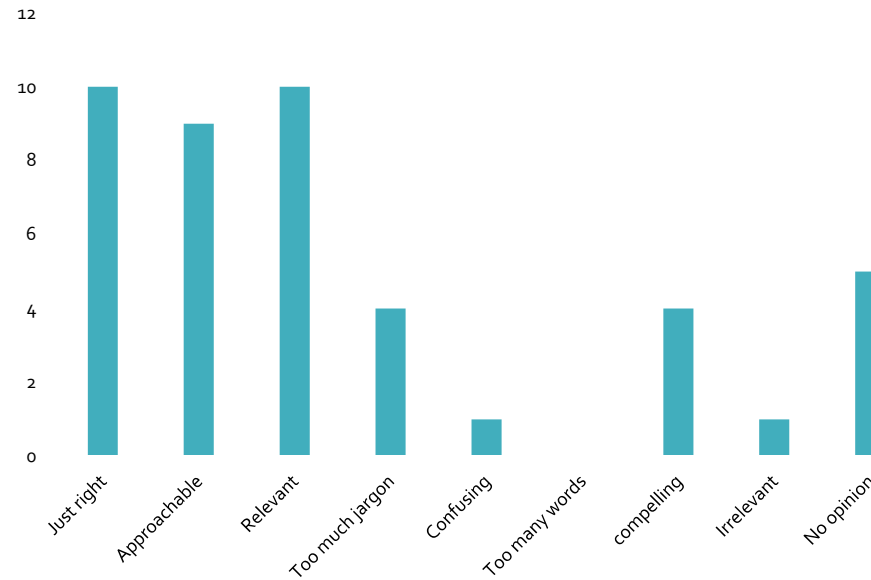
Which of these is most important to you?



2020 Survey Results N=29



What is your impression of VLAWMO's 2020 outreach?



2020 Summary: Goal Review



Additional takeaways:

- Value of hardcopy mailings
- 3 of 5 “most important topics” from public survey match VLAWMO and BOD emphasis
- COVID-era increase in website use, inform new website development
- Cost-share/Education measurement difficulty:
 - Workshop attendees lean DIY
 - Grant applicants largely not from workshops, but general outreach
 - Workshop attendees increasing in volunteer, citizen science engagements



Partnership Programs



Adopt-a-Raingarden:
Schools, congregations, public



**Aquatic Invasive
Species (AIS)
Monitoring:**
Ramsey County



2021: New Structures

Attachment 2



Capital Improvement Campaigns:

- Tie E/O efforts more closely to VLAWMO core programs
2021: Lambert Lake Pond/Ditch 14 education, East Goose Lake

MS4 Partnerships:

- Develop and assist member Cities/Township in requirements from the MN Pollution Control Agency (MPCA)
- Topics such as illicit discharge, smart salting, pet waste, best management practice (BMP) maintenance and installation
- Increased support in member community Joint Powers Agreements (JPA)
Following the new (Nov, 2020) MS4 General Permit

2021 Goals

Attachment 2



Desired Results: *Shortened*

1. Complete annual Capital Improvement Campaigns.
2. MS4 partners are using VLAWMO MS4 resources and are striving to improve their MS4 permits
3. Active, relevant outreach that fosters participation with VLAWMO's cost-share and volunteer programs
4. ...Citizenry that grapples with the complexity of water resources, advocates for solutions that promote long-term stewardship of water resources.
5. volunteers educating and being educated by their peers
6. ...citizens demonstrating watershed protection behaviors.



2021 Goals

Attachment 2



Goal Summary:

- 8 goals, 24 measurable objectives.

*Referenced to 10-year VLAWMO
Comprehensive Plan*

- Completion of objectives assumes progress towards desired results
- Strive for desired results over the course of 10-year VLAWMO Comprehensive Plan



2021 Goals



Prioritized strategy levels:

- High, intermediate, and low levels to structure staff time and workload

High priority strategies

High priority strategies that receive primary focus in content creation, planning, and implementation.

Goals: Capital Improvement Campaigns, Goal 1

Intermediate priority strategies

A segue between long and short term results, requiring intentional planning yet produces tangible results.

Goals: 2, 3, 4, 5

Low Strategies

Quickly accessible, short-term oriented, and self-perpetuating resources. Participation shifts to public participation and volunteers as the active agents.

Goals: 6, 7, 8

2.1 Desired Results, Measurable Outcomes

How is the Education and Outreach Plan Measured?

The following goals and objectives function as the fulfillment of the VLAWMO Water Plan Priority Issue #3: Need for education and outreach. The desired results portray VLAWMO's vision of what that education and outreach will ideally look like as long-term results. Some objectives are especially relevant to this or other priority issues, these are included in parenthesis after the objectives, phrased as "(PI #-#-#)".

Desired Results: *"Through the EOP, VLAWMO desires to..."*

Listed according to priority.

1. To complete annual Capital Improvement Campaigns; specific education efforts related to VLAWMO projects including outreach, communication, and stakeholder engagement.
2. To confirm that MS4 partners are using VLAWMO MS4 resources and are striving to improve their MS4 permits and SWPPP reports according to the full scope of the current MS4 permit.
3. To maintain active, relevant outreach that fosters participation with VLAWMO's cost-share and volunteer programs, in addition to member community partnerships.
4. Witness a citizenry that grapples with the complexity of water resources, culture, and climate change, and advocates for solutions that promote long-term stewardship of resources.
5. To observe resident volunteers educating and being educated by their peers, utilizing knowledge and skills related to stormwater, watersheds, and water quality.
6. To observe citizens demonstrating watershed protection behaviors.

2.1 High Priority Strategies

Capital Improvement Project Campaigns: 2021

Goose Lake Adaptive Lake Management

Goal: Compliment the Goose Lake Adaptive Management project with accurate documentation, stakeholder engagement, and relevant supplementary education.

- Facilitate staff planning for presentations: Set agendas, schedule meetings and consultations, ensure meeting outcomes are delivered, follow-up as needed.
- Design and launch a stakeholder survey that integrates with Adaptive Lake Management efforts and relates to all stakeholder representations.
- Coordinate a minimum of two introductory stakeholder meetings: PowerPoints, agendas, communications, follow-up for outcomes.
- Design and implement integrative education and outreach content with COVID-era adaptations.

Desired result: #1 **Priority issue:** #1, 5, 6 **Target audience:** Public: At large, workshops, events, businesses, homeowners/lake association

Lambert Lake Pond and Meander / Ditch Education

Goal: Compliment the Lambert Lake Pond and Meander project with documentation and relevant education on ditch history, wetlands, and stream and floodplain function.

- Provide monthly updates with photos and links on project web page:
vlawmo.org/lambertlakepondandmeander
- Maintain ditch management communications informed by local policies, studies, and ditch and drainage education.
- Complete a complimentary outreach series utilizing construction footage, drone footage, and background information on ponds, ditches in context of ecosystem health, and creek meanders. Utilize newspaper, website, and social media (using #LambertCreekVH).
- Distribute hardcopy mailings (letters, postcards) containing construction and upcoming webinar updates to residents. Mailing list of 267 properties, mailing occurrence dependent on project status and progress.
- Facilitate questions and address concerns between staff, the public, and City officials. Coordinate communications informed by feedback, maintain a Frequently Asked Questions section on the Lambert Pond and Meander project webpage.

Desired outcome: #1 **Priority issue in focus:** #1, 5 **Target audience:** Public: At large, homeowners assc.

2.1 High Priority Strategies

Professional Support: MS4 permit support

Goals

1. VLAWMO will support partner Cities and Townships in making progress in their MS4's.
 - A. VLAWMO will conduct a 2021 needs assessment with each MS4 community based on 2020 MS4 permit and SWPPP evaluation: <https://www.pca.state.mn.us/sites/default/files/wq-strm4-49a.pdf>
 - Emphasis on Minimum Control Measures 1, 2, 3, and 6.
 - Minimum Control Measures 4 and 5 assessed separately and collaborated on according to need and VLAWMO resource availability.
 - B. Each MS4 in VLAWMO will utilize VLAWMO for assistance under **Minimum Control Measure #1 (Education and Outreach)**:
 - Partner Cities and Townships retain compliance based on part 16 in the 2020 MS4 General Permit: <https://www.pca.state.mn.us/sites/default/files/wq-strm4-94a.pdf>
 - VLAWMO creates and pulls from existing resources to provide theme-specific and municipality-specific content to support MCM #1.
 - C. Each MS4 in VLAWMO will utilize VLAWMO for assistance under **Minimum Control Measure #2 (Public Participation/Involvement)**:
 - Partner Cities and Townships retain compliance based on part 17 in the 2020 MS4 General Permit: <https://www.pca.state.mn.us/sites/default/files/wq-strm4-94a.pdf>
 - Becoming a member of Adopt-a-Drain and working with VLAWMO in program promotion and implementation.
 - Promote or host storm drain clean-up events and/or trash pick-up events.
 - Collaborate with VLAWMO in hosting and promoting an annual raingarden, native plant, groundcover, shoreline restoration, or BlueThumb-sponsored workshop.
 - D. Each MS4 in VLAWMO will utilize VLAWMO for assistance under **Minimum Control Measure #3 Illicit Discharge Detection and Elimination (IDDE)**:
 - Partner Cities and Townships retain compliance based on part 18 in the 2020 MS4 General Permit: <https://www.pca.state.mn.us/sites/default/files/wq-strm4-94a.pdf>
 - E. Each MS4 in VLAWMO will utilize VLAWMO for assistance under **Minimum Control Measure #6 Good Housekeeping**
 - Partner Cities and Townships retain compliance based on part 21 in the 2020 MS4 General Permit: <https://www.pca.state.mn.us/sites/default/files/wq-strm4-94a.pdf>
 - F. VLAWMO will produce an MS4 report containing the year's programming and outreach summary to City and Township councils in December, 2021.

Desired Result #4

Primary priority issue in focus: #3

Target audience(s): MS4 partners

2.2 Intermediate Priority Strategies

Informal Education and Interpretation

Goals

2. Community members utilize watershed knowledge to act on watershed issues, with help from VLAWMO's tools and resources.
 - A. VLAWMO will offer and collaborate on at least three native plant, raingarden, and/or yard-care workshops annually.
 - B. VLAWMO will create and distribute cost-share promotional material to all VLAWMO municipalities and host a cost-share open-house annually.
 - C. VLAWMO will develop and maintain communications on ditch history, ditch maintenance, and residential options for supporting drainage and wetland health (part D).
 - D. VLAWMO will continually promote and evaluate the use of watershed stewardship activities through social media, website content, email blasts, and surveys (PI 3-3-1). To guide and organize VLAWMO's messaging, watershed stewardship messages include:
 - Water-friendly yard care strategies (keeping lawn at 3" height, keeping grass clippings on the lawn, etc.) A full list of strategies is found at vlawmo.org/residents/water-stewardship/
 - Adopting a stormdrain (Adopt-a-Drain.org)
 - Adopting a raingarden (vlawmo.org/get-involved)
 - Properly disposing yard waste and hazardous waste
 - Planting a raingarden, bioswale, native plant buffer, or installing other stormwater retention features
 - Redirecting downspouts away from pavement
 - Practicing salt and de-icer best practices

Desired outcome: #1, 2, 5 **Priority issue in focus:** #1, 2, 3 **Target audience:** Public: at large, workshops

2.2 Intermediate Priority Strategies

Informal Education and Interpretation

3. Community members are educated on VLAWMO issues and projects.

- A. VLAWMO will attend and present relevant water information and project updates at annual community events as opportunities arise. Examples include MarketFest in White Bear Lake and “Hot Dog with a Deputy” in Vadnais Heights (PI 3-2-2).
- B. VLAWMO will utilize community partnerships to promote VLAWMO events and capital improvement projects (PI 3-2-1). VLAWMO will also produce specific, separate communications plans corresponding with specific partnerships, capital improvement projects, and MPCA 319 projects being conducted within the defined year of this edition of the Education and Outreach Plan. **See Capital Improvement Project Campaigns.**
- C. VLAWMO will utilize the VLAWMO.org blog, VLAWMO YouTube channel, E-newsletter, and social media a minimum of once each week to promote awareness and build community rapport. Topics will include lake and stream monitoring, fieldwork updates, VLAWMO publications, local ecology, tips on water-friendly behaviors such as yard care practices, and current news relating to water resources and lake SLMP’s (PI 3-2-2).

Desired outcome: #2, 6 **Priority issue in focus:** #1, 3 **Target audience:** Public: at large, associations, citizen groups, stakeholders

4. Coordinate an active volunteer base that learns and leads.

- A. VLAWMO will creatively recruit volunteers through relationship building, and nurture its existing volunteer base. Volunteer programs include participation in the Minnesota Water Stewards program and facilitating VLAWMO-designed volunteer positions (PI 3-3-1).
- B. VLAWMO plans out annual projects for the Watershed Action Volunteers (WAV) and Citizen Advisory Committee (CAC) with volunteer input (PI 3-3-1). Possible activities for 2021 include:
 Neighborhood BMP tour, Leaf Pack Macroinvertebrate monitoring at four sites on Lambert Creek, Frog and Toad Monitoring, Shoreline restoration open house, native plant swap, raingarden maintenance, “adopt-a-raingarden” maintenance on public raingardens and bio-swales, community stormdrain clean-ups, adopt-a-drain promotion (door hangers, etc.)
- C. Trained volunteers will help monitor the status of Aquatic Invasive Species (AIS) in the watershed. VLAWMO will partner with the Ramsey County Soil and Water Conservation Division to host volunteer trainings.
- D. VLAWMO will maintain a relationship with the University of Minnesota service learning, and will host students for outdoor fieldwork such as buckthorn removal and camera trap setting.

Desired outcome: #3 **Priority issue in focus:** #1, 3 **Target audience:** Volunteers

2.2 Intermediate Priority Strategies

Informal Education and Interpretation

5. Watershed communications are accountable and active in the community.
 - A. Notes and minutes from VLAWMO meetings will be posted on the website for stakeholders and the public. (PI 3-2-1, 3-2-3).
 - B. Each municipality will be reached annually through newsletters, email blasts, or website updates with relevant MS4, watershed stewardship, cost-share, or Capital Improvement Campaign content.
 - C. Due to its remote location, small area, and being in Anoka County, the Lino Lakes portion of the VLAWMO watershed will receive one hardcopy mailing annually.
 - D. VLAWMO will produce and submit at least 10 newspaper articles annually.
 - E. VLAWMO will participate in local groups such as VHDEC Partners for Good to maintain connections with local businesses and nonprofits.
 - F. VLAWMO continues memberships with Metro Watershed Partners and Blue Thumb to provide education content and peer-to-peer consultation with other watershed organizations in order to enhance programs and services to the VLAWMO public.

Desired outcome: #1

Priority issue: #1, 5, 6

Target audience: Public: At large

2.3 Low Priority Strategies

Formal Education: Schools

6. Schools have established and maintained stormwater BMP's integrated with watershed education efforts.
 - A. VLAWMO will provide at least one BMP maintenance event annually within the WMO, either during school hours or during after hours care. (PI 3-2-2)
 - B. Visit or provide supportive water resource content to each school at least once/year for water-focused lesson and activity. Repeatable and accessible education activities are listed at vlawmo.org/students (PI 3-3-2).

Desired Result: #2, 5

Priority issue in focus: #3

Target audience: Schools, Public: families

2.3 Low Priority Strategies

Informal Education and Interpretation

7. An appreciation of natural resources is established in the community, fostering ecological awareness, participation, and a sense of place.
 - A. Continued use of remote cameras to photograph local wildlife and use photos for educational messaging, capital improvement project support, schools, newspapers, blogs, and presentations.
 - B. VLAWMO staff will develop story maps focused on wetland wildlife, frog and toad populations, and VLAWMO projects.
 - C. VLAWMO will produce Neighborhood Spotlight articles (successful cost-share raingardens, stewardship practices, and other best management practices) and Faces of Wetlands articles (featuring ecological knowledge on wetland wildlife while relating it to human activities).
 - D. VLAWMO will organize citizen science initiatives for community members to participate in. These include but aren't limited to LeafPack macroinvertebrate monitoring, pollinator monitoring, or picture posts (phenology). Resulting data will be interpreted in terms of watershed health (PI 3-3-1).

Desired outcome: #1, 2, 3 Priority issue in focus: #1, 5, 6 Target audience: Public: at large, events

Professional Support: BOD, TEC, WAV

8. Key personnel (BOD, TEC, CAC) have continued to advance their knowledge of water and related natural resources.
 - A. VLAWMO will provide one enrichment opportunity annually in the form of a supplementary presentation titled "Water Matters". Presentations will invite guest speakers on watershed related topics from the greater Twin Cities metro. Each presentation will be recorded and posted on the VLAWMO website, and the public invited.
 - B. VLAWMO staff will forward relevant news, events, and research to TEC and BOD members for supplementary learning when available.

Desired Result #4 Primary priority issue: #3 Target audience(s): Key personnel

2.4 Desired Results, Measurable Outcomes

Measurable Outcomes: *Measured program participation that indicates incremental accomplishment of goals. Objectives attributed to each goal are evaluated through this pool of outcomes.*

1. Adopt-a-Drain: Observe a minimum of 50 new drain adoptions, exceed 20 reported volunteer hours, maintain 20 active annual volunteers and achieve 50 lbs of debris collected and reported by adopt-a-drain volunteers.
2. Grow email subscriptions and social media following by 75 people annually.
3. Achieve 300 social media engagements annually.
4. Achieve 10,000 website visits annually.
5. 50 new social media followers annually.
6. 500 VLAWMO received and opened email newsletters annually.
7. 20 end-of-year annual survey results or Facebook engagements reporting independent watershed stewardship (goal 2c).
8. Successfully published articles in various newspapers, newsletters, and custom mailings. A minimum of four times annually.
9. Reach 4 classrooms (90-100 students) annually through school programs or use of VLAWMO web resources.
10. A reported increase in Tblisi education categories: Knowledge, awareness, attitude, skills, and behavior. Increases in each category as a result of VLAWMO workshop or tour survey, or annual end-of-year survey.
11. Monthly phenology posts made at each picture post, at least one new participant engaging in program annually.
12. A minimum of 50 watershed residents attending VLAWMO workshops, open houses, tours, and Blue Thumb workshops annually.
13. A minimum of 5 VLAWMO event participants from the past two years will participate in a VLAWMO cost-share or soil health grant.
14. A minimum of 5 VLAWMO cost-share participants from the past two years will also participate in education and outreach through a spotlight article or volunteering with VLAWMO.
15. A minimum of 2 Lawns to Legumes applications in the VLAWMO watershed annually.
16. At least 5 public raingardens are adopted and annually maintained by volunteers under Adopt-a-Raingarden.
17. Achieve over 500 reported volunteer hours through volunteer opportunities such as leading a short-term service projects, citizen science, specific or custom volunteer roles, or utilizing a VLAWMO education display.
18. A minimum of five volunteers will act as educators to their local citizen peers annually.
19. A minimum of three volunteer efforts completed annually, at least 25 participants across all activities.
20. One or more trained AIS volunteers will report and monitor at least once on each lake in VLAWMO annually.
21. At least two schools each year will schedule and complete raingarden maintenance with or without VLAWMO assistance.
22. A minimum of one engagement annually with a resident in Lino Lakes portion of watershed.
23. TEC and BOD quorum met at each meeting.
24. If cost-share best management practices are successfully installed as a result of education and outreach efforts (workshops, events, etc.), VLAWMO will report these as supplementary measurable outcomes.

Barriers: What challenges will be faced when pursuing the goals?

1. Many watershed features in VLAWMO (lakes, wetlands) are difficult to access and are also generally out of sight to the public. This creates difficulty in building personal interaction and appreciation with local natural resources. Finding ways to foster local, place-based appreciation of water resources (lakes, wetlands, etc.) is an important strategy for inspiring behavior change and watershed stewardship (water friendly yard care, etc.).
2. Maintaining a variety of activities that appeal to a wide range of communities on a limited budget. With a wide range of age groups, political affiliations, and professions in the watershed, VLAWMO is unable to focus on one particular group.
3. Competing for attention and focus from the public. To get educational messages across in newspapers, social media, or email, they must compete with many more news stories, email distributions, advertisements, and social functions. This inundation of information has the potential to turn community members off to watershed education and messages.
4. A trend of disassociation to place and water resources. Having many causes, priorities, and interests active in the watershed allows for many different focuses. A particular niche may or may not require attention to the local environment or water resources to function. This creates space for an assumption that water resources are irrelevant to some, and the responsibility of others. As a watershed organization, VLAWMO focuses on the interconnectivity of water resources, recognizing that everyone who lives or works in the watershed impacts water resources. A challenge VLAWMO faces is to assist in making this interconnectivity visible, relevant, and accessible to all interests and priorities.
5. Perceived complexity, intimidation, or conflict concerning water management. The notion of not being an expert may inhibit some from pursuing actions or policies that strive to improve water quality. Education focused on new behaviors regarding land use and watershed connectivity may also reveal differences in attitudes, norms, and priorities. Gridlock, conflict, or disengagement may occur when these differences require cultural, political, or social reflection within the discussion. Such reflection demands a degree of voluntary personal interest and a receptiveness to difference, which can vary. Potential reflective topics include land use and water use, climate change, private property ethics, or yard care routines.

Prioritizing the work load

Three strategy levels organize the goals and objectives into a balanced work load. Various strategy levels tend to utilize similar methods and tools,

Table 1: Strategy levels

High priority strategies

High priority strategies that receive primary focus in content creation, planning, and implementation.

Goals: Capital Improvement Campaigns, Goal 1

Methods & Tools: Internal planning, stakeholder engagement, content development such as mailings, VLAWMO website, media, and presentations.

Intermediate priority strategies

A segue between long and short term results, requiring intentional planning yet produces tangible results.

Goals: 2, 3, 4, 5

Methods & Tools: Community Blue, annual watershed awards, cost-share promotion, Watershed Action Volunteers (WAV/CAC), Minnesota Water Stewards (MWS), branding, workshops/workshop partnerships, tours.

Low Strategies

Quickly accessible, short-term oriented, and self-perpetuating resources. Participation shifts to public participation and volunteers as the active agents.

Goals: 6, 7, 8

Methods & Tools: Short-term WAV events (stormdrain clean-up, invasive species control, Adopt-a-Drain, Adopt-a-Raingarden), school support, education supplies, citizen science and service, nature awareness.



STRATEGY LEVELS

4.0

Three strategy levels organize the goals and objectives into a balanced and self-perpetuating education program.

High strategies

Capital improvement campaigns: Communications, branding, meetings, documentation, and planning. Creating and updating the Comprehensive Water Plan, articles, annual reports, water monitoring reports, Water Policy, or Education and Outreach Plan.

Stakeholder engagement: Sharing resources and accruing knowledge through ongoing correspondence with stakeholders. Education, mailings, website maintenance, content/video creation, surveys, and webinars.

Intermediate strategies

Community Blue: A grant program focused on small-scale native plantings, community service initiatives, and citizen engagement. Emphasis on education, collaboration, innovation, and interactions between citizens and local water resources.

Watershed Action Volunteers (WAV): The recruitment and fostering of an active volunteer group. Formal volunteer positions are designed and filled annually, primarily driven by participation in the Minnesota Water Stewards program (MWS). Inclusion of Citizen Advisory Committee (CAC).

Cost-share promotion: The promotion of existing cost-share programs.

Tours: Live, on-site watershed demonstrations and interpretation throughout the watershed.

Annual Watershed Awards: Peer-nominated acknowledgement of watershed leadership.

Workshops: Formal instruction and training on watershed topics such as raingardens, shoreline restoration, wetlands, or citizen science.

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Low strategies

Media: Physical or digital (social media, website) messaging and promotion of VLAWMO.

School planning and visits: Planning and supporting schools in watershed education through raingarden assistance, online watershed resources, class visits.

Events: Booth set-up, educational event (videos, ice cream social, etc.) or open house that occurs in the watershed or targeting watershed constituents.

Short-term volunteer: Adopt-a-Drain, Adopt-a-Raingarden programs and promotion. More at adopt-a-drain.org

Supplies: Education materials and displays for rent allow the general public to be empowered to participate in watershed improvement and leadership.

Nature awareness: The public at large being aware of watershed natural resources. Remote cameras, original staff wildlife and wetlands articles, and phenology picture posts. Non-volunteer public interact with and learn from the content generated from these efforts, each effort contains opportunities and invitations on how to be more involved in supporting the watershed.

Citizen science and service: Volunteers, community groups, or school groups gathering ecological data in the watershed or conducting service projects. Service projects include trash pick-up or raingarden/BMP maintenance. The citizen science program includes LeafPack macroinvertebrate monitoring, Aquatic Invasive Species (AIS) monitoring, and phenology picture posts. Descriptions of these projects are available at: leafpacknetwork.org picturepost.unh.edu.

